

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
December 12, 2017**

CALL TO ORDER

Mr. James Dietrich, President, called the meeting to order at 7:00 p.m. in the office of the Superintendent at the District Administration Building, 163 Monmouth Road, Oakhurst, N.J.

STATEMENT OF ADEQUATE NOTICE

Mr. Dietrich read the statement of notice as required by the Open Public Meetings Act, N.J.S.A. 10:4-6.

ROLL CALL OF ATTENDANCE

Present: Mr. Steven Clayton, Mr. James Dietrich, Mrs. Janice Fuller, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis and Mrs. Denise Parlamas.

Mr. John Stuppi was absent.

Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator and Dr. James Stefankiewicz, Superintendent of Schools.

Enter Executive Session – 7:02 p.m.

Approval: Motion offered by Mr. Dietrich, seconded by Mrs. Parlamas and carried 8-0.

Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Personnel (Agenda), Litigation (Township of Ocean versus Loch Arbour) and Student Matters (HIB). It is anticipated at this time that the above stated subject(s) shall be made public at such time as the need for non-disclosure no longer exists. The Board of Education will be in executive session for approximately 30 minutes and will take action upon returning to work session.

Adjourn Executive Session – 7:18 p.m.

Approval: Motion offered by Mr. Clayton, seconded by Mrs. Fuller and carried 8-0.

Move for the approval to adjourn from Executive Session and resume public session in the auditorium.

PRESIDENT’S REPORT: No Report

VICE-PRESIDENT’S REPORT: Michael Palutis

The following item(s) were discussed:

- End of the year Board of Education get together.

SUPERINTENDENT’S REPORT: Dr. Stefankiewicz

The following item(s) were discussed:

- Discussed the presentation the Board of Education was going to see at the Board of Education meeting of December 12th.

SCHOOL BUSINESS ADMINISTRATOR’S REPORT: Mr. Jannarone

The following item(s) were discussed:

- Write-In results from the November election were distributed.
- Budget from the Principals and department heads due this week. Supervisor’s budget meetings have started and the Board of Education will start their budget review meetings in January.

Break at 9:10 pm and Back at 9:15 pm.

PUBLIC COMMENT: None

COMMITTEE REPORTS:

COMMUNITY LIAISON, & CO-CURRICULAR STUDENT ACTIVITIES: Mrs. Fuller

The following item(s) were discussed:

1. Discussion: Policies and Regulations

Board of Education and Administration discussed the first reading of revisions to the following policies/regulations:

Policy 0152 - Board Officers

Policy 0171 – Duties of Board President and Vice Presidents

Policy 1320 – Duties of School Business Administrator/Board Secretary

Policy 7510 – Use of School Facilities

Regulation 7510 – Use of School Facilities

The Board of Education discussed the possible change in bylaws regarding the Vice President position. A straw poll was taken regarding proceeding to further discuss the bylaw changes (4-4: Mr Hadden, Dr. Marshall, Mrs. McGovern and Dr. Dietrich voted no)

2. Discussion: “A Uniform State Memorandum of Agreement”

Board of Education and Administration discussed the update to “A Uniform State Memorandum of Agreement” between the Township of Ocean Board of Education and the Township of Ocean Police Department for the 2017-2018 school year. The signed agreement will be submitted to the County Superintendent of Schools and the Monmouth County Prosecutor’s Office pending approval by the Board.

Strategic Planning Goal 4: School Climate & Culture, Objective 5, Activity 15

3. Discussion: Board of Education Meeting Schedule for January 2018-December 2018

Board of Education and Administration discussed their meeting schedule for the period of January 2018-December 2018, copy of a proposed schedule is attached.

4. Discussion: Parent Request to Have Their Child Finish Their Senior Year at OTHS

Board of Education and Administration discussed the request of parents to allow their child to remain enrolled at the Ocean Township High School for 2017-2018 school year. The family has moved out of District and it is the student’s (#72533) senior year. The request is being made in-line with District policy 5111 – Eligibility of Resident/Non-Resident Pupils.

Mrs. Fuller made a motion, seconded by Mrs. McGovern, for approval of the following item(s):

4. Approval of Minutes

Move to approve the minutes in accordance with Board of Education Bylaws #168 “Recording of Board Meetings” of the following meeting(s):

Work Meeting/Executive Session Minutes – December 5, 2017

Strategic Plan Goal 6: Community Outreach

Motions carried on item #5: 8-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

The following item(s) were discussed:

1. **Discussion: Tuition Contract**

Board of Education and administration discussed a tuition contract with Asbury Park School District for MVE (McKinney Vento Eligible), homeless, children attending Township of Ocean schools.

<u>Student</u>	<u># of Days</u>	<u>Grade</u>	<u>Period of Time</u>	<u>Tuition Revenue</u>
7838989129	95	3	9/6/17-2/5/18	\$8,870.15

4. **Discussion: Tuition Contract**

Board of Education and administration discussed the following tuition contract for an MVE (McKinney Vento Eligible), homeless, Township of Ocean student attending Berkeley Township schools.

<u>Student</u>	<u># of Days</u>	<u>Grade</u>	<u>Period of Time</u>	<u>Tuition Cost</u>
2245280529	125	4	11/30/17-6/15/18	\$18,886.00

Mrs. McGovern made a motion, seconded by Mrs. Parlamas, for approval of the following item(s):

2. **Student Evaluation**

Move to approve a contract for basic functional behavior assessment services with Interactive Kids. The contract for services will be in effect for 2017-2018, approximately 12-14 hours, at \$150 per hour, (travel time in excess of 1 hour) for an expected cost of \$2,100.

3. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated December 12, 2017.

Strategic Plan Goal 5: Finances, Objective 2

5. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated November 14, 2017.

Strategic Plan Goal 5: Finances, Objective 2

Motion carried on items #2, #3 and #5: 8-0

INSTRUCTION & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. **Discussion: Township of Ocean Intermediate School Master Schedule Committee Proposal**

Larry Kostula, Principal, Christopher Amato and James Maliff, Assistant Principals, Township of Ocean Intermediate School will be in attendance to discuss the Intermediate School Master Schedule Committee Proposal.

Strategic Planning Goal 1: Student Success, Objective 5

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2. Discussion: Alternate Placement – Out of District

Board of Education and Administration discussed an agreement with Class Academy for the placement of an Ocean Township High School tenth grade student (#73248) at their high school. Class Academy is part of the Monmouth County Vocational School District. Placement will begin January 2, 2018 and is expected to continue through June 2018. The tuition for the seat will be \$604.00 per month.

3. Discussion: Extension to School Counseling Internship

Board of Education and Administration discussed the request of Kasey O'Connor, a graduate student from Monmouth University, to extend her School Counseling Internship to cover the period of January 2018- May 2018 in accordance with the attached memorandum dated December 5, 2017. (Ms. O'Connor was previously Board approved to complete 300 hours of internship at the high school during the period of September 2017- December 2017.)

Dr. Marshall made a motion, seconded by Mrs. McGovern, for approval of the following item(s):

4. Revision of Cost to Out of District Private Tuition for the 2017-2018 School Year

Move to approve a revision of cost for an out of district private tuition placement in accordance with the attached memorandum dated November 17, 2017.

5. Professional Development Activities – Staff

Move to approve the attached memorandum dated December 8, 2017 re: Staff Professional Development Activities in accordance with District Policy 6471 and NJAC 6A:23B. The attendance at said activities is fiscally prudent and will promote the delivery of instruction and/or will further the efficient operation of the district.

Reimbursement for travel and related expenses shall be according to the Department of the Treasury guidelines in NJOMB circular 06-02 and A-87.

Strategic Plan Goal 1: Student Success, Objective 1, Activities 9 & 16

6. Suspension Report

Move to approve the District's Suspension Report for the month of November 2017, copy attached.

Motions carried on items #4 thru #6: 8-0

LEGISLATIVE: No Report

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. Discussion: Revisions to Job Descriptions

Board of Education and Administration discussed revisions to the following job descriptions, copies are attached:

Assistant Network Manager

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Assistant Superintendent of Schools, Teaching and Learning
Computer Lab Assistant
Computer Technician – Level I
Computer Technician – Level II
Help Desk Technician
Network Manager
Student Information System Manager
Technology Assistant

2. Discussion: Unpaid Family Leave of Absence

Board of Education and Administration discussed the request of Kathel Willms, Instructional Assistant, Ocean Township High School, to take an unpaid family leave of absence, as designated under FMLA and NJFLA, beginning at the conclusion of her eligible sick leave, approximately April 16, 2018 and continuing for a period of 10 weeks. Mrs. Willms’ last day of work will be March 1, 2018. She is expected to return to work September 1, 2018. While out on an unpaid family leave of absence, Mrs. Willms’ will be responsible for paying the appropriate contribution towards her health insurance coverage.

3. Discussion: Unpaid Family Leave of Absence

Board of Education and Administration discussed the request of Katie McConnell, Science Teacher, Ocean Township High School, to take an unpaid family leave of absence, as designated under FMLA and NJFLA, beginning at the conclusion of her eligible sick leave, approximately April 23, 2018 and continuing for a period of 9 weeks. Mrs. McConnell’s last day of work will be March 16, 2018. She is expected to return to work on September 2018. While out on an unpaid family leave of absence, Mrs. McConnell will be responsible for paying the appropriate contribution towards her health insurance coverage.

4. Discussion: Unpaid Leave of Absence

Board of Education and Administration discussed the request of Lauren Garofalo, Elementary Teacher, Ocean Township Elementary School to take an unpaid leave of absence, with the continuation of benefits, during the period of February 5, 2018 through June 30, 2018. Mrs. Garofalo is expected to return to work September 1, 2018. (Mrs. Garofalo is currently out on an unpaid family leave of absence. The Board approved unpaid family leave began on November 3, 2017 and will end on February 2, 2018.)

Mrs. Parlamas made a motion, seconded by Mrs. McGovern, for approval of the following item(s):

5. Revised Contract

Move to approve that a revised contract be issued to the following staff member effective January 1, 2018:

Jessica Fischer	From: Basic Skills Teacher, Part-time	
	Township of Ocean Intermediate School/Grade 5	
	To: Special Education Teacher, Part-time	\$37,420.00*
	Wanamassa Elementary School	MA/Step 3
		Prorated

(This is a revision in assignment from that of Elementary Teacher to that of Special Education Teacher, a location change and a salary change. *The salary noted above reflects an increase as a result of Mrs. Fischer going from 15 hours a week to that of 21.5 hours a

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week. Mrs. Fischer replaces Cristy Molnar who resigned.)

6. Substitute Teachers

Move to approve Substitute Teachers for the 2017-2018 school year in accordance with the attached memorandum dated December 8, 2017.

7. Revision to Resignation Date

Move to revise the resignation date for Charmain Beverette, Special Education Teacher, Wayside Elementary School to December 15, 2017. (Ms. Beverette’s resignation date was previously approved, at the November 7, 2017 work meeting, effective December 31, 2017.)

Motions carried on items #5 thru #7: 8-0

PLANNING & CONSTRUCTION: Mr. Palutis

The following item(s) were discussed:

1. Discussion: Referendum Sound System Award

Board of Education and administration discussed the award of custom sound system for Ocean Township High School and Black Box Theater utilizing the ESCNJ Co-Op #65 MCESCCPS, Bid #MRESC 17/18-19, Cooperative Purchasing Contract to the following:

Open Systems Integrators Inc., Manalapan NJ, Sound System Equipment\$38,130.00

TECHNOLOGY COMMITTEE: Mr. Dietrich

The following item(s) were discussed:

1. Discussion: District Technology and Board Docs Software

Kelly Weldon, Assistant Superintendent, Teaching & Learning; Patrick O’Neill, Supervisor of Education Technology Innovation, Grades K-12; and Michael Hall, District Network Manager, were in attendance to discuss District Technology and Board Docs Software.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

ADJOURN MEETING: 10:41 p.m.

There being no further business Mrs. Parlamas made a motion, seconded by Mr. Palutis, that the meeting be adjourned. This motion carried: 8-0.

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/Board Secretary