

**KEYPORT BOARD OF EDUCATION  
WORKSHOP MEETING FEBRUARY 4, 2015  
MINUTES**

**1.0 Opening Procedures**

- 1.1 The meeting was called to order at 7:30 p.m. by Board Vice President King-Cote, in the Keyport High School Conference Room 108, 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 14, 2015, as approved at the reorganization meeting of the Board of Education held on January 7, 2015. 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”.

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	Mr. Henning
Ms. Burke <b>(absent)</b>	Ms. King-Cote, Vice Pres.
Ms. DeGracia <b>(absent)</b>	Mrs. Malinconico, President <b>(absent)</b>
Ms. Fox	Mrs. Panzarelli
Ms. Durkin, UB Rep.* <b>(absent)</b>	Mr. White

Student Council Representative: Shayna Grandon

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

**2.0 Presentation – Goal Update by Mrs. Savoia**

At this time Mrs. Savoia gave a presentation on the status of the district goals and how the district is performing at this time. A copy of the PowerPoint is attached to these minutes.

**3.0 Communications – Mrs. Savoia**

There was no communications presented this evening.

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**4.0 Public Participation – Agenda Items**

- Erin Harrigan, Union Beach spoke about the girls softball situation and how Coach Ullrich has been a role model for all of us (players).
- Patrick Harrigan, Union Beach spoke about item 10.3 on this evening’s agenda and said he did not know what the process was or whether the board members discussed this. Mr. Harrigan said he was disturbed it (the coaching position) was being approved this evening. He asked the board members to reconsider item 10.3 on the agenda this evening. He said it is up to you (board members) to decide this.
- Cerelle White, 90 Fulton St., Keyport said she is very proud of the achievement at the school. She expressed concern that more students don’t get access to programs given in the Gifted and Talented program. She stated the district has to learn how to get more students involved.
- Anna Thomson, Union Beach said Mr. Arlequin is a good coach and shows a good understanding of team mates.

**5.0 Superintendent and Other Reports**

- 5.1 Superintendent’s Report – Mrs. Savoia
- 5.2 Student Council Representative Report

**6.0 Board Secretary’s Office – Mr. McManus**

Mr. McManus provided an update to the budget calendar and outstanding projects.

Action will be taken at the regular action meeting on February 18, 2015, on the following item:

- 6.1 Motion to approve the following minutes:  
January 21, 2015 Regular Minutes

**7.0 Buildings & Grounds – Mr. McManus**

- 7.1 Facilities Update
- 7.2 Use of Facilities

**8.0 Finance – Action will be taken on resolution 8.7 this evening. Action will be taken on items 8.1 through 8.6 at the regular meeting on February 18, 2015.**

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- 8.1 Motion to approve the Secretary's monthly line item certification. Pursuant to N.J.A.C. 6:23 – 2.12 (d), the Board Secretary certifies that as of November 30, 2014, no budgetary line item account has been overexpended in violation of N.J.A.C. 6:23 – 2.12.
- 8.2 Motion to approve the Report of the Secretary to the Board of Education (A-148) and Cash Reports (A-149) for the month of January which is in agreement.
- 8.3 Motion to approve bills for the month of February 2015 in the amount of \$TBD and supplemental bills for January 2015 in the amount of \$TBD.
- 8.4 Motion to approve the transfer of funds for the month of January as follows: (available at February 18, 2015 meeting)
- 8.5 Motion to accept a \$500 donation from Donors Choose to be used for the purchase of GoPro cameras for the Digital Media Club.
- 8.6 Motion to approve home instruction services for student 2148592724 at High Focus Center, for two hours of home instruction per day for approximately 6 weeks at a rate of \$49 per hour. To be paid from general fund.
- 8.7 Motion to approve the attached Corrective Action Plan for the 2013-2014 audit, as per the recommendation of the Board of Education auditor. There are two audit findings.

A motion was made by Mr. Henning and seconded by Mrs. Panzarelli to move item 8.7 and carried by a unanimous roll call vote of 6-0.

**9.0 Curriculum** – Action will be taken at the regular action meeting on February 18, 2015, on the following resolutions:

- 9.1 Motion to accept the Harassment, Intimidation and Bullying (HIB) incident reports as follows:

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DATE	SCHOOL	INCIDENTS REPORTED	HIB
January 2015	Central	0	0
January 2015	KHS	3	2

9.2 Motion to approve the January 2015 Security Drills as follows:

School Name	Drill Type	Occupants Involved	Date & Time
Keyport High School	Fire Drill	All staff & students	1/13/15 8:30 a.m.
Keyport High School	Lockdown Drill	All staff & students	1/22/15 1:00 p.m.
Keyport Central School	Evacuation Drill	All staff & students	1/22/15 1:45 p.m.
Keyport Central School	Fire Drill	All staff & students	1/28/15 2:00 p.m.

9.3 Motion to accept the EVVRS as follows:

Reporting Period 1 - September 2014 - December 2014

Keyport District	Violence	Vandalism	Weapons	Substance Abuse	HIB
Central School	3	1	1	0	1
High School	2	1	0	2	2
<b>DISTRICT TOTAL</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>3</b>

9.4 Motion to approve 8th Grade Trip to Metropolitan Museum of Art, NYC.

9.5 Motion to approve the submission of the 2015-2016 One Year Preschool Plan.

**10.0 Personnel --** Action will be taken this evening on the following items below:

10.1 Motion to approve Michael Konish to perform his 60 hours of observation through Brookdale Community College Teacher Preparation program in Physical Education with Mr. Steve Bower for the Spring 2015 semester.

10.2 to approve Andrew Wojtunik as a Substitute Custodian for the 2014-2015 school year at the rate of \$11 per hour pending completion of his criminal history clearance.

10.3 Motion to approve the following Spring 2015 Coaching Positions:

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Position	Coach	Stipend
Head Softball	Henry Arlequin	\$7,709
Assistant Softball	Alissa Francisco	\$5,654

A motion was made by Mrs. Panzarelli and seconded by Ms. Fox to move item 10.1 and carried by a unanimous roll call vote of 6-0.

A motion was made by Mrs. Panzarelli and seconded by Ms. Fox to move item 10.2 and carried by a unanimous roll call vote of 6-0.

A motion was made by Mrs. Panzarelli and seconded by Mr. Henning to move item 10.3. Motion did not carry. Vote of 3-3.

**11.0 Policy** – Action will be taken this evening on item 11.1.  
 Action will be taken on resolution 11.2 at the February 18, 2015, regular meeting.

- 11.1 Motion to approve the guide for standard operating procedures and internal controls (QSAC related).
- 11.2 Motion to approve the 2015-2016 school calendar (attached).

A motion was made by Mrs. Panzarelli and seconded by Mr. Bright to move item 11.1 and carried by a unanimous roll call vote of 6-0.

**12.0 Old Business**

There was no old business presented at this time.

**13.0 New Business**

- Board member Mr. White asked what the district was doing for black history month.
- Board member Mr. Henning asked the Board to consider a plan to adjust the Mascot from the Red Raiders.
- Board Member Mrs. Panzarelli stated that given Mater Dei is closing the Keyport District would like to welcome back students to the Keyport District.

**14.0 Public Participation**

- Tabitha Bradley, Keyport said that her son told her there was no food during the last lunch which he went to. She said the district should make sure nobody walks out of the cafeteria without food. At this time Mrs.

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Savoia said that a parent Advisory will be formed to address any outstanding issues.

- Mrs. White, Fulton St, Keyport said the last lunch is not getting lunch

**15.0 Adjournment to Executive Session -- None**

**16.0 Adjournment**

- 16.1 Upon motion by Ms. Panzarelli, seconded by Mr. Henning, the meeting was adjourned at 10:20 p.m.

Respectfully Submitted,

Edward F. McManus  
Board Secretary/Business Administrator

EFM:bi