

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
November 22, 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 7:23 pm), Mr. James Dietrich, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi. Mr. Sean Moore was absent.

Staff in attendance: Mr. George Sone, Asst. School Business Administrator and Dr. James Stefankiewicz, Superintendent of Schools

Enter Executive Session – 7:01 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 (Agenda) 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 take action upon returning to work session.

Adjourn Executive Session – 7:26 p.m.

Approval: Motion offered by Mrs. Parlamas, seconded by Mrs. McGovern and carried 8-0.

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):

- Mr. Hadden apologized for scheduling the meeting just before Thanksgiving.

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Superintendent discussed the possibility of coaches end of season surveys.
- There should be no alcohol at school banquet end of season sports functions.
- Pros and cons of holding wrestling practice in the cafeteria.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Stone

Mr. Stone discussed the following item(s) in Mr. Jannarone's absence:

- 2015-2016 Annual school audit has been completed by Smolin Lupin & Co and they will be in attendance at the December 6th work shop meeting to discuss their findings.
- Construction continues at Wayside, Wanamassa and the high school. P W Moss and Solution Architecture will be in attendance to the work shop meeting of December 13th to give update.

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: Policies & Regulations**

Board of Education and Administration will discuss the first reading of revisions to the following policies and regulations:

Policy 3282 – Use of Social Networking Sites (Teaching Staff)

Policy 4282 – Use of Social Networking Sites (Support Staff)

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 – November 15, 2016

Regular Meeting Minutes – November 15, 2016

Motion for item #2 carried: 8-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Clayton

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

1. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated November 22, 2016.

Motion carried: 8-0

INSTRUCTIONAL & EDUCATION: Dr. Marshall

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

1. **Trip Requests**

Move to approve the following trip requests:

Group: OTHS Italian Classes/Grades 9-12

Number of Students: 45

Date: Thursday, December 8, 2016

Departure time: 2:00 pm

Return time: 9:00 pm

Destination: Rockefeller Center Tree, EATALY, NYC

(Italian food hall offering imported groceries and multiple eateries.)

Purpose: Italian culture

Transportation: 1 Bus (Raritan)

Teacher Chaperones: 3 (Dr. Valeria Anderson, Dr. Angela Barone, & Dr. Regina Basilone)

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Parent Chaperones: 0
Cost per pupil: \$30.00 (paid for by student)

Group: AP Microeconomics – HS/Grade 12
Number of Students: 12
Date: Friday, December 16, 2016
Departure time: 7:20 am
Return time: 2:45 pm

Destination: Museum of American Finance, New York, NY
Purpose: To see the Hamilton and Gold Exhibits
Transportation: 1 School bus to Long Branch Train Station. Train to NY
Teacher Chaperones: 2 – Andrea Kahikina and Susan Russo
Parent Chaperones: 0
Cost per pupil: \$32.00 (paid for by student)

2. Professional Development Activities – Staff

Move to approve the attached memorandums (3) dated November 18, 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. Addendum to Out of District Private Tuition for the 2016-2017 School Year

Move to approve an addendum to out of district private tuition for the 2016-2017 school year in accordance with the attached memorandum dated November 21, 2016.

Motion(s) carried: 8-0

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. Discussion: Revision to Job Description

Board of Education and Administration will discuss revising the following job description. (Revision reflects a change in job title, changes are noted in red. Formally this supervisory job description was titled Supervisor Elementary Education and the department was Reading/Language Arts/Social Studies, K-6 and Library K-8.)

Supervisor of English Language Arts Literacy and Social Studies, K-5 and Library K-8

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

2. Custodial Substitutes

Move to approve the following as Custodial Substitutes for the 2016-2017 school year:

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Donald Harvey
Marlene DeJesus DaCruz Miranda
Demetrius Patterson

3. **Assistant Wrestling Coach (Half-Season)**

Move to approve Dan Lopes as an Assistant Wrestling Coach for the 2016-2017 school year. This will be a half-season coaching position (November 21, 2016 – January 17, 2017), as outlined in the attached memorandum dated November 16, 2016.

4. **Revision to Resignation Date**

Move to approve a revision to the resignation date of Elizabeth House, Special Education Teacher, Wayside Elementary School to reflect her last day of work as, November 30, 2016. (Ms. House's resignation was previously approved at the regular monthly meeting held on October 18, 2016 with an effective date of November 21, 2016.)

5. **Instructional Assistant/Athletic Trainer's Program**

Move to approve Muriel Papa, an Instructional Assistant, to provide aide support to a High School student (10th grade) with disabilities participating in the Athletic Trainer's Program. The student will assist the Athletic Trainer while attending sporting events. Ms. Papa will shadow the student/Athletic Training Assistant after school and on weekends, in accordance with the program's meeting schedule and sporting events. The program will begin November 21, 2016 and continue throughout the school year. Ms. Papa will be paid at her hourly contractual rate.

6. **Substitute Teachers for the 2016-2017 School Year**

Move to approve Substitute Teachers for the 2016-2017 school year in accordance with the attached list dated November 18, 2016.

7. **Acting Supervisor of Math, Science, K-5 and Enrichment, K-8**

Move to approve Patrick O'Neill, Elementary Classroom Teacher/Grade 4, Ocean Township Elementary School as the Acting Supervisor of Math, Science, K-5 and Enrichment, K-8 for the period of November 28, 2016 to January 13, 2017. Mr. O'Neill will receive a \$5,000 stipend, prorated, over his current salary.

8. **Volunteer Coaches for the 2016-2017 School Year**

Move to approve Daniel Gleason and Logan Singleton as Volunteer Coaches for Boys' Basketball/High School for the 2016-2017 school year.

Motion(s) for items # 2 thru 8 carried: 8-0

PLANNING & CONSTRUCTION: No Report

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS:

- Mr. Hadden, Board President, discussed the PARCC testing, and a new governor.
- Mrs. Sylvia-Cioffi discussed a concern about the Soccer Team uniforms.

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NEW BUSINESS:

- Board holiday dinner
- Proclamation from last meeting regarding newsletter and articles by Dr. Stefankiewicz.

PUBLIC COMMENT:

- Sandy Abdelaziz, parent, discussed legislation on PRACC, all parents rights are being taken away. She discussed refusal of PARCC and risking student's high school diploma. Dr. Stefankiewicz discussed not refusing to take PARCC.
- Sandy Abdelaziz, parent, asked what warranted an additional field hockey coach, since there are 55 girls on intermediate school team.

ADJOURN MEETING: 8:24 p.m.

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

Respectfully submitted,

George Stone
Asst. School Business Administrator/Board Secretary