

**KEYPORT BOARD OF EDUCATION  
WORKSHOP MEETING      APRIL 26, 2017  
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, 2017, as approved at the reorganization meeting of the Board of Education held on January 4, 2017. 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	Mr. Litwak
Ms. Cote	Mrs. Malinconico, Vice President
Mrs. Fox	Mr. McGrogan, UB Rep.*
Mr. Henning	Mrs. Panzarelli, President
Mrs. Kutschman	Mr. White

Student Council Representative: Shayna Grandon and Andrew Figueroa

*\*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 – 2017-2018 Budget by Anthony Rapolla**

**3.0    President’s Remarks**

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**4.0    Communications – Dr. Savoia**

- 4.1    Kathryn Stevenson, School Nurse, submitted her letter of resignation on April 14, 2017, effective June 30, 2017. Resolution 11.1 under Personnel.
- 4.2    Raquel Sanders, Spanish Teacher, submitted her letter of resignation on April 14, 2017, effective June 30, 2017. Resolution 11.2 under Personnel.

**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:  
         April 12, 2017            Regular Minutes and closed session

**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 March 31, 2017, 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 May 2017 in the amount of \$TBD and supplemental bills for April 2017 in the amount of \$TBD.

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- 9.3 Motion to approve the transfer of funds for the month of April as follows:
- 9.4 Motion to approve a service agreement with Johnson Controls for the 2017-2018 school year to service pneumatic controls, and heating computer at a cost of \$32,460 (11-000-261-420-11-02-000).

This contract is awarded without competitive bids as a professional service under the provisions of the Local Public Contracts Law because such law permits agreements for such service without bidding.

- 9.5 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 2017. Workshop is scheduled for October 23 to October 26, 2017, for a total group registration cost of \$1,400. Lodging to be at a convention affiliated hotel at a rate of \$97 per night/per person. Participant reimbursement for expenses up the following amounts:

<u>Participant:</u>	<u>Cost per Participant:</u>	<u>Maximum Cost:</u>
Dr. Lisa Savoia	Meals & Incidentals = \$170 Mileage 182 @ .31 = \$56.42	\$226.42
Mr. Anthony Rapolla	Meals & Incidentals = \$170 Mileage 182 @ .31 = \$56.42	\$226.42
Mr. Cecil Bright	Meals & Incidentals = \$170 Mileage 182 @ .31 = \$56.42	\$226.42
Ms. Carol Fox	Meals & Incidentals = \$170 Mileage 182 @ .31 = \$56.42	\$226.42
Mr. Peter Henning	Meals & Incidentals = \$170 Mileage 182 @ .31 = \$56.42	\$226.42
Ms. Kutschman	Meals & Incidentals = \$170 Mileage 182 @ .31 = \$56.42	\$226.42
Mrs. Ann Panzarelli	Meals & Incidentals = \$170 Mileage 182 @ .31 = \$56.42	\$226.42

\*meals are for 2 nights, need to add another \$64 if staying 3<sup>rd</sup> night

- 9.6 Recommend the Board approve the following resolutions:

**Adoption of the 2017-2018 School Year Budget  
And Tax Levy**

WHEREAS, the Keyport Board of Education adopted a tentative budget on March 15, 2017, 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 April 24, 2017 and

WHEREAS, the tentative budget was advertised in the legal section of the Asbury Park Press on April 27, 2017; and

WHEREAS, the tentative budget was presented to the public during a public hearing on May 3, 2017; and

**Capital Reserve Account Withdrawal**

WHEREAS the Keyport Board of Education requests the approval of a capital reserve withdrawal in the amount of \$250,000. The district intends to utilize these funds for Air Conditioning Improvements at Keyport High School.

**Capital Reserve Account Withdrawal**

WHEREAS the Keyport Board of Education requests the approval of a capital reserve withdrawal in the amount of \$250,000. The district intends to utilize these funds for Air Conditioning Improvements at Keyport Central School.

**Tuition Reserve Withdrawal**

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

**Maintenance Reserve Withdrawal**

WHEREAS the Keyport Board of Education requests the approval of a maintenance reserve withdrawal in the amount of \$139,982. The district intends to utilize these funds for maintenance expenditures in the same amount from account 11-000-261-420.

**Emergency Reserve Withdrawal**

WHEREAS the Keyport Board of Education requests the approval of an emergency reserve withdrawal in the amount of \$100,000. The district intends to use these funds for security improvements.

NOW THEREFORE BE IT RESOLVED that the budget be adopted for the 2017-2018 School Year using the 2017-2018 state aid figures and the Secretary to the Board of Education be authorized to submit the following

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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>2017-2018 Total Expenditures</b>	<b>\$18,961,142</b>	<b>\$1,027,000</b>	<b>\$669,028</b>	<b>\$20,657,170</b>
<b>Less: Anticipated Revenues</b>	<b><u>\$9,539,368</u></b>	<b><u>\$1,027,000</u></b>	<b><u>\$207,555</u></b>	<b><u>\$10,773,923</u></b>
<b>Taxes to be Raised</b>	<b><u>\$9,421,774</u></b>	<b><u>\$0</u></b>	<b><u>\$461,473</u></b>	<b><u>\$9,883,247</u></b>

**Travel and Related Expense Reimbursement  
2017-2018**

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 (2016-2017) and has expended \$16324.05 as of this date; now

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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 2017-2018 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 2017-2018 school year is \$9,883,247 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 2017-2018 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    \$9,883,247

General Fund	\$9,421,774
Debt Service	\$461,473

<u>Due Date</u>	<u>Current Expense</u>	<u>Debt Service</u>	<u>Total Payment</u>
July 31, 2017	\$942,177.40		\$942,177.40
August 31, 2017	\$942,177.40	\$230,737	\$1,172,914.40
Sept. 30, 2017	\$942,177.40		\$942,177.40
Oct. 31, 2017	\$942,177.40		\$942,177.40
Nov. 30, 2017	\$942,177.40		\$942,177.40
Jan. 31, 2018	\$942,177.40	\$230,736	\$1,172,913.40
Feb. 28, 2018	\$942,177.40		\$942,177.40
March 30, 2018	\$942,177.40		\$942,177.40
April 30, 2018	\$942,177.40		\$942,177.40
May 31, 2018	\$942,177.40		\$942,177.40

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## 10.0 Curriculum

10.1 Motion to accept the March 2017 Security Drills as follows:

<u>School Name</u>	<u>Drill Type</u>	<u>Occupants Involved</u>	<u>Date &amp; Time</u>
Keyport High School	Fire Drill	All Staff & Students	March 2 @ 9:35 a.m.
Keyport High School	Lock Down	All Staff & Students	March 3 @ 12:00 p.m.
Central School	Fire Drill	All Staff & Students	March 13 @ 2:00 p.m.
Central School	Lock Down	All Staff & Students	March 29 @ 10:15 a.m.

10.2 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 2017	Central	1	1
March 2017	KHS	3	2

10.3 Motion to approve the following class trips:

KHS Digital Media Class	Townsquare Media, Toms River, NJ
KHS Digital Media Class	Lakehouse Music Academy, Asbury Park
Life Skills	Keyport Public Library, Keyport, NJ
KHS Physics/AP Calculus	Six Flags Great Adventure, Jackson, NJ

## 11.0 Personnel

11.1 Motion to accept letter of resignation from Kathryn Stevenson, School Nurse, effective June 30, 2017.

11.2 Motion to accept letter of resignation from Raquel Sanders, Spanish Teacher, effective June 30, 2017.

## 12.0 Policy

12.1 Motion to approve the following policies and regulations for second reading to be available to view on the district website after the second reading:

0000.01	Introduction (M) (Revised)
P 2415.06	Unsafe School Choice Option (M) (Revised)
P 2464	Gifted and Talented Students (M) (Revised)
P 2622	Student Assessment (M) (Revised)
P 3160	Physical Examination - Teaching Staff (M) (Revised)
R 3160	Physical Examination - Teaching Staff (M) (Revised)
P 4160	Physical Examination - Support Staff (M) (Revised)

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- R 4160      Physical Examination - Support Staff (M) Revised
- P 5116      Education of Homeless Children (Revised)
- R 5116      Education of Homeless Children (Revised)
- P 5460      High School Graduation (M) (Revised)
- P 8350      Records Retention (New)

**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 26, 2017, 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**