

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

1.0 Opening Procedures

- 1.1 The meeting was called to order at 7:30 p.m. by Board President Malinconico, in the Keyport High School Conference Room 108, 351 Broad Street.
- 1.2 Flag Salute – Kindergarten students performed the Pledge of Allegiance which was met with a large round of applause by the audience.
- 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(absent)	Mr. Henning
Ms. Burke(absent)	Ms. King-Cote, Vice Pres.
Ms. DeGracia(absent)	Mrs. Malinconico, President
Ms. Fox	Mrs. Panzarelli
Ms. Durkin, UB Rep.*(absent)	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

At this time, Shayna Grandon, Student Council Representative, presented to the Board of Education:

- the students of the month
- the teachers of the month and
- that the production of “A Funny Thing Happened on the Way to the Forum” will be presented by the Keyport High School Drama Club during the weekend.

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

At this time, Superintendent. Mrs. Savoia and Business Administrator, Mr. McManus facilitated budgetary discussion and priorities. The Budgetary Priorities are:

- 1) To Retain Existing Programs
- 2) To Enhance Technology Infrastructure
- 3) To complete the Rod Grant projects
- 4) To reduce dependence on Excess Surplus
- 5) To begin to replenish Reserve Accounts if possible

Following the initial discussion, Board members had an opportunity to provide direct input into the budgeting process and priorities. Examples of Board Member input include Mrs. Malinconico stating that she strongly wants follow through and completion of the Rod Grant Projects. Mr. Henning requested a review of the Rod Grant projects and requested assurance that the immediate buildings and grounds needs were met through the appropriate funding, Mr. White wanted assurances that incremental steps will be made in the development of the athletic field complex. Mr. White also requested information about the development of a long range facility plan for the district and its impact on the short and long term budget requirements of the district.

It is also noted that Mrs. Savoia pointed out the district opportunity for E-Rate Funding for Technology infrastructure.

3.0 Communications – Mrs. Savoia

- 3.1 Mr. Christopher Hicks, submitted his letter of resignation as Custodian, dated February 18, 2015, effective February 27, 2015. Resolution 10.5 under Personnel.

4.0 Public Participation – Agenda Items

Dr. Ed McNamara, Maple Place in Keyport asked the following questions:

- how long can the budget go up by 4%
- what will the impact be of less students from Union Beach
- is there a choice between fences over books
- does the district have a Substance Abuse Coordinator
- what is a Workshop Action Meeting
- what are the sports associated with motion 9.7

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5.0 Superintendent and Other Reports –

- 5.1 Superintendent’s Report – Mrs. Savoia reported on the following:
- on the status of the collective bargaining process and that further information should be available by Friday of this week
 - programs associated with the Gifted and Talented Program
 - Re-Registration
 - the Maschios’ Parent Advisory which included the complaint about the shortage of food for the students, going out to an RFP for cooking, the quality of the food, and the future of the parent advisory committee
 - the results of QSAC state monitoring was discussed

6.0 Board Secretary’s Office--At this time, Mr. McManus provided a review of the Treasurer’s Report and Board Secretary Report. Mr. McManus reviewed the financial status of the district. There were numerous questions about the transfers to be approved this evening by Board members.

- 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.

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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 CS	11-000-218-104-11-01-000	Sub Abuse Coord	31,763.00
11-000-218-104-11-00-000	Sal Guid cnsl	11-000-218-104-11-01-000	Sub Abuse Coord	300.40
11-000-219-105-11-01-000	Secretary Sal	11-000-219-104-11-02-000	LDTC 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 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 Sal	11-000-251-100-05-02-000	Sal PR Clerk	487.44
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

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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.
- 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 11, 2015	Workshop Action Meeting
March 18, 2015	Regular Action Meeting – Budget adoption for County Superintendent
April 1, 2015	Workshop Action Meeting
April 15, 2015	Regular Action Meeting
May 6, 2015	Action Meeting –Public Hearing Budget Adoption and Personnel
May 20, 2015	Regular Action Meeting – personnel

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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
October 21, 2015	Regular Action Meeting
November 4, 2015	Workshop Action Meeting
November 18, 2015	Regular Action Meeting
December 2, 2015	Workshop Action Meeting
December 16, 2015	Regular Action Meeting
January 6, 2016	Reorganization Meeting

- 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.

January 7, 2014	Compiling staffing and budgetary requests from Principals and Associated Managers
January 21, 2015	Collect Budget Requests and Begin Assembly at First Budget Look
February 4, 2015	Budget Discussion with the full Keyport Board of Education
February 18, 2015	Budget Discussion with the full Keyport Board of Education
March 11, 2015	Budget Discussion with the full Keyport Board of Education
March 18, 2015	Approval of Tentative Budget for submittal to the Monmouth County Executive Superintendent of Schools
May 6, 2015	Public Hearing and Public Budget Adoption

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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 8:30 a.m.
Keyport High School	Lockdown Drill	All staff & students	1/22/15 1:00 p.m.
Keyport Central School	Evacuation Drill	All staff & students	1/22/15 1:45 p.m.
Keyport Central School	Fire Drill	All staff & students	1/28/15 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
DISTRICT TOTAL	5	2	1	2	3

- 9.4 Motion to approve the following trips:

8th Grade Trip	Metropolitan Museum of Art, NYC
HS Lifeline Trip	Thompson Park, Middletown, NJ

- 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.

There was a motion to table item 8.1 to 8.2 by Ms. King Cote and seconded by Mrs. Panzarelli and carried by unanimous consent.

There was a motion to change items 8.11 and 8.12 to reflect a change in the meeting schedule and budget calendar to a March 11, 2015, rather than a March 4, 2015, meeting date.

There was a motion to move items 6.1 through 9.7 with the exception of 8.1 and 8.2 which were tabled, as per above, and the date change of item 8.11 and 8.12, as per above, by Mrs. Malinconico and seconded by Mr. Henning and carried by a unanimous roll call vote of 6-0.

10.0 Personnel

- 10.1 Motion to approve Marisel Kamper as an Aide to the Extendicare 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.
- 10.4 Motion to approve Spring 2015 field hours equivalent to one school day for Mrs. Laurence Gander, William Paterson University student, in the Keyport Public Schools.
- 10.5 Motion to accept, with regret, the resignation of Christopher Hicks, Custodian, effective February 27, 2015.
- 10.6 Motion to approve the following Spring 2015 Coaching Positions:

Position	Coach	Stipend
Head Softball	Henry Arlequin	\$7,709
Assistant Softball	Alissa Francisco	\$5,654

A motion was made by Ms. King Cote to move items 10.1 through 10.6 and seconded by Mrs. Panzarelli. All items were approved by a unanimous roll call vote with the exception of item of item 10.6 which was approved by a vote of 5-1 with Mr. Henning voting “no” on this matter.

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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.

A motion was made by Mr. Henning to move items 11.1 and 11.2 and seconded by Ms. King Cote and carried by a unanimous roll call vote of 6-0.

12.0 Old Business-

- Board Member Mrs. Panzarelli asked about putting a gate up at the athletic field
- Board President Mrs. Malinconico stated that Board Member Ms. Burke is currently at Mt. Sinai Hospital undergoing rehabilitation
- Ms. King Cote stated she will not be able to attend the March 11 and March 18th Board Meetings.

13.0 New Business-

Board President Mrs. Malinconico stated the importance of attendance at the March 11 and March 18 Board meetings.

14.0 Public Participation

Dr. Ed McNamara, Maple Place in Keyport asked the following questions:

- I have repeatedly asked for the October 15th count and the number of students which receive Free and Reduced and I do not understand why I cannot receive this information.
- How much time will the students need to take the PARCC test
- Can students opt out of the test
- Are there alternate polices of where a student can sit during the test
- There are bills in legislature allowing students to opt out
- Will the test have an impact on remediation

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15.0 Adjournment

- 15.1 Upon motion by Mr. White, seconded by Mr. Henning, the meeting was adjourned at 9:55 p.m. by unanimous voice vote.

Respectfully Submitted,

Edward F. McManus
Board Secretary/Business Administrator

EFM:bi