

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING SEPTEMBER 14, 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.*	Mr. Litwak (absent)
Ms. Cote	Mrs. Malinconico, Vice President
Mrs. Fox (absent)	Mrs. Panzarelli, President
Mr. Henning	Mr. White (absent)

Student Council Representative: TBD

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

2.0 Presentation – Teen Achievers-College Bound Program for Juniors by The Community YMCA

Jo Ann Rountree and Christiana Snyder presented on Teen Achievers which is a program for College Bound Juniors sponsored by The Community YMCA.

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3.0 President's Remarks

Mrs. Panzarelli welcomed staff and students back to school. She thanked the board members who were able to attend a strategic planning workshop. The board needs to discuss the Red Raider Mascot at an October Meeting.

4.0 Communications – Dr. Savoia

4.1 Letter from Union Beach dated August 18, 2016 regarding tuition cost for a student.

5.0 Public Participation – Agenda Items

Dr. Ed McNamara, 76 Maple Place, asked about MOESC tuition rates. He also questioned plumbing work done at KHS. He also asked about mentoring payment responsibilities and various policies being approved.

6.0 Superintendent Report

- 6.1 Superintendent's Report – Dr. Savoia
- Curriculum to be added to Google for September 21st Approval
 - Claymation
 - PE & Health Grades K-12
 - Y Teen Achievers
 - College Club for Juniors
 - District Goals Update
 - Strategic Planning Kick Off Meeting
 - Twitter Incentives
 - Genesis Employee Portal
 - Acceptable Use
 - Handbooks
 - Central School Back to School Night
 - <https://youtu.be/PL0WqzxTLpM>
 - Safety & Security Meeting with Keyport Police Department/Council
 - Parking on Atlantic Street
 - Joint Council/BOE Meeting
 - Keyport Community Resource Academy
 - Camp Fire
 - Camp Fire NJ is a non-profit 501(c) 3 organizations and a member, chartered in 1936, of the Camp Fire National Organization. *The mission of Camp Fire NJ is to provide educational programs that empower children to rise above their everyday challenges and become*

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the best they can be! NJ's programs are evidence-based and build upon one another.

Upcoming Events

9/21/16	Regular BOE Meeting/RYLA Presentation	BOE
9/22/16	Summer Reading Celebration	
9/28/16	Keyport/Union Beach BOE Retreat	KHS (6:30)
10/5/16	2015-2016 Assessment Data Presentation	

7.0 Board Secretary's Report – Mr. Rapolla

- The Science Lab is basically complete and looks outstanding. Mr. Waters is satisfied with the project.
- Mr. Rapolla thanked the Board, taxpayers and the Dino Lambros Scholarship Fund for providing such a nice educational addition for our students.
- The paving of the KCS playground was completed a few days before the opening of school.
- There is curbing work that still needs to be done around the playground and a small strip near Mrs. Ferber's and Mrs. Mantino's room. It is expected to be done by the next meeting.
- Practice Field Update – Our attorney has contracted EIRC and expressed that we believe they are required to complete the project. We are awaiting a response from EIRC.

7.1 Motion to approve the following minutes:

August 17, 2016 Board Retreat, Regular Minutes and closed session

8.0 Buildings & Grounds – Mr. Rapolla

8.1 Facilities Update

8.1.1 Motion to approve the following organization for Use of the Facility during the 2016-2017 school year:

Jesus the Lord Church

8.2 Use of Facilities

8.2.1. Motion to approve YMCA's Bayshore Family Success Center to use two classrooms in the Central school from September 19, 2016, through June 5, 2017, on Tuesdays, from 6:00 to 8:30 p.m. for an ESL adult program.

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8.2.2. Motion to approve Central School as a landing site and shelter in the event of crisis/disaster for the 2016-2017 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, 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 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 2016 in the amount of \$TBD and supplemental bills for September 2016 in the amount of \$TBD.

9.3 Motion to approve the transfer of funds for the month of June as follows:

From	To	Amount
11-000-291-241-11-00-000 Pers Contribution	11-000-291-250-11-05-000 DCRP-Employer Match (Adj. 211)	\$45.00

9.4 Motion to amend the transportation jointure agreement approved at the board meeting on July 13, 2016, (motion 9.3) between the Keyport Board of Education and Union Beach Board of Education for the school year 2016-2017 as follows:

Career Center am & pm (Keyport - Host):	
Keyport (4 students)	\$22,241.83
Union Beach (3 students)	<u>\$16,681.37</u>
	\$38,923.20 Total

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- 9.5 Motion to accept the 2016-2017 schedule of tuition from the Monmouth County Vocational School District:

<u>Full Time Regular Education (In County)</u>	<u>Per Student</u>
Academy of Allied Health & Science	\$6,240
Academy of Law & Public Safety	\$6,240
Biotechnology High School	\$6,240
Communications High School	\$6,240
High Technology High School	\$6,240
Marine Academy of Science & Technology	\$6,240
Class Academy	\$5,920
Career Center	\$5,400
Shared Time Regular (In County)	\$ 840

- 9.6 Motion to approve Magic Touch Construction Co., Inc. (Coop #65MCECCPS BID #15-16-15) for removal and replacement of valves, water lines and sanitary lines that are leaking and water main from street to KHS for amounts totaling \$80,224.54.

10.0 Curriculum

- 10.1 Motion to approve the Shared Services Agreement for cooperative sports for the 2016-17 school year, between Keyport Public Schools and Union Beach, Memorial School for Middle School Cross County and Field Hockey.

Motion was made to move item 10.1 by Mrs. Malinconico and seconded by Ms. King-Cote and carried by a unanimous roll call vote of 7-0.

- 10.2 Motion to approve the following resolution:

Whereas, the Keyport Board of Education recognizes school staff will incur travel related to the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district.

Therefore, Be It Resolved, the following personnel travel be approved as necessary and unavoidable as noted on the approved Board of Education Travel Forms:

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Lisa Savoia	Monmouth County Roundtable Meetings Bayshore Jointure/MOESC BOE Meetings NJASA Meetings	1 per month 1 per month 1 per month
Anthony Rapolla	NJSBAIG Meetings MCASBO Meetings	4 per year 1 per month
Denise Cleveland	MCADSE Meetings	1 per month
Christopher Gander	Monmouth/Ocean County Technology Directors' Meetings	1 per month
Laura Godlesky	State/County Meetings MC3	2 per month
Anthony DePasquale	Monmouth County – Director of Guidance Meetings	5 per year (Sept./Nov./Dec./Feb./March)
Kevin Flynn	Shore Conference Meetings Monmouth County AD Meetings N.J.S.I.A.A.	2 per month 1 per month 2 to 3 per year (Sept./Dec./June)
Lindsay Thein	Monmouth County ASAP Meetings	1 per month (Sept. to June)
Nicole Goldsmith	Shore Consortium	Full Day meetings- 9/23/16, 12/1/16, 6/9/17 Half Day meetings (PM only)- 2/24/17

10.3 Motion to approve the following teachers to write curriculum at a rate of \$35 per hours, not to exceed ten hours or \$350.

Teacher

Peter Miller
Peter Miller
Steve Bauer
Steve Bauer

Curriculum

K-8 Physical Education
K-8 Health
9-12 Physical Education
9-12 Health

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- 10.4 Motion to approve Lisa Wallin to provide professional development for staff through the Professional Development Academy at a rate of \$20 per preparation hour and \$35 per presentation hour, not to exceed \$1,500 to be paid through ESSA funding.
- 10.5 Motion to approve Jim Rasmussen to provide professional development for staff through the Professional Development Academy at a rate of \$20 per preparation hour and \$35 per presentation hour, not to exceed \$300 to be paid through ESSA funding.
- 10.6 Motion to approve the Guidance Department Community Resource Academy to operate every other Thursday evening from October 13, 2016, to May 25, 2017.
- 10.7 Motion to approve the Campfire program at Keyport Central School funded by the Keyport Alliance.
- 10.8 Motion to approve the Uniform State Memorandum of Agreement between the Keyport Public Schools and the Keyport Police Department for the 2016-2017 school year as on file in the Superintendent's Office.
- 10.9 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>
August 2016	Central	0	0
August 2016	KHS	1	0

11.0 Personnel

- 11.1 Motion to approve the following salary adjustments for the 2015-2016 school year, as per KCA collective bargaining negotiations settlement:

<u>Last Name</u>	<u>First Name</u>	<u>Step</u>	<u>Salary</u>
Borders	Dylan	3	36,247 * :
Jimenez	Roy	off	59,611 * :###
Breen	Steven	3	34,247*
Czech	Grace	8	38,897 * #
Ivey	Dominick	1	32,147
Kreft	Donna	7	37,847 *
Masucci	Benedetto	11	41,297 * #
DiPoalo	Colleen	7	37,847 *
Tango	Francesca	1	32,147

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Jimenez	Donna	18	49,022 ##
Masucci	Luciano	5	35,947 *
Morgan	John	7	37,847 *
Smith	Peter	11	41,297 * #
O'Toole	James	22	55,167 * ##

Salary includes Extra Compensation as follows:

FIREMEN'S LICENSE*	\$675
MAINTENANCE/GROUNDS:	\$2,000
PESTICIDE LICENSE**	\$500
LONGEVITY 10 YEARS#	\$250
LONGEVITY 20 YEARS##	\$450
LONGEVITY 30 YEARS###	\$650

- 11.2 Motion to approve the following salary adjustments for the 2016-2017 school year, as per KCA collective bargaining negotiations settlement:

<u>Last Name</u>	<u>First Name</u>	<u>Step</u>	<u>Salary</u>
Borders	Dylan	4	\$37,642 * :
Breen	Steven	4	\$35,642 *
Czech	Grace	9	\$40,242 **
DiPoalo	Colleen	8	\$39,542 **
Ivey	Dominick	2	\$34,342 *
Tango	Francesca	2	\$34,342 *
Jimenez	Roy	Off	\$60,611 *:###
Jimenez	Donna	19	\$50,567 ##
Kreft	Donna	8	\$39,542 **
Masucci	Benedetto	12	\$42,942 **
Masucci	Luciano	6	\$37,592 *
O'Toole	James	22	\$56,517 *:##
Smith	Peter	12	\$42,942 **

Salary includes Extra Compensation as follows:

FIREMEN'S LICENSE*	\$675
MAINTENANCE/GROUNDS:	\$2,000
PESTICIDE LICENSE**	\$500
LONGEVITY 10 YEARS#	\$250
LONGEVITY 20 YEARS##	\$450
LONGEVITY 30 YEARS###	\$650

- 11.3 Motion to approve the following salaries to be funded from ESSA Title I Funds, for the 2016-2017 school year:

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Name	Building	Total Salary	% Funded by ESSA Title I	Funded Salary	Dates of Service
Kelly Castellano	KCS	56,597	100%	42,448	11/17/16 - 6/30/17
Marie Portee	KCS	59,934	100%	59,934	
Lauren Marsh	KCS	55,354	100%	13,836	9/1/16 - 11/16/2016
Ilene Clayman	KCS	62,034	100%	62,034	
Kyle Keelen	KHS	58,409	32%	18,710	
David Najarian	KHS	64,309	32%	20,678	

- 11.4 Motion to approve the following mentors for the 2016-2017 school year at the contractual rate.

New Teacher	School	Position	Mentor Teacher	Employee Funded	Title IIA Funded
Lauren Marsh	Keyport Central School	Title I /ESL Leave Replacement	Marie Portee		X
Chelsea Leonard	Keyport Central School	Special Education Leave Replacement	Michelle Wackowski	X	

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

Jennifer Byrnes	Standard Certificate - Elementary K- 6
Zachary Vincent	County Substitute Certificate
Jeremy Kaplan	CEAS Certificate - Teacher of Social Studies

- 11.6 Motion to approve Richard Lecomte as a Custodian for the 2016-2017 school year at a salary of \$33,167 Step 1.

- 11.7 Motion to approve Holly Hagman, Fairleigh Dickinson University Student, to complete 10 days of Field Experience with the English Department at Keyport High School during the Spring 2017 Semester.

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- 11.8 Motion to rescind the following resolution approved at the May 18, 2016, board meeting (motion 12.18) to approve Robert Stetz for the 2016-2017 school year:

Stetz	Robert	Teacher MA+60	13	\$79,930
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BE IT FURTHER MOVED to approve Robert Stetz for the 2016-2017 school year as follows:

Stetz	Robert	Teacher MA+60	13	\$81,786
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12.0 Policy

- 12.1 Motion to approve the following policies for second reading to be available to view on the district website after the second reading:

P 1220	Employment of Chief School Administrator (M) (Revised)
P 1310	Employment of School Business Administrator/Board Secretary (Revised)
P 3111	Creating Positions (Revised)
P 3124	Employment Contract (Revised)
P 3125	Employment of Teaching Staff Members (M) (Revised)
P 3125.2	Employment of Substitute Teachers (Revised)
P 3126	District Mentoring Program (Revised)
R 3126	District Mentoring Program (Revised)
P 3141	Resignation (Revised)
P 3144	Certification of Tenure Charges (Revised)
R 3144	Certification of Tenure Charges (Revised)
P 3159	Teaching Staff Member/School District Reporting Responsibilities (Revised)
P 3231	Outside Employment as Athletic Coach (Revised)
P 3240	Professional Development for Teachers and School Leaders (M) (Revised)
R 3240	Professional Development for Teachers and School Leaders (Revised)
P 5305	Health Services Personnel (Revised)
R 5330	Administration of Medication (M) (Revised)
P 5339	Screening for Dyslexia (M) (Revised)
R 5330	Administration of Medication (M) (Revised)
P 5350	Student Suicide Prevention (Revised)
P 5514	Student Use of Vehicles on School Grounds (Revised)
P 8441	Care of Injured and Ill Persons (M) (Revised)
R 8441	Care of Injured and Ill Persons (M) (Revised)
P 8454	Management of Pediculosis (New)

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- P 8630 Bus Driver/Bus Aide Responsibility (M) (Revised)
- R 8630 Emergency School Bus Procedures (M) (Revised)
- P 9541 Student Teachers/Interns (Revised)

12.2 Motion to approve the following policy for first reading to be available to view on the district website after the second reading:

P5460.2 Dual Enrollment Program

13.0 Old Business

13.1 2016-2017 Board Goals

- Mrs. Panzarelli distributed board goals.
- Mr. Henning asked if we are going to notify the public about a plan to discuss the mascot.

14.0 New Business

15.0 Public Participation

- Dr. Ed McNamara, 76 Maple Place asked about the following:
 - If the district is going to publish the contracts of Superintendent and Business Administrator
 - Agenda of Board Retreat meeting with Union Beach
 - If regionalization can be discussed
 - If we still need a school psychologist
 - Surplus
 - Health Rates
- Ruth Grabowski, 318 Broad Street, asked about School Spirit Wear and the Red Raider.
- Liz Dinnigan, 213 First Street, thanked the Board for listening to and acting on her concerns at the June Meeting. She also asked about the looks of the Rain Garden.

16.0 Adjournment to Executive Session – None

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17.0 Adjournment

- 17.1 Upon motion by Mr. Henning, seconded by Ms. King-Cote, the meeting was adjourned at 8:29 p.m.

Respectfully Submitted,

Anthony Rapolla
Board Secretary/Business Administrator

AR:bi