

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING DECEMBER 2, 2015
MINUTES**

1.0 Opening Procedures

1.1 The meeting was called to order at 7:30 p.m. by Board President Malinconico, in the Keyport High School Conference Room 108, 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 14, 2015, as approved at the reorganization meeting of the Board of Education held on January 7, 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”.

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. Biagianti (absent)	Kelli Kenny, UB Rep.* (absent)
Mr. Bright (absent)	Ms. King-Cote, Vice Pres.
Mrs. DeGracia	Mrs. Malinconico, President
Mrs. Fox	Mrs. Panzarelli
Mr. Henning	Mr. White

Student Council Representative: Shayna Grandon

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

2.0 Adjournment to Executive Session (TIME: 7:34 p.m.)

Executive Session moved from 16.0 to 2.0

2.1 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 December 2, 2015, to discuss
 - Personnel
 - Finance
 - Contract negotiations

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING DECEMBER 2, 2015
MINUTES**

--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. Panzarelli

3.0 Return to Open Session (TIME: 7:40 p.m.)

4.0 Presentations –

4.1 Class of 2017 Trip

Mr. Keelen and students from the Class of 2017 presented on a possible class trip to Split Rock Resort. Mrs. Malinconico applauded the students for being student leaders. She said the board will vote on Dec. 9.

4.2 Facilities Planning – Mr. Rapolla

Mr. Rapolla presented on the results of the facility planning surveys and presented a possible plan for upcoming projects.

5.0 President’s Remarks

Mrs. Malinconico read a letter from Mrs. Stone expressing gratitude for the support she received from administration and her fellow teachers.

6.0 Communications – Dr. Savoia

7.0 Public Participation – Agenda Items

8.0 Superintendent Report

8.1 Superintendent’s Report – Dr. Savoia reported on the following:

- This is the third year Keyport is using Kiker Learning to train teachers in Google.
- Excellent for Learning has provided professional development that focuses on early elementary education for our preschool teachers.

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING DECEMBER 2, 2015
MINUTES**

Ms. Egan will become the point person once she completes her preschool master teacher program.

- Creation of Youth Advisory Council for NJ Sixth Congressional District, applications are being accepted until December 4, 2015.
- KHS College Panel on November 24, 2015, consisted of Gabby Picini, Lauren Jablonski, Kevin Kleiner, Maria Cavallo, Anita Demaj, Naomi Wingate, Dominique White, Ashely Cabellaro and Justin Medoro.
- Educator of the Year
- Upcoming Events

9.0 Board Secretary's Report – Mr. Rapolla

Mr. Rapolla reported on the following:

- Preliminary calendar for 2016 board meeting has been distributed for review. All four meetings in February and March will include the budget.
- Fees to charge alumni football organization were discussed.
- Refrigerator for Central School is 30 years old and will be paid out of cafeteria fund.
- Motion 9.8 is transferring funds in to Capital Reserve; \$10,000 of which is for completed projects that were completed under budget.
- Motion 9.9 is transferring funds back into Maintenance Reserve that were never board approved.
- Motion 9.10 is to establish a tuition reserve.

- 9.1 Motion to approve The Resolution Removing Claudia DeGracia as Member of the Keyport Board of Education.

WHEREAS, N.J.S.A. 18A:12-3 provides that a member of a local board of education who fails to attend three (3) consecutive meetings of the board without good cause may be removed by it; and

WHEREAS, in accordance with N.J.S.A. 18A:12-3, the Keyport Board of Education Bylaw 0145 provides that a board member who fails to attend three (3) consecutive regular meetings of the Board of Education without good cause may be removed from office on the affirmative votes of a majority of the remaining Board members, provided that (i) the member's removal was proposed at the immediately previous Board meeting; and (ii) notice of the proposed removal was given to the affected member at least seventy-two hours in advance of the meeting at which the vote will be taken; and

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING DECEMBER 2, 2015
MINUTES**

WHEREAS, the Keyport Board of Education has determined that Board Member, Claudia DeGracia, failed to attend three (3) consecutive regular meetings of the Board of Education, October 7, October 21 and November 4, 2015, without good cause shown; and

WHEREAS, at its regular meeting on November 18, 2015, the Keyport Board of Education proposed the removal of Ms. DeGracia from office; and

WHEREAS, Ms. DeGracia was notified of her proposed removal from office by Board President Elena Malinconico at least seventy-two (72) hours in advance of the meeting at which the vote will be taken.

NOW, THEREFORE, BE IT RESOLVED, by the Keyport Board of Education that Claudia DeGracia shall be removed from the Keyport Board of Education pursuant to N.J.S.A. 18A:12-3 and Bylaw 0145, effective December 2, 2015.

A motion was made to move item 9.1 by Ms. King-Cote and seconded by Mrs. Panzarelli and carried by a roll call vote of 7-0.

10.0 Buildings & Grounds – Mr. Rapolla

10.1 Facilities Update

10.2 Use of Facilities

11.0 Finance

11.1 Motion to approve the Secretary's monthly line item certification. Pursuant to N.J.A.C. 6:23 – 2.12 (d), the Board Secretary certifies that as of November 30, 2015, no budgetary line item account has been overexpended in violation of N.J.A.C. 6:23 – 2.12.

11.2 Motion to approve the Report of the Secretary to the Board of Education (A-148) and Cash Reports (A-149) for the month of October which is in agreement.

11.3 Motion to approve bills for the month of December 2015 in the amount of \$TBD and supplemental bills for November in the amount of \$TBD.

11.4 Motion to approve the transfer of funds for the month of November as follows (available for regular meeting):

KEYPORT BOARD OF EDUCATION WORKSHOP MEETING DECEMBER 2, 2015 MINUTES

- 11.5 Motion to rescind the appointment of Cleary Giacobbe Alfieri and Jacobs, LLC, as Board attorneys for the 2015-2016 school year at a rate of \$150 per hour, motion 8.8 on the May 20, 2015 agenda.

BE IT FURTHER MOVED to approve Cleary Giacobbe Alfieri and Jacobs, LLC, as Board attorneys for the 2015-2016 school year at a rate of \$150 per hour, not to exceed \$75,000.

- 11.6 Motion to approve instruction with Education Inc. for student number 9123139534 requiring hospitalization, at a rate of \$49 per hour for ten hours per week from November 20, 2015, through November 29, 2015 (anticipated release date).

- 11.7 Motion to approve the following out of district tuition for the 2015-2016 school year:

Elmwood Park	Student 2739758692	\$9,876
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- 11.8 Motion to approve the transfer of \$ 703,578.42 into Capital Reserve as per final 2014-2015 audit.

$$\begin{array}{r}
 \$ 692,842.78 \text{ year end resolution} \\
 + \$ 10,735.64 \text{ fund 30 completed project close outs} \\
 \hline
 \$ 703,578.42
 \end{array}$$

- 11.9 Motion to approve the transfer of \$ 60,000 into Maintenance Reserve as per final 2014-2015 audit. \$60,000 was not approved to use in the 2014-2015 budget.

- 11.10 Motion to approve the transfer of \$ 100,000 into Tuition Reserve as per final 2014-2015 audit.

12.0 Curriculum

- 12.1 Motion, as recommended by the Superintendent of Schools, to approve the following out of district workshops to be paid from the general fund:

Employee Name	Date(s)	Workshop Name	Location/Mileage	Cost
Castellano, Kelly	1/27-1/29/15	I&RS Training	Oceanport, NJ/110	\$284
Clayman, Ilene	1/14/16	PARCC-Part II Reasoning in Math	Monroe, NJ/59.8	\$218
Miller, Peter	2/22-2/23/16	NJAPHERD Convention	Long Branch, NJ/0	\$150
Portee, Marie	1/27-1/29/15	I&RS Training	Oceanport, NJ/110	\$284

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

<p>KEYPORT BOARD OF EDUCATION WORKSHOP MEETING DECEMBER 2, 2015 MINUTES</p>
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12.2 Motion to approve a Memorandum of Understanding between the Community YMCA Counseling and Social Services and Keyport Public Schools to provide mental health services on campus as on file in the Superintendent's Office.

12.3 Motion to accept the November 2015 Security Drills as follows:

<u>School Name</u>	<u>Drill Type</u>	<u>Occupants Involved</u>	<u>Date & Time</u>
Keyport High School	Fire Drill	All staff & students	Nov. 3 @ 8:15 a.m.
Keyport High School	Evacuation Drill	All staff & students	Nov. 17 @ 1:00 p.m.
Central School	Fire Drill	All staff & students	Nov. 24 @ 10:00 a.m.
Central School	Lockdown	All staff & students	Nov. 30 @ 10:10 a.m.

12.4 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>
November 2015	Central	3	1
November 2015	KHS	2	1

12.5 Motion to approve the following school trips for the 2015-2016 school year:

Camden Adventure Aquarium	KHS Environmental
Liberty Science Center	KHS Anatomy
NBC Studios/Rockefeller Center	KHS Business Tech Dept.

13.0 Personnel

13.1 Motion to approve Mayling Kamras as the Secretary to the Superintendent of Schools for the 2015-2016 school year at a salary of \$50,000 (prorated) effective January 25, 2016, or sooner as a result of contract requirements.

13.2 Motion to approve the following teachers to teach an additional period daily, beginning December 1, 2015, through February 26, 2016:

<u>Name</u>	<u>Rate</u>
Jean Marie McGrogan	\$ 9,086 (prorated)
Jean Reash	\$12,080 (prorated)

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING DECEMBER 2, 2015
MINUTES**

A motion was made to move item 13.1 by Mr. Henning, seconded by Panzarelli and carried by a roll call vote of 6-0.

14.0 Policy

14.1 Motion to approve the following policies and regulations for the second reading to be attached to the minutes after the second reading:

P 1240	Evaluation of Superintendent
R 1240	Evaluation of Superintendent
P 3221	Evaluation of Teachers
R 3221	Evaluation of Teachers
P 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
R 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
P 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
R 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
P 3224	Evaluation of Principals, Vice Principals, and Assistant Principals
R 3224	Evaluation of Principals, Vice Principals, and Assistant Principals
P 3431.1	Family Leave
P 4431.1	Family Leave
P 5337	Service Animals
P 5516	Use of Electronic Communication and Recording Devices

A motion was made to move item 14.1 by Mr. Henning, seconded by Ms. King-Cote and carried by a roll call vote of 6-0.

15.0 Old Business

16.0 New Business

17.0 Public Participation

- Cerelle White, 90 Fulton Street, stated Mr. Mammano is a wonderful Principal. She wants college students to speak to the Board. Mrs. White questioned the furniture for the SPEAR program.
- Kim Kutschman, 64 Washington Street, stated the Class of 2017 is a great group of kids.

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING DECEMBER 2, 2015
MINUTES**

18.0 Adjournment

- 18.1 Upon motion by Ms. King-Cote, seconded by Mrs. Panzarelli, the meeting was adjourned by unanimous voice vote at 9:15 p.m.

Respectfully Submitted,

Anthony Rapolla
Board Secretary/Business Administrator

AR:bi