

KEANSBURG BOARD OF EDUCATION  
100 PALMER PLACE  
KEANSBURG, NJ 07734

REGULAR MEETING MINUTES  
February 26, 2019

**CALL TO ORDER**

I hereby call to order the Regular Meeting of the Keansburg Board of Education, held on February 26, 2019, in the Bolger Middle School Cafetorium. 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 7:02pm:

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

**Absent: NONE**

**Also Present:** John Niesz, Superintendent of School and John Bennett, Attorney

**PLEDGE OF ALLEGIANCE**

Number of public present: 200

**SWEARING IN OF BOARD MEMBER**

Emilia Ohare was approved and sworn in as Board member (vacant seat).

VOTE ON NEW BOARD MEMBER – EMILIA O'HARE			
	Yes	No	Abstain
VACANT			
Clayton	X		
Donaldson	X		
Frizell	X		
Hoff	X		
Kelaher-Moran	X		
Ketch	X		
Kitchen	X		
Mankowski	X		
Motion by:	Kelaher-Moran		
Second by:	Donaldson		
	8 in favor		
	0 opposed		
	0 absent		
	0 abstain		
Roll Call Vote	Motion carried		

**RECOGNITIONS:**

- **Chalmers Family** – Recognized for their work towards restoring funding (budget cuts)
- **Emily Frizell and Matt Morro** – Recognized for their work in Helping Hands and Giving Tree during the holiday season.
- **Employees of the Year presentation-**

**DISTRICT EMPLOYEES OF THE YEAR:**

Support Person of the Year – **Marcy Mason** Educator of the Year – **Tammie Holcombe**

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**EMPLOYEES OF THE YEAR:**

**Pre-K –** Educator of the Year – **Laura Koenig, John Pannassidi**  
Support Person of the Year – **Robert Puorro**  
**JC Caruso –** Educator of the Year - **Jesse Pepper, Tammie Holcombe**  
Support Person of the Year – **Marcy Mason**  
**JR Bolger –** Educator of the Year - **Kristine Thorn, Marie Fiorentino**  
Support Person of the Year – **Joe Cassarello**  
**KHS –** Educator of the Year – **Tara McGuire, Colleen Damian**  
Support Person of the Year – **Earl Mockobee**

• **Student Presentations**

**JC Caruso -** Students discussed their experiences in the Caruso School

**JR Bolger -** National Honor Society students discussed how budget cuts could impact their school experience.

**KHS –** Students discussed their experiences at KHS, and how budget cuts will effect their experience.

**PUBLIC AGENDA ITEMS- 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 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: Robert Ketch

SECONDED BY: Matthew Kitchen

**ALL IN FAVOR**

IN: 7:25 OUT: 8:23

EXECUTIVE SESSION RESOLUTION TO CLOSE	
<b>MOVED BY</b>	Ketch
<b>SECONDED BY</b>	Frizell
<b>AYE</b>	8
<b>NAY</b>	
<b>ABSTAIN</b>	

**BUDGET PRESENTATION**

Superintendent, John Niesz and Business Administrator, Dan Castles, gave the KSD Budget Presentation

**BS-01 APPROVAL OF MINUTES**

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

Regular Meeting January 15, 2019 Minutes

Roll Call Vote: 6 in favor, 0 opposed, 0 absent, 3 abstain

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

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**PERSONNEL:**

**A. Resignation-Dist.**

Approve the following resignation, as submitted:

LeBourveau, Diana Nurse Efft. 2/25/19

**B. Long Term Substitute Teacher – Dist.**

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

Dempsey, Dorothy Long Term Sub. 9/1/18 – 1/25/19 \$125.00 per day-60 days  
(Johnson) TOSD / ICS \$200.00 per day-61+ days  
Account # 15-213-100-101-30

Mercadante, Amanda^ Long Term Sub. 2/27/19 – 6/21/19 \$125.00 per day-60 days  
(Cole) Art \$200.00 per day-61+days  
Account # 15-140-100-101-40

Sametz, Diane Long Term Sub. 2/4/19 – 4/5/19 \$125.00 per day-60 day  
(Johnson) TOSD/ICS \$200.00 per day-61+days  
Account # 15-213-100-101-30

Wilk, Michelle Long Term Sub. 1/22/19 – 6/21/19 \$125.00 per day-60 days  
(DiBenedetto) Elem. / Grade 4 \$200.00 per day-61+days  
Account # 15-120-100-101-20  
^Pending Completion of Paperwork

**C. Transfer-Staff-2018-2019**

Approve the following individual for the position indicated 2018-2019 school year:

	<u>From</u>	<u>To</u>
Feeney, Gina	PreK Teacher	Master Teacher- PK
		Efft. 2/27/19

Account # 20-218-200-176-10

**D. Leave of Absence - Dist.**

Approve the following individual be granted a Medical Leave of Absence beginning January 11, 2019 returning January 22, 2019 using allowable sick days followed by unpaid leave. If interested & eligible, this leave may be deducted from his/her entitlement under FMLA/NJMLA:

Buresh, Jana

Approve the following individual be granted a revision to her Maternity / Childcare Leave of Absence beginning January 18, 2019 ending June 30, 2019 using allowable sick days followed by unpaid leave. If interested & eligible, this leave may be deducted from his/her entitlement under FMLA/NJMLA:

DiBenedetto, Dana

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Approve the following individual be granted a Medical Leave of Absence beginning January 11, 2019 returning January 22, 2019 using allowable sick days followed by unpaid leave. If interested & eligible, this leave may be deducted from his/her entitlement under FMLA/NJMLA:

Dolan, Amy

Approve the following individual be granted a Medical Leave of Absence beginning February 21, 2019 returning March 15, 2019 using allowable sick days followed by unpaid leave. If interested & eligible, this leave may be deducted from his/her entitlement under FMLA/NJMLA:

Ducsai, Janis

Approve the following individual be granted a Medical Leave of Absence beginning February 12, 2019 returning March 1, 2019 using allowable sick days followed by unpaid leave. If interested & eligible, this leave may be deducted from his/her entitlement under FMLA/NJMLA:

Jones, Christopher

Approve the following individual be granted a revision to his Medical Leave of Absence beginning January 2, 2019 returning February 11, 2019 using allowable sick days followed by unpaid leave. If interested & eligible, this leave may be deducted from his/her entitlement under FMLA/NJMLA:

Stark, Thomas

**E. Substitute Teachers/Paraprofessionals - Dist.**

Approve the following individuals be added to our substitute teacher/paraprofessional list for the 2018-2019 school year at the rates listed below:

Ajello, Alexander^

Awad, Mona^

Berkheimer, Kristy^

Giorgis, Tadesse^

Hendrickson, Kristine^

Janjua, Kanza^

Johnson-Edmond, Simone^

Kauffmann, Kevin^

Lovett, Athena^

Martin-Nelson, Katreana^

Murphy, Michael^

Nisenson, Michael^

Schleicher, Alisa^

Servidio, Lauren^

Terjanian, Taleen^

Zitzman, Allison^

^pending completion of paperwork

\$100.00 = Substitute Teacher

\$ 85.00 = Paraprofessional

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

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**F. Internship – Dist.**

Approve the following individual be permitted to complete her internship in the area of Occupational Therapy with John Panassidi, during the months of February 2019 through June 2019.

Boyle, Kristen

Approve the following individual be permitted to complete her LDTC practicum with Bruce England, 90 hours to be completed during the months of February 2019 through August 2019, before and after school and during lunch.

Higgins, Noreen

Approve the following individual be permitted to complete her internship in the area of School Psychology with Margaret Daniel, during the months of February 2019 through June 2019.

Lyons, Alyssa

**G. Employee Qualified To Carry A Firearm**

Approve the following retired Police Officer, who is qualified to carry a firearm as per Keansburg School District Policy 7446.

Employee # 6370

**H. Pre-K Evening Registration Staff-2018-2019**

Approve the following individuals to facilitate registration at the Port Monmouth Road Pre-K Site for 1 evening, 2 hours for each individual at \$37.00 per hour not to exceed \$74.00.

Master Teacher

Dubrow, Colleen

Account # 20-218-100-101-10

ELL Teacher

Milhomens, Amanda

Account # 20-218-200-100-10

School Psychologists

Walling, Bonnie

Account # 20-218-200-104-10

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 1 evening, 2 hours for each individual at the hourly rates as indicated:

Paraprofessional for Translation

Vargas, Laura

Account # 20-218-200-104-10

\$19.94 per hour, not to exceed \$39.88

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Secretary

Tammy Anderson

Account # 20-218-200-105-10

\$25.00 per hour, per KEA contract, pending negotiations, not to exceed \$50.00

**GENERAL:**

**1. District H-I-B Report- 2018-2019**

Approve the monthly district H-I-B- Report for the month of February 2019:

Ref. Exhibit # 1

**2. 2019-2020 Keansburg School District Annual Calendar and Quick Reference Calendar.**

Approve the 2019-2020 Keansburg School District Annual Calendar and Quick Reference Calendar as submitted. For individual listings of events, please refer to the Annual Calendar, Ref. Exhibit # 2

**3. Reallocation of Title I Funds Submission**

Approve the submission of the Reallocated Title I funds in the amount of \$30,080.00.

**4. ESEA 2019 Amendment Submission-Carry-Over**

Approve the submission of the ESEA 2019 Amendment for the following carry-over amounts:

Title I               \$ 3,707.00

Title II             \$ 702.00

Title III            \$ 10,635.00

Title IV             \$ 2,000.00

**5. Disposal of Equipment-Caruso Pre-K**

Approve the disposal of the following outdated/broken equipment in the Caruso Pre-K School:

1 SMART TABLE- Serial number 16304 (Room 9)

**6. Disposal of Equipment-Joseph R. Bolger Middle School**

Approve the disposal of the following outdated/broken ESL items from the Joseph R. Bolger Middle School:

1. Individual reference books

2. Units for novels

3. Random outdated state guidelines

4. Headphones

**7. Law Enforcement Program Student Acceptance-Middletown Township School District**

Approve the acceptance of the following Middletown Township student to attend the Keansburg School District's Law Enforcement Program. Start date to be determined.

AD

**8. Senior Seminar Internship/Law Enforcement Internship**

Approve the following Senior Seminar Internship/Law Enforcement Internship Venue and Partnership with the Keansburg School District as submitted:

Keyport Police Department

**9. Monmouth County Police Academy Training - SLEO 1 Academy**

Approve the following students going to the SLEO 1 (Special Law Enforcement Officer Class 1) academy training.

TE  
DF  
CJ  
DM  
GT

**10. Textile Recovery Services/Keansburg Law Enforcement Program**

Approve Textile Recovery Services to install two (2) Clothing Bins at each school in the Keansburg School District at no cost to the district. The purpose of these clothing drop boxes will support the Student Activities/Law Enforcement Program at the Keansburg High School.

**11. Senior Seminar Internship Locations**

Approve the additional Senior Seminar Internship locations at no cost to the district, as submitted:

Farmers Insurance – Hazlet  
Infinity Health and Fitness – Hazlet  
Figurelli Wellness - Hazlet  
Bell Works – Holmdel  
BCB Bank - Holmdel  
Refinement – Belford  
CT Peters Appraisers – Red Bank  
Sawtooth Group – Red Bank  
Living Rich Media - Lincroft

**12. Special Needs 2018-2019**

Approve the following students to attend the placement indicated for the 2018-2019 school year:

Student I.D.	D.O.B.	Class.	Placement	Start Date	Public/ Private	Tuition
2453244201	3-15-02	ED	Coastal	1-14-19	Private	30,913.84
5533837847	10-30-06	ED	CPC	1-9-19	Private	39,060.00
4303640040	10-7-03	Aut.	Collier	1-29-19	Private	30,176.00

Account # 11-000-100-566-80

**13. Homeless Tuition 2018-2019**

Approve the following students to attend the public school indicated for the 2018-2019 school year:

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Student ID	D.O.B.	Class.	School	Start Date	Public / Private	Tuition
2239064504	1-19-02	N/A	Neptune B.O.E.	1-4-19	Public	13,500.00
9834006223	4-21-10	N/A	Neptune B.O.E.	1-4-19	Public	13,500.00
1086969489	6-23-01	N/A	Neptune B.O.E.	1-4-19	Public	13,800.00
3751838307	9-21-05	N/A	Neptune B.O.E.	1-4-19	Public	13,500.00

Account # 11-000-100-561-80

**14. Consultants 2018-2019**

Approve the following consultant to provide services for the 2018-2019 school year:

Brett DiNovi & Associates LLC	Program Development	\$135.00 per hour
	Behavior Consultation	\$125.00 per hour
	Clinical Associate Support	\$ 52.50 per hour

Account # 11-000-219-320-80

**15. Home Instruction 2018-2019 District**

Student I.D.	H.I.#	Grade	Reason	Tutor	Start Date	End Date
7512812828	25	11	Medical	Learnwell	1-8-19	1-16-19
4303640040	26	9	Administrative	D.Patterson	1-7-19	1-29-19
5345707951	27	10	Administrative	L.Schmelz	1-10-19	1-24-19
5332094383	28	11	Medical	L.Schmelz	1 hour	4 hours total
5601902636	29	12	Medical	J.Ince	2-4-19	T.B.D.
2201979656	30	12	Medical	J.Ince	2-4-19	2-11-19

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

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

**16. 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:

3/18-20/19	Ferraro, James	Designing & Implementing Student Training Plans	\$396.00
5/8-9/19	Ferraro, James	OSHA 10+ Course	\$272.00
3/18-20/19	Fowlkes, Troy	Designing & Implementing Student Training Plans	\$629.50
4/10-11/19	Fowlkes, Troy	OSHA 10+ Course	\$299.28
3/18-20/19	Ince, Justine	Designing & Implementing Student Training Plans	\$416.77
5/8-9/19	Ince, Justine	OSHA 10+ Course	\$283.78
2/27/19	Nigro, Lisa	Units of Study in Phonics	\$165.00
3/1/19	Tritto, Tonya	33 <sup>rd</sup> Annual ASAP, NJ Conf.	\$521.28
2/27/19	Weldon, Lissa	Units of Study in Phonics	\$165.00



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**Superintendent's Report**

<b>Personnel: A through H</b> <b>General: 1 through 16</b>			
	Yes	No	Abstain
O'Hare			X
Clayton	X		
Donaldson	X		
Frizell	X		
Hoff	X		
Kelaher-Moran	X		
Ketch	X		
Kitchen	X		
Mankowski	X		
Motion by:	Frizell		
Second by:	Mankowski		
Roll Call Vote	8 in favor		
	0 opposed		
	0 absent		
	1 abstain		
	Motion carried		

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

**BS-02: RECEIPT AND ACCEPTANCE OF DECEMBER 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 December 31, 2018 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 December 31, 2018 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 \$1,298,447.30.

**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 \$663,847.14.

**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.

Exhibit "A"

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**BS-06: RATIFICATION OF PAYROLL SERVICES RENDERED**

Recommend that the Board of Education ratify the salary checks issued for the January 15, 2019 payroll in the amount of \$1,034,567.20, the January 30, 2019 payroll in the amount of \$1,059,030.29 and the February 15, 2019 payroll in the amount of \$1,134,272.70.

**BS-07: 2019 COMMITTEE LIST**

Recommend to approve the following Board of Education 2019 Committee List  
Exhibit "B"

**BS-08: EDUCATION AND LAW ENFORCEMENT - 2019 MEMORANDUM OF AGREEMENT REVISIONS**

Recommend to approve the attached revisions to the Education and Law Enforcement Agreement.  
Exhibit "C"

**BS-09: TRAVEL AND RELATED EXPENSE REIMBURSEMENT 2019-2020**

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 \$100,000 as the maximum travel amount for the current school year and has expended \$24,288.25 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 \$100,000 for all staff and board members for the 2019-2020 school year.

**BS-10: ELIMINATION OF ST. ANN'S PARKING LEASE**

Approve the elimination of the current parking lease with The Church of St. Ann's as of July 1, 2019.

**BS-11: ALTICE BUSINESS SERVICES CONTRACT RENEWAL - 3 YEAR CONTRACT**

Recommend to approve a 3 year contract with Altice Business Services to provide Internet and Phone Services for the District at an annual cost of \$112,980.

Exhibit "D"

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**ADDENDUM**

**BS-12 ACCEPTANCE OF AUDIT**

RESOLVED that the annual audit for the year ended June 30, 2018 be accepted and placed on file.

**BS-13: EARLY CHILDHOOD PROGRAM BUDGET SUBMISSION – 2019-2020**

Approve the submission of the 2019-2020 Preschool Budget in the amount of \$3,294,600.

**Board Secretary's Report**

BS-02 through BS-11			
ADDENDUM: BS-12 through BS-13			
	Yes	No	Abstain
O'Hare			X
Clayton	X		
Donaldson	X	X – on "BS-10" only	
Frizell	X		
Hoff	X		
Ketch	X		
Kelaher-Moran	X		
Kitchen	X		
Mankowski	X		
Motion by:	Clayton		
Second by:	Kitchen		
	8 in favor		
	1 opposed		
	0 absent		
	1 abstain		
Roll Call Vote	Motion carried		

**PUBLIC –**

- Lisa Lewandowski – Wanted to work to eliminate or reduce budget cuts.
- Ms. Fabiano – Discussed her experience in the Keansburg School District.
- Jessica Mankowski – Read Across America event upcoming, and March 13<sup>th</sup>, Community Dinner.

**BOARD COMMENTS**

- Mr. Niesz thanked all stakeholders for working together during trying times.
- Ms. Frizell mentioned all upcoming events.
- Mr. Mankowski thanked everyone for coming and hopes people will continue to attend meetings.
- Mr. Hoff motioned to sanction Maschios for poor performance – Board voted, motion did not carry - He thanked Mr. Niesz for communication - Invited all to the annual St. Patty's Day Parade.

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VOTE ON SANCTION			
	Yes	No	Abstain
O'Hare			X
Clayton	X		
Donaldson	X		
Frizell		X	
Hoff	X		
Ketch	X		
Kelaher-Moran		X	
Kitchen		X	
Mankowski		X	
Motion by:	Hoff		
Second by:	Clayton		
	4 in favor		
	4 opposed		
	0 absent		
	1 abstain		
Roll Call Vote	Motion not carried		

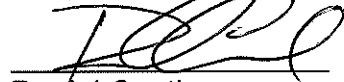
**MOTION ON ADJOURNMENT**

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

Roll call vote: 9 in favor, 0 opposed, 0 absent, and 0 abstain; motion carried.

Closed the meeting at 9:15 pm

Respectfully submitted:



Daniel Castles  
Business Administrator/  
Board Secretary

dc/bmw

C: John Niesz  
Administrators  
Board Members