

KEYPORT BOARD OF EDUCATION REGULAR MEETING JUNE 10, 2015 AGENDA
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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 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 | Ms. King-Cote, Vice Pres. |
| Ms. DeGracia | Mrs. Malinconico, President |
| Ms. Durkin, UB Rep.* | Mrs. Panzarelli |
| Ms. Fox | 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

- 2.1 Retiree & Volunteer Recognition

3.0 Communications – Dr. Savoia

4.0 Public Participation – Agenda Items

5.0 Superintendent Report

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5.1 Superintendent's Report – Dr. Savoia

6.0 Board Secretary's Office – Mr. McManus

6.1 Motion to approve the following minutes:

May 20, 2015

Regular Minutes and closed session

7.0 Buildings & Grounds – Mr. McManus

7.1 Facilities Update

7.2 Use of Facilities

7.2.1 Motion that the Board approve the following organizations for Use of the School Facility for the 2015-2016 school year. These requesters are frequent users and require one blanket approval by the Board of Education.

- a) Keyport PTO
- b) Keyport Recreation
- c) Keyport AYP/AYC (Indians)
- d) Keyport Youth Athletic League
- e) Keyport Emergency Management
- f) Girl Scouts of the Jersey Shore, Inc.
- g) Boy Scouts of America
- h) Red Raider Parent Club
- i) Borough of Keyport

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

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 May which is in agreement.

8.3 Motion to approve bills for the month of June 2015 in the amount of \$567,733.81 and supplemental bills for May in the amount of \$2,300.

8.4 Motion to approve the transfer of funds for the month of May as follows:

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Transfer to	Account Name	Transfer From	Account Name	Amount
11-000-230-331-05-01-000	Legal Fees	11-000-230-100-05-00-000	Supt Sal	3,565.80
		11-000-230-530-11-00-000	Telephone	3,937.94
		11-000-230-600-05-00-000	Supt Office	4,492.84
		11-000-230-890-05-02-000	Board Mem Misc	1,543.95
		11-000-230-895-05-00-000	School Bd Dues	647.15
		11-000-240-340-11-00-000	Std Info Tech	9,798.85
		11-000-251-100-05-02-000	Sal Payroll Clerk	3,495.26
			Total	27,481.79
11-000-240-105-02-01-000	KCS VP Sec Sal	11-000-230-332-05-00-000	Auditor Fees	180.40
11-000-261-100-11-00-000	Maint OT	11-000-261-800-11-00-000	St/Fed Mandates	731.06
11-000-262-100-01-00-000	KHS Cust Sal	11-000-262-300-11-02-000	Fire Ext Maint	2,414.00
		11-000-262-420-01-00-000	KHS Eqmt Repair	2,182.30
			Total	4,596.30
11-000-263-610-11-00-000	Care Of Grounds	11-000-266-100-01-00-000	Sal Security	2,475.00
11-000-270-512-01-00-000	Contr Svce	11-000-270-514-11-00-000	Contr Svce Sp	5,561.44
		11-000-270-518-11-01-000	Contracted Sp	1,482.60
				7,044.04
11-110-100-101-02-00-000	Kind Substitutes	11-120-100-101-02-00-000	Gr 1-5 Subs	822.10
11-190-100-106-11-01-000	Sal for Aides	11-190-100-320-01-00-000	KHS Sub Sal	8,010.85
11-219-100-320-07-00-000	KHS Sp Ed Consulting	11-230-100-101-11-00-000	Salaries of BSI	99.35
11-000-291-280-07-00-000	Tuition Reimbursement	11-000-291-270-00-000	Empl Ins	25,000.00
11-000-262-621-11-01-000	Natural Gas	11-000-262-420-11-01-000	Eqmt Repair	2,000.00
		11-000-262-622-11-00-000	Electricity	4,000.00
			Total	6,000.00
11-000-217-320-11-00-000	Extra Aid Prof	11-000-213-320-07-00-000	School Physician	1,000.00

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8.5 Motion to approve the following 2015 ESY out of district tuitions:

Coastal	Student 8288271407	\$7,972
Collier	Student 8606749727	\$11,182 (includes \$2,270 aide)
CPC	Student 5095364103	\$8,813
	Student 3138898803	\$8,813
	Student 8409097538	\$8,813 (UB)
Children's Center	Student 2001196010	\$11,048
	Student 5855782016	\$11,048 (UB)
Mary Dobbins	Student 9792068474	\$9,795 (UB)
Hawkswood School	Student 1719130762	\$10,212
	Student 6176616695	\$10,212 (UB)
	Student 1454536179	\$10,212 (UB)
Search Day Program	Student 2900941894	\$18,046 (includes \$6,270 aide)
Somerset Hills	Student 5697290870	\$11,910

8.6 Motion to approve G. R. Murray Insurance as Broker of Record for worker's compensation and commercial liability coverage for the 2015-2016 school year:

8.7 Motion to authorize the School Business Administrator to make all necessary account transfers within the 2014-2015 school budget to close out the year and pay necessary bills with authorization of the president.

8.8 Motion to authorize the School Business Administrator to pay bills over the summer prior to the meeting scheduled on August 19, 2015, with authorization of the president.

8.9 Motion that the Board approve the breakfast and lunch prices for the school year 2015-2016 as follows:

	<u>Paid</u>	<u>Reduced</u>
High School Lunch	\$2.45	\$.40
Central School Lunch	\$2.35	\$.40
H. S. & C.S. Breakfast	\$1.10	
Snack Milk	.30	
Adult Lunch both Schools	\$2.75	
Adult Breakfast both Schools	\$2.20	

8.10 Motion that the Board approve the following transfer of unexpended appropriations and/or excess revenue to reserve:

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Whereas, NJSA18A:21-2 and NJSA 18A:7A-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end and,

Whereas, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

Whereas, the Keyport Board of Education wishes to deposit anticipated excess current revenue and/or unexpended appropriations into a Capital Reserve Account at year end, and

Whereas, the Keyport Board of Education has determined that up to \$1,000,000 is available for such purposes to transfer,

Now Therefore Be It Resolved by the Keyport Board of Education that it hereby authorizes the district's School Business Administrator to establish this account if necessary and make this transfer consistent with all applicable laws and regulations.

- 8.11 Motion that the Board approve the following transfer of unexpended appropriations and/or excess revenue to reserve:

Whereas, NJSA18A:21-2 and NJSA 18A:7A-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end and,

Whereas, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

Whereas, the Keyport Board of Education wishes to deposit anticipated excess current revenue and/or unexpended appropriations into a Maintenance Reserve Account at year end, and

Whereas, the Keyport Board of Education has determined that up to \$650,000 is available for such purposes to transfer,

Now Therefore Be It Resolved by the Keyport Board of Education that it hereby authorizes the district's School Business Administrator to establish

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this account if necessary and make this transfer consistent with all applicable laws and regulations.

- 8.12 Motion to approve the following 2015-2016 tuition contracts between the Keyport Board of Education and the Union Beach Board of Education amounting to \$2,176,003.

<u>2015/16 Contract</u>	<u># of Students</u>	<u>Rate</u>	<u>Total</u>
Full Time Students	140	\$14,928	\$2,089,920
Part Time Students	8	\$ 7,464	59,712
Tuition Adjustment 13/14			\$ (136,923)
Total Regular Student Tuition			<u>\$2,012,709</u>
Resource Room 2015/16		As agreed	\$272,114
Resource Room Adjustment 2013/14		As agreed	<u>\$ (108,820)</u>
Total Resource Room Tuition			<u>\$163,294</u>

- 8.13 Motion to establish 2015-2016 tuition rates for attendance at Keyport Public Schools as follows:

Grades 9-12	\$14,928
Grades 6- 8	\$16,800
Grades 1 – 5	\$14,434
Pre-K & Kindergarten	\$12,648
Pre-School Disabled	\$27,144
Language/Learning Disabilities	\$32,338

- 8.14 Motion that the Board approve the application for Extraordinary Aid for the 2014-2015 school year.

- 8.15 Motion that the Board approve the application and accept the IDEA Basic and IDEA Pre-School funding for the 2015-2016 school year as stated below:

IDEA Basic	\$294,840
IDEA Pre-School	\$8,069

- 8.16 Motion that the Board approve the application and accept the NCLB Title Funding for the 2015-2016 school year as stated below:

Title I	\$349,649
Title II	\$41,069
Title II	\$ 14,322

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- 8.17 Motion that the Board approve the Certification of the Implementation of the Corrective Action Plan for the 2013-2014 Audit.
- 8.18 Motion to accept flower donations from Koch’s Florist, Gail Bechtold, for the Red Raider flower garden along Atlantic Street.
- 8.19 Motion to accept the following donations for the Keyport High School Annual Sports Banquet:

<u>Donor</u>	<u>Amount</u>
Grandon Family	\$200
Keyport Knights of Columbus	\$100

- 8.20 Motion that the Board approve the following transfer of unexpended appropriations and/or excess revenue to reserve:

Whereas, NJSA18A:21-2 and NJSA 18A:7A-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end and,

Whereas, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

Whereas, the Keyport Board of Education wishes to deposit anticipated excess current revenue and/or unexpended appropriations into a Tuition Reserve Account at year end, and

Whereas, the Keyport Board of Education has determined that up to \$100,000 is available for such purposes to transfer,

Now Therefore Be It Resolved by the Keyport Board of Education that it hereby authorizes the district’s School Business Administrator to establish this account if necessary and make this transfer consistent with all applicable laws and regulations.

9.0 Reorganization

Adoption of Official Newspapers

- 9.1 Motion the Board approve the following item:

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To authorize the Asbury Park Press and The Independent be adopted as the official newspapers to be used for the advertisement of meetings and legal ads and all other necessary public notifications for the 2015-2016 school year.

Parliamentary Procedures

- 9.2 Motion the Board approve the following item:

To adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the 2015-2016 school year.

Approval of Depositories

- 9.3 Motion the Board approve the following item:

RESOLVED that the below listed Financial Institutions, Fund and Corporation be designated as approved depositories for the Keyport Board of Education funds and that the Financial Institutions be required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes:

Approval of Depositories: TD Bank

AND FURTHER BE IT RESOLVED that the Board Secretary be authorized to wire transfer Board of Education funds between Board of Education accounts only.

AND FURTHER BE IT RESOLVED that the Board Secretary be authorized to enter into agreement/s with the State to allow the State to initiate credit entries to Board of Education accounts in its depositories by automatic deposit/s when appropriate.

AND FURTHER BE IT RESOLVED that any and all endorsements for or on behalf of this Corporation upon checks, drafts, notes or instruments for deposit or collection made may be written or stamped endorsements of the Corporation without any designation of the person making such endorsements.

AND FURTHER BE IT RESOLVED that the Board Secretary be authorized on behalf of the Board of Education to change existing account types and establish new Statement Savings, NOW, Special Checking and/or Money Market Investments Accounts in any one or all of the above depositories when in the best interest of the Board of Education

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AND FURTHER BE IT RESOLVED that any funds on deposit in Board of Education accounts be subject to withdrawal at any time upon presentation of warrants, checks, notes, bonds, bond coupons or other instruments or orders for the payment of money when signed, live or facsimile.

AND FURTHER BE IT RESOLVED that the Board of Education Secretary is hereby authorized to deliver, upon demand, specimen facsimile signatures of required authorities to the above approved depositories.

AND FURTHER BE IT RESOLVED that the Board Secretary be hereby authorized on behalf of the Board of Education to:

- (a) Withdraw from depositories and give receipt for, or authorize depositories to deliver to bearer or to any person designated by the Board Secretary, all or any documents and securities or other property held by the depositories for any purpose, and
- (b) Authorize the depositories to purchase or sell C.D.'s, Repurchase Agreements and other securities, and
- (c) Execute and deliver all instruments required by the depositories in connection with any of the foregoing resolutions and affix thereto the seal of the Corporation

Authorized Signatures

9.4 Motion to authorize the following signatures on the accounts maintained by the Board of Education:

Custodian (General) Account	President or Vice President & Secretary and <u>Superintendent</u> (3)
Salary Account	<u>President</u> (1)
Payroll Agency Account	Secretary or Superintendent & President or Vice President (2)
Cafeteria Account	President or Vice President & Secretary or Superintendent (2)
Petty Cash Account	Secretary or Superintendent & President or Vice President (2)
Athletic Account	Secretary or Superintendent

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	& President or Vice President (2)
Student Activities Account	Secretary or Superintendent & President or Vice President (2)
Extendicare Account	Board Secretary or Superintendent
Scholarship Accounts	Board Secretary or Superintendent

**Appointment of Representatives Requesting
Federal and State Funds**

- 9.5 Motion the Board approve the following item:

RESOLVED that the Superintendent of Schools and the Business Administrator/Board Secretary for the Keyport Board of Education or their designees, be designated as the Board’s agents to request state and federal funds under the existing State and Federal Laws for the period from the date of this Organization Meeting to the Board Organization Meeting in the next calendar year.

Board Policies/Regulations

- 9.6 Motion the Board approve the adoption of all existing Board Policies and Regulations.

Petty Cash Accounts

- 9.7 Motion the Board approve the following item:

RESOLVED to authorize the Board Secretary to establish the following interest petty cash fund account for the period from July 1st, 2015 through June 30th, 2016 during the next fiscal year in accordance with N.J.S.A.18A:4-15 and :19-13 and Title 6 of the N.J.A.C. 6:20-2.10.

Board Secretary’s Office (checking)	\$500
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AND FURTHER BE IT RESOLVED to establish a maximum single Petty Cash expenditure of \$100 not to be exceeded without prior approval by the Board Secretary.

AND FURTHER BE IT RESOLVED that each account be replenished within a period of time not to exceed sixty (60) days without prior approval of the Board Secretary.

Organization Chart

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- 9.8 Motion the Board approve the Organization Chart for the Board of Education. (Attachment).

**Designation of Superintendent
Transfer Authority**

- 9.9 Motion that the Business Administrator/Board Secretary be designated as the Board of Education’s Claims Auditor with authority, as provided by 18A:19-2 amended, to direct pre-payment of claims for Debt Service, Payroll, Fixed Charges and any other claim or demand which would be in the best interest of the Board to pay promptly.
- 9.10 Motion the Board approve the following item:

RESOLVED that as provided by N.J.S.A. 18A:22-8.1 amended, the Superintendent of Schools be designated as Chief School Administrator to approve such line item budget transfers as are necessary between Board of Education meetings, and

FURTHER BE IT RESOLVED that such transfers shall be reported to the Keyport Board of Education, ratified and duly recorded in the minutes of such meeting not less than monthly.

Educational Data Services, Inc.

- 9.11 Motion the Board approve the following item:
- Educational Data Services, Inc., as a New Jersey Cooperative Bidding Program for our school supplies. The licensing and maintenance fee for the 2015-2016 School Year will be \$3,200.
- 9.12 Recommend the Board approve the list below of District Software/Support Providers for an amount not to exceed \$220,000 annually:

Systems 3000	18,800
Genesis	20,000
IEP Direct	12,500
Achieve 3000	45,000
Link It	3,000
Light Path	3,700
Light Speed	7,000
School Wires	9,000
ASEOP	5,530
Strauss Esmay	4,435

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School Dude	3,914
Rethink	8,800
Microsoft	10,000
Schmoop	5,000
Honeywell	3,250
Applitrack (Frontline)	760
Reading Eggs	1,000
Brain Pop	800
Learning A-Z	2,500
IXL	5,250
Follett	2,500
Schmoop	5,000
Springboard	1,500
APEX	10,000
Educere	6,000
Adv. Assessment	8,500
Study Island	750
VHS	1,500
Keyboarding without Tears	2,800
HUDL	1,200
Google	2,000
Adobe Photoshop	5,000
EDMENTUM	750

9.13 Motion to appoint Anthony Rapolla, Board Secretary, as the Public Agency Compliance Office (P.A.C.O.) for the period July 1, 2015, through June 30, 2016, in compliance with P.L. 1975 chapter 127.

9.14 Motion to approve Superintendent, Mrs. Lisa Savoia, as the Keyport Board of Education representative to the Shore Center/MOESC.

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

Affirmative Action Officer	Michael Waters
504 Compliance Officer	Anthony DePasquale
District Anti-Bullying Specialist	Anthony DePasquale
District Homeless Liaison	Denise Cleveland
District Education Liaison	Denise Cleveland

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Central School Education Liaison & CS Anti-Bullying Specialist	TBD
High School Education Liaison & HS Anti-Bullying Specialist	Lindsay Meyer-Thein

- 9.16 Motion to adopt the Uniform Minimum Chart of Accounts for New Jersey Public Schools for the 2015-2016 school year.

Appointment of District Certified Purchasing Agent

- 9.17 Motion to approve the following resolution:

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 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.

**E-Rate
Extraordinary Unspecifiable Service**

- 9.18 Motion the Board approve the following item:

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WHEREAS, there exists a need for telecommunication services for the Keyport Board of Education for the 2015-2016 School Year.

WHEREAS, it has been determined that such telecommunication services are specialized in nature, require expertise in the field of telecommunication and can be provided only by someone with knowledge of policy and is not reasonably possible to describe the required services with written bid specifications, and

WHEREAS, funds are or will be available for this purpose in an amount not to exceed \$2,000.

NOW, THEREFORE BE IT RESOLVED, BY THE KEYPORT BOARD OF EDUCATION IN THE COUNTY OF MONMOUTH, AS FOLLOWS:

1. The telecommunication services firm of E-rate Exchange, Syracuse, NY, is hereby retained to provide telecommunication services necessary.
2. This contract is awarded without competitive bidding as “Extraordinary Unspecifiable Services” in accordance with the Public School Contracts Law, N.J.S.A.18A:18A(a)(1) because it is for services performed by persons that cannot be reasonably described and bid.
3. The Board of Education is required to review the most recent peer review report prior to the engagement of the annual audit, and to acknowledge its review of the peer review report in the minutes that authorizes the engagement of the public school accountant.
4. A copy of this resolution as well as the contract shall be placed on file with the Secretary of the Board.

State Contract Purchasing

- 9.19 Motion the Board approve the following resolution authorizing The Procurement of Good and Services through State Agency for the 2015-2016 School Year:

WHEREAS, Title 18A:18A-10 provides that “A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services

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entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, The Keyport Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, the Keyport Board of Education desires to authorize its purchasing agent for the 2015-16 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED that the Keyport Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors that have State Contracts. The Purchasing Agent shall make known to the Board the Commodity/Service, Vendor and State Contract Number utilized.

Doctrine of Necessity

9.20 Motion the Board approve the following item:

WHEREAS, the School Ethics Act, N.J.S.A. 18AA:12-21 et seq. was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and school administrators and to provide specific ethical standards to guide their conduct; and

WHEREAS, questions have arisen regarding how a Board should invoke the Doctrine of Necessity when a quorum of a board of education has conflicts of interest on a matter required to be voted upon; and

WHEREAS, the School Ethics Commission has provided some guidance in Public Advisory Opinion A03-98 (April 1, 1998) but finds that there is a need to repeat and clarify its opinion; and

WHEREAS, the opinion set forth that, when it is necessary for a Board to invoke the Doctrine of Necessity, the Board should state publicly that it is doing so, the reason that such action is necessary and the specific nature of the conflicts of interest; and

WHEREAS, the opinion further provided that if the Board must invoke the Doctrine of Necessity not just to vote, but also to form a negotiations committee because it is without even three members to serve as a committee, then the Board must determine whether to act as a committee of the whole or to choose a smaller negotiations committee from among its

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members after stating publicly its reason for doing so as set forth above;
and

WHEREAS, in keeping with the Legislative purpose as set for the in N.J.S.A. 18A:12-22(a) the School Ethics Commission views public disclosure of conflicts of interest to be paramount when it is necessary to invoke the Doctrine of Necessity;

NOW THEREFORE BE IT RESOLVED that the School Ethics Commission hereby requires Boards of Education and Charter School Boards of Trustees that must invoke the Doctrine of

Necessity to adopt a resolution setting forth that they are invoking the Doctrine, the reason for doing so and the specific nature of the conflicts of interest; and

BE IT FURTHER RESOLVED that Boards of Education and Charter School Boards of Trustees that invoke the Doctrine are directed to read the resolution at a regularly scheduled public meeting, post it where it posts public notices for 30 days and provide the Commission with a copy;

BE IT FURTHER RESOLVED that the Commission shall distribute this Resolution to the county superintendents for distribution to the school districts and charter schools, the New Jersey School Boards Association, the New Jersey Principals and Supervisors Association, the New Jersey Association of School Administrators, the New Jersey Association of School Business Officials and the New Jersey Education Association.

9.21 Motion that the Board approve the Flexible Spending Account (FSA) to be offered through Horizon Blue Cross as Third Party Administrator for the 2015-2016 school year.

9.22 Motion to appoint Anthony Rapolla as Custodian of Records for Keyport Public Schools for the school year 2015-2016.

9.23 Motion to approve the following item:

RESOLVED that the Board of Education hereby establishes a photocopy fee of (\$.05) Five Cents for printed matter of letter size page or smaller and (\$.07) Seven Cents for printed matter of legal size or larger for official Board Minutes and other public documents.

9.24 Motion the Board approve the following item:

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RESOLVED that emergency procedures described in the official Keyport Emergency Management Plan be approved as recommended by the Superintendent of Schools.

9.25 Motion to approve student representation at the Regular Meetings of the Keyport Board of Education.

9.26 Motion to approve Kenneth Krohe as follows for the 2015-2016 school year:

- Integrated Pest Management Coordinator
- Asbestos Management Officer
- Air Quality Designee
- Chemical Hygiene Officer
- Right to Know Officer
- Health and Safety Designee

9.27 Motion to approve the following Tax Sheltered Annuity Providers for the 2015-2016 school year:

Equitable	Siracusa
Lincoln Investment	Valic
Met Life	Vanguard
Massachusetts Mutual	

9.28 Motion to approve Brown and Brown, Inc., Lambertville, NJ as Broker of Record for Employee Insurance for the 2015-2016 school year in accordance with the following schedule:

<u>Medical</u>	<u>Carrier</u>	<u>Cost/Month</u>
Single	Horizon	\$628.26
Husband/Wife	Horizon	\$1,442.68
Family	Horizon	\$1,686.37
Parent/Child	Horizon	\$965.08

<u>Prescription</u>	<u>Carrier</u>	<u>Cost/Month</u>
Single	Horizon	\$219.04
Husband/Wife	Horizon	\$492.86
Family	Horizon	\$547.66
Parent/Child	Horizon	\$306.66

<u>Dental</u>	<u>Carrier</u>	<u>Cost/Month</u>
One Party	Delta Dental	\$42.43
Two Party	Delta Dental	\$110.65
Three Party	Delta Dental	\$110.65

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<u>Vision</u>	<u>Carrier</u>	<u>Cost/Month</u>
All categories	United Health	\$19.13

<u>Long-Term Disability</u>	<u>Carrier</u>	<u>Cost/Month</u>
Base Rate	UNUM	\$4.22

9.29 Motion to adopt Robert’s Rules of Order as the parliamentary procedures to be followed by the Board.

9.30 Motion to authorize Business Administrator to sell Solar Renewable Energy Credits (SRECs) on the open spot market effective July 1, 2015, through June 30, 2016.

9.31 Motion to approve the New Jersey Security Drill Statement of Assurance for the 2014-2015 school year for the Keyport School District.

9.32 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 2015-2016 school year.

9.33 Motion that the Board approve the participation in the ACES consortium program for Natural Gas for the 2015-2016 school year.

9.34 Motion that the Board approve the participation in the ACES consortium program for Electricity for the 2015-2016 school year.

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:

Employee Name	Date(s)	Workshop Name	Location/Mileage	Cost
Dean Athans	8/3 – 8/6/15	AP Topics Psychology	New Brunswick, NJ/42.2	\$1,077.33
Erik Mammano	6/8 – 6/9/2015	Regional Future Ready Schools Summit	Baltimore, MD/359.24	\$486.76

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

10.2 Motion to approve the 2015-2016 Nursing Plan for the Keyport School District.

10.3 Motion to accept the May 2015 Security Drills as follows:

School Name	Drill Type	Occupants Involved	Date & Time
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Keyport High School	Fire Drill	All staff & students	5/6/15 @ 9:30 a.m.
Keyport High School	Lockdown Drill	All staff & students	5/27/15 @ 1:00 p.m.
Central School	Lockdown Drill	All staff & students	5/19/15 @ 2:30pm
Central School	Fire Drill	All staff & students	5/13/15 @ 9:00 a.m.

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

DATE	SCHOOL	INCIDENTS REPORTED	HIB
May 2015	Central	1	1
May 2015	KHS	1	0

- 10.5 Motion to approve seven selected Keyport High School Students to attend a four-day leadership training program “RYLA” (Rotary Youth Leadership Award) at Monmouth University. The cost per student to attend is \$465.
- 10.6 Motion to approve Keyport High School to participate in the state funded project entitled An Effectiveness Study of Substance Abuse Prevention Services for Children with Conduct Disorders through Barnabas Health.
- 10.7 Motion to approve the agreement between Keyport Public Schools and PERNA Dance Studio, for the 2015-2016 school year, to provide dance services at Keyport High School not to exceed \$10,000.
- 10.8 Motion to approve the Danielson 2013 Framework to be used for Teacher Evaluation in 2015-2016.
- 10.9 Motion to approve the following Marshall evaluation instruments for administrators for the 2015-2016:
- Director
 - Director of Special Services
 - Principal
 - Assistant Principal
- 10.10 Motion to approve the submission of the 2015-2016 Bilingual Waiver.
- 10.11 Motion to approve the 2015-2016 Course Offerings (as attached).

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- 10.12 Motion to approve the 2015-2016 Professional Development Plans for Keyport Central School and Keyport High School.
- 10.13 Motion to approve the 2015-2016 Textbook list (as attached).
- 10.14 Motion to approve the submission of the Blended Learning Innovation Pilot Grant.
- 10.15 Motion to approve the Algebra I and English I Summer Curriculum.
- 10.16 Motion to approve the Wrestling and Field Hockey Cooperative Sports Agreement between Memorial School and Keyport Central School for the 2015-2016 school year.

11.0 Personnel

- 11.1 Motion to approve J. Erik Mammano as the Central School Principal for the 2015-2016 school year at a salary of \$103,750, effective July 6, 2015.
- 11.2 Motion to approve the Keyport Administrators Association personnel salaries for the 2014-2015 and 2015-2016 school years, as follows:

Last Name	First Name	Position	2014-2015 Salary	2015-2016 Salary
Waters	Michael	Principal	\$116,011	\$118,665
Rapolla	Anthony	Principal	\$120,467	
Cleveland	Denise	Director	106,217	108,871
Jones	Melissa	Director	99,467	102,121
DePasquale	Anthony	Director	92,732	95,886
Flynn	Kevin	Assistant Principal	96,902	99,556
Godlesky	Laura	Supervisor	96,267	98,921
Mammano	Erik	Assistant Principal	93,062	--
Slater	Stephen	Supervisor	89,473	92,160

- 11.3 Motion to approve Sandra Costa-Machado as a Keyport High School French Teacher for the 2015-2016 school year at a salary of \$61,434, MA Step 6.

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- 11.4 Motion to approve Gabrielle Maggio as a Central School PreK Teacher for the 2015-2016 school year at a salary of \$50,244, BA Step 1.
- 11.5 Motion to approve Brittney Penson as a Central School ESL Teacher for the 2015-2016 school year at a salary of \$50,244, BA Step 1.
- 11.6 Motion to approve Ahmir Jones as a Summer Custodian at the rate of \$8.38 per hour, not to exceed \$2,045 effective June 22, 2015.
- 11.7 Motion to approve Ashleigh Pileggi as a Summer Tech Assistant at the rate of \$8.38 per hour, not to exceed \$2,045 effective June 22, 2015.
- 11.8 Motion to approve Jennifer Schower as the KCS Assistant Drama Club Advisor at a stipend of \$800.
- 11.9 Motion to approve LeeAnn Romanetz to work the Kindergarten Jumpstart Program, at the rate of \$35 per hour, to be funded from NCLB, not to exceed \$1,200.
- 11.10 Motion to approve two teachers to screen the incoming Kindergarten students, at the rate of \$35 per hour, not to exceed 5 hours, to be funded from NCLB.
- 11.11 Motion to approve the following teachers to work the AP Bootcamp, at the rate of \$35 per hour, not to exceed \$500:

Dean Athans	Steve Schwarz	Deboney Braithwaite
Christina Egan	Jennifer Sproat	Lisa Wallin

- 11.12 Motion to approve the following teachers to work the Summer School Program, at Keyport High School, from June 22 - July 30, 2015:

Name	Position	Hours	Hourly Rate	Not to Exceed
Diane Quinn	English	69	\$35	\$2,415
Kyle Keelen	Math	138	\$35	\$4,830

- 11.13 Motion to approve the following substitute teachers to work the Summer School Program, at Keyport High School, from June 22-July 30, 2015:

Cynthia Deily	Math
Nicole Seres	English

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- 11.14 Motion to approve Valerie Rogers to revise the Desktop Publishing curriculum at the rate of \$35 per hour, not to exceed 10 hours.
- 11.15 Motion to approve Judy La Villa to write a Life Skills Curriculum for 10 hours, at \$35 / hour, not to exceed \$350.
- 11.16 Motion to approve Dean Athans to write the AP Psychology curriculum at the rate of \$35 per hour, not to exceed 15 hours.
- 11.17 Motion to approve an additional hour per day for Renee Bracken, Central School part time aide, to work with a special education student, at the rate of \$13.16 per hour for the 2014-15 school year.
- 11.18 Motion to approve the following candidate as a substitute teacher for the 2014-2015 school year at the prevailing rate of pay:

Group I

Tiffany Rodriguez CEAS Teacher of English

- 11.19 Motion to approve the following resolution eliminating the position of Athletic Director:

WHEREAS, N.J.S.A. 18A:28-9 provides that a board of education may eliminate positions for reasons of economy, because of a reduction in the number of pupils, because of a change in the administrative or supervisory organization of the district, or for other good cause; and

WHEREAS, the Superintendent has recommended the elimination of the Athletic Director position for reasons of economy and because of a change in the organization of the district.

NOW, THEREFORE, BE IT RESOLVED by the Keyport Board of Education, upon the recommendation of the Superintendent, as follows:

1. That the position of Athletic Director is hereby eliminated, effective June 30, 2015; and

2. That the affected employee shall promptly receive appropriate notification from the Board Secretary or Superintendent of the adoption of this Resolution.

- 11.20 Motion to approve the Assistant Principal – Athletic Director job description.

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- 11.21 Motion to authorize Superintendent of Schools, Lisa M. Savoia, to tender offers of employment prior to the board meeting on August 19, 2015.
- 11.22 Motion to approve Nicole Seres as Keyport High School English Teacher for the 2015- 2016 school year at a salary of \$50,244, BA Step 1.
- 11.23 Motion to approve Sarah Roadside as Central School Language Arts Teacher for the 2015-2016 school year at a salary of \$50,244, BA Step 1.

12.0 Policy – None

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 June 10, 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:

SECOND:

17.0 Return to Open Session (TIME: _____)

18.0 Adjournment