

<p>KEYPORT BOARD OF EDUCATION REGULAR MEETING APRIL 12, 2017 MINUTES</p>
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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 11, 2017, as approved at the reorganization meeting of the Board of Education held on January 4, 2017. 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	Mr. Litwak (absent)
Ms. Cote	Mrs. Malinconico, Vice President
Mrs. Fox (absent)	Mr. McGrogan, UB Rep.*
Mr. Henning (absent)	Mrs. Panzarelli, President
Mrs. Kutschman	Mr. White (absent)

Student Council Representative: Shayna Grandon and Andrew Figueroa

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

- 1.5 Student Council Representative Report

2.0 Presentation – None

<p style="text-align: center;">KEYPORT BOARD OF EDUCATION REGULAR MEETING APRIL 12, 2017 MINUTES</p>
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3.0 President's Remarks

Mrs. Panzarelli says the Baseball Team is doing great. Also, she recommends reading board notes on bullying and streamlining QSAC.

4.0 Communications – Dr. Savoia

4.1 Brian Brady, Physical Education Teacher, submitted his letter of retirement on March 20, 2017, effective June 30, 2017. Resolution 11.1 under Personnel.

5.0 Public Participation – Agenda Items

Dr. Ed McNamara, 76 Maple Place, asked about the following:

- MCVSD tuition
- Choice Students
- Food Service Management Proposals
- Curriculum Revision List
- Policy Changes

6.0 Superintendent Report

6.1 Superintendent's Report – Dr. Savoia

- Goal Update
 - Communication
 - Congratulations to Wendy Tooker from the Senior Center. Our current programs include the PreK 4 Grand Friends. This program takes place on a class rotational basis and Helfrich does courtesy busing. In addition, our 1st Graders have Friday visits from our seniors for Reading Buddies.
 - KHS beautification meetings are occurring.
 - Parent presentation for the Rising Stars Early College Academy in Union Beach is on April 24.
 - Pen Pal letters from Keyport to Union Beach have been delivered. We are currently waiting for responses. Reminders have been communicated.
 - Unity Day for Union Beach/Keyport 8th Graders will be June 13 at Holmdel Park.
 - Pep Rally at KHS for culture/climate is tomorrow.
 - KHS Performing Arts Academy entered a PSA with media broadcasting 94.3 and Prevention First on prom safety. Our entry made the top five. The winner will be announced on April 17.

KEYPORT BOARD OF EDUCATION
REGULAR MEETING APRIL 12, 2017
MINUTES

- Student Achievement
 - Keyport Special Education Advisory Committee first newsletter.
 - RYLA 2017 selected students are: Jyllian Herman, Michael Handler, Shannan Devlin, Jennifer Burtica, Hylah Heffron, Britney Chacon and Giana Piccini
 - Ms. Manganelli Writer’s Workshop Celebration
 - Curriculum Development/revision planning for 2017-2018 in progress
 - PARCC testing is beginning in May. If you recall, we have a participation action plan at Central School.
 - Michael Wingate Harvard Video <https://t.co/JRuwMPeV9K>
- Strategic Planning
 - Next meeting is scheduled for April 24. Groups are working on editing our current vision/mission statements. The survey was extended through conferences and data is being reviewed.
- HIB
 - There are 3 referred cases, 2 are confirmed and 1 is still pending investigation at KHS. There is 1 referred case and 1 confirmed case at KCS since our last board meeting. Consequences and services are provided as per Policy 5512 and 5560.
- Staff of the Month
 - Central - Alyssa Buttacavole and Lindsay Ulrich
 - High School – Jennifer Rojas and Steve Schwarz
- Students of the Month
 - High School
9th Grade – James Staeger, 10th Grade – Sammy Shipley,
11th Grade – Nicole Blozen, 12th Grade – Gabrielle Forbes
 - Central School
2nd Grade: Michell Vazques-Espana, Jose Reyes-Marin
3rd Grade: Kalieb Jeleniewski-Ferry, Abigail Kahane
4th Grade: Jacob Hass, Jaiden Torres, Cecelia Reed
5th Grade: Liam Borja, Holly Monroe, Marcelo Erazo-Kase
6th Grade: Adrian Matthews, Natividad Vasquez
7th Grade: Sean Hudson, Gianna Lamberson
8th Grade: Ayana Fuller, Connor Johnson
- Scholarship Recipients
 - STEM - Marlana Dant
 - STEM – Yaya Naseem

<p>KEYPORT BOARD OF EDUCATION REGULAR MEETING APRIL 12, 2017 MINUTES</p>
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- Upcoming Events

4/13/2017	Spring Color Wars Pep Rally	KHS
4/13/2017	Report Cards Distributed	Central
4/14 – 4/21/2017	Spring Break	District
4/27/2017	Bring Your Child to Work Day	District
4/27/2017	Mandatory Prom Parent Meeting	KHS
4/28/2017	College Fair	KHS
5/1-5/5/2017	PARCC	Central School

7.0 Board Secretary’s Report – Mr. Rapolla

7.1 Motion to approve the following minutes:

March 15, 2017 Regular Minutes

Motion was made to move items 7.1 to 9.10 by Ms. King-Cote, and seconded by Ms. Kutschman and carried by unanimous roll call vote of 6-0.

8.0 Buildings & Grounds – Mr. Rapolla

8.1 Facilities Update

- Supervisor of Buildings and Grounds has been posted for approximately a month now. We have candidates from both in-house and out of house and will begin interviewing candidates the week after Spring Break.
- Radon testing will take place at CS the weekend of April 28 in handful of classes. In order to complete our State Licensing as a Child Care Center the Extencicare classrooms will be testing.
- The State has a tool for determining lunch prices and our prices are below that. Next year the prices will be at \$2.55 for both schools.
- Tomorrow is deadline for Attorney and Architect RFPs. We will be interviewing May 8, 4 p.m. to 8 p.m. and May 9, 9 a.m. to 12 p.m. An email will be sent to invite board member to gauge who would like to participate.

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, 2017, which are in agreement,

<p>KEYPORT BOARD OF EDUCATION REGULAR MEETING APRIL 12, 2017 MINUTES</p>
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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 2017 in the amount of \$432,296.56 and supplemental bills for March 2017 in the amount of \$197,432.79.

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

From	To	Amount
11-000-217-320-11-00-000 Extr Aid Prof Services	11-000-230-331-05-01-000 Legal Fees (Adj. 73)	\$4,000.00
12-000-252-730-11-00-000 Admin Info Tech Equipt	12-000-261-730-01-00-000 Purchase of Equipment (Adj. 74)	\$3,500.00
11-402-100-100-02-09-000 CS Wrestling Coach	11-402-100-500-01-02-000 Game Security Person Fee (Adj. 79)	\$600.00
11-000-201-241-11-00-000 Pers Contribution	11-000-291-280-07-01-000 Admin. Course Reimb (Adj. 81)	\$5,600.00
11-000-262-520-11-01-000 P&C/Multi-Peril Insur	11-000-262-590-11-00-000 Garbage Removal (Adj. 82)	\$1,509.00
11-140-100-101-01-00-000 Gr 9-12 Sub Salaries	11-190-100-320-02-00-000 KCS Sub Sal (Adj. 83)	\$1,000.00
11-140-100-101-01-00-000 Gr 9-12 Sub Salaries	11-130-100-101-02-00-000 Gr 6-8 Sub Salaries (Adj. 86)	\$3,000.00

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING APRIL 12, 2017
MINUTES**

- 9.4 Motion to accept the 2017-2018 schedule of tuition from the Monmouth County Vocational School District:

<u>Full Time Regular Education (In County)</u>	<u>Per Student</u>
Academy of Allied Health & Science	\$ 6,360
Biotechnology High School	\$ 6,360
Communications High School	\$ 6,360
High Tech High School	\$ 6,360
Marine Academy of Science & Technology	\$ 6,360
Design Academy & Law Enforcement (11 & 12 grade)	\$ 6,360
Class Academy	\$ 6,040
 Shared Time Regular (In County)	 \$ 860
 Shared-Time Special Education (In County)	
Career Center	\$ 5,500

- 9.5 Motion to approve the following out of district tuition for the 2016-2017 school year:

Oakwood School	Student 4787471332	\$14,051.73
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- 9.6 Motion to appoint Maschio’s Food Service, Inc., as Food Service Management Company to the Keyport Board of Education for the period July 1, 2017, through June 30, 2018.

Whereas, the Board of Education authorized the Business Administrator, Anthony Rapolla, to prepare, advertise and receive Request for Proposals for Food Service Management Company.

Whereas, the Business Administrator received Request for Proposals from the following firm:

Maschio’s Food Service, Inc. Chester, NJ
(No other submissions were received)

- 9.7 Motion to approve the contract with Maschio’s Food Service Inc., Chesters, NJ to operate the Food Service Program for Keyport Public Schools for the 2017-2018 school year on a flat management-fee basis. The Local Education Agency shall pay Maschio’s an annual management fee in the amount of \$11,390. The

<p>KEYPORT BOARD OF EDUCATION REGULAR MEETING APRIL 12, 2017 MINUTES</p>
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management fee shall be payable in monthly installments of \$1,139 per month commencing on September 1, 2017, and ending on June 30, 2018.

Maschio’s guarantees a return to the Local Education Agency in the amount of \$20,000. In the event the actual bottom line of the operational report (total revenue from all sources less program costs, including the management fee) is below this amount, Maschio’s shall be responsible for any shortfall.

- 9.8 Motion to approve student #1566398177 to attend Deal Choice School for the 2017-2018 school year.
- 9.9 Motion to approve instruction with Education, Inc., for student number 7268610821 requiring hospitalization, at a rate of \$49 per hour for ten hours per week from April 4, 2017, through April 18, 2017.
- 9.10 Motion to approve three selected Keyport High School Students to attend a four-day leadership training program “RYLA” (Rotary Youth Leadership Award) at Monmouth University at a cost of \$465 per student.

Motion was made to move items 7.1 to 9.10 by Ms. King-Cote, and seconded by Ms. Kutschman and carried by unanimous roll call vote of 6-0.

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	5/17, 5/18 & 5/19/17	Annual NJASA/NJAPSA Spring Leadership Conf.	Atlantic City, NJ/182	\$638
Godlesky, Laura	4/28/17	NJSBA & NASA I- Steam Field Trip	Greenbelt, MD/208	\$194*
Goldsmith, Nicole	4/28/17	NJSBA & NASA I- Steam Field Trip	Greenbelt, MD/194	\$194*
Perri, Tina	5/23/17	Using Guided Math to Strengthen Your Students Math Achievements	Long Branch, NJ/35	\$256*
Schwarz, Stephen	4/28/17	NJSBA & NASA I- Steam Field Trip	Greenbelt, MD/208	\$194*
Stone, Lauren	5/23/17	Using Guided Math to Strengthen Your Students Math Achievements	Long Branch, NJ/35	\$256*

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

*To be paid from Title II Funds (Acct #20-272-200-320-06)

<p>KEYPORT BOARD OF EDUCATION REGULAR MEETING APRIL 12, 2017 MINUTES</p>
--

10.2 Motion to approve the revised 2016-2017 school calendar (to be attached to the minutes).

10.3 Motion to approve the following school trips:

1st Grade	Turtle Back Zoo, West Orange, NJ
1st Grade	Holmdel Park, Holmdel, NJ
4th Grade	Huber Woods/Holmdel Park, Holmdel, NJ
Spanish Club	Garibaldi Restaurant, Keyport, NJ
5th Grade	Bayshore Waterfront Park, Port Monmouth, NJ
KCS Drama	Count Basie Theater, Red Bank, NJ

10.4 Motion to approve the payment of \$2,300 to Magic Touch Entertainment (The Brain Show) for Middle School assemblies and Parent Involvement Night, to be paid from Title I funds.

Motion was made to move items 10.1 to 12.3 by Mrs. Kutschman and Ms. King-Cote and carried by a unanimous roll call vote of 6-0, with the exception of Mr. McGrogan who abstained on motions 10.3 and 10.4.

11.0 Personnel

11.1 Motion to accept, with regret, the retirement of Brian Brady, Physical Education Teacher, effective June 30, 2017.

11.2 Motion to approve the following people to write curriculum at a rate of \$35 per hour, not to exceed ten hours or \$350:

<u>Name</u>	<u>Curriculum</u>
Kim Guccione	Kindergarten Science
Lindsay Ulrich	Grade 1 Science
Candice Reggio	Grade 2 Science
Vanessa Cunningham	Grade 3 Science
Alexis Marinos	Grade 4 Science
Lindsay Ulrich	Grade 5 Science
Kim Guccione	Kindergarten Social Studies
Vanessa Cunningham	Grade 1 Social Studies
Vanessa Cunningham	Grade 2 Social Studies
Vanessa Cunningham	Grade 3 Social Studies
Lindsay Ulrich	Grade 4 Social Studies
Lindsay Ulrich	Grade 5 Social Studies
Robert Stetz	Grade 6 Social Studies
Robert Stetz	Grade 7 Social Studies

KEYPORT BOARD OF EDUCATION REGULAR MEETING APRIL 12, 2017 MINUTES

Robert Stetz	Grade 8 Social Studies
Jason Glezman	World History
Jason Glezman	United States History I
Jason Glezman	United States History II
Valerie Rogers	Intro to Prototyping and CAD
Valerie Rogers	Intro to Programming and Robotics
Amanda Bigelow	History of Dance
Margaret Burgener	Grade 2 Writer's Workshop
Nicole Seres	Sophomore Seminar
Nicole Seres	Freshman Seminar
Nicole Seres	Revision of ELA - Standards Alignment 9-12
Melanie Stroud	Revision of ELA - Standards Alignment K-5
Grace Gramaglia	Revision of ELA - Standards Alignment 6-8
Kaitlin McGlynn	Revision of Math - Standards Alignment 9-12
Amanda Andrews	Revision of Math - Standards Alignment 6-8
Ilene Clayman	Revision of Math - Standards Alignment K-5

- 11.3 Motion to approve Tristan Tallarico, Technology Support Specialist, at an annual salary of \$42,000 (prorated) effective April 10, 2017.
- 11.4 Motion to approve Sandra Gross, Leave Replacement for Marie Portee, at a salary of \$51,642 (prorated) BA; Step 1, effective March 29, 2017, to be paid from Title I funds.

Motion was made to move items 10.1 to 12.3 by Mrs. Kutschman and Ms. King-Cote and carried by a unanimous roll call vote of 6-0

12.0 Policy

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

0000.01	Introduction (M) (Revised)
P 2415.06	Unsafe School Choice Option (M) (Revised)
P 2464	Gifted and Talented Students (M) (Revised)
P 2622	Student Assessment (M) (Revised)
P 3160	Physical Examination - Teaching Staff (M) (Revised)
R 3160	Physical Examination - Teaching Staff (M) (Revised)
P 4160	Physical Examination - Support Staff (M) (Revised)
R 4160	Physical Examination - Support Staff (M) Revised
P 5116	Education of Homeless Children (Revised)
R 5116	Education of Homeless Children (Revised)
P 5460	High School Graduation (M) (Revised)
P 8350	Records Retention (New)

KEYPORT BOARD OF EDUCATION
REGULAR MEETING APRIL 12, 2017
MINUTES

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

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| P2460 | Special Education (Revised) |
| P2467 | Surrogate Parents and Foster Parents (Revised) |
| R2460.1 | Special Education - Location, Identification, and Referral (M) |
| R2460.8 | Special Education - Free and Appropriate Public Education (M) |
| R2460.9 | Special Education - Transition from Early Intervention Programs to Preschool Programs (M) |
| R2460.15 | Special Education – In-service Training Needs for Professional and Paraprofessional Staff (M) |
| P2460.16 | Special Education - Instructional Material to Blind or Print-Disabled Students (M) |

12.3 Motion to abolish the following policy:

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| P 5465 | Early Graduation (M) (Abolished) |
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Motion was made to move items 10.1 to 12.3 by Mrs. Kutschman and Ms. King-Cote and carried by a unanimous roll call vote of 6-0

13.0 Old Business

14.0 New Business

15.0 Public Participation

Dr. Ed McNamara, 76 Maple Place, asked about the following:

- Budget and asked if enrollment projections can be in the budget presentation
- Reason for raising lunch prices
- Congratulated the Board for the Brookdale Program

16.0 Adjournment to Executive Session (TIME: 7:57 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 12, 2017, to discuss
 - Personnel
 - Finance
 - Pupil Privacy
 - Contract negotiations
 - Grievances

KEYPORT BOARD OF EDUCATION
REGULAR MEETING APRIL 12, 2017
MINUTES

- 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: Ms. King-Cote

17.0 Return to Open Session (TIME: 8:05 p.m.)

18.0 Adjournment

- 18.1 Upon motion by Mrs. Kutschman, seconded by Ms. King-Cote, the meeting was adjourned at 8:05 p.m.

Respectfully Submitted,

Anthony Rapolla
Board Secretary/Business Administrator

AR:bi