

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING MINUTES & PUBLIC HEARING
APRIL 27, 2016**

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 Conference Room 108, 351 Broad Street.

1.2 Flag Salute

1.3 Opening Statement

“Public notice of this meeting has been published in the Asbury Park Press on April 8, 2016, and 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 (arr. 7:55 p.m.)
Mrs. Fox	Mrs. Panzarelli, President
Mr. Henning	Mr. White

Student Council Representative: Shayna Grandon (absent)

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

1.5 Student Council Representative Report – n/a

2.0 Presentation – Public Hearing for the 2016-2017 Keyport District Budget

Mr. Rapolla and Dr. Savoia presented the proposed 2016-2017 School Budget and held a public hearing.

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3.0 President's Remarks

- Board President Panzarelli thanked Mr. Rapolla and Dr. Savoia on the budget presentation
- She congratulated Boys' Baseball Team
- She informed the public of Keyport Idol on April 28.

4.0 Communications – Dr. Savoia

- 4.1 Letter dated April 22, 2016, from KHS Alumni Class of 2005 requesting use of the Jackson Street field for non-impact practices for a fundraiser to benefit KHS Sports.

5.0 Public Participation – Agenda Items

- Ed McNamara, 76 Maple Place, feels the budget increase is an insult to the taxpayers. He asked the Board to consider a one percent increase instead of three percent increase.
- Tracy Alvarez, 88 Johnson Street, stated Coach Paczkowski is a role model to his players. Player self-esteem has increased and he was named division coach of the year.
- Joe Vecchio, 315 Broad Street, stated the football coach recommendation by Mr. Flynn is an excellent football hire.
- Larry Veccio, 55 West Front Street, stated property values are declining in town. The board should spend money promoting the good things you are doing.
- Philip Santiago, 228 Main Street, from the football alumni organization, prepared documents for Mr. Rapolla regarding field use. He would like to know the status.
- Charlie Perez, 62 Washington Street, stated everyone playing in alumni game loves Keyport Football and wants to give back. The group has no desire to hurt the school in anyway.
- Joe Veccio asked if the group can be covered under Keyport Youth Football Insurance.

6.0 Superintendent Report

- 6.1 Superintendent's Report – Dr. Savoia gave updates on the following:
- Community Day
 - College Fair April 29th
 - Central School Career Cafe

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- KEA ratification May 2nd
- Union Beach Meeting

Upcoming Events

4/21/16	Mandatory Prom Meeting	KHS
4/22/16	Earth Day/Autism Awareness	District
4/28/16	Keyport Idol	Central
4/29/16	College Fair	KHS
4/25/16	KCA Fact Finding	District
5/2/16	Teacher Appreciation Week	District
5/2/16	Internet Safety Night	KCS/KHS
4/25/16	KCA Fact Finding	KHS
5/4/16	Spring Concert	KCS
5/14/16	Community Day	Central
5/15/16	Title I Family Night	District
5/20/16	KCS Talent Show	Central
5/24/16	Global Logistics	Union Beach BOE
5/24/16	Barnes & Noble	District
5/26/16	Peter Pan	KCS
6/8/16	District Goal Presentation	BOE Meeting
6/8/16	Superintendent Eval Distribution	BOE Meeting
6/16/16	Central Grade 8 Graduation	Central
6/17/16	Class of 2016 Graduation	KHS
6/22/16	BOE Self Eval Info Distribution	BOE Meeting

7.0 Board Secretary’s Report – Mr. Rapolla

7.1 Motion to approve the following minutes:

April 13, 2016 Regular Minutes and closed session

Motion was made to approve resolution 7.1. by Mr. Henning and seconded by Mrs. Malinconico. Motion carried by unanimous roll call vote of 10-0.

8.0 Buildings & Grounds – Mr. Rapolla

8.1 Facilities Update

8.2 Use of Facilities

8.2.1 Motion to approve request from KHS Alumni Football to use the Football Field on Jackson Street, for conditioning and walking through plays on Wednesdays from 6 p.m. to 7:30 p.m., and

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Saturdays from 11 a.m. to 1 p.m., beginning April 30, 2016,
through June 15, 2016 (insurance not provided).

Motion was made to amend resolution 8.2.1. by Mr. Litwak and seconded by Mrs. Malinconico. Motion carried by unanimous roll call vote of 10-0.

- 8.2.1. Motion to approve request from KHS Alumni Football to use the Football Field on Jackson Street, for conditioning and walking through plays on Wednesdays from 6 p.m. to 7:30 p.m., and Saturdays from 11 a.m. to 1 p.m., beginning April 30, 2016, through June 15, 2016, pending the presentation of valid liability insurance certificate to cover the district for any and all injuries or losses sustained as a result of such activity.

Motion was made to approve amended resolution 8.2.1. by Mr. Henning and seconded by Mrs. Malinconico. Motion carried by unanimous roll call vote of 10-0.

9.0 Finance

- 9.1 Recommend the Board approve the following resolutions:

**Adoption of the 2016-2017 School Year Budget
And Tax Levy**

WHEREAS, the Keyport Board of Education adopted a tentative budget on March 16, 2016, to be submitted to the Executive County Superintendent of Schools for approval, and

WHEREAS, the tentative budget was approved by the Executive County Superintendent of Schools on March 30, 2016 and

WHEREAS, the tentative budget was advertised in the legal section of the Asbury Park Press on April 15, 2016; and

WHEREAS, the tentative budget was presented to the public during a public hearing on April 27, 2016; and

**Adjustment
Enrollment**

WHEREAS 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.

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Capital Reserve Account Withdrawal

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

Capital Reserve Account Withdrawal

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

Capital Reserve Account Withdrawal

WHEREAS that the Keyport Board of Education requests the approval of 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

WHEREAS that the Keyport Board of Education requests the approval of 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

WHEREAS that the Keyport Board of Education requests the approval of 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

WHEREAS that the Keyport Board of Education requests the approval of 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 Withdrawal

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

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Maintenance Reserve

WHEREAS 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.

Adjustment for Debt Service

WHEREAS 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.

NOW THEREFORE BE IT RESOLVED that the budget be adopted 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 adopted budget to the Executive County Superintendent of Schools in accordance with the statutory deadline:

	<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>

**Travel and Related Expense Reimbursement
2016-2017**

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

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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 (2015-2016) and has expended \$23049.52 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.

**A4F
Tax Levy Certification Form A and B**

RESOLVED, that the amount required for school purposes in the school district of Keyport, County of Monmouth for the 2016-2017 school year is \$9,603,953 and is required to be levied for local school district purposes.

Adoption of Tax Levy Schedule

Recommend the Board of Education Adopt the tax levy schedule for the 2016-2017 and authorize the Business Administrator to submit the schedule to the Municipal Clerk for the collection of the local school district taxes for school district purposes.

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Tax Payment Schedule
Keyport Board of Education
Taxes to Be Received \$9,603,953

General Fund \$9,237,035
Debt Service \$366,918

<u>Due Date</u>	<u>Current Expense</u>	<u>Debt Service</u>	<u>Total Payment</u>
July 29, 2016	\$923,703.50		\$923,703.50
August 31, 2016	\$923,703.50	\$183,459	\$1,107,162.50
Sept. 30, 2016	\$923,703.50		\$923,703.50
Oct. 31, 2016	\$923,703.50		\$923,703.50
Nov. 30, 2016	\$923,703.50		\$923,703.50
Jan. 31, 2017	\$923,703.50	\$183,459	\$1,107,162.50
Feb. 28, 2017	\$923,703.50		\$923,703.50
March 31, 2017	\$923,703.50		\$923,703.50
April 28, 2017	\$923,703.50		\$923,703.50
May 31, 2017	\$923,703.50		\$923,703.50

9.2 Motion to authorize an amendment to application for No Child Left Behind (NCLB) for fiscal year 2016 and accept funds as follows:

Title I Part A \$360,954
Title II Part A \$40,292
Title III \$16,026

Motion was made to move items 9.1 to 9.2. by Mrs. Malinconico and seconded by Mrs. Fox.

Motion 9.1 carried by roll call vote of 9-1. Ms. Cote voted negative.

Motion 9.2 carried by unanimous roll call vote of 10-0

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
Cleveland, Denise	5/11-5/13/16	NJASA/NJAPSA Spring Leadership Conference	Atlantic City, NJ/182	\$725.02

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

Motion was made to move item 10.1. by Ms. Cote and seconded by Mrs. Malinconico. Motion carried by unanimous roll call vote of 10-0.

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11.0 Personnel

11.1 Motion to approve the following personnel for Fall 2016 Athletic positions:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
TBA	Head Cheerleading	\$6,934
Andrea DeToro	Assistant Cheerleading	\$4,867
Valerie Rogers	HS Head Field Hockey	\$7,709
Ashley Stone	HS Assistant Field Hockey	\$5,654
Jay Graham	HS Head Football	\$8,322
Dominick Amoroso	HS Assistant Football	\$6,022
Steve Bower	HS Assistant Football	\$6,022
Dean Athans	HS Assistant Football	\$6,022
Pete Miller	HS Assistant Football	\$6,022
TBA	HS Assistant Football	\$6,022
Brendan Hilliard	HS Head Boys Soccer	\$7,709
Jen Rojas	HS Head Girls Soccer	\$7,709
Kaitlin McGlynn	HS Head Girls Volleyball Co-coach	\$3,503.50
Kyle Keelen	HS Head Girls Volleyball Co-coach	\$3,503.50
TBA	Fitness Center Supervisor Fall Season	\$1,067
Andrea Walsh	Adult Fitness Center Supervisor Fall Season	\$1,067
TBA	Fitness Center Supervisor Summer Session	\$1,600
Alissa Francisco	CS Field Hockey	\$5,535
Phil Recco	CS Boys Soccer	\$5,535
Staci Minuskin	CS Girls Soccer	\$5,535

Fall Athletic Per Diem Positions 2016

James Wesley	Clock Operator	\$35 per game
	Announcer	\$52.50 per football game
	Crowd Control	\$35 per game
	Chain Crew	\$50 per game
Kyle Keelen	Clock Operator	\$35 per game
	Crowd Control	\$35 per game, \$52.50 per football game
	Chain Crew	\$50 per game
	Video	\$50 per game

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Staci Minuskin	Clock Operator	\$35 per game
	Crowd Control	\$35 per game, \$52.50 per football game
	Chain Crew	\$50 per game
	Video	\$50 per game
Deboney Braithwaite	Clock Operator	\$35 per game
	Crowd Control	\$35 per game, \$52.50 per football game
	Chain Crew	\$50 per game
	Video	\$50 per game
	Ticket Taker	\$52.50 per game
Andrea DeToro	Clock Operator	\$35 per game
	Crowd Control	\$35 per game, \$52.50 per football game
	Chain Crew	\$50 per game
	Video	\$50 per game
Phil Recco	Clock Operator	\$35 per game
	Crowd Control	\$35 per game, \$52.50 per football game
	Chain Crew	\$50 per game
	Video	\$50 per game
Larry Peterson	Crowd Control	\$35 per game, \$52.50 per football game
	Chain Crew	\$50 per game
Barrett Oxley	Clock Operator	\$35 per game
	Crowd Control	\$35 per game, \$52.50 per football game
	Chain Crew	\$50 per game
Michelle Cannizzaro	Ticket Taker	\$52.50 per game
Mike Cannizzaro	Ticket Taker	\$52.50 per game
	Crowd Control	\$52.50 per game

Fall Volunteer Coaches 2016

<u>Name</u>	<u>Sport</u>	
Deboney Braithwaite	CS Girls Soccer	
Anna Czech	HS Field Hockey	
James Wesley	CS Boys Soccer	

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11.2 Motion to rescind the action taken at the November 18, 2015 meeting (Resolution 12.1) to approve Amanda Andrews’s request for a maternity/disability and Federal/NJ Family Medical Leave as follows:

11/30/15 – 2/5/15	Forty-one (41) accrued sick days
2/8/15 – 5/6/15	NJFLA/FMLA Leave
5/9/15	Return to Work

BE IT FURTHER MOVED to approve Amanda Andrews’s request for a maternity/disability and Federal/NJ Family Medical Leave as follows:

2/15/16 to 3/24/16	Six (6) weeks of FMLA for medical condition
3/25/16 to 4/1/16	Spring Recess (schools closed)
4/4/16 to 4/15/16	Two (2) weeks of FMLA for medical condition
4/18/16 to 5/13/16	Remaining four (4) weeks of FMLA leave concurrently designated as four (4) weeks of NJFLA leave to care for newly-born child
5/16/16 to 6/16/16	Five (5) weeks of NJFLA leave to care for newly-born child
9/1/16	Return to work

Motion was made to move items 11.1 to 11.2. by Mrs. Malinconico and seconded by Ms. Cote.

Motion 11.1 carried by roll call vote of 8-2. Mrs. Kutschman and Mr. White voted negative.

Motion 11.2 carried by unanimous roll call vote of 10-0.

12.0 Policy

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

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

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

P 2422	Health and Physical Education
P 2431	Athletic Competition

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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
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

Motion was made to approve 12.1 to 12.2. by Ms. Cote and seconded by Mr. White. Motion carried by unanimous roll call vote of 10-0.

13.0 Old Business

14.0 New Business

15.0 Public Participation

16.0 Adjournment to Executive Session (TIME: 9:15 p.m.)

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 27, 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: Mrs. Malinconico

SECOND: Ms. King-Cote

17.0 Return to Open Session (TIME: 9:52 p.m.)

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18.0 Adjournment

- 18.1 Upon motion by Ms. King-Cote, seconded by Mr. Henning, the meeting was adjourned by unanimous voice vote at 9:54 p.m.

Respectfully Submitted,

Anthony Rapolla
Board Secretary/Business Administrator

AR:bi