

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

1.0 Opening Procedures

- 1.1 The meeting was called to order at 7:30 p.m. by Board President Bright, in the Keyport High School Cafeteria, 351 Broad Street.
- 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 any 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	Mrs. Kutschman, Vice President
Ms. King-Cote (Vacancy)	Ms. Malinconico
Mr. Hausmann	Mr. McGrogan, UB Rep.* (absent)
Mr. Henning	Mrs. Panzarelli
	Mr. White

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

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1.5 Student Council Representative Report – None

2.0 Presentation – None

3.0 President’s Remarks

Mr. Bright stated to be mindful that the winter sports season has started. Gianna Piccini is 13 points away from 1,000 points.

Steve Gallo spoke to some members of the Board earlier this week to offer 15 percent of pilot program funds from Mariner’s Village project. If the project produces over 11 students, they would fund additional amounts as well.

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 11.7 under Personnel.

5.0 Public Participation – Agenda Items

- Christian Bolte, 205 Broadway, asked the following:
 - If a finalized deal has been made regarding the Mariners Village project.
 - Last time board vacancy interviews were held in public. Why are they in closed session this time? Will someone be appointed today? It appears as if the Board has already made a decision. The recent election showed that the public wants to move in a new direction.

6.0 Superintendent Report

6.1 Superintendent’s Report – Dr. Savoia

HIB

There was one incident of HIB reported since our last meeting on Nov 14 at Keyport High School being investigated. Consequences and services are provided as per Policy 5512 and 5560.

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KHS & Central School

- Thank you to Ms. Gramaglia & Mrs. Monteiro for the invitation to the 7th & 8th grade celebration of their narrative units. The writing of our students and their ability to share their work with real world audiences is a cornerstone of Writer’s Workshop.
- November 21, 2018 was Keyport High School alumni panel.
- United Way coats are available.
- November 12, 2018 -- Veteran’s Day Assembly-Thein & Zingara-Grades 6-8 to as November is citizenship character month.
- November 24, 2018 -- Tree Lighting
- NJHS-19 families as well as the KHS Honor Society for Thanksgiving
- Food Service
 - Fruit on snack at line at Central free of charge
 - Breakfast cart at KHS
 - Pre K Snacks via PEEA Grant

7.0 Board Secretary’s Report – Mr. Rapolla

The original plan was to have the 2017-2018 Fiscal Audit presented today. By code it needs to be completed by December 5th. However, our district like all districts, have not been able to complete our audit because the State has not released GASB (Government Accounting Standards Board) numbers yet that are required to complete the audit. Therefore, it is our intention to have the audit presented at the December 19th meeting.

You see that we will be approving a new sound system and electrical work for the High School Cafeteria. We received quotes but not all companies were offering the same equipment or set up. Some companies were offering a wireless set up at a much greater price.

The system we are selecting includes the installation and electrical work for 12 wired gooseneck microphones, a mixer, 4 speakers, a wireless hand-help microphone, a recording system and storage cabinet. You will note that another company is listed on the agenda for less money. That quote did not include the recording system or electrical work.

At the last meeting, I was asked to investigate the approximate costs of a new track and lights. Spieze feels the sports lighting would require a new electrical service. They would evaluate the existing surface asphalt to see if the synthetic track can go directly over the top surface. I don’t think that is possible. It will need a new asphalt surface. They will also evaluate the drainage to determine if a new channel drain needs to be installed along the track perimeter. The preliminary budget for this project is \$900,000.

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To start to put a project like this together, Spiezle would charge an additional \$74,900 for their services if it was included as part of the referendum bid. If bid separately, it would be an additional \$14,500.

Repairs to the Board Office were originally included in the referendum. They were pulled out because we knew it would not get state funding. We felt that we could make use of reserve money to make the repairs. Spiezle is projecting replacement of the existing stucco system with a new Exterior Insulation Finish System. They believe the project would be between \$250,000 and \$300,000.

To start to put a project like this together, Spiezle would charge an additional \$17,900 for their services if it was included as part of the referendum bid. If bid separately, it would be an additional \$14,500.

If we went with stucco repairs only, they estimate that cost to be between \$50,000 and \$75,000 and would recommend that be bid with the architectural renovation work as the cost would be too small to obtain reasonable bids. Based on the existing condition of the building, they recommend a complete replacement of the stucco system. Spiezle's fee would be \$5,000 for that.

I would like both projects to be discussed under New Business today.

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 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.

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- 9.2 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.
- 9.3 Motion to approve the final close out of the 2017-2018 IDEA-B Grant with \$0 carryover.
- 9.4 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

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the Director of the Division of Local Government Services.

- 9.5 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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- 9.6 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).

- 9.7 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

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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

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

9.9 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

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

Motion was made by Ms. Malinconico, seconded by Mrs. Panzarelli to approve motions 9.1 to 9.10. Motions passed by unanimous roll call vote of 8-0. Ms. Cote abstained on 9.9.

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10.0 Curriculum

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

<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

10.2 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.

10.3 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

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Central School	Fire Drill	All Students & Staff	October 16th @ 10:00am
Central School	Shelter in Place	All Students & Staff	October 24th @ 9:30am

- 10.4 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

- 10.5 Motion to approve the following class trips:

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

- 10.6 Motion to approve the 2019-2022 submission of the PEEA Preschool Expansion Grant.
- 10.7 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.
- 10.8 Motion to approve Alissa Francisco as the Preschool Family Engagement Event Teacher at a rate of \$35 per hour.
- 10.9 Motion to approve Minelly Guerrero and Ariana Rivera as the Preschool Family Engagement Event Aides at a rate of \$15.29 per hour.
- 10.10 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.
- 10.11 Motion to approve Oxford Consulting to provide make-up occupational services at a rate of \$85 per hour, not to exceed 31 hours.
- 10.12 Motion to approve the following class trip:

Grade 6-8 Band	Bolger Middle School, Keansburg, NJ
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Motion was made by Mr. Henning, seconded by Mrs. Panzarelli to approve motions 10.1 to 11.7. Motions passed by unanimous roll call vote of 8-0

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15.0 Public Participation

- Larry Vecchio, 55 West Front Street, stated the following:
 - There are better options than the Board Office repairs for \$250,000.
 - Don't purchase anything wired. With technology today, everything should be wireless.
 - We should have done a better job seeding the field.
- Collette Kennedy, 421 Atlantic Street, congratulated everyone on the passing of the referendum and was grateful for having members of the borough included in the referendum committee. We have been working collaboratively together.

16.0 Adjournment to Executive Session (TIME: 8:35 p.m.)

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 November 28, 2018, to discuss a Student Matter and to interview board member candidates to fill vacancy on the Board.

Candidates:

Peter W. Henning
S. Kim Kutschman
Alfred A. Litwak
Lawrence J. Vecchio

- 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: Mr. Henning

SECOND: Mrs. Panzarelli

17.0 Return to Open Session (TIME: 10:14 p.m.)

17.1 Motion to approve a student contract between Keyport Board of Education and Student ID #20192641.

Motion was made by Mrs. Panzarelli, seconded by Ms. Cote to approve motion 17.1. Motion passed by unanimous roll call vote of 6-0. Mr. Henning and Mrs. Kutschman have exited the meeting after interviews as per Perry Lattiboudere, Board Attorney.

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- 17.2 Jack Hausmann nominated Kim Kutschman, seconded by Mr. Bright to fill board vacancy. All six voting board members expressed the reason they were in support of the nomination.
- 17.3 Motion presented to appoint Kim Kutschman as a member of this Board of Education to fill one year of a two-year unexpired term starting January 2, 2019, through December 31, 2019.

Motion was made by Mrs. Malinconico, seconded by Ms. Cote and passed by unanimous roll call vote of 6-0.

18.0 Adjournment

- 18.1 Upon motion by Mrs. Panzarelli, seconded by Ms. Cote, the meeting was adjourned at 10:24 p.m.

Respectfully Submitted,

Anthony Rapolla
Board Secretary/Business Administrator

AR:bi