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REGULAR MEETING MINUTES
September 24, 2019

CALL TO ORDER

I hereby call to order the Regular Meeting of the Keansburg Board of Education, held on September 24, 2019, 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 4, 2019.

ROLL CALL

Dan Castles, Board Secretary, called roll at 7:00pm:

Present: Brooke Clayton, Michael Donaldson, Patricia Frizell, Christopher Hoff, Kimberly Kelaher- Moran, Matthew Kitchen, and Michael Mankowski

Absent: Robert Ketch

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

PLEDGE OF ALLEGIANCE

Number of public present: 20

RECOGNITIONS- NONE

PUBLIC - AGENDA ITEMS ONLY- NONE

RESOLUTION AUTHORIZING EXECUTIVE SESSION - NONE

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)
- (2)
- (3)

It is anticipated that the length of time of this executive session will be ___ 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:

SECONDED BY:

IN:

OUT:

EXECUTIVE SESSION RESOLUTION TO CLOSE	
MOVED BY	
SECONDED BY	
AYE	
NAY	
ABSTAIN	

BS-01 APPROVAL OF MINUTES

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

Regular Meeting August 27, 2019

Roll Call Vote: 6 in favor, 0 opposed, 2 absent (Clayton, Ketch), and 0 abstain

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

A. Intent to Retire-Dist.

Approve the following retirement, as submitted, effective December 31, 2019:

Carusotto, Deborah Paraprofessional

B. Professional Employment-2019-2020

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

Spivey, Amy^ Elem. Ed. BA-1 \$55,355.00 JC
Eff. 9/25/19

Account # 15-120-100-101-20

^On an emergent basis / pending completion of paperwork

C. Re-Employment of Non Professional Personnel 2019-2020

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

Angerami, Julia Paraprofessional PPA-7 \$25,886.00 DIST

D. Transfer - Professional Staff 2019-2020

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

	<u>From</u>	<u>To</u>
Davis, Wendy	Tech/RTI - JC	Elem. Ed.- JC
Hurler, Lauren	PreK Teacher - PM	PreK Teacher - JC
Wolkom, Kaitlyn	Elem. Ed. - JC	ICS/RES - JC

E. Leave of Absence-Dist.

Approve the following individual be granted a Maternity/Child Care Leave of Absence beginning February 10, 2020 returning April 20, 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:

DeSantis, Ashley

Approve the following individual be granted a Medical Leave of Absence beginning September 3, 2019 returning November 11, 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:

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Fraser, Lia

Approve the following individual be granted a revision to her Maternity/Child Care Leave of Absence beginning September 23, 2019 returning February 18, 2020 using allowable sick days followed by unpaid leave. If interested and eligible, this leave may be deducted from his/her entitlement under FMLA/NJMLA:

Pisani, Lauren

F. Substitute Teachers/Paraprofessionals-Dist.

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

Brown, Reina^
Engstrom, Tobi^
Nowak, Anne Marie^
Walters, Stephanie^
Weldon, Daniel^
Zainab, Zarish^

^pending completion of paperwork

\$100.00 = Substitute Teacher
\$85.00 = Paraprofessional

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

G. Moving-Packing/Unpacking

Approve the following individual for packing and unpacking at \$39.00 per hour for up to 10 hours not to exceed \$390.00:

Hurler, Lauren

Approve the following individuals for packing and unpacking at \$39.00 per hour for up to 4 hours not to exceed \$156.00:

Annuzzi, Barbara
Racanelli, Fidelina
Rogers, Mary
Smith, Tara
Underhill, Maryanne
Account # 11-000-221-100-60

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Observation-Dist

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

Monmouth University

<u>Student</u>	<u>Teachers</u>	<u>School</u>	<u>Semester</u>
Thompson, Keryn	Brenda Fiske / Maria Joyce	JCCS	Fall 2019

I. Preschool Home Visits-Staff-Pre-K

Approve the following individuals to complete home visits for the 2019-2020 school year at \$26.27 per visit.

Carfi, Janice
Feinstein, Lauren
Hansel, Jessica
Panassidi, John
Silva, Deborah
Walling, Bonnie
Wieczersak, Heidi
Account # 20-218-100-101-10

J. Preschool Home Visits-Paraprofessional-Pre-K

Approve the following individual to complete home visits for the 2019-2020 school year at \$20.30 per visit:

Heinzer, Patricia
Account # 20-218-100-106-10

K. Paraprofessional After School Activities 2019-2020

Approve the following individual to attend after school activities with a student for the 2019-2020 school year at the hourly rate of \$20.30 for a total of 480 hours, not to exceed \$9,744.00.

Kennedy, Deborah
Account # 11-000-217-106-80

L. Transition Planning-Nurses 2019-2020

Approve the additional 10 hours at \$39.00 per hour for the following individual for transition planning, not to exceed \$390.00.

Carroll, Sara
Account # 11-000-213-100-80

M. Keansburg Afterschool Program-KAP-2019-2020-Dist.

Approve the following individuals for the teacher assistant position listed for the Keansburg Afterschool Program from September 25, 2019 to June 5, 2020 at a rate of \$10.00 per hour for 360 hours, not to exceed \$3,600.00.

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Holmes, Kyra
Tsevas, Christina
Account # 20-095-100-100-60

N. Keansburg After School Program (KAP) Family Friendly Center (FFC)-2019-2020

Approve the following individuals for the position and salary listed for the Keansburg After School Program/Family Friendly Center from September 25, 2019 through June 5, 2020.

Substitute Teacher \$39.00 per hour as needed
Corey, Jeanne
Dolan, Amy
LaRosa, Teresa

Approve the following individual for the position and salary listed for the Keansburg After School Program/Family Friendly Center from September 25, 2019 through December 19, 2019.

Teacher
LaRosa, Teresa \$39.00 per hour for 20 hours, not to exceed \$780.00
Account # 20-095-100-100-60

O. Home Instruction 2019-2020

Approve the following individual to provide home instruction to student: 6156678584 for the 2019-2020 school year at \$39.00 per hour not to exceed \$6,396.00.

Aquilino, Lisa

Account # 11-150-100-320-80

P. Titan Family Academy Presenters-2019-2020

Approve the following individuals to work as a Titan Family Academy Presenter for the 2019-2020, school year at the hourly rate of \$39.00 not to exceed a total of 4 hours for each workshop presentation:

Donnelly, Nicole
Holcombe, Tammie
Kohler, Stefania
Lopez, Eillyn
Murphy, Lauri
Szotak, Ashley
Account # 20-095-100-100-60
Account # 20-231-200-101-60

Q. Titan Family Academy Childcare Paraprofessionals-2019-2020

Approve the following individuals to work as a Titan Family Academy Childcare Paraprofessional for the 2019-2020 school year, a total of 2 hours for each workshop at the employee's hourly rate.

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Nelson, Diane \$23.12
Walters, Tammy \$20.32

Account # 20-095-200-100-60

R. Keansburg School District Year long Professional Development Presenters 2019-2020

Approve the following individuals as presenters for the Keansburg School District's Year Long Professional Development Program at \$39.00 per hour for 24 hours not to exceed \$936.00 each.

Bubnick, Christopher
Damian, Colleen
Ganz, David
George, Anna
Gonzales, Diane
Grimaldi, Tracey
Holcombe, Tammie
Kohler, Stefania
LaRosa, Teresa
Lavary, Gabrielle
Lillis, Ryan
Muniz, Shondell
Murphy, Lauri
Nirgo, Lisa
Sarlo, Kathryn
Smith, Tara
Szotak, Ashley
Weldon, Lissa
Wilson, Heather

Account # 11-000-223-100-60

S. Weight Room

Approve James McCarthy to volunteer in the weight room for the 2019-2020 school year.

T. 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:

3/18	Herits, Michael-John	R & L Research and Leadership Institute	\$ 200.00
10/4	Milhomens, Amanda	Nonviolent Crisis Intervention Training	\$3,532.08

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GENERAL:

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

Approve the monthly district H-I-B- Report for the month of September, 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. Mental Health Association of Monmouth County (MHA) Memorandum of Understanding

Approve the MOU between the Keansburg School District and the Mental Health Association of Monmouth County (MHA) for the 2019-2020 school year. The purpose of this affiliation is to form working relationships between the MHA and the Keansburg School District by providing services to students in the Keansburg High School. These services include reducing adolescent pregnancy and improving knowledge of safe sex practices.

Ref. Exhibit # 3

4. Memorandum of Understanding-Planned Parenthood of Northern, Central and Southern New Jersey Inc.

Approve the MOU between the Keansburg School Based Youth Services Program and Planned Parenthood of Northern, Central and Southern New Jersey for the purposes of delivering Teen Pregnancy Prevention Evidenced Based Curriculum (either Teen Outreach Program-TOP and /or Reducing the Risk (RTR) in an effort to reach students with important preventative health information.

Ref. Exhibit # 4

5. 2019-2020 Nursing Services Plan

Approve the 2019-2020 Keansburg School District Nursing Services Plan as submitted.

Ref. Exhibit # 5

6. Policy-1st Reading-Dist.

Approve and adopt the following policies, as submitted:

1642 Earned Sick Leave Law (M) (New) - **HELD**

3159 Teaching Staff Member/School District Reporting Responsibilities (M) (Revised)

3218 Use, Possession, or Distribution of Substances (M) (Revised)

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- 4218 Use, Possession or Distribution of Substances (M) (Revised)
- 4219 Commercial Drivers License Controlled Substance and Alcohol Use Testing (M) (Revised)
- 5512 Harassment, Intimidation and Bullying
- 5517 School District Issued Student Identification Cards (Revised)
- 6112 Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
- 7440 School District Security (M) (Revised)
- 8600 Student Transportation (M) (Revised) - **HELD**
- 8630 Bus Driver/Bus Aide Responsibility (M) (Revised)
- 8670 Transportation of Special Needs Students (M) (Revised)
- 9210 Parent Organization (Revised)
- 9400 Media Relations (Revised)

Ref. Exhibit # 6

7. Regulations-1st Reading-Dist.

Approve and adopt the following regulations, as submitted

- 1642 Earned Sick Leave Law (M) (New) - **HELD**
- 3218 Use, Possession, or Distribution of Substances (M) (Revised)
- 4218 Use, Possession, or Distribution of Substances (M) (Revised)
- 6112 Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
- 7440 School District Security (M) (Revised)
- 8600 Student Transportation (Revised) - **HELD**
- 8630 Emergency School Bus Procedures (M) (Revised)

Ref. Exhibit # 7

8. Memorandum of Agreement with Law Enforcement (MOA) FY 2019-2020 School Year

Approve the Memorandum of Agreement with Law Enforcement (MOA) FY 2019-2020 school year.

Ref. Exhibit # 8

9. Out of State Trip

Approve 50 Concert & Jazz Band students to attend a trip to Kutztown University and Dorney Park for "Music in the Park" on May 29, 2020 from 7 a.m. to 9 p.m. 2 Staff members will chaperone as well as 12 band parents. Cost is \$59.00 per student.

10. Special Needs 2019-2020

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

Student ID	D.O.B.	Class.	Placement	Start	Public/Priv	Tuition
5674792626	12-12-02	MD	Green Brook Academy	9-2019	Private	413.94 per diem

Account # 11-000-100-566-80

11. Job Placement Locations 2019-2020

Approve the following job site placements for students in the Keansburg High School Transitional Program for the 2019-2020 school year:

Bayside Manor, Keansburg
Cinemark Movie Theatre, Hazlet
Family Dollar, Keansburg
Jillaney's Luncheonette, Keansburg

12. School Field Trip-2019-2020

Approve the Keansburg High School Transition Program students to participate in a field trip to the GoodWill store in Cliffwood. Date to be determined.

13. Disposal of Equipment/Furniture-Caruso Pre-K

Approve the disposal of 2 broken pieces of furniture, a toy sink and stove at the Caruso Preschool (Room 5).

14. Membership Dues Building & Grounds Supervisor-Dist.

Approve the membership dues for the Supervisor of Buildings & Grounds for the New Jersey School Buildings and Grounds Association from September 2019 through June 2020 at a cost of \$350.00.

15. Senior Leadership Summit

Approve Keansburg High School Senior Matthew Gillen and his coach, John Bird to attend the NJSIAA Senior Leadership Summit on October 7th, 2019 at the Westin Hotel in Forrestal Village in

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Princeton. There is no cost for the student to attend and a \$45.00 charge for Mr. Bird to be paid from the Athletic budget.

Account # 15-402-100-500-40

16. Professional Development-Dist

Approve Dr. John Kerrigan to provide professional development to district staff members from October 2019 through June 2020 at a cost of \$150.00 per hour not to exceed 30 hours.

ADDENDUM

A1. Interim School Business Administrator 2019-2020-Dist

Approve the following individual as the Interim School Business Administrator for the period commencing October 15, 2019 through June 30, 2020 at \$85.00 per hour, pending Executive County Superintendents contract approval:

Davis, Louise

Account # 11-000-251-100-55

A2. Revision Long Term Substitute Teacher-Dist

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

Melfi, Angela Long Term Sub. 9/23/19 - 3/6/20 \$125.00 per day-60 days
(L. Pisani) Elem. Ed. \$200.00 per day-61+days
Account # 15-110-100-101-20

A3. Athletic Ancillary Workers for the 2019-2020 school year

Anderson, James
Breheny, Jaime
Mitchell, James
Oliva, Kathryn
Puorro, Robert
Ruban, Donna

Position

Rate

Announcer/Timer	\$55
Announcer/Timer/Security 2 event (back to back)	\$78
Bus Chaperone	\$45
Football Chain Holder	\$50
Security	\$55
Site Manager	\$75
Ticket Taker/Seller	\$50

Account # 15-402-100-100-40

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4. **High School Prom Contract**

Approve the contract between Keansburg High School and the Cornucopia Cruise Line to host the Junior/Senior prom on June 4, 2020.

Ref. Exhibit # 9

A5. **Observation-Dist**

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

Georgian Court University

<u>Student</u>	<u>Teachers</u>	<u>School</u>	<u>Semester</u>
Pastuch, Joseph	C. Damian / J.O'Keefe	KHS	Fall 2019

A6. **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:

12/6 Natalino, Michelle Speech Lang. Pathologist Conference \$479.00

Superintendent's Report

Personnel: A through T			
General: 1 through 16			
Addendum: A1 through A6			
	Yes	No	Abstain
Clayton			
Donaldson	X	X on "D" only	
Frizell	X		
Hoff	X		
Kelaher-Moran	X		
Ketch			
Kitchen	X		
Mankowski	X		
VACANT			
Motion by:	Kitchen		
Second by:	Frizell		
	6 in favor 1 opposed 2 absent (Clayton, Ketch) 0 abstain		
Roll Call Vote	Motion carried		

BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR'S REPORT

BS-02: RECEIPT AND ACCEPTANCE OF JUNE AND JULY 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 July 31, 2019 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 July 31, 2019 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-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 1,270,684.23.

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 \$521,672.07.

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 Ex. "A"

BS-06: RATIFICATION OF PAYROLL SERVICES RENDERED

Recommend that the Board of Education ratify the salary checks issued for the August 30, 2019 payroll in the amount of \$173,597.36, and the September 15, 2019 payroll in the amount \$987,415.15.

BS-07: THE CHURCH OF ST. ANN'S PARKING LEASE

Request approval for the Board Secretary to execute the St. Ann's lease on behalf of the Board of Education. The term of the lease is for one (1) year, commencing September 1, 2019 and ending August 31, 2020. The annual cost to the district is a one (1) time payment of \$50,000.

Exhibit "B"

BS-08: 2019-2020 SUPERINTENDENT OF SCHOOLS QUANTITATIVE AND QUALITATIVE MERIT GOALS - HOLD

Approve the 2019-2020 Quantitative and Qualitative merit criteria for Doug Covert, Superintendent, as approve by the Interim Executive County Superintendent of Schools.

Exhibit "C"

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ADDENDUM:

BS-09: ATTENDANCE AT NJSBA/NJASA/NJASBO WORKSHOP

Approve attendance of the following board members and administrators at the New Jersey School Boards Association Workshop on October 21, 2019 through October 24, 2019 in Atlantic City at the cost of \$96 per night lodging plus occupancy fee and resort tax, mileage at \$0.31 per mile plus tolls and parking, and meals at the GSA rate of \$165.00 per person, not to exceed total costs of \$500 per person and a group registration fee of \$750.

Board of Education Members

Brooke Clayton	Matthew Kitchen
Michael Donaldson	Robert Ketch
Patricia Frizell	Michael Mankowski
Christopher Hoff	
Kimberly Kelaher Moran	

Administrators

Doug Covert, Superintendent
Kathleen O'Hare, Director of Funding and Curriculum
Dan Castles, Business Administrator/Board Secretary

Board Secretary's Report

BS-02 through BS-08

ADDENDUM: BS-09

	Yes	No	Abstain
Clayton	X		
Donaldson	X		
Frizell	X		
Hoff	X		X on BS-07 only
Ketch			
Kelaher-Moran	X		
Kitchen	X		
Mankowski	X		
VACANT			
Motion by:	Donaldson		
Second by:	Clayton		
Roll Call Vote	7 in favor 0 opposed 1 absent (Ketch) 1 abstain Motion carried		

COMMENTS – NONE

COMMUNICATION

A letter of interest, for the vacant Board seat, was received by Kenneth Cook

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PUBLIC

Jessica Mankowski invited the Board to a community dinner being held by the Pride Committee.

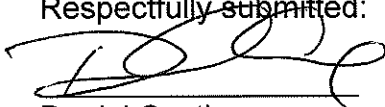
MOTION ON ADJOURNMENT

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

Roll call vote: 6 in favor, 0 opposed, 2 absent, and 0 abstain; motion carried.

Closed the meeting at 7:17 pm

Respectfully submitted:



Daniel Castles
Business Administrator/
Board Secretary

dc/bmw

C: D. Covert
Administrators
Board Members