

**MINUTES OF THE REGULAR MONTHLY MEETING  
TOWNSHIP OF OCEAN  
March 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](http://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** – Mr. Dietrich

Mr. Dietrich reported on the following:

- President of Georgian Court University spoke about the articulation agreement with OTHS.

**STUDENT REPRESENTATIVES:** Maxwell Hoyle and Sydney Burger

The following item(s) were reported:

- Spring season getting ready to start.
- Activities – International Night a success and other upcoming events by other activity groups.

**SUPERINTENDENT'S REPORT** – Dr. Stefankiewicz

Dr. Stefankiewicz reported on the following:

The following students Intermediate School students were selected as winners in the Asbury Park –Wall Elks Lodge #128 essay contest, the topic was “Why Is It Important To Vote?” On March 19, 2017 they were honored at a Luncheon and Awards Ceremony held at the Asbury-Wall Elks Lodge, Neptune, NJ.

Janat Ali, 5<sup>th</sup> Grade – teacher: Kathleen Bellazza  
Brianna Jacobson, 5<sup>th</sup> Grade – teacher: Debra Perkins  
Kaitlyn Volek, 5<sup>th</sup> Grade – Teacher: Debra Perkins  
Erica Pardon, 6<sup>th</sup> Grade – teacher: Peter Ryan  
Emily Sharp, 6<sup>th</sup> Grade – teacher: Peter Ryan  
Mary Catherine Harvey, 7<sup>th</sup> Grade – teacher: Lauren Kelly

Victoria Lee, 7<sup>th</sup> Grade – teacher: Cathy Mussleman  
 Rusty Todd, 8<sup>th</sup> Grade – teacher: Joanne DeVito

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 The following 7<sup>th</sup> grade TOIS students were selected winners of the VFW Local Post #2226 Patriot’s Pen Essay Contest. The students wrote the essay in their Social Studies class under the direction of their teacher, Ms. Julie Alexander. The topic of the essay was “The America I Believe In.”

Gabriella Campo	Monica Gomez	Sneha Shah
Elena Dimitri	Nathan Howell	Aidan Tisony
	Rein Novobilsky	

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 The following OTHS students, under the direction of Nichole Cavallaro - Civic Leadership Class teacher, were honored for creating, planning and organizing their project: Ocean “Cares” Packages. The students collected some 3,500 items: personal hygiene products, powdered beverage, protein bars, ramen noodles and snacks (gun, pretzels, cookies). The items were collected from within the school district, community and the cooperation of local businesses. The care packages were sent, with the assistance of Operation Jersey Cares, to our troops in December.

Mohiy Anas, 10 <sup>th</sup> Grade	Angela Labruzzo, 11 <sup>th</sup> Grade	Angelica Anyal, 12 <sup>th</sup> Grade
Jesse Castro, 10 <sup>th</sup> Grade	Rsigene Miller, 11 <sup>th</sup> Grade	Kelli, Buell, 12 <sup>th</sup> Grade
Brandon Coiner, 10 <sup>th</sup> Grade	Jasher Pena, 11 <sup>th</sup> Grade	Carlos Nolasco, 12 <sup>th</sup> Grade
Troy Jester, 10 <sup>th</sup> Grade	Mitchell Vollmer, 11 <sup>th</sup> Grade	
William Levy, 10 <sup>th</sup> Grade		

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**PUBLIC COMMENTS-AGENDA:**

- Sean Moore, past Board of Education member, thanked the Board of Education for the graduation policy allowing past Board members to hand out a diploma to their children at graduation.

**APPROVAL OF BILLS:** Mrs. McGovern

Mrs. McGovern made a motion, seconded by Mrs. Sylvia-Cioffi, for approval of the following paid items:

1. **APPROVAL OF BILLS**

Move for the approval of the following paid items:

Bills List	March 21, 2017	4,044,725.47
Payroll	February 28, 2017	2,051,137.49
Employer FICA & DCRP	February 28, 2017	38,403.88
Payroll	March 1, 2017	87,478.50
Employer FICA & DCRP	March 1, 2017	6,692.22
Payroll	March 15, 2017	2,074,439.47
Employer FICA & DCRP	March 15, 2017	42,400.44
	Total	<u>\$8,345,277.47</u>

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. **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 – March 16, 2017

2. **Policies and Regulations**

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

Policy 0155 – Board Committees

Policy 5466 – Graduation and Yearbook Fees

Motion(s) carried: 8-0

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

Mrs. McGovern made a motion, seconded by Mr. Clayton, 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 February 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 February 28, 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 February 28, 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 February 28, 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, February 28, 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 February 2017:**

**Fire Drill**

Ocean Township High School..... February 8, 2017  
 Twp. of Ocean Intermediate School..... February 2, 2017  
 Ocean Township Elementary School ..... February 8, 2017  
 Wanamassa Elementary School ..... February 8, 2017  
 Wayside Elementary School..... February 8, 2017

**Evacuation Drill**

Wayside Elem. School..... February 28, 2017

**Bomb Drill**

Wanamassa Elementary School. .... February 24 2017  
 Twp. of Ocean Intermediate School..... February 23, 2017  
 Ocean Township Elementary School ..... February 28, 2017

**Table Top Security Drill**

Ocean Township High School..... February 24, 2017

4. **Use of Facilities**

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

5. **Resolutions Pertaining to 2017-2018 Tentative School District Budget:**

a. **Approval of Base Budget:**

Move to approve the 2017-2018 Tentative School District Budget for submission to the county superintendent for review:

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund	\$ <u>74,708,405.</u>	\$ <u>63,030,416.</u>
Special Revenue Fund	\$ <u>2,069,176.</u>	
Debt Service Fund	\$ <u>3,408,189.</u>	\$ <u>2,160,996.</u>
Total Base Budget	<u>\$ 80,185,770.</u>	<u>\$65,191,412.</u>

b. **Advertisement:**

Move to approve the School Business Administrator to advertise said tentative budget in the newspaper of record and on the district website ([www.oceanschools.org](http://www.oceanschools.org)) in accordance with the format required by the State Department of Education and according to the law.

c. **Resolution to Set Budget Hearing Date:**

Move to approve Tuesday, April 25, 2017 as being the date for the formal Public Hearing and adoption of the 2017-2018 School District Budget. The hearing will be held at 8:00 p.m. in the

auditorium of the School District Administration Building.

6. **Renewal of Automatic Temperature Control Contract**

Move to approve the extension of award of the Automatic Temperature Control for the 2016-2017 school year with Jersey State Controls, Lakewood, NJ. The below amount reflects a reduction of \$9,700 from the 2016-2017 school year.

Vendor	School	2016-2017
Jersey State Controls	OT High School Twp. of Ocean Intermediate OT Elementary School Wanamassa School Wayside Elem. School	\$42,080.00
Hourly Rate	All Schools	\$100.00

7. **Inter-local Services Agreement**

Move to approve the Inter-local Services Agreement with the Township of Ocean for the rental of school buses to the Township Recreation Department for use during the 2017 summer camp program in the amount of \$8,000. (As per attached)

8. **Jointure Agreement**

Move to approve the Township of Ocean School District in a transportation jointure agreement with Neptune City School District, with the Township of Ocean Board of Education to act as host as follows:

<u>Joiner District</u>	<u>Destination</u>	<u>Duration</u>	<u>Joiner Cost</u>
Neptune City School Dist.	Bridge Academy, Lawrenceville	2/27/17-6/16/17	\$11,034.14

9. **Shared Services – Deal School**

Move to approve the attached master shared services resolution between the Township of Ocean Board of Education and the Deal Board of Education. Addendum I and II detail the shared services scope of work for cafeteria and maintenance services. This agreement will be in place from July 1, 2017 to June 30, 2018.

10. **Renewal of Food Service Management Contract**

Move to approve the renewal of the Food Service Management contract with Sodexo Food Services for the 2017-2018 school year. The proposed management fee is \$46,350; the Administrative Fee is \$67,980, this is a 1.5% increase. The minimum financial client guaranteed return for the food service program will be a surplus of \$15,810. The guarantee is limited to 100% of the management fee.

11. **Student Lunch Program Prices**

Move to approve the prices of the student lunch program for the 2017-2018 school year as follows: Breakfast \$1.75 and Adult meal will be \$3.85.

Deal School	Elementary Schools	Intermediate School	High School
\$3.10	\$2.85	\$3.10 - \$4.00	\$3.35 - \$4.25

NOTE: The above prices would represent no increase from last year and continue a tiered pricing approach. The price will be variable depending on the food cost of the meal served.

12. **Cooperative Purchasing Services for the 2017-2018 School Year**

Move to approve the Educational Data Services (EDS) Cooperative Purchasing Program, at a fee of \$11,940 for the following supplies:

Office & Computer	Copy Duplicator	Science
Industrial Arts	Fine Arts	Physical Education
Health	Audio/Visual	Athletic
Custodial	Family & Consumer Science	

Note: By participating in this cooperative purchasing program the district realized a savings of \$291,272.00 for the 2016-2017 school year versus state contract.

13. **Professional Services Resolution**

Move to approve the following Therapy Contract.

Awarded to:	BAYADA Home Health Care. Inc.
Duration:	April 3, 2017 to June 21, 2017
Nature and Type of Contract:	In-School Nursing Care & Transportation to and from
Amount of Contract:	\$54.00/hour RN Services-2 days/wk \$44.00/hour LPN Services-2 days/wk

- 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.

14. **Professional Services Resolution**

Move to approve the following Consultant Contract:

Awarded to:	Interactive Kids, Inc.
Duration:	April 3, 2017 to June 21, 2017
Nature and Type of Contract:	Special Staff Training
Amount of Contract:	\$150.00 hour w/\$35.00 travel

- 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.

15. **School Buses**

Move to approve the purchase of three (3) Type D, 54 passenger, 2018 Blue Bird all American school buses with diesel engines and air brakes. The purchase will be from Hoover Truck Centers, Flanders, NJ and will be awarded as per item #10 in the Education Services Commission-NJ cooperative bid #ESCNJ 16/17-35 opened on October 20, 2016, in the amount of \$99,864.44 for a total of \$299,593.32.

Motion(s) carried: 8-0

**INSTRUCTION & EDUCATION:** Dr. Marshall

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

1. **Classroom Observer**

Move to approve Leila Jerusalem, Senior Project Specialist at the College Board in New York City, to observe Science classes at Ocean Township High School on Tuesday, April 4, 2017, in accordance with the attached memorandum dated March 10, 2017.

2. **Student Observers**

Move to approve Student Observers in accordance with the attached memorandum dated March 10, 2017

3. **Administrative Internship**

Move to approve Mrs. Jayne D'Ambrosio, Guidance Counselor, Township of Ocean Intermediate School to perform 300 hours of Administrative Internship in accordance with the attached memorandum dated March 10, 2017. Mr. Larry Kostula, Principal and Mr. James Maliff, Assistant Principal at the Township of Ocean Intermediate School will mentor Mrs. D'Ambrosio. The internship hours will not conflict with Mrs. D'Ambrosio's contractual hours.

4. **Administrative Internship**

Move to approve Mrs. Meghan Hoyle, Special Education Teacher, Township of Ocean Intermediate School to perform 300 hours of Administrative Internship in accordance with the attached memorandum dated March 10, 2017. Mr. James Maliff, Assistant Principal, Township of Ocean Intermediate School will mentor Mrs. Hoyle. The internship hours will not conflict with Mrs. Hoyle's contractual hours.

5. **Professional Development Activities – Staff**

Move to approve the attached memorandums (2) dated March 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.

6. **Acceptance of “The Building Capacity for Career Pathways” Grant - Year Two**

Move to approve the acceptance of “The Building Capacity for Career Pathways” grant for year two (2), in the amount of \$100,000.00.

Superintendent explained the WE Program that is being approved.

7. **Long-Term Suspension**

Move to approve the recommendation of the Ocean Township High School principal for the long-term suspension of student #73245 through the end of the 2016-2017 school year, subject to review at subsequent Board of Education hearings.

8. **Long-Term Suspension**

Move to approve the recommendation of the Ocean Township High School principal for the long-term suspension of student #72018 through the end of the 2016-2017 school year, subject to review at subsequent Board of Education hearings.

Motion(s) carried: 8-0 (Dr. Marshall recused himself on item #2)

**LEGISLATIVE POLICY:** Mr. Clayton

Mr. Clayton discussed the pending legislation regarding PARCC being withdrawn as a graduation requirement.

**NEGOTIATIONS:** No Report

**PERSONNEL:** Mrs. Parlamas

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

1. **Custodial Substitute**

Move to approve Albert Lezmi as a Custodial Substitute for the 2016-2017 school year.

2. **New Job Description**

Move to approve the following new job description, copy attached:

Head Custodian – High School and Intermediate School

3. **Job Descriptions**

Move to approve revisions to the following job descriptions, copies attached:



Assistant Superintendent, Teaching and Learning  
Supervisor of Educational Technology and Innovation, Grades K-12  
Supervisor of English and Social Studies, Grades K-5  
Supervisor of Humanities, Grades 6-12  
Supervisor of Special Education, Grades PreSchool-5  
Supervisor of Special Education, Grades 6-12

4. **Credit Reimbursement – Summer 2016 and Fall 2016**

Move to approve credit reimbursement for staff who completed courses during the Summer 2016 and Fall 2016, in accordance with the attached list dated March 10, 2017.

5. **Retirements**

Move to approve the following retirements:

Susan M. MacDonald, Instructional Assistant, Wanamassa Elem. School effective July 1, 2017.  
Joseph McGinnis, Bus Driver, Transportation Department effective May, 1, 2017.

6. **Instructional Assistant/After School Activity**

Move to approve MaryAnn Rogers, an Instructional Assistant, to provide aide support to a high school student with disabilities who will be participating in extra help after school. Ms. Rogers will shadow the student after school in accordance with the teacher's extra help schedule beginning March 22, 2017 through June 20, 2017. Ms. Rogers will be paid at her hourly contractual rate.

7. **Revised Contracts**

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

John Fornicola	From: Head Custodian	
	Township of Ocean Intermediate School	
	To: Head Custodian	\$79,500.00*
	High School and Intermediate School	Non-Represented
		Prorated

(This is a revision in job title and salary. Mr. Fornicola is currently the Head Custodian at the Intermediate School. His position is being revised, under the new job description, to include the position of Head Custodian at the High School also. Mr. Fornicola replaces Ira James at the high school. \*Salary revision reflects a base of \$77,000.00 plus a \$2,500.00 stipend for the dual Head Custodian assignment.)

8. **Request for Use of Days from the Sick/Personal Leave Bank (Non-Work Related)-Denied**

Move to deny the request of employee number 5688 to use days from the Sick/Personal Leave Bank (non-work related).

9. **Substitute Teachers**

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

10. **Sick Leave/Notice of Retirement**

Move to approve extending the deadline to submit a July 1, 2017 letter of retirement to Tuesday, April 18, 2017 at 12:00 pm. (Present deadline is January 15, 2017 and previously extended to February 15, 2017.)

11. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence, as designated under FMLA, for Carolann Parise, School Nurse, Ocean Township High School beginning March 17, 2017 and continuing through June 16, 2017 (12 weeks). Mrs. Parise's last day of work was September 2, 2016. Mrs. Parise is expected to return to work on June 19, 2017. While out on an unpaid family leave of absence, Mrs. Parise will be responsible for paying the appropriate contribution towards her health insurance coverage.

12. **Instructional Assistant/Spring Track**

Move to approve Betty Williams an Instructional Assistant at the Township of Ocean Intermediate School to provide aide support to an intermediate student with disabilities participating in Spring Track. Mrs. Williams will shadow the student/Spring Track Team member during practices (only), during the period of March 20, 2017 through May 11, 2017. Mrs. Williams will be paid at her hourly contractual rate.

13. **Volunteer Coach**

Move to approve Sophia Eilbacher as a volunteer coach for track at the Township of Ocean Intermediate School during the 2016-2017 school year.

14. **Issurance of Contract**

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

Anthony A. Tomlinson	Bus Driver	\$20,930.00
	Transportation Department	Step 1
	Actual Start Date: April 3, 2017	Prorated
	Effective Date: April 1, 2017	

(Mr. Tomlinson is replacing Linda Sawicki who moved to the Head Dispatcher position.)

Motion(s) carried: 8-0

**PLANNING & CONSTRUCTION:** Mr. Palutis

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

1. **Referendum Project-Sound Amplification Systems**

Move to approve the award to Troxell Inc., Lumberton, NJ, for the referendum sound amplification system at each elementary school. The proposal is per N.J. State Contract, #A80996 and Ed Data Cooperative Purchasing Contract, #NJ0267, for materials only in the amount of \$280,203.60. The district maintenance and technology departments will install the systems in all elementary classrooms.

2. **Change Order: OTHS Unit Ventilator Replacement Project**

Move to approve a change order in the amount of \$3,880.05 for Kappa Construction, per the recommendation by P.W. Moss Construction Manager & Solutions Architecture. The final

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March 21, 2017 Continued:

allowance credit back to the district will be in the amount of \$49,494.95, for the OTHS Unit Ventilator Replacement Project. As per attached

Motion(s) carried: 8-0

**TECHNOLOGY:** No Report

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENTS:**

- Mrs. Alto, resident, asked about the trips for foreign language classes at the Intermediate School. The Superintendent discussed the trips at different school levels.

**ADJOURNMENT: 8:44 p.m.**

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

Respectfully submitted,

Kenneth Jannarone  
School Business Administrator/  
Board Secretary