

**TOWNSHIP OF OCEAN BOARD OF EDUCATION  
WORK MEETING MINUTES  
August 29, 2017**

**CALL TO ORDER**

Mr. James Dietrich, President, called the meeting to order at 7:00 p.m. in the Superintendent's Conference Room at the District Administration Building, 163 Monmouth Road, Oakhurst, N.J.

**STATEMENT OF ADEQUATE NOTICE**

Mr. Dietrich 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, Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis and Mrs. Denise Parlamas and Mr. John Stuppi. Mr. Joseph Hadden 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. Dietrich, seconded by Mrs. McGovern and carried 7-0.*

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 – 7:21 p.m.**

*Approval: Motion offered by Mr. Palutis, seconded by Mr. Clayton and carried 7-0.*

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

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

The following item(s) were discussed:

- Revamping of the Board of Education committees and will have a draft at the next meeting.

**VICE PRESIDENT'S REPORT:** No Report

**SUPERINTENDENT'S REPORT:** No Report

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

The following item(s) were discussed:

- Construction pictures downstairs will be displayed for the public.
- Referendum Ribbon Cutting ceremonies will take place on September 5, 2017, 2:00 pm at Wanamassa Elementary School and 3:30 pm at the Ocean Township High School.
- Annual Independent Audit going on in the business office.
- Custodial workshop held today, Bus Drivers and Aides orientations to take place before the start of school.

**PUBLIC COMMENT:** None

**COMMITTEE REPORTS:**

**COMMUNITY LIAISON, COMMUNICATIONS & CO-CURRICULAR**

**STUDENT ACTIVITIES:** Mr. Palutis

The following item(s) were discussed:

**Twp of Ocean BOE Work Meeting Minutes (continued) – August 29, 2017**

**1. Discussion: Policies and Regulations**

Board of Education and Administration discussed second and final reading of revisions to the following policies/regulations:

Policy- 0000.02 – Introduction (M)

Policy- 1240 – Evaluation of Superintendent (M)

Regulation- 1240 – Evaluation of Superintendent (M)

Policy- 1511 – *(New)* Board of Education Website

Policy- 2320 - *(Abolished)* Independent Study Programs

Policy- 2415.06 – Unsafe School choice Options (M)

Policy- 2464 – Gifted and Talented Students (M)

Policy- 2622 - Student Assessments (M)

Policy- 3126 – District Mentoring Program (M)

Regulation- 3126 - District Mentoring Program (M)

Policy-3221 – Evaluation of Teachers (M)

Regulation- 3221 – Evaluation of Teachers (M)

Policy- 3222 – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)

Regulation- 3222 – Evaluation of Teaching Staff Members. Excluding Teachers and Administrators (M)

Policy- 3223 – Evaluation of Administrators, Excluding Principals, Vic Principals and Assistant Principals (M)

Regulation- 3223 – Evaluation of Administrators, Excluding Principals, Vic Principals and Assistant Principals (M)

Policy- 3224 – Evaluation of Principals, Vice Principals and Assistant Principals (M)

Regulation-3224 – Evaluation of Principals, Vice Principals and Assistant Principals (M)

Policy- 3240 – Professional Development for Teachers and School Leaders (M)

Regulation- 3240 – Professional Development for Teachers and School Leaders (M)

Policy- 5116 – Education of Homeless Children

Regulation- 5116 – Education of Homeless Children

Policy 5460 – High School Graduation (M)

Policy- 5465 – *(Abolished)* Early Graduation

Policy- 5610 – Suspension (M)

Regulation- 5610 – Suspension (M)

Policy- 5620 Expulsion (M)

Policy 7100 - Long-Range Facilities Planning (M)

Regulation 7100 – Long-Range Facilities Planning (M)

Policy 7101 – Educational Adequacy of Capital Projects

Regulation 7101 – Educational Adequacy of Capital Projects

Policy 7102 – Site Selection & Acquisition

Regulation 7102 – *(new)* Site Selection & Acquisition

Policy 7130 – *(new)* School Closing

Policy 7300 – Disposition of Property

Regulation 7300.2 – *(new)* Disposition of Land

Regulation 7300.3 – Disposition of Personal Property

Regulation 7300.4 – Disposition of Federal Property

Policy- 7424 *(New)* Bed Bugs

Regulation- 7424 *(New)* Bed Bugs

**Twp of Ocean BOE Work Meeting Minutes (continued) – August 29, 2017**

Policy- 7446 – *(New)* School Security Program  
Policy- 7461 – *(New)* District Sustainability Policy  
Policy- 8350 – *(New)* Records Retention

2. **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 – August 22, 2017

3. **Discussion: Loch Arbour Students**

Board of Education and Administration discussed the following resolution:

**RESOLUTION PERMITTING  
STUDENTS DOMICILED IN THE VILLAGE OF LOCH ARBOUR  
TO CONTINUE TO ATTEND THE TOWNSHIP OF OCEAN SCHOOL DISTRICT**

WHEREAS, Township of Ocean and the Village of Loch Arbour have been part of the same consolidated school district for over sixty years, dating back to 1957; and

WHEREAS, school aged children residing in the Village of Loch Arbour have always attended the Township of Ocean School District; and

WHEREAS, in 2015, the Village of Loch Arbour petitioned the Executive County Superintendent of Schools for a recommendation as to the viability of the establishment of a separate Loch Arbour Board of Education; and

WHEREAS, the Executive County Superintendent of Schools denied that request, and

WHEREAS, the Village of Loch Arbour proceeded undeterred by this denial, and sought permission from the Commissioner of Education to withdraw from the Township of Ocean School District, and to form their own independent school district; and

WHEREAS, the Acting Commissioner of Education granted that request on December 22, 2016; and

WHEREAS, the Executive County Superintendent of Schools set a special election date of April 4, 2017, where only the voters of the Village of Loch Arbour would vote as to whether to withdraw from the Township of Ocean School District and form its own independent school district; and

WHEREAS, due to the timing of this public vote, it was clear that the Loch Arbour school district would not have a tentative budget in place by the statutorily required deadline; and

WHEREAS, it was unclear whether the Loch Arbour school district could have a final budget adopted by the statutory deadline; and

WHEREAS, the Township of Ocean School District was advised by the Department of Education, the Executive County Superintendent of Schools, and the Executive County School Business Administrator

**Twp of Ocean BOE Work Meeting Minutes (continued) – August 29, 2017**

that the District should proceed “status quo” in the formulation of its budget, and that it should continue to include tax monies apportioned to the Village of Loch Arbour; and

WHEREAS, the Township of Ocean School District followed the directives of the Department of Education and the County Office; and

WHEREAS, the Village of Loch Arbour has subsequently refused to pay school taxes to the Township of Ocean School District; and

WHEREAS, the Loch Arbour Board of Education has entered into tuition contracts for the Village of Loch Arbour students to attend West Long Branch or Shore Regional High School; and

WHEREAS, the Township of Ocean School District has appealed the decision of the Acting Commissioner of Education, allowing the formation of the Loch Arbour Board of Education, to the Appellate Division of the Superior Court, and is awaiting adjudication; and

WHEREAS, the Township of Ocean School District has been advised that multiple pupils domiciled in Loch Arbour wish to continue to attend the Township of Ocean School District; and

WHEREAS, the issue of the attendance of Loch Arbour domiciled pupils for the 2017-2018 school year must be addressed by this Board of Education; and

WHEREAS, despite the formation of the Loch Arbour Board of Education, it is the will and desire of the Township of Ocean School District that any Loch Arbour domiciled pupil may attend Township of Ocean schools during the pendency of the litigation between Township of Ocean School District and Loch Arbour, and further that Township of Ocean Schools will not seek tuition for such attendance from the involved pupil’s parents/guardians; and

WHEREAS, the Township of Ocean School District reserves the right to pursue and collect the applicable tuition amounts from the Village of Loch Arbour, according to the statutory funding formula.

NOW, THEREFORE, BE IT RESOLVED that any Loch Arbour domiciled pupil may attend Township of Ocean schools during the pendency of the litigation between Township of Ocean School District and Loch Arbour, and further that Township of Ocean Schools will not seek tuition for such attendance from the involved pupil’s parents/guardians; and

BE IT FURTHER RESOLVED that the Township of Ocean School District reserves the right to pursue and collect the applicable tuition amounts from the Village of Loch Arbour, according to the statutory funding formula; and

BE IT FURTHER RESOLVED that the Superintendent, Business Administrator, and the District’s professional staff shall take all actions necessary to effectuate the purpose and intent of this resolution.

**4. Discussion: Injury Surveillance Study**

Board of Education and Administration discussed participation, by Katelyn Zimmerman, District Athletic Trainer, in the Injury Surveillance Study, in accordance with the attached memorandum and study dated August 21, 2017.

**Twp of Ocean BOE Work Meeting Minutes (continued) – August 29, 2017**

**FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern**

The following item(s) were discussed:

**1. Discussion: ESEA Application 2017-2018**

Board of Education and Administration discussed the following the salary percentages to be charged off to the Elementary and Secondary Education Act (ESEA) Grant Application FY 2018 (school year 17-18). This notification is required under ESEA compliance regulations.

<u>Account</u>	<u>Total Salary</u>	<u>Grant Portion</u>	<u>Grant %</u>
20-231-1000-10101-xx-18			
Abramowitz, Marci (TOIS)	\$ 79,525.00	\$ 47,715.00	60.0%
Friel, Kathleen (TOIS)	\$ 61,865.00	\$ 37,119.00	60.0%
Reilly, Michael (TOIS)	\$ 88,850.00	\$ 52,110.00	60.0%
Tranchina, Derek (TOIS)	\$ 65,415.00	\$ 39,249.00	60.0%
Beyda, Carol (Wayside)	\$ 35,454.00	\$ 21,272.40	60.0%
Chowning, Mary Jo (Way)	\$ 39,729.00	\$ 23,837.40	60.0%
Farina, Nicole (Wayside)	\$ 25,592.00	\$ 15,355.20	60.0%
Fischer, Jessica (TOIS)	\$ 26,106.00	\$ 15,663.60	60.0%
Gallagher, Allison (Way)	\$ 24,928.00	\$ 14,956.80	60.0%
Hoyle, Andrea (OTE)	\$ 38,893.00	\$ 24,654.30	63.4%
Lewis, Dana (OTE)	\$ 38,893.00	\$ 25,280.45	65.0%
Mahaffey, Maureen (OTE)	\$ 23,921.00	\$ 15,548.65	65.0%
Price, Kathleen (Wayside)	\$ 32,754.00	\$ 19,652.40	60.0%
Ross, Alison (Wayside)	\$ 24,435.00	\$ 14,661.00	60.0%
Spampanato, Diana (Way)	\$ 35,668.00	\$ 21,400.80	60.0%
	<u>\$642,028.00</u>	<u>\$388,476.00</u>	
20-241-1000-10101-04-18			
<u>ESL Teacher</u>			
Donner, Andrea	\$ 85,175.00	\$ 42,588.00	50.0%
	<u>\$ 85,175.00</u>	<u>\$ 42,588.00</u>	
20-242-1000-10600-05-18			
<u>Bilingual Aide</u>			
Guzman, Bernice	\$ 15,881.00	\$ 7,489.00	47.16%
	<u>\$ 15,881.00</u>	<u>\$ 7,489.00</u>	
20-270-1000-10100-00-18			
<u>Class Size Reduction</u>			
Bourlokas, Bette	(Various		
Godwin, Melissa	Hourly		
Kacen, Pamela	Wages)		
Puzino, Joy			
	\$ 65,000.00	\$ 40,500.00	62.30%
	<u>\$ 65,000.00</u>	<u>\$ 40,500.00</u>	<u>62.30%</u>

**2. Discussion: Use of Facilities**

Board of Education and Administration discussed use of facilities according to the attached list dated August 29, 2017.

**Twp of Ocean BOE Work Meeting Minutes (continued) – August 29, 2017**

**INSTRUCTION & EDUCATION:** Dr. Marshall

The following item(s) were discussed:

1. **Discussion: Student Observer**

Board of Education and Administration discussed a Student Observer for the 2017-2018 school year in accordance with the attached memorandum dated August 25, 2017.

**NEGOTIATIONS:** No Report

**PERSONNEL:** Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: Withholding of Increment for District Employee for the 2017-2018 School Year**

Board of Education and Administration discussed the withholding of increment, for the 2017-2018 school year, for employee number 6252.

2. **Discussion: Deny Request for an Extension to an Unpaid Leave of Absence**

Board of Education and Administration discussed denying the request of James Coakley, Grounds and Maintenance Department, to extend his unpaid leave of absence for the period of September 8 through October 31, 2017. (Mr. Coakley's unpaid leave of absence was previously approved, at the regular monthly meeting held on May 23, 2017, for the period of June 7, 2017 through September 7, 2017.)

3. **Discussion: Substitute Teachers**

Board of Education and Administration discussed Substitute Teachers for the 2017-2018 school year in accordance with the attached list dated August 25, 2017.

4. **Discussion: Resignation – Assistant Varsity Football Coach**

Board of Education and Administration discussed the resignation of John Bosmans as the 2017-2018 Assistant Football Coach, Varsity Level effective, August 23, 2017.

5. **Discussion: Revision to Resignation Date**

Board of Education and Administration discussed a revision to the resignation date for Christopher Wilson, Supervisor World Languages, Grades K-12, Social Studies, Grades 6-12 and English as a Second Language, Grades K-12, to that of August 31, 2017. (Mr. Wilson's resignation date was previously approved at the August 8, 2017 work meeting with an effective date of September 22, 2017.)

6. **Discussion: Child Study Team - 2017 Summer Employment**

Board of Education and Administration discussed Child Study Team employment for Summer 2017 in accordance with the attached memorandum dated August 24, 2017.

7. **Discussion: Substitute Bus Drivers**

Board of Education and Administration discussed hiring the following as Substitute Bus Drivers, pending issuance of Commercial Driver's License (CDL), for the 2017-2018 school year.

Anthony Mannino  
Carolyn Whatley



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Township of Ocean Intermediate School  
Non-Tenure Track Position

To: Instructional Assistant (Full-time)                      \$23,570.00\*  
Township of Ocean Intermediate School              Step 1  
Non-Tenure Track Position

(\*This is a revision in job status from part-time to full-time and a revision in salary.  
Mrs. Kotowski replaces Marc Hyndsman who resigned.)

Paula Wnorowski From: Instructional Assistant (Part-time)  
Ocean Township Elementary School  
Non-Tenure Track Position

To: Instructional Assistant (Full-time)                      \$24,370.00\*  
Ocean Township Elementary                              Step 4  
Non-Tenure Track Position

(\*This is a revision in job status from part-time to full-time and a revision in salary.  
Mrs. Wnorowski replaces LeeAnn Gutierrez who was hired as the Assistant Dispatcher/Bus  
Driver in the Transportation Department.)

**14. Discussion: Revised Contracts**

Board of Education and Administration discussed issuing revised contracts to the following employees effective September 1, 2017:

Marcy Morelli                      Secretary I                              \$28,218.00\*  
Township of Ocean Intermediate School              Step 6

Elizabeth Wallace                      English As A Second Language Teacher              \$82,275.00\*  
Wayside Elementary School                              MA+30  
Step 18

(\*This is a revision to salary only.)

**15. Discussion: Issuance of Contracts**

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

**To fill vacancy non-tenure track positions:**

Vincenzo Franze                      Instructional Assistant                              \$24,070.00\*  
Township of Ocean Intermediate School              Step 3  
Non-Tenure Track Position  
Actual Start and Effective Dates: Pending criminal history  
background check.

(\*This is a newly budgeted position.)

Samantha Wild                      Instructional Assistant                              \$24,370.00\*  
Township of Ocean Intermediate School              Step 4  
Non-Tenure Track Position

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Actual Start and Effective Dates: Pending criminal history background check.

(\*This is a newly budgeted position.)

**16. Discussion: Issuance of Contract**

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

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

Christina Urban	Instructional Assistant	\$23,570.00
	Township of Ocean Intermediate School	Step 1
	Non-Tenure Track Position	
	Actual Start Date: September 6, 2017	
	Effective Date: September 1, 2017	

(This is a newly budgeted position.)

**PLANNING & CONSTRUCTION:** No Report

**TECHNOLOGY COMMITTEE:** No Report

**OLD BUSINESS:**

**NEW BUSINESS:**

- Board of Education discussed speeches and the Board of Education’s involvement at graduation. A proposal to bring back alumni as possible graduation speakers was also discussed.

**PUBLIC COMMENT:** None

**ADJOURN MEETING: 7:55 p.m.**

There being no further business Mrs. Parlamas made a motion, seconded by Mr. Palutis, that the meeting be adjourned. This motion carried: 7-0.

Respectfully submitted,

Kenneth Jannarone  
School Business Administrator/Board Secretary