

<p style="text-align: center;">KEYPORT BOARD OF EDUCATION WORKSHOP MEETING APRIL 13, 2016 AGENDA</p>
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1.0 Opening Procedures

- 1.1 Call to Order
- 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 and address and are requested to limit their comments to five (5) minutes.

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
Ms. Cote	Mrs. Malinconico, Vice President
Mrs. Fox	Mrs. Panzarelli, President
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.*

- 1.5 Student Council Representative Report – available at regular meeting

2.0 Presentation –

- 2.1 Summer Reading & Summer Math

3.0 President’s Remarks

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4.0 Communications – Dr. Savoia

- 4.1 Letter dated March 22, 2016, from George Harms Construction Co., Inc., regarding replacement of Monmouth County Bridge.
- 4.2 Gail Lupo, Central School Aide, submitted her letter of retirement on April 6, 2016, effective July 1, 2016. (Resolution 11.3)

5.0 Public Participation – Agenda Items

6.0 Superintendent Report

- 6.1 Superintendent’s Report – Dr. Savoia

7.0 Board Secretary’s Report – Mr. Rapolla

- 7.1 Motion to approve the following minutes:
 March 16, 2016 Regular Minutes

8.0 Buildings & Grounds – Mr. Rapolla

- 8.1 Facilities Update
- 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 February 28, 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.

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9.2 Motion to approve bills for the month of April 2016 in the amount of \$TBD and supplemental bills for March 2016 in the amount of \$TBD.

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

<u>From</u>	<u>To</u>	<u>Amount</u>
11-000-240-103-02-00-000 Central Sch Prin Salary	11-000-240-800-07-00-000 Administration Prof Dues (Adj 95)	\$300.00
11-000-230-339-05-01-000 Architect/Engineer Fees	11-000-230-331-05-01-000 Legal Fees (Adj 96)	\$2,600.00
11-140-100-101-01-02-000 Gr 9-12 Teacher Salaries	11-150-100-101-11-00-000 HI Staff Sal Reg (Adj 106)	\$1,295.00

9.4 Motion to void outdated checks over six months old in accordance with board policy as follows:

<u>Check No.</u>	<u>Amount</u>
24151	\$75.00

9.5 Motion to rescind the action taken at the March 16, 2016, meeting to approve adoption of the tentative budget 2016-2017 (Resolution 9.6)

BE IT FURTHER MOVED to approve the following resolutions:

ADOPTION OF THE TENTATIVE BUDGET
2016-2017

BE IT RESOLVED that the tentative budget be approved for the 2016-2017 School Year using the 2016-2017 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

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	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2016-2017 Total				
Expenditures	\$18,135,492	\$1,091,417	\$668,002	\$19,894,911
Less:				
Anticipated Revenues	<u>\$8,898,457</u>	<u>\$1,091,417</u>	<u>\$301,084</u>	<u>\$10,290,958</u>
Taxes to be Raised	<u>\$9,237,035</u>	<u>\$0</u>	<u>\$366,918</u>	<u>\$9,603,953</u>

And to advertise said tentative budget in the Asbury Park Press in accordance with the form required by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held in Keyport High School Room 108, New Jersey on April 27, 2016, at 7:30 p.m. for the purpose of conducting a public hearing on the budget for the 2016-2017 School Year.

Adjustment Enrollment

RESOLVED that the Keyport Board of Education includes in the proposed budget the adjustment for enrollment in the amount of \$89,680. The district intends to utilize this adjustment for supplies and materials necessary for the additional students.

Capital Reserve Account Withdrawal

RESOLVED that the Keyport Board of Education requests the approval a capital reserve withdrawal in the amount of \$60,000. The district intends to utilize these funds for ADA Stair Lift at the Keyport Central School.

Capital Reserve Account Withdrawal

RESOLVED that the Keyport Board of Education requests the approval a capital reserve withdrawal in the amount of \$15,000. The district intends to utilize these funds for Asphalt replacement Keyport High School.

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Capital Reserve Account Withdrawal

RESOLVED that the Keyport Board of Education requests the approval a capital reserve withdrawal in the amount of \$70,000. The district intends to utilize these funds for Asphalt replacement at the Keyport Central School.

Capital Reserve Account Withdrawal

RESOLVED that the Keyport Board of Education requests the approval a capital reserve withdrawal in the amount of \$70,000. The district intends to utilize these funds for a Science Lab upgrade Keyport High School.

Capital Reserve Account Withdrawal

RESOLVED that the Keyport Board of Education requests the approval a capital reserve withdrawal in the amount of \$100,000. The district intends to utilize these funds for Plumbing upgrades at Keyport High School.

Capital Reserve Account Withdrawal

RESOLVED that the Keyport Board of Education requests the approval a capital reserve withdrawal in the amount of \$60,000. The district intends to utilize these funds for Practice Field completion at Keyport High School.

Tuition Reserve

RESOLVED that the Keyport Board of Education requests the approval a tuition reserve withdrawal in the amount of \$100,000.

Maintenance Reserve

RESOLVED that the Keyport Board of Education requests the approval a maintenance reserve withdrawal in the amount of \$95,320. The district intends to utilize these funds for maintenance expenditures in the same amount from account 11-000-261-420.

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Adjustment for Debt Service

RESOLVED that the Keyport Board of Education includes in the proposed budget the transfer of funds from Fund 30 in the amount of \$94,000 to Fund 40 during the 2016-2017 budget year to pay for debt of Series 2009 Bonds.

Travel and Related Expense Reimbursement

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

WHEREAS, N.J.A.C. 6A:23A-7.2 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel as defined in NJAC 6A:23A-1.2, which includes attendance at regularly scheduled in-State county meetings, Department or Association sponsored events or in-State professional development activities for which the registration fee does not exceed \$150.00 per employee or board member, where prior Board approval shall not be required unless the annual threshold for a staff member exceeds \$1,500 in a given school year (July 1 through June 30); and

WHEREAS, the Keyport Board of Education established \$35,000 as the maximum travel amount for the current school year and has expended \$19832.81 as of this date; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A: 23A-7.3, to a maximum expenditure of \$35,000 for all staff and board members for the 2016-2017 school year.

- 9.6 Motion that the Keyport Board of Education hereby approves the digital submission of the application for the 2014-2015 Safety Grant Program through the New Jersey Schools Insurance Group for the purposes described in the application, in the amount of \$2,597 for the period July 1, 2014, through June 30, 2015, program period.

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10.0 Curriculum

10.1 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
Ioele, Bonnie	5/10/16	Administrative Assistant's Program	Mt. Laurel, NJ/91	\$79
Rapolla, Anthony	6/8/16-6/10/16	Annual NJASBO Conference	Atlantic City, NJ/103	\$498
Kamras, Josie	5/10/16	Administrative Assistant's Program	Mt. Laurel, NJ/98	\$81

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

10.2 Motion to accept the March 2016 Security Drills as follows:

School Name	Drill Type	Occupants Involved	Date & Time
Keyport High School	Lockdown Drill	All Staff & Students	March 1st @ 8:45 a.m.
Keyport High School	Fire Drill	All Staff & Students	March 24th @ 8:00 a.m.
Central School	Lockdown Drill	All Staff & Students	March 10th @ 1:30 p.m.
Central School	Fire Drill	All Staff & Students	March 21st @ 10:05 a.m.

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>
March 2016	Central	1	0
March 2016	KHS	0	0

10.4 Motion to approve The Community YMCA Counseling and Social Services Community Resource Grant

10.5 Motion to approve the following class trips:

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<p>NJHS 4th Grade Class Trip 3rd Grade Class Trip 7th Grade Class Trip 5th Grade Class Trip 8th Grade Class Trip</p>	<p>Food Pantry, Keyport, NJ Huber Woods & Holmdel Park, Holmdel, NJ Six Flags Safari Jackson, NJ Statue of Liberty/Ellis Island, Jersey City, NJ Bayshore Waterfront Park, Port Monmouth Holmdel Park, Holmdel, NJ</p>
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- 10.6 Motion to approve the Keyport High School Cheerleading squad to attend “US Finals” in Warwick, Rhode Island from May 6, 2016 to May 8, 2016.
- 10.7 Motion to approve Dominick Amoroso to write the Field Experience in Health Sciences curriculum at the curriculum rate of \$35 per hour, not to exceed ten hours, or \$350.
- 10.8 Motion to approve Lisa Wallin to write the Anatomy and Physiology II curriculum at the curriculum rate of \$35 per hour, not to exceed ten hours, or \$350.

11.0 Personnel

- 11.1 Motion to approve Kyle Keelan to teach an additional period daily effective April 11, 2016, through June 17, 2016, at a rate of \$7,850 (prorated). Kyle is replacing Jean Reash.
- 11.2 Motion to approve Cynthia Deily as volunteer advisor of the “Central School Volleyball Club”.
- 11.3 Motion to accept, with regret, the retirement of Gail Lupo, Teacher Aide, effective July 1, 2016.

12.0 Policy

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

P 2422	Health and Physical Education
P 2431	Athletic Competition
R 2431.2	Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad
P 5111	Eligibility of Resident/Nonresident Students
P 5310	Health Services
R 5310	Health Services
P 5330.01	Administration of Medical Marijuana

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| R 5330.01 | Administration of Medical Marijuana |
| P 5460 | High School Graduation |
| P 8462 | Reporting Potentially Missing or Abused Children |
| R 8462 | Reporting Potentially Missing or Abused Children |
| P 8550 | Outstanding Food Service Charges |

12.2 Motion to approve the following policies for the second reading to be attached to the minutes after the second reading:

- | | |
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| P 0167 | Public Participation in Board Meetings |
| P 0168 | Recording Board Meetings |

13.0 Old Business

14.0 New Business

15.0 Public Participation

16.0 Adjournment to Executive Session (TIME:)

16.1 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 April 13, 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:

SECOND:

17.0 Return to Open Session (TIME: _____)

18.0 Adjournment