

**KEYPORT BOARD OF EDUCATION  
REGULAR MEETING OCTOBER 21, 2015  
MINUTES**

**1.0 Opening Procedures**

1.1 The meeting was called to order at 7:30 p.m. by Board President Malinconico, 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. Biagianti ( <b>absent</b> )	Mrs. Kenny, UB Rep.* ( <b>absent</b> )
Mr. Bright	Ms. King-Cote, Vice Pres.
Mrs. DeGracia ( <b>absent</b> )	Mrs. Malinconico, President
Mrs. Fox	Mrs. Panzarelli
Mr. Henning	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.*

1.5 Student Council Representative Report

Ms. Grandon spoke of the following:

Beach Sweep on Saturday Oct. 24th  
Homecoming decorations on Friday 23rd  
Homecoming Game Saturday Oct. 24th

**2.0 President's Remarks**

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Elena Malinconico stated the following:

- A tentative agreement with KEA has been reached and we are waiting for them to ratify.
- Mrs. Malinconico described the process and decisions made regarding the athletic fields. District will increase use of the Jackson St. Field in the future.

### **3.0 Presentation/Discussion Alumni Football USA Field Request**

Charlie Perez spoke about alumni organizing a game vs. Keansburg. Profits to be split between both schools' athletic departments. Will be putting in a facility usage request.

### **4.0 Communications – Dr. Savoia**

- 4.1 Letter received from Robert Cazet, Alumni Football USA, requesting use of the Athletic Field on April 23, 2016, from 4 p.m. to 10 p.m. for the purpose of holding an alumni football game.
- 4.2 Letter of resignation was received from Kaitlyn Coleman, LDTC, on October 12, 2015, effective December 11, 2015. Resolution 10.14 under Personnel.
- 4.3 Letter of resignation was received from Renee Bracken, Central School Part-time Aide, on October 15, 2015, effective October 23, 2015. Resolution 10.15 under Personnel.

### **5.0 Public Participation – Agenda Items**

- 5.1 Ed McNamara, 76 Maple Place, asked if the use of a business office consultant was continuing. He also asked about the ESL/Bilingual Plan and the demographics of the district.
- 5.2 Laurie Graham, 197 Broadway, spoke about the athletic fields. Ms. Graham questioned the design of the Field Hockey and Baseball Field.

### **6.0 Superintendent Report**

- 6.1 Superintendent's Report – Dr. Savoia
  - Community Outreach to the Spanish American Club
  - Grade 8 Open House & KHS Freshmen for a Day
  - Google Presentation for MCRT
    - Lisa Wallin, Amanda Andrews, & Laura Godlesky

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- Family Success Center
  - Literacy Night expanded for parents of CCD students
  - Site Approval
- United Way submission to their Warmest Wishes Campaign
- After School Professional Development November/December
- Book author to visit our Kindergarten and Grade 1
- The Bilingual/ESL Three-Year Plan was updated to reflect student participation
- Professional Development Videos by Mr. Slater in the areas of SGO's, Excel, Google Drive, etc.

**Upcoming Events**

- |            |                          |             |
|------------|--------------------------|-------------|
| • 10/23/15 | Red Raider Pep Rally     | KHS/Central |
| • 10/24/15 | Homecoming Game & Dance  | KHS         |
| • 10/26/15 | KHS Open House           | KHS Café    |
| • 10/28/15 | Title I Math Mania Night | Central     |
| • 11/10/15 | KCA Mediation            | KHS         |
| • 5/14/16  | Community Day            | Central     |

**7.0 Board Secretary's Report – Mr. Rapolla**

7.1 Motion to approve the following minutes:

September 16, 2015                      Regular Minutes

7.2 Motion to approve the following resolution:

WHEREAS, the Department of Education requires New Jersey School Districts to submit a three-year Comprehensive Maintenance Plan and M-1 form documenting "required" maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities, as listed in the attached document for the various school facilities of the Keyport School District, are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid.

NOW THEREFORE, BE IT RESOLVED, that the Keyport School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan and M-1 form for the Keyport

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School District in compliance with Department of Education requirements.

7.3    Motion to approve the following resolution:

Whereas, the Keyport Board of Education is in possession of a maintenance dump truck which has a zero residual value and,

Whereas, the Keyport Board of Education wishes to dispose of the maintenance dump truck,

<u>Model</u>	<u>Year</u>	<u>Vin #</u>
Dodge	1990	1B6MM3652LS769655

Now Therefore Be It Resolved That, the Keyport Board of Education hereby authorizes the School Business Administrator to dispose of this vehicle through the Borough of Keyport disposal facilities.

Motion was made to move items 7.1 to 9.10 by Mr. Henning and seconded by Mrs. Panzarelli and carried by a unanimous roll call vote of 7-0.

Mrs. Fox abstained on 7.1

## **8.0    Buildings & Grounds – Mr. Rapolla**

8.1    Facilities Update

- PreK Playground surface was installed last week.
- Integrated Pest Management Plan was reviewed by county this week and was approved.
- Elevators were inspected and passed inspection on October 19.
- Rain Garden –The pipes will be lowered further and the ground will be graded to cover pipes. The fence is being removed now that the garden is safely growing.

8.2    Use of Facilities

## **9.0    Finance**

9.1    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 September 30, 2015, no budgetary line item account has been overexpended in violation of N.J.A.C. 6:23 – 2.12.

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- 9.2 Motion to approve the Report of the Secretary to the Board of Education (A-148) and Cash Reports (A-149) for the month of August which is in agreement.
- 9.3 Motion to approve bills for the month of October 2015 in the amount of \$749,974.94 and supplemental bills for October in the amount of \$195.
- 9.4 Motion to approve the transfer of funds for the month of October as follows:

<u>From</u>	<u>To</u>	<u>Amount</u>
11-000-240-340-11-00-000 Stdnt Inf Tech Comp Cons	11-000-240-800-07-00-000 Administration Prof Dues (Adj 11, 13-14)	\$2,336.00
20-245-100-101-01-00-000 Salaries Title 3 FY15-16 (\$275)	20-245-100-600-00-00-000 Ins Supplies TIII 15-16 (Adj 16)	1,131.00
20-245-100-101-02-00-000 Salaries Title 3 15-16 (\$775)		
20-245-200-200-00-00-000 Benefits TII 15-16 (\$81)		
20-254-100-300-00-00-000 Prof Serv IDEA PS 15-16	20-254-100-600-08-00-000 IDEA B PS Supplies 15-16 (Adj 17)	\$800.00
20-255-100-566-08-00-000 Tuition IDEA B 15-16	20-255-200-300-08-00-000 IDEA B Purch Svc 15-16 (Adj 17)	\$1,500.00
11-000-251-100-05-02-000 Salary Payroll Clerk	11-000-251-330-05-00-000 Business Admn Consultant (Adj 18)	\$1,575.00
11-000-262-100-01-01-000 High Sch Cust Overtime	11-000-261-100-11-00-000 Maintenance Overtime (Adj 19)	4,805.32

- 9.5 Motion to rescind motion 8.6 on the September 16, 2015, agenda to approve the Extended School Year Program for Student #7830250236 to attend Bancroft, for July and August, in the amount of \$9,388.

BE IT FURTHER MOVED to approve the following motion:

Motion to approve the Extended School Year Program for Student #7830250236 to attend Bancroft, for July and August, in the amount of \$15,020 (includes \$5,632 aide).

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- 9.6 Motion to rescind the following out of district tuition for the 2015-2016 school year (motion 8.10 on July 17, 2015):

Search Day Program	Student 2900941894	\$68,176
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BE IT FURTHER MOVED to approve the following out of district tuition for the 2015-2016 school year:

Search Day Program	Student 2900941894	\$86,905 (incl. aide)
Matawan-Aberdeen Reg	Student 4787471332	\$24,954

- 9.7 Motion to accept the following out of district students to attend Keyport school district for the 2015-2016 school year; tuition to be paid by their resident district as follows:

	<u>Resident district</u>		<u>Cost</u>
Student 3981189884	Asbury Park	Gr 1-5	\$14,434
Student 3839133577	Jersey City	PreK	\$12,648
Student 5944910816		Gr 1-5	\$14,434
Student 3839133577		Gr 9-12	\$14,928

- 9.8 Motion to approve the cost of 2015 ESY transportation routes through MOESC in the amount of \$27,049.
- 9.9 Motion to approve the purchase of a freezer from Central Restaurant Products at a cost of \$5,175 to be used in the High School Cafeteria.
- 9.10 Motion to approve the following Professional Development and travel related items for Anthony Rapolla - 5 Training Session at NJASBO @ \$225, monthly MCASBO meetings and quarterly NJSBAIG meetings.

Motion was made to move items 7.1 to 9.10 by Mr. Henning and seconded by Mrs. Panzarelli and carried by a unanimous roll call vote of 7-0.  
Mr. Henning abstained on 9.6.

## 10.0 Curriculum

- 10.1 Motion, 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>
Cleveland, Denise	10/22 & 10/23/15	2015 FEANJSP/NJASCD Fall Conference	Long Branch, NJ/80	\$285

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Cleveland, Denise	11/10, 12/8, 1/7, 2/5, 3/2, 4/19, 5/10/16	Community Based Instruction for Students with Disabilities 15/16	Trenton, NJ/444	\$306
Goldsmith, Nicole	11/19/15	Rutgers Gifted Education	New Brunswick, NJ/0	\$175
LaVilla, Judy	11/10, 12/8, 1/7, 2/5, 3/2, 4/19, 5/10/16	Community Based Instruction for Students with Disabilities 15/16	Trenton, NJ/444	\$306
Reash, Jean	10/7- 10/8/15	SLE Training OSHA	Edison, NJ/32	\$243
Reash, Jean	10/13- 10/15/15	SLE Training OSHA	Edison, NJ/32	\$331
Reash, Jean	11/10, 12/8, 1/7, 2/5, 3/2, 4/19, 5/10/16	Community Based Instruction for Students with Disabilities 15/16	Trenton, NJ/444	\$306
Savoia, Lisa	9/15, 1/12 & 5/4/16	NJASA One Day Seminar Series	Monroe, NJ/175	\$501
Stazzone, Jackie	11/17/15	Librarians: Lifeguards of the Information Ocean	Long Branch, NJ/40	\$163
Stevenson, Katie	10/14/15	NJAAP School Health Conference	Somerset, NJ/50	\$211
Zacchia, Theresa	11/10, 12/8, 1/7, 2/5, 3/2, 4/19, 5/10/16	Community Based Instruction for Students with Disabilities 15/16	Trenton, NJ/444	\$306

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

10.2 Motion to accept the September 2015 Security Drills as follows:

<u>School Name</u>	<u>Drill Type</u>	<u>Occupants Involved</u>	<u>Date &amp; Time</u>
Keyport High School	Fire Drill	All staff & students	9/22 @ 1:00 p.m.
Keyport High School	Lockdown Drill	All staff & students	9/4 @ 9:00 a.m.
Central School	Fire Drill	All staff & students	9/16 @ 10:00 a.m.
Central School	Lockdown Drill	All staff & students	9/22 @ 9:30 a.m.

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

<u>Date</u>	<u>School</u>	<u>Incidents Reported</u>	<u>HIB</u>
September 2015	Central	0	0
September 2015	KHS	3	1

- 10.4 Motion to approve the following schools trips for the 2015-2016 school year:

KHS Drama Club Trip	Finding Neverland Broadway NYC
KCS Drama Club Trip	Finding Neverland Broadway NYC
KCS 3rd Grade	Keyport Fire Museum
Grade 12 Global Logistics	FedEx Distribution Center - Newark Airport

- 10.5 Motion to approve the 2014-2017 Bilingual/ESL Three-Year Program Plan for the Keyport School District.

Motion was made to move items 10.1 to 10.5 by Ms. King-Cote and seconded by Mrs. Panzarelli and carried by a unanimous roll call vote of 7-0.

## **11.0 Personnel**

- 11.1 Motion to approve Tracy Lockwood as Part-time Confidential Secretary in the Board Office for the 2015-2016 school year at a salary of \$17,819.50 (pro-rated) effective October 5, 2015.
- 11.2 Motion to extend Chelsea Addeo's Leave Replacement for Candice Reggio from December 23, 2015, through March 4, 2016, at a salary of \$50,244 (pro-rated), BA, Step 1.
- 11.3 Motion to approve the following Title I After-School Programs to run October 26, 2015, through May 19, 2016, at the rate of \$35 per hour to be funded from NCLB Title I and III.

<u>Grade</u>	<u>Days</u>	<u>Staff</u>
K/1 Enrichment	Tuesdays	Kelly Ring
2nd Grade	Tuesdays and Thursdays	Chelsea Addeo
3rd Grade	Tuesdays and Thursdays	Alexis Marinos
4th/5th ELA	Tuesdays	Melanie Stroud
4th/5th Math	Thursdays	Tiffany Rowald
6th - 8th ELA	Tuesdays	Jennifer Torchia
6th - 8th Math	Thursdays	Krista Bartolone
Wilson Reading Intervention	Mondays and Wednesdays	Tamme Manganelli



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Achieve 3000	Wednesdays	Lindsay Ulrich
ESL K/1	Tuesdays	Brittney Penson
2nd and 3rd ESL	Tuesdays and Thursdays	Wilbett Anshelewitz
4th - 8th ESL	Tuesdays and Thursdays	MaryAnn Ricca
KHS Achieve3000	Mondays	Erica Wesley

- 11.4 Motion to approve Marie Portee and Kelly Castellano to work the Title I Family Literacy Nights on November 11, 2015, February 24, 2016, and May 18, 2016, for a total of 6 hours each, at the rate of \$35 per hour, not to exceed \$210, to be funded from NCLB funds.
  
- 11.5 Motion to approve Alexis Marinos and Cynthia Deily to work the Title I Family Math Nights on October 28, 2015, January 20, 2016, and May 18, 2016, for a total of 6 hours each, at the rate of \$35 per hour, not to exceed \$210, to be funded from NCLB funds.
  
- 11.6 Motion to approve Kim Guccione and Wilbett Anshelewitz to lead cultural nights two times per year, for a total of four hours each, at the rate of \$35 per hour, not to exceed \$140, to be funded from NCLB funds.
  
- 11.7 Motion to approve the following teachers for their preparation and presentation at the After School Professional Development Academy at the rate of \$20 per hour for preparation and \$35 per hour for presentation (2 hours total per session) to be paid from Title 2A funds:

<u>Teacher</u>	<u>Presentation/Date/Location</u>	<u>Compensation</u>
Grace Gramaglia	Achieve3000 / 9/16/15 / CS	\$55 (\$35 + \$20)
Lisa Wallin	Google Classroom / 9/24/15 / CS	\$55 (\$35 + \$20)
	Google Classroom / 9/29/15 / KHS	\$55 (\$35 + \$20)
	Google Grading / 9/30/15 / KHS	\$55 (\$35 + \$20)
	Google Grading / 10/6/15 / CS	\$55 (\$35 + \$20)
	Google Forms / 10/7/15/ KHS	\$55 (\$35 + \$20)
	Google Forms / 10/8/15 / CS	\$55 (\$35 + \$20)
	<b>TOTAL: \$330.00</b>	
Amanda Andrews	Genesis Lesson Planner / 9/22/15 / CS	\$55 (\$35 + \$20)

- 11.8 Motion to approve Erin Leach, Fairleigh Dickinson University Student, to complete 100 hours of a counseling internship with the KHS Guidance Department during the Fall 2015 semester.
  
- 11.9 Motion to rescind the appointment of Marissa Khachaturian as Central School Art Club Advisor for the 2015-2016 school year, motion 10.5 on the May 20, 2015, agenda.

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BE IT FURTHER MOVED to approve Daniel Morelos as Advisor for the Central School Art Club for the 2015-2016 school year at a stipend of \$758.

- 11.10 Motion to rescind the action taken at the July 15, 2015 meeting (Resolution 10.4) to approve Candice Reggio's request for a maternity/disability and Federal/NJ Family Medical Leave as follows:

9/2/15 – 9/16/15	Sick Days
9/17/15 – 12/10/15	12 weeks FMLA leave for your own medical condition
12/11/15 – 12/23/15	2 weeks of NJFLA leave to care for your newborn

BE IT FURTHER MOVED to approve Candice Reggio's request for a maternity/disability and Federal/NJ Family Medical Leave as follows:

9/2/15 to 9/17/15	Ten (10) paid sick days for pregnancy-related disability
9/18/15 to 11/9/15	Seven (7) weeks of FMLA leave for pregnancy-related disability
11/9/15	Anticipated due date
11/9/15 to 12/7/15	Four (4) weeks of FMLA leave for pregnancy-related disability (presumed four (4) week disability period)
12/8/15 to 12/14/15	One (1) week of remaining FMLA leave, concurrently designated as NJFLA leave, for bonding with newly-born child
12/15/15 to 12/25/15	Two (2) weeks of NJFLA leave for bonding with newly-born child
12/28/15 to 1/1/16	School closed for Winter Recess
1/4/16 to 3/4/16	Remaining nine (9) weeks of NJFLA leave for bonding with newly-born child
3/7/16	Return to work

- 11.11 Motion to approve request by Eileen Gonzalez, Central School Aide, for a FMLA leave from September 3, 2015, through December 4, 2015. Mrs. Gonzalez will return to work on December 7, 2015.

- 11.12 Motion to approve the following substitute athletic per diem positions for the fall of 2015.

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Deboney Braithwaite	Clock Operator	\$35 per game
	Crowd Control	\$52.50 per game
	Chain Crew	\$50 per game

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Staci Minuskin	Clock Operator Crowd Control Chain Crew	\$35 per game \$52.50 per game \$50 per game
Liz Maher	Clock Operator Crowd Control Chain Crew	\$35 per game \$52.50 per game \$50 per game
Andrea DeToro	Clock Operator Crowd Control Chain Crew	\$35 per game \$52.50 per game \$50 per game
Kyle Keelen	Clock Operator Crowd Control Chain Crew	\$35 per game \$52.50 per game \$50 per game

- 11.13 Motion to approve Kaitlyn McGlynn to teach an extra period daily, for up to eight weeks, beginning Wednesday, October 14, 2015, at an annual prorated rate of \$7,638.
- 11.14 Motion to accept the resignation of Kaitlyn Coleman, Keyport Public Schools Learning Disabilities Teacher Consultant (LDTC), effective December 11, 2015.
- 11.15 Motion to accept the resignation of Renee Bracken, Central School Part-time Aide, effective November 10, 2015.
- 11.16 Motion to approve Dawn Racioppi, Keyport High School Business/Technology Teacher, to operate the Guidance Department Community Resource Academy, every other Thursday from 6 to 8 p.m. from October 15, 2015, to May 26, 2016, at the rate of \$35 per hour, not to exceed \$1,050.
- 11.17 Motion to approve Alexia Ortiz, to complete her Sophomore Field Experience from Caldwell University at Keyport High School with Ms. Wallin for a total of three observation hours.

Motion was made to move items 11.1 to 11.17 by Mr. Henning and seconded by Mrs. Panzarelli and carried by a unanimous roll call vote of 7-0.

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**12.0 Policy**

12.1 Motion to approve the following regulation for the first reading to be attached to the minutes:

R7510            Use of School Facilities

Motion was made to move item 12.1 by Mr. Henning and seconded by Ms. King-Cote and carried by a unanimous roll call vote of 7-0.

**13.0 Old Business**

- Mr. Henning mentioned release of PARCC scores.
- Discussion ensued among board members of consolidation and how it could cut taxes and increase resources. Union Beach is adamantly against consolidation. Keyport may have to look into consolidation with other small districts close to Keyport.
- Mrs. Malinconico asked Board Attorney to draft a letter to the State pertaining to consolidation.
- Mr. White asked about the Student Leadership discussed at the retreat.

**14.0 New Business – None**

**15.0 Public Participation**

- Ed McNamara, 76 Maple Place, commented on the presentation at Oct. 7 workshop meeting. He would like to see data presented in a clearer and larger visual manner.
- Mrs. Staeger, 428 Main Street, questioned the timing of approval of a class trip. Mrs. Staeger also questioned the financial decision making of outsourcing grass cutting.  
Spoke of the dedication of the CST members
- Laurie Graham, 197 Broadway, took issue with the amount of money spent on what she feels is one sport.

**16.0 Adjournment to Executive Session (TIME: 9:01 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 October 21, 2015, to discuss
  - Personnel
  - Finance

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- 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. King-Cote

SECOND: Mrs. Panzarelli

**17.0 Adjournment**

- 17.1 Upon motion by Mr. Henning, seconded by Ms. King-Cote, the meeting was adjourned at 9:00 p.m.

Respectfully Submitted,

Anthony Rapolla  
Board Secretary/Business Administrator

AR:bi