

**KEYPORT BOARD OF EDUCATION
WORKSHOP ACTION MEETING – OCTOBER 4, 2017
AGENDA**

1.0 Opening Procedures

- 1.1 Call to Order
- 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
Ms. Cote	Mrs. Malinconico, Vice President
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 –

3.0 President’s Remarks

4.0 Communications – Dr. Savoia

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- 4.1 Letter dated September 20, 2017 was received from Ken Krohe, Coordinator for Emergency Management requesting the donation of the Weather Bug weather station equipment formally used by the district.

5.0 Public Participation – Agenda Items

6.0 Superintendent Report

- 6.1 Superintendent’s Report – Dr. Savoia

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

8.0 Buildings & Grounds – Mr. Rapolla

- 8.1 Facilities Update

- 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.

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.

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- 9.2 Motion to approve bills for the month of October 2017 in the amount of \$TBD and supplemental bills for September 2017 in the amount of \$TBD.
- 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 = \$170 Mileage 182 @ .31 = \$56.42	\$226.42
Mr. Anthony Rapolla	Meals & Incidentals = \$170 Mileage 182 @ .31 = \$56.42	\$226.42
Mr. Cecil Bright	Meals & Incidentals = \$170 Mileage 182 @ .31 = \$56.42	\$226.42
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	Meals & Incidentals = \$170 Mileage 182 @ .31 = \$56.42	\$226.42
Mrs. Elena Malinconico	Meals & Incidentals = \$170 Mileage 182 @ .31 = \$56.42	\$226.42
Mrs. Ann Panzarelli	Meals & Incidentals = \$170 Mileage 182 @ .31 = \$56.42	\$226.42

- 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.

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:

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<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

(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

- 10.3 Motion to accept September 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	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
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- 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.

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 16, 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 October 16, 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.

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

13.0 Old Business

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14.0 New Business

15.0 Public Participation

16.0 Adjournment to Executive Session (TIME:)

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 4, 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:

SECOND:

17.0 Return to Open Session (TIME:_____)

18.0 Adjournment