

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – MARCH 27, 2018
AGENDA**

1.0 Opening Procedures

1.1 Call to Order

1.2 Flag Salute

1.3 Moment of Silence: Michael Vaughn, Class of 2012.

1.4 Opening Statement

“Public notice of this meeting has been advertised in the Asbury Park Press on March 23, 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.

1.5 Roll Call

Mr. Bright, President
Ms. King-Cote
Mrs. Fox
Mr. Hausmann
Mr. Henning

Mrs. Kutschman, Vice President
Ms. Malinconico
Mr. McGrogan, UB Rep.*
Mrs. Panzarelli
Mr. White

Student Council Representative: Emily Savicky

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

1.6 Student Council Representative Report

2.0 Presentations –

2.1 PLC’s Presentation by Mrs. Egan and Ms. Laura Godlesky

2.2 Mini Writing Celebration by Keyport Central School Students

2.3 2018-2019 Budget by Mr. Rapolla

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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:

February 7, 2018	Closed Session Minutes
February 21, 2018	Regular Minutes & Closed Session Minutes
March 14, 2018	Workshop Minutes & Closed Session 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 January 31, 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 March 2018 in the amount of **\$800,646.26** and supplemental bills for February 2018 in the amount of **\$9,545.74**.

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- 9.3 Motion to approve the transfer of funds for the month of January and February as follows:

<u>From</u>	<u>To</u>	<u>Amount</u>
11-000-251-592 Printing Expenses	11-000-251-340 Bus Ofc Tech Serv (Adj. 72)	\$173.80
12-000-400-722 Buildings	12-000-400-450 Construction Services (Adj. 73)	\$11,950.00
11-000-266-420 Security Maintenance	12-000-400-334 FA & CS Arch/Eng Svc (Adj. 74)	\$22,300.00
11-000-221-320 Purch Prof-Educ-CS	11-000-221-104 Summer Cur Dev-CS (Adj. 75)	\$700.00

- 9.4 Motion that the Board establish and approve the tuition rate for the Union Beach high school students attending Keyport High School at \$15,620 for regular education students for the 2018-2019 school year.

- 9.5 Motion to approve the purchase of Roof Aluminum Snowguard Installation at Keyport High School from B. Garretson Roofing, Inc., at a cost of \$11,950.

Quotes were received from the following vendors:

B.Garretson Roofing, Inc	\$11,950
Guyamar	\$12,455

- 9.6 Motion that the Board approve the Keyport School District Participation in the NJ Digital Readiness for Learning and Assessment Program (DRLAP) and Internet Cooperative Purchasing Initiative through the Educational Services Commission of New Jersey “ESCNJ” with Cablevision Lightpath for One Gigabit Internet access, One Gigabit Private Fiber Network, Managed DDoS Protection Services and associated voice services in the annual amount of \$47,970.48 subject to a Keyport district E-rate (USAC) discount of 80% on applicable charges from July 1, 2018, through June 30, 2023.

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- 9.7 Motion to approve the purchase of carbon monoxide detectors at Keyport Central School, Keyport High School and the Keyport Board of Education Building from Automated Protection Systems, Inc., at a cost of \$10,900.

Quotes were received from the following vendors:

Automated Protection Services	\$10,900
Bolyn Corporation.	\$14,700
Wel-Don Security Systems	\$14,600

- 9.8 **Motion to approve payment to AllRisk for emergency repairs to the High School in the amount of \$226,300 under ESCNJ State Approved Cooperative #65MCECCPS to be paid from account #11-000-261-420.**

- 9.9 Motion to reject all bids received for Student Transportation Services for the 2018-19 school year—Bid Number 022718

WHEREAS, the Keyport Board of Education (“Board”) publicly advertised for the receipt of bids (022718) for Student Transportation Services for the 2018-19 school year; and

WHEREAS, the Board received two bid responses, which were both publicly opened and read on February 27, 2018; and

WHEREAS, the bid responses both R. Helfrich & Son and Kingz Transportation LLC both substantially exceed the Board’s cost estimate for the bus routes; and

WHEREAS, pursuant to N.J.S.A. 18A:39-5, the Board may reject any and all bids; and

THEREFORE BE IT RESOLVED, that the Board hereby rejects the aforementioned bids pursuant to N.J.S.A. 18A:39-5 and further authorizes the purchasing agent to rebid or renew the contract with the current Student Transportation Services provider.

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- 9.10 Motion to rescind resolution 10.4 passed at the November 15, 2017, Keyport Board of Education Meeting to approve the transportation jointure between the Keyport Board of Education (host district) and Union Beach Board of Education (joiner) for 2017-2018 the school year.

Career Center am & pm (Keyport - Host):	
Keyport (2 students)	\$15,615.36
Union Beach (3 students)	<u>\$23,423.04</u>
	\$39,038.40 Total

BE IT FURTHER MOVED to approve the transportation jointure between the Keyport Board of Education (host district) and Union Beach Board of Education (joiner) for 2017-2018 the school year.

Career Center am & pm (Keyport - Host):	
Keyport: 2 students from Sept-Jan	
1 student from Feb-June	\$11,711.52
Union Beach: 3 students from Sept-Jan	
4 students Feb-June	<u>\$27,326.88</u>
	\$39,038.40 Total

- 9.11 Motion to approve the following resolution binding the Keyport School District to purchase electric generation services through the alliance for competitive energy services (“ACES”).

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as “ACES”), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as “NJSBA”), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from electric power suppliers for electric generation services through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 *et seq.*, and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 *et seq.* (“EDECA”) and the regulations promulgated thereunder; and

WHEREAS, the Keyport School District is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain electric generation services for its own use through one or more contracts to be awarded to electric power suppliers following said bids

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for electric generation services pursuant to the aggregation program;
and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2023 hereinafter referred to as “Effective Period”) issue one or more Requests for Bids for electric generation services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale electric market, Participating Members will preauthorize the Lead Agency to award contracts for Electric Generation Service in each service territory to one or more electric power suppliers that submit bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous electric usage and utility provided Basic Generation Service rates; and

WHEREAS, the Lead Agency will only award contracts for said electric generation services to electric power suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic generation service; and

WHEREAS, the District agrees to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period through any electric power supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law;

WHEREAS, the Lead Agency will notify the Department of Community Affairs’ Division of Local Government Services by mail prior to the issuance a Request for Bids for electric generation services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

NOW, THEREFORE, BE IT RESOLVED that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period from the electric power supplier or suppliers awarded a contract for electric generation services by the Lead Agency; and, be it

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FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase electricity at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the Districts relative to the price charged for basic generation service by the electric public utility that would otherwise provide such service; and, be it

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain electric generation services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2023 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission or expiration of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

- 9.12** Motion to approve a resolution binding the Keyport School District to purchase natural gas services through the alliance for competitive energy services (“ACES”).

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as “ACES”), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as “NJSBA”), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from natural gas suppliers for retail natural gas supply services including interstate transportation to the local natural gas distribution utility company (Natural Gas Supply Services) through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the “Public

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School Contracts Law”, N.J.S.A. 18A:18A-1 *et seq.*, and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 *et seq.* (“EDECA”) and the regulations promulgated thereunder; and

WHEREAS, the Keyport School District is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain natural gas services for its own use through one or more contracts to be awarded to natural gas suppliers following said bids for natural gas services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2023, hereinafter referred to as “Effective Period”) issue one or more Requests for Bids for natural gas services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale natural gas market, Participating Members will preauthorize the Lead Agency to award contracts for Natural Gas Supply Service in each service territory to one or more natural gas suppliers that submits bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous natural gas usage and utility provided Basic Gas Supply Service rates; and

WHEREAS, the Lead Agency will only award contracts for said Natural Gas Supply Services to natural gas suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic gas supply service; and

WHEREAS, the District agrees to purchase all Natural Gas Supply Services for its own use during the Effective Period through any natural gas supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law; and

WHEREAS, the Lead Agency will notify the Department of Community Affairs’ Division of Local Government Services by mail prior to the issuance a Request for Bids for natural gas supply services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

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NOW, THEREFORE, BE IT RESOLVED that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all natural gas supply services needed for its own use during the Effective Period from the natural gas supplier or suppliers awarded a contract for natural Gas supply services by the Lead Agency; and, be it

FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase natural gas at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the districts relative to the price charged for basic gas supply service by the natural gas public utility that would otherwise provide such service; and, be it

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain natural gas services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2023 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

- 9.13** Motion to approve Home Instruction for Keyport Student #6887401774 at Monmouth Medical Center from March 11, 2018, through March 15, 2018, provided by EI US, LLC, for ten hours per week at a cost of \$51.50 per hour.
- 9.14** Motion to approve the Educational Services Commission of New Jersey “ESCNJ” (Educational Services Commission of New Jersey) for cooperative purchasing services and transportation services for the 2018-2019 school year.

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- 9.15 Motion to approve a donation of equipment from Northern Monmouth EMT Program with a value of \$1,400 to be used for CPR training.
- 9.16 Motion to approve the purchase of 75 Dell OptiPlex 3050 computers from CDW-G, Chicago, IL, for the 2017-2018 school year under cooperative pricing contract #MRESC IFB 15/16-11 NJ State Approved Coop #65MCE (15/16-11) at a total cost of \$42,363.
- 9.17 Motion to approve the purchase of 25 Epson BrightLink 695Wi Interactive-3LCD Projectors-LAN, wall mounts and speakers from CDW-G, Chicago, IL, for the 2017-2018 school year under cooperative pricing contract #MRESC IFB 15/16-11 NJ State Approved Coop #65MCE (15/16-11) at a total cost of \$41,570.
- 9.18 Motion to approve the cost of labor and wiring to install 25 projectors in the Keyport High School to Winter Group, LLC, Brick, NJ, at a cost of \$8,750.

Quotes were received as follows:

Winter Group, LLC, Brick, NJ	\$ 8,750
CDW-G, Chicago, IL	\$20,000
Tequipment, Inc., Huntington Station, NY	\$20,000

- 9.19 Motion to approve the following resolution:

ADOPTION OF THE TENTATIVE BUDGET
2018-2019

BE IT RESOLVED that the tentative budget be approved for the 2018-2019 School Year using the 2018-2019 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

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	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2018-2019 Total Expenditures	\$19,051,989	\$1,240,560	\$669,320	\$20,961,869
Less: Anticipated Revenues	<u>\$9,441,780</u>	<u>\$1,240,560</u>	<u>\$207,775</u>	<u>\$10,890,115</u>
Taxes to be Raised	<u>\$9,610,209</u>	<u>\$0</u>	<u>\$461,545</u>	<u>\$10,071,754</u>

And to advertise said tentative budget in the Asbury Park Press in accordance with the form required by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held in Keyport High School Cafeteria, New Jersey on April 25, 2018, at 7:30 p.m. for the purpose of conducting a public hearing on the budget for the 2018-2019 School Year.

Tuition Reserve Withdrawal

RESOLVED that the Keyport Board of Education requests the approval a tuition reserve withdrawal in the amount of \$100,000.

Maintenance Reserve Withdrawal

RESOLVED that the Keyport Board of Education requests the approval a maintenance reserve withdrawal in the amount of \$200,000. The district intends to utilize these funds for maintenance expenditures in the same amount from account 11-000-261-420.

Travel and Related Expense Reimbursement

WHEREAS, the Keyport Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.2 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

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WHEREAS, a Board of Education may establish, for regular district business travel as defined in NJAC 6A:23A-1.2, which includes attendance at regularly scheduled in-State county meetings, Department or Association sponsored events or in-State professional development activities for which the registration fee does not exceed \$150 per employee or board member, where prior Board approval shall not be required unless the annual threshold for a staff member exceeds \$1,500 in a given school year (July 1 through June 30); and

WHEREAS, the Keyport Board of Education established \$35,000 as the maximum travel amount for the current school year and has expended \$15,205 as of this date; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A: 23A-7.3, to a maximum expenditure of \$35,000 for all staff and board members for the 2018-2019 school year.

10.0 Curriculum

10.1 Motion to approve the Live Streaming Memorandum of Understanding between Keyport Public Schools and the Keyport Police Department.

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

DATE	SCHOOL	INCIDENTS REPORTED	HIB
February 2018	Central	5	2
February 2018	KHS	0	0

10.3 Motion to accept February 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	February 21 @ 8:36 a.m.
Keyport High School	Fire Drill	All Students & Staff	February 27 @ 9:03 a.m.
Central School	Fire Drill	All Students & Staff	February 1 @ 9:30 a.m.
Central School	Shelter in Place	All Students & Staff	February 26 @ 2:15 p.m.

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10.4 Motion to accept a grant in the amount of \$1,250 from Future City Organization for the 2nd place win by the KCS 8th Graders and Mrs. Nicole Goldsmith on January 13, 2018, during the NJ regional competition.

10.5 Motion to approve the following school trips:

Lifeline	Thompson Park, Middletown NJ
1st Grade	Turtle Back Zoo, West Orange, NJ
1st Grade	Holmdel Park, Holmdel, NJ
4th Grade	Huber Woods Holmdel Park, Holmdel, NJ
5th Grade	Bayshore Waterfront Park, Middletown, NJ
6th Grade	Medieval Times, Lyndhurst, NJ

10.6 Motion to approve the 2018-2019 Annual Update to 2017-2020 Three-Year Preschool Program Plan (ECPA Grant Application).

10.7 Motion to approve the 2018-2019 school calendar.

10.8 Motion to approve Heinemann to provide Leveled Literacy Instruction professional development at a rate of \$2,800 per day for three days, not to exceed \$8,400, to be paid by Title I and Title II funding.

10.9 Motion to approve the 2017-2018 District Professional Development Plan.

10.10 Motion to approve the modification for the 2017-2018 school calendar.

11.0 Personnel

11.1 Motion to accept the resignation of Jaime Palumbo, Part-Time Aide effective March 29, 2018.

11.2 Motion to accept, with regret, the retirement of Diane Decker, High School Art Teacher effective June 30, 2018.

11.3 Motion to approve Emily Ianotta as a Leave Replacement for Lauren Marsh from March 28, 2018, to June 30, 2018, at a salary of \$52,047; Step 1, BA (prorated).

11.4 Motion to approve Anne Owens to conduct OT evaluations totaling \$780.

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- 11.5 Motion to approve Krista Bartolone’s request for a maternity/disability leave and Federal/NJ Family Medical Leave as follows:

6/15/2018 - 6/18/2018	Two Sick Days
9/1/2018 - 11/27/2018	NJFLA/FMLA
11/28/2018 - 12/21/2018	Unpaid Leave
1/3/2019	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 March 27, 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:

17.0 Return to Open Session (TIME:_____)

18.0 Adjournment