

**KEYPORT BOARD OF EDUCATION
WORKSHOP ACTION MEETING – APRIL 11, 2018
MINUTES**

1.0 Opening Procedures

- 1.1 The meeting was called to order at 7:30 p.m. by Board President Bright, 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 11, 2018, as approved at the reorganization meeting of the Board of Education held on January 3, 2018. 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, President	Mrs. Kutschman, Vice President
Ms. King-Cote (absent)	Ms. Malinconico
Mrs. Fox	Mr. McGrogan, UB Rep.*
Mr. Hausmann	Mrs. Panzarelli
Mr. Henning (absent)	Mr. White

Student Council Representative: Emily Savicky (absent)

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

- 1.5 Student Council Representative Report – none

2.0 Presentation – None

3.0 President’s Remarks – None

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4.0 Communications – Dr. Savoia

- 4.1. Letter from New Jersey’s Clean Energy Program dated April 2, 2018.

5.0 Public Participation – Agenda Items – None

6.0 Superintendent Report

- 6.1 Superintendent’s Report – Dr. Savoia

Goal Updates

- QSAC Equivalency Waiver for Instruction and Program was approved. We are scheduled for our visit on May30. Please anticipate approving revised curriculum in visual and performing arts as we prepare for the visit.
- Summer mathematics assignments will be piloted via using IXL. Students will be provided with a timeline of assignments and our labs will be available for students who need support or do not have technology access.
- Benchmarks are underway at KHS. We are looking toward the navigator reports.
- ELA curriculum in grades 6-9 to include RST (reading science and technical texts and reading historical texts) and RH (companion standards for reading complex nonfiction text in ELA, science, and history) standards modifications is underway.
- Mrs. Egan is training teachers to review Link It growth profiles and plan instruction.
- PLCs are busy at work creating SMART goals that will improve student achievement for all learners based on Link It and district data.
- The School Wide Committee is meeting on April 16. The work will be inclusive reviewing the staff data and the identification of priorities based on the data. The priorities from this work are then translated into professional development plans and district goals.
- On March 27, the BOE approved the submission of our preschool plan for 2018-2019. On April 25, the BOE will take action on the submission of an updated plan due to the additional PEEA (Preschool Expansion Aid) funds of over \$3,000 that we received.

Security

- The Students, Teachers, Officers Preventing School Violence Act of 2018 (STOP Act) was included in the FY2018 Omnibus appropriations bill signed into law by President Trump on March 23, 2018. The purpose of the grant is to provide improved security, including coordination with law enforcement, training law enforcement to prevent student violence, etc. We are awaiting the release of the grant and will work collaboratively with the Borough to submit, as local government is actually who the grant is issued to.

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- On April 16 Keyport Police Department will be involved in full-day training. Thank you to Chief Woodrow and patrolmen Gajewski and Deickmann for their presence that day. The collaboration is very much appreciated.

Community

- Keyport Public Library will be meeting on April 12.
- First Aid Squad Annual Dinner will be held this Saturday at 6:00 p.m. Thank you to the department for the invitation. I look forward to celebrating the volunteerism in Keyport.
- Keyport Special Education Parent Advisory Touch a Truck will be held on April 27 in recognition of Autism Awareness month. Students will be completing puzzle pieces, information on our website, cable station, and KCTV.
- Superintendent Coffee will be held on April 27. Mr. Guevara will be providing support on our website and the parent portal. There will be a Q &A component as well.
- RYLA (Rotary Youth Leadership Awards (RYLA) is a program that originated with Rotary International. Each year thousands of young students participate in the leadership program. This year we have eight students that qualify. In fact, S. Aumack and M. Dant have progressed as seniors to be considered for RYLA as Lead Counselors at the 2018 RYLA conference.

HIB

There was one new incident of HIB reported at Central School and one new incident at Keyport High School since we met on March 27, 2018. There are no pending investigations since our last meeting. Incidents were confirmed and were determined to be a conflict. They are still currently under investigation. Consequences and services are provided as per Policy 5512 and 5560.

KHS & Central School

- Please catch an episode this week of the Keyport Central School morning show for facts on attendance facts. Classroom lessons in the middle school are going to focus on the positive impact of attendance on high school success. We are gearing up for Attendance Awareness Month in September.
- SAT's were administered to the Class of 2019 during the school day for the first time. Only one student was absent and we anticipate a great demonstration of student achievement.
- On Site Brookdale EOF presentation held for seniors. 20 seniors potentially qualify for the amazing program at Brookdale. 13 will go on to have individual interviews on April 25.

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- As you may know, our district is currently a part of the School Climate Transformation Project (SCTP). The SCTP is a three-year initiative that involves the use of data to better understand school climate and how it feels to be a member of our school community. This spring, all staff members, students, and parents will take the New Jersey School Climate Survey (NJSCS) to help us learn more about our school’s climate from all points of view. Your voice is important to us, and your opinions will help us make improvements in our schools.

This year’s survey will be available from April 13, 2018, to June 1, 2018. Please help us by taking this survey online at home at your convenience. There will also be opportunities for you to fill out the online survey on campus. Chromebooks will be available at our Community Resource Academy from 6-8 p.m. on April 26. We will also provide Chromebooks for this purpose at the Central School during conferences on April 18 and April 19, and at Keyport High School during conferences on April 19.

- March 26-March 30 was Spirit Week at Central School. The week concluded with a Student Council pie a teacher in the face contest. This raised over \$300.

March Teacher & Student of the Month

- 9th Grade – Ashley Accardi
- 10th Grade – Lucas Dant
- 11th Grade – Shannon Devlin
- 12th Grade – Jasmine Johnson
- Mrs. Jennifer Rojas & Ms. Nicole Seres
- 1st Grade – Chris Gil and Michael Vairo
- 2nd Grade – Caleb Hanvey & Lizgreidy Morales-Garcia
- 3rd Grade - Daniel Burke and Tameah Page
- 4th Grade – Megan Gatzke and Gryason Tait
- 5th Grade –Love-Deep Singh and Chloe Stahl
- 6th Grade – Tianna Jackson and John Vairo
- 7th Grade – Mike Hass and Naomi Martinez
- 8th Grade – Ariel Jackson and Zyaire Treadwell
- Ms. Samantha Wild & Mrs. Heidi Martin

Upcoming Events

- 4/16/2018 End of 3rd MP for High School
- 4/18-4/20/2018 Book Fair @ Central School
- 4/18-4/19/2018 Conferences @ Central School (Early Dismissal Days)
- 4/18/2018 8th Grade Bake Sale
- 4/19/2018 KHS Parent/Teacher Conferences

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- 4/24/2018 Opioid Presentation at KHS
- 4/25/2018 1st Grade Trip – Turtle Back Zoo
- 4/25/2018 Global Logistics-Ethics
- 4/26/2018 Bring Your Child to Work Day
 Art Show/Spring Concert
 Mandatory Parent Prom Meeting
- 4/27/2018 KHS College Fair
 Central School PTO Walk-A-Thon
- 6/13/2018 Goal Presentation

Athletic Calendar

- 4/13/2018 Baseball versus Henry Hudson Regional
 Softball versus Henry Hudson Regional
- 4/16/2018 Boys Volleyball versus Red Bank Catholic HS

7.0 Board Secretary’s Report – Mr. Rapolla

7.1 Motion to approve the following minutes:

March 27, 2018 Regular Minutes and closed session minutes

Energy Audit Approved- We applied for a Local Government Energy Audit through New Jersey’s Clean Energy Program back in November. We were originally denied because our electricity use was not great enough to qualify for the program. We needed to provide 14 months of bills and the buildings had to be using a peak demand of over 200 Kilowatts a month. Fortunately, we appealed the decision and was accepted last week. Therefore, an energy auditor will be visiting us soon to begin the process. They will be completing an energy savings evaluation and will supply us with a report. The audit is free.

There are a few TBDs on the agenda. We planned on advertising the proposed budget in the paper this week. However, we need the approval of the County Superintendent before we are allowed to advertise. We are still waiting on that approval. Additionally, the Capital Reserve motions will depend on the facility projects we select.

Lastly, School Boards Convention in AC will take place from October 22 to October 25. Please let me know by next Friday what days you plan on attending. There will be trainings on all four days. I know that new member orientation is scheduled for October 22. After you tell me your intentions, I will be creating a chart and asking you to sign off. We had some confusion last year on who planned on attending when so I believe this can alleviate that. Also, I’ve been asked to make reservations at the Tropicana this year.

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8.0 Buildings & Grounds – Mr. Rapolla

- 8.1 Facilities Update
- 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 February 28, 2018, 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 April 2018 in the amount of \$TBD and supplemental bills for March 2018 in the amount of \$TBD.
- 9.3 Motion to approve the transfer of funds for the month of February and March as follows:

From	To	Amount
11-000-270-514 Cont Service Special Ed	11-000-270-512 Contr Service Athletics (Adj. 78)	\$15,000.00
11-000-230-585 Board Member Travel	11-000-230-590 Election/Public Info Exp (Adj. 79)	\$100.00
20-231-200-500 Oth Pur Serv Ti KHS 1718 (\$23.00)	20-231-100-600 TI Supplies KHS 1718 (Adj. 82)	\$330.00
20-231-200-600 Sup & Mat TI KHS 17/18 (\$307.00)		

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11-000-261-420 Maintenance/Repair Bldgs.	11-000-230-339 Architect/Engineer Fees (Adj. 83)	\$900.00
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- 9.4 Motion to accept a donation from Donors Choose in the amount of \$1,180 to be used to pay Kingz Transportation for busing (\$850) and to pay American Museum of Natural History (\$330) for Mrs. Lisa Wallin’s Science trip.
- 9.5 Motion to accept a donation in the amount of \$1,500 from Mr. Kenneth O’Brien from State Farm Insurance to be used to purchase Keyport Baseball Batting Helmets.
- 9.6 Motion to accept a donation in the amount of \$1,500 from Mr. Warren Brumel, Attorney at Law, to purchase Keyport Baseball Batting Helmets.
- 9.7 Motion to accept a donation in the amount of \$5,000 from the Norman and Bettina Roberts Foundation for Summer College Experience Program.
- 9.8 Motion to approve the following resolution:

**Adoption of the 2018-2019 School Year Budget
And Tax Levy**

WHEREAS, the Keyport Board of Education adopted a tentative budget on March 27, 2018, to be submitted to the Executive County Superintendent of Schools for approval, and

WHEREAS, the tentative budget was approved by the Executive County Superintendent of Schools on **TBD** and

WHEREAS, the tentative budget was advertised in the legal section of the Asbury Park Press on **TBD**; and

WHEREAS, the tentative budget was presented to the public during a public hearing on April 25, 2018; and

Capital Reserve Account Withdrawal

RESOLVED that the Keyport Board of Education requests the approval a capital reserve withdrawal in the amount of **TBD**. The district intends to utilize these funds for **TBD** at the Keyport Central School.

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Capital Reserve Account Withdrawal

RESOLVED that the Keyport Board of Education requests the approval a capital reserve withdrawal in the amount of \$**TBD**. The district intends to utilize these funds for **TBD** at Keyport High School.

Tuition Reserve Withdrawal

RESOLVED that the Keyport Board of Education requests the approval a tuition reserve withdrawal in the amount of \$100,000.

Maintenance Reserve Withdrawal

RESOLVED that the Keyport Board of Education requests the approval a maintenance reserve withdrawal in the amount of \$200,000. The district intends to utilize these funds for maintenance expenditures in the same amount from account 11-000-261-420.

NOW THEREFORE BE IT RESOLVED that the budget be adopted for the 2018-2019 School Year using the 2018-2019 state aid figures and the Secretary to the Board of Education be authorized to submit the following adopted budget to the Executive County Superintendent of Schools in accordance with the statutory deadline:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2018-2019 Total Expenditures	\$19,051,989	\$1,240,560	\$669,320	\$20,961,869
Less: Anticipated Revenues	<u>\$9,441,780</u>	<u>\$1,240,560</u>	<u>\$207,775</u>	<u>\$10,890,115</u>
Taxes to be Raised	<u>\$9,610,209</u>	<u>\$0</u>	<u>\$461,545</u>	<u>\$10,071,754</u>

Travel and Related Expense Reimbursement

WHEREAS, the Keyport 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

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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 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 Keyport Board of Education established \$35,000 as the maximum travel amount for the current school year and has expended \$15,205 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 \$35,000 for all staff and board members for the 2018-2019 school year.

A4F
Tax Levy Certification Form A and B

RESOLVED, that the amount required for school purposes in the school district of Keyport, County of Monmouth for the 2018-2019 school year is \$10,071,754 and is required to be levied for local school district purposes.

Adoption of Tax Levy Schedule

Recommend the Board of Education Adopt the tax levy schedule for the 2018-2019 and authorize the Business Administrator to submit the schedule to the Municipal Clerk for the collection of the local school district taxes for school district purposes.

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Tax Payment Schedule
 Keyport Board of Education
 Taxes to Be Received \$10,071,754

General Fund \$9,610,209
 Debt Service \$461,545

<u>Due Date</u>	<u>Current Expense</u>	<u>Debt Service</u>	<u>Total Payment</u>
July 31, 2018	\$961,020.90		\$961,020.90
August 31, 2018	\$961,020.90	\$230,773	\$1,191,793.90
Sept. 30, 2018	\$961,020.90		\$961,020.90
October 31, 2018	\$961,020.90		\$961,020.90
November 30, 2018	\$961,020.90		\$961,020.90
January 31, 2019	\$961,020.90	\$230,772	\$1,191,792.90
February 28, 2019	\$961,020.90		\$961,020.90
March 30, 2019	\$961,020.90		\$961,020.90
April 30, 2019	\$961,020.90		\$961,020.90
May 31, 2019	\$961,020.90		\$961,020.90

10.0 Curriculum

- 10.1 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>
March 2018	Central	3	2
March 2018	KHS	2	0

- 10.2 Motion to accept March 2018 Security Drill as follows:

<u>School Name</u>	<u>Drill Type</u>	<u>Occupants Involved</u>	<u>Date & Time</u>
Keyport High School	Shelter in Place	All Students & Staff	March 28th @ 12:40pm
Keyport High School	Fire Drill	All Students & Staff	March 27th @ 2:20pm
Central School	Fire Drill	All Students & Staff	March 19th @ 10:15am
Central School	Lock Down	All Students & Staff	March 26th @ 1:45pm

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10.3 Motion to approve the following class trips:

2nd Grade	Sandy Hook, Sandy Hook, NJ
KHS TV Production Class	NBC Studios NYC, NY
KHS Drama	Broadway District, NYC, NY
Kindergarten Class	Paper Moon Puppet Theatre, Atlantic Highlands, NJ
7th Grade	Statue of Liberty/Ellis Island, Jersey City, NJ
KHS Science/History	Botanical Gardens/Museum of Natural History, NYC

11.0 Personnel

11.1 Motion to Motion to modify Ashley Taylor’s request for a maternity/disability leave and Federal/NJ Family Medical Leave (Resolution 11.5 February 21st) as follows:

4/20/2018 - 5/30/2018	Twenty-Eight (28) accrued sick days
5/31/2018 - 6/30/2018	NJFLA/FMLA Leave
9/1/2018	Return to work

11.2 Motion to modify Kimberly Guccione’s request for a maternity/disability leave and Federal/NJ Family Medical Leave (Resolution 12.2 November 15, 2017) as follows:

4/9/2018 - 4/20/218	Ten (10) accrued sick days
4/23/2018 - 5/4/2018	2 weeks Unpaid Leave
5/7/2018 - 6/21/2018	6 weeks of FMLA/NJFLA
9/4/2018 - 10/16/2018	6 weeks of FMLA/NJFLA
10/17/2018 - 10/31/2018	Ten (10) accrued sick days

11.3 Motion to accept the resignation of Nicole Helfrich effective June 30, 2018.

11.4 Motion to approve the following substitute teacher for the remainder of the 2017-2018 school year:

Deeken, Tessa	County Substitute Certificate
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12.0 Policy – None

13.0 Old Business – None

14.0 New Business – None

15.0 Public Participation – None

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16.0 Adjournment to Executive Session (TIME: 7:46 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 April 11, 2018, to discuss
 - Personnel
 - Finance
 - Pupil Privacy
 - 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. Panzarelli

SECOND: Ms. Malinconico

17.0 Return to Open Session (TIME: 9:53 p.m.)

18.0 Adjournment

- 18.1 Upon motion by Mrs. Malinconico, seconded by Mrs. Panzarelli, the meeting was adjourned at 9:54 p.m.

Respectfully Submitted,

Anthony Rapolla
Board Secretary/Business Administrator

AR:bi