

**TOWNSHIP OF OCEAN BOARD OF EDUCATION  
WORK MEETING MINUTES  
November 15, 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 (Arrived at 7:30 pm), Mr. James Dietrich, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Sean Moore, Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi (Arrived at 7:40 pm).

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. 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 (Agenda), Litigation (Loch Arbour versus Township of Ocean) and Student Matters (HIB). 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 – 7:23 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.

**PRESIDENT'S REPORT:** Mr. Hadden

Mr. Haddon discussed the following item(s):

- Congratulated Board of Education members, who were re-elected and the newly elected member. He also thanked Mr. Moore for his outstanding service to the Board of Education.

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

Dr. Stefankiewicz discussed the following item(s):

- Superintendent discussed the students that signed up for the cardiac testing in cooperation with St. Barnabas.

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

Mr. Jannarone discussed the following item(s):

- Follow-up regarding Seman-Tov letter addressing concerns about bus maintenance.
- Rain garden installed at the high school by Rutgers and the high school science department. (see pictures)
- New micro phones were installed in the auditorium meeting room.

**PUBLIC COMMENT:** None

**COMMITTEE REPORTS:**

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

**COMMUNITY LIAISON & COMMUNICATIONS:** Mrs. Sylvia-Cioffi

The following item(s) were discussed:

1. **Discussion: REPORT ON THE ANNUAL SCHOOL ELECTION**

The Board of Education and Administration discussed the preliminary results of the Annual School Election held, for the Township of Ocean and Village of Loch Arbour, on November 8, 2016. The unofficial results of the election (pending certification from Monmouth County Board of Elections) are as follows:

**FOR MEMBERS OF THE BOARD OF EDUCATION FOR THREE (3) YEAR TERMS**

Sylvia Sylvia .....	5,676*
Amy McGovern .....	5,378*
John Stuppi.....	5,102*
James Sintic .....	4,670
(Write-Ins).....	73

\*Successfully elected to a seat on the Board of Education

Note: Preliminary totals do not include absentee and provisional ballots.

2. **Discussion: Policies & Regulations:**

Board of Education and Administration discussed the second and final reading of revisions to the following policies and regulations:

- Policy 0167 – Public Participation – Board Meetings
- Policy 0168 – Recording Board Meetings – ByLaw
- Policy 2431 – Athletic Competition (M)
- Policy 5460 – High School Graduation (M)

3. **Discussion: Policies & Regulations:**

Board of Education and Administration discussed Policy 3282 “Use of Social Networking Sites” regarding certified and support staff.

4. **Discussion: Approval of Minutes:**

Board of Education and Administration discussed the minutes in accordance with Board of Education Bylaws #168 “Recording of Board Meetings” of the following meeting(s):

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Superintendent discussed Policy 3282 regarding electronic communication.

**FINANCIAL MANAGEMENT & RESOURCE SERVICES:** No Report

**INSTRUCTIONAL & EDUCATION:** Dr. Marshall

The following item(s) were discussed:

**Twp of Ocean BOE Work Meeting Minutes (continued) – November 15, 2016**

1. **Discussion: Professional Development Activities – Staff**

Board of Education and Administration discussed the attached memorandums (2) dated November 9, 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.

2. **Discussion: Suspension Report**

Board of Education and Administration discussed the District's Suspension Report for the month of October 2016, copy attached.

3. **Discussion: Participation Agreement for the 2016-2017 School Year**

Board of Education and Administration discussed an agreement with the Arts & Education Center for high school students, grades 9-12 and intermediate students, grades 6-8 to participate, during the 2016-2017 school year, in a program sponsored by the Monmouth County Arts High and Middle School. The program for high school students will run for 14-weeks during the period of January 2017 – May 2017 at a cost of \$830.00 per student. The program for intermediate students will run 12-weeks during the period of February 2017 – May 2017 at a cost of \$815.00 per student. Student costs include round-trip transportation. Attached is a copy of the participation agreement.

4. **Discussion: Student Teachers**

Board of Education and Administration discussed Student Teachers for the 2016-2017 school year in accordance with the attached memorandum dated November 9, 2016.

5. **Discussion: Student Observers**

Board of Education and Administration discussed Student Observers for the 2016-2017 school year in accordance with the attached memorandum dated November 9, 2016.

6. **Discussion: Revision to Out of District Private Tuition for the 2016-2017 School Year**

Board of Education and Administration discussed a revision to out of district private tuition for the 2016-2017 school year in accordance with the attached memorandum dated November 9, 2016.

**NEGOTIATIONS:** No Report

**PERSONNEL:** Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: Custodial Substitutes**

Board of Education and Administration discussed hiring the following as Custodial Substitutes for the 2016-2017 school year:

Jaime Da'vila  
Jason Francis

**Twp of Ocean BOE Work Meeting Minutes (continued) – November 15, 2016**

2. **Discussion: Substitute Teachers for the 2016-2017 School Year**

Board of Education and Administration discussed hiring Substitute Teachers for the 2016-2017 school year in accordance with the attached list dated November 9, 2016.

3. **Discussion: Volunteer Coach**

Board of Education and Administration discussed using Timothy Patterson as a Volunteer Indoor Track Coach/High School for the 2016-2017 school year.

4. **Discussion: Issuance of Contract**

Board of Education and Administration discussed issuing a contract to the following:

**To fill a replacement/non-tenure track position:**

Alexandra Augustine	Spanish Teacher	\$54,515.00
	Twp. of Ocean Intermediate School	BA/Step 1
	One-year Unpaid Leave of Absence/ Replacement	prorated
	Non-Tenure Track Position	
	Actual Start and Effective Dates: Pending issuance of certification from the NJ State Department of Education.	

(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.)

5. **Discussion: Clerical Substitute**

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

6. **Discussion: Retirements**

Board of Education and Administration discussed the following retirements:

Eleanor Hughes, Supervisor of Reading/Language Arts, Social Studies, K-5/Library K-8, effective January 1, 2017

Nancy Parker, Special Education Teacher, High School, effective February 1, 2017

7. **Discussion: Unpaid Leave of Absence**

Board of Education and Administration discussed the request of Robyn Ferragina, an Instructional Assistant at the Township of Ocean Intermediate School to take an unpaid leave of absence, with the continuation of benefits, during the period of Thursday, February 2, 2017 through Wednesday, May 17, 2017. Ms. Ferragina's last day of work will be Wednesday, February 1, 2017. She is expected to return to work on Thursday, May 18, 2017. While out on an unpaid leave of absence, Ms. Ferragina will be responsible for paying the appropriate contribution towards her health insurance coverage.

8. **Discussion: District Administrator – Medical Leave**

Board of Education and Administration discussed a medical leave for Christine Picerno, Supervisor of Math, Science, K-5/Enrichment, K-8 for the period of November 14, 2016 through January 13, 2017. Ms. Picerno is expected to return to work on Tuesday, January 17, 2017.

**Twp of Ocean BOE Work Meeting Minutes (continued) – November 15, 2016**

**PLANNING & CONSTRUCTION:** Mr. Palutis

The following item(s) were discussed:

1. **Discussion: Referendum Construction Walk-Thru**

Committee chairperson gave an update on the recent referendum construction walk-thru on Thursday, November 10<sup>th</sup>.

**TECHNOLOGY COMMITTEE:** Mr. Dietrich

The following item(s) were discussed:

1. **Discussion: District Technology Meetings**

Committee chairperson gave an update on various district technology meetings.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None

**PUBLIC COMMENT:** None

**ADJOURN MEETING: 8:00 p.m.**

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

Respectfully submitted,

Kenneth Jannarone  
School Business Administrator/Board Secretary