

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING MARCH 16, 2016
MINUTES**

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 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.* (absent)	Mr. Litwak
Ms. Cote	Mrs. Malinconico, Vice President (absent)
Mrs. Fox (absent)	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 –

Shayna Grandon spoke of 2017 Class Trip, Student vs. Faculty Basketball game, NHS Car Wash and Students of the Month.

2.0 Presentations –

- 2.1 Advertising Presentation by Phil Nicastro

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Phil Nicastro presented on Advertising, Corporate Sponsorships and Gifts, Grants and Donations.

2.2 2016-2017 School Budget by Mr. Rapolla

Mr. Rapolla presented on the proposed 2016-2017 School Budget

3.0 President's Remarks

Mrs. Panzarelli sent best wishes to fellow board member Mrs. Fox. Mrs. Panzarelli congratulated Mrs. Braitwaithe for being named All Shore Coach of the Year and congratulated the Cheerleaders, Evan Smutz and others.

4.0 Communications – Dr. Savoia

- 4.1 Letter to the Monmouth County School Board Members from NJSBA.
- 4.2 Michelle Lehman, Central School Language Arts teacher, submitted her letter of resignation on March 7, 2016, effective February 29, 2016. Resolution 11.7 under Personnel.

5.0 Public Participation – Agenda Items

Ed McNamara, 76 Maple Place, asked if there were new staff positions in the budget. He also asked about the Asphalt and Science Lab Projects and inquired about the tuition rate at Red Bank High School.

6.0 Superintendent Report

6.1 Superintendent's Report – Dr. Savoia

- Comprehensive Equity Plan
- Summer School 2016
- YMCA
 - Site Visits
 - Grant for Substance Abuse Assessments and Skills for Psychological Recovery
- Google Headquarters
- Maschio's
 - 15/16 Food Service Update
 - Chef Days
 - Student Food Advisory
 - 4/6/16 Parent Food Advisory at Central School

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Central School

- Scripps Spelling Bee-Sean Hudson – Two Day Competition
- School Wide Planning Meeting
 - Priority Areas Identified: Achievement Gap, English Language Proficiency, At Risk Student Behavior, Climate & Culture
 - Early May notification
- Grade 4 Reader’s Theater Play

High School

- Caring Award – Shannon Costigan

- Upcoming Events

7.0 Board Secretary’s Report – Mr. Rapolla

A QSAC Midyear Review was held today with Dr. Saylor, Monmouth County Business Administrator. We were informed that we passed the Finance section.

7.1 Motion to approve the following minutes:

February 3, 2016	Workshop Minutes
February 17, 2016	Regular Minutes
March 2, 2016	Workshop Minutes

A motion was made to move item 7.1 through 9.11 by Ms. King-Cote and seconded by Mr. Henning and carried by unanimous roll call vote of 7-0.

8.0 Buildings & Grounds – Mr. Rapolla

We sold 262 SRECs (10 months) on Monday, March 14, at \$286.50. After fees, we cleared \$74,408. As previously stated, the SREC market has bounced back. It is my hope we still have another \$12,000 or so revenue over a twelve month period which would give us \$87,000 which is \$7,000 more than we anticipated.

NCLB and IDEA grants are being amended to allocate carryover amounts from last year.

We will have a public hearing on the 2016-2017 budget at the May 4, 2016, meeting.

8.1 Facilities Update

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SDA inspected the Electrical Upgrade project and the Central School Multipurpose Room AC project.

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 January 31, 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.

9.2 Motion to approve bills for the month of March 2016 in the amount of \$510,778.18 and supplemental bills for February 2016 in the amount of \$2,019.52.

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

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From	To	Amount
11-000-262-100-02-00-000 Cent Sch Custodial Sal (5,554.18)	11-000-261-100-11-00-000 Maintenance Overtime	\$1,768.79
	11-000-262-100-01-01-000 High Sch Cust Overtime	\$1,321.99
	11-000-262-100-01-03-000 HS Cust Subs	\$528.00
	11-000-262-100-02-01-000 Cent Sch Cust Overtime (Adj. 81)	1,935.40
11-150-100-320-07-00-000 HI Contr. Serv. Reg.	11-150-100-101-11-00-000 HI Staff Sal Reg (Adj. 87)	\$1,366.75
11-000-240-340-11-00-000 Stdnt Inf Tech Comp Cons	11-000-240-610-01-05-000 HS Grad Expense (Adj. 92)	\$200.00

9.4 Motion to approve home instruction services for student 2604139716 at High Focus Center, for two hours of home instruction per day for approximately 6 weeks at a rate of \$49 per hour. To be paid from general fund.

9.5 Motion to authorize the School Business Administrator to authorize an amendment to the original application and to accept the IDEA Funds for the 2015-2016 school year as follows:

Basic	\$295,452
Preschool	\$8,078

9.6 Motion 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	\$18,160,492	\$1,090,152	\$668,002	\$19,918,646
Less: Anticipated Revenues	<u>\$8,923,457</u>	<u>\$1,090,152</u>	<u>\$301,084</u>	<u>\$10,314,693</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 May 4, 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.

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

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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 Withdrawal

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

Maintenance Reserve Withdrawal

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.

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.

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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 \$19,832.81 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.

- 9.7 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	\$406,739
Title II Part A	\$41,576
Title III	\$18,619

- 9.8 Motion to approve student #1566398177 to attend Deal Choice School for the 2016-2017 school year.

- 9.9 Motion to approve the following out of district tuition for the remainder of the 2015-2016 school year, effective March 14, 2016:

Collier	SID 9123139534	\$18,850
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- 9.10 Motion to approve submission of the proposed Comprehensive Equity Plan for 2016-2019.
- 9.11 Motion that the Board establish and approve the tuition rate for the Union Beach High School students attending Keyport High at \$15,020 for Regular Education students as per the NJDOE Budget tuition calculation for the 2016-2017 school year.

A motion was made to move item 7.1 through 9.11 by Ms. King-Cote and seconded by Mr. Henning and carried by unanimous roll call vote of 7-0.

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:

<u>Employee Name</u>	<u>Date(s)</u>	<u>Workshop Name</u>	<u>Location/Mileage</u>	<u>Cost</u>
Amoroso, Dominick	6/22-6/25/16	National Athletic Trainers Association Clinical Symposia	Baltimore, MD/0	\$235
Cleveland, Denise	10/20 & 10/21/16	2016 FEA/NJPSA/NJASCD Fall Conference	Long Branch, NJ/42	\$288
Cleveland, Denise	6/27/16	Brookdale CC NJCIE 14 th Annual Summer Inclusion Conference	Lincroft, NJ/20	\$157
Flynn, Kevin	3/22, 3/23 & 3/24/16	DAANJ – Athletic Director Conference	Atlantic City, NJ/534	\$466
Guccione, Kimberly	4/5/16	Bilingual Education Law	Monroe, NJ/38	\$162
Stone, Lauren	5/11/16	Help your Students Achieve or Exceed State Standards for Reading	Eatontown, NJ/37	\$250

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

- 10.2 Motion to accept the February 2016 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 9th @ 12:50 pm
Keyport High School	Bomb Threat Drill	All Staff & Students	Feb 22nd @ 9:30 am
Central School	Fire Drill	All Staff & Students	Feb 22nd @ 2:20 pm

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Central School	Shelter in Place	All Staff & Students	Feb 29th @ 10:05 am
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- 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>
February 2016	Central	3	3
February 2016	KHS	2	0

- 10.4 Motion to approve the submission of the 2016-2017 One Year Preschool Plan.
- 10.5 Motion to approve the purchase of Algebra I, Geometry, and Algebra II texts from McGraw Hill at \$28,563.64.
- 10.6 Motion to approve the purchase of French & Spanish texts from Pearson at KHS at \$9,717.60.
- 10.7 Motion to approve payment to Timothy Young (author) in the amount of \$1,000 for Title I Literacy Night to be paid from NCLB funds.

A motion was made to move item 10.1 through 12.1 by Ms. King-Cote and seconded by Mr. Henning and carried by unanimous roll call vote of 7-0.

11.0 Personnel

- 11.1 Motion to approve the following personnel for the Keyport School Extencicare Program for the remainder of the 2015-2016 school year to be paid from the Enterprise Fund (0409)

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Sandy Krause	Substitute Teacher	\$35 per hour
Minnelly Guerrero	Substitute Aide	\$13.32 per hour

- 11.2 Motion to approve the following candidate as a substitute teacher for the remainder of the 2015-2016 school year at the prevailing rate of:

Group I

John R. Schneider	BS 1979 - Sub Cert Expires 1/2/2018
Esther Mitchell	Sp. Education Teacher
Robert Ferry	BS 1978 - Sub Cert Expires 7/1/2021

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- 11.3 Motion to revise the following teachers to teach an additional period daily beginning February 29, 2016, through June 17, 2016, as follows (resolution 11.1 previously approved December 9, 2015):

<u>Name</u>	<u>Rate</u>
Jean Marie McGrogan	\$ 9,086 (prorated)
Jean Reash	\$12,080 (prorated)

- 11.4 Motion, as per recommendation of the Superintendent, to approve Kelly Castellano's request for a maternity/disability and Federal/NJ Family Medical Leave as follows:

5/23/16 - 6/17/16	Nineteen (19) accrued sick days
9/1/16 - 11/16/16	NJFLA/FMLA Leave
11/17/16	Return to work

- 11.5 Motion to approve the following volunteer coaches for the spring of 2016 school year, pending criminal history clearance.

<u>Name</u>	<u>Sport</u>
Christene Martin	Softball
Sean Altland	Track and Field

- 11.6 Motion to approve the following trips:

1st Grade Trip	Turtle Back Zoo, West Orange, NJ
1st Grade Trip	Holmdel Park, Holmdel, NJ
2nd Grade Trip	Sandy Hook, Sandy Hook, NJ
High School Physics/ Calculus	Six Flags Great Adventure, Jackson, NJ
Future Educators	Rutgers University, Newark, NJ
KHS Drama Club	Manhattan, NYC

- 11.7 Motion to accept the resignation of Michelle Dieter (Lehman), 6th Grade Language Arts Teacher, effective February 29, 2016.

A motion was made to move item 10.1 through 12.1 by Ms. King-Cote and seconded by Mr. Henning and carried by unanimous roll call vote of 7-0.

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:

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

A motion was made to move item 10.1 through 12.1 by Ms. King-Cote and seconded by Mr. Henning and carried by unanimous roll call vote of 7-0.

13.0 Old Business

14.0 New Business

Al Litwak stated the Recycling Committee has invited the Environmental Club to attend meetings.

15.0 Public Participation

- Aaron Bowers, Church Street, spoke about Native Americans and the district mascot.
- Cerelle White, 96 Fulton Street, asked to consider reviewing the district's restraint training policy.

16.0 Adjournment to Executive Session – None

17.0 Adjournment

Upon motion by Mrs. Kutschman, seconded by Mr. Henning, the meeting was adjourned by unanimous voice vote at 9:17 p.m.

Respectfully Submitted,

Anthony Rapolla
Board Secretary/
Business Administrator

AR:bi