

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
September 13, 2016**

CALL TO ORDER

Mr. Joseph Hadden, President, called the meeting to order at 8:00 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, 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.
Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator and Dr. James Stefankiewicz, Superintendent of Schools

Enter Executive Session #1 – 8:02 p.m.

Approval: Motion offered by Mr. Hadden, seconded by Mr. Clayton 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 (Green versus Twp. 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 take action upon returning to work session.

Adjourn Executive Session – 8:32 p.m.

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

Move for the approval to adjourn from Executive Session and resume public session.

PRESIDENT'S REPORT: Mr. Hadden

Mr. Hadden discusses the following item(s):

- Back to School nights are going well.

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Professional Development First day of school for teachers and the key note speaker.
- Opening of schools went well.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

Mr. Jannarone discussed the following item(s):

- Finance Committee meeting scheduled for 5:30 on September 27th.
- Electric power will be off from Saturday, October 1st to Monday, October 3rd, at the high school.
- School Board annual workshops, October 25th thru 27th in Atlantic City. Hotel reservations at Golden Nugget.

PUBLIC COMMENT: None

COMMITTEE REPORTS:

Twp of Ocean BOE Work Meeting Minutes (continued) – September 13, 2016

CO-CURRICULAR STUDENT ACTIVITIES: No Report

COMMUNITY LIAISON & COMMUNICATIONS: Mrs. Sylvia-Cioffi

The following item(s) were discussed:

1. **Discussion: 2015-2016 Board of Education Goals & Objectives**

Board of Education and Administration discussed the completion of Board of Education Goals & Objectives for the 2015-2016 school year per attached.

2. **Discussion: 2016-2017 Board of Education Goals & Objectives**

Board of Education and Administration discussed a draft of the proposed Board of Education Goals & Objectives for the 2016-2017 school year per attached.

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

3. **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 – August 30, 2016

Regular Meeting/Executive Session Minutes – August 30, 2016

Motion(s) on item #3 carried: 9-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Moore

The following item(s) were discussed:

1. **Discussion: Tuition Contract Agreement – Monmouth County Vocational School District**

The Board of Education and administration discussed the agreement with Monmouth County Vocational School District (MCVSD) to accept Township of Ocean students into the following programs for the 2016-2017 school year.

<u>Program Year</u>	<u># of Students</u>	<u>Cost per student</u>	<u>Cost per year</u>
<i>Full time students:</i>			
Academy of Allied Health & Science	30	6,240	187,200
Academy of Law & Public Safety	7	6,240	43,680
Biotechnology High School	5	6,240	31,200
Communications High School	19	6,240	118,560
Design Academy	0	6,240	0
High Technology High School	6	6,240	37,440
Marine Academy of Sci. & Tech.	11	6,240	68,640
Class Academy	1	5,920	5,920
Career Center	16	5,400	86,400
Shared-time Students	38	840	<u>31,920</u>
Total for all students sent to MCVSD			<u>\$610,960</u>

Twp of Ocean BOE Work Meeting Minutes (continued) – September 13, 2016

2. Discussion: Donation of Vehicle

The Board of Education and administration discussed the donation of a 2000 Ford Expedition from the Board of Fire Commissioners, Twp. of Ocean, Fire District #1 to be used by the Security Department.

3. Discussion: Tuition Contract

The Board of Education and administration discussed the following tuition contract with Neptune Township Board of Education for homeless Township of Ocean child placed by the NJ Department of Children and Families, attending Neptune High School:

<u>Student</u>	<u># of Days</u>	<u>Grade</u>	<u>Period of Time</u>	<u>Tuition Cost</u>
BG	180	12	9/06/16-6/21/16	\$12,600.00

4. Discussion: Post-School Outcomes Survey

The Board of Education and administration discussed in compliance with the Individuals with Disabilities Education Act (IDEA) 2004, all New Jersey districts must conduct a post-school outcomes survey of students with disabilities who have exited school with a designated year. The New Jersey Dept. of Education (NJDOE), Office of Special Education Programs (OSEP) must report the results to the United States Dept. of Education, Office of Special Education Programs. (As per attached)

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

5. Use of Facilities

Move to approve the use of facilities according to the attached list dated September 13, 2016.

6. Additional Use of Facilities

Move to approve the additional use of facilities according to the attached list dated September 13, 2016

Motion(s) for item #5 and #6 carried: 9-0

INSTRUCTIONAL & EDUCATION: Dr. Marshall

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

1. Cancellation to Out of District Private Tuition for the 2016-2017 School Year

Move to approve a cancellation to out of district private tuition for the 2016-2017 school year in accordance with the attached memorandum dated August 31, 2016.

2. Professional Development Activities – Staff

Move to approve the attached memorandum dated September 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.

Twp of Ocean BOE Work Meeting Minutes (continued) – September 13, 2016

3. **Student Nurse Observer**

Move to approve Pamela Crispino to observe Patricia Intveld, School Nurse, Ocean Township Elementary School in accordance with the attached memorandum dated September 9, 2016.

4. **Alternate Placement - Out of District for the 2016-2017 School Year**

Move to approve the alternate placement of student (#77051) into the Monmouth County Vocational School District's CLASS Academy Alternative High School Program for the 2016 Fall semester. The student will begin on September 7, 2016. Yearly tuition is \$5,920.00 (\$592.00 monthly) and will be prorated based on the student's attendance.

Motion(s) for item #1 thru#4 carried: 9-0 (Dr Marshall recused himself on item #3)

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: Retirement**

Board of Education and Administration discussed the retirement of Thomas Reilly, Physical Education Teacher, Wanamassa Elementary School, effective January 1, 2017.

2. **Discussion: Revision to an Unpaid Family Leave of Absence**

Board of Education and Administration discussed a revision to an unpaid family leave, as designated under FMLA and NJFLA, for Candice Kobil, Special Education Teacher, Wayside Elementary School to reflect an earlier return to work date. Mrs. Kobil's unpaid family leave of absence will begin at the conclusion of her eligible sick leave, September 19, 2016 and continue through December 9, 2016. She is expected to return to work on December 12, 2016. While out on an unpaid family leave of absence, Mrs. Kobil will be responsible for paying the appropriate contribution towards her health insurance coverage.

(Mrs. Kobil's leave was originally approved at the June 28, 2016 regular monthly meeting with a start date of October 14, 2016 and a return date of December 21, 2016.)

3. **Discussion: Request of Staff Member to Change an Unpaid Family Leave of Absence to a Maternity Leave**

Board of Education and Administration discussed the request of Rhonda Gulotta, World Language Teacher, Township of Ocean Intermediate School to change her previously approved unpaid family leave of absence, for the period of September 1, 2016 to November 18, 2016, to that of a maternity leave of absence for the period of September 1, 2016 to June 30, 2017.

4. **Discussion: Interim Director of School Counseling, K-12**

Board of Education and Administration discussed hiring Rose Griffin, School Counselor, High School as the Interim Director of School Counseling, Grades K-12 for the period of September 1, 2016 to October 7, 2016. Mrs. Griffin will receive a \$5,000 stipend over her current salary, prorated and retro to September 1, 2016.

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

Twp of Ocean BOE Work Meeting Minutes (continued) – September 13, 2016

5. **Resignations**

Move to approve the following resignations:

Gabriela Brawer, Bilingual Instructional Assistant (Part-Time), Wayside Elementary School effective August 31, 2016

Laura A. Hauschildt, Special Education Teacher (Part-Time), Wanamassa Elementary School effective September 14, 2016

6. **Makerspace Club – Township of Ocean Intermediate School**

Move to approve Julie Peragallo and Angelica DeFilippis as Advisors for the Makerspace Club at the Township of Ocean Intermediate School in accordance with the attached memorandum dated September 7, 2016.

7. **Stricken**

8. **Makerspace Club – Ocean Township Elementary School**

Move to approve Patrick O’Neill and Kevin Ruane as the Makerspace Club Advisors, at the Ocean Township Elementary School, for the 2016-2017 school year. Mr. O’Neill and Mr. Ruane will split the stipend 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.

9. **School Safety Patrol Advisors, OTES, for the 2016-2017 School Year**

Move to approve Jon Molinelli, Patrick O’Neill, and Kevin Ruane as School Safety Patrol Advisors at the Ocean Township Elementary School for the 2016-2017 school year. The three teachers will split the \$500.00 stipend.

10. **Child-Study Team Members – Additional Hours/Post-School Outcomes Survey of Students with Disabilities**

Move to approve the following High School Child Study Team members to work approximately 6 hours each (not to exceed 30 hours) beyond their contractual hours, at a rate of \$35.00 per hour (not to exceed \$1,000 in total), to conduct the Post-School Outcomes Survey of Students with Disabilities, per NJ Department of Education Requirements. Per the contract with the NJ Department of Education, the District will be reimbursed for this expenditure.

Bridget Burns, Psychologist
Karen Dunn, Social Worker
Nancy Horan, L.D.T.C.
Kimberly Kelly, Psychologist
David Schwartz, Social Worker

11. **Class Size Reduction Teacher**

Move to approve Melissa Godwin as a Class Size Reduction Teacher at the Wayside Elementary School for the 2016-2017 school year; 3 hours per day, \$30.00 per hour. (Ms. Godwin was previously approved at the August 23, 2016 work meeting pending criminal history background check. Clearance has been received.)

Twp of Ocean BOE Work Meeting Minutes (continued) – September 13, 2016

12. Issuance of Contracts

Move to approve that contracts be issued to the following:

To fill vacancy positions:

Laura Hauschildt	Elementary Teacher	\$55,715.00
	Wanamassa Elementary School	BA/Step II
	Actual Start Date: September 14, 2016	Prorated
	Effective Date: October 1, 2016	

(Mrs. Hauschildt replaces Mary Elizabeth Meehan who retired September 1, 2016.)

Dawn C. Kaszuba	Principal	\$127,500.00
	Ocean Township High School	Prorated
	Actual Start Date: September 12, 2016	
	Effective Date: October 1, 2016	

(Mrs. Kaszuba's revised contract, Director of School Counseling, K-12 to that of Principal, High School was approved at the regular monthly meeting held on July 26, 2016 pending release from current employer and criminal history background check. Both are in order. Mrs. Kaszuba replaces Kelly Weldon, who moved within District to the position of Assistant Superintendent/Curriculum & Instruction.)

13. Instructional Assistant/Cross-Country

Move to approve Daryl Ann Imperato, an Instructional Assistant, to provide aide support to an Intermediate School student (8th grade) with disabilities participating in Cross-Country. Ms. Imperato will be paid at her hourly contractual rate. Ms. Imperato will shadow the student/Cross-Country team member after school for practices only, during the period of September 12, 2016 and October 25, 2016.

14. Instructional Assistant/Cross-Country

Move to approve Muriel Papa, an Instructional Assistant, to provide aide support to a High School student (10th grade) with disabilities participating in Cross-Country. Ms. Papa will be paid at her hourly contractual rate. Ms. Papa will shadow the student/Cross-Country team member after school and on weekends, in accordance with the Cross-Country program practice and regular game schedule for the period of September 6, 2016 - October 25, 2016.

15. Instructional Assistant/Cross-Country

Move to approve Romy Georinow an Instructional Assistant, to provide aide support to a High School student (11th grade) with disabilities participating in Cross-Country. Ms. Georinow will be paid at her hourly contractual rate. Ms. Georinow will shadow the student/Cross-Country team member after school and on weekends, in accordance with the Cross-Country program practice and regular game schedule for the period of September 6, 2016 – October 25, 2016.

16. District Therapists – Assignment Changes

Move to approve the following assignment changes for District therapists effective September 1, 2016:

Melissa Morano, Speech Therapist, one day per week from Wanamassa Elementary School to OTES. (Ms. Morano is also at OTHS 2 days per week and at Wayside 2 days per week).

Twp of Ocean BOE Work Meeting Minutes (continued) – September 13, 2016

Elodie Santucci, Occupational Therapist, one half day per week from Wanamassa Elementary School to OTES. (Ms. Santucci is also at Wanamassa 2 days per week and at Wayside 1 day per week).

17. Revised Contracts – Instructional Assistants/Bus Aides

Move to approve that revised contracts be issued to the following Instructional Assistants/Bus Aides effective September 1, 2016. Revision reflects a change in hours worked (daily) and salary:

<u>Employee</u>	<u>New Hours</u>	<u>New Salary</u>
Aiken, Jeannete	8	\$42,185.00
Basile-Bagley, Elisa	7	29,406.00
Beisswanger, Colleen	7	27,896.00
Berg, Tracey	7	29,406.00
Del Pizzo, Nichole	7	27,896.00
Eliadis, Marilyn	7	30,048.00
Fioravanti, Linda	8	42,185.00
Gross, Albert	7	29,406.00
Gutierrez, LeeAnn	7	28,886.00
Imperato, Daryl Ann	7	27,896.00
Klein, Francine	7	30,770.00
Michaels, Tara	7	29,406.00
Perrotto, MaryAnn	8	42,185.00
Ragucci, Robin	8	42,185.00
Rumsey, Loretta	7	30,770.00
Schultz, Deborah	7	33,355.00
Testa, Pamela	8	34,342.00

18. Revised Contracts

Move to approve that revised contracts be issued to the following Intermediate (Grade 6) and High School teachers, effective September 1, 2016. The revised contracts reflect an annual stipend of \$850.00 for the 2016-2017 school year. The stipend is the result of the teachers having a 6th period load (3 blocks) under the block scheduling format implemented September 1, 2013. The revised salaries noted below include the \$850.00 stipend.

Last Name	First Name	Salary
Intermediate Teachers (Grade 6):		
Cervellino	Michael	\$85,740.00
DeFilippis	Angelica	62,405.00
Edson	Meghan	62,805.00
Hecker	Megan	66,015.00
Malta	Susan	90,950.00
Miller	Jack	73,040.00

Twp of Ocean BOE Work Meeting Minutes (continued) – September 13, 2016

Nagy	Nicole	66,015.00
Sabia	Meghan	83,010.00
Wilderotter	Jeffrey	92,900.00
High School Teachers		
Ali	Nancy	\$92,900.00
Anderson	Valeria	70,165.00
Bolin	Algisa	56,565.00
Borenstein	Lauren	75,600.00
Bosmans	John	62,115.00
Carton	Krista	69,140.00
Casner	Paul	58,505.00
Chiu-Huey	Emitza	58,505.00
Churchwell	Kyrsten	55,365.00
Cocucci	Lisa	62,115.00
Collins	Jean	92,900.00
Collins	Thomas	90,950.00
Connolly	Allison	77,550.00
Corcione	Kelly	87,050.00
DeAngelis	Tara	73,040.00
Della Pesca	Cassie	64,065.00
DeNoble	Donna	92,900.00
DeSomma	Mark	92,900.00
D’Esposito	Denise	87,050.00
Devlin	Morgan	58,505.00
Fischer	Steven	64,065.00
Goldfarb	Matthew	60,465.00
Gower	Chelsea	57,865.00
Gray	Joanna	73,040.00
Hoff	Kenneth	87,050.00
Ippolito	Christopher	66,265.00
Kecskes	Alex	83,790.00
Kulat	Ryan	58,505.00
Lipari	Jeremy	62,005.00
Llewellyn	Pamela	71,090.00
Maffei	Joseph	64,315.00
Minott	Edith	90,950.00
Molnar	Kristen	64,355.00
Odell-Wyche	Leslie Jean	90,950.00
Ohlott-Wiener	Barbra	90,950.00
O’Malley	Donna	90,950.00
Palmer	Susan	66,665.00
Pesce	Cristina	55,365.00
Petro	Christine	66,015.00
Pullano	Michael	87,050.00

Twp of Ocean BOE Work Meeting Minutes (continued) – September 13, 2016

Rogers	Michelle	72,515.00
Schultz	Dawn	58,705.00
Semerano	Krysten	60,055.00
Shernius	Julie	68,215.00
Siciliano	Pamela	72,515.00
Singer	Alisa	64,755.00
Smith	Susan	87,050.00
Thompson	Joshua	58,505.00
Towns	Warren	90,950.00
Vescovi	Michael	87,050.00
Winter	Debra	75,600.00
Zupko	Robert	68,215.00

19. **District Administrator – Medical Leave**

Move to approve a medical leave for Eleanor Hughes, Supervisor of Language Arts, Social Studies, K-5/Library K-8 for the period of June 15, 2016 through October 31, 2016. Mrs. Hughes is expected to return to work on November 1, 2016.

20. **Issuance of Contracts**

Move to approve that contracts be issued to the following:

To fill vacancy non-tenure track positions:

Lisa Jacobson	Instructional Assistant, Part-Time	\$19,119.00
	Ocean Township Elementary School	Step 1
	Non-Tenure Track Position	Prorated
	Actual Start Date: September 16, 2016	
	Effective Date: October 1, 2016	

(Ms. Jacobson replaces Melissa Donohue who was hired to fill a full-time Instructional Assistant position.)

Andrea Villapiano Kelly	Instructional Assistant, Part-Time	\$17,558.00
	Township of Ocean Intermediate School	Step 1
	Non-Tenure Track Position	Prorated
	Actual Start: September 12, 2016	
	Effective Date: October 1, 2016	

(Ms. Kelly was previously approved at the work meeting of the Board held on August 23, 2016 pending criminal history background check. Ms. Kelly replaces Robyn Ferragina who was hired to fill a full-time Instructional Assistant position.)

21. **Additional Child Study Team - 2016 Summer Employmen**

Move to approve additional Child Study Team employment for Summer 2016 in accordance with the attached memorandum dated September 12, 2016.

Twp of Ocean BOE Work Meeting Minutes (continued) – September 13, 2016

22. **2016-2017 School Year - Playground Aide and Playground Aide Substitute/ OTES**
Move to approve Jenna Caramanica as a Playground Aide and Marilyn Ramirez as a Playground Aide Substitute at the Ocean Township Elementary School for the 2016-2017 school year.
23. **Substitute Transportation Aide**
Move to approve Tina Onderdonk as a Substitute Transportation Aide for the 2016-2017 school year.
24. **Makerspace Club – Wanamassa Elementary School**
Move to approve Mrs. Patricia Pierson and Ms. Lorri Ann Wahlgren as the Makerspace Club Advisors, at the Wanamassa Elementary School, for the 2016-2017 school year. Mrs. Pierson and Ms. Wahlgren will split the stipend 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.

Motion(s) for items #5 thru #24 carried: 9-0 (Item #7 was stricken)

PLANNING & CONSTRUCTION: Mr. Palutis

The following item(s) were discussed:

1. **Discussion: School Referendum Construction Projects**

The School Business Administrator gave an update on the construction progress.

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS:

- Gate to Carol Avenue from the high school stadium.
- School board association workshops being held in October.

NEW BUSINESS:

- Back to School nights and positive feedback on lunch program bonus for money put on account.
- Pre-School orientation at the elementary schools were discussed.
- Student illness and sports were discussed.

PUBLIC COMMENT: None

Enter Executive Session #2 – 9:25 p.m.

Approval: Motion offered by Mrs. McGovern, seconded by Mr. Dietrich 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 (Administration Contracts). 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 – 9:45 p.m.

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

Move for the approval to adjourn from Executive Session and resume public session.

Twp of Ocean BOE Work Meeting Minutes (continued) – September 13, 2016

ADJOURN MEETING: 9:46 p.m.

There being no further business Mr. Hadden 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