

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – NOVEMBER 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 Cafeteria, 351 Broad Street.
- 1.2 Flag Salute
- 1.3 Moment of Silence: Martha Masucci, wife of Lou Masucci, Keyport Custodian.
- 1.4 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.

1.5 Roll Call

Mr. Bright (absent)	Mr. Litwak (absent)
Ms. Cote (arrived at 7:45 p.m.)	Ms. Malinconico, Vice President
Mrs. Fox (absent)	Mr. McGrogan, UB Rep.*
Mr. Henning (absent)	Mrs. Panzarelli, President
Mrs. Kutschman	Mr. White

Student Council Representative: Emily Savicky

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

There was no quorum at this moment. Ms. King-Cote is on her way.

1.6 Student Council Representative Report – Emily Savicky gave the following report:

- Important updates on events taking place in Keyport High School are as follows:

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- The National Honors Society is taking donations for Thanksgiving. We are in search of turkeys.
- The winter sports season is beginning; tryouts will be starting on the 20th of November for Basketball, Bowling, Cheer, and Wrestling.
- Basketball, Cheer and Wrestling tryouts will take place in the gym. Bowling tryouts will be located at the Brunswick Zone bowling alley in Hazlet.
- Winter Track will be held at Henry Hudson for anyone who wants to participate.

We are looking forward to an exciting sports season.

- Keyport will be holding an Open House on November 21st.
- Our October students of the month were: 9th Grade: Riley Troisi; 10th Grade: Jonathan Geraghty; 11th Grade: Jillian Johnson; 12th Grade: Molly Drought.
- Our October teachers of the month were: Ms. Corsale and Mrs. Dinardi
- I would like to congratulate the Boys Soccer Team who was awarded a sportsmanship award.

2.0 Presentations –

2.1 Keyport High School Vernier Science Presentation
by Ms. Wallin and students

- Mrs. Wallin and the Keyport High School AP Biology Students presented on Vernier Sensors

2.2 Facility Survey Results – Dr. Savoia and Mr. Rapolla –
The presentation of 2.2 was moved to the December 7 board meeting.

Ms. King-Cote arrived at 7:45 p.m. – A QUORUM WAS ESTABLISHED.

3.0 Election Results

3.1 Official Results of the school election:

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Keyport BOE (Full 3-Year Term)

	<u>Vote Count</u>
Ann Panzarelli	817
John Hausmann	903
Carol Fox	704
Alfred Litwak	500
 Write In	 18

4.0 President’s Remarks

- Mrs. Panzarelli thanked Ms. Wallin and the students that presented and also thanked the students for leading the pledge.
- Mrs. Panzarelli thanked Al Litwak for his service and contributions to the Board of Education
- Mrs. Panzarelli welcomed Mr. Hausmann to the Board.

5.0 Communications – Dr. Savoia

5.1 An email was received from Dr. Robert Morgan requesting a stipend increase of \$750 as school physician for next year.

6.0 Public Participation – Agenda Items

7.0 Superintendent Report

7.1 Superintendent’s Report – Dr. Savoia

Curriculum/District Goals

- Mrs. Egan participated in extensive Grow NJ Kids Preschool Training. The new classroom is up and running.
- Coaching is being provided to teachers in the area of Writers Workshop conferencing, center rotation, and planning guided reading.
- Grade level meetings were focused on data breakdown and coaching. Student College applications are in full swing. Thank you to Mrs. Egan for working with several of our seniors on their essays.
- Classroom libraries are being reviewed and additional resources added for our classrooms at Central School.
- Mr. Slater’s Twitter based word problem challenge using the Maker space LEGO wall is a very popular model lesson for our teachers.

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- A survey for teacher input was distributed after our last professional development day. Thanks to the teacher input of the survey, professional development will be provided on January 16th in the area of increasing student engagement and rigor. This opportunity also directly relates to our Tiered System of Support goal.

KHS

- Key TV <https://youtu.be/11Y3gehpe0M>
- KHS Guidance team visited Marlboro High School to audit their Peer Mentoring program. They also visited Asbury Park High School to audit a Mindfulness curriculum for their PLC work.
- The students in our Global Logistics Academy were offered part-time positions at Mr. Green Tea as a result of our collaboration.
- PSAT administration was successful for students in grades 10 and 11. The SAT administration for all 11th grades is scheduled for March 21, 2018.

Central

- Welcome to Mrs. Andrews, Sean Hudson (President) & Isabella Bednarz (Treasurer) who are with us to say the Pledge and to observe our meeting.
- Our 1st Central School school-wide meeting was on Monday. The committee analyzed data and discussed the connection between the data and the needs identified in the Needs Assessment conducted last Spring.
- The students, Mrs. Guccione, Mrs. Fuller and all of the volunteers did an amazing job for this year's Dessert Theater. It was an amazing night!

Community

- The Field of Dreams event on November 3rd was a great success. The KEF profit was approximately \$6,500. Next year's gala is scheduled for November 4, 2018, at Piazza de Roma.
- I met with Captain Hafner during the convention to review our Memorandum of Understanding for the 2017-2018 school year. A revision of the MOU was scheduled for the 2017-2018 school year, but has been moved to the 2018-2019 school year.
- Mr. Waters met with parents in regards to the beautification of KHS. Students have submitted quotes of inspiration that will be painted at various locations of the halls at KHS as next steps.
- Mr. Mammano, Ms. Godlesky, and I met with Mrs. Abramson, Mr. Moroney, Mr. Stahley, Mrs. Gordon and Ms. Vallarta. Agenda items were inclusive of scheduling, electives, dogs on campus, BOE parking lot beautification donations and possible donations from the KEF/PTO to support the band.
- The Keyport Public Library met last Thursday. The evaluation of the director and reorganization of the 2nd floor was discussed. A strategic plan is also being created and will be shared with the district.

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HIB

There was one incident of HIB reported at Central School and one HIB report at KHS. They are both under investigation. Consequences and services will be provided as per Policy 5512 & 5560.

Upcoming Events

- 11/16/2017 Union Beach/KHS Rising Stars Info Night
- 11/17/2017 Middle School Fall Dance (CS)
- 11/20/17 CS Conferences (Afternoon & Evening) Early Dismissal
- 11/20-11/22/17 Central School Book Fair
- 11/21/17 CS Conferences (Afternoon) Early Dismissal
- 11/21/17 KHS First Annual Open House
- 11/22/2017 Early Dismissal Staff/Students
- 11/22/17 KHS Alumni College Panel
- 11/23-11/24/17 Thanksgiving Break
- 11/30/17 Rising Starts SAGE Testing
- 12/8/17 PTO Holiday Festival
- 12/9/17 ACT Testing at KHS
- 12/15/17 Winter Athletic Season Begins
- 12/21/17 CS Winter Concert
- 12/22/17 Early Dismissal Staff/Students – Winter Break begins

8.0 Board Secretary’s Report – Mr. Rapolla

8.1 Motion to approve the following minutes:

October 11, 2017 Regular Minutes and closed session
November 1, 2017 Workshop Minutes and closed session

8.2 Motion to approve the following resolution:

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.

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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.

Motion was made to move items 8.1 to 10.11 by Ms. King-Cote and seconded by Ms. Malinconico and carried by a unanimous roll call vote of 6-0, with the exception of Mr. White who abstained on motion 8.1.

9.0 Buildings & Grounds – Mr. Rapolla

9.1 Facilities Update

- Our required annual maintenance plan is being approved. 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 calculates the maximum amount a district is allowed to have in Maintenance Reserve. The calculation is based on square footage. We are allowed to have \$1,036,081.
- We are approving our audit completed by Suplee, Clooney and Company. I am happy to report there are no findings. We work with \$20 million a year. I'm grateful I have a diligent and caring staff.
- We are required to close out federal grants each year and to budget the carryover in the following year.
- We are investigating refinancing our bonds. Interest rates appear to be at a level where we may see a minimal savings if we refinance.

9.2 Use of Facilities

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, 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.

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- 10.2 Motion to approve bills for the month of November 2017 in the amount of \$562,685.72 and supplemental bills for October 2017 in the amount of \$2,934.84 and for November 2017 in the amount of \$450.00.
- 10.3 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.
- 10.4 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

- 10.5 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.
- 10.6 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.
- 10.7 Motion to approve the final closeout of 2016-2017 IDEA Grant with \$0 carryover.
- 10.8 Motion to approve the final closeout of 2016-2017 NCLB Title I Grant with \$21,357 carryover.
- 10.9 Motion to approve the final closeout of 2016-2017 NCLB Title IIA Grant with \$5,037 carryover.

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10.10 Motion to approve the final closeout of 2016-2017 NCLB Title III Grant with \$7,731 carryover.

10.11 Motion to approve the transfer of funds for the month of October as follows:

From	To	Amount
20-218-100-610-02-00-000 PS Teach Supplies 1718	20-218-200-600-02-00-000 PS Supplies 1718 (Adj. 37)	\$12,000.00
11-000-221-320-01-00-000 Purch Prof-Educ HS	11-000-221-104-01-03-000 Curr Dev-HS (Adj. 38/39)	\$1,400.00

Motion was made to move items 8.1 to 10.11 by Ms. King-Cote and seconded by Ms. Malinconico and carried by a unanimous roll call vote of 6-0, with the exception of Mr. White who abstained on motion 8.1.

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 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: Using Dialogue Journals to Support Rich Mathematical Discourse (5-12)	Glassboro, NJ/187	\$ 207

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Marsh, Lauren	5/31/18	NJTESOL 2018/NJBE Inc. Spring Conference	New Brunswick, NJ/46	\$ 249**
Savoia, Lisa	2/14-2/17/18	National Conference on Education 2018	Nashville, TN/53	\$1,922**
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

- 11.2 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>
October 2017	Central	2	1
October 2017	KHS	3	0

- 11.3 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.

- 11.4 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

- 11.5 Motion to approve Teach 2 Teach, LLC for professional development at a rate of \$1,500 per day, not to exceed \$4,500 to be funded from Title II.

- 11.6 Motion to approve the Uniform State Memorandum of Agreement between the Keyport Public Schools and the Keyport Police Department for the 2017-2018 school year as on file in the Superintendent's office.

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Motion was made to move items 11.1 to 12.11 by Ms. Malinconico and seconded by Ms. King-Cote and carried by a unanimous roll call vote of 6-0, with the exception of Mr. McGrogan who abstained on motion 12.5.

12.0 Personnel

- 12.1 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.
- 12.2 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
- 12.3 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.
- 12.4 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

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Liz Maher Valerie Rogers	Substitute Ticket Taker	\$35 per game
Angela D'Amico Tyler Alvarez Mike Konish Anna Czech Stephanie Kaplan Larry Peterson	Winter Volunteer Assistants	

12.5 Motion to approve the following mentor for the 2017-2018 school year:

<u>New Teacher</u>	<u>School</u>	<u>Position</u>	<u>Mentor Teacher</u>	<u>Employee Funded</u>
Nicholas Herring	KCS	PE Teacher	Stacy Minuskin	X

12.6 Motion to approve Emily Iannotta as a Leave Replacement for Casey LaSalle from January 2, 2018, to March 27, 2018, at a salary of \$52,047; Step 1, BA (prorated).

12.7 Motion to approve the following teachers to facilitate family engagement nights at a rate of \$35/hour to be funded from Title I:

MaryAnne Ricca	Ilene Clayman
Susanne Leandro	Cynthia Deilly

12.8 Motion to approve Justin Ryan as a Volunteer for the KHS Drama club as Music Director.

12.9 Motion to approve the following Substitutes for the 2017-2018 school year:

<u>Name</u>	<u>Certification</u>
Gallogly, Linda	Standard - Elementary K-8
Dailey, Kelli	Standard - Elementary K-8 Standard - Teacher of the Handicapped
Silva, Kerri	Certificate of Eligibility with Advanced Standing - Teacher of Preschool - Grade 3 Certificate of Eligibility with Advanced Standing - Elementary School Teacher in Grades K-6
Quinn, Megan	County Substitute Certification
O'Donnell, Maureen	County Substitute Certification

*pending criminal background history approval

12.10 Motion to approve Megan Quinn as a Part-Time Aide for the 2017-2018 school year at a salary of \$10,183, effective November 20, 2017, pending background criminal history approval.

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12.11 Motion to approve Lauren Marsh’s request for a maternity/Federal/NJ Family Medical Leave as follows:

3/5/2018 - 4/9/2018	Twenty (20) accrued sick days
4/10/2018 - 5/28/2018	FMLA/NJFLA
5/29/2018	Return to work

Motion was made to move items 11.1 to 12.11 by Ms. Malinconico and seconded by Ms. King-Cote and carried by a unanimous roll call vote of 6-0, with the exception of Mr. McGrogan who abstained on motion 12.5.

13.0 Policy – None

14.0 Old Business

Mr. White would like to see Mr. Litwak participate in committees when possible.

15.0 New Business – None

16.0 Public Participation

- Patrick Maroney, 313 Main Street, asked if there is an equivalent of a Writer’s Workshop in High School.
- Trina Robinson Pettis, 221 Atlantic Street, asked about HIB confirmed cases.

17.0 Adjournment to Executive Session – None

18.0 Adjournment

18.1 Upon motion by Ms. King-Cote, seconded by Mrs. Kutschman, the meeting was adjourned at 8:18 p.m.

Respectfully Submitted,

Anthony Rapolla
Board Secretary