

<p style="text-align: center;">KEYPORT BOARD OF EDUCATION WORKSHOP MEETING APRIL 13, 2016 MINUTES</p>

1.0 Opening Procedures

1.1 The meeting was called to order at 7:31 p.m. by Board President Panzarelli, in the Keyport High School Conference Room 108, 351 Broad Street.

1.2 Flag Salute

1.3 Opening Statement

“Public notice of this meeting has been advertised in the Asbury Park Press on January 18, 2016, as approved at the reorganization meeting of the Board of Education held on January 6, 2016. 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 and address and are requested to limit their comments to five (5) minutes.

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 (arrived at 8:07 p.m.)	Mrs. Kutschman
Mrs. Cocuzza, UB Rep.*	Mr. Litwak (absent)
Ms. Cote	Mrs. Malinconico, Vice President
Mrs. Fox (absent)	Mrs. Panzarelli, President
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 Summer Reading & Summer Math

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Mrs. Egan and Mrs. Slater presented on the Summer Reading and Summer Math Programs.

3.0 President's Remarks

Mrs. Panzarelli thanked administrators for working with families impacted by fire; spring sports are doing very well; the KHS PTO Gift Auction is sold out.

4.0 Communications – Dr. Savoia

- 4.1 Letter dated March 22, 2016, from George Harms Construction Co., Inc., regarding replacement of Monmouth County Bridge.
- 4.2 Gail Lupo, Central School Aide, submitted her letter of retirement on April 6, 2016, effective July 1, 2016. (Resolution 11.3)

5.0 Public Participation – Agenda Items

Dr. Ed McNamara, 76 Maple Place, asked about the adjustment to the budget and change in public hearing date. Dr. McNamara asked about the Graduation Policy.

6.0 Superintendent Report

- 6.1 Superintendent's Report – Dr. Savoia
 - Tuition capped for 2016-2017 already
 - Community Day
 - Borough/District Meeting
 - Recreation
 - Cedar Street
 - QPA
 - Shared Services
 - Future Meeting
 - Tax Payment Schedule
 - TCNJ Job Fair

 - Central School
 - Keyport Idol April 28
 - PARCC
 - Grades 3-5
 - Grades 6-8

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- April 2 (April 22 due to break) is Autism Awareness Day “Go Blue”
- NCLB School wide application
- Young Author’s Night
- Maschio’s
 - Community Day
 - Parent Advisory
 - Let’s Move Salad Bars to School Grant

High School

- RYLA 2016 Interviews on April 15
- College Fair April 29
- Teen Wellness Summit
- Reach for Your Dreams
- March Students of the Month are Halie Aumack, TJ Maher, Gabrielle Forbes and Kyle Lewis
- Upcoming Events

7.0 Board Secretary’s Report – Mr. Rapolla

7.1 Motion to approve the following minutes:

March 16, 2016 Regular Minutes

8.0 Buildings & Grounds – Mr. Rapolla

8.1 Facilities Update

- There has been dialogue about the Rain Garden being an eye sore. There has been some growth as Spring begins and we will continue to monitor. I am meeting with Mr. Chudzik of the KCS Environmental Club and Jim O’Toole to see how to improve its eye appeal.
- We have placed an ad for transportation bids for our Athletic Program. Bids are due back April 28, 2016.
- Public hearing date will be changed from May 4 to April 27, 2016.
- Lead Testing has been conducted at both Central School and High School. Results came back that there is no lead in the water at Central School and we should soon be getting results back from High School.

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- We looked into replacing a tree at Keyport High School with a Copper Birch that Cassola Farms has in stock for \$2,000. We are looking at less expensive alternatives.

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, 2016, 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 April 2016 in the amount of \$TBD and supplemental bills for March 2016 in the amount of \$TBD.

9.3 Motion to approve the transfer of funds for the month of March as follows:

<u>From</u>	<u>To</u>	<u>Amount</u>
11-000-240-103-02-00-000 Central Sch Prin Salary	11-000-240-800-07-00-000 Administration Prof Dues (Adj 95)	\$300.00
11-000-230-339-05-01-000 Architect/Engineer Fees	11-000-230-331-05-01-000 Legal Fees (Adj 96)	\$2,600.00
11-140-100-101-01-02-000 Gr 9-12 Teacher Salaries	11-150-100-101-11-00-000 HI Staff Sal Reg (Adj 106)	\$1,295.00

9.4 Motion to void outdated checks over six months old in accordance with board policy as follows:

<u>Check No.</u>	<u>Amount</u>
24151	\$75.00

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9.5 Motion to rescind the action taken at the March 16, 2016, meeting to approve adoption of the tentative budget 2016-2017 (Resolution 9.6)

BE IT FURTHER MOVED to approve the following resolutions:

ADOPTION OF THE TENTATIVE BUDGET
2016-2017

BE IT RESOLVED that the tentative budget be approved for the 2016-2017 School Year using the 2016-2017 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2016-2017 Total Expenditures	\$18,135,492	\$1,091,417	\$668,002	\$19,894,911
Less: Anticipated Revenues	<u>\$8,898,457</u>	<u>\$1,091,417</u>	<u>\$301,084</u>	<u>\$10,290,958</u>
Taxes to be Raised	<u>\$9,237,035</u>	<u>\$0</u>	<u>\$366,918</u>	<u>\$9,603,953</u>

And to advertise said tentative budget in the Asbury Park Press in accordance with the form required by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held in Keyport High School Room 108, New Jersey on April 27, 2016, at 7:30 p.m. for the purpose of conducting a public hearing on the budget for the 2016-2017 School Year.

Adjustment Enrollment

RESOLVED that the Keyport Board of Education includes in the proposed budget the adjustment for enrollment in the amount of \$89,680.

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The district intends to utilize this adjustment for supplies and materials necessary for the additional students.

Capital Reserve Account Withdrawal

RESOLVED that the Keyport Board of Education requests the approval a capital reserve withdrawal in the amount of \$60,000. The district intends to utilize these funds for ADA Stair Lift at the Keyport Central School.

Capital Reserve Account Withdrawal

RESOLVED that the Keyport Board of Education requests the approval a capital reserve withdrawal in the amount of \$15,000. The district intends to utilize these funds for Asphalt replacement Keyport High School.

Capital Reserve Account Withdrawal

RESOLVED that the Keyport Board of Education requests the approval a capital reserve withdrawal in the amount of \$70,000. The district intends to utilize these funds for Asphalt replacement at the Keyport Central School.

Capital Reserve Account Withdrawal

RESOLVED that the Keyport Board of Education requests the approval a capital reserve withdrawal in the amount of \$70,000. The district intends to utilize these funds for a Science Lab upgrade Keyport High School.

Capital Reserve Account Withdrawal

RESOLVED that the Keyport Board of Education requests the approval a capital reserve withdrawal in the amount of \$100,000. The district intends to utilize these funds for Plumbing upgrades at Keyport High School.

Capital Reserve Account Withdrawal

RESOLVED that the Keyport Board of Education requests the approval a capital reserve withdrawal in the amount of \$60,000. The district intends to utilize these funds for Practice Field completion at Keyport High School.

Tuition Reserve

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

Maintenance Reserve

RESOLVED that the Keyport Board of Education requests the approval a maintenance reserve withdrawal in the amount of \$95,320. The district intends to utilize these funds for maintenance expenditures in the same amount from account 11-000-261-420.

Adjustment for Debt Service

RESOLVED that the Keyport Board of Education includes in the proposed budget the transfer of funds from Fund 30 in the amount of \$94,000 to Fund 40 during the 2016-2017 budget year to pay for debt of Series 2009 Bonds.

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 \$150.00 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 and has expended \$19832.81 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 2016-2017 school year.

A motion was made to move item 9.5 by Mrs. Malinconico, seconded by Mr. Henning and carried by unanimous roll call vote of 8-0.

9.6 Motion that the Keyport Board of Education hereby approves the digital submission of the application for the 2014-2015 Safety Grant Program through the New Jersey Schools Insurance Group for the purposes described in the application, in the amount of \$2,597 for the period July 1, 2014, through June 30, 2015, program period.

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
Ioele, Bonnie	5/10/16	Administrative Assistant's Program	Mt. Laurel, NJ/91	\$79
Rapolla, Anthony	6/8/16-6/10/16	Annual NJASBO Conference	Atlantic City, NJ/103	\$498
Kamras, Josie	5/10/16	Administrative Assistant's Program	Mt. Laurel, NJ/98	\$81

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

10.2 Motion to accept the March 2016 Security Drills as follows:

School Name	Drill Type	Occupants Involved	Date & Time
Keyport High School	Lockdown Drill	All Staff & Students	March 1st @ 8:45 a.m.
Keyport High School	Fire Drill	All Staff & Students	March 24th @ 8:00 a.m.
Central School	Lockdown Drill	All Staff & Students	March 10th @ 1:30 p.m.
Central School	Fire Drill	All Staff & Students	March 21st @ 10:05 a.m.

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- 10.3 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 2016	Central	1	0
March 2016	KHS	0	0

- 10.4 Motion to approve The Community YMCA Counseling and Social Services Community Resource Grant

- 10.5 Motion to approve the following class trips:

NJHS	Food Pantry, Keyport, NJ
4th Grade Class Trip	Huber Woods & Holmdel Park, Holmdel, NJ
3rd Grade Class Trip	Six Flags Safari Jackson, NJ
7th Grade Class Trip	Statue of Liberty/Ellis Island, Jersey City, NJ
5th Grade Class Trip	Bayshore Waterfront Park, Port Monmouth
8th Grade Class Trip	Holmdel Park, Holmdel, NJ

- 10.6 Motion to approve the Keyport High School Cheerleading squad to attend “US Finals” in Warwick, Rhode Island from May 6, 2016 to May 8, 2016.

- 10.7 Motion to approve Dominick Amoroso to write the Field Experience in Health Sciences curriculum at the curriculum rate of \$35 per hour, not to exceed ten hours, or \$350.

- 10.8 Motion to approve Lisa Wallin to write the Anatomy and Physiology II curriculum at the curriculum rate of \$35 per hour, not to exceed ten hours, or \$350.

11.0 Personnel

- 11.1 Motion to approve Kyle Keelan to teach an additional period daily effective April 11, 2016, through June 17, 2016, at a rate of \$7,850 (prorated). Kyle is replacing Jean Reash.
- 11.2 Motion to approve Cynthia Deily as volunteer advisor of the “Central School Volleyball Club”.
- 11.3 Motion to accept, with regret, the retirement of Gail Lupo, Teacher Aide, effective July 1, 2016.

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12.0 Policy

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

P 2422	Health and Physical Education
P 2431	Athletic Competition
R 2431.2	Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad
P 5111	Eligibility of Resident/Nonresident Students
P 5310	Health Services
R 5310	Health Services
P 5330.01	Administration of Medical Marijuana
R 5330.01	Administration of Medical Marijuana
P 5460	High School Graduation
P 8462	Reporting Potentially Missing or Abused Children
R 8462	Reporting Potentially Missing or Abused Children
P 8550	Outstanding Food Service Charges

12.2 Motion to approve the following policies for the second reading to be attached to the minutes after the second reading:

P 0167	Public Participation in Board Meetings
P 0168	Recording Board Meetings

13.0 Old Business

14.0 New Business

Mr White would like the Board to look into student views of race and gender inequalities.

15.0 Public Participation

- Dr. Ed McNamara, 76 Maple Place, asked if User-Friendly Budget will be published. He also asked if the district received new health insurance rates yet.
- Laura Vaughn, 3 Pershing Place, asked about Honor's English Program.

16.0 Adjournment to Executive Session (TIME: 8:38 p.m.)

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- 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 13, 2016, 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: Ms. King-Cote SECOND: Mrs. Malinconico

17.0 Return to Open Session (TIME: (9:14 p.m.)

18.0 Adjournment

Upon motion by Ms. King-Cote, seconded by Mrs. Malinconico, the meeting was adjourned by unanimous voice vote at 9:15 p.m.

Respectfully Submitted,

Anthony Rapolla
Board Secretary/
Business Administrator

AR:bi