

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
January 31, 2017**

CALL TO ORDER

Mr. James Dietrich, 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. 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, Dr. David Marshall, Mr. Michael Palutis, Mrs. Denise Parlamas, Mr. John Stuppi and Mrs. Sylvia Sylvia-Cioffi. Mrs. Amy McGovern was absent.

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

Enter Executive Session – 7:04 p.m.

Approval: Motion offered by Mrs. Sylvia-Cioffi, seconded by Mr. Clayton and carried 8-0.

Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Personnel (Agenda) and Litigation (Loch Arbour versus Township of Ocean Board of Education). 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 – 7:29 p.m.

Approval: Motion offered by Mrs. Sylvia-Cioffi seconded by Mrs. Parlamas and carried 8-0.

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):

- Board of Education members visited language arts classes at TOIS for student interview project.

VICE PRESIDENT'S REPORT: Mr. Palutis

Mr. Palutis discussed the following item(s):

- Discussed closed items that have been discussed by the Board of Education and what open items will appear on a future agenda.

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Discussed the Strategic Plan meeting #2 and the positive interactions with the group.
- Friday, February 3rd, Joe Palaia Day – Senator Beck will be at Wayside School to present a proclamation.
- Discussed possible preliminary investigations by administration regarding student movement to different schools by program or by geography.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: No Report

PUBLIC COMMENT: None

COMMITTEE REPORTS:

COMMUNITY LIAISON, COMMUNICATIONS & CO-CURRICULAR

STUDENT ACTIVITIES: Mrs. Sylvia-Cioffi

The following item(s) were discussed:

1. **Discussion: Policies**

Board of Education and Administration discussed the first reading of revision to policies and regulations:

- 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 8441 – Care of Injured and Ill Persons (M)
- Regulation 8441 – Care of Injured and Ill Persons (M)
- Policy 8630 – Bus Driver/Bus Aide Responsibility (M)
- Regulation 8630 – Bus Driver/Bus Aide Responsibility (M)
- Policy 9541 – Student Teachers/Interns

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 – January 17, 2017
- Regular Meeting Minutes – January 17, 2017

Motion(s) for item #2 carried: 8-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Palutis

The following item(s) were discussed:

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

Board of Education and administration continued budget discussions for the 2017-2018 budget. State Aid history, tax levy cap, and revenues were discussed. (See attached documents)

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

Twp of Ocean BOE Work Meeting Minutes (continued) – January 31, 2017

2. NJ Dept. of Labor Grant

Move to approve the submission of the ‘Summer Bridge Experience’ grant to the NJ Department of Labor for a requested amount of \$61,564.14. This grant will enhance the OTHS School of Business & Finance/CTE Program.

3. Use of Facilities

Move to approve the use of facilities according to the attached list dated January 31, 2017.

Motion(s) for items #2 and #3 carried: 8-0

INSTRUCTIONAL & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. Discussion: Wonder’s Program

Mrs. Kristin Vona, Supervisor of Special Education/Grades PreSchool-5 and Basic Skills/Grades K-5 and Mrs. Michelle Shappirio, Supervisor of English Language Arts Literacy and Social Studies, K-5 and Library K-8 were in attendance and provided a mid-year report on the Wonder’s Program.

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

Board of Education and Administration discussed the 2017-2018 school calendar, for teachers and students, in accordance with the attachment dated January 27, 2017.

3. Discussion: High School – New Course Offerings for the 2017-2018 School Year

Board of Education and Administration discussed 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.

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

4. Revision to 10-Month Work Calendar for the 2016-2017 School Year/Instructional Assistants

Move to approve a revision to the 2016-2017 work year calendar for Instructional Assistants. The revision provides for February 17, 2017 as a day off for all employees in the Instructional Assistant job category. (When the 2016-2017 ten-month calendar was approved last year, February 17, 2017 was denoted as an in-service day for Instructional Assistants.) Copy of the revised calendar is attached.

5. Extension to Out of District Private Tuition for the 2016-2017 School Year

Move to approve an extension to out of district private tuition for the 2016-2017 school year in accordance with the attached memorandum dated January 26, 2017.

6. 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 January 19, 2017.

7. Addendum to Out of District Public Tuition for the 2016-2017 School Year

Move to approve an addendum to out of district public tuition for the 2016-2017 school year in accordance with the attached memorandum dated January 26, 2017.

8. Professional Development Activities – Staff

Twp of Ocean BOE Work Meeting Minutes (continued) – January 31, 2017

Move to approve the attached memorandum dated January 27, 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.

9. LDTIC Internship

Move to approve Paola Lauterwasser, Spanish Teacher, High School, to complete a LDTIC Internship under the supervision of Nancy Horan, LDTIC at the High School, beginning February 1, 2017 and ending in April 2017. The internship is a requirement of the LDTIC program at Monmouth University. Mrs. Lauterwasser's 60 hours of field work will not interfere with her teaching schedule and responsibilities.

Motions on items #4 thru #9 carried: 7-0 (Mr. Clayton was out of the room)

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. Discussion: Unpaid Family Leave of Absence

Board of Education and Administration discussed the request of Jenny Orwick, Special Education 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 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. Discussion: Unpaid Family Leave of Absence

Board of Education and Administration discussed the request of Jacquelyn LeVine-Salum, Special Education Teacher, Township of Ocean Intermediate School, to take 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. Discussion: Unpaid Family Leave of Absence

Board of Education and Administration discussed the request of Maryann Holmes, Elementary Teacher, Ocean Township Elementary School, to take an unpaid family leave of absence, as designated under FMLA, 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.

Twp of Ocean BOE Work Meeting Minutes (continued) – January 31, 2017

4. **Discussion: Instructional Assistant/Spring Track and Sophomore Lock-in**

Board of Education and Administration discussed hiring 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.

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

Board of Education and Administration discussed 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.

6. **Discussion: Volunteer Coach Boys Lacrosse**

Board of Education and Administration discussed using John Della Pesca as a Volunteer Coach for Boys Lacrosse (high school level) for the 2016-2017 school year.

7. **Discussion: Retirements**

Board of Education and Administration discussed 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

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

8. **Resignation**

Move to approve the resignation of Jessica Killian, Instructional Assistant, Township of Ocean Intermediate School effective January 18, 2017.

9. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence, as designated under FMLA, for Valerie Boodaghians, School Nurse, Wanamassa Elementary School beginning January 17, 2017 and ending February 14, 2017 (4 weeks). Mrs. Boodaghians is expected to return to the work on February 15, 2017. While out on an unpaid family leave of absence, Mrs. Boodaghians will be responsible for paying the appropriate contribution towards her health insurance coverage.

10. **Revised Contract**

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

Samantha Wild	From: Guidance Counselor, Part-time Township of Ocean Intermediate School	
	To: Guidance Counselor, Full-time Township of Ocean Intermediate School	\$58,415.00 MA/Step 1 Prorated

(This is a new position. This is a revision of work status from part-time to full-time and a revision in salary, as reflected above.)

11. **Issuance of Contracts**

Move to approve that contracts be issued to the following:

To fill a vacancy position:

Devon B. Ribsam	Basic Skills – Full-time	\$54,515.00
	Township of Ocean Intermediate School	BA/Step 1
	Actual Start Date: February 1, 2017	Prorated
	Effective Date: February 1, 2017	

(Mr. Ribsam replaces Mrs. Friel who was transferred to a fifth grade classroom teacher position until June 30, 2017.)

To fill a replacement/non-tenure track position:

Pamela Kacen	Special Education Teacher/Part-time	\$29,208.00
	Wayside Elementary School	MA/Step 1
	Leave of Absence Replacement	Prorated
	Non-Tenure Track Position	
	Actual Start Date: January 23, 2017	
	Effective Date: February 1, 2017	

(Ms. Kacen was previously approved at the January 10, 2017 work meeting of the Board pending criminal history background check. Clearance has been received. Ms. Kacen replaces Lauren Caruso who will be out on an unpaid leave of absence until June 30, 2017.)

12. **Substitute Bus Driver**

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

13. **Revised Job Description**

Move to approve revisions to the following job description:

Supervisor of Special Education, Grades 6-12 and Basic Skills, Grades 6-8

14. **Substitute Teachers**

Move to approve Substitute Teachers for the 2016-2017 school year in accordance with the attached list dated January 27, 2017.

15. **Issuance of Contract**

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

To fill a replacement/non-tenure track position:

Alexandra Augustine	Spanish Teacher	\$54,515.00
	Intermediate School	BA/Step 1
	One-year Unpaid Leave of Absence/ Replacement	Prorated
	Non-Tenure Track Position	
	Actual Start Date: January 30, 2017	
	Effective Date: February 1, 2017	

(Ms. Augustine was previously approved at the November 15, 2016 regular monthly

Twp of Ocean BOE Work Meeting Minutes (continued) – January 31, 2017

meeting of the Board pending issuance of certification from the NJ State Department of Education. Her teaching certification has been issued. Ms. Augustine replaces Mrs. Rhonda Gulotta who will be out on an unpaid leave of absence for the remainder of the 2016-2017 school year.)

Motions #8 thru #15 carried: 8-0

PLANNING & CONSTRUCTION: Mr. Palutis

The following item(s) were discussed:

1. **Discussion: Referendum Projects**

The School Business Administrator will give an update on the ongoing referendum projects.

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS: None

NEW BUSINESS:

- Board of Education discussed the negative impact on working families due to scheduling for testing at the high school.
- Question about Chrome Books at the high school: damage and collection of fines. Also discussed loaners of Chrome Books while repairs take place.

PUBLIC COMMENT: None

ADJOURN MEETING: 10:18 p.m.

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

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/Board Secretary