

KEANSBURG BOARD OF EDUCATION  
100 PALMER PLACE  
KEANSBURG, NJ 07734

REGULAR MEETING MINUTES  
December 10, 2019

**CALL TO ORDER**

I hereby call to order the Regular Meeting of the Keansburg Board of Education, held on December 10, 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**

Louise B Davis, Interim Board Secretary, called roll at 7:55 pm:

**Present:** Brooke Clayton, Kenneth Cook, Michael Donaldson, Patricia Frizell, Kimberly Kelaher- Moran, Matthew Kitchen, and Michael Mankowski

**Absent:** Christopher Hoff and Robert Ketch

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

**PLEDGE OF ALLEGIANCE**

Number of public present: 5

**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 30 minutes and that action will 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	

**V. APPROVAL OF MINUTES**

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

Regular Meeting November 19, 2019

Roll Call Vote: 7 in favor, 0 opposed, 2 absent (Hoff and Ketch) and 1 abstain (Donaldson)

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

**PERSONNEL:**

**A. Revision Long Term Substitute Teacher-Dist**

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

Pigott, Megan <sup>^</sup>	Long Term Sub.	10/7/19 - 2/28/20	\$125.00 per day-60 days
(M. Fabiano)	Elem. Ed.		\$200.00 per day-61+days

<sup>^</sup>pending receipt of certification  
Account # 15-120-100-101-20

**B. Leave of Absence-Dist.**

Approve the following individual be granted a Medical Leave of Absence beginning November 12, 2019 returning November 19, 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:

O'Donnell, Melissa

Approve the following individual be granted a Medical Leave of Absence beginning January 2, 2020 returning February 28, 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:

Stark, Thomas

**C. Interim Athletic Director-Dist.**

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

Kmak, Brian	Interim	1/2/20 - 2/27/20	\$100.00 per one event
(T. Stark)	Athletic Director		\$150.00 per two events

Account # 15-402-100-100-40

**D. Keansburg After School Program - KAP- 2019-2020- Dist**

Approve the following individuals for the position and salary listed in the KeansburgAfterschool Program from January 6, 2020 through April 8, 2020.

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Teacher \$39.00 per hour

**Bolger**

Carrier, Tammy	24 hours, not to exceed \$936.00
Patterson, Douglas	136.5 hours, not to exceed \$5,325.50
Petraroi, Deborah	33 hours, not to exceed \$1,287.00
Petrocelli, Luciana	129 hours, not to exceed \$5,031.00
Pigott, Megan	110 hours, not to exceed \$4,290
Sigrist, Andrew	75 hours, not to exceed \$2,925.00

**Caruso**

Annuzzi, Barbara	104 hours, not to exceed \$4,056.00
Davis, Wendy	91 hours, not to exceed \$3,549.00
Ganz, David	52 hours, not to exceed \$2,028.00
Jones, Christopher	117 hours, not to exceed \$4,563.00
LaRosa, Teresa	13 hours, not to exceed \$507.00
Mackie, Kelly	65 hours, not to exceed \$2,535.00
McDonald, Caitlin	52 hours, not to exceed \$2,028.00
Muniz, Shondell	91 hours, not to exceed \$3,549.00
Pearce, Karen	26 hours, not to exceed \$1,014.00
Pepper, Jesse	39 hours, not to exceed \$1,521.00
Racanelli, Fidelina	52 hours, not to exceed \$2,028.00
Rogers, Mary	26 hours, not to exceed \$1,014.00
Walters, Ashley	91 hours, not to exceed \$3,549.00
Weldon, Lissa	52 hours, not to exceed \$2,028.00
Wolkom, Kaitlin	130 hours, not to exceed \$5,070.00

Acct # 20-095-100-100-60

Approve the following individual for the teacher assistant position listed for the Keansburg Afterschool Program from December 1, 2019 to June 5, 2020 at a rate of \$10.00 per hour for 360 hours, not to exceed \$3,600.00

Traymon, India

Account # 20-095-100-100-60

**E. Family Friendly Center - (FFC) - 2019-2020 Dist**

Approve the following individuals for the position and salary listed in the Family Friendly Center (FFC) from January 6, 2020 through April 8, 2020.

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<u>Teacher</u>	<u>\$39.00 per hour</u>
Daley, Meghan	58.5 hours, not to exceed \$2,281.50
Davis, Courtney	39 hours, not to exceed \$1,521.00
Donnelly, Nicole	39 hours, not to exceed \$1,521.00
Feeney, Gina	39 hours, not to exceed \$1,521.00
Pearce, Karen	58.5 hours, not to exceed \$2,281.50
Ruban, Lyndsey	19.5 hours, not to exceed \$760.50
White, Jessica	39 hours, not to exceed \$1,521.00

Account # 20-432-100-100-40

**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:

Conk, Stephanie

\$100.00 = Substitute Teacher

\$ 85.00 = Paraprofessional

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

**G. Student Teaching-Dist**

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

Georgian Court University

<u>Student</u>	<u>Teachers</u>	<u>School</u>	<u>Semester</u>
Monteiro, Jessica	Spishock/Longo	JCCS	Spring 2020

**H. 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:

12/13	Daniel, Margaret	Winter Conference, 2019	\$ 180.00
3/20	Stark, Thomas	2020 DAANJ Workshop	\$1,031.00

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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 November, 2019.

Ref. Exhibit # 1

**2. Athletic Donation**

Approve the donation of football helmets and shoulder pads for OT Football at no cost to the district.

**3. Policy-2nd Reading-Dist.**

Approve and adopt the following Policies, as submitted:

- 2415.06      Unsafe School Choice Option (M) (Revised)
- 2624          Grading System
- 5600          Student Discipline/Code of Conduct (M) (Revised)
- 5611          Removal of Students for Firearms Offenses (M) (Revised)
- 5612          Assaults on District Board of Education Members or Employees  
(M) (Revised)
- 5613          Removal of Students for Assaults with Weapons Offenses  
(M) (Revised)
- 8461          Reporting Violence, Vandalism, Harassment, Intimidation, Bullying,  
Alcohol, and Other Drug Offenses (M) (Revised)

**4. Memorandum of Understanding-Kean University and School-Based Youth Services Program-Dist.**

Approve the MOU between the Keansburg High School's School Based Youth Services Program and Kean University for the purpose of conducting a school based research study on 9<sup>th</sup> grade students participating in Reducing the Risk curriculum in health classes.

**5. Evaluation Contract-21st CCLC**

Approve the contract between the Keansburg School District and Management and Evaluation Associates, Inc. for the 2019-2020 school year in the amount of \$14,000.00. Management & Evaluation Associates will provide the following services related to the required external evaluation of the Keansburg School District's 21st CCLC. Program Administrator and Staff will provide on-site and off-site support for the planning and implementation of action research.

Account # 20-095-200-300-60

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6. **Non-Resident Students (3)**

Allow the following students to complete the current school year:

ID 04004974 State ID 4784492128
ID 04003766 State ID 3046232911
ID 04004075 State ID 1384814053

7. **Red Cross Club**

Approve the following individuals to act as Red Cross Club Advisors for the 2019-2020 school year at no cost to the district. The purpose of the Incentive Program is to provide guidance on what areas to focus your efforts and time, to highlight the areas that are significant, and, most importantly, to recognize your efforts in the Incentive Program.

Konior, Theresa  
Rossi, Nicole

8. **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
3081840608	7-4-07	ED	CPC	11-21-19	Private	47,812.38
7455306931	7-6-15	PSD	Hawkswood School	11-11-19	Private	50,147.10

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

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

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

Student I.D.	H.I. #	Grade	Reason	Tutor	Start	End
9068608506	19	8	Medical	D.Patterson	10-30-19	11-06-19
5344092370	20	1	Medical	S.Shine	10-28-19	11-11-19
8720448153	21	10	Administ rative	G.O'Connor	11-12-19	1-12-20
9892260829	22	12	Administ rative	D. Ganz	11-1-19	11-21-19
6192990706	23	9	Medical	T. Maguire	11-13-19	1-13-20
7366882315	24	11	Medical	D.Patterson	11-14-19	03-02-20
9288343597	25	6	Administ rative	H.Wieczerza k	11-14-19	TBD
6529987920	26	12	Medical	T B D	11-21-19	TBD

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

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

**10. Homeless Tuition 2019-2020 Dist.**

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

Student I.D.	D.O.B.	Class.	School	Start	Tuition
3648848225	9-17-13	N/A	Long Branch	9-2019	12,039.00
5494497020	1-7-08	N/A	Long Branch	9-2019	14,435.00

Account # 11-000-100-561-80

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**ADDENDUM:**

**A1. Donation Acceptance-KHS**

Approve the acceptance of 30 Wrestling Singlets for the Keansburg High School Wrestling Team from Pencya.

**Superintendent's Report**

<b>Personnel: A through H</b>			
<b>General: 1 through 10</b>			
<b>Addendum: A1</b>			
	Yes	No	Abstain
Clayton	X		
Cook	X		
Donaldson	X		
Frizell	X		
Hoff			
Kelaher-Moran	X		
Ketch			
Kitchen	X		
Mankowski	X		
Motion by:	Kitchen		
Second by:	Donaldson		
	7 in favor		
	0 opposed		
	2 absent (Hoff & Ketch)		
	0 abstain		
Roll Call Vote	Motion carried		

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

**BS-01: RECEIPT AND ACCEPTANCE OF 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 XXXXX, 2019 be accepted as filed, and (None at this time)

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 November 30, 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-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 \$31,883.17



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**BS-03: APPROVE /RATIFY 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 \$1,148,656.64     See Ex. "A"

**BS-04: APPROVE 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. (None at this time)

**BS-05: APPROVE/RATIFY PAYROLL SERVICES RENDERED**

Recommend that the Board of Education ratify the salary checks issued for the following payrolls totaling \$ 1,027,890.68

November 30, 2019- \$ 1,027,890.68

**BS-06: REFUND TREASURER STATE OF NJ**

Recommend approval of Refund to Treasurer State of NJ for the **8/30/18** 21st Century Grant unexpended funds in the amount of \$ 18,384.70.

**ADDENDUM**

**BS-07: APPROVE /RATIFY 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 \$1,828.08.     See Ex. "A"

**Board Secretary's Report**

**BS-01 through BS-06**

**ADDENDUM: BS-07**

	Yes	No	Abstain
Clayton	X		
Cook	X		
Donaldson	X		
Frizell	X		
Hoff			
Kelaher-Moran	X		
Ketch			
Kitchen	X		
Mankowski	X		
Motion by:	Kitchen		
Second by:	Frizell		
Roll Call Vote	7 in favor 0 opposed 2 absent ( Hoff & Ketch) 0 abstain Motion carried		

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**OLD/NEW BUSINESS – NONE**

Michael Mankowski- NJSBA – Legislative Liaison- Topic State Aid  
Hillsborough-

2 Resolutions- Approve 2 % - doesn't close gap, multi-year – look back

Patty Frizell – Senior Trips- "People" telling them "no trips", Doug will attend the next meeting.  
Thank you-

**COMMUNICATIONS** – KEA sent letter to commence negotiations

**PUBLIC ONLY– NONE**

**COMMENTS – NONE**

**MOTION ON ADJOURNMENT**

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

Roll call vote: 7 in favor, 0 opposed, 2 absent (Hoff & Ketch), and 0 abstain; motion carried.

Closed the meeting at 8:26 pm

Respectfully submitted:



Louise B Davis

Interim Business Administrator/  
Board Secretary

lbd/bmw

C: D. Covert

Administrators

Board Members