

**KEYPORT BOARD OF EDUCATION
REGULAR MEETING AUGUST 26, 2015
AGENDA**

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 August 1, 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	Ms. Kenny, UB Rep.*
Mr. Bright	Ms. King-Cote, Vice Pres.
Ms. DeGracia	Mrs. Malinconico, President
Ms. Fox	Mrs. Panzarelli
Mr. Henning	Mr. White

Student Council Representative: TBD

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

2.0 Adjournment to Executive Session (TIME:)

- 2.1 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 August 26, 2015, to discuss
 - Personnel
 - Finance
 - Contract negotiations
 - Grievances
 - Facilities project issues

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- 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:

3.0 Return to Open Session (TIME:)

4.0 Communications – Dr. Savoia

- 4.1 Letter of retirement was received on August 4, 2015, from Wendy Waldman, High School teacher, effective October 1, 2015. Resolution 11.3 under personnel.
- 4.2 Letter of resignation was received on August 6, 2015, from Melissa Jones, Director of Curriculum, effective August 31, 2015. Resolution 11.5 under personnel.

5.0 Public Participation – Agenda Items

6.0 Superintendent Report – Dr. Savoia

- 6.1 Motion to approve the District Level Goals:
 - Goal 1: To build a school community of responsible digital citizens in order to be responsible 21st century global learners
 - Goal 2: To build a culture that promotes college and career awareness by providing students early collegiate exposure and workforce experiences in order to allow them to make informed decisions as they mature as life-long learners
 - Goal 3: Continue to improve student academic achievement levels for all learners (3 Year Goal)

7.0 Board Secretary’s Report – Mr. Rapolla

- 7.1 Motion to approve the following minutes:

July 15, 2015	Regular Minutes
August 5, 2015	Special Meeting Minutes

- 7.2 Motion to approve the following 2015-2016 Board Goals:

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Goal 1: The Board of Education will investigate opportunities for the Keyport Public Schools District to join with another school district to provide more varied programs for our students and a cost savings to the district.

Goal 2: The Board of Education will work towards improving communications with the public, administration and one another.

Goal 3: The Board of Education will reevaluate programs to ensure that all students are being afforded equal opportunities for success while developing students as leaders.

8.0 Buildings & Grounds – Mr. Rapolla

8.1 Facilities Update

8.2 Use of Facilities

8.2.1 Motion to approve the following organization for Use of the Facility during the 2015-2016 school year:

Jesus the Lord Church

8.2.2 Motion to approve Union Beach Volunteer First Responders and Union Beach Police Department for use of KHS Gym when open for Community Nights.

9.0 Finance

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

9.2 Motion to approve the Report of the Secretary to the Board of Education (A-148) and Cash Reports (A-149) for the month of June which is in agreement.

9.3 Motion to approve bills for the month of August in the amount of \$590,735.45 and supplemental bills for July in the amount of \$92,165.47 and August in the amount of \$354,077.71.

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9.4 Motion to approve the transfer of funds for the month of July as follows:

From	To	Amount
11-000-251-100-05-02-000 Salary Payroll Clerk	11-000-251-330-05-00-000 Business Admn Consultant (Adj 1)	\$14,600
11-000-230-339-05-03-000 Appraisal Fees (\$933)	11-000-230-339-05-04-000 Other Purch-Policies	\$435
	11-000-230-340-00-00-000 Purch Technical Serv (Adj 3)	\$498
11-000-262-421-11-01-000 District Equip Repair (\$1,706)	11-000-262-520-11-00-000 Student Insurance (Adj 5)	\$2,978.07
11-000-262-520-11-01-000 P&C/Multi-Peril Insur (\$1,272.07)		

9.5 Motion to rescind the action taken at the June 10, 2015, meeting (resolution 9.17) to approve the following bid threshold amounts:

Whereas, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

Whereas, 18A:18A-3 provides that contracts, that do not exceed the aggregate in a contract year the bid threshold (Currently \$36,000), may be awarded by the Board Secretary without advertising for bids when so authorized by board resolution, and

Whereas, 18A:18A-37,c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (Currently \$5,400) may be awarded by the Board Secretary without soliciting competitive quotations if so authorized board resolution.

Now Therefore Be It Resolved, that Anthony Rapolla is hereby authorized to award contracts on behalf of the Keyport Board of Education that are in aggregate less than 15% of the bid threshold (Currently \$5,400) without soliciting competitive quotations, and

Be It Further Resolved, Anthony Rapolla is hereby authorized to seek competitive quotations, when applicable and practicable and award contracts on behalf of the Keyport Board of Education when contracts in

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the aggregate exceed 15% of the bid threshold (Currently \$5,400) but are less than the bid threshold of \$36,000 and make purchases via State contracts.

Be It Further Moved to approve the following increased bid threshold amounts:

Whereas, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

Whereas, 18A:18A-3 provides that contracts, that do not exceed the aggregate in a contract year the bid threshold (Currently \$40,000), may be awarded by the Board Secretary without advertising for bids when so authorized by board resolution, and

Whereas, 18A:18A-37,c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (Currently \$6,000) may be awarded by the Board Secretary without soliciting competitive quotations if so authorized board resolution.

Now Therefore Be It Resolved, that Anthony Rapolla is hereby authorized to award contracts on behalf of the Keyport Board of Education that are in aggregate less than 15% of the bid threshold (Currently \$6,000) without soliciting competitive quotations, and

Be It Further Resolved, Anthony Rapolla is hereby authorized to seek competitive quotations, when applicable and practicable and award contracts on behalf of the Keyport Board of Education when contracts in the aggregate exceed 15% of the bid threshold (Currently \$6,000) but are less than the bid threshold of \$40,000 and make purchases via State contracts.

- 9.6 Motion to approve the following out of district tuition for the 2015-2016 school year:

Bancroft	Student 7830250236	\$84,487 (includes \$31,680 aide)
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- 9.7 Motion to approve renewal rates for Employee Insurance and prescription drug plan administered by Brown and Brown Benefit Advisors, Lambertville, NJ, broker of record, for the period July 1, 2015, through June 30, 2016, as follows:

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HEALTH PLAN – Monthly Active Rates

	Direct Access - MAIN Subgroups: 10-11-12	Advantage EPO Subgroups: 20-21-22	Direct Access - ADMIN Subgroups: 25-26-27
Single	\$628.26	\$521.46	\$628.26
H/W	\$1,442.68	\$1,197.43	\$1,442.68
Family	\$1,686.37	\$1,399.69	\$1,686.37
P/C	\$965.08	\$801.02	\$965.08

PRESCRIPTION DRUG- Monthly Active Rates

	Rx - DA Main Subgroups: 10-11-12	Rx - EPO Subgroups: 20-21-22	Rx - DA ADMIN Subgroups: 25-26-27
Single	\$219.04	\$219.04	\$188.37
H/W	\$492.86	\$492.86	\$423.86
Family	\$547.66	\$547.66	\$470.99
P/C	\$306.66	\$306.66	\$263.73

HEALTH & Rx - DU31 Monthly Rates (60.8% of Active Single Rate)

	Direct Access - Main DU31 - Subgroup 13	Advantage EPO DU31 - Subgroup 23	Direct Access - ADMIN DU31 - Subgroup 28
Single - Health	\$381.99	\$317.04	\$381.99
Single - Rx	133.17	133.17	\$114.53

DELTA DENTAL - 7/1/2014 to 6/30/2016

	Monthly Active Rate
Single	\$42.43
Family	\$110.65

UNITED HEALTHCARE VISION - 7/1/13 TO 6/30/16

	Monthly Active Rate
Composite Rate	\$19.13

Subgroups:	10 - Active	20 - Active	25 - Active
	11- COBRA	21 - COBRA	26 - COBRA
	12- Retiree	22 - Retiree	27 - Retiree
	13 - DU31	23 - DU31	28 - DU31

For COBRA billing - add 2% to the active rates

For Retiree billing - add \$5.50 to the retiree rate (only add to one line of coverage)

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- 9.8 Motion to approve a contract with Bollinger Insurance for Student/Athletic and Catastrophic Insurance in the amount of \$41,478 for the school year 2015-2016 (13.93%).
- 9.9 Motion to rescind the action taken at the July 15, 2015, meeting (resolution 8.14) approving the renewal of the Athletic Transportation Contract with R. Helfrich & Son for the 2015-2016 school year in the amount of \$48,691.88 (1.34% increase per CPI).
- 9.10 Motion to adjust the cafeteria balances for both schools in the amount of \$3,738.12 for the 2014-2015 school year. The adjustment will be made to Cafeteria Enterprise Fund 64 and will not impact the 2014-2015 Maschio's income statement

10.0 Curriculum

- 10.1 Motion to approve the Sports Marketing Curriculum.
- 10.2 Motion to approve the following teachers to continue to serve on the DEAC committee for the 2015-2016 school year:

Alexa Annucci	Grace Gramaglia	Lauren Lloyd
Valerie Rogers	Ann Murray	Diane Quinn

- 10.3 Motion to approve the following teachers to continue to serve on the ScIP committee for the 2015-2016 school year:

Michelle Santoro	Ilene Clayman	Jim Rasmussen
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- 10.4 Motion to approve the following schools trips for the 2015-2016 school year:

Monmouth Park Racetrack	Service Animals Con. G&T Grade 3
Sunny Farms	Service Animals Con. G&T Grade 3
Middletown Arts Center	Fine Arts Convocation G&T Grade 5
Newark Art Museum	Fine Arts Convocation G&T Grade 5
Middletown Arts Center	Building & Eng. Convocation Grade 4
Storming Robots, Branchburg, NJ	Building & Eng. Convocation Grade 4
Middletown Arts Center	Music & Movies Convocation Grade 7
Middletown Arts Center	Music & Movies Convocation Grade 7
Nuyorican Cafe, Lincoln Center	Poetry Slam Convocation Grade 8
McCloone's Supper Club, Asbury	Poetry Slam Convocation Grade 8
Buehler Challenger Science Center	Space Convocation for G&T Grade 6
Middletown Arts Center	Space Convocation for G&T Grade 6

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10.5 Motion to accept the July 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	July 8th @ 11:00 a.m.
Keyport High School	Active Shooter Drill	All staff & students	July 13th @ 11:30 a.m.
Central School	Fire Drill	All staff & students	July 16th @ 11:00 a.m.
Central School	Evacuation	All staff & students	July 29th @ 11:30 a.m.

10.6 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>
July 2015	Central	0	0
July 2015	KHS	0	0

10.7 Motion to approve the following personnel for Fall 2015 Athletic Positions:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Andrea DeToro	Fitness Center Supervisor for Fall Season	\$ 1,067
Jen Rojas	HS Head Girls Soccer	\$ 7,709
Rick Schmid	CS Girls Soccer	\$ 5,535
Phil Recco	CS Boys Soccer	\$ 5,535

10.8 Motion to approve the Global Logistics and Supply Chain Management (GLSCM) for the 2015-2016 school year.

10.9 Motion to approve the AP Chemistry curriculum for the 2015-2016 school year.

10.10 Motion to approve the AP Psychology curriculum for the 2015-2016 school year.

10.11 Motion to approve Jim Rasmussen to attend Academic Achievement Training, on August 19th, from 9 a.m. - 12 p.m., at the rate of \$20 per hour.

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- 10.12 Motion to rescind the action taken at the June 10th, 2015 meeting (10.7) approving the partnership between PERNA and the Keyport Board of Education to provide Dance class at Keyport High School, not to exceed \$10,000.
- 10.13 Motion to approve the District Improvement Plan (DIP) to satisfy QSAC requirements in the areas of Instruction and Program and Fiscal Management.

QSAC Areas	Initial Placement
Instruction and Program	78%
Fiscal Management	62%
Governance	82%
Operations	100%
Personnel	100%

- 10.15 Motion to approve the EVVRS Reporting Period 2, January 1, 2015, to June 30, 2015, as follows:

	<u>Violence</u>	<u>Vandalism</u>	<u>Weapon</u>	<u>Substance Abuse</u>	<u>Sp. Ed</u>	<u>HIB</u>	<u>Total Incidents Reported Out</u>
KHS Period 2	1	0	0	0	1	4	6
KCS Period 2	1	0	1	0	0	4	6

- 10.16 Motion to approve the 8th grade French curriculum for the 2015-2016 school year.
- 10.17 Motion to approve Dance curriculum for the 2015-2016 school year.

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11.0 Personnel

- 11.1 Motion to approve Laura Godlesky as the Director of Curriculum & Instruction for the 2015-2016 school year at a salary of \$105,000 effective September 1, 2015.
- 11.2 Motion to approve Christina Egan as the Keyport Public Schools Language Arts Supervisor for the 2015-2016 school year at a salary of \$90,000 (prorated) effective November 1, 2015 or sooner if she can be released from her contract.
- 11.3 Motion to accept, with regret, the retirement of Wendy Waldman, Keyport High School Special Education Teacher, effective October 1, 2015.
- 11.4 Motion to accept, with regret, the retirement of Joseph Tomassi, Keyport Central School Science Teacher, effective August 1, 2015.
- 11.5 Motion to accept the resignation of Melissa Jones, Director of Curriculum & Instruction, effective August 31, 2015.
- 11.6 Motion to accept the resignation of Marisa Khachaturian, Central School Art Teacher, effective August 31, 2015.
- 11.7 Motion to approve Anthony Figueroa as Central School 7th Grade Math Teacher for the 2015-2016 school year at a salary of \$51,464, BA, Step 3, effective November 1, 2015, or sooner if released from his contract.
- 11.8 Motion to approve Susane Leandro as Central School Special Education Teacher for the 2015-2016 school year at a salary of \$50,244, BA, Step 1.
- 11.9 Motion to approve Dominick Ivey as Keyport High School Custodian for the 2015-2016 school year at a salary of \$31,311, Step 1.
- 11.10 Motion to approve Andrea DeToro as Keyport High School Physical Education/Special Education Teacher for the 2015-2016 school year at a salary of \$50,244, BA, Step 1.
- 11.11 Motion to approve Jessica Polak as Central School Technology Teacher for the 2015-2016 school year at a salary of \$50,244, BA, Step 1.
- 11.12 Motion to approve Alexis Marinos as Central School Title I Math Leave Teacher Replacement for the 2015-2016 school year at a salary of \$50,244, BA, Step 1.

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- 11.13 Motion to approve Chelsea Addeo as Leave Replacement for Candice Reggio from September 1, 2015, through December 23, 2015, at a salary of \$50,244 (Pro-rated), BA, Step 1.
- 11.14 Motion to approve Daniel Morelos as Central School Art Teacher for the 2015-2016 school year at a salary of \$50,244, BA, Step 1.
- 11.15 Motion to approve Amanda Bigelow as Keyport High School Dance Teacher for the 2015-2016 school year at a salary of \$50,244, BA, Step 1.
- 11.16 Motion to approve the following personnel for the Keyport School Extendicare Program for the 2015-2016 school year to be paid from Enterprise Fund (0409):

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Lori Kernan	Substitute Teacher	\$35 per hour
Jean Brady Leonard	Substitute Aide	\$13.32 per hour
Pauline Clowney	Substitute Aide	\$13.32 per hour

- 11.17 Motion to adjust contract and salary for Kyle Keelen, HS Math Teacher, from BA Step 2 at a salary of \$51,239 to MA, Step 2 at a salary of \$54,951 for the 2015-2016 school year.

- 11.18 Motion to approve the following mentors for the 2015-2016 school year:

<u>New Teacher</u>	<u>School</u>	<u>Position</u>	<u>Mentor Teacher</u>	<u>Employee Funded</u>	<u>Title IIA Funded</u>
Sandra Costa-Machado	KHS	French Teacher	Jennifer Rojas		x
Gabrielle Maggio	CS	PreK Teacher	Lynn Ferber		x
Brittney Penson	CS	ESL Teacher	Kim Guccione		x
Nicole Seres	KHS	English Teacher	Christina Egan	x	
Sarah Roadside	CS	Language Arts Teacher Grade 8	Grace Gramaglia	x	
Wilbett Anshelewitz	CS	ESL Teacher	Cynthia Dinardi	x	
Jessica Dougherty	CS	6th grade ELA Leave Replacement	Melanie Stroud	x	

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Ashley Cornell	CS	Pre-K Leave Replacement	Margaret Burgener	x	
Susane Leandro	CS	SE Teacher	Tamme Manganelli	x	
Chelsea Addeo	CS	2nd grade Leave Replacement	Vanessa Cunnigham	x	
Anthony Figueroa	CS	8th Grade Math	Ilene Clayman		x
Daniel Morelos	CS	Art	Michele Santoro	x	
Andrea DeToro	KHS	KHS PE/SPED	Adrienne Martin	x	
Amanda Bigelow	KHS	Dance	Christine Cowen	x	
Jessica Polak	CS	Technology	Nicole Goldsmith	x	
Alexis Marinos	CS	Title I	Kelly Castellano	x	

11.19 Motion to approve the following salaries to be funded from NCLB Title I Funds, for the 2015-2016 school year:

Name	Building	Total Salary	% Funded by NCLB Title I	Funded Salary
Kelly Castellano	KCS	54,070	100%	54,070
Marie Portee	KCS	60,0075	90%	54,068
Alexis Marinos	KCS	50,244	100%	50,244
Christina Egan	KHS	57,740	33%	19,248
Kyle Keelen	KHS	54,941	33%	17,946

11.20 Motion to approve Elizabeth Maher as a High School Secretary for the 2015-2016 school year at a salary of \$35,884 (prorated) effective August 10, 2015.

11.21 Motion to appoint the following for the 2015-2016 school year:

Central School Education Liaison & CS Anti-Bullying Specialist	Ariel Guttenplan
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11.22 Motion to approve Kathryn Stevenson as Central School Nurse for the 2015-2016 school year at a salary of \$55,176, MA Step 3.

11.23 Motion to approve Jessica Dougherty as CS Yearbook Advisor at a stipend of \$1,150 for the 2015-2016 school year.

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- 11.24 Motion to approve Charley Shay as a Business Office Consultant of the Keyport Public School District one day a week for the month of September 2015 at a per diem rate of \$525.

12.0 Policy

- 12.1 Motion to approve the following policy for first reading to be attached to the minutes after the second reading:

P2110	District Mission (M)
P3322	Staff Member's Use of Personal Cellular Telephones/Other Communication Devices
P4322	Staff Member's Use of Personal Cellular Telephones/ Other Communication Devices
P5330	Administration of Medication
R5330	Administration of Medication
P5339	Screening For Dyslexia
P5615	Suspected Gang Activity
P5756	Transgender Students
P8540	School Nutrition Programs
P8550	Outstanding Food Service Charges
P8820	Opening Exercises/Ceremonies

13.0 Old Business

14.0 New Business

15.0 President's Remarks

16.0 Public Participation

17.0 Adjournment