

**TOWNSHIP OF OCEAN BOARD OF EDUCATION  
WORK MEETING MINUTES  
November 7, 2017**

**CALL TO ORDER**

Mr. Michael Palutis, Vice 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: Mrs. Janice Fuller, Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis, Mrs. Denise Parlamas and Mr. John Stuppi

Mr. Steven Clayton, Mr. James Dietrich and Mr. Joseph Hadden, were 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. Palutis, seconded by Mrs. McGovern and carried 6-0.*

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 (Loch Arbour versus Township of Ocean. 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 – 7:21 p.m.**

*Approval: Motion offered by Mrs. McGovern, seconded by Mrs. Parlamas and carried 6-0.*

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

**PRESIDENT’S REPORT:** Mr. Palutis

The following item(s) were discussed:

- President Dietrich out sick for tonight’s meeting.
- NJSBA Workshop was success, if you have information please pass it along to the committee chairs.

**SUPERINTENDENT’S REPORT:** Dr. Stefankiewicz

The following item(s) were discussed:

- Learn Storm 2017
- Soccer team is in the state finals on Friday
- November 16<sup>th</sup> Freshmen (8<sup>th</sup> Grade) orientation at high school.
- Tuition (out of district) opportunities publicized in newspaper and other venues.
- Veteran’s Day breakfast at the high school Wednesday morning.

**SCHOOL BUSINESS ADMINISTRATOR’S REPORT:** Mr. Jannarone

The following item(s) were discussed:

- Independent audit almost complete for June 30, 2017
- Bus camera’s update, met with Chief of Police, Town Manager, and transportation department.

**PUBLIC COMMENT:** None

**COMMITTEE REPORTS:**

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

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

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 – October 17, 2017

Regular Meeting Minutes – October 17, 2017

*Strategic Plan Goal 6: Community Outreach*

2. **Quality Single Accountability Continuum (QSAC) Statement of Assurance**

Move to approve the attached 2017-2018 Statement of Assurance (SOA) as part of the State Monitoring System (QSAC).

Motion(s) carried: 6-0

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

The following item(s) were discussed:

1. **Discussion: Transportation Cooperative with MOESC: 2017-2018**

Board of Education and administration discussed the Transportation Cooperative with MOESC as lead agency utilizing the below contractors for the special education school routes as follows:

Route #	Destination	# Days	Cost	Contractor	# of Students
E7114	CPC Elementary	178	\$20,865.60	S&S Trans	1
7014	CPC Adolescent	180	19,980.00	Joy Transport	2
5057	Educational Academy	180	31,449.60	Hartnett	2
7048	Alpha School	180	39,596.40	Klarr	1
70052	Collier	180	15,246.00	Emmanuel Trans	1
4057	Defino School	180	32,068.80	Vamvas Trans	2

2. **Discussion: Student Evaluation**

Board of Education and administration discussed a contract for behavioral monitoring and consultant services with Behavior Therapy Associates. The contract for services will be in effect for 2017-2018, total time will not exceed 31.75 hours, at \$200 per hour, for an expected cost of \$6,350.

3. **Discussion: Translator Service**

Board of Education and administration discussed Hankarlos Limardo, Wanamassa Physical Education teacher, to provide Spanish translation for a neurological evaluation tentatively scheduled for Friday, December 1, 2017, after schools hours, with the Neurologist, for Spanish speaking child and parents, at an hourly rate of \$35.00 per hour, not to exceed 3 hours.

**Twp of Ocean BOE Work Meeting Minutes (continued) – November 7, 2017**

**4. Discussion: Ice Rental**

Board of Education and administration discussed a rental agreement for use of the ice facility at the Jersey Shore Arena for high school ice hockey team practices and meets for the 2017-2018 season for an approximate cost of \$23,985.00.

**5. Discussion: Jointure Agreement**

Board of Education and administration discussed the Township of Ocean School District in a transportation jointure agreement with West Long Branch 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>
West Long Branch Board of Ed	Hawkswood School ESY	7/5/17-8/15/17	\$ 2,813.10
West Long Branch Board of Ed	Hawkswood School	9/7/17-6/21/18	\$15,749.00
West Long Branch Board of Ed	Harbor School	10/4/17-6/22/18	\$14,318.00
West Long Branch Board of Ed	Keyport Voc-Midday (1 way)	9/12/17-6/21/18	\$ 8,619.25

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

**6. Use of Facilities**

Move to approve the use of facilities according to the attached list dated November 7, 2017.

*Strategic Plan Goal 5: Finances, Objective 2*

Motion(s) carried on item 6-0

**INSTRUCTION & EDUCATION: Dr. Marshall**

The following item(s) were discussed:

**1. Discussion: Trip Request**

Board of Education and Administration discussed the following trip request:

Group: AP Economics – HS/Grades 11 and 12  
Number of Students: 14  
Date: Friday, December 15, 2017  
Departure time: 7:20 am  
Return time: 4:00 pm  
Destination: Museum of American Finance, New York, NY  
Purpose: To see exhibits regarding money, banking, and the markets.  
Transportation: 1 School bus to Long Branch Train Station; train to NY  
Teacher Chaperones: 2 – Andrea Kahikina and Susan Russo  
Parent Chaperones: 0  
Cost per pupil: \$50.00 (paid for by student)

**2. Discussion: Student Observer**

Board of Education and Administration discussed the request of Brianna McInerney, a student at

**Twp of Ocean BOE Work Meeting Minutes (continued) – November 7, 2017**

Sacred Heart University studying to become a Doctor of Physical Therapy, to observe Melinda Pullano, our District Physical Therapist, for a total of 50 hours (this is a requirement of the program). Ms. McInerney would shadow Melinda Pullano during the period of December 16, 2017 – January 12, 2018.

3. **Discussion: Student Teacher**

Board of Education and Administration discussed a student teacher for the 2017-2018 school year in accordance with the attached memorandum dated November 3, 2017.

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

4. **Student Observer**

Move to approve a student observer for the 2017-2018 school year in accordance with the attached memorandum dated November 3, 2017.

5. **Addendums to Out of District Private Tuition for the 2017-2018 School Year**

Move to approve addendums to out of district private tuition for the 2017-2018 school year in accordance with the attached memorandums (2) dated October 18, 2017 and November 3, 2017.

6. **Professional Development Activities – Staff**

Move to approve the attached memorandums (3) dated November 3, 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*

Motion(s) carried on items #4 thru #6: 6-0

**LEGISLATIVE:** No Report

**NEGOTIATIONS:** No Report

**PERSONNEL:** Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: Maternity Leave of Absence**

Board of Education and Administration discussed the request of Claire Zorner, Music Teacher at the Ocean Township Elementary and Township of Ocean Intermediate Schools to take a maternity leave of absence beginning at the conclusion of her eligible sick leave (approximately March 16, 2018) and continuing to the end of the school year, June 30, 2018. Mrs. Zorner's last day of work will be Wednesday, January 17, 2018. Mrs. Zorner is expected to return to the classroom on September 1, 2018.

2. **Discussion: Advisors – Elementary School Art Clubs**

**Twp of Ocean BOE Work Meeting Minutes (continued) – November 7, 2017**

Board of Education and Administration discussed hiring, for the 2017-2018 school year, the following staff members as Advisors for the Elementary Art Clubs. Each teacher will receive a \$500.00 stipend, prorated.

Christine Koob, Wanamassa Elementary School  
Emily Lee, Wayside Elementary School  
Elise Pennington, Ocean Township Elementary School

3. **Discussion: Advisors – Elementary School Book Clubs**

Board of Education and Administration discussed hiring, for the 2017-2018 school year, the following staff members as Advisors for the Elementary Book Clubs. Each teacher will receive a \$500.00 stipend, prorated.

Brianne Brannigan, Wayside Elementary School  
Lindsay Burnett, Ocean Township Elementary School

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

4. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence, as designated under FMLA and NJFLA, for Valerie Boodaghians, School Nurse, Wanamassa Elementary School, for the period of November 7, 2017 through November 16, 2017. Mrs. Boodaghians last day of work will be Friday, November 3, 2017. She is expected to return to work on Friday, November 17, 2017. While out on an unpaid family leave of absence, Mrs. Boodaghians will be responsible for paying the appropriate contribution towards her health insurance coverage.

5. **Substitute Instructional Assistant**

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

6. **Playground Aide**

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

7. **Playground Aide Substitute**

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

8. **Custodial Substitute**

Move to approve Linda Phipps as a Custodial Substitute for the 2017-2018 school year.

9. **OTHS Central Detention Teacher for the 2017-2018 School Year**

Move to approve David Schwartz as a Central Detention Teacher at the High School for the 2017-2018 school year. Central Detention in the High School will operate every Monday, Tuesday, and

Wednesday from 2:00 pm to 3:00 pm, beginning October 2017 through June 2018. Mr. Schwartz

**Twp of Ocean BOE Work Meeting Minutes (continued) – November 7, 2017**

will be paid \$28.00 per hour.

**10. OTHS Substitute Teacher for Central Detention, 2017-2018 School Year**

Move to approve, for the 2017-2018 school year, Denise D’Esposito as a Substitute Teacher for Central Detention at the High School. Ms. D’Esposito would work if one of the regular teachers were unavailable at rate of \$28.00 per hour.

**11. Issuance of Contracts**

Move to approve that contracts be issued to the following:

**To fill vacancy positions:**

Laura Dorony	Ten-Month Secretary	\$26,758.00
	Township of Ocean Intermediate School	Step 1
	Actual Start Date: October 30, 2017	Prorated
	Effective Date: November 1, 2017	

(Ms. Dorony was previously approved, at the October 3, 2017 work meeting, pending release from current employer and criminal history background check; both are in order. Ms. Dorony replaces Marcy Morelli who resigned.)

Mark Romei	Special Education Teacher	\$58,165.00
	Ocean Township High School	BA/Step 5-6
	Actual Start Date: December 1, 2017	Prorated
	Effective Date: December 1, 2017	

(Mr. Romei was previously approved, at the October 17, 2017, regular monthly meeting, pending release from current employer and criminal history background check; both are in order. Mr. Romei replaces Timothy Patterson who transferred to the position of Social Studies Teacher at the High School.)

**12. Request for Days from the Sick/Personal Leave Bank Plan (Non-Work Related)**

Move to approve the request of district employee #6721 to use 37 days from the Sick/Personal Leave Bank Plan (Non-Work Related).

**13. Resignations**

Move to approve the following resignations effective December 31, 2017:

Charmain Beverette, Special Education Teacher, Wayside Elementary School  
John J. Kinzel, Social Studies Teacher, High School  
Cristy Molnar, Special Education Teacher (Part-time), Wanamassa Elementary School

**14. Substitute Teachers**

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

**15. Substitute Instructional Assistants (Contracted) for Bus Runs**

Move to approve Substitute Instructional Assistants for the 2017-2018 school year in accordance with the attached list dated November 3, 2017. Those noted on the list are employed by the District. They would work on a Substitute basis, covering bus runs, when needed, before and after their

**Twp of Ocean BOE Work Meeting Minutes (continued) – November 7, 2017**

contracted work day. When they work as substitutes, they will be paid at their hourly contractual rate.

16. **Substitute Security Guard for the 2017-2018 School Year**

Move to approve Frank Martuscelli as a Substitute Security Guard for the 2017-2018 school year at a rate of \$12.00 per hour.

17. **Volunteers – Set Construction**

Move to approve Brad Andrus and Michael LaFalce as volunteers to assist with set constructions, for student productions, as outlined in the attached memorandum dated November 2, 2017.

18. **Substitute Bus Aide**

Move to approve Carolyn Whatley as a Substitute Bus Aide for the 2017-2018 school year.

19. **Substitute Bus Driver for the 2017-2018 School Year**

Move to approve John O’Connell as a Substitute Bus Driver for the 2017-2018 school year.

Motion(s) carried on items #4 thru #19: 6-0

**PLANNING & CONSTRUCTION:** Mr. Palutis

The following item(s) were discussed:

1. **Discussion: Referendum Update**

School Business Administrator gave an update and showed pictures of the Ocean Township High School construction project progress.

*Strategic Plan Goal 2: Facilities, Objective 4*

November 14<sup>th</sup> architect and construction manager will attend workshop meeting.

Ribbon Cutting, Monday November 27, 2017 at high school 2:30 or 3:00 pm.

**TECHNOLOGY COMMITTEE:** Mr. Stuppi

The following item(s) were discussed:

1. **Discussion: Computer Co-Operative Purchase**

Board of Education and Administration discussed the purchase, in the amount of \$48,657.00, 60 Dell Latitude 3480 laptops with extended warranties, per attached proposal, Quote KD014640, from Ocean Computer Group, Inc. Matawan, NJ, WSCA/NASPO Contract #B27160 & #AR602.

**OLD BUSINESS:** None

**NEW BUSINESS:**

- Board of Education discussed the district drug and alcohol policy regarding vaping. Superintendent will look into Board policy.

**PUBLIC COMMENT:** None

**Twp of Ocean BOE Work Meeting Minutes (continued) – November 7, 2017**

**ADJOURN MEETING: 8:37 p.m.**

There being no further business Mrs. Parlamas made a motion, seconded by Mrs. McGovern, that the meeting be adjourned. This motion carried: 6-0.

Respectfully submitted,

Kenneth Jannarone  
School Business Administrator/Board Secretary