KEYPORT BOARD OF EDUCATION
WORKSHOP MEETING MAY 8, 2013
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 18, 2013, as approved at the reorganization meeting of the Board of Education held on January 2, 2013. 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	Ms. King-Cote, Vice Pres.
Ms. Burke	Ms. Knudsen
Mr. Cooper	Ms. Lloyd
Ms. Durkin, UB Rep.*	Mrs. Malinconico, President
Mr. Henning	Mrs. Panzarelli

Student Council Representative: Angelina Tornetto (regular meeting)

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

2.0 Presentation – None

3.0 Communications – Mrs. Savoia

3.1. Ms. Linda Gaita submitted her letter of retirement on April 26, 2013, effective July 1, 2013. Resolution 11.1.

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 (available at regular meeting)

6.0 Committee Reports

6.1 Buildings & Grounds/Safety & Security/Recycling
6.2 Community Relations/Foundation
6.3 Curriculum
6.4 Finance/Negotiations
6.5 MCSBA/Legislative
6.6 Personnel
6.7 Policy
6.8 Special Education Liaison

7.0 Board Secretary's Office – Mr. McManus

7.1. Motion to approve the following minutes:

April 17, 2013	Workshop Meeting
April 24, 2013	Regular Meeting

7.2. Motion to approve the following resolution authorizing agreement for certain legal services adopted by the Board of Education of the Borough of Keyport in the County of Monmouth:

WHEREAS, there exists a need for specialized legal services in connection with the authorization and the issuance of School District obligations by The Board of Education of the Borough of Keyport in the County of Monmouth (the "Board"), a body corporate of the State of New Jersey, including the review of such procedures and the rendering of approving legal opinions acceptable to the financial community; and

WHEREAS, such special legal services can be provided only by a recognized Bond Counsel firm, and the law firm of McManimon, Scotland & Baumann, LLC, Roseland, New Jersey is so recognized by the financial community; and

WHEREAS, funds are or will be available for this purpose;

BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE BOROUGH OF KEYPORT IN THE COUNTY OF MONMOUTH AS FOLLOWS:

1. The law firm of McManimon, Scotland & Baumann, LLC, Roseland, New Jersey is hereby retained to provide specialized legal

services necessary in connection with the authorization and the issuance of obligations by the Board in accordance with an Agreement dated as of April 25, 2013, and submitted to the Board (the "Contract").

2. The Contract is awarded without competitive bidding as a "Professional Service" in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-5(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.

3. A copy of this resolution as well as the Contract shall be placed on file with the Secretary of the Board.

4. A notice in accordance with the Public School Contracts Law of New Jersey in the form attached hereto shall be published in Asbury Park Press.

7.3. Motion to amend NJSBA Bylaws as follows:

WHEREAS, the New Jersey School Boards Association Insurance Group (NJSBAIG) Board of Trustees approved proposed amendments to its Bylaws at a public meeting on March 20, 2013, in accordance with Article IX(C) of the current NJSBAIG Bylaws; and

WHEREAS, the current NJSBAIG Bylaws require for the proposed amendments to be approved by member school districts; and

WHEREAS, seventy-five percent (3/4) of the member school districts must approve the proposed amendments within one hundred eighty (180) days of the hearing on the amendments:

NOW THEREFORE, BE IT RESOLVED that at a regular meeting of the Keyport Board of Education held on the 15th day of May 2013, the Board does hereby approve the proposed amendments to the NJSBAIG Bylaws.

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

Policy 3230	Outside Activities (Teaching Staff)
Regulation 3230	Outside Activities (Teaching Staff)
Policy 4230	Outside Activities (Support Staff)
Regulation 4230	Outside Activities (Support Staff)

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8.0 Buildings & Grounds – Mr. McManus

8.1 Facilities Update

8.2 Use of Facilities

9.0 Finance

9.1 Secretary's Report

9.1.1 Financial Information:

Interest, April	$ 396.98
Year to date	$4,017.46
Cafeteria Report, March	$ (577.13)
Year to date	$7,183.98

9.2 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 April 30, 2013, no budgetary line item account has been overexpended in violation of N.J.A.C. 6:23 – 2.12.

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

9.4 Motion to approve bills for the month of May 2013 in the amount of $TBD and supplemental bills for April in the amount of $TBD.

9.5 Motion to approve the following awards for graduation 2013:

Award	School	Amount
Dino Lambros Award	KHS	$2,000
Fritz Gooseman Award	KHS	$25
Fritz Gooseman Award	KCS	$25
Jane Jones Award	KHS	$200
Juracky Award	KHS	$500
Prager Award	KHS	$200
Rotary Award (2)	KHS	$250
Will Hayes Award	KHS	$150
Ira De Shields Memorial Award	KHS	$250
Leon & Norinne Schanck Award	KHS	$300

9.6 Motion to approve the transfer of funds as follows: TBD

From	To	Amount

9.7 Motion to approve the following transportation contract renewals for the 2013-2014 school year:

Unlimited Autos Route #0879 KCS
$ 172.40 per diem x 212 days = $36,105.72
+ $45 x 212 days for aide = $ 9,540.00
$45,645.72 Total (12 months)
No increase (0%)

R. Helfrich & Sons Corp. Route #2005 Career Ctr.
$205.95 per diem x 180 days = $37,071

Increase in accordance with CPI (2.63%)

9.8 Motion to approve the following 2013 ESY out of district tuitions:

Collier Camp Eco	Student 8606749727	$ 4,800
Collier Jet Program	Student 7675113292	$ 4,800
CPC High Point	Student 9792068474 (UB) Student 3138898803 Student 6259385698 (UB) Student 7961053454 (UB) Student 5653132669	$ 8,500 $ 8,500 $ 8,500 $ 8,500 $ 8,500
Children's Center of Monmouth County	Student 2236565095 Student 5855782016 Student 1454536179	$10,638 $10,638 $10,638
Harbor School	Student 8518215955 Student 4848923757 (UB)	$ 5,117 $ 7,674
Hawkswood School	Student 1719130762 Student 1454536179 (UB)	$ 9,599 $ 9,599
Search Day Program	Student 2900941894	$11,521
Somerset Hills Camp Glen Gray	Student 5697290870	$11,910

9.9 Motion to approve French and Parrello, P.A. to conduct Acid Producing Soil Testing for the Athletic Field Project in the amount of $7,100.

9.10 Motion to approve the following resolution for participation in a Coordinated Transportation Contract between the Keyport Board of Education and MRESC (Middlesex Regional ESC) from July 1, 2013, through June 30, 2014.

WHEREAS, the Keyport Board of Education desires to transport special education, non-public, public and vocational school students to specific destinations; and

WHEREAS, the Middlesex Regional Educational Services Commission, hereinafter referred to as the MRESC, offers coordinated transportation services; and

WHEREAS, the MRESC will organize and schedule routes to achieve the maximum cost effectiveness;

NOW THEREFORE, it is agreed that in consideration of pro-rated contract costs, plus an administration fee of 2% or 4% for member districts, or of 6% for non-member districts, as presented to the Keyport Board of Education as calculated by the billing formula adopted by the MRESC's Board of Education. Said formula shall be based on a route cost divided by the number of students allocated to each participating district. The total amount to be charged to districts will be adjusted based on actual costs.

I. The MRESC will provide the following services:

a. routes coordinated with other districts to achieve a maximum cost reduction while maintaining a realistic capacity and travel time;

b. monthly billing and invoices;

c. computer print-outs of student lists for all routes coordinated by MRESC;

d. all necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;

e. constant review and revision of routes;

f. provide transportation within three days or sooner after receipt of the formal written request; and

It is further agreed that the Keyport Board of Education will provide the MRESC with the following:

a. requests for special transportation on approved forms to be provided by the MRESC, completed in full and signed by previously authorized district personnel;

b. withdrawal for any transportation must be provided in writing and signed by authorized district personnel; no billing adjustments will be made without this completed form and will become effective on the date the form is received;

II. Additional Cost – all additional costs generated by unique requests such as mid-day runs or early dismissals will be borne by the district. All such costs must first be approved by the Keyport Board of Education

III. Length of Agreement – this agreement and obligations and requirements therein shall be in effect between July 1, 2013, and June 30, 2014.

IV. Entire Agreement – this agreement constitutes the entire and only agreement between the parties and may be amended by an instrument in writing over authorized signature.

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, unless indicated otherwise:

Employee Name	Date(s)	Workshop Name	Location/Mileage	Cost
Gagliano, Jane	5/8/13	Exploring Educational Excellence	Iselin, NJ/28	$8.68
Gander, Christopher	4/19/13	EIRC Does "IT"	Mullica Hill, NJ/182	$56.42
Godlesky, Laura	5/22/13	Propelling student to college & career readiness	Ewing, NJ/90	$27.76
Jones, Melissa	5/21/13	CCSS, PARCC & Educator Evaluation to Drive Student Achievement	Montclair, NJ/80	$29.53
Martin, Adrienne	7/1/13 & 7/2/13	Tomorrow's Teacher	Ewing, NJ/179	$55.32
McManus, Edward	6/14/13	Strauss Esmay Annual School Law & Policy Seminar	Lincroft, NJ/21	$6.32
Rapolla, Anthony	5/21/13	CCSS, PARCC & Educator Evaluation to Drive Student Achievement	Montclair, NJ/80	$29.53
Savoia, Lisa	5/21/13	CCSS, PARCC & Educator Evaluation to Drive Student Achievement	Montclair, NJ/80	$29.53

Savoia, Lisa	6/14/13	Strauss Esmay Annual School Law & Policy Seminar	Lincroft, NJ/21	$6.32
Waters, Michael	5/21/13	CCSS, PARCC & Educator Evaluation to Drive Student Achievement	Montclair, NJ/80	$29.53

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

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

Date	School	Incidents Reported	HIB
April 2013	Central	0	0
April 2013	KHS	4	2

10.3 Motion to accept the February 2013 Security Drill Report as follows:

March 2012

SCHOOL NAME	Drill Type	OCCUPANTS INVOLVED	DATE & TIME
KHS	Active Shooter	All staff and students	4/10/13 9:30 AM
KHS	Fire Drill	All staff and students	4/05/13 7:55 AM
Central	Bomb Threat	All staff and students	4/10/13 12:00 PM
Central	Fire Drill	All staff and students	4/15/13 9:00 AM

10.4 Motion to approve the following class trips for the 2012-2013 school year:

DESTINATION	GROUP
Chariot Riders Therapeutic Riding, Farmingdale, NJ	3rd Grade G&T Students
Museum of Natural History, New York, NY	5th Grade Students
NJ State Museum, Trenton, NJ	6th Grade Students

11.0 Personnel

11.1 Motion to approve, with regret, the retirement of Linda Gaita, Central School PreK Teacher effective July 1, 2013.

11.2 Motion to approve Jane Wilczak as a Media Specialist for the 2013-2014 school year, once a week at a per diem rate of $368.55, not to exceed $14,500 per year.

11.3 Motion to approve the following hours for the 2013 Extended School Year teachers, staff and therapists:

Name	Position	Hours	Hourly Rate	Not to Exceed
Judy LaVilla	Teacher	105	$50.40	$5,292.00
Terri Fegler	Teacher	105	62.03	6,513.15
Carol Dec	Speech	24	55.52	1,332.48
Christine Barberi	Speech	48	64.80	3,110.40
Barbara Salvadore	Nurse	45	52.76	2,374.20
Gloria Kurilla	Nurse	45	59.28	2,667.60
Marisal Kamper	Aide	90	12.03	1,082.70
Charlene Stumpf	Aide	90	12.03	1,082.70
Pauline Clowney	Aide	90	12.03	1,082.70
Anne Owen*	OT	24	78.00	1,872.00
Cynthia LoCastro*	PT	18	110.00	1,980.00
Suzanne McCully	Substitute Teacher	As needed	52.76	

*contract employees

11.4 Motion to approve a Parent ESL Program to run once a week from 3 to 4 p.m., on June 4, June 11 and June 18, at the Central School.

11.5 Motion to approve an ESL Teacher for the Parent ESL Program, to be funded from Title III.

11.6 Motion to approve a Literacy Enrichment Teacher for the Parent ESL Program, to be funded from Title III.

11.7 Motion to approve the following Coaching Positions for the 2013-2014 school year:

<u>High School</u>

Head Football
Assistant Football
Head Field Hockey
Assistant Field Hockey
Head Cross Country
Head Cheerleading
Assistant Cheerleading
Head Soccer (JV Boys)
Head Volleyball (JV Girls)
Head Bowling
Head Boys Basketball
Assistant Boys Basketball
Head Girls Basketball
Assistant Girls Basketball
Head Wrestling
Head Baseball
Assistant Baseball
Head Softball
Assistant Softball
Head Track
Assistant Track

Summer Fitness Room Supervisor	Winter Adult Fitness Room Supervisor
Fall Fitness Room Supervisor	Spring Adult Fitness Room Supervisor
Spring Fitness Room Supervisor	

Central School

Head Field Hockey	Head Wrestling	Head Cheerleading
Head Soccer (Boys)	Head Boys Basketball	Head Baseball
Head Soccer (Girls)	Head Girls Basketball	Head Softball

11.8 Motion to approve the following Athletic Per Diem Assignments for the 2013-2014 school year:

High School

Football:

Crowd Control	$52.50 per varsity game
Ticket Taker	$52.50 per varsity game
Announcer	$52.50 per varsity game
Chain Crew	$50.00 per JV or Freshman game

Field Hockey:

Crowd Control	$35.00 per game
Clock Operator	$35.00 per game

Basketball:

Crowd Control	$35.00 per game
Ticket Taker	$35.00 per game
Clock Operator	$35.00 per game

Wrestling:

Crowd Control	$35.00 per match
Ticket Taker	$35.00 per match
Clock Operator	$35.00 per match

Softball/Baseball:

Crowd Control	$35.00 per game

Central School

Field Hockey:

Crowd Control	$35.00 per game
Clock Operator	$35.00 per game

Basketball:

Crowd Control	$52.50 per 2 games
Clock Operator	$52.50 per 2 games

Softball/Baseball:
Crowd Control $35.00 per game

11.9 Motion to approve the following personnel for July 1, 2013, through June 30, 2014, school year:

Available at May 15 regular meeting.

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 May 8, 2013, to discuss
   --Personnel
   --Finance
   --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:

16.0 Return to Open Session (TIME:_____)

17.0 Adjournment