

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – SEPTEMBER 19, 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 (arrived at 7:33 p.m.)

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

- Julian Rebelo thanked the Board and Keyport Police Department for working together to have an officer in the school.
- School is holding a district-wide cookie fundraiser and classes are competing to see who sells the most.

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- Yearbook committee has started and if any businesses are interested in publishing ads, they should contact Mrs. Racioppi for more information at the High School.
- Drama Club will be performing the musical Young Frankenstein this year.
- Fall sports are under way. We have Women’s Field Hockey, Soccer, Volleyball and also Men’s Soccer and Football.
- Homecoming is October 20 and we hope to see everyone come out wearing red to support our sports.

2.0 Presentations –

2.1 RYLA Recognition

Mr. David Winter presented on the RYLA program. Jackie Bourgos, student, attended RYLA this summer. She felt it was a once in a lifetime opportunity. Seven Keyport High School students were sent to the program.

2.2 2017-2018 Data

The Keyport Administration presented 2017-2018 test data for the district.

2.3 Referendum

Members of the Spiezle Architectural group presented on the upcoming November 6th School Referendum

A motion was made at 9:03 p.m. by Mrs. Panzarelli, seconded by Mrs. Fox for a brief recess.

Motion to return to public session was made by Mrs. Malinconico, seconded by Ms. Cote. At 9:10 p.m. the board reconvened.

3.0 President’s Remarks

- Mr. Bright wishes staff and students good luck on the new year.
- Mr. Bright stated that we need to do better in our math scores.
- He was impressed with Mr. Palumbo and the number of students who took the SATs

4.0 Communications – Dr. Savoia – None

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5.0 Public Participation – Agenda Items

- Johanna Gordon, 314 Main Street, has children in grades PreK and 2. She was happy with the summer enrichment program. She noticed sugar cereals were served at breakfast time. We need to fuel students with whole foods and nutrients.
- Dan Fox, 40 Church Street, asked about an employee being hired tonight. Ms. Lamberson is a boss, the police commissioner, and there may be a possible conflict.
- Sophia Lamberson, 286 Van Dorn Street, asked how Union Beach students being included are impacting our test scores. Ms. Lamberson asked about the scores of the Special Education students and about the number of students with IEPs who were exempt from the test. Ms. Lamberson asked if the results will be posted on the website. From Ms. Lamberson’s experience, instruction to her and her child in the past has been that you don’t actually have to take the test, just sit for it. The message was “don’t be scared you just have to sit for the test.”
- Cerelle White, Child Study Team, stated that all children are expected to sit for the test. The only time a student is except from the test is after the fact when we see they could not sit for the test. All students are expected to take and pass the test.

6.0 Superintendent Report

6.1 Superintendent’s Report – Dr. Savoia

Community

- Mr. Stahley
- Community Day
 - o Maschio’s sponsoring Homecoming Day
 - o KEF to donate pumpkins for the Red Raider pumpkin patch
 - o Free Magic Show
- KEF-Field of Dreams on 11/3/18

KHS & Central School

HIB

There are no reports of HIB as of today.

Summer Reading

Summer Self Winners were announced. These students were photographed by their families completing their summer reading – Evaleen Moroney (Grade 1), Grason Tait (Grade 5), and Adam Nardone (Grade 8). These lucky winners will receive a gift card to Barnes Noble. We hope for even greater participation in the future.

Policy

P 5561 & R5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (Revised)

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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. Our office informed school districts these Guides would need to be revised when the New Jersey Department of Education (NJDOE) published guidelines as required in the law. This 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. These provisions have been incorporated into the updated Policy and Regulation Guides 5561. The KSEPAC (Keyport Special Education Parent Advisory Committee) will be meeting for the first time this year on October 3rd with Phil Nicasro as the guest speaker. Mr. Nicasro will be available to answer any questions the group may have before the BOE takes action in October.

Upcoming Events

- | | |
|----------------|--------------------------------------------------------------|
| ▪ 9/24/2018 | KCS Band Assembly |
| ▪ 9/19-20/2018 | KHS Picture Day |
| ▪ 10/1-2/2018 | KCS Picture Day |
| ▪ 10/2/2018 | Referendum Presentation @ Borough |
| ▪ 10/3/2018 | KSEPAC (Keyport Special Education Parent Advisory Committee) |
| ▪ 10/6/2018 | SAT's at KHS |
| ▪ 10/8/2018 | Columbus Day – Schools Closed/Staff In-Service |
| ▪ 10/9/2018 | FAFSA Night |
| ▪ 10/10/2018 | PSAT's @ KHS |
| ▪ 11/3/2018 | Field of Dreams Gala (KEF) |

Athletic Calendar

- | | |
|-------------|-----------------------------------------------|
| ▪ 9/19/2018 | Boys Varsity Soccer vs. Pt. Pleasant Beach HS |
| ▪ 9/20/2018 | Varsity Field Hockey @ Trinity Hall |
| ▪ 9/21/2018 | Girls Varsity Soccer @ Lakewood HS |
| ▪ 9/21/2018 | Volleyball @ Red Bank Catholic HS |
| ▪ 9/21/2018 | Varsity Football vs. Manchester Township |
| ▪ 9/24/2018 | Girls Varsity Soccer vs. Raritan |
| ▪ 9/24/2018 | Varsity Field Hockey vs. Mater Dei |
| ▪ 9/25/2018 | Boys Varsity Soccer vs. Mater |

7.0 Board Secretary's Report – Mr. Rapolla

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7.1 Motion to approve the following minutes:

August 29, 2018 Regular Minutes and closed session minutes

Motion was made by Mr. Henning, seconded by Mrs. Panzarelli to approve motions 7.1 to 9.3. Motion passed by unanimous roll call vote of 10-0; with the exception of Mrs. Fox and Mr. McGrogan who abstained on motion 7.1.

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 July 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 September 2018 in the amount of \$810,044.61.

9.3 Motion to approve Central School hot boiler room piping repairs from Central Boiler Repair Co., Inc., at a cost of \$6,254.

Quotes were received from the following vendors:

Central Boiler Repair Co., Inc.	\$ 6,254.00
Magic Touch Construction Co., Inc.	\$16,408.39

Motion was made by Mr. Henning, seconded by Mrs. Panzarelli to approve motions 7.1 to 9.3. Motion passed by unanimous roll call vote of 10-0; with the exception of Mrs. Fox and Mr. McGrogan who abstained on motion 7.1.

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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>
Morelos, Daniel	9/30/18-10/2/18	AENJ Annual Conference	Long Branch, NJ/126	\$284
Popiel, Amanda	9/30-10/2/18	AENJ Annual Conference	Long Branch, NJ/126	\$284

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

10.2 Motion to approve the following new or revised curriculum:

<u>Curriculum Name</u>	<u>New</u>	<u>Revised</u>
Writers Workshop - Kindergarten	X	
Writers Workshop - Grade 1	X	
US II History (KHS)		X
Integrated Modern Algebra	X	

10.3 Motion to approve the 2018-2019 Statement of Assurance regarding the Use of Paraprofessional Staff.

10.4 Motion to approve the administration of the following tests at Keyport High School:

October 6, 2018	SAT
October 27, 2018	ACT
December 8, 2018	ACT
February 9, 2019	ACT
June 1, 2019	SAT
June 8, 2019	ACT

10.5 Motion to approve Amy Goerl to present professional development for PreK at a rate of \$700 per day, not to exceed \$2,100, to be paid from PEA/PEEA.

10.6 Motion to approve the following class trips:

8th Grade G&T	Lincoln Center, NYC
8th Grade G&T	West End Arts Theater, Long Branch, NJ
6th Grade G&T	Buehler Challenger Center, Paramus, NJ
6th Grade G&T	Middletown Arts Center, Middletown, NJ
5th Grade G&T	Newark Art Museum, Newark, NJ
5th Grade G&T	Middletown Arts Center, Middletown, NJ

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7th Grade G&T	Middletown Arts Center, Middletown, NJ
7th Grade G&T	Music & Movies Convocation, Middletown, NJ
4th Grade G&T	Middletown Arts Center, Middletown, NJ
4th Grade G&T	Stem Academy, Pt. Pleasant, NJ
3rd Grade G&T	Chariot Riders, Farmingdale, NJ
3rd Grade G&T	Monmouth Park, Oceanport, NJ
KHS Drama Club	Broadway District NYC, NY
Global Logistics	Fed Ex, Newark, NJ
Life Skills Class	Stop & Shop, Keyport, NJ

Motion was made by Mr. Hausmann, seconded by Mrs. Panzarelli to approve motions 10.1 to 12.1, with the exception of 11.2 which was tabled until after closed session. Motions passed by unanimous roll call vote of 10-0 with the exception of Mr. McGrogan who abstained on motion 11.4.

11.0 Personnel

- 11.1 Motion to amend salary for Kaitlin McGlynn approved at the May 9, 2018, board meeting (resolution 11.4) for the 2018-2019 school year as follows:

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Step</u>	<u>Salary</u>
McGlynn	Kaitlin	Teacher BA +30	8	\$64,507

- 11.2 Motion was tabled until after closed session.

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

10/15/2018 - 11/23/2018	NJFLA/FMLA Leave
11/26/2018	Return to work

- 11.4 Motion to approve Tamme Manganelli to complete a 25-hour Internship at Keyport Central School as part of her Supervisor Certification Program, Rowan University.
- 11.5 Motion to approve Monica Peter, Psychologist, for the 2018-2019 school year at a salary of \$64,363 (prorated); MA, Step 7, effective September 27, 2018, pending criminal background history clearance.
- 11.6 Motion to approve Amy Goerl for 50 days of Master Teacher Coaching at a rate of \$552.50 per day, not to exceed \$27,625, to be paid from the PEA/PEEA Grant Funds.

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11.7 Motion to approve John O'Brien to teach an extra period from October 15, 2018, to November 23, 2018, at a salary of \$1,173.24.

11.8 Motion to rescind resolution 11.24 approved at the August 29, 2018, board meeting to accept the resignation of Angela Raghieb, School Psychologist, effective October 26, 2018.

BE IT FURTHER MOVED TO approve the resignation of Angela Raghieb, School Psychologist, effective September 28, 2018.

A brief discussion ensued about Ms. Lamberson's eligibility and/or authority. A decision was made to table motion 11.2 and discuss in closed session.

Motion was made by Mr. Hausmann, seconded by Mrs. Panzarelli to approve motions 10.1 to 12.1, with the exception of 11.2 which will be tabled until after closed session. Motions passed by unanimous roll call vote of 10-0 with the exception of Mr. McGrogan who abstained on motion 11.4.

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:

- | | |
|--------|-------------------------------------------------------------------|
| P 1613 | Disclosure and Review of Applicant's Employment History (M) (NEW) |
| R 1613 | Disclosure and Review of Applicant's Employment History (M) (NEW) |
| P 5512 | Harassment, Intimidation and Bullying (HIB) (M) (Revised) |
| P 8561 | Procurement Procedures for School Nutrition Programs (M) Revised) |

Motion was made by Mr. Hausmann, seconded by Mrs. Panzarelli to approve motions 10.1 to 12.1, with the exception of 11.2 which will be tabled until after closed session. Motions passed by unanimous roll call vote of 10-0 with the exception of Mr. McGrogan who abstained on motion 11.4.

13.0 Old Business

Kim Kutschman said Keyport High School ad hoc committee will have the postcard ready soon. When graduates pick up their cap and gown they will complete a survey on their experiences at Keyport High School.

14.0 New Business

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Mrs. Panzarelli said SAT results impact the amount of financial aid students receive.

15.0 Public Participation

- Dan Fox, 40 Church Street, stated the following:
 - He was in a meeting at Keyport Central School and he saw roaches in the building. He brought this up two years ago. He surveyed neighboring schools and none of them have roaches. He wants a new exterminator company to exterminate properly.
 - Mr. Fox has requested a number of OPRA requests and has only received a portion of them. He has been denied multiple times.
 - Mr. Fox has concerns about the police and school contract regarding security officers. There are a couple of problems with the police portion of the contract. The retired officers cannot work 40 hours, 35 is the maximum or they will lose their pension. The contract has no set times for the officers to work. It is up to the Principals to determine when the officers come in and leaves. The officer has said it is in contract that he is allowed to leave school property if he makes an arrest in the High School to bring the person to Keyport jail which will leave the school unprotected. This contract needs to be rewritten properly. Mr. Fox would like to know the principals take on this. After-care school is open until 6 pm. There is no protection for teachers and students in aftercare. Kids coming and going from PreK also have no protection. With 35 hours maximum allowed, we are already 25 minutes over the allowed amount and putting retired cops' pensions at risk. Mr. Fox feels the contract should be rewritten.
 - Mr. Fox has concerns with members of the public going to the Board with problems about his wife. They should go to his wife directly if they have a problem with her. She received a letter today and they wouldn't tell her the person behind it; she has the right to know. If Board doesn't take action, their attorney will.
- Patrick Maroney, 313 Main Street, asked about the class trips being approved and if they are at the exclusion of regular education class trips. Mr. Maroney inquired about the \$10,000 donated by the PTO and how it was allocated for field trips
- Ruth Grabowski, 318 Broad Street, Treasurer of the Central School PTO, stated that she wrote a check for \$10,000 for class trips which is \$1,000 dollars per grade.
- Kim Kohlman, 10 St. George Place, stated the following:
 - She is thankful for her SE/CST problems being addressed.
 - She has concerns about a progress report she received.
 - She also has concerns about a lack of orientation over the summer.
 - She has multiple concerns about the three-year old program. She never received a letter that was distributed.

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- She never had an orientation for her son’s class and was not included in Back to School Night. Dr. Cleveland told her orientation was held August 2 which was the last day of the summer school program. She asked Dr. Cleveland about this and she was given a copy of the letter that went out to parents which she nor at least three other parents had never received.
- On the school website, the general education three-year old program has a welcome letter by teacher inviting parents into the classroom to make the transition smoother. She is wondering why this was not offered to the special education three-year old PreK program.
- For her son’s first day of school, she was met at the door and was told she must leave her son screaming and crying at school immediately. One hour later, she received a call from the school to come and pick up her son.
- April Riley, 213 Maple Place, commented on the following:
 - She agrees with Mrs. Kohlman’s comments. The district needs better communication with the early childhood parents.
 - Her daughter was in the three-year old extended PreK program and did very well. On the first day of school in September, her daughter was fine and excited about school. She was told the first day would be chaotic. Kids were going to different doors and teachers they thought they would have, were changed. This upset her daughter so much, she had a meltdown. It took her a week to calm her daughter down. Her teacher understood because she was like a different child than in the summer. They need to figure out a better way for little ones starting PreK in September; maybe allowing parents to bring the students into class on the first day since they are sensitive to environmental and routine changes would help. By the second and third day, the children will be more settled into a routine.
 - Ms. Riley is new to the program and is one of parents that did not receive a letter. There needs to be better communication with special needs students’ parents. With new personnel coming in, there needs to be better and quicker communication to tell parents case managers are changing. Bringing a new person in and having a meeting for that person could be expedited and communicated better. At last meeting, parents thought they were meeting the new case manager and were told this person is not your case manager and they are still in the process of hiring a new case manager.

16.0 Adjournment to Executive Session (TIME: (9:58 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 19, 2018, to discuss

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- Personnel
- Pupil Privacy
- Legal Matters
- 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: Mr. Henning

SECOND: Mrs. Panzarelli

17.0 Return to Open Session (TIME: 10:25 p.m.)

- 11.2 Motion to approve the following as a Teacher Substitute for 2018-2019 school year:

Sophia Lamberson

Certificate of Eligibility - Elementary Teacher

Motion was made by Mrs. Panzarelli, seconded by Mr. Henning to approve motion 11.2. Motion passed by unanimous roll call vote of 8-0, with the exception of Mrs. Fox and Mr. McGrogan who abstained.

18.0 Adjournment

- 18.1 Upon motion by Ms. Cote, seconded by Mr. Hausmann, the meeting was adjourned at 10:30 p.m. by unanimous voice vote.

Respectfully Submitted,

Anthony Rapolla
Board Secretary/Business Administrator

AR:bi