

**KEYPORT BOARD OF EDUCATION
WORKSHOP ACTION MEETING – MAY 31, 2017
AGENDA**

1.0 Opening Procedures

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

“Public notice of this meeting has been advertised in the Asbury Park Press on January 11, 2017, as approved at the reorganization meeting of the Board of Education held on January 4, 2017. 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	Mr. Litwak
Ms. Cote	Mrs. Malinconico, Vice President
Mrs. Fox	Mr. McGrogan, UB Rep.*
Mr. Henning	Mrs. Panzarelli, President
Mrs. Kutschman	Mr. White

Student Council Representative: Shayna Grandon and Andrew Figueroa

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

- 1.5 Student Council Representative Report
- 1.6 Motion to approve Adams, Gutierrez & Lattiboudere, LLC, as Board attorneys effective May 31, 2017, through June 30, 2017, at a rate of \$150 per hour, not to exceed \$7,500.

2.0 Presentation – District Goal Update

<p style="text-align:center">KEYPORT BOARD OF EDUCATION WORKSHOP ACTION MEETING – MAY 31, 2017 AGENDA</p>
--

3.0 President’s Remarks

4.0 Communications – Dr. Savoia

- 4.1 James Rasmussen, History Teacher, submitted his letter of resignation on March 19, 2017, effective June 30, 2017. Resolution 11.31 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:

April 26, 2017	Regular Minutes and closed session
May 3, 2017	Regular Minutes and closed session

8.0 Buildings & Grounds – Mr. Rapolla

- 8.1 Facilities Update

- 8.1.1 Motion to approve the Integrated Pest Management Plan for the school year 2017-2018 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 2017-2018 school year. These requesters are frequent users and require one blanket approval by the Board of Education.

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

<p>KEYPORT BOARD OF EDUCATION WORKSHOP ACTION MEETING – MAY 31, 2017 AGENDA</p>
--

9.0 Finance

9.1 Motion to approve the following resolution:

Be It Resolved that the financial reports of the Secretary to the Board of Education and the Cash Report dated April 30, 2017, 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 2017 in the amount of \$TBD and supplemental bills for May 2017 in the amount of \$TBD.

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>
11-120-100-101-02-00-000 Gr 1-5 Sub Salaries	11-130-100-101-02-00-000 Gr 6-8 Sub Salaries (Adj. 100/110)	\$12,900.00
20-272-200-500-00-00-000 Oth Purch Svc T-2A 16/17	20-272-200-320-06-00-000 T-IIA Prof Svcs 16/17 (Adj. 102)	\$1,200.00
20-272-200-100-11-00-000 Salaries T-IIA 16/17	20-272-100-101-01-00-000 Salaries Title 2A 16/17 (Adj. 103)	\$470.00
20-218-200-329-00-00-000 PS Oth Purch Prof-Ed Svc	20-218-100-106-11-00-000 PS Other Salaries (Adj. 104)	\$202.00
20-218-200-600-00-00-016 PS Supplies & Materials	20-218-100-600-11-00-000 PS Instruct Suppls & Mat (Adj. 105)	\$12,285.92
11-000-261-420-11-00-000 Maintenance/Repair Bldgs.	11-000-261-421-00-00-000 Lead Testing-Water (Adj. 107)	\$1,500.00

KEYPORT BOARD OF EDUCATION WORKSHOP ACTION MEETING – MAY 31, 2017 AGENDA

11-000-270-514-11-00-000 Cont Service Special Ed.	11-000-270-512-01-00-000 Contr Service Athletics (Adj. 108)	\$24,000.00
11-000-262-520-11-01-000 P&C/Multi-Peril Insur	11-000-262-590-11-00-000 Garbage Removal (Adj. 109)	\$126.00

- 9.4 Motion to amend the transportation jointure agreement approved at the board meeting on September 21, 2016, (motion 9.4) between the Keyport Board of Education (host district) and Union Beach Board of Education (joiner) for 2016-2017 the school year. The original approval was for three (3) Union Beach resident students to be transported to the Career Center, Freehold, NJ (am/pm) at an original total cost of \$16,681.37. This amendment will reflect four (4) Union Beach resident students at a revised total cost of \$18,071.49.

Career Center am & pm (Keyport - Host):	
Keyport (4 students)	\$20,851.71
Union Beach (4 students)	<u>\$18,071.49</u>
	\$38,923.20 Total

- 9.5 Motion to approve the following 2017 ESY out of district tuitions:

CPC	Student 5095364103	\$8,988
	Student 2604139716 (UB)	\$9,614
Children's Center	Student 5903422472 (UB)	\$11,253
Hawkswood School	Student 1719130762	\$10,670
	Student 6176616695 (UB)	
Search Day Program	Student 2900941894	\$12,304

- 9.6 Motion to approve home instruction for student 4570401532 from May 17, 2017, through the end of the school year. Professional Educational Services will provide home instruction at a rate of \$49 per hour for 10 hours a week, not to exceed \$2,058.

- 9.7 Motion to approve the following out of district tuition from May 24, 2017, through June 19, 2017:

MOESC Interim Alternative Program	Student 6342752677	\$275 per diem
-----------------------------------	--------------------	----------------

<p>KEYPORT BOARD OF EDUCATION WORKSHOP ACTION MEETING – MAY 31, 2017 AGENDA</p>
--

- 9.8 Motion that the Board approve the breakfast and lunch prices for the school year 2017-2018 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	

- 9.9 Motion to approve an addendum to extend agreement between the Keyport Board of Education and Source4Teachers, LLC for the 2017-2018 school year to provide substitute teachers as needed. Daily rate: \$140.73 full day and \$73.64 half day.

- 9.10 Motion to approve the following awards for graduation 2017:

<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

- 9.11 Motion to authorize the School Business Administrator to make all necessary account transfers within the 2016-2017 school budget to close out the year and pay necessary bills with authorization of the president.

- 9.12 Motion to authorize the School Business Administrator to pay bills over the summer prior to the meeting scheduled on August 9, 2017, with authorization of the president.

- 9.13 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,

**KEYPORT BOARD OF EDUCATION
WORKSHOP ACTION MEETING – MAY 31, 2017
AGENDA**

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

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

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

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

- 9.14 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 WORKSHOP ACTION MEETING – MAY 31, 2017 AGENDA</p>
--

- 9.15 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.

- 9.16 Motion to approve the following 2017-2018 tuition contracts between the Keyport Board of Education and the Union Beach Board of Education amounting to \$2,472,138.

<u>2017/18 Contract</u>	<u># of Students</u>	<u>Rate</u>	<u>Total</u>
Full Time Students	156	\$15,620	\$2,436,720
Part Time Students	3	\$ 7,810	23,430
Tuition Adjustment 15/16			\$ (162,732)
Total Regular Student Tuition			<u>2,297,418.00</u>
Resource Room 2017/18		As agreed	\$228,754
Resource Room Adjustment 2015/16		As agreed	<u>\$ (54,034)</u>
Total Resource Room Tuition			<u>\$174,720</u>

<p>KEYPORT BOARD OF EDUCATION WORKSHOP ACTION MEETING – MAY 31, 2017 AGENDA</p>
--

9.17 Motion to establish 2017-2018 tuition rates for attendance at Keyport Public Schools as follows:

Grades 9-12	\$16,236
Grades 6- 8	\$15,848
Grades 1 – 5	\$14,168
Pre-K & Kindergarten	\$13,080

9.18 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” (formerly Middlesex Regional Educational Services Commission “MRESC”) with Cablevision Lightpath for One Gigabit Internet access and associated voice services in the annual amount of \$65,856 subject to a Keyport district E-rate (USAC) discount of 80% on applicable charges from July 1, 2017, through June 30, 2018.

9.19 Motion to approve the sale of a NetShelter Computer Rack-42U to Brett Strzelecki for \$80.

9.20 Motion to approve Commercial Interiors Direct, Inc., for the removal of old flooring and installation of new flooring for rooms 9,10 and auditorium hallway in the Central School for a total of \$24,146, as per ESNJ Bid# 14/15-64.

9.21 Motion to approve the following report to the Board of Education:

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.

Adams, Gutierrez & Lattiboudere, LLC
American Capital Financial Services
Automatic Protection Systems
Bollinger Insurance
Brown and Brown, Inc.
Cablevision Lightpath
CDW-G
Cleary, Giacobbe, Alfieri & Jacobs

KEYPORT BOARD OF EDUCATION WORKSHOP ACTION MEETING – MAY 31, 2017 AGENDA

Delta Dental
Educational Data Services
Environmental Design, Inc.
E-rate Exchange
Frontline Technologies
Gallagher O’Gorman & Young
Genesis
Home Care Therapies, LLC, d/b/a Horizon Healthcare Staffing Corporation
Horizon Blue Cross/Blue Shield of NJ
Johnson Controls
Magic Touch Construction Co.
Maschio’s Food Service, Inc.
Middlesex Regional Educational Services Commission
Monmouth Ocean Education Services Commission
Municipal Capital Finance
Newsela
Phoenix Advisors, LLC
R. Helfrich & Sons Corp
Ray Angelini
SchoolDude
Source4Teachers, LLC
Spiezle Architectural Group, Inc.
Suplee, Clooney & Company
Systems 3000
Tokarski and Millemann Architects, LLC
Transportation Jointure Agreement between the Keyport Board of Education and Union Beach Board of Education
United Healthcare
Unlimited Autos
Unum
Westchester Environmental

10.0 Curriculum

- 10.1 Motion to approve a subscription with Newsela PRO for District License software for the 2017-2018 school year in the amount of \$8,455.

<p>KEYPORT BOARD OF EDUCATION WORKSHOP ACTION MEETING – MAY 31, 2017 AGENDA</p>
--

10.2 Motion to approve the following school trip for the 2016-2017 school year:

Student Council Great Adventure, Jackson, NJ

11.0 Personnel

11.1 Motion to amend salary for Matthew Masiello approved at the May 3, 2017, board meeting (resolution 11.5) for the 2017-2018 school year as follows:

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Step</u>	<u>Salary</u>
Masiello	Matthew	Teacher MA	4	\$58,459

11.2 Motion to authorize Superintendent of Schools, Lisa M. Savoia, to tender offers of employment prior to the board meeting on August 9, 2017.

11.3 Motion to appoint Anthony Rapolla, as School Business Administrator/Board Secretary for the school year 2017-2018 at a salary of \$131,300, as approved by the Executive County Superintendent.

11.4 Motion to approve to pay Denise Cleveland a \$2,500 stipend for Ed.D. for 2016-2017 school year.

11.5 Motion to amend motion 11.5 approved at the May 3, 2017, Board of Education meeting approving the following:

<u>Last Name</u>	<u>First Name</u>	<u>Step</u>	<u>2017-2018 Salary</u>
Borders	Dylan	5	38,094

BE IT FURTHER MOVED to approve Dylan Borders as Supervisor of Buildings and Grounds for the 2017-2018 school year at an annual salary of \$58,000.

11.6 Motion to approve Wilbett Anshelewitz to conduct her Practicum in Teaching English as a Second Language at Keyport Central School beginning in September 2017.

KEYPORT BOARD OF EDUCATION WORKSHOP ACTION MEETING – MAY 31, 2017 AGENDA

- 11.7 Motion to approve the following 2017 summer hours for the Guidance staff:

<u>COUNSELOR</u>	<u>DAYS</u>	<u>RATE</u>
Stacey Oxley	15	\$390.82 per day
Kristen Corsale	15	\$301.80 per day
Lindsay Thein	5	\$301.58 per day
Ariel Guttenplan	5	\$284.80 per day

- 11.8 Motion to approve the following teachers for 2017 Summer Enrichment Program for 3.5 hours each per day at a rate of \$35 per hour, not to exceed \$1,800, to be funded from ESEA.

<u>Teacher</u>	<u>Program</u>
Ms. Krista Bartalone	Title I
Ms. Alexis Marinos	Title I
Ms. Lindsay Ulrich	Title I
Mrs. Jennifer Torchia	Title I
Ms. Tamme Manganelli	Title I
Mrs. Cassandra Murphy	Title I
Mrs. Cynthia Deily	Title I
Ms. Grace Gramaglia	Title I
Mrs. Kim Guccione	Title III
Ms. Lampart	Title III
Ms. Alison Lampart	Title III
Ms. Alyssa Buttacavole	Title III
Mrs. Casey LaSalle	Title III
Ms. Mary Ann Ricca	Title III
Mrs. Cynthia Dinardi	Title III
Mrs. Lillian Romanetz	Title I
Mrs. Ashley Taylor (Stone)	Title I
Ms. Lisa Wallin	Title I
Mrs. Tiffani Slattery	Title I
Ms. Amy Rodriguez	Title I

**KEYPORT BOARD OF EDUCATION
WORKSHOP ACTION MEETING – MAY 31, 2017
AGENDA**

- 11.9 Motion to approve the following personnel for the Keyport School Extencicare Program for the 2017-2018 school year to be paid from the Enterprise Fund (0409).

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Lynn Ferber	Site Manager	\$3,000
LeeAnn Romanetz	Site Manager	\$3,000

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Lynn Ferber	Teacher	\$35 per hour
Alison Lampart	Teacher	\$35 per hour
Amy Mantino	Teacher	\$35 per hour
LeeAnn Romanetz	Teacher	\$35 per hour
Lisa Snowden	Teacher	\$35 per hour
Lori Kernan	Substitute Teacher	\$35 per hour
Sandy Krause	Substitute Teacher	\$35 per hour
Amy Rodriguez	Substitute Teacher	\$35 per hour
Andrea Walsh	Substitute Teacher	\$35 per hour

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Deborah Balletta	Aide	\$14.84 per hour
Pauline Clowney	Aide	\$14.84 per hour
Minnelly Guerrero-Ventura	Aide	\$14.84 per hour
Marisel Kamper	Aide	\$14.84 per hour
Jean Leonard	Aide	\$14.84 per hour
Heidi Martin	Aide	\$14.84 per hour
Nancy Schanck	Aide	\$14.84 per hour
Charlene Stumpf	Aide	\$14.84 per hour

- 11.10 Motion to approve the following 2017 summer hours for the Child Study Team staff:

<u>Name</u>	<u>Position</u>	<u>Days</u>	<u>Rate</u>
Cerelle White	Social Worker	12	\$378.32
Jessica Sosnowski	Psychologist	12	\$341.07
Laura Orlando	LDTC	12	\$340.36

KEYPORT BOARD OF EDUCATION WORKSHOP ACTION MEETING – MAY 31, 2017 AGENDA

- 11.11 Motion to Approve the following hours for the 2017 Extended School Year:

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Not to Exceed</u>
Jeanne Westendorf	Teacher	60	\$45.00	\$2,700.00
Kelly Ring	Teacher	60	\$42.11	\$2,526.60
Charlene Stumpf	Aide	60	\$14.84	\$890.00
Heidi Martin	Aide	60	\$14.84	\$890.00
Minelly Guerrero-Ventura	Aide	60	\$14.84	\$890.00
Lindsay Garber	Speech	60	\$43.81	\$2,628.60
Barbara Salvadore	Nurse	60	\$61.60	\$3,696.00
Anne Owens	OT	36	\$78.00	\$2,808.00
Cynthia LoCastro	PT	16	\$115.00	\$1,840.00
Minelly Guerrero-Ventura	Breakfast Aide		\$20	
Mary Anne Ricca	Lunch Aide		\$20	

- 11.12 Motion to approve the following teachers to work the Summer School Program, at Keyport High School, from July 5 – August 1, 2017:

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Not to Exceed</u>
Diane Quinn	English	64	\$35	\$2,240
Kyle Keelan	Math	64	\$35	\$2,240

- 11.13 Motion to approve Lynn McGlue as School Nurse for the 2017-2018 school year at a salary of \$69,397 Step 11, BA.
- 11.14 Motion to approve Dawn Weg as Leave Replacement for Vanessa Cunningham from May 24, 2017, to the end of the 2016-2017 school year.
- 11.15 Motion to approve Alicia Fernandez as Spanish Teacher for KHS for the 2017-2018 school year at a salary of \$52,047 Step 1, BA.
- 11.16 Motion to approve Cadie Crincoli as Math Teacher for KHS for the 2017-2018 school year at a salary of \$52,047 Step 1, BA, pending criminal background check and certifications.
- 11.17 Motion to approve Jane Wilczak as a part-time Media Specialist for the 2017-2018 school year at a rate of \$200 per day, not to exceed \$10,000.
- 11.18 Motion to approve Johanna Ortiz as the District Sub Caller at a stipend of \$1,500 for the 2017-2018 school year.
- 11.19 Motion to approve Olivia Lopes as Physical Education Teacher for the 2017-2018 school year at a salary of \$55,759, Step 1, MA.

<p>KEYPORT BOARD OF EDUCATION WORKSHOP ACTION MEETING – MAY 31, 2017 AGENDA</p>
--

11.20 Motion to approve the following students for summer positions at the rate of \$8.38 per hour, not to exceed \$2,045 for each position, effective June 20, 2017:

<u>Summer Custodians</u>	<u>Summer Tech Assistant</u>
Alexis Breen	David Applegate
James Staeger & Jose Castro (split position)	

11.21 Motion to approve Stephanie Kaplan, Kean University Student, to complete 300 hours of a counseling internship with the KPSD Guidance Department during the 2017-2018 school year.

11.22 Motion to approve Sarah Monteiro’s request for a maternity/disability and Federal/NJ Family Medical Leave as follows:

10/9/2017 - 11/17/2017	Twenty-Eight (28) accrued sick days
11/20/2017 - 1/1/2018	FMLA/NJFLA Leave
1/2/2018	Return to work

11.23 Motion to rescind the action taken on January 18th, 2017 meeting (Resolution 11.5) to approve Vanessa Cunningham’s request for a maternity/disability and Federal /NJ Family Medical Leave as follows:

6/1/2017 - 6/19/2017	Thirteen (13) accrued sick days
9/1/2017 - 11/24/2017	12-weeks of FMLA/NJFLA
11/27/2017	Return to work

BE IT FURTHER MOVED to approve Vanessa Cunningham’s request for a maternity/disability and Federal/NJ Family Medical Leave as follows:

6/1/2017 - 6/19/2017	Thirteen (13) accrued sick days
9/5/2017 - 10/16/2017	Thirty (30) accrued sick days
10/17/2017 - 1/15/2018	12-weeks of FMLA/NJFLA
1/16/2018	Return to work

11.24 Motion to rescind motion 11.2 approved at the April 12, 2017, board meeting approving the following curriculum writing positions paid at \$35 per hour, not to exceed \$350 per curriculum document:

Kimberly Guccione	Kindergarten Social Studies	10 hours
Vanessa Cunningham	First Grade Social Studies	10 hours
Vanessa Cunningham	Second Grade Social Studies	10 hours
Vanessa Cunningham	Third Grade Social Studies	10 hours
Lindsay Ulrich	Fourth Grade Social Studies	10 hours
Lindsay Ulrich	Fifth Grade Social Studies	10 hours

KEYPORT BOARD OF EDUCATION WORKSHOP ACTION MEETING – MAY 31, 2017 AGENDA

Be It Further Moved to approve the following curriculum writing positions to be paid at \$35 per hour, not to exceed \$525 per curriculum document.

Kimberly Guccione	Kindergarten Social Studies	15 hours
Vanessa Cunningham	First Grade Social Studies	15 hours
Vanessa Cunningham	Second Grade Social Studies	15 hours
Vanessa Cunningham	Third Grade Social Studies	15 hours
Lindsay Ulrich	Fourth Grade Social Studies	15 hours
Lindsay Ulrich	Fifth Grade Social Studies	15 hours

11.25 Motion to approve Kimberly Guccione, Lauren Marsh, MaryAnn Mack, and Cynthia Dinardi for Multicultural Night on May 31, 2017, at a rate of \$35 an hour, not to exceed \$70 each.

11.26 Motion to approve Wilbett Anshelewitz to conduct Sheltered English Instruction Training at Keyport Central School for 20 hours at a rate of \$35 per hour not to exceed \$700.

11.27 Motion to approve the following teachers to attend Sheltered English Instruction training on July 31, 2017 to August 2, 2017, at a rate of \$20 per hour, not to exceed \$300.

Amanda Andrews	Sarah Monteiro	Michelle Wackowski
Grace Gramaglia	Susanne Leandro	Erin O’Connell
Cynthia Deilly	Robert Stetz	

11.28 Motion to approve the following teachers to attend Dimensions Training on June 20, 2017, at a rate of \$20 per hour, not to exceed \$40.

Lynn Ferber	Lori Kernan	Lesley Guttman
Lillian Romanetz	Candice Reggio	Michele Santoro
Lisa Snowden	Margaret Burgener	Erin O’Connell
Amy Mantino	Alyssa Buttacavole	Lindsay Ulrich
Kimberly Guccione	Willet Anshelewitz	Alexis Marinos
Sandy Krause	Lauren Lloyd	Jennifer Torchia
Lauren Lloyd	Michele Wackowski	Cassandra Murphy
	Tiffany Rowald	

KEYPORT BOARD OF EDUCATION WORKSHOP ACTION MEETING – MAY 31, 2017 AGENDA

11.29 Motion to approve the following KCS Extra Curricular Positions for the 2017-2018 School Year:

<u>Position</u>	<u>Name</u>	<u>Stipend</u>
Board Games Advisor	Ronald Burgess	\$817
Eighth Grade Advisor	Cynthia Deily	\$1,982
Book Club Advisor	Jeanne Westendorf	\$817
Chess Club	Douglas Chudzik	\$1,050
Drama Club	Jennifer Fuller	\$1,367
Art Club	Daniel Morelos	\$838
Student Council	Amanda Andrews Nicole Goldsmith	\$2,507 (Split)
Environmental Club Advisor	Douglas Chudzik	\$817
I&RS Advisor	Kelly Castellano Nicole Goldsmith Kimberly Guccione	\$1,143
NJHS Advisor	Amanda Andrews Ronald Burgess	\$1,880 (Split)
TV Production Club Advisor	Nicole Goldsmith	\$2,212
Assistant Drama Club Advisor	Kimberly Guccione	\$890
CS Yearbook Advisor	Jessica Dougherty Jessica Polak	\$1,272 (Split)
Choral Director	Sharon Borrelli	\$3,043
Band Director	Tiffani Slattery	\$3,043
CS Digital Art/Coding Club	Jessica Polak	\$817
CS Math Club	Cynthia Deily Anthony Figueroa	\$817
6th Grade Advisor	Jessica Polak	\$817
7th Grade Advisor	Daniel Morelos	\$817
Pokemon Club	Ronald Burgess	Pilot
Makerspace Club	Alexis Marinos	Pilot
Odyssey of the Mind (6, 7, 8th)	Anthony Figueroa Sarah Monteiro	\$817
Odyssey of the Mind (4, 5th)	Casey LaSalle Tamme Manganelli	Pilot
Volleyball Club	Cynthia Deily Alexis Marinos	\$817 (Split)
Detention Monitors	Ronald Burgess Douglas Chudzik	\$20/hour
Breakfast Monitors	Alison Lampart Casey LaSalle Melanie Stroud	\$20/hour

KEYPORT BOARD OF EDUCATION WORKSHOP ACTION MEETING – MAY 31, 2017 AGENDA

Morning Gym Monitors	Ronald Burgess Peter Miller Staci Minuskin Cassandra Murphy	\$20/hour
Substitute Breakfast Monitors	Krista Bartolone Susanne Leandro Jennifer Torchia	\$20/hour
Substitute Gym Monitors	Krista Bartolone Susanne Leandro Jennifer Torchia	\$20/hour

- 11.30 Motion to rescind the existing contract of Dr. Lisa Savoia, Superintendent of Schools, as of June 30, 2017, and

Be It Further Moved, to approve a five-year contract for Dr. Lisa Savoia, Superintendent of Schools for school years 2017-2022 (approved as written by the NJDOE Monmouth County Superintendent of Schools, Dr. Lester W. Richens).

- 11.31 Motion to accept letter of resignation from James Rasmussen, History Teacher, effective June 30, 2017.
- 11.32 Motion to amend resolution 11.1 approved at the May 3, 2017, board meeting for Kathryn Stevenson’s resignation to the new effective date of May 30, 2017.
- 11.33 Motion to appoint the following High School stipend positions for the 2017-2018 school year:

<u>Position</u>	<u>Staff</u>	<u>Stipend</u>
Key Notes Advisor	Dawn Racioppi Michelle Cannizzaro	\$3,090 (Stipend to be split)
Student Council Advisor	Kyle Keelen	\$2,507
National Honor Society Advisor	Erica Wesley	\$2,507
Yearbook Advisor	Dawn Racioppi	\$3,524
Life Line Advisor	Jen Rojas	\$1,419
Drama Club Advisor	Chris Cowen	\$2,507
Assistant Drama Club Advisor	Lisa Wallin	\$1,797
TV Club Advisor	Chris Cowen	\$2,212
Key Club Advisor	Lisa Wallin	\$2,507
Art Club Advisor	Diane Decker	\$838
I&RS Members	Erica Wesley Steve Bower Ashley Stone	\$1,143

KEYPORT BOARD OF EDUCATION WORKSHOP ACTION MEETING – MAY 31, 2017 AGENDA

Class of 2018 (Senior) Advisor	Kyle Keelen	\$3,233
Class of 2019 (Junior) Advisor	Valerie Rogers	\$2,800
Class of 2020 (Sophomore) Advisor	Cerelle White	\$2,028
Class of 2021 (Freshman) Advisor	Kaitlin McGlynn	\$1,740
Literary Magazine (Newspaper)	Nicole Seres	\$2,413
Environmental Club	Lisa Wallin	\$817
Debate Club	James Wesley	\$817
Book Club	Nicole Seres	\$817
Spanish Club	Alicia Fernandez	\$817
Gay Straight Alliance	Chris Cowen	\$817
Math Club	Kaitlin McGlynn	\$817
Dance Club	Amanda Bigelow	\$817
Breakfast Monitor	Andrea DeToro Jason Glezman Valerie Rogers	\$20/hour
Morning Security	James Wesley Jason Glezman Valerie Rogers Andrea DeToro	\$20/hour
Detention Monitors	Kaitlin McGlynn James Wesley Valerie Rogers Kyle Keelen Micah Bender Andrew Lois Ashley Stone Adrienne Martin Jen Rojas	\$20/hour

11.34 Motion to approve the following personnel for Fall 2017 Athletic positions:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Andrea DeToro	Head Cheerleading	\$7,667
Cadie Crincoli	Assistant Cheerleading	\$4,867
Valerie Rogers	HS Head Field Hockey	\$8,524
Ashley Stone	HS Assistant Field Hockey	\$6,252
Jay Graham	HS Head Football	\$9,202
Dominick Amoroso	HS Assistant Football	\$6,659
Jason Glezman	HS Assistant Football	\$6,659
Pete Miller	HS Assistant Football	\$6,659
Jerry Hourihan	HS Assistant Football	\$6,659
Steve Bower	HS Assistant Football	\$6,659

KEYPORT BOARD OF EDUCATION WORKSHOP ACTION MEETING – MAY 31, 2017 AGENDA

Brendan Hilliard	HS Head Boys Soccer	\$8,524
Katie Sanchez	HS Head Girls Soccer	\$8,524
Phil Recco	HS Head Girls Volleyball	\$7,748
Andrea DeToro	Fitness Center Supervisor Fall Season	\$1,067
Andrea Walsh	Adult Fitness Center Supervisor Fall Season	\$1,067
Jason Glezman	Fitness Center Supervisor Summer Session	\$1,600
Alissa Francisco	CS Field Hockey	\$6,120
Jen Rojas	CS Boys Soccer	\$6,120
Staci Minuskin	CS Girls Soccer	\$6,120

11.35 Motion to approve Fall Athletic Per Diem Positions 2017:

Al Smith, Barrett Oxley, James Wesley, Kyle Keelen, Phil Recco, Larry Peterson, Deboney Braithwaite, Staci Minuskin, Valerie Rogers, Andrea DeToro	Crowd Control Ticket Taker	\$35 per game \$52.50 per football game
Al Smith, Barrett Oxley, James Wesley, Kyle Keelen, Phil Recco, Larry Peterson, Deboney Braithwaite, Staci Minuskin, Valerie Rogers, Andrea DeToro	Chain Crew Video	\$50 per game
James Wesley, Barrett Oxley	Announcer	\$52.50 per game
Barrett Oxley, Valerie Rogers, Al Smith, Kyle Keelen	Clock Operator	\$35 per game

11.36 Motion to approve the following volunteers for Fall Athletic Programs:

James Wesley, Olivia Lopes, James Maguire, Ghassan Lightbourne,
Donnie Blanks, Derrick Maldonado, Mike Ciccotelli,
Deboney Braithwaite

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 2017-2018 school year.

**KEYPORT BOARD OF EDUCATION
WORKSHOP ACTION MEETING – MAY 31, 2017
AGENDA**

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 2017-2018 school year.

Approval of Depositories

- 12.3 Motion the Board approve the following item:

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

Approval of Depositories: TD Bank

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

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

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

AND FURTHER BE IT RESOLVED that the Board Secretary be authorized on behalf of the Board of Education to change existing account types and establish new Statement Savings, NOW, Special 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

<p>KEYPORT BOARD OF EDUCATION WORKSHOP ACTION MEETING – MAY 31, 2017 AGENDA</p>
--

facsimile.

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

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

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

Authorized Signatures

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

Custodian (General) Account	President or Vice President & Secretary and Superintendent (3)
Salary Account	President (1)
Payroll Agency Account	Secretary or Superintendent & President or Vice President (2)
Cafeteria Account	President or Vice President & Secretary or Superintendent (2)
Petty Cash Account	Secretary or Superintendent & President or Vice President (2)
Athletic Account	Secretary or Superintendent & President or Vice President (2)
Student Activities Account	Secretary or Superintendent & President or Vice President (2)

**KEYPORT BOARD OF EDUCATION
WORKSHOP ACTION MEETING – MAY 31, 2017
AGENDA**

Extendicare Account Board Secretary or Superintendent

Scholarship Accounts Board Secretary or Superintendent

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

- 12.5 Motion the Board approve the following item:

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

Board Policies/Regulations

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

Petty Cash Accounts

- 12.7 Motion the Board approve the following item:

RESOLVED to authorize the Board Secretary to establish the following interest petty cash fund account for the period from July 1, 2017, through June 30, 2018, 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

**KEYPORT BOARD OF EDUCATION
WORKSHOP ACTION MEETING – MAY 31, 2017
AGENDA**

18A:19-2 amended, to direct pre-payment of claims for Debt Service, Payroll, Fixed Charges and any other claim or demand which would be in the best interest of the Board to pay promptly.

Organization Chart

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

**Designation of Superintendent
Transfer Authority**

- 12.10 Motion the Board approve the following item:

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

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

Educational Data Services, Inc.

- 12.11 Motion the Board approve the following item:

Educational Data Services, Inc., as a New Jersey Cooperative Bidding Program for our school supplies. The licensing and maintenance fee for the 2017-2018 School Year will be \$3,200.

- 12.12 Motion to appoint Anthony Rapolla, Board Secretary, as the Public Agency Compliance Office (P.A.C.O.) for the period July 1, 2017, through June 30, 2018, 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/MOESC.

<p>KEYPORT BOARD OF EDUCATION WORKSHOP ACTION MEETING – MAY 31, 2017 AGENDA</p>
--

12.14 Motion to appoint the following for the 2017-2018 school year:

Affirmative Action Officer	Michael Waters
504 Compliance Officer	Anthony DePasquale
District Anti-Bullying Specialist	Anthony DePasquale
District Homeless Liaison	Denise Cleveland
District Stability Liaison	Denise Cleveland
Central School Education Liaison & CS Anti-Bullying Specialist	Ariel Guttenplan
High School Education Liaison & HS Anti-Bullying Specialist	Lindsay Meyer-Thein

12.15 Motion to adopt the Uniform Minimum Chart of Accounts for New Jersey Public Schools for the 2017-2018 school year.

Appointment of District Certified Purchasing Agent

12.16 Motion to approve the following resolution:

Whereas, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

Whereas, 18A:18A-3 provides that contracts, that do not exceed the aggregate in a contract year the bid threshold (Currently \$36,000), may be awarded by the Board Secretary without advertising for bids when so authorized by board resolution, and

Whereas, 18A:18A-37,c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (Currently \$5,400) may be awarded by the Board Secretary without soliciting competitive quotations if so authorized board resolution.

Now Therefore Be It Resolved, that Anthony Rapolla is hereby authorized to award contracts on behalf of the Keyport Board of Education that are in aggregate less than 15% of the bid threshold (Currently \$5,400) without soliciting competitive quotations, and

**KEYPORT BOARD OF EDUCATION
WORKSHOP ACTION MEETING – MAY 31, 2017
AGENDA**

Be It Further Resolved, Anthony Rapolla is hereby authorized to seek competitive quotations, when applicable and practicable and award contracts on behalf of the Keyport Board of Education when contracts in the aggregate exceed 15% of the bid threshold (Currently \$5,400) but are less than the bid threshold of \$36,000 and make purchases via State contracts.

**E-Rate
Extraordinary Unspecifiable Service**

12.17 Motion the Board approve the following item:

WHEREAS, there exists a need for telecommunication services for the Keyport Board of Education for the 2017-2018 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 E-rate Exchange, Syracuse, NY, is hereby retained to provide telecommunication services necessary.
2. This contract is awarded without competitive bidding as “Extraordinary Unspecifiable Services” in accordance with the Public School Contracts Law, N.J.S.A.18A:18A(a)(1) because it is for services performed by persons that cannot be reasonably described and bid.
3. The Board of Education is required to review the most recent peer review report prior to the engagement of the annual audit, and to acknowledge its review of the peer review report in the minutes that authorizes the engagement of the public school accountant.
4. A copy of this resolution as well as the contract shall be placed on file with the Secretary of the Board.

KEYPORT BOARD OF EDUCATION
WORKSHOP ACTION MEETING – MAY 31, 2017
AGENDA

State Contract Purchasing

- 12.18 Motion the Board approve the following resolution authorizing The Procurement of Good and Services through State Agency for the 2017-2018 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 2017-18 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 2017-2018 school year.

- 12.20 Motion to appoint Anthony Rapolla as Custodian of Records for Keyport Public Schools for the school year 2017-2018.

- 12.21 Motion to approve the following item:

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

**KEYPORT BOARD OF EDUCATION
WORKSHOP ACTION MEETING – MAY 31, 2017
AGENDA**

12.22 Motion the Board approve the following item:

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

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

12.24 Motion to approve Dylan Borders as follows for the 2017-2018 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 2017-2018 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, 2017, through June 30, 2018.

12.27 Motion that the Board approve the participation in the ACES consortium program for Natural Gas for the 2017-2018 school year.

12.28 Motion that the Board approve the participation in the ACES consortium program for Electricity for the 2017-2018 school year.

12.29 Motion to appoint a board attorney to provide necessary professional legal services to the Keyport Board of Education for the period July 1, 2017, to June 30, 2018.

Whereas, the Board of Education authorized the Business Administrator, Anthony Rapolla, to prepare, advertise and receive Request for Proposals for board attorney.

<p>KEYPORT BOARD OF EDUCATION WORKSHOP ACTION MEETING – MAY 31, 2017 AGENDA</p>
--

Whereas, the Business Administrator received Request for Proposals from the following firms:

Cleary, Giacobbe, Alfieri & Jacobs	Matawan
Roth D’Aquanni	Springfield
Adams, Guitierrez & Lattiboudere	Newark
Florio, Perrucci, Steinhardt & Fader	Cherry Hill
Schwartz, Simon, Edelstein & Celso	Whippany
Busch Law Group	Metuchen
Long, Marmero & Associates	Woodbury
Methfessel & Werbel	Edison
Capehart Scathard	Mount Laurel

Whereas, a select committee of board members and administrators were charged with interviewing the following five firms, as recommended by the superintendent:

Cleary, Giacobbe, Alfieri & Jacobs	Florio, Perrucci, Steinhardt & Fader
Roth D’Aquanni	Schwartz, Simon, Edelstein & Celso
Adams, Gutierrez & Lattiboudere	

BE IT FURTHER MOVED to appoint Adams, Gutierrez & Lattiboudere, LLC, as board attorney for the period July 1, 2017, to June 30, 2018, at rate of \$150 per hour, not to exceed \$75,000.

- 12.30 Motion, to appoint a School Architect as Architect of Record for the period July 1, 2017, to July 30, 2018.

Whereas, the Board of Education authorized the Business Administrator, Anthony Rapolla, to prepare, advertise and receive Request for Proposals for School Architect.

Whereas, the Business Administrator received Request for Proposals from the following ten firms:

Spiezle Architectural Group, Inc.	Trenton
Wayne A. Neville	West Berlin
Tokarski & Millemann	Brick
Mount Vernon Group	New Bedford
The Musial Group	Mountainside
SSP	Bridgewater
CP Professional Services	Sparta
EI Associates	Cedar Knolls
Armm Associates	Cherry Hill

**KEYPORT BOARD OF EDUCATION
WORKSHOP ACTION MEETING – MAY 31, 2017
AGENDA**

Whereas, a select committee of board members and administrators were charged with interviewing the following four firms, as recommended by the superintendent:

Spiezle Architectural Group, Inc.
SSP

Wayne A. Neville
Tokarski & Millemann

BE IT FURTHER MOVED to appoint Spiezle Architectural Group, Inc. as Architect of Record for the 2017-2018 school year at a rate of \$155 per hour.

- 12.31 Motion to appoint the firm Suplee, Clooney & Company, Westfield, New Jersey to provide the necessary professional auditing services required by the Keyport Board of Education for the period July 1, 2016, through June 30, 2017, at a cost of \$25,350.
- 12.32 Motion to appoint Anne Owens to provide Occupational Therapy at the rate of \$78 per hour, not to exceed 18 hours per week (\$1,404 x 32 weeks = \$44,928) for the 2017-2018 school year.
- 12.33 Motion to appoint Dr. Robert Morgan as School Physician for the 2017-2018 school year at an annual salary of \$9,000.
- 12.34 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, 2018, at a cost of \$850 per year.
- 12.35 Motion to approve Monmouth Ocean Education Services Commission (“MOESC”) for cooperative transportation and educational services for the 2017-2018 school year.
- 12.36 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 2017-2018 school year.
- 12.37 Motion to approve the following 2017-2018 Athletic Transportation Contract renewal as follows:
- | | |
|------------------------|------------|
| Unlimited Autos ATHL-1 | \$108,305* |
|------------------------|------------|
- *(0% increase)

**KEYPORT BOARD OF EDUCATION
WORKSHOP ACTION MEETING – MAY 31, 2017
AGENDA**

12.38 Motion to approve the following transportation contract renewal for the 2017-2018 school year:

R. Helfrich & Sons Corp. Route #2005 Career Ctr.

\$216.88 per diem x 180 days = \$39,038.40

Increase in accordance with CPI (.3%)

12.39 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 2017-2018.

12.40 Motion to approve Home Care Therapies, LLC, d/b/a Horizon Healthcare Staffing Corporation to provide Physical Therapy services for the 2017 Extended School Year and for the 2017–2018 school year at the rate of \$115 per hour.

12.41 Motion to approve Gallagher O’Gorman & Young, as Broker of Record for worker’s compensation and commercial liability coverage for the 2017-2018 school year.

12.42 Motion to approve Brown and Brown, Inc., Lambertville, NJ, as Broker of Record for Employee Insurance for the 2017-2018 school year in accordance with the following schedule:

Horizon Direct Access Plan – Main Group

Coverage Status	Horizon Direct Access 7/1/17 to 6/30/18
	<u>Cost/Month</u>
Single	\$730.66
2 Adults	\$1,677.79
Family	\$1,961.19
Parent & Child(ren)	\$1,122.36

Horizon Direct Access Plan – Admin Group

Coverage Status	Horizon Direct Access 7/1/17 to 6/30/18
	<u>Cost/Month</u>
Single	\$730.66
2 Adults	\$1,677.79
Family	\$1,961.19
Parent & Child(ren)	\$1,122.36

KEYPORT BOARD OF EDUCATION WORKSHOP ACTION MEETING – MAY 31, 2017 AGENDA

Horizon Advantage EPO Plan

Coverage Status	Horizon EPO Plan 7/1/17 to 6/30/18
	<u>Cost/Month</u>
Single	\$631.71
2 Adults	\$1,450.60
Family	\$1,695.61
Parent & Child(ren)	\$970.38

Horizon Prescription Drug - Main Group

Coverage Status	Horizon Rx 7/1/17 to 6/30/18
	<u>Cost/Month</u>
Single	\$216.88
2 Adults	\$488.00
Family	\$542.26
Parent & Child(ren)	\$303.64

Horizon Prescription Drug – Admin Group

Coverage Status	Horizon Rx 7/1/17 to 6/30/18
	<u>Cost/Month</u>
Single	\$216.88
2 Adults	\$488.00
Family	\$542.26
Parent & Child(ren)	\$303.64

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

**KEYPORT BOARD OF EDUCATION
WORKSHOP ACTION MEETING – MAY 31, 2017
AGENDA**

13.0 Policy

14.0 Old Business

15.0 New Business

16.0 Public Participation

17.0 Adjournment to Executive Session (TIME:)

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 May 31, 2017, to discuss
 - Personnel
 - Finance
 - Pupil Privacy
 - Contract negotiations
 - Grievances
 - Facilities project issues
- b. The matters discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting.
- c. Length of meeting thought to be approximately one hour.
- d. Action may be taken upon return to Open Session.

MOTION:

SECOND:

18.0 Return to Open Session (TIME:_____)

19.0 Adjournment