

TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
December 19, 2017

CALL TO ORDER

Mr. James Dietrich, President, called the meeting to order at 6:15 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; Dr. James Stefankiewicz, Superintendent of Schools; Mrs. Dawn Kaszuba, OTHS Principal; Mrs. Gina Hagerman, OTHS Asst, Principal and Mr. Larry Kostula, TOIS Principal and Ms. Andrea Malerba, interpreter.

Enter Executive Session – 6:15 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) and Student Matters (HIB and Student Discipline Hearing). 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 1 hour, 15 minutes and will not take action upon returning to work session.

Adjourn Executive Session – 7:06 p.m.

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

Move for the approval to adjourn from Executive Session and resumed the work session in the Superintendent's Office at 7:30 pm.

PRESIDENT'S REPORT: Mr. Dietrich

The following item(s) were discussed:

- Reminder about social media, especially during an active Board of Education meeting.
- Thanked Board of Education for their work throughout the year and their many accomplishments.

VICE-PRESIDENT'S REPORT: Michael Palutis

The following item(s) were discussed:

- Thanked Mr. Dietrich for his service as President during 2017, and reinforced the reminder regarding social media.

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

The following item(s) were discussed:

- Discussed the change from FCCLA to DECA presentation to take place downstairs at the regular meeting.
- Discussed the presentation regarding the Intermediate school schedule and future education and community support.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

The following item(s) were discussed:

- Grant approval of \$2,000 in Sustainable Jersey funds.

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- Met with all Supervisors regarding their 2018-2019 budgets and will be meeting with Principals in January regarding their 2018-2019 budgets.
- Capital budget item walk-thru was completed with the Director of Facilities.
- Facility use update regarding a movie film at Wanamassa Elementary School.
- Township snow ordinance on hold regarding residents and sidewalk shoveling
- The township is helping with traffic issues at the high school on West Park Avenue, a county road.
- School bus ‘Red Light’ cameras projected to be ready for the end of January.

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 the second and final reading of revisions to the following policies/regulations:

Policy 1320 – Duties of School Business Administrator/Board Secretary
Policy 7510 – Use of School Facilities
Regulation 7510 – Use of School Facilities

2. **Discussion: Approval of Minutes**

Board of Education and Administration discussed the minutes in accordance with Board of Education Bylaws #168 “Recording of Board Meetings” of the following meeting(s):

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Strategic Plan Goal 6: Community Outreach

3. **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 (#72764) senior year. The request is being made in-line with District policy 5111 – Eligibility of Resident/Non-Resident Pupils.

Strategic Plan Goal 6: Community Outreach

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

The following item(s) were discussed:

1. **Discussion: Use of Facilities**

Board of Education and administration discussed the use of facilities according to the attached list dated December 19, 2017.

Strategic Plan Goal 5: Finances, Objective 2

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2. **Discussion: Additional Use of Facilities**

Board of Education and administration discussed an additional use of facilities according to the attached list dated December 19, 2017.

Strategic Plan Goal 5: Finances, Objective 2

INSTRUCTION & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. **Discussion: Professional Development Activities – Staf**

Board of Education and Administration discussed the attached memorandum dated December 15, 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

2. **Discussion: Participation Agreement for the 2017-2018 School Year**

Board of Education and Administration discussed an agreement with the Arts & Education Center for high school students, grades 9-12 and intermediate students, grades 6-8 to participate, during the 2017-2018 school year, in a program sponsored by the Monmouth County Arts High and Middle School. The program for high school students will run for 14-weeks during the period of January 2018 – May 2018 at a cost of \$845.00 per student. The program for intermediate students will run 12-weeks during the period of February 2018 – May 2018 at a cost of \$830.00 per student. Student costs include round-trip transportation. Attached is a copy of the participation agreement.

3. **Discussion: Curriculum for the 2017-2018 School Year**

Board of Education and Administration discussed curriculum for the 2017-2018 school year in accordance with the attached memorandum dated December 15, 2017. As noted in the memorandum, “there is no change to the units of study, only the standards to which they align have changed,” (all curricula has been posted, for your review, on the district website under the Board Members’ link).

4. **Discussion: Curriculum for the 2017-2018 School Year**

Board of Education and Administration discussed curriculum for the 2017-2018 school year in accordance with the attached memorandum dated December 15, 2017. As noted in the memorandum, “there is no change to the units of study; only the standards to which they align have changed.”

5. **Discussion: Student Observer**

Board of Education and Administration discussed a student observer for the 2017-2018 school year in accordance with the attached memorandum dated December 18, 2017.

LEGISLATIVE: No Report

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: Unpaid Leave of Absence**

Board of Education and Administration discussed the request of Polette Sanchez, Instructional Assistant (part-time), Ocean Township High School to take an unpaid leave of absence, beginning at the conclusion of her eligible sick leave, February 6, 2018 through March 23, 2018. Mrs. Sanchez's last day of work will be January 19, 2018.

2. **Discussion: Unpaid Family Leave of Absence**

Board of Education and Administration discussed the request of Polette Sanchez, Instructional Assistant (part-time), Ocean Township High School to take an unpaid family leave of absence, as designated under FMLA and NJFLA, beginning March 26, 2018 through May 31, 2018 (9-weeks). Mrs. Sanchez is expected to return to work on June 1, 2018.

3. **Discussion: Unpaid Family Leave of Absence**

Board of Education and Administration discussed the request of Anthony Dudick, Instructional Assistant/Bus Aide, Transportation Department to take an unpaid family leave of absence, as designated under FMLA, beginning at the conclusion of his eligible sick leave, December 20, 2017 through January 5, 2018 (2 weeks). Mr. Dudick is expected to return to work on January 8, 2018.

4. **Discussion: Unpaid Leave of Absence**

Board of Education and Administration discussed the request of Hayley Stamos, Special Education Teacher, Ocean Township High School to take an unpaid leave of absence, with the continuation of benefits, December 18, 2017 through March 16, 2018. Ms. Stamos is expected to return to work on Monday, March 19, 2018. (With the continuation of benefits, Ms. Stamos would be responsible for paying the appropriate contribution towards her health insurance coverage. Ms. Stamos is currently out on an unpaid family leave of absence. The Board approved unpaid family leave began on September 26, 2017 and will end on December 15, 2017.)

5. **Discussion: Resignation**

Board of Education and Administration discussed the resignation of Nicholas J. Bock, Computer Technician/Level I, effective February 9, 2018.

6. **Discussion: Revised Contract**

Board of Education and Administration discussed issuing a revised contract to the following employee:

James Cazeau	Custodian I	*\$35,895.00
	Ocean Township High School	Prorated
	Non-Tenure Track Position	
	Effective Date: Retro to October 1, 2017	

(*This is a revision to salary as a result of being issued a black seal license. Stipend for the black seal is reflected in the salary noted above.)

7. **Discussion: Issuance of Contracts**

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Board of Education and Administration discussed issuing contracts to the following:

To fill vacancy, non-tenure track positions:

Tina Onderdonk	Bus Driver	\$21,859.00
	Transportation Department	Hourly/Step 1
	Non-Tenure Track Position	Prorated
	Actual Start Date: January 2, 2018	
	Effective Date: January 1, 2018	

(Ms. Onderdonk replaces Linda Coakley who retired .)

Robin Sanderson	Bus Driver	\$21,859.00
	Transportation Department	Hourly/Step 1
	Non-Tenure Track Position	Prorated
	Actual Start Date: January 2, 2018	
	Effective Date: January 1, 2018	

(Ms. Sanderson replaces Pamela Larsen who retired .)

8. **Discussion: Advisor – Wayside Elementary School Art Club**

Board of Education and Administration discussed hiring, for the 2017-2018 school year, Ms. Kimberly Gifford as an Advisor for the Wayside Elementary School Art Club. Ms. Gifford will receive a \$500.00 stipend, prorated.

9. **Discussion: Issuance of Contract**

Board of Education and Administration discussed issuing a contract to the following:

To fill a vacancy position:

Daniella Parisi	Social Studies Teacher	\$54,615.00
	Ocean Township High School	BA/Step 1
	Actual Start and Effective Dates: Pending release	Prorated
	from current employer and criminal history background	
	check.	

(Ms. Parisi replaces John Kinzel who resigned.)

10. **Discussion: Deny -Request for Days from the Sick/Personal Leave Bank (Non-Work Related)**

Board of Education and Administration discussed to deny the request of employee number 6721 to use days from the Sick/Personal Leave Bank (non-work related).

11. **Discussion: Revision to an Unpaid Family Leave of Absence**

Board of Education and Administration discussed a revision to an unpaid family leave of absence, as designated under FMLA, for Connie Schneider, Instructional Assistant, Township of Ocean Intermediate School. Mrs. Schneider's unpaid family leave will be taken during the period of January 2, 2018 and January 19, 2018 (3weeks). Mrs. Schneider's last day of work was September 12, 2017. She is expected to return to work on January 22, 2018. (Mrs. Schneider's original request for an unpaid family leave was approved at the regular monthly meeting held on October 17, 2017, for the period of October 30, 2017 – January 26, 2018.)

12. **Discussion: Revision to an Unpaid Family Leave of Absence**

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Board of Education and Administration discussed a revision to an unpaid family leave of absence, as designated under FMLA and NJFLA, for Kathel Willms, Instructional Assistant, Ocean Township High School. The revision will reflect a change to her last day of work, which will be March 6, 2018. (Mrs. Willms’ request to take an unpaid family leave of absence was discussed at the work meeting held on December 12, 2017, with her last day of work being March 1, 2018.)

13. Discussion: Eliminating Day Custodian-In-Charge Stipend at the High School and Intermediate School

Board of Education and Administration discussed eliminating the Day Custodian-In-Charge Stipend at both the Ocean Township High School and the Township of Ocean Intermediate School, effective January 1, 2018.

14. Discussion: Eliminating the Dual Position of Head Custodian at the High School and Intermediate School

Board of Education and Administration discussed eliminating the dual position of Head Custodian at both the Ocean Township High School and the Township of Ocean Intermediate School, effective January 1, 2018.

15. Discussion: Revised Contracts

Board of Education and Administration discussed issuing revised contracts to the following employees, effective January 1, 2018:

John Fornicola	From: Head Custodian Ocean Township High School and Township of Ocean Intermediate School	
	To: Head Custodian	*\$66,500.00
	Township of Ocean Intermediate School	Non-Represented Prorated

(This is a revision in job title and salary. Mr. Fornicola is currently the Head Custodian at both the Ocean Township High School and the Township of Ocean Intermediate School.

*Salary revision reflects a decrease in salary as a result of the loss of the dual head custodian stipend.)

Craig Matthews	From: Day Custodian-In-Charge Ocean Township High School	
	To: Head Custodian	*\$64,000.00
	Ocean Township High School	Non-Represented Prorated

(*This is a change in salary and job title. Salary reflected above is increased as a result of the Head Custodian title.)

Annie Varga	From: Day Custodian-In-Charge Township of Ocean Intermediate School	*\$34,595.00 Prorated
	To: Custodian I – Day Shift Township of Ocean Intermediate School	

(*This is a change in salary and job title. There is a decrease in salary resulting in the loss

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of the in-charge stipend.)

PLANNING & CONSTRUCTION: No Report

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS:

- The Board of Education thanked Mr. Dietrich for his service as President and thanked Sodexo for the ‘Serving Up Smiles’ program at the district schools.

NEW BUSINESS: None

PUBLIC COMMENT: None

ADJOURN MEETING: 7:56 p.m.

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

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/Board Secretary