

**KEYPORT BOARD OF EDUCATION  
WORKSHOP ACTION MEETING – MARCH 14, 2018  
MINUTES**

**1.0 Opening Procedures**

- 1.1 The meeting was called to order at 7:30 p.m. by Board President Bright, 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 March 8, 2018. 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, President	Mrs. Kutschman, Vice President
Ms. King-Cote ( <b>absent</b> )	Ms. Malinconico
Mrs. Fox ( <b>absent</b> )	Mr. McGrogan, UB Rep.*
Mr. Hausmann	Mrs. Panzarelli
Mr. Henning	Mr. White ( <b>absent</b> )

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

Emily Savicky reported on the following events in the High School:

- TV Production is hoping to have a DVD sale and is planning their spring trip.
- Drama club will be having a Gertrude Hawk fundraiser before spring break.

<p style="text-align:center"><b>KEYPORT BOARD OF EDUCATION</b> <b>WORKSHOP ACTION MEETING – MARCH 14, 2018</b> <b>MINUTES</b></p>
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- It is the Last call for art, photography and written submissions for this year's Literary Magazine! Please bring all submissions to Ms. Seres in Room 311 or email them to Ms. Seres ASAP.
- It is the last call for yearbooks. Order yours now as quantities are limited.
- Seniors need to present their paintings to Mrs. Decker for display at 6th Congressional District Art Show.
- G/S Alliance will be meeting again soon to plan another event and movie day.

## **2.0 Presentation – Budget Discussion by Mr. Rapolla**

Mr. Rapolla presented on the 2018-2019 budget.

## **3.0 President's Remarks**

Mr. Bright stated he is proud of the students in both schools who chose to use their right to protest in a peaceful manner on a matter that was important to them not just here but across the country.

## **4.0 Communications – Dr. Savoia**

- 4.1 Jaime Palumbo, Part-Time Aide, submitted her letter of resignation on February 23, 2018, effective March 2, 2018. Resolution 11.1 under Personnel.
- 4.2 Diane Decker, High School Art Teacher, submitted her letter of retirement on March 1, 2018, effective June 30, 2018. Resolution 11.2 under Personnel.

## **5.0 Public Participation – Agenda Items**

- Jen Williams, 67 Church Street, asked the following:
  - about the tax increase on an average home
  - asked if Title I Funds are being allocated to new teacher salaries
- John Merla, 23 Main Street, Keyport, asked if Executive Session minutes are recorded. He also asked if public session meetings are recorded.

## **6.0 Superintendent Report**

- 6.1 Superintendent's Report – Dr. Savoia

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**Goal Updates**

- NJTSS Goal- Through this process, we have identified resources that will be valuable in these growing efforts. One of these is the implementation of LLI - Leveled Literacy Intervention system. This system provides intensive, small-group, supplementary literacy intervention for students performing below grade level in chunks of time. Training for all K-2 teachers will be offered comprehensive training on LLI Primary (K-2) for three days.
- On March 21<sup>st</sup> students have been invited to share their work as Young Authors. This is a direct result of the district's implementation of Writer's Workshop in Grades K-8. Great opportunity to see the outcomes via our students themselves. Thank you to Mrs. Egan for coordinating their attendance.
- As previously discussed the Department of Education is implementing a new QSAC process for the next school year. As a reminder, the areas are instruction and programs, finance, governance, operations, and facilities. They have asked us to pilot the new process for instruction and program only. I am recommending that Keyport submits an equivalency waiver request in order to utilize the new instruction and program district performance review.

**Community**

- The NJHS held a talent show last month at the Senior Center. Zoe Stahl played piano, Sam and Lily Trench sang, Sean Hudson, Molly Burke, Kyle Pettus, Sean Zhou and other NJHS members were on deck to perform for our seniors.
- Keeping the lines of communication is something that we as a BOE are extremely committed. Most recently this week I met with Mr. Moroney, Ms. Monroe, Mrs. Abrahamsen, and Ms. Vallarta. The items discussed were:
  - Newsela & Google Classroom-I shared that our Parent Resource Academy and Family Nights like the one held on February 12<sup>th</sup> are great events to attend. In addition, there is a screen cast on IXL on our website for parents to view at their leisure. Parents can also find links to IXL, Reading Eggs, texts, etc. on our Parent Link on the website.
  - The question of security was raised and Class III/SRO presence in the district. I referred to the Strategic Plan and that if there were to be additional security such as modifications to the KHS vestibule, the BOE will approve such on an agenda and will be included in the budget for 18-19.
  - Inquiry to rumors of Raritan High School Regionalizing and accepting Union Beach students was made. I have no confirmation of our sending receiving relationship being modified.
  - Attendance was mentioned in regards to the letters mandated to go out when students accumulate absences as per policy 5200. One of the

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parents brought a copy of the letter they received to their child's attendance. I did speak to the fact that the letters are meant to be blunt as attendance is imperative in order for teaching and learning to occur. The district does have processes in place to support students who are chronically absent and tardy.

- Mr. Moroney identified that there was a sophomore student interested in joining the beautification projects at KHS. The student will touch base with Mr. Waters if she would like to pursue this.
  
- I also met with Mr. Stahley today. We discussed the increase in attendance as per the school performance reports. The district did have an increase at both buildings. The reports appear to collect additional data and are now reported via NJSMART. I spoke to the district's proactive response to decreasing student absences and not one of compliance. Mr. Stahley was hoping to increase awareness in the community as to the importance of student attendance on student achievement. I will have more information on my next report in regards to "Attendance Week" being sponsored district wide on my next Superintendent report.
  
- I am excited to announce that I will pilot my first quarterly "Superintendent Coffee" on April 23<sup>rd</sup> at 10:00 a.m. By doing so, I will allow all parents to attend. The coffee will include a presentation of the website and parent portal. Parents will have the opportunity to ask questions as well.

**HIB**

There were 4 new incidents of HIB reported at Central and 0 new at KHS since we met on February 21, 2018. There were 5 pending investigations since our last meeting. 2 incidents were confirmed, 2 were determined to be a conflict, and 1 is currently under investigation. Consequences and services are provided as per Policy 5512 and 5560.

**KHS & Central School**

- First Annual Pathways to Careers Expo was held at KHS on 2/27/18. UPS, Connecticut School of Broadcasting, the Sheriff's office, Home Depot, Fed Ex and many more were present. Thank you to Mr. Palumbo and his staff as well as Mr. Hausmann for their hard work.
- On March 19<sup>th</sup> I will be teaching for the day for E. Wesley. She was the lucky winner of our Social Media contest. I hope she enjoys her day and I will do my best to make her proud.

**February Teacher & Student of the Month**

- 9<sup>th</sup> Grade – Steven Behrens
- 10<sup>th</sup> Grade – Alexis Walsh

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- 11<sup>th</sup> Grade – Justin Young
- 12<sup>th</sup> Grade – Samantha Aumack
- Mrs. Susan Jala & Mrs. Lisa Wallin
- 1<sup>st</sup> Grade – Caitlyn Singerline & Asyel Obando
- 2<sup>nd</sup> Grade – Martin Berfield & Jady Lachawiec
- 3<sup>rd</sup> Grade - Zaylie Applewhite & Edwin Garcia
- 4<sup>th</sup> Grade – Allison Bonk & Daniel Metrick
- 5<sup>th</sup> Grade – Jada Arnseth & Brayan Rodriguez
- 7<sup>th</sup> Grade – Nancy Castro & Derrick Ostervich
- 8<sup>th</sup> Grade – Makayla Bruno & James Dittmer
- Mrs. Candice Reggio & Mrs. Jessica Sosnowski

**Upcoming Events**

- 3/14/2018           Teacher vs Students Baseball Game – Central School
- 3/20/2018           Spring Pictures – Central School
- 3/21/2018           Mr. Raider Fundraiser
- 3/21/2018           Young Author's/PLC Presentation
- 3/22/2018           Opioid Presentation at KHS
- 3/30/2018           Spring Break Begins
- 4/25/2018           Global Logistics-Ethics
- 6/13/2018           Goal Presentation

**Athletic Calendar**

Spring Sports are underway! No games scheduled

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

7.1 Motion to approve the following minutes:

February 7, 2018	Closed Session Minutes
February 21, 2018	Regular Minutes and Closed Session Minutes

**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:

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Be It Resolved that the financial reports of the Secretary to the Board of Education and the Cash Report dated January 31, 2018, 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 March 2018 in the amount of \$TBD and supplemental bills for February 2018 in the amount of \$TBD.
- 9.3 Motion to approve the transfer of funds for the month of January and February as follows:

<u>From</u>	<u>To</u>	<u>Amount</u>
11-000-251-592 Printing Expenses	11-000-251-340 Bus Ofc Tech Serv (Adj. 72)	\$173.80
12-000-400-722 Buildings	12-000-400-450 Construction Services (Adj. 73)	\$11,950.00
11-000-266-420 Security Maintenance	12-000-400-334 FA & CS Arch/Eng Svc (Adj. 74)	\$22,300.00
11-000-221-320 Purch Prof-Educ-CS	11-000-221-104 Summer Cur Dev-CS (Adj. 75)	\$700.00

- 9.4 Motion that the Board establish and approve the tuition rate for the Union Beach high school students attending Keyport High School at \$15,620 for regular education students for the 2018-2019 school year.
- 9.5 Motion to approve the purchase of Roof Aluminum Snowguard Installation at Keyport High School from B. Garretson Roofing, Inc., at a cost of \$11,950.

Quotes were received from the following vendors:

B.Garretson Roofing, Inc	\$11,950
Guymar	\$12,455

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- 9.6 Motion that the Board approve the Keyport School District Participation in the NJ Digital Readiness for Learning and Assessment Program (DRLAP) and Internet Cooperative Purchasing Initiative through the Educational Services Commission of New Jersey “ESCNJ” with Cablevision Lightpath for One Gigabit Internet access, One Gigabit Private Fiber Network, Managed DDoS Protection Services and associated voice services in the annual amount of \$47,970.48 subject to a Keyport district E-rate (USAC) discount of 80% on applicable charges from July 1, 2018, through June 30, 2023.
- 9.7 Motion to approve the purchase of carbon monoxide detectors at Keyport Central School, Keyport High School and the Keyport Board of Education Building from Automated Protection Systems, Inc., at a cost of \$10,900.

Quotes were received from the following vendors:

Automated Protection Services	\$10,900
Bolyn Corporation.	\$14,700
Wel-Don Security Systems	\$14,600

- 9.8 Motion that the Board approve Spiezle Architectural Group, Inc., to provide professional services including the design, documentation, bidding, construction administration and close out for a Security Vestibule Upgrade at Keyport High School in the amount of \$22,300.

**Motion was made to move item 9.8 by Mr. Henning and seconded by Ms. Malinconico and motion was carried by unanimous roll call vote of 7-0.**

- 9.9 Motion to reject all bids received for Student Transportation Services for the 2018-19 school year—Bid Number 022718

WHEREAS, the Keyport Board of Education (“Board”) publicly advertised for the receipt of bids (022718) for Student Transportation Services for the 2018-19 school year; and

WHEREAS, the Board received two bid responses, which were both publicly opened and read on February 27, 2018; and

WHEREAS, the bid responses both R. Helfrich & Son and Kingz Transportation LLC both substantially exceed the Board’s cost estimate for the bus routes; and

WHEREAS, pursuant to N.J.S.A. 18A:39-5, the Board may reject any and all bids; and

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THEREFORE BE IT RESOLVED, that the Board hereby rejects the aforementioned bids pursuant to N.J.S.A. 18A:39-5 and further authorizes the purchasing agent to rebid or renew the contract with the current Student Transportation Services provider.

- 9.10 Motion to rescind resolution 10.4 passed at the November 15, 2017, Keyport Board of Education Meeting 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)	\$15,615.36
Union Beach (3 students)	<u>\$23,423.04</u>
	\$39,038.40 Total

BE IT FURTHER MOVED 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 from Sept-Jan	
1 student from Feb-June	\$11,711.52
Union Beach: 3 students from Sept-Jan	
4 students Feb-June	<u>\$27,326.88</u>
	\$39,038.40 Total

- 9.11 Motion to approve the following resolution:

**ADOPTION OF THE TENTATIVE BUDGET  
2018-2019**

BE IT RESOLVED that the tentative budget be approved for the 2018-2019 School Year using the 2018-2019 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:



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	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2018-2019 Total Expenditures	<u>\$TBD</u>	<u>\$TBD</u>	\$669,320	<u>\$TBD</u>
Less: Anticipated Revenues	<u>\$TBD</u>	<u>\$TBD</u>	<u>\$TBD</u>	<u>\$TBD</u>
Taxes to be Raised	<u>\$TBD</u>	<u>\$0</u>	<u>\$TBD</u>	<u>\$TBD</u>

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 25, 2018, at 7:30 p.m. for the purpose of conducting a public hearing on the budget for the 2018-2019 School Year.

**Capital Reserve Account Withdrawal**

RESOLVED that the Keyport Board of Education requests the approval a capital reserve withdrawal in the amount of TBD. The district intends to utilize these funds for TBD at the Keyport Central School.

**Capital Reserve Account Withdrawal**

RESOLVED that the Keyport Board of Education requests the approval a capital reserve withdrawal in the amount of \$TBD. The district intends to utilize these funds for TBD at 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.

**Emergency Reserve Withdrawal**

RESOLVED that the Keyport Board of Education requests the approval an emergency reserve withdrawal in the amount of \$TBD. The district intends to utilize these funds for security improvements.

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**Maintenance Reserve Withdrawal**

**RESOLVED** that the Keyport Board of Education requests the approval a maintenance reserve withdrawal in the amount of \$TBD. 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 \$15,205 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 2018-2019 school year.

Adjustment  
Health Benefits

**RESOLVED** that the Keyport Board of Education includes in the proposed budget the adjustment for increases costs of health benefits in the amount of \$           TBD          . The additional funds are included in

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the base budget and will be used to pay for the additional increases in health benefits.

Adjustment  
Banked Cap

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 \$ TBD for the purposes of TBD. The district intends to complete said purposes by June 2019.

**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 unless indicated as follows:

<u>Employee Name</u>	<u>Date(s)</u>	<u>Workshop Name</u>	<u>Location/Mileage</u>	<u>Cost</u>
<b>Mantino, Amy</b>	<b>3/13/18</b>	<b>Guided Reading &amp; Differentiating</b>	<b>Long Branch, NJ/0</b>	<b>\$239*</b>
<b>Stone, Lauren</b>	<b>3/13/18</b>	<b>Guided Reading &amp; Differentiating</b>	<b>Long Branch, NJ/0</b>	<b>\$239*</b>

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

\* To be paid from Title II Acct #20-271-200-500-02

10.2 Motion to approve the Live Streaming Memorandum of Understanding between Keyport Public Schools and the Keyport Police Department.

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

DATE	SCHOOL	INCIDENTS REPORTED	HIB
February 2018	Central	5	2
February 2018	KHS	0	0

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10.4 Motion to accept February 2018 Security Drill as follows:

<u>School Name</u>	<u>Drill Type</u>	<u>Occupants Involved</u>	<u>Date &amp; Time</u>
Keyport High School	Shelter in Place	All Students & Staff	February 21 @ 8:36 a.m.
Keyport High School	Fire Drill	All Students & Staff	February 27 @ 9:03 a.m.
Central School	Fire Drill	All Students & Staff	February 1 @ 9:30 a.m.
Central School	Shelter in Place	All Students & Staff	February 26 @ 2:15 p.m.

10.5 Motion to accept a grant in the amount of \$1,250 from Future City Organization for the 2<sup>nd</sup> place win by the KCS 8th Graders and Mrs. Nicole Goldsmith on January 13, 2018, during the NJ regional competition.

10.6 Motion to approve the following school trips:

Lifeline	Thompson Park, Middletown NJ
1st Grade	Turtle Back Zoo, West Orange, NJ
1st Grade	Holmdel Park, Holmdel, NJ
4th Grade	Huber Woods Holmdel Park, Holmdel, NJ
5th Grade	Bayshore Waterfront Park, Middletown, NJ

10.7 Motion to approve the 2018-2019 Annual Update to 2017-2020 Three-Year Preschool Program Plan (ECPA Grant Application).

10.8 Motion to approve the 2018-2019 school calendar.

**10.9 Motion to approve an equivalency waiver to the New Jersey Department of Education for the Instruction and Program component of Quality Single Accountability Continuum (QSAC).**

10.10 Motion to approve Heinemann to provide Leveled Literacy Instruction professional development at a rate of \$2,800 per day for three days, not to exceed \$8,400, to be paid by Title I and Title II funding.

10.11 Motion to approve the 2017-2018 District Professional Development Plan.

10.12 Motion to approve the modification for the 2017-2018 school calendar.

**Motion was made to move items 10.1 and 10.9 by Ms. Malinconico and seconded by Mrs. Panzarelli and motions were carried by unanimous roll call vote of 7-0.**

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**11.0 Personnel**

- 11.1 Motion to accept the resignation of Jaime Palumbo, Part-Time Aide effective March 2, 2018.
- 11.2 Motion to accept, with regret, the retirement of Diane Decker, High School Art Teacher effective June 30, 2018.
- 11.3 Motion to approve Emily Ianotta as a Leave Replacement for Lauren Marsh from March 28, 2018, to June 30, 2018, at a salary of \$52,047; Step 1, BA (prorated).
- 11.4 Motion to approve Anne Owens to conduct OT evaluations totaling \$780.
- 11.5 Motion to approve Krista Bartolone’s request for a maternity/disability leave and Federal/NJ Family Medical Leave as follows:

6/15/2018 - 6/18/2018	Two Sick Days
9/1/2018 - 11/27/2018	NJFLA/FMLA
11/28/2018 - 12/21/2018	Unpaid Leave
1/3/2019	Return to work

**12.0 Policy – None**

**13.0 Old Business**

Mrs. Kutschman spoke of KHS Ad Hoc meeting that met on February 21. She shared various ideas the committee has to improve the reputation of KHS.

**14.0 New Business – None**

**15.0 Public Participation**

- Joe Stahle, 20 Haven Way, said he met with Dr. Savoia regarding chronic absenteeism. He noted that the chronic absenteeism rate on the school performance report for many grades were higher than the state average. He asked the board to review [www.attendanceworks.org](http://www.attendanceworks.org)
- John Merla, 23 Main Street, spoke to concerns of student safety. He believes things can be implemented that would cost very little and could improve safety. If we can’t have a full-time officer in the schools, we should look for alternate methods. He would like to see the police take walkthroughs of the schools. He also distributed a paper on lockdown door barricade devices.

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- Jen Williams, 67 Church Street, spoke of the following:
  - She thinks it is amazing that Dr. Savoia is going to teach for a day.
  - She questioned the LDTC opening in the district.
  - She asked if the district has a truancy officer.

**16.0 Adjournment to Executive Session (TIME: 8:59 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 March 14, 2018, 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: Mrs. Panzarelli

**17.0 Return to Open Session (TIME: 9:38 p.m.)**

**18.0 Adjournment**

- 18.1 Upon motion by Mrs. Panzarelli, seconded by Mr. Henning, the meeting was adjourned at 9:39 p.m. by unanimous voice vote.

Respectfully Submitted,

Anthony Rapolla  
Board Secretary/Business Administrator

AR:bi