

**KEYPORT BOARD OF EDUCATION  
WORKSHOP ACTION MEETING – DECEMBER 6, 2017  
MINUTES**

**1.0 Opening Procedures**

- 1.1 The meeting was called to order at 7:34 p.m. by Board President Panzarelli, in the Keyport High School Cafeteria, 351 Broad Street.
- 1.2 Flag Salute
- 1.3 Moment of Silence: Steve McGlynn, father of Kaitlin McGlynn, High School Teacher.
- 1.4 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.

1.5 Roll Call

Mr. Bright ( <b>absent</b> )	Mr. Litwak
Ms. Cote	Ms. Malinconico, Vice President
Mrs. Fox ( <b>arr. 7:40 p.m.</b> )	Mr. McGrogan, UB Rep.* ( <b>absent</b> )
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.*

1.6 Student Council Representative Report

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**2.0 Presentation – Facility Survey Results by Dr. Savoia and Mr. Rapolla**

Dr. Savoia and Mr. Rapolla presented on the Facility Survey results.

**3.0 President’s Remarks**

Mrs. Panzarelli thanked Mr. Litwak for his dedication and service. As of January, Mr. Litwak will no longer be on the board but will be serving on an Ad Hoc committee and will still be contributing to the district.

Mrs. Panzarelli gave a progress report on the Ad Hoc committee which was held this evening. Two new members have joined, Ms. Ortiz and Ms. Kahane. They are already looking for ways to promote and market the school.

Mrs. Panzarelli attended the Open House and said it was amazing. Some parents did get some conferences in. Mrs. Panzarelli had the opportunity to speak to some teachers and their enthusiasm for their subjects was amazing. It was very interesting and we are going to do another one next year.

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

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

**6.0 Superintendent Report**

6.1 Superintendent’s Report – Dr. Savoia

- Dr. Savoia spoke of goal updates.
- There are carryover funds from ESSA and Dr. Savoia spoke of how they will be utilized.
- Spring and Fall Sports are being posted for athletics.
- HIB update
- Central School students are being recognized for acts of kindness.
- Central School is recruiting 10-15 students in grades 3-5 to participate in “Strengthening Families” which is a 14-week program to provide support and resources in parent leadership.
- A portion of a study referenced Keyport’s position of test score growth after five years for Keyport students in Grades 3-8 in the 87<sup>th</sup> percentile vs. a national cohort.
- Keyport High School First Annual Open House was a success.

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- Congratulations to Shannon Devlin for being selected for All Division Field Hockey and Hannah Thomson for being selected to All Division Soccer.
- Keyport High School has received Sportsmanship award for the third year in a row for Boys' Soccer.
- KEF met on November 29, 2017. "Pocketbook Bingo" is the next fundraiser scheduled for March 2, 2018; "Night under the Lights" will occur in Fall of 2018 and Fall of 2019. KEF also discussed holding "Community Day" in the Fall of 2018 versus the spring.
- Upcoming Events:
  - 12/8 PTO Holiday Festival
  - 12/12 Barnes and Noble Young Author's Night
  - 12/13 Honor Roll Celebration
  - 12/15 Officer Phil Assembly K-4 (DARE)
  - 12/18 Guidance Assembly
  - 12/19 September-November Student of the Month Breakfast
  - 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

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

7.1 Motion to approve the following minutes:

November 15, 2017                      Workshop Minutes

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

8.1 Facilities Update

The High School is an old building with an old infrastructure. We recently were required to replace a large steam pipe. Unfortunately, other pipes have needed to be replaced also once the pressure was increased.

We sold 175 SRECs at \$205 each. The market bounced back a little; it had been trading at about 180. The district made \$35,000 in the transaction.

We distributed the proposed Board Meeting Calendar. Please note there are Regular Meetings only for July and December.

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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 \$TBD and supplemental bills for November 2017 in the amount of \$TBD.

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
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

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- 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

**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.

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- 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

- 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.

## 11.0 Personnel

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

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

## 12.0 Policy – None

## 13.0 Old Business

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**14.0 New Business**

- Mr. White stated that we are two months away from Black History Month. We should take the opportunity to set the tone for the social climate.
- Mr. Litwak agrees with Mr. White. Mr. Litwak would like to see the Board more involved in acting as a catalyst to bring ideas to the Superintendent. He thinks the Superintendent does a great job. He challenges the Board to motivate students. He would like to see an internship program implemented at the High School.

**15.0 Public Participation**

Shamar White, 90 Fulton Street, stated that race relationships in the school are complicated. He feels students are not learning about other cultures and races.

Shamar is President of 10th Grade Class. He thinks going back to open lunch would improve the social climate.

**16.0 Adjournment to Executive Session (TIME: 8:50 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 6, 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. King-Cote                      SECOND: Ms. Malinconico

**17.0 Return to Open Session (TIME: 9:09 p.m.)**

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**18.0 Adjournment**

- 18.1 Upon motion by Mr. Henning, seconded by Ms. Malinconico, the meeting was adjourned at 9:10 p.m.

Respectfully Submitted,

Anthony Rapolla  
Board Secretary/Business Administrator

AR:bi