

KEANSBURG BOARD OF EDUCATION  
100 PALMER PLACE  
KEANSBURG, NJ 07734

REGULAR MEETING MINUTES  
February 27, 2018

**CALL TO ORDER**

I hereby call to order the Regular Meeting of the Keansburg Board of Education, held on February 27, 2018 in the Bolger Middle School Faculty Lounge. Adequate notice for this meeting has been mailed to the Asbury Park Press, filed with the Municipal Clerk of Keansburg, posted on the District website and posted inside the office of the Keansburg Board of Education,  
100 Palmer Place, Keansburg, NJ on January 31, 2018.

**ROLL CALL**

Dan Castles, Board Secretary, called roll at 7:01pm:

**Present:** Dolores Bartram, Brooke Clayton, (left 8:00pm) Michael Donaldson, Judy Ferraro, Christopher Hoff, Kimberly Kelaher- Moran, Robert Ketch and Michael Mankowski

**Absent:** Patricia Frizell

**Also Present:** John Niesz, Superintendent of School and John Bennett, Attorney

**PLEDGE OF ALLEGIANCE**

Number of public present: 86

**RECOGNITIONS:**

**STUDENT:** **Alexander Wendel** – Winner “Speaker Award” representing Joseph R. Bolger Middle School on December 2, 2017 as part of the Jersey Shore Debate League.

**STAFF:**

**Pre-K Educator of the Year-Melissa Kennedy, Support Staff of the Year-Dorothy Sheldon.**

**JCCS Educator of the Year- Karen Pearce, Support Staff of the Year - Deborah Carusotto.**

**JRBMS Educator of the Year- Tracey Grimaldi, Support Staff of the Year- Lori Ryan.**

**KHS Educator of the Year – David Ganz, Support Staff of the Year- Dorothy Holly.**

**DISTRICT-Educator of the Year-Tracey Grimaldi,**

**DISTRICT-Support Staff of the Year-Dorothy Holly**

**PRESENTATIONS – NONE**

**PUBLIC - NONE**

**RESOLUTION AUTHORIZING EXECUTIVE SESSION -**

BE IT RESOLVED that in accordance with the provisions of the Open Public Meetings Act (“Act”), the Keansburg Board of Education shall conduct a closed executive session pursuant to the Personnel and Legal exception(s) prescribed by N.J.S.A. 10:4-12 for the purpose of discussing:

(1) Legal Matters

(2) \_\_\_\_\_

(3) \_\_\_\_\_

It is anticipated that the length of time of this executive session will be 30 minutes and that action will not be taken in public after the executive session.

Be it further resolved that the minutes of the executive session will be released when the need for confidentiality in accordance with N.J.S.A. 10:4-12 no longer applies.

MOTION BY: Clayton

SECONDED BY: Bartram

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IN: 7:25                      OUT: 7:55

EXECUTIVE SESSION RESOLUTION	
MOVED BY	Hoff
SECONDED BY	Ketch
AYE	8
NAY	0
ABSTAIN	0

**BS-01 APPROVAL OF MINUTES**

Motion by Mankowski and seconded by Hoff to approve the following minutes:

Regular Meeting January 30, 2018

Roll Call Vote: 8 in favor, 0 opposed, 0 absent, 1 abstain (Frizell), motion carried

**The Superintendent of Schools recommends positive action on the following items:**

**PERSONNEL:**

A. **INTENT TO RETIRE – DIST**

The following individual has given their intent to retire, as submitted:

Klemm, Patricia	School Nurse	Efft. 12/31/18
Kolba, Geraldine	School Secretary	Efft. 6/30/18

B. **LEAVE OF ABSENCE – DIST**

Approve the following individual be granted a Maternity/Child Care Leave of Absence beginning March 19, 2018 ending June 22, 2018 using allowable sick days followed by unpaid leave. This leave will be deducted from her entitlement under FMLA/NJMLA:

Corcione, Jillian

Approve the following individual be granted a revision to her Medical Leave of Absence beginning February 1, 2018 returning February 20, 2018 using allowable sick days. This leave will be deducted from her entitlement under FMLA/NJMLA:

Kennedy, Deborah

Approve the following individual be granted a Maternity/Child Care Leave of Absence beginning May 21, 2018 returning April 8, 2019 using allowable sick days followed by unpaid leave. This leave will be deducted from her entitlement under FMLA/NJMLA:

Johnson, Lauren

Approve the following individual be granted an unpaid Intermittent Family Care Leave of Absence for various dates during the time period of February 9, 2018 through May 9, 2018. This leave will be deducted from her entitlement under FMLA/NJMLA:

Shoiab, Silvia

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C. COACHING POSITION – 2017-2018 – HS

Approve the following individual for the position and salary indicated for the 2017-2018 school year:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Keelen, Ashley	Assistant Softball Co-Coach	\$3,093.50

Account #: 15-402-100-100-40

D. MORNING CAFETERIA TEACHER – 2017-2018 – HS

Approve the following individual as Morning Cafeteria Teacher monitoring breakfast from 7:15am until 7:30am and resume normal teaching day until 2:15pm, at no cost to the district:

Lopez, Deanna

E. SUBSTITUTE CENTRAL DETENTION TEACHER - 2017-2018 - HS

Approve the following individuals as a Substitute Central Detention Teacher for the 2017-2018 school year, monitor students after school for 1 hour per day, at \$35.00 per hour, Monday through Thursday based upon student attendance. If no student(s) arrive after 30 minutes teacher will be dismissed and paid for first ½ hour only:

Deanna Lopez

Sperring, Ryan

Account #: 15-421-100-101-40

F. KEANSBURG AFTER SCHOOL PROGRAM (KAP) – 2017-2018 – DIST

Approve the following individual for the position and salary listed in the Keansburg After School Program (KAP) from February 28, 2018 to June 30, 2018:

<u>Teacher - BSI</u>	\$35.00 per hour
Carrier, Tammy	90 hours, not to exceed \$3,150.00
<u>Paraprofessional</u>	\$19.55 per hour
Baeza, Nancy	90 hours, not to exceed \$1,759.50
<u>Substitute Paraprofessional</u>	\$17.91 per hour, as needed
Lee, Kimberly	

Account #: 20-096-100-100-60

G. PRE-K EVENING REGISTRATION STAFF – 2017-2018 - PreK

Approve the following individuals to facilitate registration at the Port Monmouth Road Pre-K Site for 1 evening, 2 hours for each individual at \$35.00 per hour, not to exceed \$70.00 each:

Teachers

Dubrow, Colleen

Janik, Jacqueline

Account #: 20-218-100-101-10

Giebler, Jamie

Account #: 11-000-219-104-80

Milhomens, Amanda

Young, Karen

Account #: 20-218-200-100-10

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School Nurses

Silva, Deborah

Vaccarelli, Patricia

Account #: 20-218-200-104-10

Approve the following individuals to facilitate registration at the Port Monmouth Road Pre-K Site for 1 evening, 2 hours for each individual at the hourly rates indicated:

School Psychologists

Kemp, Shannon \$47.26 per hour, not to exceed \$94.52

Walling, Bonnie \$70.19 per hour, not to exceed \$140.38

Account #: 20-218-200-104-10

Paraprofessionals

Habib, Margaret \$20.02 per hour, not to exceed \$40.04

Vargas, Laura \$19.55 per hour, not to exceed \$39.10

Account #: 20-218-100-106-10

Secretary

Anderson, Tammy \$25.00 per hour, not to exceed \$50.00

Account#: 20-218-200-105-10

H. DISTRICT MENTORSHIP PROGRAM - 2017-2018

Approve the following individual as a mentor for the district mentorship compliant with TEACHNJ at the rate of \$35.00 per hour for 10 hours, not to exceed \$350.00 total:  
Farnsworth, Shaylyn

I. VOLUNTEER COACH – 2017-2018 – HS

Approve the following volunteer coach for the 2017-2018 school year High School softball program, at no cost to the district:  
Kmak, Brian

J. INTERNSHIP - DIST

Approve the following individual be permitted to complete her Learning Disabilities Teacher Consultant Internship with Bruce England during the Spring 2018 semester.  
Betances, Ana

Approve the following individual be permitted to complete her Experiential Education requirement with various teachers in the English Language Arts Department at Joseph R. Bolger Middle School during the Spring 2018 semester.  
Cooper, Coral

Approve the following individual be permitted to complete his Senior Internship (Biotechnology High School) with Roslyn Simek during May 2018 to June 2018.  
Fazzina, Anthony

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K. PROFESSIONAL DEVELOPMENT COSTING \$150.00 OR ABOVE

Approve attendance at the workshops as listed below at the costs indicated. Travel is directly related to and within the scope of the current responsibilities of the listed employees, is critical to the instructional needs of the district, will improve the participant's skills and knowledge, or further the efficient operations of the district. The costs associated with attendance are statutorily authorized travel expenditures and are within the annual maximum travel expenditure amount of the district:

3/22	Faldetta, Patricia	Employee Evaluation Mgmt. Certification Course	\$595.00
	Formica, Christine	Employee Evaluation Mgmt. Certification Course	\$695.00
4/26	Hansel, Jessica	NJ Speech & Hearing 2018 Convention	\$350.00
	Puskas, Brenda	NJ Speech & Hearing 2018 Convention	\$250.00
6/1	Cirillo, Judith	2018 NJTESOL Spring Conference	\$294.00
6/4	Janik, Brian	Garden State Summit 3.0	\$183.00
	Tritto, Tonya	Evidence Based Practices in Substance Abuse	\$150.00
6/28	Beegle, Staci	Special Education Law Symposium	\$600.00

**GENERAL:**

1. DISTRICT H-I-B REPORT - 2017-2018

Approve the monthly district H-I-B Report for the month of February 2018:  
Ref. Exhibit #1

2. POLICY – 1<sup>ST</sup> READING – DIST

Approve and adopt the following policy, as submitted:

0169.02	Board Member Use of Social Networks	<b>HELD</b>
3437	Military Leave – Teaching Staff	
4437	Military Leave – Support Staff	
5516.01	Student Tracking Devices	
7425	Lead Testing of Water in Schools	
7440	School District Security	
7441	Electronic Surveillance in School Buildings and on School Grounds	
8507	Breakfast Offer Versus Serve (OVS)	
8630	Bus Driver/Bus Aide Responsibility	
9242	Use of Electronic Signatures	
Ref. Exhibit #2		

3. REGULATIONS – 1<sup>ST</sup> READING – DIST

Approve and adopt the following regulations, as submitted:

5460.1R	High School Transcripts
7101R	Educational Adequacy of Capital Projects
7440R	School District Security
7441R	Electronic Surveillance in School Buildings and on School Grounds
8630R	Emergency School Bus Procedures
Ref. Exhibit #3	

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4. SPRING SPORTS SCHEDULE/TRANSPORTATION – 2017-2018 – JB  
Approve the Spring sports and transportation schedule for J. R. Bolger Middle School, as submitted:  
Ref. Exhibit #4
5. OPIOID USE AND MISUSE EDUCATIONAL FACT SHEET - DIST  
Approve the parent sign off sheet and updated Opioid Use and Misuse Education Fact Sheet for the Keansburg High School.  
Ref. Exhibit #5
6. BASKETBALL CLINIC - 2017-2018 - DIST  
Approve a free basketball clinic provided by the high school basketball coaches on the following dates and times, at no cost to the district:  

6/5/18 and 6/7/18	3:00pm - 5:00pm	4th - 5th Grade
6/12/18 and 6/14/18	3:00pm - 5:00pm	6th - 8th Grade
7. FISCAL YEAR 2018 ESSA GRANT ACCEPTANCE – DIST  
Approve the acceptance of the Fiscal Year 2018 ESSA Grant in the following amounts:  

Title I Part A	\$1,036,817.00
Title I SIA Part A	\$ 86,726.00
Title II Part A	\$ 73,938.00
Title III	\$ 10,635.00
8. MEMORANDUM OF UNDERSTANDING – MENTAL HEALTH ASSOCIATION OF MONMOUTH COUNTY AND KEANSBURG AFTERSCHOOL PROGRAM – 2017-2018 - DIST  
Approve the MOU between the Keansburg Afterschool Program and the Mental Health Association of Monmouth County for the 2017-2018 school year for implementation of the Teen Tactics curriculum.
9. LIVE STREAMING MEMORANDUM OF AGREEMENT – KEANSBURG POLICE DEPARTMENT AND KEANSBURG SCHOOL DISTRICT  
Approve the MOU between the Keansburg Police Department and the Keansburg School District concerning the use live streaming of school cameras by the police department.
10. SPECIAL NEEDS - 2017-2018  
Approve the following students to attend the placement indicated for the 2017-2018 school year:

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Student ID	DOB	Class	Placement	Start Date	Private Public	Tuition
4301048679	1-5-02	ED	Greenbrook	1-24-18	Priv.	391.13 per day
9288343597	7-25-08	SM	CPC Elem,	1-29-18	Priv.	359.50 per day
1705874927	3-10-06	Reg. Ed	Hackensack	1-22-18	Pub.	81.80 per day
7813068939	1-4-05	MD	Coastal L.C.	2-8-18	Priv.	276.36 per day
2970866319	5-27-98	MCI	Long Branch School to Work	11-27-17	Pub	91.73 per day
9753950594	4-9-02	ED	Long Branch Alt. H.S.	1-9-18	Pub.	199.88 per day

Account #: 11-000-100-566-80 Private

Account #: 11-000-100-562-80 Public

**11. HOME INSTRUCTION - 2017-2018**

Approve the following student to receive home instruction for the 2017-2018 school year:

Student ID	H.I.#	Grade	Reason	Tutor	Start Date	End Date
7842007345	16	10	Medical	Ed. Inc.	1-10-18	1-15-18
5025982691	17	4	Medical	J. Pepper	12-14-17	1-29-18
9810467079	18	7	Medical	S. Gaffney	1-18-18	6-21-18 as needed
2985056522	19	12	Medical	Ed. Inc.	2-6-18	2-18-18

Account #: 11-150-100-101-80 Employee

Account #: 11-150-100-320-80 Outside

**ADDENDUM:**

**A1. RESIGNATION – DIST**

Approve the following resignation, as submitted:

Held, Nancy                                      Staff Accountant/Office Manager                                      Efft. 3/27/18

**A2. PROFESSIONAL – EMPLOYMENT – 2017-2018**

Approve the following individual for the position and pro-rated salary indicated for the 2017-2018 school year:

Baltazar, Tonya                                      School Nurse#                                      BA-6                                      \$58,205.00                                      HS

Efft. 4/9/2018 or sooner

Account #: 15-000-213-100-40

#Pending receipt of emergency certification

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A3. NON PROFESSIONAL – EMPLOYMENT – 2017-2018

Approve the following individual for the position and pro-rated salary indicated for the 2017-2018 school year:

Cassiano, Maureen                      Staff Accountant/Office Manager    \$57,500.00                      Dist  
Eff. 4/30/2018 or sooner  
Account #: 11-000-251-100-55

A4. 2017-2018 SALARY – HOURLY EMPLOYEE – DIST

Approve the following hourly salary for the following individual effective for the 2017-2018 school year:

Puskas, Brenda                      \$89.54 per hour, as needed

A5. PROFESSIONAL DEVELOPMENT COSTING \$150.00 OR ABOVE

Approve attendance at the workshops as listed below at the costs indicated. Travel is directly related to and within the scope of the current responsibilities of the listed employees, is critical to the instructional needs of the district, will improve the participant's skills and knowledge, or further the efficient operations of the district. The costs associated with attendance are statutorily authorized travel expenditures and are within the annual maximum travel expenditure amount of the district:

3/2	Brophy, Sean	Strategies for Creating an Exemplary Literacy Day	
	\$150.00		
3/5	Herits, Michael	School Security Legal Issues	\$150.00
3/6	Donnelly, Nicole	Responsive Classroom	\$318.00
3/20	Damian, Colleen	NJPSA/FEA I&RS Next Generation	\$149.00
3/22	Damian, Colleen	ELL Summit – Emerging Legal Issues	\$149.00
3/23	Gomez, Erin	Building Connections: Creativity In Gifted	\$219.00

A6. REGULATIONS – 1<sup>ST</sup> READING – DIST

Approve and adopt the following regulations, as submitted:

3432.1R                      Sick Day Bank – Teaching Staff Members  
4432.1R                      Sick Day Bank – Support Staff Members  
Ref. Exhibit #6

A7. 2018-2019 SCHOOL CALENDAR/12 MONTH EMPLOYEE CALENDAR – DIST

Approve the 2018-2019 School Calendar and 12 Month Employee Calendars, as submitted:  
Ref. Exhibit #7

A8. HOMELESS TUITION - 2017-2018

Approve the following students to attend the school indicated for the 2017-2018 school year:

Student ID	Classification	Placement	Start Date	Tuition Per diem
13600		Middletown	9-20-17	76.78
11511		Middletown	9-2017	73.20
307899		Middletown	9-2017	77.90
15968		Middletown	9-2017	75.55



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Account #: 11-000-100-561-80 Reg. Ed.

Account #: 11-000-100-562-80 Spec. Ed.

A9. **SPECIAL NEEDS - 2017-2018**

Approve the following student to attend the placement indicated for the 2017-2018 school year:

Student ID	DOB	Class.	Placement	Start Date	Public / Private	Tuition
4345019837	7-30-03	MD	Ocean Acad.	2-26-18	Private	302.25 per diem

Account #: 11-000-100-566-80

**Superintendent's Report**

<b>Personnel: A through K</b>			
<b>General: 1 through 11</b>			
<b>Addendum: A1 – A9</b>			
	Yes	No	Abstain
Bartram	X		
Clayton	Left 8:00		
Donaldson	X		
Frizell			
Hoff	X		
Ketch	X		
Mankowski	X		
Moran	X		
Ferraro	X		
Motion by:	Bartram		
Second by:	Mankowski		
Roll Call Vote	7 in favor		
	0 opposed		
	2 absent		
	0 abstain		
	Motion carried		

**BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR'S REPORT**

**BS-02: RECEIPT AND ACCEPTANCE OF FEBRUARY'S SECRETARY'S AND TREASURER OF SCHOOL MONIES REPORTS**

Recommend the receipt of the Board Secretary's and Treasurer of School Monies Financial Reports as of February 28, 2018 be accepted as filed, and

BE IT FURTHER RESOLVED that pursuant to N.J.A.C. 6A:23A-16.10(c)3 that no major account or fund has been over expended as of February 28, 2018 based upon the Board Secretary's Certification and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

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**BS-03: RATIFICATION OF BILLS PAID AND CHECKS ISSUED PRIOR TO A BOARD MEETING**

Recommend that the Board of Education ratify the bills paid and checks issued prior to the board meeting in accordance with Board Policy 6470 in the amount of \$948,708.54.

**BS-04: RATIFICATION OF BILLS PAID AND CHECKS ISSUED AT THE BOARD MEETING**

Recommend that the Board of Education approve the bills paid and checks issued at the board meeting in the amount of \$468,851.17.

**BS-05: RATIFICATION OF APPROPRIATION TRANSFERS PRIOR TO A BOARD MEETING**

Recommend that the Board of Education approve the following transfers made prior to the board meeting in accordance with Board Policy 6422.

See Exhibit "A"

**BS-06: RATIFICATION OF PAYROLL SERVICES RENDERED**

Recommend that the Board of Education ratify the salary checks issued for the January 30, 2018 payroll in the amount of \$1,365,870.70 and the February 15, 2018 payroll in the amount of \$1,154,051.23.

**BS-07: TENTATIVE BUDGET** BE IT RESOLVED that the tentative budget be approved for the 2018-2019 School Year using the 2017-2018 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
<b>2017-18 Total Expenditures</b>	34,217,571	4,560,227	0	38,777,798
<b>Less: Anticipated Revenues</b>	<u>29,051,298</u>	<u>4,560,227</u>	<u>0</u>	<u>33,611,525</u>
<b>Taxes to be Raised</b>	<u>5,166,273</u>	<u>0</u>	<u>0</u>	<u>5,166,273</u>

And to advertise said tentative budget in the Asbury Park Press in accordance with the form required by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held in the cafetorium of the Bolger Middle School, 100 Palmer Place, Keansburg, New Jersey on Tuesday, April 24, 2018 at 7:00pm for the purpose of conducting a public hearing on the budget for the 2018-2019 School Year.

**BS-08: TRAVEL AND RELATED EXPENSE REIMBURSEMENT 2018-2019** WHEREAS, the Keansburg Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

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WHEREAS, N.J.A.C. 6A:23A-7.2 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel as defined in NJAC 6A:23A-1.2, which includes attendance at regularly scheduled in-State county meetings, Department or Association sponsored events or in-State professional development activities for

which the registration fee does not exceed \$150.00 per employee or board member, where prior Board approval shall not be required unless the annual threshold for a staff member exceeds \$1,500 in a given school year (July 1 through June 30); and

WHEREAS, the Keansburg Board of Education established \$100,000 as the maximum travel amount for the current school year and has expended \$24,622.70 as of this date; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A: 23A-7.3, to a maximum expenditure of \$100,000 for all staff and board members for the 2018-2019 school year.

**BS-09: RESOLUTION TO CANCEL OUTSTANDING CUSTODIAL CHECKS**

RESOLVED that the Keansburg Board of Education approve the cancellation of all outstanding custodian checks dated prior to July 1, 2016. These checks total \$65,170.35.

**Board Secretary's Report**

BS-02 through BS-09			
	Yes	No	Abstain
Bartram	X		
Clayton	Left 8:00		
Donaldson	X		
Frizell			
Hoff	X		
Ketch	X		
Mankowski	X		
Moran	X		
Ferraro	X		
Motion by:	Clayton		
Second by:	Mankowski		
	7 in favor		
	0 opposed		
	2 absent		
	0 abstain		
Roll Call Vote	Motion carried		

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**PUBLIC**

**Ms. Fabiano-** complimented the award ceremony and KEA.  
Requested microphones for Board Members to use at meetings.  
Appreciates the collaboration with Central Office.  
Thursday night is Read Across America.

**Mr. Kitchen-** questioned the Live Streaming of school with Police Department. Mr. Niesz explained the Policy.

**Mr. Mankowski-** Read Across America, Father Daughter Dance and 8<sup>th</sup> Grade Awards are coming up.

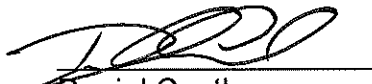
**Mr. Hoff-** All teachers are Educators of the Year. Sports Awards were last night. Square Dance at Caruso. Florida event was a tragedy but proud Mr. Niesz sent an e-mail. Wolftones are coming to town. KHS had a play. Nominated Brooke Clayton for Board Member of the Year.

**Mr. Ketch-** Wants to have an EMS class for KHS students.

**Ms. Moran-** Parade has shown unity within the district, come join.

**MOTION ON ADJOURNMENT**

Motion by Bartram and seconded by Donaldson to adjourn this meeting.  
Roll call vote: 7 in favor, 0 opposed, 2 absent, and 0 abstain; motion carried.  
Closed the meeting at 8:10pm  
Respectfully submitted:

  
\_\_\_\_\_  
Daniel Castles  
Business Administrator/  
Board Secretary

dc/bmw  
C: John Niesz  
Administrators  
Board Members