

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
August 23, 2016**

CALL TO ORDER

Mr. Kenneth Jannarone, Board Secretary, called the meeting to order at 7:00 p.m. Due to a lack of quorum the meeting was adjourned to 8:30 p.m.

Mr. Joseph Hadden, President, called the meeting to order at 8:30 p.m. in the office of the Superintendent at the District Administration Building, 163 Monmouth Road, Oakhurst, N.J.

STATEMENT OF ADEQUATE NOTICE

Mr. Hadden 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, Dr. David Marshall, Mrs. Amy McGovern, Mr. Sean Moore, Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi (Arrived at 8:37pm).

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

Enter Executive Session – 8:32 p.m.

Approval: Motion offered by Mr. Hadden, 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), Litigation (Board of Education Conflict) 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. Board of Education will be in executive session for approximately 30 minutes and will take action upon returning to work session.

Adjourn Executive Session – 9:01 p.m.

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

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

PRESIDENT’S REPORT: Mr. Hadden

Mr. Hadden discusses the following item(s):

- The unfortunate passing of Senator Joseph Palaia and all of his accomplishments for the students and residents of Ocean Township

SUPERINTENDENT’S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Thanked the residents of Cedar Village for the ‘Stuff the Bus’ backpacks program that benefits under privileged students.
- Meet and greet for the new high school administrators is planned for the start of school.

SCHOOL BUSINESS ADMINISTRATOR’S REPORT: Mr. Jannarone

Mr. Jannarone discussed the following item(s):

- Finance Committee meeting with the Ocean sports groups new date: September 27th.
- Philip Nicastro, Strauss Esmay, will be attendance September 27th for Board of Education in-service.

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PUBLIC COMMENT:

- Dana Rossback, parent, asked about, Tyler (her son), and if the Board of Education would allow him to be a Volunteer Coach. Other parents from the football team voiced their favor of having Tyler Rossback contribute to the football team in any capacity. The Superintendent and Board of Education discussed current Board policy concerning volunteering. The Superintendent will discuss the matter with the Athletic Director.

COMMITTEE REPORTS:

CO-CURRICULAR STUDENT ACTIVITIES: Mrs. McGovern

The following item(s) were discussed:

1. **Discussion: Club Name Change**

Board of Education and Administration discussed the request to change the name of the Gay-Straight Alliance Club, High School to “Kaleidoscope,” in accordance with the attached memorandum dated August 8, 2016.

COMMUNITY LIAISON & COMMUNICATIONS: Mrs. Sylvia-Cioffi

The following item(s) were discussed:

1. **Discussion: Sponsorship Program**

Board of Education and administration discussed the 2016-2017 sponsorship program participants in accordance with Board Policy # 9720 and #6164 as follows:

Diamond Sponsors The Daniels Group, New Providence

Platinum Sponsor: AXA Advisors, Edison
P.W. Moss & Associates, Doylestown, PA

Gold Sponsors: Dr. Madeline Badalaty, Ocean
Dr. Raymond Kim, Oakhurst
Jersey State Controls, Brick
Saker ShopRites Inc., West Long Branch, & Neptune
Seaview Orthopedic, Ocean, Brick & Freehold
Solutions Architecture, Newark

NOTE: This program will raise approximately \$25,000 gross proceeds for the 2016-2017 school year.

Mrs. Sylvia-Cioffi made a motion, seconded by Mr. Moore, 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 – August 9, 2016

Motion(s) on item #2 carried: 9-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Moore

The following item(s) were discussed:

1. **Discussion: MOESC Staffing of Aides**

Board of Education and Administration discussed an agreement with Monmouth-Ocean Educational Services Commission to provide part-time instructional, special education and transportation aide placements as possibly needed for the period of July 1, 2016 through June 30, 2017.

2. **Discussion: Bus Fleet Management & Maintenance Services:**

Board of Education and Administration discussed the bid award with First Vehicle Services as per the RFP issued for the Management and Maintenance of the Township of Ocean bus fleet commencing on September 1, 2016 and ending on August 31, 2017, with four (4) one-year renewable options. Management fees shall be \$31,955. A target price of \$440,764.56 reflects total estimated department costs: such as, parts, labor and outside services. (As per attached proposal)

4. **Discussion: School Physicians**

Board of Education and Administration discussed the update on the School Physician proposal submissions.

5. **Discussion: Donation of Vehicles**

Board of Education and administration discussed the donation of 2000 Ford Expedition from the Board of Fire Commissioners, Fire District #1.

Mr. Moore made a motion, seconded by Mrs. Sylvia-Cioffi, for approval of the following item(s):

3. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated August 23, 2016.

Motion(s) for item #3 carried: 8-0-1 (Dr. Marshall recused himself)

INSTRUCTIONAL & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. **Discussion: Out of District Private Tuition for the 2016-2017 School Year**

Board of Education and Administration discussed out of district private tuition for the 2016-2017 school year in accordance with the attached memorandum dated August 18, 2016.

2. **Discussion: Out of District Public Tuition for the 2016-2017 School Year**

Board of Education and Administration discussed out of district public tuition for the 2016-2017 school year in accordance with the attached memorandum dated August 18, 2016.

3. **Discussion: Student Nurse Observers**

Board of Education and Administration discussed Student Nurse Observers for the 2016 Fall semester in accordance with the attached memorandum dated August 12, 2016.

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

4. Professional Development Activities – Staff

Move to approve the attached memorandums dated August 19, 2016 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.

Motion(s) for item #4 carried: 9-0

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. Discussion: FCCLA Co-Advisors for the 2016-2017 School Year

Board of Education and Administration discussed hiring Tara O'Neill and Rachael Gerstein as Co-Advisors of the Family, Career, and Community Leaders of America (FCCLA) Club for the 2016-2017 school year in accordance with the attached memorandum dated August 15, 2016.

2. Discussion: Athletic Coach Re-Assignment/Field Hockey for the 2016-2017 School Year

Board of Education and Administration discussed the coaching reassignment of Denise D'Esposito from Freshman Field Hockey Coach, High School to the Intermediate School Field Hockey program in accordance with the attached memorandum dated August 15, 2016

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

3. Substitute Bus Drivers and Substitute Transportation Aides for the 2016-2017 School Year

Move to approve the following Substitute Bus Drivers and Substitute Transportation Aides for the 2016-2017 school year:

Substitute Bus Drivers

Gary Black – AM Only
Carol Brohmer
Donnell Coleman
Denise D'Esposito – PM Only – Bowling Team
Lisa Gueringer
Lee Ann Gutierrez – PM – On Call
Antoinette Ingulli
Robert Paglia, Jr. – PM – On Call
Jeffrey Reisler – PM Only – Tennis Team
Robin Sanderson
George Shafto
Jerome Smith

Transportation Aides

Scott Broyles
Anthony Dudick
Pam Hellwege

Mission I Aides

Elaine Balzarano
Carol Rice

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Joshua Thompson – PM – On Call
Anthony Tomlinson

4. **Class Size Reduction Teachers**

Move to approve the following Class Size Reduction Teachers for the 2016-2017 school year; 3 hours per day, \$30.00 per hour, effective September 1, 2016 (unless otherwise noted):

Non-tenure track positions:

Joy Puzino	Ocean Township Elementary School
Tawn Smith	Wanamassa Elementary School
Bette Bourlokas	Wayside Elementary School (Pending criminal history background check.)
Melissa Godwin	Wayside Elementary School (Pending criminal history background check and release from current employer.)

5. **Instructional Assistant Transfers**

Move to approve the following Instructional Assistant transfers effective September 1, 2016:

Tracey Berg	From: Wanamassa Elementary School To: Ocean Township Elementary School
Felicia DeFonzo	From: Wanamassa Elementary School To: Ocean Township Elementary School
Marilyn Eliadis	From: Ocean Township Elementary School To: Wanamassa Elementary School
Violet Eliadis	From: Wayside Elementary School To: Ocean Township High School
Susan MacDonald	From: Ocean Township High School To: Wanamassa Elementary School
Katherine Porter	From: Township of Ocean Intermediate School To: Wayside Elementary School
Tamara Richmond	From: Wayside Elementary School To: Township of Ocean Intermediate School
Carol Scollay	From: Wanamassa Elementary School To: Township of Ocean Intermediate School

6. **Employee Transfers**

Move to approve the following employee transfers effective September 1, 2016:

Larisa Soares	From: Special Education Teacher Wanamassa Elementary School To: Special Education Teacher
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Move to approve Linda Sawicki, Bus Driver, Transportation Department to work in the Transportation Department in the Dispatch Office, for the period of August 24, 2016 to September 30, 2016. Ms. Sawicki will be paid at her hourly Bus Driver rate.

11. **Resignation**

Move to approve the resignation of Stephanie Comodore, Instructional Assistant, Wayside Elementary School effective August 18, 2016.

12. **Additional Child Study Team - 2016 Summer Employment**

Move to approve additional Child Study Team employment for Summer 2016 in accordance with the attached memorandum dated August 18, 2016.

13. **Resignation**

Move to approve the resignation of Katherine Porter, Instructional Assistant, Wayside Elementary School effective August 22, 2016.

14. **Instructional Assistant Transfer**

Move to approve the transfer of the following Instructional Assistant effective September 1, 2016:

Gregg Krzyzanowski From: Instructional Assistant
 Township of Ocean Intermediate School
 To: Instructional Assistant
 Wayside Elementary School
(Mr. Krzyzanowski replaces Katherine Porter who resigned.)

15. **Athletic Trainer Stipend**

Move to approve a stipend for Katelyn Zimmerman, District Athletic Trainer, in accordance with the attached memorandum dated August 19, 2016.

16. **Revised Contracts**

Move to approve that revised contracts be issued to the following effective September 1, 2016:

Melissa Donohue From: Instructional Assistant, Part-Time
 Ocean Township Elementary School
 Non-Tenure Track Position
 To: Instructional Assistant, Full-Time \$23,910.00
 Ocean Township Elementary School Step 3
 Non-Tenure Track Position

(This is a revision in work status from part-time to full-time and a revision in salary. Ms. Donohue replaces Joanne Gnad who resigned.)

Babette Marchetti From: Computer Lab Assistant
 Wanamassa Elementary School
 To: Ten-Month Secretary \$26,738.00*
 Wanamassa Elementary School Step 1

(*This is a revision in salary and job title. Ms. Marchetti replaces Therese Williams who retired.)

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17. Issuance of Contracts

Move to approve that contracts be issued to the following:

To fill vacancy positions:

Samantha Wild	Guidance Counselor, Part-Time	\$40,055.00
	Township of Ocean Intermediate School	MA/Step 1
	Fifth Grade Wing	
	Actual Start Date: September 1, 2016	
	Effective Date: September 1, 2016	

(Ms. Wild was previously approved at the Board of Education work meeting held on August 9, 2016, pending criminal history background check. Clearance has been received. Ms. Wild replaces Brittany Kreiger who moved to a full-time maternity leave replacement, non-tenure track position, at the high school.)

To fill vacancy non-tenure track positions:

Dian Brannen	Instructional Assistant	\$23,410.00
	Township of Ocean Intermediate School	Step 1
	Non-Tenure Track Position	
	Actual Start & Effective Dates: Pending criminal history background check	

(Mrs. Brannen replaces Stephanie Comodore who resigned.)

Gabriela Brawer	Bi-lingual Instructional Assistant, Part-Time	\$15,607.00
	Wayside Elementary School	Step 1
	Non-Tenure Track Position	
	Actual Start Date: September 2, 2016	
	Effective Date: September 1, 2016	

(Ms. Brawer was previously approved at the Board of Education work meeting held on July 12, 2016, pending criminal history background check. Clearance has been received. This is a newly budgeted position.)

Rachael Gerstein	Instructional Assistant	\$23,410.00
	Township of Ocean Intermediate School	Step 1
	Non-Tenure Track Position	
	Actual Start Date: September 2, 2016	
	Effective Date: September 1, 2016	

(Ms. Gerstein replaces Gregg Krzyzanowski who transferred to Wayside School.)

Andrea Villapiano Kelly	Instructional Assistant, Part-Time	\$17,558.00
	Township of Ocean Intermediate School	Step 1
	Non-Tenure Track Position	
	Actual Start & Effective Dates: Pending criminal history background check	

(Ms. Kelly replaces Robyn Ferragina who was hired to fill a full-time Instructional Assistant position.)

18. Class Size Reduction Teacher

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Move to approve the following class-size reduction teacher for the 2016-2017 school year; 3 hours per day, \$30.00 per hour, effective September 1, 2016:

Non-tenure track position:

Bette Bourlokas Wayside Elementary School

(Ms. Bourlokas appointment as a Class Size Reduction teacher was previously discussed at the Board of Education work meeting held on August 9, 2016, pending criminal history background check. Clearance has been received.)

19. **Instructional Assistant Substitute for the 2016-2017 School Year**

Move to approve Karen Wegrzyniak as an Instructional Assistant Substitute for the 2016-2017 school year.

20. **Playground Aides for the 2016-2017 School Year**

Move to approve the following as Playground Aides for the 2016-2017 school year:

RoseAmy Mouta, Ocean Township Elementary School
Jeanine Wagner, Wayside Elementary School

Motion(s) for items #3 thru #20 carried: 9-0 (Mr. Clayton abstained on #17)

PLANNING & CONSTRUCTION: Mr. Palutis

The following item(s) were discussed:

1. **Discussion: Referendum**

P.W. Moss & Associates and Solutions Architecture were in attendance and gave an update on all of the ongoing referendum projects. They reviewed recommended change orders for various projects.

TECHNOLOGY COMMITTEE: Mr. Dietrich

The following item(s) were discussed:

1. **Discussion: Acceptance of Non-Public Technology Initiative**

The Board of Education and administration discussed the Township of Ocean Board of Education accepts 2016-2017 New Jersey Nonpublic School Technology Initiative Program allocation in the District total amount of \$15,725.00 and each nonpublic school allocation as follows:

Hillel High School	\$ 3,702.00
Hillel Yeshiva of the Shore Area	\$ 9,173.00
Ilan High School	\$ 936.00
Yeshiva at the Jersey Shore	\$ <u>1,914.00</u>
DISTRICT TOTAL	\$15,725.00

OLD BUSINESS:

- Finance Committee meeting that was cancelled to be rescheduled.

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NEW BUSINESS:

- Look into clearing house that tracks what students have done after graduation.
- Possibly naming something at Wanamassa Elementary School after Senator Joseph Palaia

PUBLIC COMMENT: None

ADJOURN MEETING: 10:28 p.m.

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

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/Board Secretary