

<b>KEYPORT BOARD OF EDUCATION REGULAR MEETING      JUNE 12, 2013 MINUTES</b>
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## **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
- 1.3 Moment of Silence: John Arbeeny, father of Diane Decker, High School Teacher.
- 1.4 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.

- 1.5 Roll Call

Mr. Biagianti	Ms. King-Cote, Vice Pres.
Ms. Burke ( <b>arr. 7:47 p.m.</b> )	Ms. Knudsen
Mr. Cooper	Ms. Lloyd
Ms. Durkin, UB Rep.*	Mrs. Malinconico, President
Mr. Henning ( <b>absent</b> )	Mrs. Panzarelli

Student Council Representative: Angelina Tornetto (absent)

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

## **2.0 Presentation – Staff and Public Appreciation**

Mr. Rapolla thanked the following PTO Central School parent volunteers and presented them with a certificate:

Lizz Dinnigan	Beth Leonard	Tracy Mallon	Jessica Aumack
Liz Maher	Krista Dougherty	Bert Aumack	Dina Hunt
Robin Gallo	Annie McPeek		

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Mr. Rapolla introduced the Teachers of the Year, Ms. Romanetz and Ms. Reasch and presented them with a gift.

Mr. Waters thanked the following High School parent volunteers and presented them with a certificate:

Dan Neff	Bonnie Quigley	Nancy Jones	Tracy Gunsauls
Jennifer Kenning	Ezra Hill	Johnny Kemp	Lori Gress
Patricia Chorlton	Judy Anderson	Joe Sheridan	Kim Kutchman
Laura Vaughn	Kris Moscatiello	Gina Nasta	

### **3.0 Communications – Mrs. Savoia**

3.1. Ms. Ruth Olsvary, teacher, submitted her letter of retirement on May 28, 2013, effective August 1, 2013. Resolution 11.2 under Personnel.

### **4.0 Public Participation – Agenda Items**

### **5.0 Superintendent and Other Reports**

5.1. Superintendent’s Report – Mrs. Savoia

- Keyport High School academic awards for grades 8-12 this evening. Tomorrow the Class of 2013 will be recognized for accomplishments and scholarship awards.
- Central School will be holding Kindergarten orientation tomorrow for students new to school.
- Central School had a very successful Field Day. Field Day for Grades 6 and 7 will occur on June 14. Students in grade 5 will participate in DARE graduation on June 17.
- Jersey Cares spent the day in district on Monday. Mrs. Savoia thanked Jersey Cares and Mrs. McPeek for introducing us to the organization.
- Before/after care program sponsored by district.
- Senator Kyrillos will be a guest speaker at the graduation ceremony for the Class of 2013.
- Curriculum for Digital and Medial Literacy class will be offered next year as an elective.
- A Jump Start Program will run in August as an introduction to Kindergarten. Title I academic enrichment will be provided in July for Mathematics and Language Arts.
- ROD Grant Funding in the amount of \$425,000,000 has become available on May 30. Mrs. Savoia and Mr. McManus will be prioritizing projects and will create applications for this funding.
- One incident was reported and confirmed at Keyport High School.

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- Upcoming Events:  
Keyport High School Graduation, June 29 at 6 p.m.  
Field of Dreams, July 26 at 7 p.m.

**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:  

May 8, 2013	Workshop Meeting
May 15, 2013	Regular Meeting (as per corrections to motions 9.5, 9.8, 11.9 and 11.12)
May 22, 2013	Special Meeting
- 7.2. Motion, as per Superintendent of Schools, to reschedule June 26, 2013, adjourned board meeting to Tuesday, June 25, 2013, at 7:30 p.m.
- 7.3. Motion to cancel the previously advertised bids for the Security and Window Replacement Projects in order to substantially revise its' specifications, as per NJAC 5:34.9.3.A; NJSA 40A:11-23 and NJSA 18A:18A-21..
- 7.4. Motion to appoint Edward McManus, Board Secretary, as the Public Agency Compliance Office (P.A.C.O.) for the period July 1, 2013, through June 30, 2014, in compliance with P.L. 1975 chapter 127.
- 7.5. Motion to approve Superintendent, Mrs. Lisa Savoia, as the Keyport Board of Education representative to the Shore Center/MOESC.
- 7.6. Motion to appoint Keyport High School Principal, Mr. Michael Waters, as the Affirmative Action Officer for the period of July 1, 2013, through June 30, 2014.

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7.7. Motion to approve Anne Owens to provide Occupational Therapy at the rate of \$78 per hour, not to exceed 12 hours per week (\$936 x 32 weeks = \$29,952) for the 2013-2014 school year.

7.8. Motion to authorize the following signatures on the accounts maintained by the Board of Education:

Custodian (General) Account	President or Vice President & Secretary and <u>Superintendent</u> (3)
Salary Account	<u>President</u> (1)
Payroll Agency Account	Secretary or Superintendent & President or Vice President (2)
Cafeteria Account	President or Vice President & Secretary or Superintendent (2)
Petty Cash Account	Secretary or Superintendent & President or Vice President (2)
Athletic Account	Secretary or Superintendent & President or Vice President (2)
Student Activities Account	Secretary or Superintendent & President or Vice President (2)

7.9. Motion to authorize the following petty cash account for the 2013-2014 school year:

Board Secretary's Office (checking)	\$500
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7.10. Motion to appoint the following for the 2013-2014 school year:

504 Compliance Officer	Anthony DePasquale
District Anti-Bullying Specialist	Anthony DePasquale
District Homeless Liaison	Denise Cleveland
District Education Liaison	Denise Cleveland
Central School Education Liaison & CS Anti-Bullying Specialist	Jane Gagliano
High School Education Liaison & HS Anti-Bullying Specialist	Lindsay Meyer-Thein

7.11. Motion to adopt the Uniform Minimum Chart of Accounts for New Jersey Public Schools for the 2013-2014 school year.

7.12. Motion to approve the following resolution:

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Whereas, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

Whereas, 18A:18A-3 provides that contracts, that do not exceed the aggregate in a contract year the bid threshold (Currently \$36,000), may be awarded by the Board Secretary without advertising for bids when so authorized by board resolution, and

Whereas, 18A:18A-37,c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (Currently \$5,400) may be awarded by the Board Secretary without soliciting competitive quotations if so authorized board resolution.

Now Therefore Be It Resolved, that Edward McManus is hereby authorized to award contracts on behalf of the Keyport Board of Education that are in aggregate less than 15% of the bid threshold (Currently \$5,400) without soliciting competitive quotations, and

Be It Further Resolved, Edward McManus is hereby authorized to seek competitive quotations, when applicable and practicable and award contracts on behalf of the Keyport Board of Education when contracts in the aggregate exceed 15% of the bid threshold (Currently \$5,400) but are less than the bid threshold of \$36,000 and make purchases via State contracts.

- 7.13. Motion to appoint Edward McManus as Custodian of Records for Keyport Public Schools for the school year 2013-2014.
- 7.14. Motion to approve the following resolution regarding Public Information:

Whereas, public documents must be provided to persons upon request and upon prepayment of a reasonable fee; and

Whereas, requests for public documents may be made on an annual basis and are renewable after each organization meeting and expire at the following organization meeting of the Board;

Now Therefore Be It Resolved, that a reasonable fee of \$.05 per 8.5" x 11" page and \$.07 per 8.5" x 14" page, plus postage be established for public documents and that this fee be prepaid and the request be made in writing, forty-eight (48) hours in advance.

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Be It Further Resolved that this resolution places such fee schedules in effect until the next organization meeting of the Board of Education or until modified by Board Policy.

- 7.15. Motion to approve student representation at the Regular Meetings of the Keyport Board of Education.
- 7.16. Motion to approve Kenneth Krohe as follows for the 2013-2014 school year:
- Integrated Pest Management Coordinator
  - Asbestos Management Officer
  - Air Quality Designee
  - Chemical Hygiene Officer
  - Right to Know Officer
  - Health and Safety Designee
- 7.17. Motion to appoint Edward McManus as the Board Secretary for the school year 2013-2014.
- 7.18. Motion to approve the following Tax Sheltered Annuity Providers for the 2013-2014 school year:
- |                    |          |
|--------------------|----------|
| Equitable          | Siracusa |
| Lincoln Investment | Valic    |
| Met Life           | Vanguard |
- 7.19. Motion to appoint the firm Tokarski and Milleman Architects, LLC, Brick, New Jersey, to provide necessary professional architectural services required by the Keyport Board of Education for the period July 1, 2013, through June 30, 2014, at a cost of \$175 per hour.
- This contract is awarded without competitive bids as a professional service under the provisions of the Local Public Contracts Law because such law permits agreements for such service without bidding.
- 7.20. Motion to approve G. R. Murray Insurance as Broker of Record for worker's compensation and commercial liability coverage for 2013-2014 school year.
- 7.21. Motion to adopt Robert's Rules of Order as the parliamentary procedures to be followed by the Board.
- 7.22. Motion to approve workshops, conferences, meetings, and seminars for the 2013-2014 school year for staff members, contingent upon the event having a registration fee not to exceed \$150, having been deemed

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appropriate and having received approval by the Superintendent/Business Administrator and/or his/her designee.

- 7.23. Motion to approve reimbursement of hotel rates for a standard hotel room in excess of the guidelines if the hotel is part of a convention site and has received approval by the Superintendent/Business Administrator and/or his/her designee.
- 7.24. Motion to approve the attendance of Keyport Board of Education Members at conferences, meetings, and seminars sponsored by the Monmouth County School Boards Association and New Jersey School Boards Association and for which the registration fee does not exceed \$150. Reimbursement will be provided for incurred expenses.
- 7.25. Motion to approve reimbursement of travel expenditures, in accordance with N.J.A.C. 6A:23B-1.2(b), for the 2013-2014 school year, for all staff and board members for an amount not to exceed \$25,000.
- 7.26. Motion to authorize all regular business travel for the Superintendent and School Business Administrator or their designees for the 2013-2014 school year, at a cost not to exceed \$1,500 annually per person.
- 7.27. Motion to authorize Business Administrator to sell Solar Renewable Energy Credits (SRECs) on the open spot market effective July 1, 2013, through June 30, 2014.
- 7.28. Motion to approve the following:

**RESOLUTION PROVIDING FOR A SPECIAL SCHOOL DISTRICT  
ELECTION TO BE HELD ON SEPTEMBER 24, 2013, FOR  
CONSIDERATION OF A BOND PROPOSAL BY THE LEGALLY  
QUALIFIED VOTERS OF THE SCHOOL DISTRICT**

**BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE  
BOROUGH OF KEYPORT IN THE COUNTY OF MONMOUTH, NEW  
JERSEY (not less than a majority of the full membership of the Board  
concurring) AS FOLLOWS:**

- 1. It is hereby determined that a bond proposal shall be submitted for voter approval at a special school district election to be held on September 24, 2013, between the hours of 2:00 p.m. and 9:00 p.m. as permitted and required by law. The form of the proposal shall read substantially as follows:

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PROPOSAL

The Board of Education of the Borough of Keyport in the County of Monmouth, New Jersey is authorized to undertake the following improvements at the Keyport High School's athletic field complex: install synthetic athletic fields to accommodate several sports; refurbish the existing bleachers and concession stand; construct new storage facilities; and install new lighting and fencing. It is also authorized to appropriate \$4,959,937 for such improvements and issue bonds of the School District in the amount of \$4,959,937. The proposed improvements include \$4,959,937 for school facility construction elements in addition to the facilities efficiency standards developed by the Commissioner of Education that are not otherwise eligible for State support pursuant to N.J.S.A. 18A:7G-5(g).

2. This Board of Education hereby approves and adopts the proposal set forth above and, subject to the approval of the legal voters of the school district, hereby determines to carry out the improvements described therein (the "Project").

3. This Board of Education hereby acknowledges and confirms that in accordance with N.J.S.A. 18A:24-16 and 18A:24-17 a supplemental debt statement has been prepared by the chief financial officer of the Borough of Keyport, being the only municipality comprised within the school district, giving effect to the proposed authorization of bonds of the school district in the maximum amount of bonds authorized in the proposal. The supplemental debt statement has been filed in the office of the Clerk of the Borough of Keyport and in the office of the Business Administrator/Board Secretary of this Board of Education prior to the final adoption of the proposal and will be filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs prior to the date of the special election.

4. The Business Administrator/Board Secretary is hereby authorized and directed to send a certified copy of the proposal to the County Clerk as required by N.J.S.A. 19:60-2, to request the County Clerk to submit the proposal to the voters at the special school district election and to seek the assistance of the county officials and Borough Clerk in conducting the special school district election.

5. Tokarski Millemann Architects, the School District's appointed architect for the Project, has heretofore been and is hereby authorized and delegated the responsibility to prepare the plans and specifications for the Project in consultation with and under the supervision of the Business Administrator/Board Secretary, in accordance with the requirements of N.J.S.A. 18A:18A-16.



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6. The Board President, the Superintendent of Schools, the Business Administrator/Board Secretary, the Project Architect, Bond Counsel and other appropriate representatives of the Board of Education (the "Board Representatives") have heretofore been and are hereby authorized to submit any educational plans to the extent required and the schematic plans for the Project, and such other information as may be required, to the State Department of Education for approval and to make application to the Commissioner of Education for approval of such plans and the Project as an "other capital project" and, if necessary, any required amendment to the long-range facilities plan, in accordance with the requirements of N.J.A.C. 6A:26-3.1, N.J.A.C. 6A:26-3.12, N.J.A.C. 6A:26-2.3 and 6A:26-2.1(f).

7. The Board Representatives have heretofore been and are hereby further authorized and directed to submit the plans and any other required information to the Planning Board and the Department of Environmental Protection for review and comment, if necessary.

8. The Board Representatives are hereby authorized to take all steps necessary to implement this resolution. The Business Administrator/Board Secretary is further authorized to act on behalf of the Board of Education to make such determinations required of the Board of Education for the conduct of the election as may become necessary.

9. Any actions taken prior to the adoption of this resolution and authorized herein are hereby ratified.

10. This resolution shall take effect immediately.  
The foregoing resolution was adopted by the following vote:

AYES:

Mr. Biagiante	Ms. King-Cote, Vice Pres.
Ms. Burke	Ms. Knudsen
Mr. Cooper	Ms. Lloyd
Ms. Durkin, UB Rep.*	Mrs. Malinconico, President
	Mrs. Panzarelli

NAYS: None

- 7.29. Motion to approve a Coordinated Transportation Contract between the Keyport Board of Education and MOESC from July 1, 2013, through June 30, 2018.

Motion to approve 7.1 to 9.16 was made by Mr. Biagiante, seconded by Mrs. Panzarelli.

On a roll call, eight (8) members voted yes.

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

8.1 Facilities Update

8.2 Use of Facilities

8.2.1. Motion to approve request from Gatsby’s Florist & Gifts to use the outside grounds/front lawn of the High School on June 19, 2013, from 1 p.m. to 6 p.m. to sell floral bouquets for graduation. The Key Club will receive \$1 from every bouquet sold.

8.2.2. Motion to approve request from Restore the Bayshore to use the High School Gymnasium on October 19, 2013, from 4 p.m. to 11 p.m. to hold a pro-wrestling fundraiser performed by Coastal Pro-Wrestling and hosted by Restore the Bayshore.

(Insurance certificate to be submitted)

Motion to approve 7.1 to 9.16 was made by Mr. Biagianti, seconded by Mrs. Panzarelli.

On a roll call, eight (8) members voted yes.

**9.0 Finance**

9.1 Secretary’s Report

9.1.1 Financial Information:

Cafeteria Report, April	\$9,876.26
Year to date	\$9,319.13

9.2 Motion to approve bills for the month of June 2013 in the amount of \$515,546.18 and supplemental bills for May in the amount of \$878.46.

9.3 Motion to approve the transfer of funds as follows:

Description	H_NO	Acct #	Trans Amt	Date	Trans Desc	Acct Desc
APPR ADJ	000087	11-190-100-610-01-12-000	8,000.00	05/16/2013	Adj-CuApp	HIGH SCH SCI EQUIP SUPPL
APPR ADJ	000087	11-190-100-640-01-00-000	-8,000.00	05/16/2013	Adj-CuApp	HIGH SCH TEXTBOOKS
APPR ADJ	000087	11-190-100-610-02-17-000	3,818.65	05/16/2013	Adj-CuApp	CENTRAL SCH TECH SUPPL
APPR ADJ	000087	11-000-222-300-07-01-000	-1,500.00	05/16/2013	Adj-CuApp	AV REPAIRS
APPR ADJ	000087	11-000-222-600-02-00-000	-1,118.65	05/16/2013	Adj-CuApp	CENT SCH AV SUPPLIES
APPR ADJ	000087	11-190-100-610-02-13-000	-1,200.00	05/16/2013	Adj-CuApp	CENT SCH SCIENCE SUPPL

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APPR ADJ	000088	11-110-100-101-02-00-000	900.00	05/15/2013	Adj-CuApp	PRE K/KIND SUB SALARIES
APPR ADJ	000088	11-110-100-101-02-03-000	-900.00	05/15/2013	Adj-CuApp	PRE K/KIND DETENTION
APPR ADJ	000088	11-120-100-101-02-00-000	7,000.00	05/15/2013	Adj-CuApp	GR 1-5 SUB SALARIES
APPR ADJ	000088	11-120-100-101-02-02-000	-7,000.00	05/15/2013	Adj-CuApp	GR 1-5 TEACHER SALARIES
APPR ADJ	000088	11-130-100-101-02-00-000	1,700.00	05/15/2013	Adj-CuApp	GR 6-8 SUB SALARIES
APPR ADJ	000088	11-130-100-101-02-01-000	-1,700.00	05/15/2013	Adj-CuApp	GR 6-8 CLASS COVERAGE
APPR ADJ	000088	11-140-100-101-01-00-000	6,000.00	05/15/2013	Adj-CuApp	GR 9-12 SUB SALARIES
APPR ADJ	000088	11-140-100-101-01-01-000	-6,000.00	05/15/2013	Adj-CuApp	GR 9-12 CLASS COVERAGE
APPR ADJ	000089	20-218-100-600-00-00-000	25,506.00	05/23/2013	Adj-CuApp	PS SUPPLIES & MATERIALS
APPR ADJ	000089	20-218-100-101-11-00-000	25,506.00	05/23/2013	Adj-CuApp	PRE SCH TCHR SALARY
APPR ADJ	000090	11-000-261-100-11-00-000	2,000.00	05/31/2013	Adj-CuApp	MAINTENENCE OVERTIME
APPR ADJ	000090	11-000-261-100-11-01-000	-2,000.00	05/31/2013	Adj-CuApp	MAINTENANCE SALARIES
APPR ADJ	000090	11-000-262-100-01-03-000	1,000.00	05/31/2013	Adj-CuApp	H.S. CUST. SUBS
APPR ADJ	000090	11-000-262-100-02-03-000	-1,000.00	05/31/2013	Adj-CuApp	C.S. CUST SUBS
APPR ADJ	000090	11-120-100-101-02-05-000	50.00	05/31/2013	Adj-CuApp	BREAKFAST MONITOR
APPR ADJ	000090	11-120-100-101-02-06-000	-50.00	05/31/2013	Adj-CuApp	CS BEFORE & AFTER SCHOOL
APPR ADJ	000091	11-000-240-610-01-02-000	300.00	05/31/2013	Adj-CuApp	HIGH SCH OFFICE SUPPLIES
APPR ADJ	000091	11-190-100-610-01-12-000	-300.00	05/31/2013	Adj-CuApp	HIGH SCH SCI EQUIP SUPPL
APPR ADJ	000092	11-000-100-563-08-00-000	5,000.00	05/31/2013	Adj-CuApp	TUITN MON CTY VOC REG
APPR ADJ	000092	11-000-100-564-08-00-000	8,000.00	05/31/2013	Adj-CuApp	TUITN MON CTY VOC SPEC
APPR ADJ	000092	11-000-100-562-08-00-000	13,000.00	05/31/2013	Adj-CuApp	TUITION LEA IN STATE SPC
APPR ADJ	000093	11-000-270-518-11-01-000	55,000.00	05/31/2013	Adj-CuApp	CONTRACTED SPECIAL JOINT
APPR ADJ	000093	11-000-270-514-11-00-000	55,000.00	05/31/2013	Adj-CuApp	CONT SERVICE SPECIAL ED
APPR ADJ	000094	11-000-251-890-05-00-000	600.00	05/31/2013	Adj-CuApp	BUSINESS OFFC MISC EXP
APPR ADJ	000094	11-000-251-890-11-00-000	-600.00	05/31/2013	Adj-CuApp	BUSINESS ADM TRAVEL
			<b>0.00</b>			

- 9.4 Motion to approve the contract with Maschio's Food Service Inc., Flanders, NJ to operate the Food Service Program for Keyport Public Schools for the 2013-2014 school year on a flat management-fee basis. The Local Education Agency shall pay Maschio's an annual management fee in the amount of \$11,170. The management fee shall be payable in monthly installments of \$1,117 per month commencing on September 1, 2013, and ending on June 30, 2014.

Mascio's guarantees a return to the Local Education Agency in the amount of \$25,000. In the event the actual bottom line of the operational report (total revenue from all sources less program costs, including the management fee) is below this amount, Maschio's shall be responsible for any shortfall.

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- 9.5 Motion to approve the breakfast and lunch prices for the school year 2013-2014 as follows:

	<u>Paid</u>	<u>Reduced</u>
High School Lunch	\$2.35 (\$2.25)	\$.40
Central School Lunch	\$2.25 (\$2.15)	\$.40
H. S. & C.S. Breakfast	\$1.10 (\$ 1.00)	
Snack Milk	.30	
Adult Lunch both Schools	\$2.75	
Adult Breakfast both Schools	\$2.20	

- 9.6 Motion to approve a service agreement with Johnson Controls for the 2013-2014 school year to service pneumatic controls, and heating computer at a cost of \$46,843 (11-000-261-420-11-02-000).

This contract is awarded without competitive bids as a professional service under the provisions of the Local Public Contracts Law because such law permits agreements for such service without bidding.

- 9.7 Motion to approve the attendance of the Keyport Board of Education, as well as Superintendent Lisa Savoia and Business Administrator Edward McManus at the NJSBA Workshop 2013. Workshop is scheduled for October 22, 2013, through October 24, 2013, for a total group registration cost of \$1,000. Lodging to be at convention affiliated hotel at \$96 per night. Total actual number of lodging nights is yet to be determined. Travel and meal reimbursement to adhere to current travel legislation.

- 9.8 Motion to approve a contract between the Keyport Board of Education and Source4Teachers, LLC for the 2013-2014 school year to provide substitute teachers as needed. Daily rate: \$137.97 full day and \$72.20 half day and one time technology fee - \$500.

- 9.9 Motion to approve Brown and Brown, Inc., Lambertville, NJ as Broker of Record for Employee Insurance for the 2013-2014 school year in accordance with the following schedule:

<u>Medical</u>	<u>Carrier</u>	<u>Cost/Month</u>
Single	Horizon	612.94
Husband/Wife	Horizon	1,407.49
Family	Horizon	1,645.24
Parent/Child	Horizon	941.54

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<u>Prescription</u>	<u>Carrier</u>	<u>Cost/Month</u>
Single	Horizon	210.15
Husband/Wife	Horizon	472.86
Family	Horizon	525.43
Parent/Child	Horizon	294.21

<u>Dental</u>	<u>Carrier</u>	<u>Cost/Month</u>
One Party	Delta Dental	42.43
Two Party	Delta Dental	110.65
Three Party	Delta Dental	110.65

<u>Vision</u>	<u>Carrier</u>	<u>Cost/Month</u>
All categories	United Health	19.13

<u>Long-Term Disability</u>	<u>Carrier</u>	<u>Cost/Month</u>
Base Rate	UNUM	4.22

9.10 Motion to approve Rutgers Douglass Outreach Services for consultation services to Preschool Disabled Class for a total of 6 hours per month at the rate of \$150 per hour, not to exceed \$900 per month from May 1, 2013, through June 30, 2013, for a total cost of \$1,800 (plus mileage and tolls).

9.11 Motion to approve Rutgers Douglass Outreach Services for consultation services to Preschool Disabled Class for a total of 6 hours per month at the rate of \$150 per hour, not to exceed \$900 (plus mileage and tolls) for July 1, 2013, through July 31, 2013.

9.12 Motion to approve a contract between Centris Group / IEP Direct-New Jersey and Keyport Board of Education for web-based Special Education management software, effective July 1, 2013, through June 30, 2014, at the initial cost of \$18,568.64. (Funding from IDEA).

9.13 Motion to approve agreement with Penn Center Systems Mealsplus Food Service Management Software at a total cost up to \$6,985 for 2013-2014. (To be funded through the Cafeteria Enterprise Fund).

MealsPlus Free & Reduced Software & One Day of On-site Training	\$3,290
MealsPlus Annual Free & Reduced District Software Support	\$695
MealsPlus Database Hosting	\$3,000

9.14 Motion to approve the following transfer of unexpended appropriations and/or excess revenue to reserve:

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Whereas, NJSA 18A21-2 and NJSA 18A 7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end and,

Whereas, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

Whereas, the Keyport Board of Education wishes to deposit anticipated excess revenues and/or unexpended appropriations into a Maintenance Reserve account at year end, and

Whereas, the Keyport Board of Education has determined that up to \$636,081 is available for such purpose to transfer,

Now therefore, be it resolved by the Keyport Board of Education that it hereby authorizes the District's School Business Administrator to establish this account if necessary and make this transfer consistent with all applicable laws and regulations.

- 9.15 Motion to approve the following transfer of unexpended appropriations and/or excess revenue to reserve:

Whereas, NJSA 18A21-2 and NJSA 18A 7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end and,

Whereas, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

Whereas, the Keyport Board of Education wishes to deposit anticipated excess revenues and/or unexpended appropriations into a Capital Reserve account at year end, and

Whereas, the Keyport Board of Education has determined that up to \$250,000 is available for such purpose to transfer,

Now therefore, be it resolved by the Keyport Board of Education that it hereby authorizes the District's School Business Administrator to establish this account if necessary and make this transfer consistent with all applicable laws and regulations.

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9.16 Motion to approve an agreement with Frontline Technologies, Inc. to provide Keyport School District with a subscription to use Frontline’s employee replacement system (“Aesop”) for the 2013-2014 school year for substitute teachers. The annual cost will be \$5,285.

Motion to approve 7.1 to 9.16 was made by Mr. Biagianti, seconded by Mrs. Panzarelli.

On a roll call, eight (8) members voted yes.

## 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
Savoia, Lisa	6/26/13-6/30/13	Collaborative Learning, Inc. National Convention on College & Career Readiness & CCSS	Orlando, FL	\$1,745.80

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

10.2 Motion to approve the following Interdistrict Public School Choice Program Act of 2010 18A:36B

WHEREAS, the Interdistrict School Choice Program (N.J.S.A. 18A:36B-14-24) was signed into law by Governor Christie on September 10, 2010, and commenced with the 2011-12 school year, and

WHEREAS, the program is designed to increase educational opportunities for students and their families by providing students with the option of attending a public school outside their district of residence without cost to their parents, and

WHEREAS, students will be able to choose to go to a school outside their district of residence if the selected school is participating in the choice program, and

WHEREAS, the district of residence shall not prevent or discourage its students from participating in the Interdistrict School Choice Program,

WHEREAS, pursuant to N.J.S.A. 18A:36B-8a(1) and subject to approval of the Commissioner of Education, the board of education of the district of residence may limit the number of its district students allowed to

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participate in the choice program by adopting a resolution, to do the following:

Restrict enrollment of its students in a choice district to a maximum of 10 percent of the number of students per grade level per year in the sending district and

1. Restrict enrollment of its students in a choice districts to a maximum of 15 percent of the total number of students enrolled in the sending district. (N.J.S.A. 8a (2) and,

WHEREAS, the calculation of enrollment of the district of residence must be based on the October ASSA and the method to be used in calculating enrollment is described in N.J.S.A. 18A:36B-8b (3), and

WHEREAS, in the event a district adopts any resolution restricting the enrollment of its students in choice districts and student requests for participation exceed the limits set by the district of residence, the district must conduct a lottery.

NOW THEREFORE, BE IT RESOLVED that, upon the recommendation of the Superintendent of Schools, the Keyport Board of Education in the County of Monmouth, New Jersey adopts for the academic year 2013-2014, a 10% percent cap by grade and a 15% percent cap by sending district in the number of students that may opt to attend a district of choice,

BE IT FURTHER RESOLVED that the Superintendent is authorized and directed to establish and conduct a lottery if the number of interested students exceeds this ten percent limit in any grade and fifteen percent limit by sending district.

- 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>
May 2013	Central	2	1
May 2013	KHS	10	3

- 10.4 Motion to accept the May 2013 Security Drill Report as follows:

May 2013

<u>School Name</u>	<u>Drill Type</u>	<u>Occupants Involved</u>	<u>Date &amp; Time</u>
KHS	Fire Drill	All staff and students	5/9/13, 1:00 p.m.
KHS	Evacuation Drill	All staff and students	5/16/13, 9:30 a.m.
Central	Lock Down	All staff and students	5/23/13, 10:05 a.m.
Central	Fire Drill	All staff and students	5/24/13, 11:30 a.m.



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- 10.5 Motion to rescind the action (resolution 10.7) taken at the May 15, 2013, meeting approving the Keyport Kids Club, LLC contract for the 2013-2014 school year.
- 10.6 Motion to approve a District Before and After Care Program for the 2013-2014 school year (to be paid from Enterprise Fund 64).
- 10.7 Motion to approve the 2013-2016 Technology Plan (Attachment).
- 10.8 Motion to approve the following curriculum writing positions for the 2013-2014 school year, not to exceed 10 hours:

Kindergarten ELA	3rd grade Math	7th Grade ELA
Kindergarten Math	4th Grade ELA	7th Grade Math
1st grade ELA	4th Grade Math	8th Grade ELA
1st grade Math	5th Grade ELA	8th Grade Math
2nd grade ELA	5th Grade Math	English I-IV
2nd grade Math	6th Grade ELA	HS Math
3rd grade ELA	6th Grade Math	6-8 Digital and Media Literacy

- 10.9 Motion to approve the 2013-2014 Course Offerings (Attachment).
- 10.10 Motion to approve the purchase and implementation of the Journeys K-5 Reading Program, for the 2013-2014 academic year, at the price of \$78,974.07.
- 10.11 Motion to approve the purchase and implementation of the Pearson ELA Common Core 6-8 Program, for the 2013-2014 academic year, at the price of \$21,967.00.
- 10.12 Motion to approve the implementation of the 2013-2014 District Professional Development Plan (Attachment).
- 10.13 Motion to approve the revised calendar for the 2012-2013 school year.

Motion to approve 10.1 to 10.13 was made by Ms. King-Cote, seconded by Mr. Biagianti.

On a roll call, eight (8) members voted yes.

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**11.0 Personnel**

- 11.1 Motion to rescind the existing contract of Ms. Lisa Savoia, Superintendent of Schools, as of June 30, 2013, and

Be It Further Moved, to approve a three-year contract for Mrs. Lisa Savoia, Superintendent of Schools for school years 2013-2016 (approved as written by the NJDOE Monmouth County Superintendent of Schools, Mr. Joseph Passiment, Jr.).

- 11.2 Motion to approve, with regret, the retirement of Ruth Olsvary, Central School Teacher, effective August 1, 2013.

- 11.3 Motion to approve Nicole Goldsmith, CS Gifted and Talented Teacher, to teach a 7<sup>th</sup> period per day for the 2013-2014 school year at the rate of \$6,665 per year.

- 11.4 Motion to approve the following aides and paraprofessionals for the 2013-2014 school year:

<u>AIDES</u>	<u>SPECIAL EDUCATION</u>	<u>SALARY</u>
Card, Russell	Kindergarten/ICS	\$16,106
Clowney, Pauline	Personal Aide/KHS	\$16,106
De Vincenzo, Nancy	P/T / KCS	\$ 9,209
Stumpf, Charlene	Personal Aide/KCS	\$16,106
Leonard, Jean	P/T-KCS	\$ 9,209
Rodriguez, Amy	P/T-KCS	\$ 9,209

<u>AIDES</u>	<u>KINDERGARTEN</u>	<u>SALARY</u>
Martin, Heidi	P/T Aide, K/KCS	\$ 9,209
Beletta, Deborah	P/T Aide, K/KCS	<b>\$ 9,209</b>
Schanck, Nancy	P/T Aide, K/KCS	<b>\$9,209</b>

<u>AIDES</u>	<u>PRE-K</u>	<u>SALARY</u>
Kamper, Marisel	Aide PK/KCS	\$16,106
Gonzalez, Eileen	Aide PK/KCS	\$16,106
Gail, Lupo	Aide PK/KCS	\$16,106
Morales, Jasmine	Aide PK/KCS	\$16,106
Lagarra, Melissa	P/T Aide, PK/KCS	\$ 9,209
Mead, Victoria	P/T Aide, PK/KCS	\$ 9,209
Stazzone, Jacquelyn	Library/CS	\$16,106
Peterson, Larry	Library/KHS	\$19,143

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<u>PARAPROFESSIONALS</u>	<u>LOCATION</u>	<u>SALARY</u>
Osterman, Patricia	KCS	\$20,113
Wojewodzki, Victoria	KCS	\$20,113

- 11.5 Motion to approve the following Keyport High School Stipend Positions for the 2013-2014 school year:

POSITION	NAME	STIPEND
Key Notes Advisor	Michelle Cannizarro	\$1,397
	Dawn Racioppi	\$1,397
Student Council Advisor	Jean Reash	\$2,267
National Honor Society Advisor	Ann Murray	\$2,267
Yearbook Advisor	Dawn Racioppi	\$3,187
Life Line Advisor	Jennifer Rojas	\$1,283
Drama Club Advisor	Christine Cowen	\$2,267
Assistant Drama Club Advisor	Lisa Wallin	\$1,620
TV Club Advisor	Andrew Lois	\$1,170
TV Cable Station Manager	Chris Gander	\$1,170
Key Club Advisor	Lisa Wallin	\$2,267
Art Club Advisor	Diane Decker	\$758
I&RS Members	John Paczkowski	\$1,034
	Terri Fegler	\$1,034
	James Wesley	\$1,034
	Erica Wesley	Volunteer
Breakfast Monitor	Sal Principe	\$10/half hour
Detention Monitors	James Wesley	\$20/hour
	Kyle Keelen	\$20/hour
	John Paczkowski	\$20/hour
	Erica Wesley	\$20/hour
	Jennifer Rojas	\$20/hour
Class of 2014 (Senior) Advisor	Jennifer Sproat	\$2,924
Class of 2015 (Junior) Advisor		\$2,532
Class of 2016 (Sophomore) Advisor	James Wesley	\$1,834
Class of 2017 (Freshman) Advisor	Kyle Keelen	\$1,574
Literacy Magazine (Newspaper)	Christina Egan	\$2,182
Band Advisor	Tiffani Slattery	\$5,239

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- 11.6 Motion to approve the following Fall Athletic Coaches, Per Diem Assignments and Volunteers for the 2013-2014 school year:

Fall Athletic Coaches 2013-2014

<u>POSITION</u>	<u>NAME</u>	<u>STIPEND</u>
Baseball, Assistant	Tom Evancho	\$5,654
Baseball, CS	James Wesley	5,535
Baseball, HS	Kyle Keelen	7,709
Basketball, Assistant (B)	Shaun Lyons	5,924
Basketball, CS (B)	Robert Stetz	5,535
Basketball, HS (B)	Phil Recco	8,071
Basketball, Assistant (G)	Staci Minuskin	5,924
Basketball, CS (G)	Amy Ullrich	5,535
Basketball, HS (G)	Deboney Braithwaite	8,071
Bowling	Sal Principe	5,449
Cheerleading, Assistant	Cerelle White	4,867
Cheerleading, CS	Vanessa Sisk	4,676
Cheerleading, HS	Nicole Gamache	6,934
Cross Country, HS	Kate Medero	6,270
Field Hockey, Assistant	Deboney Braithwaite	5,654
Field Hockey, HS	Sal Principe	7,709
Field Hockey, CS	Valerie Rogers	5,535
Football, Assistant	John Paczkowski	6,022
Football, Assistant	Nick Christathakis	6,022
Football, Assistant	Pete Miller	6,022
Football, Assistant	Steve Bower	6,022
Football, Assistant	Dominick Amoroso	6,022
Football	Mike Ciccotelli	8,322
Soccer, CS (Boys)	Amy Ullrich	5,535
Soccer, CS (Girls)	Jeanne Cataldo	5,535
Soccer, HS	Jen Rojas	5,535
Softball, Assistant	Phil Recco	5,654
Softball, CS	Staci Minuskin	\$5,535
Softball, HS	Amy Ullrich	7,709
Track, Assistant	Nick Christathakis	5,380
Track	Deboney Braithwaite	7,007
Volleyball, HS	Steve Galgon	5,535
Wrestling, CS	Albert Smith	5,535
Wrestling	Steve Bower	7,495
Fitness Center Supervisor 1 <sup>st</sup> Semester	Tom Evancho	1,600
Adult Fitness Center Supervisor 1 <sup>st</sup> Semester	Andrea Walsh	1,600
Fitness Center Supervisor		

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2 <sup>nd</sup> Semester	Dominick Amoroso	1,600
Adult Fitness Center Supervisor 2 <sup>nd</sup> Semester	Andrea Walsh	1,600
Summer Fitness Center Supervisor	Mike Ciccotelli	1,600

Per Diem Athletic Assignments 2013-2014

POSITION	NAME	RATE PER EVENT
<u>Fall</u>		
Football Announcer	James Wesley	52.50
Crowd Control/Chain Crew	James Wesley	52.50 50.00
Crowd Control/Chain Crew	Phil Recco	52.50 50.00
Crowd Control/Chain Crew	Larry Peterson	52.50 50.00
Crowd Control/Chain Crew	Shaun Lyons	52.50 50.00
Crowd Control	Barrett Oxley	52.50
Ticket Taker	Michelle Cannizzarro	52.50
Ticket Taker	Mike Cannizzarro	52.50
Clock Field Hockey	Staci Minuskin	35.00
Trainer	Dominic Amoroso Marleen Perez	As Per Contract
<u>Winter</u>		
Crowd Control	James Wesley	35.00
Crowd Control	Nick Christathakis	35.00
Crowd Control Cs	Val Rogers	52.50
Clock Basketball/Wrestling	Barrett Oxley Tom Evancho	35.00
Clock CS Basketball	Pete Miller Jeanne Cataldo Tom Evancho	52.50
Ticket Taker	Michelle Cannizzarro	35.00
Trainer	Dominic Amoroso Marleen Perez	As Per Contract

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Athletic Volunteers 2013-2014

Football	Efrain Cabrera
Football	Ezra Hill
Football	Brian Brady
Football	John Kemp
Football	Jay Graham
Football	Jimmy Maguire
Cheerleading	Courtney Strang
Soccer	Phil Recco
Bowling	Paul Peacock
Basketball	Larry Peterson
Basketball	Jimmy Maguire
Basketball	Kyle Keelen
Basketball	Pete Miller
Softball	Brittany Morgan
Baseball	Shaun Lyons
Baseball	Jordan Edwards
Baseball	Jimmy Maguire
Baseball	Christian Belmonte

- 11.7 Motion to approve 2013-2014 Keyport High School and Central School Athletic Schedules on file in the Board Office.
- 11.8 Motion to approve Kimberly Finch to work the ESL Parent Class at Central School for four hours at the rate of \$35 per hour, not to exceed \$140.
- 11.9 Motion to approve Nicole Hamel to work the Literacy Enrichment Class for four hours at the rate of \$35 per hour, not to exceed \$140.
- 11.10 Motion to approve an ESL teacher to work four hours, at the rate of \$35 per hour, to screen the incoming Kindergarten students, not to exceed \$140.
- 11.11 Motion to approve Lesley Guttman and Allison DeLucca for four hours, at the rate of \$35 per hour, to screen the incoming Kindergarten students, not to exceed \$140.
- 11.12 Motion to approve the following teachers to work the Title I Summer Program at Central School from July 8 to July 18, 2013:

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Not to Exceed</u>
Allison DeLucca	Teacher	32	\$35	\$1,200
Lesley Guttman	Teacher	32	\$35	\$1,200
Amanda Andrews	Teacher	32	\$35	\$1,200
Michelle Lehman	Teacher	32	\$35	\$1,200
Stephen Slater	Teacher	32	\$35	\$1,200
Lori Kernan	Substitute Teacher		\$35	

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- 11.13 Motion to approve the following teachers to work the Enrichment Program at Keyport High School from July 8 to July 18, 2013:

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Not to Exceed</u>
Christina Egan	Teacher	32	\$35	\$1,200
Erica Wesley	Teacher	32	\$35	\$1,200
Krista Anderson	Teacher	32	\$35	\$1,200
Lori Kernan	Substitute Teacher		\$35	

- 11.14 Motion to approve the following teachers to work the ESL Summer Program at Keyport Central School from July 8 to July 18, 2013:

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Not to Exceed</u>
Nicole Hamel	Teacher	32	\$35	\$1,200
Kimberly Finch	Teacher	32	\$35	\$1,200
Cynthia DiNardi	Teacher	32	\$35	\$1,200
Lori Kernan	Substitute Teacher		\$35	

- 11.15 Motion to rescind the action (resolution 11.9) taken at the May 15, 2013, meeting and adjust the salary and step for Laura Godlesky, Language Arts Supervisor, from \$90,595, Step 2 to \$93,800, Step 3 for the 2013-2014 school year.

- 11.16 Motion to approve the following teachers to work the Central School summer school for the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades:

<u>Name</u>	<u>Position*</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Not to Exceed</u>
Grace Gramalgia	Teacher	44	\$35	\$1,540
Doug Chudzik	Teacher	44	\$35	\$1,540
Stephen Galgon	Teacher	44	\$35	\$1,540
James Wesley	Substitute Teacher		\$35	

\* All positions are pending student enrollment.

- 11.17 Motion to approve the following Central School Stipend Positions for the 2013-2014 school year:

<u>POSITION</u>	<u>NAME</u>	<u>STIPEND</u>
8 <sup>th</sup> Grade Advisor	Judy Zdanewicz	\$1,792
Art Club Advisor	Ashley Forsyth	\$758
Board Games Advisor	TBD	\$737
Book Club Advisor	Jeanne Cataldo	\$737
Breakfast Monitors	Jeanne Cataldo Kelly Schmidt Andrea Walsh	\$20 per hour

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Breakfast Monitor Substitutes	Rob Stetz Lauren Lloyd Marie DeNardo	\$20 per hour
Chess Club Advisor	Doug Chudzik	\$950
CS Drama Club	TBD	\$1,236
Detention Monitors	Doug Chudzik Marie DeNardo	\$20 per hour
Detention Monitor Substitutes	Peter Miller Brian Brady Staci Minuskin	\$20 per hour
Environmental Club Advisor	Doug Chudzik	\$739
Gym Monitors	Peter Miller Staci Minuskin Cassandra Murphy	\$20 per hour
Gym Monitor Substitutes	Rob Stetz Lauren Lloyd Marie DeNardo	\$20 per hour
I&RS Advisors	Nicole Goldsmith Lori Kernan Michelle Santoro	\$1,034
Student Council Advisor	Valerie Rogers	\$2,267
CS Yearbook Advisor	Lauren Lloyd	\$1,150
Choral Director	Sharon Borelli	\$2,750

Motion to approve 11.1 to 11.17 was made by Ms. King-Cote, seconded by Mr. Biagianti.

On a roll call, eight (8) members voted yes.

**12.0 Old Business – None**

**13.0 New Business – None**

**14.0 Public Participation – None**



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**15.0 Adjournment to Executive Session (TIME: 8:18 p.m. )**

- 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 June 12, 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:     Mr. Biagianti                      SECOND: Mr. Cooper

**16.0 Adjournment**

- 16.1 Upon motion by Mr. Biagianti, seconded by Mrs. Panzarelli, the meeting was adjourned at 8:17 p.m.

Respectfully Submitted,

Edward F. McManus  
Board Secretary/Business Administrator

EFM:bi