

**TOWNSHIP OF OCEAN BOARD OF EDUCATION  
WORK MEETING MINUTES  
December 6, 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. James Dietrich, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi.

Mr. Steven Clayton (Listening in to meeting via phone) and Mr. Sean Moore were absent.

Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator, Dr. James Stefankiewicz, Superintendent of Schools, Mr. George Stone, Asst. School Business Administrator, Mr. Michael Gross, Board Labor Attorney and Mrs. Laura DiTommaso, Smolin Lupin Certified Public Accountants.

**Enter Executive Session – 7:02 p.m.**

*Approval: Motion offered by Mr. Hadden, seconded by Mrs. Parlamas 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 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 7-0.*

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):

- Board of Education holiday get together.

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

Dr. Stefankiewicz discussed the following item(s):

- Strategic Planning meeting of November 30<sup>th</sup> went well and next meeting is scheduled for January 19, 2017.

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

Mr. Jannarone discussed the following item(s):

- Walk Thru and P&C update scheduled for December 13<sup>th</sup> work meeting with the Construction Manager and the Architect.
- Artificial Turf article about failing fields was reviewed and noted that our field was not affected.

**PUBLIC COMMENT:** None

**COMMITTEE REPORTS:**

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

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

The following item(s) were discussed:

1. **Discussion: Monmouth County LINC Agreement**

Board of Education and Administration discussed participation in facility use with health department and local and county officials as per attached.

Mrs. Sylvia-Cioffi made a motion, seconded by Mrs. Parlamas, 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 – November 22, 2016

Motion for item #2 carried: 7-0

**FINANCIAL MANAGEMENT & RESOURCE SERVICES:** Mrs. McGovern

The following item(s) were discussed:

1. **Discussion of Audit for 2015-2016 School Year**

Mrs. Laura DiTommaso of the independent Certified Public Accounting firm of Smolin Lupin LLC was in attendance and reviewed the annual school district audit.

2. **Discussion: Professional Services Resolutions**

Board of Education and Administration discussed 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.

3. **Discussion: Tuition Contract**

Board of Education and Administration discussed the following tuition contract for a homeless Township

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of Ocean student attending Wall Township High School.

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

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

4. **Tuition Contract**

Move to approve a revised tuition contract for a homeless child attending Ocean Township High School from Asbury Park School District :

<u>Student</u>	<u># of Days</u>	<u>Grade</u>	<u>Period of Time</u>	<u>Tuition Revenue</u>
JP	161	9	10/24/16-6/21/17	\$14,988.10

5. **Approval of 2015-2016 Audit**

Move to approve the acceptance of the Comprehensive Annual Financial Report and Corrective Action Plan (see attachment) for the 2015-2016 school year as presented by the Certified Public Accounting firm of Smolin Lupin LLC.

6. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated December 6, 2016.

Motions for items #4-#6 carried: 7-0

**INSTRUCTIONAL & EDUCATION:** Dr. Marshall

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

1. **Professional Development Activities – Staff**

Move to approve the attached memorandums (2) 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.

Motion(s) carried: 7-0

Superintendent discussed the future ready professional development that all administrators will be attending.

**NEGOTIATIONS:** No Report

**PERSONNEL:** Mrs. Parlamas

The following item(s) were discussed:

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

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Board of Education and Administration discussed the request of Ilene Theodore, Occupational Therapist, Township of Ocean Intermediate School, to take an unpaid family leave of absence, as designated under FMLA, 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.

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

Board of Education and Administration discussed the request of Julie Peragallo, Science Teacher, Township of Ocean Intermediate 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 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.

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

Board of Education and Administration discussed the request of Deborah Smith, Special Education Teacher, Ocean Township 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 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.

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

**4. Instructional Assistant/Winter Track**

Move to approve Romy Georginow, an Instructional Assistant, to provide aide support to a High School student (11<sup>th</sup> grade) with disabilities participating in Winter Track. Ms. Georginow will shadow the student/Winter Track team member after school and on weekends, in accordance with the Winter Track program practice and regular game schedule for the period of November 29, 2016 through mid-February 2017. Ms. Georginow will be paid at her hourly contractual rate.

**5. Issuance of Contract**

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

**To fill a vacancy position:**

Charmain Beverette	Special Education Teacher	\$55,715.00
	Wayside Elementary School	BA/Step 2
	Actual Start Date: December 5, 2016	Prorated
	Effective Date: January 1, 2017	

(Ms. Beverette was previously approved at the November 1, 2016 work meeting of the Board pending criminal history background check and release from current employer. Both are in order. Ms. Beverette replaces Elizabeth House who resigned.)

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6. **Substitute Bus Driver for the 2016-2017 School Year**

Move to approve Tina Onderdonk as a Substitute Bus Driver for the 2016-2017 school year.

7. **Custodial Substitute**

Move to approve Jesse Tjarks as a Custodial Substitute for the 2016-2017 school year.

8. **Substitute Class-Size Reduction Teacher**

Move to approve Stephanie Kircher as a Substitute Class-Size Reduction Teacher at the Ocean Township Elementary School; 3 hours per day, \$30.00 per hour, effective November 28, 2016.

9. **Employee Suspension**

Move to approve the suspension, without pay, of employee #7685 for the period of Monday, December 12, 2016 through Friday, December 23, 2016 (10 days total).

10. **Employee Termination**

Move to approve the termination of employee #5703 effective December 7, 2016.

11. **Retirement**

Move to approve the retirement of Candice L. Vasta, Assistant Principal, Township of Ocean Intermediate School effective February 1, 2017.

Motion(s) for items # 4 thru #11 carried: 7-0

**PLANNING & CONSTRUCTION:** No Report

**TECHNOLOGY COMMITTEE:** No Report

**OLD BUSINESS:**

- Superintendent followed up on the question regarding team jerseys for the Intermediate School soccer team.

**NEW BUSINESS:**

- Discussed future Strategic Planning sessions with the NJ School Board Association.

**PUBLIC COMMENT:** None

**ADJOURN MEETING:** 8:22 p.m.

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

Respectfully submitted,

Kenneth Jannarone  
School Business Administrator/Board Secretary