

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
September 20, 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. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Sean Moore, Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi.

Mr. James Dietrich 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. McGovern 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), Litigation (Loch Arbour versus Twp. of Ocean and Green versus Twp. of Ocean) and Student Matters. 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 – 7:21 p.m.

Approval: Motion offered by Mrs. McGovern, seconded by Mrs. Parlamas 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: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- The Librarians will give a presentation regarding a new spring poetry program for students during the regular Board of Education meeting.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

Mr. Jannarone discussed the following item(s):

- Phil Nacastro, Strauss Esmay, will attend the next workshop meeting on September 27th.
- Tennis Center Planning Board meeting and possible issues. The Board of Education authorized Mrs. Sylvia-Cioffi to attend the meeting and voice the Board's concerns regarding safety of students, parking and the tennis team.
- New regulations regarding water testing for lead are out and the district must comply by June 30th.

PUBLIC COMMENT:

- Paul Mayerowitz, resident, asked about leave resolutions on the personnel agenda. The Superintendent explained the leaves and the contractual provisions that dictate the parameters.

COMMITTEE REPORTS:

CO-CURRICULAR STUDENT ACTIVITIES: Mrs. McGovern

The following item(s) were discussed:

1. **Discussion: Participation of Private School Students in District Sports**

Board of Education and Administration discussed the participation of students attending private school in our district sport programs.

COMMUNITY LIAISON & COMMUNICATIONS: Mrs. Sylvia-Cioffi

The following item(s) were discussed:

1. **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 13, 2016

2. **Discussion: “A Uniform State Memorandum of Agreement”**

Board of Education and Administration discussed the update to “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” and the agreement are attached.

3. **Discussion: MOCSSIF 2016 Safety Grant Program:**

Board of Education and Administration discussed 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.

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Moore

The following item(s) were discussed:

1. **Discussion: Use of Facilities**

Board of Education and Administration discussed the use of facilities according to the attached list dated September 20, 2016.

2. **Discussion: Student Evaluation**

The Board of Education and administration discussed 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.

INSTRUCTIONAL & EDUCATION: Dr. Marshall

The following item(s) were discussed:

Twp of Ocean BOE Work Meeting Minutes (continued) – September 20, 2016

1. Discussion: Professional Development Activities – Staff

Board of Education and Administration discussed 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. Discussion: Trip Request

Board of Education and Administration discussed 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)

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. Discussion: Acting Supervisor of English/Language Arts & Social Studies, Grades K-5 and Library K-8

Board of Education and Administration discussed hiring 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 K-8 for the period of September 21, 2016 to October 31, 2016. Mrs. Shappirio will receive a \$5,000 stipend, prorated, over her current salary.

2. Discussion: Assignment Transfer

Board of Education and Administration discussed the following assignment transfer:

Kathleen Friel	From: Language Arts Teacher (Academic Success Program) Township of Ocean Intermediate School
	To: Elementary Teacher/Grade 5 Township of Ocean Intermediate School
	Effective: September 21, 2016 – October 31, 2016

(Mrs. Friel will cover for Michelle Shappirio who will be the Acting Supervisor of English/Language Arts & Social Studies, Grades K-5 and Library K-8 during this period. There is no change in salary for Mrs. Friel.)

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3. Discussion: Request for an Unpaid Leave of Absence

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

4. Discussion: Substitute Teachers

Board of Education and Administration discussed hiring Substitute Teachers for the 2016-2017 school year in accordance with the attached list dated September 16, 2016.

5. Discussion: Instructional Assistant/Chorus

Board of Education and Administration discussed hiring Felicia DiFonzo, an Instructional Assistant, to provide aide support to an Ocean Township Elementary School student (3rd grade) with disabilities participating in Chorus. Ms. DiFonzo will shadow the student/Chorus member for practices and to the Ocean Township Elementary School Winter Chorus Concert during the period of September 20, 2016 through December 6, 2016. Ms. DiFonzo 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.)

6. Discussion: Instructional Assistant/Chorus

Board of Education and Administration discussed hiring Rosanna Higgins, a substitute Instructional Assistant, to provide aide support to an Ocean Township Elementary School student (4th grade) with disabilities participating in Chorus. Ms. Higgins will shadow the student/Chorus member for practices and to the Ocean Township Elementary School Winter Chorus Concert during the period of September 20, 2016 through December 6, 2016. Ms. Higgins will be paid at the hourly rate for Substitute Instructional Assistants. (Practices are approximately 40 minutes to 1 hour in length and the concert 2 to 2.5 hours.)

7. Discussion: Instructional Assistant/Chorus

Board of Education and Administration discussed hiring Greg Krzyzanowski, an Instructional Assistant, to provide aide support to a Wayside Elementary School student (4th grade) with disabilities participating in Chorus. Mr. Krzyzanowski will shadow the student/Chorus member to practices and to the Wayside Winter Chorus Concert during the period of September 27, 2016 through December 14, 2016. Mr. Krzyzanowski 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.)

8. Discussion: Instructional Assistant/Chorus

Board of Education and Administration discussed hiring Robyn Ferragina, an Instructional Assistant, to provide aide support to a Township of Ocean Intermediate School student (5th grade) with disabilities participating in Chorus. Ms. Ferragina 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. 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.)

9. Discussion: Instructional Assistant/Chorus

Board of Education and Administration discussed hiring Jose Maria 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

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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 a his hourly contractual rate. (Practices are approximately 40 minutes to 1 hour in length and the concert 2 to 2.5 hours.)

10. **Discussion: Instructional Assistant/Chorus**

Board of Education and Administration discussed hiring 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.)

11. **Discussion: After School Detention Teachers/TOIS/Grade 5**

Board of Education and Administration discussed hiring, 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.

12. **Discussion: After School Detention Teachers/TOIS/Grades 6-8**

Board of Education and Administration discussed hiring, 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.

13. **Discussion: After School Help and Homework Club Teachers/Wayside Elementary School**

Board of Education and Administration discussed hiring, 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.

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

Board of Education and Administration discussed hiring, 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.

15. **Discussion: Contracts - Central Office Administrators**

Board of Education and Administration discussed 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

16. **Discussion: Substitute Playground Aide**

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Board of Education and Administration discussed hiring 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.

17. Discussion: Revision to Makerspace Club Advisors – Wayside Elementary School

Board of Education and Administration discussed hiring MaryAnn Holmes and Katherine 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.)

18. Discussion: Revised Contracts

Board of Education and Administration discussed issuing revised contracts to the following:

Nichole Del Pizzo	Instructional Assistant Wayside Elementary School Non-Tenure Track Position Effective: Retro to September 1, 2016	\$23,910.00* Retroactive
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(*This is a revision in work hours from 7 hrs. to 6 hrs. a day and a revision in salary.)

Andrea Villapiano Kelly	Instructional Assistant, Part-Time Township of Ocean Intermediate School Non-Tenure Track Position Actual Start: Retro to September 12, 2016 Effective Date: October 1, 2016	\$18,728.00* Step 1 Prorated & Retroactive
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(*This is a revision in salary as a result of an increase to work hours; 22.5 hours to 24 hours per week.)

19. Discussion: Unpaid Family Leave of Absence

Board of Education and Administration discussed the request of Gail Quinn, Bus Driver, Transportation Department to take an unpaid family leave of absence, as designated under FMLA and NJFLA, 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.

20. Discussion: Instructional Assistant/Chorus

Board of Education and Administration discussed hiring 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.)

21. Discussion: Issuance of Contracts

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Board of Education and Administration discussed issuing contracts to the following:

To fill vacancy positions:

James Doyle	Educational Technology Teaching Specialist	\$61,755.00
	Elementary Level	Prorated
	Actual Start & Effective Dates: Pending criminal history background check and release from current employer	

(This is a newly budgeted position.)

Anna Varga	Custodian I	\$33,140.00
	Township of Ocean Intermediate School	Step A
	Non-Tenure Track Position	Prorated
	Actual Start Date: October 17, 2016	
	Effective Date: November 1, 2016	

(Ms. Varga replaces George Kistner who retired.)

PLANNING & CONSTRUCTION: No Report

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT:

- Paul Mayerowitz, resident, thanked the Board of Education for posting the agenda to the website the day before the meeting night.

ADJOURN MEETING: 7:54 p.m.

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

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/Board Secretary