

**TOWNSHIP OF OCEAN BOARD OF EDUCATION  
WORK MEETING MINUTES  
December 20, 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 Sylvania-Cioffi.  
Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator, 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 9-0.*

Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Personnel, Litigation (Tracy versus Township of Ocean Board of Education), and Student Matters (HIB Report). 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 – 7:28 p.m.**

*Approval: Motion offered by Mr. Clayton, 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):

- President thanked everyone for their support and the great year.

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

Dr. Stefankiewicz discussed the following item(s):

- Superintendent followed-up and displayed a flyer for the new school of business and finance program at the high school. Will have an 8<sup>th</sup> grade orientation soon to introduce the program.
- Superintendent discussed the number of refusals to take the PARCC test.

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

Mr. Jannarone discussed the following item(s):

- Updated phone list – asked Board members to look over.

**PUBLIC COMMENT:** None

**COMMITTEE REPORTS:**

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

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

The following item(s) were discussed:

**Twp of Ocean BOE Work Meeting Minutes (continued) – December 20, 2016**

1. **Discussion: Board of Education Meeting Schedule for January 2017-December 2017**

Board of Education and Administration discussed their meeting schedule for the period of January 2017-December 2017; copy of a proposed schedule is attached.

2. **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 – December 13, 2016

3. **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 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*)

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

The following item(s) were discussed:

1. **Discussion: Use of Facilities**

Board of Education and Administration discussed the use of facilities according to the attached list dated December 20, 2016.

2. **Discussion: Federal Work-Study Program**

Board of Education and Administration discussed 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.

**Twp of Ocean BOE Work Meeting Minutes (continued) – December 20, 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 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.

2. **Discussion: Nursing Services Plan for the 2016-2017 School Year**

Board of Education and Administration discussed 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.

3. **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.

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

Board of Education and Administration discussed an addendum to out of district private tuition for the 2016-2017 school year in accordance with the attached memorandum dated December 15, 2016.

5. **Discussion: Student Observer**

Board of Education and Administration discussed a Student Observer for the 2016-2017 school year in accordance with the attached memorandum dated December 9, 2016.

**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 employee effective January 1, 2017:

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 Step 1

**Twp of Ocean BOE Work Meeting Minutes (continued) – December 20, 2016**

(\*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.)

2. **Discussion: Job Description**

Board of Education and Administration discussed the following new job description:

Supervisor of Educational Technology & Innovation/Grades K-12

3. **Discussion: Technology Assistant/Federal Work Study (FWS) Program**

Board of Education and Administration discussed hiring 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.

4. **Discussion: Issuance of Contract**

Board of Education and Administration discussed issuing a contract 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.)

5. **Discussion: Substitute Playground Aide**

Board of Education and Administration discussed hiring Kristen Weber as Substitute Playground Aide, at the Wanamassa Elementary School, for the 2016-2017 school year.

6. **Discussion: Employee Transfer**

Board of Education and Administration discussed 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.)

7. **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 December 16, 2016.

8. **Discussion: Instructional Assistant/Bowling**

**Twp of Ocean BOE Work Meeting Minutes (continued) – December 20, 2016**

Board of Education and Administration discussed hiring 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.)

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

Board of Education and Administration discussed the request of district employee #5688 to use 38 days from the Sick/Personal Leave Bank Plan (Non-Work Related).

**10. Discussion: Extension to an Assignment Transfer**

Board of Education and Administration discussed an extension to the following assignment transfer:

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

**11. Discussion: Assistant Wrestling Coaches (Half-Season)**

Board of Education and Administration discussed hiring Assistant Wrestling Coaches (Half Season), for the 2016-2017 school year, in accordance with the attached memorandum dated December 16, 2016.

**PLANNING & CONSTRUCTION:** No Report

**TECHNOLOGY COMMITTEE:** No Report

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENT:**

- Mr. Mayerowitz wished the Board of Education happy holidays.

**ADJOURN MEETING:** 8:47 p.m.

There being no further business Mr. Moore 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