

**MINUTES OF THE REGULAR MONTHLY MEETING  
TOWNSHIP OF OCEAN  
December 20, 2016**

**CALL TO ORDER**

The Board President, Joseph Hadden, called the Regular Monthly Meeting of the Township of Ocean Board of Education to order at 8:00 p.m. in the auditorium of the School District's Administration Building.

**STATEMENT OF NOTICE**

Adequate notice of the meeting to be held by the Township of Ocean Board of Education on Tuesday, December 20, 2016 at 8:00 p.m. has been provided in accordance with the requirements of Chapter 231, Public Laws, 1975.

1. Notice of the meeting was posted on the bulletin board in the lobby of the Administration Building, 163 Monmouth Road, Oakhurst, New Jersey, all Ocean Township District Schools and Transportation, and the School District Website [www.oceanschools.org](http://www.oceanschools.org) on January 7, 2016.
2. Notice of the meeting was transmitted to the Asbury Park Press on January 7, 2016 and The New Coaster Newspapers on January 7, 2016.
3. Notice of the meeting was filed with the Municipal Clerk, Township of Ocean and the Municipal Clerk, Village of Loch Arbour on January 7, 2016.

**ROLL CALL**

The following members were 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.

**PRESIDENT'S REPORT** – Mr. Hadden

- Mr. Hadden presented outgoing Board of Education member Mr. Moore with a resolution thanking him for his outstanding service.
- Mr. Moore thanked the Board of Education and past Boards for their work for the students of the Township of Ocean. He discussed how rewarding his position of the Board of Education has been.

**STUDENT REPRESENTATIVES:** Sydney Burger & Maxwell Hoyle

The following item(s) were reported:

- Booster Club annual pancake breakfast.
- High school 'Spirit Week'.
- Winter Chorus concert.
- Winter sports: Track, Basketball, swim and bowling teams.

**SUPERINTENDENT'S REPORT** – Dr. Stefankiewicz

Dr. Stefankiewicz reported on the following:

Lindsey Nilles, an 8<sup>th</sup> grade student in Mrs. JoAnne Devito's Language Arts Class, was selected as 3<sup>rd</sup> Place Winner in the November Asbury Park Press Student Voice Essay Contest. The question for November's essay contest was "What do you think will be the biggest challenge facing our new President?" Lindsey's paper was titled, "*Immigration, economy will be two key issues.*"

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Jennie Orwick, teacher, Wayside Elementary School, was a winner on the ‘Wheel of Fortune’ game show.

**PUBLIC COMMENTS-AGENDA:** None

**APPROVAL OF BILLS:** Mr. Moore

Mr. Moore made a motion, seconded by Mr. Clayton, for approval of the following paid items:

1. **APPROVAL OF BILLS**

Move for the approval of the following paid items:

Bills List	December 20, 2016	4,188,483.10
Payroll	November 30, 2016	2,052,870.47
Employer FICA & DCRP	November 30, 2016	38,021.93
Payroll	December 15, 2016	2,138,217.08
Employer FICA & DCRP	December 15, 2016	46,002.55
	Total	<u>\$8,463,595.13</u>

Motion(s) carried: 9-0 (Mrs. Parlamas recused herself on the G&P Parlamas bills)

**COMMITTEE REPORTS:**

**CO-CURRICULAR STUDENT ACTIVITIES:** No Report

**COMMUNITY LIAISON & COMMUNICATIONS:** Mrs. Sylvia-Cioffi

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

1. **Resolution**

Move to approve the attached resolution honoring the outgoing Board of Education member Mr. Sean Moore.

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 – December 13, 2016

3. **Policy(s)/Regulation(s)**

Move to approve the second and final reading of revisions of the following policy(s) and regulation(s):

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 3282 – Use of Social Networking Sites (Teaching Staff)
- Policy 4159 – Support Staff Member/School District Reporting Responsibilities
- Policy 4282 – Use of Social Networking Sites (Support Staff)
- Policy 7481 – Unmanned Aircraft Systems (UAS also known as Drones) (*new*)

4. **Monmouth County LINC Agreement**

Move to approve participation in facility use with health department and local and county officials as per attached.

5. **HIB Report**

The Board of Education affirms the following Harassment, Intimidation, and Bullying (HIB) Incident Summary Report for the 2016-2017 school year. The report was previously provided to the Board by the Superintendent of Schools. The Board has reviewed the report and affirms the Superintendent's decision.

HIB Report # 5 - Presented December 13, 2016

Motion(s) carried: 9-0

**FINANCIAL MANAGEMENT & RESOURCE SERVICES:** Mr. Moore

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

1. **Acceptance and Certification of Monthly Financial Reports**

*The following resolution certifies that budget balances at the end of November were adequate to pay all remaining obligations of the 2016-2017 school year and that account groupings required by the State have adequate balances. The Board is also certifying that the independent reports of the Treasurer and the Business Office are in agreement.*

**RESOLUTION**

Pursuant to N.J.A.C. 6:20-2.12 (d), the Township of Ocean Board of Education accepts the Board Secretary/School Business Administrator's Certification as of November 30, 2016 that no budgetary appropriations account has obligations and payments which in total exceed the amount appropriated by the Township of Ocean Board of Education; and

Pursuant to N.J.A.C. 6:20-2.12 (e), we the members of the Township of Ocean Board of Education, of the County of Monmouth, after having reviewed the REPORT OF THE SECRETARY and upon consultation with the appropriate officials, certify that as of November 30, 2016 it is to the best of our knowledge that no major account or fund has been over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year; and

The Township of Ocean Board of Education hereby accepts the Board Secretary's Report and Treasurer of School Monies Report, which said reports are in agreement for the month ending November 30, 2016.

2. **Transfers**

*The following motion is to transfer monies from one account in the budget to another and provide the adequate balances referred to in the first motion.*

Move for approval of the attached RESOLUTION dated, November 30, 2016 covering APPROPRIATION TRANSFERS in the 2016-2017 GENERAL FUND 10; said transfers shall result in no change in the total original Appropriations.

3. **Security Drill Reports for November 2016:**

**Fire Drill**

Ocean Township High School..... November 13, 2016  
Twp. of Ocean Intermediate School..... November 3, 2016  
Ocean Township Elementary School ..... November 2, 2016  
Wanamassa Elementary School ..... November 8, 2016  
Wayside Elementary School..... November 18, 2016

**Evacuation Drill**

Ocean Township High School..... November 8, 2016

**AED Alert Drill**

Twp. of Ocean Intermediate School..... November 9, 2016

**Lock Down Drill**

Wayside Elementary School..... November 22, 2016  
Wanamassa Elementary School.. ..... November 21, 2016  
Ocean Township Elementary School..... November 29, 2016

4. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated December 20, 2016.

5. **Professional Services Resolutions**

Move to approve the following Therapy Contract:

Awarded to:	EBS-Education Based Services
Duration:	January 30, 2017 to May 26, 2017 Not to exceed 30 hours per week Includes 1 day Orientation
Nature and Type of Contract:	Speech 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.

6. **Professional Services Resolutions**

Move to approve the following Therapy Contract:

Awarded to:	Invo Healthcare Associates
Duration:	January 3, 2017 to February 13, 2017
	Not to exceed 35 hours per week
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.

7. **Tuition Contract**

Move to approve the following tuition contract for a homeless Township of Ocean student attending Wall Township High School.

Student	# of Days	Grade	Period of Time	Tuition Cost
XG	161	10	9/6/16-6/21/17	\$27,204.00

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

Move to approve 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	

9. **Cafeteria 125 Plan - Health (FSA)**

Move to approve 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.

10. **Accidental and Personal Indemnity Insurance Policy**

Move to approve 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

11. **Federal Work-Study Program**

Move to approve the renewal of the agreement to place Monmouth University students as part of the Federal Work-Study Program. This program agreement allows students to work with Teachers as Academic Tutors during after school instruction for Elementary and Intermediate School students at no cost to the District. It also allows students to work in the Administration Building and Technology Department. The Township of Ocean will reimburse Monmouth University 30% of the hourly rate or \$2.70 per hour for these students.

12. **Report: Annual Independent Audit for 2015-2016 School Year**

School Business Administrator gave a report on the 2015-2016 annual school district audit as performed by the independent Certified Public Accounting firm of Smolin Lupin LLC, per the attached.

Motion(s) carried: 9-0 (Dr. Marshall recused himself on item # 11)

Mr. Jannarone, School Business Administrator, thanked Mr. Moore and then reported the following:

*The annual independent audit has been completed by the firm of Smolin Lupin Certified Public Accountants. Their summary report is part of tonight's meeting attachments. Their report did not have audit findings for this year, 2015-2016, and noted that the one finding from last year, 2014-2015, has been corrected. The auditor, Laura DiTommaso, was present at the last work session meeting and reviewed the report with the Board and as you all know, the full report has been posted to the Website with the prior year reports.*

Mr. Jannarone declared that during the public comments he would be happy to answer any questions from the public.

**INSTRUCTION & EDUCATION:** Dr. Marshall

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

1. **Trip Request**

Move to approve 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
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. **Overnight Trip Request**

Move to approve 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. **Student Observer/Speech**

Move to approve 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. **Student Teachers**

Move to approve Student Teacher Placements, for the period of January 17, 2017 – May 25, 2017, in accordance with the attached memorandums (2) dated December 9, 2016.

5. **Student Observer**

Move to approve a Student Observer for the 2016-2017 school year in accordance with the attached memorandum dated December 9, 2016.

6. **Professional Development Activities – Staff**

Move to approve the attached memorandum dated December 2, 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.

7. **Nursing Services Plan for the 2016-2017 School Year**

Move to approve the Nursing Services Plan for the 2016-2017 school year; see attached memorandum dated December 16, 2016. The plan has been reviewed and approved by Dr. Murphy. Upon Board approval, the plan will be submitted to the Executive County Superintendent for his review and approval.

8. **Addendum to Out of District Private Tuition for the 2016-2017 School Year**

Move to approve an addendum to out of district private tuition for the 2016-2017 school year in accordance with the attached memorandum dated December 15, 2016.

Motion(s) carried: 9-0 (Dr. Marshall recused himself on item #4)

**NEGOTIATIONS:** No Report

**PERSONNEL:** Mrs. Parlamas

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

1. **Adoption/Revisions - Job Descriptions**

Move to approve the adoption and/or revisions to the following job descriptions:

Supervisor of Educational Technology & Innovation/Grades K-12 (New/Adoption)  
Supervisor of English Language Arts Literacy and Social Studies, K-5 and  
Library K-8 (Revisions)

2. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence, as designated under FMLA, for Ilene Theodore, Occupational Therapist, Township of Ocean Intermediate School, beginning at the conclusion of her eligible sick leave, February 2, 2017 and continuing through February 13, 2017. Ms. Theodore's last day of work will be December 23, 2016. She is expected to return to work on February 14, 2017. While out on an unpaid family leave of absence, Ms. Theodore will be responsible for paying the appropriate contribution towards her health insurance coverage.

3. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence, as designated under FMLA and NJFLA, for Julie Peragallo, Science Teacher, Township of Ocean Intermediate School, beginning at the conclusion of her eligible sick leave, approximately May 30, 2017 and continuing to the end of the school year, June 30, 2017. Mrs. Peragallo's last day of work will be April 7, 2017. She is expected to return to the classroom on September 1, 2017. While out on an unpaid family leave of absence, Mrs. Peragallo will be responsible for paying the appropriate



contribution towards her health insurance coverage.

4. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence, as designated under FMLA and NJFLA, for Deborah Smith, Special Education Teacher, Ocean Township Elementary School, beginning at the conclusion of her eligible sick leave, approximately April 3, 2017 and continuing to the end of the school year, June 30, 2017. Mrs. Smith’s last day of work will be March 10, 2017. She is expected to return to the classroom on September 1, 2017. While out on an unpaid family leave of absence, Mrs. Smith will be responsible for paying the appropriate contribution towards her health insurance coverage.

5. **Request for an Unpaid Leave of Absence**

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

6. **Clerical Substitute**

Move to approve Kristin Zdan as a Clerical Substitute for the 2016-2017 school year.

7. **Substitute Playground Aide**

Move to approve Kristen Weber as Substitute Playground Aide, at the Wanamassa Elementary School, for the 2016-2017 school year.

8. **Technology Assistant/Federal Work Study (FWS) Program**

Move to approve Zack Neugebauer, a student at Monmouth University, to work in the Technology Department, (pending criminal history background check). Mr. Neugebauer would work under the direction of Michael Hall during the period of January 2017 through June 2017. This work opportunity is part of a participation agreement with Monmouth University’s Federal Work-Study (FWS) program. Reimbursement for the technology position shall be made to Monmouth University via a purchase order at 30% of the \$9.00 hourly or \$2.70 per hour for this position.

9. **Revised Contracts**

Move to approve that revised contracts be issued to the following:

Timothy Patterson	Special Education Teacher High School Effective Date: January 30, 2017	**\$62,605.00 Prorated
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(\*\*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 6<sup>th</sup> period load (3 blocks), under the block scheduling format implemented September 1, 2013. The revised salary noted above includes the \$850.00 stipend.)

Michelle Shappirio	From: Elementary Teacher Township of Ocean Intermediate School/ Fifth Grade Wing To: Supervisor of English Language Arts Literacy and Social Studies, K-5 and Library, K-8	*\$94,500.00 Prorated Administrator’s Guide #4
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Step 1

(\*The revised contract reflects a revision in job title, salary and work year/going from a 10-month position to a 12-month position. Mrs. Shappirio replaces Eleanor Hughes who will retire January 1, 2017.)

10. **Issuance of Contract**

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

James Cazeau	Custodian I – Night Shift	\$33,140.00
	Ocean Township High School	Step A
	Actual Start Date: January 3, 2017	Prorated
	Effective Date: January 1, 2017	

(Mr. Cazeau replaces Alcibiades Mota who retired November 1, 2016.)

11. **Employee Transfer**

Move to approve the following employee transfer effective January 30, 2017:

Valerie DeCotis	From: Art Teacher
	Township of Ocean Intermediate School
	To: Art Teacher
	High School

(Mrs. DeCotis's transfer is based on the needs of the District and student enrollment. She replaces Eileen Glynn who will retire February 1, 2017.)

12. **Substitute Teachers**

Move to approve Substitute Teachers for the 2016-2017 school year in accordance with the attached list dated December 16, 2016.

13. **Instructional Assistant/Bowling**

Move to approve Muriel Papa, an Instructional Assistant, to provide aide support to a High School student (10<sup>th</sup> grade) with disabilities participating on the Bowling Team. Ms. Papa will shadow the student/Bowling team member after school and on weekends, in accordance with the Bowling team's practice and game schedule for the period of December 2016 – January 26, 2017. Ms. Papa will be paid at her hourly contractual rate. (At the November 22<sup>nd</sup> work meeting, Ms. Papa was approved to shadow this student while the student assisted the Athletic Trainer. The student will no longer be doing that activity. Instead, as noted above, the student has joined the bowling team.)

14. **Request for Days from the Sick/Personal Leave Bank Plan (Non-Work Related)**

Move to approve the request of district employee #5688 to use 38 days from the Sick/Personal Leave Bank Plan (Non-Work Related).

15. **Extension to an Assignment Transfer**

Move to approve an extension to the following assignment transfer:

Kathleen Friel	From: Language Arts Teacher (Academic Success Program)
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Township of Ocean Intermediate School  
To: Elementary Teacher/Grade 5  
Township of Ocean Intermediate School  
Transfer Extension Period: January 3, 2017 – June 30, 2017

16. **Assistant Wrestling Coaches (Half-Season)**

Move to approve Assistant Wrestling Coaches (Half Season), for the 2016-2017 school year, in accordance with the attached memorandum dated December 16, 2016.

Motion(s) carried: 9-0 (Dr. Marshall recused himself on item #8)

Dr Stefankiewicz introduced Michelle Shappirio the new Supervisor of Educational Technology & Innovation/Grades K-12. Dr. Stefankiewicz then thanked Candy Vasta for her service and wished her good luck on her retirement.

**PLANNING & CONSTRUCTION:** Mr. Palutis

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

1. **Referendum Furniture & Casework Award**

Move to approve 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

Motion(s) carried: 9-0

**TECHNOLOGY:** No Report

**OLD BUSINESS:** None

**NEW BUSINESS:**

- The Board of Education thanked Mr. Sean Moore for all of his hard work, his valuable input and most of all his voice of reason. Each member individually thanked Mr. Moore for his service and how much he did as a Board of Education member.
- The Board members thanked the outgoing Board of Education President, Mr. Hadden, for his work over the past year.

**PUBLIC COMMENTS:**

- Mr. Mayerowitz, resident, discussed his interactions with other seniors and asked about concerns of future tax increases.

**ADJOURNMENT: 8:37 p.m.**

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

Respectfully submitted,

Minutes of the Regular Monthly Meeting –  
December 20, 2016 Continued:

Kenneth Jannarone  
School Business Administrator/  
Board Secretary