

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
February 20, 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 and Mr. John Stuppi.

Mrs. Denise Parlamas 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. Palutis seconded by Mrs. McGovern 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), Student Matters (HIB and Residency) and Miscellaneous Items (School Security Procedures). 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 not take action upon returning to work session.

Adjourn Executive Session – 7:35 p.m.

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

Move for the approval to adjourn from Executive Session and resume work session in the Superintendent's Office.

PRESIDENT'S REPORT: No Report

VICE-PRESIDENT'S REPORT: No Report

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

The following item(s) were discussed:

- Staff in-service on Friday, presenters went well and Superintendent discussed the post Professional Day survey results from the staff.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

The following item(s) were discussed:

- School Business Administrator reviewed Board of Education financial and relative disclosure forms.

PUBLIC COMMENT (Agenda Items): None

BOARD MINUTES: Mr. Hadden

The following item(s) were discussed:

Twp of Ocean BOE Work Meeting Minutes (continued) – February 20, 2018

1. **Discussion: Minutes**

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

Work Meeting/Executive Session Minutes – February 13, 2018

Strategic Plan Goal 6: Community Outreach

POLICY & REGULATIONS: Board Secretary

The following item(s) were discussed:

1. **Discussion: Policies and Regulations**

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

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

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 February 20, 2018.

Strategic Plan Goal 5: Finances, Objective 2

INSTRUCTION, EDUCATION & STUDENT ACTIVITIES: Dr. Marshall

The following item(s) were discussed:

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

Board of Education and Administration discussed the attached memorandum dated February 16, 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.

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

2. **Discussion: Youth Art Month (March) 2018 Endorsement**

Board of Education and Administration discussed the Youth Art Month (March) 2018 Endorsement, copy attached.

3. **Discussion: Overnight Trip Requests**

Board of Education and Administration discussed the following overnight trip requests:

Twp of Ocean BOE Work Meeting Minutes (continued) – February 20, 2018

Group: * Varsity Wrestling Team
Number of Students: Qualifying Wrestlers – number to be determined
Date: Friday, March 2 through Saturday, March 3, 2018
Destination: Atlantic City
Purpose: State Wrestling Tournament
Transportation: Students will travel to Atlantic City in their own vehicles, with their parents or with the coaches. Pending the number of qualifiers, wrestlers may be transported by school bus. Permission slips will be signed prior to going. Students will return home with their parents.
Teacher Chaperones: 4 (Coaches)
Cost: For the rooms (3 rooms- one for coaches, two for athletes) at Bally's - \$400.00 per reservation/total amount \$1,200.00. The Athletic Department Budget will be responsible for the cost as it is an extension of the season for individual state qualifiers.
(*This trip is based on the assumption that we have wrestlers who will qualify at the Regional Tournament held on February 21st, February 23rd, and February 24th.)

Group: DECA
Number of Students: 9-12
Date: Departure: Friday, April 20, 2018 - 1:15 pm
Return: Wednesday, April 25, 2018 - 3:30 pm
Destination: Atlanta, Georgia
Purpose: National Competition
Transportation: School bus to Newark Airport
Plane to Atlanta, Georgia (Airlines to be determined)
Teacher Chaperones: Greg Colón
Cost: \$875.00 (Paid for by student and through fundraising)

NEGOTIATIONS: No Report

PERSONNEL: Mrs. McGovern

The following item(s) were discussed:

1. **Discussion: Employee Dismissal**

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

2. **Discussion: Retirements**

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

Sheron Cichy, School Social Worker, Ocean Township Elementary School
Eileen Mervine, Science Teacher, Township of Ocean Intermediate School
Anne Newbold Epstein, Reading Teacher, Ocean Township Elementary School

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

Twp of Ocean BOE Work Meeting Minutes (continued) – February 20, 2018

Board of Education and Administration discussed the request of Joy Puzino, Class Size Reduction Teacher, Ocean Township Elementary School, to take an unpaid leave of absence, for the period of February 23, 2018 through June 1, 2018. Mrs. Puzino is expected to return to work on Monday, June 5, 2018. Her last day of work will be Thursday, February 22, 2018.

4. Discussion: Volunteer Coach - Baseball

Board of Education and Administration discussed using Jason Egger as a Volunteer Baseball Coach at the Intermediate School for the 2017-2018 school year.

5. Discussion: Extension to an Unpaid Family Leave of Absence

Board of Education and Administration discussed an extension to an unpaid family leave of absence, as designated under FMLA, for Bridget Burns, School Psychologist, Ocean Township High School, for the period of March 21, 2018 through April 20, 2018 (4 weeks). While out on an unpaid family leave of absence, Mrs. Burns will be responsible for paying the appropriate contribution towards her health insurance coverage. (Mrs. Burns' unpaid family leave of absence was previously approved January 23, 2018 and revised February 6, 2018 to cover the period of January 26, 2018 through March 20, 2018. Mrs. Burns had been expected to return to work on March 21, 2018.)

6. Discussion: Unpaid Leave of Absence

Board of Education and Administration discussed the request of Bridget Burns, School Psychologist, Ocean Township High School to take an unpaid leave of absence, with the continuation of benefits, for the period of April 23, 2018 through June 4, 2018. Mrs. Burns is expected to return to work on June 5, 2018. While out an unpaid leave of absence Mrs. Burns will be responsible for paying the appropriate contribution towards her health insurance coverage.

7. Discussion: Revised Contract

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

Chanelle Dunn	From: Instructional Assistant – Part-time Township of Ocean Intermediate School	
	To: Instructional Assistant – Full-time Township of Ocean Intermediate School	*\$23,570.00 Step 1
	Actual Start Date: February 21, 2018	Prorated
	Effective Date: March 1, 2018	

(*This is a revision in work hours, from part-time to full-time and an increase in salary, as reflected above. Ms. Dunn replaces Vincenzo Franze who was hired to a teaching position in district.)

8. Discussion: Substitute Teacher

Board of Education and Administration discussed hiring a Substitute Teacher, for the 2017-2018 school year, in accordance with the attached list dated February 16, 2018.

9. Discussion: Substitute Bus Driver

Board of Education and Administration discussed hiring Marina Cook as a Substitute Bus Driver for the 2017-2018 school year.

TECHNOLOGY COMMITTEE: No Report

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OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT:

- Mrs. Loushine, Loch Arbour resident, asked about the recent Loch Arbour hearing. The Superintendent discussed the possible timelines for a decision from the Commissioner of Education.

ADJOURN MEETING: 7:48 p.m.

There being no further business Mrs. Fuller 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