

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING MARCH 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.

1.1 Flag Salute – Recited by First Grade Students –

At this time, the Keyport First Grade students lead the audience in the Pledge of Allegiance. There was resounding applause for the first graders for a job well done.

1.2 Moment of Silence: Scott Clayman, husband of Ilene Clayman, Central School Teacher

1.3 Opening Statement

“Public notice of this meeting has been advertised in the Asbury Park Press on February 21, 2015, as approved at the regular meeting of the Board of Education held on February 18, 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. DeGracia	Ms. King-Cote, Vice Pres. (absent)
Ms. Fox	Mrs. Malinconico, President
Ms. Durkin, UB Rep.*	Mrs. Panzarelli
	Mr. White (absent)

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

Shayna Grandon, Student Council Representative, reported on the following issues:

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- the students of the month have been announced
- the teachers of the month have been announced
- the success of the winter sports teams were announced
- PARCC testing has been going on in the district
- the Student Talent Show will be coming up

2.0 Presentations –

- 2.1** Digital Media Presentation-
Keyport Teacher Nicole Goldsmith led a presentation on the Digital Media Developments in the district which included the focus on career development, after school club, public speaking, and the fact that students are now producing programs on their own. Mr. Gander, Keyport District Technology Manager stated that the current You Tube video has over 3,000 recent views.
- 2.2** Discussion of 2015-2016 Academic Planning by Mrs. Savoia-
Mrs. Savoia and staff members provided a PowerPoint presentation regarding the academic planning developments planned for 2015-2016. A copy of the PowerPoint presentation is attached.
- 2.3** Ethics Training by Jodi Howlett, Esq.-
Ms. Howlett provided a presentation on School Ethics Training-a copy of the presentation material is attached with the minutes.

3.0 Communications – Mrs. Savoia

- 3.1** Ms. Alexandra Burke, Board Member, submitted her letter of resignation on March 11, 2015, effective immediately. Resolution 6.3 under Board Secretary's Office.
- 3.2** Letter to Board President from Chief Casaletto commending staff on lockdown that occurred March 11, 2015.

4.0 Public Participation – Agenda Items

- Dr. Ed McNamara, Maple Ave, Keyport asked:
- inquired about 7.1 the Sustainable NJ initiative
 - Banked Cap
 - how the funding works for Choice Schools
 - Policy 0160.1
 - Policy 5460

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5.0 Superintendent and Other Reports-

5.1 Superintendent's Report – Mrs. Savoia

Mrs. Savoia stated there will be an art trip on the next board agenda

6.0 Board Secretary's Office – Mr. McManus

6.1 Motion to approve the following minutes:

February 18, 2015	Regular Minutes
March 11, 2015	Workshop/Action Minutes

6.2 Motion to accept, with regret, the resignation of Ms. Alexandra Burke, Board Member, effective immediately.

6.3 Motion to cancel the following board meetings:

April 1, 2015	Workshop Meeting
June 18, 2015	Regular meeting

7.0 Buildings & Grounds – Mr. McManus-Resolution

7.1 Motion to approve the Keyport Board of Education Resolution Supporting Participation in the Sustainable Jersey® Municipal Certification Program

WHEREAS, a sustainable community seeks to optimize quality of life for its residents by ensuring that its environmental, economic and social objectives are balanced and mutually supportive; and

WHEREAS, the Keyport Board of Education strives to save tax dollars, assure clean land, air and water, improve working and living environments as steps to building a sustainable community that will thrive well into the new century; and

WHEREAS, the Keyport Board of Education hereby acknowledges that the residents of Keyport desire a stable, sustainable future for themselves and future generations; and

WHEREAS, the Keyport Board of Education wishes to support a model of government which benefits our residents now and far into the future by exploring and adopting sustainable, economically sound, local government practices; and

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WHEREAS, by endorsing a sustainable path the Keyport Board of Education is pledging to educate itself and community members further about sustainable activities and to develop initiatives supporting sustainable local government practices; and

WHEREAS, as elected representatives of the Keyport Board of Education, we have a significant responsibility to provide leadership which will seek community-based sustainable solutions to strengthen our community:

NOW THEREFORE, BE IT RESOLVED, that to focus attention and effort within Keyport on matters of sustainability, the Keyport Board of Education wishes to pursue local initiatives and actions that will lead to Sustainable New Jersey Municipal Certification.

BE IT FURTHER RESOLVED, by the Board of Education of Keyport that we do hereby authorize Edward McManus, School Business Administrator, to serve as the Keyport Board of Education's agent for the Sustainable Jersey Municipal Certification process and authorize him to complete the Municipal Registration on behalf of the Keyport Board of Education.

- 7.2 Motion to approve the landing of a MONOC 1 Helicopter at the Keyport Central School Field on June 13, 2015, between the hours of 10 a.m. through 3 p.m. for training and educational purposes.

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 January 31, 2015, 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 February which is in agreement.
- 8.3 Motion to approve bills for the month of March 2015 in the amount of \$548,102.55 and supplemental bills for February 2015 in the amount of \$1,862.00
- 8.4 Motion to approve the transfer of funds for the month of January as follows:

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Transfer to	Account Name	Transfer From	Account Name	Amount
11-000-251-340-11-00-000	Bus Ofce Tech	11-000-251-100-05-01-000	Bus Off BookKeeper	627.30
11-000-261-100-11-00-000	Maint OT	11-000-261-610-11-00-000	Maint Supplies	29.77
11-000-262-100-01-01-000	KHS Maint OT	11-000-262-100-01-02-000	Hall Monitor	132.61
11-000-262-100-02-01-000	KCS Cust	11-000-262-100-02-01-999	KCS Cust OT	1,818.69
11-000-262-100-02-03-000	KCS Cust Subs	11-000-262-100-02-01-999	KCS Cust OT	960.00
11-000-270-518-11-00-000	Transp Reg Ed	11-000-270-514-11-00-000	Trans Sp Ed	40,000
11-190-100-610-01-10-000	High Sch Sup SS	11-190-100-610-01-11-000	HS Science Supplies	79.06
11-402-100-500-01-00-000	Sports Tkt Taker	11-402-100-500-01-02-000	Game security Person	40.00

8.5 Motion to approve Home Instruction for Keyport Student #9123139534 at Summit Oaks Hospital beginning February 10, 2015, until on or about April 21, 2015, provided by Education, Inc. for ten hours per week at a cost of \$49 per hour.

8.6 Motion to approve the following out of district tuition for the 2014-2015 school year:

Children’s Center	Student SID #4762574586	\$19,104
CPC High Point	Student SID #2604139716 (UB)	\$23,800
Woodcliff Academy	Student 9585293233 (UB)	\$19,776

8.7 Adoption of Tentative Budget for 2015-2016

RESOLVED that the tentative budget be approved for the 2015-2016 School Year using the 2015-2016 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:

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	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2015-2016 Total Expenditures	18,035,775	621,847	764,751	19,422,373
Less: Anticipated Revenues	<u>9,067,779</u>	<u>621,847</u>	<u>456,332</u>	<u>10,145,958</u>
Taxes to be Raised	<u>8,967,996</u>	<u>0</u>	<u>308,419</u>	<u>9,276,415</u>

And to advertise said tentative budget in the Asbury Park Press in accordance with the form suggested 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 Conference Room 108, Keyport, New Jersey on May 6, 2015, at 7:30 p.m. for the purpose of conducting a public hearing on the budget for the 2015-2016 School Year.

8.8 Adjustment for Banked Cap

RESOLVED that the Keyport Board of Education includes in the proposed budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.3(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$73,184 for the purposes of maintaining existing programs. The district intends to complete said purposes by June 2016.

8.9 Adjustment 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 \$250,000 to Fund 40 during the 2015-2016 budget year to pay for maturing debt of Series 2009 Bonds.

8.10 Maintenance Reserve Account Withdrawal for 2015-2016

RESOLVED that the Keyport Board of Education requests the approval of a maintenance reserve withdrawal in the amount of \$140,000. The district intends to utilize these funds to finance specific buildings and grounds maintenance expenditures of the same amount in account 11-000-261-420.

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8.11 Travel and Related Expense Reimbursement

2015-2016

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:23B-1.1 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 only, an annual school year threshold of \$1500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$35,000 for all staff and board members.

- 8.12 Motion that the Board establish and approve the tuition rate for the Union Beach High School students attending Keyport High at \$14,928 for Regular Education students as per the NJDOE Budget tuition calculation for the 2015-2016 school year.
- 8.13 Motion to approve the following resolution:

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WHEREAS, bids were advertised for Keyport High School Air Conditioning Upgrades Project and bids were opened on Wednesday, February 25, 2015, at exactly 3:30 p.m. with the following result:

Bids were received from:

SINGLE OVERALL CONTRACT	CONTRACT BID	ALTERNATES		TOTAL
		Alternate bid 1 Acoustical Ceiling and Lights	Alternate bid 2 BMS Control Interface	
	Base Bid	ADD	ADD	
CONTRACTOR				
EACM Corp.	\$119,275.00	\$17,000.00	\$10,000.00	\$146,275.00
Envirocon	\$117,444.00	\$22,167.00	\$9,744.00	\$149,355.00
Irvin Bob Miller	\$113,200.00	\$21,500.00	\$15,200.00	\$149,900.00
Comfort Mechanical	\$137,848.00	\$19,561.00	\$16,346.00	\$173,755.00
AMCO	\$144,000.00	\$14,000.00	\$18,900.00	\$176,900.00
DeSesa Engineering	\$141,000.00	\$21,585.00	\$17,615.00	\$180,200.00
Thassain Mechanical	\$152,000.00	\$16,000.00	\$15,000.00	\$183,000.00
Performance Mechanical	\$183,000.00	\$13,400.00	\$15,500.00	\$211,900.00
Bill Leary AC & Heating	\$207,300.00	\$20,000.00	\$13,000.00	\$240,300.00
Gabe Sganga	\$245,300.00	\$19,850.00	\$15,000.00	\$280,150.00
Air Control Technology	No bid			No bid
Framan Mechanical	No bid			No bid
Silverlands	No bid			No bid

NOW THEREFORE, BE IT RESOLVED, the Keyport Board of Education awards a contract to the low bidder, EACM Corp., Sea Bright, NJ, at a cost of \$146,275.

8.14 Motion to approve the following resolution:

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WHEREAS, bids were advertised for Keyport Central School Electrical Service Upgrades Project and bids were opened on Thursday, February 26, 2015, at exactly 3:30 p.m. with the following result:

Bids were received from:

ACI Electrical	354,400.00
Breaker Electric	299,300.00
Check Electric	339,444.00
EDC Electric	354,000.00
Facility Solutions Group	No bid
Manor II Electric	346,027.10
Meridian Property Services	284,800.00
Pat Maggio and Son Electric	367,000.00
Ray Angelini, Inc.	No bid
Sodon's Electric, Inc.	312,477.00
Starlite Electric (withdrew bid)	269,110.00
CV Electrical	349,000.00

NOW THEREFORE, BE IT RESOLVED, the Keyport Board of Education awards a contract to the low bidder, Meridian Property Services, Hamilton, NJ, at a cost of \$284,800.

- 8.15 Motion to approve Edward McManus to attend the annual New Jersey Association of School Business Officials (NJASBO) convention from June 3-5, 2015, as per contract in the amount of \$570 and listed below:

Registration-\$150
Lodging-\$200 (\$100 per night for 2 nights)
Per Diem Rate-\$66 X 2.5 days=\$165.00
Mileage, Tolls and Parking=\$55.00

- 8.16 Motion to approve the following resolution:

WHEREAS, bids were advertised for Keyport Central School Multipurpose Room Air Conditioning Project and bids were opened on Thursday, March 12, 2015, at exactly 3:30 p.m. with the following result:

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Bids were received from:

FIRM	BASE BID	ADD ALTERNATE	TOTAL BID
Air Control Technology, Inc.	No Bid		
Amco	168,000	35,000	203,000
Bill Leary A/C & Heating	207,000	10,000	217,000
Epic Mechanical, Inc.	262,000	30,000	292,000
Gabe Sganga	208,900	13,500	222,400
Performance Mechanical Corp.	157,000	32,000	189,000

NOW THEREFORE, BE IT RESOLVED, the Keyport Board of Education awards a contract to the low bidder, AMCO, Kenilworth, NJ, at a cost of \$203,000.

- 8.17 Motion that the Board approve the Keyport District Participation in the NJ Digital Readiness for Learning and Assessment Program (DRLAP) and Internet Cooperative Purchasing Initiative through MRESC with Cablevision Lightpath for One Gigabit Internet access and associated voice services in the annual amount of \$50,856 subject to a Keyport district E-rate (USAC) discount of 80% on applicable charges for a three-year term from July 1, 2015, through June 30, 2018.

- 8.18 Motion to approve Tiffany Rowald’s son, Nicholas Rowald, to attend Kindergarten at Keyport Central School for the 2015-2016 school year at no cost to employee, as per Policy 1511.

- 8.19 Motion to approve student #1566398177 to attend Deal Choice school for the 2015-2016 school year.

A motion was made to modify item 8.19 to remove “at no cost to the district” due to the transportation aid in lieu reimbursement by Mrs. Panzarelli and seconded by Mr. Henning and carried by unanimous consent.

A motion was made to move items 6.1 through 8.19 by Mrs. Panzarelli and seconded by Mr. Henning and carried by a unanimous roll call vote of 6-0. Mr. Henning and Mrs. Panzarelli abstained from voting on item 6.1.

9.0 Curriculum

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

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<u>Date</u>	<u>School</u>	<u>Incidents Reported</u>	<u>HIB</u>
February 2015	Central	1	1
February 2015	KHS	0	0

9.2 Motion to approve the February 2015 Security Drills as follows:

<u>School Name</u>	<u>Drill Type</u>	<u>Occupants Involved</u>	<u>Date & Time</u>
Keyport High School	Fire Drill	All staff & students	Feb. 12, 2015 10:10 AM
Keyport High School	Active Shooter	All staff & students	Feb. 25, 2015 1:30 PM
Keyport Central School	Fire Drill	All staff & students	Feb. 12, 2015 1:45 PM
Keyport Central School	Lockdown Drill	All staff & students	Feb. 23, 2015 2:20PM

9.3 Motion to approve the following trips for the 2014-2015 school year:

Anatomy Class	Bodies Exhibit/Discovery Museum Times Square
Freshman/Math	Camden Riversharks/Baseball in Education Day
ESL Grades 4-12	Museum of Natural History, New York City

9.4 Motion to approve the revised 2014-2015 school calendar (to be attached to the minutes).

A motion to move items 9.1 through 9.4 was made by Mr. Henning and seconded by Mrs. Panzarelli and carried by a unanimous roll call vote of 6-0.

10.0 Personnel

10.1 Motion to approve the following teachers for the position of Central School morning gym monitor, at the rate of \$20 per hour, for the remainder of the 2014-2015 school year:

Ron Burgess	Jennifer Smith (substitute)
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10.2 Motion to approve Molly Carroll as a Volunteer Softball Coach pending her criminal clearance.

10.3 Motion to approve Lindsay Garber, as a substitute teacher, for the After-School Title I and III programs, at the rate of \$35 per hour.

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10.4 Motion to approve Amy Rodriguez and Kaitlynn McGlynn, to work the Migrant Student Homework Helper Program, one day a week, from March 23, 2015 to May 27, 2015, at the rate of \$35 per hour, not to exceed \$900 each, to be funded through the partnership with Essex Regional Educational Services Commission.

10.5 Motion to approve the following candidate as a substitute teacher for the 2014-2015 school year at the prevailing rate of pay:

Group I

Wendy Mollo	Teacher of English, Student Personnel Services
Jean Ortman	Elementary School Teacher

Group II

Molly Carroll*	60+ credits
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*pending completion of paperwork

10.6 Motion to accept, with regret, the resignation of Victoria Mead effective March 20, 2015.

A motion to move items 10.1 through 6 was made by Mr. Henning and seconded by Mrs. Panzarelli and carried by a unanimous roll call vote of 6-0.

11.0 Policy

11.1 Motion to approve the following policies/regulation for the first reading to be attached to the minutes after the second reading:

P 0134	Board Self Evaluation
P 0152	Board Officers
P 2622	Student Assessment (M)
P 3212	Attendance
P & R 3218	Substance Abuse (M)
P 4212	Attendance (Revised) (formerly P4211 – Attendance)
P & R 4218	Substance Abuse (M)
P 5460	High School Graduation (M)
P 5465	Early Graduation (M)
P 8630	Bus Driver/Bus Aide Responsibility (M)
R 8630	Emergency School Bus Procedures (M)

11.2 Motion to approve the following policy for the second reading to be attached to the minutes after the second reading:

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P 0160.1 Board Member Participation At Board Meetings
Using Electronic Device

A motion was made to separate the second reading of Policy P0160.1 by Mr. Henning and seconded by Mrs. Fox and carried by unanimous consent.

A first Reading of the Policies listed in item 11.1 was conducted this evening.

A motion was made to move item 11.2 which was the second reading of Policy 0160.1 by Mr. Henning and seconded by Mrs. Panzarelli and carried by a unanimous roll call vote of 6-0.

12.0 Old Business – None

13.0 New Business –

- At this time, Board Member Mr. Henning thanked Ms. Alex Burke for her many years of dedicated service to the students of Keyport and the Keyport Community.
- Dr. McNamara requested clarification on the upcoming Board meeting dates.

14.0 Public Participation-

- Dr. McNamara, Maple Place, Keyport asked about the changing of the meeting dates and wanted clarification that there was no meeting on Wednesday April 1, 2015.
- Mr. Ed Carew, 64 Broadway, Keyport, addressed the motion regarding the sustainable New Jersey and the possibility of using storm water runoff for irrigation

15.0 There was no Executive Session this evening.

16.0 Adjournment

16.1 Upon motion by Mrs. Panzarelli, seconded by Mrs. Fox, the meeting was adjourned at 9:02 p.m.

Respectfully Submitted,

Edward F. McManus
Board Secretary/Business Administrator

EFM:bi