

**KEYPORT BOARD OF EDUCATION  
REGULAR ACTION MEETING – AUGUST 9, 2017  
MINUTES**

**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
Ms. Cote ( <b>absent</b> )	Mrs. Malinconico, Vice President
Mrs. Fox ( <b>absent</b> )	Mr. McGrogan, UB Rep.*
Mr. Henning	Mrs. Panzarelli, President
Mrs. Kutschman ( <b>absent</b> )	Mr. White

Student Council Representative: TBD

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

**2.0 Presentation – None**

**3.0 President’s Remarks**

Mrs. Panzarelli wishes everyone happy summer. Also, the board retreat is on August 23, 2017, start time is 7:30.

**KEYPORT BOARD OF EDUCATION  
REGULAR ACTION MEETING – AUGUST 9, 2017  
MINUTES**

**4.0 Communications – Dr. Savoia**

**5.0 Public Participation – Agenda Items**

- Laurie Graham, 197 Broadway, asked about hiring of new Child Study Team members. She is concerned about the turnover in the department.
- Katherine Galli, 30 Monroe Street, is concerned that the Speech Therapist is not coming back.

**6.0 Superintendent Report**

6.1 Superintendent’s Report – Dr. Savoia

**Curriculum**

Curriculum revision and creation has been in process all summer.

**Professional Development**

- Gang Awareness Training
- Share 911
- Danielson Domain Training

**Athletics**

Coach Ciccotelli was a member of the Keyport staff for 37 years and the head coach for 36 years. I am proposing recognition of Coach Ciccotelli to the Board.

**Grants**

• **PEA**

A PEEA (Preschool Education Expansion Aid) grant application was released by NJDOE this week. This is a very late application and an application for submission is not planned.

We are awaiting the response of our submitted waiver and are hopeful that we will get notified soon.

• **United Way Grant**

Keyport has worked collaboratively with United Way this year in the submission of a grant for a nurse practitioner. Keyport was awarded the grant! We will be provided with 8 hours per week of a nurse practitioner.

**Personnel**

- Ms. Monterio’s leave replacement Emily Iannotta is on the agenda for approval. Emily recently purchased a home in Keyport and has previous teaching experience.

**KEYPORT BOARD OF EDUCATION  
REGULAR ACTION MEETING – AUGUST 9, 2017  
MINUTES**

- The district is still in need of an LDTC. We may need to contract for services as we continue our search.

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

- State Funding: Two motions on the agenda involve a budget adjustment as the state budget was finally completed. Some districts aid numbers were adjusted. We were only slightly impacted. We received an increase of \$28,846. We are required to pass new resolutions approving the new amount as a revenue and as an expenditure.
- Business Office is going through a full Administrative Review of our Food Services program by the Department of Agriculture from this summer through October. This review takes place every five years.
- Business Office is also going through a pension audit from the NJ Division of Pension Census which requires the production and review of numerous reports.
- Last week Mr. Rapolla met with members of the town, Steve Gallo and Denise Rodriguez who is a professional grant writer. The group reviewed possible grants we may qualify for; one grant we feel the borough and school district can apply for together is through MLB. They provide grants for various projects and we will be applying for one with the hope of improving the softball field at Cedar Street.

7.1 Motion to approve the following minutes:

July 19, 2017                      Regular Minutes

Motion was made to move items 7.1 to 9.9 by Mr. Henning and seconded by Mrs. Malinconico and carried by a unanimous roll call vote of 7-0, with the exception of Mr. McGrogan who abstained on motion 7.1 and 8.2.

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

8.1 Facilities Update

Water Testing Results: As stated in the last meeting the five outlets that were remedied needed to be retested prior to opening them back up for service. Samples were taken on Thursday and results should be back before school opens.

<p><b>KEYPORT BOARD OF EDUCATION</b>  <b>REGULAR ACTION MEETING – AUGUST 9, 2017</b>  <b>MINUTES</b></p>
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8.2 Use of Facilities

8.2.1 Motion to approve request from The RockNRoll Chorus, Jr. to use the Keyport Central School Band Room to hold Acappella rehearsals on Mondays from September 11, 2017, through December 11, 2017, from 7:00 a.m. to 8:30 p.m.

Fee: \$420 total fee  
Certificate of Insurance needs to be submitted

Motion was made to move items 7.1 to 9.9 by Mr. Henning and seconded by Mrs. Malinconico and carried by a unanimous roll call vote of 7-0, with the exception of Mr. McGrogan who abstained on motion 7.1 and 8.2.

**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 June 30, 2017, 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 August in the amount of \$779,743 and supplemental bills for July 2017 in the amount of \$71,416.78.

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

<u>From</u>	<u>To</u>	<u>Amount</u>
11-000-262-610-02-00-000 Cent Sch Custodial Supp	11-000-262-590-11-00-000 Garbage Removal (Adj. 4)	\$800.00
11-000-291-260-11-00-000 Workers Comp Insurance	11-000-262-520-11-01-000 P&C/Multi-Peril Ins (Adj. 5)	\$1,503.00
11-000-261-420-11-00-000 Maintenance/Repair Bldgs.	11-000-261-421-00-00-000 Lead Testing-Water (Adj. 7)	\$850.00

**KEYPORT BOARD OF EDUCATION  
REGULAR ACTION MEETING – AUGUST 9, 2017  
MINUTES**

- 9.4 Motion to amend resolution 11.5 passed at the May 3, 2017, board meeting to read William Torres, step 1, at a salary of \$33,919 for the 2017-2018 school year.
- 9.5 Motion to accept the revised State Aid amount of \$5,522,076 (\$5,522,076 - \$5,493,230 = \$28,846).
- 9.6 Motion to revise line #2140 Account #11-140-100-101 of the 2017-2018 School District Budget from \$1,977,274 to \$2,006,120 (\$2,006,120 - \$1,977,274 = \$28,846).
- 9.7 Motion to rescind motion 12.37 approved at the June 7, 2017, meeting of the Keyport Board of Education to approve the following 2017-2018 Athletic Transportation Contract renewal as follows:

Unlimited Autos ATHL-1                      \$108,305\*

\*(0% increase)

BE IT FURTHER MOVED to approve the following 2017-2018 Athletic Transportation contract with Unlimited Autos as follows:

Unlimited Autos ATHL-1                      \$144,986.25\*

\*(0% increase)

- 9.8 Motion to approve the transportation jointure between the Keyport Board of Education (host district) and Union Beach Board of Education (joiner) for 2017-2018 the school year.

Career Center am & pm (Keyport - Host):

Keyport (2 students)	\$13,012.80
Union Beach (4 students)	<u>\$26,025.60</u>
	\$39,038.40 Total

- 9.9 Motion to accept the IDEA Grant funding for 2017-2018 school year in the amounts below:

IDEA Basic	\$276,362
IDEA Pre-School	\$8,070

Motion was made to move items 7.1 to 9.9 by Mr. Henning and seconded by Mrs. Malinconico and carried by a unanimous roll call vote of 7-0, with the exception of Mr. McGrogan who abstained on motion 7.1 and 8.2.

**KEYPORT BOARD OF EDUCATION  
REGULAR ACTION MEETING – AUGUST 9, 2017  
MINUTES**

**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 Title II Funds:

<b>Employee Name</b>	<b>Date(s)</b>	<b>Workshop Name</b>	<b>Location/Mileage</b>	<b>Cost</b>
Egan, Christine	7/31-8/4/17	Teacher’s College Writing Workshop Summer Institute	New York, NY/	\$972.50

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

10.2 Motion to approve the following mentors for the 2017-2018 school year:

New Teacher	School	Position	Mentor Teacher	Employee Funded	Title II Funded
Alicia Fernandez	KHS/ KCS	Spanish	Jennifer Rojas	X	
Cadie Crincoli	KHS	Math	Deboney Braithwaite	X	
Owen Stewart	KCS	MS History	Grace Gramaglia		X
Roxana Harrison-Mendoza	KHS	English	Jennifer Sproat	X	
Angela D’Amico	KHS	PE	Steven Bower		X
Stephanie Dos Santos	KHS/ KCS	Science	Lisa Wallin	X	
Shaun Lyons	KHS	History/SE	Adrienne Martin	X	

10.3 Motion to approve the agreement between the Visiting Nurse Association Health Group, Inc., and Keyport Public Schools for the School Based Nurse Practitioner Program for the purpose of providing health care services to students in grades Pre-K through 8th grade.

10.4 Motion to approve the following curricula for the 2017-2018 school year:

<u>Curriculum</u>	<u>Revised</u>	<u>New</u>
Grade 1 Social Studies		X
Grade 3 Science		X
Grade 3 Social Studies		X
Grade 2 Writers Workshop		X
Algebra I	X	
Algebra II	X	
English I		X
English II		X
English III		X

**KEYPORT BOARD OF EDUCATION  
REGULAR ACTION MEETING – AUGUST 9, 2017  
MINUTES**

English IV		X
Freshman Seminar		X
Geometry	X	
History of Dance		X

Motion was made to move items 10.1 to 12.1 by Mr. Henning and seconded by Mrs. Malinconico and carried by a unanimous roll call vote of 7-0, with the exception of Mr. McGrogan who abstained on motion 10.3 and Mr. White who abstained on 11.11.

**11.0 Personnel**

11.1 Motion to amend the following salaries that were approved at the May 3, 2017, board meeting (resolution 11.5) for the 2017 - 2018 school year as follows:

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Step</u>	<u>Salary</u>
DeToro	Amanda	Teacher MA	Step 3	56,959
Westendorf	Jeanne	Teacher MA	Step 5	60,359

11.2 Motion to amend the salary for Lauren Marsh approved at the July 19, 2017, board meeting (resolution 11.7) for the 2017-2018 school year as follows:

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Step</u>	<u>Salary</u>
Marsh	Lauren	Teacher MA	Step 2	56,359

11.3 Motion to approve the following Substitutes for the 2017-2018 school year

<u>First Name</u>	<u>Last Name</u>	<u>Certification</u>
Zachary	Vincent	County Substitute Certificate

11.4 Motion to approve Barbara Boehler, Leave Replacement for Nicole Helfrich, for the 2017-2018 school year at a salary of \$52,047; Step 1, BA, pending criminal background check.

11.5 Motion to approve Lauren Abramson, Leave Replacement for Vanessa Cunningham, from September 1, 2017, to January 15, 2018, at a salary of \$58,647; Step 6, BA, pending criminal background check.

11.6 Motion to approve Gina Vitucci, Speech Language Specialist, for the 2017-2018 school year at a salary of \$60,359; Step 5, MA, pending criminal background check.

**KEYPORT BOARD OF EDUCATION  
REGULAR ACTION MEETING – AUGUST 9, 2017  
MINUTES**

- 11.7 Motion to rescind the appointment of Katie Sanchez as Girls Varsity Soccer Coach for the 2017-2018 school year approved at the June 7, 2017, board meeting (Resolution 11.34).

BE IT FURTHER MOVED to approve Joe Sellitto, Girls Varsity Soccer Coach for the 2017 Season at a stipend of \$8,524, pending criminal background check

- 11.8 Motion to approve Mary Mack to teach an additional period for the 2017-2018 school year at \$7,307.37.
- 11.9 Motion to approve Angela Raghieb, School Psychologist, for the 2017-2018 school year at a salary of \$57,615; Step 1, MA +30.
- 11.10 Motion to approve Stacey Oxley, Guidance Counselor, for one day at a rate of \$390.82.
- 11.11 Motion to approve Cerelle White, Social Worker for two days at a rate of \$378.32.
- 11.12 Motion to approve Emily Iannotta, Leave Replacement for Sarah Monteiro from September 1, 2017, to December 22, 2017, at a salary of \$52,047; Step 1, BA (prorated).

Motion was made to move items 10.1 to 12.1 by Mr. Henning and seconded by Mrs. Malinconico and carried by a unanimous roll call vote of 7-0, with the exception of Mr. McGrogan who abstained on motion 10.3 and Mr. White who abstained on 11.11.

## **12.0 Policy**

- 12.1 Motion to approve the following policy for second reading to be available to view on the district website after the second reading:

P1240	Evaluation of Superintendent (M) (Revised)
R1240	Evaluation of Superintendent (M) (Revised)
P3126	District Mentoring Program (Revised)
R3126	District Mentoring Program (Revised)
P3221	Evaluation of Teachers (M) (Revised)
R3221	Evaluation of Teachers (M) (Revised)
P3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (Revised)
R3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (Revised)



<p><b>KEYPORT BOARD OF EDUCATION</b>  <b>REGULAR ACTION MEETING – AUGUST 9, 2017</b>  <b>MINUTES</b></p>
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- P3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (Revised)
- R3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (Revised)
- P3224 Evaluation of Principals, Vice Principals, and Assistant Principals (M) (Revised)
- R3224 Evaluation of Principals, Vice Principals, and Assistant Principals (M) (Revised)
- P3240 Professional Development for Teachers and School Leaders (M) (Revised)
- R3240 Professional Development for Teachers and School Leaders (M) (Revised)
- P5610 Suspension (M) (Revised)
- R5610 Suspension (M) (Revised)
- P5620 Expulsion (M) (Revised)
- P7424 Bed Bugs (New)
- R7424 Bed Bugs (New)
- P7461 District Sustainability Policy (New)
- P8505 Local Wellness Policy/Nutrient Standards for Meals and Other Foods (M) (Revised)
- P8550 Unpaid Meal Charges/Outstanding Food Service Charges (M) (Revised)

Motion was made to move items 10.1 to 12.1 by Mr. Henning and seconded by Mrs. Malinconico and carried by a unanimous roll call vote of 7-0, with the exception of Mr. McGrogan who abstained on motion 10.3 and Mr. White who abstained on 11.11.

### **13.0 Old Business**

Mr. Flynn spoke about formally recognizing Coach Ciccotelli. He would like to recognize him at the football game on September 30th at halftime.

### **14.0 New Business**

Mr. Henning stated the board established new administrative positions a few years ago. He would like to see that these positions are justified.

### **15.0 Public Participation**

- Joseph Stahle, 20 Haven Way, stated community members have been meeting regarding the quality of their students' education. They are concerned about classroom disruption and how compliance is monitored, documented and evaluated. We are asking the Board to make the issue of classroom disruption and its impact on learning an emphasis.

**KEYPORT BOARD OF EDUCATION  
REGULAR ACTION MEETING – AUGUST 9, 2017  
MINUTES**

- Patrick Maroney, 313 Main Street, stated community members feel educational focus should be on analytical writing across all subjects. He wants to know if the district emphasizes it. Mr. Maroney also shared a news article with the Board regarding analytical writing.
- Jennifer Williams, 67 Church Street, asked questions about G&T scheduling, Self-Contained Classes and Math scheduling.
- Laurie Graham, 197 Broadway, stated that Coach Ciccotelli should be recognized.
- Philip Santiago, 224 Main Street, fully supports recognizing Coach Ciccotelli.

**16.0 Adjournment to Executive Session (TIME: 8:33 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 August 9, 2017, 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. Malinconico      SECOND: Mr. Henning

**17.0 Return to Open Session (TIME: 9:08 p.m.)**

**18.0 Adjournment**

18.1 Upon motion by Mr. Henning, seconded by Mrs. Malinconico, the meeting was adjourned at 9:09 p.m.

Respectfully Submitted,

Anthony Rapolla  
Board Secretary/Business Administrator

AR:bi