

**KEYPORT BOARD OF EDUCATION
WORKSHOP ACTION MEETING – APRIL 11, 2018
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 January 11, 2018, as approved at the reorganization meeting of the Board of Education held on January 3, 2018. 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, address, and are requested to limit their comments to five (5) minutes when it appears the public comment portion of the meeting may exceed thirty minutes duration

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, President	Mrs. Kutschman, Vice President
Ms. King-Cote	Ms. Malinconico
Mrs. Fox	Mr. McGrogan, UB Rep.*
Mr. Hausmann	Mrs. Panzarelli
Mr. Henning	Mr. White

Student Council Representative: Emily Savicky

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

- 1.5 Student Council Representative Report

2.0 Presentation –

3.0 President’s Remarks

4.0 Communications – Dr. Savoia

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- 4.1. Letter from New Jersey’s Clean Energy Program dated April 2, 2018.

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 27, 2018 Regular Minutes and closed session 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, 2018, 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 April 2018 in the amount of \$TBD and supplemental bills for March 2018 in the amount of \$TBD.

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

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From	To	Amount
11-000-270-514 Cont Service Special Ed	11-000-270-512 Contr Service Athletics (Adj. 78)	\$15,000.00
11-000-230-585 Board Member Travel	11-000-230-590 Election/Public Info Exp (Adj. 79)	\$100.00
20-231-200-500 Oth Pur Serv Ti KHS 1718 (\$23.00)	20-231-100-600 TI Supplies KHS 1718 (Adj. 82)	\$330.00
20-231-200-600 Sup & Mat TI KHS 17/18 (\$307.00)		
11-000-261-420 Maintenance/Repair Bldgs.	11-000-230-339 Arhitect/Engineer Fees (Adj. 83)	\$900.00

- 9.4 Motion to accept a donation from Donors Choose in the amount of \$1,180 to be used to pay Kingz Transportation for busing (\$850) and to pay American Museum of Natural History (\$330) for Mrs. Lisa Wallin’s Science trip.
- 9.5 Motion to accept a donation in the amount of \$1,500 from Mr. Kenneth O’Brien from State Farm Insurance to be used to purchase Keyport Baseball Batting Helmets.
- 9.6 Motion to accept a donation in the amount of \$1,500 from Mr. Warren Brumel, Attorney at Law, to purchase Keyport Baseball Batting Helmets.
- 9.7 Motion to accept a donation in the amount of \$5,000 from the Norman and Bettina Roberts Foundation for Summer College Experience Program.
- 9.8 Motion to approve the following resolution:

**Adoption of the 2018-2019 School Year Budget
And Tax Levy**

WHEREAS, the Keyport Board of Education adopted a tentative budget on March 27, 2018, to be submitted to the Executive County Superintendent of Schools for approval, and

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WHEREAS, the tentative budget was approved by the Executive County Superintendent of Schools on **TBD** and

WHEREAS, the tentative budget was advertised in the legal section of the Asbury Park Press on **TBD**; and

WHEREAS, the tentative budget was presented to the public during a public hearing on April 25, 2018; and

Capital Reserve Account Withdrawal

RESOLVED that the Keyport Board of Education requests the approval a capital reserve withdrawal in the amount of **TBD**. The district intends to utilize these funds for **TBD** 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 **\$TBD**. The district intends to utilize these funds for **TBD** 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 \$200,000. The district intends to utilize these funds for maintenance expenditures in the same amount from account 11-000-261-420.

NOW THEREFORE BE IT RESOLVED that the budget be adopted for the 2018-2019 School Year using the 2018-2019 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:

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	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2018-2019 Total Expenditures	\$19,051,989	\$1,240,560	\$669,320	\$20,961,869
Less: Anticipated Revenues	<u>\$9,441,780</u>	<u>\$1,240,560</u>	<u>\$207,775</u>	<u>\$10,890,115</u>
Taxes to be Raised	<u>\$9,610,209</u>	<u>\$0</u>	<u>\$461,545</u>	<u>\$10,071,754</u>

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 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 \$15,205 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 2018-2019 school year.

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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 2018-2019 school year is \$10,071,754 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 2018-2019 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.

Tax Payment Schedule
Keyport Board of Education
Taxes to Be Received \$10,071,754

General Fund \$9,610,209
Debt Service \$461,545

<u>Due Date</u>	<u>Current Expense</u>	<u>Debt Service</u>	<u>Total Payment</u>
July 31, 2018	\$961,020.90		\$961,020.90
August 31, 2018	\$961,020.90	\$230,773	\$1,191,793.90
Sept. 30, 2018	\$961,020.90		\$961,020.90
October 31, 2018	\$961,020.90		\$961,020.90
November 30, 2018	\$961,020.90		\$961,020.90
January 31, 2019	\$961,020.90	\$230,772	\$1,191,792.90
February 28, 2019	\$961,020.90		\$961,020.90
March 30, 2019	\$961,020.90		\$961,020.90
April 30, 2019	\$961,020.90		\$961,020.90
May 31, 2019	\$961,020.90		\$961,020.90

10.0 Curriculum

10.1 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>
March 2018	Central	3	2
March 2018	KHS	2	0

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10.2 Motion to accept March 2018 Security Drill as follows:

<u>School Name</u>	<u>Drill Type</u>	<u>Occupants Involved</u>	<u>Date & Time</u>
Keyport High School	Shelter in Place	All Students & Staff	March 28th @ 12:40pm
Keyport High School	Fire Drill	All Students & Staff	March 27th @ 2:20pm
Central School	Fire Drill	All Students & Staff	March 19th @ 10:15am
Central School	Lock Down	All Students & Staff	March 26th @ 1:45pm

10.3 Motion to approve the following class trips:

2nd Grade	Sandy Hook, Sandy Hook, NJ
KHS TV Production Class	NBC Studios NYC, NY
KHS Drama	Broadway District, NYC, NY
Kindergarten Class	Paper Moon Puppet Theatre, Atlantic Highlands, NJ
7th Grade	Statue of Liberty/Ellis Island, Jersey City, NJ
KHS Science/History	Botanical Gardens/Museum of Natural History, NYC

11.0 Personnel

11.1 Motion to Motion to modify Ashley Taylor's request for a maternity/disability leave and Federal/NJ Family Medical Leave (Resolution 11.5 February 21st) as follows:

4/20/2018 - 5/30/2018	Twenty-Eight (28) accrued sick days
5/31/2018 - 6/30/2018	NJFLA/FMLA Leave
9/1/2018	Return to work

11.2 Motion to modify Kimberly Guccione's request for a maternity/disability leave and Federal/NJ Family Medical Leave (Resolution 12.2 November 15, 2017) as follows:

4/9/2018 - 4/20/218	Ten (10) accrued sick days
4/23/2018 - 5/4/2018	2 weeks Unpaid Leave
5/7/2018 - 6/21/2018	6 weeks of FMLA/NJFLA
9/4/2018 - 10/16/2018	6 weeks of FMLA/NJFLA
10/17/2018 - 10/31/2018	Ten (10) accrued sick days

11.3 Motion to accept the resignation of Nicole Helfrich effective June 30, 2018.

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- 11.4 Motion to approve the following substitute teacher for the remainder of the 2017-2018 school year:

Deeken, Tessa

County Substitute Certificate

12.0 Policy

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 11, 2018, to discuss
 - Personnel
 - Finance
 - Pupil Privacy
 - 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