

KEANSBURG BOARD OF EDUCATION
100 PALMER PLACE
KEANSBURG, NJ 07734

REGULAR MEETING MINUTES
March 16, 2020

CALL TO ORDER

I hereby call to order the Regular Meeting of the Keansburg Board of Education, held on March 16, 2020, in the Bolger Middle School Media Center. 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 7:02 pm:

Present: Brooke Clayton, Kenneth Cook, Michael Donaldson, Christopher Hoff, Kimberly Kelaher- Moran, Robert Ketch, Matthew Kitchen, and Michael Mankowski

Absent: Patricia Frizell

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

PLEDGE OF ALLEGIANCE

Number of public present: 7

NEW JERSEY LEARNING ASSESSMENT SCIENCE PRESENTATION BY CHRISTINE FORMICA

Presentation on file on the Business Office

RECOGNITIONS – NONE

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: Kitchen

SECONDED BY: Ketch

IN: 7:30

OUT: 8:40

EXECUTIVE SESSION RESOLUTION TO CLOSE	
MOVED BY	Clayton
SECONDED BY	Donaldson
AYE	8
NAY	0
ABSTAIN	

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V. APPROVAL OF MINUTES

Motion by Mr. Ketch and seconded by Mr. Mankowski to approve the following minutes:

Regular Meeting - February 25, 2020

Roll Call Vote: 7 in favor, 0 opposed, 1 absent (Frizell) and 1 abstain (Clayton)

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

PERSONNEL:

A. Long Term Substitute Teacher-Dist

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

DeGroat, Margaret^ Long Term Sub 3/30/20 - 6/23/20 \$125.00 per day-60 days

(Zarco-Cardoso) Lang. Arts \$ 200.00 per day-61+days

Account # 15-120-100-101-20

^On an emergent basis / pending completion of paperwork

B. Transfer - Professional Staff 2019-2020

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

	<u>From</u>	<u>To</u>
Sperring, Ryan	Basic Skills - HS	English- HS
Eff. 5/4/2020		

C. Leave of Absence-Dist.

Approve the following individual be granted a Maternity/Child Care Leave of Absence beginning May 4, 2020 returning September 1, 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:

Bonaly, Sara

Approve the following individual be granted a Maternity/Child Care Leave of Absence beginning May 8, 2020 ending June 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:

Koenig, Lauren

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Approve the following individual be granted an unpaid Intermittent Family Care Leave of Absence for various dates during the time period beginning March 11, 2020 ending June 30, 2020. If interested and eligible, this leave may be deducted from his/her entitlement under FMLA/NJFLA:

Shoiab, Silvia

D. 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:

Bowie-Dobbins, Carliss^

\$100.00 = Substitute Teacher

\$ 85.00 = Paraprofessional

^pending completion of paperwork

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

E. PRE-K Evening Registration Staff 2019-2020

Approve the following individuals to facilitate registration at the Port Monmouth Pre-K Site for one evening, 2 hours for each individual at \$39.00 per hour not to exceed \$78.00.

Master Teachers

Dubrow, Colleen

Feeney, Gina

Account # 20-218-100-101-10

School Psychologist

Walling, Bonnie

Account# 20-218-200104-10

School Nurse

Silva, Deborah

Account # 20-218-200-104-10

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

Paraprofessional for Translation

Vargas, Laura

Account # 20-218-200-104-10 \$20.33 per hour, not to exceed \$40.66

Secretary- Per sidebar agreement 2017-2020 effective July 1, 2019 - July 30, 2020

Tammy Anderson \$26.26 per hour, not to exceed \$52.52

Account # 20-218 -200-105-10

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F. Advisor Position - JRB

Approve the following individuals for the position and salary as indicated:

(2) Central Detention Teachers***

DeFilippo, Geraldine-NO

Bufano-Zifchak, Elena

***Flex time for (2) Central Detention teachers from 7:00-2:00 to cover Central Detention as needed from 2:00-3:00 at a rate of \$39.00 per hour.

Account # 15-401-100-100-30

G. Keansburg After School Program - KAP- 2019-2020

Approve the following individuals for the position and salary listed in the Keansburg Afterschool Program from April 20, 2020 through June 3, 2020.

Teacher \$39.00 per hour

Caruso

Annuzzi, Barbara	60 hours, not to exceed \$2,340.00
Carrier, Tammy	12 hours, not to exceed \$ 468.00
Davis, Wendy	6 hours, not to exceed \$ 234.00
Jones, Christopher	54 hours, not to exceed \$2,106.00
LaRosa, Teresa	6 hours, not to exceed \$ 234.00
Mackie, Kelly	42 hours, not to exceed \$1,638.00
McDonald, Caitlin	24 hours, not to exceed \$ 936.00
Muniz, Shondell	66 hours, not to exceed \$2,574.00
Pearce, Karen	12 hours, not to exceed \$ 468.00
Pepper, Jesse	24 hours, not to exceed \$ 936.00
Petrocelli, Luciana	15 hours, not to exceed \$ 585.00
Racanelli, Fidelina	24 hours, not to exceed \$ 936.00
Walters, Ashley	42 hours, not to exceed \$1,638.00
Weldon, Lissa	24 hours, not to exceed \$ 936.00
Wolkom, Kaitlin	72 hours, not to exceed \$2,808.00

Bolger

Carrier, Tammy	9 hours, not to exceed \$ 351.00
Patterson, Douglas	59 hours, not to exceed \$2,301.00
Petraroi, Deborah	19 hours, not to exceed \$ 741.00
Petrocelli, Luciana	42 hours, not to exceed \$1,638.00
Pigott, Megan	47 hours, not to exceed \$1,833.00
Sigrist, Andrew	33 hours, not to exceed \$1,947.00

Acct # 20-095-100-100-60

H. Family Friendly Center - (FFC) - 2019-2020

Approve the following individuals for the position and salary listed in the Family Friendly Center (FFC) from April 20, 2020 through June 3, 2020.

<u>Teacher</u>	\$39.00 per hour
Daley, Meghan	27 hours, not to exceed \$1,053.00
Davis, Courtney	18 hours, not to exceed \$ 702.00
Donnelly, Nicole	18 hours, not to exceed \$ 702.00
Feeney, Gina	18 hours, not to exceed \$ 702.00
Pearce, Karen	27 hours, not to exceed \$1,053.00
Ruban, Lyndsey	9 hours, not to exceed \$ 351.00
White, Jessica	18 hours, not to exceed \$ 702.00
Account # 20-432-100-100-40	

GENERAL:

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

Approve the monthly district H-I-B- Report for the month of February, 2020.
Ref. Exhibit # 1

2. Memorandum of Understanding-Community Foodbank of New Jersey, Inc. And the Keansburg CCLC Program

Approve the Memorandum of Understanding (MOU) between the Community FoodBank of New Jersey, Inc (CFBNJ) and the Keansburg CCLC Program for NJ SNAP-Ed nutrition and fitness education programming, covering the period of April 2020 through September, 2020. The purpose of this agreement is to provide information on NJ SNAP-Ed program efforts and identify the rights and obligations of Keansburg CCLC Program and CFBNJ.

Ref. Exhibit # 2

3. Policy 1st Reading

0152	Board Officers (Revised)
1581	Domestic Violence (M) (Revised)
2422	Health and Physical Education (M) (Revised)
3421.13	Postnatal Accommodations (New)
4421.13	Postnatal Accommodations (New)

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- 5330 Administration of Medication (M) (Revised)
- 7243 Supervision of Construction (M) (Revised)
- 8210 School Year (Revised)
- 8220 School Day (M) (Revised)
- 8462 Reporting Potentially Missing or Abused Children (M) (Revised)

Ref. Exhibit # 3

4. **Regulations 1st Reading**

- 1581 Domestic Violence (M) (New)
- 5330 Administration of Medication (M) (Revised)
- 8220 School Closings (Revised)

Ref. Exhibit # 4

5. **Curriculum Approval**

Approve the following Curricula as indicated below:

- American Sign Language I (ASL)
- American Sign Language II (ASL)
- American Sign Language III (ASL)
- Introduction to Criminal Justice
- Police Role in the Community
- Introduction to Criminal Law

6. **Educational Consultant**

Approve the following individual to provide a full-day Educational Consultant Workshop on April 2, 2020 in the amount of \$1,450.00.

Marshall, Michael Kim

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7. **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
4997513317	6-18-05	ED	CPC	2-10-20	Private	29,928.36
3088326528	9-16-13	Aut.	Center for Lifelong Learning	3-3-20	Public	254.00 per diem
2941351909	4-28-03	SLD	Long Branch Alt.	3-2-20	Public	112.80 per diem

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

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

8. **Home Instruction 2019-2020 District**

Approve the following students to receive home instruction for the 2019-2020 school year:

Student I.D.	H.I. #	Grade	Reason	Tutor	Start	End
1176575316	44	10	Administrative	D. Ganz	2-10-20	2-27-20
6732097242	45	7	Administrative	D.Patterson	3-2-20	TBD
5674792626	46	11	Administrative	MOESC	3-5-20	TBD
2568891408	47	10	Medical	G.O'Connor S. Gaffey	4-2-20	4-30-20

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

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

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9. Homeless Tuition 2019-2020 District

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

Student I.D.	D.O.B,	Class	School	Start	Public/ Private	Tuition
6152805010	5-19-10	R/E	Neptune Towns.	3-4-20	Public	77.78 per diem
5970532212	11-27-06	R/E	Neptune Towns.	3-4-20	Public	80.56 per diem
7604086285	5-19-04	R/E	Monmouth Regional HS	11-15-19	Public	13,125.00

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

Superintendent's Report

Personnel: A through H			
General: 1 through 9			
Addendum:			
	Yes	No	Abstain
Clayton	X		
Cook	X	X- on "F" (first name only)	
Donaldson	X	X- on "F" (first name only)	
Frizell			
Hoff	X	X- on "F" only	
Kelaher-Moran	X	X- on "F" only	
Ketch	X	X- on "F" only	
Kitchen	X	X- on "F" (first name only)	
Mankowski	X		
Motion by:	Mankowski		
Second by:	Clayton		
	8 in favor 6 opposed ("F" only) 1 absent (Frizell) 0 abstain		
Roll Call Vote	Motion carried		

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VII: BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR'S REPORT
BS-01: RECEIPT AND ACCEPTANCE OF BOARD SECRETARY'S DECEMBER AND JANUARY FINANCIAL REPORTS

Recommend that the Board of Education approve the receipt of the Board Secretary's Financial Reports as of January 31, 2020, 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 March 16, 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.

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 \$59,386.90.

BS-03: APPROVE 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 \$750,747.22.

BS-04: APPROVE/RATIFY PAYROLL SERVICES RENDERED

Recommend that the Board of Education ratify the salary checks issued for the following payrolls totaling \$2,117,587.14.

February 28, 2020-	\$1,026,632.00
March 13, 2020-	\$1,020,699.04

BS-05: 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-06: TENTATIVE BUDGET 2020-2021 - TABLED TO BE REVISED

Recommend that the Board approve the tentative budget for the 2020-2021 School Year using the 2020-2021 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:

	GENERAL	SPECIAL	DEBT	
	FUND	REVENUES	SERVICE	TOTAL
2020-2021 Total Expenditures	\$32,722,513	\$4,911,314	0	\$37,633,827
Less: Anticipated Revenues	\$27,052,099	\$4,911,314	0	\$31,963,413
Taxes to be Raised	\$5,670,414	0	0	\$5,670,414

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,

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Keansburg, New Jersey on Tuesday, April 28, 2020 at 7:00pm for the purpose of conducting a public Hearing on the Budget for the 2020-2021 School Year.

BS-07: TRAVEL AND RELATED EXPENSE REIMBURSEMENT 2020-2021

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 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 \$50,000 as the maximum travel amount for the current school year and has expended \$18,350.00 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 \$50,000 for all staff and board members for the 2020-2021 school year.

BS-08: MAINTENANCE RESERVE WITHDRAWAL 2020-2021 BUDGET

Recommend that the Board of Education, as required under N.J.A.C. 6A:23A-12.1 subsection (h), approve withdrawal of \$100,000 from Maintenance Reserve for 2020-2021 School Year Budget.

BS-09: USE OF BANKED CAP - TABLED TO BE REVISED

Recommend that the Board of Education approve the use of the Banked Cap in the amount of \$295,424, generated from 2017-2018 Health Benefits Costs and will expire on June 30, 2021.

BS-10: APPROVE PARTICIPATION UNDER THE STATE HEALTH BENEFITS PLAN AND/OR SEHBP

Recommend the Board of Education hereby elect to participate in the Health Program provided by the New Jersey State Health Benefits Act of the State of New Jersey (N.J.S.A. 52:14-17.26 and N.J.S.A. 52:14-17.46.2) and to authorize coverage for all the employees and their dependents thereunder in accordance with the statute and regulations adopted by the State Health Benefits Commission and/or School Employees' Health Benefits Commission.

2. **a. X** We elect to participate in the Employee Prescription Drug Plan defined by N.J.S.A. 52:14-17.25 et seq. and authorize coverage for all employees and their dependents in accordance with the statute and regulations adopted by the State Health Benefits Commission and/or School Employees' Health Benefits Commission.

3. **b. X** We will be maintaining Delta Dental as our dental plan.

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4. We elect 29.5 hours per week (average) as the minimum requirement for full-time status in accordance with N.J.A.C. 17:9-4.6.
5. As a participating employer we will remit to the State Treasury all charges due on account of employee and dependent coverage and periodic charges in accordance with the requirements of the statute and the rules and regulations duly promulgated thereunder.
6. We hereby appoint School Business Administrator/Board Secretary to act as Certifying Officer in the administration of this program.
Note: An individual is permitted coverage as an employee, retiree, or dependent. Multiple coverage under the SHBP or SEHBP is prohibited.
7. This resolution shall take effect immediately and coverage shall be effective as of July 1, 2020 or as soon thereafter as it may be effectuated pursuant to the statutes and regulations (can be no less than 75 or 90 days pursuant to the provisions of N.J.S.A. 17:9-1.4).

BS-11: APPROVAL OF REQUEST FOR PROPOSAL – BEFORE/AFTER-SCHOOL PROGRAM

Recommend that the Board of Education approve the Interim School Business Administrator to perform a Request for Proposal for 2020-2021 - Before/After-School Program.

Board Secretary's Report

BS-01 through BS-11

Except for BS-06 & BS-09 which were TABLED FOR REVISION

ADDENDUM: NONE

	Yes	No	Abstain
Clayton	X		
Cook	X		
Donaldson	X		
Frizell			
Hoff	X		
Kelaher-Moran	X		
Ketch	X		
Kitchen	X		
Mankowski	X		X- on "BS-10" only
Motion by:	Kitchen		
Second by:	Ketch		
Roll Call Vote	8 in favor 0 opposed 1 absent (Frizell) 0 abstain Motion carried		

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OLD/NEW BUSINESS- NONE

COMMUNICATIONS- NONE

PUBLIC ONLY-

Mr. Kitchen- Thank you for responding to current events.

Mr. Hoff- St Patrick's Day Parade Cancelled.

Mr. Mankowski- Went to Attendance Awards, 100% for his children. Thanks to Teams hard roads ahead

Ms. Kelaher-Moran- Thank you to Mayor Cocuzza and George Hoff. Thank you to Teachers and Administration, communication will continue.

Ms. Jess Mankowski, JRBMS teacher- As teachers prepare for 2 weeks, will need additional materials.

Mr. Covert, Superintendent- We will be working on logistics and will advise by next week.

Ms. Lisa Leak, KHS teacher- Large population did not log in.

Mr. George Hoff- Come and visit, Maschio's is doing a good job.

Mr. Ketch- Thank you to the Mayor and Council for support of EMS.

Mr. Donaldson- Thank you to everyone.

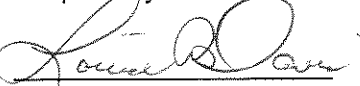
MOTION ON ADJOURNMENT

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

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

Closed the meeting at 9:13 pm

Respectfully submitted:



Louise B Davis

Interim Business Administrator/

Board Secretary

lbd/bmw

C: D. Covert

Administrators

Board Members