

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
October 18, 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, 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. 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. Parlamas and carried 8-0.

Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Personnel (Agenda). 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 – 7:17 p.m.

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

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

PRESIDENT’S REPORT: No Report

SUPERINTENDENT’S REPORT: No Report

SCHOOL BUSINESS ADMINISTRATOR’S REPORT: Mr. Jannarone

Mr. Jannarone discussed the following item(s):

- Cafeteria meeting with elementary students and principals about the food surveys.
- Plans for the Rain Garden at high school were given out and discussed.
- Township Planning Board approved plans for the tennis courts across from the high school at their meeting last night.

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: Violence and Vandalism Report 2015-2016**

Board of Education and Administration discussed the 2015-2016 Violence and Vandalism report, copy attached.

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2. **Discussion: Quality Single Accountability Continuum (QSAC)/Statement of Assurance and District Performance Review (DPR)**

Board of Education and Administration discussed the attached 2016-2017 Statement of Assurance (SOA) and District Performance Review (DPR) as part of the State Monitoring System (QSAC).

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

Board of Education and administration discussed the first reading of revisions to following policies and regulations:

Policy 2431 – Athletic competition (M)

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):

Work Meeting/Executive Session Minutes – September 27, 2016

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Clayton

The following item(s) were discussed:

1. **Discussion: Five Year Comprehensive Maintenance Plan**

Board of Education and Administration discussed the Five Year Comprehensive Maintenance Plan 2016-2017 through 2020-2021 as per N.J.A.C. 6:24 and the annual maintenance budget amount (M-1) per N.J.A.C. 6:26-12.1, as per attached.

2. **Discussion: Pool Rental**

Board of Education and Administration discussed a rental agreement for use of the pool facility at the JCC Jersey Shore for high school swim team practices and swim meets for the 2016-2017 season for a total cost of \$17,850. (As per attached)

3. **Discussion: Diesel Fuel**

Board of Education and Administration discussed the Cooperative Bid Award (#HCESC-Fuel-16/17-1) with Allied Oil, for 2016-2017, through the Hunterdon Educational Services Commission. (See attached)

4. **Discussion: NJDOE Science Grant**

Board of Education and Administration discussed a “Stem Partnership Material Resources” grant from the NJDOE in the amount of \$6,000. (See attached)

5. **Discussion: Use of Facilities**

Board of Education and Administration discussed the use of facilities according to the attached list dated October 18, 2016.

INSTRUCTIONAL & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. **Discussion: District Assessment Results for the 2015-2016 School Year**

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Board of Education and Administration discussed the District’s Assessment results for the 2015-2016 school year; copy of the results are enclosed. In addition, Ms. Weldon was in attendance and answered questions regarding these results.

2. **Discussion: Addendums to Out of District Private Tuition for the 2016-2017 School Year**
Board of Education and Administration discussed addendums to out of district private tuition for the 2016-2017 school year in accordance with the attached memorandums (3) dated October 6, 2016 (2) and October 11, 2016 (1).
3. **Discussion: Professional Development Activities – Staff**
Board of Education and Administration discussed the attached memorandums (4) dated October 14, 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.

4. **Discussion: Suspension Report**
Board of Education and Administration discussed the District’s Suspension Report for the month of September 2016, copy attached.
5. **Discussion: Trip Requests**
Board of Education and Administration discussed the following trip requests:

Group:	Gifted and Talented/Grade 8
Number of Students:	21
Date:	Thursday, November 17, 2016
	Departure time: 8:00 am
	Return time: 5:00 pm
Destination:	Lincoln Arts Center & Nuryricon Cafè New York City
Purpose:	Backstage tour of Lincoln Arts Center & the Nuryricon Cafè
Transportation:	Private Bus – paid for by Gifted and Talented Consortium
Teacher Chaperone:	1 (Christine Haney)
Parent Chaperones:	2 - To be determined
Cost per pupil:	Paid for by Gifted and Talented Accounts

Group:	Gifted and Talented/Grade 8
Number of Students:	21
Date:	Tuesday, March 14, 2017
	Departure time: 10:00 am
	Return time: 2:45 pm
Destination:	Lincoln Arts Center New York City
Purpose:	Poetry Slam Performances
Transportation:	Private Bus – paid for by Gifted and Talented Consortium

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Teacher Chaperone: 1 (Christine Haney)
Parent Chaperones: 2 - To be determined
Cost per pupil: Paid for by Gifted and Talented Accounts

Group: Italian Classes/Grade 8
Number of Students: 40
Date: Tuesday, December 6, 2016
Departure time: 7:15 am
Return time: 2:30 pm

Destination: EATALY, NYC
(Italian food hall offering imported groceries and multiple eateries.)

Purpose: Working Lesson/Food Vocabulary, Cooking Class, Culture and Lunch

Transportation: 1 Bus (Durham)

Teacher Chaperones: 2 (Susan Fischer and Joe Palumbo)

Parent Chaperones: 0

Cost per pupil: \$15.00 for lunch plus bus fee (Bus rate is being determined. It should be about 7 or 8 dollars additional. Lunch and bus will be paid for by the student.)

6. Discussion: Professional Development Activities – Staff

Board of Education and Administration discussed the attached memorandum dated October 17, 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.

7. Discussion: Trip Request

Board of Education and Administration discussed the following trip request:

Group: High School Art Students/Grades 10-12
Number of Students: 5
Date: Thursday, November 3, 2016
Departure time: 8:00 am
Return time: 4:30 pm

Destination: NYC Chelsea Art Galleries

Purpose: Tour of galleries to view contemporary and historic artworks

Transportation: Train (School van will take students and teacher to the Long Branch Train Station. Train will leave Long Branch at 8:29 am. Students will return to the Long Branch area by train around 4:30 pm. They will have their own transportation waiting to take them home.)

Teacher Chaperone: 1 (Eileen Glynn)

Parent Chaperones: -0-

Cost per pupil: \$32.50 (Train fare, paid for by students)

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NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: Instructional Assistant Substitutes for the 2016-2017 School Year**

Board of Education and Administration will discuss hiring the following as Instructional Assistant Substitutes for the 2016-2017 school year:

Rosemarie Lakeman
Jeanine Wagner

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

Board of Education and Administration will discuss hiring Julieann Fiorentino as a Clerical Substitute for the 2016-2017 school year.

3. **Discussion: Revision to Contract (Effective) Date:**

Board of Education and Administration will discuss revising the contract (effective) date for the following employee:

Jessica Melton	Special Education Teacher	\$41,974.00
	Part-Time	MA+30/Step 13-14
	Wanamassa Elementary School	Prorated
	Actual Start Date: September 28, 2016	
	Effective Date: October 1, 2016	

(Ms. Melton was previously approved, at the September 27, 2016 work meeting of the Board, to be issued a revised contract with an effective date of November 1, 2016. That contract (effective) date is being revised to October 1, 2016 as reflected above. Mrs. Melton replaces Laura Hauschildt who was hired to a full time position.)

4. **Discussion: Credit Reimbursement – Spring and Summer 2016**

Board of Education and Administration will discuss credit reimbursement for courses completed during Spring and Summer 2016, in accordance with the attached list dated October 14, 2016.

5. **Discussion: Revised Contracts – Bus Drivers**

Board of Education and Administration will discuss issuing revised contracts to the following Bus Drivers, Transportation Department, for the 2016-2017 school year; effective October 1, 2016. Revisions reflect an increase or decrease* in hours worked (daily) and salary:

<u>Employee</u>	<u>New Hours</u>	<u>New Salary (prorated)</u>
Abrams, John	5*	\$21,721.00
Gunn, Vicki	6.25	27,152.00
Kohuloon, Mary Beth	6.25	33,051.00
Morrison, Willie	6.25	33,051.00
Ring, Frank	5*	21,721.00
Russo, Cynthia	6	29,124.00
Valente, James	5.25	22,807.00

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Board of Education and Administration will discuss revising the 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 to the period of September 1, 2016 through October 31, 2016. Mrs. Hughes is expected to return to work on November 1, 2016.

12. Discussion: Revised Contract

Board of Education and Administration will discuss issuing a revised contract to the following employee:

Deborah Schultz	Instructional Assistant	*\$38,120.00
	Wayside Elementary School	Prorated
	Non-Tenure Track Position	
	Actual Start Date: October 17, 2016	

(*The revision reflects an increase in salary as a result of an increase in work hours from 7 to 8 hours per day.)

13. Discussion: Instructional Assistant/Yearbook and Key Clubs

Board of Education and Administration will discuss hiring Violet Eliadis, an Instructional Assistant, to provide aide support to a High School student (9th grade) with disabilities participating in the Yearbook and Key Clubs. Ms. Eliadis will shadow the student/Yearbook and Key Club member after school in accordance with the clubs' meeting schedules beginning October 17, 2016 through June 2017. Ms. Eliadis will be paid at her hourly contractual rate.

14. Discussion: Substitute Teachers for the After School Help and Homework Club/Wayside Elementary School

Board of Education and Administration will discuss hiring, for the 2016-2017 school year, Andrea Malerba and Josemaria Olaguera as substitute teachers for the 3rd and 4th grade Help and Homework Club at Wayside Elementary School. The substitute teachers would work if one of the regular teachers were unavailable at a rate of \$28.00 per hour.

15. Discussion: Substitute Security Guards

Board of Education and Administration will discuss hiring the following Substitute Security Guards for the 2016-2017 school year:

William Chasey
Harry Harsin
John Keating
George Leather
Frank Martuscelli
Charles Weinkofsky

16. Discussion: Substitute Bus Driver

Board of Education and Administration will discuss hiring Scott Lenahan as a Substitute Bus Driver for the 2016-2017 school year.

17. Discussion: Instructional Assistant Substitute

Board of Education and Administration will discuss hiring Merrydth Smeriglio as an Instructional Assistant Substitute for the 2016-2017 school year.

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18. Discussion: Issuance of Contract

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

To fill a vacancy position:

John Keating	Level II Security Monitor	\$22,770.00*
	Ocean Township High School	Prorated
	Non-Tenure Track Position	
	Actual Start Date: November 1, 2016	
	Effective Date: November 1, 2016	

(Mr. Keating replaces Cipriano Apicelli who moved to an Instructional Assistant position.)

*Salary includes the \$7,000.00 (prorated) yearly stipend for Level II School Monitors.)

19. Discussion: Substitute Teachers for the After School Detention Program/TOIS/Grade 5

Board of Education and Administration will discuss hiring, for the 2016-2017 school year, Samantha Wild and Paul McGrade as Substitute Teachers for the After School Detention Program/TOIS, Grade 5. The substitute teachers would work if one of the regular teachers were unavailable at rate of \$28.00 per hour.

20. Discussion: Substitute Teachers for the After School Detention Program/TOIS/Grades 6-8

Board of Education and Administration will discuss hiring, for the 2016-2017 school year, Derek Tranchina and Angelica DeFilippis as Substitute Teachers for the After School Detention Program/TOIS, Grades 6-8. The substitute teachers would work if one of the regular teachers were unavailable at rate of \$28.00 per hour.

PLANNING & CONSTRUCTION: No Report

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT:

- Jim Sintec, resident, asked about the tracking of violence & vandalism reporting. The Superintendent discussed district policy and procedures regarding the reporting.

ADJOURN MEETING: 7:59 p.m.

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

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/Board Secretary