

**KEYPORT BOARD OF EDUCATION  
REGULAR MEETING – APRIL 25, 2018  
AGENDA**

**1.0 Opening Procedures**

1.1 Call to Order

1.2 Flag Salute

1.3 **Moment of Silence: Benedetto Masucci, retired Keyport Custodian and father of Lou Masucci, Keyport Custodian; Lus Colon, mother of Marisel Kamper , Full-time Aide.**

1.4 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.

1.5 Roll Call

Mr. Bright, President

Ms. King-Cote

Mrs. Fox

Mr. Hausmann

Mr. Henning

Mrs. Kutschman, Vice President

Ms. Malinconico

Mr. McGrogan, UB Rep.\*

Mrs. Panzarelli

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.*

1.6 Student Council Representative Report

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**2.0 Presentations –**

- 2.1 **Global Logistics by Students**
- 2.2 **Public Hearing for the 2018-2019 Keyport District Budget**

**3.0 President’s Remarks**

**4.0 Communications – Dr. Savoia**

**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
April 11, 2018	Workshop 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.

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- 9.2 Motion to approve bills for the month of April 2018 in the amount of **\$615,956.13** and supplemental bills for March 2018 in the amount of **\$217,666.91**.
- 9.3 Motion to approve the transfer of funds for the month of February and March as follows:

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 Architect/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.

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- 9.8 Motion that the Keyport Board of Education hereby approves the digital submission of the application for the 2016-2017 Safety Grant Program through the New Jersey Schools Insurance Group for the purposes described in the application in the amount of \$5,110.69 for the period July 1, 2016 to June 30, 2017, program period.**
- 9.9 Motion to approve the contract with Maschio’s Food Service Inc., Chesters, NJ to operate the Food Service Program for Keyport Public Schools for the 2018-2019 school year on a flat management-fee basis. The Local Education Agency shall pay Maschio’s an annual management fee in the amount of \$11,731. The management fee shall be payable in monthly installments of \$1,173.10 per month commencing on September 1, 2018, and ending on June 30, 2019.**

**Maschio’s guarantees a return to the Local Education Agency in the amount of \$20,000. In the event the actual bottom line of the operational report (total revenue from all sources less program costs, including the management fee) is below this amount, Maschio’s shall be responsible for any shortfall.**

- 9.10 Motion to approve the attendance of the Keyport Board of Education, Superintendent Lisa Savoia, Business Administrator Anthony Rapolla and listed board members at the NJSBA Workshop 2018. Workshop is scheduled for October 22 to October 25, 2018, for a total group registration cost of \$1,500. Lodging to be at a convention affiliated hotel at a rate of \$99 per night/per person. Participant reimbursement for expenses up the following amounts:**

<u><b>Participant:</b></u>	<u><b>Cost per Participant:</b></u>	<u><b>Maximum Cost:</b></u>
<b>Dr. Lisa Savoia</b>	<b>Meals &amp; Incidentals = \$224 Mileage 182 @ .31 = \$56.42</b>	<b>\$280.42</b>
<b>Mr. Anthony Rapolla</b>	<b>Meals &amp; Incidentals = \$224 Mileage 182 @ .31 = \$56.42</b>	<b>\$280.42</b>
<b>Mr. Cecil Bright</b>	<b>Meals &amp; Incidentals = \$224 Mileage 182 @ .31 = \$56.42</b>	<b>\$280.42</b>
<b>Ms. Carol Fox</b>	<b>Meals &amp; Incidentals = \$224 Mileage 182 @ .31 = \$56.42</b>	<b>\$280.42</b>
<b>Mr. Jack Hausmann</b>	<b>Meals &amp; Incidentals = \$224 Mileage 182 @ .31 = \$56.42</b>	<b>\$280.42</b>

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<b>Mr. Peter Henning</b>	<b>Meals &amp; Incidentals = \$224 Mileage 182 @ .31 = \$56.42</b>	<b>\$280.42</b>
<b>Mrs. Kim Kutschman</b>	<b>Meals &amp; Incidentals = \$224 Mileage 182 @ .31 = \$56.42</b>	<b>\$280.42</b>
<b>Ms. Elena Malinconico</b>	<b>Meals &amp; Incidentals = \$224 Mileage 182 @ .31 = \$56.42</b>	<b>\$280.42</b>
<b>Mrs. Ann Panzarelli</b>	<b>Meals &amp; Incidentals = \$224 Mileage 182 @ .31 = \$56.42</b>	<b>\$280.42</b>
<b>Mr. Courtney White</b>	<b>Meals &amp; Incidentals = \$160 Mileage 182 @ .31 = \$56.42</b>	<b>\$216.42</b>

- 9.11 Motion to approve the following out of district tuition for the remainder of the 2017-2018 school year:**

<b>Coastal</b>	<b>Student 9147358723</b>	<b>\$18,240</b>
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- 9.12 Motion to rescind the following motion (9.4) approved at the July 17, 2017, board meeting for the remainder of the 2017-2018 school year:**

<b>Children’s Center</b>	<b>Student 4762574586</b>	<b>\$53,302</b>
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**BE IT FURTHER MOVED to approve the following out of district tuition for the remainder of the 2017-2018 school year:**

<b>New Road School of Parlin</b>	<b>Student 4762574586</b>	<b>\$56,931</b>
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- 9.13 Motion to approve the purchase, removal and installation of fencing at Keyport Central School from Precision Fence Company at a cost of \$8,030.**

**Quotes were received from the following vendors:**

<b>SMC Fence Inc.</b>	<b>\$10,560</b>
<b>Taylor Fence Co.</b>	<b>\$10,640</b>
<b>Precision Fence Co.</b>	<b>\$ 8,030</b>

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9.14 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

WHEREAS, the tentative budget was approved by the Executive County Superintendent of Schools on **April 18, 2018**, and

WHEREAS, the tentative budget was advertised in the legal section of the Asbury Park Press on **April 20, 2018**; 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 of a capital reserve withdrawal in the amount of \$35,000. The district intends to utilize these funds for Concrete Masonry Unit Repairs at the Keyport Central School.**

**Capital Reserve Account Withdrawal**

**RESOLVED that the Keyport Board of Education requests the approval of a capital reserve withdrawal in the amount of \$365,000. The district intends to utilize these funds for Ceiling Replacements at Keyport High School.**

**Capital Reserve Account Withdrawal**

**RESOLVED that the Keyport Board of Education requests the approval of a capital reserve withdrawal in the amount of \$200,000. The district intends to utilize these funds for Exterior Waterproofing 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.**

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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:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
<b>2018-2019 Total Expenditures</b>	<b>\$19,651,989</b>	<b>\$1,240,560</b>	<b>\$669,320</b>	<b>\$21,561,869</b>
<b>Less: Anticipated Revenues</b>	<b><u>\$10,041,780</u></b>	<b><u>\$1,240,560</u></b>	<b><u>\$207,775</u></b>	<b><u>\$11,490,115</u></b>
<b>Taxes to be Raised</b>	<b><u>\$9,610,209</u></b>	<b><u>\$0</u></b>	<b><u>\$461,545</u></b>	<b><u>\$10,071,754</u></b>

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

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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 \$19,614 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.

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	Debt Service	
	\$9,610,209		
		\$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



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**9.15 Motion to approve the following 2018-2019 Athletic Transportation Contract renewal as follows:**

**Unlimited Autos ATHL-1                      \$144,986.25\***

**\*(0% increase)**

**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

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 &amp; 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

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- 10.4 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>
Rapolla, Anthony	6/6/18-6/8/18	NJASBO Annual Conference	Atlantic City, NJ/211	\$452
Savoia, Lisa	5/16/18-5/18/18	NJASA Spring Leadership Conf.	Atlantic City, NJ/180	\$976

- 10.5 Motion to apply for a grant in the amount of \$10,000 through the OceanFirst Foundation Model Classroom Grant program. Grants are awarded in October of 2018, and if received would be used to update the KHS SPEAR program with flexible seating, new technology, and an in class mini-makerspace.**

- 10.6 Motion to approve the Updated ECPA/PEEA Budget Workbook.**

**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
<b>Graham, Nicholas</b>	<b>County Substitute Certificate</b>

- 11.5 **Motion to approve Janet Gallo as Assistant Field Hockey Coach for the 2018-2019 school year at a stipend of \$6,441.**

- 11.6 **Motion to approve a two-year extension of our current Cooperative Sports Agreement with Henry Hudson for the 2018-2019 and 2019-2020 school year.**

**Keyport/Henry Hudson Regional  
Keyport LEA (Host School) – Football, Girls Soccer, Wrestling, Boys Volleyball, Girls Volleyball,  
Fall Cheerleading  
Henry Hudson LEA (Host School)- Girls Tennis, Boys Tennis, Boys Cross Country, Girls Cross Country, Winter Track**

- 11.7 **Motion to approve the following volunteers for our fall football 2018-2019 season:**

<b>Jerry Hourihan</b>	<b>Mike Ciccotelli</b>
<b>Ghassan Lightbourne</b>	<b>Donnie Blanks</b>

**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 25, 2018, to discuss  
--Personnel  
--Finance

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- 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**