

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
October 10, 2017**

CALL TO ORDER

Mr. James Dietrich, President, called the meeting to order at 7:00 p.m. in the Superintendent's Conference Room 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. James Dietrich, Mrs. Janice Fuller, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis and Mrs. Denise Parlamas. Mr. Steven Clayton and Mr. John Stuppi were absent.

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

Enter Executive Session – 7:04 p.m.

Approval: Motion offered by Mr. Dietrich, seconded by Mrs. Parlamas and carried 7-0.

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 – 7:38 p.m.

Approval: Motion offered by Mrs. Parlamas, seconded by Mrs. McGovern, and carried 7-0.

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

PRESIDENT'S REPORT: No Report

VICE PRESIDENT'S REPORT: No Report

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

The following item(s) were discussed:

- Monmouth County Superintendents' meeting with politicians regarding their positions on education was discussed.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

The following item(s) were discussed:

- Confirmed School Boards workshops attendees and what training classes were being taken.

PUBLIC COMMENT: None

COMMITTEE REPORTS:

COMMUNITY LIAISON, COMMUNICATIONS & CO-CURRICULAR

STUDENT ACTIVITIES: Mrs. Fuller

The following item(s) were discussed:

1. **Discussion: Butterfly and Vegetable garden**

Twp of Ocean BOE Work Meeting Minutes (continued) – October 10, 2017

Board of Education and Administration discussed the creation of a butterfly garden and vegetable garden at Wanamassa Elementary School, a collaboration of staff, students and community in cooperation with the Strategic Planning Goals.

Strategic Plan Goal 2: Community Outreach, School Climate & Culture 4

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

2. **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 3, 2017

Strategic Plan Goal 6: Community Outreach

Motion(s) #2 carried: 7-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

The following item(s) were discussed:

1. **Discussion: Five Year Comprehensive Maintenance Plan**

Board of Education and Administration discussed the Five Year Comprehensive Maintenance Plan 2017-2018 through 2021-2022 as per N.J.A.C. 6:24 and the annual maintenance budget amount (M-1) per N.J.A.C. 6:26-12.1, as per attached.

2. **Discussion: #2 Fuel Oil, Diesel Fuel and Gasoline**

Board of Education and Administration discussed the Cooperative Bid Award (#HCECSC-Fuel-17/18) for 2017-2018, for #2 Fuel Oil, Ultra Sulfur Diesel Fuel and Gasoline, through the Hunterdon Educational Services Commission. (See attached)

3. **Discussion: Use of Facilities Policy/Regulation**

Board of Education and Administration discussed Use of Facilities Policy and Regulation and proposed revised/new fees.

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

4. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated October 10, 2017.

Strategic Plan Goal 5: Finances, Objective 2

Motion(s) carried on item 7-0

INSTRUCTION & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. **Discussion: Doctoral Candidate Sports Survey**

Twp of Ocean BOE Work Meeting Minutes (continued) – October 10, 2017

Board of Education and Administration discussed the request of Rebecca Edelsberg, an Ocean Township High School alumnus and a Doctoral Candidate from the School Psychology PSY-D program at Philadelphia College of Osteopathic Medicine, “to survey athletes in regard to student perception of the impact of athletic involvement on academic performance.” Student athletes would participate on a voluntary basis. The survey would be conducted during the period of October 18, 2017 and November 2017; attached please find a memorandum dated September 29, 2017, the course requirements, proposal and a copy of the survey.

2. Discussion: Trip Request

Board of Education and Administration discussed the following trip request:

Group: Social Studies Students/Grades 10, 11 & 12/
The Holocaust & Modern Genocides Course

Number of Students: 50

Date: Friday, December 8, 2017
Departure Time: 6:00 - 6:30 am
Return Time: 7:00 pm - 7:30 pm

Destination: United States Holocaust Memorial Museum
Washington, DC

Purpose: View the Permanent Exhibition: The Holocaust and the Museum, reflect in the museum’s memorials, and learn ways to prevent genocide.

Transportation: 1 Bus (Raritan Valley Charter Bus)

Teacher Chaperones: 5 (Allison Connolly, Andrea Kahikina, Susan Russo, Krysten Semerano, and Cara Tevar)

Parent Chaperones: -0-

Cost per student: No cost to student (The cost will be covered by Kean University as part of their partnership agreement with our District.)

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

3. Trip Request

Move to approve the following trip request:

Group: Middle and High School Students

Number of Students: 20

Date: Wednesday, October 11, 2017
Departure Time: 9:15 am Return Time: 1:00 pm

Destination: Monmouth University, West Long Branch

Purpose: Conference - Central Jersey Consortium for Excellence and Equity. Conference title; “Disproportionality and Access Across Intersectionalities.”

Transportation: School Bus

Teacher Chaperones: 2 - TBD

Parent Chaperones: -0-

Cost per student: -0-

Twp of Ocean BOE Work Meeting Minutes (continued) – October 10, 2017

4. **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 October 5, 2017.

5. **Student Observer**

Move to approve a student observer for the 2017-2018 school year in accordance with the attached memorandum dated October 6, 2017.

6. **Suspension Report**

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

7. **Professional Development Activities – Staff**

Move to approve the attached memorandums (2) dated October 6, 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 #3 thru #7: 7-0 (Dr. Marshall recused himself on items #3 & #5)

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 Connie Schneider, Instructional Assistant, Township of Ocean Intermediate School to take an unpaid family leave of absence, as designated under FMLA, for the period of October 30, 2017 through January 26, 2018. Mrs. Schneider's last day of work was September 12, 2017. Mrs. Schneider is expected to return to work on January 29, 2018.

2. **Discussion: Credit Reimbursement – Spring and Summer 2017**

Board of Education and Administration discussed credit reimbursement for courses completed during Spring and Summer 2017, in accordance with the attached list dated October 6, 2017.

3. **Discussion: Winter Coaching Assignments**

Board of Education and Administration discussed Winter Coaching Assignments for the 2017-2018 school year in accordance with the attached memorandum dated October 5, 2017.

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

Twp of Ocean BOE Work Meeting Minutes (continued) – October 10, 2017

4. Substitute Security Guard for the 2017-2018 School Year

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

5. Substitute Teacher for the 2017-2018 School Year

Move to approve Samantha Conti as a Substitute Teacher, Grades, K-4, for the 2017-2018 school year.

6. Substitute Instructional Assistant (Contracted) for the 2017-2018 School Year

Move to approve Dian Brannen as a Substitute Instructional Assistant for the 2017-2018 school year. Mrs. Brannen is employed by the District and would work on a Substitute basis, when needed, before and after her contracted work day. Mrs. Brannen will be paid at her hourly contractual rate.

7. Revised Contract

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

| | | |
|-------------------|---|-------------|
| John Bosmans, Jr. | From: Social Studies Teacher High School | |
| | To: Supervisor World Languages, Grades K-12 | \$95,500.00 |
| | Social Studies, Grades 6-12 and | Department |
| | English As A Second Language, | Supvr./ |
| | Grades K-12 | Guide 4 |
| | Actual Start Date: October 5, 2017 | Prorated |
| | Effective Date: November 1, 2017 | |

(Mr. Bosmans was previously approved, at the August 22, 2017 work meeting, pending issuance of Certification from the NJ State Department of Education; certificate has been issued. Mr. Bosmans replaces Christopher Wilson who resigned.)

8. Instructional Assistant/Pep Squad

Move to approve Joyce Hoffmann, an Instructional Assistant, to provide aide support to an Ocean Township Elementary School student (4th grade) with disabilities participating in Pep Squad. Mrs. Hoffmann will shadow the student/Pep Squad member every Thursday after school, for approximately one hour, between October 2017 through June 2018 (excluding school holidays). Mrs. Hoffmann will be paid at her hourly contractual rate.

9. Revised Contracts – Bus Drivers

Move to approve that revised contracts be issued to the following Bus Drivers, Transportation Department, for the 2017-2018 school year; effective October 1, 2017. Revisions reflect an increase or decrease in hours worked (daily) and salary:

| <u>Employee</u> | <u>Hours</u> <u>2016-2017</u> | <u>Hours</u> <u>2017-2018</u> | <u>New Salary</u> <u>(prorated)</u> |
|---------------------|----------------------------------|----------------------------------|--|
| Abrams, John | 5 | 6.25 | \$28,313.00 |
| Ingulli, Antoinette | 5 | 5.5 | 24,045.00 |
| Kohuloon, Marybeth | 6.25 | 6.75 | 36,950.00 |
| Koval, Marion | 6.25 | 6 | 32,844.00 |
| Piscopo, Michelle | 6.50 | 6.25 | 31,499.00 |
| Ring, Frank | 5 | 6 | 27,180.00 |

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10. **After School Help and Homework Club Teacher/Wayside Elementary School**

Move to approve, for the 2017-2018 school year, Sandra Normile as a teacher for the 3rd and 4th grade Help and Homework Club at Wayside Elementary School. Mrs. Normile will be paid at a rate of \$28.00 per hour. The 3rd and 4th grade Help and Homework Club will run October 2017 through June 2018, Monday – Thursday, 3:30 pm – 4:30 pm.

11. **Instructional Assistant/Makerspace**

Move to approve Joyce Hoffmann, an Instructional Assistant, to provide aide support to an Ocean Township Elementary School student (4th grade) with disabilities participating in Makerspace. Mrs. Hoffmann will shadow the student/Makerspace member every third Wednesday of each month, October 2017 through June 2018. Mrs. Hoffmann will be paid at her hourly contractual rate.

12. **Issuance of Contracts**

Move to approve that contracts be issued to the following:

To fill vacancy, non-tenure track positions:

| | | |
|------------|-------------------------------------|--------------|
| Robyn Wolf | Part-Time Instructional Assistant | \$18,660.00* |
| | Ocean Township Elementary School | Step 1 |
| | Non-Tenure Track Position | Prorated |
| | Actual Start Date: October 10, 2017 | |
| | Effective Date: November 1, 2017 | |

(*Mrs. Wolf replaces Paula Wnorowski whose contract was revised from that of a part-time Instructional Assistant to a full-time Instructional Assistant. Mrs. Wolf was previously approved, at the October 3, 2017 work meeting, pending completion of her new employee physical. Physical has been completed.)

Motion(s) carried on items #4 thru #12: 7-0

PLANNING & CONSTRUCTION: Mr. Palutis

The following item(s) were discussed:

1. **Discussion: Referendum Construction Projects**

Thomas Strauser, Solutions Architecture, Gary Tattersall, Director of Facilities and John Bosmans, Construction Manager, were in attendance and gave an update on the ongoing referendum projects.

Strategic Plan Goal 2: Facilities, Objective 4

Thomas Strauser gave an update on schedule: original versus where we are now. Board of Education discussed the progress.

2. **Discussion: Referendum Change Order Update**

Thomas Strauser, Solutions Architecture, gave an update on the status of Ocean Township High School and Wanamassa Elementary change orders. The School Business Administrator gave a construction budget update and detailed the savings on the sound amplification project due to the use of in-house labor to install the systems. Mike Hall, Network Manager, gave demo on the new system and explained the technology.

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Strategic Plan Goal 2: Facilities, Objective 4

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS: None

NEW BUSINESS:

- Board of Education discussed a possible change in the municipal ordinance regarding residents obligation to clear snow from sidewalks being changed from 12 to 72 hours. The Board of Education discussed the impact of walkers to individual schools having a difficult time with the delayed snow removal.

PUBLIC COMMENT:

- Mrs. Loushine, Loch Arbour resident, asked about the status of Loch Arbour students beyond the year 2018-2019. The Board of Education discussed the ‘fast track’ according to the courts, but do not have a court date as of now.

ADJOURN MEETING: 10:02 p.m.

There being no further business Mrs. McGovern Parlamas made a motion, seconded by Mrs. McGovern, that the meeting be adjourned. This motion carried: 7-0.

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/Board Secretary