

**KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING DECEMBER 2, 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 January 14, 2015, as approved at the reorganization meeting of the Board of Education held on January 7, 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

Mr. Biagianti	TBD, UB Rep.*
Mr. Bright	Ms. King-Cote, Vice Pres.
Mrs. DeGracia	Mrs. Malinconico, President
Mrs. Fox	Mrs. Panzarelli
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 – available at regular meeting

2.0 Presentation –

- 2.1 Class of 2017 Trip
- 2.2 Facilities Planning – Mr. Rapolla

3.0 President’s Remarks

4.0 Communications – Dr. Savoia

5.0 Public Participation – Agenda Items

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6.0 Superintendent Report

- 6.1 Superintendent's Report – Dr. Savoia

7.0 Board Secretary's Report – Mr. Rapolla

8.0 Buildings & Grounds – Mr. Rapolla

- 8.1 Facilities Update

- 8.2 Use of Facilities

9.0 Finance

- 9.1 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 November 30, 2015, no budgetary line item account has been overexpended in violation of N.J.A.C. 6:23 – 2.12.
- 9.2 Motion to approve the Report of the Secretary to the Board of Education (A-148) and Cash Reports (A-149) for the month of October which is in agreement.
- 9.3 Motion to approve bills for the month of December 2015 in the amount of \$TBD and supplemental bills for November in the amount of \$TBD.
- 9.4 Motion to approve the transfer of funds for the month of November as follows (available for regular meeting):
- 9.5 Motion to rescind the appointment of Cleary Giacobbe Alfieri and Jacobs, LLC, as Board attorneys for the 2015-2016 school year at a rate of \$150 per hour, motion 8.8 on the May 20, 2015 agenda.
- BE IT FURTHER MOVED to approve Cleary Giacobbe Alfieri and Jacobs, LLC, as Board attorneys for the 2015-2016 school year at a rate of \$150 per hour, not to exceed \$75,000.
- 9.6 Motion to approve instruction with Education Inc. for student number 9123139534 requiring hospitalization, at a rate of \$49 per hour for ten hours per week from November 20, 2015, through November 29, 2015 (anticipated release date).

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- 9.7 Motion to approve the following out of district tuition for the 2015-2016 school year:

Elmwood Park	Student 2739758692	\$9,876
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- 9.8 Motion to approve the transfer of \$ 703,578.42 into Capital Reserve as per final 2014-2015 audit.

$$\begin{array}{r}
 \$ 692,842.78 \text{ year end resolution} \\
 + \$ 10,735.64 \text{ fund 30 completed project close outs} \\
 \hline
 \$ 703,578.42
 \end{array}$$

- 9.9 Motion to approve the transfer of \$ 60,000 into Maintenance Reserve as per final 2014-2015 audit. \$60,000 was not approved to use in the 2014-2015 budget.

- 9.10 Motion to approve the transfer of \$ 100,000 into Tuition Reserve as per final 2014-2015 audit.

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:

Employee Name	Date(s)	Workshop Name	Location/Mileage	Cost
Castellano, Kelly	1/27-1/29/15	I&RS Training	Oceanport, NJ/110	\$284
Clayman, Ilene	1/14/16	PARCC-Part II Reasoning in Math	Monroe, NJ/59.8	\$218
Miller, Peter	2/22-2/23/16	NJAPHERD Convention	Long Branch, NJ/0	\$150
Portee, Marie	1/27-1/29/15	I&RS Training	Oceanport, NJ/110	\$284

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

- 10.2 Motion to approve a Memorandum of Understanding between the Community YMCA Counseling and Social Services and Keyport Public Schools to provide mental health services on campus as on file in the Superintendent's Office.

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10.3 Motion to accept the November 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	Nov. 3 @ 8:15 a.m.
Keyport High School	Evacuation Drill	All staff & students	Nov. 17 @ 1:00 p.m.
Central School	Fire Drill	All staff & students	Nov. 24 @ 10:00 a.m.
Central School	Lockdown	All staff & students	Nov. 30 @ 10:10 a.m.

10.4 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>
November 2015	Central	3	1
November 2015	KHS	2	1

10.5 Motion to approve the following school trips for the 2015-2016 school year:

Camden Adventure Aquarium	KHS Environmental
Liberty Science Center	KHS Anatomy
NBC Studios/Rockefeller Center	KHS Business Tech Dept.

11.0 Personnel

11.1 Motion to approve Mayling Kamras as the Secretary to the Superintendent of Schools for the 2015-2016 school year at a salary of \$50,000 (prorated) effective January 25, 2016, or sooner as a result of contract requirements.

11.2 Motion to approve the following teachers to teach an additional period daily, beginning December 1, 2015, through February 26, 2016:

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

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12.0 Policy

12.1 Motion to approve the following policies and regulations for the second reading to be attached to the minutes after the second reading:

- P 1240 Evaluation of Superintendent
- R 1240 Evaluation of Superintendent
- P 3221 Evaluation of Teachers
- R 3221 Evaluation of Teachers
- P 3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
- R 3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
- P 3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
- R 3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
- P 3224 Evaluation of Principals, Vice Principals, and Assistant Principals
- R 3224 Evaluation of Principals, Vice Principals, and Assistant Principals
- P 3431.1 Family Leave
- P 4431.1 Family Leave
- P 5337 Service Animals
- P 5516 Use of Electronic Communication and Recording Devices

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 December 2, 2015, to discuss
 - Personnel
 - Finance
 - Contract negotiations
 - Grievances
 - Facilities project issues

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- 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

December 2, 2015

ADDENDUM TO AGENDA

7.1 Board Business

RESOLUTION REMOVING CLAUDIA DEGRACIA AS MEMBER

OF THE KEYPORT BOARD OF EDUCATION

WHEREAS, N.J.S.A. 18A:12-3 provides that a member of a local board of education who fails to attend three (3) consecutive meetings of the board without good cause may be removed by it; and

WHEREAS, in accordance with N.J.S.A. 18A:12-3, the Keyport Board of Education Bylaw 0145 provides that a board member who fails to attend three (3) consecutive regular meetings of the Board of Education without good cause may be removed from office on the affirmative votes of a majority of the remaining Board members, provided that (i) the member's removal was proposed at the immediately previous Board meeting; and (ii) notice of the proposed removal was given to the affected member at least seventy-two hours in advance of the meeting at which the vote will be taken; and

WHEREAS, the Keyport Board of Education has determined that Board Member, Claudia DeGracia, failed to attend three (3) consecutive regular meetings of the Board of Education, October 7, October 21 and November 4, 2015, without good cause shown; and

WHEREAS, at its regular meeting on November 18, 2015, the Keyport Board of Education proposed the removal of Ms. DeGracia from office; and

WHEREAS, Ms. DeGracia was notified of her proposed removal from office by Board President Elena Malinconico at least seventy-two (72) hours in advance of the meeting at which the vote will be taken.

NOW, THEREFORE, BE IT RESOLVED, by the Keyport Board of Education that Claudia DeGracia shall be removed from the Keyport Board of Education pursuant to N.J.S.A. 18A:12-3 and Bylaw 0145, effective December 2, 2015.