

KEYPORT BOARD OF EDUCATION REGULAR MEETING JUNE 22, 2016 MINUTES
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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	Mrs. Kutschman
Mrs. Cocuzza, UB Rep.*	Mr. Litwak
Ms. Cote (absent)	Mrs. Malinconico, Vice President
Mrs. Fox	Mrs. Panzarelli, President
Mr. Henning	Mr. White

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

2.0 Presentation – Life Skills

Denise Cleveland and Cerelle White presented on Life Skills and Community Based Instruction.

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3.0 President's Remarks

Mrs. Panzarelli reminded the Board that board evaluations are due July 6.
Mrs. Panzarelli congratulated the graduates and said graduations were excellent.

4.0 Communications – Dr. Savoia

- 4.1 Letter of resignation was received from Sandra Costa-Machado, on June 10, 2016, effective June 17, 2016. Resolution 11.2 under personnel.
- 4.2 Letter of resignation was received from Dean Athans, High School teacher, on June 13, 2016, effective June 17, 2016. Resolution 11.3 under personnel.
- 4.3 Letter of resignation was received from Russell Card, Teacher's Aide, on June 17, 2016, effective June 17, 2016. Resolution 11.15 under personnel.

5.0 Public Participation – Agenda Items

6.0 Superintendent Report

- 6.1 Superintendent's Report – Dr. Savoia
 - Dino Lambros
 - Dino was a 1962 graduate of Keyport High School and was inducted into the school's Hall of Fame for Lifetime Accomplishments on October 11, 1997.
 - Scholarship since 2005
 - Donation to support STEM Education at KHS
 - Smart Board
 - Vernier-lab experiment program
 - 7-13-16 BOE Meeting
 - August 25th Lab Ceremony
 - Brookdale Community College
 - Dual Enrollment
 - EMT
 - Certification Programs
 - Central School Summer Breakfast & Lunch
 - French

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Upcoming Events

6/22/16	BOE Self Eval Info Distribution	BOE Meeting
7/25/16	BOE Petitions due to Freehold	
8/22/16	BOE Retreat	Keyport High School

7.0 Board Secretary's Report – Mr. Rapolla

- Various projects are being approved tonight. The ADA electric lift was approved as a capital project, two AC units for classrooms at KHS as well as some landscaping and brush removal at Jackson Street and the moving of fences and irrigation for the PreK playground.
- Renewing property and casualty insurances, as well as liability and worker's compensation. The overall premium of \$233,146 is a \$2,500 increase from last year (1.4%).
- Grant was submitted with the NJDOT. If we receive the grant, we would have some sidewalks improved.
- Board evaluation are due back to the board office by Thursday, July 6.

7.1 Motion to approve the following minutes:

June 7, 2016 Regular Minutes and closed session

Motion was made to move items 7.1 to 9.10 by Mrs. Malinconico and seconded by Mrs. Fox and carried by a unanimous roll call vote of 7-0, with the exception of Mr. Henning who abstained on motion 7.1.

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 May 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

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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 June 2016 in the amount of \$96,146.11.

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

<u>From</u>	<u>To</u>	<u>Amount</u>
11-000-270-514-11-00-000 Cont Service Special Ed	11-000-270-512-01-00-000 Contr Service Athletics (Adj 162-165)	\$6,960.00
11-140-100-101-01-02-000 Gr 9-12 Teacher Salaries	11-190-100-320-01-00-000 KHS Sub Sal (Adj 166)	\$1,404.60
11-120-100-101-02-02-000 Gr 1-5 Teacher Salaries	11-190-100-320-02-00-000 KCS Sub Sal (Adj 167)	\$548.03
11-000-230-332-05-00-000 Auditor Fees (\$150.00)	11-000-230-530-11-00-000 Telephone/Postage (Adj 168)	\$4,262.63
11-000-230-339-05-01-000 Architect/Engineer Fees (\$2,566.22)		
11-000-230-339-05-03-000 Appraisal Fees (\$1,417.00)		
11-000-230-600-05-00-000 Superntndt Office Supp (\$129.41)		
11-000-270-514-11-00-000 Cont Service Special Ed (\$34,295.21)	11-000-270-518-11-00-000 Contracted Reg Jointure	\$23,662.07
	11-000-270-518-11-01-000 Contracted Special Joint (Adj 169)	\$10,633.14
11-000-291-270-11-00-000 Employee Insurance	11-000-261-420-11-00-000 Maintenance/Repair Bldgs (Adj 170)	\$39,000.00

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9.4 Motion to approve the following out of district tuitions for the 2016-2017 school year:

Alpha	Student 9792068474 (UB)	\$55,449
Bancroft	Student 7830250236	\$104,815 (includes \$37,312 for aide)
Career Center	Student 3412003638 (UB) Student 4422337899 (UB) Student 3138898803 Student 7997568925 Student 5427502964 Student 3783091146	\$5,400 \$5,400 \$5,400 \$5,400 \$5,400 \$5,400
Children's Center	Student 8606749727 Student 4762574586 Student 2001196010 Student 5855782016 (UB)	\$52,913 \$52,913 \$52,913 \$52,913
Collier	Student 9295180774	\$56,520
CPC	Student 5095364103 Student 3138898803 Student 2604139716 (UB) Student 9872509686 (UB) Student 8409097538 (UB)	\$64,797 \$32,399 (p/t) \$64,797 \$64,797 \$64,797
Hawkswood	Student 1719130762 Student 6176616695 (UB)	\$64,545 \$64,545
Matawan HS	Student 4787471332	\$15,892
Search Day Program	Student 2900941894	\$106,579 (includes ESY & \$36,300 for aide)

9.5 Motion to approve Gallagher O’Gorman & Young as Broker of Record for the 2016-2017 school year in accordance with the following schedule:

Multi-Peril Package, Automobile, Environmental	\$ 60,179
School District Legal Liability	\$ 33,660
Catastrophe Excess 50,000,000 aggregate	\$ 5,390
Workers Compensation	\$129,140
Supplemental Wage Reimbursement	\$ 4,147
Bond- Bd Secy/SBA (\$350,000)	<u>\$ 630</u>
Total	\$233,146

9.6 Motion to approve the following resolution in support of the Borough of Keyport to submit a grant application and execute a grant contract with the

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New Jersey Department of Transportation for the Central School Area Sidewalk Improvements Project.

NOW, THEREFORE, BE IT RESOLVED that the Keyport Board of Education formally supports the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Keyport Board of Education is in support of the grant application identified as SRS-2016-CENTRAL SCHOOL AREA SIDEWALK IMPROV-00099 to the New Jersey Department of Transportation by the Borough of Keyport.

BE IT FURTHER RESOLVED that the Borough of Keyport are hereby authorized to sign the grant agreement on behalf of the Keyport Board of Education and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

- 9.7 Motion to approve to purchase professional landscaping and brush removal services from RMP Barrett, LLC, d/b/a Barrett Tree Service, at a cost of \$11,000.

Quotes were received from the following vendors:

RMP Barrett LLC d/b/a Barrett Tree Service	\$11,000
Ken's Landscaping & Stump Grinding	\$18,000

- 9.8 Motion to approve to purchase and install a wheelchair lift at the Central School., from KC Design Interiors, LLC, at a cost of \$15,634.

Quotes were received from the following vendors:

KC Design Interiors, LLC	\$15,634
Access Ability	\$14,800*

*does not include permits, inspections, removal of old device

- 9.9 Motion to approve to purchase an air conditioning units at High School, from Coastal Air Conditioning, Inc., at a cost of \$8,900. Quotes were received from the following vendors and both quotes do not include electrical work:

Coastal Air Conditioning, Inc.	\$ 8,900
C&C Air & Heat	\$10,240

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9.10 Motion to approve the purchase of professional services for fence work and irrigation at Keyport Central School Pre-K Playground from PV & Sons Landscaping at a cost of 7,381.25.

Quotes were received from the following vendors:

PV & Sons Landscaping	\$7,381.25
Optimum Maintenance	\$8,920.00

Motion was made to move items 7.1 to 9.10 by Mrs. Malinconico and seconded by Mrs. Fox and carried by a unanimous roll call vote of 8-0, with the exception of Mr. Henning who abstained on motion 9.4.

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:

Employee Name	Date(s)	Workshop Name	Location/Mileage	Cost
Bartolone, Krista	8/22/16	Oppositional, Defiant & Disruptive Children & Adolescents	Eatontown, NJ/54	\$217
Bartolone, Krista	8/17/16	MC3 Summer Teacher Institute	Long Branch, NJ/60	\$94
Mack, MaryAnn	8/18/16	Harry Wong-Classroom Management	Union, NJ/52	\$116
Morelos, Daniel	8/18/16	Harry Wong-Classroom Management	Union, NJ/52	\$116
Polak, Jessica	8/18/16	Harry Wong-Classroom Management	Union, NJ/52	\$116
Quinn, Diane	8/17-8/18/16	MC3 Summer Teacher Institute	Long Branch, NJ/0	\$149
Roadside, Sarah	8/18/16	Harry Wong-Classroom Management	Union, NJ/52	\$116
Seres, Nicole	8/17-8/18/16	MC3 Summer Teacher Institute	Long Branch, NJ/0	\$149
Wesley, James, Jr.	8/1-8/5/16	AP Summer Institute- Prep to teach AP US History	Madison, NJ/370	\$1,010

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

10.2 Motion to approve submission of the Nursing Plan and Nursing Handbook.

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- 10.3 Motion to approve the 2016-2017 NJCAP grant at KCS for grades Pre-K through 6th grade.
- 10.4 Motion to approve the following textbook list for the 2016-2017 school year:

KHS

<u>Department</u>	<u>Title</u>	<u>Publisher and Copyright Date</u>
Health	Glencoe Health, 9 th edition	Glencoe, 2005
Science	Biology	Holt, 2008
Science	Biology in Focus	Pearson, 2015
Science	Test Prep Series Workbook – Biology in Focus	Pearson, 2015
Science	Modern Chemistry	Holt Rinehart & Wilson A Harcourt, 2009
Science	Physics	Holt, 2002
Science	Fundamentals of Physics	Wiley, 2014
Science	Zuhdhal Chemistry (AP Edition)	Cengage, 2015
Math	Glencoe Algebra I	Glencoe (McGraw Hill), 2014
Math	Glencoe Algebra II	Glencoe (McGraw Hill), 2014
Math	Glencoe Geometry	Glencoe (McGraw Hill), 2014
Math	Calculus AP, 9 th edition	Cengage, 2010
Math	Financial Literacy – Managing your Personal Finances, 5 th edition	5th Edition Thomson South Western 2006
Math	Pacemaker Algebra	Globe Fearon/Pearson Education, 2001
Math	Pacemaker Basic Mathematics	Globe Fearon/Pearson Education, 2000
Math	Pacemaker Geometry	Globe Fearon/Pearson Education, 2003
Math	Pacemaker Practical Mathematics	Globe Fearon/Pearson Education, 2003
Math	Pre-Calc with Limits	Cengage, 2007
Business	Intro to Web Design using Dreamweaver	Glencoe, 2007
Business	Business & Personal Law – Real World	Glencoe, 2008
Business	Intro to Business	Southwestern, 2009
Business	21 st Century Accounting	Cengage, 2012
Business	Marketing Essentials	Glencoe, 2009
Business	Sports and Entertainment Marketing	South Western, 2008
Childcare	Working with Young Children	Goodheart-Wilcox, 2008
Cooking	Food for Today	McGraw Hill, 2006

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Fashion	Clothes and Your Appearance	Goodheart-Wilcox Company, 2008
Fashion	Clothing-Fashion, Fabrics and Construction	McGraw Hill Companies, 2008
English	Prentice Hall Literature, Common Core Edition	Pearson, 2012
English	Prentice Hall The British Tradition, Common Core Edition	Pearson, 2012
English	Prentice Hall The American Experience, Common Core Edition	Pearson, 2012
English	The Language of Composition – Bedford/St.	The American Experience – Pearson, 2010
English	The Language of Composition: Reading, Writing, Rhetoric, 2 nd	Bedford/St. Martin Press, 2013
English	English I Common Core	Pearson, 2012
English	English II Common Core	Pearson, 2012
English	Springboard – Grade 9	College Board, 2014
English	Springboard – Grade 10	College Board, 2014
English	Springboard – Grade 11	College Board, 2014
ESL	Shining Star Level A	Pearson-Longman, 2004
ESL	Shining Star Level B	Pearson-Longman, 2004
ESL	Shining Star Level C	Pearson-Longman, 2004
ESL	National Geographic Edge Level A	Hampton-Brown, 2014
World Languages	Bien Dit 1A	Holt, Rinehart, and Winston, 2008
World Languages	Bien Dit 1B	Holt, Rinehart, and Winston, 2013
World Languages	Bien Dit 2	Holt, Rinehart, and Winston, 2013
World Languages	Realidades I	Pearson, 2014
World Languages	Realidades II	Pearson, 2014
History	United States History	Pearson, 2010
History	World History in the Modern Era	Pearson, 2009
History	The American Pageant (AP)	Cengage Learning, 2013
History	Fast Track to a 5: Preparing for the AP United States History Exam	Cengage, 2013
History	Ethics in Sports, 2 nd edition	Human Kinetics, 2007
History	Psychology in Practice	Houghton Mifflin Hartcourt, 2010
History	Sociology: The Study of Human Relationships	Holt McDougal, 2010
History	Foundations of Sport and Exercise Psychology	Human Kinetics, 2011

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History	Criminal Justice Today	Pearson, 2013
Music Appreciation	American Popular Music	McGraw Hill, 2009

KCS

<u>GRADE</u>	<u>LAL</u>	<u>MATH</u>	<u>SOCIAL STUDIES</u>
Pre-K	Journeys, 2014	My Math, 2014	Harcourt, Social Studies 2009
K	Journeys, 2014	My Math, 2014	Harcourt, Social Studies 2009
1	Journeys, 2014	My Math, 2014	Harcourt, Social Studies 2009, Big
2	Journeys, 2014	My Math, 2014	Harcourt, Social Studies 2009
3	Journeys, 2014	My Math, 2014	Harcourt, Social Studies 2009
4	Journeys, 2014	My Math, 2014	Harcourt, New Jersey History 2009
5	Journeys, 2014	My Math, 2014	Harcourt, American History 2009
6	Pearson Common Core Literature,	Glencoe Math, 2014	Harcourt, American History 2009 The United States
7	Pearson Common Core Literature, 2014	Glencoe Math, 2014	Harcourt, Geography 2009 World Regions
7		Glencoe Accelerated Math, 2014	
	McDougal Littell, "The Language of Literature" (older books)		Harcourt, New Jersey Social Studies
8	Pearson Common Core Literature, 2014	Glencoe Math, 2014	8 th Grade World History-Prentice Hall -Pearson 2010
8	Springboard Grade 8, College Board, 2014	Algebra I –Holt McDougal – Larsen Houghton Mifflin 2011	

- 10.5 Motion to approve the PDP plans for the Keyport Central School and Keyport High School for the 2016-2017 school year.
- 10.6 Motion to approve the New Jersey Security Drill Statement of Assurance for the 2015-2016 school year for the Keyport School District.
- 10.7 Motion to approve the five-year curriculum cycle.

Motion was made to move items 10.1 to 10.7 by Mrs. Fox and seconded by Mrs. Malinconico and carried by a unanimous roll call vote of 8-0

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11.0 Personnel

- 11.1 Motion to approve Stephanie Kaplan to teach the College Workshop on August 8, 2016, through August 10, 2016, at a rate of \$35 per hour, not to exceed \$280.
- 11.2 Motion to approve the resignation of Sandra Costa-Machado, Teacher of French, effective June 17, 2016.
- 11.3 Motion to approve the resignation of Dean Athans, Teacher of Social Studies, effective June 17, 2016.
- 11.4 Motion to approve Jason Glezman, Teacher of History at an annual salary of \$57,860; MA+30 Step 2 for the 2016-2017 school year.
- 11.5 Motion to rescind the appointment of Ron Burgess, Assistant Drama Club Advisor for Central School approved at the June 7, 2016, meeting (resolution 11.1).

BE IT FURTHER MOVED to approve Jessica Polak as Assistant Drama Club Advisor for Central School at a stipend of \$859.

- 11.6 Motion to rescind the appointment of Dean Athans, HS Assistant Football Coach approved at the April 27, 2016, meeting (resolution 11.1)

BE IT FURTHER moved to approve Jason Glezman, HS Assistant Football Coach (replacing Dean Athans) at a stipend of \$6,463.

- 11.7 Motion to approve Jane Wilczak as a part-time Media Specialist for the 2016-2017 school year at a rate of \$200 per day, not to exceed \$10,000.
- 11.8 Motion to approve Kathryn Stevenson's request for a maternity/disability and Federal/NJ Family Medical Leave as follows:

9/6/2016 - 11/25/2016	NJFLA/FMLA Leave
11/28/2016	Return to work

- 11.9 Motion to approve Kimberly Chudzik, School Nurse, as a leave replacement for Kathryn Stevenson from September 6, 2016, through November 25, 2016 at a rate of \$200 per day.

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

11/4/2016 - 12/23/2016	Thirty (30) accrued sick days
1/3/2017 - 3/21/2017	NJFLA/FMLA Leave
3/22/2017	Return to work

- 11.11 Motion to approve Gabrielle Maggio as a Leave Replacement for Jennifer Torcia and Nicole Helfrich from September 1, 2016, through March 30, 2016, at a salary of \$52,292; Step 2, BA (prorated).
- 11.12 Motion to approve Raquel Sanders, Teacher of Spanish at an annual salary of \$52,292; BA, Step 2 for the 2016-2017 school year.

- 11.13 Motion to approve Raquel Sanders, Spanish Club Advisor at a stipend of \$793.

- 11.14 Motion to approve Erica Wesley as a Volunteer Advisor for the HS National Honor Society.

- 11.15 Motion to approve the resignation of Russell Card, Teacher’s Aide, effective June 17, 2016.

- 11.16 Motion to approve the following employees as Breakfast and Lunch Aides for Summer School at \$20 per hour, not to exceed \$600.

Jennifer Torchia	Mary Ann Ricca
Cynthia Dinardi (Substitute)	

- 11.17 Motion to approve Wilbett Anshelewitz’s request for a maternity/disability and Federal/NJ Family Medical Leave as follows:

10/24/2016 – 11/11/2016	Thirteen (13) accrued sick days
11/14/2016 – 2/3/2017	NJFLA/FMLA
2/6/2017	Return to work

Motion was made to move items 11.1 to 11.17 by Mrs. Malinconico and seconded by Mr. Bright and carried by a unanimous roll call vote of 8-0.

12.0 Policy – None

13.0 Old Business – None

14.0 New Business

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Mr. Bright asked about lunch balance deficits.

15.0 Public Participation

- Cerelle White, 90 Fulton Street, spoke of the lunch software and increasing foreign language.
- Aaron Bowers, Church Street, spoke of Native American mascots. He asked if the district would consider changing the mascot.

16.0 Adjournment to Executive Session - None

17.0 Adjournment

- 17.1 Upon motion by Mr. Bright, seconded by Mrs. Malinconico, the meeting was adjourned at 8:59 p.m.

Respectfully Submitted,

Anthony Rapolla
Board Secretary/Business Administrator

AR:bi