

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
February 6, 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 Mrs. Denise Parlamas.

Mr. John Stuppi was absent.

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

Enter Executive Session – 7:02 p.m.

Approval: Motion offered by Mr. Palutis seconded by Mr. Dietrich 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 (Loch Arbour versus Township of Ocean) and Miscellaneous (Possible Sale of Property). 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.

Board Attorney, Michael Gross left the meeting at 7:20 pm.

Adjourn Executive Session – 7:38 p.m.

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

Move for the approval to adjourn from Executive Session and resume work session in the Auditorium at 7:40 pm.

PRESIDENT'S REPORT: Mr. Palutis

The following item(s) were discussed:

- January 24th, Mr. Palutis, Mrs. Parlamas and Mrs. Fuller went to Legislative meeting and will be attending another meeting with Senator Gopal on Monday, February 12th and will report back to the Board of Education at the February 13th work meeting.
- Discussed the information provided regarding Board of Education members and their attendance at Board of Education meetings.

VICE-PRESIDENT'S REPORT: No Report

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

The following item(s) were discussed:

- Spoke about the League of Women Voters Channel 77 taping of Superintendent talking about education issues.
- Spoke about tuition and Township of Ocean CTE Programs, letters going out to local districts.
- Sodexo Future Chefs judging, please RSVP.

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- Hall of Fame ceremony to be held Friday, February 9, 2018 at high school.
- Professional Development Day for staff on February 16th
- Township of Ocean Intermediate School scheduling committee meetings and progress regarding the new schedule.
- Township of Ocean Intermediate School parent meeting regarding the new schedule will be held March 7th.

SCHOOL BUSINESS ADMINISTRATOR’S REPORT: Mr. Jannarone

The following item(s) were discussed:

- February 13th School Bus Driver training and ‘Stop Arm’ cameras – gave out sample press release.

PUBLIC COMMENT (Agenda Items): None

BOARD MINUTES: Mrs. Parlamas

Mrs. Parlamas made a motion, seconded by Mrs. Fuller, 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 – January 23, 2018
Regular Meeting Minutes – January 23, 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 first reading of revisions to the following policies/regulations:

The Board of Education made changes to the sample policy provided by Strauss Esmay.

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

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

The following item(s) were discussed:

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

Board of Education and administration continued budget discussions for the 2018-2019 budget. Demographic study, enrollment, class size analysis, personnel requests were discussed. Emailed documents were reviewed.

Strategic Plan Goal 5: Finances, Objective 1

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2. **Discussion: Inter-local Services Agreement**

Board of Education and Administration discussed the Inter-local Services Agreement with the Township of Ocean for the rental of school buses to the Township Recreation Department for use during the 2018 summer camp program in the amount of \$8,000. (As per attached)

Strategic Plan Goal 5: Finances, Objective 4

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

3. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated February 6, 2018.

Strategic Plan Goal 5: Finances, Objective 2

Motion on item #3 carried: 8-0

INSTRUCTION, EDUCATION & STUDENT ACTIVITIES: Dr. Marshall

The following item(s) were discussed:

1. **Discussion: Trip Request**

Board of Education and Administration discussed the following trip request:

Group:	TOIS Gifted and Talented Students, Grade 8
Number of Students:	22
Date:	Tuesday, March 13, 2018
	Departure time: 8:00 am
	Return time: 4:00 pm
Destination:	United Nations Building New York
Purpose:	Students will be given a guided tour and they will attend personnel briefings.
Transportation:	1 Bus (Charter Bus)
Teacher Chaperones:	1 (Christine Haney)
Parent Chaperones:	2 (to be determined)
Cost per student:	\$70.00 (Student cost and charter bus will be paid for through Gifted and Talented funds.)

2. **Discussion: 2018-2019 School Calendar for Teachers and Students**

Board of Education and Administration discussed the 2018-2019 school calendar, for teachers and students, in accordance with the attached copy dated January 18, 2018.

3. **Discussion: School Performance Summary Reports for the 2016-2017 School Year**

Board of Education and Administration discussed the District's 2016-2017 School Performance Summary Reports; copies attached.

Strategic Plan Goal 1: Student Success

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9. **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 (#74708) senior year. The request is being made in-line with District policy 5111 – Eligibility of Resident/Non-Resident Pupils.

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

4. **Student Observers**

Move to approve Student Observers for the 2017-2018 school year in accordance with the attached memorandum dated February 2, 2018.

5. **Observer – Speech Language Pathology**

Move to approve Caryn Conley, a student at Stockton University, to fulfill 75 observation hours at Ocean Township High School under the supervision of Melissa Morano, Speech Language Specialist. The observation hours are a requirement for acceptance into the Master's Program for Speech Language Pathology at Stockton University. Ms. Conley will fulfill her internship hours during the period of February 7, 2018 through June 21, 2018.

6. **Classroom Observers – Kean University**

Move to approve students from Kean University to observe Adaptive Physical Education classes at the Wayside Elementary School, in accordance with the attached memorandum dated February 2, 2018.

7. **Professional Development Activities – Staff**

Move to approve the attached memorandum dated February 2, 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

8. **Suspension Report**

Move to approve the District's Suspension Report for the month of January 2018 copy attached.

Motion(s) on items #4 thru #8 carried: 8-0 (Dr. Marshall recused himself on item #4 regarding Monmouth University)

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: Retirements**

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

Ann Marie Gomes, Special Education Teacher, Wanamassa Elementary School
Allen Parker, Technology Teacher, Township of Ocean Intermediate School

2. **Discussion: Revision to a Maternity Leave of Absence**

Board of Education and Administration discussed a revision to a maternity leave of absence, to reflect an earlier start date; February 23, 2018 through June 30, 2018, for Claire Zorner, Music Teacher at the Ocean Township Elementary and Township of Ocean Intermediate Schools. Mrs. Zorner's last day of work was Wednesday, January 17, 2018. Mrs. Zorner is expected to return to the classroom on September 1, 2018. (Mrs. Zorner's maternity leave of absence was previously approved, at the November 28, 2017 regular monthly meeting, to begin March 16, 2018 and continue through June 30, 2018.)

3. **Discussion: Resignation of Treasurer of School Monies**

Board of Education and Administration discussed accepting the resignation of Joseph Zanna, current Treasurer of School Monies, effective February 28, 2018.

4. **Discussion: Appointment of Treasurer of School Monies for the Balance of the 2018 School Year**

Board of Education and Administration discussed the appointment of Mrs. Meredith Leming-Nelson as the Treasurer of School Monies for the balance of 2017-2018 school year with a prorated salary of \$5,952.00, effective March 1, 2018.

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

5. **Resignation**

Move to approve the resignation of Monik Suit, Basic Skills Teacher (part-time), Wanamassa Elementary School effective March 23, 2018.

6. **Revision to an Unpaid Family Leave of Absence**

Move to approve a revision to an unpaid family leave of absence, as designated under FMLA, for Bridget Burns, School Psychologist, Ocean Township High School. The revision will reflect a later start to the unpaid family leave of absence; January 30, 2018 – March 20, 2018 and a later return to work date; March 21, 2018. Mrs. Burns last day of work was December 14, 2017. 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, at the January 23, 2018 regular monthly meeting, for the period beginning January 26, 2018 through March 16, 2018 and a return to work date of March 19, 2018.)

7. **Revision to a Maternity Leave of Absence**

Move to approve a revision to a maternity leave of absence, to reflect an earlier start date; February 21, 2018 through June 30, 2018, for Catherine Eljdid, Speech-Language Specialist, Ocean Township Elementary School. Mrs. Eljdid's last day of work was January 10, 2018. Mrs. Eljdid will be responsible for paying the appropriate contribution towards her health insurance coverage for the first 12-weeks of her maternity leave. She is expected to return to the classroom on September 1, 2018. (Mrs. Eljdid's maternity leave of absence was previously approved, at the October 17, 2017 regular monthly meeting, to begin February 27, 2018 and continue through June 30, 2018.)

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8. **Substitute Custodian**

Move to approve Alton Smith as a Substitute Custodian for the 2017-2018 school year.

9. **Issuance of Contract**

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

To fill a vacancy non-tenure track position:

Winston Leonardo	Computer Technician/ Level I	\$37,500.00
	District-wide	Prorated
	Non-Tenure Track Position	
	Actual Start & Effective Dates: Pending	
	release from current employer and criminal history	
	background check.	

(Mr. Leonardo replaces Nicholas Bock who resigned.)

10. **Revised Contract**

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

Alyssa Ercolino	Special Education Teacher	\$54,615.00
	Wayside Elementary School	BA/Step 1
	Actual Start Date: February 5, 2018	Prorated
	*Effective Date: February 1, 2018	

(*This is a revision to the effective date as noted above, February 1, 2018. Ms. Ercolino was previously approved, at the Board of Education regular monthly meeting held on January 23, 2018, with an effective date of March 1, 2018. Ms. Ercolino replaces Charmain Beverette who resigned.)

11. **Revision to Resignation Date**

Move to revise the resignation date for Michael Salum, Social Studies Teacher, Township of Ocean Intermediate School, to February 9, 2018; his last day of work. (Mr. Salumn's resignation date was previously approved, at the January 16, 2018 work meeting, effective February 15, 2018.)

12. **Substitute Teacher**

Move to approve a Substitute Teacher for the 2017-2018 school year in accordance with the attached list dated February 2, 2018.

13. **Chorus Director – Ocean Township Elementary School**

Move to approve, for the 2017-2018 school year, Richard J. Pinnola as the Chorus Director at the Ocean Township Elementary School in accordance with the attached memorandum dated January 29, 2018.

14. **TOIS Baseball Coach**

Move to approve, for the 2017-2018 school year, Eric Rutan as the Baseball Coach at the Township of Ocean Intermediate School in accordance with the attached memorandum dated February 1, 2018.

15. **Issuance of Contract**

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

To fill a vacancy position:

Matthew Zaros	Social Studies Teacher	\$60,465.00
	Township of Ocean Intermediate School	M+30/Step 1
	Actual Start Date: February 12, 2018	Prorated
	Effective Date: March 1, 2018	

(Mr. Zaros was previously approved, at the January 23, 2018 regular monthly meeting, pending release from current employer and criminal history background check; both are in order. Mr. Zaros replaces Michael Salum who resigned.)

16. Custodial Substitutes

Move to approve Robert VanWagner and Joseph Shaffery as Custodial Substitutes for the 2017-2018 school year.

17. Assistant Boys' Track Coach

Move to approve James Nottingham as the Assistant Boys' Track Coach, at the High School, for the 2017-2018 school year in accordance with the attached memorandum dated February 5, 2018.

18. Volunteer Baseball Coach

Move to approve Jason Egger as a Volunteer Baseball Coach, at the Intermediate School, for the 2017-2018 school year.

19. Substitute School Psychologist

Move to approve Jillian Rosenfeld as a Substitute School Psychologist for the 2017-2018 school year.

Motion(s) on items #5 thru #19 carried: 8-0

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

ADJOURN MEETING: 10:08 p.m.

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

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/Board Secretary