

**TOWNSHIP OF OCEAN BOARD OF EDUCATION  
WORK MEETING MINUTES  
September 27, 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. 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 – 7:02 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 – 7:30 p.m.**

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

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

**PRESIDENT'S REPORT:** Mr. Hadden

Mr. Hadden discussed the following item(s):

- Board of Education Ethics presentation tonight by Phil Nacastro of Strauss Esmay Associates

**SUPERINTENDENT'S REPORT:** Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- 5<sup>th</sup> annual Mya Charity event.
- Back to School nights are going well.

**SCHOOL BUSINESS ADMINISTRATOR'S REPORT:** Mr. Jannarone

Mr. Jannarone discussed the following item(s):

- Cafeteria meeting with students and Sodexo at the high school and the intermediate school.

**PUBLIC COMMENT:** None

**COMMITTEE REPORTS:**

**CO-CURRICULAR STUDENT ACTIVITIES:** Mrs. McGovern

The following item(s) were discussed:

**Twp of Ocean BOE Work Meeting Minutes (continued) – September 27, 2016**

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.

- Superintendent discussed the NJSIAA rules regarding student participation in athletics at the Intermediate School.
- Tracy parents discussed their hope that Ocean would allow a private school student to participate in Intermediate School sports.
- The Board of Education will review the policy.

**COMMUNITY LIAISON & COMMUNICATIONS:** Mrs. Sylvia-Cioffi

The following item(s) were discussed:

1. **Discussion: Board of Education In-service**

Phil Nacastro, Strauss Esmay, presented an in-service for the Board of Education on current Board ethics issues. (See 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 Mrs. McGovern, 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 – September 20, 2016
- Regular Meeting/Executive Session Minutes – September 20, 2016

Motion for item #3 carried: 9-0

**FINANCIAL MANAGEMENT & RESOURCE SERVICES:** Mr. Moore

The following item(s) were discussed:

1. **Discussion: 3<sup>rd</sup> Party Administrator**

Board of Education and Administration discussed utilizing the OMNI Group as a 3<sup>rd</sup> party administrator to provide administration services to the Township of Ocean Board of Education 403(b) and 457(b) employee plans. There will be no direct fee to the Board of Education. The 403(b) and 457(b) providers will incur the fees.

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

2. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated September 27, 2016.

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

**INSTRUCTIONAL & EDUCATION:** Dr. Marshall

The following item(s) were discussed:

1. **Discussion: Professional Development Activities – Board Members**

Board of Education and Administration discussed, in accordance with District Policy 6471, that the following Board Members: James Dietrich, Steve Clayton, Joseph Hadden, Dr. David Marshall, Amy McGovern, Michael Palutis, Denise Parlamas, and Sylvia Sylvia-Cioffi attend the NJSBA Workshops, October 25-27, 2016 at a group rate of \$1,400.00 for the Board of Education and Administration.

Reimbursement for travel and related expenses shall be according to the Department of the Treasury guidelines in NJOMB circular 06-02 and NJOMB A-87.

2. **Discussion: Revision to the 2016-2017 School Calendar**

Board of Education and Administration discussed a revision to the 2016-2017 school calendar for teachers and students). Revision reflects the scheduling of an early dismissal on December 23, 2016, copy of calendar is attached.

3. **Discussion: 2016-2017 District Goals & Objectives**

Board of Education and Administration discussed District Goals & Objectives for the 2016-2017 school year, copy attached.

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

4. **Professional Development Activities – Staff**

Move to approve the attached memorandums (2) dated September 23, 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.

5. **Student Observers**

Move to approve Student Observers for the 2016 Fall Semester in accordance with the attached memorandum dated September 23, 2016.

6. **Dual Credit Affiliation Agreement Between Ocean Township High School and Rider University**

Move to approve an agreement between Ocean Township High School and Rider University for dual credit affiliation for students selecting the college credit for Tomorrow's Teachers in accordance with the attached memorandum dated September 21, 2016.

Motion(s) for items #4 thru #6 carried: 9-0

**NEGOTIATIONS:** No Report

**Twp of Ocean BOE Work Meeting Minutes (continued) – September 27, 2016**

**PERSONNEL:** Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: Winter Coaching Assignments for the 2016-2017 School Year**  
Board of Education and Administration discussed Winter Coaching Assignments for the 2016-2017 school year in accordance with the attached memorandum dated September 27, 2016.
11. **Discussion: Resignation**  
Board of Education and Administration discussed the resignation of Elizabeth House, Special Education Teacher, Wayside Elementary School effective November 21, 2016.
12. **Discussion: Retirement**  
Board of Education and Administration discussed the retirement of Alcibiades Mota, Custodian I, High School effective November 1, 2016.

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

2. **After School Help and Homework Club Teachers/Ocean Township Elementary School**  
Move to approve, for the 2016-2017 school year, Sandra Kelly, Mary Maggs, Ashley Oberson, and Anne Wagar as teachers for the Help and Homework Club at Ocean Township Elementary School/ Grades 1-4. Teachers will be paid at a rate of \$28.00 per hour. The club will run September 28, 2016 through June 2017, Monday – Thursday, 3:15 – 4:30 pm.
3. **Substitute Teacher for the After School Help and Homework Club/Ocean Township Elementary School**  
Move to approve, for the 2016-2017 school year, Lauren Garofalo as a substitute teacher for the Help and Homework Club at Ocean Township Elementary School/Grades 1-4. Mrs. Garofalo would work if one of the regular teachers were unavailable at a rate of \$28.00 per hour.
4. **After School Help and Homework Center/High School**  
Move to approve, for the 2016-2017 school year, Pamela Siciliano and Jean Collins as teachers for the After School Help and Homework Center, at the High School. Teachers will be paid at a rate of \$28.00 per hour. The High School Help and Homework Center will operate on Mondays, Tuesdays and Wednesdays, 2:00 pm-3:00 pm, September 28, 2016 through June 2017.
5. **Substitute Teacher for the OTHS After School Help and Homework Center**  
Move to approve, for the 2016-2017 school year, Jack Rafter as a Substitute Teacher for the After School Help and Homework Center at the High School. Mr. Rafter would work if one of the regular teachers were unavailable at a rate of \$28.00 per hour.
6. **OTHS Central Detention Teachers for the 2016-2017 School Year**  
Move to approve Karen Dunn and Joshua Thompson as Central Detention Teachers at the High School for the 2016-2017 school year. Central Detention in the High School will operate every Monday, Tuesday, and Wednesday from 2:00 pm to 3:00 pm. Mrs. Dunn and Mr. Thompson will be paid \$28.00 per hour.
7. **Substitute Central Detention Teacher/OTHS for the 2016-2017 School Year**

**Twp of Ocean BOE Work Meeting Minutes (continued) – September 27, 2016**

Move to approve Jack Rafter as the Substitute Teacher for Central Detention at the High School for the 2016-2017 school year. Central Detention in the High School will operate every Monday, Tuesday, and Wednesday from 2:00 pm to 3:00 pm. Mr. Rafter would work if one of the regular teachers were unavailable at a rate of \$28.00 per hour.

**8. Revised Contract**

Move to approve that a revised contract be issued to the following:

**To fill a vacancy position:**

Linda Sawicki	From: Bus Driver Transportation Department	
	To: Head Dispatcher/Bus Driver	\$47,000.00*
	Transportation Department	Non-Represented
	Non-Tenure Track Position	Prorated
	Actual Start Date: October 1, 2016	
	Effective Date: October 1, 2016	

(\* This is a revision in work year from 10 months to 12 months, job title from Bus Driver to that of a non-represented position - Head Dispatcher/Bus Driver, and a revision in salary. Ms. Sawicki replaces Maria Mosca who was hired as the Supervisor of Transportation.)

**9. Issuance of Contract**

Move to approve that a contract be issued to the following:

**To fill a vacancy non-tenure track position:**

Thomas Magrini	Instructional Assistant	\$23,410.00
	High School	Step 1
	Non-Tenure Track Position	Prorated
	Actual Start Date: September 26, 2016	
	Effective Date: October 1, 2016	

(Mr. Magrini was previously approved at the regularly monthly meeting held on August 30, 2016 pending criminal history background check. Clearance has been received. Mr. Magrini replaces Marc Tomo who resigned.)

**10. 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 September 23, 2016.

**13. Instructional Assistant Substitute**

Move to approve Antoinette Callazzo as an Instructional Assistant Substitute for the 2016-2017 school year.

**14. Substitute Playground Aides**

Move to approve the following as Substitute Playground Aides for the 2016-2017 school year:

Alethia Dortch, Wayside Elementary School  
Nancy Ann Moore, District-wide

**Twp of Ocean BOE Work Meeting Minutes (continued) – September 27, 2016**

15. **Issuance of Contracts**

Move to approve that contracts be issued to the following:

**To fill vacancy positions:**

Bernice Guzman	Bi-lingual Instructional Assistant, Part-Time	\$15,607.00
	Wayside Elementary School	Step 1
	Non-Tenure Track Position	Prorated
	Actual Start and Effective Dates: Pending criminal history background check and release from current employer.	

(This is a newly budgeted position. Ms. Guzman replaces Gabriela Brawer who was offered a contract, in July 2016, to fill this position but resigned.)

Lauren Mount	Special Education Teacher	\$61,565.00
	Township of Ocean Intermediate School/ Fifth Grade Wing	MA+30/Step 2 Prorated
	Actual Start Date: October 11, 2016 Effective Date: November 1, 2016	

(Ms. Mount was previously approved at the Board of Education work meeting held on August 9, 2016 pending criminal history back ground check and release from current employer. Both are in order. Ms. Mount replaces Marta Feliz who was not renewed for the 2016-2017 school year.)

16. **Revised Contract**

Move to approve that a revised contract be issued to the following employee:

Jessica Melton	From: Elementary Teacher – Part-Time	
	Wanamassa Elementary School	
	To: 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: November 1, 2016	

(\* This is a revision in work hours, increased from 15 to 20.5 a week, a revision in salary and a change in teaching assignment. Mrs. Melton replaces Laura Hauschildt who was hired to a full time position.)

17. **Career Pathways Coordinator/High School**

Move to approve Greg Colón as the Career Pathways Coordinator/High School for the 2016-2017 school year. Mr. Colón will receive a \$5,000 stipend; paid for through grant funding.

18. **Career Pathways Lead Teachers/High School**

Move to approve the following staff members as Career Pathways Lead Teachers/High School, for the 2016-2017 school year. Teachers will receive a \$3,000 stipend, paid for through grant funding.

Karen Marrone – Lead Teacher - Finance  
Michael Pullano – Lead Teacher Technology

**Twp of Ocean BOE Work Meeting Minutes (continued) – September 27, 2016**

**19. Co-Advisor Resignation – Makerspace Club – Wayside Elementary School**

Move to approve the resignation of Mary Ann Holmes as a Makerspace Club Co-Advisor-Wayside Elementary School effective September 26, 2016. (Mrs. Holmes was previously approved, at the regular monthly held on September 20, 2016 to split the stipend for the advisor position with Kathryn Hackler.)

**20. Makerspace Club Co-Advisor – Wayside Elementary School**

Move to approve Janice McDowell as a Makerspace Club Co-Advisor at the Wayside Elementary School for the 2016-2017 school year. Mrs. McDowell will split the stipend with Kathryn Hackler, 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.)

Motion(s) for items 2 thru #10 and #13 thru #20 carried: 9-0

**PLANNING & CONSTRUCTION:** Mr. Palutis

The following item(s) were discussed:

The School Business Administrator reviewed current pictures of the referendum construction work at Wayside Elementary, Wanamassa Elementary and the high School.

**TECHNOLOGY COMMITTEE:** No Report

**OLD BUSINESS:** None

**NEW BUSINESS:**

- Coaches volunteering by a support staff members and the requirements for Sub-certification.
- Projects (REF) updates - The School Business Administrator reviewed current pictures of the referendum construction work at Wayside Elementary, Wanamassa Elementary and the high School.

**PUBLIC COMMENT:**

- Gino Dellomo, resident, talked about homes being approved by the Township of Ocean Planning Board and if the school district has room in the schools for the additional students.
- Paul Mayerowitz, resident, asked about the overall reduction of student enrollments and how it affects the staffing numbers. The administration discussed the changes in staffing due to demographic changes in the student population.

**ADJOURN MEETING:** 9:11 p.m.

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

Respectfully submitted,

Kenneth Jannarone  
School Business Administrator/Board Secretary