

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
December 13, 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, Mrs. Amy McGovern, Mr. Sean Moore, Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi.
Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator, Dr. James Stefankiewicz, Superintendent of Schools and Mr. Michael Gross, Board Labor Attorney.

Enter Executive Session – 7:02 p.m.

Approval: Motion offered by Mr. Hadden, seconded by Mrs. Parlamas and carried 9-0.

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 Matters (Hearing). 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 – 7:32 p.m.

Approval: Motion offered by Mrs. Sylvia-Cioffi, seconded by Mrs. Parlamas and carried 9-0.

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

PRESIDENT’S REPORT: Mr. Hadden

Mr. Hadden discussed the following item(s):

- Congratulations to Mrs. Sylvia-Cioffi for being nominated to the State Board of Education. However, she hasn’t been confirmed yet by the Senate Judiciary Committee, but is thankful for the nomination.
- Mr. Hadden introduced Dawn Kaszuba, OTHS Principal, Greg Colon, DECA Club Advisor and 2016-2017 Career Pathways Coordinator/High School, and two students, Kevin Paradiso, President and Gianna Gambino, Vice President, of the DECA Club. They gave a power-point presentation (see attached) on the new school of business and finance program at the high school and the students talked of their positive DECA experiences.

SUPERINTENDENT’S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Strategic Planning meeting minutes of November 30, 2016 have been distributed and posted to the website. Update on the next meeting scheduled for January 19, 2017 was discussed.

SCHOOL BUSINESS ADMINISTRATOR’S REPORT: No Report

PUBLIC COMMENT: None

COMMITTEE REPORTS:

CO-CURRICULAR STUDENT ACTIVITIES: No Report

COMMUNITY LIAISON & COMMUNICATIONS: Mrs. Sylvia-Cioffi

The following item(s) were discussed:

1. **Discussion: Policies**

Board of Education and Administration discussed the first reading of revision to policies and regulations:

Policy 0169 – Board Member Use of Electronic Mail/Internet (*new*)

Policy 1310 – Employment of School business Administrator/Board Secretary

Regulation 2414 – Programs & Services for Students in High Poverty and in High Need School Districts
Administrators (M)

Policy 3111 – Creating Positions

Policy 3141 – Resignation

Policy 3144 – Certification of Tenure Charges

Regulation 3144 – Certification of Tenure Charges

Policy 3159 – Teaching Staff Member/School district Reporting Responsibilities

Policy 3231 – Outside Employment as Athletic Coach (*new*)

Policy 3244 – In-Service Training (M) (*Abolished*)

Regulation 3244 – In-Service Training (M) (*Abolished*)

Policy 4159 – Support Staff Member/School District Reporting Responsibilities

Policy 7481 – Unmanned Aircraft Systems (UAS also known as Drones) (*new*)

2. **Discussion: Township of Ocean Strategic Planning Meeting #1 Outcomes**

Board of Education and Administration discussed the outcomes from the first Strategic Planning meeting held on November 30, 2016; copy of outcomes are attached.

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

3. **Approval of Minutes:**

Move to approve the minutes, with one correction noted, in accordance with Board of Education Bylaws #168 “Recording of Board Meetings” of the following meeting(s):

Work Meeting/Executive Session Minutes – December 6, 2016

Motion for item #3 carried: 9-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Moore

The following item(s) were discussed:

1. **Discussion: Professional Services Resolutions**

Board of Education and Administration discussed the following Therapy Contract.

Awarded to:

Invo Healthcare Associates

Duration:

January 3, 2017 to February 13, 2017

Not to exceed 35 hours per week

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Nature and Type of Contract: Occupational Therapy
Amount of Contract: \$79.00 per hour

- a. These contracts will be awarded as a “Professional Service” in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-2h, being that it is for services performed by persons authorized by law to practice a recognized profession.
- b. The above professional has submitted a political contribution disclosure form in accordance with N.J.S.A. 19A-20.26.
- c. A copy of this resolution as well as the contract and political contribution form shall be placed on file with the Secretary of the Board and will be available for public inspection along with notice to the newspaper of record for this award.

2. Discussion: Approval of Tax Sheltered Annuity (403b)/Section 529 College Savings Plan Companies and Section 457 Plans

Board of Education and administration discussed the following Companies and standard sharing and hold harmless agreements per IRS regulations, to provide Tax Sheltered Annuity (403b), Section 529 College Savings Services, and Section 457 Plans to all District employees for calendar year 2017.

AXA Equitable	VOYA Annuities	Metropolitan Life
Ameriprise	Variable Annuity Life Insurance Company (VALIC)	
Aspire	Lincoln Investments	

3. Discussion: Cafeteria 125 Plan - Health (FSA)

Board of Education and administration discussed the annual approval of the school district Cafeteria 125 plan. The plan allows for the carry-over of up to \$500 of unused balances to the next year with a total contribution limit of \$2,600.

4. Discussion: Accidental and Personal Indemnity Insurance Policy

Board of Education and administration discussed the following companies to provide optional accidental and personal sickness indemnity insurance policy coverage for all District employees at their own expense for the calendar year 2017.

AFLAC	Allstate Insurance
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INSTRUCTIONAL & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. Discussion: Trip Request

Board of Education and Administration discussed the following trip request:

Group:	TOIS, Grades 6 & 7 Science Classes
Number of Students:	40
Date:	Thursday, January 19, 2017
	Departure time: 8:00 am
	Return time: 4:00 pm

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Destination: Philadelphia Zoo
Purpose: *Part of “UNLESS Project” in conjunction with the zoo
Transportation: 1 Bus
Teacher Chaperones: 4 (Angelica DeFilippis, Meghan Edson, Samantha Hoffman, and Jessica Vigil-Mackintosh)
Instructional Assistant
Chaperones: 3 (Betty Williams, Cheryl Woolley, and Sherryl Cesario/IA substitute)
Parent Chaperones: 0
Cost per pupil: None
*(“UNLESS someone like YOU cares a whole awful lot, nothing is going to get better. It’s not.” The project’s goal - By driving demand for palm oil that’s “deforestation-free,” reducing waste, and reusing and recycling paper products, UNLESS Project advocates can help protect the forests where gorillas and other wildlife live.)

2. Discussion: Overnight Trip Request

Board of Education and Administration discussed the following overnight trip request:

Group: Marching Band and Choir/Grades 9-12 (Itinerary attached)
Number of Students: 90
Date: Departure: Thursday, April 27, 2017, 6:30 am
Return: Sunday, April 30, 2017, 11:00 pm
Destination: International Music Festival, Norfolk, VA
Purpose: Music and Choir Competition
Transportation: Roundtrip Motorcoach Transportation (included in the trip package)
Administrative
Chaperone: Michael Lambusta
Teacher Chaperones: 4 (Teddy Kernizan, Edith Minott, Susan Smith, and Kyle Titmas)
Parent Chaperones: 0
Cost per pupil: \$789.00 per pupil (costs to be offset by fundraising)

3. Discussion: Student Observer/Speech

Board of Education and Administration discussed the request of Abbey Wortman, a student at Caldwell University to observe Jennifer Walk, Speech Language Specialist, Wayside Elementary School for a period of 25 hours beginning January 3, 2017. The observation hours are an American Speech Language Hearing Association’s (ASHA) requirement and a prerequisite to the Speech Pathology Graduate Program at Monmouth University.

4. Discussion: Student Teacher

Board of Education and Administration discussed a Student Teacher Placement, for the period of January 17, 2017 – May 25, 2017, in accordance with the attached memorandum dated December 9, 2016.

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

5. Suspension Report

Move to approve the District’s Suspension Report for the month of November 2016, copy attached.

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6. Addendums to Out of District Private Tuition for the 2016-2017 School Year

Move to approve addendums to out of district private tuition for the 2016-2017 school year in accordance with the attached memorandums (2) dated December 8, 2016.

Motion(s) for items #5 and #6 carried: 9-0

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. Discussion: Revised Contract

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

Timothy Patterson	Special Education Teacher	**\$62,605.00
	High School	Prorated
	Effective Date: January 30, 2017	

(**The revised contract reflects an annual stipend of \$850.00 for the 2016-2017 school year. The stipend is the result of the teacher having a 6th period load (3 blocks), under the block scheduling format implemented September 1, 2013. The revised salary noted above includes the \$850.00 stipend.)

2. Discussion: Request for an Unpaid Leave of Absence

Board of Education and Administration discussed the request of Lauren Caruso, Special Education Teacher, part-time, Wayside School to take an unpaid leave of absence for the period of January 23, 2017 through June 30, 2017. Mrs. Caruso is expected to return to the classroom September 1, 2017.

3. Discussion: Clerical Substitute

Board of Education & Administration discussed hiring Kristin Zdan as a Clerical Substitute for the 2016-2017 school year.

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

4. Issuance of Contract

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

To fill a vacancy position:

Louis Russoniello	Health & Physical Education Teacher	\$54,515.00
	Wanamassa Elementary School	BA /Step 1
	Actual Start & Effective Dates: Pending criminal history background check.	Prorated

(Mr. Russoniello replaces Tom Reilly who will retire January 1, 2017.)

5. Substitute Teachers

Move to approve Substitute Teachers for the 2016-2017 school year in accordance with the attached

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list dated December 9, 2016.

6. Resignation

Move to approve the resignation of Thomas Magrini, Instructional Assistant, Ocean Township High School, effective December 23, 2016.

Motion(s) for items # 4 thru #6 carried: 9-0

PLANNING & CONSTRUCTION: Mr. Palutis

The following item(s) were discussed:

1. Discussion: Referendum Constructon Projects

Rick Takakjy, P.W. Moss & Associates, and Tom Strauser, Solutions Architecture, were in attendance and gave an update on the ongoing referendum projects. They also reviewed recommended change orders for various projects. The committee chair reviewed the committee walk thru conducted that morning and showed pictures of the construction progress.

2. Discussion: Change Order: OTHS Athletic & Performing Arts Addition/Renovations

Board of Education and Administration discussed the following change orders for Benjamin Harvey Co., Inc., per the recommendations by P.W. Moss Construction Manager & Solutions Architecture for the OTHS Athletic & Performing Arts Addition/ Renovations.

Completed:

a. Unforeseen footing removal in existing tech room for sanitary line	\$3,899.50
b. Fire rated assembly for temporary egress at Trainer’s entrance per bldg.	\$5,709.36
c. Install & remove additional tracking pad construction entrance at PAC required by FSCSD.	\$2,000.00
Total scope of work completed	\$11,608.86

Pending

a. Additional gas line from parking lot to meters to existing building	\$16,054.00
b. Provide 12” HDPE pipe in lieu of specified 8” pipe for future connection by owner	\$1,496.00
c. Provide pricing for winterization for masonry install during winter	?

3. Discussion: Referendum Furniture & Casework Award

Board of Education and administration discussed the award of furniture and casework for Wayside Elementary School utilizing the MRESC Cooperative Purchasing Contract to the following:

a. Hertz Furniture, Ramsey, NJ, Classroom Loose Furniture	\$21,898.00
b. Nickerson, Union, NJ, Art Room Case Work	\$25,864.80

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS: None

NEW BUSINESS: None

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PUBLIC COMMENT: None

ADJOURN MEETING: 9:26 p.m.

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

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/Board Secretary