

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING NOVEMBER 12, 2014
MINUTES**

1.0 Opening Procedures

1.1 The meeting was called to order at 7:30 p.m. by Board President Malinconico, in the Keyport High School Conference Room 108, 351 Broad Street.

1.2 Flag Salute

1.3 Opening Statement

“Public notice of this meeting has been sent to the Asbury Park Press and The Independent newspapers on October 24, 2014. 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”.

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. Biagianti	Mr. Henning, Vice Pres.
Mr. Bright(absent)	Ms. King-Cote (absent)
Ms. Burke(absent)	Mrs. Malinconico, President
Mr. Cooper(absent)	Mrs. Panzarelli
Ms. Durkin, UB Rep.*	Mr. White

**Union Beach representative abstains on all matters other than matters relating to Keyport High School Union Beach students.*

Student Council Representative: Shayna Grandon

2.0 Presentations –

2.1 FY14 Audit by Suplee, Clooney & Company

Mr. Robert Swisher, Partner with Suplee, Clooney, Inc., provided comments on the annual Keyport Board of Education audit effective June 30, 2014. He stated there was one issue/recommendation with regards to the Keyport Municipality by code is required to forward tax receipts due to the Keyport Board of Education by June 30 and has been late in providing those funds. This needs to be documented and assurances need to be made to rectify the issue. Mr. Swisher stated the district retains a healthy surplus. Mr. Swisher concluded his remarks by stating “the district is in very good financial shape”.

<p style="text-align:center">KEYPORT BOARD OF EDUCATION WORKSHOP MEETING NOVEMBER 12, 2014 MINUTES</p>

2.2 Food Allergies

At this time, Mrs. Carol Fox, of Church St. in Keyport who was also supported by Mrs. Christine Devicinci of Keyport discussed food allergies and dealing with them at the Keyport Schools. Listed below are highlights of the work session discussion:

- a survey was taken of parents which were asked whether they would be in favor of nut free classrooms and 80% said they would be in favor of it.
- 100% of survey respondents said they were in favor of the full teaching staff being CPR certified
- Mrs. Fox mentioned her son being touched by another student who recently had peanut butter. There was a reference of the possibility of this being a bullying issue.
- Superintendent Savoia stated that any issue of bullying needs to be addressed immediately.
- the parent survey was taken during the bake sale and there were 84 responses
- Mrs. Devicinci stressed the importance of the food allergy topic and the survey was a snapshot of the district sentiments
- Board Member Mr. White expressed his concern about segregating a special table or section for students with food allergies
- Central School Principal Mr. Rapolla stated there definitely has been an increase in the frequency of students with allergies
- Mrs. Fox spoke about the staff being trained and certified to implement epi-pen
- Board of Education attorney Mr. Giacobbe stated the Board should consider students who pay for lunches should sit at nut free tables
- Board President Mrs. Malinconico requested that the administration look into Maschios becoming a nut free Food Service provider to the district.
- Board Member Mr. Henning asked what the chances are of a student going into anaphylactic shock
- Mrs. Fox stated that the district needs to minimize the risk of this happening
- Mrs. Fox stated that the district should consider drills to prepare the staff in case of anaphylactic shock
- Mrs. Devicinci suggested that a letter be sent home to parents notifying them that there are students in class who have peanut allergies

At this time Board President Mrs. Malinconico read the motion under item 16 to go into Executive Session. A formal motion was made by

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING NOVEMBER 12, 2014
MINUTES**

Mr. Henning to go into Executive Session which was seconded by Mrs. Panzarelli and carried by unanimous consent.

The topic of discussion in Executive Session was personnel.

A motion was made to come out of Executive Session by Mr. Biagianni and seconded by Mrs. Panzarelli and carried by unanimous consent.

3.0 Election Results

3.1 Unofficial Results of the school election:

The results below were read by Board President Mrs. Malinconico

Keyport BOE (Full 3-Year Term)

	<u>Vote Count</u>
- Ann Panzarelli	807
- Carol Fox	771
- Claudia DeGracia	754
- Victoria Mariocca	607

4.0 Communications – Mrs. Savoia

5.0 Public Participation – Agenda Items

Dr. Ed McNamara, Maple Place, Keyport asked what were “Cultural Nights.” He also requested clarification on item 11.2

6.0 Superintendent and Other Reports

6.1. Superintendent’s Report – Mrs. Savoia reported:

- the district is applying for an NJDOE Achieve NJ sponsored grant.
- the district is implementing Adobe InDesign desktop publishing software
- Mrs. Savoia described the Mystery Reader Program in Keyport Central School and Keyport High School
- the Keyport High School drama production will be “A Funny Thing Happened on the Way to the Forum” in Spring 2015
- Mrs. Savoia reported on the progress of the Key Club, Environmental Club and National Honor Society

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING NOVEMBER 12, 2014
MINUTES**

- Keyport Public Schools has its own APP which is available in the ITUNES store and Google Play store
- Keyport Education Foundation met today having attained the 501c status.
- Mrs. Savoia reported on HIB incidents during the previous month. There were three at Keyport High School and one at Keyport Central School.
- Mrs. Savoia reported on upcoming events

6.2. Student Council Representative Report-
There was no student council report this evening

7.0 Board Secretary's Office – Mr. McManus

7.1. Motion to approve the following minutes:

October 15, 2014	Workshop Meeting
October 22, 2014	Regular Meeting

8.0 Buildings & Grounds – Mr. McManus

8.1 Facilities Update-

Mr. McManus reported on the progress of the Athletic Field upgrade and stated that the project is essentially coming in “on budget”. At this time numerous Board Members emphasized the importance of proper maintenance of the facility given the investment the district has made. Board Member Mrs. Panzarelli in particular stated her concern about the female students walking or being transported to the Cedar Street field.

8.2 Use of Facilities

8.2.1 Motion to request from the Borough of Keyport Recreation Department the use the Cedar Street Field for Girls Softball for the 2015 Spring Softball season.

9.0 Finance

9.1 Motion to approve the Secretary's monthly line item certification. Pursuant to N.J.A.C. 6:23 – 2.12 (d), the Board Secretary certifies that as of September 30, 2014, no budgetary line item account has been overexpended in violation of N.J.A.C. 6:23 – 2.12.

<p>KEYPORT BOARD OF EDUCATION WORKSHOP MEETING NOVEMBER 12, 2014 MINUTES</p>

- 9.2 Motion to approve the Report of the Secretary to the Board of Education (A-148) and Cash Reports (A-149) for the month of October which is in agreement.
- 9.3 Motion to approve bills for the month of November 2014 in the amount of \$TBD and supplemental bills in the amount of \$TBD.
- 9.4 Motion to approve the transfer of funds for the month of October (attachment).
- 9.5 Motion to approve the following out of district tuitions for the 2014-2015 school year:

Franklin HS	Student 2978129726 (UB)	\$12,400
-------------	-------------------------	----------

- 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, 2014), 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 2013-2014 audit, there was one finding.
- 9.7 Motion to approve the attached corrective action plan for the 2013-2014 audit, as per the recommendation of the Board of Education Auditor.
- 9.8 Motion that the Board approve the transfer of \$580,420.15 from Capital Reserve to Fund 30 in order to fund the local Share of the ROD Grant projects listed below:

Project	State Project Number	Local Share
KCS Electrical Upgrade	2430-060-14-1009	\$223,882
KHS 8 Room A/C	2430-050-14-1004	149,496
KCS Cafeteria A/C	2430-060-14-1011	204,636
Total Local Share		\$578,014

- 9.9 Motion that the Board approve the purchase of technology equipment and supplies from CDW-G for the 2014-2015 school year under cooperative pricing contract #65-MCESCCPS in the amount of \$138,658.03

10.0 Curriculum

- 10.1 Motion to approve the October 2014 Security Drills as follows:

<p>KEYPORT BOARD OF EDUCATION WORKSHOP MEETING NOVEMBER 12, 2014 MINUTES</p>

SCHOOL NAME	DRILL TYPE	OCCUPANTS INVOLVED	DATE & TIME
Keyport High School	Active Shooter	All staff and students	10/8/14 12:50 p.m.
Keyport High School	Table Top	Administration & Police Department	10/15/14 1:00 p.m.
Keyport Central School	Fire Drill	All staff & students	10/7/14 9:15 a.m.
Keyport Central School	Table Top	Administration & Police Department	10/15/14 1:00 p.m.

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

DATE	SCHOOL	INCIDENTS REPORTED	HIB
October 2014	Central	1	0
October 2014	KHS	2	1

- 10.3 Motion to approve the 2014-2015 Progress Targets Action Plan.

11.0 Personnel

- 11.1 Motion to approve Virginia Barry as a Substitute Aide for the Keyport School Extending Program for the 2014-2015 school year to be paid at a rate of \$13.32 per hour from Enterprise Fund (0409):
- 11.2 Motion to approve Robin Gallo as the District Data Specialist effective November 19, 2014.
- 11.3 Motion to approve Marie Portee and Kelly Castellano to run the Title I Family Literacy Nights at a rate of \$35 per hour, not to exceed \$300.
- 11.4 Motion to approve Amanda Andrews and Cynthia Deilly to run the Title I Family Math Nights at a rate of \$35 per hour, not to exceed \$300.
- 11.5 Motion to approve Kyle Keelen and Kelly Milniscuk to run the Title I Family Math Nights at a rate of \$35 per hour, not to exceed \$300.
- 11.6 Motion to approve Alissa Francisco to work the Title III After School Program from November 25, 2014 - May 21, 2015, at the rate of \$35 per hour, to be funded from NCLB funds.

<p>KEYPORT BOARD OF EDUCATION WORKSHOP MEETING NOVEMBER 12, 2014 MINUTES</p>

11.7 Motion to approve the following mentors for the 2014-2015 school year, at the rate of \$250, for the 2014-2015 school year, to be funded from NCLB Title IIA Funds:

<u>New Teacher</u>	<u>Mentor</u>
Marisa Khachaturian	Nicole Goldsmith
Tiffany Rowald	Cassandra Murphy

11.8 Motion to approve the following candidate as a substitute teacher for the 2014-2015 school year at the prevailing rate of pay:

<u>Group II</u>	
Anna Czech	60+ credits
Chelsea Addeo*	60+ credits
Megan Waters*	60+ credits

*pending completion of paperwork

11.9 Motion to approve the following Student Teacher from Monmouth University to work at the Central School for the Spring 2015 semester:

<u>Student</u>	<u>Cooperating Teacher</u>	<u>Grade/Subject</u>
Brianna Mahoney	Tina Perri	1 st Grade

11.10 Motion to approve three teachers to run three Cultural Nights, over the course of the 14-15 school year, at the rate of \$35 per hour, not to exceed \$300, to be funded from NCLB funds.

12.0 Policy

12.1 Motion to approve the following policies and regulations for the second reading to be attached to the minutes after the second reading:

P5200	Attendance
R5200	Attendance

A motion was made by Mr. Biagianti and seconded by Mr. Henning to move item 12 and carried by a unanimous roll call vote of 6-0.

Item 12 was the only action taken this evening.

13.0 Old Business

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING NOVEMBER 12, 2014
MINUTES**

14.0 New Business

15.0 Public Participation

16.0 Adjournment to Executive Session (TIME: 7:40)

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 12, 2014, to discuss
 - Personnel
 - Finance
 - 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: Mr. Henning SECOND: Mrs. Panzarelli

17.0 Return to Open Session (TIME: 8:30 pm)

Executive Session occurred at the end of item number 2. See previous documented notes.

18.0 Adjournment

18.1 Upon motion by Mr. Henning, seconded by Mr. Biagianti, the meeting was adjourned at 9:30 p.m.

Respectfully Submitted,

Edward F. McManus
Board Secretary/Business Administrator

EFM:bi