

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
July 11, 2017**

CALL TO ORDER

Mr. James Dietrich, 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. Dietrich 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, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi.

Mr. John Stuppi 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. Dietrich, seconded by Mrs. Parlamas 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) and Litigation (Township of Ocean versus Loch Arbour). 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. Board of Education will be in executive session for approximately 25 minutes and will take action upon returning to work session.

Adjourn Executive Session – 7:21 p.m.

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

Move for the approval to adjourn from Executive Session and resume public session.

PRESIDENT’S REPORT: Mr. Dietrich

The following item(s) were discussed:

- Holding workshop meetings in the auditorium, instead of the Superintendent’s conference room to accommodate more of the public.
- State aid reductions updated and the loss of \$155K in aid is being finalized.

VICE PRESIDENT’S REPORT: No Report

SUPERINTENDENT’S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Summer programs are going on and doing well.
- Kindergarten numbers in, watching elevated student enrollments for OTES.
- Administrator’s summit training scheduled for July 26th and 27th.

SCHOOL BUSINESS ADMINISTRATOR’S REPORT: Mr. Jannarone

The following item(s) were discussed:

- Kathleen Reiser and Andrew Brannen thanked the Board of Education for honoring them at the June 20th regular meeting.
- State aid notification, end of this week or early next week.
- Banking proposal final results anticipated for August meeting.
- Lead testing results anticipated very soon.

PUBLIC COMMENT: None

COMMITTEE REPORTS:

COMMUNITY LIAISON, COMMUNICATIONS & CO-CURRICULAR

STUDENT ACTIVITIES: Mrs. Sylvia-Cioffi

The following item(s) were discussed:

1. **Discussion: Residents for Committees**

Board of Education and Administration discussed advertising to seek residents with knowledge or expertise to sit on select committees to provide perspective and input to the Board of Education and administration. The Board of Education agreed to wait until the fall to finalize the timelines and details of the process.

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

2. **Approval of Minutes**

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

Work Meeting/ Executive Session Minutes – June 20, 2017

Regular Meeting/Minutes – June 20, 2017

Motion on item #2 carried: 8-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

The following item(s) were discussed:

1. **Discussion: Boiler Cleaning & Maintenance Service**

Board of Education and administration discussed the extension of the 2016-2017 pricing for Boiler Cleaning & Maintenance Service for the 2017-2018 school year to Central Boiler Repair Co., Inc. of Oakhurst, NJ for a 0% increase as follows:

Cleaning (19 boilers)	\$7,735.00
Hourly standard labor charge.....	\$80.00

2. **Discussion: Mission One**

Board of Education and administration discussed the continuation of an agreement with Mission One Staffing Services, to provide classroom and bus aides for special education programs and transportation, on an as needed basis during the 2017-2018 school year.

3. **Discussion: Donation**

Board of Education and administration discussed a donation of shirts from AdPro for the Spartan School of Business and Finance students with an approximate value of \$350.00.

4. **Discussion: Resolution for Shared Services Insurance Fund**

Board of Education and administration discussed a renewal of the NJ Shared Insurance Services, including workers compensation, and property and liability coverage, with the New Jersey School

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Insurance Group, for a one year premium (July 1, 2017-June 30, 2018), for a total amount of \$1,113,579; includes all lines of coverage, enabling school districts to cooperate with each other to make the most efficient use of resources.

5. **Discussion: MOESC-Best Academy**

Board of Education and administration discussed a tuition agreement with Monmouth-Ocean Educational Services Commission for special education services for one (1) student (#73958) attending Best Academy for an amount of \$44,750.00 for the 2017-2018 school year.

Mrs. McGovern made a motion, seconded by Mrs. Sylvia-Cioffi, to table the following items from the ‘Use of Facilities’ listing.

OT Hoops
Jersey Shore Basketball Club

Motion to Table carried: 8-0

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

6. **Use of Facilities**

Move to approve use of facilities according to the attached list dated July 11, 2017.

Motions for item #6 carried: 8-0

INSTRUCTION & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. **Discussion: Master’s Thesis Project and Survey**

Board of Education and Administration discussed the request of Monik Suit, part-time Basic Skills Teacher at the Wanamassa Elementary School, to complete a Master’s thesis project during the period of September 2017 and October 2017. Ms. Suit is a graduate student at Georgian Court University. The thesis project is part of the university’s graduation requirements. Ms. Suit will create math learning centers in one third and one fourth grade classroom at Wanamassa School. The purpose of the thesis is “to investigate how using math learning centers in a third and fourth grade classroom will affect students’ academic performance and personal interests.” The project will be incorporated into the current math curriculum and will not interfere with Ms. Suit’s contractual hours or responsibilities in teaching District required curriculum. Ms. Suit will distribute surveys associated with the project to all students participating. Parent permission slips will be sent home prior to the start of the project. Information, dated June 30, 2017, regarding the project and copies of the surveys are attached.

2. **Discussion: School Counseling Internship**

Board of Education and Administration discussed the request of Felicia Quadrel, a graduate student from Monmouth University, to complete 300 internship hours during the period of September – December 2017. The internship hours are a requirement of the Master’s level program at Monmouth. Ms. Quadrel will perform the internship at the high school under the direction of Mr. DePasquale, Director of School Counseling, Grades K-12.

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The Superintendent informed the Board of Education that the internship, item #2, will not go forward.

3. **Discussion: HIB Self-Assessment for the Period of July 1, 2016- June 30, 2017**

Board of Education and Administration discussed, for the period of July 1, 2016- June 30, 2017, the District's Self-Assessment for Determining the HIB Grades, in accordance with the attached memorandum dated July 7, 2017 and summary packets (5), denoted by school.

Dr. Marshall made a motion, seconded by Mr. Clayton, for the following items:

4. **Suspension Report**

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

5. **Revision to Out of District Placement for the 2017 Extended School Year Program**

Move to approve a revision to an out of district placement for the 2017 extended school year program in accordance with the attached memorandum dated June 23, 2017.

Motion on items #4 and #5 carried: 8-0

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: Substitute Teachers for the 2017-2018 School Year**

Board of Education and Administration discussed hiring Substitute Teachers for the 2017-2018 school year in accordance with the attached list dated July 7, 2017.

2. **Discussion: Credit Reimbursement – Winter 2016 and Spring 2017**

Board of Education and Administration discussed credit reimbursement for courses completed during the Winter 2016 and Spring 2017, in accordance with the attached list dated July 7, 2017.

3. **Discussion: Change on Guide – Revised Contracts – September 1, 2017**

Board of Education and Administration discussed change on guide for staff members who have submitted proof of completion of their required courses in accordance with the attached list dated July 7, 2017.

4. **Discussion: Non-Athletic Advisor - Stage Crew Manager**

Board of Education and Administration discussed hiring Joanna Gray as the Stage Crew Manager, for the 2017-2018 school year, in accordance with the attached memorandum dated July 5, 2017.

5. **Discussion: Athletic Coach - Assistant Gymnastics**

Board of Education and Administration discussed hiring Nicole Farina as the Assistant Gymnastics Coach, for the 2017-2018 school year, in accordance with the attached memorandum dated July 5, 2017.

Mrs. Parlamas made a motion, seconded by Mrs. McGovern, for the following items:

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6. Resignations

Move to approve the following resignations:

- Frederick Bates, Bus Driver, Transportation Department, effective July 1, 2017
- Rachael Gerstein, Instructional Assistant, Township of Ocean Intermediate School, effective June 30, 2017
- Deborah Smith, Special Education Teacher, Ocean Township Elementary School, effective July 1, 2017
- Kevin Watkins, Computer Technician, Level II, District-wide, effective July 21, 2017

7. Summer 2017 - Maintenance/Grounds Employment

Move to approve Gordon Bodine to work in the Maintenance/Grounds Department during the 2017 Summer months. Mr. Bodine will work June 26, 2017 through August 2017. Rate of pay; over 3 years Summer Maintenance/Grounds Department experience \$150. per diem/3 years or less \$125. per diem.

8. Clerical Substitute for the 2017-2018 School Year

Move to approve Maham Ayub as a Clerical Substitute for the 2017-2018 school year.

9. Revised Contract for the 2016-2017 School Year

Move to approve that a revised contract be issued to the following employee for the 2016-2017 school year:

Craig Matthews	Day Custodian In-Charge	*\$43,940.00
	Ocean Township High School	Prorated
	Non-Tenure Track Position	
	Effective Date: Retro to June 1, 2017	

(*This is a revision to salary as a result of being issued a black seal license. Stipend for the black seal is reflected in the salary noted above.)

10. Revised Contract for the 2017-2018 School Year

Move to approve that a revised contract be issued to the following employee for the 2017-2018 school year:

Craig Matthews	Day Custodian In-Charge	*\$45,395.00
	Ocean Township High School	
	Non-Tenure Track Position	
	Effective Date: July 1, 2017	

(*This is a revision to salary as a result of being issued a black seal license. Stipend for the black seal is reflected in the salary noted above.)

11. Issuance of Contract

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

To fill a replacement/non-tenure track position:

Andrea Sodhi	Teacher of Spanish	\$58, 515.00
	Township of Ocean Intermediate School	MA/Step 1
	One-Year Leave of Absence/Non-Tenure Track Position	

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Actual Start & Effective Dates: Pending release from current employer and criminal history background check.

(Ms. Sodhi is replacing Rhonda Gulotta who will be out on a leave of absence for the 2017-2018 school year.)

12. Teacher – 2017 Summer Bridge Program for Rising Ninth Grade Students

Move to approve John Garra as a teacher for the 2017 Summer Bridge Program for rising ninth grade students for the period of July 5, 2017 – July 27, 2017 (4 days per week – 3 hours per day). Mr. Garra’s salary will be \$1,470.00.

13. Revision to Rate of Pay for Substitute Teachers and Substitute Instructional Assistants for the 2017 Summer Special Education Extended School Year Program (ESY)

Move to approve a revision to the rate of pay for Substitute Teachers and Substitute Instructional Assistants, for the 2017 Summer Special Education Extended School Year Program (ESY) in accordance with the list noted below. The ESY Program will run July 10, 2017 – August 2017:

Substitute Teachers (\$35.00 per hour)

Laurn Arguelan
Pamela Siciliano
Christine Vinegra

Substitute Instructional Assistants (Current salary guide & step for contracted Instructional Assistants; \$10.00 per hour for non-contractual assistants.)

Joseph DeAngelis
Bernice Guzman (contracted I.A.)
Piers Reddy
Connie Schneider (contracted I.A.)
Christina Urban

(The substitutes noted above were previously approved at the June 20th regular monthly meeting with Substitute Teacher’s receiving Substitute Teacher rate of pay, \$85.00 per day, and Substitute Instructional Assistants being paid at the Substitute Instructional Assistant rate, \$10.00 per hour.)

14. Volunteer Coach

Move to approve Warren Towns, for the 2017-2018 school year, as a Volunteer Coach for the Girls’ Soccer team at the high school.

15. Volunteer Football Coach – High School

Move to approve Michael Lambusta as a Volunteer Football Coach – High School for the 2017-2018 school year. (The volunteer schedule will not interfere with Mr. Lambusta’s administrative responsibilities.)

16. Child Study Team - 2017 Summer Employment

Move to approve Child Study Team employment for Summer 2017 in accordance with the attached memorandum dated July 7, 2017.

Motions on items #6 thru #18 carried: 8-0

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PLANNING & CONSTRUCTION: Mr. Palutis

The following item(s) were discussed:

1. **Discussion: Referendum: High School & Wanamassa Construction**

Mr. Gary Tattersall, Director of Facilities and Mr. John Bosmans, Maintenance Department, were in attendance and gave an update on the Ocean Township High School and Wanamassa Elementary School referendum construction.

School Business Administrator discussed meetings with the high school general contractor and Solutions Architecture regarding completion schedule and man power on the job.

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

2. **Referendum Bleachers Award**

Move to approve the award of bleachers for both Wanamassa Elementary Schools and Ocean Township High School utilizing the ESCNJ 14/15-62 Cooperative Purchasing Contract to the following: (As per attached quotes)

a. Nickerson, Union, NJ, Wanamassa Bleachers	\$24,979.00
b. Nickerson, Union, NJ, Ocean Township High School Bleachers.....	\$41,425.00
	\$66,404.00

Motion on items #2 carried: 8-0

TECHNOLOGY COMMITTEE: Mr. Stuppi

The following item(s) were discussed:

1. **Discussion: Chromebooks**

Board of Education and administration reviewed the purchase of Chromebooks, for the upcoming school year. Price, service and warranty issues were discussed.

OLD BUSINESS: None

NEW BUSINESS:

- Mrs. Sylvia-Cioffi announced that she was appointed to the State Board of Education last week. She is seeking a decision on whether she can stay on the Township of Ocean Board of Education and anticipates a decision by the July 25th meeting.
- The Board of Education discussed the poor condition of the Auditorium (monthly) meeting room, ideas to upgrade the room were discussed.

PUBLIC COMMENT:

- Mrs. Loushine, Loch Arbour resident, asked about any updates on the Loch Arbour situation. Superintendent and Board President reiterated that students are welcome to attend the Township of Ocean schools for the 2017-2018 school year and as of now, there have been no changes.

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ADJOURN MEETING: 9:32 p.m.

There being no further business Mrs. Sylvia-Cioffi 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