

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – JUNE 13, 2018
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 11, 2018, as approved at the reorganization meeting of the Board of Education held on January 3, 2018. 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, President | Mrs. Kutschman, Vice President |
| Ms. King-Cote | Ms. Malinconico |
| Mrs. Fox | Mr. McGrogan, UB Rep.* |
| Mr. Hausmann | Mrs. Panzarelli |
| Mr. Henning | Mr. White |

Student Council Representative: Julian Rebelo

**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 Presentations –

- 2.1 Goal Presentation/Robert Bumpus, Assistant Commissioner of Education**
- 2.2 Volunteer Recognition**
- 2.3 Spieze Architectural Group – HS Security Vestibule**

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – JUNE 13, 2018
AGENDA**

3.0 President’s Remarks

4.0 Communications – Dr. Savoia

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

7.1 Motion to approve the following minutes:

| | |
|---------------------|--|
| May 9, 2018 | Regular Minutes and closed session |
| May 21, 2018 | Special Minutes and closed session |
| June 6, 2018 | Workshop Minutes and closed session |

8.0 Buildings & Grounds – Mr. Rapolla

8.1 Facilities Update

8.1.1 Motion to approve the Integrated Pest Management Plan for the school year 2018-2019 for Keyport Central School and Keyport High School.

8.2 Use of Facilities

8.2.1 Motion that the Board approve the following organizations for Use of the School Facility for the 2018-2019 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
- j) Jesus the Lord Church/ Our Lady of Fatima Parish

| |
|--|
| <p>KEYPORT BOARD OF EDUCATION REGULAR ACTION MEETING – JUNE 13, 2018 AGENDA</p> |
|--|

9.0 Finance

9.1 Motion to approve the following resolution:

Be It Resolved that the financial reports of the Secretary to the Board of Education and the Cash Report dated April 30, 2018, which are in agreement, be accepted and submitted and attached to and made a part of the minutes of this meeting.

Be It Further Resolved that pursuant to N.J.A.C. 6A:23A-16.10(c)4 that after a review of the secretary’s monthly financial report and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been overexpended and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

9.2 Motion to approve bills for the month of June 2018 in the amount of **\$581,872.27** and supplemental bills for May 2018 in the amount of **\$425.80**.

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

| <u>From</u> | <u>To</u> | <u>Amount</u> |
|---|--|---------------|
| 20-271-200-320 Purchased Prof KHS 1718 | 20-271-200-600-01 Supplies TII KHS 1718 (Adj. 104) | \$71.62 |
| 20-271-200-320 Purchased Prof KHS 1718 | 20-271-200-500-01 Other Purch TII KHS 1718 (\$275) 20-271-200-500-02 Other Purch TII KCS 1718 (\$275) (Adj. 107) | \$550.00 |
| 20-271-200-500-02 Other Purch TII KCS 1718 | 20-241-200-600-01 Supplies TII KHS 1718 (Adj. 108) | \$297.98 |
| 12-000-400-722 Buildings | 12-000-100-731 Instruct Equip. (Adj. 110) | \$3,200.00 |
| 11-000-263-610 Care of Grounds | 11-000-263-300 Prof Serv Care of Ground (Adj. 114) | \$4,000.00 |

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – JUNE 13, 2018
AGENDA**

| | | |
|---|---|--------------------|
| 11-000-262-520 P&C/Multi-Peril Insur | 11-000-262-590 Garbage Removal (Adj. 122) | \$1,400.00 |
| 11-000-262-490 Water/Sewer Expense | 11-000-262-621 Natural Gas Expense (Adj. 123, 137, 140) | \$2,464.00 |
| 20-271-200-320 Purchased Prof KHS 1718 | 20-271-200-600-01 Supplies TII KHS 1718 (\$42) 20-271-200-600-02 Supplies TII KCS 1718 (\$42) (Adj. 124) | \$84.00 |
| 20-218-200-600 PS Supplies 1718 | 20-218-100-610 PS Teach Supplies 1718 (Adj. 126) | \$6,000.00 |
| 20-231-200-300 Purch Prof TI KHS 1718 | 20-231-200-600-02 Sup & Mat TI KCS 1718 (Adj. 135) | \$742.00 |
| 11-000-270-514 Cont Service Special Ed | 11-000-270-512 Contr Service Athletics (Adj. 138) | \$15,000.00 |
| 11-140-100-101 Gr. 9-12 Sub Salaries | 11-401-100-100-01-25 GSA (Adj. 141) | \$817.00 |
| 11-140-100-101 Gr. 9-12 Sub Salaries | 11-401-100-100-01-26 HS Dance Club (Adj. 142) | \$817.00 |
| 11-000-266-420 Security Maintenance | 11-000-266-330 UE S Pur Pro & Tech Svcs (Adj. 143) | \$5,000.00 |

9.4 Motion to approve the following 2018 ESY out of district tuitions:

| | | |
|-------------------------------|--|----------|
| CPC | Student 5095364103 | \$ 9,300 |
| Children's Center | Student 5903422472 (paid by UB) | \$11,949 |
| | Student 6901371122 (paid by UB) | \$11,949 |
| Coastal Learning Center | Student 9147358723 | \$ 8,750 |
| Collier High School | Student 4187814469 (paid by UB) | \$ 9,840 |
| | Student 1550159306 (paid by UB) | \$ 9,840 |
| Hawkswood School | Student 1719130762 | \$10,980 |
| | Student 6176616695 (paid by UB) | \$10,670 |
| The Rugby School of Woodfield | Student 5286564088 (paid by UB) | \$11,397 |
| Search Day Program | Student 2900941894 | \$19,698 |

| |
|--|
| <p>KEYPORT BOARD OF EDUCATION REGULAR ACTION MEETING – JUNE 13, 2018 AGENDA</p> |
|--|

- 9.5 Motion that the Board approve the breakfast and lunch prices for the school year 2018-2019 as follows:

| | <u>Paid</u> | <u>Reduced</u> |
|------------------------------|-------------|----------------|
| High School Lunch | \$2.60 | \$.40 |
| Central School Lunch | \$2.50 | \$.40 |
| H. S. & C.S. Breakfast | \$1.10 | \$.30 |
| Snack Milk | .60 | |
| Adult Lunch both Schools | \$3.45 | |
| Adult Breakfast both Schools | \$1.50 | |

- 9.6 Motion to approve an addendum to extend agreement between the Keyport Board of Education and Source4Teachers, LLC for the 2018-2019 school year to provide substitute teachers as needed. Daily rate: \$140.25 full day and \$70.13 half day.

- 9.7 Motion to approve the following awards for graduation 2018:

| <u>Scholarship</u> | <u>Amount</u> |
|--------------------------------------|---------------|
| Dino Lambros Scholarship (HS) | \$2,000 |
| Fritz Gooseman Scholarship (HS) | \$25 |
| Fritz Gooseman Scholarship (CS) | \$25 |
| Jane Jones Scholarship (HS) | \$200 |
| Juracky Scholarship (HS) | \$500 |
| Prager Scholarship (HS) | \$200 |
| Will Hayes Scholarship (HS) | \$150 |
| Leon & Norinne Schank Memorial Award | \$500 |

- 9.8 Motion to authorize the School Business Administrator to make all necessary account transfers within the 2017-2018 school budget to close out the year and pay necessary bills with authorization of the president.

- 9.9 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

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – JUNE 13, 2018
AGENDA**

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 \$1,500,000 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.

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

- 9.11 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

| |
|--|
| <p>KEYPORT BOARD OF EDUCATION REGULAR ACTION MEETING – JUNE 13, 2018 AGENDA</p> |
|--|

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 \$200,000 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.

- 9.12 Motion to approve the following 2018-2019 tuition contracts between the Keyport Board of Education and the Union Beach Board of Education amounting to \$2,660,272.

| <u>2018/19 Contract</u> | <u># of Students</u> | <u>Rate</u> | <u>Total</u> |
|----------------------------------|----------------------|-------------|------------------------|
| Full Time Students | 157 | \$15,620 | \$2,452,340 |
| Part Time Students | 6 | \$ 7,810 | 46,860 |
| Tuition Adjustment 16/17 | | | \$ 94,098 |
| Total Regular Student Tuition | | | <u>2,593,298</u> |
| Resource Room 2018/19 | | As agreed | \$167,847 |
| Resource Room Adjustment 2016/17 | | As agreed | <u>\$ (100,873)</u> |
| Total Resource Room Tuition | | | <u><u>\$66,974</u></u> |

- 9.13 Motion to establish 2018-2019 tuition rates for attendance at Keyport Public Schools as follows:

| | |
|----------------------|----------|
| Grades 9-12 | \$16,862 |
| Grades 6- 8 | \$16,539 |
| Grades 1 – 5 | \$15,098 |
| Pre-K & Kindergarten | \$14,932 |

- 9.14 Motion to approve the following 2018-2019 anticipated contracts to be renewed, awarded, or to expire during the school year - P.L. 2015, c. 47:

Pursuant to PL 2015, Chapter 47 the Keyport Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – JUNE 13, 2018
AGENDA**

be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et. seq, NJAC Chapter 23, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq.

| |
|---|
| Acellus |
| Adams, Gutierrez & Lattiboudere, LLC |
| Adobe |
| Advanced Assessment Systems Inc. |
| AllRisk |
| American Capital Financial Services |
| Apex Learning Inc. |
| Atlantic Business Products |
| Atlantic Tomorrows Office |
| Automatic Protection Systems |
| B. Garrettson Roofing, Inc. |
| Blackboard, Inc. |
| Bollinger Insurance |
| Brown and Brown, Inc. |
| Cablevision Lightpath |
| CDW-G |
| Coastal Air-Conditioning |
| Delta Dental |
| Educational Data Services |
| Educational Development Services |
| Environmental Design, Inc. |
| The Educational Services Commission of NJ |
| E2E Exchange |
| Follett |
| Frontline Technologies |
| Gallagher O’Gorman & Young |
| Genesis |
| Good Mowin, Inc. |
| Home Care Therapies, LLC, d/b/a Horizon Healthcare Staffing Corporation |
| Honeywell |
| Horizon Blue Cross/Blue Shield of NJ |
| IXL Learning |
| Johnson Controls |
| Magic Touch Construction Co. |
| Maschio’s Food Service, Inc. |

| |
|---|
| KEYPORT BOARD OF EDUCATION REGULAR ACTION MEETING – JUNE 13, 2018 AGENDA |
|---|

| |
|---|
| McManimon, Scotland and Baumann, LLC |
| Monmouth Ocean Education Services Commission |
| Municipal Capital Finance |
| Naviance Inc. |
| New Jersey Schools Insurance Group |
| Newsela |
| Phoenix Advisors, LLC |
| Precision Fence Company |
| R. Helfrich & Sons Corp |
| Ray Angelini |
| Rethink |
| SchoolDude |
| Source4Teachers, LLC |
| Spiezle Architectural Group, Inc. |
| Suplee, Clooney & Company |
| Systems 3000 |
| Transportation Jointure Agreement between the Keyport Board of Education and Union Beach Board of Education |
| United Healthcare |
| Unlimited Autos |
| Unum |
| Westchester Environmental |

9.15 Motion to approve the agreement between the Keyport Board of Education and Phoenix Advisors to act as the Board’s financial advisor in connection with the issuance of bonds and/or notes and other matters relating to the 2018 referendum.

9.16 Motion to approve the following transportation contract renewal for the 2018-2019 school year:

R. Helfrich & Sons Corp. Route #2005 Career Ctr.
\$220.15 per diem x 180 days = \$39,627

Increase in accordance with CPI (1.51%)

9.17 Motion to approve the purchase, removal and installation of carpet at Keyport Board of Education Building from Atlantic Flooring and Solar Window at a cost of \$7,782.

Quotes were received from the following vendors:

Atlantic Flooring and Solar Window \$7,782.00

| |
|--|
| <p>KEYPORT BOARD OF EDUCATION REGULAR ACTION MEETING – JUNE 13, 2018 AGENDA</p> |
|--|

| | |
|----------------------|------------|
| Fox Floors | \$8,548.56 |
| Carpets With a Twist | \$8,175.00 |

9.18 Motion to approve Home Instruction for Keyport Student #2727029141 at Monmouth Medical Center beginning May 14, 2018, through May 26, 2018, provided by EI US, LLC, for ten hours per week at a cost of \$51.50 per hour.

9.19 Motion to approve the purchase of an Athletic Field and High School Gymnasium sound system from Jerzy Sound at a cost of \$14,292.99.

Quotes were received from the following vendors:

| | |
|-------------------------|-------------|
| Jerzy Sound | \$14,292.99 |
| Intellicom Systems Inc. | \$16,000.00 |

9.20 Motion to approve the following resolution:

Whereas, bids were advertised for Secure Vestibule Upgrades at Keyport High School and bids were opened on Wednesday, May 31, 2018, with the following result:

Bids were received from:

| | |
|---------------------------|-----------|
| G. Meyer Group | \$259,250 |
| William Kohl Construction | \$339,700 |

Whereas, it has been determined that the bid exceeds the budget and funds do not exist to award the bid.

Now Therefore, Be It Resolved That, the Keyport Board of Education reject the bid for budgetary reasons.

9.21 Motion to authorize the Business Administrator, Anthony Rapolla, to re-advertise for bids for the Secure Vestibule Upgrades at Keyport High School.

9.22 Motion to approve the purchase, removal and installation of floor tile in Keyport Central School rooms PK1 and PK2 from Atlantic Flooring and Solar Window at a cost of \$9,999.99.

Quotes were received from the following vendors:

| | |
|------------------------------------|-------------|
| Atlantic Flooring and Solar Window | \$9,999.99 |
| Taylor Flooring | \$10,649.00 |
| Carpets With a Twist | \$11,224.00 |

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – JUNE 13, 2018
AGENDA**

- 9.23 Motion to approve the purchase and installation of a scoreboard for the Keyport Athletic Complex (to replace damaged scoreboard covered by property insurance) from Ambidextrous Sports at a cost of \$42,766.16.
- 9.24 Motion to approve the purchase, removal and installation of a hot water heater for Keyport High School from Magic Touch Construction Company at a cost of \$14,543.98 through the ESCNJ Coop bid for plumbing services 65MCESCCP 16/17-19.

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:

| <u>Employee Name</u> | <u>Date(s)</u> | <u>Workshop Name</u> | <u>Location/Mileage</u> | <u>Cost</u> |
|-----------------------|----------------|--|-------------------------|-------------|
| Anshelewitz, Wilbette | 6/4/18 | RPDA Wilson Reading & Language Systems Seminar | Little Silver, NJ/23 | 173 |
| Burgener, Margaret | 6/4/18 | RPDA Wilson Reading & Language Systems Seminar | Little Silver, NJ/23 | 173 |
| Buttacavole, Alyssa | 6/4/18 | RPDA Wilson Reading & Language Systems Seminar | Little Silver, NJ/23 | 173 |
| Cunningham, Vanessa | 6/4/18 | RPDA Wilson Reading & Language Systems Seminar | Little Silver, NJ/23 | 173 |
| Koumoulis, Claudia | 6/4/18 | RPDA Wilson Reading & Language Systems Seminar | Little Silver, NJ/23 | 173 |
| Mantino, Amy | 6/4/18 | RPDA Wilson Reading & Language Systems Seminar | Little Silver, NJ/23 | 173 |
| Murray, Claire | 6/4/18 | RPDA Wilson Reading & Language Systems Seminar | Little Silver, NJ/23 | 173 |
| Stone, Lauren | 6/4/18 | RPDA Wilson Reading & Language Systems Seminar | Little Silver, NJ/23 | 173 |
| Westendorf, Jeanne | 6/4/18 | RPDA Wilson Reading & Language Systems Seminar | Little Silver, NJ/23 | 173 |

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – JUNE 13, 2018
AGENDA**

- 10.2 Motion to approve Marshall evaluation instruments for the following administrators for 2018-2019:
- Director
 - Director of Special Services
 - Principal
 - Assistant Principal
 - Supervisors
- 10.3 Motion to approve the Danielson 2013 Framework to be used for Teacher Evaluation in 2018-2019.
- 10.4 Motion to approve Susanne Leandro to attend Leveled Literacy Instruction training on June 25 and June 26, 2018, at a rate of \$20 per hour for 6 hours per day for two days, not to exceed 12 hours and \$240.
- 10.5 Motion to approve Lillian Romanetz to teach in the Jumpstart program from August 20 to 23, 2018, at a rate of \$35 per hour, not to exceed 20 hours or \$700 to be paid from Title I funds.
- 10.6 Motion to approve the following course offerings for 2018-2019 school year:

Keyport High School

| <u>BUSINESS/TECHNOLOGY ELECTIVES</u> | <u>ENGLISH</u> |
|--|----------------------------------|
| 21st Century Accounting | English I |
| Advanced Accounting | Creative Writing/Public Speaking |
| Web Media and Literacy | English I Honors |
| Educational Technology Literacy | English II |
| Law for Business and Personal Use | English II Honors |
| Senior Career Readiness Seminar | English III |
| Computer Applications, Prototyping and | English III Honors |
| Computer Aided Design | English IV |
| Programing and Robotics | English IV-Honors |
| Computer Applications II | AP Language and Composition |
| College Seminar | AP Literature and Composition |
| Tomorrow's Teachers | English as a Second Language |
| TV Production I | Freshman Seminar |
| TV Production II | Sophomore Seminar |
| Sports Management | Junior Seminar |
| Introduction to Logistics | |
| Functional Areas in Logistics | |
| Computer Applications | |

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – JUNE 13, 2018
AGENDA**

| | |
|--|--|
| <p><u>SCIENCE DEPARTMENT</u></p> <p>Biology Lab Biology Lab (Honors) Chemistry Lab Chemistry Lab (Honors) Physics Lab Environmental Science Lab AP Physics AP Biology AP Chemistry Anatomy & Physiology Advanced Anatomy & Physiology Sports Medicine and Athletic Training Health/Science Career Field Experience</p> | <p><u>MATHEMATICS</u></p> <p>Algebra Enrichment Algebra I Geometry Enrichment Geometry Geometry (Honors) Algebra II Algebra II (Honors) Pre-Calculus Pre-Calculus (Honors) Financial Literacy AP Calculus Integrated Modern Algebra Probability and Statistics</p> |
| <p><u>CONSUMER FAMILY</u></p> <p>Culinary Arts I Culinary Arts II Culinary Arts III Culinary Arts IV Fashion Design I Fashion Design II Early Childhood Development Food Nutrition and Science</p> | <p><u>HEALTH & PHYSICAL EDUCATION</u></p> <p>Driver's Education 10 Emergency Medical Technician 12 (Option II) Physical Education/Health 9 - 12 CPR Health 11 Fitness and Conditioning Health Education Dance I Dance II Dance III Teen PEP</p> |
| <p><u>SOCIAL STUDIES DEPARTMENT</u></p> <p>US History I US History I (Honors) US History II US History II (Honors) World History World History (Honors) AP Psychology AP History Criminology & Sociology Psychology Sports Psychology History and Ethics of Sports</p> | <p><u>VISUAL/PERFORMING/ INDUSTRIAL ARTS</u></p> <p>Art Foundations I Art Foundations II Art Foundations III Art Foundations IV Digital Photography Concert Band I, II, III, IV Chorus I, II, III, IV Music Appreciation Performing Arts I Performing Arts II Dance I Dance II Dance III</p> |
| <p><u>WORLD LANGUAGE</u></p> <p>Spanish I, II, III, IV, V</p> | <p><u>ON-LINE LEARNING</u></p> <p>Acellus</p> |

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – JUNE 13, 2018
AGENDA**

| | |
|---|--|
| <p><u>DUAL ENROLLMENT: BROOKDALE COMMUNITY COLLEGE</u></p> <p>SPA 101-- Elementary Spanish I; Brookdale Community College (Rising Stars Academy only)</p> <p>SPA 102 --Elementary Spanish II; Brookdale Community College (Rising Stars Academy only)</p> <p>ENG 121-- English Composition: The Writing Process -- Brookdale Community College</p> <p>ENG 122-- English Composition: Writing and Research--Brookdale Community College</p> <p>COMP 129--Information Technology— Brookdale Community College</p> <p>SPCH 115- Public Speaking— Brookdale Community College</p> | <p><u>ACADEMIES:</u></p> <ul style="list-style-type: none"> ● Health, Science, and Sports Studies ● Tomorrow’s Teachers ● Global Logistics ● Performing Arts ● Rising Stars Early College High School |
|---|--|

Keyport Central School

| | |
|---|--|
| <p><u>Grades PreK-2</u></p> <p>HighScope (PreK)</p> <p>Mathematics</p> <p>Language Arts/Reading</p> <p>Health/Physical Education</p> <p>Social Studies</p> <p>Science</p> <p>Vocal Music</p> <p>Art</p> <p>Technology</p> <p>Spanish</p> <p>Performing Arts</p> <p>Instrumental/Vocal Music</p> <p>Experimental Science</p> | <p><u>Grades 3,4,5</u></p> <p>Mathematics</p> <p>Language Arts/Reading</p> <p>Health/Physical Education</p> <p>Social Studies</p> <p>Science</p> <p>Vocal Music</p> <p>Instrumental Music</p> <p>Spanish</p> <p>Technology</p> <p>Experimental Science</p> <p>Performing Arts (grades 3-4)</p> <p>Claymation (grade 5)</p> |
| <p><u>Grades 6-7</u></p> <p>Mathematics</p> <p>Language Arts/Reading</p> <p>Health/Physical Education</p> <p>Social Studies</p> <p>Science</p> <p>Instrumental Music</p> <p>Spanish</p> <p>Technology</p> | <p><u>8th Grade</u></p> <p>Language Arts</p> <p>Language Arts (Honors)</p> <p>Algebra 1 (Honors)</p> <p>Pre-Algebra 8</p> <p>Health/Physical Education</p> <p>Integrated Science</p> <p>World History 8</p> <p>French Introduction</p> |

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – JUNE 13, 2018
AGENDA**

| | |
|---|--|
| Digital and Media Literacy | Spanish Introduction Instrumental Music Technology Digital and Media Literacy |
| <u>Special Programs</u> Title I (K-8) English as a Second Language (Pre-K-8) Gifted and Talented | |

10.7 Motion to approve the following textbooks to be used for instruction in the 2018-2019 school year:

| KEYPORT HIGH SCHOOL | | |
|---------------------|---|---|
| | <u>Title</u> | <u>Publisher and Copyright Date</u> |
| Health | Glencoe Health, 9 th edition | Glencoe, 2005 |
| Health | Biology | Holt, 2008 |
| Science | Biology in Focus | Pearson, 2015 |
| Science | Test Prep Series Workbook – Biology in Focus | Pearson, 2015 |
| Science | Modern Chemistry | Holt Rinehart & Wilson A Harcourt, 2009 |
| Science | Physics | Holt, 2002 |
| Science | Fundamentals of Physics | Wiley, 2014 |
| Science | Zuhdhal Chemistry (AP Edition) | Cengage, 2015 |
| Science | Glencoe Algebra I | Glencoe (McGraw Hill), 2014 |
| Math | Glencoe Algebra II | Glencoe (McGraw Hill), 2014 |
| | Glencoe Geometry | Glencoe (McGraw Hill), 2014 |
| | Calculus AP, 9 th edition | Cengage, 2010 |
| | Financial Literacy – Managing your Personal Finances, 5 th edition | 5 th Edition Thomson South Western 2006 |
| | Pacemaker Algebra | Globe Fearon/Pearson Education, 2001 |
| | Pacemaker Basic Mathematics | Globe Fearon/Pearson Education, 2000 |
| | Pacemaker Geometry | Globe Fearon/Pearson Education, 2003 |
| | Pacemaker Practical Mathematics | Globe Fearon/Pearson Education, 2003 |
| | Pre-Calc with Limits | Cengage, 2007 |

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – JUNE 13, 2018
AGENDA**

| | | |
|-----------------|--|---|
| Business | Intro to Web Design using Dreamweaver | Glencoe, 2007 |
| | Business & Personal Law – Real World Connection | Glencoe, 2008 |
| | Intro to Business | Southwestern, 2009 |
| | 21 st Century Accounting | Cengage, 2012 |
| | Marketing Essentials | Glencoe, 2009 |
| | Sports and Entertainment Marketing | South Western, 2008 |
| Childcare | Working with Young Children | Goodheart-Wilcox, 2008 |
| Cooking | Food for Today | McGraw Hill, 2006 |
| Fashion | Clothes and Your Appearance | Goodheart-Wilcox Company, 2008 |
| | Clothing-Fashion, Fabrics and Construction | McGraw Hill Companies, 2008 |
| English | Prentice Hall Literature, Common Core Edition | Pearson, 2012 |
| | Prentice Hall The British Tradition, Common Core Edition | Pearson, 2012 |
| | Prentice Hall The American Experience, Common Core Edition | Pearson, 2012 |
| | The Language of Composition – Bedford/St Martin 2008 | The American Experience – Pearson, 2010 |
| | The Language of Composition: Reading, Writing, Rhetoric, 2 nd edition | Bedford/St. Martin Press, 2013 |
| | English I Common Core | Pearson, 2012 |
| | English II Common Core | Pearson, 2012 |
| | Springboard – Grade 9 | College Board, 2014 |
| | Springboard – Grade 10 | College Board, 2014 |
| | Springboard – Grade 11 | College Board, 2014 |
| ESL | Shining Star Level A | Pearson-Longman, 2004 |
| | Shining Star Level B | Pearson-Longman, 2004 |
| | Shining Star Level C | Pearson-Longman, 2004 |
| | National Geographic Edge Level A | Hampton-Brown, 2014 |
| World Languages | Realidades I | Pearson, 2014 |
| | Realidades II | Pearson, 2014 |

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – JUNE 13, 2018
AGENDA**

| | | |
|--------------------|--|----------------------------------|
| History | Modern World History | Houghton Mifflin Hartcourt, 2018 |
| | United States History | Houghton Mifflin Hartcourt, 2018 |
| | The American Pageant (AP) | Cengage Learning, 2013 |
| | Fast Track to a 5: Preparing for the AP United States History Exam | Cengage, 2013 |
| | Ethics in Sports, 2 nd edition | Human Kinetics, 2007 |
| | Psychology in Practice | Houghton Mifflin Hartcourt, 2010 |
| | Sociology: The Study of Human Relationships | Holt McDougal, 2010 |
| | Foundations of Sport and Exercise Psychology | Human Kinetics, 2011 |
| | Criminal Justice Today | Pearson, 2013 |
| Music Appreciation | American Popular Music | McGraw Hill, 2009 |

| KEYPORT CENTRAL SCHOOL | | | |
|------------------------|-------------------------------|--------------------------------|---|
| GRADE | LAL | MATH | SOCIAL STUDIES & SCIENCE |
| K | Journeys, 2014 | My Math, 2014 | HMH Dimensions, 2017 |
| 1 | Journeys, 2014 | My Math, 2014 | HMH Dimensions, 2017 |
| 2 | Journeys, 2014 | My Math, 2014 | HMH Dimensions, 2017 |
| 3 | Journeys, 2014 | My Math, 2014 | HMH Dimensions, 2017 |
| 4 | Journeys, 2014 | My Math, 2014 | HMH Dimensions, 2017 |
| 5 | Journeys, 2014 | My Math, 2014 | HMH Dimensions, 2017 |
| 6 | Pearson “myPerspectives” 2018 | Glencoe Math, 2014 | HMH Dimensions, 2017 (Social Studies) HMH American History, 2018 |
| 7 | Pearson “myPerspectives” 2018 | Glencoe Math, 2014 | (Science) HMH Dimensions, 2017 |
| | | Glencoe Accelerated Math, 2014 | (Social Studies) HMH American History, 2018 |

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – JUNE 13, 2018
AGENDA**

| | | | |
|---|--|---|--|
| 8 | Pearson “myPerspectives” 2018 | Glencoe Math, 2014 | (Science) HMH Dimensions, 2017 |
| 8 | Springboard Grade 8, College Board, 2014 | Algebra I –Holt McDougal – Larsen Houghton Mifflin 2011 | (Social Studies) HMH World Civilizations, 2018 |

10.8 Motion to approve the submission of a Statement of Assurance of our Security Drills for the 2017-2018 school year.

10.9 Motion to approve the following class trip:

| | |
|------------|--|
| KHS Dance | Keyport Senior Center, Keyport, NJ |
| Teen PEP | Vonage, Holmdel, NJ |
| 11th Grade | The College of New Jersey/Rider University |
| 11th Grade | Richard Stockton University, Galloway, NJ |
| 11th Grade | University of Delaware, Newark, DE |
| 11th Grade | West Chester University, West Chester, PA |

10.10 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> |
|-------------|---------------|---------------------------|------------|
| May 2018 | Central | 8 | 3 |
| May 2018 | KHS | 3 | 1 |

10.11 Motion to accept May 2018 Security Drill as follows:

| <u>School Name</u> | <u>Drill Type</u> | <u>Occupants Involved</u> | <u>Date & Time</u> |
|---------------------|-------------------|---------------------------|------------------------|
| Keyport High School | Shelter in Place | All Students & Staff | May 9 @ 10:02 a.m. |
| Keyport High School | Fire Drill | All Students & Staff | May 31 @ 10:35 a.m. |
| Central School | Lockdown Drill | All Students & Staff | May 24 @ 10:15 a.m. |
| Central School | Fire Drill | All Students & Staff | May 25 @ 9:15 a.m. |

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

KHS-76 of 78

KCS-76 of 78

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – JUNE 13, 2018
AGENDA**

- 10.13 **Motion to approve the 2018-2019 Nursing Plan for Keyport Public Schools.**
- 10.14 **Motion to approve school-based counseling costs via CYMCA school-based services at \$1,500 per building.**
- 10.15 **Motion to approve Laura Lueddeke as a KCS PEEA Preschool Community and Parent Involvement Liaison (CPIL) at a rate of \$35 per hour, not to exceed \$3,000 for the 2018-2019 school year.**
- 10.16 **Motion to approve Alexis Cherry, Rutgers University Student, for a Fall 2018 Teaching Internship ESL grades K-12.**
- 10.17 **Motion to approve the following teachers to write curriculum at a rate of \$35 per hour, not to exceed 10 hours and \$350.**

| | |
|---|-------------------------|
| Art I | Amanda Popiel |
| Art II | Amanda Popiel |
| Art III | Amanda Popiel |
| K-8 Spanish | Mary Mack |
| ESL - Bilingual K | Jill Kruetzer |
| ESL K-8 | Cynthia Dinardi |
| ESL 9-12 | Cynthia Dinardi |
| Experimental Science | Doug Chudzik |
| Music K-5 | Tiffani Slattery |
| K-7 Technology | Jessica Polak |
| Writers Workshop - Kindergarten | Jill Kruetzer |
| 6th Grade ELA | Emily Iannotta |
| 7th Grade ELA | Sarah Monteiro |
| 8th Grade ELA | Grace Gramaglia |
| 6th-8th Grade Writers Workshop Revisions | Grace Gramaglia |
| Junior Seminar (HS ELA) | Nicole Seres |
| Probability and Statistics | Kaitlyn McGlynn |
| English 12 Honors | Jennifer Sproat |

- 10.18 **Motion to approve the Bilingual Waiver.**
- 10.19 **Motion to approve Marie Portee and Nicole Goldsmith to attend PLC Facilitation Training on August 7, 2018, for 5 hours at the contractual rate of \$20 per hour, not to exceed \$100.**
- 10.20 **Motion to approve the 2018-2019 Mentoring Plan.**

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – JUNE 13, 2018
AGENDA**

11.0 Personnel

- 11.1 Motion to approve Jane Wilczak as a part-time Media Specialist for the 2018-2019 school year at a rate of \$200 per day, not to exceed \$10,000.
- 11.2 Motion to approve Johanna Ortiz as the District Sub Caller at a stipend of \$1,500 for the 2018-2019 school year.
- 11.3 Motion to approve Kenny Krohe as a Substitute Custodian.
- 11.4 Motion to approve David Applegate as a Summer Tech Assistant at the rate of \$8.60 per hour, not to exceed \$2,098, effective July 2, 2018.
- 11.5 Motion to approve the following KCS Extra Curricular Positions for the 2018-2019 School Year:

| <u>Position</u> | <u>Name</u> | <u>Stipend</u> |
|------------------------------|--|----------------|
| Board Games Advisor | Burgess, Ronald | 840 |
| 8th Grade Advisor | Deily, Cynthia | 2,041 |
| Book Club Advisor | Westendorf, Jeanne | 840 |
| Chess Club | Chudzik, Douglas | 1,082 |
| Drama Club | Jennifer Fuller | 1,408 |
| Art Club | Morelos, Daniel | 864 |
| Student Council | Andrews, Amanda (Split) Goldsmith, Nicole | 2,583 |
| Environmental Club Advisor | Chudzik, Douglas | 842 |
| I&RS Advisor | Anshelewitz, Wilbett Castellano, Kelly Goldsmith, Nicole Leandro, Susanne Ricca, Mary Anne | 1,178 |
| NJHS Advisor | Andrews, Amanda | 1,937 |
| TV Production Club Advisor | Goldsmith, Nicole | 2,278 |
| Assistant Drama Club Advisor | TBD | 922 |
| CS Yearbook Advisor | Polak, Jessica | 1,310 |
| Choral Director | Borrelli, Sharon | 3,135 |
| Band Director | Slattery, Tiffani | 3,135 |
| CS Digital Art/Coding Club | Polak, Jessica | 834 |
| CS Math Club | Deily, Cynthia (Split) Figueroa, Anthony | 840 |
| 6th Grade Advisor | Polak, Jessica | 840 |
| 7th Grade Advisor | Morelos, Daniel | 840 |
| Pokemon Club | Burgess, Ronald | 840 |

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – JUNE 13, 2018
AGENDA**

| | | |
|----------------------------------|---|-------------|
| Odyssey of the Minds (6, 7, 8th) | Figueroa, Anthony (Split) Polak, Jessica | 840 |
| Odyssey of the Minds (4, 5th) | LaSalle, Casey (Split) Torchia, Jennifer | 840 |
| Volleyball Club | Deily, Cynthia (Split) Marinos, Alexis | 840 |
| Makerspace | Buttacavole, Alyssa (Split) Marinos, Alexis | 840 |
| Detention Monitors | Chudzik, Douglas Marinos, Alexis Ricca, Mary Anne Wild, Samantha Susanne Leandro | 20 per hour |
| Breakfast Monitors | Lampart, Alison Lasalle, Casey Stroud, Melanie | 20 per hour |
| Morning Gym Monitors | Burgess, Ronaldo Miller, Peter Minuskin, Staci Murphy, Cassandra | 20 per hour |
| Substitute Breakfast Monitors | Bartolone, Krista Leandro, Susanne Torchia, Jennifer | 20 per hour |
| Substitute Gym Monitors | Bartolone, Krista Leandro, Susanne | 20 per hour |

- 11.6 Motion to approve the following High School stipend positions for the 2018-2019 school year:

| <u>Position</u> | <u>Staff</u> | <u>Stipend</u> |
|--------------------------------|--|----------------|
| Key Notes Advisor | Michelle Cannizzaro (Split) Dawn Racioppi | 3,183 |
| Student Council Advisor | Kyle Keelen | 2,583 |
| National Honor Society Advisor | Erica Wesley | 2,583 |
| Yearbook Advisor | Dawn Racioppi | 3,631 |
| Life Line Advisor | Jen Rojas (Split) Lindsay Thein | 1,462 |
| Drama Club Advisor | Christine Cowen | 2,583 |
| Assistant Drama Club Advisor | Lisa Wallin | 1,851 |
| TV Club Advisor | Christine Cowen | 2,278 |
| Key Club Advisor | Lisa Wallin | 2,583 |

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – JUNE 13, 2018
AGENDA**

| | | |
|-----------------------------------|--|-------------|
| Art Club Advisor | Amanda Popiel | 864 |
| I&RS Members | Erica Wesley Ashley Taylor Roxana Harrison- Mendoza | 1,178 |
| Class of 2019 (Senior) Advisor | Valerie Rogers | 3,331 |
| Class of 2020 (Junior) Advisor | Cerelle White | 2,884 |
| Class of 2021 (Sophomore) Advisor | Kaitlin McGlynn | 2,089 |
| Class of 2022 (Freshman) Advisor | Stephanie Dos Santos (Split) Roxana Harrison | 1,793 |
| Literary Magazine (Newspaper) | Nicole Seres | 2,486 |
| Environmental Club | Lisa Wallin | 842 |
| Debate Club | James Wesley | 842 |
| Book Club | Jen Sproat (Split) Nicole Seres | 842 |
| Spanish Club | Alicia Fernandez | 842 |
| Gay Straight Alliance | Christine Cowen | 840 |
| Math Club | Kaitlin McGlynn | 840 |
| Dance Club | Amanda Bigelow | 840 |
| Breakfast Monitor | Andrea DeToro Kaitlin McGlynn Valerie Rogers | 20 per hour |
| Morning Security | James Wesley Andrea DeToro Kaitlin McGlynn Valerie Rogers | 20 per hour |
| Detention Monitors | James Wesley Kyle Keelen Kaitlin McGlynn Valerie Rogers | 20 per hour |

11.7 Motion to approve the following as a substitute teacher:

| | |
|--------------------|---|
| Ann Marie Grimaldi | Standard Elementary Education Certificate |
| Jessica Fisher | County Substitute Certification |

11.8 Motion to authorize Superintendent of Schools, Lisa M. Savoia, to tender offers of employment prior to the board meeting on August 29, 2018.

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – JUNE 13, 2018
AGENDA**

- 11.9 Motion to amend Krista Bartalone’s request for a maternity/disability leave and Federal/NJ Family Medical Leave previously approved on March 14, 2018 (resolution 11.5).

| | |
|-------------------------|-----------------------|
| 6/20/2018 - 6/21/2018 | Two (2) Sick Days |
| 9/4/2018 - 10/15/2018 | Thirty (30) Sick Days |
| 10/16/2018 - 12/21/2018 | NJFLA/FMLA |
| 1/2/2019 | Return to Work |

- 11.10 Motion to accept a letter of resignation from Jessica Dougherty, Language Arts Teacher, effective June 30, 2018.

- 11.11 Motion to approve Amanda Popiel as Art Teacher for the 2018-2019 school year at a salary of \$58,651; BA, Step 6.

- 11.12 Motion to approve Jillian Kreutzer, ESL Teacher at a salary of \$62,219; MA+30, Step 5 for the 2018-2019 school year.

- 11.13 Motion to accept letter of resignation from Matthew Masiello, Speech Pathologist, effective May 25, 2018.

- 11.14 Motion to amend salary for Mary Ann Ricca, approved at the May 9, 2018, board meeting (resolution 11.4) for the 2018-2019 school year as follows:

| Last Name | First Name | Position | Step | Salary |
|-----------|------------|----------|------------|----------|
| Ricca | Mary Anne | Teacher | MA; Step 5 | \$60,363 |

- 11.15 **Motion to approve Emily Iannotta as Central School Language Arts Teacher for the 2018-2019 school year at a salary of \$52,651; BA, Step 2.**

- 11.16 **Motion to approve Amanda Bigelow’s request for a maternity/disability leave and Federal/NJ Family Medical Leave as follows:**

| | |
|------------------------|----------------------------------|
| 9/10/2018 - 9/21/2018 | Ten (10) Sick Days |
| 9/24/2018 - 11/2/2018 | Thirty (30) Days of Unpaid Leave |
| 11/5/2018 - 12/14/2018 | NJFLA/FMLA |
| 12/17/2018 | Return to work |

- 11.17 **Motion to approve Yordy Castro and James Staeger to split the summer custodian position at the rate of \$8.60 per hour, not to exceed \$2,098 for position ($\$2,098 \div 2 = \$1,049.00$ each), effective July 2, 2018.**

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – JUNE 13, 2018
AGENDA**

12.0 Annual Resolutions:

Adoption of Official Newspapers

12.1 Motion the Board approve the following item:

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 2018-2019 school year.

Parliamentary Procedures

12.2 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 2018-2019 school year.

Approval of Depositories

12.3 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

| |
|--|
| <p>KEYPORT BOARD OF EDUCATION REGULAR ACTION MEETING – JUNE 13, 2018 AGENDA</p> |
|--|

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

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

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

| | |
|-----------------------------|---|
| Custodian (General) Account | President or Vice President & Secretary and Superintendent (3) |
| Salary Account | President (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 |

| |
|--|
| <p>KEYPORT BOARD OF EDUCATION REGULAR ACTION MEETING – JUNE 13, 2018 AGENDA</p> |
|--|

| | |
|----------------------------|--|
| | & President or Vice President (2) |
| Student Activities Account | Secretary or Superintendent & President or Vice President (2) |
| Extencicare Account | Board Secretary or Superintendent |
| Scholarship Accounts | Board Secretary or Superintendent |

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

12.5 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

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

Petty Cash Accounts

12.7 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 1, 2018, through June 30, 2019, 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

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.

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – JUNE 13, 2018
AGENDA**

**Claims Auditor
Pre-Payment Authority**

- 12.8 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.

Organization Chart

- 12.9 Motion the Board approve the Organization Chart for the Board of Education. (To be attached to the minutes).

**Designation of Superintendent
Transfer Authority**

- 12.10 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.

- 12.11 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 2018-2019 School Year will be \$3,240.

- 12.12 Motion to appoint Anthony Rapolla, Board Secretary, as the Public Agency Compliance Office (P.A.C.O.) for the period July 1, 2018, through June 30, 2019, in compliance with P.L. 1975 chapter 127.

- 12.13 Motion to approve Superintendent, Mrs. Lisa Savoia, as the Keyport Board of Education representative to the Shore Center.

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – JUNE 13, 2018
AGENDA**

12.14 Motion to appoint the following for the 2018-2019 school year:

| | |
|---|---------------------|
| Affirmative Action Officer | Michael Waters |
| 504 Compliance Officer | Joseph Palumbo |
| District Anti-Bullying Specialist | Joseph Palumbo |
| District Homeless Liaison | Denise Cleveland |
| District Stability Liaison | Denise Cleveland |
| Central School Education Liaison & CS Anti-Bullying Specialist | Lindsay Meyer-Thein |
| High School Education Liaison & HS Anti-Bullying Specialist | Kristen Corsale |

12.15 Motion to adopt the Uniform Minimum Chart of Accounts for New Jersey Public Schools for the 2018-2019 school year.

Appointment of District Certified Purchasing Agent

12.16 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

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – JUNE 13, 2018
AGENDA**

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**

12.17 Motion the Board approve the following item:

WHEREAS, there exists a need for telecommunication services for the Keyport Board of Education for the 2018-2019 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 \$5,500.

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

1. The telecommunication services firm of E2E 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.

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – JUNE 13, 2018
AGENDA**

State Contract Purchasing

- 12.18 Motion the Board approve the following resolution authorizing The Procurement of Good and Services through State Agency for the 2018-2019 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 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 2018-19 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.

- 12.19 Motion that the Board approve the Flexible Spending Account (FSA) to be offered through Horizon Blue Cross as Third Party Administrator for the 2018-2019 school year.

- 12.20 Motion to appoint Anthony Rapolla as Custodian of Records for Keyport Public Schools for the school year 2018-2019.

- 12.21 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.

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – JUNE 13, 2018
AGENDA**

12.22 Motion the Board approve the following item:

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

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

12.24 Motion to approve Dylan Borders as follows for the 2018-2019 school year:

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

12.25 Motion to approve the following Tax Sheltered Annuity Providers for the 2018-2019 school year:

| | |
|----------------------|----------|
| Equitable | Siracusa |
| Lincoln Investment | Valic |
| Met Life | Vanguard |
| Massachusetts Mutual | |

12.26 Motion to authorize Business Administrator to sell Solar Renewable Energy Credits (SRECs) on the open spot market effective July 1, 2018, through June 30, 2019.

12.27 Motion that the Board approve the participation in the ACES consortium program for Natural Gas for the 2018-2019 school year.

12.28 Motion that the Board approve the participation in the ACES consortium program for Electricity for the 2018-2019 school year.

12.29 Motion to authorize the Business Administrator to enter an agreement with Phoenix Advisors, LLC to serve as Continuing Disclosure and Dissemination Agent for fiscal year ending June 30, 2019, at a cost of \$850 per year.

12.30 Motion to approve a five (5) year Coordinated Transportation Contract between the Keyport Board of Education and Monmouth-Ocean Educational Services Commission (“MOESC”) from July 1, 2018, through June 30, 2023.

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – JUNE 13, 2018
AGENDA**

- 12.31 Motion to approve the Educational Services Commission of New Jersey “ESCNJ” (formerly Middlesex Regional Educational Services Commission “MRESC”) for cooperative purchasing services and transportation services for the 2018-2019 school year.
- 12.32 Motion to approve the services by Environmental Design, Inc. for Professional AHERA Designated Person Services for Keyport Board of Education in accordance with Asbestos Hazard Emergency Response Act (AHERA) for a fee of \$2,200 for the school year 2018-2019.
- 12.33 Motion to approve Home Care Therapies, LLC, d/b/a Horizon Healthcare Staffing Corporation to provide Physical Therapy services for the 2018 Extended School Year and for the 2018–2019 school year at the rate of \$115 per hour.
- 12.34 Motion to approve Gallagher O’Gorman & Young, as Broker of Record for worker’s compensation and commercial liability coverage for the 2018-2019 school year.
- 12.35 Motion to approve Brown and Brown, Inc., Lambertville, NJ, as Broker of Record for Employee Insurance for the 2018-2019 school year in accordance with the following schedule:

Horizon Direct Access Plan – Main Group

| Coverage Status | Horizon Direct Access 7/1/18 to 6/30/19 |
|---------------------|--|
| | <u>Cost/Month</u> |
| Single | 774.50 |
| 2 Adults | 1,778.46 |
| Family | 2,078.86 |
| Parent & Child(ren) | 1,189.70 |

Horizon Direct Access Plan – Admin Group

| Coverage Status | Horizon Direct Access 7/1/18 to 6/30/19 |
|---------------------|--|
| | <u>Cost/Month</u> |
| Single | \$774.50 |
| 2 Adults | \$1,778.46 |
| Family | \$2,078.86 |
| Parent & Child(ren) | \$1,189.70 |

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – JUNE 13, 2018
AGENDA**

Horizon Advantage EPO Plan

| | |
|---------------------|---------------------------------------|
| Coverage Status | Horizon EPO Plan 7/1/18 to 6/30/19 |
| | <u>Cost/Month</u> |
| Single | \$669.61 |
| 2 Adults | \$1,537.64 |
| Family | \$1,797.35 |
| Parent & Child(ren) | \$1,028.60 |

Horizon Prescription Drug - Main Group

| | |
|---------------------|---------------------------------|
| Coverage Status | Horizon Rx 7/1/18 to 6/30/19 |
| | <u>Cost/Month</u> |
| Single | \$210.40 |
| 2 Adults | \$473.41 |
| Family | \$526.05 |
| Parent & Child(ren) | \$294.56 |

Horizon Prescription Drug – Admin Group

| | |
|---------------------|---------------------------------|
| Coverage Status | Horizon Rx 7/1/18 to 6/30/19 |
| | <u>Cost/Month</u> |
| Single | \$210.40 |
| 2 Adults | \$473.41 |
| Family | \$526.05 |
| Parent & Child(ren) | \$294.56 |

Horizon Prescription Drug – EPO

| | |
|---------------------|---------------------------------|
| Coverage Status | Horizon Rx 7/1/18 to 6/30/19 |
| | <u>Cost/Month</u> |
| Single | \$210.40 |
| 2 Adults | \$473.41 |
| Family | \$526.05 |
| Parent & Child(ren) | \$294.56 |

Delta Dental Plan of NJ, Inc.

| | |
|--------|-------------------|
| | <u>Cost/Month</u> |
| Single | \$42.43 |
| Family | \$110.65 |

| |
|---|
| KEYPORT BOARD OF EDUCATION REGULAR ACTION MEETING – JUNE 13, 2018 AGENDA |
|---|

United Healthcare Vision Plan

| | |
|----------------|-------------------|
| | <u>Cost/Month</u> |
| All categories | \$19.13 |

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

13.0 Policy

13.1 Resolution to require Keyport Board of Education to require direct deposit for paycheck from the approved banking institution, TD Bank, for the 2018-2019 school year as per Policy 6511.

13.2 Motion to approve the following policies and regulations for second reading to be available to view on the district website after the **second** reading:

- P 1550 Equal Employment/Anti-Discrimination Practices (M) (Revised)
- R 1550 Equal Employment/Anti-Discrimination Practices (M) (Revised)
- P 2431 Athletic Competition (M) (Revised)
- R 2431.2 Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad (M) (Revised)
- P 2431.8 Varsity Letters for Interscholastic Extracurricular Activities (M) (New)
- P 5350 Student Suicide Prevention (M) (Revised)
- R 5350 Student Suicide Prevention (M) (Revised)
- P 5533 Student Smoking (M) (Revised)
- P 5535 Passive Breath Alcohol Sensor Device (Revised)
- P 5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (Revised)
- R 5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (Revised)
- P 8462 Reporting Potentially Missing or Abused Children (M) (Revised)
- P 8561 Procurement Procedures for School Nutrition Programs

14.0 Old Business

15.0 New Business

16.0 Public Participation

17.0 Adjournment to Executive Session (TIME:)

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – JUNE 13, 2018
AGENDA**

17.1 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 13, 2018, to discuss
 - Personnel
 - Finance
 - Pupil Privacy
 - 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:

18.0 Return to Open Session (TIME:_____)

19.0 Adjournment