

<p style="text-align: center;">KEYPORT BOARD OF EDUCATION REGULAR MEETING SEPTEMBER 21, 2016 AGENDA</p>

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 18, 2016, as approved at the reorganization meeting of the Board of Education held on January 6, 2016. 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	Mrs. Kutschman
Mrs. Cocuzza, UB Rep.*	Mr. Litwak
Ms. Cote	Mrs. Malinconico, Vice President
Mrs. Fox	Mrs. Panzarelli, President
Mr. Henning	Mr. White

Student Council Representative: TBD

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

2.0 Presentation – RYLA Student Presentation

3.0 President’s Remarks

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4.0 Communications – Dr. Savoia

- 4.1 **Melissa Lagarra, Aide, submitted her letter of resignation on September 14, 2016, effective September 23, 2016. Resolution 11.9 under Personnel.**
- 4.2 **Beneditto Masucci, Custodian, submitted his letter of retirement on September 14, 2016, effective November 30, 2016. Resolution 11.10 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:

August 17, 2016	Board Retreat, Regular Minutes and closed session
September 14, 2016	Workshop Minutes

- 7.2 **Motion to approve the following 2016-2017 Board Goal:**

Board members will take an active role in promoting positive public relations, by supporting district initiatives within their respective communities and in the school community.

8.0 Buildings & Grounds – Mr. Rapolla

- 8.1 Facilities Update

- 8.2 Use of Facilities

- 8.2.1 Motion to approve the following organization for Use of the Facility during the 2016-2017 school year:

Jesus the Lord Church

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8.2.2. Motion to approve YMCA’s Bayshore Family Success Center to use two classrooms in the Central school from September 19, 2016, through June 5, 2017, on Tuesdays, from 6:00 to 8:30 p.m. for an ESL adult program.

8.2.3. Motion to approve Central School as a landing site and shelter in the event of crisis/disaster for the 2016-2017 school year, as per OEM.

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 July 31, 2016, 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 September 2016 in the amount of **\$716,415.88** and supplemental bills for August and September in the amount of **\$93,727.17**

9.3 Motion to approve the transfer of funds for the month of June as follows:

From	To	Amount
11-000-291-241-11-00-000 Pers Contribution	11-000-291-250-11-05-000 DCRP-Employer Match (Adj. 211)	\$45.00

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- 9.4 Motion to amend the transportation jointure agreement approved at the board meeting on July 13, 2016, (motion 9.3) between the Keyport Board of Education and Union Beach Board of Education for the school year 2016-2017 as follows:

Career Center am & pm (Keyport - Host):	
Keyport (4 students)	\$22,241.83
Union Beach (3 students)	<u>\$16,681.37</u>
	\$38,923.20 Total

- 9.5 Motion to accept the 2016-2017 schedule of tuition from the Monmouth County Vocational School District:

<u>Full Time Regular Education (In County)</u>	<u>Per Student</u>
Academy of Allied Health & Science	\$6,240
Academy of Law & Public Safety	\$6,240
Biotechnology High School	\$6,240
Communications High School	\$6,240
High Technology High School	\$6,240
Marine Academy of Science & Technology	\$6,240
Class Academy	\$5,920
Career Center	\$5,400
Shared Time Regular (In County)	\$ 840

- 9.6 Motion to approve Magic Touch Construction Co., Inc. (Coop #65MCESCCPS BID #15-16-15) for removal and replacement of valves, water lines and sanitary lines that are leaking and water main from street to KHS for amounts totaling \$80,224.54.

- 9.7 Motion to approve a 5-year lease with Municipal Capital Finance for PaperCut Cost Recovery Software for \$269.84 a month to be paid for out of 11-190-100-610-11-03-000 Copier Supplies.**

- 9.8 Motion to approve the following out of district tuition for the 2016-2017 school year:**

CPC	Student 7961053454 (UB)	\$64,797
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10.0 Curriculum

- 10.1 Motion to approve the following resolution:

Whereas, the Keyport Board of Education recognizes school staff will incur travel related to the scope of their current responsibilities and for

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travel that promotes the delivery of instruction or furthers the efficient operation of the school district.

Therefore, Be It Resolved, the following personnel travel be approved as necessary and unavoidable as noted on the approved Board of Education Travel Forms:

Lisa Savoia	Monmouth County Roundtable Meetings Bayshore Jointure/MOESC BOE Meetings NJASA Meetings	1 per month 1 per month 1 per month
Anthony Rapolla	NJSBAIG Meetings MCASBO Meetings	4 per year 1 per month
Denise Cleveland	MCADSE Meetings	1 per month
Christopher Gander	Monmouth/Ocean County Technology Directors' Meetings	1 per month
Laura Godlesky	State/County Meetings MC3	2 per month
Anthony DePasquale	Monmouth County – Director of Guidance Meetings	5 per year (Sept./Nov./Dec./Feb./March)
Kevin Flynn	Shore Conference Meetings Monmouth County AD Meetings N.J.S.I.A.A.	2 per month 1 per month 2 to 3 per year (Sept./Dec./June)
Lindsay Thein	Monmouth County ASAP Meetings	1 per month (Sept. to June)
Nicole Goldsmith	Shore Consortium	Full Day meetings- 9/23/16, 12/1/16, 6/9/17 Half Day meetings (PM only)- 2/24/17

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10.2 Motion to approve the following teachers to write curriculum at a rate of \$35 per hours, not to exceed ten hours or \$350.

<u>Teacher</u>	<u>Curriculum</u>
Peter Miller	K-8 Physical Education
Peter Miller	K-8 Health
Steve Bauer	9-12 Physical Education
Steve Bauer	9-12 Health

10.3 Motion to approve Lisa Wallin to provide professional development for staff through the Professional Development Academy at a rate of \$20 per preparation hour and \$35 per presentation hour, not to exceed \$1,500 to be paid through ESSA funding.

10.4 Motion to approve Jim Rasmussen to provide professional development for staff through the Professional Development Academy at a rate of \$20 per preparation hour and \$35 per presentation hour, not to exceed \$300 to be paid through ESSA funding.

10.5 Motion to approve the Guidance Department Community Resource Academy to operate every other Thursday evening from October 13, 2016, to May 25, 2017.

10.6 Motion to approve the Campfire program at Keyport Central School funded by the Keyport Alliance.

10.7 Motion to approve the Uniform State Memorandum of Agreement between the Keyport Public Schools and the Keyport Police Department for the 2016-2017 school year as on file in the Superintendent's Office.

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>
August 2016	Central	0	0
August 2016	KHS	1	0

10.9 **Motion to approve the K-8 Physical Education curriculum**

10.10 **Motion to approve the K-8 Health curriculum.**

10.11 **Motion to approve the 9-12 Physical Education curriculum.**

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10.12 Motion to approve the 9-12 Health curriculum.

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

Employee Name	Date(s)	Workshop Name	Location/Mileage	Cost
Mammano, Erik	3/17/17	26 th Annual NJAGC Conference	W. Windsor/29	\$248
Godlesky, Laura	3/17/17	26 th Annual NJAGC Conference	W. Windsor/29	\$248

11.0 Personnel

11.1 Motion to approve the following salary adjustments for the 2015-2016 school year, as per KCA collective bargaining negotiations settlement:

<u>Last Name</u>	<u>First Name</u>	<u>Step</u>	<u>Salary</u>
Borders	Dylan	3	36,247 * :
Jimenez	Roy	off	59,611 * :###
Breen	Steven	3	34,247*
Czech	Grace	8	38,897 * #
Ivey	Dominick	1	32,147
Kreft	Donna	7	37,847 *
Masucci	Benedetto	11	41,297 * #
DiPoalo	Colleen	7	37,847 *
Tango	Francesca	1	32,147
Jimenez	Donna	18	49,022 ##
Masucci	Luciano	5	35,947 *
Morgan	John	7	37,847 *
Smith	Peter	11	41,297 * #
O'Toole	James	22	55,167 * ##

Salary includes Extra Compensation as follows:

FIREMEN'S LICENSE*	\$675
MAINTENANCE/GROUNDS:	\$2,000
PESTICIDE LICENSE**	\$500
LONGEVITY 10 YEARS#	\$250
LONGEVITY 20 YEARS##	\$450
LONGEVITY 30 YEARS###	\$650

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- 11.2 Motion to approve the following salary adjustments for the 2016-2017 school year, as per KCA collective bargaining negotiations settlement:

<u>Last Name</u>	<u>First Name</u>	<u>Step</u>	<u>Salary</u>
Borders	Dylan	4	\$37,642 * :
Breen	Steven	4	\$35,642 *
Czech	Grace	9	\$40,242 *#
DiPoalo	Colleen	8	\$39,542 *#
Ivey	Dominick	2	\$34,342 *
Tango	Francesca	2	\$34,342 *
Jimenez	Roy	Off	\$60,611 *:###
Jimenez	Donna	19	\$50,567 ##
Kreft	Donna	8	\$39,542 *#
Masucci	Benedetto	12	\$42,942 *#
Masucci	Luciano	6	\$37,592 *
O'Toole	James	22	\$56,517 *:##
Smith	Peter	12	\$42,942 *#

Salary includes Extra Compensation as follows:

FIREMEN'S LICENSE*	\$675
MAINTENANCE/GROUNDS:	\$2,000
PESTICIDE LICENSE**	\$500
LONGEVITY 10 YEARS#	\$250
LONGEVITY 20 YEARS##	\$450
LONGEVITY 30 YEARS###	\$650

- 11.3 Motion to approve the following salaries to be funded from ESSA Title I Funds, for the 2016-2017 school year:

Name	Building	Total Salary	% Funded by ESSA Title I	Funded Salary	Dates of Service
Kelly Castellano	KCS	56,597	100%	42,448	11/17/16 - 6/30/17
Marie Portee	KCS	59,934	100%	59,934	
Lauren Marsh	KCS	55,354	100%	13,836	9/1/16 - 11/16/2016
Ilene Clayman	KCS	62,034	100%	62,034	
Kyle Keelen	KHS	58,409	32%	18,710	
David Najarian	KHS	64,309	32%	20,678	

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- 11.4 Motion to approve the following mentors for the 2016-2017 school year at the contractual rate.

New Teacher	School	Position	Mentor Teacher	Employee Funded	Title IIA Funded
Lauren Marsh	Keyport Central School	Title I /ESL Leave Replacement	Marie Portee		X
Chelsea Leonard	Keyport Central School	Special Education Leave Replacement	Michelle Wackowski	X	

- 11.5 Motion to approve the following Substitute Teachers for the 2016-2017 school year at the prevailing rate of pay:

Jennifer Byrnes	Standard Certificate - Elementary K- 6
Zachary Vincent	County Substitute Certificate
Jeremy Kaplan	CEAS Certificate - Teacher of Social Studies
Kristina Owens	CEAS Certificate K-5 CEAS Certificate Social Studies CEAS Certificate Students with Disability

- 11.6 Motion to approve Richard Lecomte as a Custodian for the 2016-2017 school year at a salary of \$33,167 Step 1.
- 11.7 Motion to approve Holly Hagman, Fairleigh Dickinson University Student, to complete 10 days of Field Experience with the English Department at Keyport High School during the Spring 2017 Semester.
- 11.8 Motion to rescind the following resolution approved at the May 18, 2016, board meeting (motion 12.18) to approve Robert Stetz for the 2016-2017 school year:

Stetz	Robert	Teacher MA+60	13	\$79,930
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BE IT FURTHER MOVED to approve Robert Stetz for the 2016-2017 school year as follows:

Stetz	Robert	Teacher MA+60	13	\$81,786
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- 11.9 **Motion to accept the resignation of Melissa Lagarra, Aide, effective September 23, 2016.**

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- 11.10 **Motion to accept, with regret, the retirement of Beneditto Masucci, Custodian, effective November 30, 2016.**

12.0 Policy

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

- | | |
|----------|--|
| P 1220 | Employment of Chief School Administrator (M) (Revised) |
| P 1310 | Employment of School Business Administrator/Board Secretary (Revised) |
| P 3111 | Creating Positions (Revised) |
| P 3124 | Employment Contract (Revised) |
| P 3125 | Employment of Teaching Staff Members (M) (Revised) |
| P 3125.2 | Employment of Substitute Teachers (Revised) |
| P 3126 | District Mentoring Program (Revised) |
| R 3126 | District Mentoring Program (Revised) |
| P 3141 | Resignation (Revised) |
| P 3144 | Certification of Tenure Charges (Revised) |
| R 3144 | Certification of Tenure Charges (Revised) |
| P 3159 | Teaching Staff Member/School District Reporting Responsibilities (Revised) |
| P 3231 | Outside Employment as Athletic Coach (Revised) |
| P 3240 | Professional Development for Teachers and School Leaders (M) (Revised) |
| R 3240 | Professional Development for Teachers and School Leaders (Revised) |
| P 5305 | Health Services Personnel (Revised) |
| R 5330 | Administration of Medication (M) (Revised) |
| P 5339 | Screening for Dyslexia (M) (Revised) |
| R 5330 | Administration of Medication (M) (Revised) |
| P 5350 | Student Suicide Prevention (Revised) |
| P 5514 | Student Use of Vehicles on School Grounds (Revised) |
| P 8441 | Care of Injured and Ill Persons (M) (Revised) |
| R 8441 | Care of Injured and Ill Persons (M) (Revised) |
| P 8454 | Management of Pediculosis (New) |
| P 8630 | Bus Driver/Bus Aide Responsibility (M) (Revised) |
| R 8630 | Emergency School Bus Procedures (M) (Revised) |
| P 9541 | Student Teachers/Interns (Revised) |

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12.2 Motion to approve the following policy for first reading to be available to view on the district website after the second reading:

P5460.2 Dual Enrollment Program

13.0 Old Business

14.0 New Business

15.0 Public Participation

16.0 Adjournment to Executive Session (TIME:)

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 September 21, 2016, to discuss
 - Personnel
 - Finance
 - 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