

KEANSBURG BOARD OF EDUCATION  
100 PALMER PLACE  
KEANSBURG, NJ 07734

REGULAR MEETING MINUTES  
October 18, 2016

**CALL TO ORDER**

I hereby call to order the Regular Meeting of the Keansburg Board of Education, held on October 18, 2016, 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 14, 2016.

**ROLL CALL**

Louise Davis, Interim Board Secretary, called roll at 7:02pm:

**Present:** Dolores Bartram, Brooke Clayton, Michael Donaldson, Judy Ferraro, Patricia Frizell, Christopher Hoff, Kimberly Kelaher- Moran and Robert Ketch

**Absent:** Walter Fleming

**Also Present:** John Niesz, Superintendent of Schools, and John Bennett, Esq. (arrived 7:15)

**PLEDGE OF ALLEGIANCE**

Number of public present: 26

**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
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

It is anticipated that the length of time of this executive session will be 15 minutes and that action will/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: Ketch

SECONDED BY: Frizell

IN: 7:05

OUT: 7:36

EXECUTIVE SESSION RESOLUTION	
<b>MOVED BY</b>	Donaldson
<b>SECONDED BY</b>	Ketch
<b>AYE</b>	9
<b>NAY</b>	
<b>ABSTAIN</b>	

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**BS-01 APPROVAL OF MINUTES**

Motion by Bartram and seconded by Frizell to approve the following minutes:

Regular Meeting – September 27, 2016

Roll Call Vote: 6 in favor, 0 opposed, 1 absent, 2 abstain (Kelaher-Moran and Clayton),  
motion carried

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

**PERSONNEL:**

A. RESCIND RESIGNATION – STAFF

Approve the following resignation be rescinded, as requested:

Donnelly, Nicole

B. RESIGNATION – STAFF

Approve the following resignation, as submitted:

Crilley, Jennifer                      Teacher Assistant                      Efft. 10/12/16

C. NON PROFESSIONAL STAFF – EMPLOYMENT – 2016-2017

Approve the following individual for the position and salary indicated for the 2016-2017 school year:

Grodman, Lauren^	Teacher Assistant	(BA-1)	\$22,091.00	JC PK
Efft. 10/31/2016	15-190-100-106-20		(Pro-rated)	

^On an emergent basis

D. TRANSFERS – PROFESSIONAL STAFF – 2016-2017

Approve the following individual for the position indicated for the 2016-2017 school year:

O'Keefe, Jennifer	Handicapped/ICS – HS	Guidance Counselor – HS
Efft. 10/19/16	15-213-00-101-40	15-000-218-104-40

E. TRIP NURSES - 2016-2017 – DIST

Approve the following school nurses to attend after school hour trips for the 2016-2017 school year at \$35.00 per hour as needed:

Fiorentino, Maria  
Klemm, Patricia  
McCann, Christina

Silva, Debra  
Vaccarelli, Patricia

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F. SUBSTITUTE SCHOOL NURSE – 2016-2017

Approve the following individual as a Substitute School Nurse for the 2016-2017 school year, at \$120.00 per day, as needed:

Lazzaro, Patricia^

^On an emergent basis

Account #: 11-000-213-100-80

G. TITLE IA TITAN FAMILY ACADEMY - 2016-2017

Approve the following individuals as Title IA Titan Family Academy Program Teachers for the 2016-2017 school year, at the hourly rate of \$35.00 not to exceed a total of 4 hours for each workshop presentation:

Annuzzi, Barbara

Emken, Arthur

Fraser, Lia

Grieco, Gabrielle

Holcombe, Tammie

Kelly, Brooke

Kohler, Stefania

Leak, Lisa

Lufrano, Dana

Mankowski, Jessica

Smith, Tara

Szotak, Ashley

Account #: 20-231-200-101-60

Approve the following individuals as Title IA Titan Family Academy Program Childcare Paraprofessionals for the 2016-2017 school year, a total of 2 hours for each workshop at the hourly rates indicated:

Antonetti, Carly \$17.10

Baeza, Nancy \$19.13

Kurtz, Alyssa \$17.73

Little, Cheryl \$19.60

Redden, Nicole \$17.54

Account #: 20-095-200-100-60

H. AFTER SCHOOL TUTOR POSITIONS – 2016-2017 – JB

Approve the following individuals at the position indicated for the 2016-2017 school year, at the hourly rate of \$35.00 not to exceed 3 hours per week:

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<u>Name</u>	<u>Position</u>
Negro, Nicholas	Math Tutor
Fraser, Lia	ELA Tutor

Account #: 20-231-200-100-30

I. SAT COORDINATOR/PROCTOR – NOVEMBER 5, 2016 & MAY 6, 2017 – HS

Approve the following individuals for the position and salary indicated for the 2016-2017 school year:

Site Coordinator: Lauri Murphy  
Salary: \$160.00 per day

Room Proctor: Colleen Damian, Stefania Kohler, Brian Gallagher, Arthur Emken,  
Norma Jean Catena, Judith Glowinski, Margaret LaFoe, Nicholas  
LoRusso, Ashley Keelen, Suzanne Gibbia.  
Salary: \$125.00 per day

Room Proctor: Douglas Patterson, Shannon Gaffey, Tammy Carrier, Tara  
Maguire, Deanna Lopez.  
Salary: \$175.00 per day

There is no expense to the district. Salary will be paid by SAT.

J. VOLUNTEERS - DIST

Approve the following individual as a volunteer for the 2016-2017 school year, at no cost to the district:

Hosey, Samantha	Basketball – Girls	JB
Pepper, Jesse	Wrestling Program	HS/JB

K. WORKFORCE INVESTMENT BOARD – STUDENTS - 2016-2017

Approve the following student to receive employment at the rate of \$8.50 per hour for up to 300 hours from September 1, 2016 to September 30, 2017. Students will be trained and placed at one of the chosen sites indicated below.

<u>Student</u>	<u>Site</u>	<u>Working with Children</u>
Williams, Miranda	KAP, FFC, Kazia Rae's	Yes
Mendez, Azalea	KAP, FFC, Kazia Rae's	Yes

\*Pending DOL WIA approval      Account #: 20-084-100-101-40

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L. INTERNSHIP – DIST

Approve the following individual be permitted to complete his administrative internship with Jennifer Vecchiarelli, 150 hours to be completed before and after school and during lunch, for the 2016-2017 school year:

McCarthy, James

Approve the following individual be permitted to complete his administrative internship with Joseph LaRocca, 150 hours to be completed before and after school and during lunch, for the 2016-2017 school year:

Gallagher, Brian

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:

10/26	Fay, Jaclyn	Multicultural Awareness and Diversity	\$180.00
12/13	Kaplan, Sara	Powerful Strategies for Reaching Students	\$245.00
	Lopez, Deanna	Powerful Strategies for Reaching Students	\$245.00
	Maguire, Tara	Powerful Strategies for Reaching Students	\$245.00
	Natalino, Michelle	Maximizing Your Language Therapy	\$245.00
	Sperring, Ryan	Powerful Strategies for Reaching Students	\$245.00

**GENERAL:**

1. POLICY – 2ND READING – DIST

Approve and adopt the following policy, as submitted:

1140 Affirmative Action Program - revised  
1523 Comprehensive Equity Plan - revised  
1530 Equal Employment Opportunity - revised  
1550 Affirmative Action Program for Employment and Contract Practices/  
Employment Practices Plan - revised  
2220 Adoption of Courses – revised  
2610 Educational Program Evaluation - revised  
2260 Affirmative Action Program for School and Classroom Practices - revised  
2411 Guidance Counseling - revised  
2423 Bilingual and ESL Education – revised  
2622 Student Assessments - revised  
5750 Equal Educational Opportunity - revised  
5755 Equity in Educational Programs and Services – revised

2. SCHOOL BUS EVACUATION DRILLS – 2016-2017 – DIST

In accordance with NJAC 6A:27-11.2, a School Bus Evacuation Drill was conducted for the following schools:

J. C. Caruso School	9/23/16	8:30am
J. C. Caruso Preschool	9/21/16	9:00am
Port Monmouth Road Preschool	9/20/16	9:00am

3. WINTER SPORTS SCHEDULE/TRANSPORTATION – 2016-2017 - JB

Approve the attached winter sports and transportation schedules as submitted.

Ref. Exhibit #1

4. CURRICULUM APPROVAL – DIST

Approve the following curricula for the 2016-2017 school year:

Digital Learning Computer Technology – 21st Century Project Based Learning

Ref. Exhibit #2

5. CLUB APPROVAL- HS

Approve the creation of a PAW Club at Keansburg High School. This goal of People for Animal Welfare (PAW) is to provide the students and staff of Keansburg High School with opportunities to gain and provide information about responsible animal welfare practices. This club will be moderated by Jennifer O'Keefe at no cost to the district.

6. PROGRAM APPROVAL - HS

Approve CPC's Project Insight to be utilized by the Keansburg School District as an additional resource for students and their families for the 2016-2017 school year. Project Insight is an early intervention substance abuse program consisting of five sessions. This includes a substance abuse assessment. All sessions will be held at Keansburg School District.

7. AMERICAN LITTORAL SOCIETY – MEMORANDUM OF UNDERSTANDING – KAP – 2016 – 2017 – JB

Approve the Memorandum of Understanding between the American Littoral Society and Keansburg School District's 21<sup>st</sup> Century Community Learning Center (KAP) for provision of comprehensive marine science activities as part of SeaGrant program for a program period of September 28, 2016 through November 30, 2016, at no cost to the district.

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8. NJQSAC STATEMENT OF ASSURANCE - 2016-2017 – DIST – DRAFT

Approve the draft copy of the NJQSAC Statement of Assurance for the 2016-2017 school year.

Ref. Exhibit #3

9. INDEPENDENT CONSULTANTS - 2016-2017 – DIST

Approve the following independent consultants to provide services for the 2016-2017 school year:

Bayada                      Nursing Services                      \$42.00 per hour LPN  
Account # 11-000-213-330-80

10. HOME INSTRUCTION - 2016-2017

Approve the following students to receive home instructions for the 2016-2017 school year:

STUDENT ID	H.I.#	GR	REASON	TUTOR	START	END
4902117289	2	11	Administrative	S.Gaffey	9-6-16	TBD
6206894086	3	12	Medical	Patterson	9-20-16	TBD
5058569370	4	12	Administrative	S.Gaffey	9-6-16	Pending
9411027960	5	6	Administrative	S.Gaffey	9-28-16	Pending
3493438016	6	8	Medical	Patterson	9-28-16	6-23-16

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

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

**ADDENDUM:**

A1. NON PROFESSIONAL STAFF – EMPLOYMENT – 2016-2017

Approve the following individual for the position and salary indicated for the 2016-2017 school year:

Pickering, Nancy^                      Secretary                      SEC-1                      \$29,426.00                      HS  
Eff. 10/19/2016                      15-100-240-105-40                      (Pro-rated)

^On an emergent basis

A2. LONG TERM SUBSTITUTE TEACHER – REVISION - JC

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

McKenna, Erin   Long Term Sub.   11/9/16 – 4/4/17   \$125.00 per day – 60 days  
(DeVirgilio & Weitzell)                      \$200.00 per day – 61+ days

Account #: 15-110-100-101-20

Account #: 15-120-100-101-20

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A3. CRISIS PREVENTION INSTITUTE TRAINING (CPI) – DIST

Approve the following individuals to provide CPI training including prep time for 5 hours each at \$35.00 per hour, not to exceed \$175.00 each:

DeSoucey, Christina  
Janik, Jacqueline  
Wilson, Heather  
Account #: 11-000-218-100-80

A4. CONSULTANTS – 2016-2017 – DIST

Approve the following independent consultants to provide services to the Keansburg School District for the 2016-2017 school year:  
eMedical Urgent Care

Physical Exam	\$75.00
SAP 10 (Substance Abuse Panel 10 panel plus alcohol)	\$50.00
Synthetic Cannabinoids	\$80.00
Account: 15-000-213-500-30	
Account: 15-000-213-500-40	

A5. OBSERVATION – DIST

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

<u>STUDENT</u>	<u>TEACHER</u>	<u>SCHOOL</u>	<u>SEMESTER</u>
Wong, Jennifer	TBA	Joseph Caruso School	Fall 2016 – 3hrs.

A6. IN-STATE TRIP LOCATION LIST - 2016-2017

Approve the master School Trip List for the in-state locations for the 2016-2017 school year, as submitted:  
Ref. Exhibit #4

A7. DISTRICT H-I-B. REPORT – 2015-2016

Approve the monthly district H-I-B Report for the month of September 2016.  
Ref. Exhibit #5

A8. OUT OF STATE TRIP – DIST

11/17/16 & JB Lincoln Center and Nuyorician Poets Café, New York, NY.  
3/14/17 G&T will tour Lincoln Center and watch a poetry slam at  
Poets Café. 8:30am – 4:00pm.

A9. DISPOSAL OF EQUIPMENT - HS

Approve the disposal of the following broken equipment:  
1 - Universal weight machine located in the weight room



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**A10. COMMUNITY CLEAN OUT DAY – PM**

Approve the Borough of Keansburg, Police, Fire, EMS and other community groups be permitted to remove surplus property prior to Community Day which is scheduled for October 22, 2016.

**A11. SCHOOL BUS EVACUATION DRILLS – 2016-2017 – DIST**

In accordance with NJAC 6A:27-11.2, a School Bus Evacuation Drill was conducted for the following school:

J. R. Bolger Middle School                      10/6/16                      9:30am

**A12. SPECIAL NEEDS - 2016-2017**

Approve the following student to attend the placement indicated for the 2016- 2017 school year:

STUDENT ID	DOB	CLASSIFICATION	PLACEMENT	START DATE	PRIVATE / PUBLIC	TUITION
9411027960	6-6-05	MD	CPC	10-12-16	PRIVATE	\$359.98 PER DIEM
3829290342	10-27-99	N/A	MOESC CHOICES	10-14-16	PUBLIC	\$2,300.00 PER MONTH
4902117289	4-2-00	OHI	LINCOLN SCHOOL	10-17-16	PUBLIC	\$50,412.00 YEAR

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

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

**Superintendent's Report**

**Personnel: A through M**

**General: 1 through 10**

**Addendum: A1 through A12**

	Yes	No	Abstain
Bartram	X		
Clayton	X		X- on Personnel – 2 & 3 and Addendum A-11 only
Donaldson	X		
Fleming			
Frizell	X		
Hoff	X		
Ketch	X		
Moran	X		
Ferraro	X		
Motion by:	Frizell		
Second by:	Donaldson		
Roll Call Vote	8 in favor 0 opposed 1 absent (Fleming) 1 abstain Motion carried		

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

**BS-01: RECEIPT AND ACCEPTANCE OF AUGUST 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 August 31, 2016 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 August 31, 2016 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: 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 \$822,442.72.

**BS-03: 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 \$207,649.92.

**BS-04: RATIFICATION OF APPROPRIATION TRANSFERS PRIOR TO A BOARD MEETING - NONE**

**BS-05: RATIFICATION OF PAYROLL SERVICES RENDERED**

Recommend that the Board of Education ratify the salary checks issued for the September 30, 2016 payroll in the amount of \$997,791.12 and the October 15, 2016 payroll in the amount of \$1,008,229.87.

**BS-06: APPROPRIATION OF 2015-16 EXTRAORDINARY AID - \$ 80,232**

WHEREAS, the Keansburg Board of Education was awarded 2015-16 Extraordinary Aid in the amount of \$ 115,045, and

WHEREAS, it is recommended that the Board of Education continue with the Professional Services of CME for the Environmental Survey of Lorraine Place,

NOW THEREFORE, be it resolved that we appropriate \$ 80,232. from Extraordinary Aid, leaving a balance of \$ 34,813 to be used in Budget account code: 11-000-230-334-55 Engineer Services for the 2016-17 fiscal year.

**BS-07: CME ASSOCIATES – CONTRACT BUDGET ADJUSTMENT**

Recommend that the Board of Education approve the continued Professional Services with CME Associates for additional Environmental Services for the remediation and survey of Lorraine Place in the amount of \$ 80,232.

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**BS-08: 2016-17 COMPREHENSIVE MAINTENANCE PLAN AND FACILITIES CHECKLIST**

**WHEREAS**, the Department of Education requires New Jersey School Districts to submit a three-year Comprehensive Maintenance Plan and M-1 form documenting "required" maintenance activities for each of its public school facilities, and

**WHEREAS**, the required maintenance activities as listed in the attached documents for the various school facilities of the Keansburg School District are consistent with these requirements, and

**WHEREAS**, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

**NOW THEREFORE BE IT RESOLVED that**, the Keansburg School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan and M-1 form for the Keansburg School District in compliance with Department of Education requirements.

Exhibit A

**BS-09: KEANSBURG AFTER-SCHOOL PROGRAM TRANSPORTATION – SHAMROCK**

Approve a contract with Shamrock Stagecoach, trading as Keyport Auto Body, for transportation from Caruso to Bolger and from Bolger to home from September 1, 2016- June 30, 2017 at a rate of \$89.00 for school to home and \$25.00 between schools, per diem.

**BS-10: DEPARTMENT OF AGRICULTURE CORRECTIVE ACTION PLAN- BREAKFAST**

Approve the attached School Breakfast Improvement Plan for the 2016-2017 school year.

Exhibit B

**BS-11: EQUIPMENT DISPOSAL – PORT MONMOUTH ROAD SCHOOL**

Dispose of the following items and donate to the residents of the Borough of Keansburg on October 22, 2016, "Community Day".

Exhibit C

**Board Secretary's Report**

BS-01 through BS-11			
	Yes	No	Abstain
Bartram	X		
Clayton	X		X – on BS-09 only
Donaldson	X		
Fleming			
Frizell	X		
Hoff	X		
Ketch	X		X - on "BS-09" only
Moran	X		
Ferraro	X		
Motion by:	Bartram		
Second by:	Clayton		
	8 in favor 0 opposed 1 absent (Fleming) 2 abstain		
Roll Call Vote	Motion carried		

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## COMMUNICATION- NONE

### PUBLIC

- **Matt Kitchen** – 59 Kennedy Way, Neighbor of Walter Fleming – Said Mr. Fleming attacks other Board Members, Mr. Kitchen has concerns about Mr. Fleming being on the Board.
- **Mrs. Chalmers** – 92 Wood Street, Suggested to Mr. Niesz there should be new policies at the JR Bolger Middle School regarding phone usage in case of an emergency she should be able to contact child during the day.  
Wants Gifted and Talented classes to be held to 60 minutes – often go to 80 minutes creating bathroom issues (doors locked) and lateness to next class.
- **Marie Henn** - 179 Forest Avenue, Supports Mrs. Chalmers – her daughter has also missed other classes because Gifted and Talented classes ran over 60 minutes.  
Disapproves of Policy not allowing her to see daughter for personal reasons.
- Cord on phone line in Main Office, that the students use to call home, is broken

### COMMENTS BY BOARD MEMBERS

- **Brooke Clayton** - 10-22-16 is TruckTober Fest, 11-6-16 is Pizza and Paint Party, 11-21-16 is the PTA Dance
- **Christopher Hoff** – School year moving along nicely.  
Jeff Johnson's Fishing Derby was a success.  
Suggests following rules of curfew for Trick or Treating  
Homecoming went well  
In regards to getting ready for winter, is snow equipment ready?  
11-8-16 is Election Day, is Security in place?  
Thank you for sympathy on loss of his mom
- **John Niesz** – 11-22-16 is the State of the Schools Presentation at the Board meeting, PTA Gift Auction went well
- **Robert Ketch** – 911 Memorial funded by Home Depot
- **Dolores Bartram** – PTA Auction was a great success and the Booster Club is doing well
- **Judy Ferraro** – Happy Thanksgiving and thank you for coming

### MOTION ON ADJOURNMENT

Motion by Bartram and seconded by Frizell to adjourn this meeting.

Roll call vote: 7 in favor, 0 opposed, 2 absent, and 0 abstain; motion carried.

Closed the meeting at 8:14pm

Respectfully submitted:



Louise B Davis  
Interim Business Administrator/  
Board Secretary  
lbd/bmw  
C: John Niesz  
Administrators  
Board Members