

**MINUTES OF THE REGULAR MONTHLY MEETING
TOWNSHIP OF OCEAN
September 20, 2016**

CALL TO ORDER

The Board President, Joseph Hadden, called the Regular Monthly Meeting of the Township of Ocean Board of Education to order at 8:00 p.m. in the auditorium of the School District's Administration Building.

STATEMENT OF NOTICE

Adequate notice of the meeting to be held by the Township of Ocean Board of Education on Tuesday, July 26, 2016 at 8:00 p.m. has been provided in accordance with the requirements of Chapter 231, Public Laws, 1975.

1. Notice of the meeting was posted on the bulletin board in the lobby of the Administration Building, 163 Monmouth Road, Oakhurst, New Jersey, all Ocean Township District Schools and Transportation, and the School District Website www.oceanschools.org on January 7, 2016.
2. Notice of the meeting was transmitted to the Asbury Park Press on January 7, 2016 and The New Coaster Newspapers on January 7, 2016.
3. Notice of the meeting was filed with the Municipal Clerk, Township of Ocean and the Municipal Clerk, Village of Loch Arbour on January 7, 2016.

ROLL CALL

The following members were 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 Sylvania-Cioffi.

PRESIDENT'S REPORT – No Report

STUDENT REPRESENTATIVES: No Report

SUPERINTENDENT'S REPORT – Dr. Stefankiewicz

Dr. Stefankiewicz reported on the following:

- School starting has gone well at all the district schools.
- Superintendent handed the report to Lori Ann Walgren to discuss a program all the Media Specialists from the district that were in attendance have participated in. The 'Home in Your Pocket' program (poetry) was explained. The Superintendent and Board of Education thanked them for the wonderful program that benefits the students. (see attached)

PUBLIC COMMENTS-AGENDA: None

APPROVAL OF BILLS: Mr. Moore

Mr. Moore made a motion, seconded by Mrs. Sylvia-Cioffi, for approval of the following paid items:

1. **APPROVAL OF BILLS**

Move for the approval of the following paid items:

Bills List	September 20, 2016	4,139,002.93
Payroll	September 15, 2016	2,083,946.55

Employer FICA & DCRP	September 15, 2016	37,053.44
	Total	<u>\$6,260,002.92</u>

Motion(s) carried: 9-0 (Mrs. Parlamas recused herself)

COMMITTEE REPORTS:

CO-CURRICULAR STUDENT ACTIVITIES: No Reprot

COMMUNITY LIAISON & COMMUNICATIONS: Mrs. Sylvia-Cioffi

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

1. **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 – September 13, 2016

2. **HIB Report**

The Board of Education affirms the following Harassment, Intimidation, and Bullying (HIB) Incident Summary Report for the 2015-2016 school year. The report was previously provided to the Board by the Superintendent of Schools. The Board has reviewed the report and affirms the Superintendent’s decision.

HIB Report # 1 - Presented September 13, 2016

3. **“A Uniform State Memorandum of Agreement”**

Move to approve “A Uniform State Memorandum of Agreement” between the Township of Ocean Board of Education and the Township of Ocean Police Department for the 2016-2017 school year. The signed agreement will be submitted to the County Superintendent of Schools and the Monmouth County Prosecutor’s Office pending approval by the Board. A copy of the “Summary of the 2015 Revisions” is attached.

4. **MOCSSIF 2016 Safety Grant Program:**

Move to approve the acceptance of the 2016 Safety Grant through the NJSIG MOCSSIF Sub Fund for identified safety and security facility upgrades in the amount of \$14,205.00 for the period of July 1, 2016 thru June 30, 2017.

Motion(s) carried: 9-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Moore

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

1. **Acceptance and Certification of Monthly Financial Reports**

The following resolution certifies that budget balances at the end of August were adequate to pay all remaining obligations of the 2016-2017 school year and that account groupings required by the State have adequate balances. The Board is also certifying that the independent reports of the Treasurer and the Business Office are in agreement.

RESOLUTION

Pursuant to N.J.A.C. 6:20-2.12 (d), the Township of Ocean Board of Education accepts the Board Secretary/School Business Administrator's Certification as of August 31, 2016 that no budgetary appropriations account has obligations and payments which in total exceed the amount appropriated by the Township of Ocean Board of Education; and

Pursuant to N.J.A.C. 6:20-2.12 (e), we the members of the Township of Ocean Board of Education, of the County of Monmouth, after having reviewed the REPORT OF THE SECRETARY and upon consultation with the appropriate officials, certify that as of August 31, 2016 it is to the best of our knowledge that no major account or fund has been over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year; and

The Township of Ocean Board of Education hereby accepts the Board Secretary's Report and Treasurer of School Monies Report, which said reports are in agreement for the month ending August 31, 2016.

2. **Transfers**

The following motion is to transfer monies from one account in the budget to another and provide the adequate balances referred to in the first motion.

Move for approval of the attached RESOLUTION dated, August 31, 2016 covering APPROPRIATION TRANSFERS in the 2016-2017 GENERAL FUND 10; said transfers shall result in no change in the total original Appropriations.

3. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated September 20, 2016.

4. **Tuition Contract Agreement – Monmouth County Vocational School District**

Move to approve 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>

5. **Donation of Vehicle**

Move to approve 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.

6. **Tuition Contract**

Move to approve 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

7. **Post-School Outcomes Survey**

Move to approve 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)

8. **Student Evaluation**

Move to approve a contract for behavioral training and consultant services with Behavior Therapy Associates. The contract for services will be in effect for 2016-2017, total time will not exceed 31.75 hours at \$200 per hour, for an expected cost of \$6,350.

Motion(s) carried: 9-0

INSTRUCTION & EDUCATION: Dr. Marshall

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

1. **Professional Development Activities – Staff**

Move to approve the attached memorandum dated September 16, 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. **Trip Request**

Move to approve the following trip request:

Group:	Marching Band
Number of Students:	45
Date:	Sunday, September 25, 2016
	Departure Time: 10:00 am Return Time: 8:00 pm
Destination:	J. Birney Crum Stadium, Allentown, PA
Purpose:	Collegiate Band Festival
Transportation:	District School Bus
Teacher Chaperones:	Kyle Titmas
Parent Chaperones:	- 0-
Cost per pupil:	\$12.00 per student (paid for by the student)

Motion(s) carried: 9-0

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

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

1. **Retirement**

Move to approve the retirement of Thomas Reilly, Physical Education Teacher, Wanamassa Elementary School, effective January 1, 2017.

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

Move to approve 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. **Deny - Request of Staff Member to Change an Unpaid Family Leave of Absence to a Maternity Leave**

Move to deny 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. **Request for an Unpaid Leave of Absence**

Move to approve an unpaid leave of absence, without the continuation of benefits, for Rhonda Gulotta, World Language Teacher, Township of Ocean Intermediate School for the period of November 21, 2016 through June 30, 2017. Mrs. Gulotta is expected to return to the classroom September 1, 2017.

5. **Interim Director of School Counseling, K-12**

Move to approve 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.

6. **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.

7. **Acting Supervisor of English/Language Arts & Social Studies, Grades K-5 and Library K-8**

Move to approve Michelle Shappirio, Elementary Teacher/Grade 5, Township of Ocean Intermediate School, as the Acting Supervisor of English/Language Arts & Social Studies, Grades K-5 and Library

Intermediate School Fifth Grade Winter Chorus Concert during the period of September 21, 2016 through December 21, 2016. Ms. Ferragina will be paid at her hourly contractual rate. (Practices are approximately 40 minutes to 1 hour in length and the concert 2 to 2.5 hours.)

14. **Instructional Assistant/Chorus**

Move to approve JoseMaria Olaguera, an Instructional Assistant, to provide aide support to a Township of Ocean Intermediate School student (5th grade) with disabilities participating in Chorus. Mr. Olaguera will shadow the student/Chorus member to practices, the evening rehearsal, and to the Intermediate School Fifth Grade Winter Chorus Concert during the period of September 21, 2016 through December 21, 2016. Mr. Olaguera will be paid at his hourly contractual rate. (Practices are approximately 40 minutes to 1 hour in length and the concert 2 to 2.5 hours.)

15. **Instructional Assistant/Chorus**

Move to approve Betty Williams, an Instructional Assistant, to provide aide support to a Township of Ocean Intermediate School student (7th grade) with disabilities participating in Chorus. Ms. Williams will shadow the student/Chorus member to practices during the period of September 21, 2016 through December 14, 2016. Ms. Williams will be paid at her hourly contractual rate. (Practices are approximately 40 minutes to 1 hour in length and the concert 2 to 2.5 hours.)

16. **After School Detention Teachers/TOIS/Grade 5**

Move to approve, for the 2016-2017 school year, John Kelsey and Michael Palermo as teachers for the After School Detention Program/TOIS, Grade 5. Mr. Kelsey and Mr. Palermo will be paid at a rate of \$28.00 per hour. The After School Detention Program will operate Monday – Thursday, 2:30 pm – 3:15 pm.

17. **After School Detention Teachers/TOIS/Grades 6-8**

Move to approve, for the 2016-2017 school year, Ashley Klimik and Jeff Wilderotter as teachers for the After School Detention Program/TOIS, Grades 6-8. Ms. Klimik and Mr. Wilderotter will be paid at a rate of \$28.00 per hour. The After School Detention Program will operate Monday – Thursday, 2:30 pm – 3:15 pm.

18. **After School Help and Homework Club Teachers/Wayside Elementary School**

Move to approve, for the 2016-2017 school year, Megan Grace, Melissa McHugh and Jenny Orwick as teachers for the 3rd & 4th grade Help and Homework Club and Lisa Mazza and Gail McInerney as teachers for the 1st & 2nd grade Help and Homework Club at Wayside Elementary School. Teachers will be paid at a rate of \$28.00 per hour. Both clubs will run October 17, 2016 through June 2017. The 3rd and 4th grade club will operate Monday – Thursday, 3:15 pm – 4:30 pm and the 1st & 2nd grade club, Mondays and Tuesdays, 3:30 pm – 4:30 pm.

19. **Substitute Teachers for the After School Help and Homework Club/Wayside Elementary School**

Move to approve, for the 2016-2017 school year, Lisa Mazza and Gail McInerney 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.

20. **Contracts - Central Office Administrators**

Move to approve Central Office Administrators' contracts for the 2016-2017, retroactive to July 1, 2016; copies are attached.

Dr. Denise Ricciardi, Assistant Superintendent of Schools/Special Services
Kenneth Jannarone, School Business Administrator/Board Secretary

21. **Substitute Playground Aide**

Move to approve Nichole Del Pizzo as a Substitute Playground Aide at the Wayside Elementary School to assist one hour each morning, 7:30 am - 8:30 am, preparing breakfast and distributing the bags to the classrooms.

22. **Revision to Makerspace Club Advisors – Wayside Elementary School**

Move to approve MaryAnn Holmes and Kathryn Hackler as the Makerspace Club Advisors, at the Wayside Elementary School, for the 2016-2017 school year. Mrs. Holmes and Mrs. Hackler 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. (Mrs. Hackler was previously approved at the regular monthly meeting held on July 26, 2016 as the only advisor for this club.)

23. **Revised Contracts**

Move to approve that revised contracts be issued to the following:

Nichole Del Pizzo	Instructional Assistant	\$23,910.00*
	Wayside Elementary School	Retroactive
	Non-Tenure Track Position	
	Effective: Retro to September 1, 2016	

(*This is a revision in work hours from 7 hrs. to 6 hrs. a day and a revision in salary.)

Lisa Jacobson	Instructional Assistant, Part-Time	\$19,119.00
	Ocean Township Elementary School	Step 1
	Non-Tenure Track Position	Prorated
	Actual Start Date: September 20, 2016*	
	Effective Date: October 1, 2016	

(*Ms. Jacobson was approved at the September 13, 2016 work meeting of the Board with an actual start date of September 16, 2016, that date has been revised to September 20, 2016.

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

Andrea Villapiano Kelly	Instructional Assistant, Part-Time	\$18,728.00*
	Township of Ocean Intermediate School	Step 1
	Non-Tenure Track Position	Prorated &
	Actual Start: Retro to September 12, 2016	Retroactive
	Effective Date: October 1, 2016	

(*This is a revision in salary as a result of an increase to work hours; 22.5 hours to 24 hours per week.)

24. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence, as designated under FMLA and NJFLA, for Gail Quinn, Bus Driver, Transportation Department beginning at the conclusion of her eligible sick leave, October 10, 2016 and continuing for a period of 3 weeks. Mrs. Quinn's last day of work will be

September 16, 2016. Mrs. Quinn is expected to return to work on October 31, 2016. While out on an unpaid family leave of absence, Mrs. Quinn will be responsible for paying the appropriate contribution towards her health insurance coverage.

25. **Issuance of Contracts**

Move to approve that contracts be issued to the following:

To fill vacancy positions:

James Doyle	Educational Technology Teaching Specialist Elementary Level Actual Start & Effective Dates: Pending criminal history background check and release from current employer	\$61,755.00 MA/Step 6-7 Prorated
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(This is a newly budgeted position.)

Samuel Fierra	Director of School Counseling, K-12 Ocean Township High School Actual Start Date: October 11, 2016 Effective Date: November 1, 2016	\$114,933.00 Prorated Guide 3/Asst. Principal, Step 7
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(Mr. Fierra was previously approved at the August 9, 2016 work meeting of the Board pending release from his current employer and criminal history background check. Both are in order. Mr. Fierra replaces Kathryn Miller who retired August 1, 2016.)

Anna Varga	Custodian I Township of Ocean Intermediate School Non-Tenure Track Position Actual Start Date: October 17, 2016 Effective Date: November 1, 2016	\$33,140.00 Step A Prorated
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(Ms. Varga replaces George Kistner who retired.)

26. **Instructional Assistant/Chorus**

Move to approve Bonnie Zimmerman, an Instructional Assistant, to provide aide support to an Ocean Township High School student (9th grade) with disabilities participating in Chorus beginning September 20, 2016 and continuing through June 2017. Ms. Zimmerman will shadow the student/Chorus member for practices and to three concerts held throughout the school year. Ms. Zimmerman will be paid at her hourly contractual rate. (Chorus meets every Tuesday from 2:15pm-4:15pm; concerts are 3 to 3.5 hours in length.)

Motion(s) carried: 9-0 (Mr. Clayton recused himself on item #23)

Dr Stefankiewicz introduced Rose Griffin as the Interim Director of School Counseling, Grades K-12 and Michelle Shappirio at the Acting Supervisor of English Language Arts & Social Studies, Grades K-5 who will be filling in for Mr. Samuel Fierra and Mrs. Eleanor Hughes, respectively.

PLANNING & CONSTRUCTION: No Report

TECHNOLOGY: No Report

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENTS: None

ADJOURNMENT: 8:22 p.m.

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

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/
Board Secretary