

**KEYPORT BOARD OF EDUCATION
WORKSHOP ACTION MEETING – OCTOBER 10, 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	Mrs. Kutschman, Vice President
Ms. King-Cote	Ms. Malinconico
Mrs. Fox	Mr. McGrogan, UB Rep.*
Mr. Hausmann	Mrs. Panzarelli
Mr. Henning	Mr. White (absent)

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 – n/a

2.0 Presentation – School Referendum Question and Answer Opportunity

Representatives from Spiezle Architectural Firm held a question and answer period for the School Referendum on November 6.

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3.0 President’s Remarks – None

4.0 Communications – Dr. Savoia – None

5.0 Public Participation – Agenda Items – None

6.0 Superintendent Report

6.1 Superintendent’s Report – Dr. Savoia

Goal 1:

- Professional Development inclusive of defining differentiation and the aspects of our work such as student growth outcomes, professional development plans (designed to be aligned with district professional development opportunities, professional learning communities (focusing on differentiation) as well as practice that includes guided reading, centers and choice.
- Ongoing work in regards to differentiation within the four domains of Charlotte Danielson is occurring.

Goal 2:

- Chronic Absenteeism presentation/dinner for students that were identified as chronically absent during 2017-2018.
- Review of attendance procedures, process, and communication.
- Continued support needed for immunizations in grade 6 and flu shots for PreK.
- The average attendance rate for Central School to date is 96.89 with the highest amount of absences in Pre K 3 and Kindergarten. KHS has an average rate of 95.26 with the freshmen and sophomores running neck and neck.

Goal 3:

- Defined the domains of teacher leadership.

Security & Facilities

- We are scheduled to run two drills next week with our new Navigate software.
- Borough inquiry about tanks for fuel in an emergency such as a hurricane.
- Referendum committee met today. Asbury Park Press is scheduled to visit next week. We will visit the Senior Center, lawn signs, blasts, and possibly a meeting in October with Fire Board of Chiefs.

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Community

- National Walk to School 10/10/18
- Rising Stars presentation at Memorial School
- Referendum Presentation at Town Council Meeting
- Keyport Public Library 10/11/18
- Shore Center for Students with Autism BOE meeting 10/10/18
- Keyport/Keansburg Football Game (10/6)
- KEF sponsored the September 21st night game
- KEF sponsoring Field of Dreams
- WWI Essay Contest in KCS Middle & KHS. Winners will attend the 100th Anniversary of Armistice Event on 11/18/18.

Upcoming Trip Requests

- Senior Class Trip- Class of 2020
 - The Class of 2020 is requesting that their Senior trip be to go to Split Rock in Pennsylvania. The request is being received early, as they have a strong effort to fundraise. Students attending the trip have agreed to luggage check by administration, follow all policies and procedures, attendance requirements, and student conduct requirements. There will be a BOE resolution on the 17th agenda for approval by the Board.
- Global Logistics Financial Literacy Trip to the Jets
 - The students in our Global Logistics and Financial Literacy courses have submitted a request to attend Sports Business Day. Students will get the opportunity to behind the scenes at the stadium and to meet with executives of the New York Jets. This trip will be submitted for your approval on the 17th agenda as well.

Special Education

- PreK 3 Meet & Greet on October 2nd
- Parent Advisory (KSEPAC) meeting on October 3rd
- P&R 5561 Use of Physical Restraint & Seclusion Techniques for Students with Disabilities (M - Revised)
P.L. 2017, Chapter 291, N.J.S.A. 18A:46-13.4 through 13.7, concerning the use of restraint and seclusion techniques on students with disabilities was approved on January 2018. Strauss Esmay provided updated Policy and Regulation Guides 5561 in Policy Alert 215 in April 2018 because the new law was effective immediately. New guidance was provided by the NJDOE on July 10, 2018. Therefore, Policy and Regulation Guides 5561 have been revised to incorporate provisions of the NJDOE Guidance. The new NJDOE Guidance includes a definition of mechanical restraint, detailed information regarding a post-incident notification to parents, documentation to be collected from each incident, and details regarding training for school personnel.

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These provisions have been incorporated into the updated Policy and Regulation Guides 5561.

- Policy 3217 references N.J.S.A. 18A:6-1 & 18A:37-1 which may remove students from the classroom or school by the lawful procedures.
- We are training two staff members at the Crisis Prevention Institute to serve as district trainers. This training will certify our staff to be trainers for the district. Training is inclusive of safe and nonviolent physic intervention techniques as a last resort in order to protect people involved in a crisis. This program will teach staff on how to reduce the amount of disruptive, escalated and unsafe behaviors. In fact, the program is designed to reduce restraint use.

September Teacher & Student of the Month

- High School
 - 9th Grade – DJ Thomson
 - 10th Grade – Noah Olsen
 - 11th Grade – Chelsea Geyer
 - 12th Grade – Halie Aumack
 - Tyler Alvarez & Larry Peterson

Upcoming Events

- 10/10/2018 PSAT's @ KHS
- 10/18/2018 Parent Resource Academy (Portal & Website)
- 10/15/2018 Super Hero Day – KHS
- 10/16/2018 Disney Day – KHS
- 10/17/2018 Meme/Vine Day – KHS
- 10/18/2018 Sunglasses Day – KHS
- 10/19/2018 Class Color Day – KHS
Homecoming Pep Rally – KHS
- 10/20/2018 Community Day
Homecoming Game versus Asbury Park
Homecoming Dance
- 10/25/2018 NJHS Induction – Central School
Community Resource – FAFSA Night
KHS Open House
- 10/27/2018 ACT @ KHS
- 10/29/2018 Early Dismissal for Students/Staff In-Service
- 10/31/2018 Senior Halloween Celebration – KHS
- 11/3/2018 Field of Dreams Gala (KEF)
- 11/24/2018 Holiday Tree Lighting

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Athletic Calendar

- 10/11/2018 Boys Varsity Soccer vs. Lakewood HS
- 10/11/2018 Volleyball vs. Red Bank Catholic HS
- 10/12/2018 Varsity Field Hockey @ Mater Dei HS
- 10/12/2018 Girls Varsity Soccer vs Carteret HS
- 10/15/2018 Boys Varsity Soccer vs. Henry Hudson Regional HS
- 10/16/2018 Girls Varsity Soccer vs. Red Bank
- 10/20/2018 Varsity Football vs. Asbury Park HS

7.0 Board Secretary’s Report – Mr. Rapolla

There were two documents in your board folders sent out Monday.

A Proposed Board Meeting calendar for 2019. Please look it over. If there are no concerns it will get approved at the Reorganization Meeting in January.

Comprehensive Maintenance Plan- Document showing what we have spent each year for maintenance over the last ten years. It determines a maximum amount that can be stored in Maintenance Reserve which is approximately \$1,000,000. We currently have \$600,000.

We are approving the close out of the ESEA grants. Most likely at the next meeting we will be approving the new grants with the carryover.

7.1 Motion to approve the following minutes:

September 19, 2018 Regular Minutes and closed session minutes

7.2 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.

NOW THEREFORE, BE IT RESOLVED, that the Keyport School District hereby authorizes the School Business Administrator to submit the attached

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Comprehensive Maintenance Plan and M-1 form for the Keyport School District in compliance with Department of Education requirements.

8.0 Buildings & Grounds – Mr. Rapolla

- 8.1 Facilities Update
- 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 August 31, 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.

- 9.2 Motion to approve bills for the month of October 2018 in the amount of \$TBD and supplemental bills for September 2018 in the amount of \$TBD.
- 9.3 Motion to approve the transfer of funds for the month of August and September 2018 as follows:

<u>From</u>	<u>To</u>	<u>Amount</u>
11-000-266-100 Salary Security	11-000-266-330 UE S Pur Pro & Tech Svcs (Adj. 17)	\$35,000.00
11-000-217-320 Extr Aid Prof Services	11-000-216-101 Speech Sal (Adj. 25)	\$2,000.00
11-000-218-600 Guidance Software	11-000-218-104 Guidance Salary HS (Adj. 26)	\$380.00
11-120-100-101 Gr 1-5 Teacher Salaries	11-110-100-101 PreK/Kind Teacher Sal (Adj. 27)	\$65,000.00

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11-120-100-101 Gr 1-5 Teacher Salaries	11-130-100-101 Gr 6-8 Teacher Salaries (Adj. 28)	\$40,000.00
11-140-100-101 Gr 9-12 Teacher Salaries	11-190-100-106 Salaries Aides-CS (Adj. 29)	11,000.00
13-422-100-101 Salaries of Teach-CS	13-422-100-106 Other Sal-Inst-CS (Adj. 30)	\$244.64

- 9.4 Motion to approve the final closeout of 2017-2018 ESSA Title I Grant with \$21,454 carryover.
- 9.5 Motion to approve the final closeout of 2017-2018 ESSA Title IIA Grant with \$6,520 carryover.
- 9.6 Motion to approve the final closeout of 2017-2018 ESSA Title III Grant with \$6,944 carryover.
- 9.7 Motion to approve a one-year service agreement with solar company, Ray Angelini, Inc., to cover the Central School, High School and Board Office totaling \$8,925.
- 9.8 Motion to approve an agreement with Oxford Consulting Services, Inc., to provide occupational therapy sessions at a rate of \$85 per hour for four days per week on an hourly basis to Keyport School District, from October 8, 2018, through June 30, 2019.
- 9.9 Motion to approve LearnWell to provide ten hours of educational services per week to students in an out-of-school setting for the 2018-2019 school year at a rate of \$51.50 per hour of instruction.
- 9.10 Motion to approve Professional Education Services, Inc., to provide ten hours of educational instruction services to students in an out-of-school setting for the 2018-2019 school year. At a cost of \$49 per hour of instruction.
- 9.11 Motion to approve an education services agreement between Keyport Board of Education and Educere, LLC, to provide virtual education programs and courses for students on a per student per program basis for the 2018-2019 school year. To be paid from general fund.

Motion was made by Ms. Malinconico to approve motion on 9.8 seconded by Ms. Cote. Motion passed by unanimous roll call vote of 9-0.

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10.0 Curriculum

- 10.1 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>
Taylor, Ashley	10/23-10/24/18	NJ Science Convention	Princeton, NJ/36	\$ 307
Thein, Lindsay	10/23-10/26/18	CPI Nonviolent Crisis Intervention Program	Edison, NJ/132	\$3,091
Wallin, Lisa	10/23-10/24/18	NJ Science Convention	Princeton, NJ/36	\$ 307
White, Cerelle	10/23-10/26/18	CPI Nonviolent Crisis Intervention Program	Edison, NJ/132	\$3,091

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

- 10.2 Motion to approve Jean Reash to write the Life Skills curriculum at a rate of \$35, not to exceed \$350.
- 10.3 Motion to approve the following teachers to facilitate a family engagement night on October 24, 2018, at a rate of \$35 per hour, not to exceed \$70 to be paid from Title III funds:

Ashley Zingara	Cynthia Dinardi	Jillian Kreutzer
Lauren Marsh	Wilbett Anshelewitz	

- 10.4 Motion to approve the following teachers to provide job-embedded professional development through PLC facilitation at a rate of \$35 per hour, not to exceed \$350 to be paid from Title II Funds:

Amanda Andrews	Ilene Clayman	Vanessa Cunningham
Cynthia Deily	Nicole Goldsmith	Grace Gramaglia
Roxana Harrison	Emily Ianotta	Kyle Keelan
Tamme Manganelli	Lindsay Thein	Marie Portee
Candice Reggio	MaryAnne Ricca	Amy Rodriguez
Michele Santoro	Nicole Seres	Robert Stetz
Ashley Taylor	Melanie Stroud	Lisa Wallin
Andrew Lois	Staci Minuskin	Nicholas Herring
Doug Chudzik	Jennifer Rojas	Alicia Fernandez
Tiffany Rowald	Tiffany Rowald	Jillian Kreutzer
Margaret Burgener	Steve Bower	Ron Burgess
Sue Jala		

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- 10.5 Motion to approve the following teachers to provide professional development at the After School PD Academy at a rate of \$20 per hour to prepare and \$35 per hour to present, not to exceed \$55 per presentation to be paid from Title II funds:

Lisa Wallin	Mary Anne Ricca	Susanne Leandro
Tamme Manganelli	Amanda Andrews	Emily Ianotta

- 10.6 Motion to approve the following curriculum:

General Music (K-5) – Revised

- 10.7 Motion to accept September 2018 Security Drills as follows:

<u>School Name</u>	<u>Drill Type</u>	<u>Occupants Involved</u>	<u>Date & Time</u>
Keyport High School	Evacuation Drill	All Students & Staff	September 17 @ 11:00am
Keyport High School	Fire Drill	All Students & Staff	September 26 @ 10:00am
Central School	Lockdown Drill	All Students & Staff	September 12 @ 9:00am
Central School	Fire Drill	All Students & Staff	September 20 @ 9:30am

- 10.8 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>
September 2018	Central	1	0
September 2018	KHS	0	0

- 10.9 Motion to approve the following bus drill:

<u>School Name</u>	<u>Drill Type</u>	<u>Occupants Involved</u>	<u>Date & Time</u>
Keyport High School	Bus Drill	UB buses 6, 9 & 1951	October 2 @ 7:30 a.m.

- 10.10 Motion to approve the following class trips:

3rd Grade	Keyport Fire Museum, Keyport, NJ
Business Class	Radio City Music Hall, NYC, NY
8th Grade	State Theater, New Brunswick, NJ
Life Skills Class	The Munchkinette, Keyport, NJ

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10.11 Motion to approve the following teachers to provide SAT tutoring from October 23, 2018, through January 15, 2019, at a rate of \$35 per hour, not to exceed \$385 to be paid from Title I funds.

Roxana Harrison

Kaitlynn McGlynn

10.12 Motion to approve the “Raider for a Day” program to be held on October 27, 2018. The Keyport High School Cheer program will invite AYF cheerleaders to join them on the track of the Varsity football game.

11.0 Personnel

11.1 Motion to amend the stipend amount for aides, previously approved at the May 9, 2018, board meeting (resolution 11.6), for the Keyport Board of Education Extencicare Program for the 2018-2019 school year to be paid from the Enterprise Fund (0409), as follows:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Deborah Balletta	Aide	\$15.29 per hour
Pauline Clowney	Aide	\$15.29 per hour
Minnelly Guerrero-Ventura	Aide	\$15.29 per hour
Marisel Kamper	Aide	\$15.29 per hour
Jean Leonard	Aide	\$15.29 per hour
Heidi Martin	Aide	\$15.29 per hour
Nancy Schanck	Aide	\$15.29 per hour
Charlene Stumpf	Aide	\$15.29 per hour

11.2 Motion to approve the following teachers to teach an extra period from October 18, 2018, to June 30, 2019, salary to be paid from Title I funds as follows:

Jen Fuller	\$9,780 (prorated)
Mary Anne Ricca	\$8,623 (prorated)

11.3 Motion to approve Jeanne Westendorf’s request for a maternity/disability leave and Federal/NJ Family Medical Leave as follows:

1/22/2019 - 3/11/2019	(34) Sick Days
3/12/2019 - 5/31/2019	NJFLA/FMLA
6/3/2019	Return to work

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

2/19/2019 - 3/13/2019	(17) Sick Days
3/14/2019 - 5/31/2019	NJFLA/FMLA
6/3/2019	Return to work

- 11.5 Motion to approve the following Winter Athletic Coaching for the 2018-2019 school year.

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Phil Recco	HS Head Boys Basketball	\$9,195
Shaun Lyons	HS Assistant Boys Basketball	\$6,749
Deboney Braithwaite	HS Head Girls Basketball	\$9,195
Staci Minuskin	HS Assistant Girls Basketball	\$6,749
Al Smith	HS Head Wrestling	\$8,538
TBD	HS Assistant Wrestling	\$6,306
James Wesley	HS Bowling Coach	\$6,208
Pete Miller	CS Boys Basketball	\$6,306
James Maguire	CS Girls Basketball	\$6,306
Nick Herring	CS Wrestling Coach	\$4,557
Daniel Morelos	CS Cheerleading Coach	\$5,327
Barrett Oxley Kyle Keelen Valerie Rogers James Wesley	Clock Operator/Crowd Control	\$35 per game
Michelle Cannizzaro Liz Maher	Ticket Taker	\$35 per game
Val Rogers	Substitute Ticket Taker	\$35 per game
Larry Peterson	Winter Volunteer Assistants	

12.0 Policy

- 12.1 Motion to approve the following policies and regulation for second reading to be available to view on the district website after the second reading:

P5561	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
R5561	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

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13.0 Old Business

Jack Hausmann addressed comments made at the board meeting held on September 19 regarding an SRO agreement and the maximum hours an SRO can work. They can work over 1,500 hours a year. He also addressed the issue of an SRO leaving the building when necessary. The determination of hours is collaborative as per the contract.

14.0 New Business – none

15.0 Public Participation

- Dan Fox, 40 Church Street, stated the following:
 - Mr. Fox says he has text messages from Dr. Savoia to Chief Hafner where Dr. Savoia questioned when the police officer from Union Beach was coming.
 - Mr. Fox has done extensive research on exterminators. He spoke to someone from Cavanaugh who said three years ago the building was infested and the school said they don't want to spend any money. They only want to spend enough to get the health certificate. Each classroom has at least five bugs a day killed by teachers. That's why kids are absent with asthma.
 - Mr. Fox has made an OPRA request and was denied his request while he waited for attorney review. He found out someone has already requested the information and was received by someone else. He made another request for three things. The text messages he received from Dr. Savoia and Chief Hafner are completely illegible. He was denied how much we are paying for attorneys to review OPRA request. We are spending all this money on lawyers and we don't have Chromebooks for the kids. The Business Administrator told him he doesn't have to do an accounting of what he pays the attorney.
Mr. Fox was told his five minutes had expired.
- Ruth Grabowski, 318 Broad Street, stated the following:
 - "National Walk to School Day" today was successful. The class of 2021 with Keyport First Aid raised \$1,908. The Auxiliary voted to pitch in the extra \$92 so the kids raised \$2,000.
 - October 19 is Family Movie Night at KCS.
- Patrick Moroney, 313 Main Street, stated the audience would like us to use the microphones in the future.

16.0 Adjournment to Executive Session (TIME: 8:25 p.m.)

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- 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 October 10, 2018, to discuss
 - Personnel
 - Closed Session Complaint
 - 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: Ms. Malinconico

SECOND: Mrs. Panzarelli

17.0 Return to Open Session (TIME: 9:23 p.m.)

18.0 Adjournment

- 18.1 Upon motion by Ms. Cote, seconded by Mr. Henning, the meeting was adjourned at 9:23 p.m. by unanimous voice vote.

Respectfully Submitted,

Anthony Rapolla
Board Secretary/Business Administrator

AR:bi