

**MINUTES OF THE REGULAR MONTHLY MEETING  
TOWNSHIP OF OCEAN BOARD OF EDUCATION  
January 23, 2018**

**CALL TO ORDER**

The Board President, Michael Palutis, called the Regular Monthly Meeting of the Township of Ocean Board of Education to order at 8:00 p.m. in the auditorium of the School District's Administration Building.

**STATEMENT OF NOTICE**

Adequate notice of the meeting to be held by the Township of Ocean Board of Education on Tuesday, January 23, 2018 at 8:00 p.m. has been provided in accordance with the requirements of Chapter 231, Public Laws, 1975.

1. Notice of the meeting was posted on the bulletin board in the lobby of the Administration Building, 163 Monmouth Road, Oakhurst, New Jersey, all Ocean Township District Schools and Transportation, and the School District Website [www.oceanschools.org](http://www.oceanschools.org) on January 3, 2018.
2. Notice of the meeting was transmitted to the Asbury Park Press on January 6, 2017 and The New Coaster Newspapers on January 3, 2018.
3. Notice of the meeting was filed with the Municipal Clerk, Township of Ocean and the Municipal Clerk, Village of Loch Arbour on January 3, 2018.

**ROLL CALL**

The following members were 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.

**PRESIDENT'S REPORT** – No Report

**STUDENT REPRESENTATIVES:** Ms. Emily Dorony & Ms. Jessica Weinstein

The student reps reported on the following:

- Detailed report on the Ocean Sports teams.
- Gave a report on all shows and extra-curricular activities.

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

Superintendent made the following student presentations:

The 2017 FCCLA (Family, Career & Community Leaders of America) Fall Leadership Connection was held on November 20, 2017, which includes engaging public speakers, informative round tables, state competitive events, and two energetic pullout sessions.” The following students won GOLD Medals in their events.

**Event - “The Cupcake Challenge”**

The Cupcake Challenge Competitive Event is an individual or team event that encourages members to create an original cupcake recipe from scratch that incorporates tubers and tuberous roots. The cupcakes are evaluated on the taste, texture, appearance, and creativity as well as the efficiency and creativity of the display. It is also a fundraiser; members are able to buy delicious cupcakes baked by NJ FCCLA members and all the money is used to end childhood hunger. Co-Advisors are Tara O’Neill and Rachael Gerstein.

Rebecca Corielus, Grade 11  
Nayla Colletti, Grade 11  
Sindy Lu, Grade 11  
Elizabeth Riley, Grade 9  
Marion Riley, Grade 11

**Event – “Consumer Clout”**

The Consumer Clout Competitive Event is an individual event that challenges participants’ knowledge of consumer skills. Shopping is a national pastime and Consumer Clout develops consumer savvy. The event has three parts: a consumer knowledge test, a consumer letter, and a consumer comparison shopping simulation. Rachel Gerstein, Advisor and Tara O’Neill, Advisor.

Ahmed Aly Gawash, Grade 12

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Students in grades 4-8 competed in the Geography Bee within their grade levels and schools. Final competition which was held on Tuesday, December 12, 2017. All finalists received a certificate and plaque for their participation. The awards were distributed to each student by John Bosmans, Supervisor, Social Studies, 6-12 and Michelle Shappirio, Supervisor Social Studies K-5.

The following students were finalists:

Nicholas Billows, 4<sup>th</sup> Grade, OTES (Level Champion) – teacher: Kevin Ruane  
Skyla Wilems, 4<sup>th</sup> Grade, Wayside (Level Champion) – teacher: Ryan Pringle  
George Marousis-Bush, 4<sup>th</sup> Grade, Wanamassa (Level Champion) – teacher: Donna Drury  
Finn Hyland, 5<sup>th</sup> Grade, TOIS (Level Champion) – teacher: Crystal Walker  
William Toth, 5<sup>th</sup> Grade, TOIS (Level Runner-Up) – teacher: Jennifer Ruland  
Joseph Critelli, 6<sup>th</sup> Grade, TOIS (**Level & District Champion**) teacher: Paul McGrade  
Briana Jacobson, 6<sup>th</sup> Grade, TOIS (Level Runner-Up) – teacher: Peter Ryan  
Jane Alto, 7<sup>th</sup> Grade, TOIS (Level Champion) – teacher: Julie Alexander  
William Clark, 7<sup>th</sup> Grade, TOIS (Level Runner-Up) – teacher: Jeanette Speck  
Nikolas Kavarakas, 8<sup>th</sup> Grade, TOIS (Level Champion) – teacher: Michael Salum  
Christian Anderson, 8<sup>th</sup> Grade, TOIS (Level Runner-Up) – teacher: Michael Salum

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Superintendent announced grant application for year three (3) “The Building Capacity for Career Pathways” grant in the amount of \$100,000.00 has been submitted to the State Department of Education for the 2018-2019 school year.

**PUBLIC COMMENTS-AGENDA:** None

**APPROVAL OF MINUTES:** Mrs. Parlamas

Mrs. Parlamas made a motion, seconded by Mrs. Fuller, for approval of the following Board minutes:

1. **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 – January 16, 2018

*Strategic Plan Goal 6: Community Outreach*

Motion(s) carried: 8-0

**APPROVAL OF BILLS:** Mrs. Fuller

Mrs. Fuller made a motion, seconded by Mrs. McGovern, for approval of the following paid items:

1. **APPROVAL OF BILLS**

Move for the approval of the following paid items:

Bills List	January 23, 2018	2,443,535.34
Payroll	December 22, 2017	2,073,100.42
Employer FICA & DCRP	December 22, 2017	39,968.88
Payroll	January 12, 2018	2,314,267.47
Employer FICA & DCRP	January 12, 2018	59,746.34
	Total	<u>\$6,930,618.45</u>

Motion(s) carried: 8-0

**APPROVAL OF POLICIES & REGULATIONS:** Mr. Jannarone

Mrs. Parlamas made a motion, seconded by Mr. Dietrich, for approval of the following policies and regulations:

1. **Policies and Regulations**

Move to approve the final 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

Motion(s) carried: 8-0

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

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

1. **Acceptance and Certification of Monthly Financial Reports**

*The following resolution certifies that budget balances at the end of December were adequate to pay all remaining obligations of the 2017-2018 school year and that account groupings required by the State have adequate balances. The Board is also certifying that the independent reports of the Treasurer and the Business Office are in agreement.*

**RESOLUTION**

Pursuant to N.J.A.C. 6:20-2.12 (d), the Township of Ocean Board of Education accepts the Board Secretary/School Business Administrator's Certification as of December 31, 2017, that no budgetary appropriations account has obligations and payments which in total exceed the amount appropriated by the Township of Ocean Board of Education; and

Pursuant to N.J.A.C. 6:20-2.12 (e), we the members of the Township of Ocean Board of Education, of the County of Monmouth, after having reviewed the REPORT OF THE SECRETARY, and upon consultation with the appropriate officials, certify that as of December 31, 2017, it is to the best of our knowledge that no major account or fund has been over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year; and

The Township of Ocean Board of Education hereby accepts the Board Secretary's Report and Treasurer of School Monies Report, which said reports are in agreement for the month ending December 31, 2017.

*Strategic Plan Goal 5: Finances*

2. **Transfers**

*The following motion is to transfer monies from one account in the budget to another and provide the adequate balances referred to in the first motion.*

Move for approval of the attached RESOLUTION dated, December 31, 2017 covering APPROPRIATION TRANSFERS in the 2017-2018 GENERAL FUND 10; said transfers shall result in no change in the total original Appropriations.

3. **Security Drill Reports for December 2017:**

**Fire Drill**

Ocean Township High School ----- December 5, 2017  
Twp. of Ocean Intermediate School ----- December 12, 2017  
Ocean Township Elementary School. ----- December 5, 2017  
Wanamassa Elementary School .....December 12, 2017  
Wayside Elementary School ----- December 4, 2017

**Bomb Threat**

Ocean Township High School ----- December 19, 2017

**AFD/Cardiac Alert**

Twp. of Ocean Intermediate School ----- December 17, 2017

**Lockdown**

Wanamassa Elementary School ----- December 18, 2017

**Tabletop Drill-Active Shooter Scenario**

Ocean Township Elementary School ----- December 19, 2017

4. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated January 23, 2018.

*Strategic Plan Goal 5: Finances, Objective 2*

Motion(s) carried: 8-0

**PLANNING & CONSTRUCTION:** Mr. Hadden

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

1. **Change Order(s) - OTHS Athletic & Performing Arts Addition/Renovations**

Move to approve change orders for Benjamin Harvey Co. Inc., per the recommendations of Solutions Architecture for the OTHS Athletic & Performing Arts Addition/ Renovations, as per attached.

Motion(s) carried: 8-0

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

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

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

Move to approve 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. **Nursing Services Plan for the 2017-2018 School Year**

Move to approve the District’s Nursing Services Plan for the 2017-2018 school year in accordance with the attached memorandum dated January 12, 2018.

3. **Administrative Internship**

Move to approve Patrick O’Neill, Supervisor of Innovation Technology, to perform 300 hours of Administrative Internship beginning January 24, 2018. This is part of the requirements 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, he is aware that these hours will not conflict with his contractual hours.

4. **Professional Development Activities – Staff**

Move to approve the attached memorandums (2) dated January 19, 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*

5. **Professional Development Activities – Board Members**

Move to approve the attendance of two Board members at the TechSpo'18 Conference being held on January 25 and 26, 2018 in Atlantic City. TechSpo'18 is New Jersey's Premier Educational Technology Training and Exhibition Conference for School Leaders and Educators. Mr. James Dietrich will attend on January 25, 2018 at a cost of \$275.00 and Mr. John Stuppi will attend January 25 & 26, 2018, at a cost of \$425.00.

6. **Memorandum of Agreement Between New Jersey Institute of Technology and Ocean Township High School Spartan School of Technology**

Move to approve, in accordance with the attached document, the Memorandum of Agreement between New Jersey Institute of Technology and Ocean Township High School Spartan School of Technology. The joint program, referred to as, Options for Advanced Academic Achievement Secondary School Partnership Program will afford an opportunity to qualified students to pursue educational topics that fulfill high school course requirements while earning college credit awarded by New Jersey Institute of Technology. The partnership agreement will be in effect for three consecutive school years, specifically the academic years of 2018-2019, 2019-2020, and 2020-2021.

7. **Student Observers & Student Teacher**

Move to approve Student Observers and a Student Teacher for the 2017-2018 school year in accordance with the attached memorandum dated January 19, 2018.

8. **HIB Report**

The Board of Education affirms the following Harassment, Intimidation, and Bullying (HIB) Incident Summary Reports for the 2017-2018 school year. The reports were previously provided to the Board by the Superintendent of Schools. The Board has reviewed the reports and affirms the Superintendent's decision.

HIB Report #3 – Presented January 16, 2018

HIB Report #4 – Presented January 23, 2018

9. **Settlement Agreement & Release**

Move to approve a Settlement Agreement and Release for student number 17-18-01.

10. **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 23, 2018.

Motion(s) carried: 8-0 (Dr. Marshall abstained on item #7 and Mr. Dietrich abstained on item #5)

**LEGISLATIVE:** No Report

**NEGOTIATIONS:** No Report

**PERSONNEL:** Mrs. Parlamas

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

1. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence, as designated under FMLA, for Bridget Burns, School Psychologist, Ocean Township High School, 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. **Unpaid Leave of Absence**

Move to approve an unpaid leave of absence, with the continuation of benefits, for Pasquale Barone, Instructional Assistant, Ocean Township High School, 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. **Spring Coaching Recommendations**

Move to approve Spring Coaching recommendations for the 2017-2018 school year in accordance with the attached memorandum dated January 2, 2018.

4. **Retirement**

Move to approve the retirement of Judith Kamenel, Twelve-Month Secretary, Special Services Office, Administration Building, effective July 1, 2018.

5. **Office Assistant/Federal Work Study (FWS) Program**

Move to approve 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.

6. **Change on Guide – Revised Contracts – February 1, 2018**

Move to approve 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.

7. **Issuance of Contracts**

Move to approve that contracts be issued to the following:

**To fill a vacancy position:**

Mary Dugan	Basic Skills, Part-time (3/7 time)	\$27,437.00
	Township of Ocean Intermediate School/ Fifth Grade Wing	MA+30 Prorated
	Actual Start and Effective Dates: Pending release from current employer and criminal history background check.	

(Mrs. Dugan replaces Jessica Fischer who transferred to the Wanamassa Elementary School.)

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

(Ms. Ercolino was previously approved, at the Board of Education work meeting held on December 5, 2017, pending release from current employer and criminal history background check, both are in order. Ms. Ercolino replaces Charmain Beverette who resigned.)

Matthew Zaros	Social Studies Teacher	\$60,465.00
	Township of Ocean Intermediate School	M+30/Step 1
	Actual Start and Effective Dates: Pending release from current employer and criminal history background check.	Prorated

(Mr. Zaros will replace Michael Salum who resigned.)

**To fill a vacancy/non-tenure track position:**

Onoris Batista	Custodian I	\$33,835
	Wanamassa Elementary School	Step A
	Non-Tenure Track Position	Prorated
	Actual Start Date: February 1, 2018	
	Effective Date: February 1, 2018	

(Ms. Batista replaces Christopher DiChiara who resigned.)

**To fill a replacement/non-tenure track position:**

Lindsay Goldberg	Elementary Teacher	\$54,615.00
	Ocean Township Elementary School	BA/Step 1
	Replacement for an Unpaid Leave of Absence/ Non-Tenure Track Position	Prorated
	Actual Start Date: February 5, 2018	
	Effective Date: February 1, 2018	

(Ms. Goldberg is replacing Lauren Garofalo who will be out on an unpaid leave of absence, for the period of February 5, 2018 through June 30, 2018.)

8. **Retirement**

Move to approve the retirement of Elizabeth Paterno, Special Education Teacher, Wanamassa Elementary School effective July 1, 2018.

9. **Substitute Teacher for the 2017-2018 School Year**

Move to approve a Substitute Teacher for the 2017-2018 school year in accordance with the attached list dated January 19, 2018.

10. **Substitute Playground Aide**

Move to approve Yvonne Brown as a Substitute Playground Aide, at the Wanamassa Elementary School, for the 2017-2018 school year.

Motion(s) carried: 8-0 (Dr. Marshall abstained on item #5)

**PUBLIC RELATIONS:** Mr. Dietrich

Mr. Dietrich mad a motion, seconded by Dr. Marshall, for approval of the following item(s):

1. **‘Sustainable Jersey for Schools’ Grant**

Move to approve the acceptance of 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*

Motion(s) carried: 8-0

Superintendent discussed and thanked NJEA and especially Mr. Michael Riley (Local NJEA) and Sustainable Jersey for the \$2,000 grant award.

**TECHNOLOGY:** No Report

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENTS:** None

**ADJOURNMENT: 8:32 p.m.**

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

Respectfully submitted,

Kenneth Jannarone

Minutes of the Regular Monthly Meeting –  
January 23, 2018 Continued:

School Business Administrator/  
Board Secretary