

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
February 21, 2017**

CALL TO ORDER

Mr. James Dietrich, President, called the meeting to order at 6:00 p.m. in the office of the Superintendent at the District Administration Building, 163 Monmouth Road, Oakhurst, N.J.

STATEMENT OF ADEQUATE NOTICE

Mr. Dietrich 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 (Arrived at 6:12 pm), Dr. David Marshall (Arrived at 7:40 pm) Mrs. Amy McGovern, Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi. Mr. John Stuppi was absent.

Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator and Dr. James Stefankiewicz, Superintendent of Schools.

Enter Executive Session – 6:02 p.m.

Approval: Motion offered by Mr. Dietrich, seconded by Mrs. Parlamas and carried 6-0.

Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Personnel (Agenda) and Negotiations (Superintendent's contract). 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 – 6:29 p.m.

Approval: Motion offered by Mrs. Parlamas seconded by Mrs. McGovern and carried 7-0.

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

PRESIDENT'S REPORT: Mr. Dietrich

Mr. Dietrich discussed the following item(s):

- Reminder of the Future Chefs competition on March 18th
- NJ School Boards Association updates.
- Budget information for next workshop will be distributed tonight.

VICE PRESIDENT'S REPORT: No Report

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Professional Development day on Friday, February 17th went well and school improvement panels that did much of the planning scheduled for the district on February 17th.
- Superintendent discussed the suspension report update.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

- Professional Day Secretarial training was a success.

PUBLIC COMMENT: None

COMMITTEE REPORTS:

COMMUNITY LIAISON, COMMUNICATIONS & CO-CURRICULAR

STUDENT ACTIVITIES: Mrs. Sylvia-Cioffi

The following item(s) were discussed:

1. **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 – February 7, 2017

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

The following item(s) were discussed:

1. **Discussion: Budget 2017-2018**

Board of Education and administration continued budget discussions for the 2017-2018 budget. Capital outlay, capital reserve and state aid were reviewed. Additional budget data for the next workshop was distributed.

2. **Discussion: Use of Facilities**

Board of Education and Administration discussed the use of facilities according to the attached list dated February 21, 2017.

Motion(s) for item #3 carried: 7-0

INSTRUCTIONAL & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. **Discussion: Professional Development Activities – Staff**

Board of Education and Administration discussed 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.

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

Board of Education and Administration discussed a cancellation to out of district private tuition for the 2016-2017 school year in accordance with the attached memorandum dated February 7, 2017.

3. **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 February 8, 2017.

4. **Discussion: District School Calendar for the 2017-2018 School Year**

Board of Education and Administration discussed the 2017-2018 school calendar, for teachers

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and students, in accordance with the attached copy dated January 27, 2017.

5. Discussion: Student Observers

Board of Education and Administration discussed student observers for the period of February 22, 2017- May 24, 2017 in accordance with the attached list dated February 17, 2017.

6. Discussion: Overnight Trip Request

Board of Education and Administration discussed 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.)

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. Discussion: Playground Aide for the 2016-2017 School Year/OTES

Board of Education and Administration discussed hiring Jaclyn Calabrese as a Playground Aide for the 2016-2017 school year at Ocean Township Elementary School.

2. Discussion: Unpaid Family Leave of Absence

Board of Education and Administration discussed the request of Amanda Kmiec, Music Teacher, Wayside 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 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.

3. Discussion: Revision to an Unpaid Family Leave of Absence

Board of Education and Administration discussed a revision to an unpaid family leave of absence,

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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.)

4. Discussion: Retirement

Board of Education and Administration discussed the retirement of Roxanne Guarino, Music Teacher, Township of Ocean Intermediate School effective July 1, 2017.

5. 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 February 17, 2017.

6. Discussion: Revised Contract

Board of Education and Administration discussed issuing a revised contract 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.)

7. Discussion: Instructional Assistant Transfers

Board of Education and Administration discussed the following Instructional Assistant transfers effective February 22, 2017:

Michael Pembleton	From: Township of Ocean Intermediate School To: Ocean Township High School
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Romy Georginow	From: Ocean Township High School To: Ocean Township Elementary School
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Felicia DiFonzo	From: Ocean Township Elementary School To: Township of Ocean Intermediate School
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8. Discussion: Custodial Substitute

Board of Education and Administration discussed hiring Raquel Delacruz-Mato as a Custodial Substitute for the 2016-2017 school year.

PLANNING & CONSTRUCTION: Mr. Palutis

The following item(s) were discussed:

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1. **Discussion: Referendum Projects**

Rick Takakjy, P.W. Moss & Associates and Frank Messineo, Solutions Architecture, were in attendance and gave an update on the current referendum projects.

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

ADJOURN MEETING: 7:58 p.m.

There being no further business Sylvia Sylvia-Cioffi made a motion, seconded by Mr. Hadden, that the meeting be adjourned. This motion carried: 8-0.

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/Board Secretary