

**KEYPORT BOARD OF EDUCATION  
WORKSHOP ACTION MEETING – NOVEMBER 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 January 11, 2018, as approved at the reorganization meeting of the Board of Education held on January 3, 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 ( <b>arr. 7:31 p.m.</b> )	Mrs. Kutschman, Vice President
Ms. King-Cote ( <b>absent</b> )	Ms. Malinconico
(Vacancy)	Mr. McGrogan, UB Rep.*
Mr. Hausmann	Mrs. Panzarelli
Mr. Henning	Mr. White

Student Council Representative: Julian Rebelo

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

1.5 Student Council Representative Report

Julian Rebelo gave the following report upcoming events happening in Keyport High School this November:

- Parent Teacher Conferences will be held in Keyport High School on November 20, 2018, from 6 pm-8pm, with National Honor Society Volunteers helping at the event.

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- Girls' Basketball season is just getting started. The opening game is at Asbury Park on 12/14 @ 5 p.m. First Home Opener is Tuesday, 12/18 @ 5 p.m. vs. Ranney. One of the members of our team is nearing their 1,000<sup>th</sup> point!
- Literary Magazine is currently accepting written, art, and photographic submissions, both named and anonymous by students from around KHS.
- Book Club is considering a new dystopian novel to read this year.
- Art Club's holiday card sale will begin December 10 and will be sold until the 21<sup>st</sup>.
- National Honor Society has begun their annual non-perishable food drive throughout Keyport High School; a homeroom competition will be held, and whichever homeroom obtains the most donations will earn an incentive.
- National Honor Society also will be asking other clubs to adopt a family for their Christmas drive.
- Class of 2019 is hosting a Seniors vs. Alumni Basketball Game this Saturday, November 17, 2018, at 10 a.m. in the Keyport High School Gymnasium. It is \$2 to watch the game, \$10 for Keyport High School Alumni to play, and \$5 for Seniors to play.
- Key Club recently collected 34.8 lbs. of candy as well as wrote letters that were sent to military troops (Soldiers, Veterans, and new Recruits) who missed Halloween through Operation Gratitude
- Drama Club –
  - Audition Date for Young Frankenstein the Musical will be on November 20.
  - Fundraisers - Final Fundraiser prior to production is Gertrude Hawk, and recently a Delicious Orchards pie fundraiser was held as well.
- TV Production Club PSA –
  - Recently, the TV Production Club submitted a PSA about suicide prevention and awareness for a contest held in partnership with the 2<sup>nd</sup> Floor Youth Hotline/Rutgers Health
- Members of the Gender Sexuality Alliance will be attending the GSA Forum on November 17<sup>th</sup>
- Student of the Month Include:
  - 9th- Samantha Buggle
  - 10th- Troy Alvarez
  - 11th- Alyssa Rebelo
  - 12th- Julian Rebelo
  - The Staff of the Month Include:
  - The Entire KHS Custodial Staff

**2.0 Presentation – PARCC Student Recognition**

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Mr. Mammano and Mr. Flynn presented PARCC Recognition awards to high achieving students.

**3.0 Election Results**

3.1 Official Results of the school election:

Keyport BOE (Full 3-Year Term)

	<u>Vote Count</u>
<b>Laura Abrahamsen</b>	<b>1216</b>
<b>Patrick Moroney</b>	<b>1065</b>
<b>Joseph J. Stahley</b>	<b>956</b>
Susan (Kim) Kutschman	691
Daniel Fox	385
Evelyn Cote	556

Write In	25
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Public Question (Referendum)

<b>Yes</b>	<b>58.84%</b>	<b>1,365</b>
No	41.16%	955
		2,320

**4.0 President’s Remarks**

Mr. Bright congratulated new candidates who were elected. He also thanked everyone for passing the referendum.

**5.0 Communications – Dr. Savoia**

5.1 Mrs. Carol Fox, Board Member, submitted her letter of resignation on November 5, 2018, effective immediately. Resolution 8.1 under Board Secretary’s Report.

**6.0 Public Participation – Agenda Items**

- Carol Fox, 40 Church Street, submitted her resignation on November 5. She shared her resignation letter with the audience. She stated that it was not an easy decision and congratulated the three newly-elected board members.
- Jolyn Vallarta, 26 Perry Street, asked how the referendum funds will be budgeted and what the plan will be going forward to keep the buildings in proper condition.

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- John Merla, 34 Broad Street, asked when we knew that the State would have a question on the ballot. He felt the State question and the district question were almost identical.

## **7.0 Superintendent Report**

### 7.1 Superintendent's Report – Dr. Savoia

#### Goal 1:

- 31 students in the 2nd and 3rd grade have been targeted for Tier 3 Literacy Intervention
- LLI (Leveled Literacy Intervention) is being provided daily for 35 minutes
- After 10 lessons, DRA Progress Monitoring was administered
  - o 100 percent of students gained at least one DRA level
  - o 68 percent of students gained 2 or more DRA levels
- Pre & post conferences are inclusive of differentiation suggestions, as well, lesson plan feedback
- Guided reading support to staff that supports differentiation
- Increase in integrated formative assessments to support differentiation
- KHS data dig utilizing Link It Data

#### Goal 2:

- Reviewed attendance codes such as Home Instruction
- Data analysis comparing 17-18 to 18-19 attendance rates
- Attendance Review Committee process including correspondence
- There were 232 students at Central with perfect attendance for MP1 & 71 at KHS. We will be doing an attendance blitz before Thanksgiving to distribute certificates. Our TV and cable station have a full display of all names.

#### Goal 3:

- Danielson professional development in our After School Professional Development Academy by T. Manganelli & A. Andrews
- PLC Facilitation at KHS on 11/28 & at Central on 12/6
- Pineapple Walks are ongoing. Please remember that they are designed for teachers to invite others teachers into their classrooms in order to share best practices. Some teachers are putting pineapples outside of the door in addition to the board.

#### HIB

- There were 3 incidents of HIB reported since our last meeting on Oct 17th. 2 were at KCS, 1 at KHS. 2 were determined to be HIB and 1 a

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conflict. Consequences and services are provided as per Policy 5512 and 5560.

KHS & Central School

- 11/1/18 KHS Open House was a success. Thank you to VRI for sponsoring our KHS postcards.
- Central PTO donated books from Scholastic to our middle school ELA teachers and our media center.
- Grades 6-8 attended an assembly on vaping. So You Think Vape is Safe? is a special initiative that Keyport was selected for under a grant from the NJ Department of Health. The assembly provides an oral health presentation and each student received an oral health kit. Thank you to Mrs. Mc Glue our school nurse for making this opportunity available.
- Thank you to our parents who participated with our 1st Grade Community Helpers Unit.
- Congratulations to James O'Toole for his winning essay to the Borough of Keyport of why we remember WWI.
- Good luck to Julian Rebello on his submission of the Prudential Spirit of Community Awards. This award is designed to recognize students in high school who have demonstrated exemplary, self-initiated community service.
- Do you know a classroom teacher who is dedicated, inspiring, and making a difference? If so, please take the time to recommend this person for the Governor's Educator of the Year Program by completing this nomination form template and returning it to the building principal by the specified deadline. Administrators, staff members, students, parents and community members are encouraged to participate. Please visit [www.kpsdschools.org](http://www.kpsdschools.org) to access the nomination form.
- On October 1, 2018, The College Board and Brookdale Community College updated their long standing Accuplacer college placement exam. The new exam entitled "The Next Generation Accuplacer," consists of Quantitative Reasoning, Algebra, and Statistics, writing and reading sections. This exam is now more aligned with the PARCC, and more accurately reflects the rigor that high school students experience in the classroom.

On November 2, the second cohort of Rising Stars Early College High School students took a diagnostic Next Generation Accuplacer exam. With great pride, all ten freshman passed the math portion on their first try. They will be able to bank those scores and are now considered college ready

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Student of the Month

- Central School-November
  - o Kindergarten – Jessalyn Miranda & Tanish Patel
  - o 1st Grade – Lyla Greenberg & Benjamin Masterson
  - o 2nd Grade – Caitlyn Singerline & David Velazquez
  - o 3rd Grade – Charlotte McKay & Dallas Rash
  - o 4th Grade - Taylor Morales & Jose Reyes
  - o 5th Grade – Isabella Picerno & Jacob Pinto
  - o 6th Grade – Katherine Valencia & Patrick Rash
  - o 7th Grade – Noelle Margagliano & Alejandro Malte-Valencia
  - o 8th Grade – Pilar Franco-Lopez & Ben Prozeller
  
- High School-October
  - o 9th Grade – Samantha Buggle
  - o 10th Grade – Troy Alvarez
  - o 11th Grade – Alyssa Rebelo
  - o 12th Grade – Julian Rebelo

Upcoming Events

- 11/12/2018 MP 2 Begins @ KCS
- 11/16/2018 Report Cards Posted
- 11/16/2018 MS Fall Ball Dance (KCS 6-8)
- 11/19-11/20/2018 Parent/Teacher Conferences
- 11/19-11/21/2018 Scholastic Book Fair (KCS)
- 11/24/2018 Holiday Tree Lighting
- 11/26/2018 Mariner’s Point Collaboration Meeting
- 11/28/2018 Community Y Empowering Families to Support Positive Behaviors
  
- 11/29/2018 KCS Talent Show
- 11/29/2018 Community Resource Academy – College Application Assistance

**8.0 Board Secretary’s Report – Mr. Rapolla**

Mr. Rapolla congratulated the winners of last Tuesday’s election. He thanked everyone that took an active role in helping pass the School Referendum. Mr. Rapolla stated he is grateful for the entire community’s support in making the district a better learning environment for our students.

Motions 8.1 and 8.2 involve the resignation of Mrs. Fox from the Board. We will be taking action on 8.1 and 8.2 this evening.

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Motion 10.4 is to appoint Mr. Rapolla as a QPA for the Board. Mr. Rapolla now possesses the QPA certificate that allows us to increase the amounts we can purchase, prior to requiring quotes or bids.

In regards to the sound system in this auditorium, a few companies have assessed the situation and provided quotes. We are looking for a more cost efficient option and have other companies scheduled to come in next week. We are hoping to have a new audio system in place by the December meeting.

8.1 Motion to accept the following resolution:

WHEREAS, by letter dated November 5, 2018, Carol Fox tendered her resignation as a member of the Board; and

WHEREAS, the Board hereby thanks Carol Fox for her dedicated service as a Board member; and

BE IT RESOLVED that the Board hereby accepts the resignation of Carol Fox from the Board effective November 5, 2018.

8.2 Motion to approve the following resolution:

WHEREAS, effective November 5, 2018, as a result of a Board member resignation, there exists one (1) vacancy in the membership of the Board; and

WHEREAS, pursuant to N.J.S.A. 18A:12-15(f), the Board intends to fill the vacancy by majority vote of the remaining Board members after the vacancy is advertised and interested candidates are interviewed; and

BE IT RESOLVED that the Board hereby authorizes the Business Administrator to advertise the Board vacancy by November 8, 2018, accept resumes of interested candidates by November 26, 2018, and to schedule interviews of interested candidates by November 28, 2018.

Motion was made by Mrs. Panzarelli, seconded by Mr. Henning to approve motions 8.1 to 8.2. Motions passed by unanimous roll call vote of 8-0.

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

9.1 Facilities Update

9.2 Use of Facilities

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**10.0 Finance**

- 10.1 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, 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.

- 10.2 Motion to approve bills for the month of November 2018 in the amount of \$TBD and supplemental bills for November 2018 in the amount of \$TBD.

- 10.3 Motion to approve the final close out of the 2017-2018 IDEA-B Grant with \$0 carryover.

- 10.4 WHEREAS, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

WHEREAS, 18A:18A-3 provides that contracts, that do not exceed the aggregate in a contract year of the bid threshold (Currently \$40,000), may be awarded by the Board Secretary without advertising for bids when so authorized by board resolution, and

WHEREAS, 18A:18A-37,c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (Currently \$6,000) may be awarded by the Board Secretary without soliciting competitive quotations if so authorized by board resolution.

WHEREAS, Anthony Rapolla possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.

RESOLVED, that the governing body hereby appoints Anthony Rapolla as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority,



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responsibility, and accountability of the purchasing activity of the Board of Education; and be it further

RESOLVED, Anthony Rapolla, is hereby authorized to seek competitive quotations, when applicable and practicable and award contracts on behalf of the Keyport Board of Education when contracts in the aggregate exceed 15% of the bid threshold (Currently \$6,000) but are less than the bid threshold of \$40,000 and make purchases via State contracts: and be it further

RESOLVED, that Anthony Rapolla is authorized to award contracts on behalf of the Keyport Board of Education that are in aggregate less than 15% of the bid threshold (Currently \$6,000) without soliciting competitive quotations.

RESOLVED, that in accordance with N.J.A.C. 5:34-5.2 the Board of Education Secretary, Anthony Rapolla, is hereby authorized and directed to forward a certified copy of this resolution and a copy of Anthony Rapolla’s certification to the Director of the Division of Local Government Services.

- 10.5 Motion to approve the following out of district tuition for the 2018-2019 school year effective October 22, 2018:

Hawkswood	Student 9069593313	\$76,860
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- 10.6 Motion to approve an addendum to the Cooperative Sports Agreement for the 2018-19 school year, between Keyport Public Schools and Union Beach, Memorial School for Middle School Cross Country (Memorial School hosts) and Field Hockey (Central School hosts).

- 10.7 Motion to approve the transfer of funds for the month of September as follows:

From	To	Amount
11-000-266-100-01-00 Salary Security	11-000-266-330-11-00 UE S Pur Pro & Tech Svcs (Adj. 32)	\$35,000.00
11-000-266-420-11-00 Security Maintenance	11-000-266-330-11-00 UE S Pur Pro & Tech Svcs (Adj. 33)	\$5,000.00
11-000-291-260-11-01 Workers Comp Suppmntl In	11-000-230-339-05-01 Architect/Engineer Fees (Adj. 34)	\$5,000.00
11-000-291-270-11-00 Employee Insurance	11-000-230-585-05-00 Board Member Travel (Adj. 38)	\$1,500.00

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11-190-100-610-01-24 High School Tech Suppl.	11-000-230-530-11-00 Communications (Adj. 39)	\$2,000.00
20-245-200-200-02-00 Benefits TIII-CS 1819	20-245-200-500-02-00 Oth Pur Serv TIII-CS1819 (Adj. 40)	\$200.00
11-000-262-100-01-01 High Sch Cust Overtime (\$750.00)	11-000-261-100-11-00 Maintenance Overtime (Adj. 42)	\$1,500.00
11-000-262-100-02-01 Cent Sch Cust Overtime (\$750.00)		

- 10.8 Motion to accept a donation from Daza’s Subs & Deli, LLC, in the amount of \$25 to Keyport Board of Education.

## 11.0 Curriculum

- 11.1 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 otherwise:

<u>Employee Name</u>	<u>Date(s)</u>	<u>Workshop Name</u>	<u>Location/Mileage</u>	<u>Cost</u>
Crincoli, Cadie	12/19/18	Reinventing and Reimagining the HS Math Classroom (9-12)	Glassboro, NJ/183	\$206*
Godlesky, Laura	12/6/18	Equity Leadership Symposium	West Windsor, NJ/66	\$196
Hausmann, John	1/25/19	Read, Set, Bargain	Trenton, NJ/108	\$183
Mammano, Erik	12/6/18	Equity Leadership Symposium	West Windsor, NJ/66	\$196
Panzarelli, Ann	1/25/19	Read, Set, Bargain	Trenton, NJ/108	\$183
Savoia, Lisa	12/6/18	Equity Leadership Symposium	West Windsor, NJ/66	\$206
Waters, Michael	12/6/18	Equity Leadership Symposium	West Windsor, NJ/66	\$196

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

\*To be paid by Title II funds

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11.2 Motion to approve Melissa Sadin to provide one day of professional development in becoming trauma sensitive educators at a rate of \$2,000 to be paid from Title I funds.

11.3 Motion to accept October 2018 Security Drills 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	October 15th @ 9:29am
Keyport High School	Fire Drill	All Students & Staff	October 16th @ 10:14am
Central School	Fire Drill	All Students & Staff	October 16th @ 10:00am
Central School	Shelter in Place	All Students & Staff	October 24th @ 9:30am

11.4 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 2018	Central	3	2
October 2018	KHS	1	0

11.5 Motion to approve the following class trips:

Class of 2020 - Senior Trip	Split Rock, PA
Grade 5	State Museum Planetarium & Capitol Building Tour

## **12.0 Personnel**

12.1 Motion to approve the following:

BE IT RESOLVED that the Keyport Board of Education (“Board”) hereby terminates the employment contract of Employee ID No.4679 effective the close of business on November 16, 2018, as the position is no longer necessary for the 2018-2019 school year.

12.2 Motion to approve Nicholas Herring as Substitute Morning Gym Monitor for the rest of the 2018-2019 school year at \$20 per hour.

12.3 Motion to approve the following parent volunteers for the KCS Drama Club.

Kelly Stahl

Christine deSimas

Ruth Grabowski

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- 12.4 Motion to approve Grace Gramaglia as a Title I After School Enrichment Teacher at a rate of \$35 per hour, not to exceed \$1,200, to be paid from Title I funds.

### **13.0 Policy – none**

### **14.0 Old Business**

- John Hausmann stated allegations are being made public. He is open to anyone that requests an OPRA of his email.
- Courtney White would like to reconsider the track at the field.
- Kim Kutschman spoke of a student from Teen Pep program who felt the program is excellent.
- Mr. Henning wants to thank all candidates who ran for the school board.

### **15.0 New Business**

Ms. Malinconico congratulated the new board candidates. She mentioned that the board is gagged on most issues in public. She wants a statement on the agenda that says that board members can't engage with the public on issues at this meeting.

Mrs. Panzarelli congratulated the new candidates as well. Also, she is very proud of the Boy Scouts who are wonderful young gentlemen. She would like the Board and Administration to support a stricter behavior policy.

### **16.0 Public Participation**

- John Merla, 34 Broad Street, stated the following:
  - When the public asks questions, the standard response for the past eight months has been it is being discussed in closed session. When he was on the Board, there were committees that discussed items and came back and reported to the public at the board meeting. The public wants to be involved and know what is going on.
  - From a public standpoint, everything is not to be discussed in closed session unless legally bound. Things can't stay in closed session forever. Things discussed in closed session have to become public knowledge once it is rectified.
- Dan Fox, 40 Church Street, wants to know who authorized some board members, superintendent and attorney to discuss his child in the Superintendent's office without the parent's permission.

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- Jennifer Williams, 67 Church Street, wants to thank everyone on the Board of Education, PTO, etc. It's a thankless job. People get involved for the right reasons. Please listen to and appreciate your teachers. She is conflicted after the open house. She is very impressed with the science lab. Other areas she was not impressed with. We should sell our school more.
- Ruth Grabowski, Central School has a volleyball club. Her daughter tried it and loved it.

**17.0 Adjournment to Executive Session (TIME: 9:06 p.m.)**

17.1 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 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: Mr. Henning

SECOND: Mrs. Panzarelli

**18.0 Return to Open Session (TIME: 9:47 pm.)**

**19.0 Adjournment**

19.1 Upon motion by Mr. Henning, seconded by Ms. Malinconico, the meeting was adjourned at 9:47 p.m.

Respectfully Submitted,

Anthony Rapolla  
Board Secretary/Business Administrator

AR:bi