

**KEANSBURG BOARD OF EDUCATION  
100 PALMER PLACE  
KEANSBURG, NJ 07734**

**REGULAR MEETING MINUTES  
November 19, 2019**

**CALL TO ORDER**

I hereby call to order the Regular Meeting of the Keansburg Board of Education, held on November 19, 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 7:01pm:

**Present:** Brooke Clayton, Kenneth Cook, Patricia Frizell, Christopher Hoff, Kimberly Kelaher- Moran, Robert Ketch(7:05), Matthew Kitchen, and Michael Mankowski(7:16)

**Absent:** Michael Donaldson

**Also Present:** Doug Covert, Superintendent of Schools, Attorney Dan Roberts, Esq.

**PLEDGE OF ALLEGIANCE**

Number of public present: 8

**RECOGNITIONS** - Mr. Covert read a summary of letter from Chief Pigott commending Class I Special Officers – See Attached

**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 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:** Frizell

**SECONDED BY:** Clayton

**IN:** 7:06pm **OUT:** 7:58

<b>EXECUTIVE SESSION RESOLUTION TO CLOSE</b>	
<b>MOVED BY</b>	Kenneth Cook
<b>SECONDED BY</b>	Robert Ketch
<b>AYE</b>	All in Favor (Donaldson absent)
<b>NAY</b>	
<b>ABSTAIN</b>	

**V. APPROVAL OF MINUTES**

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

Regular Meeting October 15, 2019

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

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**PERSONNEL:**

Vloyanetes, Nicolas Paraprofessional

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

Conk, Stephanie^	Paraprofessional	BA-1	\$23,846.00	DIST
Eff. 11/20/19				

Account # 15-190-100-106-20

Edwards, Olivia^	Paraprofessional	AA-1	\$23,546.00	DIST
Eff. 11/20/19				

Account # 15-190-100-106-20

Zitzman, Allison^	Paraprofessional	BA-1	\$23,846.00	DIST
Eff. 11/20/19				

Account # 15-190-100-106-20

<sup>^</sup>On an emergent basis / pending completion of paperwork

Approve the following individual be granted a revision to her Medical Leave of Absence beginning October 7, 2019 returning February 29, 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:

**Fabiano, Mary**

Approve the following individual be granted a revision to her Medical Leave of Absence beginning September 3, 2019 returning December 5, 2019 using allowable sick days followed by unpaid leave. If interested and eligible, this

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leave may be deducted from his/her entitlement under FMLA/NJFLA:

Fraser, Lia

Approve the following individual be granted a Medical Leave of Absence beginning October 16, 2019 returning October 22, 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:

Ince, Justine

Approve the following individual be granted a Medical Leave of Absence beginning October 30, 2019 returning November 12, 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:

Longo, Cynthia

Approve the following individual be granted a Medical Leave of Absence beginning October 7, 2019 returning October 15, 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:

Puorro, Robert

Approve the following individual be granted an Intermittent Medical Leave of Absence beginning beginning November 1, 2019 ending February 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:

Vaccarelli, Patricia

**D. Keansburg Afterschool Program/Family Friendly Center-2019-2020-Dist.**

Approve the following individuals for the positions and salary for the Keansburg Afterschool Program (KAP) and the Family Friendly Center (FFC) from November 20, 2019 through June 5, 2020.

<u>Substitute Site Coordinator</u>	<u>\$39.00 per hour</u>
Annuzzi, Barbara	
Daley, Meghan	
Pearce, Karen	
Petrocelli, Luciana	
Account # 20-095-200-100-60	

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Substitute Teacher \$39.00 per hour

Fahnholz, Bridget

Account # 20-095-100-100-60

**E. Keansburg Afterschool Program/Family Friendly Center-2019-2020-Dist.**

Approve the following individual for the position and salary for the Keansburg Afterschool Program (KAP) and the Family Friendly Center (FFC) from November 20, 2019 through December 20, 2019.

Substitute Teacher \$39.00 per hour

Pigott, Megan

Account # 20-095-100-100-60

**F. Keansburg Afterschool Program-Train the Trainer-2019-2020**

Approve a series of four (4) training sessions for "Train the Trainer" through Rutgers Cooperative Extension. Two will include STEM training and two will include Nutrition training. Two of these trainings will take place in September, 2019 and two in November, 2019 at a cost of \$125.00 per session to be paid through the Keansburg After School Program (KAP). The following individuals will participate:

Annuzzi, Barbara

Carrier, Tammy

LaRosa, Teresa

Mackie, Kelly

Muniz, Shondell

Pigott, Megan

Racanelli, Fidelina

Smith, Tara

Account # 20-095-100-300-60

**G. 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:

Georgy, Irinie^^

^^effective July 30, 2019

\$100.00 = Substitute Teacher

\$ 85.00 = Paraprofessional

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

**H. Substitute Athletic Trainer - 2019-2020-Dist**

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Approve the following individual as a Substitute Athletic Trainer at \$39.00 per hour for the 2019-2020 school year, as needed.

Karlo, Mary  
Account #: 15-402-100-100-40

**I. Payment Unused Vacation Days - School Business Administrator/Board Secretary**

Approve the payment of Unused Vacation time to the following individual as follows:  
Castles, Daniel

Unused Vacation @ \$561.8 x 14 days = \$ 7,866.18  
Total due is: \$ 7,866.18  
Account # 11-000-251-100-55 \$ 7,866.18 Unused Vacation

**J. Titan Family Academy Presenters**

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 per hour for 4 hours not to exceed \$156.00 each.

Bigelow, Shane  
Fiorentino, Marie  
Fiske, Brenda  
Meyers, Michelle  
Tritto, Tonya  
Wolkom, Kaitlin  
Account # 20-231-200-100-60

**K. Keansburg High School Physical Education Department**

Approve the Keansburg High School Physical Education Department to take the allowed number of students to the public tennis courts. The Physical Education Department would walk students through the Henry Hudson Trail during each class as a warm-up for the 2019-2020 school year. There would be no cost to the district for transportation.

**L. Internship - Dist**

Approve the following individual be permitted to complete her internship in the area of Guidance Counseling with Stefania Kohler, 240 hours for the 2019-2020 school year:  
Zwirz, Petrina

**M. Change of Degree Status-Administrator**

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Approve the following individual for a change of a degree status on the Administrator Salary Guide to MA+ 60 for a salary of \$114,864.02 for the 2019-2020 school year. A copy of the transcripts are on file.

Herits, Michael-John

**N. Athletic Ancillary Workers for the 2019-2020 school year**

Katz, Joshua  
Miragliotta, Nicole

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	

**O. 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:

11/21	Brophy, Sean	Linkit Training	\$175.00
11/21	Formica, Christine	Linkit Training	\$175.00
12/11	Moschetta, Sharon	Autism-DeEscalate Melt-Downs & Diffuse Explosive Behavior	\$249.99
12/6	Natalino, Michelle	Conference for School Based Speech-Language	\$479.00
2/21	Sarlo, Kathryn	NJ Music Educators Conference	\$170.00

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2/25	Tonne, Sean	NJASPERD Annual Convention	\$185.00
11/21	Vecchiarelli, Jennifer	Linkit Training	\$175.00

**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. Policy-1st 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)

Ref. Exhibit # 2

**3. Regulations-1st Reading-Dist.**

Approve and adopt the following Regulations as submitted:

2460.8	Special Education-Free and Appropriate Public Education (M) (Revised)
5530	Substance Abuse (M) (Revised)
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)

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- 8461            Reporting Violence, Vandalism, Harassment, Intimidation, Bullying,  
                  Alcohol, and Other Drug Offenses (M) (Revised)  
                  Ref. Exhibit # 3

4.     **2019-2020 Keansburg School District Annual School Calendar-Revised**

Approve the 2019-2020 Keansburg School District Annual Calendar revisions to reflect minimal adjustments, specifically conference schedules.

Ref. Exhibit # 4

5.     **Winter Schedule & Transportation 2019-2020-HS**

Approve the 2019-2020 Winter schedule and Transportation as submitted for the Keansburg High School.

Exhibit # 5

6.     **NJQSAC District Performance Review-2019-2020-Dist.\*\***

Approve the NJQSAC District Performance Review for the 2019-2020 school year as submitted.

\*\*Please note that item will be hand carried to meeting.

7.     **Resolution To Designate The Position Of Purchasing Agent-2019-2020-Dist.**

WHEREAS, P.L. 2009, c. 166, codified as N.J.S.A. 40A:11-2 et seq., supplementing and amending Chapter 11 of Title 40A of the New Jersey Statutes allows local contracting units in New Jersey to create the position of Purchasing Agent; and

WHEREAS, the Keansburg Board of Education has hired Louise B. Davis in the position of Purchasing Agent;

NOW, THEREFORE, BE IT RESOLVED by the Keansburg Board of Education that the position of Purchasing Agent is hereby created for the Keansburg School District; and

BE IT FURTHER RESOLVED as follows:

- 1)     The Purchasing Agent shall be appointed by Keansburg Board of Education; and,
- 2)     The Purchasing Agent shall possess a valid Qualified Purchasing Agent certificate, as issued by the New Jersey Division of Local Government Services, Department of Community Affairs; and,



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- 3) The Purchasing Agent shall have the authority, responsibility and accountability for the purchasing activity for the Keansburg School District, to prepare public advertising for bids and to receive bids and requests for proposals for the provision or performance of goods, services and construction contracts on behalf of the Keansburg School District, and to award contracts permitted through New Jersey statutes and in accordance with the regulations, forms and procedures promulgated by state regulatory agencies in the name of the Keansburg Board of Education, and conduct any activities as may be necessary or appropriate to the purchasing function of the Keansburg School District; and,
- 4) *Bid threshold, pursuant to Local Finance Notice 2010-13 and N.J.A.C. 5:34-5.2 \$ 40,000.00, Quote threshold @ 15% (\$ 6,150.)*

\_\_\_\_\_  
(Signature of appropriate Official)

ADOPTED: \_\_\_\_\_

Vote:

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

Approve and adopt the following policies, as submitted:

- |         |   |
|---------|---|
| 0141.1  | Board Member and Term   |
| 1613    | Disclosure and Review of Applicant's Employment History (M)<br>(New)  |
| 1642    | Earned Sick Leave Law (M) (New)   |
| 2422    | Health and Physical Education   |
| 2431.3  | Practice and Pre-Season Heat-Acclimation for School-Sponsored<br>Athletics and Extracurricular Activities (Revised) |
| 2610    | Educational Program Evaluation  |
| 4219    | Commercial Driver's License Controlled Substance and Alcohol<br>Use Testing (M) (Revised)                           |
| 5111    | Eligibility of Resident/Nonresident Students (M) (Revised)  |
| 5330.04 | Administering an Opioid Antidote (M) (Revised)  |
| 5337    | Service Animals   |
| 5561    | Use of Physical Restraint and Seclusion Techniques for Students<br>with Disabilities (M) (Revised)                  |
| 5756    | Transgender Students (M) (Revised)  |
| 8561    | Procurement Procedures for school Nutrition Programs (M)<br>(Revised)   |
| 8600    | Student Transportation (M) (Revised)  |
| 8860    | Memorials (Revised)   |

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**9. Law Enforcement/Military Day**

Approve the following Law Enforcement/Military Day for the Keansburg High School. On May 15, 2020, the Keansburg High School Law Enforcement Program along with the Guidance Dept. will host a Law Enforcement/Military day from 8:00 AM to 12:00 PM. There will be numerous Law Enforcement agencies, Security agencies and all branches of the Military in attendance. The day will feature displays from Law Enforcement, security and Security agencies. The military will have a rock climbing wall with other games for students. We are attempting to solicit donations from Police Departments so that refreshments and or Lunch can be provided. We are anticipating about 100 students from Keansburg and the remaining students coming from Keyport, Middletown South, Middletown North, and Henry Hudson Schools.

**10. School Bus Evacuation Drill-2019-2020-Dist.**

In accordance with NJAC 6A:27-11/2, a School Bus Evacuation Drill was conducted for the following school(s):

Joseph R. Bolger                      10/17/19                      9:30 a.m.

**11. Special Needs 2019-2020 Dist.**

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

Student I.D.	D.O.B.	Class.	Placement	Start	Public/ Private	Tuition
181593 8285	5-30-11	ED	CPC Elementary	10-7-19	Private	364.98 per diem
488231 2394	2-28-02	N/A	DCF Regional Sc.	11-12-1 9	Public	No cost Project Teach
253132 0231	2-27-05	ED	Long Branch Alt.	10-7-19	Public	218.37 per diem
646011 5228	7-19-04	N/A	Long Branch Alt.	10-21-1 9	Public	218.37 per diem
781306 8939	1-4-05	MD	Bonnie Brae	9-2019	Private	410.00 per day

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616970 2597	12-9-99	OHI	DCF Regional Sc.	11-12-1 9	Private	No cost Project Teach
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Account # 11-000-100-566-80 Private

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

**12. 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.	Placement	Start	Tuition
9752375436	4-11-07	OHI	Mount Holly	9-9-19	15,000.00
2074590187	8-23-08	MD	Mount Holly	9-9-18	50,000.00

Account # 11-000-100-562-80

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

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

Student I.D.	H.I. #	Grade	Reason	Tutor	Start	End
8228103329	10	12	Medical	J. Ince	10-1-19	10-16-19
7032521711	11	2	Medical	Learn Well	10-13-19	10-16-19
7948712699	12	K	Administra tive	K. Pearce	10-10-19	10-24-19
1142901401	13	9	Administra tive	D. Ganz	10-17-19	10-31-19
9424376431	14	9	Administra tive	D. Patterson	10-17-19	T.B.D.
4345019837	15	11	Medical	Learn Well	10-23-19	T.B.D.
9343422193	16	12	Medical	Learn Well	10-23-19	T.B.D.
4733639678	17	12	Administra tive	M. Rogers	10-24-19	10-31-19

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6053355122	18	6	Administrative	T. Hyer	10-29-19	T.B.D.
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Account # 11-150-100-101-80 Employee

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

**Superintendent's Report**

<b><u>Personnel:</u> A through O</b>			
<b><u>General:</u> 1 through 13</b>			
	Ye s	No	Abstain
Clayton	X		X- on GEN "5" only
Donaldson			
Frizell	X		
Hoff	X		
Kelaher-Moran	X		
Ketch	X		
Kitchen	X		
Mankowski	X		
Cook	X		
Motion by:	Ketch		
Second by:	Clayton		
Roll Call Vote	8 in favor		
	1 opposed		
	1 absent (Donaldson)		
	1 abstain (Clayton)		
	Motion carried		

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

**BS-01: RECEIPT AND ACCEPTANCE OF XX AND XX 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, 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 October 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-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 \$487,729.78.

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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 \$447,977.99. 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 \$3,137,818.53.

October 15, 2019- \$1,019,011.30

October 30, 2019- \$1,020,878.57

November 15, 2019- \$1,097,928.66

**BS-06: 2019-2020 FACILITIES CHECKLIST**

Recommend approve/ratify the 2019-2020 Facilities Checklist. See Ex. "A"

**BS-07: REVISED BANKING**

Recommend approve/ratify the revised banking signatures at Bank of America and New Jersey Cash Management Fund.

Board of Education President

Vice President

Superintendent

Interim School Business Administrator/Board Secretary

**BS-08: JOINTURE FOR BUSSING**

Recommend approval of the Rancocas Valley Regional High School Jointure for bussing for students attending Burlington County Special Services School District September 1, 2019 – June 30, 2020 at a cost of \$12,500.00.

Account #11-000-270-515-55

See Ex. "B"

**BS-09: APPROPRIATION OF EXTRAORDINARY AID**

Recommend approval of Extraordinary Aid in the amount of \$187,707 for 2019-2020 Budget – listed below (\$150,000 estimated 2019-2020 Budget) to be appropriated:

11-000-262-441-55 Rental of Land – Parking Lot	\$ 50,000
11-000-270-515-55 Transportation Jointure	\$ 77,500
11-000-262-520-55 Insurance	\$ 27,142
11-000-270-512-10 Pre-School Courtesy Bussing	\$ 27,004
11-000-266-420-52 Security School Resource Officer	\$ 2,061
2017-2018	\$ 183,707

See Ex. "C"

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**BS-09: REFUND**

Recommend approval of School Based Youth Services refund DCF- listed below:

2015-2016	\$ 5,779
2016-2017	\$ 4,848
2017-2018	<u>\$14,792</u>
	\$25,419

**See Ex. "D"**

**Board Secretary's Report**

**BS-01 through BS-09**

**ADDENDUM:**

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

**PUBLIC – NONE**

**COMMENTS –**

Mr. Hoff – "Doc" Waldron passed away, very sad. Friday is the wake at Posten's 2pm-5pm and 7pm-9pm. He reported on fall sports, teams looked good.

Ms. Meyer's and Ms. Bowles's classes- played motivational speaker if they read 5 books – we will buy lunch.

Happy Thanksgiving.

Law Enforcement Class I went to Municipal Court.

Mr. Delaney died.

Mrs. Moran wished all present Happy Thanksgiving on behalf of the Board

**COMMUNICATIONS** – Thank you letter from sub-athletic trainer and letter from Chief, regarding Class I graduates - See attached

**MOTION ON ADJOURNMENT**

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

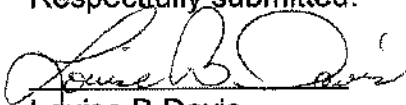
Roll call vote: 8 in favor, 0 opposed, 1 absent (Donaldson), and 0 abstain; motion carried.

Closed the meeting at 8:21 pm

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Respectfully submitted:

A handwritten signature in cursive script, appearing to read "Louise B. Davis", written over a horizontal line.

Louise B Davis  
Interim School Business Administrator/  
Board Secretary

lbd/bmw

C: D. Covert

Administrators

Board Members