

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
October 17, 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. 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 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. 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 Student Matter. 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 – 7:32 p.m.

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

Move for the approval to adjourn from Executive Session and resume public session in the Superintendent's conference room of the Administration Building.

PRESIDENT'S REPORT: Mr. Dietrich

The following item(s) were discussed:

- Discussed social media postings about school business should work through the communication liaison, Mr Palutis, Vice President of the Board of Education.

VICE PRESIDENT'S REPORT: Mr. Palutis

The following item(s) were discussed:

- School Boards workshop and the valuable information that can be acquired by the Board of Education members.

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

The following item(s) were discussed:

- Clean sweep participation with the Town and the positive results.
- Spartan School advisory board and the starting of the new schools.
- 8th Grade night, Thursday, November 16th, coming up.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

The following item(s) were discussed:

- School Boards badges - check your email regarding the electronic information for access to the workshops.
- Budget roll out for next year starting with teachers gathering budget needs

Twp of Ocean BOE Work Meeting Minutes (continued) – October 17, 2017

- Follow-up on snow removal ordinance being proposed by the municipality.

PUBLIC COMMENT: None

COMMITTEE REPORTS:

COMMUNITY LIAISON, COMMUNICATIONS & CO-CURRICULAR

STUDENT ACTIVITIES: Mrs. Fuller

The following item(s) were discussed:

1. **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):

Work Meeting/Executive Session Minutes – October 10, 2017

Strategic Plan Goal 6: Community Outreach

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

The following item(s) were discussed:

1. **Discussion: Renewal of Automatic Temperature Control Contract**

Board of Education and administration discussed the extension of award of the Automatic Temperature Controls and Monitoring for the 2017-2018 school year with Jersey State Controls, Lakewood, NJ.

Vendor	School	2017-2018
Jersey State Controls	OT High School Twp. of Ocean Intermediate OT Elementary School Wanamassa School Wayside Elem. School	\$46,200.00

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

Board of Education and administration discussed the Transportation Cooperative with MOESC as lead agency utilizing Jays, Klarr, Seman-Tov and Seashore for the non-public school routes as follows:

Route #	Destination	# Days	Cost Per Annum	Contractor	# of Students
HG1	Hillel Grammar	180	\$ 824.40	Seman-Tov	1
HC8	Hillel Grammar	180	20,615.40	Semen-Tov	25
HG10	Hillel Grammar	180	20,631.60	Seman-Tov	39
HG11	Hillel Grammar	180	30,407.40	Seman-Tov	57
HH6	Hillel HS	180	26,499.60	Seman-Tov	53
HH7	Hillel HS	180	22,496.40	Seman-Tov	57

Twp of Ocean BOE Work Meeting Minutes (continued) – October 17, 2017

HHS3	Hillel HS & Grammar	180	3,268.80	Seman-Tov	7
IL4	Ilan HS	180	7,905.60	Jays	12
CT174	CBA/Leo/Oak Hill	180	34,227.00	Jays	41
RS/TH1	Ranney	180	30,540.60	Seman-Tov	36
SRB71	St. Rose HS/Grammar	180	12,528.00	Klarr	16
SJ18	St.Jerome	180	8,080.20	Jays	9
SJER7	St. Jerome	180	21,628.80	Seashore	30
YKT2	Yeshiva Keter Torah Gr K-4	180	7,219.80	Jays	9
YKT1	Yeshiva Keter Torah 5-8	180	4,300.20	Seman-Tov	8

3. Discussion: Transportation Cooperative with MOESC: 2017-2018

Board of Education and administration discussed the Transportation Cooperative with MOESC as lead agency utilizing Durham, First Student, Seashore, Seman Tov, Unlimited, Vamvas and Z&S for the vocational school routes as follows:

Route #	Destination	# Days	Cost	Contractor	# of Students
V515	High Tech HS	180	\$12,520.80	Durham	6
V725	Career Ctr-CPC Shuttle	180	6,634.80	Vamvas	1
V803	Communications HS	180	10,962.00	Seashore	6
V707	Communications HS	180	39,808.80	Seman Tov	14
V840	Middletown Voc - PM	180	48,925.80	First Student	8
V824	Middletown Voc - AM	180	26,460.00	Vamvas	4
V823	Aber-Kyprt Voc -AM	180	19,045.80	Unlimited	2
V716	Aberdeen Voc -PM	180	22,368.60	Z&S	2

INSTRUCTION & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. Discussion: District Assessment Results for the 2016-2017 School Year

Board of Education and Administration discussed the District’s Assessment results for the 2016-2017 school year; copy of the results are enclosed. In addition, Ms. Weldon, Assistant Superintendent, Teaching and Learning will be in attendance to answer questions regarding these results.

2. Discussion: Professional Development Activities – Staff

Board of Education and Administration discussed the attached memorandums (5) dated October 13, 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

3. Discussion: Professional Development Activities – Board Members

Twp of Ocean BOE Work Meeting Minutes (continued) – October 17, 2017

Board of Education and Administration discussed, in accordance with District Policy 6471, that the following Board Members: James Dietrich, Steve Clayton, Janice Fuller, Joseph Hadden, Dr. David Marshall, Amy McGovern, Michael Palutis, and Denise Parlamas, attend the NJSBA Workshops, October 23-26, 2017 at a group rate of \$1,400.00 for the Board of Education and Administration.

Reimbursement for travel and related expenses shall be according to the Department of the Treasury guidelines in NJOMB circular 06-02 and NJOMB A-87.

4. **Discussion: Administrative Internship**

Board of Education and Administration discussed the request of Mrs. Erin Leahy, Elementary Teacher, Ocean Township Elementary School to perform 300 hours of Administrative Internship in accordance with the attached memorandum dated October 11, 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 October 13, 2017.

6. **Discussion: Cancellations to Out of District Private Tuition for the 2017-2018 School Year**

Board of Education and Administration discussed cancellations to out of district private tuition for the 2017-2018 school year in accordance with the attached memorandums (2) dated October 13, 2017.

7. **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 October 6, 2017.

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 Catherine Eljdid, Speech-Language Specialist, Ocean Township Elementary School to take a maternity leave of absence beginning at the conclusion of her eligible sick leave (approximately February 27, 2018) and continuing to the end of the school year, June 30, 2018. Mrs. Eljdid's last day of work will be Wednesday, January 10, 2018. Mrs. Eljdid will be responsible for paying the appropriate contribution towards her health insurance coverage for the first 12-weeks of her maternity leave. Mrs. Eljdid is expected to return to the classroom on September 1, 2018.

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

Board of Education and Administration discussed the request of Kathleen Andrews, Special Education Teacher, Township of Ocean Intermediate 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 March 20, 2018 and continuing for a period of 12 weeks. Mrs. Andrews's last day

Twp of Ocean BOE Work Meeting Minutes (continued) – October 17, 2017

of work will be February 2, 2018. She is expected to return to the classroom on June 18, 2018. While out on an unpaid family leave of absence, Mrs. Andrews will be responsible for paying the appropriate contribution towards her health insurance coverage.

3. Discussion: Playground Aide and Playground Aide Substitute

Board of Education and Administration discussed hiring, for the 2017-2018 school year, Vera Knauer as a Playground Aide and Wafaa Sawires as a Playground Aide Substitute at the Wanamassa Elementary School.

4. Discussion: Clerical Substitute

Board of Education and Administration discussed hiring Debra Kaplan as a Clerical Substitute for the 2017-2018 school year.

5. Discussion: Substitute Bus Drivers

Board of Education and Administration discussed hiring the following as Substitute Bus Drivers, pending issuance of Commercial Driver's License (CDL), for the 2017-2018 school year.

Gary Fandrick
John O'Connell

6. Discussion: Issuance of Contracts

Board of Education and Administration discussed issuing contracts to the following:

To fill a vacancy position:

Mark Romei	Special Education Teacher	\$58,165.00*
	Ocean Township High School	BA/Step 5-6
	Actual Start and Effective Dates: Pending	Prorated
	release from current employer and criminal history background check.	

(*Mr. Romei replaces Timothy Patterson who transferred to the position of Social Studies teacher at the high school.)

To fill a vacancy non-tenure track position:

Manuel Sanchez-Ramirez	Computer Technician/Level I	\$37,500.00*
	District-wide	Prorated
	Non-Tenure Track	
	Actual Start and Effective Dates: Pending	
	release from current employer and criminal history background check.	

(*Mr. Sanchez-Ramirez replaces Sean O'Malley whose contract was revised from that of a Computer Technician/Level I to that of a Computer Technician/Level II.)

7. Discussion: Revised Contract

Board of Education and Administration discussed issuing a revised contract to the following employee:

Antoinette Ingulli	Bus Driver	\$26,231.00*
	Transportation Department	Prorated

Twp of Ocean BOE Work Meeting Minutes (continued) – October 17, 2017

Effective Date: Retro to October 1, 2017

(*This is a revision in salary as a result of an increase in work hours from 5 ½ to 6 hours per day.)

8. **Discussion: Instructional Assistant/Chorus**

Board of Education and Administration discussed hiring Michael Mazza, an Instructional Assistant, to provide aide support to an out of district student (4th grade) with disabilities participating in Chorus at the Wayside Elementary School. Mr. Mazza will shadow the student/Chorus member to practices (once a week, for one hour, before school) during the period of October 2017 through December 2017. Mr. Mazza will be paid at his hourly contractual rate.

9. **Discussion: Issuance of Contract**

Board of Education and Administration discussed issuing a contract to the following:

To fill a vacancy position:

Annalisa Rivezzi	World Language Teacher (Italian)	\$64,015.00
	Ocean Township, Wanamassa and	MA+30
	Wayside Elementary Schools	Step 5-6
	Actual Start and Effective Dates: Pending	Prorated
	release from current employer and criminal history	
	background check.	

(Ms. Rivezzi replaces Vincent Belcastro who resigned.)

10. **Discussion: Revised Contract**

Board of Education and Administration discussed issuing a revised contract to the following employee:

Michelle Piscopo	Bus Driver	\$32,758.00*
	Transportation Department	Prorated
	Effective Date: Retro to October 1, 2017	

(*This is a revision in salary as a result of an increase in work hours from 6 1/4 to 6 ½ hours per day.)

PLANNING & CONSTRUCTION: Mr. Palutis

The following item(s) were discussed:

1. **Discussion: OTHS Fitness Center Equipment**

Board of Education and administration discussed lowest responsible and responsive bid for fitness equipment for the fitness center at the Ocean Township High School with Fitness LifeStyles, Asbury Park, NJ, for a total bid of \$130,495.50.

Bids were opened on October 12, 2017 at 1:30 p.m. in the Administration Building Auditorium. (See attached)

The Board of Education also discussed that the Bid was \$45,000 under budget. Meeting with General Contractor and possible difficulties with the completion date was detailed.

TECHNOLOGY COMMITTEE: No Report

Twp of Ocean BOE Work Meeting Minutes (continued) – October 17, 2017

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

ADJOURN MEETING: 8:02 p.m.

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

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/Board Secretary