

**TOWNSHIP OF OCEAN BOARD OF EDUCATION  
WORK MEETING MINUTES  
March 7, 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, Mrs. Amy McGovern, Mr. Michael Palutis, Mrs. Denise Parlamas, Mr. John Stuppi and Mrs. Sylvia Sylvia-Cioffi.  
Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator and Dr. James Stefankiewicz, Superintendent of Schools.

**Enter Executive Session – 7:02 p.m.**

*Approval: Motion offered by Mr. Dietrich, seconded by Mrs. Sylvia-Cioffi and carried 9-0.*

Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Personnel (Agenda), Litigation (Township of Ocean versus Loch Arbour) and Student Matters. 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 – 7:20 p.m.**

*Approval: Motion offered by Mrs. McGovern seconded by Mrs. Parlamas and carried 9-0.*

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):

- District sports teams and future policy exploration.
- Reminder of the Future Chefs competition on March 18<sup>th</sup>.

**VICE PRESIDENT'S REPORT:** Mr. Palutis

Mr. Palutis discussed the following item(s):

- Strauss Esmay link for Board of Education policy search was demonstrated on web.

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

Dr. Stefankiewicz discussed the following item(s):

- Superintendent's twitter feed now on front page of the website.

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

Mr. Jannarone discussed the following item(s):

- Board of Education training requirements for the 2017 calendar year.

**PUBLIC COMMENT:**

- Cindy White, parent, raised her concern regarding the elementary student redistribution plan the Board of Education has been discussing. The Superintendent discussed the tentative plan regarding the elementary school boundaries and the possible small adjustment.

**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 following policies:

Policy 0155 – Board Committees

Policy 5466 – Graduation and Yearbook Fees

Mrs. Sylvia-Cioffi made a motion, seconded by Mrs. McGovern, 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 – February 28, 2017

Work Meeting/Strategic Planning – March 1, 2017

Motion(s) on item #2 carried: 9-0

**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. Items for discussion were health benefits, utilities, athletics, tax levy cap, waivers and a follow-up discussion of elementary enrollment distribution and class size.

2. **Discussion: Jointure Agreement**

Board of Education and Administration discussed 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

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

3. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated March 7, 2017.

4. **Additional - Use of Facilities**

Move to approve the use of facilities according to the attached list dated March 7, 2017.

**Twp of Ocean BOE Work Meeting Minutes (continued) – March 7, 2017**

Motion(s) for items #3 & 4 carried: 9-0

**INSTRUCTION & EDUCATION:** Dr. Marshall

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

1. **Professional Development Activities – Staff**

Move to approve the attached memorandum dated March 2, 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. **Youth Art Month (March) 2017 Endorsement**

Move to approve the Youth Art Month (March) 2017 Endorsement, copy attached.

Motions carried: 9-0

**NEGOTIATIONS:** No Report

**PERSONNEL:** Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: New Job Description**

Board of Education and Administration discussed the following new job description, copy attached:

Head Custodian – High School and Intermediate School

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

2. **Substitute Teachers**

Move to approve Substitute Teachers for the 2016-2017 school year in accordance with the attached list dated March 3, 2017.

3. **Issuance of Contracts**

Move to approve that contracts be issued to the following:

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

Kathi Kotowski	Instructional Assistant, Part-time	\$19,119.00
	Township of Ocean Intermediate School	Step 1
	Non-Tenure Track Position	Prorated
	Actual Start Date: March 8, 2017	
	Effective Date: April 1, 2017	

(Ms. Kotowski replaces Andrea Kelly who was hired full-time.)

Kalpiti Shah	Computer Technician/ Level I	\$37,500.00
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**Twp of Ocean BOE Work Meeting Minutes (continued) – March 7, 2017**

Technology Department, District-wide  
Non-Tenure Track Position  
Actual Start & Effective Dates: Pending criminal history  
background check.

Prorated

(Mr. Shah replaces Mr. Sheppard who resigned.)

**4. Resignation – Makerspace Club Advisor, OTES**

Move to approve the resignation of Patrick O’Neill, Makerspace Advisor, Ocean Township Elementary School, effective February 27, 2017.

**5. Resignation – School Safety Patrol Advisor, OTES**

Move to approve the resignation of Patrick O’Neill, School Safety Patrol Advisor, Ocean Township Elementary School, effective February 27, 2017.

**6. Revised Stipend for School Safety Patrol Advisors, OTES, for the 2016-2017 School Year**

Move to approve a revision to the stipend for Jonathan Molinelli and Kevin Ruane, School Safety Patrol Advisors, Ocean Township Elementary School in accordance with the attached memorandum dated March 3, 2017.

Motions for items #2 thru #6 carried: 9-0

**PLANNING & CONSTRUCTION:** Mr. Palutis

**1. Discussion: Change Order: OTHS Unit Ventilator Replacement Project**

Board of Education and Administration discussed 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 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.

**TECHNOLOGY COMMITTEE:** No Report

**OLD BUSINESS:** None

**NEW BUSINESS:**

- Board of Education discussed honoring the outgoing Township of Ocean municipal employees.

**PUBLIC COMMENT:** None

**ADJOURN MEETING: 9:58 p.m.**

There being no further business Mr. Clayton as made a motion, seconded by Mrs. Parlamas, that the meeting be adjourned. This motion carried: 9-0.

Respectfully submitted,

Kenneth Jannarone  
School Business Administrator/Board Secretary