

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
November 28, 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, Mrs. Janice Fuller, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis, Mrs. Denise Parlamas and Mr. John Stuppi.

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 Mr. Clayton and carried 9-0.

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 Negotiations (TOEA) . 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 – 7:21 p.m.

Approval: Motion offered by Mrs. McGovern, seconded by Mrs. Parlamas and carried 9-0.

Move for the approval to adjourn from Executive Session and resume public session in the office of the Superintendent.

PRESIDENT’S REPORT: Mr. Dietrich

The following item(s) were discussed:

- Negotiation Committee to meet with TOEA on December 7, 2017.
- Upcoming newsletter discussion item on December 5, 2017 workshop agenda.

VICE-PRESIDENT’S REPORT: Michael Palutis

The following item(s) were discussed:

- Sample menu for Holiday get together after December 19th Regular Board meeting.

SUPERINTENDENT’S REPORT: Dr. Stefankiewicz

The following item(s) were discussed:

- Will give an update in the regular meeting regarding the district Strategic Plan.
- Superintendent will email Strategic Plan to participants that helped develop the plan.

SCHOOL BUSINESS ADMINISTRATOR’S REPORT: Mr. Jannarone

The following item(s) were discussed:

- George Stone, Asst. School Business Administrator and Laura DiTommaso, Smolin Lupin Certified Public Accountants, to attend December 5th work session to review the annual district audit.

PUBLIC COMMENT: None

COMMITTEE REPORTS:

COMMUNITY LIAISON, & CO-CURRICULAR STUDENT ACTIVITIES: Mrs. Fuller

The following item(s) were discussed:

1. **Discussion: Policies and Regulations**

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

Regulation 2460.16 – Special Education –Instruction Materials to Blind or Print-disabled Students
(No Revisions-Re-adopt)

Policy 2700 – Services to Nonpublic School Students

Policy 3160 – Physical Examination-Teaching Staff (M)

Regulation 3160 – Physical Examination-Teaching Staff (M)

Policy 4160 – Physical Examinations-Support Staff (M)

Regulation 4160 – Physical Examinations-Support Staff (M)

Policy 6660 – Student Activities Fund

2. **Discussion: Policy**

Board of Education and Administration discussed the first reading of revisions to the following policy:

Policy 5111 – Eligibility of Resident/Non-Resident Students

3. **Discussion: Approval of Minutes**

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

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Strategic Plan Goal 6: Community Outreach

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

The following item(s) were discussed:

1. **Discussion: MOCSSIF 2017 Safety Grant Program:**

Board of Education and Administration discussed the acceptance of the 2017 Safety Grant through the NJSIG MOCSSIF Sub Fund for identified safety and security facility upgrades in the amount of \$22,650.00 for the period of July 1, 2017 thru June 30, 2018.

Strategic Plan Goal 2: Facilities

2. **Discussion: Jointure Agreement**

Board of Education and Administration discussed the Township of Ocean School District in a transportation jointure agreement with Shore Regional High School Board of Education with the Township of Ocean Board of Education to act as host as follows:

<u>Joiner District</u>	<u>Destination</u>	<u>Duration</u>	<u>Joiner Cost</u>
Shore Reg'l HS Board of Ed	Aber-Keyport Voc-Midday (1 way)	9/12/17-6/21/18	\$ 8,619.25

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3. Discussion: Donation- Ocean Township Elementary School Playground Equipment

Board of Education and Administration discussed a donation from the Ocean Township Elementary School PTA in the amount of \$10,000.00. This will fund new playground equipment and installation with \$5,518.57 from the Board of Education for a total cost of \$15,518.57.

4. Discussion: Donation-iPads

Board of Education and Administration discussed the donation of 4 iPads, approximate value of \$1,376.00, from Jerry Frulio, Central Regional Autism Awareness, to be utilized by the special education department. This is being given as appreciation of Ocean Township High School hosting doubleheader baseball games for 3 consecutive years for the benefit of the Central Regional Autism Awareness Program.

5. Discussion: Tuition Contract

Board of Education and administration discussed a tuition contract with Manchester Board of Education for MVE (McKinney Vento Eligible), homeless, children attending Township of Ocean schools.

<u>Student</u>	<u># of Days</u>	<u>Grade</u>	<u>Period of Time</u>	<u>Tuition Revenue</u>
KR	38	12	9/7/17-11/3/17	\$3,606.96
CG	38	3	9/7/17-11/3/17	\$3,548.06

6. Discussion: Tuition Contract

Board of Education and administration discussed a tuition contract with Eatontown Board of Education for MVE (McKinney Vento Eligible), homeless, child attending Township of Ocean schools.

<u>Student</u>	<u># of Days</u>	<u>Grade</u>	<u>Period of Time</u>	<u>Tuition Revenue</u>
FB	44	K	9/7/17-11/15/17	\$3,385.36

7. Discussion: Use of Facilities

Board of Education and Administration discussed the use of facilities according to the attached list dated November 28, 2017.

Strategic Plan Goal 5: Finances

INSTRUCTION & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. Discussion: Professional Development Activities – Staff

Board of Education and Administration discussed the attached memorandum dated November 21, 2017 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

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2. **Discussion: Addendum to Out of District Private Tuition for the 2017-2018 School Year**
Board of Education and Administration discussed an addendum to out of district private tuition for the 2017-2018 school year in accordance with the attached memorandum dated November 16, 2017.
3. **Discussion: School Counseling Internship**
Board of Education and Administration discussed the request of Amanda Aikens, a student at Monmouth University, to fulfill a School Counseling Internship in accordance with the attached memorandum dated November 14, 2017.
4. **Discussion: Student Teachers**
Board of Education and Administration discussed Student Teachers for the 2017-2018 school year in accordance with the attached memorandum dated November 22, 2017.
5. **Discussion: Student Observer**
Board of Education and Administration discussed a Student Observer for the 2017-2018 school year in accordance with the attached memorandum dated November 22, 2017.
6. **Discussion: Administrative Internship**
Board of Education and Administration discussed the request of Ms. Christine Vinegra, Special Education Teacher, Ocean Township Elementary School to perform, as outlined in the attached memorandum dated November 22, 2017, 300 hours of Administrative Internship beginning January 2018 and continuing for a period of six months.
7. **Discussion: Settlement Agreement & Release**
Board of Education and Administration discussed the attached Settlement Agreement and Release for student number 17-18-01.

LEGISLATIVE: No Report

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: Clerical Substitute and Playground Aide Substitute**
Board of Education and Administration discussed hiring, for the 2017-2018 school year, Colleen Jamison as a Clerical Substitute, District-wide and a Playground Aide Substitute at the Ocean Township Elementary School.
2. **Discussion: Advisor – Elementary School Book Club**
Board of Education and Administration discussed hiring, for the 2017-2018 school year, Rosann Johnson as an Advisor for the Elementary Book Club, Grade 5 at the Township of Ocean Intermediate School. Ms. Johnson will receive a \$500.00 stipend, prorated.
3. **Discussion: Secondary Mathematics Instructor for Algebra 1 Module Course**
Board of Education and Administration discussed hiring, for the 2017-2018 school year, Joshua Thompson as the Secondary Mathematics Instructor for the Algebra 1 Module course, at the high

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school. Mr. Thompson will work at a rate of \$35.00 per hour during the months of December 2017, April and May 2018.

4. **Discussion: Tenure Recommendation for the 2017-2018 School Year**

Board of Education and Administration discussed offering tenure to Brittany Kreiger, Guidance Counselor, Ocean Township High School effective January 28, 2018.

5. **Discussion: Substitute Teacher for the 2017-2018 School Year**

Board of Education and Administration discussed hiring a Substitute Teacher for the 2017-2018 school year in accordance with the attached list dated November 22, 2017.

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

Board of Education and Administration discussed the request of Lisa Cocucci, Mathematics Teacher, Ocean Township High School, to take an unpaid family leave of absence, as designated under FMLA and NJFLA, beginning at the conclusion of her eligible sick leave, approximately May 28, 2018 and continuing through to October 26, 2018, (12 weeks). Mrs. Cocucci's last day of work will be April 13, 2018. Mrs. Cocucci is expected to return to the classroom on October 29, 2018.

PLANNING & CONSTRUCTION: No Report

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS:

- Meal options for Board of Education members on meeting nights were reviewed.

NEW BUSINESS:

- 'Serving Up Smiles' - Superintendent discussed Board of Education members serving meals to students at each of the elementary schools.

PUBLIC COMMENT: None

ADJOURN MEETING: 7:58 p.m.

There being no further business Mrs. Parlamas made a motion, seconded by Mrs. Fuller, that the meeting be adjourned. This motion carried: 9-0.

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/Board Secretary