

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING SEPTEMBER 28, 2016
MINUTES**

1.0 Opening Procedures

1.1 The meeting was called to order at 7:30 p.m. by Panzarelli, in the Keyport High School Cafeteria, 351 Broad Street.

1.2 Flag Salute

1.3 Welcome & Introductions

- Dr. Lisa Savoia, Superintendent, Keyport School District, thanked everyone for coming together. Superintendent Savoia stated that she and Dr. Ridley work together well as a team and she wants to make everyone aware of opportunities available at Keyport High School.
- Dr. Scott Ridley, Superintendent, Union Beach School District

1.4 Opening Statement

“Public notice of this meeting has sent to the Asbury Park Press on September 26, 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”.

This meeting is being tape-recorded for the purpose of Board review and future reference and to assist in the preparation of minutes.

1.5 Roll Call (Keyport)

Mr. Bright (arr. 6:52 p.m.)	Mrs. Kutschman
Mrs. Cocuzza, UB Rep.*	Mr. Litwak
Ms. Cote	Mrs. Malinconico, Vice President (absent)
Mrs. Fox	Mrs. Panzarelli, President
Mr. Henning	Mr. White

1.6 Roll Call (Union Beach)

Cassie Blashfield (absent)	James McGrogan
Sarah Boyce	Geri Ryan (absent)
Angela Cocuzza	Ryan Sobin
Julibeth Harrison-Mendoza	Jean Watson
Kelli Kenny	

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Also in attendance:

Dr. Lisa Savoia, Keyport Superintendent

Mr. Anthony Rapolla, Keyport Business Administrator/Board Secretary

Keyport Administration Team

Dr. Scott Ridley, Union Beach Superintendent

Ms. Eileen Ertle, Union Beach Business Administrator/Board Secretary (**absent**)

Members of the Union Beach Administration Team

2.0 Discussion –

2.1 Ethics Training – Matthew Giacobbe, Esq., spoke about the following topics:

- Board members should reclude themselves and not vote on anything they are unsure of and seek the advice of Advisory Ethics Committee.
- An advisory opinion may be obtained from attorney
- Abstain from voting if there is a conflict caused by having a spouse working in the district.
- Board members living with family members that are part of a statewide union should not participate in negotiations.
- Board members should not be involved in day-to-day operations of the district
- Board members can volunteer once in a while but should not be a club advisor.
- Don't use cell phone or personal email account to conduct board business as they will become public documents under OPRA
- Student records and personnel records do not fall under OPRA
- It is a violation under Open Public Meeting Act, if two way communication occurs between five or more board members and/or superintendent. Blind copy board members on email so that members don't hit reply all.
- Board members should not be talking about board business on any social media account.
- Board members must state they are speaking on behalf of themselves and not as a board member when making any public statement.

2.2 Board Operations

3.0 Public Participation – None

4.0 Adjournment

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Upon motion by Mr. Henning, seconded by Mrs. Kutschman, the meeting was adjourned at 7:52 p.m.

Respectfully Submitted,

Anthony Rapolla
Board Secretary/Business Administrator

AR:bi