

**KEYPORT BOARD OF EDUCATION  
WORKSHOP ACTION MEETING – NOVEMBER 14, 2018  
AGENDA**

**1.0 Opening Procedures**

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

“Public notice of this meeting has been advertised in the Asbury Park Press on January 11, 2018, as approved at the reorganization meeting of the Board of Education held on January 3, 2018. Notice has been posted in accordance with the Open Public Meetings Act of 1975, Chapter 231, effective January 16, 1976, in the Board Office, 370 Broad Street. A copy of this notice is also on file in the office of the Borough Clerk”.

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

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

- 1.4 Roll Call

Mr. Bright, President	Mrs. Kutschman, Vice President
Ms. King-Cote (Vacancy)	Ms. Malinconico
Mr. Hausmann	Mr. McGrogan, UB Rep.*
Mr. Henning	Mrs. Panzarelli
	Mr. White

Student Council Representative: Julian Rebelo

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

- 1.5 Student Council Representative Report

**2.0 Presentation – PARCC Student Recognition**

**3.0 Election Results**

- 3.1 Official Results of the school election:

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Keyport BOE (Full 3-Year Term)

	<u>Vote Count</u>
<b>Laura Abrahamsen</b>	<b>1216</b>
<b>Patrick Moroney</b>	<b>1065</b>
<b>Joseph J. Stahley</b>	<b>956</b>
Susan (Kim) Kutschman	691
Daniel Fox	385
Evelyn Cote	556

Write In	25
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Public Question (Referendum)

<b>Yes</b>	<b>58.84%</b>	<b>1,365</b>
No	41.16%	955
		2,320

**4.0 President’s Remarks**

**5.0 Communications – Dr. Savoia**

5.1 Mrs. Carol Fox, Board Member, submitted her letter of resignation on November 5, 2018, effective immediately. Resolution 8.1 under Board Secretary’s Report.

**6.0 Public Participation – Agenda Items**

**7.0 Superintendent Report**

7.1 Superintendent’s Report – Dr. Savoia

**8.0 Board Secretary’s Report – Mr. Rapolla**

8.1 Motion to accept the following resolution:

WHEREAS, by letter dated November 5, 2018, Carol Fox tendered her resignation as a member of the Board; and

WHEREAS, the Board hereby thanks Carol Fox for her dedicated service as a Board member; and

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BE IT RESOLVED that the Board hereby accepts the resignation of Carol Fox from the Board effective November 5, 2018.

8.2 Motion to approve the following resolution:

WHEREAS, effective November 5, 2018, as a result of a Board member resignation, there exists one (1) vacancy in the membership of the Board; and

WHEREAS, pursuant to N.J.S.A. 18A:12-15(f), the Board intends to fill the vacancy by majority vote of the remaining Board members after the vacancy is advertised and interested candidates are interviewed; and

BE IT RESOLVED that the Board hereby authorizes the Business Administrator to advertise the Board vacancy by November 8, 2018, accept resumes of interested candidates by November 26, 2018, and to schedule interviews of interested candidates by November 28, 2018.

**9.0 Buildings & Grounds – Mr. Rapolla**

9.1 Facilities Update

9.2 Use of Facilities

**10.0 Finance**

10.1 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 September 30, 2018, which are in agreement, be accepted and submitted and attached to and made a part of the minutes of this meeting.

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

10.2 Motion to approve bills for the month of November 2018 in the amount of \$TBD and supplemental bills for November 2018 in the amount of \$TBD.

10.3 Motion to approve the final close out of the 2017-2018 IDEA-B Grant with \$0 carryover.

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10.4 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 of the bid threshold (Currently \$40,000), 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 \$6,000) may be awarded by the Board Secretary without soliciting competitive quotations if so authorized by board resolution.

WHEREAS, Anthony Rapolla possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.

RESOLVED, that the governing body hereby appoints Anthony Rapolla as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education; and be it further

RESOLVED, Anthony Rapolla, is hereby authorized to seek competitive quotations, when applicable and practicable and award contracts on behalf of the Keyport Board of Education when contracts in the aggregate exceed 15% of the bid threshold (Currently \$6,000) but are less than the bid threshold of \$40,000 and make purchases via State contracts: and be it further

RESOLVED, that Anthony Rapolla is authorized to award contracts on behalf of the Keyport Board of Education that are in aggregate less than 15% of the bid threshold (Currently \$6,000) without soliciting competitive quotations.

RESOLVED, that in accordance with N.J.A.C. 5:34-5.2 the Board of Education Secretary, Anthony Rapolla, is hereby authorized and directed to forward a certified copy of this resolution and a copy of Anthony Rapolla's certification to the Director of the Division of Local Government Services.

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- 10.5 Motion to approve the following out of district tuition for the 2018-2019 school year effective October 22, 2018:

Hawkswood	Student 9069593313	\$76,860
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- 10.6 Motion to approve an addendum to the Cooperative Sports Agreement for the 2018-19 school year, between Keyport Public Schools and Union Beach, Memorial School for Middle School Cross Country (Memorial School hosts) and Field Hockey (Central School hosts).

- 10.7 Motion to approve the transfer of funds for the month of September as follows:

From	To	Amount
11-000-266-100-01-00 Salary Security	11-000-266-330-11-00 UE S Pur Pro & Tech Svcs (Adj. 32)	\$35,000.00
11-000-266-420-11-00 Security Maintenance	11-000-266-330-11-00 UE S Pur Pro & Tech Svcs (Adj. 33)	\$5,000.00
11-000-291-260-11-01 Workers Comp Suppmntl In	11-000-230-339-05-01 Architect/Engineer Fees (Adj. 34)	\$5,000.00
11-000-291-270-11-00 Employee Insurance	11-000-230-585-05-00 Board Member Travel (Adj. 38)	\$1,500.00
11-190-100-610-01-24 High School Tech Suppl.	11-000-230-530-11-00 Communications (Adj. 39)	\$2,000.00
20-245-200-200-02-00 Benefits TIII-CS 1819	20-245-200-500-02-00 Oth Pur Serv TIII-CS1819 (Adj. 40)	\$200.00
11-000-262-100-01-01 High Sch Cust Overtime (\$750.00)	11-000-261-100-11-00 Maintenance Overtime (Adj. 42)	\$1,500.00
11-000-262-100-02-01 Cent Sch Cust Overtime (\$750.00)		

- 10.8 Motion to accept a donation from Daza’s Subs & Deli, LLC, in the amount of \$25 to Keyport Board of Education.

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**11.0 Curriculum**

11.1 Motion, as recommended by the Superintendent of Schools, to approve the following out of district workshops to be paid from the general fund unless indicated otherwise:

<u>Employee Name</u>	<u>Date(s)</u>	<u>Workshop Name</u>	<u>Location/Mileage</u>	<u>Cost</u>
Crincoli, Cadie	12/19/18	Reinventing and Reimagining the HS Math Classroom (9-12)	Glassboro, NJ/183	\$206*
Godlesky, Laura	12/6/18	Equity Leadership Symposium	West Windsor, NJ/66	\$196
Hausmann, John	1/25/19	Read, Set, Bargain	Trenton, NJ/108	\$183
Mammano, Erik	12/6/18	Equity Leadership Symposium	West Windsor, NJ/66	\$196
Panzarelli, Ann	1/25/19	Read, Set, Bargain	Trenton, NJ/108	\$183
Savoia, Lisa	12/6/18	Equity Leadership Symposium	West Windsor, NJ/66	\$206
Waters, Michael	12/6/18	Equity Leadership Symposium	West Windsor, NJ/66	\$196

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

\*To be paid by Title II funds

11.2 Motion to approve Melissa Sadin to provide one day of professional development in becoming trauma sensitive educators at a rate of \$2,000 to be paid from Title I funds.

11.3 Motion to accept October 2018 Security Drills as follows:

<u>School Name</u>	<u>Drill Type</u>	<u>Occupants Involved</u>	<u>Date &amp; Time</u>
Keyport High School	Shelter in Place	All Students & Staff	October 15th @ 9:29am
Keyport High School	Fire Drill	All Students & Staff	October 16th @ 10:14am
Central School	Fire Drill	All Students & Staff	October 16th @ 10:00am
Central School	Shelter in Place	All Students & Staff	October 24th @ 9:30am



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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 November 14, 2018, to discuss
  - Personnel
  - Finance
  - Pupil Privacy
  - Contract negotiations
  - Grievances
  - Facilities project issues
- b. The matters discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting.
- c. Length of meeting thought to be approximately one hour.
- d. Action may be taken upon return to Open Session.

MOTION:

SECOND:

**18.0 Return to Open Session (TIME:\_\_\_\_\_)**

**19.0 Adjournment**