

<b>KEYPORT BOARD OF EDUCATION</b> <b>REGULAR MEETING</b> <b>AGENDA</b>	<b>MARCH 27, 2013</b>
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**1.0 Opening Procedures**

- 1.1 Call to Order
- 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
Mr. Cooper	Ms. Lloyd
Ms. Durkin, UB Rep.*	Mrs. Malinconico, President
Mr. Henning	Mrs. Panzarelli

Student Council Representative: Angelina Tornetto

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

**2.0 Presentation of the 2012-2013 School Budget**

**3.0 Communications – Mrs. Savoia**

- 3.1. Letter was received from 6<sup>th</sup> 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.

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**4.0 Public Participation – Agenda Items**

**5.0 Superintendent and Other Reports**

- 5.1. Superintendent’s Report – Mrs. Savoia
- 5.2. Student Council Representative Report

**6.0 Committee Reports**

- 6.1 Buildings & Grounds/Safety & Security/Recycling
- 6.2 Community Relations/Foundation
- 6.3 Curriculum/Technology/Athletics
- 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. Cleary**

- 7.1. Motion to approve the following minutes:

February 20, 2013	Regular Meeting
March 4, 2013	Special Meeting
<b>March 13, 2013</b>	<b>Regular Meeting and closed session</b>

- 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

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- 7.3** Motion, upon the recommendation of the Superintendent of Schools, the Keyport Board of Education authorizes an amendment to the Long Range Facilities Plan to include changes to the grade alignment and relocate the 8<sup>th</sup> grade students from the Keyport High School to the Central School.
  
- 7.4** Motion to recommend the Keyport Board of Education authorize an amendment to the Long Range Facilities Plan approving the submission of plans for a facilities and grounds project to the Department of Education.
  
- 7.5** Motion to recommend the Keyport Board of Education to approve the plan for a referendum in September 2013 putting a question to the public for the construction and refurbishment of the schools' athletic fields.
  
- 8.0 Buildings & Grounds – Mr. Cleary**
  - 8.1 Facilities Update
  
  - 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.
  
    - 8.2.2 Motion to approve request from American Baseball Association to use the Keyport High School Baseball Field on six Sundays, from April to August, from 9 a.m. to 12 a.m. for men's baseball league games.  
Fee: \$20 facility for 3 hours x 6 days= \$60.  
Certificate of insurance already submitted.
  
    - 8.2.3 Motion to approve request from Jesus the Lord Church to use the Keyport Central School Classrooms on Tuesdays, from October 1, 2013, through May 13, 2014, from 6:00 p.m. to 7:00 p.m. for Religious Education Program.  
Certificate of insurance already submitted through October 2013.
  
- 9.0 Finance**

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9.1 Secretary's Report

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 **\$579,991.70** and supplemental bills for March in the amount of **\$524.31**.

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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<u>Description</u>	<u>TRANS</u> <u>#</u>	<u>Account Number</u>	<u>Trans</u> <u>Amt</u>	<u>Date</u>	<u>Acct Description</u>
APPR ADJ RECOND TNG	000064	11-402-100-600-01-00-000	-180.32	02/25/2013	ATHLETIC AWARDS
APPR ADJ RECOND TNG	000064	11-402-100-600-01-01-000	-11.88	02/25/2013	FOOTBALL SUPPLIES
APPR ADJ RECOND TNG	000064	11-402-100-600-01-02-000	-4.84	02/25/2013	BOYS BASKETBALL SUPPLIES
APPR ADJ RECOND TNG	000064	11-402-100-600-01-03-000	-52.72	02/25/2013	BASEBALL SUPPLIES
APPR ADJ RECOND TNG	000064	11-402-100-600-01-04-000	-144.00	02/25/2013	BOYS TRACK SUPPLIES
APPR ADJ RECOND TNG	000064	11-402-100-600-01-05-000	-115.38	02/25/2013	WRESTLING SUPPLIES
APPR ADJ RECOND TNG	000064	11-402-100-600-01-06-000	-6.72	02/25/2013	CROSS COUNTRY SUPPLIES
APPR ADJ RECOND TNG	000064	11-402-100-600-01-07-000	-31.84	02/25/2013	GIRLS BASKETBALL SUPPL
APPR ADJ RECOND TNG	000064	11-402-100-600-01-08-000	-209.72	02/25/2013	SOFTBALL SUPPLIES
APPR ADJ RECOND TNG	000064	11-402-100-600-01-09-000	-87.32	02/25/2013	BOWLING SUPPLIES
APPR ADJ RECOND TNG	000064	11-402-100-600-01-10-000	-45.70	02/25/2013	CHEERLEADING SUPPLIES
APPR ADJ RECOND TNG	000064	11-402-100-600-01-11-000	-104.41	02/25/2013	FIELD HOCKEY SUPPLIES
APPR ADJ RECOND TNG	000064	11-402-100-600-01-12-000	994.85	02/25/2013	SPORTS EQUIP RECONDITION
APPR ADJ RECOND TNG	000065	11-402-100-600-01-12-000	415.47	02/25/2013	SPORTS EQUIP RECONDITION
APPR ADJ RECOND TNG	000065	11-402-100-600-02-00-000	-90.84	02/25/2013	CS BOYS BSKTBL SUPPLIES
APPR ADJ RECOND TNG	000065	11-402-100-600-02-01-000	-106.00	02/25/2013	CS BASEBALL SUPPLIES
APPR ADJ RECOND TNG	000065	11-402-100-600-02-02-000	-38.24	02/25/2013	CS GIRLS BSKTBL SUPPLIES
APPR ADJ RECOND TNG	000065	11-402-100-600-02-03-000	-30.92	02/25/2013	CS SOFTBALL SUPPLIES
APPR ADJ RECOND TNG	000065	11-402-100-600-02-04-000	-16.30	02/25/2013	CS CHEERLEADING SUPPLIES
APPR ADJ RECOND TNG	000065	11-402-100-600-02-05-000	-124.22	02/25/2013	CS FIELD HOCKEY SUPPLIES
APPR ADJ RECOND TNG	000065	11-402-100-600-02-08-000	-8.95	02/25/2013	C.S. CROSS COUNTRY SUPPL
approp adjust.	000066	11-110-100-101-02-00-000	4,000.00	02/01/2013	PRE K/KIND SUB SALARIES
approp adjust.	000066	11-110-100-101-02-02-000	-4,000.00	02/01/2013	PRE K/KIND TEACHER SAL
APPR ADJ	000067	11-000-230-100-05-01-000	-2,000.00	02/28/2013	SUPER SECRETARY SALARY
APPR ADJ	000067	11-000-230-100-05-01-001	2,000.00	02/28/2013	SUPT SECRETARY OVERTIME
APPR ADJ	000067	11-000-261-100-11-00-000	1,000.00	02/28/2013	MAINTENENCE OVERTIME
APPR ADJ	000067	11-000-261-100-11-01-000	-1,000.00	02/28/2013	MAINTENANCE SALARIES
APPR ADJ	000067	11-000-262-100-02-00-000	-5,000.00	02/28/2013	CENT SCH CUSTODIAL SAL
APPR ADJ	000067	11-000-262-100-02-01-000	5,000.00	02/28/2013	CENT SCH CUST OVERTIME
APPR ADJ	000067	11-120-100-101-02-05-000	-1,000.00	02/28/2013	BREAKFAST MONITOR CS BEFORE & AFTER
APPR ADJ	000067	11-120-100-101-02-06-000	1,000.00	02/28/2013	SCHOOL
new tractor expenditure	000069	11-000-262-621-11-01-000	-10,000.00	03/19/2013	NATURAL GAS EXPENSE
new tractor expenditure	000069	11-000-262-624-01-00-000	-12,500.00	03/19/2013	HIGH SCH HEATING OIL EXP
new tractor expenditure	000069	11-000-262-624-02-00-000	-12,500.00	03/19/2013	CENT SCH HEATING OIL EXP
new tractor expenditure	000069	12-000-261-730-01-00-000	35,000.00	03/19/2013	PURCHASE OF EQUIPMENT
APPR ADJ SHORE CONSRT	000070	11-190-100-610-02-08-000	1,500.00	03/22/2013	CENT SCH GIFT/TLNTD SUPP
APPR ADJ SHORE CONSRT	000070	11-190-100-610-02-09-000	-1,500.00	03/22/2013	CENT SCH LANG ARTS SUPPL

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APPR ADJ FIELD PROJ	000071	11-000-230-331-05-01-000	-2,000.00	03/22/2013	LEGAL FEES ARCHITECT/ENGINEER
APPR ADJ FIELD PROJ	000071	11-000-230-339-05-01-000	2,000.00	03/22/2013	FEES
APPR ADJ	000072	11-402-100-100-02-00-000	-120.00	03/22/2013	CS HEAD BSKTBL COACH BOY
APPR ADJ	000072	11-402-100-100-02-01-000	-120.00	03/22/2013	CS HEAD BASEBL COACH SAL
APPR ADJ	000072	11-402-100-100-02-02-000	-120.00	03/22/2013	CS HEAD BSKTBL COACH GRL
APPR ADJ	000072	11-402-100-100-02-03-000	-120.00	03/22/2013	CS HEAD SFTBL COACH SAL
APPR ADJ	000072	11-402-100-500-01-00-000	-60.00	03/22/2013	SPRTNG EVNT TICK TKR SAL
APPR ADJ	000072	11-402-100-500-01-02-000	540.00	03/22/2013	GAME SECURITY PERSON FEE
			<b>0.00</b>		

- 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.

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.

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.

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

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

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.

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

**9.8 Motion to approve the following resolution:**

**Whereas, bids were advertised for HVAC Replacements at Keyport High School (TMA project #0934) and bids were opened on Friday, March 22, 2013, at 2:30 p.m. with the following result:**

**TBD** **\$TBD**

**Now Therefore, Be It Resolved That, the Keyport Board of Education award a contract to the low bidder, TBD, in the amount of \$TBD for HVAC Replacements, Keyport High School.**

**9.9 Motion to approve the following resolution:**

**Whereas, bids were advertised for Air Conditioning Project at Keyport Central School (TMA project #1253) and bids were opened on Friday, March 22, 2013, at 3 p.m. with the following result:**

**TBD** **\$TBD**

**Now Therefore, Be It Resolved That, the Keyport Board of Education award a contract to the low bidder, TBD, in the amount of \$TBD for Air Conditioning Project, Keyport Central School.**

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**9.10 Motion, as approved at the March 13, 2013, meeting, to approve the purchase of a Tractor to be used by the Maintenance Department, in the amount of \$33,738.40.**

**Quotes were received from the following vendors:**

<b>NJPA Harting Equipment (National Contract)</b>	<b>\$33,738.40 (includes 2-year warranty)</b>
<b>Cherry Valley Tractor (State Contract)</b>	<b>\$33,669.20 (plus an additional \$2,175 for 2-year warranty)</b>

### **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:

<b>Employee Name</b>	<b>Date(s)</b>	<b>Workshop Name</b>	<b>Location/Mileage</b>	<b>Cost</b>
Barberi, Christine	4/26/13	21 <sup>st</sup> 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 <sup>th</sup> Reading & Writing Conference	Somerset, NJ/49	\$190.02
<b>Jones, Melissa</b>	<b>4/8/13</b>	<b>Developing Student Learning Objectives for Non-Tested Content Areas</b>	<b>Monroe, NJ/60</b>	<b>\$18.54</b>
<b>Jones, Melissa</b>	<b>5/3/13</b>	<b>PreK-3<sup>rd</sup> Grade Leadership Conference</b>	<b>Monroe, NJ/60</b>	<b>\$63.54*</b>
Oxley, Stacey	4/12/13	Counseling Connection	Lincroft, NJ/0	n/a
<b>Rapolla, Anthony</b>	<b>5/3/13</b>	<b>PreK-3<sup>rd</sup> Grade Leadership Conference</b>	<b>Monroe, NJ/60</b>	<b>\$63.54</b>
<b>Rogers, Valerie</b>	<b>4/9/13</b>	<b>Estuarine Ecology of NY-NJ Harbor Estuary</b>	<b>Port Monmouth, NJ/0</b>	<b>n/a</b>
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)

\* Paid from NCLB Acct #20-272-200-258-11-00-000

10.2 Motion to approve the 2013 Mentoring Plan for the Keyport School District.



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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 &amp; 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.

**11.5 Motion to authorize the Business Administrator to pay salary at an hourly rate of \$25 to Sally Gadowski.**

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**11.6 Motion to approve Jordan Edwards as volunteer to assist Kyle Keelen, Keyport High School Baseball Coach, for the 2012-2013 school year pending criminal history clearance.**

**12.0 Old Business**

**13.0 New Business**

**14.0 Public Participation**

**15.0 Adjournment to Executive Session (TIME:        )**

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 27, 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:

SECOND:

**16.0 Return to Open Session (TIME:\_\_\_\_\_)**

**17.0 Adjournment**