

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING MARCH 8, 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
Ms. Cote	Mrs. Malinconico, Vice President
Mrs. Fox (arr. 7:52 p.m.)	Mr. McGrogan, UB Rep.* (absent)
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 – none

2.0 Presentations –

- 2.1 Brookdale Early College Academy

<p style="text-align:center">KEYPORT BOARD OF EDUCATION WORKSHOP MEETING MARCH 8, 2017 MINUTES</p>
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David Stout, Vice President Student Success for Brookdale Community College, Dr. Savoia, Mike Waters and Laura Godlesky presented on an Early College Academy for Keyport Students.

- 2.2 Budget – Anthony Rapolla
Mr. Rapolla presented a PowerPoint slide on the tentative budget.

3.0 President’s Remarks

- Mrs. Panzarelli thinks the Brookdale program is a wonderful thing. Ken Krohe’s retirement will have a big impact on the district.
- Some board members met with Steve Gallo about the borough’s master plan.

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 – None

6.0 Superintendent Report

- 6.1 Superintendent’s Report – Dr. Savoia
- Policy updates were emailed to board members to review.
 - Dr. Savoia summarized the update sent to the Board which walked through the steps of each month of what has been done at the Strategic Planning Committee meetings:
 - Created core values, created common themes, how we assembled, then in turn met to work out what was proposed to be priorities for each independent group of the Stair Committee; Brainstormed possible 3-5 year goals.
 - Created a survey to get stakeholder input consisting of ten questions which were included in the update sent to the Board.
 - In March, the Strategic Planning Committee will review the current Vision and Mission statement and will get input from the groups.

<p style="text-align:center">KEYPORT BOARD OF EDUCATION WORKSHOP MEETING MARCH 8, 2017 MINUTES</p>
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- The Strategic Planning Committee will come and do an update to the Board in April or early May to review results of the survey.

7.0 Board Secretary’s Report – Mr. Rapolla

7.1 Motion to approve the following minutes:

February 22, 2017 Regular Minutes

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.

8.0 Buildings & Grounds – Mr. Rapolla

8.1 Facilities Update

- Picket fencing has been put in one section of the rain garden. It looks nice. The second section will be done as soon as the ground softens.
- Water testing labeling is complete. Testing is to take place on Good Friday.

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.

KEYPORT BOARD OF EDUCATION WORKSHOP MEETING MARCH 8, 2017 MINUTES

9.2 Motion to approve bills for the month of March 2017 in the amount of \$TBD and supplemental bills for February 2017 in the amount of \$TBD.

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

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.

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>
Guccione, Kimberly	4/5/17	English Language Learners and the Law	Monroe Twp., NJ/35	\$161
Rapolla, Anthony	6/7-6/9/17	NJASBO Annual Conference	Atlantic City, NJ/104	\$643
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)

KEYPORT BOARD OF EDUCATION WORKSHOP MEETING MARCH 8, 2017 MINUTES

- 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 & 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

- 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

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

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
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KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING MARCH 8, 2017
MINUTES

- 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.

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)

13.0 Old Business – None

14.0 New Business

Mr. Henning asked about replacing the Supervisor of Buildings in Grounds.

15.0 Public Participation – None

16.0 Adjournment to Executive Session (TIME: 9:36 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 8, 2017, to discuss
 - Personnel
 - Finance

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING MARCH 8, 2017
MINUTES**

- 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: Mrs. Malinconico SECOND: Ms. King-Cote

17.0 Return to Open Session (TIME: 9:52 p.m.)

18.0 Adjournment

- 17.1 Upon motion by Mr. Henning, seconded by Mrs. Malinconico, the meeting was adjourned at 9:52 p.m.

Respectfully Submitted,

Anthony Rapolla
Board Secretary/Business Administrator

AR:bi