

**KEYPORT BOARD OF EDUCATION  
REGULAR MEETING      NOVEMBER 16, 2016  
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 18, 2016, as approved at the reorganization meeting of the Board of Education held on January 6, 2016. 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	Mrs. Kutschman
Mrs. Cocuzza, UB Rep.* <b>(absent)</b>	Mr. Litwak
Ms. Cote	Mrs. Malinconico, Vice President
Mrs. Fox	Mrs. Panzarelli, President
Mr. Henning	Mr. White

Student Council Representatives: Shayna Grandon and Andrew Figueroa

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

- 1.5 Student Council Representative Report --  
There was no representatives present this evening.

**2.0 Presentation – None**

**3.0 President’s Remarks**

<p style="text-align:center"><b>KEYPORT BOARD OF EDUCATION</b> <b>REGULAR MEETING      NOVEMBER 16, 2016</b> <b>MINUTES</b></p>
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- Mrs. Panzarelli walked through the halls at parent conferences and stated the buildings look very nice.
- Mrs. Panzarelli congratulated the Football Team with playoff wins.
- Helfrich is donating a bus to bring students to the game this Friday.
- Congratulations to all Fall Athletes.
- Administrations would like to start negotiations.
- Mrs. Panzarelli wished everyone a Happy Thanksgiving

#### **4.0 Communications – Dr. Savoia**

#### **5.0 Public Participation – Agenda Items – None**

#### **6.0 Superintendent Report**

##### **6.1 Superintendent’s Report – Dr. Savoia**

- Groups are working on the creation of an extensive list of goals related to the common themes of their individual groups. These goals will be put into three and five year timeframes.
- Pen Pals are up and running with Ms. Manganelli and Union Beach Grade 4 students. Mrs. Walling and Mrs. Grabowski, Keyport retirees, are assisting students as well.
- Family ID for all athletic forms.
- Roundtable meeting times and dates
- Keyport High School, Central School and sports calendars have been shared with all Board Members.
- Special Ed Parent Forms are located on our website.
- Please follow us on Twitter@keyportschools.
- Professional Learning Community work has been productive. Student and Educator goals have been established for each PLC at both buildings.
- Monmouth University is working with our Grade 1 team collaboratively to increase reading fluency.
- United Way Grant Applications
  - Back Pack Program
  - Nurse Practitioner
  - SNAP Assistance
- Central School Students/Staff Members of the month
- Grades 4 and 5 took part in Every Kid Votes mock election and had voting booths in the classroom.

**KEYPORT BOARD OF EDUCATION**  
**REGULAR MEETING      NOVEMBER 16, 2016**  
**MINUTES**

- Grade 2 held an election between Mr. Pereira and Mr. Mammano for President. No telling who the winner was.
- Ms. Hill (retired Central School teacher of 41 years) will be working with Mr. Graham and members of our Keyport High School Football Team. There will be a walking trip to the pantry on November 22 and students will assist with distribution of Thanksgiving dinners to community members in need.
- Careers in Science Day will be held on November 18 for students in Grades 10, 11 and 12.
- Alumni College Panel - November 22, 2016.
- Upcoming events

**7.0 Board Secretary's Report – Mr. Rapolla**

The district met with auditors two weeks ago. The auditors will be presenting at meeting held on December 7. Overall, the audit was very positive and the district is in a strong position.

There will be a corrective action plan approved at the December 7 meeting. The district misbudgeted capital outlay expenditures in Fund 11. The expenditure and related appropriation should have been budgeted and purchased from Fund 12. The purchases were reclassified to Fund 12 for financial statement purposes. The corrective action has already taken place.

7.1 Motion to approve the following minutes:

October 12, 2016	Regular Minutes and closed session
November 2, 2016	Workshop Minutes

7.2 Motion to approve the planting of a tree and plaque to the left of the scoreboard at the Jackson Street Field in memory of a former Keyport High School student, Jordan Golaszewski, who passed away. The plaque would read, "A journey of a thousand miles begins with one step. In loving memory of Jordan Golaszewski."

Motion was made to move items 7.1 to 9.8 by Mrs. Malinconico, and seconded by Mr. Henning and carried by unanimous roll call vote with the exception of Mrs. Fox and Ms. King-Cote which abstained on 7.1.

**8.0 Buildings & Grounds – Mr. Rapolla**

8.1 Facilities Update

<p><b>KEYPORT BOARD OF EDUCATION</b>  <b>REGULAR MEETING      NOVEMBER 16, 2016</b>  <b>MINUTES</b></p>
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Medivac Landing Update – Mr. Rapolla spoke to Mr. Fox and explained that the trucks can't get past the gates on the field. Also, the pavement at the field complex is only an inch thick and can't support the weight of the fire trucks. Mr. Fox will share the information with his Chief.

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 September 30, 2016, 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 over expended 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 November 2016 in the amount of \$660,286.98 and supplemental bills for October 2016 in the amount of \$2,460.38.

9.3 Motion to approve the transfer of funds for the month of September and October as follows:

<u>From</u>	<u>To</u>	<u>Amount</u>
11-000-230-339-05-03-000 Appraisal Fees	11-000-251-890-05-00-000 Business Offc Misc Exp (Adj. 27)	\$400.00
11-000-230-100-05-01-000 Super Secretary Salary (\$3,993.00)	11-000-251-100-05-02-000 Salary Payroll Clerk (Adj. 28)	\$5,100.00
11-000-240-103-01-01-000 High Sch Vice Prin Sal (\$530.00)		

<b>KEYPORT BOARD OF EDUCATION</b> <b>REGULAR MEETING      NOVEMBER 16, 2016</b> <b>MINUTES</b>
--

11-000-240-103-02-00-000 Central Sch Prin Salary (\$525.00)		
11-000-240-103-02-01-000 Central Sch Vice Prn Sal (\$52.00)		
11-000-252-340-09-03-000 Technology Upgrade	11-000-252-100-11-02-000 Tech Suppt Asst Sal (Adj. 29)	\$5,360.00
11-000-230-890-05-02-000 Board Members Misc Exp	11-000-230-585-05-00-000 Board Member Travel (Adj. 30)	\$1,359.42
11-000-230-339-05-01-000 Architect/Engineer Fees	11-000-230-332-05-00-000 Auditor Fees (Adj. 31)	\$350.00

- 9.4 Motion to approve student #5582256161 to attend Monmouth Regional High School for the 2016-2017 school year (effective October 6, 2016, to June 16, 2017, for a total of 161 days) per the McKinney Vento Act (42 USC 11431) and authorize the School Business Administrator to enter into a contract with Monmouth Regional Board of Education in the amount of \$17,000 for tuition to Monmouth Regional High School.
- 9.5 Motion to authorize the School Business Administrator to enter into a contract with Monmouth Regional Board of Education for student #5582256161 to be transported to Monmouth Regional High School at a cost of \$84 per day for 161 days, for a total of \$13,524.
- 9.6 Motion to amend the following salaries to be funded from ESSA Title I Funds, for the 2016-2017 school year previously approved at the October 12, 2016, board meeting (Resolution 11.5).

Name	Building	Total Salary	% Funded by ESSA Title I	Funded Salary	Dates of Service
Kelly Castellano	KCS	\$56,597	100%	\$45,277.60	11/17/16 - 6/30/2017
Marie Portee	KCS	\$62,309	100%	\$62,309	9/1/2016 - 6/30/2017
Ilene Clayman	KCS	\$64,309	100%	\$64,309	9/1/2016 - 6/30/2017
MaryAnn Mack	KCS	\$56,654	100%	\$56,654	9/1/2016 - 6/30/2017
David Najarian	KHS	\$64,309	16.7%	\$10,718	9/1/2016 - 6/30/2017
Kyle Keelan	KHS	\$58,409	33%	\$19,470	9/1/2016 - 6/30/2017

<b>KEYPORT BOARD OF EDUCATION</b> <b>REGULAR MEETING      NOVEMBER 16, 2016</b> <b>MINUTES</b>
--

Erica Wesley	KHS	\$75,574	33%	\$25,191	9/1/2016 - 6/30/2017
Lauren Marsh	KCS	\$55,354	100%	\$5,553.41	9/1/2016 - 9/30/2017

BE IT FURTHER MOVED to approve the following salaries to be funded from the ESSA Title I Funds, for 2016-2017 school year.

Name	Building	Total Salary	% Funded by ESSA Title I	Funded Salary	Dates of Service
Kelly Castellano	KCS	56,597	100%	\$41,089	11/17/16 - 6/30/17
Marie Portee	KCS	62,309	100%	\$62,309	11/17/16 - 6/30/17
Maryann Mack	KCS	56,654	100%	\$56,654	11/17/16 - 6/30/17
Ilene Clayman	KCS	64,309	100%	\$64,309	11/17/16 - 6/30/17
Kyle Keelen	KHS	58,409	33.3%	\$19,450	11/17/16 - 6/30/17
Erica Wesley	KHS	75,574	33.3%	\$25,191	11/17/16 - 6/30/17
Christine Cowen	KHS	69,312	33.3%	\$23,104	11/17/16 - 6/30/17

9.7 Motion to approve instruction with Education Inc. for student number 8963186479 requiring hospitalization, at a rate of \$49 per hour for ten hours per week from November 8, 2016, through November 22, 2016.

9.8 Motion to amend the IDEA application and to reallocate expenditures for the 2016-2017 school year as follows:

IDEA Basic	\$286,010
IDEA Pre-School	\$9,002

Motion was made to move items 7.1 to 9.8 by Mrs. Malinconico, and seconded by Mr. Henning and carried by unanimous roll call vote with the exception of Mrs. Fox and Ms. King-Cote which abstained on 7.1.

## 10.0 Curriculum

10.1 Motion to approve the following school trips:

Life Skills Group	Eastmont Orchards
Financial Literacy/Global Logistics	Met Life Stadium, E. Rutherford, NJ
9th & 10th Grade Model T (Life Skills)	Stop & Shop, Keyport, NJ
12th Grade-Dual Enrollment Students	Monmouth County Correctional Institution & The Salvation Army, Freehold, NJ
5th Grade Class	State House & Old Barrack, Trenton, NJ
6-8th Grade Band	Bolger Middle School, Keansburg, NJ

<b>KEYPORT BOARD OF EDUCATION</b> <b>REGULAR MEETING      NOVEMBER 16, 2016</b> <b>MINUTES</b>
--

Business/Technology Class	Walking Tour of Downtown Business District, New York, NY

10.2 Motion to approve a Shared Services Agreement between Keyport Board of Education and Union Beach Board of Education for Wrestling extra-curricular sport for the 2016-2017 school year.

10.3 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>
October 2016	Central	3	2
October 2016	KHS	2	0

10.4 Motion to accept October 2016 Security Drill as follows:

<u>School Name</u>	<u>Drill Type</u>	<u>Occupants Involved</u>	<u>Date &amp; Time</u>
Keyport High School	Fire Drill	All Students & Staff	October 31 @ 10:30 a.m.
Keyport High School	Lockdown Drill	All Students & Staff	October 12 @ 1:20 p.m.
Central School	Fire Drill	All Students & Staff	October 11 @ 9:00 a.m.
Central School	Shelter in Place	All Students & Staff	October 27 @ 9:30 a.m.

10.5 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>
Bender, Micah	3/7/17-3/8/17	OSHA 10 & Course	Mays Landing, NJ/360	\$352
Bender, Micah	3/16/17	NJ Wage Laws	Mays Landing, NJ/180	\$172
Bender, Micah	3/28-3/30/17	D & I Student Training Plans Course	Mays Landing, NJ/540	\$516
Savoia, Lisa	1/26/16-1/27/17	Techspo 2017	Atlantic City, NJ/180	\$686
Gander, Chris	1/26/16-1/27/17	Techspo 2017	Atlantic City, NJ/180	\$686

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

10.6 Motion to approve the submission of the Global Logistics Grant Application for Career Tech Ed. Certification.

Motion was made to move items 10.1 to 12.1 by Ms. King-Cote, and seconded by Mrs. Malinconico and carried by unanimous roll call vote.

<b>KEYPORT BOARD OF EDUCATION</b> <b>REGULAR MEETING      NOVEMBER 16, 2016</b> <b>MINUTES</b>
--

**11.0 Personnel**

- 11.1 Motion to approve the following Substitute Teacher for the 2016-2017 school year at the prevailing rate of pay:

Michael MacDermott	CEAS Certificate - Elementary School Teacher CEAS Certificate - Teacher of Social Studies
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- 11.2 Motion to accept the resignation of Kyle Keelen, Co-Head Volleyball Coach for the 2016 season effective October 5, 2016.

- 11.3 Motion to approve Melissa Lagarra as a Substitute Aide for the Keyport School Extencicare Program for the 2016-2017 school year to be paid at a rate of \$14.84 per hour from the Enterprise Fund (0409).

- 11.4 Motion to approve the following teachers for their professional development presentations at the after-school Professional Development Academy at a rate of \$55 per session (\$20 per hour of preparation and \$35 per hour for presentation) to be funded from Title II:

<u>Teacher</u>	<u>PD Presentation</u>
Ilene Clayman	Behavior Management in the Middle Grades
Grace Gramaglia	Strengthening Collaboration Skills in Your Students
Mary Anne Ricca	Improving Your Classroom Libraries
Stephan Schwarz	Using Vernier Equipment in the HS Science Lab
Lindsay Ulrich	Using Nearpod in Instruction

- 11.5 Motion to rescind the action taken on June 22, 2016, meeting (Resolution 11.10) to approve Nicole Helfrich's request for a maternity/disability and Federal/NJ Family Medical Leave as follows:

11/4/2016 - 12/23/2016	Thirty (30) accrued sick days
1/3/2017 - 3/21/2017	NJFLA/FMLA Leave
3/22/2017	Return to work

BE IT FURTHER MOVED to approve Nicole Helfrich's request for a maternity/disability and Federal/NJ Family Medical Leave as follows:

10/25/2016 – 12/23/2016	Thirty-nine (39) accrued sick days
1/3/2017 – 3/21/2017	NJFLA/FMLA
3/22/2017 – 6/30/2017	Unpaid Leave of Absence
9/1/2017	Return to work



<b>KEYPORT BOARD OF EDUCATION</b> <b>REGULAR MEETING      NOVEMBER 16, 2016</b> <b>MINUTES</b>
--

- 11.6 Motion to approve Nicole Gries’s request for a maternity/disability leave and Federal/NJ Family Medical Leave as follows:

4/10/2017 - 5/31/2017	Thirty (30) accrued sick days
6/1/2017 - 6/30/2017	NJFLA/FMLA Leave
9/1/2017	Return to work

- 11.7 Motion to approve Marie Portee’s request for a maternity/disability leave and Federal/NJ Family Medical Leave as follows:

4/1/2017 - 5/22/2017	Thirty (30) accrued sick days
5/23/2017 - 6/30/2017	NJFLA/FMLA Leave
9/1/2017	Return to work

- 11.8 Motion to modify the appointment of Chelsea Leonard as a Leave Replacement for Jennifer Torchia and Nicole Helfrich from September 1, 2016, through March 30, 2017, (Resolution 11.14 approved at the August 17, 2016, board meeting).

BE IT FURTHER MOVED to approve Chelsea Leonard as a Leave Replacement for Jennifer Torchia and Nicole Helfrich from September 1, 2016, through June 30, 2017.

- 11.9 Motion to modify the appointment of Lauren Marsh as a Leave Replacement for Kelly Castellano and Wilbett Anshelewitz from September 1, 2016, to February 3, 2017, (Resolution 11.16, approved at the August 17, 2016, board meeting).

BE IT FURTHER MOVED to approve Lauren Marsh as a Leave Replacement from September 1, 2016, through the remainder of the 2016-2107 school year.

- 11.10 Motion to approve the following Winter Athletic Coaching for 2016-2017 school year:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Phil Recco	HS Head Boys Basketball	\$8,663
Shaun Lyons	HS Assistant Boys Basketball	\$6,358
Deboney Braithwaite	HS Head Girls Basketball	\$8,663
Staci Minuskin	HS Assistant Girls Basketball	\$6,358
Albert Smith	HS Head Wrestling	\$8,044
Dominic Amoroso	HS Assistant Wrestling	\$5,941
James Wesley	HS Bowling Coach	\$5,848
Marlene Perez	Athletic Trainer	\$75 per event
Pete Miller	CS Boys Basketball	\$5,941

<b>KEYPORT BOARD OF EDUCATION</b> <b>REGULAR MEETING      NOVEMBER 16, 2016</b> <b>MINUTES</b>
--

Brian Brady	CS Girls Basketball	\$5,941
John Graham	CS Wrestling Coach	\$4,293
Vanessa Cunningham	CS Cheerleading Coach	\$5,019
Barrett Oxley Kyle Keelan Liz Maher Ron Burgess Jen Rojas Val Rogers James Wesley	Clock Operator/Crowd Control	\$35 per event
Michelle Cannizzaro	Ticket Taker	\$35 per event
Val Rogers Liz Maher	Substitute Ticket Taker	\$35 per event
Larry Peterson	Volunteer Basketball	
James Maguire	Volunteer CS Basketball	
Eric Devlin, Michael Konish, Ania Czech	Volunteer HS Basketball	
Jen Rojas	Volunteer Bowling	

- 11.11 Motion to amend Steve Schwarz’s request for a paternity/disability and NJ Family Medical Leave from the October 12, 2016 meeting (Resolution 11.3):

11/7/2016 - 12/2/2016      NJFLA  
12/5/2016      Return to work

BE IT FURTHER MOVED to approve Steve Schwarz’s request for a paternity/disability and NJ Family Medical Leave as follows:

11/1/2016 - 11/30/2016      NJFLA  
12/1/2016      Return to work

- 11.12 Motion to approve Alissa Francisco to work as a teacher in the Title I After-School Program at the rate of \$35 per hour to be funded from Title I ESEA.

- 11.13 Motion to approve the following teachers to plan and present multiple Title I Family Nights at a rate of \$35 per hour, not to exceed \$210, to be funded from Title I ESEA:

Cynthia Deily MaryAnne Ricca Ilene Clayman	Lauren Marsh Alexis Marinos
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**KEYPORT BOARD OF EDUCATION**  
**REGULAR MEETING      NOVEMBER 16, 2016**  
**MINUTES**

Motion was made to move items 10.1 to 12.1 by Ms. King-Cote, and seconded by Mrs. Malinconico and carried by unanimous roll call vote.

**12.0 Policy**

12.1 Motion to approve the following policy for first reading to be attached to the minutes after the second reading:

P2415.30                      Title I – Educational Stability for Children in Foster Care

Motion was made to move items 10.1 to 12.1 by Ms. King-Cote, and seconded by Mrs. Malinconico and carried by unanimous roll call vote.

**13.0 Old Business**

Kim Kutschman would like to allow board members to finish speaking before they get interrupted.

**14.0 New Business**

14.1 Mrs. Malinconico stated she is having problem navigating the website.

14.2 Mr. Litwak stated that residents have asked him why the school doesn't offer woodshop.

14.3 Mrs. Kutschman stated that we need to recognize that Mr. Flynn is at every single athletic event.

**15.0 Public Participation**

Dr. Ed McNamara, 76 Maple Place, stated the following:

- After the PARCC presentation, we should take another look at the results. He feels most grades are not achieving at a high level.
- New hires should be proficient in Spanish.
- Keyport students should be given the opportunity to attend other high schools.

**16.0 There was no Executive Session.**

**KEYPORT BOARD OF EDUCATION**  
**REGULAR MEETING      NOVEMBER 16, 2016**  
**MINUTES**

**17.0 Adjournment**

- 17.1 Upon motion by Ms. King-Cote, seconded by Mrs. Malinconico, the meeting was adjourned at 8:07 p.m.

Respectfully Submitted,

Anthony Rapolla  
Board Secretary/Business Administrator

AR:bi