

**TOWNSHIP OF OCEAN BOARD OF EDUCATION  
WORK MEETING MINUTES  
July 12, 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. Michael Palutis and Mrs. Denise Parlamas. Mr. Sean Moore and Mrs. Sylvia Sylvia-Cioffi were absent.

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

**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 and Negotiations (TOEA). 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 – 7:35 p.m.**

*Approval: Motion offered by Mrs. Parlamas, seconded by Mr. Clayton and carried 7-0.*

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

**PRESIDENT’S REPORT:** No Report

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

Dr. Stefankiewicz discussed the following item(s):

- New summer Bridge Program – Grade 4 into 5.
- Summer camps and programs in the other schools.

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

Mr. Jannarone discussed the following item(s):

- Parent on-line – Discussed fees for parents that put money on account to purchase school lunches. All agreed to offer an incentive in putting money on account.
- School Physicians RFP committee has met and reviewed submitted proposals. The committee is currently conducting interviews.

**PUBLIC COMMENT:**

- Paul Mayerowitz, resident, discussed the Code of Ethics and questioned campaign managers during elections and restrictions regarding them.

**COMMITTEE REPORTS:**

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

**COMMUNITY LIAISON & COMMUNICATIONS:** Mrs. McGovern

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 1240 – Evaluation of Superintendent (M)
- Regulation 1240 – Evaluation of Superintendent (M)
- Policy 2360 - Use of Technology
- Regulation 2360 – (New) Use of Technology
- Policy 5460 – High School Graduation (M)

2. **Discussion: Code of Ethics**

Board of Education and Administration reviewed and discussed the School Ethics Act and the Code of Ethics as required, pursuant to N.J.S.A. 18A:12-21 et seq. (See Attached)

3. **Discussion: Parent Request to Have Their Child Finish Their Senior Year at OTHS**

Board of Education and Administration discussed the request of parents to allow their child to remain enrolled at the Ocean Township High School for 2016-2017 school year. The family has moved out of District and it is the student's (#75468) senior year. The request is being made in-line with District policy 5111 – Eligibility of Resident/Non-Resident Pupils, (copy of policy is attached).

4. **Discussion: Strategic-Planning for Our District/BOE Goals**

Board of Education and Administration discussed BOE Goals and the possibility of conducting a formal Strategic Plan for our District. Information on Strategic Planning is attached.

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

5. **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 – June 28, 2016
- Regular Meeting/Executive Session Minutes – June 28, 2016

Motion(s) on item #5 carried: 6-0-1 (Mrs. Parlamas abstained on both Work and Regular Meeting Minutes)

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

The following item(s) were discussed:

1. **Discussion: ESEA/NCLB Fiscal Year 2016 Grant Allocations**

Board of Education and Administration discussed the acceptance of funds under the Elementary and Secondary Education Act (ESEA) No Child Left Behind (NCLB) Grant Application FY 2017 (school year

**Twp of Ocean BOE Work Meeting Minutes (continued) – July 12, 2016**

16-17), and submitting of the application. This notification is required under ESEA-NCLB compliance regulations. Salary and staff information will be forth coming.

Title I Part A: Basic, Concentration, Targeted and EFIG	\$518,917
Title II Part A: Teacher & Principal Training & Recruiting Fund	83,025
Title III: English Language Acquisition	41,919
Title III: Immigrant	<u>9,767</u>
Total Allocation	\$653,628

2. **Discussion: Mission One**

Board of Education and administration discussed the continuation of an agreement with Mission One Staffing Services, to provide classroom and bus aides for special education programs and transportation, on an as needed basis during the 2016-2017 school year.

3. **Discussion: Tuition Contract**

The Board of Education and Administration discussed the following tuition contract with Neptune Township School District for homeless child attending Ocean Township Elementary School. Township of Ocean is the receiving district.

<u>Student</u>	<u># of Days</u>	<u>Grade</u>	<u>Period of Time</u>	<u>Tuition</u>
AS	23	1	5/17/16-6/20/16	\$2,054.59

4. **Discussion: Resolution for Shared Services Insurance Fund**

Board of Education and administration discussed a renewal of the NJ Shared Insurance Services including workers compensation, and property and liability coverage with the New Jersey School Boards Assoc. Insurance Group for a one year premium (July 1, 2016-June 30, 2017), for a total amount of \$1,246,543; includes all lines of coverage, enabling school districts to cooperate with each other to make the most efficient use of resources. (See attached detail lines of coverage)

5. **Discussion: Volunteer Orthopedic Physicians**

Board of Education and administration discussed the following orthopedic groups as volunteers to attend the home football games for the 2016 fall season.

Seaview Orthopaedic & Medical Associates  
Professional Orthopedic Associates

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

6. **Use of Facilities**

Move to approve use of facilities according to the attached list dated July 21, 2016

Motion(s) for item #6 carried: 7-0

**INSTRUCTIONAL & EDUCATION:** Dr. Marshall

The following item(s) were discussed:

**Twp of Ocean BOE Work Meeting Minutes (continued) – July 12, 2016**

1. **Discussion: HIB Self-Assessment**

Board of Education and Administration discussed the District's Self-Assessment for Determining the HIB Grades, in accordance with the attached memorandum dated June 24, 2016 and summary packets (5), denoted by school.

The Board of Education and Superintendent discussed the self assessments

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

2. **Professional Development Activities – Staff**

Move to approve the attached memorandums (2) dated June 24, 2016 and July 8, 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.

3. **Addendums to Out of District Tuition for the 2016 Extended School Year Program**

Move to approve addendums to out of district tuition for the 2016 Extended School Year Program in accordance with the attached memorandums (2) dated June 28, 2016 and July 6, 2016.

4. **Suspension Report**

Move to approve the District's Suspension Report for the month of June 2016, copy attached.

Motion(s) for items #2 thru #5 carried: 7-0

**NEGOTIATIONS:** No Report

**PERSONNEL:** Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: Employee's Request to Transfer**

Board of Education and Administration discussed the request of district employee # 6390 to transfer to another elementary school beginning September 2016.

2. **Discussion: Credit Reimbursement – Winter 2015 and Spring 2016**

Board of Education and Administration discussed credit reimbursement for courses completed during the Winter 2015 and Spring 2016, in accordance with the attached list dated July 8, 2016.

3. **Discussion: Change on Guide – Revised Contracts – September 1, 2016**

Board of Education and Administration discussed change on guide for staff members who have submitted proof of completion of their required courses in accordance with the attached list dated July 8, 2016.

4. **Discussion: Addition of an Unbudgeted Teacher Position/Special Education**

Board of Education and Administration discussed the possible addition of an unbudgeted teacher position, Special Education /Pre-School, for the 2016-2017 school year.

**Twp of Ocean BOE Work Meeting Minutes (continued) – July 12, 2016**

11. **Discussion: Clerical Substitute for the 2016-2017 School Year**

Board of Education and Administration discussed hiring Aline Cummings as a Clerical Substitute for the 2016-2017 school year.

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

5. **Issuance of Contract**

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

**To fill a vacancy position:**

Ashley Reamer	Language Arts Teacher	\$55,715.00
	Intermediate School	BA/Step 2
	Actual Start: September 1, 2016	
	Effective Date: September 1, 2016	

(Ms. Reamer was previously approved at the June 7, 2016 work meeting of the Board pending criminal history background check and release from current employer. Clearance has been received and Ms. Reamer has been released from her current employer. Ms. Reamer replaces Anne Pappayliou who retired July 1, 2016).

6. **Instructional Assistant for the 2016 Extended School Year Program**

Move to approve Sherryl Cesario as an Instructional Assistant for 2016 Extended School Year Program. Ms. Cesario will work Monday- Thursday, 5 ½ hours per day, through August 11, 2016.

7. **Substitute Nurse for the 2016 Extended School Year Program**

Move to approve Brenda Kelly as a Substitute Nurse for the 2016 Extended School Year Program.

8. **Resignation - Athletic Coach/JV Girls Tennis Coach**

Move to approve the resignation of Anne Kinkela as the JV Girls Tennis Coach effective July 6, 2016.

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

Move to approve a revision, to reflect a later start date, to an unpaid family leave of absence, as designated under FMLA and NJFLA, for David Cohen, Assistant Network Manager, Technology Department, District-wide. Mr. Cohen's unpaid family leave of absence will begin on June 29, 2016 and continue for a period of six weeks ( August 10, 2016). He is expected to return to work on August 11, 2016. While out on an unpaid family leave of absence, Mr. Cohen will be responsible for paying the appropriate contribution towards his health insurance coverage. (Mr. Cohen was originally approved, at the regular monthly meeting held on April 19, 2016, to take an unpaid family leave of absence during the period of June 17, 2016 - July 29, 2016. He had been expected to return to work on August 1, 2016.)

10. **Revised Contract**

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

Michaela Gemignani	From: Instructional Assistant	
	Ocean Township High School	
	To: ESL Teacher	\$58,415.00

**Twp of Ocean BOE Work Meeting Minutes (continued) – July 12, 2016**

Wayside Elementary School MA/Step 1  
One year leave replacement  
Non-Tenure Track Position  
Effective: September 1, 2016

(Ms. Gemignani replaces Elizabeth Wallace who will be out on a leave of absence for the 2016-2017 school year. This is a revision in job title and salary.)

**12. Issuance of Contracts**

Move to approve that contracts be offered to the following:

**To fill vacancy positions:**

Dawn C. Kaszuba Director of School Counseling, Grades K-12 \$117,803.00  
High School Step 8  
Actual Start & Effective Dates: Pending release  
from current employer and criminal history  
background check.

(Mrs. Kaszuba replaces Kathryn Miller who will retire August 1, 2016.)

Maureen Mahaffey Basic Skills Teacher – 3/7 Time \$23,365.00  
Ocean Township Elementary School BA/Step 1  
Actual Start Date: September 1, 2016  
Effective Date: September 1, 2016

(Mrs. Mahaffey replaces Amy Goldsmith who was hired to a full-time position.)

**To fill vacancy non-tenure track positions:**

Gabriela Brawer Bi-lingual Instructional Assistant (Part-time) \$15,607.00  
Wayside Elementary School Step 1  
Non-Tenure Track Position  
Actual Start & Effective Dates: Pending criminal history  
background check.

(This is a newly budgeted position.)

Polette Sanchez Bi-lingual Instructional Assistant (Part-time) \$11,705.00  
Ocean Township High School Step 1  
Non-Tenure Track Position  
Actual Start & Effective Dates: Pending criminal history  
background check.

(This is a newly budgeted position.)

**13: Resignation**

Move to approve the resignation of Jillian Ceravolo, Guidance Counselor, High School, Maternity Leave Replacement/Non-Tenure Track, effective July 12, 2016. (Ms. Ceravolo was previously approved at the May 17, 2016 regular monthly meeting as the replacement for Andrea Sarles. Mrs. Sarles will be out on maternity leave for the 2016-2017 school

Motion(s) for items #5 thru #10 and #12 and #13 carried: 7-0

**Twp of Ocean BOE Work Meeting Minutes (continued) – July 12, 2016**

**PLANNING & CONSTRUCTION:** Mr. Plautis

The following item(s) were discussed:

1. **Discussion: Referendum**

P.W. Moss & Associates and Solutions Architecture were in attendance and gave an update on all of the ongoing referendum projects.

**TECHNOLOGY COMMITTEE:** Mr. Deitrich

The following item(s) were discussed:

1. **Discussion: Computer Co-Operative Purchase**

Board of Education and administration discussed the purchase of 700 Chromebooks.

2. **Discussion: Computer Co-Operative Purchase**

Board of Education and administration discussed the purchase Dell OptiPlex 5040 and 3040 desktop computers.

The chairman discussed the Technology Committee meeting held. The committee reviewed the purchases with administration, the network manager, and two representatives from the computer companies.

**OLD BUSINESS:** None

**NEW BUSINESS:**

- Discussed Wanamassa summer school phone system.

**PUBLIC COMMENT:**

- Paul Mayerowitz, resident, asked about Superintendent evaluation and Board policy. The Board discussed the Superintendent evaluation process.
- Batya Van Nostrand, parent, talked about her daughters Chromebook and her usage for school. Mrs. Van Nostrand also asked about the Board of Education school ethics law.

Board of Education discussed in general the efforts in communicating with the union.

**Enter Executive Session – 9:18 p.m.**

*Approval: Motion offered by Mr. Hadden, seconded by Mrs. McGovern 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/Negotiations (TOEA). 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 – 9:48 p.m.**

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

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

**Twp of Ocean BOE Work Meeting Minutes (continued) – July 12, 2016**

**ADJOURN MEETING: 9:50- p.m.**

There being no further business Mrs. McGovern 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