

<p style="text-align: center;">KEYPORT BOARD OF EDUCATION WORKSHOP MEETING FEBRUARY 15, 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
Ms. Cote	Mrs. Malinconico, Vice President (absent)
Mrs. Fox	Mr. McGrogan, UB Rep.*
Mr. Henning	Mrs. Panzarelli, President
Mrs. Kutschman	Mr. White

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 –

2.1 2017-2018 Budget Basics by Mr. Rapolla

Mr. Rapolla presented basic budget concepts to the board.

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3.0 President's Remarks

- Mrs. Panzarelli spoke of a request for a public hearing from a previous Adult Education Instructor.
- The town is recommending a proposal to put a parking oval in the Central School Front Lawn.
- The District received an OPRA request for the Civil Rights Survey and Results.
- "Read Across America" is coming up.
- Mrs. Panzarelli said she is proud of the sportsmanship demonstrated by the Winter Sports Program.

4.0 Communications – Dr. Savoia

5.0 Public Participation – Agenda Items – None

6.0 Superintendent Report

6.1 Superintendent's Report – Dr. Savoia

- Dr. Savoia recommends increasing sub rates for the district.
- The Upstream Suicide Prevention Program provided by Barnabas Health Institute for Prevention through a grant is providing free suicide prevention training for our HS Seniors.
- Superintendent Roundtable
- 100 days of school – Mr. Mammano & Mr. Pereira
- Community Resource Academy – Google for Parents
- NJ12
- Level 1 Google Education personal winner is Alexis Marinos
- 2017-2018 Calendar for review
- February 6 Professional Development
- HIB
- Staff of the Month; CS – Casey LaSalle and Nicole Goldsmith
Staff of the Month; HS – James Wesley and Nicole Seres
High School Students of the Month: 9th Grade-James O'Toole,
10th Grade-Gigi Piccini, 11th Grade-Esmeralda Marroquin,
12th Grade-Jose Castro
- Central School Students of the Month:
2nd Grade-Anthony DiGregorio, Maya Kahane
3rd Grade-Liam Alberici, Camila Madrigal
4th Grade-Somiyah Stokes Kumar, Alexander Hynes, Connor Krzyston

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5th Grade-Edwin Prudente, Daniel Soraino, Brianna Walling

6th Grade-Chloe Callueng, Flavio Bernardino

7th Grade-Briana Mariano, Christopher Sheroke

8th Grade: Shannon O'Donnell, Kevin Hernandez

- Scholarship Recipients
 - 2017 Caring Award recipient for Keyport High School is Michael Marx. An awards ceremony is scheduled for March 16 at Brookdale Community College.
 - Sean Hudson, 7th Grade is the winner of school wide spelling bee for the second year in a row. He will compete in the Regional Scripps Spelling Bee at Monmouth University on March 13th.
- College Acceptances
- Upcoming events

7.0 Board Secretary's Report – Mr. Rapolla

- We are required to RFP for Food Services this year. Both sides have honored the contract for five consecutive years. Dr. Savoia and I have been very satisfied with the level of service from Maschios, however, we are required to RFP every five years and we will be doing so. Proposals are due on April 4th.
- Stakeholders have been expressing for some time that they would like to see the schools air conditioned. It is important for the district to have a strong sense of what our options are and at what cost. For planning purposes and while having the balance we have in Capital Reserve, I would like to have our architects do an AC Study/Audit. They have proposed to do this work at a cost of \$5,500.
- The manufacturer of the bathroom partition in the KCS in 2015 has informed us that there is a problem with the fire rating. Therefore, they will be returning to do a full replacement.
- We will be installing a white picket fence around the KCS Rain Garden. We believe it will increase eye appeal while also helping identify and educate its purpose.
- We received a donation request for the Keyport St. Patrick's Day Parade for consideration.

7.1 Motion to approve the following minutes:

January 18, 2017

Regular Minutes and closed session

7.2 Motion to appoint Peter Henning as NJSBA Delegate and Legislative Chairperson.

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8.0 Buildings & Grounds – Mr. Rapolla

8.1 Facilities Update

8.2 Use of Facilities

8.2.1 Motion to approve request from Family & Children’s Service to use the Keyport High School to hold a Certified Home Health Aide training class from July 5 to July 27, 2017, Monday to Thursday, from 8:00 a.m. to 3:30 p.m.

Fee: \$1,800 total fee
Updated Certificate of Insurance needs to be submitted.

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 December 31, 2016, 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 February 2017 in the amount of \$TBD and supplemental bills for January 2017 in the amount of \$TBD.

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

From	To	Amount
11-000-230-339-05-01-000 Architect/Engineer Fees	11-000-230-331-05-0-1-000 Legal Fees (Adj. 55)	\$3,650.00

9.4 Motion to approve instruction with Education, Inc. for student number 3505911542 requiring hospitalization, at a rate of \$49 per hour for ten hours per week from January 24, 2017, through January 26, 2017.

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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>
Flynn, Kevin	3/12-3/16/17	Athletic Director's Conference	Atlantic City, NJ/179	\$653
Rogers, Valerie	6/7/17	Garden State Summit Google Workshop	Lakewood, NJ/64	\$195
Slater, Stephen	2/16/17	Google Certification	Matawan, NJ/0	\$150

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

10.2 Motion to accept the EVVRS as follows for Reporting Period 1 - September 2016 to December 2016:

<u>Keyport District</u>	<u>Violence</u>	<u>Vandalism</u>	<u>Weapons</u>	<u>Substance Abuse</u>	<u>HIB</u>
Central School	7	0	0	0	11
High School	1	0	0	2	8
DISTRICT TOTAL	8	0	0	2	19

10.3 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>
January 2017	Central	1	0
January 2017	KHS	2	1

10.4 Motion to accept January 2017 Security Drill as follows:

<u>School Name</u>	<u>Drill Type</u>	<u>Occupants Involved</u>	<u>Date & Time</u>
Keyport High School	Shelter In Place	All Students & Staff	January 5th @ 1:15 p.m.
Keyport High School	Fire Drill	All Students & Staff	January 9th @ 1:00 p.m.
Central School	Tabletop Meeting	All Students & Staff	January 10th @ 10:00 a.m.
Central School	Fire Drill	All Students & Staff	January 30th @ 2:00 p.m.

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- 10.5 Motion to accept the grant of Upstream Suicide Prevention by Barnabas via a grant from the Monmouth County Chosen Freeholder and the Office of Mental Health and Addiction Services.
- 10.6 Motion to approve Courtney Connolly, Brookdale Community College student, to complete 60 hours of Field Observation with the Physical Education Department at Keyport High School during the Spring 2017 semester.
- 10.7 Motion to approve Keyport High School as an ACT Test Site for February and June 2017.
- 10.8 Motion to approve Lizz Dinnigan to observe an English block at Central School.
- 10.9 Motion to approve the following school trips:

KHS Drama Club/GSA	Brookdale Community College, Lincroft, NJ
8th Grade Class Trip	Philadelphia, PA
Kindergarten Class Trip	Count Basie Theatre, Red Bank, NJ
Grades 4-12 ESL	Liberty State Park, Jersey City, NJ
Lifeline	Brookdale Community College, Lincroft, NJ
Global Logistics	Mr. Green Tea Ice Cream, Keyport, NJ
3rd Grade Class Trip	Six Flags Great Adventure, Jackson, NJ
8th Grade Class Trip	Brunswick Lanes, Hazlet, NJ
7th Grade Class Trip	Statue of Liberty/Ellis Island, Jersey City, NJ
KHS Environmental Club	Camden Aquarium, Camden, NJ
KHS Environmental Club	Manasquan Reservoir, Manasquan, NJ

11.0 Personnel

- 11.1 Motion to approve the following candidate as Substitute Teachers for the remainder of the 2016-2017 school year.

Sandra Gross**	Certificate of Eligibility Elementary School Teacher K-6 Certificate of Eligibility Elementary School with Subject Matter Specialization - Social Studies 5-8
Christine McKay	County Substitute Certification

**Pending Criminal History

- 11.2 Motion to approve Ashley Stone to teach an additional period daily, beginning January 23, 2017, through June 19, 2017, at a rate of \$7,563 (prorated).

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- 11.3 Motion to approve Kelly Padden-Kutchie’s request for a maternity/disability and Federal/NJ Family Medical Leave as follows:

5/1/2017 - 5/5/2017	Five (5) accrued sick days
5/8/2017 - 6/30/2017	Unpaid Leave
9/1/2017	Return to work

- 11.4 Motion to approve Alexis Marinos as an Extendicare Program substitute teacher for the Keyport School for the 2016-2017 school year at rate of \$35 per hour to be paid from Enterprise Fund (0409).

- 11.5 Motion to approve the following Spring Coaching Positions:

<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Head Track	Deboney Braithwaite	7,521
Assistant Track	Dominick Amoroso	5,774
Head Baseball	Kyle Keelen	8,274
Assistant Baseball	Shaun Lyons	6,068
Head Softball	Henry Arlequin	8,274
Assistant Softball	Alissa Francisco	6,068
Head Boys Volleyball	Steve Bower	7,521
CS Softball	Staci Minuskin	5,941
CS Baseball	James Wesley	5,941

Volunteer Coaches: Pete Miller, Phil Recco, James Maguire, John Trigg, Brendan Hilliard, Christine Martin

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:

P & R 1510	Americans with Disabilities Act
P & R 2418	Section 504 of the Rehabilitation Act of 1973 -- Students
P & R 5116	Education of Homeless Children
P & R 8330	Student Records

13.0 Old Business – None

14.0 New Business – None

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15.0 Public Participation

- Dr. Ed McNamara, 76 Maple Place, asked if it is possible to have the Superintendent Report and Business Administrator Report handed out at board meetings.
- Brookdale Program with Raritan was in the newspaper. Dr. McNamara suggested the district should consider giving Keyport students this option.

16.0 Adjournment to Executive Session – None

17.0 Adjournment

- 17.1 Upon motion by Mrs. King-Cote, seconded by Mr. Henning, the meeting was adjourned at 8:40 p.m.

Respectfully Submitted,

Anthony Rapolla
Board Secretary/Business Administrator

AR:bi