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| <p style="text-align: center;">KEYPORT BOARD OF EDUCATION REGULAR MEETING JUNE 22, 2016 AGENDA</p> |
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1.0 Opening Procedures

- 1.1 Call to Order
- 1.2 Flag Salute
- 1.3 Opening Statement

“Public notice of this meeting has been advertised in the Asbury Park Press on January 18, 2016, as approved at the reorganization meeting of the Board of Education held on January 6, 2016. Notice has been posted in accordance with the Open Public Meetings Act of 1975, Chapter 231, effective January 16, 1976, in the Board Office, 370 Broad Street. A copy of this notice is also on file in the office of the Borough Clerk”.

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

This meeting is being tape-recorded for the purpose of Board review and future reference and to assist in the preparation of minutes.

1.4 Roll Call

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

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

2.0 Presentation – Life Skills

3.0 President’s Remarks

4.0 Communications – Dr. Savoia

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- 4.1 Letter of resignation was received from Sandra Costa-Machado, on June 10, 2016, effective June 17, 2016. Resolution 11.2 under personnel.
- 4.2 Letter of resignation was received from Dean Athans, High School teacher, on June 13, 2016, effective June 17, 2016. Resolution 11.3 under personnel.
- 4.3 Letter of resignation was received from Russell Card, Teacher's Aide, on June 17, 2016, effective June 17, 2016. Resolution 11.15 under personnel.

5.0 Public Participation – Agenda Items

6.0 Superintendent Report

- 6.1 Superintendent's Report – Dr. Savoia

7.0 Board Secretary's Report – Mr. Rapolla

- 7.1 Motion to approve the following minutes:
June 7, 2016 Regular Minutes

8.0 Buildings & Grounds – Mr. Rapolla

- 8.1 Facilities Update
- 8.2 Use of Facilities

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 May 31, 2016, 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

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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 2016 in the amount of \$96,146.11.

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

| From | To | Amount |
|--|--|---------------|
| 11-000-270-514-11-00-000 Cont Service Special Ed | 11-000-270-512-01-00-000 Contr Service Athletics (Adj 162-165) | \$6,960.00 |
| 11-140-100-101-01-02-000 Gr 9-12 Teacher Salaries | 11-190-100-320-01-00-000 KHS Sub Sal (Adj 166) | \$1,404.60 |
| 11-120-100-101-02-02-000 Gr 1-5 Teacher Salaries | 11-190-100-320-02-00-000 KCS Sub Sal (Adj 167) | \$548.03 |
| 11-000-230-332-05-00-000 Auditor Fees (\$150.00) | 11-000-230-530-11-00-000 Telephone/Postage (Adj 168) | \$4,262.63 |
| 11-000-230-339-05-01-000 Architect/Engineer Fees (\$2,566.22) | | |
| 11-000-230-339-05-03-000 Appraisal Fees (\$1,417.00) | | |
| 11-000-230-600-05-00-000 Superntndt Office Supp (\$129.41) | | |
| 11-000-270-514-11-00-000 Cont Service Special Ed (\$34,295.21) | 11-000-270-518-11-00-000 Contracted Reg Jointure | \$23,662.07 |
| | 11-000-270-518-11-01-000 Contracted Special Joint (Adj 169) | \$10,633.14 |
| 11-000-291-270-11-00-000 Employee Insurance | 11-000-261-420-11-00-000 Maintenance/Repair Bldgs (Adj 170) | \$39,000.00 |

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9.4 Motion to approve the following out of district tuitions for the 2016-2017 school year:

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| Alpha | Student 9792068474 (UB) | \$55,449 |
| Bancroft | Student 7830250236 | \$104,815 (includes \$37,312 for aide) |
| Career Center | Student 3412003638 (UB) Student 4422337899 (UB) Student 3138898803 Student 7997568925 Student 5427502964 Student 3783091146 | \$5,400 \$5,400 \$5,400 \$5,400 \$5,400 \$5,400 |
| Children's Center | Student 8606749727 Student 4762574586 Student 2001196010 Student 5855782016 (UB) | \$52,913 \$52,913 \$52,913 \$52,913 |
| Collier | Student 9295180774 | \$56,520 |
| CPC | Student 5095364103 Student 3138898803 Student 2604139716 (UB) Student 9872509686 (UB) Student 8409097538 (UB) | \$64,797 \$32,399 (p/t) \$64,797 \$64,797 \$64,797 |
| Hawkswood | Student 1719130762 Student 6176616695 (UB) | \$64,545 \$64,545 |
| Matawan HS | Student 4787471332 | \$15,892 |
| Search Day Program | Student 2900941894 | \$106,579 (includes ESY & \$36,300 for aide) |

9.5 Motion to approve Gallagher O’Gorman & Young as Broker of Record for the 2016-2017 school year in accordance with the following schedule:

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|---|---------------|
| Multi-Peril Package, Automobile, Environmental | \$ 60,179 |
| School District Legal Liability | \$ 33,660 |
| Catastrophe Excess 50,000,000 aggregate | \$ 5,390 |
| Workers Compensation | \$129,140 |
| Supplemental Wage Reimbursement | \$ 4,147 |
| Bond- Bd Secy/SBA (\$350,000) | <u>\$ 630</u> |
| Total | \$233,146 |

9.6 Motion to approve the following resolution in support of the Borough of Keyport to submit a grant application and execute a grant contract with the

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New Jersey Department of Transportation for the Central School Area Sidewalk Improvements Project.

NOW, THEREFORE, BE IT RESOLVED that the Keyport Board of Education formally supports the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Keyport Board of Education is in support of the grant application identified as SRS-2016-CENTRAL SCHOOL AREA SIDEWALK IMPROV-00099 to the New Jersey Department of Transportation by the Borough of Keyport.

BE IT FURTHER RESOLVED that the Borough of Keyport are hereby authorized to sign the grant agreement on behalf of the Keyport Board of Education and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

- 9.7 Motion to approve to purchase professional landscaping and brush removal services from RMP Barrett, LLC, d/b/a Barrett Tree Service, at a cost of \$11,000.

Quotes were received from the following vendors:

| | |
|--|----------|
| RMP Barrett LLC d/b/a Barrett Tree Service | \$11,000 |
| Ken's Landscaping & Stump Grinding | \$18,000 |

- 9.8 Motion to approve to purchase and install a wheelchair lift at the Central School., from KC Design Interiors, LLC, at a cost of \$15,634.

Quotes were received from the following vendors:

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|---|-----------|
| KC Design Interiors, LLC | \$15,634 |
| Access Ability | \$14,800* |
| *does not include permits, inspections, removal of old device | |

- 9.9 Motion to approve to purchase an air conditioning units at High School, from Coastal Air Conditioning, Inc., at a cost of \$8,900. Quotes were received from the following vendors and both quotes do not include electrical work:

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|--------------------------------|----------|
| Coastal Air Conditioning, Inc. | \$ 8,900 |
| C&C Air & Heat | \$10,240 |

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- 9.10 Motion to approve the purchase of professional services for fence work and irrigation at Keyport Central School Pre-K Playground from PV & Sons Landscaping at a cost of 7,381.25.

Quotes were received from the following vendors:

| | |
|-----------------------|------------|
| PV & Sons Landscaping | \$7,381.25 |
| Optimum Maintenance | \$8,920.00 |

10.0 Curriculum

- 10.1 Motion, as recommended by the Superintendent of Schools, to approve the following out of district workshops to be paid from the general fund:

| Employee Name | Date(s) | Workshop Name | Location/Mileage | Cost |
|--------------------|--------------|---|--------------------|---------|
| Bartolone, Krista | 8/22/16 | Oppositional, Defiant & Disruptive Children & Adolescents | Eatontown, NJ/54 | \$217 |
| Bartolone, Krista | 8/17/16 | MC3 Summer Teacher Institute | Long Branch, NJ/60 | \$94 |
| Mack, MaryAnn | 8/18/16 | Harry Wong-Classroom Management | Union, NJ/52 | \$116 |
| Morelos, Daniel | 8/18/16 | Harry Wong-Classroom Management | Union, NJ/52 | \$116 |
| Polak, Jessica | 8/18/16 | Harry Wong-Classroom Management | Union, NJ/52 | \$116 |
| Quinn, Diane | 8/17-8/18/16 | MC3 Summer Teacher Institute | Long Branch, NJ/0 | \$149 |
| Roadside, Sarah | 8/18/16 | Harry Wong-Classroom Management | Union, NJ/52 | \$116 |
| Seres, Nicole | 8/17-8/18/16 | MC3 Summer Teacher Institute | Long Branch, NJ/0 | \$149 |
| Wesley, James, Jr. | 8/1-8/5/16 | AP Summer Institute- Prep to teach AP US History | Madison, NJ/370 | \$1,010 |

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

- 10.2 Motion to approve submission of the Nursing Plan and Nursing Handbook.
- 10.3 Motion to approve the 2016-2017 NJCAP grant at KCS for grades Pre-K through 6th grade.
- 10.4 Motion to approve the following textbook list for the 2016-2017 school year:

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KHS

| <u>Department</u> | <u>Title</u> | <u>Publisher and Copyright Date</u> |
|-------------------|---|---|
| Health | Glencoe Health, 9 th edition | Glencoe, 2005 |
| Science | 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 |
| Math | Glencoe Algebra I | Glencoe (McGraw Hill), 2014 |
| Math | Glencoe Algebra II | Glencoe (McGraw Hill), 2014 |
| Math | Glencoe Geometry | Glencoe (McGraw Hill), 2014 |
| Math | Calculus AP, 9 th edition | Cengage, 2010 |
| Math | Financial Literacy – Managing your Personal Finances, 5 th edition | 5th Edition Thomson South Western 2006 |
| Math | Pacemaker Algebra | Globe Fearon/Pearson Education, 2001 |
| Math | Pacemaker Basic Mathematics | Globe Fearon/Pearson Education, 2000 |
| Math | Pacemaker Geometry | Globe Fearon/Pearson Education, 2003 |
| Math | Pacemaker Practical Mathematics | Globe Fearon/Pearson Education, 2003 |
| Math | Pre-Calc with Limits | Cengage, 2007 |
| Business | Intro to Web Design using Dreamweaver | Glencoe, 2007 |
| Business | Business & Personal Law – Real World | Glencoe, 2008 |
| Business | Intro to Business | Southwestern, 2009 |
| Business | 21 st Century Accounting | Cengage, 2012 |
| Business | Marketing Essentials | Glencoe, 2009 |
| Business | 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 |
| Fashion | Clothing-Fashion, Fabrics and Construction | McGraw Hill Companies, 2008 |
| English | Prentice Hall Literature, Common Core Edition | Pearson, 2012 |

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| | | |
|--------------------|--|---|
| English | Prentice Hall The British Tradition, Common Core Edition | Pearson, 2012 |
| English | Prentice Hall The American Experience, Common Core Edition | Pearson, 2012 |
| English | The Language of Composition – Bedford/St. | The American Experience – Pearson, 2010 |
| English | The Language of Composition: Reading, Writing, Rhetoric, 2 nd | Bedford/St. Martin Press, 2013 |
| English | English I Common Core | Pearson, 2012 |
| English | English II Common Core | Pearson, 2012 |
| English | Springboard – Grade 9 | College Board, 2014 |
| English | Springboard – Grade 10 | College Board, 2014 |
| English | Springboard – Grade 11 | College Board, 2014 |
| ESL | Shining Star Level A | Pearson-Longman, 2004 |
| ESL | Shining Star Level B | Pearson-Longman, 2004 |
| ESL | Shining Star Level C | Pearson-Longman, 2004 |
| ESL | National Geographic Edge Level A | Hampton-Brown, 2014 |
| World Languages | Bien Dit 1A | Holt, Rinehart, and Winston, 2008 |
| World Languages | Bien Dit 1B | Holt, Rinehart, and Winston, 2013 |
| World Languages | Bien Dit 2 | Holt, Rinehart, and Winston, 2013 |
| World Languages | Realidades I | Pearson, 2014 |
| World Languages | Realidades II | Pearson, 2014 |
| History | United States History | Pearson, 2010 |
| History | World History in the Modern Era | Pearson, 2009 |
| History | The American Pageant (AP) | Cengage Learning, 2013 |
| History | Fast Track to a 5: Preparing for the AP United States History Exam | Cengage, 2013 |
| History | Ethics in Sports, 2 nd edition | Human Kinetics, 2007 |
| History | Psychology in Practice | Houghton Mifflin Hartcourt, 2010 |
| History | Sociology: The Study of Human Relationships | Holt McDougal, 2010 |
| History | Foundations of Sport and Exercise Psychology | Human Kinetics, 2011 |
| History | Criminal Justice Today | Pearson, 2013 |
| Music Appreciation | American Popular Music | McGraw Hill, 2009 |

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KCS

| <u>GRADE</u> | <u>LAL</u> | <u>MATH</u> | <u>SOCIAL STUDIES</u> |
|--------------|--|--|--|
| Pre-K | Journeys, 2014 | My Math, 2014 | Harcourt, Social Studies 2009 |
| K | Journeys, 2014 | My Math, 2014 | Harcourt, Social Studies 2009 |
| 1 | Journeys, 2014 | My Math, 2014 | Harcourt, Social Studies 2009, Big |
| 2 | Journeys, 2014 | My Math, 2014 | Harcourt, Social Studies 2009 |
| 3 | Journeys, 2014 | My Math, 2014 | Harcourt, Social Studies 2009 |
| 4 | Journeys, 2014 | My Math, 2014 | Harcourt, New Jersey History 2009 |
| 5 | Journeys, 2014 | My Math, 2014 | Harcourt, American History 2009 |
| 6 | Pearson Common Core Literature, | Glencoe Math, 2014 | Harcourt, American History 2009 The United States |
| 7 | Pearson Common Core Literature, 2014 | Glencoe Math, 2014 | Harcourt, Geography 2009 World Regions |
| 7 | | Glencoe Accelerated Math, 2014 | |
| | McDougal Littell, "The Language of Literature" (older books) | | Harcourt, New Jersey Social Studies |
| 8 | Pearson Common Core Literature, 2014 | Glencoe Math, 2014 | 8 th Grade World History-Prentice Hall -Pearson 2010 |
| 8 | Springboard Grade 8, College Board, 2014 | Algebra I –Holt McDougal – Larsen Houghton Mifflin 2011 | |

- 10.5 Motion to approve the PDP plans for the Keyport Central School and Keyport High School for the 2016-2017 school year.
- 10.6 Motion to approve the New Jersey Security Drill Statement of Assurance for the 2015-2016 school year for the Keyport School District.
- 10.7 Motion to approve the five-year curriculum cycle.

11.0 Personnel

- 11.1 Motion to approve Stephanie Kaplan to teach the College Workshop on August 8, 2016, through August 10, 2016, at a rate of \$35 per hour, not to exceed \$280.
- 11.2 Motion to approve the resignation of Sandra Costa-Machado, Teacher of French, effective June 17, 2016.

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- 11.3 Motion to approve the resignation of Dean Athans, Teacher of Social Studies, effective June 17, 2016.
- 11.4 Motion to approve Jason Glezman, Teacher of History at an annual salary of \$57,860; MA+30 Step 2 for the 2016-2017 school year.
- 11.5 Motion to rescind the appointment of Ron Burgess, Assistant Drama Club Advisor for Central School approved at the June 7, 2016, meeting (resolution 11.1).

BE IT FURTHER MOVED to approve Jessica Polak as Assistant Drama Club Advisor for Central School at a stipend of \$859.

- 11.6 Motion to rescind the appointment of Dean Athans, HS Assistant Football Coach approved at the April 27, 2016, meeting (resolution 11.1)

BE IT FURTHER moved to approve Jason Glezman, HS Assistant Football Coach (replacing Dean Athans) at a stipend of \$6,463.

- 11.7 Motion to approve Jane Wilczak as a part-time Media Specialist for the 2016-2017 school year at a rate of \$200 per day, not to exceed \$10,000.

- 11.8 Motion to approve Kathryn Stevenson's request for a maternity/disability and Federal/NJ Family Medical Leave as follows:

| | |
|-----------------------|------------------|
| 9/6/2016 - 11/25/2016 | NJFLA/FMLA Leave |
| 11/28/2016 | Return to work |

- 11.9 Motion to approve Kimberly Chudzik, School Nurse, as a leave replacement for Kathryn Stevenson from September 6, 2016, through November 25, 2016 at a rate of \$200 per day.

- 11.10 Motion to approve Nicole Helfrich's request for a maternity/disability and Federal/NJ Family Medical Leave as follows:

| | |
|------------------------|-------------------------------|
| 11/4/2016 - 12/23/2016 | Thirty (30) accrued sick days |
| 1/3/2017 - 3/21/2017 | NJFLA/FMLA Leave |
| 3/22/2017 | Return to work |

- 11.11 Motion to approve Gabrielle Maggio as a Leave Replacement for Jennifer Torcia and Nicole Helfrich from September 1, 2016, through March 30, 2016, at a salary of \$52,292; Step 2, BA (prorated).

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- 11.12 Motion to approve Raquel Sanders, Teacher of Spanish at an annual salary of \$52,292; BA, Step 2 for the 2016-2017 school year.
- 11.13 Motion to approve Raquel Sanders, Spanish Club Advisor at a stipend of \$793.
- 11.14 Motion to approve Erica Wesley as a Volunteer Advisor for the HS National Honor Society.
- 11.15 Motion to approve the resignation of Russell Card, Teacher's Aide, effective June 17, 2016.
- 11.16 Motion to approve the following employees as Breakfast and Lunch Aides for Summer School at \$20 per hour, not to exceed \$600.
- | | |
|------------------------------|----------------|
| Jennifer Torchia | Mary Ann Ricca |
| Cynthia Dinardi (Substitute) | |
- 11.17 Motion to approve Wilbett Anshelewitz's request for a maternity/disability and Federal/NJ Family Medical Leave as follows:
- | | |
|-------------------------|---------------------------------|
| 10/24/2016 – 11/11/2016 | Thirteen (13) accrued sick days |
| 11/14/2016 – 2/3/2017 | NJFLA/FMLA |
| 2/6/2017 | Return to work |

12.0 Policy

13.0 Old Business

14.0 New Business

15.0 Public Participation

16.0 Adjournment to Executive Session (TIME:)

- 16.1 RESOLVED by the Keyport Board of Education as per Chapter 231, P.L. 1975:
- a. That it is hereby determined that it is necessary to meet in Executive Session on June 22, 2016, to discuss
 - Personnel
 - Finance
 - Contract negotiations
 - Grievances

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- Facilities project issues
- b. The matters discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting.
- c. Length of meeting thought to be approximately one hour.
- d. Action may be taken upon return to Open Session.

MOTION:

SECOND:

17.0 Return to Open Session (TIME: _____)

18.0 Adjournment