

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
August 30, 2016**

CALL TO ORDER

Mr. Joseph Hadden, 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. 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, Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi. Mrs. Amy McGovern and Mr. Sean Moore 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. Hadden, seconded by Mrs. Sylvia-Cioffi 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 Negotiations (Superintendent's Contract). 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 not take action upon returning to work session.

Adjourn Executive Session – 7:32 p.m.

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

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

PRESIDENT'S REPORT: None

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Discussed the Strategic Planning Proposal from NJSBA

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

Mr. Jannarone discussed the following item(s):

- Annual independent audit ongoing in the district.
- Philip Nicastro, Strauss Esmay, confirmed for September 27th for Board of Education in-service.
- September 13th meeting time change from 7:00 pm to 8:00 pm.
- Follow-up on Veteran access policy: Notice in the calendar and signs at the football stadium to give notice.
- Cafeteria bonus for parents putting money on their lunch account will be publicized on menus and at open houses.

PUBLIC COMMENT:

- Paul Mayerowitz, resident, asked about the change orders on the construction contracts on the P&C agenda. The School Business Administrator reviewed the changes.

COMMITTEE REPORTS:

CO-CURRICULAR STUDENT ACTIVITIES: None

COMMUNITY LIAISON & COMMUNICATIONS: Mrs. Sylvia-Cioffi

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):

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2. **Discussion: Policy(s)/Regulation(s)**

Board of Education and Administration discussed the second and final reading of revisions of the following policy(s) and regulation(s):

Policy 1140 – Affirmative Action Program (M)

Policy 1523 – Comprehensive Equity Plan (M)

Policy 1530 – Equal Employment Opportunities (M)

Regulation 1530 – Equal Employment Opportunity Compliant Procedure (M)

Policy 1550 – Affirmative Action Program for Employment and Contract Practices (M)

Policy 2200 – Curriculum Content (M)

Regulation 2200 – Curriculum Content (M)

Policy 2260 – Affirmative Action Program for School and Classroom Practices (M)

Policy 2411 – Guidance Counseling (M)

Regulation 2411 – Guidance Counseling (M)

Policy 2423 – Bilingual and ESL Education (M)

Regulation 2423 – Bilingual and ESL Education (M)

Policy 2610 – Educational Program Evaluation (M)

Policy 2622 – Student Assessment (M)

Policy 5111 – Eligibility of Resident/Nonresident Students (M)

Regulation 5111 – Eligibility of Resident/Nonresident Students (M)

Policy 5465 – Early Graduation

Policy 5516 – Use of Electronic Communication and Recording Devices (M)

Policy 5750 – Equal Educational Opportunity (M)

Policy 5755 – Equity in Educational Programs and Services (M)

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Clayton

The following item(s) were discussed:

1. **Discussion: Renewal of Food Service Management Contract**

Board of Education and Administration discussed the renewal of the Food Service Management contract with Sodexo Food Services for the 2016-2017 school year. The proposed management fee is \$45,675; the Administrative Fee is \$66,990, this is a .5% increase. Sodexo guarantees that the district shall receive a

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surplus of \$16,967.00 for the 2016-2017 school year. If the actual surplus for the Food Service program falls short of the aforementioned amount, Sodexo shall pay the difference to the district in an amount not to exceed one hundred percent (100%) of Sodexo's annual Management Fee.

2. **Discussion: Use of Facilities**

Board of Education and Administration discussed the use of facilities according to the attached list dated August 30, 2016.

INSTRUCTIONAL & 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 August 26, 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.

2. **Discussion: Internship**

Board of Education and Administration discussed the request of Alison Curry to complete 500 hours of school social work internship between the period of September 6, 2016 and June 30, 2017, (pending criminal history background check). Ms. Curry is completing her graduate training toward her masters of Social Work at Monmouth University. She will intern at the high school, intermediate, and elementary levels under the supervision of school social workers Ms. Dunn, Ms. Brown and Ms. Rasmussen.

3. **Discussion: After School Program/Harbor School/2016-2017**

Board of Education and Administration discussed permitting an educational disabled student (attending Harbor School), to attend the after-school social skills program, two days per week, at a rate of \$58.00 per day. The after-school program will run September 12, 2016 through June 19, 2017, in accordance with the Harbor School Calendar. Parent will provide transportation in picking the student up on the days of the program.

4. **Discussion: Consultation Services of an Itinerant Teacher of the Deaf and Hearing Impaired**

Board of Education and Administration discussed using the Educational Services Commission of NJ (ESCNJ), to provide Teacher of the Deaf Consultations, 3 hours per month effective September 1, 2016 through June 30, 2017, at a rate of \$140.00 per hour.

The schedule for the 3 hour consultation services will be as follows:

Wayside Elementary School – 1 hour total per month for one student

Intermediate School - 1 hour each, per month for 2 intermediate school age students

5. **Discussion: Student Teacher**

Board of Education and Administration discussed the placement of the following Student Teacher for the 2016-2017 Fall semester:

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Angelica Hernandez
Monmouth University
September – December
Ocean Township Elementary School
Joann Kobil
Michael Hicks

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: Interim Administrators**

Board of Education and Administration discussed appointing an interim Director of School Counseling, K-12 and an interim Supervisor of Language Arts, Social Studies, K-5/Library K-8.

2. **Discussion: New Job Descriptions**

Board of Education and Administration discussed developing the following new job descriptions, copies attached:

Career Pathways Coordinator
Career Pathways Lead Teacher
Education Technology Teaching Specialist (Elementary)

3. **Discussion: Substitute Teachers**

Board of Education and Administration discussed hiring Substitute Teachers for the 2016-2017 school year in accordance with the attached list dated August 26, 2016.

4. **Discussion: Clerical Substitutes**

Board of Education and Administration discussed hiring Maham Ayub and Cynthia Vitolo as Clerical Substitutes for the 2016-2017 school year.

5. **Discussion: Retirement**

Board of Education and Administration discussed the retirement of Mary Elizabeth Meehan, Elementary Teacher, Wanamassa Elementary School effective September 1, 2016.

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

Board of Education and Administration discussed the request of Lauren Caruso, Special Education Teacher, Wayside 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 Wednesday, November 23, 2016) and continuing for a period of seven weeks. Mrs. Caruso's last day of work will be Friday, October 21, 2016. She is expected to return to the classroom on January 23, 2017.

7. **Discussion: Teachers for the Skills for Success Clubs/ Intermediate School**

Board of Education and Administration discussed hiring the following teachers to provide

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instructional services as part of the Skills for Success Clubs at the Township of Ocean Intermediate School. The clubs will run October 2016 – May 2017, 2:30 pm – 3:30 pm, Monday through Thursday (meeting dates will vary from month to month). Teachers will be paid at a rate of \$28.00 per hour.

Grade 5 Club Teachers: Gail Gall and Lynne Thomasey
Grade 6 Club Teachers: Susan English and Kathleen Friel

8. Discussion: Substitute for the Skills for Success Clubs/ Intermediate School

Board of Education and Administration discussed hiring Ms. Monik Suit as a substitute teacher for the 5th and 6th grade Skills for Success Clubs at the Intermediate School. Ms. Suit would work at a rate of \$28.00 per hour, if one of the regular teachers were unavailable.

9. Discussion: Revised Contracts

Board of Education and Administration discussed issuing revised contracts to the following employees, effective September 1, 2016:

Cipriano Apicelli	From: School Monitor High School	
	To: Instructional Assistant High School Non-Tenure Track Position	\$23,410.00* Step 1

(*This is a revision in job title and salary. Mr. Apicelli replaces Michaela Gemignani who was hired to a teaching position in District.)

Babette Marchetti	Ten-Month Secretary Wanamassa Elementary School	\$27,018.00* Step 3
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(*This is a revision in salary. Ms Marchetti was approved at the August 23, 2016 work meeting of the Board on Step 1. As noted above she has been moved to Step 3. Ms. Marchetti replaces Therese Williams who retired.)

10. Discussion: Issuance of Contract

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

To fill a vacancy non-tenure track position:

Thomas Magrini	Instructional Assistant High School Non-Tenure Track Position	\$23,410.00 Step 1
	Actual Start & Effective Dates: Pending criminal history background check	

(Mr. Magrini replaces Marc Tomo who resigned.)

11. Discussion: Playground Aide for the 2016-2017 School Year

Board of Education and Administration discussed hiring Elizabeth Calderone as a Playground Aide, Wayside Elementary School for the 2016-2017 school year.

12. Discussion: Substitute Teacher for the 2016-2017 School Year

Board of Education and Administration discussed hiring Joan Zeukas as a Substitute Teacher,

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Grades K-5, Elementary and Special Education for the 2016-2017 school year.

PLANNING & CONSTRUCTION: Mr. Palutis

The following item(s) were discussed:

1. **Discussion: Change Order: Wanamassa Multi-Purpose Classroom Addition/Renovations**

Board of Education and Administration discussed a change order in the amount of \$36,019.52 for Rampart construction, per the recommendation by P.W. Moss Construction Manager & Solutions Architecture. The amount will increase the original bid amount of \$4,418,551.00 to \$4,454,570.52 for the Wanamassa Elementary School Multi-Purpose Classroom Additions/Renovations. As per attached

2. **Discussion: Change Order: Wayside Addition/Renovations**

Board of Education and Administration discussed a change order in the amount of \$12,214.89 for G & P Parlamas, Inc., per the recommendation by P.W. Moss Construction Manager & P.W. Moss Construction Manager & Solutions Architecture. The amount will increase the original bid amount of \$1,827,107.00 to \$1,839,321.89 for the Wayside Elementary School Addition/Renovations. As per attached.

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS: None

NEW BUSINESS:

- An outside food provider, Domesticated Dad, was discussed.
- Spoke about Football club and the football program utilizing volunteer coaches and the requirements for volunteers.

PUBLIC COMMENT: None

ADJOURN MEETING: 7:58 p.m.

There being no further business Mr. Hadden made a motion, seconded by Mr. Clayton, that the meeting be adjourned. This motion carried: 7-0.

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/Board Secretary