

<p style="text-align:center">KEYPORT BOARD OF EDUCATION REGULAR MEETING AUGUST 17, 2016 MINUTES</p>

1.0 Opening Procedures

- 1.1 The meeting was called to order at 7:30 p.m. by Board President Panzarelli, in the Keyport High School Cafeteria, 351 Broad Street.
- 1.2 Flag Salute
- 1.3 Opening Statement

“Public notice of this meeting has been advertised in the Asbury Park Press on January 18, 2016, as approved at the reorganization meeting of the Board of Education held on January 6, 2016. Notice has been posted in accordance with the Open Public Meetings Act of 1975, Chapter 231, effective January 16, 1976, in the Board Office, 370 Broad Street. A copy of this notice is also on file in the office of the Borough Clerk”.

Members of the public wishing to address the Board of Education on both agenda and non-agenda items must state their name, address, and are requested to limit their comments to five (5) minutes when it appears the public comment portion of the meeting may exceed thirty minutes duration.

This meeting is being tape-recorded for the purpose of Board review and future reference and to assist in the preparation of minutes.

1.4 Roll Call

Mr. Bright	Mrs. Kutschman
Mrs. Cocuzza, UB Rep.*	Mr. Litwak
Ms. Cote (absent)	Mrs. Malinconico, Vice President
Mrs. Fox	Mrs. Panzarelli, President
Mr. Henning	Mr. White (absent)

Student Council Representative: TBD

**Union Beach representative abstains on all matters other than matters relating to Keyport High School Union Beach students.*

2.0 Presentation – None

3.0 President’s Remarks

Mrs. Panzarelli thanked everyone for attending the retreat and feels we are going to have a great year

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4.0 Communications – Dr. Savoia

- 4.1 Letter of thanks dated July 19, 2016, received from EMS Council of NJ for allowing them to use Keyport school facilities for their Cadet Competition.

5.0 Public Participation – Agenda Items –None

6.0 Superintendent Report

- 6.1 Superintendent’s Report – Dr. Savoia
- 6.2 Motion to approve the following District Level Goals:
- Goal 1: Create a Strategic Plan for Keyport Public Schools
 - Goal 2: Increase communication in order to promote student recognition and maximize awareness as well as support of the Keyport Public Schools’ District goals, objectives, and programs
 - Goal 3: Continue to improve student academic achievement levels for all learners (3 Year Goal)

Motion was made to move item 6.2 by Mr. Henning and seconded by Mr. Bright and carried by a unanimous roll call vote of 8-0.

7.0 Board Secretary’s Report – Mr. Rapolla

- 7.1 Motion to approve the following minutes:

June 22, 2016	Regular Minutes and closed session
July 13, 2016	Regular Minutes

- 7.2 Motion to approve resolution for Renewal of Membership with School Alliance Insurance Fund (SAIF) for a term of three years as follows:

WHEREAS, the Keyport Board of Education, hereafter referred to as "Educational Facility" is a member of the School Alliance Insurance Fund, hereinafter referred to as "Fund"; and

WHEREAS, said renewal membership terminates as of July 1, 2016, at 12:01 a.m. standard time, unless earlier renewed by agreement between the Educational Facility and the Fund; and

WHEREAS, the Educational Facility is afforded the following types of coverages:

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- Package - Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability
- Excess Liability (AL/GL)

WHEREAS, the Educational Facility desires to renew said membership;
NOW THEREFORE, BE IT RESOLVED as follows:

1. The Educational Facility agrees to renew its membership in the Fund for a period of three years beginning July 1, 2016, and ending July 1, 2019, at 12:01 a.m. eastern standard time, and to be subject to the coverages, operating procedures, bylaws, and other organizational and operational documents of the Fund presently existing or as from time to time amended by the Fund and/or the Department of Banking and Insurance.

2. The Educational Facility's Business Official, Anthony Rapolla, is hereby appointed as the Educational Facility's Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the Fund the Educational Facility's renewal of its membership.

- 7.3 Motion to approve School Alliance Insurance Fund (SAIF) Indemnity and Trust Renewal Agreement as follows:

THIS AGREEMENT, made this 17th day of August, 2016, in the County of Monmouth, State of New Jersey, by and between the School Alliance Insurance Fund, hereinafter referred to as "Fund", and the Governing Body of the Keyport Board of Education, hereinafter referred to as "Educational Facility";

WHEREAS, the Fund seeks to provide its members with insurance coverage;

WHEREAS, two or more educational facilities have collectively formed a joint insurance fund as is authorized and described in N.J.S.A. 18A:18B-1 et. seq. and the regulations promulgated pursuant thereto; and

WHEREAS, the Educational Facility is currently a member of said Fund; and
WHEREAS, the Educational Facility has resolved to renew said membership;
Now, THEREFORE, it is agreed as follows:

1. The Educational Facility hereby renews its membership in the Fund for a three (3) year period, beginning July 1, 2016, and ending July 1, 2019, at 12:01 a.m. eastern standard time.
2. The Educational Facility agrees to participate in the Fund with respect to the

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- types of insurance stated in the Renewal of Membership Resolution.
3. The Educational Facility hereby ratifies and reaffirms the bylaws and other organizational and operational documents of the Fund and as from time to time amended by the Fund and/or Department of Banking and Insurance in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith.
 4. The Educational Facility agrees to be a participating member of the Fund for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
 5. In consideration of renewal of membership in the Fund, the Educational Facility agrees that for those types of insurance in which it participates, the Educational Facility shall jointly and severally assume and discharge the liability of each and every member of the Fund all of whom, as a condition of membership in the Fund, shall execute a verbatim counterpart to this Agreement. By execution hereof the full faith and credit of the Educational Facility is pledged to the punctual payment of any sums which shall become due to the Fund in accordance with the bylaws thereof, this Agreement or any applicable statute or regulation.
 6. If the Fund, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the Educational Facility agrees to reimburse the Fund for all such reasonable expenses, fees and costs on demand.
 7. The Educational Facility and the Fund agree that the Fund shall hold all monies paid by the Educational Facility to the Fund as fiduciaries for the benefit of Fund claimants all in accordance with applicable statutes and/or regulations.
 8. The Fund shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1 et. seq. and such other statutes and regulations as may be applicable.
 9. The Business Official designated in the Resolution to Renew Membership is hereby authorized to execute the Agreement to renew membership.

Motion was made to move item 7.1 to 9.10 by Mr. Henning and seconded by Mrs. Malinconico and carried by a unanimous roll call vote of 8-0, with the exception of Mrs. Fox who abstained on motion 7.1.

8.0 Buildings & Grounds – Mr. Rapolla

8.1 Facilities Update

- The main water pipe at KHS was replaced as well as various piping throughout the High School.

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- The Dance floor in Room 108 is complete. This is the main reason our meeting has been moved to the cafeteria.
- Lab tables are being completed in the Science Room. The Science Floor is complete. We still need the plumbing and electricity connected.
- The water cooler has been installed in KCS.
- Vending machines have been put into the schools to assist with the open lunch period.
- Gym floors are done.
- New Air conditioning is now functional in two KHS rooms.
- PreK fence work is complete.
- Boilers have passed inspection.
- The fourth shed has been delivered. As the Drama programs grow, the sets have become more exquisite and there is a need to house more materials.
- KHS third floor has been installed.
- The cafeteria ceiling has been repaired. Blinds and molding will be done before school.
- Mr. Rapolla gave an update on the paving project.

8.2 Use of Facilities

9.0 Finance

9.1 Motion to approve the following resolution:

Be It Resolved that the financial reports of the Secretary to the Board of Education and the Cash Report dated June 30, 2016, which are in agreement, be accepted and submitted and attached to and made a part of the minutes of this meeting.

Be It Further Resolved that pursuant to N.J.A.C. 6A:23A-16.10(c)4 that after a review of the secretary's monthly financial report and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been overexpended and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

9.2 Motion to approve bills for the month of August 2016 in the amount of \$904,036.41 and supplemental bills for August 2016 in the amount of \$1,252.40.

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9.3 Motion to approve the transfer of funds for the month of June as follows:

From	To	Amount
11-000-270-514-11-00-000 Cont Service Special Ed (\$21,288.15)	11-000-270-518-11-00-000 Contracted Reg Jointure (Adj. 207)	\$26,836.24
11-000-291-270-11-00-000 Employee Insurance (\$5,548.09)		
11-000-291-270-11-00-000 Employee Insurance	11-000-270-518-11-01-000 Contracted Special Joint (Adj. 208)	\$10,795.95
11-000-291-241-11-00-000 Pers Contribution	11-000-291-250-11-05-000 DCRP-Employer Match (Adj. 210)	\$45.00

9.4 Motion to approve the transfer of funds for the month of July as follows:

From	To	Amount
11-000-252-340-09-00-000 District Tech Licenses	11-000-230-340-00-00-000 Purch Technical Serv (Adj. 003)	\$897.00

9.5 Motion to approve the submission of the original application of IDEA Funds for the 2016-2017 school year as follows:

IDEA Basic	\$284,510
IDEA Pre-School	\$8,193

9.6 Motion to approve the following out of district tuitions for the 2016-2017 school year:

Career Center	Student 5592261309	\$5,400
Brookfield Schools	Student 6675265610	\$52,020

9.7 Motion to approve the following resolution:

WHEREAS, Keyport Board of Education (hereinafter referred to as the “Board”) and the Keyport Custodial and Maintenance Association (hereinafter referred to as the “KCA”) have negotiated a successor Collective Bargaining Agreement (hereinafter referred to as the “CBA”) for the 2014-2015, 2015-2016 and 2016-2017, 2017-2018 and 2018-2019 school years; and

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WHEREAS, the KEA has, by a majority vote of its membership, ratified the CBA.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby ratifies and approves the terms of the CBA for the 2014-2015, 2015-2016 and 2016-2017, 2017-2018 and 2018-2019 school years, which is attached to this resolution and made a part hereof; and

BE IT FURTHER RESOLVED that the Board hereby authorizes the Board President and the Business Administrator/Board Secretary to execute, on behalf of the Board, the CBA by and between the Board and the KCA.

9.8 Motion to approve one-year service contracts and warranties with Solar Company, Ray Angelini, to cover the Central School, High School and Board Office totaling \$8,500.

9.9 Motion to approve the New Jersey Interscholastic Athletic Association (NJSIAA) membership renewal for the 2016-2017 school year in the amount of \$2,150.

9.10 Motion to accept the EVVRS as follows for Reporting Period 2 – January 2016 to June 2016:

<u>Keyport District</u>	<u>Violence</u>	<u>Vandalism</u>	<u>Weapons</u>	<u>Substance Abuse</u>	<u>HIB</u>
Central School	8	0	0	0	6
High School	1	0	0	0	0
DISTRICT TOTAL	9	0	0	0	6

Motion was made to move item 7.1 to 9.10 by Mr. Henning and seconded by Mrs. Malinconico and carried by a unanimous roll call vote of 8-0, with the exception of Mrs. Fox who abstained on motion 7.1.

10.0 Curriculum

10.1 Motion, to amend resolution 11.1, previously approved at the November 15, 2015, meeting, as recommended by the Superintendent of Schools, to approve the following out of district workshops to be paid from the general fund:

<u>Employee Name</u>	<u>Date(s)</u>	<u>Workshop Name</u>	<u>Location/Mileage</u>	<u>Cost</u>
Flynn, Kevin (in place of Mike Waters)	6/26/16 – 6/29/16	Model Schools Conference	Orlando, FL	\$2,143.50

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(Mileage reimbursed in accordance with OBM regulations/negotiated contract)

- 10.2 Motion to approve *All Learn* for professional development services during the 2016-2017 school year at a rate of \$125 per hour, not to exceed \$10,500 to be funded from ESSA.
- 10.3 Motion to approve the Cooperative Sports Agreement for the 2016-17 school year, between Keyport Public Schools and Union Beach, Memorial School for Middle School Cross Country (Memorial School hosts) and Field Hockey (Central School hosts).
- 10.4 Motion to approve *Kiker Learning* for professional development services during the 2016-2017 school year at a rate of \$2500 per day, not to exceed \$7,500 to be funded from ESSA.
- 10.5 Motion to approve *Achieve3000* for professional development services during the 2016-2017 school year at a rate of \$2,200 per day, not to exceed \$6,600 to be funded from ESSA.
- 10.6 Motion to approve Heather Lopusznick for professional development services during the 2016-2017 school year at a rate of \$600 per half day, not to exceed \$1200 to be funded from ECPA.
- 10.7 Motion to approve the following curricula for the 2016-2017 school year:

<u>Curriculum</u>	<u>Revised</u>	<u>New</u>
Sports Psychology		X
Dance I	X	
Dance II		X
Dance III		X
Environmental Science (6-8)		X
Chemistry		X
Biology		X
Physics		X
Grade 6 Science		X
Grade 7 Science		X
Grade 8 Science		X
Grade 3 Writers Workshop		X
Grade 4 Writers Workshop		X
Grade 5 Writers Workshop		X
Grade 6 Writers Workshop		X
Grade 7 Writers Workshop		X
Grade 8 Writers Workshop		X
Spanish I		X

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Spanish II		X
Spanish III		X
Spanish IV		X
ACT/SAT		X
Anatomy and Physiology II		X
Health Science Field Experience		X
Performing Arts K-4		X
Algebra I	X	
Algebra I Enrichment	X	
Algebra II	X	
Geometry	X	
Geometry Enrichment	X	

10.8 Motion to approve the 2016-2019 Technology Plan.

10.9 Motion to approve the 2016-2017 Mentoring Plan.

Motion was made to move item 10.1 to 11.19 by Mr. Henning and seconded by Mrs. Malinconico and carried by a unanimous roll call vote of 8-0.

11.0 Personnel

11.1 Motion to approve the following Substitute Teachers for the 2016-2017 school year at the prevailing rate:

John	Boccuzzi	Certificate of Eligibility - Teacher of Social Studies
Ezra	Hill II	County Substitute Certificate
Angela	Anzano	Certificate of Eligibility - Elementary K-5

11.2 Motion to approve the following teachers to continue to serve on the DEAC Committee for the 2016-2017 School Year:

Alexa Annucci	Grace Gramaglia	Lauren Lloyd
Ann Murray	Diane Quinn	Valerie Rogers

11.3 Motion to approve the following teachers to continue to serve on the ScIP Committee for the 2016-2017 School Year:

Michelle Santoro	Ilene Clayman	Jim Rasmussen
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11.4 Motion to approve the following mentors for the 2016-2017 school year:

New Teacher	School	Position	Mentor Teacher	Employee Funded	Title IIA Funded
Erin O'Connell	KHS/KCS	Science Teacher	Stephen Schwarz	X	
Claudia Koumoulis	KHS/KCS	Physical Education/ Special Education	Staci Minuskin	X	
Jason Glezman	KHS	History Teacher	Jim Rasmussen		X
Raquel Sanders	KHS/KCS	Spanish Teacher	Jennifer Rojas		X

11.5 Motion to rescind the appointment of Nick Trezza as HS Assistant Football Coach for the 2016-2017 school year approved at the board meeting held on July 13, 2016 (resolution 11.1).

BE IT FURTHER MOVED to approve Jerry Hourihan as HS Assistant Football Coach for the 2016-2017 school year at a stipend of \$6,463.

11.6 Motion to approve Cynthia Deily as a Volunteer Advisor for the CS Co-ed Volleyball Club.

11.7 Motion to approve Amanda Bigelow as a Volunteer Advisor for the HS Dance Club.

11.8 Motion to approve the following personnel as Fall 2016 Athletic Volunteers:

<u>Name</u>	<u>Sport</u>
Ghassan Lightbourne	Football
Donnie Blanks	Football
Micah Bender	Football
David Najarian	Football
Ezra Hill	Football
John Kemp	Football
Daniel McCoy	Football
James Maguire	Football
Derrick Maldonado	Football
Pablo Guevara	Boys/Girls Soccer

11.9 Motion to approve Micah Bender as a teacher for the 2016-2017 school year at an amended rate of \$66,165, Teacher MA+30, Step 7.

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- 11.10 Motion to approve Andrea DeToro as a teacher for the 2016-2017 school year at an amended rate of \$54,148, Teacher BA+30, Step 2.
- 11.11 Motion to approve Megan Waters as Media Aide for the 2016-2017 school year at an annual rate of \$17,287.
- 11.12 Motion to approve Jennifer Rojas to teach an additional period daily, beginning January 23, 2017, through June 19, 2017, at a rate of \$9,542 (prorated).
- 11.13 Motion to approve the following job descriptions:
- | | |
|-----------------|------------|
| Hallway Monitor | Media Aide |
|-----------------|------------|
- 11.14 Motion to rescind the appointment of Gabrielle Maggio as a Leave Replacement for Jennifer Torchia and Nicole Helfrich from September 1, 2016, through March 30, 2016, at a salary of \$52,292; Step 2, BA (prorated) previously approved at the June 22, 2016, meeting (resolution 11.11).
- BE IT FURTHER MOVED to approve Chelsea Leonard as a Leave Replacement for Jennifer Torchia and Nicole Helfrich from September 1, 2016, through March 30, 2017, at a salary of \$55,354; Step 1, MA (prorated).
- 11.15 Motion to approve Lauren Marsh as a Leave Replacement for Kelly Castellano and Wilbett Anshelewitz from September 1, 2016, to February 3, 2017, at a salary of \$55,354; Step 1, MA (prorated).
- 11.16 Motion to approve Alfred Smith as a Hallway Monitor for the 2016-2017 school year at an annual salary of \$19,000.
- 11.17 Motion to approve Alfred Smith as an Extendingcare Transition Monitor for the 2016-2017 school year at a rate of \$10 per half hour.
- 11.18 Motion to approve Mary Mack as an Extendingcare Transition Monitor for the 2016-2017 school year at a rate of \$10 per half hour.
- 11.19 Motion to approve Lauren Marsh as a Substitute Extendingcare Transition Monitor for the 2016-2107 school year at a rate of \$10 per half hour.

Motion was made to move item 10.1 to 11.19 by Mr. Henning and seconded by Mrs. Malinconico and carried by a unanimous roll call vote of 8-0.

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12.0 Policy

- 12.1 Motion to approve the following policies for second reading to be available to view on the district website after the second reading:

Multi-Year Equity Plan Policy and Regulation Guide Updates

- P 1140 Affirmative Action Program (M) (Revised)
- P 1523 Comprehensive Equity Plan (M) (Revised)
- P 1530 Equal Employment Opportunities (M) (Revised)
- R 1530 Equal Employment Opportunity Complaint Procedure (M) (Revised)
- P 1550 Affirmative Action Program for Employment and Contract Practices (M) (Revised)

- P & R 2200 Curriculum Content (M) (Revised)
- P 2260 Affirmative Action Program for School and Classroom Practices (M) (Revised)

- P & R 2411 Guidance Counseling (M) (Revised)
- P & R 2423 Bilingual and ESL Education (M) (Revised)
- P 2610 Educational Program Evaluation (M) (Revised)
- P 2622 Student Assessment (M) (Revised)
- P 5460 High School Graduation (M) (Revised)
- P 5600 Pupil Discipline/Code of Conduct (M) (Revised)
- P 5750 Equal Educational Opportunity (M) (Revised)
- P 5755 Equity in Educational Programs and Services (M) (Revised)

- 12.2 Motion to approve the following policies for first reading to be available to view on the district website after the second reading:

- P 1220 Employment of Chief School Administrator (M) (Revised)
- P 1310 Employment of School Business Administrator/Board Secretary (Revised)

- P 3111 Creating Positions (Revised)
- P 3124 Employment Contract (Revised)
- P 3125 Employment of Teaching Staff Members (M) (Revised)
- P 3125.2 Employment of Substitute Teachers (Revised)
- P 3126 District Mentoring Program (Revised)
- R 3126 District Mentoring Program (Revised)
- P 3141 Resignation (Revised)
- P 3144 Certification of Tenure Charges (Revised)
- R 3144 Certification of Tenure Charges (Revised)
- P 3159 Teaching Staff Member/School District Reporting Responsibilities (Revised)

- P 3231 Outside Employment as Athletic Coach (Revised)
- P 3240 Professional Development for Teachers and School Leaders (M) (Revised)

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- R 3240 Professional Development for Teachers and School Leaders (Revised)
- P 5305 Health Services Personnel (Revised)
- R 5330 Administration of Medication (M) (Revised)
- P 5339 Screening for Dyslexia (M) (Revised)
- R 5330 Administration of Medication (M) (Revised)
- P 5350 Student Suicide Prevention (Revised)
- P 5514 Student Use of Vehicles on School Grounds (Revised)
- P 8441 Care of Injured and Ill Persons (M) (Revised)
- R 8441 Care of Injured and Ill Persons (M) (Revised)
- P 8454 Management of Pediculosis (New)
- P 8630 Bus Driver/Bus Aide Responsibility (M) (Revised)
- R 8630 Emergency School Bus Procedures (M) (Revised)
- P 9541 Student Teachers/Interns (Revised)

Motion was made to move item 12.1 to 12.2 by Mr. Henning and seconded by Mrs. Kutschman and carried by a unanimous roll call vote of 8-0.

13.0 Old Business – None

14.0 New Business – None

15.0 Public Participation – None

16.0 Adjournment to Executive Session (TIME: 7:55 p.m.)

16.1 RESOLVED by the Keyport Board of Education as per Chapter 231, P.L. 1975:

- a. That it is hereby determined that it is necessary to meet in Executive Session on August 17, 2016, to discuss
 - Personnel
 - Finance
 - Contract negotiations
 - Grievances
 - Facilities project issues
- b. The matters discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting.
- c. Length of meeting thought to be approximately one hour.
- d. Action may be taken upon return to Open Session.

MOTION: Mrs. Malinconico

SECOND: Mr. Henning

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17.0 Return to Open Session (TIME: 8:35 p.m.)

18.0 Adjournment

- 18.1 Upon motion by Mr. Henning, seconded by Mrs. Malinconico, the meeting was adjourned at 8:36 p.m.

Respectfully Submitted,

Anthony Rapolla
Board Secretary/Business Administrator

AR:bi