

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – OCTOBER 11, 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 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, 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.

- 1.4 Roll Call

Mr. Bright	Mr. Litwak (absent)
Ms. Cote (absent)	Mrs. Malinconico, Vice President (absent)
Mrs. Fox	Mr. McGrogan, UB Rep.*
Mr. Henning	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.*

2.0 Presentation –

Dr. Savoia presented AJ Drake with an award for his act of kindness.

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3.0 President’s Remarks

- Mrs. Panzarelli thanked AJ Drake for his act of kindness.
- Ad Hoc Committee held an initial meeting to discuss academic achievement at the High School. The next meeting is scheduled for November 1, 2017, as Mr. Litwak could not attend the initial meeting.

3.1 Student Council Representative Report

Emily Savicky discussed the following important updates on the events that are taking place in Keyport High School:

- Sophomores and Juniors took the PSAT test today.
- Dance Club is currently selling Fun Pasta. See one of the Dance Club members to purchase holiday themed pasta, sports themed pasta or even a pasta gift set. In addition, they are also collecting new or used Halloween costumes to donate to Jersey Cares. The donation box is in Room 108.
- At the end of October National Honor Society will begin to collect food for the Thanksgiving Food Drive.
- Lastly, Literary Magazine is now collecting submissions for their first literary magazine of the school year! Any photographs, art, writing, poetry, and short stories are needed. See Ms. Sproat or Ms. Seres if you are interested.

4.0 Communications – Dr. Savoia

5.0 Public Participation – Agenda Items – None

6.0 Superintendent Report

6.1 Superintendent’s Report – Dr. Savoia

QSAC

The NJQSAC monitoring and evaluation system for public school districts establishes a comprehensive single accountability system. Under NJQSAC, public school districts are evaluated in five key component areas of school district effectiveness: instruction and program, fiscal management, governance, personnel and operations to determine the extent to which a thorough and efficient education is being provided. Keyport completed the QSAC process in 2015-2016 and is scheduled to complete the process during the 2017-2018 school year. The SOA (Statement of Assurance) and

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the DPR (District Performance Review) will be submitted to the NJDOE to confirm continued effectiveness in the five areas listed above and will be on the November agenda.

Dr. Savoia is on a pilot committee that is examining the newly proposed QSAC process and will be revised for the 2018-2019 school year. Keyport will participate in the new process during the 2019-2020 school year. Dr. Savoia highlighted the major changes.

September Teacher & Student of the Month

- **KHS**
 - Grade 9 Madison Graham
 - Grade 10 Jordan Smith
 - Grade 11 Shannon Smith
 - Grade 12 Ashely Mallon
 - Mrs. Racioppi & Mrs. Mc Cully
- **Central School**
 - Kindergarten – Lucy Henn & Benjamin Masterson
 - 1st Grade – Regina Martinez & David Velasquez
 - 2nd Grade – Gabriel Kemp & Olivia Liu
 - 3rd Grade – Noah Megna & Madelyn Mel
 - 4th Grade – Isabella Picerno & Jose Ortiz Herrera
 - 5th Grade – Casey Bracken & Lucas San Jose
 - 6th Grade – Fernando Greiss & Camryn Henneberger
 - 7th Grade – Miel Rosaia & Syree Lee
 - 8th Grade Zoe Stahl & Andrew Obando
 - Mrs. Fuller & Mrs. Santoro

Upcoming Events

- | | | |
|------------|------------------------------------|---------------|
| ▪ 10/13/17 | Varsity Volleyball | St. Rose HS |
| ▪ 10/17/17 | Union Beach BOE Presentation | Memorial |
| ▪ 10/14/17 | Union Beach Day | Waterfront |
| ▪ 10/18/17 | Heroin Presentation(Drug Alliance) | KHS |
| ▪ 10/20/17 | Freshmen for a Day | KHS |
| ▪ 10/21/17 | Homecoming Dance | KHS |
| ▪ 10/21/17 | Varsity Football | Metuchen |
| ▪ 10/24/17 | NJSBA (10/24-10/27) | Atlantic City |
| ▪ 10/26/17 | FAFSA Night | KHS |
| ▪ 10/26/17 | Nutrition (VNA) | Central |

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7.0 Board Secretary’s Report – Mr. Rapolla

7.1 Motion to approve the following minutes:

September 13, 2017	Workshop Minutes and closed session
September 20, 2017	Regular Minutes and closed session
October 4, 2017	Workshop Minutes and closed session

Motion was made to move 7.0 to 9.5 by Mr. Henning, seconded by Kim Kutschman. Motions were carried by unanimous roll call vote of 7-0.

8.0 Buildings & Grounds – Mr. Rapolla

8.1 Facilities Update

Board Members have a list of possible facility projects broken down by Central School, High School and the District. Mr. Rapolla asked the Board to prioritize the top three projects in each location and put a 1, 2 or 3 in each section with 1 being the highest priority and return the list to him before the end of the evening. He will be tallying the results and sharing them at the next board meeting for further discussion and planning.

The auditors have been in the district for the last 2 ½ weeks and Mr. Rapolla expects them to present their report to the board on November 15.

The Food Administrative Services Reviews will take place in the district on November 1 and 3.

School Boards Workshop information is in the packets. No passes will be given out in advance and there will be no pool party this year.

8.2 Use of Facilities

8.2.1. Motion to approve the donation of the Weather Bug weather station equipment formally used by the district to The Keyport Office of Emergency Management to reactivate the system for the Keyport residents.

Motion was made to move 7.0 to 9.5 by Mr. Henning, seconded by Kim Kutschman. Motions were carried by unanimous roll call vote of 7-0.

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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, 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.

9.2 Motion to approve bills for the month of October 2017 in the amount of \$569,138.79 and supplemental bills for October 2017 in the amount of \$9,203.93.

9.3 Motion to amend motion 9.5 approved at the May 3, 2017, board meeting to approve the attendance of the Keyport Board of Education, Superintendent Lisa Savoia, Business Administrator Anthony Rapolla and listed board members at the NJSBA Workshop 2017. Workshop is scheduled for October 23 to October 26, 2017, for a total group registration cost of \$1,500. Lodging to be at a convention affiliated hotel at a rate of \$97 per night/per person. Participant reimbursement for expenses up the following amounts:

<u>Participant:</u>	<u>Cost per Participant:</u>	<u>Maximum Cost:</u>
Dr. Lisa Savoia	Meals & Incidentals = \$234 Mileage 182 @ .31 = \$56.42	\$290.42
Mr. Anthony Rapolla	Meals & Incidentals = \$170 Mileage 182 @ .31 = \$56.42	\$226.42
Mr. Cecil Bright	Meals & Incidentals = \$234 Mileage 182 @ .31 = \$56.42	\$290.42
Ms. Carol Fox	Meals & Incidentals = \$170 Mileage 182 @ .31 = \$56.42	\$226.42
Mr. Peter Henning	Meals & Incidentals = \$170 Mileage 182 @ .31 = \$56.42	\$226.42
Mrs. Kim Kutschman	Meals & Incidentals = \$170 Mileage 182 @ .31 = \$56.42	\$226.42
Mr. Al Litwak	Mileage 182 @ .31 = \$56.42	\$56.42

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Mrs. Elena Malinconico	Meals & Incidentals = \$170 Mileage 182 @ .31 = \$56.42	\$226.42
Mrs. Ann Panzarelli	Meals & Incidentals = \$234 Mileage 182 @ .31 = \$56.42	\$290.42

9.4 Motion to approve instruction with Education Inc. for student number 6486326404 requiring hospitalization, at a rate of \$51.50 per hour for ten hours per week from September 29, 2017, through October 12, 2017.

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

<u>From</u>	<u>To</u>	<u>Amount</u>
11-0000-221-320-01-00-000 Purch Prof-Educ HS	11-000-221-104-02-03-000 Summer Cur Dev CS (Adj. 33)	\$3,150.00
11-000-270-518-11-01-000 Contracted Special Joint	11-000-270-512-01-000 Contr Serv HS Extra (Adj. 34)	\$1,500.00

Motion was made to move 7.0 to 9.5 by Mr. Henning, seconded by Kim Kutschman. Motions were carried by unanimous roll call vote of 7-0.

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>
Cleveland, Denise	10/19-10/20/17	2017 FEA/NJPSA/NJASCD Fall Conference	Long Branch, NJ/84	\$335.79
Guttman, Lesley	10/3/17	Foundations – Level 3	Freehold, NJ/31	\$175
Thein, Lindsay	11/1, 11/30/17	Substance Abuse Prevention & Response Certification	Monroe, NJ/72	\$293

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

10.2 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>
September 2017	Central	1	0
September 2017	KHS	1	1

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10.3 Motion to accept September 2017 Security Drill as follows:

School Name	Drill Type	Occupants Involved	Date & Time
Keyport High School	Fire Drill	All Students & Staff	September 12th @ 9:00am
Keyport High School	Lockdown Drill	All Students & Staff	September 13th @ 1:00pm
Central School	Fire Drill	All Students & Staff	September 13th @ 10:10am
Central School	Lockdown Drill	All Students & Staff	September 21st @ 2:30pm

10.4 Motion to approve the following school trips:

KHS Drama Club	Broadhurst Theatre, NY, NY
Business Tech Dept.	Wall Street Walks NYC, NY
Guidance Trip	Universal Technical Institute, Exton, PA
Financial Literacy/Guidance Trip	Monmouth University Leon Hess Business School, West Long Branch, NJ
3rd Grade	Keyport Fire Museum, Keyport, NJ

10.5 Motion to apply for a BASF Science Education grant in the amount of \$5,000.

10.6 Motion to approve APEX Learning in the amount of \$600 to be funded from Title I funds.

10.7 Motion to approve the following teachers to work in the after school enrichment programs in the amount of \$35 per hour to be funded from ESEA.

Title I Grades 6-8 ELA	Grace Gramaglia
Title I Grades 6-8 Math	Cynthia Deily
Title I Kindergarten	Jennifer Torchia
Title I Grade 1	Lindsay Ulrich
Title I Grade 2	Susane Leandro
Title I Grade 3	Michele Santoro
Title I Grade 4	Tamme Manganelli
Title I Grade 4	Alexis Marinos
Title I Grade 5 ELA	Casey LaSalle
Title I Grade 5 Math	Krista Bartalone
Title III KHS High School	Roxanna Harrison
Title III Grades 4-5	Mary Anne Ricca
Title III Grades 6-8	Mary Anne Ricca

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Title I/Title III Substitute	Amy Rodriguez
Title I/ Title III Substitute	Alyssa Buttacavole

- 10.8 Motion to approve Keyport High School as a site to administer the ACT Test on the following dates:

October 28, 2017	December 9, 2017
February 10, 2018	June 9, 2018

Motion was made to move items 10.1 to 12.1 by Mr. Henning and seconded by Mrs. Fox. Motions were carried by a roll call vote of 7-0 with the exception of Mr. McGrogan who abstained on 11.3, 11.4, 11.7 11.8 and 11.9; those motions carried by 6-0.

11.0 Personnel

- 11.1 Motion to rescind resolution 11.33 approved at the June 7, 2017, board meeting as follows:

Book Club	Nicole Seres	\$817
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BE IT FURTHER moved to approve the following:

Book Club	Nicole Seres Jen Sproat	\$817 (split)
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- 11.2 Motion to amend resolution 11.22 approved at the June 7, 2017, board meeting to approve Sarah Monteiro’s request for a maternity/disability and Federal/NJ Family Medical Leave as follows:

9/29/2017 - 11/7/2017	Twenty-Eight (28) accrued sick days
11/8/2017 - 1/1/2018	FMLA/NJFLA Leave
1/2/2018	Return to work

- 11.3 Motion to approve Laura Lueddeke, Pre-K Teacher, effective October 19, 2017, at a salary of \$60,647; BA, Step 7 for the 2017- 2018 school year as per PEEA grant funds.
- 11.4 Motion to approve Katiane Drummond, Pre-K Teacher, effective November 1, 2017, at a salary of \$52,047; BA, Step 1 for the 2017-2018 school year as per PEEA grant funds.
- 11.5 Motion to approve Minnelly Guerrero-Ventura as a Full Time Aide effective October 16, 2017, at a salary of \$17,809 for the 2017-2018 school year as per PEEA grant funds.

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- 11.6 Motion to rescind resolution 11.8 approved at the Keyport Board of Education meeting held on September 13, 2017, to approve the resignation of Dominick Amoroso, Physical Education Teacher, effective October 23, 2017.

BE IT FURTHER MOVED to approve the resignation of Dominick Amoroso, Physical Education Teacher, effective September 22, 2017.

- 11.7 Motion to approve the following mentors for the 2017-2018 school year:

<u>New Teacher</u>	<u>School</u>	<u>Position</u>	<u>Mentor Teacher</u>	<u>Employee Funded</u>	<u>PEEA Funded</u>
Laura Lueddeke	KCS	Pre-K Teacher	Alexa Annucci		X
Katiane Drummond	KCS	Pre-K Teacher	Alissa Francisco	X	

- 11.8 Motion to approve Jaime Palumbo, Part-time Aide for the 2017-2018 school year effective on or about October 30, 2017, at a salary of \$10,183.
- 11.9 Motion to approve Jaime Palumbo as a Substitute Teacher for the 2017-2108 school year at the certified teacher rate of \$85 per day.

Motion was made to move items 10.1 to 12.1 by Mr. Henning and seconded by Mrs. Fox. Motions were carried by a roll call vote of 7-0 with the exception of Mr. McGrogan who abstained on 11.3, 11.4, 11.7 11.8 and 11.9; those motions carried by 6-0.

12.0 Policy

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

P7100	Long-Range Facilities Planning (M) (Revised)
R7100	Long-Range Facilities Planning (M) (Revised)
P7101	Educational Adequacy of Capital Projects (Revised)
R7101	Educational Adequacy of Capital Projects (Revised)
P 7102	Site Selection and Acquisition (Revised)
R 7102	Site Selection and Acquisition (New)
P 7130	School Closing (Revised)
P 7300	Disposition of Property (Revised)
R 7300.1	Disposition of Instructional Property (Abolished)

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| R 7300.2 | Disposition of Land (Revised) |
| R 7300.3 | Disposition of Personal Property (Revised) |
| R 7300.4 | Disposition of Federal Property (Revised) |

Motion was made to move items 10.1 to 12.1 by Mr. Henning and seconded by Mrs. Fox. Motions were carried by a roll call vote of 7-0 with the exception of Mr. McGrogan who abstained on 11.3, 11.4, 11.7 11.8 and 11.9; those motions carried by 6-0.

13.0 Old Business – None

14.0 New Business – None

15.0 Public Participation

- Joanne Gordon, 314 Main Street, stated that there is great information available on the Parent Portal.

16.0 Adjournment to Executive Session (TIME: 7:55 p.m.)

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 11, 2017, 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: Mrs. Kutschman

SECOND: Mr. Bright

17.0 Return to Open Session (TIME: 8:21 p.m.)

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18.0 Adjournment

- 18.1 Upon motion by Mr. Bright, seconded by Ms. Fox, the meeting was adjourned at 8:22 p.m. by unanimous voice vote.

Respectfully Submitted,

Anthony Rapolla
Board Secretary/Business Administrator

AR:bi