

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – NOVEMBER 28, 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

The public participation portion of the meeting is open to citizens of Keyport for the purpose of addressing agenda and non-agenda items. Issues raised by members of the public might require review and investigation and may or may not be responded to by the Board or Superintendent during the meeting. All comments will be considered and a response will be forthcoming if and when appropriate.

The Board asks that members of the public be courteous and mindful of the rights of individuals when speaking. Specifically, comments regarding students and employees of the Board are discouraged and will not be responded to by the Board. Students and staff have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by a member of the public.

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
Ms. King-Cote
(Vacancy)
Mr. Hausmann
Mr. Henning

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

Student Council Representative: Julian Rebelo

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – NOVEMBER 28, 2018
AGENDA**

**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 –

3.0 President’s Remarks

4.0 Communications – Dr. Savoia

4.1 **Keyport Fire Department requested the Board to purchase an ad in the program book for the 49th Annual Firemen’s Ball. Cost for a full page ad: \$125 (motion under Finance).**

4.2 **Deborah Weissman, Secretary, submitted her letter of retirement on November 21, 2018, effective January 31, 2019. Resolution 12.7 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

8.0 Buildings & Grounds – Mr. Rapolla

8.1 Facilities Update

8.2 Use of Facilities

9.0 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.

KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – NOVEMBER 28, 2018
AGENDA

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 **\$323,138.28** and supplemental bills for **October 2018 in the amount of \$300** and for November 2018 in the amount of **\$329,982.33**.
- 10.3 Motion to approve the final close out of the 2017-2018 IDEA-B Grant with \$0 carryover.
- 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

<p>KEYPORT BOARD OF EDUCATION REGULAR ACTION MEETING – NOVEMBER 28, 2018 AGENDA</p>
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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.

- 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

KEYPORT BOARD OF EDUCATION REGULAR ACTION MEETING – NOVEMBER 28, 2018 AGENDA

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)		
11-000-230-890-05-02 Board Members Misc Exp	11-000-230-585-05-00 Board Member Travel (Adj. 44)	\$300.00
11-000-252-340-09-00 District Tech Licenses	11-000-230-530-11-00 Communications (Adj. 46)	\$2,000.00
11-190-100-610-01-24 High School Tech Suppl.	11-190-100-530-01-00 High Sch Internet Fees (Adj. 47)	\$1,800.00
11-000-291-270-11-00 Employee Insurance	11-000-291-241-11-00 Pers Contribution (Adj. 48)	\$19,000.00
11-000-291-270-11-00 Employee Insurance	11-000-230-530-11-00 Communications (Adj. 52)	\$19,000.00

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

10.9 Motion to approve the purchase, installation and electrical work of a sound system at Keyport High School from Office Business Systems Inc., at a cost of \$16,270.

Quotes were received from the following vendors:

Office Business Systems Inc.	\$ 16,270.00
Howard Technology Solutions	\$ 36,359.74
Gramco Business Communications	\$13,320.00*

*Doesn’t include electrical work or recording system

10.10 Motion to approve a full page ad in the annual Keyport Fire Department Program Book at a cost of \$125.

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:

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – NOVEMBER 28, 2018
AGENDA**

<u>Employee Name</u>	<u>Date(s)</u>	<u>Workshop Name</u>	<u>Location/Mileage</u>	<u>Cost</u>
Anshelewitz, Wilbett	12/13/18	Intervention and Referral Services	Galloway, NJ/158	\$227
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
Guevara, Pablo	1/31-2/1/19	Techspo 2019	Atlantic City, NJ/180	\$660.30
Hausmann, John	1/25/19	Read, Set, Bargain	Trenton, NJ/108	\$183
Kreutzer, Jillian	5/30/19	NJTESOL	New Brunswick, NJ/47	\$249
Leandro, Susanne	12/13/18	Intervention and Referral Services	Galloway, NJ/158	\$227
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
Ricca, Mary Anne	12/13/18	Intervention and Referral Services	Galloway, NJ/158	\$227
Savoia, Lisa	12/6/18	Equity Leadership Symposium	West Windsor, NJ/66	\$206
Savoia, Lisa	1/31-2/1/19	Techspo 2019	Atlantic City, NJ/180	\$660.30
Tallerico, Tristan	1/31-2/1/19	Techspo 2019	Atlantic City, NJ/180	\$660.30
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 & 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

KEYPORT BOARD OF EDUCATION REGULAR ACTION MEETING – NOVEMBER 28, 2018 AGENDA

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

<u>Date</u>	<u>School</u>	<u>Incidents Reported</u>	<u>HIB</u>
October 2018	Central	3	2
October 2018	KHS	1	0

- 11.5 Motion to approve the following class trips:

Class of 2020 - Senior Trip	Split Rock, PA
Grade 5	State Museum Planetarium & Capitol Building Tour

- 11.6 **Motion to approve the 2019-2022 submission of the PEEA Preschool Expansion Grant.**

- 11.7 **Motion to approve Laura Lueddeke as the PEEA Preschool Community and Parent Involvement Liaison at a rate of \$35/hour not to exceed \$3,000.**

- 11.8 **Motion to approve Alissa Francisco as the Preschool Family Engagement Event Teacher at a rate of \$35 per hour.**

- 11.9 **Motion to approve Minelly Guerrero and Ariana Rivera as the Preschool Family Engagement Event Aides at a rate of \$15.29 per hour.**

- 11.10 **Motion to approve Susanne Leandro to substitute for the Title I extended day program at a rate of \$35 per hour, not to exceed \$700.**

- 11.11 **Motion to approve Oxford Consulting to provide make-up occupational services at a rate of \$85 per hour, not to exceed 31 hours.**

- 11.12 **Motion to approve the following class trip:**

Grade 6-8 Band	Bolger Middle School, Keansburg, NJ
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12.0 Personnel

- 12.1 Motion to approve the following:

BE IT RESOLVED that the Keyport Board of Education (“Board”) hereby terminates the employment contract of Employee ID No.4679 effective the close of business on November 16, 2018, as the position is no longer necessary for the 2018-2019 school year.

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – NOVEMBER 28, 2018
AGENDA**

12.2 Motion to approve Nicholas Herring as Substitute Morning Gym Monitor for the rest of the 2018-2019 school year at \$20 per hour.

12.3 Motion to approve the following parent volunteers for the KCS Drama Club.

Kelly Stahl

Christine deSimas

Ruth Grabowski

12.4 Motion to approve Grace Gramaglia as a Title I After School Enrichment Teacher at a rate of \$35 per hour, not to exceed \$1,200, to be paid from Title I funds.

12.5 **Motion to approve Greg Velasco as Assistant Wrestling Coach for the 2018 winter season at a stipend of \$ 6,306.**

12.6 **Motion to approve the following volunteers for the 2018-2019 winter season.**

Chris Terry (pending background check)

CS Basketball

Angela D'Amico (teacher)

CS Basketball

Michael Konish (substitute certificate)

HS Basketball

12.7 **Motion to approve the retirement of Deborah Weissman, Secretary, effective January 31, 2019.**

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 November 28, 2018, to discuss

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – NOVEMBER 28, 2018
AGENDA**

*** Board Interviews for Vacancy**

Candidates:

Peter W. Henning

S. Kim Kutschman

Alfred A. Litwak

Lawrence J. Vecchio

- 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