

## **MINUTES**

### **REGULAR BOARD MEETING KEANSBURG BOARD OF EDUCATION JOSEPH R. BOLGER MIDDLE SCHOOL MEDIA CENTER JULY 16, 2024 - 7:00 P.M.**

- CALL TO ORDER** Matthew Kitchen, President, called the Regular Meeting to order at 7:00 p.m.
- MEMBERS PRESENT** Kenneth Cook, Judy Ferraro, Patricia Frizell, Kim Kelaher-Moran, Christopher Hoff, Matthew Kitchen, Michael Mankowski at 7:04pm, and Gregory Siciliano
- MEMBERS ABSENT** Brooke Clayton, Michael Mankowski came in at 7:04
- OTHERS PRESENT** Kathleen O'Hare, Superintendent, Michael Sette, Board Secretary, John O. Bennett, Attorney, and District Administration.
- PLEDGE OF ALLEGIANCE** - Mr. Kitchen led the Pledge of Allegiance and pointed out the emergency exits.
- PRESENTATIONS/CORRESPONDENCES** - None
- STUDENT REPRESENTATIVE REPORTS** - None
- COMMITTEE REPORTS** - None
- COMMENTS AND QUESTIONS RELATING TO BOARD AGENDA ITEMS** - None

**APPROVAL OF MINUTES**

RESOLVED, that the minutes of the following meeting be approved as submitted:

<b>MEETING</b>	<b>DATE</b>
REGULAR MEETING	June 25, 2024
EXECUTIVE SESSION	June 25, 2024
SPECIAL MEETING	

<b>APPROVAL OF MINUTES</b>	
<b>MOVED BY</b>	Kenneth Cook
<b>SECONDED BY</b>	Kim Kelaher-Moran
<b>AYE</b>	Kenneth Cook, Judy Ferraro, Patricia Frizell, Kim Kelaher-Moran, Matthew Kitchen, and Gregory Siciliano
<b>NAY</b>	
<b>ABSTAIN</b>	Christopher Hoff (Regular and Executive Minutes) and Judy Ferraro (Executive Minutes Only)

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

**PERSONNEL:**

**1. RETIREMENT-2024-2025-DISTRICT**

Approve the following retirement, as submitted:

Holly, Dorothy                      Secretary                      Account # 15-000-240-105-40  
Eff. 9/1/24

**2. PROFESSIONAL EMPLOYMENT-2024-2025-DISTRICT**

Waltz, Ryan                      Art                      BA-2                      \*\$59,990.00                      HS  
Eff. 8/30/24  
Account # 15-140-100-101-40

^Pending Certification

\*Salary Pending Negotiations

**3. TRANSFER-PROFESSIONAL STAFF-2024-2025**

Name	From	To
Gonzales, Diane	PreK Teacher 20-218-100-101-10	Preschool Instructional Coach 20-218-200-176-10

**4. ESSER III PERSONNEL/SALARY-2023-2024-DISTRICT**

Approve the following individuals salary to be paid through the ESSER III grant for the 2023-2024 school year:

Corcione, Jillian	\$85,640.00	20-487-200-100-80
Reid, James	\$90,240.00	20-487-200-100-80
Zwirz, Petrina	\$64,690.00	20-487-200-100-80

**5. LONG-TERM SUBSTITUTE TEACHER-2024-2025-DISTRICT**

Genova, Isabella LTS 8/30/24-1/3/25 BA-1 \$59,590.00\* JCCS  
(K. Trucano) Elem. Ed.  
Account # 15-120-100-101-20

\*Salary Pending Negotiations

**6. LEAVE OF ABSENCE-MEDICAL**

Approve/ratify the following individual be granted a Medical Leave of Absence using allowable sick days followed by unpaid leave. If interested and eligible, this leave may be deducted from his/her entitlement under FMLA/NJFLA:

Name	Beginning	Returning
Carrier, Tammy	08/30/2024	11/25/2024

**7. LEAVE OF ABSENCE-MEDICAL-REVISION**

Approve/ratify the following individual be granted a revision to his/her Medical Leave of Absence using allowable sick days followed by unpaid leave. If interested and eligible, this leave may be deducted from his/her entitlement under FMLA/NJFLA:

Name	Beginning	Returning
Anderson, Tammy	10/23/2023	07/10/2024

**8. PERMANENT POOL SUBSTITUTES-2024-2025-DISTRICT**

Approve the following individuals for the position and salary indicated for the 2024-2025 school year:

<b>Name</b>	<b>Account #</b>	<b>Rate</b>	<b>Building</b>
Buckalew, Evan	11-130-100-101-30	\$125.00 per day	JRB
Carlisle, Robert	11-120-100-101-20	\$125.00 per day	JCCS
Gonzalez, Marcela	11-120-100-101-40	\$125.00 per day	KHS
Rajeevan, Ajitha	11-120-100-101-20	\$125.00 per day	KELC

**9. RESTORATIVE PRACTICE SUBSTITUTE-2024-2025-KHS**

Approve the following individual for the position and salary indicated for the 2024-2025 school year:

<b>Name</b>	<b>Account #</b>	<b>Rate</b>	<b>Building</b>
Cassrello, Joseph	11-140-100-101-40	\$150.00 per day	KHS

**10. SUBSTITUTE NURSE-2024-2025-DISTRICT**

Approve the following individual as a Substitute Nurse for the 2024-2025 school year at \$175.00 per day as needed.

Vaccarelli, Patricia

Account # 20-218-200-104-10-KELC  
 11-000-213-100-80-JCCS  
 11-000-213-100-80-JRB  
 11-000-213-100-80-KHS

**11. SUBSTITUTE TEACHER/PARAPROFESSIONAL-2024-2025 -DISTRICT**

Approve the following individuals be added to our substitute teacher/paraprofessional list for the 2024-2025 school year at the rates listed below:

Genova, Isabella^  
 McMahon, Colby^

\$100.00 = Substitute Teacher

\$ 85.00 = Paraprofessional

^pending completion of paperwork

\*per negotiated contract agreement

Account # 11-120-100-101-20 Prek-5

Account # 11-130-100-101-30 6-8

Account # 11-140-100-101-40 9-12

**12. INTERNSHIP-2024-2025-DISTRICT**

Approve the following individuals be permitted to complete their internship in the area of Social Work with the School Based Youth Services Program for the 2024-2025 school year:

Legendre, Ryan

Siegwarth, Vanessa

**13. SUPERVISOR OF ATHLETICS-HIGH SCHOOL-2024-2025-DISTRICT**

Ferraro, James	Supervisor of Athletics	\$30,000.00*	KHS
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\*Salary Pending Negotiations

Account # 15-402-100-100-40

**14. TRIP NURSES-2024-2025-DISTRICT**

Approve all District School Nurses to attend after-school hour trips for the 2024-2025 school year at a rate of \$41.00\* per hour as needed.

\*Salary Pending Negotiations

Account # 11-000-213-100-80

**15. PARAPROFESSIONALS AFTER SCHOOL ACTIVITIES-2024-2025-DISTRICT**

Approve all District Paraprofessionals to attend after-school activities with a student for the 2024-2025 school year per the KEA Contract rate of \$20.00\* per hour after approval from the Supervisor of Special Education.

\*Salary Pending Negotiations

Account # 11-000-217-106-80

**16. ARMED SECURITY OFFICER STIPEND & HOURLY RATE-2024-2025-DISTRICT**

Approve the stipend listed below for contracted District Security Officers who are approved and permitted to carry a firearm for the 2024-2025 school year. Human resources will identify these individuals annually.

\$5,000.00 annual stipend

Contractual rate + \$10/hr for work completed at after-school activities/events

Account # 11-000-266-100-55

**17. COACHING POSITION-2024-2025 -KHS**

Altmajer, Gregory	Assistant Football Coach	\$7,934.00*
Hudson, Kelli	Flag Football Coach	\$1,500.00*
Reid, James	Flag Football Coach	\$1,500.00*

\*Salary Pending Negotiations

Account # 15-402-100-100-40

Account # 15-401-100-100-40

**18. NEW/REINSTATED COURSE APPROVAL**

Approve the following new/reinstated courses at the Keansburg High School as submitted:

AP-Seminar  
 AP-US History (reinstated)  
 Vet Tech  
 Weight Training II

**19. CURRICULUM WRITING-KHS**

Approve the following individuals to write curriculum for the following courses, for 20 hours at \$41.00\* per hour, not to exceed \$820.00:

Adams, Taylor	AP Seminar
Katz, Brian	Vet Tech
Hudson, Kelli	Weight Training II
Sigrist, Andrew	AP US History

\*Salary Pending Negotiations

Account # 11-000-221-104-60

**20. PROFESSIONAL DEVELOPMENT COURSES-2024-2025**

Approve the following individuals to be paid to attend the following courses as listed:

Adams, Taylor	AP Seminar	36.5 hours @ \$41.00* per hour, Not to exceed \$1,496.50
Sigrist, Andrew	U.S. History (Audit)	32 hours @ \$41.00* per hour, not to exceed \$1,312.00

\*Salary Pending Negotiations

Account # 20-375-100-101-60

**21. PROFESSIONAL DEVELOPMENT COSTING \$150.00 OR ABOVE  
2024-2025-DISTRICT-REVISED**

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:

10/24-25	Drewes, Alyssa	42nd Annual Autism Conference in Atlantic City	\$500.00
7/22-26	Sigrist, Andrew	U.S. History (Audit) Manhattan College*	\$940.00

\*Due to course being filled

**DISCUSSION-**

**Mr. Hoff** - asked about the position of the third name listed on item #4. Ms. O'Hare responded that the individual holds the roles of Guidance Counselor and Dean of Climate and Culture at Bolger. She clarified that these are the district's Deans of Climate and Culture positions. Mr. Hoff then inquired about item #16, asking if he should abstain, to which Mr. Bennet confirmed that he should. Finally, regarding item #18, Mr. Hoff asked if certificates would be awarded upon completion. Ms. O'Hare explained that certification would require a CTE program, which the district is considering for the future, depending on student enrollment numbers.

**Mrs. Frizell** - inquired about item #18, asking if these courses would impact the courses that can be taken at Brookdale. Ms. O'Hare responded that they would not and clarified that students could participate in dual enrollment with Brookdale.

**Mr. Kitchen-** requested that Kathleen O'Hare further explain #18, including what happened, why the programs were discontinued, and why they are now being reinstated. Kathleen responded that the discontinuation was mainly due to a lack of student interest. Kathleen also mentioned that the non-AP classes were chosen to offer other courses to students.

<b>APPROVAL OF PERSONNEL</b>	
Moved By:	Kim Kelahe-Moran
Seconded By:	Kenneth Cook
Aye:	Kenneth Cook, Judy Ferraro, Patricia Frizell, Kim Kelahe-Moran, Christopher Hoff, Matthew Kitchen, Michael Mankowski and Gregory Siciliano
Nay:	
Abstain:	Christopher Hoff #16 and Judy Ferraro #3

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

**GENERAL**

**22. MULTIPLE ACTIVITIES & TRANSPORTATION SCHEDULE-2024-2025-KHS**

Approve the Keansburg High School Fall schedule and transportation for the 2024-2025 school year.

Ref. Exhibit # 1

**23. KEANSBURG SCHOOL DISTRICT'S VIRTUAL OR REMOTE INSTRUCTION PLAN FOR THE 2024-2025 SCHOOL YEAR**

Approve the Keansburg School District's Virtual or Remote Instruction Plan for the 2024-2025 school year.

**24. ARP SAFE RETURN PLAN-2024-2025**

Approve the Keansburg School District's ARP Safe Return Plan for the 2024-2025 school year.



25. **KEANSBURG SCHOOL DISTRICT LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM (LIEP) 3 YEAR PLAN**

Approve the Keansburg School District's Language Instruction Educational Program (LIEP) 3 year plan.

26. **SUMMER WORKOUT SCHEDULE**

Football                      6/12-6/21 Mini Camp 4:00-6:00 pm  
                                     7/1-8/1 Summer Workouts M/W/F 6am-7:00am / 3:00-6:00 pm

6/22 -            7 on 7 Monmouth University

7/16 -            7 on 7 Manalapan

8/6-8/7 -        Equipment Handout 8am-12am

8/7-8/26 -       Preseason Camp 8am-11am

Boys and Girls XC:

July 2nd @ 9am  
Tuesday, July 9th @ 9am,  
Wednesday July 10th @ 7pm  
Tuesday, July 16th @ 9am,  
Wednesday July 17th @ 7pm  
Tuesday, July 23rd @ 9am,  
Wednesday July 24th @ 7pm,  
Friday July 26th @ 9am  
Tuesday, July 30th @ 9am,  
Wednesday July 31st @ 7pm,  
Friday August 2nd @ 9am  
Tuesday, August 6th @ 9am,  
Wednesday August 7th @ 7pm,  
Friday August 9th @ 9am  
Monday, August 12th @ 7pm,  
Tuesday, August 13th @ 9am,  
Wednesday August 14th @ 7pm,

Friday August 16th @ 9am  
Monday, August 19th @ 7pm,  
Tuesday, August 20th @ 9am,  
Wednesday August 21st @ 7pm,  
Friday August 23rd @ 9am  
Monday, August 26th @ 7pm,  
Tuesday, August 27th @ 9am,  
Wednesday August 28th @ 7pm,  
Friday August 30th @ 9am

Football Cheer      Football Cheer-Tryouts  
Aug 5 from 9-11am  
Aug 6-8 and Aug 12-13 from 9-11am

Weight Room      June 1 to Aug 8 M/T/W/TH 230pm- 330pm

**27. ATHLETIC ANCILLARY WORKERS FOR THE 2024-2025 SCHOOL YEAR**

Approve all qualified district staff as Athletic Ancillary Workers for the 2024-2025 school year at the rates listed below as scheduled by the Supervisor of Athletics.

<b><u>Position</u></b>	<b><u>Rate</u></b>
Announcer/Timer	\$55
Announcer/Timer/Security 2 event (back to back)	\$78
Bus Chaperones	\$45
Football Chain Holder	\$50
Security	\$55
Site Manager	\$75
Ticket Taker/Seller	\$50

Account # 15-402-100-100-40

**DISCUSSION -**

**Ms. Frizell** - asked about the purpose of #23. Ms. O'Hare explained that #23 and #24 must be updated and approved annually since COVID.

**Mr. Siciliano**- inquired about item #27, asking how the school determines who fills those positions. Ms. O'Hare explained that an email is sent out to employees. Mr. Siciliano then asked what would happen if the positions weren't filled. Ms. O'Hare responded that they urgently need staff, and if the positions remain unfilled, it could jeopardize the ability to have athletics.

APPROVAL OF GENERAL	
Moved By:	Kenneth Cook
Seconded By:	Patricia Frizell
Aye:	Kenneth Cook, Judy Ferraro, Patricia Frizell, Kim Kelaher-Moran, Christopher Hoff, Matthew Kitchen, Michael Mankowski and Gregory Siciliano
Nay:	
Abstain:	

## SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

### **BOARD SECRETARY'S MONTHLY CERTIFICATION**

I, Michael Sette, Board Secretary, certifies that no line item has been over expended in violation of N.J.A.C. 6A:23A-16.10(c)3, and that sufficient funds are available to meet the District's financial obligations for the remainder of the Fiscal Year.

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Board Secretary

### **PAYROLL CERTIFICATION**

The School Business Administrator/Board Secretary reported, in compliance with N.J.S.A. 18A:19-1B, he has certified the June 14, 2024 in the amount of \$982,227.15, the June 18, 2024 in the amount of \$771,570.41 and the June 28, 2024 in the amount of \$348,445.23 totaling \$2,102,242.79

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

#### **1. APPROVE BILLS**

Recommend that the Board of Education approve the bills paid and checks issued at the Board meeting in the amount of \$2,380,936.81.

#### **2. 2024-2025 IDEA BASIC AND PRESCHOOL GRANT ACCEPTANCE**

Recommend the Board approve the submission and acceptance of the Fiscal Year 2025 IDEA Basic and Preschool Grants in the following amounts:

Basic:	\$594,201.00
Preschool:	\$17,235.00

**3. 2024-2025 HOME INSTRUCTION**

Recommend the Board approve the following student to receive Home Instruction for the 2024-2025 school year:

Student I.D.	H.I.#	Tutor	Start Date	End Date	Hours
7835835806	1	District Approved Staff	7-1-24	8-13-24	10 hours per week
1470061843	2	S. Muniz	7-1-24	6-18-25	10 hours per week

Account # 11-150-100-101-80

Account # 11-150-100-320-80

**4. 2024-2025 EXTENDED SCHOOL YEAR OUT OF DISTRICT TUITION**

Recommend the Board of Education approve the following students to attend the placement indicated for the 2024-2025 Extended School Year:

Student I.D.	Class.	Placement	Start Date	Public/Private	Tuition
4067216241	OHI	Honor Ridge	7-2024	Private	\$522.08 per diem

**5. COMMISSION FOR THE BLIND 2024-2025**

Recommend the Board approve the Keansburg School District to receive services from the Commission for the Blind for the 2024-2025 school year for the following student as a cost of \$2,420.00

Student: 1591589741

Account # 11-000-213-300-80

**6. 2024-2025 MATAWAN-ABERDEEN TRANSPORTATION JOINTURE**

Recommend the Board approve a transportation jointure with the Matawan-Aberdeen School District to transport a total of 3 Keansburg students to the Matawan-Aberdeen REACH Program at a total cost of \$45,097.50:

Account # 11-000-270-515-55

**7. 2024-2025 THE PATRICIA BENNETT GROUP RENEWALS**

Approve the agreement between the Keansburg School District and The Patricia Bennett Group to provide services for the 2024-2025 school year in following amounts:

VEEAM Data Platform	8/2/24-8/2/25	\$ 5,492.21
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Account # 11-000-222-530-65

**8. 2024-2025 TURN-KEY TECHNOLOGIES RENEWALS**

Approve the agreement between the Keansburg School District and Turn-Key Technologies to provide services for the 2024-2025 school year in following amount:

Palo Alto Firewall eRate Project	2024-2025	\$46,752.00
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Account # 11-000-222-530-65

**9. FY25 ESEA GRANT APPLICATION SUBMISSION/ACCEPTANCE**

Approve the submission/acceptance of the FY25 ESEA Grant Application in the following amounts:

Title I-A	\$ 946,122.00
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SIA	\$ 332,200.00
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Title III	\$ 10,670.00
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Title III Immigrant	\$ 1,430.00
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**10. 2024-2025 21st CENTURY COMMUNITY LEARNING CENTER PROGRAM GRANT ACCEPTANCE/SUBMISSION**

Approve the acceptance/submission of the 21st Century Community Learning Center Discretionary Grant, Year 1 of 5, 2024-2025, for the purpose described in the application, in the amount of \$400,000.00, starting September 1, 2024 and ending August 31, 2025

**11. 2024-2025 APPROVAL OF SHARED SERVICE AGREEMENT FOR THE SERVICES OF PRESCHOOL INSTRUCTIONAL COACH**

Approve the Shared Services Contract Agreement with Union Beach and Bradley Beach for a Preschool Instructional Coach.

**12. 2024-2025 RESOLUTION TO RENEW THE COMMUNITY ELIGIBILITY PROVISION (CEP)**

Recommend that the Board of Education approve the Community Eligibility Provision, created by the Healthy, Hunger-Free Kids Act of 2010, which will allow the District to offer breakfast and lunch at no cost to all students for the 2024-2025 school year.

**13. 2024-2025 APPROVAL OF TRANSPORTATION CONTRACT RENEWALS**

Recommend that the Board of Education approve the renewal of transportation contracts for the 2024-2025 school year with Keyport Auto Body d/b/a Shamrock Stage Coach.

The renewal increase does not exceed 5.81% in accordance with the provisions of N.J.S.A 18A-39.3.

<u>Route</u>	<u>Destination</u>	<u>Renewal Amount</u>
Fall	Athletic & Field Trips – Fall	\$108,384.14
Spring	Athletic & Field Trips – Spring	\$24,147.53
CO3	Early Learning Center	\$56,508.01
CO4	Early Learning Center	<u>\$56,508.01</u>
	TOTAL	\$245,547.69

**14. CHANGE ORDERS UPGRADES PCO 005 and 006 - KEANSBURG HIGH SCHOOL**

<b>Contract</b>	<b>HVAC - KEANSBURG HIGH SCHOOL</b>	
<b>Contractor</b>	<b>Kane Communications/Kappa</b>	
<b>Change Order #</b>	<b>5</b>	
<b>Amount</b>	<b>\$60,849.51 (included in allowance of project)</b>	
<b>Description</b>	<b>Electrical Service Non-Utility Work associated with JCP&amp;L Transformer</b>	

<b>Contract</b>	<b>HVAC - KEANSBURG HIGH SCHOOL</b>	
<b>Contractor</b>	<b>Kane Communications/Kappa</b>	
<b>Change Order #</b>	<b>6</b>	
<b>Amount</b>	<b>\$51,638.49 (remaining allowance &amp; increase total Kappa PO by \$38,139.05)</b>	
<b>Description</b>	<b>Temporary Power overhead/ processing to facilitate the upgrade for delayed gear switch.</b>	

**DISCUSSION -**

**Mr. Hoff** - asked about the agreement with Bradley Beach. Ms. O'Hare explained that the contract is monthly.

**Mr. Kitchen** - inquired about item #3, asking if "district-approved staff" means that a staff member would be handling the tutoring and if someone is anticipated to take the role. Ms. O'Hare replied yes and that they were expecting someone to fill the position.

<b>APPROVAL OF BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT</b>	
Moved By:	Judy Ferraro
Seconded By:	Michael Mankowski
Aye:	Kenneth Cook, Judy Ferraro, Patricia Frizell, Kim Kelaher-Moran, Christopher Hoff, Matthew Kitchen, Michael Mankowski, and Gregory Siciliano
Nay:	
Abstain:	

**PUBLIC COMMENTS AND QUESTIONS RELATING TO ADDITIONAL CONCERNS -**  
**None**



**OLD/NEW COMMUNICATIONS -**

**Mr. Cook:** Wishing everyone a happy and healthy summer.

**Mr. Hoff:** Congratulations to Ms. Holly on her retirement. I spoke with Mr. Funback regarding the project, which should be on time. I'd like to schedule a walkthrough before school starts. Also, graduation was outstanding.

**Ms. Frizell:** Wishing everyone a happy and safe summer.

**Ms. Ferraro:** Have a happy and safe summer.

**Mr. Mankowski:** I wish everyone a happy and safe summer. I appreciate all your hard work on the grants.

**Mr. Siciliano:** Have a happy and safe summer.

**Mr. Kitchen:** Have a happy and safe summer. We would love to see more parental involvement.

**ADJOURNMENT OF MEETING**

<b>MOTION TO ADJOURN</b>	
Moved By:	Kenneth Cook
Seconded By:	Patricia Frizell
Aye:	Kenneth Cook, Judy Ferraro, Patricia Frizell, Kim Kelaher-Moran, Christopher Hoff, Matthew Kitchen, Michael Mankowski, and Gregory Siciliano
Nay:	
Abstain:	

## **JULY 16, 2024 MINUTES**

Moved by Kenneth Cook, seconded by Patricia Frizell and unanimously carried, the meeting adjourned at 7:15 pm.

Respectfully submitted,

Michael Sette  
Asst. to the Business  
Administrator/Board Secretary