

<p>KEYPORT BOARD OF EDUCATION WORKSHOP MEETING NOVEMBER 2, 2016 MINUTES</p>

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 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 18, 2016, as approved at the reorganization meeting of the Board of Education held on January 6, 2016. 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 (absent)	Mrs. Kutschman
Mrs. Cocuzza, UB Rep.*	Mr. Litwak
Ms. Cote (absent)	Mrs. Malinconico, Vice President
Mrs. Fox (absent)	Mrs. Panzarelli, President
Mr. Henning	Mr. White

Student Council Representatives: Shayna Grandon and Andrew Figueroa

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

1.5 Student Council Representative Report – given by Andrew Figueroa:

- Homecoming was a success.
- Football teams continue to win.
- Key Club had a successful spaghetti dinner.

2.0 Presentation – None

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3.0 President's Remarks

- Mrs. Panzarelli thanked Andrew Figueroa for the report.
- Mrs. Panzarelli stated that NJ School Boards Convention was a great experience. There was so much information there.
- Board members, parents, administrators and staff are participating in Strategic Planning Committees

Mr. White asked if it is the board's role to strategically plan.

4.0 Communications – Dr. Savoia

5.0 Public Participation – Agenda Items

6.0 Superintendent Report

6.1 Superintendent's Report – Dr. Savoia

- District Goals
 - Strategic Planning – Group work has been inclusive creating common themes from each group's core values.
 - Communication
 - Twitter connection to Facebook allows for one post articulation.
 - Weekly email blasts are sent out to inform parents of upcoming events.
 - Parent email/emergency contacts being updated for all students.
 - Genesis is being utilized for employee forms such as handbooks, acceptable use and review of policies.
 - Student Achievement
 - Teachers and Administration have created Student Growth Objectives inclusive of all learner's utilizing a variety of data sources.
 - Teachers and Administration have created Professional Development Plans that are directly connected to the building plans created by a group of stakeholders.
 - The 2017-2018 budgeting process has begun in the district and is directly related to improving student achievement.

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- Civil Rights Student and Staff Surveys
- Keyport Education Foundation
 - 2016-2017 Field of Dreams
 - Drop and Shop Fundraiser
- College Acceptances
- Scholarship Applications
- Central School Students of the month will be announced November 16, 2016. Staff members of the month are Jessica Polak and Dan Morelos
- High School Students of the month are: 9th Grade - Deron Meza, 10th Grade – Devin Wollner, 11th Grade – Caitlin Harrigan, 12th Grade – Danielle Nasta. Staff members of the month are Pablo Guevara and Larry Peterson.
- During October, both schools celebrated the Week of Respect, School Violence Awareness Week and Red Ribbon Week.
- Keyport High School has implemented a new schedule incorporating an “Open Lunch” concept.
- Upcoming events

7.0 Board Secretary’s Report – Mr. Rapolla

Mr. Rapolla has been working on the ASSA (Application for School State Aid) as well as the DRTRS (District Report of Transported Resident Students) reports. The Final FY16 IDEA Report has been submitted as well as the Title One Comparability Report.

The Keyport Administrator’s Association would like to begin negotiations with the Board of Education. They have formally requested some dates to begin the process.

7.1 Motion to approve the following minutes:

October 12, 2016 Regular Minutes and closed session

8.0 Buildings & Grounds – Mr. Rapolla

8.1 Facilities Update

The Board has received a request for permission to plant a tree down at the field in memory of a former Keyport High School student, Jordan Golaszewski, who passed away. A Go Fund Me Account has been set up with funds for the purchase of a tree and plaque. The plaque would read

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“A journey of a thousand miles begins with one step. In loving memory of Jordan Golaszewski.”

8.2 Use of Facilities

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, 2016, 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 2016 in the amount of \$TBD and supplemental bills for November 2016 in the amount of \$TBD.

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

<u>From</u>	<u>To</u>	<u>Amount</u>
11-000-230-339-05-03-000 Appraisal Fees	11-000-251-890-05-00-000 Business Offc Misc Exp (Adj. 27)	\$400.00
11-000-230-100-05-01-000 Super Secretary Salary (\$3,993.00)	11-000-251-100-05-02-000 Salary Payroll Clerk (Adj. 28)	\$5,100.00
11-000-240-103-01-01-000 High Sch Vice Prin Sal (\$530.00)		
11-000-240-103-02-00-000 Central Sch Prin Salary (\$525.00)		

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11-000-240-103-02-01-000 Central Sch Vice Prn Sal (\$52.00)		
11-000-252-340-09-03-000 Technology Upgrade	11-000-252-100-11-02-000 Tech Suppt Asst Sal (Adj. 29)	\$5,360.00

- 9.4 Motion to approve student #5582256161 to attend Monmouth Regional High School for the 2016-2017 school year (effective October 6, 2016, to June 16, 2017, for a total of 161 days) per the McKinney Vento Act (42 USC 11431) and authorize the School Business Administrator to enter into a contract with Monmouth Regional Board of Education in the amount of \$17,000 for tuition to Monmouth Regional High School.
- 9.5 Motion to authorize the School Business Administrator to enter into a contract with Monmouth Regional Board of Education for student #5582256161 to be transported to Monmouth Regional High School at a cost of \$84 per day for 161 days, for a total of \$13,524.
- 9.6 Motion to amend the following salaries to be funded from ESSA Title I Funds, for the 2016-2017 school year previously approved at the October 12, 2016, board meeting (Resolution 11.5).

Name	Building	Total Salary	% Funded by ESSA Title I	Funded Salary	Dates of Service
Kelly Castellano	KCS	\$56,597	100%	\$45,277.60	11/17/16 - 6/30/2017
Marie Portee	KCS	\$62,309	100%	\$62,309	9/1/2016 - 6/30/2017
Ilene Clayman	KCS	\$64,309	100%	\$64,309	9/1/2016 - 6/30/2017
MaryAnn Mack	KCS	\$56,654	100%	\$56,654	9/1/2016 - 6/30/2017
David Najarian	KHS	\$64,309	16.7%	\$10,718	9/1/2016 - 6/30/2017
Kyle Keelan	KHS	\$58,409	33%	\$19,470	9/1/2016 - 6/30/2017
Erica Wesley	KHS	\$75,574	33%	\$25,191	9/1/2016 - 6/30/2017
Lauren Marsh	KCS	\$55,354	100%	\$5,553.41	9/1/2016 - 9/30/2017

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BE IT FURTHER MOVED to approve the following salaries to be funded from the ESSA Title I Funds, for 2016-2017 school year.

Name	Building	Total Salary	% Funded by ESSA Title I	Funded Salary	Dates of Service
Kelly Castellano	KCS	56,597	100%	\$41,089	11/17/16 - 6/30/17
Marie Portee	KCS	62,309	100%	\$62,309	11/17/16 - 6/30/17
Maryann Mack	KCS	56,654	100%	\$56,654	11/17/16 - 6/30/17
Ilene Clayman	KCS	64,309	100%	\$64,309	11/17/16 - 6/30/17
Kyle Keelen	KHS	58,409	33.3%	\$19,450	11/17/16 - 6/30/17
Erica Wesley	KHS	75,574	33.3%	\$25,191	11/17/16 - 6/30/17
Christine Cowen	KHS	69,312	33.3%	\$23,104	11/17/16 - 6/30/17

10.0 Curriculum

10.1 Motion to approve the following school trips:

Life Skills Group	Eastmont Orchards
Financial Literacy/Global Logistics	Met Life Stadium, E. Rutherford, NJ
9th & 10th Grade Model T (Life Skills)	Stop & Shop, Keyport, NJ
12th Grade-Dual Enrollment Students	Monmouth County Correctional Institution & The Salvation Army, Freehold, NJ

10.2 Motion to approve a Shared Services Agreement between Keyport Board of Education and Union Beach Board of Education for Wrestling extra-curricular sport for the 2016-2017 school year.

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 2016	Central	3	2
October 2016	KHS	2	0

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10.4 Motion to accept October 2016 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 31 @ 10:30 a.m.
Keyport High School	Lockdown Drill	All Students & Staff	October 12 @ 1:20 p.m.
Central School	Fire Drill	All Students & Staff	October 11 @ 9:00 a.m.
Central School	Shelter in Place	All Students & Staff	October 27 @ 9:30 a.m.

11.0 Personnel

11.1 Motion to approve the following Substitute Teacher for the 2016-2017 school year at the prevailing rate of pay:

Michael MacDermott	CEAS Certificate - Elementary School Teacher CEAS Certificate - Teacher of Social Studies
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11.2 Motion to accept the resignation of Kyle Keelen, Co-Head Volleyball Coach for the 2016 season effective October 5, 2016.

11.3 Motion to approve Melissa Lagarra as a Substitute Aide for the Keyport School Extencicare Program for the 2016-2017 school year to be paid at a rate of \$14.84 per hour from the Enterprise Fund (0409).

11.4 Motion to approve the following teachers for their professional development presentations at the after-school Professional Development Academy at a rate of \$55 per session (\$20 per hour of preparation and \$35 per hour for presentation) to be funded from Title II:

<u>Teacher</u>	<u>PD Presentation</u>
Ilene Clayman	Behavior Management in the Middle Grades
Grace Gramaglia	Strengthening Collaboration Skills in Your Students
Mary Anne Ricca	Improving Your Classroom Libraries
Stephan Schwarz	Using Vernier Equipment in the HS Science Lab
Lindsay Ulrich	Using Nearpod in Instruction

11.5 Motion to rescind the action taken on June 22, 2016, meeting (Resolution 11.10) to approve Nicole Helfrich's request for a maternity/disability and Federal/NJ Family Medical Leave as follows:

11/4/2016 - 12/23/2016	Thirty (30) accrued sick days
1/3/2017 - 3/21/2017	NJFLA/FMLA Leave
3/22/2017	Return to work

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BE IT FURTHER MOVED to approve Nicole Helfrich's request for a maternity/disability and Federal/NJ Family Medical Leave as follows:

10/25/2016 – 12/23/2016	Thirty-nine (39) accrued sick days
1/3/2017 – 3/21/2017	NJFLA/FMLA
3/22/2017 – 6/30/2017	Unpaid Leave of Absence
9/1/2017	Return to work

- 11.6 Motion to approve Nicole Gries’s request for a maternity/disability leave and Federal/NJ Family Medical Leave as follows:

4/10/2017 - 5/31/2017	Thirty (30) accrued sick days
6/1/2017 - 6/30/2017	NJFLA/FMLA Leave
9/1/2017	Return to work

- 11.7 Motion to approve Marie Portee’s request for a maternity/disability leave and Federal/NJ Family Medical Leave as follows:

4/1/2017 - 5/22/2017	Thirty (30) accrued sick days
5/23/2017 - 6/30/2017	NJFLA/FMLA Leave
9/1/2017	Return to work

- 11.8 Motion to modify the appointment of Chelsea Leonard as a Leave Replacement for Jennifer Torchia and Nicole Helfrich from September 1, 2016, through March 30, 2017, (Resolution 11.14 approved at the August 17, 2016, board meeting).

BE IT FURTHER MOVED to approve Chelsea Leonard as a Leave Replacement for Jennifer Torchia and Nicole Helfrich from September 1, 2016, through June 30, 2017.

- 11.9 Motion to modify the appointment of Lauren Marsh as a Leave Replacement for Kelly Castellano and Wilbett Anshelewitz from September 1, 2016, to February 3, 2017, (Resolution 11.16, approved at the August 17, 2016, board meeting).

BE IT FURTHER MOVED to approve Lauren Marsh as a Leave Replacement from September 1, 2016, through the remainder of the 2016-2107 school year.

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11.10 Motion to approve the following Winter Athletic Coaching for 2016-2017 school year:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Phil Recco	HS Head Boys Basketball	\$8,663
Shaun Lyons	HS Assistant Boys Basketball	\$6,358
Deboney Braithwaite	HS Head Girls Basketball	\$8,663
Staci Minuskin	HS Assistant Girls Basketball	\$6,358
Albert Smith	HS Head Wrestling	\$8,044
Dominic Amoroso	HS Assistant Wrestling	\$5,941
James Wesley	HS Bowling Coach	\$5,848
Marlene Perez	Athletic Trainer	\$75 per event
Pete Miller	CS Boys Basketball	\$5,941
Brian Brady	CS Girls Basketball	\$5,941
John Graham	CS Wrestling Coach	\$4,293
Vanessa Cunningham	CS Cheerleading Coach	\$5,019
Barrett Oxley Kyle Keelan Liz Maher Ron Burgess Jen Rojas Val Rogers James Wesley	Clock Operator/Crowd Control	\$35 per event
Michelle Cannizzaro	Ticket Taker	\$35 per event
Val Rogers Liz Maher	Substitute Ticket Taker	\$35 per event
Larry Peterson	Volunteer Basketball	
James Maguire	Volunteer CS Basketball	
Eric Devlin, Michael Konish, Anita Czech	Volunteer HS Basketball	
Jen Rojas	Volunteer Bowling	

12.0 Policy – None

13.0 Old Business – None

14.0 New Business – None

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15.0 Public Participation

- Dan Fox, Keyport Fire Department, feels that the medevac landing at Keyport Central School was dangerous and would like the Board to consider a request to land back at the Football Field.
- Cristina Greenberg, 144 Theresa Avenue, stated the PTO will be distributing a calendar of all dates. She feels there is a flaw in the 911 system that Keyport uses.
- Liz Dinnigan, 213 First Street, stated the Olsen Boat Yard is closing.
- Cerelle White, 90 Fulton Street, stated the Life Skills Program students are having a Thanksgiving Dinner for teachers. She would like to see some Board Members attend.
- Thyme Sierra, Green Brook Apartments, asked what grade students must be in to be on the wrestling team.

16.0 Adjournment to Executive Session - None

17.0 Adjournment

- 17.1 Upon motion by Mrs. Malinconico, seconded by Mr. Henning, the meeting was adjourned at 8:38 p.m.

Respectfully Submitted,

Anthony Rapolla
Board Secretary/Business Administrator

AR:bi