

KEYPORT BOARD OF EDUCATION REGULAR MEETING JULY 13, 2016 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 January 18, 2016, as approved at the reorganization meeting of the Board of Education held on January 6, 2016. 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”.

Members of the public wishing to address the Board of Education on both agenda and non-agenda items must state their name, address, and are requested to limit their comments to five (5) minutes when it appears the public comment portion of the meeting may exceed thirty minutes duration

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 | Mrs. Kutschman |
| Mrs. Cocuzza, UB Rep.* | Mr. Litwak |
| Ms. Cote | Mrs. Malinconico, Vice President |
| Mrs. Fox | Mrs. Panzarelli, President |
| Mr. Henning | Mr. White |

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

2.0 Presentation – The Keyport Football Alumni Association

3.0 President’s Remarks

4.0 Communications – Dr. Savoia

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4.1 Letter of resignation was received from Theresa Zacchia, school psychologist, on June 23, 2016, effective August 22, 2016. Resolution 11.2 under personnel.

5.0 Public Participation – Agenda Items

6.0 Superintendent Report

6.1 Superintendent’s Report – Dr. Savoia

7.0 Board Secretary’s Report – Mr. Rapolla

8.0 Buildings & Grounds – Mr. Rapolla

8.1 Facilities Update

8.2 Use of Facilities

9.0 Finance

9.1 Motion to approve bills for the month of July 2016 in the amount of \$459,098.60 and supplemental bills for June 2016 in the amount of \$14,353.86.

9.2 Motion to approve the transfer of funds for the month of June as follows:

From	To	Amount
20-218-200-329-00-00-000 PS Oth Purch Prof-Ed Svc	20-218-200-590-00-00-000 Miscellaneous Purchased (Adj 172)	\$10,000.00
11-000-251-100-05-02-000 Salary Payroll Clerk	11-000-252-100-11-02-000 Tech Suppt Asst Sal (Adj 173)	\$1,948.33
11-000-263-300-00-00-000 Prof Serv Care of Ground	11-000-262-100-01-00-000 High Sch Custodial Sal (Sal 179)	\$8,956.37
20-218-200-590-00-00-000 Miscellaneous Purchased	20-218-200-800-00-00-016 Other Objects PS (Adj 183)	\$2,618.75
11-000-291-270-11-00-000 Employee Insurance	11-000-230-331-05-01-000 Legal Fees (Adj 184)	\$3,600.00

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11-000-100-566-08-00-000 Private Sch for Handi	11-000-100-563-08-00-000 Tuitn Mon Cty Voc Reg (Adj 185)	\$9,005.25
11-190-100-106-11-01-000 Salaries for Aides	11-190-100-320-02-00-000 KCS Sub Sal (Adj 186)	\$140.73
11-000-261-420-11-00-000 Maintenance/Repair Bldgs	11-000-262-100-01-00-000 High Sch Custodial Sal (Adj 190)	\$12,808.78
11-120-100-101-02-02-000 Gr 1-5 Teacher Salaries	11-130-100-101-02-02-000 Gr 6-8 Teacher Salaries (Adj 193)	\$31,206.06
11-000-252-340-09-00-000 District Tech Licenses (1,596.36)	11-000-252-100-11-02-000 Tech Suppt Asst Sal (Adj 195)	\$1,958.33
11-000-252-600-09-00-000 Distr Tech Netwrk Softwr (\$361.97)		
11-140-100-101-01-02-000 Gr 9-12 Teacher Salaries	11-150-100-101-11-00-000 HI Staff Sal Reg (Adj 197)	\$2,275.00
11-140-100-101-01-02-000 Gr 9-12 Teacher Salaries	11-402-100-100-01-01-000 Athletic Director Salary (Adj 200)	\$2,179.70
11-140-100-101-01-02-000 Gr 9-12 Teacher Salaries	11-401-100-100-01-11-000 Misc HS Club (Adj 202/205)	\$785.00
11-120-100-101-02-02-000 Gr 1-5 Teacher Salaries	11-401-100-100-02-11-000 CS Misc Club (Adj 206)	\$7,318.20

9.3 Motion to approve the transportation jointure agreement between the Keyport Board of Education and Union Beach Board of Education for the school year 2016-2017:

Career Center am & pm (Keyport - Host):	
Keyport (3.5 students)	\$24,769.30
Union Beach (2 students)	<u>\$14,153.90</u>
	\$38,923.20 Total

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- 9.4 Motion to approve Strauss Esmay Associates, LLP to update the district's by-laws, policies and regulations at a cost of \$4,435 for the 2016-2017 school year.
- 9.5 Motion to approve donation from Dino Lambros scholarship fund to support KHS Science Program in the amount of \$50,000.
- 9.6 Motion to accept a donation from Keyport Football Alumni in the amount of \$1,740.
- 9.7 Motion to approve Magic Touch Construction Co., Inc., (Co-Op #65MCECCPS BID #MRESC 15-16-15) to replace water main into Keyport High School from street into building at an expense of \$39,520.
- 9.8 Motion to approve a contract with Automatic Protection Systems for Monitoring of burglar and fire alarm codes at a cost of \$13,600.

Quotes were received from the following vendors:

Automatic Protection Systems	\$13,600
Wel-Don Security Systems	\$14,700
Bolyn Corporation	\$15,100

- 9.9 Motion to rescind the action taken at the May 18, 2016, meeting (resolution 10.16) 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

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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 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.

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- 9.10 Motion to approve a contract with Bollinger Insurance for Student/Athletic and Catastrophic Insurance in the amount of \$46,450 for the school year 2016-2017 (11.98%).
- 9.11 Motion to approve the Capital Lease with American Capital Financial Services, Inc. in the amount of \$71,734 for the term period August 15, 2016, through August 15, 2018. This is for the purpose of purchasing 260 Dell Chromebooks 11 laptops with white glove services and licensing from CDW-G under MRESC State Approved Cooperative #65MCESCCPS.
- 9.12 Motion to approve corrective action plan for NCLB Title 1 Audit covering period July 1, 2013, through June 30, 2014, to be attached to the minutes.
- 9.13 Motion to approve a Memorandum of Agreement between the Keyport Board of Education and the Keyport Custodial and Maintenance Association “KCA” for the period of July 1, 2014, through June 30, 2019, with all conditions, terms and salaries agreed upon.

10.0 Curriculum

- 10.1 Motion to approve the NJDOE report Determining Grades Under the Anti-Bullying Bill of Rights Act

 KHS-75 of 78
 KCS-74 of 78

11.0 Personnel

- 11.1 Motion to amend Fall coaches’ salaries with the new stipend amounts. They were previously approved on April 27, 2016, resolution 11.1 before new stipend guides came out.

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Mary Anne Ricca	Head Cheerleading	\$7,442
Andrea DeToro	Assistant Cheerleading	\$5,042
Valerie Rogers	HS Head Field Hockey	\$8,274
Ashley Stone	HS Assistant Field Hockey	\$6,068
Jay Graham	HS Head Football	\$8,932
Dominick Amoroso	HS Assistant Football	\$6,463
Steve Bower	HS Assistant Football	\$6,463
Jason Glezman	HS Assistant Football	\$6,463
Pete Miller	HS Assistant Football	\$6,463
Nick Trezza	HS Assistant Football	\$6,463

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Brendan Hilliard	HS Head Boys Soccer	\$8,274
Jen Rojas	HS Head Girls Soccer	\$8,274
Kaitlin McGlynn	HS Head Girls Volleyball Co-coach	\$3,760.50
Kyle Keelen	HS Head Girls Volleyball Co-coach	\$3,760.50
Andrea DeToro	Fitness Center Supervisor Fall Season	\$1,150
Andrea Walsh	Adult Fitness Center Supervisor Fall Season	\$1,150
Dominick Amoroso	Fitness Center Supervisor Summer Session	\$1,657
Alissa Francisco	CS Field Hockey	\$5,941
Phil Recco	CS Boys Soccer	\$5,941
Staci Minuskin	CS Girls Soccer	\$5,941

- 11.2 Motion to approve the resignation of Theresa Zacchia, School Psychologist, effective August 22, 2016.
- 11.3 Motion to approve Mollie Dunnigan, Monmouth University Student, to complete 20 hours in the ESL program during the Fall 2016 Semester.
- 11.4 Motion to approve Johanna Ortiz as the District Sub Caller at a stipend of \$1,500 for the 2016-2017 school year.
- 11.5 Motion to approve the following Substitute Teachers for the 2016-2017 school year at the prevailing rate of pay:

<u>First Name</u>	<u>Last Name</u>	<u>Certification</u>
Allan	Rubenstein	County Substitute Certificate
Alyssa	Fiorillo	County Substitute Certificate
Anna	Czech	County Substitute Certificate
Anne	Black	Certificate of Eligibility with Advanced Standing - Elementary Teacher Certificate of Eligibility with Advanced Standing Teacher of Social Studies
Ashley	Cornell	Certificate of Eligibility with Advanced Standing - Teacher of Preschool - Grade 3 County Substitute Certificate
Christian	Belmonte	Certificate of Eligibility with Advanced Standing - Teacher of Health & Physical Education
Crystal	Colon	County Substitute Certificate

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Daniel	Morris	Standard - Teacher of the Handicapped Standard -Teacher of Social Studies
David	Totin	Certificate of Eligibility - Teacher of Social Studies Certificate of Eligibility Teacher of Preschool - Grade 3
Dawn	Weg	Certificate of Eligibility with Advanced Standing - Teacher of Students with Disabilities – Certificate of Eligibility with Advanced Standing - Elementary School Teacher Grades K-5
Deborah	Terry	Substitute Nurse
Esther	Mitchell	Standard - Teacher of the Handicapped
Jason	Krellin	BA 1997 West Virginia University MA 2005 Kean University
Jenna	Dorsi	County Substitute Certificate
John	Schneider	County Substitute Certificate
Kimberly	Chudzik	Substitute Nurse
Kristen	Clayton	Standard - Elementary School Teacher Standard - Teacher of French
Leatha	Williams	County Substitute Certificate
Lizabeth	Dinnigan	County Substitute Certificate
Maria	Shiekh	Certificate of Eligibility with Advanced Standing - Elementary School Teacher Grades K-5
Maribel	Colon	Substitute Custodian
Megan	Waters	County Substitute Certificate
Miguel	Hernandez	County Substitute Certificate
Nicole	Henn	County Substitute Certificate
Rebecca	Rathburn	BA 2003 Hunter College
Richard	Lecomte	Substitute Custodian
Rita	Colodin	BA 1974 Nasson College
Ronald	Favara	County Substitute Certificate
Shaun	Lyons	County Substitute Certificate
Sophia	Lamberson	County Substitute Certificate
Stefanie	Barrett	County Substitute Certificate
Steven	Teitell	County Substitute Certificate
Tammy	Frick	Substitute Custodian
Tammy	Tanski	County Substitute Certificate
Tonya	Bradshaw	County Substitute Certificate
Wendy	Mollo	County Substitute Certificate

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12.0 Policy

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

Multi-Year Equity Plan Policy and Regulation Guide Updates
P 1140 Affirmative Action Program (M) (Revised)
P 1523 Comprehensive Equity Plan (M) (Revised)
P 1530 Equal Employment Opportunities (M) (Revised)
R 1530 Equal Employment Opportunity Complaint Procedure (M) (Revised)
P 1550 Affirmative Action Program for Employment and Contract Practices (M) (Revised)

P & R 2200 Curriculum Content (M) (Revised)
P 2260 Affirmative Action Program for School and Classroom Practices (M) (Revised)

P & R 2411 Guidance Counseling (M) (Revised)
P & R 2423 Bilingual and ESL Education (M) (Revised)
P 2610 Educational Program Evaluation (M) (Revised)
P 2622 Student Assessment (M) (Revised)
P 5460 High School Graduation (M) (Revised)
P 5600 Pupil Discipline/Code of Conduct (M) (Revised)
P 5750 Equal Educational Opportunity (M) (Revised)
P 5755 Equity in Educational Programs and Services (M) (Revised)

13.0 Old Business

14.0 New Business

15.0 Public Participation

16.0 Adjournment to Executive Session (TIME:)

- 16.1 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 July 13, 2016, 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:

17.0 Return to Open Session (TIME:_____)

18.0 Adjournment