

**TOWNSHIP OF OCEAN BOARD OF EDUCATION  
WORK MEETING MINUTES  
February 13, 2018**

**CALL TO ORDER**

Mr. Michael Palutis, 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. Palutis 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 – 7:00 p.m.

*Approval: Motion offered by Mrs. Parlamas seconded by Mrs. McGovern 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. Dietrich, seconded by Mrs. Fuller and carried 9-0.*

Move for the approval to adjourn from Executive Session and resume work session in the Auditorium at 7:30 pm.

**PRESIDENT’S REPORT:** Mr. Palutis

The following item(s) were discussed:

- Edie Minot’s high school class gave a presentation on Christopher Columbus.

The President called the meeting back in session after the presentation at 8:08 pm.

- President spoke about follow-up on the newly approved Board of Education policy on social media for Board members.

**VICE-PRESIDENT’S REPORT:** Mrs. Parlamas

The following item(s) were discussed:

- Hall of Fame diner and ceremony for high school inductees, both athletic and academic, was a success and enjoyed by all who attended.

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

The following item(s) were discussed:

- Congratulated the Special Education class and their presentation given to the Board of Education.
- Friday, February 16<sup>th</sup>, Professional Development and keynote speaker planned for the staff. He reviewed the schedule for the day.

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

The following item(s) were discussed:

**Twp of Ocean BOE Work Meeting Minutes (continued) – February 13, 2018**

- Bus Driver training was conducted on February 13<sup>th</sup>. Detective Melody from the Township of Ocean Police Department gave a presentation regarding students and drugs, vaping, etc. Chief Peters and the School Business Administrator also discussed the school bus ‘Stop Arm’ cameras that will be completely installed soon.

**PUBLIC COMMENT (Agenda Items):** None

**BOARD MINUTES:** Mrs. Parlamas

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

1. **Board Minutes**

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

Work Meeting/Executive Session Minutes – February 6, 2018

*Strategic Plan Goal 6: Community Outreach*

Motion(s) carried: 9-0

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

The following item(s) were discussed:

The co-committee chairs discussed the committees progress in creating goals.

1. **Discussion: Budget 2018-2019**

Board of Education and administration continued budget discussions for the 2018-2019 budget. Revenues, State Aid Analysis, Referendum, Capital Reserve, Capital Projects and Equipment Budget requests were discussed. (See emailed documents for your review)

*Strategic Plan Goal 5: Finances, Objective 1*

2. **Discussion: Tuition Contract**

Board of Education and administration discussed a revised tuition contract with Long Branch Board of Education for MVE (McKinney Vento Eligible), homeless, child attending Township of Ocean schools.

<u>Student #</u>	<u># of Days</u>	<u>Grade</u>	<u>Period of Time</u>	<u>Tuition Revenue</u>
8929293969	44	K	9/7/17-11/15/17	\$3,385.36

3. **Discussion: Donation of Vehicle**

The Board of Education and administration discussed the donation of 2002 Dodge Stratus vehicle from the Township of Ocean Governing Body.

*Strategic Plan Goal 5: Finances, Objective 4*

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

**Twp of Ocean BOE Work Meeting Minutes (continued) – February 13, 2018**

**4. Use of Facilities**

Move to approve the use of facilities according to the attached list dated February 13, 2018.

*Strategic Plan Goal 5: Finances, Objective 2*

Motion on item #4 carried: 9-0

Finance Chairpersons spoke about goals.

**INSTRUCTION, EDUCATION & STUDENT ACTIVITIES:** Dr. Marshall

The following item(s) were discussed:

**1. Discussion: New Courses to be Offered at Ocean Township High School for the 2018-2019 School Year**

Board of Education and Administration discussed new courses to be offered at Ocean Township High School for the 2018-2019 school year in accordance with the attached memorandum dated February 5, 2018.

*Strategic Plan Goal 1: Student Success*

**2. Discussion: Professional Development Activities – Board Member**

Board of Education and Administration discussed the attendance of Mr. John Stuppi, Board Member at the NJSBA Annual School Technology Conference, on March 9, 2018 at a cost of \$99.00.

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

**3. Addendum to Out of District Private Tuition for the 2017-2018 School Year**

Move to approve an addendum to out of district private tuition for the 2017-2018 school year in accordance with the attached memorandum dated February 7, 2018.

**4. Addendum to Out of District Public Tuition for the 2017-2018 School Year**

Move to approve an addendum to out of district public tuition for the 2017-2018 school year in accordance with the attached memorandum dated February 1, 2018.

**5. Student Observer**

Move to approve a Student Observer for the 2017-2018 school year in accordance with the attached memorandum dated February 9, 2018.

**6. Professional Development Activities – Staff**

Move to approve the attached memorandum dated February 9, 2018 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.

**Twp of Ocean BOE Work Meeting Minutes (continued) – February 13, 2018**

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

Motion(s) on items #3 thru #6 carried: 9-0

**NEGOTIATIONS:** No Report

**PERSONNEL:** Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: Retirements**

Board of Education and Administration discussed the following retirements effective July 1, 2018:

Joanne Kobil, Elementary Teacher, Ocean Township Elementary School  
Linda Thorne, Elementary Teacher, Ocean Township Elementary School  
Anne T. Wagar, Elementary Teacher, Ocean Township Elementary School

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

Board of Education and Administration discussed the request of Robyn Ferragina, Instructional Assistant, Township of Ocean Intermediate 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 May 28, 2018 and continuing for a period of 12 weeks. Mrs. Ferragina's last day of work will be April 20, 2018. She is expected to return to work October 29, 2018.

3. **Discussion: Employee Dismissal**

Board of Education and Administration discussed the dismissal of employee #7461 effective March 1, 2018.

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

4. **Substitute Teacher**

Move to approve a Substitute Teacher for the 2017-2018 school year in accordance with the attached list dated February 9, 2018.

5. **Substitute Custodian**

Move to approve Kenneth Noel as a Substitute Custodian for the 2017-2018 school year.

Motion(s) on items #4 and #5 carried: 9-0

**POLICY & REGULATIONS:** Board Secretary

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 8690 – (New) Monitoring Devices on School Vehicles  
Regulation 8690 – (New) Monitoring Devices on School Vehicles

**2. Discussion: Policies and Regulations**

Board of Education and administration discussed the second reading of revisions to the following policies/regulations:

Policy 0160 (*New*) – Board Member Participation at Board Meetings Using Electronic Device(s)

The Board of Education also discussed the merits of using video for possible participation in meetings by absent Board of Education members. Consensus was to research more information and to further discuss the policy in March.

**PUBLIC RELATIONS** – Mr. Dietrich

The following item(s) were discussed:

**1. Discussion: Sustainable Jersey for School Grant**

The Board of Education and Administration discussed submission of the ‘Sustainable Jersey for Schools’ grant which seeks to support and work with school staff, administrators, students and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly and cost-effective solutions with \$10,000 or \$2,000 in available grant funds. This grant is sponsored by the PSEG Foundation and is entitled Township of Ocean Intermediate School Garden Club.

*Strategic Plan Goal 3: Community Engagement*

**TECHNOLOGY COMMITTEE:** No Report

**OLD BUSINESS:**

- Superintendent discussed the school climate survey. A link to the survey will be provided to the Board of Education before it goes to the staff.

**NEW BUSINESS:**

- Superintendent discussed NJIT attending the regular meeting to publicize the partnership with the Township of Ocean Board of Education.

**PUBLIC COMMENT:** None

**ADJOURN MEETING: 10:26 p.m.**

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

Respectfully submitted,

Kenneth Jannarone  
School Business Administrator/Board Secretary