

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING MINUTES & PUBLIC HEARING
MAY 6, 2015**

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 Opening Statement

“Public notice of this meeting has been advertised in the Asbury Park Press on January 14, 2015, as approved at the reorganization meeting of the Board of Education held on January 7, 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. Biagianti | Mr. Henning |
| Mr. Bright (arr. 7:40 p.m.) | Ms. King-Cote, Vice Pres. |
| Ms. DeGracia (absent) | Mrs. Malinconico, President |
| Ms. Durkin, UB Rep.* | Mrs. Panzarelli |
| Ms. Fox(arr 7:35 p.m.) | Mr. White |

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

2.0 Presentation – Public Hearing for the 2015-2016 Keyport District Budget

At this time, Superintendent Savoia and Business Administrator Edward McManus gave a presentation on the 2015-2016 Budget. The PowerPoint slide presentation is attached to the minutes.

3.0 Communications – Dr. Savoia

KEYPORT BOARD OF EDUCATION
REGULAR MEETING MINUTES & PUBLIC HEARING
MAY 6, 2015

- 3.1 Letter of retirement was received on April 21, 2015, from Catherine Cornell, Central School PreK Teacher, effective July 1, 2015. Resolution 10.1 under personnel.
- 3.2 Letter of resignation was received on April 21, 2015, from Jacqueline Tesoriero, Keyport High School Teacher, effective June 30, 2015. Resolution 10.2 under personnel.
- 3.3 Letter of retirement was received on April 30, 2015, from Judith Zdanewicz, Central School Teacher, effective July 1, 2015. Resolution 10.3 under personnel

4.0 Public Participation – Agenda Items

- 4.1 Dr. Ed McNamara, Maple Place Keyport asked the following questions:
- Does the budget include new staff?
 - What is the status of foreign languages such as French and Italian?
 - Is Home Economics changing?
 - Has the district reached a point where Spanish is the language to go to?
 - The General Fund budget is going up 4% this year, it went up 4% last year and there are rumblings that it will go up 4% next year. I think you (the district) are living beyond your needs. Given all these factors together in the near future, something has got to give. To build a super structure and not be able to support it is a problem.
 - I believe our students should be offered the same opportunities as Union Beach students with the ability to attend Red Bank and Hazlet
 - The future as I see it is dire
- 4.2 Mr. Mike Lane, First St, Keyport stated:
- He said he looked at last year’s budget presentation and the same issues were discussed, the drop in Union Beach tuition as well as the concern with the dependence on excess surplus to budgets. Mr. Lane said the Board should establish a new paradigm. Mr. Lane said he lived on the (Keyport) waterfront and his taxes will go up more than the taxes on an average house in Keyport. He said that given the district position with Banked Cap, is the district on the road to an additional 4% increase next year? Mr. Lane emphasized that “we have to think long term”. Mr. Lane said he had information on abandoned properties and he spent a day distributing flyers and the “housing stock in Keyport is in bad shape”. He said there are currently 88 abandoned properties in Keyport. Mr. Lane said that if the district increases taxes 4% every year by using Banked Cap, when will this end? Mr. Lane emphasized that we need a paradigm shift. He asked what the plan was for debt service. He asked

KEYPORT BOARD OF EDUCATION
REGULAR MEETING MINUTES & PUBLIC HEARING
MAY 6, 2015

what the plan was for line 580 (Budgeted Fund Balance Operating Budget). He said you will need to go to voters. You need to change the track. Mr. Lane closed his remarks by stating “I am concerned you couldn’t have saved \$170,000 in the budget.”

5.0 Superintendent Report

- 5.1 Superintendent’s Report – Dr. Savoia covered the following topics:
- Curriculum & Instruction changes which included adding AP Chemistry, removing AP Physics and the AP Summer Boot Camp. Also discussed was the Curriculum Development process for Sports Marketing and Athletic Training and the Summer Reading program.
 - Community Day is on May 16, 2015, at the Keyport Central School.
 - This week is Teacher Appreciation week.
 - Dr. Savoia also reported on the remaining activities at the school until student graduation.

6.0 Board Secretary’s Office – Mr. McManus reported that item 6.2 renews the Shared Service Arrangement with EIRC and that on the next agenda, there will be a motion to approve the Safety Grant.

- 6.1 Motion to approve the following minutes:

April 15, 2015 Regular Minutes and closed session

- 6.2 Motion to approve Keyport School District to enter an inter-Local Agency Agreement/Consortia with the Educational Information and Resource Center (EIRC) to provide products and services to the Keyport School District for the 2015-2016 school year per N.J.S.A.40:8A-6 Inter-local Service Agreement & 18A:6-95.

7.0 Buildings & Grounds – Mr. McManus

- 7.1 Facilities Update
- 7.2 Use of Facilities

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 March 31, 2015, no budgetary line item account has been overexpended in violation of N.J.A.C. 6:23 – 2.12.

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING MINUTES & PUBLIC HEARING
MAY 6, 2015**

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 March 2015 which is in agreement.

8.3 Motion to rescind the action taken at the September 17, 2014, meeting (Resolution 9.10) to approve the following out of district tuition for the 2014-2015 school year:

| | | |
|--------------------|-------------------|----------|
| Rancocas Valley HS | Student 201700354 | \$13,714 |
|--------------------|-------------------|----------|

Be It Further Moved to approve the following out of district tuition for the remainder of the 2014-2015 school year:

| | | |
|---------------------------------|-------------------|-------------|
| YCS – Fort Lee Education Center | Student 201700354 | \$14,618.17 |
|---------------------------------|-------------------|-------------|

8.4 Motion to approve Home Instruction for Keyport Student #2148592724 at Summit Oaks Hospital beginning April 21, 2015, provided by Education, Inc. for ten hours per week at a cost of \$49 per hour.

8.5 Motion to recommend the Board to approve the following resolutions:

**Adoption of the 2015-2016 School Year Budget
And Tax Levy**

WHEREAS, the Keyport Board of Education adopted a tentative budget on March 18, 2015, to be submitted to the Executive County Superintendent of Schools for approval, and

WHEREAS, the tentative budget was approved by the Executive County Superintendent of Schools on April 2, 2015, and

WHEREAS, the tentative budget was advertised in the legal section of the Asbury Park Press on April 6, 2015; and

WHEREAS, the tentative budget was presented to the public during a public hearing on May 6, 2015; and

**Adjustment
Enrollment**

WHEREAS the Keyport Board of Education includes in the proposed budget the adjustment for enrollment in the amount of \$97,330. The district intends to utilize this adjustment for supplies and materials necessary for the additional students.

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING MINUTES & PUBLIC HEARING
MAY 6, 2015**

**Adjustment
Banked Cap**

WHEREAS 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.

NOW THEREFORE BE IT RESOLVED that the budget be adopted 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 adopted budget to the Executive County Superintendent of Schools in accordance with the statutory deadline:

| | General Fund | Special Revenues | Debt Service | Total |
|----------------------------|--------------|------------------|--------------|------------|
| 2015-16 Total Expenditures | 17,597,535 | 1,060,087 | 764,751 | 19,422,373 |
| Less: Anticipated Revenues | 8,629,539 | 1,060,087 | 456,332 | 10,145,958 |
| Taxes to be Raised | 8,967,996 | 0 | 308,419 | 9,276,415 |

**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:23A-7.2 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 as defined in N.J.A.C. 6A:23A-1.2, which includes attendance at regularly scheduled in-State county meetings, Department or Association sponsored events or in-State professional development activities for which the registration fee does not exceed \$150 per employee or board member, where prior Board approval shall not be required unless the annual threshold for a staff member exceeds \$1,500 in a given school year (July 1 through June 30); and

| |
|---|
| <p>KEYPORT BOARD OF EDUCATION REGULAR MEETING MINUTES & PUBLIC HEARING MAY 6, 2015</p> |
|---|

WHEREAS, the Keyport Board of Education established \$35,000 as the maximum travel amount for the current school year (2014-2015) and has expended \$25,213.47 as of this date; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A: 23A-7.3, to a maximum expenditure of \$35,000 for all staff and board members for the 2015-2016 school year.

A4F
Tax Levy Certification Form A and B

RESOLVED, that the amount required for school purposes in the school district of Keyport, County of Monmouth for the 2015-2016 school year is \$9,276,415 and is required to be levied for local school district purposes.

- 8.6 Motion to approve a Memorandum of Agreement between the Keyport Board of Education and the Keyport Administrators’ Association “KAA” for the period of July 1, 2014, through June 30, 2017, with all conditions, terms and salaries agreed upon.

A motion was made to move item 6.1 through 8.6 by Mr. Henning and seconded by Mrs. Panzarelli and was carried by a unanimous roll call vote of 9-0 with the exception of item 6.1 which Ms. King-Cote abstained.

9.0 Curriculum

- 9.1 Motion, as recommended by the Superintendent of Schools, to approve the following out of district workshops to be paid from the general fund:

| Employee Name | Date(s) | Workshop Name | Location/Mileage | Cost |
|----------------------|----------------|--|-------------------------|-------------|
| Jones, Melissa | 6/8-6/9/15 | Regional Future Ready Schools Summit | Baltimore, MD/350 | \$318 |
| Rapolla, Anthony | 6/7-6/9/15 | Regional Future Ready Schools Summit | Baltimore, MD/350 | \$487 |
| Savoia, Lisa | 6/7-6/9/15 | Regional Future Ready Schools Summit | Baltimore, MD/350 | \$487 |
| Waters, Michael | 6/7-6/9/15 | Regional Future Ready Schools Summit | Baltimore, MD/350 | \$487 |
| Waters, Michael | 5/8-5/9/15 | US Nationals Cheer Competition (Chaperone) | Virginia Beach, VA | \$403 |

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

| |
|--|
| KEYPORT BOARD OF EDUCATION REGULAR MEETING MINUTES & PUBLIC HEARING MAY 6, 2015 |
|--|

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

| DATE | SCHOOL | INCIDENTS REPORTED | HIB |
|------------|---------|--------------------|-----|
| April 2015 | Central | 0 | 0 |
| April 2015 | KHS | 4 | 1 |

- 9.3 Motion to accept the April 2015 Security Drills as follows:

| School Name | Drill Type | Occupants Involved | Date & Time |
|---------------------|------------------|----------------------|-----------------------|
| Keyport High School | Fire Drill | All staff & students | April 15 @ 1:30 p.m. |
| Keyport High School | Evacuation Drill | All staff & students | April 30 @ 8:30 a.m. |
| Central School | Fire Drill | All staff & students | April 21 @ 9:30 a.m. |
| Central School | Bomb Threat | All staff & students | April 29 @ 10:15 a.m. |

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

| | |
|--------------------------|------------------------|
| 4th-8th Grade Drama Trip | NJPAC - Robinhood |
| HS Business Department | History of Wall Street |

- 9.5 Motion to approve the Summer School Program to run from June 22, 2015, through July 30, 2015, Monday to Thursday, from 8:00 a.m. to 2:05 p.m. at the rate of \$35 per hour. Sessions will be 8:00 a.m. to 11:00 a.m. and 11:05 a.m. to 2:05 p.m. Subject area positions include:

- Math
- Science/SS
- English/Language Arts
- Substitute Teachers

A motion was made to move items 9.1 through 9.5 by Ms. King-Cote and seconded by Mr. Biagianti and carried by a unanimous roll call vote of 9-0.

10.0 Personnel

- 10.1 Motion to accept, with regret, the retirement of Catherine Cornell, Central School PreK Teacher, effective July 1, 2015.
- 10.2 Motion to accept the resignation of Jacqueline Tesoriero, Keyport High School English Teacher, effective June 30, 2015.

| |
|---|
| <p>KEYPORT BOARD OF EDUCATION REGULAR MEETING MINUTES & PUBLIC HEARING MAY 6, 2015</p> |
|---|

10.3 Motion to accept, with regret, the retirement of Judith Zdanewicz, Central School 8th Grade ELA Teacher, effective July 1, 2015.

10.4 Motion to rescind the action taken at the April 15, 2015, meeting (Resolution 12.3) to approve Marie Portee’s request for a maternity/disability and Federal/NJ Family Medical Leave as follows:

| | |
|------------------|-------------------------------------|
| 5/4/15 – 6/18/15 | Thirty-three (33) accrued sick days |
| 9/1/15 – 9/30/15 | NJFLA/FMLA Leave |
| 10/1/15 | Return to work |

BE IT FURTHER MOVED to approve Marie Portee’s request for a maternity/disability and Federal/NJ Family Medical Leave as follows:

| | |
|-------------------|----------------------------------|
| 4/21/15 – 6/18/15 | Forty-two (42) accrued sick days |
| 9/1/15 – 9/30/15 | NJFLA/FMLA Leave |
| 10/1/15 | Return to work |

10.5 Motion to approve payment of Superintendent Savoia’s 2014-2015 Proposed Merit Goal of \$4,717. Payment will be made upon final review and approval by the Monmouth County Executive Superintendent of Schools.

The Merit Goal is stated below:

Students in Grades 3-8 will demonstrate achievement in mathematical skills over the course of the 2014-2015 school year as measured by Smart Score results via IXL.com.

- 70% of students in Grades 3-8, who have attempted at least 20 different skills in IXL will achieve a Smart Score of 70% or higher in at least 70% of their attempted skills.
\$4,717
- 50% of students in Grades 3-8, who have attempted at least 20 different skills in IXL will achieve a Smart Score of 70% or higher in at least 70% of their attempted skills.
\$3,773
- 30% of students in Grades 3-8, who have attempted at least 20 different skills in IXL will achieve a Smart Score of 70% or higher in at least 70% of their attempted skills.
\$2,830

10.6 Motion to approve Grace Gramaglia to work the Title I After School Enrichment Program, at the rate of \$35 per hour, from April 26, 2015, to May 21, 2015, to be funded from NCLB funds.

KEYPORT BOARD OF EDUCATION
REGULAR MEETING MINUTES & PUBLIC HEARING
MAY 6, 2015

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

Group I

Laura Yacono

Elementary Education

A motion was made to move items 10.1 through 10.7 by Mr. Henning and seconded by Ms. King-Cote and carried by a unanimous roll call vote of 9-0.

11.0 Policy --There was no discussion of Policy at this meeting.

12.0 Old Business -- There was no Old Business at this time.

13.0 New Business -- At this time, Ms. Durkin announced that effective June 30, 2015, she will be retiring as the Union Beach representative as member of the Keyport Board of Education.

14.0 Public Participation

14.1 Dr. Ed McNamara, Maple Place, Keyport stated:

- He was sorry to see Ms. Durkin leave the Board
- During the Administrator Workshop in June, isn't that stripping the district of all the Administrators? He said he was not opposed to the Workshop, he was concerned about the time of year.
- He said he was concerned about people leaving the district. He was sorry to see the BA not coming back. He said the district is a revolving door.
- He referred to the Merit increase on tonight's agenda, he said why give it to the Superintendent and not the teachers who did the job.

14.2 Mr. Mike Lane, First St., Keyport said:

- The Freeholders are coming to the May 28, 2015, Council Meeting and encouraged Board members to attend.
- He stated that property taxes are still a key factor in buying a house.
- He stated that you (Board members) should take advantage of the Monmouth County officials to combine districts. He concluded his remarks by stating that sometimes you have to keep up the fight for something worthwhile.

At this time a motion was made to close the public portion of the meeting by Mr. Henning and seconded by Mrs. Panzarelli and carried by unanimous consent.

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING MINUTES & PUBLIC HEARING
MAY 6, 2015**

15.0 Adjournment to Executive Session (TIME: 9:05 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 May 6, 2015, 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: Ms. King-Cote SECOND: Mr. Henning

At this time the Board requested the Board Secretary to leave and Board Attorney Howlett would close the meeting as the topic of the Executive Session was discussion of the Superintendent.

16.0 Adjournment

Respectfully Submitted,

Edward F. McManus
Board Secretary/Business Administrator

EFM:bi