2019-2021 DISTRICT GOALS (2-YEAR GOALS)

1. To improve academic achievement in Mathematics for all learners and to improve responsive teaching and classroom data driven decision making.
2. To improve academic achievement in English Language Arts for all learners and to solidify a comprehensive, responsive literacy approach at all grade levels.
3. To establish a district wide infrastructure that supports and strengthens the social emotional capacities of our students and improves school culture and climate in Keyport Public Schools.

Learners Today...Leaders Tomorrow

1.0 Opening Procedures

1.1 The meeting was called to order at 5:30 p.m. by Board President Panzarelli, via teleconference.

1.2 Flag Salute

1.3 Moment of Silence: Giovanni Merla, former Keyport graduate; George Washington, retired Keyport Custodian and long-time resident; James McTernan, Former Fire Chief for Hook and Ladder Fire Company No. 1.

1.4 Opening Statement

“Public notice of this meeting has been advertised in the Asbury Park Press and sent to the Independent newspapers on April 3, 2020. 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 in duration.

The public participation portion of the meeting is open to citizens of Keyport for the purpose of addressing agenda and non-agenda items. Issues raised by members of the public might require review and investigation and may or may not be responded to by the Board or Superintendent during the meeting. All comments will be considered and a response will be forthcoming if and when appropriate.
The Board asks that members of the public be courteous and mindful of the rights of individuals when speaking. Specifically, comments regarding students and employees of the Board are discouraged and will not be responded to by the Board. Students and staff have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by any member of the public.

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

1.5 Roll Call

Mrs. Abrahamsen
Mrs. Olsen
Mrs. Grabowski
Mrs. Panzarelli, President
Mr. Hausmann, Vice President
Mr. Stahl
Mr. McGrogan, UB Rep.*
Mr. Stahley
Mr. Moroney
Mrs. Tevis

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

Motion made by Ruth Grabowski, seconded by Jack Hausmann to amend 2.0 to be Policy Professional Development. Motion carried by unanimous roll call vote of 10-0

2.0 Policy Professional Development

Mrs. Panzarelli sent the Strauss Esmay audit to the board members.
Mr. Moroney asked what the board’s role will be.
Mrs. Panzarelli addressed the process.
Mr. Stahley stated he feels the NJSBA policy audit was not organized and deficient.

Dr. Savoia proceeded to share policies with the board that are requiring updates.

Mr. Stahley commented that many Strauss Esmay policies have not been updated since 2011 and should be reviewed and decided if they should be revised.

The board asked to be sent series 0000-2000 to review in advance of the meeting on May 27. They would like policy 5600 to be sent as well.

3.0 President’s Remarks

Mrs. Panzarelli stated it is scary to see the number of coronavirus deaths. She is happy to see people recovering in the community. Keep everyone in your prayers
There were a few bumps with home instruction in the beginning. We are more advanced than some other districts. She is proud of our district. Administrators are jumping through hoops. The custodians have been amazing.

Mrs. Tevis stated our teachers were more prepared than other districts.

Mrs. Panzarelli-asked if we received guidance on 8th grade and 12th grade assessments.

Dr. Savoia gave an update. She mentioned we will need to wave the five hours of community service for seniors.

Mrs. Panzarelli thanked Mr. Lattiboudere for the updates his firm has been providing.

4.0 Communications – Dr. Savoia –none

5.0 Public Participation – Agenda Items –none

6.0 Superintendent Report

6.1 Superintendent’s Report – Dr. Savoia

Facilities
- Week of August 17 – Field Weeding-Painting by the Monmouth County Corrections Department. The cost to the district would be for supplies,

Personnel
- Curriculum development/revisions are proceeding. I will be posting positions for this work that will be on the April 29th agenda for your approval.
- New ESL teacher (Jayne Moran) and counseling intern (Jessica Rodriguez) introduced to students and staff across several platforms.
- The KEA has not yet ratified the contract. The KEA is researching the possibility of virtual ratification.
- The clubs have meet for a majority of the year. It is my recommendation to pay them with the stipulation of additional meetings.
- Athletics (3813/A3904) is discussed below. I do know that coaches are doing check ins, virtual workouts, etc. I do not have a formal
recommendation to the BOE as of today. I will continue to keep you informed.

7.0 Board Secretary’s Report – Mr. Rapolla

7.1 Motion to approve the following minutes:

March 18, 2020 Regular Minutes

8.0 Buildings & Grounds – Mr. Rapolla

8.1 Facilities Update

Construction on the track is underway. Depending on a few factors such as weather and manpower, there is a good chance that it will be paved next week. If the project keeps up at the current pace, it could be done by the end of May.

The Keyport High School HVAC project is currently waiting on permit approvals. Once approved, Preferred Mechanical will begin working on various aspects of the project such as some duct work and electrical.

Since the closing of schools, the district has continued to feed the free and reduced lunch students. Breakfast and lunch are being served for Monday through Friday. Additionally, Dr. Savoia made the decision to feed the students over spring break as well. We are grateful for Anthony Petruzzi and members of the Raine Foundation for delivering the meals to the families that asked.

Motions 9.4 and 9.6 are due to the fact that we had to change the date of the public hearing. We have a board meeting scheduled for May 13 which is when we will vote on approving the budget. However, by statute, the public hearing must be held by May 7. We need to take action on 9.6 this evening.

Motion 9.5 is the acceptance of $10,000 from the Estate of Elizabeth Walling. Mrs. Walling taught in Keyport for many years. The scholarship is to be given annually to one student for $500 or two students for $250. The scholarships have to be given to students that aren’t receiving other scholarships and who have struggled and overcome obstacles along their academic journey.

Motion 9.7 is a resolution that would oppose Assembly Bill 3902. A-3092 would allow municipalities to delay quarterly tax revenue to school districts during gubernatorial-declared emergencies.
Motion 9.8 is the application of the NJSIG Safety Grant in the amount of $6,195.77. The money would be used to upgrade our doors to be locked or unlocked with the push of a button by Keyport Police Department. The grant would also fund the use of some security film on school doors and windows.

Mr. Stahley asked if changes to the budget can still be made. He also is concerned about the heavy use of reserves in the 2020-2021 budget. Perhaps we should make more cuts in anticipation of 2021-2022 budget.

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 29, 2019, 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 2020 in the amount of $TBD and supplemental bills for March 2020 in the amount of $TBD.

9.3 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 2020-2021 school year on a flat management-fee basis. The Local Education Agency shall pay Maschio’s an annual management fee in the amount of $12,186.60. The management fee shall be payable in monthly installments of $1,218.66 per month commencing on September 1, 2020, and ending on June 30, 2021.

Maschio’s guarantees a return to the Local Education Agency in the amount of $10,000. 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.
9.4 Motion to amend resolution 8.1 previously approved at the March 18, 2020, regular board meeting, to be published in the Asbury Park Press as follows:

Regular Action Meeting to be held at 6:30 p.m. and Workshop Action Meetings to be held at 5:30 p.m. in the Keyport High School Cafeteria, 351 Broad Street, Keyport, NJ, as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Type of Meeting</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 8, 2020</td>
<td>Workshop Action Meeting</td>
<td>5:30pm</td>
</tr>
<tr>
<td>April 29, 2020</td>
<td>Regular Action Meeting</td>
<td>6:30pm</td>
</tr>
<tr>
<td></td>
<td>Public Hearing-Budget Adoption</td>
<td></td>
</tr>
<tr>
<td>May 13, 2020</td>
<td>Regular Action Meeting</td>
<td>6:30pm</td>
</tr>
<tr>
<td>May 27, 2020</td>
<td>Workshop Action Meeting</td>
<td>5:30pm</td>
</tr>
<tr>
<td>June 3, 2020</td>
<td>Regular Action Meeting</td>
<td>6:30pm</td>
</tr>
<tr>
<td>June 10, 2020</td>
<td>Workshop Action Meeting</td>
<td>5:30pm</td>
</tr>
<tr>
<td>June 24, 2020</td>
<td>Regular Action Meeting</td>
<td>6:30pm</td>
</tr>
<tr>
<td>August 12, 2020</td>
<td>Board Retreat</td>
<td>6:00pm</td>
</tr>
<tr>
<td>August 26, 2020</td>
<td>Regular Action Meeting</td>
<td>6:30pm</td>
</tr>
<tr>
<td>September 16, 2020</td>
<td>Workshop Action Meeting</td>
<td>5:30pm</td>
</tr>
<tr>
<td>September 23, 2020</td>
<td>Regular Action Meeting</td>
<td>6:30pm</td>
</tr>
<tr>
<td>October 14, 2020</td>
<td>Workshop Action Meeting</td>
<td>5:30pm</td>
</tr>
<tr>
<td>October 21, 2020</td>
<td>Regular Action Meeting</td>
<td>6:30pm</td>
</tr>
<tr>
<td>November 11, 2020</td>
<td>Workshop Action Meeting</td>
<td>5:30pm</td>
</tr>
<tr>
<td>November 18, 2020</td>
<td>Regular Action Meeting</td>
<td>6:30pm</td>
</tr>
<tr>
<td>December 16, 2020</td>
<td>Regular Action Meeting</td>
<td>6:30pm</td>
</tr>
<tr>
<td>January 6, 2021</td>
<td>Reorganization Meeting</td>
<td>6:30pm</td>
</tr>
</tbody>
</table>

9.5 Motion to accept $10,000 from the Estate of Elizabeth M. Walling, former Keyport Educator, to be used as an annual scholarship of $500 for one student or $250 for two students annually. The scholarship is to be given to students who are not receiving other scholarships and who have struggled and overcome obstacles along the journey of their academic career.

9.6 Motion to approve the following resolution:
ADOPTION OF THE TENTATIVE BUDGET
2020-2021

BE IT RESOLVED that the tentative budget be approved for the 2020-2021 School Year using the 2020-2021 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

<table>
<thead>
<tr>
<th></th>
<th>GENERAL FUND</th>
<th>SPECIAL REVENUES</th>
<th>DEBT SERVICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-2021 Total</td>
<td>$20,392,681</td>
<td>$1,474,113</td>
<td>$1,157,799</td>
<td>$23,024,593</td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less: Anticipated</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>$10,185,211</td>
<td>$1,474,113</td>
<td>$395,053</td>
<td>$12,054,377</td>
</tr>
<tr>
<td>Taxes to be</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Raised</td>
<td>$10,207,470</td>
<td>$0</td>
<td>$762,746</td>
<td>$10,970,216</td>
</tr>
</tbody>
</table>

And to advertise said tentative budget in the Asbury Park Press in accordance with the form required by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held in Keyport High School Cafeteria, New Jersey on April 29, 2020, at 6:30 p.m. for the purpose of conducting a public hearing on the budget for the 2020-2021 School Year.

Capital Reserve Account Withdrawal

RESOLVED that the Keyport Board of Education requests the approval a capital reserve withdrawal in the amount of $124,646. The district intends to utilize these funds for Technology Infrastructure Upgrades at the Keyport Central School and 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 $325,000. The district intends to utilize these funds for maintenance expenditures in the same amount from account 11-000-261-420.

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

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 $22,635 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 2020-2021 school year.
RESOLVED that the Keyport Board of Education includes in the proposed budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.3(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of $162,418 for the purposes of out of district tuition increases. The district intends to complete said purposes by June 2021.

9.7 Motion to approve Opposing Delay in Transmission of Quarterly Property Tax Revenue to School Districts.

WHEREAS, Assembly Bill 3902, currently pending in the State Legislature, would authorize the Department of Community Affairs to permit municipalities to delay the quarterly transmission of property tax revenues to school districts during gubernatorial-declared emergencies; and

WHEREAS, New Jersey's public schools are highly dependent on property tax revenue to support education programs; and

WHEREAS, on average, local property taxes constitute close to 60% of public school revenue, with the percentage even greater in a significant number of districts; and

WHEREAS, a delay in payments from municipalities would result in a financial crisis for school districts, seriously disrupting the educational process—and bringing it to a halt; and

WHEREAS, although public school buildings are closed during the current health emergency, the education of our students is taking place through remote learning and home instruction; and

WHEREAS, continued timely transmission of school property taxes is critical for the education process to continue without interruption; and

WHEREAS, even though municipalities are designated as the authorities to collect property taxes, these taxes are levied for specific purposes—e.g., municipal, school, county, fire district—and these obligations must continue to be met; and
WHEREAS, as currently written, A-3902, which is intended to ease a financial burden on municipalities, would place a severe strain on school districts and the students and families that they serve; and

WHEREAS, the Keyport Board of Education recognizes the impact of the current public health emergency on the state and local governments, as well as local school districts, but believes this legislation would worsen the situation for our communities.

NOW, THEREFORE, BE IT RESOLVED that the Keyport Board of Education urges the State Senate and the Governor to oppose A-3902; and be it further

RESOLVED, that this resolution be delivered to Governor Phil Murphy, State Senate President Stephen M. Sweeney, Assembly Speaker Craig Coughlin; and the Keyport Legislative District’s representatives in the state Senate and General Assembly; and be it further

RESOLVED, that copies of this resolution be sent to the New Jersey School Boards Association.

9.8 Motion authorizing the Completion of an Application and Receipt of a Safety Grant Award.

WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is a joint insurance fund authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

WHEREAS, the Keyport School District, herein after referred to as the “Educational Institution,” is a member of NJSIG; and,

WHEREAS, in accordance with NJSIG Policy 3710, the goal of the safety grant program is to provide members the necessary resources to complete risk reduction projects and improve the safety of the population NJSIG members serve.

NOW THEREFORE, BE IT RESOLVED, THAT:

1) The Educational Institution applies for a safety grant through the NJSIG safety grant program for the 2020 fiscal year in the amount of $6,195.77 for the purposes set forth in their safety grant application, which is attached hereto; and,

2) The Business Administrator or their designee is hereby authorized to take all action necessary to apply for and receive a safety grant award.
Motion was made by Mr. Stahl and seconded by Mr. Moroney to approve motions 9.4 and 9.6. Motions carried by unanimous roll call vote of 10-0.

10.0 Curriculum

10.1 Motion to rescind the following professional development previously approved at the February 19, 2020, board meeting due to Covid 19:

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Date(s)</th>
<th>Workshop Name</th>
<th>Location/Mileage</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flynn, Kevin</td>
<td>3/17, 3/18, 3/19 &amp; 3/20/20</td>
<td>DAANJ-Athletic Director Conference</td>
<td>Atlantic City, NJ/180</td>
<td>$599</td>
</tr>
<tr>
<td>Goldsmith, Nicole</td>
<td>3/20/20</td>
<td>NJAGC Conference</td>
<td>West Windsor, NJ/92</td>
<td>$188</td>
</tr>
<tr>
<td>Schwarz, Steve</td>
<td>4/2-4/4/20</td>
<td>NSTA National Conference on Science Education</td>
<td>Boston, MA/51</td>
<td>$1,399</td>
</tr>
</tbody>
</table>

10.2 Motion to accept March 2020 Security Drills as follows:

<table>
<thead>
<tr>
<th>School Name</th>
<th>Drill Type</th>
<th>Occupants Involved</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keyport High School</td>
<td>NO DRILLS CONDUCTED</td>
<td>All Students &amp; Staff</td>
<td>DUE TO COVID-19 CLOSURE</td>
</tr>
<tr>
<td>Keyport High School</td>
<td>NO DRILLS CONDUCTED</td>
<td>All Students &amp; Staff</td>
<td>DUE TO COVID-19 CLOSURE</td>
</tr>
<tr>
<td>Central School</td>
<td>NO DRILLS CONDUCTED</td>
<td>All Students &amp; Staff</td>
<td>DUE TO COVID-19 CLOSURE</td>
</tr>
<tr>
<td>Central School</td>
<td>NO DRILLS CONDUCTED</td>
<td>All Students &amp; Staff</td>
<td>DUE TO COVID-19 CLOSURE</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Date</th>
<th>School</th>
<th>Incidents Reported</th>
<th>HIB</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2020</td>
<td>Central</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>March 2020</td>
<td>KHS</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
11.0 Personnel

11.1 Motion to approve Valerie Rogers to teach an extra class from May 11, 2020, until the end of the year at an annual amount of $11,441 to be prorated.

11.2 Motion to approve Suzanne McCully to teach an extra class from May 11, 2020, until the end of the year at an annual amount of $12,165 to be prorated.

11.3 Motion to approve Jean Marie McGrogan to teach an extra class from May 11th until the end of the year at an annual amount of $10,637 to be prorated.

11.4 Motions to approve Amanda Popiel’s request for a maternity/disability leave and Federal/NJ Family Medical leave as follows:

- 9/2/2020 - 9/30/2020 (18) Sick Days
- 10/1/2020 - 1/1/2021 NJFLA/FMLA
- Return to work 1/4/2021

11.5 Motion to amend Stephanie Parson’s Family Leave approved at the November 20, 2019, board meeting, motion 11.15 as follows:

- 4/2/2020 - 4/23/2020 (10) Sick Days
- 4/24/2020 - 4/29/2020 (4) Personal/Family Illness Days
- 4/30/2020 - 1/1/2021 Unpaid Leave
- 1/4/2021 - Return to work

11.6 Motion to approve Kaitlin McGlynn’s request for a maternity/disability leave and Federal/NJ Family Medical leave as follows:

- Return to work: 2/5/2021
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:

- P1581 Domestic Violence (Revised)
- R1581 Domestic Violence (New)
- P2422 Health and Physical Education (Revised)
- P2425 Physical Education (Abolished)
- P3421.13 Postnatal Accommodations (New)
- P4421.13 Postnatal Accommodations (New)
- P5330 Administration of Medication (Revised)
- R5330 Administration of Medications (Revised)
- P7243 Supervision of Construction (Revised)
- P821 School Year (Revised)
- P8220 School Day (Revised)
- R8220 School Closings (Revised)
- P8462 Reporting Potentially Missing or Abused Children (Revised)

13.0 Old Business

14.0 New Business

15.0 Public Participation – none

16.0 Adjournment to Executive Session – none

17.0 Adjournment

17.1 Upon motion by Mrs. Grabowski, seconded by Mr. Moroney, the meeting was adjourned by unanimous voice vote at 7:23 p.m.

Respectfully Submitted,

Anthony Rapolla
Board Attorney/Board Secretary

AR:bi