

**KEYPORT BOARD OF EDUCATION  
REGULAR MEETING NOVEMBER 18, 2015  
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 advertised in the Asbury Park Press on January 14, 2015, as approved at the reorganization meeting of the Board of Education held on January 7, 2015. 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 Moment of Silence: John C. Paczkowski, Jr., Father of John Paczkowski, High School Teacher; Dorothy E. Marr, Mother of Kelly Applegate, High School Secretary; Jordan Golaszewski, Former Keyport High School Student.

1.5 Roll Call

Mr. Biagianti ( <b>absent</b> )	Kelli Kenny Rep.* ( <b>absent</b> )
Mr. Bright	Ms. King-Cote, Vice Pres.
Mrs. DeGracia ( <b>absent</b> )	Mrs. Malinconico, President
Mrs. Fox ( <b>absent</b> )	Mrs. Panzarelli
Mr. Henning	Mr. White

Student Council Representative: Shayna Grandon

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

1.6 Student Council Representative Report –

Shayna Grandon reported the following:

- Seniors won the Fall Pep Rally.
- Homecoming was a success.

**2.0 Presentation – None**

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### **3.0 Election Results**

3.1 Official Results of the school election:

Keyport BOE (Full 3-Year Term)

	<u>Vote Count</u>
Allen Robert Hudson, II	475
<b>Evelyn Cote</b>	<b>542</b>
<b>Peter W. Henning</b>	<b>596</b>
<b>Susan Kim Kutschman</b>	<b>558</b>
Write In	14

### **4.0 President's Remarks**

Mrs. Malinconico stated thoughts go out to crossing guard hit performing her duty. Thank her for protecting our kids.

Mr. Henning stated he participated in a round table discussion at the school boards convention and asked questions regarding consolidation and shared services.

### **5.0 Communications – Dr. Savoia**

5.1 Letter of resignation received from Stephanie Kaplan, part-time teacher's aide, on October 23, 2015, effective November 20, 2015. Resolution 12.1 under Personnel.

5.2 The Keyport Fire Department requested the Board to purchase an ad in the program book for their Annual Fireman's Ball. Cost for a full page ad: \$125 (Resolution 10.5).

5.3 Letter of resignation received from Maureen Young, Confidential Secretary to the Superintendent, on November 10, 2015, effective December 10, 2015. Resolution 12.7 under Personnel.

### **6.0 Public Participation – Agenda Items**

- Sophia Lamberson, 286 Van Horn, asked how students qualify for home instruction and what qualifications teachers need.

### **7.0 Superintendent Report**

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7.1 Superintendent's Report – Dr. Savoia

- Professional Development for team of administrators to attend the 24<sup>th</sup> Annual model schools conference in June funded by Title II. The team will present at the July meeting.
- Bilingual Advisory council was formed and first meeting was held November 16.
- First DEAC/ScIP meeting was held and ideas for future professional development days to support mentoring process was communicated.
- Keyport is hosting Genesis User Group in December.
- Keyport is applying for 2016 Achievement Coaches Program grant.
- KPSD pursuing a partner to apply for the Future Ready NJ grant. If we find a mentee district to qualify, we can apply for up to \$250,000 to be shared among the two districts.
- We met with Brookdale Community College in regards to increasing participating in their dual enrollment program.
- Varsity Soccer team received the Jack Schrumpf Sportsmanship Award.
- Keyport High School Football team is going to the semifinals. We wish them luck in Palmyra.
- Plans to provide counseling services on site are moving forward with YMCA.
- Dessert Theater – 250 people attended successful fundraiser sponsored by Drama Club.
- The first Title I Math Night-Math Mania and Title I Literacy Night-Literacy Luau were held with more participants than last year.
- Team of administrators attended a required state training to review process of transitioning and applying to Title I school wide. A committee is being formed and first meeting will be December 3.
- 6<sup>th</sup> Grade G&T students attended the Shore Consortium's Mission to the Moon trip.
- Upcoming events

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

8.1 Motion to approve the following minutes:

October 7, 2015	Workshop Minutes
October 21, 2015	Regular Minutes

8.2 Motion to approve to reschedule the December 16, 2015, board meeting date to December 9, 2015, to be held in the Keyport High School Conference Room 108, 351 Broad Street, at 7:30 p.m.

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Mr. Rapolla spoke of the proposed board meeting schedule and will provide budget planning dates.

A motion was made to move items 8.1 to 10.10 by Ms. King-Cote and seconded by Mrs. Panzarelli and carried by a unanimous roll call vote of 6-0.

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

### 9.1 Facilities Update

Mr. Rapolla spoke of long range facility report and is in the process of tallying the results of survey provided at the workshop meeting and will share information at December 2<sup>nd</sup> meeting.

The Grounds Staff has put down lime on all school property. Seeding will begin this week. The irrigation systems are scheduled to be winterized this week. All netting around Central School Field will be removed within next few weeks in preparation for the winter months.

### 9.2 Use of Facilities

9.2.1. Motion to approve the landing of one or two MONOC 1/NJ State Police Northstar Helicopters at the Keyport Central School Field on June 11, 2016, between the hours of 9 a.m. through 3 p.m. for the statewide cadet competition.

A motion was made to move items 8.1 to 10.10 by Ms. King-Cote and seconded by Mrs. Panzarelli and carried by a unanimous roll call vote of 6-0. Ms. Kenny abstained.

## **10.0 Finance**

Mr. Rapolla spoke of upcoming audit.

10.1 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 October 31, 2015, no budgetary line item account has been overexpended in violation of N.J.A.C. 6:23 – 2.12.

10.2 Motion to approve the Report of the Secretary to the Board of Education (A-148) and Cash Reports (A-149) for the month of September which is in agreement.

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10.3 Motion to approve bills for the month of November 2015 in the amount of \$535,781.12 and additional supplemental bills for September in the amount of \$16,311.52, October in the amount of \$6,127.34 and November in the amount of \$5,495.

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

From	To	Amount
11-190-100-610-01-11-000 High Sch Science Suppl	11-000-213-600-07-00-000 Nursing Supplies (Adj #20)	\$400.00
11-190-100-610-01-19-000 High Sch Bus Ed Supplies	11-190-100-610-01-01-000 High Sch General Suppl (Adj #21)	\$200.00
30-000-401-450-00-34-000 KCS Electric Svcs Upgrade	30-000-401-390-00-34-000 KCS Elec Svcs Upgrade	\$2,250.00
30-000-401-450-00-39-000 KCS MP Rm AC	30-000-401-390-00-39-000 KCS MP Rm AC	\$2,250.00
30-000-401-450-00-40-000 KHS AC 4 Rooms	30-000-401-390-00-40-000 KHS AC 4 Rooms (Adj #22)	\$2,020.23
11-000-240-610-02-00-000 Cent Sch Graduation Exp	11-000-240-800-07-00-000 Administation Prof Dues (Adj #23)	\$225.00
11-000-262-100-01-01-000 High Sch Cust Overtime	11-000-261-100-11-00-000 Maintenance Overtime (Adj #24)	\$4,000.00
11-120-100-101-02-01-000 Gr 1-5 Class Coverage	11-130-100-101-02-01-000 Gr 6-8 Class Coverage (Adj #25)	\$2,000.00
11-140-100-101-01-03-000 Gr 9-12 Detention	11-130-100-101-02-03-000 Gr 6-8 Detention (Adj #26)	\$400.00
30-000-401-450-00-40-000 KHS AC 4 Rooms	30-000-401-390-00-40-000 KHS AC 4 Rooms (Adj #27)	\$408.08
11-000-240-103-02-00-000 Central Sch Prin Salary	11-000-251-100-05-00-000 Sal Business Administr (Adj #33)	\$5,224.97
11-000-251-100-05-02-000 Salary Payroll Clerk	11-000-252-100-11-00-000 Sal Supervisor of Tech (Adj #35)	\$1.00
11-000-262-100-0-2-00-000 Cent Sch Custodial Sal	11-000-263-100-00-00-000 Groundskeeper Salary (Adj #36)	\$25,541.96

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11-130-100-101-02-02-000 Gr 6-8 Teacher Salaries	11-120-100-101-02-02-000 Gr 1-5 Teacher Salaries (Adj #37)	\$111,456.76
11-230-100-101-11-00-000 Salaries of BSI Teachers	11-240-100-101-11-00-000 Bilingual Salaries (Adj #38)	\$37,619.00
11-000-240-103-02-01-000 Central Sch Vice Prn Sal	11-000-252-100-11-02-000 Tech Suppt Asst Sal (Adj #39)	3,594.36
11-000-230-530-11-00-000 Telephone/Postage	11-000-230-331-05-01-000 Legal Fees (Adj #44)	\$6,450.45
11-000-230-530-11-00-000 Telephone/Postage	11-000-230-585-05-00-000 Board Member Travel (Adj #45)	\$938.66
11-110-100-101-02-02-000 Pre/K Kind Teacher Sal	11-190-100-106-11-01-000 Salaries for Aides (Adj #46)	\$13,935.60

- 10.5 Motion to approve a full page ad in the annual Keyport Fire Department Program Book at a cost of \$125.
- 10.6 Motion to approve a hardware upgrade for Mealsplus from Education Management Systems, Inc., at a cost of \$6,500, to be funded through the Cafeteria Enterprise Fund.
- 10.7 Motion to participate in a Coordinated Transportation Contract between the Keyport Board of Education and WCSSSD (Warren County Special Services District) for the 2015-2016 school year. It is agreed that Keyport will pay WCSSSD, in consideration of pro-rated contract costs, a 4% administration fee.
- 10.8 Motion to approve transportation for student 6675265610 through WCSSSD to attend Keyport High School at cost of \$331 per diem for 31 days, not to exceed \$10,261.
- 10.9 Motion to approve 60-month lease agreement with Atlantic Business Products under State Contract No. A 51464 for the following copiers:

<u>Copier</u>	<u>Location</u>	<u>Monthly Lease</u>	<u>Annual</u>
(1) Savin MP3554SP	Curriculum Office	\$221.86	\$2,662.32
(1) Savin MP4054SP	Board Office	\$179.91	\$2,158.92
PROJECTED NEW ANNUAL EXPENSES			\$4,821.24

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10.10 Motion to accept a donation from Ethan Rice in the amount of \$83.56 in closing out the Eagle Scout project.

A motion was made to move items 8.1 to 10.10 by Ms. King-Cote and seconded by Mrs. Panzarelli and carried by a unanimous roll call vote of 6-0.

## 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:

<u>Employee Name</u>	<u>Date(s)</u>	<u>Workshop Name</u>	<u>Location/Mileage</u>	<u>Cost</u>
Godlesky, Laura	6/26/16 – 6/29/16	Model Schools Conference	Orlando, FL	\$2,143.50*
Gramaglia, Grace	12/11/15	Standards Solution Train the Trainer-Fully Aligned Common Core and PARCC	Monroe, NJ/0	\$199
Mammano, J. Erik	6/26/16 – 6/29/16	Model Schools Conference	Orlando, FL	\$2,143.50*
Ricca, Mary Anne	12/11/15	Standards Solution Train the Trainer-Fully Aligned Common Core and PARCC	Monroe, NJ/60	\$218
Savoia, Lisa	6/26/16 – 6/29/16	Model Schools Conference	Orlando, FL	\$2,143.50*
Waters, Michael	6/26/16 – 6/29/16	Model Schools Conference	Orlando, FL	\$2,143.50*
Zacchia, Theresa	12/4/15	NJASP Conference	East Windsor, NJ/48	\$190

\* To be paid from Title II funds.

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

11.2 Motion to accept the October 2015 Security Drills as follows:

<u>School Name</u>	<u>Drill Type</u>	<u>Occupants Involved</u>	<u>Date &amp; Time</u>
Keyport High School	Fire Drill	All staff & students	10/8 @ 8:15 a.m
Keyport High School	Shelter in Place	All staff & students	10/22 @ 1:00 p.m
Central School	Fire Drill	All staff & students	10/6 @ 8:45 a.m
Central School	Evacuation	All staff & students	10/22 @ 10:00 a.m

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- 11.3 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 2015	Central	1	1
October 2015	KHS	0	0

- 11.4 Motion to approve the following schools trips for the 2015-2016 school year:

8th Grade Trip	Chamber Theatre, Englewood, NJ
CS Band	Bolger Middle School, Keansburg, NJ

- 11.5 Motion to accept the formation of a Bilingual Advisory Committee with members from the following stakeholder groups:  
Administrators/Teachers/Parents.

- 11.6 Motion to approve the following resolution:

*WHEREAS*, the Superintendent of Schools has recommended that the suspension of student bearing identification number 2769454343 (“the Student”) be continued;

*WHEREAS*, on November 4, 2015, a formal disciplinary hearing was held before the Board of Education in accordance with N.J.A.C. 6A:16-7.3;

*WHEREAS*, at the formal disciplinary hearing, the Board of Education received testimony from the Keyport High School administration and the Student and his/her parents;

*BE IT RESOLVED* that the Keyport Board of Education hereby continues the suspension of the Student until the next regular board meeting;

*BE IT FURTHER RESOLVED* that the Board of Education hereby determines that the Student shall not be present on any of the Board of Education’s school premises before, during, and after the regularly-scheduled school day during the period of his/her suspension, unless specifically authorized by the Superintendent;

*BE IT FURTHER RESOLVED* that the Board of Education hereby determines that the Student shall not be permitted to participate in any athletic, co-curricular and/or extra-curricular activities sponsored by the Board of Education, and shall not be present for, or attend, any Board of Education sponsored activities, either on Board of Education premises or in



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any school district where the Keyport School District is participating in the activities during the period of suspension;

*BE IT FURTHER RESOLVED* that the suspension shall be reviewed at every subsequent regular board meeting to determine whether the suspension will be continued until the next regular board meeting; and

*BE IT FURTHER RESOLVED* that an alternate education shall continue to be provided to the Student during his/her suspension.

A motion was made to move items 11.1 to 11.6 by Ms. King-Cote and seconded by Mrs. Panzarelli and carried by a unanimous roll call vote of 6-0.

**12.0 Personnel**

12.1 Motion to accept the resignation of Stephanie Kaplan, Central School Aide, effective November 20, 2015.

12.2 Motion to approve the following candidate as a substitute teacher for the 2015-2016 school year at the prevailing rate of pay:

Group II

Steven Teitell\* 60+ credits

\*pending criminal history clearance

12.3 Motion to approve the following teacher for her preparation and presentation at the After School Professional Development Academy at the rate of \$20 per hour for preparation and \$35 per hour for presentation (2 hours total per session) to be paid from Title 2A funds:

Lisa Wallin	Google Classroom &Forms / 10/21/15 / KHS	\$55 (\$35 + \$20)
	Google Classroom & Forms / 10/22/15 / CS	\$55 (\$35 + \$20)
	Google Add-ons &Extensions / 10/27/15 / KHS	\$55 (\$35 + \$20)
	Google Add-ons & Extensions / 10/29/15 / CS	\$55 (\$35 + \$20)
<b>TOTAL:</b>		<b>\$220.00</b>

12.4 Motion to approve Kelly Castellano to be serve as a substitute teacher for the Title I and/or Title III after-school programs at a rate of \$35 per hour.

12.5 Motion to approve Kim Guccione for her preparation in presenting Sheltered Instruction professional development for four different presentations at \$20 per hour, not to exceed \$160.

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- 12.6 Motion to approve the following Winter Athletic Coaching, Per Diem and Volunteers for 2015-2016 school year:

Phil Recco	HS Head Boys Basketball	\$ 8,071
Shaun Lyons	HS Assistant Boys	\$ 5,924
Pete Miller	CS Boys Basketball	\$ 5,535
Deboney Braithwaite	HS Head Girls Basketball	\$ 8,071
Staci Minuskin	HS Asst. Girls Basketball	\$ 5,924
Brian Brady	CS Girls Basketball	\$ 5,535
James Wesley	Head Bowling Coach	\$ 5,449
Vanessa Cunningham	CS Cheerleading	\$ 4,676
Steve Bower	Head Wrestling	\$ 7,495
Dominic Amoroso	Asst. Wrestling	\$ 5,654
Mike Vadas	Co-CS Wrestling Coach	\$ 2,000
Ron Burgess	Co-CS Wrestling Coach	\$ 2,000
Marlene Perez	Athletic Trainer	\$ 75 per event
Barrett Oxley	Clock Operator, Crowd Control	\$ 35 per event
Kyle Keelen	Clock Operator, Crowd Control	\$ 35 per event
Alissa Francisco	Clock Operator, Crowd Control	\$ 35 per event
Ron Burgess	Clock Operator, Crowd Control	\$ 35 per event
Cassandra Murphy	Clock Operator, Crowd Control	\$ 35 per event
Val Rogers	Clock Operator, Crowd Control	\$ 35 per event
James Wesley	Clock Operator, Crowd Control	\$ 35 per event
Michelle Cannizzaro	Ticket Taker	\$ 35 per event
Liz Maher	Substitute Ticket Taker	\$ 35 per event
Larry Peterson	Volunteer Basketball	n/a
James Maguire	Volunteer CS Basketball	n/a
Eric Devlin	Volunteer CS Basketball	n/a
Michael Konish	Volunteer HS Basketball	n/a
Anita Czech	Volunteer HS Basketball	n/a
Doug Bower	Volunteer Wrestling	n/a
Doug Chudzik	CS Volunteer Wrestling	n/a
Jen Rojas	Volunteer Bowling	n/a

- 12.7 Motion to accept the resignation of Maureen Young, Confidential Secretary to the Superintendent, effective December 10, 2015.
- 12.8 Motion to approve Shaun Lyons to complete his Spring 2016 Student Teaching assignment at Keyport High School. James Wesley, HS History Teacher, is the cooperating teacher.

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- 12.9 Motion to approve Minnelly Guerrero-Ventura as Central School Part-Time Aide for the 2015-2016 school year effective November 19, 2015, at a salary of \$9,209 (pro-rated), pending criminal history clearance.
  
- 12.10 Motion to approve Amanda Andrew’s request for a maternity/disability and Federal/NJ Family Medical Leave as follows:
  - 11/30/15 – 2/5/15      Forty-one (41) accrued sick days
  - 2/8/15 – 5/6/15      NJFLA/FMLA Leave
  - 5/9/15                    Return to Work
  
- 12.11 Motion to approve Cynthia Deily and Dave Totin to teach Home Instruction at the prevailing rate of pay of \$35 per hour for the 2015-2016 school year.
  
- 12.12 Motion to approve Ashley Cornell as Central School Aide (Full Day) Leave Replacement for Eileen Gonzalez from November 23, 2015, to December 22, 2015, at a salary of \$1,600 (\$16,106 prorated).

A motion was made to move items 12.1 to 12.12 by Ms. King-Cote and seconded by Mrs. Panzarelli and carried by a unanimous roll call vote of 6-0.

**13.0 Policy**

- 13.1 Motion to approve the following policies and regulations for the first reading to be attached to the minutes after the second reading:
  - P 1240      Evaluation of Superintendent
  - R 1240      Evaluation of Superintendent
  - P 3221      Evaluation of Teachers
  - R 3221      Evaluation of Teachers
  - P 3222      Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
  - R 3222      Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
  - P 3223      Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
  - R 3223      Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
  - P 3224      Evaluation of Principals, Vice Principals, and Assistant Principals
  - R 3224      Evaluation of Principals, Vice Principals, and Assistant Principals
  - P 3431.1    Family Leave
  - P 4431.1    Family Leave

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P 5337      Service Animals  
P 5516      Use of Electronic Communication and Recording Devices

A motion was made to move item 13.1 by Ms. King-Cote and seconded by Mrs. Panzarelli and carried by a unanimous roll call vote of 6-0.

#### **14.0 Old Business**

##### 14.1 Discussion of Teacher Retention

Mr. White asked what can be done to retain quality teachers and to motivate non-effective teachers.

#### **15.0 New Business**

Mr. Henning asked about a KHS graduation rain date.

#### **16.0 Public Participation**

- Laurie Graham, 197 Broadway, stated she still has issues with Atlantic St. Field. Asked what was being done to improve Field Hockey Field.
- Sophia Lamberson, 286 Van Horn St., suggested district gauge how students feel about their teachers.
- Christian Iosue, Middletown, asked about being allowed to come back to Keyport Schools.
- Aaron Bowers, Church St., asked about changing the mascot which he finds to be disrespectful to Native Americans.
- Kevin Haskins, 1 Oyster Creek, asked about HIB policies.

#### **17.0 Adjournment to Executive Session (TIME: 9:40 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 18, 2015, 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.

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- c. Length of meeting thought to be approximately one hour.
- d. Action may be taken upon return to Open Session.

MOTION: Mr. Bright

SECOND: Mr. Henning

**18.0 Adjournment**

- 18.1 Upon motion by Ms. King-Cote, seconded by Mrs. Panzarelli, the meeting was adjourned by unanimous voice vote at 9:58 p.m.

Respectfully Submitted,

Anthony Rapolla  
Board Secretary/Business Administrator

AR:bi