

KEYPORT BOARD OF EDUCATION WORKSHOP MEETING MINUTES	MARCH 13, 2013
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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 Cafeteria, 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 April 29, 2012, as approved at the regular meeting of the Board of Education held on April 25, 2012. 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 (absent)
Mr. Cooper	Ms. Lloyd
Ms. Durkin, UB Rep.*	Mrs. Malinconico, President
Mr. Henning	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.*

3.0 Communications – Mrs. Savoia

3.1. Letter was received from 6th Grade Gifted and Talented Program thanking the Board for sending them to Buehler Challenger Center for their Mission to the Moon simulation.

3.2 Letter was received from Ms. Miragliotta praising Coach John Paczkowski.

4.0 Public Participation – Agenda Items – none

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5.0 Superintendent and Other Reports

- 5.1. Superintendent's Report – Mrs. Savoia
- “Mr. Raider” event was held Friday.
 - Mr. Waters piloted the first Principals’ video newsletter which is available on cable station.
 - Dr. Seuss Day was held on March 4.
 - Lifetouch has printed student identification cards with a bar code on it. These cards can be used with Genesis for security and attendance.
 - School will be looking into Honeywell for parental contact program
 - “NJASK Night” is tomorrow night for parents
 - Star Program will be used to target skills students are weak in. Students in Grades 3-7 are participating in the program.
- 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
- Community Day will be held May 18.
- 6.3 Curriculum/Technology/Athletics
- The following items were discussed:
- Updates for textbooks
 - Language Arts Action Plan has been created for Central School.
 - High School will be piloting a new Health Science Sports Academy.
 - There is a State push for Algebra prior to 8th grade
 - New Teacher Mentoring Plan
 - School Improvement Plan and Progress Toward Target Action Plan
- 6.4 Finance/Negotiations
- Tentative Budget was discussed.
- 6.5 MCSBA/Legislative
- 6.6 Personnel
- 6.7 Policy
- 6.8 Special Education Liaison

7.0 Board Secretary's Office – Mr. Cleary

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7.1. Motion to approve the following minutes:

February 20, 2013	Regular Meeting
March 4, 2013	Special Meeting

7.2. Motion to approve the following Policies and Regulations for the second reading to be attached to the minutes:

Policy 0155	Board Committees
Policy 2415	No Child Left Behind Programs
Regulation 2431.1	Emergency Procedures for Athletic Practices and Competitions
Regulation 2431.2	Medical Examination to Determine Fitness for Participation in Athletics
Policy 2468	Independent Educational Evaluations
Policy 3281	Inappropriate Staff Conduct
Regulation 3281	Inappropriate Staff Conduct
Policy 4281	Inappropriate Staff Conduct
Regulation 4281	Inappropriate Staff Conduct
Policy 6113	E-Rate
Policy 6480	Purchase of Food Supplies
Policy 8505	School Nutrition

8.0 Buildings & Grounds – Mr. Cleary

8.1 Facilities Update

Mr. Cleary stated bid openings are coming up on both the air conditioning units and HVAC units. The district is optimistic we will get good prices and projects will be scheduled to begin the end of the school year or during summer months.

8.2 Use of Facilities

8.2.1 Motion to approve request from Keyport Fire Department to use the Central School Field on Sundays, March through July, from 8 a.m. to 1 p.m. for softball games.

Certificate of insurance already submitted.

9.0 Finance

9.1 Secretary’s Report

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9.1.1 Financial Information:

Interest, February	\$ 363.07
Year to date	\$ 3,195.91
Cafeteria Report, January	\$ 10,917.08
Year to date	\$(18,034.60)

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 February 28, 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 February which is in agreement.

9.4 Motion to approve bills for the month of March 2013 in the amount of \$TBD and supplemental bills for February in the amount of \$TBD.

9.5 Motion to approve the transfer of funds as follows:

From	To	Amount
11-190-100-610-01-00-000 High Sch Desk Purchase (\$3,200)	12-000-261-730-01-00-000 Purchase of Equipment (Adj 63)	\$19,175
11-190-100-610-01-02-000 High Sch Copier Supplies (\$500)		
11-190-100-610-01-06-000 High Sch Lang Arts Suppl (\$4,185)		
11-190-100-610-02-00-000 Cent Sch Desk Purchase (\$2,800)		
11-190-100-610-02-02-000 Cent Sch Copier Supplies (\$990)		
11-190-100-610-02-04-000 Cent Sch Other Supplies (\$1,500)		
11-190-100-610-02-07-000 Cent Sch Workbooks (\$6,000)		

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- 9.6 Motion to approve a contract between the Keyport Board of Education and Barnabas Health Monmouth Medical Center, to provide occupational health and medical services from March 1, 2013, through June 30, 2013, according to fee schedule below:

Medical Evaluation - \$100 exam	Drug Screen - \$78 initial screening
Repeat visit - \$75	Drug Screen - \$66.50/repeat screening

- 9.7 The Keyport Board of Education adopted the budget on March 4, 2013. Whereas, a revised tentative Budget was approved on March 12, 2013, by Executive County Superintendent of Schools.

Whereas, a revised tentative budget was advertised in the legal section of the Asbury Park Press on Friday, March 22, 2013.

Whereas, a revised tentative budget was presented to the public at a public hearing on Wednesday, March 27, 2013.

- 9.8 It was further recommended that the Keyport Board of Education approve the following resolutions for capital projects:

Resolved, that the Keyport Board of Education request the deposit of \$43,369 into the capital reserve account from the 2012-2013 school year.

- 9.9 Further recommend, that the Keyport Board of Education withdraw \$250,000 from capital reserve during the 2013-2014 school year; the district intends to utilize these funds for window replacement projects at Keyport High School.

- 9.10 Further recommend, that the Keyport Board of Education withdraw \$250,000 from Maintenance Reserve for the 2013-2014 school year for security upgrade for the district.

- 9.11 Further recommend, that the Keyport Board of Education withdraw \$250,000 from Fund 30 into Fund 40 for the 2013-2014 school year.

- 9.12 BE IT RESOLVED that the budget be approved for the 2013-2014 School Year using the 2013-2014 state aid figures and the Secretary to the Board of Education be authorized to post the following budget in the Asbury Park Press in accordance with the form suggested by the State Department of Education and according to law.

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	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2013-14 Total Expenditures	\$18,306,829	\$729,793	\$764,641	\$19,801,263
Less: Anticipated Revenue	<u>\$10,015,411</u>	<u>\$729,793</u>	<u>\$456,884</u>	<u>\$11,202,088</u>
Taxes to be Raised	\$8,291,418	0	\$307,757	\$8,599,175

9.13 Motion was made by Ms. Panzarelli, seconded by Mr. Henning to authorize the Business Administrator to pay the attached bills for the month of March 2013 in the amount of \$262,916.76.

On a roll call, nine (9) members voted yes.
Ms. Knudsen was absent.

9.14 Motion was made by Ms. Evelyn King-Cote, seconded by Ms. Panzarelli to approve the purchase of a new tractor for the Maintenance Department in an amount not to exceed \$35,000.

On a roll call, nine (9) members voted yes.
Ms. Knudsen was absent.

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
Barberi, Christine	4/26/13	21 st Century Articulation Therapy	Long Branch, NJ/0	\$150
Gagliano, Jane	4/12/13	Counseling Connection	Lincroft, NJ/0	n/a
Godlesky, Laura	4/12/13	Rutgers 45 th Reading & Writing Conference	Somerset, NJ/49	\$190.02
Jones, Melissa	4/8/13	Developing Student Learning Objectives for Non-Tested Content Areas	Monroe, NJ/60	\$18.54
Oxley, Stacey	4/12/13	Counseling Connection	Lincroft, NJ/0	n/a
White, Cerelle	5/28/13	Conducting Bio-Psycho-Social Assessments	W. Long Branch/34	\$112.28
Zacchia, Theresa	5/3/13	NJ School Psychologist Spring Conference	Monroe Twp., NJ/92	\$183.27
Zacchia, Theresa	5/14/13	Comprehensive Active Shooter Incident	W. Long Branch/39	\$109.79

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

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- 10.2 Motion to approve the 2013 Mentoring Plan for the Keyport School District.
- 10.3 Motion to approve a two week Title I summer enrichment program to run in the month of July, 2013 at Central School and Keyport High School, from 9:00 a.m. to 12:00 p.m. Salaries to be funded under NCLB Title I and not to exceed \$4,000.
- 10.4 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>
February 2013	KHS	3	1
February 2013	Central	1	0

- 10.5 Motion to accept the February 2013 Security Drill Report as follows:
February 2012

<u>SCHOOL NAME</u>	<u>DRILL TYPE</u>	<u>OCCUPANTS INVOLVED</u>	<u>DATE & TIME</u>
Keyport High School	Fire Drill	All staff and students	2/7/13 9:30 a.m.
Keyport High School	Lockdown	All staff and students	2/21/13 1:00 p.m.
Keyport Central School	Active Shooter	All staff and students	2/13/13 9:30 a.m.
Keyport Central School	Fire drill	All staff and students	2/20/13 9:40 a.m.

- 10.6 Motion to approve the Preschool Plan for the 2013-2014 school year.
- 10.7 Motion to approve the 2012-2013 Progress Action Target Plan.

11.0 Personnel

- 11.1 Motion to approve Tammy Frick as a substitute custodian for the 2012-2013 school year at the rate of \$11 per hour pending criminal history check.
- 11.2 Motion to approve Lindsay Meyer-Thein as the Student Assistance Coordinator for the 2012-2013 school year at a salary of \$55,148 (MA+30 Step 1 prorated).
- 11.3 Motion to appoint Lindsay Meyer-Thein as the High School Education Liaison for the 2012-2013 school year.
- 11.4 Motion to appoint Lindsay Meyer-Thein as the Anti-Bullying Specialist for the 2012-2013 school year.

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12.0 Old Business – none

13.0 New Business – none

14.0 Public Participation – none

15.0 Executive Session (TIME: 9:00 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 March 13, 2013, to discuss
 - Personnel
 - Contract negotiations
- 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.

16.0 Adjournment

16.1 Upon motion by Mrs. Panzarelli, seconded by Ms. Burke, the meeting was adjourned at 9:00 p.m.

Respectfully Submitted,

James W. Cleary,
Interim Board Secretary/
Business Administrator

JWC:bi