

**REORGANIZATION MEETING
JANUARY 6, 2016
MINUTES**

1.0 Opening Procedures

1.1 The meeting was called to order at 6:40 p.m. by Mr. Rapolla, Business Administrator, at Keyport High School Conference Room 108, 351 Broad Street, Keyport, NJ.

1.2 Flag Salute

1.3 Public Notice of this meeting has been advertised in the Asbury Park Press on January 14, 2015. 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.” At this time as per code, the Keyport Board of Education Board Secretary, Mr. Rapolla assumes the duties of presiding officer until the election of the Keyport Board of Education Board President.

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 Oath of Office to be administered by the Board Secretary to the newly elected Members of the Keyport Board of Education. Three-3 year terms expiring December 31, 2018.

Evelyn Cote
Peter Henning
Susan Kutschman

At this time, the presiding officer Board Secretary Mr. Rapolla administered the oath of office to Mr. Henning and Mrs. Kutschman. Ms. Cote was not present.

1.5 Roll Call

Mr. Bright (absent)	TBD, UB Rep.*
Ms. Cote (arrived 6:45 p.m.)	
Mrs. Fox	Mrs. Malinconico
Mr. Henning	Mrs. Panzarelli
Mrs. Kutschman	Mr. White

2.0 Election of Officers

2.1 Election of the President of the Board of Education-At this time, the temporary presiding officer, Board Secretary Mr. Rapolla, will call for nominations for

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President of the Keyport Board of Education. As nominations are presented, a second is not necessary. As per policy, the candidate must receive a majority of those Board members in attendance. Roll call vote.

At this time, Mr. Henning nominated Mrs. Panzarelli to be President of the Keyport Board of Education. There were no other nominations. In a unanimous roll call vote of 6-0, Mrs. Panzarelli was elected President of the Keyport Board of Education. At this time as per policy, Mrs. Panzarelli became presiding officer.

- 2.2 Election of the Vice-President of the Board of Education-The newly elected Board President becomes the presiding officer. At this time, the Board President calls for nominations for Vice-President of the Keyport Board of Education. As nominations are presented, a second to the nomination is not necessary. As per policy, the candidate must receive a majority of those Board Members in attendance. Roll call vote.

At this time as per policy, Board President Mrs. Panzarelli requested nominations for Vice-President of the Keyport Board of Education. Mrs. Panzarelli nominated Mrs. Malinconico to be Vice President. There were no other nominations. In a unanimous roll call vote of 6-0, Mrs. Panzarelli was elected Vice President of the Keyport Board of Education.

3.0 President's Comments

4.0 Code of Ethics

- 4.1 Recommend the Board of Education approve the following item:

RESOLVED, that the New Jersey School Boards Association "Code of Ethics" shall be considered the official Code of Ethics of the Keyport Board of Education:

CODE OF ETHICS

- a. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.

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- c. I will confine my Board action to policy-making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.
- e. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action which may compromise the Board.
- f. I will refuse to surrender my independent judgment to special interest or partisan, political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its schools.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

A motion was made to move item 4.1 by Mrs. Malinonico and seconded by Mr. Henning and carried by unanimous roll call vote of 6-0.

5.0 Public Participation – Agenda Items

The public is invited to comment on agenda items only at this time.

6.0 Board Business

- 6.1 Motion to approve time, place and date of Board of Education meetings to be published in the Asbury Park Press as follows:

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Regular Action and Workshop Action Meetings to be held at 7:30 p.m. in the Keyport High School Conference Room 108, 351 Broad Street, Keyport, NJ, as follows:

<u>Date</u>	<u>Type of Meeting</u>
January 20, 2016	Regular Action Meeting
February 3, 2016	Workshop Action Meeting – Budget Discussion
February 17, 2016	Regular Action Meeting – Budget Discussion
March 2, 2016	Workshop Action Meeting – Budget Discussion
March 16, 2016	Regular Action Meeting – Budget adoption for County Superintendent
April 13, 2016	Workshop Action Meeting
April 20, 2016	Regular Action Meeting
May 4, 2016	Action Meeting – Public Hearing Budget Adoption & Personnel
May 18, 2016	Workshop Action Meeting
June 8, 2016	Regular Action Meeting
June 22, 2016	Regular Action Meeting
July 13, 2016	Regular Action Meeting
August 3, 2016	Board Retreat
August 17, 2016	Regular Action Meeting
September 14, 2016	Workshop Action Meeting
September 21, 2016	Regular Action Meeting
October 5, 2016	Workshop Action Meeting
October 12, 2016	Regular Action Meeting
November 2, 2016	Workshop Action Meeting
November 16, 2016	Regular Action Meeting
December 7, 2016	Workshop Action Meeting
December 14, 2016	Regular Action Meeting
January 4, 2017	Reorganization Meeting

6.2 Motion to reconfirm the adoption of the present Board Policy Manual as it exists.

A motion was made to move item 6.1 to 6.2 by Mr. Henning and seconded by Mrs. Fox and carried by unanimous roll call vote of 6-0.

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7.0 Communications

7.1 Letter of resignation was received on December 30, 2015, from Franklin Ferrara, High School and Eighth Grade Science Teacher, effective January 31, 2016. Resolution 10.5 under personnel.

8.0 Public Participation

The public is invited to comment on both agenda and non-agenda items at this time.

- Dr. Ed McNamara, 76 Maple Place, asked what the QSAC statement of assurance is. Dr. McNamara also asked why teachers are teaching extra periods.

9.0 Curriculum

9.1 Motion to approve the New Jersey QSAC Statement of Assurance (SOA) for the 2015-2016 school year for the Keyport School District.

9.2 Motion to approve Achieve 3000 to provide professional development for three (3) paid days, for a total rate of \$6,859 to be funded from Title IIA.

A motion was made to move item 9.1 to 9.2 by Mr. Henning and seconded by Mrs. Malinconico and carried by unanimous roll call vote of 6-0.

10.0 Personnel

10.1 Motion 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>
Leandro, Susanne	1/15/16	Classroom Mgmt Solutions to Common Behavior Problems	Mullica Hill, NJ/182	\$206

10.2 Motion to approve the following teachers to teach an extra period daily, beginning January 4, 2016, through the end of the school year, at an annual prorated amount as follows:

Ashley Stone	\$7,178
Steve Schwarz	\$8,564

10.3 Motion to approve Samantha Rooke to complete her field experience requirement at Keyport Central School. This experience will be a total of ten days between

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January 4, 2016, and January 22, 2016. Ilene Clayman, 6th grade Math Teacher, is the cooperating teacher.

- 10.4 Motion to approve Ashley Cornell to teach CS Science effective January 4, 2016, to June 16, 2016, at a prorated salary of \$50,244, BA Step 1.
- 10.5 Motion to accept the resignation of Franklin Ferrara, District Science teacher, effective January 31, 2016.

A motion was made to move item 10.1 to 10.5 by Mr. Henning and seconded by Mrs. Fox and carried by unanimous roll call vote of 6-0.

11.0 Board Member Interviews

The Board interviewed the following candidates:

Al Litwak, 60 Walnut Street
John Hausman, 31 Walling Terrace

Mrs. King-Cote arrived at 6:45 and consent motion was moved to swear Mrs. King-Cote into office.

At this time, Board Secretary Mr. Rapolla administered the oath of office to Mrs. King-Cote.

12.0 Adjournment to Executive Session (TIME: 7:28 p.m.)

- 12.1 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 January 6, 2016, to discuss
 - Personnel
 - Finance
 - 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: Mr. Henning

SECOND: Mrs. Malinconico

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Upon motion by Mr. Henning, seconded by Mrs. Malinconico, the Board returned to public session at 7:53 p.m.

13.0 New Board Member

- 13.1 Motion presented to appoint Alfred Litwak as a member of this Board of Education through December 31, 2016, to fill one-year of a term expiring on December 2017.

A motion was made to move item 13.1 by Mrs. Malinconico and seconded by Mr. Henning and carried by roll call vote of 5-2. Mrs. Fox and Mrs. Panzarelli voted in the negative.

At this time, Mr. Rapolla administered the Oath of Office to Alfred Litwak.

14.0 Adjournment

- 14.1. Upon motion by Mrs. Malinconico, seconded by Ms. King-Cote, the meeting was adjourned at 8:01 p.m.

Respectfully Submitted,

Anthony Rapolla
Board Secretary/
Business Administrator

AR:bi