

REGULAR MEETING MINUTES
January 28, 2020

CALL TO ORDER

I hereby call to order the Regular Meeting of the Keansburg Board of Education, held on January 28, 2020, 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 28, 2020.

ROLL CALL

Louise B Davis, Interim Board Secretary, called roll at 6:30 pm:

Present: Brooke Clayton, Kenneth Cook, Patricia Frizell, Christopher Hoff, Kimberly Kelaher- Moran, Robert Ketch(arrived 6:55pm), Matthew Kitchen(arrived 6:42pm), and Michael Mankowski

Absent: Michael Donaldson

Also Present: Doug Covert, Superintendent of Schools, Attorney John O Bennett, Esq.

PRESENTER, KATHY WINECOFF, NJSBA FIELD REPRESENTATIVE

Conducted training on the 2019 Superintendent Evaluation Process and Board Self Evaluation

PLEDGE OF ALLEGIANCE

Number of public present: 40

RECOGNITIONS –

Joseph R. Bolger School: Principal LaRocca recognized the following students who were selected to be published in the Young Writers Survival Sagas: Mission Contamination Contest.

The students' writing has been selected for publication in the Young Writers anthology, *Mission Contamination - Tales of Peril*, which is scheduled for publication on February 29, 2020. A copy of the book containing the students' work will be sent to The Library of Congress in Washington DC to provide a lasting record of the students' achievement. These students have been selected from over 10,000 entries!

Symphony Bosques
Markym Edwards
Madison DiGrigorio
Gabriella Schneider
Lindsay Rivera
Gianna Doren

Joseph R. Bolger School: 6th Grader, Jaidan Arenas winner of the Bolger Spell Down will be moving on to represent Bolger in the regional Spell Down at Monmouth University.

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PUBLIC - AGENDA ITEMS ONLY- 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) Personnel

(2)

(3)

It is anticipated that the length of time of this executive session will be 30 minutes and that action may 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: Mr. Ketch

SECONDED BY: Mr. Kitchen

IN: 7:45 OUT: 8:15

EXECUTIVE SESSION RESOLUTION TO CLOSE	
MOVED BY	Ms. Frizell
SECONDED BY	Ms. Clayton
AYE	
NAY	
ABSTAIN	

V. APPROVAL OF MINUTES

Motion by Kitchen and seconded by Cook to approve the following minutes:

Executive Session - November 19, 2019

Special Meeting - December 10, 2019,

Regular Meeting - December 10, 2019

Organization Meeting - January 7, 2020

Roll Call Vote: 8 in favor, 0 opposed, 1 absent (Donaldson) and 0 abstain

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

PERSONNEL:

A. Resignation

Accept the following resignation, as submitted:

Zarco-Cardoso, Katie Lang. Arts 5-8 Efft. 3/30/2020

B. Non-Professional Employment-2019-2020

Approve the following individual for the position and salary indicated for the 2019-2020 school year:

Bufano, Jamie^ Paraprofessional BA-1 \$23,846.00 DIST

Efft. 2/28/20

or sooner

Account # 15-26-100-106-20

^On an emergent basis / pending completion of paperwork

C. Long Term Substitute -Dist

Approve the following individual for the position, dates and salary indicated:

Fornash, Brianna^ Long Term Sub. 2/4/20 - 6/30/20 \$17,000.00
(N. Steakin) Youth Dev. Specialist

^On an emergent basis / pending completion of paperwork

Account # 20-433-100-101-40

D. Leave of Absence-Dist.

Approve the following individual be granted a Medical Leave of Absence beginning December 19, 2019 returning February 3, 2020 using allowable sick days followed by unpaid leave. If interested and eligible, this leave may be deducted from his/her entitlement under FMLA/NJFLA

Bruno, Karen

Approve the following individual be granted a Medical Leave of Absence beginning January 2, 2020 returning January 23, 2020 using allowable sick days followed by unpaid leave. If interested and eligible, this leave may be deducted from his/her entitlement under FMLA/NJFLA:

Carfi, Janice

Approve the following individual be granted a Medical Leave of Absence beginning January 13, 2020 returning January 22, 2020 using allowable sick days followed by unpaid leave. If interested and eligible, this leave may be deducted from his/her entitlement under FMLA/NJFLA:

Hurler, Lauren

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Approve the following individual be granted an Intermittent Medical Leave of Absence beginning beginning January 1, 2020 ending June 30, 2020 using allowable sick days followed by unpaid leave. If interested and eligible, this leave may be deducted from his/her entitlement under FMLA/NJFLA:

Ryan, Lori

Approve the following individual be granted a revision to her Medical Leave of Absence beginning May 28, 2019 return date to be determined using allowable sick days followed by unpaid leave. If interested and eligible, this leave may be deducted from his/her entitlement under FMLA/NJFLA:

Steakin, Nicolle

Approve the following individual be granted a Medical Leave of Absence beginning December 2, 2019 returning December 9, 2019 using allowable sick days followed by unpaid leave. If interested and eligible, this leave may be deducted from his/her entitlement under FMLA/NJFLA:

Walters, Ashley

Approve the following individual be granted a Medical Leave of Absence beginning January 2, 2020 returning January 13, 2020 using allowable sick days followed by unpaid leave. If interested and eligible, this leave may be deducted from his/her entitlement under FMLA/NJFLA:

Wombough, Jason

E. Observation-Dist

Approve the following student be permitted to complete her student observation:

<u>Student</u>	<u>Teachers</u>	<u>School</u>	<u>Semester</u>
Savvis, Raquel	Jessica White	JCCS	Spring 2020

<u>Student</u>	<u>Teachers</u>	<u>School</u>	<u>Semester</u>
Gross, Nicole	Jonathan Book	JCCS	Spring 2020

F. Substitute Teachers/Paraprofessionals-Dist.

Approve the following individual be added to our substitute teacher/paraprofessional list for the 2019-2020 school year at the rates listed below:

Matich, Clayton^

Squeo, Richard^

\$100.00 = Substitute Teacher

\$ 85.00 = Paraprofessional

^pending completion of paperwork

Account #: 11-190-100-101-52

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Account # 15-402-100-100-40

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K. Spring Coaching Positions 2019-2020-Bolger

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Book, Jonathan	Co-Baseball Coach 7 & 8	\$ 2,644.50
Ferraro, James	Co-Softball Coach 7 & 8	\$ 2,644.50
Mira, Danielle	Co-Softball Coach 7 & 8	\$ 2,644.50
Varanelli, Nicholas	Co-Baseball Coach 7 & 8	\$ 2,644.50

*Note: Employer specifically reserves managerial prerogative to remove position as a reduction if position is not justified.

Account # 15-402-100-100-30

L. Disposal of used/broken Furniture-Bolger

Approve the disposal of the following used/broken furniture from the Joseph R. Bolger Middle School:

<u>Item</u>	<u>Quantity</u>
4 Drawer File Cabinet	2
5 Drawer File Cabinet	1
Bookshelves	2
Computer Table	1
Conference Tables	4
Cork Boards	3
File Cabinet	1
Folding Tables	3
Kidney Table	1
Office Chairs	9
Office Desks	2
Paper Shredder	1
Roll Cabinets	4
Rolling Cart	1
Rolling Chalkboard	1
Speakers	2
Student Chairs	15
Student Computer Desks	12
Student Desks	5
Teacher Desks	2
Wood Shop Stools	20

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M. 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:

3/13	Bird, John	Glazier Football Clinics	\$499.00
2/28	Damian, Colleen	Section 504 and Special Education Law	\$220.00
2/26-28	Fay, Jaclyn	Foundations Inc. Beyond Afterschool National Conference	\$1,145.50
3/24	Holcombe, Tammie	Guided Math Conference	\$479.00
2/26-28	Pecoraro, Filitsa	ASAP NJ 34th Annual Conference-Embracing Wellness in our Students and ourselves	\$325.00
3/24	Szotak, Ashley	Guided Math Conference	\$479.00
2/28	Vecchiarelli, Jennifer	Section 504 and Special Education Law	\$220.00

GENERAL:

1. District H-I-B Report-2019-2020

Approve the monthly district H-I-B- Report for the month of December, 2019.
Ref. Exhibit # 1

2. In State Class Trip List-2019-2020

Approve the 2019-2020 In State Trip Locations as submitted. Ref. Exhibit # 2

3. Memorandum of Understanding - STEAMPark

Approve the Facilities Use Agreement between the Keansburg School District and STEAMPark for the purpose of providing educational enrichment programming for the Joseph Caruso School students who are entering Kindergarten, First and Second grades only and for no other event or purpose. These events will take place between the hours of 7:30 am and 2:30 pm from June 25, 2020 to August 4, 2020.

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4. **Special Needs 2019-2020**

Approve the following students to attend the placement indicated for the 2019-2020 school year:

Student I.D.	D.O.B.	Class	Placement	Start Date	Public/Private	Tuition
8720448153	8-12-04	MD	Collier High School	12-9-19	Private	39,720.00
9288343597	7-25-08	MD	Rugby School	12-12-19	Private	47,341.25
6053355122	4-19-07	OHI	Collier Middle School	1-6-20	Private	36,410.00

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

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

5. **Home Instruction 2019-2020 Dist.**

Student I.D.	H.I. #	Grade	Reason	Tutor	Start	End
2095589223	27	12	Medical	J. Rotondi	11-15-19	1-25-20
8371074284	28	12	Administrative	TBD	11-25-19	12-10-19
6033265514	29	9	Administrative	H. Wiczerzak	1-2-20	TBD
4997513317	30	9	Administrative	G. Lavery	1-3-20	TBD
2568891408	31	12	Medical	MOESC	1-3-20	1-31-20

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

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

6. Memorandum of Understanding-Acelero Learning Monmouth/Middlesex County, Inc. and the Keansburg School District

Approve the Memorandum of Understanding between Acelero Learning Monmouth/Middlesex County, Inc and the Keansburg School District. This Agreement assures a cooperative working relationship and will continue to ensure high-quality services for children and families, as per the missions of both programs. Acelero Learning Monmouth/Middlesex County, Inc. is a comprehensive, family-focused program who provides education services to children ages 3 to 5 in a Head Start program.

7. Artists in Education Residency Grant Submission

Approve the submission of the Artists in Education Residency Grant in the amount of \$10,000.00. This grant will be used to enhance our 8th Grade Curriculum.

8. Memorandum of Understanding between Keansburg School District and Kean University

Approve the Memorandum of Understanding between the Keansburg School District and Kean University. The District is willing to make its schools available for the Clinical experience of the University's students and Student Teaching. Both the University and the District agree to provide Clinical students (2) who have the required certification as a Substitute Teacher, to teach at the District schools in the absence of a teacher for monetary compensation.

9. Cooperative Sports Agreement-Keansburg School District and Keyport School District

Motion to approve a two-year Cooperative Sports Agreement with Keyport for the 2020-2021 and 2021-2022 school year with no transportation being provided by Keansburg School District.

Keyport/Keansburg

Keyport LEA (Host School) - Field Hockey

10. Senior Seminar Internship Venues-HS

Approve the following Senior Seminar Internship Venues and Partnerships with the Keansburg School District. Senior Seminar is a graduate requirement. Students will begin their internships on or about January 30, 2020.

Venue	Location
Advisor's Mortgage	Red Bank, Hazlet
Arnold Walter Assisted Living	Hazlet
Attractive Tattoo	Hazlet

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Bayshore Community Center	Holmdel
Bayshore Vet Hospital	Holmdel
BCB Bank	Holmdel
Bell Works	Holmdel
Bernicker, Eiger & Lang CPA	Eatontown
Beyond Pediatrics	Red bank
Keansburg Borough Hall	Keansburg
Brighton Gardens	Middletown
Brookdale Community College	Lincroft, Hazlet
Cahill CPA	Hazlet
CareOne	Holmdel
Children's Health Center	Holmdel
Cooper Electric	Middletown
Degennaro Pediatrics	Middletown
Early Years Daycare	Union Beach
Elite Dental	Hazlet
Farmers Insurance	Hazlet
Figurelli Wellness	Hazlet
Garden State Car Wash	Middletown
Hanus Law	Middletown

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Head over Heels Gymnastics	Middletown
Home Vet Service	Belford
IFF	Holmdel
Jersey Shore Medical	Neptune
K9 Resorts	Middletown
Keansburg Police Department	Keansburg
Keyport Police Department	Keyport
Laurel Bay Nursing Home	Keansburg
Legal Service Center	Keansburg
Middletown Arts Center	Middletown
Middletown Pancake House	Middletown
Move for Hunger	Red Bank
Orada Tech	Hazlet
Piero's Restaurant	Union Beach
Refinement	Belford
Riverview Medical Center	Red Bank
Sawtooth Group	Red Bank
Sebastian's Hair Em	Belford
Sodon Electric	Atlantic Highlands
Speech Start	Hazlet

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St. Ann's Daycare	Keansburg
St. Mark's Community Center	Keansburg
Tender Touch	Hazlet
Turner Syndrome Foundation	Hazlet
Vision Financial Group CPA's	Morganville

Superintendent's Report

Personnel: A through M			
General: 1 through 10			
Addendum: NONE			
	Yes	No	Abstain
Clayton	X		
Cook	X		
Donaldson			
Frizell	X	X- on "K" (4 th name only)	
Hoff	X		X – "B"
Kelaher-Moran	X		
Ketch	X		
Kitchen	X		
Mankowski	X		
Motion by:	Clayton		
Second by:	Kitchen		
Roll Call Vote	8 in favor 0 opposed 1 absent (Donaldson) 0 abstain Motion carried		

VII: BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR'S REPORT

BS-01: RECEIPT AND ACCEPTANCE OF SEPTEMBER, OCTOBER AND NOVEMBER BOARD SECRETARY'S FINANCIAL REPORTS

Recommend the receipt of the Board Secretary's Financial Reports as of September 30, 2019, October 31, 2019 and November 30, 2019, and be accepted as filed, and

BE IT FURTHER RESOLVED that pursuant to N.J.A.C. 6A:23A-16.10©3 that no major account or fund has been over expended as of January 28, 2020 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-02: APPROVE/RATIFY 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 \$1,210,176.58.

BS-03: APPROVE BILLS PAID AND CHECKS ISSUED AT THE BOARD MEETING- AMENDED

Recommend that the Board of Education approve the bills paid and checks issued at the board meeting in the amount of \$1,342,191.69. **Additional \$13,468.75 paid to Brett DiNovi & Associates, totaling \$1,355,660.44**

BS-04: APPROVE/RATIFY 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. See Ex. "A"

BS-05: APPROVE/RATIFY PAYROLL SERVICES RENDERED

Recommend that the Board of Education ratify the salary checks issued for the following payrolls totaling \$3,237,799.78.

December 13, 2019- \$1,039,843.77

December 20, 2019- \$1,185,621.58

January 15, 2020- \$1,012,334.43

BS-06: ACCEPTANCE OF JUNE 30, 2019 COMPREHENSIVE ANNUAL FINANCIAL REPORT

Recommend that the Comprehensive Annual Financial Report for the year ended June 30, 2019 be accepted and placed on file. See Ex. "B"

BS-07: JUNE 30, 2019 CORRECTIVE ACTION PLAN

Recommend the approval of the June 30, 2019 Corrective Action Plan See Ex. "C"

BS-08: BANK TRANSFER – NEW JERSEY CASH MANAGEMENT

Recommend/Approve the transfer of \$500,000.00 from New Jersey Cash Management Fund to Bank of America Operating Account.

BS-09: APPROPRIATE \$75,000 FROM MAINTENANCE RESERVE

Recommend to approve the \$75,000 transfer from Maintenance reserve to Account #12-000-400-334-55 for payment to Brinkerhoff Environmental for the Board of Education Contract approved in May 2019.

BS-10: RESCIND APPROPRIATION OF EXTRAORDINARY AID PREVIOUSLY APPROVED ON NOVEMBER 19, 2019

Recommend approval to rescind Extraordinary Aid in the amount of \$187,707 for 2019-2020 Budget – listed below (\$150,000 estimated 2019-2020 Budget) to be appropriated:

11-000-262-441-55 Rental of Land – Parking Lot	\$ 50,000
11-000-270-515-55 Transportation Jointure	\$ 77,500
11-000-262-520-55 Insurance	\$ 27,142
11-000-270-512-10 Pre-School Courtesy Bussing	\$ 27,004
11-000-266-420-52 Security School Resource Officer	\$ 2,061
2017-2018	\$ 183,707

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**BS-11: REPLACEMENT TO APPROPRIATION OF EXTRAORDINARY AID PREVIOUSLY
APPROVED ON NOVEMBER 19, 2019**

Recommend to approve the adjustments to the appropriation of Extraordinary Aid, previously approved at the November 19, 2019 board meeting, as follows:

10-000-100-561-00 Tuition Charter School	\$43,326
11-000-262-441-55 Rental Land and Taxes	\$57,000
11-000-270-515-55 Transportation Jointure	\$25,000
11-000-270-512-10 Pre-School Courtesy Bussing	\$27,004
11-000-266-420-52 Security School Resource	\$ 2,921
11-000-100-562-80 Tuition LEA and Education	<u>\$28,456</u>
	\$183,707

**BS-12: 2019-2020 DEPARTMENT OF EDUCATION PRE-K WRAP AROUND SERVICES
ENHANCEMENT GRANT**

Recommend the acceptance of 2019-2020 Pre-K Wrap Around Services Enhancement Grant in the amount of \$23,320.00. See Ex. "D"

BS-13: 2020-2021 EARLY CHILDHOOD PROGRAM BUDGET SUBMISSION

Recommend the submission of the 2020-2021 Preschool Budget in the amount of \$3,007,600.00. See Ex. "E"

BS-14: 2020-2021 BUDGET CALENDAR

Recommend to approve the 2020-2021 Budget Calendar as presented.

BS-15: 2020 BOARD OF EDUCATION MEETING CALENDAR

Recommend approval of the proposed February 2020 – January 2021 Meeting Calendar.
See Ex. "F"

BS-16: BOARD MEMBER TRAINING REIMBURSEMENT

Approve the following Board members to attend the Trainings listed below and receive travel reimbursement:

Kenneth Cook – February 21, 2020- February 23, 2020
Governance I: New School Board Member Orientation
Princeton Marriott at Forrestal
Free to Members

Matthew Kitchen – February 6, 2020
Monmouth County SBA Meeting
6:00 p.m. – 9:00 p.m.

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Board Secretary's Report

BS-01 through BS-16
ADDENDUM: NONE

	Yes	No	Abstain
Clayton	X		
Cook	X		X – on BS-16, (1 st name only)
Donaldson			
Frizell	X		
Hoff	X		
Kelaheer-Moran	X		
Ketch	X		
Kitchen	X		X- on BS-16, (2 nd name only)
Mankowski	X		
Motion by:	Mr. Cook		
Second by:	Ms. Frizell		
Roll Call Vote	8 in favor 0 opposed 1 absent (Donaldson) 0 abstain Motion carried		

OLD/NEW BUSINESS

COMMUNICATIONS – Folds of Honor “Thank You” letter to Mr. Kmak for the \$10,000 donation.

PUBLIC ONLY–

Teacher - Mrs. Mankowski – March 2, 2020, Cat In The Hat 6-8pm.

Parent – Jess Mankowski – receive financial relief thru Special Education on the budget

Doug thinks 2021-2022 State Aid

COMMENTS – NONE

Mr. Hoff - Missed the December meeting. Thank you for the kind words for death in the family.

The Christmas tree lighting was a good event. The Spelling Bee had good student athletes attend.

Mr. French, former teacher. Doug wants to do profile.

Bolger school exit – sign to entrance works with Boro – slow down and directions

Teacher of the Year Recognition next month

Mr. Ketch – Lights are dismal @ Bolger

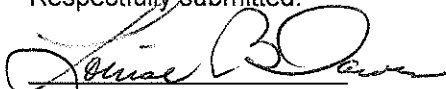
MOTION ON ADJOURNMENT

Motion by Kitchen and seconded by Ketch to adjourn this meeting.

Roll call vote: 8 in favor, 0 opposed, 1 absent (Donaldson), and 0 abstain; motion carried.

Closed the meeting at 8:50 pm

Respectfully submitted:



Louise B Davis

Interim Business Administrator/

Board Secretary

lbd/bmw

C: D. Covert

Administrators

Board Members