

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING APRIL 17, 2013
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 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 April 29, 2012, as approved at the regular meeting of the Board of Education held on April 25, 2012. 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	Ms. King-Cote, Vice Pres. (absent)
Ms. Burke (absent)	Ms. Knudsen
Mr. Cooper	Ms. Lloyd
Ms. Durkin, UB Rep.*	Mrs. Malinconico, President
Mr. Henning	Mrs. Panzarelli

Student Council Representative: Angelina Tornetto (regular meeting)

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

2.0 Presentation – District Merit Goals

Mrs. Savoia and Keyport Administrative Team gave a detailed PowerPoint presentation on district goals which will be attached to the minutes.

3.0 Communications – Mrs. Savoia -- None

4.0 Public Participation – Agenda Items – None

5.0 Superintendent and Other Reports

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING APRIL 17, 2013
MINUTES**

- 5.1. Superintendent's Report – Mrs. Savoia
- One case of Harassment, Intimidation and Bullying at KHS
 - Policy on Outside Activities
 - Community Relations met to discuss exploration of Honeywell as our Instant Alert provider.
 - Upcoming Events
- 5.2. Student Council Representative Report (available at regular meeting)

6.0 Committee Reports

- 6.1 Buildings & Grounds/Safety & Security/Recycling
6.2 Community Relations/Foundation
6.3 Curriculum
Next meeting is scheduled for May 8 at 3 p.m.
- 6.4 Finance/Negotiations
6.5 MCSBA/Legislative
6.6 Personnel
6.7 Policy
6.8 Special Education Liaison

7.0 Board Secretary's Office – Mr. McManus

- 7.1. Motion to appoint Edward McManus as Custodian of Records for Keyport Public Schools through December 2013.
- 7.2. Motion to approve the following policy for first reading to be attached to the minutes after the second reading:
- | | |
|-------------|-------------------------------------|
| Policy 3230 | Outside Activities (Teaching Staff) |
| Policy 4230 | Outside Activities (Support Staff) |
- 7.3. Motion, upon recommendation of the Superintendent, to authorize the Business Administrator to prepare, advertise and receive Request for Proposals for Board Attorney for the 2013-2014 school year.

8.0 Buildings & Grounds – Mr. McManus

- 8.1 Facilities Update
- 1) Athletic Field Initiative-contacted the Monmouth County Board of Elections, Architect and Board bond attorney regarding timeframes

<p>KEYPORT BOARD OF EDUCATION WORKSHOP MEETING APRIL 17, 2013 MINUTES</p>
--

- 2) Working on the following facility initiatives:
 - a. Security System
 - b. HVAC Project
 - c. Unit ventilator project
 - d. Window replacement
- 3) Completed walkthroughs with each building principal
- 4) Met with each administrative staff member
- 5) Plans are to meet with the outside vendors in the coming weeks- auditor, health insurance provider, Property and Liability insurance provider, copying equipment provider
- 6) Met with the food service provider
- 7) Met with the Athletic Director
- 8) Met with the Keyport/Hazlet Rotary twice
- 9) Attended the Keyport/Union Beach First Aid Banquet on April 6, 2013

The combination on the safe has been changed so that Mrs. Savoia, Mrs. Ortiz and myself are the only ones with the combination. The safe will remain in the locked secured room surrounded by laser security.

I share a lot of previous connections through prior experience with a number of the district processes and systems-namely:

- 1) Systems 3000
- 2) Genesis
- 3) Aesop
- 4) NJSBAIG
- 5) Strauss Esmay
- 6) Atlantic Office Systems
- 7) School Dude

This should help make any transition pretty seamless. I look forward to making an impact in supporting the goals of Mrs. Savoia and the Board. Most importantly, I look forward to making a contribution toward the education of the kids.

8.2 Use of Facilities

- 8.2.1 Motion to approve request from Bayshore Christian Fellowship to use the Central School softball field on the following Monday nights from 6 p.m. to 8:15 p.m. for softball league.

April 8, 2013	April 15, 2013	April 22, 2013	April 29, 2013
May 6, 2013	May 13, 2013	May 20, 2013	June 3, 2013
June 10, 2013	June 17, 2013	June 24, 2013	July 8, 2013
July 15, 2013	August 5, 2013	August 12, 2013	

Fee: \$20 facility for 3 hours x 15 days= \$300.
 Certificate of insurance already submitted.

<p>KEYPORT BOARD OF EDUCATION WORKSHOP MEETING APRIL 17, 2013 MINUTES</p>
--

8.2.2 Motion to approve request from Keyport Recreation to use the Keyport Central School All Purpose Room on May 31, 2013, from 5 p.m. to 9 p.m. for Daddy/Daughter Dance.

8.2.3 Motion to approve request from Keyport Recreation to use the Keyport Central School All Purpose Room, Gymnasium, few classrooms and playground from July 1, 2013, through August 2, 2013, from 8:45 a.m. to 1:15 p.m. for summer camp.

Certificate of insurance to be submitted.

9.0 Finance

9.1 Secretary’s Report

9.1.1 Financial Information:

Interest, March	\$ 424.57
Year to date	\$ 3,620.48
Cafeteria Report, February	\$10,293.58
Year to date	\$(7,741.11)

9.2 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 March 31, 2013, no budgetary line item account has been overexpended in violation of N.J.A.C. 6:23 – 2.12.

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

9.4 Motion to approve bills for the month of April 2013 in the amount of \$TBD and supplemental bills for March in the amount of \$TBD.

9.5 Motion to approve the transfer of funds as follows: TBD

<u>From</u>	<u>To</u>	<u>Amount</u>
-------------	-----------	---------------

9.6 Motion to approve the services by Environmental Design, Inc. for Professional AHERA Designated Person Services for Keyport Board of Education in accordance with Asbestos Hazard Emergency Response Act (AHERA) for a fee of \$3,400 for the school year 2013-2014.

KEYPORT BOARD OF EDUCATION WORKSHOP MEETING APRIL 17, 2013 MINUTES

9.7 Motion to approve the following tax payment schedule for the school year 2013-2014:

Current Expense	\$8,291,418
Debt Service	<u>\$ 307,757</u>
	\$8,599,175
<u>For July to December 2013 –</u>	
Six Tax Payments in the amount of	\$725,364
<u>For January to May 2014 –</u>	
Five Tax Payments in the amount of	\$707,831
and Final Payment for June 2014	\$707,836
in the amount of	

9.8 Motion to establish 2013-2014 tuition rates for attendance at Keyport Public Schools as follows:

Grades 9-12	\$14,639
Grades 6- 8	\$12,920
Grades 1 – 5	\$12,934
Pre-K & Kindergarten	\$12,573
Pre-School Disabled	\$17,000
Language/Learning Disabilities	\$32,516
Multiple Handicapped	\$25,308

9.9 Motion to approve the tuition rate between Union Beach and Keyport in the amount of \$14,639 per student for the 2013-2014 school year.

9.10 Motion to approve the following 2013-2014 tuition contracts between the Keyport Board of Education and the Union Beach Board of Education amounting to \$2,908,303.

<u>2013/14 Contract</u>	<u># of Students</u>	<u>Rate</u>	<u>Total</u>
Full Time Students	182	\$14,639	\$2,664,298
Part Time Students	6	\$ 7,319	<u>\$ 43,917</u>
			<u>\$2,708,215</u>
Resource Room 2012/13	As agreed		\$380,934
Tuition Overage 2011/12	As agreed		\$155,306
Resource Room Overage 2011/12	As agreed		\$ 25,540

<p>KEYPORT BOARD OF EDUCATION WORKSHOP MEETING APRIL 17, 2013 MINUTES</p>
--

9.11 Motion to appoint Edward McManus, Board Secretary, as the Public Agency Compliance Officer (P.A.C.O.) through December 31, 2013, in compliance with P.L. 1975 Chapter 127.

9.12 Motion to approve the following resolution:

Whereas, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

Whereas, 18A:18A-3 provides that contracts, that do not exceed the aggregate in a contract year the bid threshold (Currently \$36,000), may be awarded by the Board Secretary without advertising for bids when so authorized by board resolution, and

Whereas, 18A:18A-37,c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (Currently \$5,400) may be awarded by the Board Secretary without soliciting competitive quotations if so authorized board resolution.

Now Therefore Be It Resolved, that Edward McManus is hereby authorized to award contracts on behalf of the Keyport Board of Education that are in aggregate less than 15% of the bid threshold (Currently \$5,400) without soliciting competitive quotations, and

Be It Further Resolved, Edward McManus is hereby authorized to seek competitive quotations, when applicable and practicable and award contracts on behalf of the Keyport Board of Education when contracts in the aggregate exceed 15% of the bid threshold (Currently \$5,400) but are less than the bid threshold of \$36,000 and make purchases via State contracts.

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, unless indicated otherwise:

<u>Employee Name</u>	<u>Date(s)</u>	<u>Workshop Name</u>	<u>Location/Mileage</u>	<u>Cost</u>
Finch, Kimberly	5/20/13	Effective Second Language Acquisition	Newark, NJ/56	\$289.52*
Finch, Kimberly	5/29 & 5/30/13	2013 Spring Conference: Language, Heritage & Culture	New Brunswick, NJ/84	\$319.82**

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING APRIL 17, 2013
MINUTES**

McManus, Edward	6/5-6/7/13	NJASBO 51 st Annual Conference	Atlantic City, NJ/180	\$577.80
Salvadore, Barbara	5/21 & 5/24/13	Pediatric Advanced Life Support	Brick, NJ/112	\$ 34.72
Slattery, Tiffani	6/3/13	All Shore Band Directors Professional Day	Pt. Pleasant, NJ/56	\$ 17.31

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

* Paid from NCLB Acct #20-272-200-580-11

** Paid from NCLB Acct #20-245-200-500-00-000

- 10.2 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 2013	KHS	1	1
March 2013	Central	1	0

- 10.3 Motion to accept the February 2013 Security Drill Report as follows:

March 2012

SCHOOL NAME	DRILL TYPE	OCCUPANTS INVOLVED	DATE & TIME
KHS	Evacuation Drill	All staff and students	3/12/13 9:30 AM.
KHS	Fire Drill	All staff and students	3/20/13 1:45 PM
Central	Evacuation Drill	All staff and students	3/18/13 10:10 AM
Central	Fire Drill	All staff and students	3/20/13 1:45 PM

- 10.4 Motion to approve the submission of the New Jersey Child Assault Prevention (CAP) Grant Application for PreK through 6th grade, as recommended by the Superintendent for the 2013-2014 school year at no cost to the District.
- 10.5 Motion to approve the Special Education Extended School Year. The program will run Monday through Thursday, June 24, 2013, to August 1, 2013, from 8:30 a.m. to 12:30 p.m. Staff will consist of two special education teachers, three aides, and one nurse position to be split between the two nurses in the district, one speech, one occupational therapist and one physical therapist.
- 10.6 Motion to approve a Summer Enrichment Program to run at Keyport High School, for incoming 9th and 10th grade students, to run Monday through Thursday from July 15 to July 25, 2013, from 9:00 a.m. to 12:00 p.m.

KEYPORT BOARD OF EDUCATION WORKSHOP MEETING APRIL 17, 2013 MINUTES

- 10.7 Motion to amend the appropriation of Title I to reflect Marie DeNardo's salary to be funded from Title I.
- 10.8 Motion to approve Standards Solution, to provide on-site professional development, for two days, not to exceed \$4,000 to be funded through NCLB Title I funds.
- 10.9 Motion to approve a two-week Title I summer enrichment program to run at the Central School and KHS from Monday through Thursday, July 8 to July 18, 2013, from 9:00 a.m. to 12:00 p.m. Salaries to be funded under NCLB Title I and not to exceed \$4,000.
- 10.10 Motion to approve an ESL Summer School to run from Monday through Thursday from July 8 to July 18, 2013, from 9:00 a.m. to 12:00 p.m. Salaries to be funded out of NCLB Title III funds.
- 10.11 Motion to approve summer school to run at the Central School from Monday through Thursday from July 1, 2013, through July 18, 2013, from 8 a.m. to 12 p.m. The courses offered include Math, Language Arts, Science and Social Studies for grades 6 - 8.
- 10.12 Motion to approve the following people to revise the 4-12 SS/History Curricula, at the rate of \$35 per hour, not to exceed \$350 per person:
- | | |
|----------------|----------------|
| James Wesley | Robert Stetz |
| Valerie Rogers | Thomas Evancho |
- 10.13 Motion to approve the submission of the 21st Century Grant Application to the NJDOE.
- 10.14 Motion to approve the following Math Resources for the 2013-2014 school year at a total cost of \$46,902:
- | | |
|-----------------------------|----------------------------------|
| McGraw Hill – My Math (K-5) | McGraw Hill – Glencoe Math (6-8) |
|-----------------------------|----------------------------------|
- 10.15 Motion to approve the following Student Teacher from Monmouth University to work at the Central for the Fall 2013 semester:
- | <u>Student</u> | <u>Cooperating Teacher</u> | <u>Subject</u> |
|----------------|----------------------------|-----------------------|
| Jaclyn Baldino | Casandra Murphy | Elementary K-5 |
| Jaclyn Baldino | Kelly Schmidt | 2 nd Grade |
- 10.16 Motion to approve the following class trips for the 2012-2013 school year:

<u>DESTINATION</u>	<u>GROUP</u>
Bayshore Waterfront Park - Pt. Monmouth	5th Grade Students

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING APRIL 17, 2013
MINUTES**

Bodies Exhibition, South Street Seaport, NYC	KHS Anatomy Students
Bolger Middle School, Keansburg, NJ	Band Students
Dare To Dream 2013, Raritan Valley Community College, Branchburg, NJ	KHS 11th and 12th Grade Students
Field Station Dinosaurs, Secaucus, NJ	4th Grade Students
Funplex, East Hanover, NJ	3rd Grade Students
Hershey Park, PA	KHS Senior Class Trip
Holmdel Park, Holmdel, NJ	1st Grade Students
Information Age, Ft. Evans, Wall Twp., NJ	4th Grade G&T Students
Liberty Science Center, Jersey City, NJ	8 th Grade Students
Monmouth University, W. Long Branch, NJ	Kindergarten Students
Meadowlands Environmental Center, NJ	KHS Environmental Science Students
Metropolitan Art Museum , NYC	KHS Honors English II and Art Students
Middletown Arts Center, Middletown, NJ	7 th Grade G&T Students
Middletown Arts Center, Middletown, NJ & Buehler Science & Challenge Center, Paramus, NJ	6th Grade G&T Students
Middletown Arts Center & Newark Art Museum, NJ	5th grade G&T Students
Monmouth County Courthouse & Jail	KHS Business and Criminology Students
Monmouth University, W. Long Branch, NJ	KHS Math Students
Montclair State University, Montclair, NJ	KHS Football/Recruiting Tours Academic
Nederlander Theater, NYC	KHS Drama Club
NYC Lincoln Center, NYC	8th Grade G&T Students
Poetry Cafe – Asbury, NJ	8th grade G&T Students
Sandy Hook National Park, NJ	2nd Grade Students
Sandy Hook National Park, NJ	8th Grade Students
Six Flags Great Adventure, Jackson, NJ	KHS Physics/Calculus Students
Sterling Hill Mine, Odgensburg, NJ	KHS Chemistry/Environmental Science
Storming Robots, Branchburg, NJ	3 rd Grade Students
Turtle Back Zoo, W. Orange, NJ	1st Grade Students
Washington, D.C.	KHS AP - US History Students
William Paterson University, Paterson, NJ	KHS Field Hockey Team
William Paterson University, Paterson, NJ	KHS Football/Recruiting Tours Academic
Women in Science Day, College of St. Elizabeth, Morristown, NJ	KHS Science Female Students

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING APRIL 17, 2013
MINUTES**

11.0 Personnel

- 11.1 Motion to approve the following candidate as a substitute teacher for the 2012-2013 school year at the prevailing rate of pay:

Group I

Sue Murphree	Kean College (1980)	Standard Teacher of the Handicapped Standard Nursery School
--------------	---------------------	--

12.0 Old Business – None

13.0 New Business

- 13.1 Mrs. Savoia distributed her evaluation and Mrs. Malinconico asked the Board to return it to her by next week or drop it off at Board Office and Mrs. Malinconico will pick them up.

14.0 Public Participation – None

15.0 Adjournment

- 15.1 Upon motion by Mrs. Panzarelli, seconded by Mr. Cooper, the meeting was adjourned at 8:59 p.m.

Respectfully Submitted,

Edward F. McManus
Board Secretary/
Business Administrator

EFM:bi