

**KEYPORT BOARD OF EDUCATION
WORKSHOP ACTION MEETING – SEPTEMBER 13, 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 (arr. 7:55 p.m.)	Mr. Litwak
Ms. Cote	Mrs. Malinconico, Vice President
Mrs. Fox (absent)	Mr. McGrogan, UB Rep.*
Mr. Henning	Mrs. Panzarelli, President
Mrs. Kutschman	Mr. White (arr. 7:33 p.m.)

Student Council Representative: TBD

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

2.0 Presentations –

- 2.1 Ethics Training by Perry Lattiboudere, Esq.
Perry Lattiboudere presented training on the school ethics act.

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- 2.2 Presentation of a grant award from the Norman & Bettina Roberts Foundation for the administration of the SATs.

Mr. Palumbo and Mr. Lois spoke on behalf of the Norman and Bettina Roberts Foundation about a grant award for the administration of SATs.

3.0 President's Remarks

Mrs. Panzarelli thanked the following people:

- Perry Lattiboudere for ethics training.
- Mr. Palumbo and Mr. Lois for the grant. She wants to send a thank you letter to the foundation.
- Dr. Savoia and Mrs. Egan for bringing a big Pre-K grant to the district.
- Parents for attending the meetings.

4.0 Communications – Dr. Savoia

- 4.1 Dr. Savoia received a thank you note from Emily Iannotta dated August 15, 2017.
- 4.2 Ariel Guttenplan, Guidance Counselor, submitted her letter of resignation on August 24, 2017, effective September 15, 2017. Resolution 11.7 under Personnel.
- 4.3 Dominick Amoroso, Physical Education Teacher, submitted his letter of resignation on August 25, 2017, effective October 23, 2017. Resolution 11.8 under Personnel.

5.0 Public Participation – Agenda Items

- 5.1 There was no public participation

6.0 Superintendent Report

- 6.1 Superintendent's Report – Dr. Savoia
- Mr. Palumbo submitted a grant to the Norman & Bettina Roberts Foundation for all our juniors to take the SAT at no cost this year.
 - The PEEA Grant will allow for us to open a new classroom. I wanted to let you know that we will recognize the \$335,000 grant that Mrs. Egan worked collaboratively with me to attain.

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- We will continue to work with our PLC consultant, Linda Mayer this year. Now that every PLC has engaged in at least one PLC cycle, our goals this year include creating a much more specific teacher and student learning goal and focused use of data to drive instruction.
- National Learning Forward Conference will be held this December.
- Keyport was recently ranked number thirteen in NJ’s best small towns!
 - http://www.nj.com/entertainment/index.ssf/2017/09/njs_best_small_towns.html

6.2 Motion to approve the following District Level Goals:

Student Achievement Goals

Goal 1: Analyze and revise the district’s implementation of a framework for instruction and intervention for all students based on the New Jersey Tiered System of Supports Model (NJTSS).

Goal 2: Improve student academic achievement levels in Mathematics for all learners.

Goal 3: Improve student academic achievement levels for all learners by supporting and enhancing literacy elements of instruction.

Facility Goal

Goal 4: Conduct an analysis for the instillation of air conditioning in the district and present a proposal to the BOE.

7.0 Board Secretary’s Report – Mr. Rapolla

7.1 Motion to approve the following minutes:

August 9, 2017

Regular Minutes

August 23, 2017

Special Meeting Minutes

8.0 Buildings & Grounds – Mr. Rapolla

8.1 Facilities Update

- Water Testing Results-Fixtures were replaced and new samples were taken which came back fine.
- On August 22, representatives from the NJ Pension Department came to the district as we participated in a Pension Census. They said everything appeared in order and they would contact us with any questions.

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- As I mentioned at the last meeting, I met with members of the town, Steve Gallo and Denise Rodriguez who is a professional grant writer. We have provided documents including our current softball budget and field maintenance plan to her. This is being done to try to qualify for a grant from MLB with the hope of improving the softball field at Cedar Street. Mr. Flynn and I had a conference call with Mrs. Rodriguez this morning and she asked if she could craft a letter on behalf of the board in support of the project.
- Ball park figure on the costs to finish the track appears to be between \$400,000 to \$450,000, depending on the condition of the asphalt. Our architectural firm just gave a similar quote in Middletown. However, I received a quote on repairing the current asphalt and that came in at \$65,000 so far. I was also asked to speak to the auditors about what mechanisms could be used to earmark donations or corporate sponsorships to build the track. The auditor felt there a couple ways that it could be handled. It could be recorded as a grants and then when the monies come in it could be spent. The other way would be to do it as a capital project that is funded by these donations. He thinks that the grant way would be the easiest.
- The ballot positions for November’s Election in order are Ann M. Panzarelli, John Hausmann, Carol Fox and Alfred A. Litwak.
- As you are aware, the signboard is out. The signboard was purchased approximately 8 years ago. Unfortunately, the company we purchased it from appears to not be able to support their products. We have replaced various components, the power supply, sending and receiving devices and software and have not been able to rectify the problem yet. We have another part on order being shipped from Florida and that has not arrived due to the hurricane.
- As per a State Training I attending regarding ESSA, beginning this year we are now required to track most costs per school building. This is requiring the change of some account numbers and how items are charged but we have already made the adjustments this summer to be in compliance.
- The amount of work completed this summer was tremendous. I’m very proud of Dylan and our staff.

8.2 Use of Facilities

- 8.2.1. Motion to approve Central School as a landing site and shelter in the event of crisis/disaster for the 2017-2018 school year, as per OEM.

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 July 31, 2017, which are in

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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 September 2017 in the amount of \$TBD and supplemental bills for August 2017 in the amount of \$TBD.
- 9.3 Motion to approve Rethink Learning Management Solution to provide access to its cloud-based learning management platform and related services at a cost of \$8,750 for the 2018 school year.
- 9.4 Motion to approve a one-year service agreement with Solar Company, Ray Angelini, to cover the Central School, High School and Board Office totaling \$8,925.
- 9.5 Motion to accept a check in the amount of \$5,000 for a grant award from the Norman & Bettina Roberts Foundation for the administration of the SATs.

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, unless indicated otherwise:

Employee Name	Date(s)	Workshop Name	Location/Mileage	Cost
Egan, Christina	12/3-12/6/17	Learning Forward Conference	Orlando, FL/52	\$1,939*
Godlesky, Laura	12/3-12/6/17	Learning Forward Conference	Orlando, FL/52	\$1,939*
Manganelli, Tamme	12/3-12/6/17	Learning Forward Conference	Orlando, FL/52	\$1,939*
Palumbo, Joseph	9/25, 9/26 & 9/27/17	NJPSA: HIB Coordinator Workshop	Monroe, NJ/180	\$509

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

*To be paid from Title II Funds Acct #20-271-200-500

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10.2 Motion to approve the Brookdale Community College and Keyport High School Dual Enrollment Agreement for Introduction to Psychology and Principles of Sociology for the 2017-2018 school year.

10.3 Motion to approve the following new and revised curricula:

<u>Curriculum</u>	<u>Revised</u>	<u>New</u>
Kindergarten Science		X
1st Grade Science		X
2nd Grade Science		X
5th Grade Science		X
Kindergarten Social Studies		X
2nd Grade Social Studies		X
5th Grade Social Studies		X
6th Grade Social Studies		X
Kindergarten Math	X	
Grade 1 Math	X	
Grade 2 Math	X	
Grade 3 Math	X	
Grade 4 Math	X	
Grade 5 Math	X	
Grade 6 Math	X	
Grade 7 Math	X	
Grade 7 Accelerated Math	X	
Grade 8 Math	X	
English I Honors	X	
English II Honors	X	
English III Honors	X	
Creative Writing and Public Speaking	X	
Kindergarten Science		X
1st Grade Science		X
2nd Grade Science		X
5th Grade Science		X
Kindergarten Social Studies		X
2nd Grade Social Studies		X
5th Grade Social Studies		X
6th Grade Social Studies		X
Kindergarten Math	X	
Grade 1 Math	X	
Grade 2 Math	X	
Grade 3 Math	X	
Grade 4 Math	X	
Grade 5 Math	X	

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Grade 6 Math	X	
Grade 7 Math	X	
Grade 7 Accelerated Math	X	
Grade 8 Math	X	
English I Honors	X	
English II Honors	X	
English III Honors	X	
Creative Writing and Public Speaking	X	
ELA K-8	X	
English I	X	
Sophomore Seminar		X
World History		X
Grade 4 Science		X
Grade 4 Social Studies		X
Grade 7 Social Studies		X
Grade 8 Social Studies		X

10.4 Motion to approve the following professional development providers for the 2017-2018 school year to be paid from Title II funds:

Linda Mayer to be paid at a rate of \$850 per day, not to exceed \$9,000
 Kiker Learning to be paid at a rate of \$2,500 per day, not to exceed \$5,000
 Bronawyn O’Leary to be paid at a rate of \$500 per day, not to exceed \$500.

10.5 Motion to approve the 2017-2018 Mentoring Plan.

10.6 Motion to approve the Guidance Department Community Resource Academy to operate every other Thursday evening beginning October 12, 2017, to May 24, 2018.

11.0 Personnel

11.1 Motion to rescind resolution 11.8 approved at the August 9, 2017, board meeting to approve Mary Mack to teach an additional period for the 2017-2018 school year at \$7,307.37.

BE IT FURTHER MOVED to approve Mary Mack to teach an additional period for the 2017-2018 school year at \$8,351.28.

11.2 Motion to rescind the following mentors for the 2017-2018 school year approved at the August 9, 2017, board meeting (Resolution 10.2)

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<u>New Teacher</u>	<u>School</u>	<u>Position</u>	<u>Mentor Teacher</u>	<u>Employee Funded</u>	<u>Title II Funded</u>
Roxana Harrison-Mendoza	KHS	English	Jennifer Sproat	X	
Shaun Lyons	KHS	History/SE	Adrienne Martin	X	

BE IT FURTHER MOVED 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>Title II Funded</u>
Barbara Boehler	KCS	Sp. Ed (Leave Replacement N.Helfrich)	Michele Wackowski	X	
Roxana Harrison-Mendoza	KHS	English	Erica Wesley	X	
Shaun Lyons	KHS	History/SE	James Wesley	X	

- 11.3 Motion to rescind resolution 11.15 approved at the Keyport Board of Education meeting held on July 19, 2017, to approve Kaitlyn Sanchez as a Leave Replacement for Sarah Monteiro from September 1, 2017, to December 22, 2017, at a salary of \$52,047; BA, Step 1.

BE IT FURTHER MOVED to approve Emily Iannotta, as a Leave Replacement for Sarah Monteiro from September 1, 2017 to December 22, 2017 at a salary of \$52,047; BA, Step 1.

- 11.4 Motion to approve Alexis Marinos to teach an extra period for 60 days for the 2017-2018 school year at a salary of \$2,535.57.
- 11.5 Motion to appoint Tyler Alvarez as a Part-Time Aide for Keyport High School for the 2017-2018 school year at a salary of \$10,183.
- 11.6 Motion to appoint Diane Bartley as a LDTC consultant for two days per week at a daily rate of \$325 for the 2017-2018 school year.
- 11.7 Motion to accept the resignation of Ariel Guttenplan, School Counselor, effective September 15, 2017.
- 11.8 Motion to accept the resignation of Dominick Amoroso, Physical Education Teacher, effective October 23, 2017.
- 11.9 Motion to appoint Samantha Wild, School Guidance Counselor, for the 2017-2018 school year at a salary of \$56,359; MA, Step 2.

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- 11.10 Motion to approve Meghan Saporita, Monmouth University, for a year-long Student Teaching position at Keyport High School in Spanish and ESL classes.
- 11.11 Motion to approve Casey LaSalle’s request for a maternity/disability and Federal/NJ Family Medical Leave as follows:
- 1/2/2018 - 1/10/2018 Seven (7) Accrued Sick Days
1/11/2018 - 2/13/2018 Twenty-four (24) Accrued Sick Days
2/14/2018 - 3/27/2018 NJFLA/FMLA
3/28/2018 - Return to work
- 11.12 Motion to approve Mary Anne Ricca to conduct her Practicum at Keyport Central School as part of her Master of Arts in Education Literacy/Reading Specialization program.

12.0 Policy

- 12.1 Motion to approve the following policies and regulations for first 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

Honoring Former Coach Ciccotelli was discussed. There will be a motion on September 20 to name the field after Coach Ciccotelli.

14.0 New Business

Al Litwak wants a motion to create an ad hoc committee to improve academic standing of the school community.

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15.0 Public Participation

Pat Maroney, 313 Main Street, spoke of a parent group that met with Dr. Savoia to discuss Classroom management. They also had meetings with Mr. Mammano, Ms. Godlesky and Mr. Morelos regarding curriculum, arts, etc.

16.0 Adjournment to Executive Session (TIME: 9:28 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 September 13, 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: Ms. King-Cote SECOND: Mrs. Malinconico

17.0 Return to Open Session (TIME: 9:45 p.m.)

18.0 Adjournment

18.1 Upon motion by Mrs. Malinconico, seconded by Mr. Henning, the meeting was adjourned at 9:46 p.m.

Respectfully Submitted,

Anthony Rapolla
Board Secretary/Business Administrator

AR:bi