

**KEYPORT BOARD OF EDUCATION
WORKSHOP ACTION MEETING – NOVEMBER 1, 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 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	Mr. McGrogan, UB Rep.*
Mr. Henning	Mrs. Panzarelli, President
Mrs. Kutschman	Mr. White (absent)

Student Council Representative: Emily Savicky (not present)

**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 – FY 17 Audit by Suplee, Clooney & Company

Robert Swisher from Suplee, Clooney and Company presented the 2016-2017 Fiscal Audit. There were no findings.

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3.0 President's Remarks

- Ann Panzarelli stated that many board members attended the School Boards Convention. Ann Panzarelli attended an Ethics Workshop, State Board Meeting, etc.
- Elections are November 7. Mrs. Panzarelli encouraged everyone to go out to vote.
- Ad Hoc Committee met this evening. Committee will start looking at rankings. Next meeting is December 6th. She thanked administration for Halloween attire.

4.0 Communications – Dr. Savoia

5.0 Public Participation – Agenda Items – None

6.0 Superintendent Report

6.1 Superintendent's Report – Dr. Savoia

Goal Update-Full Presentation in December

- I-A review of assessments needed to establish cut offs for Tiers are under review. A team from the district visited Manalapan on two occasions in the past month. We were able to observe the provision of instruction, discuss the creation and provision of interventions, etc. I &RS has also refined their process this year in both buildings. This is inclusive of the referral process and student monitoring.
- II-Geometry and Algebra Enrichment courses at KHS update.
- III-PARCC evidence statements analysis reports are being utilized in Professional Learning Communities for LA, as well as, Science and History. PLCs are creating SMART goals that address all content areas. Newsela implementation is being implemented successfully as our non-fiction text support resource in grades 3-12.
- IV- To date all of the BOE's priorities have been tallied. The number one priority being air conditioning, which directly relates to this district goal. Mr. Rapolla and I will be prepared to discuss first steps at the November 15th meeting.

Curriculum

- QSAC (instruction and program, fiscal management, governance, personnel and operations).
- Statement of Assurance and District Performance Review (DPR).
- Student Growth Objectives and Professional Development Plans have all been created and submitted. SGO's are tiered and are more aggressive in the requirements for increases in student achievement.
- I plan on attending the NASSA conference this year in February. The conference begins on February 14th and the first session I plan on attending is: Using a Profile of a Graduate to become a 21st Century District.

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Alumni

- Mr. Flynn and I met with the Alumni association Monday evening. Some discussion items were:
 - Practice Insurance-Underwritten under AYP
 - Hall of Fame
 - Athletes Alley
 - Alumni Advertisement Video

HIB

- There were 2 incidents of HIB reported at KHS since we met on October 11, 2017. One confirmed and one determined to be a conflict. Consequences and services are provided as per Policy 5512 and 5560.

October Teacher & Student of the Month

- 1st Grade Brian Cabreja & Brianna Ortiz
- 2nd Grade John Avitto & Libni Gonzalez
- 3rd Grade Madelyn Pinto & Nehemiah Harrigan
- 4th Grade Ryan Troisi & Marbin Merino
- 5th Grade Brian Bautista & Cecelia Reed
- 6th Grade Daniel Soriano & Natasha Marquez
- 7th Grade Falvio Bernardino & Pilar Franco
- 8th Grade Anthony Mimes & Brianna Burkett
- Mrs. Amanda Andrews & Mrs. Nicole Goldsmith
- 9th Grade Riley Troisi
- 10th Grade Jonathan Geraghty
- 11th Grade Jillian Johnson
- 12th Grade Molly Drought
- Ms. Kristin Corsale & Ms. Cynthia DiNardi

KHS

- Conferences are 11/21/17 at KHS. Mr. Waters is hoping to pilot a conference/open house evening and is working with the collective bargaining unit.
- KHS students will present at the 11/15/17 BOE meeting using Vernier probes.
- Homeless to Harvard: 5 years after Sandy, a Union Beach success story against all odds.
 - <http://www.app.com/story/news/local/people/2017/10/27/homeless-harvard-5years-after-sandy-union-beach-success-story-against-all-odds/801861001/>

Central School

- Student Council Visitors will be at the November 15, 2017, Board Meeting.

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Community

- I am meeting with Mr. Stahley, Mrs. Gordon, Patrick Maroney, and Joanne Kelsey on November 7th do discuss the nature of their inquiry. The group has met with art, music, and drama teachers at Central School in addition to Mr. Mammano. Curriculum and budget information has also been requested.
- There has been fencing work and needed tree removal done to the parking lot on the Jackson Street entrance. Mr. Moroney has asked that planting trees, removal of blacktop with the replacement of grass or landscaping, and an extension of the fence that was replaced be considered for more screening. I assured him that we would consider such as a part of prioritization when the 2018-2019 budget was created.
- The Borough of Keyport is applying for a grant that will provide funds for a feasibility study regarding the placement of Electric Vehicle Charging Stations at various locations around the community. They would like to consider the district's main parking lot as a potential site and would like a letter of support.
- Administration is meeting with Captain Hafner and Steve Gallo to discuss safety. The district is utilizing our security grant money to will enables rapid location, retrieval, and sharing of geospatial data such as our floor plans, to pave the way for safer incident resolution. In addition, we will discuss the locations of crossing guards and collaborating on the purchase of crossing safety signage.
- Dr. Cleveland has distributed a Special Education survey as previously discussed. There have been limited responses and she is phone blasting again in hopes of an increased response.

Personnel

- A request for the justification of instructional positions. I am compiling information/data and plan on presenting the information to the Board no later than 12/13/17 with the Board's permission.
- I will be recommending the hiring of two part-time aides for Special Education needs.
- Union Beach will be in need for a special services director this winter. I have provided a description of what services Keyport can provide to the Superintendent for his consideration as he plans for his transition to Hazlet.

Upcoming Events were discussed.

7.0 Board Secretary's Report – Mr. Rapolla

7.1 Motion to approve the following minutes:

October 11, 2017 Regular Minutes and closed session

7.2 Motion to approve the following resolution:

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WHEREAS, the Department of Education requires New Jersey School Districts to submit a three-year Comprehensive Maintenance Plan and M-1 form documenting “required” maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities, as listed in the attached document for the various school facilities of the Keyport School District, are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid.

NOW THEREFORE, BE IT RESOLVED, that the Keyport School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan and M-1 form for the Keyport School District in compliance with Department of Education requirements.

8.0 Buildings & Grounds – Mr. Rapolla

8.1 Facilities Update

Mr. Rapolla thanked Mr. Swisher and his firm. He is happy to report there are no findings. We work with \$20 million a year. Mr. Rapolla is grateful he has a diligent and caring staff. We will be approving the audit at the meeting next week.

The district is required to submit an annual maintenance plan. The state dictates what kind of items need to be included in the plan. They are basically the items that get checked annually on the facility checklist.

The maintenance plan also calculated the maximum amount a district is allowed to have in Maintenance Reserve based on square footage. Keyport can have \$1,036,081.

We are also required to close out federal grants each year and to budget the carryover in the following year. We will also be approving that next week.

At the November 15 meeting, we will briefly present the results of the facility project survey the Board submitted at the last meeting. Future meetings will include assessments as well as financing options.

8.2 Use of Facilities

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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 September 30, 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 November 2017 in the amount of \$TBD and supplemental bills for October 2017 in the amount of \$TBD.

9.3 Motion to approve instruction with Education, Inc., for student number 4649874347 requiring hospitalization, at a rate of \$51.50 per hour for ten hours per week from October 13, 2017, through anticipated date of October 27, 2017.

9.4 Motion to rescind resolution 9.8 passed at the August 9, 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)	\$13,012.80
Union Beach (4 students)	<u>\$26,025.60</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)	\$15,615.36
Union Beach (3 students)	<u>\$23,423.04</u>
	\$39,038.40 Total

9.5 Motion to approve the purchase of a Critical Response Group Security Graphics Program at a cost of \$6,280 to be paid from Security Acct #11-000-266-420.

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- 9.6 Motion to accept the audit report. In accordance with Chapter 22A, PL 1951(NJSA 18A:23-1), within thirty days following receipt of audit (Comprehensive Annual Financial Report for the fiscal year ending June 30, 2017), the Board of Education shall, at its regularly scheduled meeting to which the public is admitted, cause the recommendations of the auditor to be read and discussed and duly noted in the minutes. In the 2016-2017 audit, there were no recommendations.
- 9.7 Motion to approve the final closeout of 2016-2017 IDEA Grant with \$0 carryover.
- 9.8 Motion to approve the final closeout of 2016-2017 NCLB Title I Grant with \$21,357 carryover.
- 9.9 Motion to approve the final closeout of 2016-2017 NCLB Title IIA Grant with \$5,037 carryover.
- 9.10 Motion to approve the final closeout of 2016-2017 NCLB Title III Grant with \$7,731 carryover.

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>
Annucci, Alexa	2/26/18	Pre-K Conference	Atlantic City, NJ/184	\$302 *
Anshelewitz, Wilbett	5/30/18	NJTESOL 2018/NJBE Inc. Spring Conference	New Brunswick, NJ/46	\$214**
Crincoli, Cadie	1/12/18	Redefining Problem Solving in Mathematics	Glassboro, NJ/180	\$205
Dougherty, Jessica	11/30/17	PARCC-Aligned Curriculum	Clark, NJ/42	\$188
Francisco, Alissa	2/26/18	Pre-K Conference	Atlantic City, NJ/184	\$302 *
Guccione, Kimberly	11/16/17	I&RS Next Generation	Monroe, NJ/37	\$161
Guevara, Pablo	1/25-1/26/18	Techspo 2018	Atlantic City, NJ/181	\$692
Iannotta, Emily	11/30/17	PARCC-Aligned Curriculum	Clark, NJ/42	\$188
Lampart, Alison	2/26/18	Pre-K Conference	Atlantic City, NJ/184	\$302 *
Keelen, Kyle	11/16/17	When Words Get in the Way: Overcoming Barriers to Mathematics (Gr. 6-12)	Glassboro, NJ/181	\$205
Keelen, Kyle	12/15/17	Status Quo in HS Math is Unacceptable (Gr. 9-12)	Glassboro, NJ/181	\$205
Leandro, Susanne	12/7/17	Passing Notes in Math Class:	Glassboro, NJ/187	\$207

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		Using Dialogue Journals to Support Rich Mathematical Discourse (5-12)		
Marsh, Lauren	5/31/18	NJTESOL 2018/NJBE Inc. Spring Conference	New Brunswick, NJ/46	\$249**
Tallarico, Tristan	1/25-1/26/18	Techspo 2018	Atlantic City, NJ/181	\$692

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

* To be paid from Acct 20-218-200-329-02-000-060

** To be paid from Title III Acct #20-241-200-500

10.2 Motion to approve QSAC DPR/SOA.

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>
October 2017	Central	2	1
October 2017	KHS	3	0

10.4 Motion to accept October 2017 Security Drill as follows:

<u>School Name</u>	<u>Drill Type</u>	<u>Occupants Involved</u>	<u>Date & Time</u>
Keyport High School	Fire Drill	All Students & Staff	October 4 @ 9:30 a.m.
Keyport High School	Shelter in Place	All Students & Staff	October 27 @ 10:16 a.m.
Central School	Fire Drill	All Students & Staff	October 10 @ 9:00 a.m.
Central School	Shelter in Place	All Students & Staff	October 23 @ 2:00 p.m.

10.5 Motion to approve the following class trips:

5th Grade	Trenton Capitol Building & NJ State Museum & Planetarium, Trenton, NJ
KHS GSA	Montgomery High School - NJ GSA Forum, Skillman, NJ
6-8th Grade Band	Bolger Middle School, Keansburg, NJ
CBI Program (9th, 10th, 12th)	Stop & Shop, Keyport, NJ

Motion was made to move item 10.2 by Mrs. Malinconico and seconded by Mrs. Fox and carried by a unanimous roll call vote of 9-0.

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11.0 Personnel

- 11.1 Motion to approve Nicholas Herring, Physical Education Teacher, for the 2017-2018 school year effective November 16, 2017, at a salary of \$52,047; Step 1, BA.
- 11.2 Motion to approve Kimberly Guccione’s request for a maternity/Federal/NJ Family Medical Leave as follows:
- | | |
|-----------------------|----------------------------|
| 5/7/2018 - 5/11/2018 | Five (5) accrued sick days |
| 5/14/2018 - 6/18/2018 | Six-weeks of FMLA/NJFLA |
| 9/3/2018 - 10/15/2018 | Six weeks of FMLA/NJFLA |
| 10/16/2018 | Return to work |
- 11.3 Motion to approve Amy Rodriguez and Allison Lampart to teach for the Title III enrichment program at a rate of \$35 per hour to be funded from ESEA.
- 11.4 Motion to approve the following Winter Athletic Coaching for the 2017-2018 school year.

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Phil Recco	HS Head Boys Basketball	\$8,925
Shaun Lyons	HS Assistant Boys Basketball	\$6,551
Deboney Braithwaite	HS Head Girls Basketball	\$8,925
Staci Minuskin	HS Assistant Girls Basketball	\$6,551
Al Smith	HS Head Wrestling	\$8,288
Greg Velasco	HS Assistant Wrestling	\$6,120
James Wesley	HS Bowling Coach	\$6,025
Pete Miller	CS Boys Basketball	\$6,120
James Maguire	CS Girls Basketball	\$6,120
Nick Herring	CS Wrestling Coach	\$4,423
Daniel Morelos	CS Cheerleading Coach	\$5,171
Barrett Oxley Kyle Keelen Valerie Rogers James Wesley Ron Burgess Tyler Alvarez	Clock Operator/Crowd Control	\$35 per game
Michelle Cannizzaro	Ticket Taker	\$35 per game
Liz Maher Valerie Rogers	Substitute Ticket Taker	\$35 per game
Angela D’Amico	Winter Volunteer Assistants	

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Tyler Alvarez Mike Konish Anna Czech Stephanie Kaplan Larry Peterson		
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12.0 Policy – None

13.0 Old Business – None

14.0 New Business

- Kim Kutschman spoke of the Dessert Theater to be held at Keyport Central School on November 2, 2017.
- Al Litwak would like the Administration to look into a Career Internship Program.
- Mr. Henning asked about the Rain Garden.

15.0 Public Participation

- Joe Stahle, Keyport resident, asked about the User Friendly Budget. He would like to see more information made available on the budget process.
- Patrick Maroney, 314 Main Street, stated that perhaps the Budget Presentation can be taped.

16.0 Adjournment to Executive Session (TIME: 8:18 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 November 1, 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.

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MOTION: Ms. King-Cote

SECOND: Mrs. Malinconico

17.0 Return to Open Session (TIME: 8:39 p.m.)

18.0 Adjournment

- 18.1 Upon motion by Mrs. Kutschman, seconded by Ms. King-Cote, the meeting was adjourned at 8:40 p.m.

Respectfully Submitted,

Anthony Rapolla
Board Secretary