

<p style="text-align:center">KEYPORT BOARD OF EDUCATION REGULAR MEETING JULY 13, 2016 MINUTES</p>

1.0 Opening Procedures

- 1.1 The meeting was called to order at 7:30 p.m. by Board President Panzarelli, in the Keyport High School Conference Room 108, 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 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 (arr. 8:13 p.m.)	Mrs. Kutschman
Mrs. Cocuzza, UB Rep.* (absent)	Mr. Litwak
Ms. Cote	Mrs. Malinconico, Vice President
Mrs. Fox (absent)	Mrs. Panzarelli, President
Mr. Henning	Mr. White (arr. 7:45 p.m.)

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

2.0 Presentations –

- 2.1 The Keyport Football Alumni Association
Awards were presented to the Keyport Football Alumni.

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Phil Santiago spoke on behalf of the association. A video was displayed. The association presented their mission. Coach Graham and the current football team thanked the association.

2.2 Dino Lambros Scholarship Fund

Louis Montefore and Mike Waters presented a donation on behalf of the Dinos Lambos Scholarship Fund.

3.0 President’s Remarks

Mrs. Panzarelli thanked both associations for their donations.

4.0 Communications – Dr. Savoia

4.1 Letter of resignation was received from Theresa Zacchia, school psychologist, on June 23, 2016, effective August 22, 2016. Resolution 11.2 under personnel.

5.0 Public Participation – Agenda Items – None

6.0 Superintendent Report

6.1 Superintendent’s Report – Dr. Savoia

- KEF – Field of Dreams on October 29, 2016.
- EMT/Brookdale Course has a change in the Coordinator of the program.
- In June of 2015 a Comprehensive Title I Audit was conducted.
- This was a year ago and some of you were not on the Board or may need to have your memory refreshed. At the time of the audit, I did do a detailed report at our Board meeting as to what I believed the findings would be. The findings are as follows:
 - Expenditures for office supplies are not allowed to be paid for out of Title I as you can’t determine if these supplies such as ink are only used for Title I students or functions. (\$1,755.89)
 - A staff member submit for reimbursement on a timesheet that was for Title I versus Title III. This essentially means that someone teaching after school extra help for our ELL students used the wrong form. In addition, there was a time sheet that was emailed and did not have an original signature on it.(\$1,295.00)

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- Professional Development was paid for out of Title I funds and needed to be paid from general funds. (\$605.00)
- BOE agendas need to be specific in the percentage of salary paid through Title I funds. If an employee's salary is not fully covered from these funds, it needs to be specific.
- Carryover funds were not correctly modified in our actual grant application and in Systems 3000. Systems 3000 is our accounting software. We properly amended our grants on a BOE resolution, but the accounting was incorrect. (\$1951.61)
- The process as a result of finally receiving the findings is that we submit a Corrective Action Plan for the above. We are finalizing this on Monday and we will report out the findings and approve our plan. We are required to submit a check for the total of \$5,571.50 as a result of any findings that have a monetary value. This is certainly a lot to digest, but wanted you to have time to process and understand that the findings we received are not extensive, but need to be remedied.
- To make the above even more complex, we applied to be School wide at Central for 2016-2017. This allows us to blend funds and to allocate funds for all learners. In any event, we were denied and I appealed the decision. It appears that as of this week we ARE approved. I will have more information to follow. If this is the determination, then the Corrective Action Plan may be void, as there are different accounting and procedural practices for School wide. The unfortunate part is that the grant was already submitted for 2016-2017 and will need to be redone.
- Policies

7.0 Board Secretary's Report – Mr. Rapolla

- Transfers
- Increased bid threshold amount to the QPA levels
- Computer lease as part of the districts' one to one initiative. Purchase is for the middle school students.
- NCLB Title I audit from 2013-2014 year has results in a corrective action plan. It found district to charge some expense inappropriately to grant fund which resulted in the district needing to pay back \$5,571. Some of these charges were for supplies that the NJDOE found benefitted more than just Title I students. There was also a charge for an incorrect pension reimbursement to the state. A charge for an expense that should

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have been charge to Title III instead of Title I and an expense that benefitted teacher training for the entire school as opposed to just the Title I program.

- There was no financial implication but district was cited for not having a voucher signed, for not allocating a carryover amount and for the board minutes not properly including salary percentages of TI employees.
- Donation on behalf of the Keyport Football Alumni and Dino Lambros Scholarship Fund are being accepted and are greatly appreciated.

8.0 Buildings & Grounds – Mr. Rapolla

8.1 Facilities Update

- An original main water pipe entering the HS is being replaced as part of the water pipe and plumbing project taking place at the HS this summer. We are being proactive by updating our infrastructure because a broken pipe would shut the building down for a few days. We will see an increase in water pressure at the HS. The interior piping is scheduled to begin by the first week of August.
- Front walkway leading up to Central School as been replaced as part of the paving project. A large section of the HS lot was repaired and relined. The main paving of the CS courtyard will take place in a few weeks.
- A section of tiling on the HS top floor will be replaced this summer.
- The Science lab at the HS has begun. Demolition has been completed. Some floor and fixture work has taken place and we are waiting on the lab table to arrive. Then new flooring will be installed.
- Overgrowth at Jackson Street field has been cut back.
- The iron railing on the PreK ramp has been repaired.
- Gym Floors in both schools are scheduled to be done on August 10.

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- Electric work for AC being installed in two classrooms in the HS is scheduled to begin later this week and will be done by staff in house to save money.

8.2 Use of Facilities

9.0 Finance

9.1 Motion to approve bills for the month of July 2016 in the amount of \$459,098.60 and supplemental bills for June 2016 in the amount of \$14,353.86.

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

<u>From</u>	<u>To</u>	<u>Amount</u>
20-218-200-329-00-00-000 PS Oth Purch Prof-Ed Svc	20-218-200-590-00-00-000 Miscellaneous Purchased (Adj 172)	\$10,000.00
11-000-251-100-05-02-000 Salary Payroll Clerk	11-000-252-100-11-02-000 Tech Suppt Asst Sal (Adj 173)	\$1,948.33
11-000-263-300-00-00-000 Prof Serv Care of Ground	11-000-262-100-01-00-000 High Sch Custodial Sal (Sal 179)	\$8,956.37
20-218-200-590-00-00-000 Miscellaneous Purchased	20-218-200-800-00-00-016 Other Objects PS (Adj 183)	\$2,618.75
11-000-291-270-11-00-000 Employee Insurance	11-000-230-331-05-01-000 Legal Fees (Adj 184)	\$3,600.00
11-000-100-566-08-00-000 Private Sch for Handi	11-000-100-563-08-00-000 Tuitn Mon Cty Voc Reg (Adj 185)	\$9,005.25
11-190-100-106-11-01-000 Salaries for Aides	11-190-100-320-02-00-000 KCS Sub Sal (Adj 186)	\$140.73
11-000-261-420-11-00-000 Maintenance/Repair Bldgs	11-000-262-100-01-00-000 High Sch Custodial Sal (Adj 190)	\$12,808.78
11-120-100-101-02-02-000 Gr 1-5 Teacher Salaries	11-130-100-101-02-02-000 Gr 6-8 Teacher Salaries (Adj 193)	\$31,206.06
11-000-252-340-09-00-000	11-000-252-100-11-02-000	\$1,958.33

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District Tech Licenses (1,596.36) 11-000-252-600-09-00-000 Distr Tech Netwrk Softwr (\$361.97)	Tech Suppt Asst Sal (Adj 195)	
11-140-100-101-01-02-000 Gr 9-12 Teacher Salaries	11-150-100-101-11-00-000 HI Staff Sal Reg (Adj 197)	\$2,275.00
11-140-100-101-01-02-000 Gr 9-12 Teacher Salaries	11-402-100-100-01-01-000 Athletic Director Salary (Adj 200)	\$2,179.70
11-140-100-101-01-02-000 Gr 9-12 Teacher Salaries	11-401-100-100-01-11-000 Misc HS Club (Adj 202/205)	\$785.00
11-120-100-101-02-02-000 Gr 1-5 Teacher Salaries	11-401-100-100-02-11-000 CS Misc Club (Adj 206)	\$7,318.20

9.3 Motion to approve the transportation jointure agreement between the Keyport Board of Education and Union Beach Board of Education for the school year 2016-2017:

Career Center am & pm (Keyport - Host):	
Keyport (3.5 students)	\$24,769.30
Union Beach (2 students)	<u>\$14,153.90</u>
	\$38,923.20 Total

9.4 Motion to approve Strauss Esmay Associates, LLP to update the district's by-laws, policies and regulations at a cost of \$4,435 for the 2016-2017 school year.

9.5 Motion to approve donation from Dino Lambros scholarship fund to support KHS Science Program in the amount of \$50,000.

9.6 Motion to accept a donation from Keyport Football Alumni in the amount of \$1,740.

9.7 Motion to approve Magic Touch Construction Co., Inc., (Co-Op #65MCECCPS BID #MRESC 15-16-15) to replace water main into Keyport High School from street into building at an expense of \$39,520.

9.8 Motion to approve a contract with Automatic Protection Systems for Monitoring of burglar and fire alarm codes at a cost of \$13,600.

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Quotes were received from the following vendors:

Automatic Protection Systems	\$13,600
Wel-Don Security Systems	\$14,700
Bolyn Corporation	\$15,100

- 9.9 Motion to rescind the action taken at the May 18, 2016, meeting (resolution 10.16) to approve the following bid threshold amounts:

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 the bid threshold (Currently \$36,000), 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 \$5,400) may be awarded by the Board Secretary without soliciting competitive quotations if so authorized board resolution.

Now Therefore Be It Resolved, that Anthony Rapolla is hereby authorized to award contracts on behalf of the Keyport Board of Education that are in aggregate less than 15% of the bid threshold (Currently \$5,400) without soliciting competitive quotations, 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 \$5,400) but are less than the bid threshold of \$36,000 and make purchases via State contracts.

BE IT FURTHER MOVED to approve the following increased bid threshold amounts:

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

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Whereas, 18A:18A-3 provides that contracts, that do not exceed the aggregate in a contract year 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 board resolution.

Now Therefore Be It Resolved, that Anthony Rapolla is hereby 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, 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.

- 9.10 Motion to approve a contract with Bollinger Insurance for Student/Athletic and Catastrophic Insurance in the amount of \$46,450 for the school year 2016-2017 (11.98%).
- 9.11 Motion to approve the Capital Lease with American Capital Financial Services, Inc. in the amount of \$71,734 for the term period August 15, 2016, through August 15, 2018. This is for the purpose of purchasing 260 Dell Chromebooks 11 laptops with white glove services and licensing from CDW-G under MRESC State Approved Cooperative #65MCESCCPS.
- 9.12 Motion to approve corrective action plan for NCLB Title 1 Audit covering period July 1, 2013, through June 30, 2014, to be attached to the minutes.
- 9.13 Motion to approve a Memorandum of Agreement between the Keyport Board of Education and the Keyport Custodial and Maintenance Association "KCA" for the period of July 1, 2014, through June 30, 2019, with all conditions, terms and salaries agreed upon.

Motion was made to move items 9.1 to 9.13 by Mr. Henning and seconded by Ms. King-Cote and carried by a unanimous roll call vote of 8-0.

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10.0 Curriculum

- 10.1 Motion to approve the NJDOE report Determining Grades Under the Anti-Bullying Bill of Rights Act

KHS-75 of 78

KCS-74 of 78

Motion was made to move item 10.1 by Mr. Henning and seconded by Mrs. Malinconico and carried by a unanimous roll call vote of 8-0.

11.0 Personnel

- 11.1 Motion to amend Fall coaches' salaries with the new stipend amounts. They were previously approved on April 27, 2016, resolution 11.1 before new stipend guides came out.

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Mary Anne Ricca	Head Cheerleading	\$7,442
Andrea DeToro	Assistant Cheerleading	\$5,042
Valerie Rogers	HS Head Field Hockey	\$8,274
Ashley Stone	HS Assistant Field Hockey	\$6,068
Jay Graham	HS Head Football	\$8,932
Dominick Amoroso	HS Assistant Football	\$6,463
Steve Bower	HS Assistant Football	\$6,463
Jason Glezman	HS Assistant Football	\$6,463
Pete Miller	HS Assistant Football	\$6,463
Nick Trezza	HS Assistant Football	\$6,463
Brendan Hilliard	HS Head Boys Soccer	\$8,274
Jen Rojas	HS Head Girls Soccer	\$8,274
Kaitlin McGlynn	HS Head Girls Volleyball Co-coach	\$3,760.50
Kyle Keelen	HS Head Girls Volleyball Co-coach	\$3,760.50
Andrea DeToro	Fitness Center Supervisor Fall Season	\$1,150
Andrea Walsh	Adult Fitness Center Supervisor Fall Season	\$1,150
Dominick Amoroso	Fitness Center Supervisor Summer Session	\$1,657
Alissa Francisco	CS Field Hockey	\$5,941
Phil Recco	CS Boys Soccer	\$5,941
Staci Minuskin	CS Girls Soccer	\$5,941

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- 11.2 Motion to approve the resignation of Theresa Zacchia, School Psychologist, effective August 22, 2016.
- 11.3 Motion to approve Mollie Dunnigan, Monmouth University Student, to complete 20 hours in the ESL program during the Fall 2016 Semester.
- 11.4 Motion to approve Johanna Ortiz as the District Sub Caller at a stipend of \$1,500 for the 2016-2017 school year.
- 11.5 Motion to approve the following Substitute Teachers for the 2016-2017 school year at the prevailing rate of pay:

<u>First Name</u>	<u>Last Name</u>	<u>Certification</u>
Allan	Rubenstein	County Substitute Certificate
Alyssa	Fiorillo	County Substitute Certificate
Anna	Czech	County Substitute Certificate
Anne	Black	Certificate of Eligibility with Advanced Standing - Elementary Teacher Certificate of Eligibility with Advanced Standing Teacher of Social Studies
Ashley	Cornell	Certificate of Eligibility with Advanced Standing - Teacher of Preschool - Grade 3 County Substitute Certificate
Christian	Belmonte	Certificate of Eligibility with Advanced Standing - Teacher of Health & Physical Education
Crystal	Colon	County Substitute Certificate
Daniel	Morris	Standard - Teacher of the Handicapped Standard -Teacher of Social Studies
David	Totin	Certificate of Eligibility - Teacher of Social Studies Certificate of Eligibility Teacher of Preschool - Grade 3
Dawn	Weg	Certificate of Eligibility with Advanced Standing - Teacher of Students with Disabilities – Certificate of Eligibility with Advanced Standing - Elementary School Teacher Grades K-5
Deborah	Terry	Substitute Nurse
Ed	Jones	Substitute Custodian
Jason	Krellin	BA 1997 West Virginia University MA 2005 Kean University
Jenna	Dorsi	County Substitute Certificate

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John	Schneider	County Substitute Certificate
Kimberly	Chudzik	Substitute Nurse
Kristen	Clayton	Standard - Elementary School Teacher Standard - Teacher of French
Leatha	Williams	County Substitute Certificate
Lizabeth	Dinnigan	County Substitute Certificate
Maria	Shiekh	Certificate of Eligibility with Advanced Standing - Elementary School Teacher Grades K-5
Maribel	Colon	Substitute Custodian
Megan	Waters	County Substitute Certificate
Miguel	Hernandez	County Substitute Certificate
Nicole	Henn	County Substitute Certificate
Rebecca	Rathburn	BA 2003 Hunter College
Richard	Lecomte	Substitute Custodian
Rita	Colodin	BA 1974 Nasson College
Ronald	Favara	County Substitute Certificate
Shaun	Lyons	County Substitute Certificate
Sophia	Lamberson	County Substitute Certificate
Stefanie	Barrett	County Substitute Certificate
Steven	Teitell	County Substitute Certificate
Tammy	Frick	Substitute Custodian
Tammy	Tanski	County Substitute Certificate
Tonya	Bradshaw	County Substitute Certificate
Wendy	Mollo	County Substitute Certificate

- 11.6 Motion to approve Jessica Sosnowski, School Psychologist, at an annual salary of \$66,165; MA +30, Step 7 for the 2016-2017 school year.

Motion was made to move items 11.1 to 11.6 by Mr. Henning and seconded by Mr. Bright and carried by a unanimous roll call vote of 8-0.

12.0 Policy

- 12.1 Motion to approve the following policies for first reading to be attached to the minutes after the second reading:

Multi-Year Equity Plan Policy and Regulation Guide Updates
P 1140 Affirmative Action Program (M) (Revised)
P 1523 Comprehensive Equity Plan (M) (Revised)
P 1530 Equal Employment Opportunities (M) (Revised)
R 1530 Equal Employment Opportunity Complaint Procedure (M) (Revised)
P 1550 Affirmative Action Program for Employment and Contract Practices (M) (Revised)

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P & R 2200	Curriculum Content (M) (Revised)
P 2260	Affirmative Action Program for School and Classroom Practices (M) (Revised)
P & R 2411	Guidance Counseling (M) (Revised)
P & R 2423	Bilingual and ESL Education (M) (Revised)
P 2610	Educational Program Evaluation (M) (Revised)
P 2622	Student Assessment (M) (Revised)
P 5460	High School Graduation (M) (Revised)
P 5600	Pupil Discipline/Code of Conduct (M) (Revised)
P 5750	Equal Educational Opportunity (M) (Revised)
P 5755	Equity in Educational Programs and Services (M) (Revised)

Motion was made to move item 12.1 by Mr. Henning and seconded by Ms. King-Cote and carried by a unanimous roll call vote of 8-0.

13.0 Old Business

- Mrs. Panzarelli discussed the history of the Red Raider
- Mr. White asked about the Transgender Policy.

14.0 New Business

Mr. White asked about record retention.

15.0 Public Participation – None

16.0 Adjournment to Executive Session (TIME: 9:18 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 July 13, 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: Mr. Henning SECOND: Mrs. Malinconico

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17.0 Return to Open Session (TIME: 9:38 p.m.)

18.0 Adjournment

- 18.1 Upon motion by Mrs. Malinconico, seconded by Mr. Henning, the meeting was adjourned at 9:45 p.m.

Respectfully Submitted,

Anthony Rapolla
Board Secretary/Business Administrator

AR:bi