

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING MARCH 11, 2015
AGENDA**

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 February 21, 2015, as approved at the regular meeting of the Board of Education held on February 18, 2015. 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

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|----------------------|-----------------------------|
| Mr. Bright | Mr. Henning |
| Ms. Burke | Ms. King-Cote, Vice Pres. |
| Ms. DeGracia | Mrs. Malinconico, President |
| Ms. Fox | Mrs. Panzarelli |
| Ms. Durkin, UB Rep.* | 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.*

2.0 Presentation – Discussion of 2015-2016 Keyport District School Budget by Mrs. Savoia and Mr. McManus

3.0 Communications – Mrs. Savoia

- 3.1 Victoria Mead, Central School Aide, submitted her letter of resignation on March 9, 2015, effective March 20, 2015. Resolution 10.6 under Personnel.

4.0 Public Participation – Agenda Items

5.0 Superintendent and Other Reports

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING MARCH 11, 2015
AGENDA**

- 5.1 Superintendent's Report – Mrs. Savoia
- 5.2 Student Council Representative Report – available at March 18, 2015

6.0 Board Secretary's Office – Mr. McManus

- 6.1 Motion to approve the following minutes:
 - February 18, 2015 Regular Minutes
- 6.2 Discussion of the Development of the Keyport School District Long Range Facility Plan

7.0 Buildings & Grounds – Mr. McManus-Resolution

- 7.1 Motion to approve the Keyport Board of Education Resolution Supporting Participation in the Sustainable Jersey® Municipal Certification Program

WHEREAS, a sustainable community seeks to optimize quality of life for its residents by ensuring that its environmental, economic and social objectives are balanced and mutually supportive; and

WHEREAS, the Keyport Board of Education strives to save tax dollars, assure clean land, air and water, improve working and living environments as steps to building a sustainable community that will thrive well into the new century; and

WHEREAS, the Keyport Board of Education hereby acknowledges that the residents of Keyport desire a stable, sustainable future for themselves and future generations; and

WHEREAS, the Keyport Board of Education wishes to support a model of government which benefits our residents now and far into the future by exploring and adopting sustainable, economically sound, local government practices; and

WHEREAS, by endorsing a sustainable path the Keyport Board of Education is pledging to educate itself and community members further about sustainable activities and to develop initiatives supporting sustainable local government practices; and

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING MARCH 11, 2015
AGENDA**

WHEREAS, as elected representatives of the Keyport Board of Education, we have a significant responsibility to provide leadership which will seek community-based sustainable solutions to strengthen our community:

NOW THEREFORE, BE IT RESOLVED, that to focus attention and effort within Keyport on matters of sustainability, the Keyport Board of Education wishes to pursue local initiatives and actions that will lead to Sustainable New Jersey Municipal Certification.

BE IT FURTHER RESOLVED, by the Board of Education of Keyport that we do hereby authorize Edward McManus, School Business Administrator, to serve as the Keyport Board of Education's agent for the Sustainable Jersey Municipal Certification process and authorize him to complete the Municipal Registration on behalf of the Keyport Board of Education.

8.0 Finance

- 8.1 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 January 31, 2015, no budgetary line item account has been overexpended in violation of N.J.A.C. 6:23 – 2.12.**
- 8.2 Motion to approve the Report of the Secretary to the Board of Education (A-148) and Cash Reports (A-149) for the month of January 31, 2015 which is in agreement.**
- 8.3 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 February 28, 2015, 2015, no budgetary line item account has been overexpended in violation of N.J.A.C. 6:23 – 2.12. (Report available prior to March 18, 2015 Keyport BOE meeting).
- 8.4 Motion to approve the Report of the Secretary to the Board of Education (A-148) and Cash Reports (A-149) for the month of January which is in agreement. (Report available prior to March 18, 2015 Keyport BOE meeting)
- 8.5 Motion to approve bills for the month of March 2015 in the amount of \$TBD and supplemental bills for February 2015 in the amount of \$TBD. (Bill list available prior to March 18, 2015 Keyport BOE Meeting).
- 8.6 Motion to approve the transfer of funds for the month of January as follows:

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| KEYPORT BOARD OF EDUCATION WORKSHOP MEETING MARCH 11, 2015 AGENDA |
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| Transfer to | Account Name | Transfer From | Account Name | Amount |
|--------------------------|---------------------|--------------------------|-------------------------|----------|
| 11-000-251-340-11-00-000 | Bus Ofce Tech | 11-000-251-100-05-01-000 | Bus Off BookKeeper | 627.30 |
| 11-000-261-100-11-00-000 | Maint OT | 11-000-261-610-11-00-000 | Maint Supplies | 29.77 |
| 11-000-262-100-01-01-000 | KHS Maint OT | 11-000-262-100-01-02-000 | Hall Monitor | 132.61 |
| 11-000-262-100-02-01-000 | KCS Cust | 11-000-262-100-02-01-999 | KCS Cust OT | 1,818.69 |
| 11-000-262-100-02-03-000 | KCS Cust Subs | 11-000-262-100-02-01-999 | KCS Cust OT | 960.00 |
| 11-000-270-518-11-00-000 | Transp Reg Ed | 11-000-270-514-11-00-000 | Trans Sp Ed | 40,000 |
| 11-190-100-610-01-10-000 | High Sch Sup SS | 11-190-100-610-01-11-000 | HS Science Supplies | 79.06 |
| 11-402-100-500-01-00-000 | Sports Tkt Taker | 11-402-100-500-01-02-000 | Game security Person | 40.00 |

8.7 Motion to approve Home Instruction for Keyport Student #9123139534 at Summit Oaks Hospital beginning February 10, 2015, until on or about April 21, 2015, provided by Education, Inc. for ten hours per week at a cost of \$49 per hour.

8.8 Motion to approve the following out of district tuition for the 2014-2015 school year:

Woodcliff Academy Student 9585293233 (UB) \$19,776

8.9 Motion to approve the following:

**Adjustment
Enrollment**

RESOLVED that the Keyport Board of Education includes in the proposed budget the adjustment for enrollment in the amount of \$0. The district intends to utilize this adjustment for supplies and materials necessary for the additional students.

**Adjustment
Health Benefits**

RESOLVED that the Keyport Board of Education includes in the proposed budget the adjustment for increases costs of health benefits in the amount of \$0. The additional funds are included in the base budget and will be used to pay for the additional increases in health benefits.

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING MARCH 11, 2015
AGENDA**

**Adjustment
PERS Pension**

RESOLVED that the Keyport Board of Education includes in the proposed budget the adjustment for deferral of the PERS pension cost and the additional interest incurred in the amount of \$0. The district intends to utilize this adjustment for the purpose of paying the additional interest charges.

**Adjustment
Responsibility Transferred**

RESOLVED that the Keyport Board of Education includes in the proposed budget the adjustment for increase (decrease) of costs associated with the transfer of responsibilities in the amount of \$0. The district intends to utilize this adjustment for increase (decrease) for the costs.

**Adjustment
Banked Cap**

RESOLVED that the Keyport Board of Education includes in the proposed budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.3(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$xxx for the purposes of maintaining existing programs. The district intends to complete said purposes by June 2015.

**Adjustment
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 \$250,000 to Fund 40 during the 2015-2016 budget year to pay for maturing debt of Series 2009 Bonds.

Capital Reserve Account Withdrawal

RESOLVED that the Keyport Board of Education requests the approval of a capital reserve withdrawal in the amount of 0. The district intends to utilize these funds for the capital projects identified in the District Long Range Facilities Plan at the Keyport Central School and Keyport High School.

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING MARCH 11, 2015
AGENDA**

Capital Reserve Account Deposit

RESOLVED that the Keyport Board of Education requests the approval a capital reserve deposit in the amount of up to \$500,000. The district intends to utilize these funds for the at the capital projects identified in the District Long Range Facilities Plan at the Keyport Central School and Keyport High School.

**Travel and Related Expense Reimbursement
2015-2016**

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:23B-1.1 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 only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$35,000 for all staff and board members.

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING MARCH 11, 2015
AGENDA**

**Adoption of Tentative Budget
2015-2016**

RESOLVED that the tentative budget be approved for the 2015-2016 School Year using the 2015-2016 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 (subject to change by March 18, 2015, board meeting):

| | <u>GENERAL FUND</u> | <u>SPECIAL REVENUES</u> | <u>DEBT SERVICE</u> | <u>TOTAL</u> |
|-------------------------------------|--------------------------------|------------------------------------|--------------------------------|---------------------|
| 2015-2016 Total Expenditures | 17,346,358 | 621,847 | 764,751.26 | 18,732,956.26 |
| Less: Anticipated Revenues | <u>8,378,362</u> | <u>621,847</u> | <u>456,329.00</u> | <u>9,456,538.00</u> |
| Taxes to be Raised | <u>8,967,996</u> | <u>0</u> | <u>308,422.26</u> | <u>9,276,418.26</u> |

And to advertise said tentative budget in the Asbury Park Press in accordance with the form suggested 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 Conference Room 108, Keyport, New Jersey on May 6, 2015, at 7:30 p.m. for the purpose of conducting a public hearing on the budget for the 2015-2016 School Year.

8.10 Motion that the Board establish and approve the tuition rate for the Union Beach High School students attending Keyport High at \$14,928 for Regular Education students as per the NJDOE Budget tuition calculation for the 2015-2016 school year.

8.11 Motion to approve the following resolution:

WHEREAS, bids were advertised for Keyport High School Air Conditioning Upgrades Project and bids were opened on Wednesday, February 25, 2015, at exactly 3:30 p.m. with the following result:

| |
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| <p>KEYPORT BOARD OF EDUCATION WORKSHOP MEETING MARCH 11, 2015 AGENDA</p> |
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Bids were received from:

| SINGLE OVERALL CONTRACT | CONTRACT BID | ALTERNATES | | TOTAL |
|-------------------------|--------------|---|---------------------------------------|--------------|
| | | Alternate bid 1 Acoustical Ceiling and Lights | Alternate bid 2 BMS Control Interface | |
| | Base Bid | ADD | ADD | |
| CONTRACTOR | | | | |
| EACM Corp. | \$119,275.00 | \$17,000.00 | \$10,000.00 | \$146,275.00 |
| Envirocon | \$117,444.00 | \$22,167.00 | \$9,744.00 | \$149,355.00 |
| Irvin Bob Miller | \$113,200.00 | \$21,500.00 | \$15,200.00 | \$149,900.00 |
| Comfort Mechanical | \$137,848.00 | \$19,561.00 | \$16,346.00 | \$173,755.00 |
| AMCO | \$144,000.00 | \$14,000.00 | \$18,900.00 | \$176,900.00 |
| DeSesa Engineering | \$141,000.00 | \$21,585.00 | \$17,615.00 | \$180,200.00 |
| Thassain Mechanical | \$152,000.00 | \$16,000.00 | \$15,000.00 | \$183,000.00 |
| Performance Mechanical | \$183,000.00 | \$13,400.00 | \$15,500.00 | \$211,900.00 |
| Bill Leary AC & Heating | \$207,300.00 | \$20,000.00 | \$13,000.00 | \$240,300.00 |
| Gabe Sganga | \$245,300.00 | \$19,850.00 | \$15,000.00 | \$280,150.00 |
| Air Control Technology | No bid | | | No bid |
| Framan Mechanical | No bid | | | No bid |
| Silverlands | No bid | | | No bid |

The awarding of the bid is currently under attorney review.

8.12 Motion to approve the following resolution:

WHEREAS, bids were advertised for Keyport Central School Electrical Service Upgrades Project and bids were opened on Thursday, February 26, 2015, at exactly 3:30 p.m. with the following result:

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING MARCH 11, 2015
AGENDA**

Bids were received from:

| | |
|-----------------------------|------------|
| ACI Electrical | 354,400.00 |
| Breaker Electric | 200,300.00 |
| Check Electric | 339,444.00 |
| EDC Electric | 354,000.00 |
| Facility Solutions Group | No bid |
| Manor II Electric | 346,027.10 |
| Meridian Property Services | 284,800.00 |
| Pat Maggio and Son Electric | 367,000.00 |
| Ray Angelini, Inc. | No bid |
| Sodon's Electric, Inc. | 312,477.00 |
| Starlite Electric | 269,110.00 |
| CV Electrical | 349,000.00 |

NOW THEREFORE, BE IT RESOLVED, the Keyport Board of Education awards a contract to the low bidder, Meridian Property Services, Hamilton, NJ, at a cost of \$284,800.

8.13 WHEREAS, the Middlesex Regional Educational Services Commission (MRESC) is acting as the lead agency for the Alliance for Competitive Telecommunications (ACT)

WHEREAS, the MRESC operates the State approved Cooperative Pricing System #65MCESCCPS for the provision of services to its members

WHEREAS, the MRESC has developed RFP specifications, for the New Jersey Digital Readiness Learning & Assessment Broadband Component, Wide Area Network & Internet Cooperative Purchasing Initiative (DRLAP) in accordance with E-Rate guidelines

WHEREAS, the MRESC, used a competitive contracting format as approved by the Division of Local Government Services.

WHEREAS, the MRESC posted a 470 form listing all districts submitting a letter or intent to participate in DRLAP and those public school district members of the MRESC Cooperative Pricing System not submitting a letter of intent to participate.

WHEREAS, the MRESC advertised this bid in accordance with 18A:18A- 21 and publicly opened and read the DRLAP bid on September 17, 2014

THEREFORE, BE IT RESOLVED, that the Keyport Board of Education awards the DRLAP contract to Cablevision Lightpath

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING MARCH 11, 2015
AGENDA**

As noted in your notice of award e-mail for the following service:

Internet Access.

- 8.14 Motion that the Board approve the purchase of Cisco Local Area Network Access Equipment and associated Network Equipment for use as technology infrastructure from CDW-G under MRESC Contract number #65MCESSCCPS in the total amount of \$40,468.84 in the 2015-2016 school year. (This will be discounted 80% through the Keyport District participation in the Universal Service Administrative Company E-rate program and administered by Keyport E-rate district consultant E-Rate Exchange).**
- 8.15 Motion that the Board approve the shared service arrangement and purchase from the Educational Information and Resource Center (EIRC) for Keyport technology infrastructure equipment and services such as network switches, firewall, technician support, cabling and associated equipment in the amount of \$100,825.06 in the 2015-2016 school year. (This will be discounted 80% through the Keyport District participation in the Universal Service Administrative Company E-rate program and administered by Keyport e-rate district consultant E-Rate Exchange).**
- 8.16 Motion to approve Edward McManus to attend the annual New Jersey Association of School Business Officials (NJASBO) convention from June 3-5, 2015, as per contract in the amount of \$570 and listed below:**
- Registration-\$150
 Lodging-\$200 (\$100 per night for 2 nights)
 Per Diem Rate-\$66 X 2.5 days=\$165.00
 Mileage, Tolls and Parking=\$55.00

9.0 Curriculum

- 9.1 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> |
|---------------|---------------|---------------------------|------------|
| February 2015 | Central | 1 | 1 |
| February 2015 | KHS | 0 | 0 |

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| KEYPORT BOARD OF EDUCATION WORKSHOP MEETING MARCH 11, 2015 AGENDA |
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9.2 Motion to approve the February 2015 Security Drills as follows:

| <u>School Name</u> | <u>Drill Type</u> | <u>Occupants Involved</u> | <u>Date & Time</u> |
|------------------------|-------------------|---------------------------|---------------------------|
| Keyport High School | Fire Drill | All staff & students | Feb. 12, 2015 10:10 AM |
| Keyport High School | Active Shooter | All staff & students | Feb. 25, 2015 1:30 PM |
| Keyport Central School | Fire Drill | All staff & students | Feb. 12, 2015 1:45 PM |
| Keyport Central School | Lockdown Drill | All staff & students | Feb. 23, 2015 2:20PM |

9.3 Motion to approve the following trips for the 2014-2015 school year:

| | |
|-----------------|--|
| Anatomy Class | Bodies Exhibit/Discovery Museum Times Square |
| Freshman/Math | Camden Riversharks/Baseball in Education Day |
| ESL Grades 4-12 | Museum of Natural History, New York City |

9.4 Motion to approve the revised 2014-2015 school calendar (to be attached to the minutes).

10.0 Personnel

10.1 Motion to approve the following teachers for the position of Central School morning gym monitor, at the rate of \$20 per hour, for the remainder of the 2014-2015 school year:

| | |
|-------------|-----------------------------|
| Ron Burgess | Jennifer Smith (substitute) |
|-------------|-----------------------------|

10.2 Motion to approve Molly Carroll as a Volunteer Softball Coach pending her criminal clearance.

10.3 Motion to approve Lindsay Garber, as a substitute teacher, for the After-School Title I and III programs, at the rate of \$35 per hour.

10.4 Motion to approve Amy Rodriguez and Kaitlynn McGlynn, to work the Migrant Student Homework Helper Program, one day a week, from March 23, 2015 to May 27, 2015, at the rate of \$35 per hour, not to exceed \$900 each, to be funded through the partnership with Essex Regional Educational Services Commission.

10.5 Motion to approve the following candidate as a substitute teacher for the 2014-2015 school year at the prevailing rate of pay:

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING MARCH 11, 2015
AGENDA**

Group I

Wendy Mollo Teacher of English, Student Personnel Services
Jean Ortman Elementary School Teacher

Group II

Molly Carroll* 60+ credits

*pending completion of paperwork

- 10.6 Motion to accept, with regret, the resignation of Victoria Mead effective March 20, 2015.

11.0 Policy

- 11.1 Motion to approve the following policy for the first reading to be attached to the minutes after the second reading:

P0160.1 Board Member Participation At Board Meetings
 Using Electronic Device

12.0 Old Business

13.0 New Business

14.0 Public Participation

15.0 Adjournment to Executive Session (TIME:)

- 15.1 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 March 11, 2015, 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.

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING MARCH 11, 2015
AGENDA**

MOTION:

SECOND:

16.0 Return to Open Session (TIME: _____)

17.0 Adjournment