

**TOWNSHIP OF OCEAN BOARD OF EDUCATION  
WORK MEETING MINUTES  
September 19, 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, Mr. Joseph Hadden (Arrived at 7:28 pm), Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis and 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 – 7:01 p.m.**

*Approval: Motion offered by Mr. Dietrich, seconded by Mrs. McGovern 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), Litigation (Township of Ocean versus Loch Arbour) and Student Matters. 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 25 minutes and will not take action upon returning to work session.

**Adjourn Executive Session – 7:31 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:

- Thanked Board of Education members for attending the 'Back to School' nights at each school

**VICE PRESIDENT'S REPORT:** Mr. Palutis

The following item(s) were discussed:

- Committee updates: Finance and Technology
- Update on goal accumulation for October 3<sup>rd</sup> work meeting discussion.

**SUPERINTENDENT'S REPORT:** No Report

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

The following item(s) were discussed:

- Met with Township Manager regarding Tennis Center and Bus Cameras.

**PUBLIC COMMENT:** None

**COMMITTEE REPORTS:**

**COMMUNITY LIAISON, COMMUNICATIONS & CO-CURRICULAR**

**STUDENT ACTIVITIES:** Mr. Palutis

The following item(s) were discussed:

1. **Discussion: Oath of Office: Swearing in of Newly Appointed Member**

**Twp of Ocean BOE Work Meeting Minutes (continued) – September 19, 2017**

Board of Education and Administration discussed the swearing in of newly appointed Board of Education member, Janice Fuller, to the Township of Ocean Board of Education, until January 2019.

**2. Discussion: Resolutions**

Board of Education and Administration discussed resolutions honoring the following persons for their service to the Township of Ocean:

Sylvia Sylvia-Cioffi , outgoing Board of Education member,  
Marianne Wilensky, Director of Community Development, Township of Ocean.  
(See attached)

**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):

Work Meeting/Executive Session Minutes – September 12, 2017

**4. Discussion: Parent Request to Have Their Child Finish Their Senior Year at OTHS**

Board of Education and Administration discussed the request of parents to allow their child to remain enrolled at the Ocean Township High School for 2017-2018 school year. The family has moved out of District and it is the student’s (#70687) senior year. The request is being made in-line with District policy 5111 – Eligibility of Resident/Non-Resident Pupils, (copy of policy is attached).

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

The following item(s) were discussed:

**1. Discussion: Use of Facilities**

Board of Education and Administration discussed use of facilities according to the attached list dated September 19, 2017.

*Strategic Plan Goal 5: Finances, Objective 2*

**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 September 15, 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*

**2. Discussion: Student Teacher**

**Twp of Ocean BOE Work Meeting Minutes (continued) – September 19, 2017**

Board of Education and Administration discussed a Student Teacher for the 2017-2018 school year in accordance with the attached memorandum dated September 15, 2017.

**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 Lauren Garofalo, Elementary Teacher (Kindergarten), Ocean Township Elementary 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 December 20, 2017 and continuing through March 21, 2018. Mrs. Garofalo's last day of work will be November 8, 2017. While out on an unpaid family leave of absence, Mrs. Garofalo will be responsible for paying the appropriate contribution towards her health insurance coverage. Mrs. Garofalo is expected to return to the classroom on Thursday, March 22, 2018.

2. **Discussion: Revised Contracts – Instructional Assistants/Bus Aides**

Board of Education and Administration discussed issuing revised contracts to the following Instructional Assistants/Bus Aides. Revision reflects a change in hours worked (daily) and salary:

Elisa Basil-Bagley	Instructional Assistant Wanamassa Elementary School Effective Date: October 1, 2017	\$34,553.00*
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(\*Revision reflects a change in hours worked daily from 7 to 8 and an increase in salary.)

Tracey Berg	Instructional Assistant Ocean Township Elementary School Effective Date: September 1, 2017	\$30,234.00*
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(\*Revision reflects a change in hours worked daily from 6 to 7 and an increase in salary.)

Tara Michaels	Instructional Assistant Township of Ocean Intermediate School Effective Date: September 1, 2017	\$34,553.00*
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(\*Revision reflects a change in hours worked daily from 7 to 8 and an increase in salary.)

Loretta Rumsey	Instructional Assistant Wayside Elementary School Effective Date: September 1, 2017	\$34,010.00*
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(\*Revision reflects a change in hours worked daily from 8 to 7.5 and a decrease in salary.)

Deborah Schultz	Instructional Assistant Wayside Elementary School Effective Date: September 1, 2017	\$37,126.00*
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(\*Revision reflects a change in hours worked daily from 7 to 7.5 and an increase in salary.)

**Twp of Ocean BOE Work Meeting Minutes (continued) – September 19, 2017**

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

Board of Education and Administration discussed hiring Joyce Hoffmann, an Instructional Assistant, provide aide support to an Ocean Township Elementary School student (4th grade) with disabilities participating in Chorus. Mrs. Hoffmann will shadow the student/Chorus member to practices (Tuesdays and Thursdays), rehearsals, and to the Ocean Township Elementary School Winter Concert, during the period of September 19, 2017 – December 5, 2017. Mrs. Hoffmann will be paid at her hourly contractual rate.

**4. Discussion: Unpaid Leave of Absence**

Board of Education and Administration discussed the request of Pasquale Barone, Instructional Assistant, Ocean Township High School to take an unpaid leave of absence with the continuation of benefits, during the period of October 4, 2017 through October 20, 2017. Mr. Barone's last day of work will be Tuesday, October 3, 2017. He is expected to return to work on Monday, October 23, 2017. While out on an unpaid leave of absence, Mr. Barone will be responsible for paying the appropriate contribution towards his health insurance coverage.

**PLANNING & CONSTRUCTION:** No Report

**TECHNOLOGY COMMITTEE:** No Report

**OLD BUSINESS:**

- Board of Education discussed the PSAT and the positive opportunities for students the take the test for its benefits.
- Board of Education discussed a possible solution for paperless Board meetings.

**NEW BUSINESS:**

- Board of Education discussed the positive feedback from parents in the 5<sup>th</sup> Grade.
- Board of Education discussed the Pledge of Allegiance at future workshop meetings.
- Board of Education discussed workshop set-up and a possible change in the auditorium.

**PUBLIC COMMENT:** None

**ADJOURN MEETING: 7:58 p.m.**

There being no further business Mrs. Parlamas 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