

**MINUTES OF THE REGULAR MONTHLY MEETING
TOWNSHIP OF OCEAN
July 26, 2016**

CALL TO ORDER

The Board President, Joseph Hadden, 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, July 26, 2016 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 7, 2016.
2. Notice of the meeting was transmitted to the Asbury Park Press on January 7, 2016 and The New Coaster Newspapers on January 7, 2016.
3. Notice of the meeting was filed with the Municipal Clerk, Township of Ocean and the Municipal Clerk, Village of Loch Arbour on January 7, 2016.

ROLL CALL

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

PRESIDENT'S REPORT – No Report

STUDENT REPRESENTATIVES: No Report

SUPERINTENDENT'S REPORT – Dr. Stefankiewicz

Dr. Stefankiewicz reported on the following:

Administrative Summer Summit took place, July 26th with Mr. Will Richardson, presenting on the 'Future of Education and Technology'.

PUBLIC COMMENTS-AGENDA: None

APPROVAL OF BILLS: Mr. Moore

Mr. Moore made a motion, seconded by Mrs. McGovern, for approval of the following paid items:

1. **APPROVAL OF BILLS**

Move for the approval of the following paid items:

Minutes of the Regular Monthly Meeting –
July 26, 2016 Continued:

Payroll	June 30, 2016	488,014.43
Employer FICA & DCRP	June 30, 2016	26,091.34
Payroll	July 15, 2016	462,653.30
Employer FICA & DCRP	July 15, 2016	<u>25,825.85</u>
	Total	<u>\$5,544,025.14</u>

Motion(s) carried: 8-0

COMMITTEE REPORTS:

CO-CURRICULAR STUDENT ACTIVITIES: No Report

COMMUNITY LIAISON & COMMUNICATIONS: Mrs. Sylvia-Cioffi

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

1. **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 – July 12, 2016

2. **Policy(s)/Regulation(s)**

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

- 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)

Motion(s) carried: 8-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Moore

Mr. Moore 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 June were adequate to pay all remaining obligations of the 2015-2016 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 preliminary Board Secretary/School Business Administrator's Certification as of June 30, 2016 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 preliminary REPORT OF THE SECRETARY and upon consultation with the appropriate officials, certify that as of June 30, 2016 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 preliminary Board Secretary's Report and Treasurer of School Monies Report, which said reports are in agreement for the month ending June 30, 2016.

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, June 30, 2016 covering APPROPRIATION TRANSFERS in the 2015-2016 GENERAL FUND 10; said transfers shall result in no change in the total original Appropriations.

3. **Security Drill Reports for June 2016:**

Fire Drill

Ocean Township High School.....	June 12, 2016
Twp. of Ocean Intermediate School.....	June 10, 2016
Ocean Township Elementary School.....	June 10, 2016
Wanamassa Elementary School.....	June 10, 2016
Wayside Elementary School.....	June 17, 2016

Evacuation Drill

Ocean Township High School.....	June 16, 2016
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Reverse Evacuation Drill

Ocean Township Elementary School.....	June 7, 2016
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Lockdown/Active Shooter Drill

Wayside Elementary School.....	June 10, 2016
Wanamassa Elementary School.....	June 17, 2016
Twp. of Ocean Intermediate School.....	June 16, 2016

4. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated July 26, 2016.

5. **ESEA/NCLB Fiscal Year 2016 Grant Allocations**

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

6. **Mission One**

Move to approve 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.

7. **Tuition Contract**

Move to approve 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>
#76904	23	1	5/17/16-6/20/16	\$2,054.59

8. **Resolution for Shared Services Insurance Fund**

Move to approve 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)

9. **Volunteer Orthopedic Physicians**

Move to approve the following orthopedic groups as volunteers to attend the home football games for the 2016 fall season.

Seaview Orthopaedic & Medical Associates
 Professional Orthopedic Associates

10. **Professional Services Resolutions**

Move to approve the following Therapy Contracts.

Awarded to:	Invo Healthcare
Duration:	July 5, 2016 to August 11, 2016 Approximately 40 hours per week (2 Therapists @ 20 per week each)
Nature and Type of Contract:	Occupational Therapy
Amount of Contract:	\$79.00 per hour

Awarded to:	Invo Healthcare
Duration:	July 5, 2016 to August 11, 2016 Approximately 15 hours per week
Nature and Type of Contract:	Physical 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.

11. **Submission of IDEA Grant Application**

Move to approve the submission of the IDEA application for the Fiscal Year 2017, and accepts the grant award of the funds upon subsequent approval of the FY 2017 IDEA application.

IDEA Part B Basic (ages 3-21) in the amount of \$976,492.

This Basic allocation includes the proportionate share for services to students with disabilities parentally placed in private schools; this amount is determined by the NJ DOE to be \$130,837.

IDEA Part B Preschool (Ages 3, 4 and 5) in the amount of \$41,281.

The preschool allocation includes the proportionate share for services to students with disabilities parentally placed in private schools: this amount is determined by the NJ DOE to be \$0.

12. **Boiler Cleaning & Maintenance Service**

Move to approve the extension of the 2015-2016 pricing for Boiler Cleaning & Maintenance Service for the 2016-2017 school year to Central Boiler Repair Co., Inc. of Oakhurst, NJ for a 0% increase as follows:

Cleaning (19 boilers).....	\$7,735.00
Hourly standard labor charge.....	\$80.00

13. **Student Transportation Routes**

Move to approve the contract with Michael Loori Transportation for the 2016-2017 school year for the total amount of \$148,403.37 which represents a 0% increase over 2015-2016 for the following routes.

WA59 - IN59	\$49,467.79
WY81 - IN14	\$49,467.79
OE 8 - IN 8	\$49,467.79

14. **Refunding School Bonds**

Move to approve the bid award to TD Bank for the refunding of the 2007 school bonds. The proposed rate is 1.45% and the district will save \$151,435.45 over the remaining 7 years of the outstanding bonds.

Motion(s) carried: 8-0

INSTRUCTION & EDUCATION: Dr. Marshall

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

1. **HIB Self-Assessment**

Move to approve 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.

2. **Professional Development Activities – Staff**

Move to approve the attached memorandum dated July 22, 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. **Internship**

Move to approve Allison Mandelbaum, a graduate student at Nova Southwestern University's Program for Speech, Language and Communication Disorders, to complete an internship (pending criminal history background check) in speech/language therapy, 32 hours per week during the period of September 1, 2016 – June 2017. Ms. Mandelbaum's supervisor will be Blair Koczan, Speech Teacher, Wayside School.

4. **Internship**

Move to approve Emily Krakowski, a student at Monmouth University, to complete a social work internship (pending criminal history background check) under the supervision of Karen Dunn, School Social Worker, High School. Ms. Krakowski will come in to Ocean Township High School on Tuesdays and Fridays during the period of September 1, 2016 - May 5, 2017. During that time frame she will complete 448 hours.

5. **Curriculum for the 2016-2017 School Year**

Move to approve curriculum for the 2016-2017 school year in accordance with the attached memorandum dated July 22, 2016.

Motion(s) carried: 8-0

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

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

1. **Credit Reimbursement – Winter 2015 and Spring 2016**

Move to approve credit reimbursement for courses completed during the Winter 2015 and Spring 2016 in accordance with the attached list dated July 8, 2016.

2. **Change on Guide – Revised Contracts – September 1, 2016**

Move to approve change on guide for staff members who have submitted proof of completion of

Tia Smock	Special Education Teacher	\$56,465.00
	Ocean Township Elementary School	BA+30/Step 1
	Actual Start Date: September 1, 2016	
	Effective Date: September 1, 2016	

(Ms. Smock replaces Kristin Vona who moved within District to a Supervisory position.)

To fill a replacement/non-tenure track position:

Danielle Sloan	Science Teacher	\$54,515.00
	Intermediate School	BA/Step 1
	Maternity Leave/Non-Tenure Track Position	
	Actual Start Date: September 1, 2016	
	Effective Date: September 1, 2016	

(Ms. Sloan was previously approved at the regular monthly meeting held on June 28, 2016, pending criminal history background check. Clearance has been received. Ms. Sloan replaces Melissa Gissubel who will be out on maternity leave for the 2016-2017 school year.)

To fill vacancy non-tenure track positions:

Nicholas Bock	Computer Technician/ Level I	\$37,500.00
	District-wide	Prorated
	Non-Tenure Track Position	
	Actual Start Date: August 1, 2016	
	Effective Date: August 1, 2016	

(Mr. Bock was previously approved at the regular monthly meeting held on June 28, 2016, pending criminal history background check. Clearance has been received. This is a newly budgeted position.)

Rebecca Boomer	Technology Assistant	\$32,500.00
	Technology Department, District-wide	Prorated
	Non-Tenure Track Position	
	Actual Start Date: July 25, 2016	
	Effective Date: August 1, 2016	

(Ms. Boomer was previously approved at the regular monthly meeting held on June 28, 2016, pending criminal history background check. Clearance has been received. Ms. Boomer replaces Susan Dilloian who was hired to fill a twelve-month secretary position.)

Sean O'Malley	Computer Technician/ Level I	\$37,500.00
	District-wide	Prorated
	Non-Tenure Track Position	
	Actual Start Date: August 1, 2016	
	Effective Date: August 1, 2016	

(Mr. O'Malley was previously approved at the regular monthly meeting held on June 28, 2016, pending criminal history background check. Clearance has been received. This is a newly budgeted position.)

Michael Pembleton, Jr.	Instructional Assistant	\$23,410.00
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Intermediate School/Fifth Grade Wing
Non-Tenure Track Position
Actual Start Date: September 2, 2016
Effective Date: September 1, 2016
(Mr. Pembleton replaces Samantha Wild who resigned.)

Step 1

Monica Poniros
Instructional Assistant
Wayside School
Non-Tenure Track Position
Actual Start Date: September 2, 2016
Effective Date: September 1, 2016

\$23,410.00

Step 1

(Ms. Poniros replaces Dana Sherman who moved within District to a Special Education Teacher position.)

11. **Revised Contracts**

Move to approve that revised contracts be issued to the following employees:

Barbara DeOrio
From: Computer Lab Assistant
Ocean Township Elementary School
To: Instructional Assistant
Ocean Township Elementary School
Non-Tenure Track Position
Actual Start Date: September 2, 2016
Effective Date: September 1, 2016

\$23,410.00

Step 1

(Ms. DeOrio replaces Kaitlyn Lamb who moved within District to an Elementary Teacher position. This is a revision in position/job title and salary.)

Robyn Ferragina
From: Instructional Assistant, Part-Time
Intermediate School
To: Instructional Assistant, Full-Time
Intermediate School/Fifth Grade Wing
Non-Tenure Track Position
Actual Start Date: September 2, 2016
Effective Date: September 1, 2016

\$23,660.00

Step 2

(This is a newly budgeted position. This is a revision in work status from part-time to full-time and a change in salary.)

Brittany Kreiger
From: Guidance Counselor, Part-Time
Intermediate School/Fifth Grade Wing
To: Guidance Counselor, Full-Time
High School
One-Year Maternity Leave Replacement
Non-Tenure Track Position
Effective Date: September 1, 2016

\$58,415.00

MA/Step 1

(This is a revision in work status from part-time to full-time and a change in salary. Ms. Kreiger replaces Andrea Sarles who will be out on maternity leave for the 2016-2017 school year.)

Dawn C. Kaszuba

From: Director of School Counseling, Grades K-12
Ocean Township High School
To: Principal \$127,500.00
Ocean Township High School Prorated
Actual Start & Effective Dates: Pending Guide 1/
release from current employer and Step 1
criminal history background check.

(This is a revision in job title and salary. Mrs. Kaszuba replaces Kelly Weldon, who moved within District to the position of Assistant Superintendent/Curriculum & Instruction.)

- 12. **Non- Athletic Advisor/TOIS Band Director – 2016-2017 School Year**
Move to approve Ms. Alyssa J. Clark as the Intermediate School Band Director for the 2016-2017 school year in accordance with the attached memorandum dated July 18, 2016.

- 13. **Athletic Coach/JV Girls’ Tennis – 2016-2017 School Year**
Move to approve Matthew Goldfarb as the JV Girls’ Tennis Coach in accordance with the attached memorandum dated July 20, 2016.

- 14. **Makerspace Club – Wayside School**
Move to approve Mrs. Kathy Hackler as the Makerspace Club Advisor, Wayside School, for the 2016-2017 school year. Mrs. Hackler’s stipend is in accordance with the current schedule as found in the Agreement between the Township of Ocean Board of Education and the Township of Ocean Education Association, Non-Athletic Program salary guide, Group IV.

- 15. **School Safety Patrol Advisors for the 2016-2017 School Year**
Move to approve the following District teachers as School Safety Patrol Advisors for the 2016-2017 school year. Each teacher will be paid a stipend in the amount of \$500.00.

Amy Steckhahn, Wayside Elementary School
Lorri Ann Wahlgren, Wanamassa Elementary School

- 16. **Volunteer Coach**
Move to approve Marc Spirito as a Volunteer Soccer Coach (JV Level) at the High School for the 2016-2017 school year.

Motion(s) carried: 8-0

The Superintendent welcomed all of the new employees, some of which were in attendance, at the meeting. He also welcomed the new high school principal who was also in attendance

PLANNING & CONSTRUCTION: No Report

TECHNOLOGY: Mr. Dietrich

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

1. **Computer Co-Operative Purchase**

Move to approve the purchase of 700 Dell Chromebooks 11 including 4 year warranty on-site pro support service, from Ocean Computer Group, in the amount of \$222,250 as per the attached quote, NJ State Contract #89967.

2. **Computer Co-Operative Purchase**

Move to approve the purchase Dell OptiPlex 5040 and 3040 desktop computers in the amount of \$52,126.00 as per the attached quote #CC011687, NJ State Contract #89967.

Motion(s) carried: 8-0

OLD BUSINESS: None

NEW BUSINESS:

- Board of Education thanked the Supervisors, Principals and the Superintendent for their hard work over the summer months with interviewing and hiring new personnel for the upcoming school year.

PUBLIC COMMENTS:

- Johanna Icasiano, parent, questioned a transfer of a fourth grade teacher to Wayside from Wanamassa.

ADJOURNMENT: 8:20 p.m.

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

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/
Board Secretary