

**MINUTES OF THE REGULAR MONTHLY MEETING
TOWNSHIP OF OCEAN
February 21, 2017**

CALL TO ORDER

The Board President, James Dietrich, 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, January 17, 2017 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 on January 4, 2017.
2. Notice of the meeting was transmitted to the Asbury Park Press on January 6, 2017 and The New Coaster Newspapers on January 6, 2017.
3. Notice of the meeting was filed with the Municipal Clerk, Township of Ocean and the Municipal Clerk, Village of Loch Arbour on January 4, 2017.

ROLL CALL

The following members were present: Mr. Steven Clayton, Mr. James Dietrich, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis, Mrs. Denise Parlamas, and Mrs. Sylvia Sylvia-Cioffi. Mr. John Stuppi was absent.

PRESIDENT’S REPORT – No Report

STUDENT REPRESENTATIVES: Maxwell Hoyle

The following item(s) were reported:

- Sydney Burger was not in attendance as currently on DECA trip.
- Maxwell Hoyle reported on sports standings for all winter sports and other upcoming activities at the high school.

SUPERINTENDENT’S REPORT – Dr. Stefankiewicz

Dr. Stefankiewicz reported on the following:

Charles Kautz, OTHS senior, bass player, was accepted into the “All Shore Jazz Band” of which only 2 bass players are chosen from Monmouth and Ocean Counties. Kyle Titmas is the OTHS Band Director.

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OTHS FCCLA members participated in the 2016 Fall Leadership Conference in Edison, under the direction of Tara O’Neill and Rachael Gerstein, and the following students won Silver Medals in the following categories:

Spotlight on FCCLA:

Clara Angioletti, Rebecda Corielus and Marion Riley (10th Grade)

Community Counts:

Ahmed Aly Gawash (11th Grade), Sindy Lu and Shivalika Gupta (10th Grade)

Cupcake Event:

Jilian Roebuck and Emily Halsey (12th Grade)

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The following students participated in and were winners our District Spelling Bee organized by Mrs. Michelle Chappirio, Supervisor English Language Arts Literacy & Social Studies, K-5 and Library, K-8 and Ms. Valrie Sorce, Supervisor English 6-12, Visual & Performing Arts 9-12 and Library 9-12. Winners and alternates have been supplied with copies of Scripps *Spell-It!* Study word list and are preparing for the *Spelldown* competition taking place March 13, 2017 in the Pollak Auditorium at Monmouth University:

- Anthony Torchia, 4th Grade, OTES – teacher: Mary Maggs (Winner)
- Kate Wilson, 4th Grade, Wanamassa – teacher: Carin Francisco (Winner)
- Abhijit Nait, 4th Grade, Wayside – teacher: Ryan Pringle (Winner)
- Joshua Leavitt, 5th Grade, TOIS – teacher: Jeffery Reisler (Winner)
- Kyle Yosco, 8th Grade, TOIS – teacher Lisa Butler (Second Place)
- Elliot Topper, 8th Grade, TOIS - teacher: Mardi Durand (Third Place)
- Michael Bongiovanni, 5th Grade, TOIS – teacher: Debra Perkins
- Joseph Critelli, 5th Grade, TOIS – teacher: Jennifer Tuohy
- Anna Pittarelli, 5th Grade, TOIS – teacher: Lynne Thomasey
- Jane Rogers, 5th Grade, TOIS – teacher: Jennifer Tuohy
- Esther Farman, 6th Grade, TOIS – teacher: Crystal Walker
- Eric Scheer, 7th Grade, TOIS – teacher: Cathy Musselman
- Austin Canavan, 8th Grade, TOIS – teacher: Mardi Durand
- Michael Delia, 8th Grade, TOIS – teacher: Lisa Butler

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Mr. Cord Moreski, Special Education Teacher, TOIS, was a runner-up in the “*Poet Laureate*” category at the annual Asbury Park Music Awards held on December 8, 2016, at the Stone Pony. This event acknowledges the dedication and hard work of local artists from around the area. The Poet Laureate award recognizes/celebrates a local writer by acknowledging their overall body of work, role in the community and commitment to their craft.

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Superintendent discussed the next Strategic Planning Meeting at March 1, at the OTHS Cafeteria

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Mr. James Dietrich, Board of Education President, read a proclamation declaring February 3rd of each year as ‘Joe Palaia Day’.

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PUBLIC COMMENTS-AGENDA: None

APPROVAL OF BILLS: Mrs. McGovern

Mrs. McGovern 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	February 21, 2017	7,178,570.16
Payroll	January 30, 2017	2,057,747.34
Employer FICA & DCRP	January 30, 2017	38,300.61
Payroll	February 15, 2017	2,140,163.85
Employer FICA & DCRP	February 15, 2017	<u>47,806.28</u>

Total \$11,462,588.24

Motion(s) carried: 8-0

COMMITTEE REPORTS:

COMMUNITY LIAISON COMMUNICATIONS & CO-CURRICULAR

STUDENT ACTIVITIES: Mrs. Sylvia-Cioffi

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

1. **Resolution:**

Move to approve a resolution honoring the late Senator Joseph Palaia and designating February 3rd of each year as “Joe Palaia Day”.

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 – February 7, 2017

3. **Policies and Regulations**

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

Policy 1220 – Employment of Chief School Administrator (M)

Policy 3124 – Employment Contract (Teaching)

Policy 3125 – Employment of Teaching Staff Members (M)

Policy 3125.2 – Employment of Substitute Teachers

Policy 3126 – District Mentoring Program

Regulation 3126 – District Mentoring Program

Policy 3240 – Professional Development for Teachers & School Leaders (M)

Regulation 3240 – Professional Development for Teachers & School Leaders (M)

Policy 4124 – Employment Contract (Support Staff)

Policy 5305 – Health Services Personnel

Regulation 5330 – Administration of Medication (M)

Policy 5339 – Screening for Dyslexia (M)

Policy 5350 – Student Suicide Prevention

Regulation 5350 – Student Suicide

Policy 5514 – Student Use of Vehicles on School Grounds

Policy 8441 – Care of Injured and Ill Persons (M)

Regulation 8441 – Care of Injured and Ill Persons (M)

Policy 8454 – Management of Pediculosis (*new*)

Policy 8630 – Bus Driver/Bus Aide Responsibility (M)

Regulation 8630 – Emergency School Bus Procedures (M)

Policy 9541 – Student Teachers/Interns

Motion(s) carried: 8-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

Mrs. McGovern made a motion, seconded by Mrs. Sylvia-Cioffi, 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 January 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 January 31, 2017 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 January 31, 2017 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 January 31, 2017.

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, January 31, 2017 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 January 2017:**

Fire Drill

Ocean Township High School..... January 12, 2017
Twp. of Ocean Intermediate School..... January 4, 2017
Ocean Township Elementary School January 11, 2017
Wanamassa Elementary School January 19, 2017
Wayside Elementary School..... January 13, 2017

Active Shooter Drill

Twp. of Ocean Intermediate School..... January 12, 2017

Lockdown Drill

Ocean Township High School..... January 19, 2017
Wanamassa Elementary School January 26, 2017
Ocean Township Elementary School January 31, 2017

AED Drill (Cardiac Event)

Wayside Elementary School..... January 31, 2017

4. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated February 21, 2017.

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

Move to approve the attached model 403(b) Plan Document and Adoption Agreement and the 457 Plan Document and Adoption Agreement for the Township of Ocean Board of Education.

Motion(s) carried: 8-0

INSTRUCTION & EDUCATION: Dr. Marshall

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

1. **High School – New Course Offerings for the 2017-2018 School Year**

Move to approve new courses, to be offered to high school students, for the 2017-2018 school year in accordance with the attached memorandum dated January 9, 2017.

2. **Research Study for Master’s Thesis**

Move to approve the request of Nora Lopez Matta, Spanish Teacher, Ocean Township, Wanamassa and Wayside Elementary Schools, to conduct a research study. The study is part of her master’s thesis titled, “*Parents’ perceptions of bilingualism and bilingual education.*” Ms. Lopez Matta is enrolled in the Graduate Program in the Department of Modern Languages at New Jersey City University. The study is a requirement of the program. The study will be conducted among parents of children in the Bilingual Program at the Wayside Elementary School. Ms. Lopez Matta will mail information to the parents of her students. Those participating will complete a consent form. Details regarding the study and a copy of the consent form are attached.

3. **Professional Development Activities – Staff**

Move to approve the attached memorandums (2) dated February 17, 2017 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.

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

Move to approve a cancellation to out of district private tuition for the 2016-2017 school year in accordance with the attached memorandum dated February 7, 2017.

5. **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 February 8, 2017.

6. **District School Calendar for the 2017-2018 School Year**

Move to approve the 2017-2018 school calendar, for teachers and students, in accordance with the attached copy dated January 27, 2017.

7. **Overnight Trip Request**

Move to approve the following overnight trip request:

Group: * Varsity Wrestling Team
Number of Students: Qualifying Wrestlers – number to be determined
Date: Friday, March 3rd through Saturday, March 4th - 2017
Destination: Atlantic City
Purpose: Individual State Tournament
Transportation: Students will travel to Atlantic City in their own vehicles, with their parents or with the coaches. Pending the number of qualifiers, wrestlers may be transported by school bus. Permission slips will be signed prior to going. They will return home with their parents.
Teacher Chaperones: 4 (Coaches)
Cost: For the rooms (3 rooms- one for coaches, two for athletes) at Bally's - \$278.00 per reservation/total amount \$834.00
The Athletic Department Budget will be responsible for the cost as it is an extension of the season for individual state qualifiers.

(*This trip is based on the assumption that we have wrestlers who will qualify at the Regional Tournament held on February 22nd, February 24th, and February 25th.)

8. **Adoption of Biliteracy Awards in Our District on Both the High School and Intermediate School Levels**

Move to approve the adoption of the State of New Jersey's Seal of Biliteracy High School Graduation Award and a pathway award at the middle school level, titled the Township of Ocean Intermediate School's Bilingual Participation and Achievement Award, as outlined in the attached letter dated December 16, 2016.

9. **Student Observers**

Move to approve student observers for the period of February 22, 2017- May 24, 2017 in accordance with the attached list dated February 17, 2017.

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

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

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

1. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence, as designated under FMLA and NJFLA, for Jenny Orwick, Special Education Teacher, Wayside Elementary School beginning at the conclusion of her eligible sick leave, approximately May 1, 2017 through June 15, 2017 (7 weeks).

Mrs. Orwick's last day of work will be Friday, March 31, 2017. She is expected to return to the classroom on June 16, 2017. While out on an unpaid family leave of absence, Mrs. Orwick will be responsible for paying the appropriate contribution towards her health insurance coverage.

2. **Unpaid Family Leave of Absence**

Move to approve for Jacquelyn LeVine-Salum, Special Education Teacher, Township of Ocean Intermediate School, two (2) weeks of unpaid family leave, as designated under FMLA, for the period of May 25, 2017 – June 8, 2017, and twelve weeks of unpaid family leave, as designated under FMLA and NJFLA, for the period beginning June 9, 2017 through November 10, 2017. Mrs. LeVine-Salum's last day of work will be Wednesday, May 10, 2017. She is expected to return to the classroom on Monday, November 13, 2017.

3. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence, as designated under FMLA, for Maryann Holmes, Elementary Teacher, Ocean Township Elementary School, for the period of March 2, 2017 through March 15, 2017, (two weeks). Mrs. Holmes last day of work will be Tuesday, February 14, 2017. She is expected to return to work on Thursday, March 16, 2017. While out on an unpaid family leave of absence, Mrs. Holmes 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 Jessica Fischer, Basic Skills Teacher/Part-time, Township of Ocean Intermediate School/Grade 5, beginning at the conclusion of her eligible sick leave, approximately May 12, 2017 through June 21, 2017 (5 weeks). Mrs. Fischer's last day of work will be Friday, April 7, 2017. She is expected to return to work on June 22, 2017.

5. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence, as designated under FMLA and NJFLA, for Amanda Kmiec, Music Teacher, Wayside Elementary School, beginning at the conclusion of her eligible sick leave, approximately May 18, 2017 through June 15, 2017 (4 weeks). Mrs. Kmiec's last day of work will be Friday, March 31, 2017. She is expected to return to work on June 16, 2017.

6. **Revision to an Unpaid Family Leave of Absence**

Move to approve a revision to an unpaid family leave of absence, as designated under FMLA and NJFLA, for Larisa Soares, Special Education Teacher, Ocean Township Elementary School, to reflect an earlier start to the unpaid family leave, March 1, 2017 and an earlier return to work date, June 1, 2017. Mrs. Soares' last day of work was January 23, 2017. While out on an unpaid family leave of absence, Mrs. Soares will be responsible for paying the appropriate contribution towards her health insurance coverage. (Mrs. Soares' leave was previously approved, at the October 18, 2016 regular monthly meeting, with a March 14, 2017 start to the leave, the last day of work February 3, 2017 and a return date of June 14, 2017.)

7. **Maternity Leave of Absence for the 2017-2018 School Year**

Move to approve a maternity leave of absence (unpaid) for Blair Koczan, Speech-Language Specialist, Wayside Elementary School, beginning September 1, 2017 and continuing to the end

of the school year, June 30, 2018. Mrs. Koczan’s last day of work will be Friday, May 26, 2017. Mrs. Koczan will be responsible for paying the appropriate contribution towards her health insurance coverage for the first 12-weeks of her maternity leave. Mrs. Koczan is expected to return to the classroom on September 1, 2018.

8. **Instructional Assistant/Spring Track and Sophomore Lock-in**

Move to approve Muriel Papa, an Instructional Assistant, to provide aide support to a High School student (10th grade) with disabilities participating in Spring Track and the Sophomore Lock-in. Ms. Papa will shadow the student/Spring Track team member after school for practices only, during the period of March 3, 2017 through May 10, 2017. In addition, Ms. Papa will shadow the student to the Sophomore Lock-in scheduled on February 24, 2017 during the hours of 8:00 pm – 1:00 am. Ms. Papa will be paid at her hourly contractual rate.

9. **Spring Coaches for the 2016-2017 School Year/ JV Boys Lacrosse and Freshman Girls Lacrosse**

Move to approve Spring Coaches for the 2016-2017 school year for JV Boys Lacrosse and Freshman Girls Lacrosse in accordance with the attached memorandum dated January 18, 2017.

10. **Volunteer Coach Boys Lacrosse**

Move to approve John Della Pesca as a Volunteer Coach for Boys Lacrosse (high school level) for the 2016-2017 school year.

11. **Retirements**

Move to approve the following retirements effective July 1, 2017:

Elizabeth Baumert, Special Education Teacher, Ocean Township High School
Jane Gittines, 12-Month Secretary, Township of Ocean Intermediate School
Roxanne Guarino, Music Teacher, Township of Ocean Intermediate School

12. **Custodial Substitutes**

Move to approve Oniris Batista and Raquel Delacruz-Mato as Custodial Substitutes for the 2016-2017 school year.

13. **Playground Aide for the 2016-2017 School Year/OTES**

Move to approve Jaclyn Calabrese as a Playground Aide for the 2016-2017 school year at Ocean Township Elementary School.

14. **Revised Contract**

Move to approve that a revised contract be issued to the following employee effective March 1, 2017:

Patrick O’Neill

From: Elementary Teacher

Ocean Township Elementary School

To: Supervisor of Education Technology
& Innovation, Grades K-12

\$94,500.00

Step 1

Prorated

(Mrs. Vasta retired February 1, 2017. Her job vacancy was repurposed, thus creating this

new position.)

15. **Instructional Assistant Transfers**

Move to approve the following Instructional Assistant transfers effective February 22, 2017:

Michael Pembleton From: Township of Ocean Intermediate School
 To: Ocean Township High School

Romy GeorGINOW From: Ocean Township High School
 To: Ocean Township Elementary School

Felicia DiFonzo From: Ocean Township Elementary School
 To: Township of Ocean Intermediate School

16. **Substitute Teachers**

Move to approve Substitute Teachers for the 2016-2017 school year in accordance with the attached list dated February 17, 2017.

Motion(s) carried: 8-0

PLANNING & CONSTRUCTION: Mr. Palutis

1. **Referendum Report**

Mr. Palutis, committee chair, discussed the committee construction walk-thru held earlier today and then turned the report over Rick Takakjy, P.W. Moss & Associates and Frank Messineo, Solutions Architecture, They gave a presentation along with showing pictures of the construction projects and their progress. They also reviewed and discussed upcoming referendum project time lines.

TECHNOLOGY: No Report

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENTS:

- Dr. Marwin Meller, resident, asked about preliminary budget tax increases. The administration discussed the possible budget information to be available at the March meeting.
- Mrs. Hudson, resident, asked if the referendum presentation will be on the web site. The administration will have the presentation posted to the website.

ADJOURNMENT: 8:50 p.m.

There being no further business, Mrs. Parlamas made a motion, seconded by Mr. Clayton, that the Meeting be adjourned. This motion carried: 8-0.

Respectfully submitted,

Minutes of the Regular Monthly Meeting –
February 21, 2017 Continued:

Kenneth Jannarone
School Business Administrator/
Board Secretary