

**KEYPORT BOARD OF EDUCATION
REGULAR ACTION MEETING – OCTOBER 17, 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	Ms. Malinconico
Mrs. Fox	Mr. McGrogan, UB Rep.*
Mr. Hausmann	Mrs. Panzarelli
Mr. Henning	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 Presentations –

- 2.1 **Class of 2020 - Senior Trip**
- 2.2 **School Referendum Question and Answer Opportunity**

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3.0 President’s Remarks

4.0 Communications – Dr. Savoia

5.0 Public Participation – Agenda Items

6.0 Superintendent Report

6.1 Superintendent’s Report – Dr. Savoia

7.0 Board Secretary’s Report – Mr. Rapolla

7.1 Motion to approve the following minutes:

September 19, 2018	Regular Minutes and closed session minutes
October 10, 2018	Regular Minutes and closed session minutes

7.2 Motion to approve the following resolution:

WHEREAS, the Department of Education requires New Jersey School Districts to submit a three-year Comprehensive Maintenance Plan and M-1 form documenting “required” maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities, as listed in the attached document for the various school facilities of the Keyport School District, are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid.

NOW THEREFORE, BE IT RESOLVED, that the Keyport School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan and M-1 form for the Keyport School District in compliance with Department of Education requirements.

8.0 Buildings & Grounds – Mr. Rapolla

8.1 Facilities Update

8.2 Use of Facilities

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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 August 31, 2018, which are in agreement, be accepted and submitted and attached to and made a part of the minutes of this meeting.

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

9.2 Motion to approve bills for the month of October 2018 in the amount of **\$778,000.77** and supplemental bills for September **and October 2018** in the amount of **\$11,967.13**.

9.3 Motion to approve the transfer of funds for the month of August and September 2018 as follows:

From	To	Amount
11-000-266-100 Salary Security	11-000-266-330 UE S Pur Pro & Tech Svcs (Adj. 17)	\$35,000.00
11-000-217-320 Extr Aid Prof Services	11-000-216-101 Speech Sal (Adj. 25)	\$2,000.00
11-000-218-600 Guidance Software	11-000-218-104 Guidance Salary HS (Adj. 26)	\$380.00
11-120-100-101 Gr 1-5 Teacher Salaries	11-110-100-101 PreK/Kind Teacher Sal (Adj. 27)	\$65,000.00
11-120-100-101 Gr 1-5 Teacher Salaries	11-130-100-101 Gr 6-8 Teacher Salaries (Adj. 28)	\$40,000.00
11-140-100-101 Gr 9-12 Teacher Salaries	11-190-100-106 Salaries Aides-CS (Adj. 29)	11,000.00
13-422-100-101 Salaries of Teach-CS	13-422-100-106 Other Sal-Inst-CS (Adj. 30)	\$244.64

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9.4 Motion to approve the transfer of funds for the month of May as follows (from June 13, 2018, board meeting):

<u>From</u>	<u>To</u>	<u>Amount</u>
20-271-200-320 Purchased Prof KHS 1718	20-271-200-600-01 Supplies TII KHS 1718 (Adj. 104)	\$71.62
20-271-200-320 Purchased Prof KHS 1718	20-271-200-500-01 Other Purch TII KHS 1718 (\$275) 20-271-200-500-02 Other Purch TII KCS 1718 (\$275) (Adj. 107)	\$550.00
20-271-200-500-02 Other Purch TII KCS 1718	20-241-200-600-01 Supplies TII KHS 1718 (Adj. 108)	\$297.98
12-000-400-722 Buildings	12-000-100-731 Instruct Equip. (Adj. 110)	\$3,200.00
11-000-263-610 Care of Grounds	11-000-263-300 Prof Serv Care of Ground (Adj. 114)	\$4,000.00
11-000-262-520 P&C/Multi-Peril Insur	11-000-262-590 Garbage Removal (Adj. 122)	\$1,400.00
11-000-262-490 Water/Sewer Expense	11-000-262-621 Natural Gas Expense (Adj. 123, 137, 140)	\$2,464.00
20-271-200-320 Purchased Prof KHS 1718	20-271-200-600-01 Supplies TII KHS 1718 (\$42) 20-271-200-600-02 Supplies TII KCS 1718 (\$42) (Adj. 124)	\$84.00
20-218-200-600 PS Supplies 1718	20-218-100-610 PS Teach Supplies 1718 (Adj. 126)	\$6,000.00
20-231-200-300 Purch Prof TI KHS 1718	20-231-200-600-02 Sup & Mat TI KCS 1718 (Adj. 135)	\$742.00

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11-000-270-514 Cont Service Special Ed	11-000-270-512 Contr Service Athletics (Adj. 138)	\$15,000.00
11-140-100-101 Gr. 9-12 Sub Salaries	11-401-100-100-01-25 GSA (Adj. 141)	\$817.00
11-140-100-101 Gr. 9-12 Sub Salaries	11-401-100-100-01-26 HS Dance Club (Adj. 142)	\$817.00
11-000-266-420 Security Maintenance	11-000-266-330 UE S Pur Pro & Tech Svcs (Adj. 143)	\$5,000.00

- 9.5 Motion to approve the transfer of funds for the month of January and February as follows (from March 27, 2018, board meeting):**

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

- 9.6 Motion to approve the transfer of funds for the month of October as follows (from November 15, 2017, board meeting):**

<u>From</u>	<u>To</u>	<u>Amount</u>
20-218-100-610-02-00-000 PS Teach Supplies 1718	20-218-200-600-02-00-000 PS Supplies 1718 (Adj. 37)	\$12,000.00
11-000-221-320-01-00-000 Purch Prof-Educ HS	11-000-221-104-01-03-000 Curr Dev-HS (Adj. 38/39)	\$1,400.00

- 9.7 Motion to approve the final closeout of 2017-2018 ESSA Title I Grant with \$21,454 carryover.**

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- 9.8 Motion to approve the final closeout of 2017-2018 ESSA Title IIA Grant with \$6,520 carryover.
- 9.9 Motion to approve the final closeout of 2017-2018 ESSA Title III Grant with \$6,944 carryover.
- 9.10 Motion to approve a one-year service agreement with solar company, Ray Angelini, Inc., to cover the Central School, High School and Board Office totaling \$8,925.
- 9.11 Motion to approve LearnWell to provide ten hours of educational services per week to students in an out-of-school setting for the 2018-2019 school year at a rate of \$51.50 per hour of instruction.
- 9.12 Motion to approve Professional Education Services, Inc., to provide ten hours of educational instruction services to students in an out-of-school setting for the 2018-2019 school year. At a cost of \$49 per hour of instruction.
- 9.13 Motion to approve an education services agreement between Keyport Board of Education and Educere, LLC, to provide virtual education programs and courses for students on a per student per program basis for the 2018-2019 school year. To be paid from general fund.
- 9.14 Motion to approve the purchase, removal and installation of a water heater/boiler at Keyport High School from Central Boiler at a cost of \$6,475.**

Quotes were received from the following vendors:

Central Boiler	\$ 6,475.00
JLM Mechanical Services	\$ 8,900.00
Magic Touch Construction Co.	\$18,034.76

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	5/29/19	2019 NJ TESOL Conference	New Brunswick, NJ/47	\$249*
Marsh, Lauren	5/29/18	2019 NJ TESOL Conference	New Brunswick, NJ/47	\$249**
Dinardi, Cynthia	5/29/18	2019 NJ TESOL	New Brunswick, NJ/47	\$249*

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		Conference		
Taylor, Ashley	10/23-10/24/18	NJ Science Convention	Princeton, NJ/36	\$ 307
Thein, Lindsay	10/23-10/26/18	CPI Nonviolent Crisis Intervention Program	Edison, NJ/132	\$3,091
Wallin, Lisa	10/23-10/24/18	NJ Science Convention	Princeton, NJ/36	\$ 307
White, Cerelle	10/23-10/26/18	CPI Nonviolent Crisis Intervention Program	Edison, NJ/132	\$3,091

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

*To be paid by Title 3 Funds

** To be paid by Title 1 Funds

10.2 Motion to approve Jean Reash to write the Life Skills curriculum at a rate of \$35, not to exceed \$350.

10.3 Motion to approve the following teachers to facilitate a family engagement night on October 24, 2018, at a rate of \$35 per hour, not to exceed \$70 to be paid from Title III funds:

Ashley Zingara	Cynthia Dinardi	Jillian Kreutzer
Lauren Marsh	Wilbett Anshelewitz	

10.4 Motion to approve the following teachers to provide job-embedded professional development through PLC facilitation at a rate of \$35 per hour, not to exceed \$350 to be paid from Title II Funds:

Amanda Andrews	Ilene Clayman	Vanessa Cunningham
Cynthia Deily	Nicole Goldsmith	Grace Gramaglia
Roxana Harrison	Emily Ianotta	Kyle Keelan
Tamme Manganelli	Lindsay Thein	Marie Portee
Candice Reggio	MaryAnne Ricca	Amy Rodriguez
Michele Santoro	Nicole Seres	Robert Stetz
Ashley Taylor	Melanie Stroud	Lisa Wallin
Andrew Lois	Staci Minuskin	Nicholas Herring
Doug Chudzik	Jennifer Rojas	Alicia Fernandez
Tiffany Rowald	Tiffany Rowald	Jillian Kreutzer
Margaret Burgener	Steve Bower	Ron Burgess
Sue Jala		

10.5 Motion to approve the following teachers to provide professional development at the After School PD Academy at a rate of \$20 per hour to prepare and \$35 per hour to present, not to exceed \$55 per presentation, to be paid from Title II funds:

Lisa Wallin	Mary Anne Ricca	Susanne Leandro
Tamme Manganelli	Amanda Andrews	Emily Ianotta

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10.6 Motion to approve the following curriculum:

General Music (K-5) – Revised

10.7 Motion to accept September 2018 Security Drills as follows:

<u>School Name</u>	<u>Drill Type</u>	<u>Occupants Involved</u>	<u>Date & Time</u>
Keyport High School	Evacuation Drill	All Students & Staff	September 17 @ 11:00am
Keyport High School	Fire Drill	All Students & Staff	September 26 @ 10:00am
Central School	Lockdown Drill	All Students & Staff	September 12 @ 9:00am
Central School	Fire Drill	All Students & Staff	September 20 @ 9:30am

10.8 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>
September 2018	Central	1	0
September 2018	KHS	0	0

10.9 Motion to approve the following bus drill:

<u>School Name</u>	<u>Drill Type</u>	<u>Occupants Involved</u>	<u>Date & Time</u>
Keyport High School	Bus Drill	UB buses 6, 9 & 1951	October 2 @ 7:30 a.m.

10.10 Motion to approve the following class trips:

3rd Grade	Keyport Fire Museum, Keyport, NJ
Business Class	Radio City Music Hall, NYC, NY
8th Grade	State Theater, New Brunswick, NJ
Life Skills Class	The Munchkinette, Keyport, NJ
Financial Literacy	Monmouth University, Long Branch, NJ
11th/12th Financial Literacy	Met Life Stadium, East Rutherford, NJ
Global Logistics	Mr. Green Tea Ice Cream, Keyport, NJ
Life Skills	Eastmont Orchards, Colts Neck, NJ

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- 10.11 Motion to approve the following teachers to provide SAT tutoring from October 23, 2018, through January 15, 2019, at a rate of \$35 per hour, not to exceed \$385 to be paid from Title I funds.

Roxana Harrison

Kaitlynn McGlynn

- 10.12 Motion to approve the “Raider for a Day” program to be held on October 27, 2018. The Keyport High School Cheer program will invite AYF cheerleaders to join them on the track of the Varsity football game.

- 10.13 **Approved the following revised curriculum documents:**

Experimental Science - Grade 1

Experimental Science - Grade 4

Experimental Science - Grade 2

Experimental Science - Grade 5

Experimental Science - Grade 3

- 10.14 Motion to approve the following teachers to prepare for the delivery of professional development at a rate of \$20 per hour to be paid from Title II funds:

Christine Cowen	Judy LaVilla	Suzanne McCully	Vanessa Cunningham
Emily Iannotta	Candice Reggio	Grace Gramaglia	

- 10.15 Motion to approve the following teachers to work in the Title I extended day program from November 26, 2018, through May 15, 2019, at a rate of \$35 per hour, not to exceed \$3,000 per teacher. Cost to be paid from Title I Funds.

Melanie Stroud	Lindsay Vincent
Jennifer Torchia	Mary Anne Ricca

- 10.16 Motion to approve the following teachers to work in the Title III extended day program from November 26, 2018, through May 15, 2019, at a rate of \$35 per hour, not to exceed \$1,200 per teacher. Cost to be paid from Title III funds.

Alyssa Buttacavole	Amy Rodriguez	Cynthia Dinardi
Alison Lampart	Alexis Marinos	

- 10.17 Motion to approve two bilingual social evaluations conducted by MOESC. not to exceed \$545 per evaluation.

- 10.18 Motion to approve a bilingual speech and language evaluation conducted by MOESC, not to exceed \$345.

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11.0 Personnel

- 11.1 Motion to amend the stipend amount for aides, previously approved at the May 9, 2018, board meeting (resolution 11.6), for the Keyport Board of Education Extendicare Program for the 2018-2019 school year to be paid from the Enterprise Fund (0409), as follows:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Deborah Balletta	Aide	\$15.29 per hour
Pauline Clowney	Aide	\$15.29 per hour
Minnelly Guerrero-Ventura	Aide	\$15.29 per hour
Marisel Kamper	Aide	\$15.29 per hour
Jean Leonard	Aide	\$15.29 per hour
Heidi Martin	Aide	\$15.29 per hour
Nancy Schanck	Aide	\$15.29 per hour
Charlene Stumpf	Aide	\$15.29 per hour

- 11.2 Motion to approve the following teachers to teach an extra period from October 18, 2018, to June 30, 2019, salary to be paid from Title I funds as follows:

Jen Fuller	\$9,780 (prorated)
Mary Anne Ricca	\$8,623 (prorated)

- 11.3 Motion to approve Jeanne Westendorf’s request for a maternity/disability leave and Federal/NJ Family Medical Leave as follows:

1/22/2019 - 3/11/2019	(34) Sick Days
3/12/2019 - 5/31/2019	NJFLA/FMLA
6/3/2019	Return to work

- 11.4 Motion to approve Nicole Gries’s request for a maternity/disability leave and Federal/NJ Family Medical Leave as follows:

2/19/2019 - 3/13/2019	(17) Sick Days
3/14/2019 - 5/31/2019	NJFLA/FMLA
6/3/2019	Return to work

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11.5 Motion to approve the following Winter Athletic Coaching for the 2018-2019 school year.

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Phil Recco	HS Head Boys Basketball	\$9,195
Shaun Lyons	HS Assistant Boys Basketball	\$6,749
Deboney Braithwaite	HS Head Girls Basketball	\$9,195
Staci Minuskin	HS Assistant Girls Basketball	\$6,749
Al Smith	HS Head Wrestling	\$8,538
TBD	HS Assistant Wrestling	\$6,306
James Wesley	HS Bowling Coach	\$6,208
Pete Miller	CS Boys Basketball	\$6,306
James Maguire	CS Girls Basketball	\$6,306
Nick Herring	CS Wrestling Coach	\$4,557
Daniel Morelos	CS Cheerleading Coach	\$5,327
Barrett Oxley Kyle Keelen Valerie Rogers James Wesley	Clock Operator/Crowd Control	\$35 per game
Michelle Cannizzaro Liz Maher	Ticket Taker	\$35 per game
Val Rogers	Substitute Ticket Taker	\$35 per game
Larry Peterson	Winter Volunteer Assistants	

12.0 Policy

12.1 Motion to approve the following policies and regulation for second reading to be available to view on the district website after the second reading:

- | | |
|-------|---|
| P5561 | Use of Physical Restraint and Seclusion Techniques for Students with Disabilities |
| R5561 | Use of Physical Restraint and Seclusion Techniques for Students with Disabilities |

13.0 Old Business

14.0 New Business

15.0 Public Participation

16.0 Adjournment to Executive Session (TIME:)

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- 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 October 17, 2018, to discuss
 - Personnel
 - Finance
 - Pupil Privacy
 - Contract negotiations
 - Grievances
 - Facilities project issues
 - b. The matters discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting.
 - c. Length of meeting thought to be approximately one hour.
 - d. Action may be taken upon return to Open Session.

MOTION:

SECOND:

17.0 Return to Open Session (TIME:_____)

18.0 Adjournment