
KEYPORT BOARD OF EDUCATION
SPECIAL MEETING MARCH 4, 2013
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.

1.2 Flag Salute

1.3 Opening Statement

“Public notice of this meeting has been sent to the Asbury Park Press and The Independent newspapers on February 27, 2013, and 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, Keyport. 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 (absent)	Ms. Knudsen
Mr. Cooper	Ms. Lloyd (absent)
Ms. Durkin, UB Rep.*	Mrs. Malinconico, President
Mr. Henning	Mrs. Panzarelli

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

2.0 Communications – Mrs. Savoia – none

3.0 Public Participation – Agenda Items – none

4.0 There was no Executive Session

5.0 Return to Open Session – n/a

6.0 Finance

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During the meeting, the Business Administrator discussed with the full Board, the proposed 2013/2014 school budget. He provided information explaining the process for Administration and Superintendent making a request for the new school year. He also noted an increase in the health benefit cost at approximately 12% and other increases in insurance policies for liability and worker's compensation. Mr. Cleary noted that the general expense tax levy will remain the same but that the tax levy for Fund 40 (Debt Service) will increase by approximately \$100,000. He explained that this increase was due to a reduction in the amount of money the district was able to put up from Fund 30 reserves into Fund 40 account to offset principle cost on the solar bond portion of Fund 40.

Mr. Cleary informed the Board that Mrs. Savoia and he attended a meeting with the County Superintendent and suggestions were made pertaining to the budget that would require revisions from the tentative budget that the Board will be approving this evening. Those changes will be made and a revised resolution will be put up for Board approval at the March 27 meeting. The adjustment will show the cost for Union Beach's tuition as well as a refund of tuition for the 2011/2012 school year. Also, we will be withdrawing \$250,000 from capital reserve for the 2013/2014 school year and \$250,000 from maintenance reserve for the 2013/2014 school year. These funds will be used for replacement windows and building security items. The budget will be advertised on March 22 and the noted request made by the County Superintendent will not have any effect on the proposed tax levy.

Ms. King-Cote questioned the State and Federal aid for the 2013/2014 school year and Mr. Cleary explained the increase in State aid and the required 70% proposal for Federal aid.

6.1 Motion to approve the following resolution:

BE IT RESOLVED that the tentative 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 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>
2013-14 Total Expenditures	\$17,625,986	\$729,793	\$764,641	\$19,120,420
Less: Anticipated Revenue	<u>\$9,334,568</u>	<u>\$729,793</u>	<u>\$456,884</u>	<u>\$10,521,245</u>
Taxes to be Raised	<u>\$8,291,418</u>	0	<u>\$307,757</u>	<u>\$8,599,175</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 on March 27, 2013, at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2013-2014 School Year.

6.2 Motion to approve the following resolution:

RESOLVED, that there should be raised for General Funds \$17,625,986 for the ensuing School Year (2013-2014).

6.3 Motion to approve the following resolution:

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 \$150 per staff members 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

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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 \$25,000 for all staff and board members.

- 6.4 Motion to authorize the transfer of funds from Fund 30 in the amount of \$250,000 to Fund 40 during 2013-2014 budget year to pay for maturing debt of Series 2009 Bonds.

Motion to approve 6.1 to 6.4 was made by Ms. King-Cote, seconded by Mrs. Panzarelli.

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

7.0 Public Participation – None

8.0 Adjournment

- 8.1 Upon motion by Mr. Henning, seconded by Mrs. Panzarelli, the meeting was adjourned at 8:45 p.m.

Respectfully submitted,

James W. Cleary
Interim School Business Administrator
Board Secretary

JWC:bi