

**TOWNSHIP OF OCEAN BOARD OF EDUCATION  
WORK MEETING MINUTES  
December 5, 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, Mrs. Denise Parlamas and Mr. John Stuppi.

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 Mr. Palutis and carried 9-0.*

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. 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 – 7:25 p.m.**

*Approval: Motion offered by Mr. Clayton, seconded by Mrs. Fuller and carried 9-0.*

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

**PRESIDENT'S REPORT:** No Report

**VICE-PRESIDENT'S REPORT:** Michael Palutis

The following item(s) were discussed:

- Board of Education holiday get together after the December 19<sup>th</sup> meeting.

**SUPERINTENDENT'S REPORT:** Dr. Stefankiewicz

The following item(s) were discussed:

- Presentations for next meeting:
  - Ed Tech specialist, Patrick O'Neill for tech update.
  - TOIS schedule committee.
  - Board Docs paperless Board meetings with Mike Hall to distribute Chromebooks.
- Follow up on Vaping policy and review of our current policy that covers vaping.

**SCHOOL BUSINESS ADMINISTRATOR'S REPORT:** Mr. Jannarone

The following item(s) were discussed:

- Appraisal – proposals have been secured now that the construction is almost complete.
- Capital budgets requests starting to come in from all departments.
- Construction projects winding down, addressing punch-list items has begun

**PUBLIC COMMENT:** None

**COMMITTEE REPORTS:**

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

The following item(s) were discussed:

1. **Discussion: Newsletter**

Board of Education and Administration discussed a Board of Education newsletter. Samples of past newsletters and current newsletters were viewed. All agreed to look further into the idea. The School Business Administrator will look more into costs and process of a newsletter.

*Strategic Plan Goal 6: Community Outreach*

2. **Discussion: Policy**

Board of Education and Administration discussed the second and final reading of revisions to the following policy:

Policy 5111 – Eligibility of Resident/Non-Resident Students

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

3. **Policy**

Move to approve the second and final reading of revisions to the following policy:

Policy 5111 – Eligibility of Resident/Non-Resident Students

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 – November 28, 2017

Regular Meeting Minutes – November 28, 2017

*Strategic Plan Goal 6: Community Outreach*

Motions carried on items #3 and #4: 9-0

**FINANCIAL MANAGEMENT & RESOURCE SERVICES:** Mrs. McGovern

The following item(s) were discussed:

1. **Discussion: Audit for 2016-2017 School Year**

Mrs. Laura DiTommaso of the independent Certified Public Accounting firm of Smolin Lupin LLC was in attendance to review the annual school district audit.

*Strategic Plan Goal 5: Finances*

The audits unqualified opinion was explained and stated that there were no audit findings for the district to correct. The auditor reviewed the attachment with the Board of Education. She reviewed the district financial



**Twp of Ocean BOE Work Meeting Minutes (continued) – December 5, 2017**

Move to approve the acceptance of the Comprehensive Annual Financial Report and Corrective Action Plan (see attachment) for the 2016-2017 school year as presented by the Certified Public Accounting firm of Smolin Lupin LLC.

*Strategic Plan Goal 5: Finances*

**8. Use of Facilities**

Move to approve the use of facilities according to the attached list dated December 5, 2017.

*Strategic Plan Goal 5: Finances*

Motion carried on items #7 and #8: 8-0 (Mr. Palutis left the room)

**INSTRUCTION & EDUCATION:** Dr. Marshall

The following item(s) were discussed:

**1. Discussion: Awarding of Honors Credit to Students Taking Dual Credit Courses**

Board of Education and Administration discussed awarding honors credit to Ocean Township High School students for each dual credit course they successfully complete in accordance with the attached memorandum dated November 30, 2017.

*Strategic Plan Goal 1: Student Success, Objective 2*

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

**2. Professional Development Activities – Staff**

Move to approve the attached memorandums (2) dated December 1, 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*

**3. Rescind Resolution Regarding Settlement Agreement & Release**

Move to rescind the Board resolution, from the Instruction & Education Committee Regular Meeting agenda of November 28, 2017, approving the Settlement Agreement and Release for student number 17-18-01.

Motions carried on items #2 and #3: 9-0

**LEGISLATIVE:** No Report

**NEGOTIATIONS:** No Report

**Twp of Ocean BOE Work Meeting Minutes (continued) – December 5, 2017**

**PERSONNEL:** Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: Revised Contract**

Board of Education and Administration discussed issuing a revised contract 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 Wanamassa Elementary School	\$37,420.00* 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.

8. **Discussion: Retirement**

Board of Education and Administration discussed the retirement of Marcia Hanke, Health and Physical Education Teacher, Township of Ocean Intermediate School effective February 1, 2018.

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

2. **Issuance of Contract**

Move to approve that a contract be issued to the following:

**To fill a vacancy position:**

Alyssa Ercolino	Special Education Teacher Wayside Elementary School	\$54,615.00 BA/Step 1 Prorated
	Actual Start and Effective Dates: Pending release from current employer and criminal history background check.	

(Ms. Ercolino replaces Charmain Beverette who resigned.)

3. **Playground Aide**

Move to approve, for the 2017-2018 school year, Denise Pagnoni as a Playground Aide at the Ocean Township Elementary School.

4. **Custodial Substitute**

Move to approve Elvis Ventura as a Custodial Substitute for the 2017-2018 school year.

5. **Instructional Assistant/Bus Aide**

Move to approve Christina Urban, an Instructional Assistant, to provide aide support to a Township of Ocean Intermediate School student (7th grade), on the school bus in the morning and after school, during the period of November 20, 2017 – June 21, 2018. Mrs. Urban will shadow the student, on the school bus, two hours per day, (an hour before school and one hour after school), every Monday, Tuesday, and Wednesday. Mrs. Urban will be paid at her hourly contractual rate.

**Twp of Ocean BOE Work Meeting Minutes (continued) – December 5, 2017**

**6. Instructional Assistant/Bus Aide**

Move to approve Sherryl Cesario, an Instructional Assistant, to provide aide support to a Township of Ocean Intermediate School student (7th grade), on the school bus in the morning and after school, during the period of November 20, 2017 – June 20, 2018. Ms. Cesario will shadow the student, on the school bus, two hours per day, (an hour before school and one hour after school), every Thursday and Friday. Ms. Cesario will be paid at her hourly contractual rate.

**7. Instructional Assistant/Bus Aide**

Move to approve Christine Roventini, an Instructional Assistant, to provide aide support to a Ocean Township Elementary School student (4th grade), on the school bus, during the period of November 28, 2017 – June 20, 2018. \*Times that Ms. Roventini shadows the student on the bus will vary from week to week. Ms. Roventini will be paid at her hourly contractual rate for the extra hours she shadows the student on the bus. (\*At this point there is not an everyday Monday through Friday before and after school need. The schedule will be adjusted weekly and will depend on when the student attends morning extra help, Project Extend, and after school clubs.)

**9. Substitute Teachers for the After School Help and Homework Club/Wayside Elementary School**

Move to approve, for the 2017-2018 school year, Andrea Sodhi and Kimberly Repko as Substitute Teachers for the Help and Homework Club at Wayside Elementary School. Substitute Teachers would work if one of the regular teachers were unavailable at a rate of \$28.00 per hour.

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

Move to approve the request of district employee #5511 to use 10 days from the Sick/Personal Leave Bank Plan (Non-Work Related).

Motions carried on items #2 thru #7 and #9 and #10: 9-0

**PLANNING & CONSTRUCTION:** No Report

**TECHNOLOGY COMMITTEE:** No Report

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENT:** None

**ADJOURN MEETING: 9:17 p.m.**

There being no further business Mr. Clayton made a motion, seconded by Mrs. McGovern, that the meeting be adjourned. This motion carried: 9-0.

Respectfully submitted,

Kenneth Jannarone  
School Business Administrator/Board Secretary