

**KEYPORT BOARD OF EDUCATION  
REGULAR ACTION MEETING – DECEMBER 13, 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 ( <b>absent</b> )
Ms. Cote ( <b>absent</b> )	Ms. Malinconico, Vice President
Mrs. Fox ( <b>arr. 7:34 p.m.</b> )	Mr. McGrogan, UB Rep.*
Mr. Henning	Mrs. Panzarelli, President
Mrs. Kutschman	Mr. White

Student Council Representative: Emily Savicky

*\*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 – School Counseling by Mr. Palumbo**

Mr. Palumbo presented on the Guidance Department.

**KEYPORT BOARD OF EDUCATION  
REGULAR ACTION MEETING – DECEMBER 13, 2017  
MINUTES**

**3.0 President’s Remarks**

Mrs. Panzarelli stated that it is wonderful to see our students getting accepted to so many colleges. Mrs. Panzarelli wished everyone happy holidays.

**4.0 Communications – Dr. Savoia – None**

**5.0 Public Participation – Agenda Items – None**

**6.0 Superintendent Report**

6.1 Superintendent’s Report – Dr. Savoia

- HIB
- Lunch Balances
- November Teachers and Students of the Month
  - 1<sup>st</sup> Grade: Justin & Brielle Colgan; 2<sup>nd</sup> Grade: Meghan Francis & Logan Gali; 3<sup>rd</sup> Grade: Dariana Velasco-Rodriguez & Rashel Velasco-Rodriguez; 4<sup>th</sup> Grade: Aydian Connell & Karen Martinez; 5<sup>th</sup> Grade: Veronica Chamberlin & Roman Blanks; 6<sup>th</sup> Grade: Shaylyn Walsh & Johnny Vairo; 7<sup>th</sup> Grade: Ben Trench & Caitlyn Jenkins; 8<sup>th</sup> Grade: Eric James Ventura & Kayla Hall
  - Central School Teachers: Mrs. Amy Mantino & Mrs. Claire Murray
  - 9<sup>th</sup> Grade: Marisa Grasso; 10<sup>th</sup> Grade: Adrian Sabatino; 11<sup>th</sup> Grade: Jyllian Herman; 12<sup>th</sup> Grade: Manny Valerio
  - High School Teachers: Mrs. Jenn Sproat & Mr. Larry Peterson
- Upcoming Events
  - 12/14 Keyport Public Library Meeting
  - 12/15 Officer Phil Assembly K-4 (DARE), Girls Basketball Home & KSEPAC Holiday Family Night
  - 12/18 Guidance Assembly
  - 12/19 September-November Student of the Month Breakfast/Bowling Airport Plaza
  - 12/21 Winter Concert
  - 12/22 Early Dismissal
  - 12/22 KHS Pep Rally
  - 12/22 Grandparents Day
  - 1/8/18 PTO Meeting (SOM recognition)
  - 1/30/17 Preschool/Kindergarten Registration
  - 2/7/18 Goal Update

<p><b>KEYPORT BOARD OF EDUCATION</b>  <b>REGULAR ACTION MEETING – DECEMBER 13, 2017</b>  <b>MINUTES</b></p>
---

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

7.1 Motion to approve the following minutes:

November 15, 2017	Workshop Minutes
December 6, 2017	Regular Minutes and closed session minutes

Motion was made to move items 7.1 to 9.7 by Mr. Henning and seconded by Mrs. Malinconico. Motion 7.1 was carried by a unanimous roll call vote of 6-0, with the exception of Mrs. Fox and Mr. McGrogan who abstained on 7.1.

**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 October 31, 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 December 2017 in the amount of \$586,744.22 and supplemental bills for November 2017 in the amount of \$3,820.35.

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

<u>From</u>	<u>To</u>	<u>Amount</u>
11-000-266-420-11-00-000 Security Maintenance	11-000-266-610-11-00-000 Security Supplies (Adj. 41)	\$3,000.00

**KEYPORT BOARD OF EDUCATION  
REGULAR ACTION MEETING – DECEMBER 13, 2017  
MINUTES**

11-000-230-339-05-03-000 Appraisal Fees	11-000-230-332-05-00-000 Auditor Fees (Adj. 42)	\$350.00
11-000-219-104-01-00-000 Salaries Psych-HS	11-000-213-100-02-00-000 Sal Sch Nurse CS (Adj. 43)	\$7,038.00
11-000-219-104-01-00-000 Salaries Psych-HS	11-000-216-101-02-00-000 Speech Sal (Adj. 44)	\$3,400.00
11-000-252-100-11-02-000 Tech Supt Asst Sal	11-000-230-100-05-00-000 Superintendent Salary (Adj. 45)	\$5,150.00
11-120-100-101-02-02-000 Gr 1-5 Teacher Salaries	11-110-100-101-02-02-000 PreK/Kind Teacher Sal (Adj. 48)	\$81,652.15

- 9.4 Motion to approve 60-month lease agreement with Atlantic Business Products under State Contract No. A 40467 for the following copiers:

<u>Copier</u>	<u>Location</u>
(1) Savin MP2555SP	High School Media Center
(1) Savin MPC3004EX	District Technology Office (CS)
(2) Savin 8200S	High School and Central School Faculty Rooms
Monthly Lease payment for all four devices @ \$1,296.40 (All connected for print/scan)	ANNUAL \$15,556.80

- 9.5 Motion to approve a Phase 1 Facility Assessment and Report from Spiegle Architectural Group at a cost of \$13,950.
- 9.6 Motion to approve the amendment of the 2017-2018 ESEA grant application with carryover amounts included from 2016-2017:

Title IA	\$382,187
Title IIA	\$ 37,575
Title III	\$23,679

**KEYPORT BOARD OF EDUCATION  
REGULAR ACTION MEETING – DECEMBER 13, 2017  
MINUTES**

- 9.7 Motion to approve the following out of district tuitions for 2017-2018 school year:

CPC	Student 5524415249 (UB)	\$39,545
Daytop New Jersey Academy	Student 5876866119	\$27,970

Motion was made to move items 7.1 to 9.7 by Mr. Henning and seconded by Mrs. Malinconico. Motion 9.1 to 9.7 was carried by a unanimous roll call vote of 8-0.

**10.0 Curriculum**

- 10.1 Motion to approve the following teachers to teach the Title I Enrichment program at a rate of \$35 an hour to be funded from Title I:

Emily Iannotta                      Lauren Abramson                      Jessica Polak

- 10.2 Motion to approve Alexis Marinos to facilitate parent engagement night at a rate of \$35 per hour to be funded from Title I.
- 10.3 Motion to approve Project Write Now in the amount of \$1,200 per day, not to exceed \$3,000, to provide professional development services to be funded from Title II.
- 10.4 Motion to approve the following teachers to write curriculum in the amount of \$35 per hour, not to exceed \$350 per curriculum.

<u>Teacher</u>	<u>Curriculum</u>
Daniel Morelos	K-5 Art
Daniel Morelos	6-8 Art
Diane Decker	Art I & II
Diane Decker	Art III & Digital Photography
Christine Cowen	Performing Arts I & II

- 10.5 Motion to approve the following curriculum:  
Introduction to Prototyping and Computer Aided Design (CAD)
- 10.6 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>
November 2017	Central	1	1
November 2017	KHS	2	1

<p><b>KEYPORT BOARD OF EDUCATION</b>  <b>REGULAR ACTION MEETING – DECEMBER 13, 2017</b>  <b>MINUTES</b></p>
---

10.7 Motion to accept November 2017 Security Drill as follows:

<u>School Name</u>	<u>Drill Type</u>	<u>Occupants Involved</u>	<u>Date &amp; Time</u>
Keyport High School	Lockdown Drill	All Students & Staff	November 3 @ 10:40 a.m.
Keyport High School	Fire Drill	All Students & Staff	November 28 @ 10:40 a.m.
Central School	Shelter in Place	All Students & Staff	November 8 @ 10:15 a.m.
Central School	Fire Drill	All Students & Staff	November 27 @ 10:15 a.m.

10.8 Motion to approve the Campfire program at Keyport Central School funded by the Keyport Alliance.

10.9 Motion to approve the following teachers to write curriculum at a rate of \$35 per hour not to exceed 10 hours or \$350.

Kimberly Guccione	ESL K-8
Cynthia Dinardi	ESL 9-12
Tamme Manganelli	Special Education Modification Resources / Modification Guide
Nicole Goldsmith	Gifted and Talented / Enrichment Resources / Modification Guide
Jessica Polak	Technology Integration

Motion was made to move items 10.1 to 11.2 by Mr. Henning and seconded by Mrs. Malinconico and was carried by a unanimous roll call vote of 7-0, with the exception of Mr. McGrogan who abstained on 10.8 and 11.2.

## **11.0 Personnel**

11.1 Motion to approve the following substitutes for the 2017-2018 school year:

Skrocki, Kristen	Standard - Elementary K-5 Standard - Students with Disabilities
O’Heaney, Daniel	County Substitute Certification
Wuu, Timothy	County Substitute Certification
Gallo, Janet	County Substitute Certification

**KEYPORT BOARD OF EDUCATION  
REGULAR ACTION MEETING – DECEMBER 13, 2017  
MINUTES**

- 11.2 Motion to approve Lauren Abramson, as a Third Grade Teacher, from January 16, 2018, through June 30, 2018, at a prorated salary of \$58,647; Step 6, BA.

Motion was made to move items 10.1 to 11.2 by Mr. Henning and seconded by Mrs. Malinconico and was carried by a unanimous roll call vote of 7-0, with the exception of Mr. McGrogan who abstained on 10.8 and 11.2.

**12.0 Policy – None**

**13.0 Old Business**

Mrs. Fox asked if we gave a donation for an advertisement to Old Hook and Ladder last year.

**14.0 New Business**

**15.0 Public Participation – None**

**16.0 Adjournment to Executive Session (TIME: 8:16 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 December 13, 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: Ms. Malinconico                      SECOND: Mr. Henning

**17.0 Return to Open Session (TIME: 8:47 p.m.)**

**18.0 Adjournment**

**KEYPORT BOARD OF EDUCATION  
REGULAR ACTION MEETING – DECEMBER 13, 2017  
MINUTES**

- 18.1 Upon motion by Mr. Henning, seconded by Mrs. Malinconico, the meeting was adjourned at 8:47 p.m.

Respectfully Submitted,

Anthony Rapolla  
Board Secretary/Business Administrator

AR:bi