

**KEYPORT BOARD OF EDUCATION  
REGULAR MEETING FEBRUARY 18, 2015  
AGENDA**

**1.0 Opening Procedures**

- 1.1 Call to Order
- 1.2 Flag Salute – **Kindergarten will perform the Pledge of Allegiance**
- 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. Bright           | Mr. Henning                 |
| Ms. Burke            | Ms. King-Cote, Vice Pres.   |
| Ms. DeGracia         | Mrs. Malinconico, President |
| Ms. Fox              | Mrs. Panzarelli             |
| Ms. Durkin, UB Rep.* | 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.*

**2.0 Presentation – Budget Development Update and Discussion by Superintendent, Mrs. Savoia and Business Administrator, Mr. McManus**

**3.0 Communications – Mrs. Savoia**

**4.0 Public Participation – Agenda Items**

**5.0 Superintendent and Other Reports**

- 5.1 Superintendent’s Report – Mrs. Savoia
- 5.2 Student Council Representative Report

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**6.0 Board Secretary’s Office – Mr. McManus**

6.1 Motion to approve the following minutes:

|                  |  |
|------------------|--|
| January 21, 2015 | Regular Minutes and closed session minutes |
| February 4, 2015 | Regular Minutes                            |

**7.0 Buildings & Grounds – Mr. McManus**

7.1 Facilities Update

7.2 Use of Facilities

**8.0 Finance**

8.1 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 December 31, 2014, no budgetary line item account has been overexpended in violation of N.J.A.C. 6:23 – 2.12.

8.2 Motion to approve the Report of the Secretary to the Board of Education (A-148) and Cash Reports (A-149) for the month of January which is in agreement.

8.3 Motion to approve bills for the month of February 2015 in the amount of **\$675,988.81** and supplemental bills for January 2015 in the amount of **\$343,033.69** and **supplemental bills for February 2015 in the amount of \$330,368.99.**

8.4 Motion to approve the transfer of funds for the month of January as follows:

| Transfer to              | Account Name       | Transfer From            | Account Name       | Amount    |
|--------------------------|--------------------|--------------------------|--------------------|-----------|
| 11-000-218-104-02-00-000 | Guidance Sal<br>CS | 11-000-218-104-11-01-000 | Sub Abuse<br>Coord | 31,763.00 |
| 11-000-218-104-11-00-000 | Sal Guid cnsl      | 11-000-218-104-11-01-000 | Sub Abuse<br>Coord | 300.40    |
| 11-000-219-105-11-01-000 | Secretary Sal      | 11-000-219-104-11-02-000 | LDTTC Sal          | 9,399.48  |
| 11-000-221-105-11-00-000 | Sal Curr Sec       | 11-000-221-104-11-00-000 | Curr Dev           | 0.48      |
| 11-000-222-100-02-01-000 | CS Media<br>Tech   | 11-000-222-100-02-00-000 | CS Lib             | 389.20    |
| 11-000-230-100-05-01-000 | Super Sec          | 11-000-251-100-05-02-000 | Sal PR Clerk       | 1,283.84  |
| 11-000-240-105-02-00-000 | CS Prin Sec<br>Sal | 11-000-251-100-05-02-000 | Sal PR Clerk       | 487.44    |

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|--------------------------|------------------|--------------------------|------------------|------------|
| 11-000-251-100-05-03-000 | Sal Bus Adm      | 11-000-251-100-05-02-000 | Sal PR Clerk     | 189.46     |
| 11-000-252-100-11-00-000 | Sal Supervisor   | 11-000-251-100-05-02-000 | Sal PR Clerk     | 0.20       |
| 11-000-262-100-01-00-000 | KHS Cust Sal     | 11-000-262-100-01-01-000 | KHS Cust Sal OT  | 13,065.84  |
| 11-000-262-100-02-00-000 | CS Cust Sal      | 11-000-262-100-02-01-999 | CS Cust Sal OT   | 7,499.84   |
| 11-000-262-100-02-01-000 | CS Cust          | 11-000-262-100-02-01-999 | CS Cust Sal OT   | 841.12     |
| 11-130-100-101-02-02-000 | Gr 6-8 Teachers  | 11-140-100-101-01-02-000 | Gr 9-12 Teachers | 304,493.48 |
| 11-190-100-106-11-01-000 | Sal for Aides    | 11-190-100-320-01-00-000 | KHS Sub          | 2,420.50   |
| 11-110-100-101-02-02-000 | Kindergarten Sal | 11-120-100-101-02-02-000 | Gr 1-5 Teachers  | 53,336.68  |
| 11-204-100-101-11-00-000 | L/LD Teacher Sal | 11-215-100-101-02-00-000 | Sal of Teachers  | 8,526.60   |
| 11-240-100-101-11-00-000 | Bilingual Sal    | 11-230-100-101-11-00-000 | Salaries of BSI  | 42.80      |
| 11-000-230-339-05-01-000 | Architect        | 11-000-230-530-11-00-000 | Telephone        | 1,229.22   |
| 11-000-261-420-11-00-000 | Maint/Repair     | 11-000-262-100-01-02-000 | HS Hall Monitor  | 10,754.02  |
| 11-000-262-520-11-01-000 | PC Insurance     | 11-000-262-100-01-02-000 | HS Hall Monitor  | 543.60     |
| 11-000-266-420-11-00-000 | Security/Maint   | 11-000-266-100-01-00-000 | Salary Security  | 815.00     |
| 11-190-100-640-01-00-000 | KHS Text         | 11-000-291-270-11-00-000 | Employee Ins     | 12,059.01  |
| 11-000-240-610-01-05-000 | KHS Grad Exp     | 11-000-240-610-02-00-000 | KCS Grad Exp     | 1,500.00   |
| 11-000-270-518-11-00-000 | Cont Reg Joint   | 11-000-270-518-11-01-000 | Cont Sp Ed       | 44,000.00  |
| 11-140-100-101-01-01-000 | Gr 9-12 Coverage | 11-140-100-01-02-000     | Gr 9-12 Sal      | 500.00     |
| 11-000-270-518-11-00-000 | Cont Reg Joint   | 11-000-270-514-11-00-000 | Cont Sp Ed       | 884.00     |

- 8.5 Motion to accept a \$500 donation from Donors Choose to be used for the purchase of GoPro cameras for the Digital Media Club.
- 8.6 Motion to approve home instruction services for student 2148592724 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.
- 8.7 Motion to approve Monmouth Ocean Education Services Commission (“MOESC”) for Transportation services for the 2014-2015 school year.**
- 8.8 Motion to approve the Middlesex Regional Educational Services Commission (“MRESC”) for cooperative purchasing services and transportation services for the 2014-2015 school year.**

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- 8.9 Motion to approve the Essex County Educational Services Commission (ERESC) for cooperative services for the 2014-2015 school year and to provide services for migrant students.
- 8.10 Motion to approve the cost of a teacher’s aide for a residentially placed student #202302373 at Bancroft for a 2014-2015 school year cost of \$31,680. (This was not included in error in motion 9.6 on September 17, 2014, meeting when the original tuition was approved).
- 8.11 Motion to revise Board Meeting Calendar previously approved at the reorganization meeting on January 7, 2015, to reflect the proper date for Budget approvals and Public hearing and to be readvertised in the Asbury Park Press as follows:

Regular Action and Workshop Action Meetings to be held at 7:30 p.m. in the Keyport High School Conference Room 108, 351 Broad Street, Keyport, NJ, as follows:

| <u>Date</u>        | <u>Type of Meeting</u>   |
|--------------------|--|
| January 21, 2015   | Regular Action Meeting   |
| February 4, 2015   | Workshop Action Meeting  |
| February 18, 2015  | Regular Action Meeting   |
| March 4, 2015      | Workshop Action Meeting  |
| March 18, 2015     | Regular Action Meeting –<br>Budget adoption for County<br>Superintendent |
| April 1, 2015      | Workshop Action Meeting  |
| April 15, 2015     | Regular Action Meeting   |
| May 6, 2015        | Action Meeting –Public Hearing<br>Budget Adoption and Personnel          |
| May 20, 2015       | Regular Action Meeting – personnel                                       |
| June 10, 2015      | Action Meeting – personnel   |
| June 18, 2015      | Regular Action Meeting   |
| July 15, 2015      | Regular Action Meeting   |
| August 19, 2015    | Regular Action Meeting   |
| September 2, 2015  | Workshop Action Meeting  |
| September 16, 2015 | Regular Action Meeting   |
| October 7, 2015    | Workshop Action Meeting  |

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|                          |                                |
|--------------------------|--------------------------------|
| <b>October 21, 2015</b>  | <b>Regular Action Meeting</b>  |
| <b>November 4, 2015</b>  | <b>Workshop Action Meeting</b> |
| <b>November 18, 2015</b> | <b>Regular Action Meeting</b>  |
| <b>December 2, 2015</b>  | <b>Workshop Action Meeting</b> |
| <b>December 16, 2015</b> | <b>Regular Action Meeting</b>  |
| <b>January 6, 2016</b>   | <b>Reorganization Meeting</b>  |

**8.12 Motion to rescind the action taken (resolution 6.4) at the December 17, 2014, meeting to approve the Budget calendar.**

**Be It Further Moved to approve a new budget calendar to be in compliance with code.**

|                          |  |
|--------------------------|--|
| <b>January 7, 2014</b>   | <b>Compiling staffing and budgetary requests from Principals and Associated Managers</b>                     |
| <b>January 21, 2015</b>  | <b>Collect Budget Requests and Begin Assembly at First Budget Look</b>                                       |
| <b>February 4, 2015</b>  | <b>Budget Discussion with the full Keyport Board of Education</b>  |
| <b>February 18, 2015</b> | <b>Budget Discussion with the full Keyport Board of Education</b>  |
| <b>March 4, 2015</b>     | <b>Budget Discussion with the full Keyport Board of Education</b>  |
| <b>March 18, 2015</b>    | <b>Approval of Tentative Budget for submittal to the Monmouth County Executive Superintendent of Schools</b> |
| <b>May 6, 2015</b>       | <b>Public Hearing and Public Budget Adoption</b>   |

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**9.0 Curriculum**

- 9.1 Motion to accept the Harassment, Intimidation and Bullying (HIB) incident reports as follows:

| DATE         | SCHOOL  | INCIDENTS REPORTED | HIB |
|--------------|---------|--------------------|-----|
| January 2015 | Central | 0                  | 0   |
| January 2015 | KHS     | 3                  | 2   |

- 9.2 Motion to approve the January 2015 Security Drills as follows:

| School Name            | Drill Type       | Occupants Involved   | Date & Time          |
|------------------------|------------------|----------------------|----------------------|
| Keyport High School    | Fire Drill       | All staff & students | 1/13/15<br>8:30 a.m. |
| Keyport High School    | Lockdown Drill   | All staff & students | 1/22/15<br>1:00 p.m. |
| Keyport Central School | Evacuation Drill | All staff & students | 1/22/15<br>1:45 p.m. |
| Keyport Central School | Fire Drill       | All staff & students | 1/28/15<br>2:00 p.m. |

- 9.3 Motion to accept the EVVRS as follows:

Reporting Period 1 - September 2014 - December 2014

| Keyport District      | Violence | Vandalism | Weapons  | Substance Abuse | HIB      |
|-----------------------|----------|-----------|----------|-----------------|----------|
| Central School        | 3        | 1         | 1        | 0               | 1        |
| High School           | 2        | 1         | 0        | 2               | 2        |
| <b>DISTRICT TOTAL</b> | <b>5</b> | <b>2</b>  | <b>1</b> | <b>2</b>        | <b>3</b> |

- 9.4 Motion to approve the following trips:

|                         |                                      |
|-------------------------|--------------------------------------|
| 8th Grade Trip          | Metropolitan Museum of Art, NYC      |
| <b>HS Lifeline Trip</b> | <b>Thompson Park, Middletown, NJ</b> |

- 9.5 Motion to approve the submission of the 2015-2016 One Year Preschool Plan.

- 9.6 **Motion to approve that Keyport Public Schools will provide, via installation, one copy of Microsoft Office to the Keyport Public Library for student use.**

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- 9.7 **Motion to approve the Program Application for 2015-2017 Cooperative Sports with Henry Hudson Regional School District.**

**10.0 Personnel**

- 10.1 **Motion to approve Marisel Kamper as an Aide to the Extending program at a rate of \$13.50 per hour for the remainder of the 2014-2015 school year.**
- 10.2 **Motion to approve observation/evaluation form for Attendance Officer.**
- 10.3 **Motion to approve Alyssa Buttacavole to work the Title III ESL After School Program on Tuesdays and Thursdays, from March 5, 2015, to May 21, 2015, at the rate of \$35 per hour, to be funded from NCLB and not to exceed \$1,000.**

**11.0 Policy**

- 11.1 **Motion to approve the 2015-2016 school calendar (to be attached to the minutes).**
- 11.2 **Resolution to require Keyport Board of Education to require direct deposit for paycheck from the approved banking institution, TD Bank, for the remainder of the 2014-2015 school year as per Policy 6511 effective March 15, 2015.**

**12.0 Old Business**

**13.0 New Business**

**14.0 Public Participation**

**15.0 Adjournment to Executive Session (TIME: )**

- 15.1 **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 February 18, 2015, to discuss
    - Personnel
    - Finance
    - Contract negotiations
    - Grievances

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--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:

**16.0 Return to Open Session (TIME: \_\_\_\_\_)**

**17.0 Adjournment**