

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
January 16, 2018**

CALL TO ORDER

Mr. Michael Palutis, President, called the meeting to order at 7:02 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. James Dietrich, Mr. Joseph Hadden, Mr. Michael Palutis, Mrs. Denise Parlamas, and Mr. John Stuppi. Mr. Steven Clayton, Mrs. Janice Fuller, Dr. David Marshall, and Mrs. Amy McGovern were absent.

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

Enter Executive Session – 7:03 p.m.

Approval: Motion offered by Mr. Palutis seconded by Mr. Dietrich and carried 5-0.

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). 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. Parlamas and carried 5-0.

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:

- New seating locations for board members
- High school Hall of Fame invitations for Board of Education members
- New Standing and Ad Hoc committee structure for 2018 Board of Education.
- Flyer for Conversation with Legislators meeting was passed around. Board of Education members will attend.

VICE-PRESIDENT’S REPORT: No Report

SUPERINTENDENT’S REPORT: Dr. Stefankiewicz

The following item(s) were discussed:

- Discussed award of \$2,000 regarding the Sustainable Jersey grant and NJEA sponsorship.
- Letter to parents regarding ‘vaping’ at the high school level (see attached).

SCHOOL BUSINESS ADMINISTRATOR’S REPORT: Mr. Jannarone

The following item(s) were discussed:

- Mandated training requirements for Board of Education members for the upcoming year was distributed.
- Fixed asset appraisal is currently being completed over the next 3 days.

Twp of Ocean BOE Work Meeting Minutes (continued) – January 16, 2018

- ‘Board Docs’ paperless board meeting training will take place at the February 27th work meeting.
- Sodexo Food Service Future Chefs competition invitation was distributed.

PUBLIC COMMENT (Agenda Items): None

COMMITTEE REPORTS:

COMMUNITY LIAISON, & CO-CURRICULAR STUDENT ACTIVITIES: Mr. Dietrich

The following item(s) were discussed:

1. **Discussion: Board of Education Committees**

Board of Education President discussed the assignment of committees for 2018.

2. **Discussion: Policies and Regulations**

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

Policy 0169.02 – (New) Board Member User of Social Networks

Policy 3437 – (New) Military Leave-Teaching Staff

Policy 4437 - (New) Military Leave-Support Staff

Regulation 5460.1 – (New) High School Transcripts (M)

Policy 5516.01 – (New) Student Tracking Devices

Regulation 7101- Educational Adequacy of Capital Projects

Policy 7425 – (New) Lead Testing of Water in Schools

Policy 7440 – School District Security (M)

Regulation 7440 – School district Security (M)

Policy 7441 – Electronic Surveillance in School Buildings & on School Grounds (M)

Regulation 7441 - Electronic Surveillance in School Buildings & on School Grounds (M)

Policy- 8505 – Local Wellness Policy/Nutrient Standards for Meals & Other Foods (M)

Policy 8507 - Breakfast Offer Versus Serve (OVS) (M)

Policy 8630 – Bus Driver/Bus Aide Responsibility (M)

Regulation 8630 – Emergency School Bus Procedures (M)

Policy 9242 – (New) Use of Electronic Signatures

3. **Discussion: ‘Sustainable Jersey for Schools’ Grant**

Board of Education and administration discussed accepting a \$2,000.00 ‘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. This grant is sponsored by the NJEA Small Grant Program and is dedicated to establishing the OTHS Garden Club.

Strategic Plan Goal 3: Community Engagement, Activity #3

Strategic Plan Goal 5: Finance, Activity #7

4. **Discussion: School Climate Survey**

Board of Education and Administration discussed the School Climate Survey.

Twp of Ocean BOE Work Meeting Minutes (continued) – January 16, 2018

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

5. **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 – December 19, 2017

Regular Meeting Minutes – December 19, 2017

Re-Organization Meeting/Executive Session Minutes – January 2, 2018

Strategic Plan Goal 6: Community Outreach

Strategic Plan Goal 6: Community Outreach

Motions carried on items #5: 5-0

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

6. **School Safety Specialist**

Move to approve James Stefankiewicz, Ed.D., Superintendent of Schools, as the School Safety Specialist for our District. (“The appointment of an administrator as the School Safety Specialist is mandated by State Law, P.L. 2017 c. 162 and the State of New Jersey Department of Education. The School Safety Specialist will supervise and provide oversight for all school safety and security personnel; ensuring safety and security policies and procedures are in compliance with state laws and regulations; and providing the necessary training and resources to school district staff in matters relating to school and security. The School Safety Specialist will also serve as the district’s liaison with local law enforcement, as well as national, state and community agencies and organizations, in matters of school safety and security.”)

Motions carried on items #6: 5-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Hadden

The following item(s) were discussed:

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

Board of Education and administration began the initial budget discussions for the 2018-2019 budget. See the attached budget calendar.

Strategic Plan Goal 5: Finances, Objective 1

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

2. **Professional Services Resolutions**

Move to approve the following Therapy Contract.

Twp of Ocean BOE Work Meeting Minutes (continued) – January 16, 2018

Awarded to:	Invo Healthcare
Duration:	January 18 to June 21, 2018
	No to exceed 35 hours per week
Nature and Type of Contract:	Speech Therapy
Amount of Contract:	\$79.00 per hour

- a. These contracts will be awarded as a “Professional Service” in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-2h, being that it is for services performed by persons authorized by law to practice a recognized profession.
- b. The above professional has submitted a political contribution disclosure form in accordance with N.J.S.A. 19A-20.26.
- c. A copy of this resolution as well as the contract and political contribution form shall be placed on file with the Secretary of the Board and will be available for public inspection.

3. Use of Facilities

Move to approve the use of facilities according to the attached list dated January 16, 2018.

Strategic Plan Goal 5: Finances, Objective 2

Motion carried on items #2 and #3: 5-0

INSTRUCTION & EDUCATION: Mr. Stuppi

The following item(s) were discussed:

1. Discussion: Revised Delayed Opening Schedule during State Mandated Testing – 2017-2018 School Year

Board of Education and Administration discussed a revision to the high school’s 2017-2018 delayed opening schedule during State Mandated Testing, in accordance with the attached memorandum dated November 2017.

2. Discussion: Nursing Services Plan for the 2017-2018 School Year

Board of Education and Administration discussed the District’s Nursing Services Plan for the 2017-2018 school year in accordance with the attached memorandum dated January 12, 2018.

10. Discussion: Administrative Internship

Board of Education and Administration discussed the request of Patrick O’Neill, Supervisor of Educational Technology & Innovation, Grades K-12, to perform 300 hours of Administrative Internship beginning January 24, 2018. The internship is part of the requirement for his Master’s Degree in Educational Leadership from Georgian Court University. Dr. Ryan, Principal, Ocean Township Elementary School has agreed to be his mentor. Mr. O’Neill will fulfill the intern hours before and after school and during prep periods, (the internship hours will not conflict with his contractual hours).

Mr. Stuppi made a motion, seconded by Mr. Dietrich, for approval of the following item(s):

Twp of Ocean BOE Work Meeting Minutes (continued) – January 16, 2018

3. **Professional Development Activities – Staff**

Move to approve the attached memorandums (2) dated January 3, 2018 and January 12, 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

4. **Suspension Report**

Move to approve the District's Suspension Report for the month of December 2017, copy attached.

5. **Alternate Placement – Out of District**

Move to approve an agreement with Class Academy for the placement of an Ocean Township High School twelfth grade student (#75034) at their high school. Class Academy is part of the Monmouth County Vocational School District. Placement will begin January 2018 and is expected to continue through June 2018. The tuition for the seat will be \$604.00 per month.

6. **Cancellation to Out of District Private Tuition for the 2017-2018 School Year**

Move to approve a cancellation to out of district private tuition for the 2017-2018 school year in accordance with the attached memorandum dated January 11, 2018.

7. **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 January 11, 2018.

8. **“The Building Capacity for Career Pathways” – 2018-2019 School Year**

Move to approve, for the 2018-2019 school year, the submission of “The Building Capacity for Career Pathways: A Pilot Program for Comprehensive High Schools” grant application to the State Department of Education. Career Pathways are an integrated approach to developing students' core academic, technical, and employability skills in a broad career area. This multi-year limited grant would support up to eight comprehensive high school districts with up to \$100,000.00 in grant funds per grant year, totaling a maximum award of \$500,000.00 per grantee for the entire five-year grant period.

Strategic Plan Goal 1: Student Success, Activity #1

9. **Psychology Intern**

Move to approve Marissa Pellichero, a student at Kean University, to perform her School Psychology internship at the Township of Ocean Intermediate School. Ms. Pellichero will intern, one day per week (Thursdays), for the period of January 17, 2018 through June 21, 2018, under the supervision of Jennifer Bauries, School Psychologist.

11. **Student Observer**

Move to approve Student Observers for the 2017-2018 school year in accordance with the attached memorandum dated January 12, 2018.

Twp of Ocean BOE Work Meeting Minutes (continued) – January 16, 2018

Motions carried on items #3 thru #9 and #11: 5-0

LEGISLATIVE: No Report

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

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

Board of Education and Administration discussed the request of Bridget Burns, School Psychologist, Ocean Township High School to take an unpaid family leave of absence, as designated under FMLA, beginning at the conclusion of her eligible sick leave approximately January 26, 2018 through March 16, 2018 (7 weeks). 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 is expected to return to work on Monday, March 19, 2018.

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

Board of Education and Administration discussed the request of Pasquale Barone, Instructional Assistant, Ocean Township High School to take an unpaid leave of absence, with the continuation of benefits, during the period of January 29, 2018 through May 11, 2018. Mr. Barone's last day of work will be Friday, January 26, 2018. He is expected to return to work on Monday, May 14, 2018. While out on an unpaid leave of absence, Mr. Barone will be responsible for paying the appropriate contribution towards his health insurance coverage.

3. **Discussion: Spring Coaching Recommendations**

Board of Education and Administration discussed Spring Coaching recommendations for the 2017-2018 school year in accordance with the attached memorandum dated January 2, 2018.

4. **Discussion: Retirement**

Board of Education and Administration discussed the retirement of Judith Kamenel, Twelve-Month Secretary, Special Services Office, Administration Building, effective July 1, 2018.

5. **Discussion: Office Assistants/Federal Work Study (FWS) Program**

Board of Education and Administration discussed hiring (pending criminal history background check) Rebekka Wagner, a student at Monmouth University, to work in the offices at the Administration Building during the period of January 2018 through December 2018. This work opportunity is part of an agreement with Monmouth University's Federal Work-Study (FWS) program where students have the opportunity to perform clerical work. Reimbursement for the office assistant position shall be made to Monmouth University via a purchase order at 30% of the \$9.00 hourly or \$2.70 per hour for this position.

22. **Discussion: Change on Guide – Revised Contracts – February 1, 2018**

Board of Education and Administration discussed change on guide, effective February 1, 2018, for staff members who have submitted proof of completion of their required courses in accordance with the attached list dated January 16, 2018.

Twp of Ocean BOE Work Meeting Minutes (continued) – January 16, 2018

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

6. **Revised Contract**

Move to approve that a revised contract be issued following employee, effective February 1, 2018:

Vincenzo Franze	From: Instructional Assistant Township of Ocean Intermediate School	
	To: Health and Physical Education Teacher Township of Ocean Intermediate School	*\$57,015.00 BA/Step 3 Prorated

(Mr. Franze replaces Marcia Hanke who will retire February 1, 2018.)

7. **Resignations**

Move to approve the following resignations:

Christopher DiChiara, Custodian I, Wanamassa Elementary School effective January 12, 2018, his last day of work.

Michael Salum, Social Studies Teacher, Township of Ocean Intermediate School, effective February 15, 2018, his last day of work.

8. **Sick Leave/Notice of Retirement**

Move to approve extending the deadline to submit a July 1, 2018 letter of retirement to Thursday, February 15, 2018. Present deadline is January 15, 2018.

9. **Substitute Teachers**

Move to approve Substitute Teachers for the 2017-2018 school year in accordance with the attached list dated January 12, 2018.

10. **Substitute Security Guard**

Move to approve Vincent Marone as a Substitute Security Guard for the 2017-2018 school year.

11. **Substitute Instructional Assistant**

Move to approve Lynn Cozzetta as a Substitute Instructional Assistant for the 2017-2018 school year.

12. **Bus Aide - Mission I Aide**

Move to approve Kathryn M. Onderdonk, a Mission I Aide, as a bus aide in the Transportation Department for the 2017-2018 school year.

13. **Weight Room Supervisors**

Move to approve Weight Room Supervisors at Ocean Township High School, for the 2017-2018 school year, in accordance with the attached memorandum dated January 10, 2018.

14. **Issuance of Contract**

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

Twp of Ocean BOE Work Meeting Minutes (continued) – January 16, 2018

To fill a vacancy position:

Daniella Parisi	Social Studies Teacher	\$54,615.00
	Ocean Township High School	BA/Step 1
	Actual Start Date: January 16, 2018	Prorated
	Effective Date: February 1, 2018	

(Ms. Parisi was previously approved at the regular monthly meeting held on December 19, 2017, pending release from current employer and criminal history background check, both are in order. Ms. Parisi replaces John Kinzel who resigned.)

15. Revised Contract

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

Krista Carton	Science Teacher	*\$71,850.00
	High School	
	Effective: Retro to September 1, 2017	

(*The revised contract reflects an annual stipend of \$850.00, for the 2017-2018 school year, for teaching a 6th period class. The revised salary, noted above, includes that \$850.00 stipend.)

16. Unpaid Leave of Absence

Move to approve an unpaid leave of absence, with the continuation of benefits, for Bonnie Zimmerman, Instructional Assistant, Ocean Township High School for the period of January 22, 2018 through February 5, 2018. While out on an unpaid leave of absence, Mrs. Zimmerman will be responsible for paying the appropriate contribution towards her health insurance coverage. Mrs. Zimmerman is expected to return to work on Tuesday, February 6, 2018.

17. Assignment Location Correction

Move to approve an assignment location correction for Michael Brown, Custodian I, from the Township of Ocean Intermediate School to the Ocean Township High School, effective June 1, 2017. (When Mr. Brown was formally approved, at the May 16, 2017 work meeting, his assignment location was reported as the Township of Ocean Intermediate School; he was re-assigned to the High School just prior to his actual start date.)

18. Instructional Assistant/Chorus

Move to approve Kathi Kotowski, an Instructional Assistant, to provide aide support to a Township of Ocean Intermediate School student with disabilities participating in Chorus. Mrs. Kotowski will shadow the student/Chorus member to practices, the evening rehearsal, and to the Intermediate School Chorus Concert during the period of January 22, 2018 through May 7, 2018. Mrs. Kotowski will be paid at her hourly contractual rate.

19. Instructional Assistant/Chorus

Move to approve Rosanna Higgins, an Instructional Assistant, to provide aide support to a Township of Ocean Intermediate School student with disabilities participating in Chorus. Mrs. Higgins will shadow the student/Chorus member to practices, the evening rehearsal, and to the Intermediate School Chorus Concert during the period of January 22, 2018 through May 7, 2018. Mrs. Higgins will be paid at her hourly contractual rate.

20. Instructional Assistant/Chorus

Twp of Ocean BOE Work Meeting Minutes (continued) – January 16, 2018

Move to approve Sherryl Cesario, an Instructional Assistant, to provide aide support to a Township of Ocean Intermediate School student with disabilities participating in Chorus. Ms. Cesario will shadow the student/Chorus member to practices, the evening rehearsal, and to the Intermediate School Chorus Concert during the period of January 22, 2018 through May 7, 2018. Ms. Cesario will be paid at her hourly contractual rate.

21. Instructional Assistant/Athletic Training

Move to approve Daryl Ann Imperato, an Instructional Assistant, to provide aide support to an Ocean Township High School student with disabilities participating in athletic training. Mrs. Imperato will shadow the student/Athletic Trainer during the period of December 19, 2017 through February 8, 2018. Mrs. Imperato will be paid at her hourly contractual rate.

23. Chorus Director – Township of Ocean Intermediate School, Grade 5

Move to approve, for the 2017-2018 school year, Nicole Abramson, as the Chorus Director for the Township of Ocean Intermediate School, Grade 5 in accordance with the attached memorandum dated January 16, 2018.

Motions carried on items #6 thru #21 and #23: 5-0

PLANNING & CONSTRUCTION: Mr. Hadden

The following item(s) were discussed:

1. Discussion: Referendum Construction Projects

Thomas Strauser, Solutions Architecture and John Bosmans, Construction Manager, were in attendance and gave final report on the high school construction project. Mr. Strauser and Mr. Bosmans spoke about the punch list items at the high school and the contractors efforts to complete remaining items.

Strategic Plan Goal 2: Facilities, Objective 4

2. Discussion: Change Order(s) - OTHS Athletic & Performing Arts Addition/Renovations

Board of Education and administration discussed change orders for Benjamin Harvey Co. Inc., per the recommendations of Solutions Architecture for the OTHS Athletic & Performing Arts Addition/Renovations, as per attached.

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS: None

NEW BUSINESS:

- Reminder regarding School Ethics, Board of Education members were emailed to complete their financial and personal disclosure forms.

PUBLIC COMMENT

- Mrs. Loushine, Loch Arbour parent, asked about the Loch Arbour lawsuit status. The Superintendent discussed the mid-February court date regarding the matter.
- Mrs. Loushine, Loch Arbour parent, also asked about some electives in the high school, in the Theater Arts program and the positive experience her daughter has had.

Twp of Ocean BOE Work Meeting Minutes (continued) – January 16, 2018

ADJOURN MEETING: 8:59 p.m.

There being no further business Mrs. Parlamas made a motion, seconded by Mr. Dietrich, that the meeting be adjourned. This motion carried: 5-0.

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/Board Secretary