

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

1.0 Opening Procedures

- 1.1 The meeting was called to order at 7:30 p.m. by Board Vice President Kutschman, in the Keyport High School Cafeteria, 351 Broad Street.
- 1.2 Flag Salute
- 1.3 Opening Statement

“Public notice of this meeting has been advertised in the Asbury Park Press on January 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 (absent)	Mrs. Kutschman, Vice President
Ms. Cote	Ms. Malinconico (absent)
Mrs. Fox	Mr. McGrogan, UB Rep.*
Mr. Hausmann	Mrs. Panzarelli (absent)
Mr. Henning	Mr. White (absent)

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 – n/a

2.0 Presentations –

2.1 Goal Presentation/Robert Bumpus, Assistant Commissioner of Education

Robert Bumpus, Asst. Commissioner of Education, spoke of the Equivalency Process for QSAC which the district recently conducted. He stated that

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

proficiency measures of student growth have been extremely high under Dr. Savoia's leadership.

Dr. Lester Richens, Monmouth County Superintendent, stated that the presentation put together by the Keyport Administration was outstanding.

2.2 Volunteer Recognition

Mr. Mammano, KCS Principal and Mr. Waters, KHS Principal, presented awards to our district volunteers.

Mr. Mammano presented an award to Miss Grace Gramaglia, KCS Teacher of the Year.

Mr. Waters presented an award to Mrs. Suzanne McCully, KHS Teacher of the Year.

Mr. Waters presented an award to Diane Decker, KHS Art Teacher, who is retiring.

2.3 Spiegle Architectural Group – HS Security Vestibule

Anthony Catana , Steven Siegel and Daniel Schittone answered questions about the KHS Security Vestibule and the high bids that were received.

Mr. Fox, 40 Church Street, stated he is nervous about being \$100,000 over on a \$60,000 project. He was initially in favor of the referendum but now we are talking 8, maybe 16 million, if we are that off on this project. Mr. Fox asked if the main entrance is handicapped accessible. He stated by law, we cannot have anyone enter the building through a separate entrance for handicap. Mr. Fox asked what will happen when a handicapped parent picks up their child. He suggested we think about not putting the referendum through this year and wait until we are ready.

Christina Greenberg, 144 Therese Avenue, has a few concerns:

- She feels that after Hurricane Sandy contractors got in trouble for jacking up prices. Why isn't anyone going back to the contractors to say the prices are unacceptable? People should not take advantage of parents' fears of having to send their kids to schools that are unsafe.
- Why can't they just put doors in front of the stairwell that don't open from all directions?
- Mrs. Greenberg is concerned that if the referendum passes, there will be alterations made and it won't be exactly what she voted on getting.

Laura Abrahamsen, 12 Maple Place, asked about similar projects being done.

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

3.0 President’s Remarks

Mrs. Kutschman reminded everyone that “Shoes for Soles” will be held tomorrow on the front law of the High School from 8 a.m. to 2 p.m. The Asbury Park Press will be there as well.

Mrs. Kutschman stated this Saturday, the Alumni Football game will be held in Keansburg. Mrs. Kutschman encouraged everyone to come to support the men trying to raise money for our students.

Mrs. Kutschman reminded the Board to please respond to end-of-year events that are happening in both schools.

4.0 Communications – Dr. Savoia – None

5.0 Public Participation – Agenda Items

Emily Ianotta stated she was hired as a replacement teacher this year. She is very excited to receive a permanent position in the district.

6.0 Superintendent Report -- None

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

Motion was made by Mr. Henning, seconded by Ms. Cote to approve motions 7.1 to 9.25. Motion 7.1 passed by roll call vote of 5-0. Ms. Cote abstained on 7.1.

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

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

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

Motion was made by Mr. Henning, seconded by Ms. Cote to approve motions 7.1 to 9.25. Motions 8.1.1 to 8.2.1. passed by roll call vote of 6-0.

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)	\$550.00

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

	20-271-200-500-02 Other Purch TII KCS 1718 (\$275) (Adj. 107)	
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
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

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

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

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.

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

- 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

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.

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

- 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

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			2,593,298
Resource Room 2018/19		As agreed	\$167,847
Resource Room Adjustment 2016/17		As agreed	<u>\$ (100,873)</u>
Total Resource Room Tuition			\$66,974

- 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

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

- 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 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

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

Horizon Blue Cross/Blue Shield of NJ
IXL Learning
Johnson Controls
Magic Touch Construction Co.
Maschio’s Food Service, Inc.
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.

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

- 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
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.

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

- 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

- 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 65MCECCP 16/17-19.
- 9.25 BE IT RESOLVED, by the Keyport Board of Education to approve the submission of the Secure Vestibule Upgrade at Keyport High School to the New Jersey Department of Education, DOE State Project #2430-050-18-2000, for review and Department approval of a “school facilities project” with debt service aid state funding and amendment of the 2008 long range facilities plan to be consistent with the project. Further, the Board authorizes Spiegle Architectural Group Inc., to make the submission to the Department of Education on behalf of the district.

Motion was made by Mr. Henning, seconded by Ms. Cote to approve motions 7.1 to 9.25. Motion 9.1 to 9.25 passed by roll call vote of 6-0 with the exception of Mr. Henning who abstained on 9.4 and Mr. McGrogan who abstained on 9.22.

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

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

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

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.

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

10.6 Motion to approve the following course offerings for 2018-2019 school year:

Keyport High School

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

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

<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
MINUTES**

<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
MINUTES**

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
MINUTES**

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
MINUTES**

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
MINUTES**

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
MINUTES**

- 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.

Motion was made by Mrs. Fox, seconded by Mr. Henning to approve motions 10.1 to 13.2. Motion 10.1 through 10.20 passed by unanimous roll call vote of 6-0.

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

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
MINUTES**

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
MINUTES**

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	Kyle Keelen	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
MINUTES**

- 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.

Motion was made by Mrs. Fox, seconded by Mr. Henning to approve motions 10.1 to 13.2. Motion 11.6 was tabled until after closed session and motions 11.1 through 11.5

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

and 11.7 through 11.17 passed by unanimous roll call vote of 6-0, with the exception of Mr. McGrogan who abstained on motions 11.5 and 11.15.

The Board returned from closed session and a motion was made by Mrs. Fox and seconded by Mr. Hausmann to approve resolution 11.6, as amended. Motion 11.6 was approved by unanimous roll call vote of 6-0.

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.

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

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

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

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

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 & 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.

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

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.

**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

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

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.

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

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

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**

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.

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

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

- 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.

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

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.

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.

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

- 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.
- 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

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

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

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

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

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

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

Motion was made by Mrs. Fox, seconded by Mr. Henning to approve motions 10.1 to 13.2. Motions 12.1 through 12.35 was approved by roll call vote of 6-0.

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)

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

- | | |
|--------|---|
| 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 |

Motion was made by Mrs. Fox and seconded by Mr. Henning to approve resolution 13.1 to 13.2 and was approved by unanimous roll call vote.

14.0 Old Business – none

15.0 New Business – none

16.0 Public Participation

Dan Fox, 40 Church Street, stated the Keyport Central School Police Officer has arrived at 9:30 a.m. in the past. Mr. Fox asked what kind of contract we have with the Police Department. He also stated that he sees doors propped open. We should consider hiring security from a private company.

17.0 Adjournment to Executive Session (TIME: 8:50 p.m.)

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: Mrs. Fox

SECOND: Mr. Hausmann

18.0 Return to Open Session (TIME: 9:09 p.m.)

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

- 18.1. Motion was made by Mr. Henning, seconded by Mrs. Fox to amend resolution 11.6 for Kyle Keelan to replace Cerelle White as Class of 2020 advisor. Motion was approved by unanimous roll call vote of 6-0.

19.0 Adjournment

- 19.1 Upon motion by Mr. Henning, seconded by Mr. Hausmann, the meeting was adjourned at 9:10 p.m. by unanimous voice vote.

Respectfully Submitted,

Anthony Rapolla
Board Secretary/Business Administrator

AR:bi