

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
October 3, 2017**

CALL TO ORDER

Mr. James Dietrich, President, called the meeting to order at 6:00 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, Mr. Joseph Hadden (Arrived at 6:03 pm), Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis and Mrs. Denise Parlamas and Mr. John Stuppi.
Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator; Dr. James Stefankiewicz, Superintendent of Schools; Mrs. Dawn Kaszuba, Principal-Ocean Township High School, Mr. Michael Lambusta, Asst. Principal-Ocean Township High School and Ms. Jodi Howlett, Board Attorney.

Enter Executive Session – 6:01 p.m.

Approval: Motion offered by Mr. Dietrich, 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) 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. The Board of Education will be in executive session for approximately 90 minutes and will not take action upon returning to work session.

Adjourn Executive Session – 7:42 p.m.

Approval: Motion offered by Mrs. McGovern, 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. Dietrich

The following item(s) were discussed:

- Thanked board members for Back to School nights.
- Asked the committee chairs to look for information at the school board workshops to assist their committees.

VICE PRESIDENT'S REPORT: No Report

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

The following item(s) were discussed:

- High school document is being developed for teachers regarding guidance on safety and security procedures.
- Ms. Kelly Weldon to present 2017 testing data at the October 17th regular Board meeting.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

The following item(s) were discussed:

- Correspondence from United Soccer, thank you for letting them utilize the soccer fields.
- Update on Administration Building accident - \$50,775.06 total - \$5,000 deductible will hopefully be recovered.
- Guest network – Technology department, for wireless Board of Education access, was distributed.
- Lead testing update to go out to all parents via web backpack.
- SYBC – request for use of facilities for a camp purpose.

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- Negotiation Committee reminder – Tuesday, October 10th at 5:30 pm, meeting with Board Attorney & NJSBA.

PUBLIC COMMENT:

- Dr. Meller, resident, asked about minutes and how they reflected prior public comments regarding an appraisal of the administration building. He also asked about class trips and who pays for the chaperones to go on the trips. The Superintendent discussed the trips.
- Gino Dellomo, resident, asked about tuition for special education students. The Superintendent discussed the CST process of special education out of district placements.

COMMITTEE REPORTS:

COMMUNITY LIAISON, COMMUNICATIONS & CO-CURRICULAR

STUDENT ACTIVITIES: Mrs. Fuller

The following item(s) were discussed:

1. **Discussion: 2017-2018 Board of Education Goals & Objectives**
Board of Education and Administration discussed the Board of Education Goals & Objectives for the 2017-2018 school year.
2. **Discussion: NJSBA Board of Education Workshop and Training-2017**
Board of Education and Administrators discussed the upcoming School Boards Annual workshops on October 23rd, 24th, 25th and 26th.

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

5. **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 19, 2017
Regular Meeting Minutes – September 19, 2017

Strategic Plan Goal 6: Community Outreach

Motion(s) carried: 9-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

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

1. **Use of Facilities**
Move to approve the use of facilities according to the attached list dated October 3, 2017.

Strategic Plan Goal 5: Finances, Objective 2

Motion(s) carried on item 9-0

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The committee chairperson discussed the review of Use of Facilities charges that will be on the agenda for October 10th workshop meeting.

INSTRUCTION & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. **Discussion: Trip Requests**

Board of Education and Administration discussed the following trip requests:

Group: TOIS Band/Grades 7 & 8
Number of Students: 78
Date: Friday, June 8, 2018
Departure Time: 8:00 am Return Time: 10:00 pm
Destination: High Note Music Festival & Hershey Park
Hershey, PA
Purpose: Collegiate Band Festival
Transportation: 2- Charter Buses (Raritan Valley Bus Services)
Teacher Chaperones: 1 - Alyssa Clark
Parent Chaperones: 7 - TBD
Cost per pupil: \$110.00 paid for by pupil (This is an estimated cost that includes the fees for the festival and the charter buses. High Note Music Festival organizers have yet to determine the final costs for their event. Once we are notified of their fees, the cost per pupil rate will be adjusted. Fundraisers will be held during the school year to defray pupil out-of-pocket expenses.)

Group: Middle and High School Students
Number of Students: 20
Date: Wednesday, October 11, 2017
Departure Time: 9:15 am Return Time: 1:00 pm
Destination: Monmouth University, West Long Branch
Purpose: Conference - Central Jersey Consortium for Excellence and Equity. Conference title; “Disproportionality and Access Across Intersectionalities.”
Transportation: School Bus
Teacher Chaperones: 2 - TBD
Parent Chaperones: -0-
Cost per pupil: -0-

2. **Discussion: Overnight Trip Request**

Board of Education and Administration discussed the following overnight trip request:

Group: High School Marching Band & Choir (itinerary is attached)
Number of Students: 90
Date: Departure Date/Time: Wednesday, April 25, 2018, 2:00 pm
Return Date/Time: Sunday, April 29, 2018, 11:30 pm
Destination: Disney’s Music in the Parks, Anaheim, CA
Purpose: Music Competitions
Transportation: Charter Buses to the Airport, Plane to California

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Teacher Chaperones: Alyssa Clark, Teddy Kernizan, Kyle Titmas, Kristin Titmas
Administrative Chaperone: Mike Lambusta
Parent Chaperones: - 0-
Cost per pupil: \$1,459.00 paid for by pupil (Included in the cost; food, hotel, transportation, and park fees. Fundraisers will be held during the school year to defray pupil out-of-pocket expenses.)

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

3. **Cancellation to Out of District Public Tuition for the 2017-2018 School Year**

Move to approve a cancellation to out of district public tuition for the 2017-2018 school year in accordance with the attached memorandum dated September 20, 2017.

4. **Reinstatement to Out of District Public Tuition for the 2017-2018 School Year**

Move to approve a reinstatement to out of district public tuition for the 2017-2018 school year in accordance with the attached memorandum dated September 28, 2017.

5. **Professional Development Activities – Staff**

Move to approve the attached memorandums (2) dated September 29, 2017 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.

Strategic Plan Goal 1: Student Success, Objective 1, Activities 9 & 16

6. **Student Observers**

Move to approve Student Observers for the 2017-2018 school year in accordance with the attached memorandum dated September 29, 2017.

Motion(s) carried on items #3 thru #6: 9-0 (Dr. Marshall recused himself on item #6)

LEGISLATIVE: No Report

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: Retirement**

Board of Education and Administration discussed the retirement of Pamela S. Larsen, Bus Driver, Transportation Department effective January 1, 2018.

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

2. **Resignation**

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Move to approve the resignation of Pamela J. Kacen, Class-Size Reduction Teacher, Wanamassa Elementary School effective October 3, 2017.

3. **Volunteer Coach**

Move to approve Sophie Eilbacher as a Volunteer Cross Country Coach at the Township of Ocean Intermediate School for the 2017-2018 school year.

4. **Stage Crew Manager – High School**

Move to approve Katherine Tabor as Stage Crew Manager, High School for the 2017-2018 school year. Ms. Tabor will be placed on the Group I, Year 5 Non-Athletic Program Guide and will receive \$5,823.00. (Ms. Tabor was previously approved, at the August 29, 2017 regular monthly meeting, pending completion of the Substitute Teacher packet; papers are in order.)

5. **SAT Test Center Supervisor**

Move to approve Greg Colón, Business Education Teacher, High School to be the Supervisor for the SAT Test Center at the High School. The high school administers the test on four Saturdays per year; twice in the Fall and twice in the Spring. Mr. Colón will be paid directly by ETS (Educational Testing Service).

6. **OTHS After School Help and Homework Club Teachers for the 2017-2018 School Year**

Move to approve, for the 2017-2018 school year, Pamela Siciliano and Jean Collins as teachers for the After School Help and Homework Club at the High School. Teachers will be paid at a rate of \$28.00 per hour. The High School Help and Homework Club will operate on Mondays, Tuesdays and Wednesdays, 2:00 pm-3:00 pm, October 2017 through June 2018.

7. **OTHS Central Detention Teacher for the 2017-2018 School Year**

Move to approve Karen Dunn as a Central Detention Teacher at the High School for the 2017-2018 school year. Central Detention in the High School will operate every Monday, Tuesday, and Wednesday from 2:00 pm to 3:00 pm, beginning October 2017 through June 2018. Mrs. Dunn will be paid \$28.00 per hour.

8. **After School Help and Homework Club Teachers/Ocean Township Elementary School**

Move to approve, for the 2017-2018 school year, Sandra Kelly and Mary Maggs, as teachers for the 3rd and 4th grade Help and Homework Club and Ashley Oberson and Anne Wagar as teachers for the 1st and 2nd grade Help and Homework Club at Ocean Township Elementary School. Teachers will be paid at a rate of \$28.00 per hour. The club will run October 2017 through June 2018, Monday – Thursday, 3:15 – 4:30 pm.

9. **Substitute Teachers for the After School Help and Homework Club/Ocean Township Elementary School**

Move to approve, for the 2017-2018 school year, Melissa Donohue, Christine Roventini, Gil Unger and Christina Urban as Substitute Teachers for the Help and Homework Club at Ocean Township Elementary School/Grades 1-4. Substitute Teachers would work if one of the regular teachers were unavailable at a rate of \$28.00 per hour.

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

Move to approve, for the 2017-2018 school year, Megan Grace and Lisa Houllier as teachers for the

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3rd and 4th grade Help and Homework Club and Lisa Mazza and Gail McInerney as teachers for the 1st and 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 2017 through June 2018. The 3rd and 4th grade club will operate Monday – Thursday, 3:30 pm – 4:30 pm and the 1st and 2nd grade club, Mondays and Tuesdays, 3:30 pm – 4:30 pm.

11. **Substitute Teachers for the After School Help and Homework Club/Wayside Elementary School**
Move to approve, for the 2017-2018 school year, Lisa Mazza and Gail McInerney as Substitute Teachers for the 3rd and 4th grade Help and Homework Club and Andrea Malerba and Amy Volek as Substitute Teachers for the 1st-4th grade Help and Homework Clubs 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.
12. **After School Detention Teachers/TOIS/Grade 5**
Move to approve, for the 2017-2018 school year, John Kelsey and Lauren Mount as teachers for the After School Detention Program/TOIS, Grade 5. Mr. Kelsey and Ms. Mount 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, October 2017 through June 2018.
13. **After School Detention Teachers/TOIS/Grades 6-8**
Move to approve, for the 2017-2018 school year, Jenifer Marks and Jeff Wilderotter as teachers for the After School Detention Program/ TOIS, Grades 6-8. Ms. Marks 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, October 2017 through June 2018.
14. **Substitute Teacher for the After School Detention Program/TOIS/Grades 5-8**
Move to approve, for the 2017-2018 school year, Andrea Sodhi as a Substitute Teacher for the After School Detention Program/TOIS, Grades 5-8. Ms. Sodhi would work if one of the regular teachers were unavailable at rate of \$28.00 per hour.
15. **Teachers for the Skills for Success Clubs/ Intermediate School**
Move to approve, for the 2017-2018 school year, the following teachers to provide instructional services as part of the Skills for Success Clubs at the Township of Ocean Intermediate School. The clubs will run October 2017 – May 2018, 2:30 pm – 3:30 pm, Monday through Thursday (meeting dates will vary from month to month). Teachers will be paid at a rate of \$28.00 per hour.

Grade 5 Club Teachers: Gail Gall and Lynne Thomasey
Grade 6 Club Teachers: Susan English and Kathleen Friel

16. **Issuance of Contracts**

Move to approve that contracts be issued to the following:

To fill a vacancy position:

Laura Dorony	Ten-Month Secretary	\$26,758.00*
	Township of Ocean Intermediate School	Step 1
	Actual Start and Effective Date: Pending	Prorated
	release from current employer and criminal history	
	background check.	

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(*Ms. Dorony replaces Marcy Morelli who resigned.)

17. **Substitute Teachers for the 2017-2018 School Year**
Move to approve Substitute Teachers for the 2017-2018 school year in accordance with the attached list dated September 29, 2017.
18. **Substitute Instructional Assistants (Contracted) for the 2017-2018 School Year**
Move to approve Substitute Instructional Assistants for the 2017-2018 school year in accordance with the attached list dated September 29, 2017. Those noted on the list are employed by the District. They would work on a Substitute basis, when needed, before and after their contracted work day. When they work as substitutes, they will be paid at their hourly contractual rate.
19. **Makerspace Club Co-Advisor – Wayside Elementary School**
Move to approve Melissa McHugh as a Makerspace Club Co-Advisor at the Wayside Elementary School for the 2017-2018 school year in accordance with the attached memorandum dated September 29, 2017.
20. **Playground Aide Substitute**
Move to approve, for the 2017-2018 school year, Anita Vena as a Playground Aide Substitute at the Wanamassa Elementary School.
21. **Instructional Assistant/Cross Country and Track**
Move to approve Muriel Papa, an Instructional Assistant, to provide aide support to a high school student with disabilities participating in Cross Country and Track. Mrs. Papa will shadow the student/Cross Country and Track Team member during practices and events, during the period of September 7, 2017 through May 30, 2018. Mrs. Papa will be paid her hourly contractual rate. (Schedule: Cross Country, September 7, 2017 – October 26, 2017; Indoor Track, December 1, 2017 – February 7, 2018; Outdoor Track, March 1, 2018 – May 30, 2018.)
22. **Instructional Assistant/Cross Country and Track**
Move to approve Heidi Costa, an Instructional Assistant, to provide aide support to a high school student with disabilities participating in Cross Country and Track. Mrs. Costa will shadow the student/Cross Country and Track Team member during practices and events, during the period of September 7, 2017 through May 30, 2018. Mrs. Costa will be paid her hourly contractual rate. (Schedule: Cross Country, September 7, 2017 – October 26, 2017; Indoor Track, December 1, 2017 – February 7, 2018; Outdoor Track, March 1, 2018 – May 30, 2018.)
23. **Instructional Assistant/Chorus**
Move to approve Mike Pembleton, an Instructional Assistant, to provide aide support to a high school student with disabilities participating in Chorus. Mr. Pembleton will shadow the student/Chorus member during practices, rehearsal and concert(s) during the period of September 7, 2017 through June 20, 2018. Mr. Pembleton will be paid his hourly contractual rate.
24. **Instructional Assistant/Chorus**
Move to approve Betty Williams, an Instructional Assistant, to provide aide support to five Township

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of Ocean Intermediate School students with disabilities participating in Chorus for Grades 6-8. Ms. Williams will shadow the students/Chorus members to practices, the evening rehearsal, and to the Winter Chorus Concert during the period of September 26, 2017 through December 13, 2017. Ms. Williams will be paid at her hourly contractual rate.

25. Instructional Assistant/Chorus

Move to approve Kathi Kotowski, an Instructional Assistant, to provide aide support to a Township of Ocean Intermediate School student (5th grade) with disabilities participating in Fifth Grade Chorus. Mrs. Kotowski 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 26, 2017 through December 13, 2017. Mrs. Kotowski will be paid at her hourly contractual rate.

26. Instructional Assistant/Chorus

Move to approve Rosanna Higgins, an Instructional Assistant, to provide aide support to a Township of Ocean Intermediate School student (5th grade) with disabilities participating in Fifth Grade Chorus. Ms. Higgins 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 26, 2017 through December 13, 2017. Ms. Higgins will be paid at her hourly contractual rate.

27. Instructional Assistant/Chorus

Move to approve Romy Georginow, an Instructional Assistant, to provide aide support to a Township of Ocean Intermediate School student (5th grade) with disabilities participating in Fifth Grade Chorus. Mrs. Georginow 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 26, 2017 through December 13, 2017. Mrs. Georginow will be paid at her hourly contractual rate. (Chorus practices are after school on Mondays from 2:30 pm – 3:30 pm.)

28. Instructional Assistant/Band

Move to approve Romy Georginow, an Instructional Assistant, to provide aide support to a Township of Ocean Intermediate School student (5th grade) with disabilities participating in Fifth Grade Band. Mrs. Georginow will shadow the student/Band member to practices, the evening rehearsal and to the Intermediate School Fifth Grade Band Concert during the period of September 26, 2017 through May 31, 2018. Mrs. Georginow will be paid at her hourly contractual rate. (Band practices are after school on Wednesdays from 2:30 pm-3:30 pm.)

29. Instructional Assistant/Fifth and Sixth Grade Social

Move to approve Gregg Krzyzanowski, an Instructional Assistant, to provide aide support to a Township of Ocean Intermediate School student (5th grade) with disabilities attending the Fifth and Sixth Grade Social on September 26, 2017. Mr. Krzyzanowski will shadow the student at the event for a period of two hours. Mr. Krzyzanowski will be paid his hourly contractual rate.

30. Issuance of Contracts

Move to approve that contracts be issued to the following:

To fill vacancy, non-tenure track positions:

Chanelle Dunn	Part-Time Instructional Assistant	\$19,250.00*
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TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS:

- Adaptive handicapped swings – Wayside (OTES & Wanamassa) were discussed.
- Tuition policy for students was discussed. It was clarified that the policy applied to individual parent payments for tuition, not for school districts to send students, at this time.

NEW BUSINESS: None

PUBLIC COMMENT:

- Gino Dellomo, resident, asked how the student redistribution worked out. The Superintendent discussed specific numbers regarding Ocean Township Elementary, Wayside Elementary and Wanamassa Elementary schools. He also clarified that only new students were affected unless they had a sibling currently in school.
- Gino Dellomo, resident, asked whether the bus cameras were installed on the busses and will cameras be installed in the contracted buses for next year. Mr. Dellomo also inquired about an update on Loch Arbour court dates, and then asked if the town comes to Board of Education meetings. The Superintendent and the School Business Administrator addressed the progress of the bus cameras, Loch Arbour and the positive relationship with the township.

ADJOURN MEETING: 8:44 p.m.

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

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/Board Secretary