

**KEYPORT BOARD OF EDUCATION**  
**REGULAR MEETING      MARCH 15, 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 ( <b>arr. at 7:39 p.m.</b> )	Mr. Litwak ( <b>absent</b> )
Ms. Cote	Mrs. Malinconico, Vice President
Mrs. Fox ( <b>absent</b> )	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 – Brookdale Early College Academy**

Dr. Savoia, Keyport Administration and Brookdale Administration presented on Brookdale Early College Academy for Keyport Students.

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**3.0 President's Remarks**

- Mrs. Panzarelli thinks the Brookdale program is excellent.
- Please try to attend Union Beach's school play.
- Congratulations to Sean Hudson at the Monmouth University Spelling Bee.

**4.0 Communications – Dr. Savoia**

- 4.1 Kenneth Krohe, Facilities Manager, submitted his letter of retirement on February 24, 2017, effective July 1, 2017. Resolution 11.1 under Personnel.

**5.0 Public Participation – Agenda Items**

- 5.1. Jen Williams, 67 Church Street, is thrilled about the possible Brookdale Program. She wants to see our students pushed.

**6.0 Superintendent Report**

- 6.1 Superintendent's Report – Dr. Savoia

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

- 7.1 Motion to approve the following minutes:

February 22, 2017	Regular Minutes
March 8, 2017	Workshop Minutes and closed session

- 7.2 Motion, upon recommendation of the Superintendent, to authorize the Business Administrator to prepare, advertise and receive Request for Proposals for Board Attorney for the 2017-2018 school year.

- 7.3 Motion, upon recommendation of the Superintendent, to authorize the Business Administrator to prepare, advertise and receive Request for Proposals for School Architect for the 2017-2018 school year.

A motion was made to move item 7.1 to 9.6 by Mrs. Malinconico and seconded by Mrs. Kutschman and was carried by a unanimous roll call vote of 8-0 which Mr. McGrogan abstained on March 8, 2017, minutes

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

8.1 Facilities Update

- Mr. Rapolla stated we had difficulty cleaning up after Tuesday’s storm. The composition of the precipitation caused two of our machines to break. We struggled with a portion of Atlantic Street.
- We also had snow fall off the High School Roof causing considerable amount of damage to four of the staff’s cars.

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 January 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 March 2017 in the amount of \$533,591.21.

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

<u>From</u>	<u>To</u>	<u>Amount</u>
11-000-270-518-11-01-000 Contracted Special Joint	11-000-270-518-11-00-000 Contracted Reg Jointure (Adj. 63)	\$60,000.00
11-000-240-800-07-00-000 Administration Prof Dues	11-000-230-339-05-01-000 Architect/Engineer Fees (Adj. 64)	\$1,500.00

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11-402-100-100-01-00-000 Summ Wgt Prog Coord Sal (\$1,297.50)	11-402-100-500-01-00-000 Sprtng Evnt Tick Tkr Sal  11-402-100-500-01-01-000 Game Officials Fees (Adj. 65)	\$55.00  \$1,242.50
11-000-261-420-11-00-000 Maintenance/Repair Bldgs (\$5,000)	11-000-262-610-01-00-000 High Sch Custodial Supp  11-000-262-610-02-00-000 Cen Sch Custodial Supp (Adj. 72)	\$2,500.00  \$2,500.00

- 9.4 Motion that the Keyport Board of Education hereby approves the digital submission of the application for the 2015-2016 Safety Grant Program through the New Jersey Schools Insurance Group for the purposes described in the application, in the amount of \$3,818 for the period July 1, 2015, through June 30, 2016, program period.
- 9.5 Motion that the Board establish and approve the tuition rate for the Union Beach High School students attending Keyport High at \$15,620 for Regular Education students as per the NJDOE Budget tuition calculation for the 2017-2018 school year.
- 9.6 Motion to approve the following resolution:

ADOPTION OF THE TENTATIVE BUDGET  
2017-2018

BE IT RESOLVED that the tentative budget be approved for the 2017-2018 School Year using the 2017-2018 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:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2017-2018 Total Expenditures	\$18,961,142	\$1,027,000	\$669,028	\$20,657,170
Less: Anticipated Revenues	<u>\$9,539,368</u>	<u>\$1,027,000</u>	<u>\$207,555</u>	<u>\$10,773,923</u>
Taxes to be Raised	<u>\$9,421,774</u>	<u>\$0</u>	<u>\$461,473</u>	<u>\$9,883,247</u>

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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 May 3, 2017, at 7:30 p.m. for the purpose of conducting a public hearing on the budget for the 2017-2018 School Year.

Capital Reserve Account Withdrawal

RESOLVED that the Keyport Board of Education requests the approval a capital reserve withdrawal in the amount of \$250,000. The district intends to utilize these funds for Air Conditioning Improvements 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 \$250,000. The district intends to utilize these funds for Air Conditioning Improvements 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 \$100,000. The district intends to utilize these funds for security improvements.

Maintenance Reserve Withdrawal

RESOLVED that the Keyport Board of Education requests the approval a maintenance reserve withdrawal in the amount of \$139,982. The district intends to utilize these funds for maintenance expenditures in the same amount from account 11-000-261-420.

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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 \$150.00 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 \$14,944 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 2017-2018 school year.

A motion was made to move item 7.1 to 9.6 by Mrs. Malinconico and seconded by Mrs. Kutschman and was carried by a unanimous roll call vote of 8-0.

**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>
Anshelewitz, Wilbett	5/31/17	NJTESOL/NJBE, Inc.	New Brunswick, NJ/43	\$253*
Cleveland, Denise	4/18-4/20/17	CEC Special Ed Expo	Boston, MA/502	\$1,870

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Dinardi, Cynthia	6/2/17	NJTESOL/NJBE, Inc.	New Brunswick, NJ/43	\$288*
Goldsmith, Nicole	3/17/17	Annual NJAGC Conference	West Windsor, NJ/0	\$219
Guccione, Kimberly	6/1/17	NJTESOL/NJBE, Inc.	New Brunswick, NJ/43	\$288*
Guccione, Kimberly	4/5/17	English Language Learners and the Law	Monroe Twp., NJ/35	\$161
Mack, MaryAnn	6/2/17	NJTESOL/NJBE, Inc.	New Brunswick, NJ/43	\$288*
Marsh, Lauren	6/1/17	NJTESOL/NJBE, Inc.	New Brunswick, NJ/43	\$288*
Rapolla, Anthony	6/7-6/9/17	NJASBO Annual Conference	Atlantic City, NJ/104	\$643
Savoia, Lisa	5/17-5/19/17	NJASA Spring Leadership Conf	Atlantic City, NJ/182	\$962
Slattery, Tiffani	4/6-4/7/17	NAFME Eastern Division for NJ Music Educators	Atlantic City, NJ/92	\$209

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

\*Payment to be split between Title II (20-272-00-500) & Title III Funds (20-245-200-500)

- 10.2 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>
February 2017	Central	2	1
February 2017	KHS	2	1

- 10.3 Motion to accept February 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	Shelter in Place	All Students & Staff	February 1st @ 8:47am
Keyport High School	Fire Drill	All Students & Staff	February 8th @ 10:30am
Central School	Shelter in Place	All Students & Staff	February 22nd @ 2:30pm
Central School	Fire Drill	All Students & Staff	February 28th @ 10:10am

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10.4 Motion to approve the following school trips:

7th & 8th Grade NJHS	Keyport Food Pantry, Keyport, NJ
2nd Grade	Sandy Hook, NJ
Future Educators	Monmouth University, Long Branch, NJ
Global Logistics Class	Monmouth University, Long Branch, NJ
Lifeline Class	Thompson Park
Life Skills	Stop & Shop, Keyport, NJ

10.5 Approve the purchase of HMH Science Dimensions as the K-8 science resource for 70,750.20.

10.6 Motion to approve the Rising Stars Early College Academy memorandum of agreement between Brookdale Community College and Keyport Public Schools.

A motion was made to move item 10.1 to 12.1 by Mrs. Malinconico and seconded by Mr. Henning and was carried by a unanimous roll call vote of 8-0 which Mr. McGrogan abstained on 10.5 and 11.5.

## 11.0 Personnel

11.1 Motion to accept, with regret, the retirement of Kenneth Krohe, Facilities Manager, effective June 30, 2017.

11.2 Motion to approve the following candidate as Substitute Teacher for the remainder of the 2016-2017 school year:

Tim Kelly	County Substitute Certification
Gerald Brady	Standard Certificate - Teacher of the Handicapped Standard Certificate - Learning Disabilities Teacher Consultant

11.3 Motion to approve Andrea Walsh as the Adult Fitness Center Supervisor for the Spring Season at a rate of \$1,067.

11.4 Motion to approve Jason Glezman as the Student Fitness Center Supervisor for the Spring Season at a rate of \$1,067.

11.5 Motion to approve Bonnie Harrison to complete four hours of observation through Monmouth University P-3 24-Hour Preservice Teacher Training Program in the Keyport Central School Pre-K program for the Spring 2017 Semester.



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A motion was made to move item 10.1 to 12.1 by Mrs. Malinconico and seconded by Mr. Henning and was carried by a unanimous roll call vote of 8-0 which Mr. McGrogan abstained on 10.5 and 11.5.

**12.0 Policy**

12.1 Motion to approve the following policies and regulations for first reading to be available to view on the district website after the second reading:

- |          |   |
|----------|---|
| P2460    | Special Education (Revised) Disabled Students (M)   |
| R2460.15 | Special Education – In-service Training Needs for Professional and Paraprofessional Staff (M) |
| P2467    | Surrogate Parents and Foster Parents (Revised)  |
| R2460.1  | Special Education - Location, Identification, and Referral (M)                                |
| R2460.8  | Special Education - Free and Appropriate Public Education (M)                                 |
| R2460.9  | Special Education - Transition From Early Intervention Programs to Preschool Programs (M)     |
| P2460.16 | Special Education - Instructional Material to Blind or Print-Disabled Students (M)            |

A motion was made to move item 10.1 to 12.1 by Mrs. Malinconico and seconded by Mr. Henning and was carried by a unanimous roll call vote of 8-0 which Mr. McGrogan abstained on 10.5 and 11.5.

**13.0 Old Business**

**14.0 New Business**

**15.0 Public Participation**

15.1 Jack Hausman, 31 Walling Terrace, commented that kids were walking in the street at pickup near Atlantic Street because of snow on walkway. He would like to see more communication between Keyport Police Department and the school district regarding snow removal. He would like to see a policy that all school sidewalks are clear before school opens.

**16.0 Adjournment to Executive Session – None**

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**17.0 Adjournment**

- 17.1 Upon motion by Mr. Henning, seconded by Mrs. Kutschman, the meeting was adjourned at 8:41 p.m.

Respectfully Submitted,

Anthony Rapolla  
Board Secretary/Business Administrator

AR:bi