

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
September 12, 2017**

CALL TO ORDER

Mr. James Dietrich, President, called the meeting to order at 7:30 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, 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 and Jeff Hanaway and Liz Docimo, Sodexo Food Services.

Enter Executive Session – 7:30 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), possible Litigation 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 take action upon returning to work session.

Adjourn Executive Session – 8:00 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 in the auditorium of the Administration Building

PRESIDENT'S REPORT: Mr. Dietrich

The following item(s) were discussed:

- New Board of Education committee list was distributed to Board members.
- Robert Rules of Order were reviewed.

VICE PRESIDENT'S REPORT: Mr. Palutis

The following item(s) were discussed:

- Technology and Finance committees items under review were discussed.

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

The following item(s) were discussed:

- Teacher in-service at the start of school.
- Opening of school went well for students and staff.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

The following item(s) were discussed:

- Sylvia Sylvia-Cioffi and Marianne Wilensky will be honored at the regular board meeting of September 19th.
- School bus red light cameras will be installed and will arrange meeting with township.
- Budget update next week

Mr. Jannarone introduced Jeff Hanaway and Liz Docimo, Sodexo Food Services, who reviewed the opening of the school cafeterias and the lunch changes.

PUBLIC COMMENT: None

COMMITTEE REPORTS:

COMMUNITY LIAISON, COMMUNICATIONS & CO-CURRICULAR

STUDENT ACTIVITIES: Mr. Palutis

The following item(s) were discussed:

1. **Discussion: 2016-2017 Board of Education Goals & Objectives**

Board of Education and Administration discussed the progress of Board of Education Goals & Objectives for the 2016-2017 school year per attached.

2. **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. The Board of Education agreed to send suggestions to the School Business Administrator and Vice President for discussion next meeting.

3. **Discussion: NJSBA Board of Education Workshop and Training-2017**

Board of Education and Administrators discussed the upcoming School Boards Annual workshops on October 24th, 25th and 26th. School Business Administrator also reviewed Board of Education required training classes.

4. **Discussion: Elementary Schools – Re-Distribution**

Board of Education and Administrators discussed the re-distribution of our elementary schools, please see attached chart.

Strategic Plan Goal 4: School Climate & Culture, Objective 5, Activity 9

Mr. Palutis 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 – August 29, 2017

Regular Meeting Minutes – August 29, 2017

Motion(s) carried: 8-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

The following item(s) were discussed:

1. **Discussion: Finance Committee**

Chairperson gave a report on the recent Finance Committee meetings.

Strategic Plan Goal 5: Finances, Objective 2

Twp of Ocean BOE Work Meeting Minutes (continued) – September 12, 2017

2. Discussion: Acceptance of Non-Public Nursing

The Board of Education and administration discussed the Township of Ocean Board of Education acceptance of 2017-2018 New Jersey Nonpublic School Nursing allocations in the District total amount of \$86,039.00 and each nonpublic school allocation as follows:

Hillel High School	\$18,139.00
Hillel Yeshiva of the Shore Area	\$45,396.00
Ilan High School	\$13,871.00
Yeshiva at the Jersey Shore	\$ <u>8,633.00</u>
DISTRICT TOTAL	\$86,039.00

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

3. Use of Facilities

Move to approve the use of facilities according to the attached list dated September 12, 2017.

Strategic Plan Goal 5: Finances, Objective 2

Motion(s) carried on item #3: 8-0

INSTRUCTION & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. Discussion: Block Scheduling Data Comparison Chart

Board of Education and Administration discussed the Block Scheduling Data Comparison Chart for school years 2012-2013, 2013-2014, 2014-2015, 2015-2016, and 2016-2017; chart is attached.

Strategic Plan Goal 1: Student Success, Objective 5

2. Discussion: Teacher Evaluation Rubric for the 2017-2018 School Year

Board of Education and Administration, in alignment with District Policy #3221-Evaluation of Teachers, discussed using the Charlotte Danielson Evaluation Rubric for the 2017-2018 school year.

3. Discussion: Trip Request

Board of Education and Administration discussed the following trip request:

Group:	Marching Band, (Students in Grades 9-12)
Number of Students:	45
Date:	Sunday, October 1, 2017
	Departure Time: 10:00 am Return Time: 9:00 pm
Destination:	J. Birney Crum Stadium, Allentown, PA
Purpose:	Collegiate Marching Band Festival
Transportation:	District School Bus
Teacher Chaperones:	Alyssa Clark, Kristin Titmas, and Kyle Titmas
Parent Chaperones:	- 0-
Cost per pupil:	\$12.00 per student (paid for by the student)

4. Discussion: Monmouth University Students to Observe Fourth Grade Science Classes

Twp of Ocean BOE Work Meeting Minutes (continued) – September 12, 2017

Board of Education and Administration discussed the request of Kathryn Lionetti, Associate Professor of Biology at Monmouth University to observe, along with her students, Grade 4 Science Classes at the Ocean Township Elementary School, in accordance with the attached memorandum dated September 8, 2017.

5. **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 September 8, 2017.

6. **Discussion: Student Teacher**

Board of Education and Administration discussed a Student Teacher for the 2017-2018 School year in accordance with the attached memorandum dated September 8, 2017.

7. **Discussion: Delayed Opening Schedule for the High School During 2017-2018 Mandated Testing**

Board of Education and Administration discussed the delayed opening schedule, during the 2017-2018 State mandated testing periods, in accordance with the attached memorandum dated August 2017.

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

8. **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 August 29, 2017.

9. **School Counseling Internship**

Move to approve the request of Kasey O'Connor, pending criminal history background check, to complete 300 internship hours in accordance with the attached memorandum dated September 5, 2017.

10. **Professional Development Activities – Staff**

Move to approve the attached memorandum dated September 8, 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

11. **Portuguese Translator Service**

Move to approve Maria V. Cavadas of Paradocz, LLC, Middletown to provide Portuguese translator services in accordance with the attached memorandum dated, September 8, 2017.

Motion(s) carried on items #8 thru #11: 8-0

LEGISLATIVE: Mr. Clayton

The following item(s) were discussed:

Twp of Ocean BOE Work Meeting Minutes (continued) – September 12, 2017

1. **Discussion: Legislative Committee**

Legislative Chairperson gave an update on the Monmouth County School Boards fall meeting.

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: Employment Status of District Employee**

Board of Education and Administration discussed the employment status of district employee # 5924.

2. **Discussion: Unpaid Family Leave of Absence**

Board of Education and Administration discussed the request of Hayley Stamos, Special Education Teacher, Ocean Township High School to take an unpaid family leave of absence, as designated under FMLA, from September 26, 2017 through December 15, 2017. While out on an unpaid family leave of absence, Ms. Stamos will be responsible for paying the appropriate contribution towards her health insurance coverage. Ms. Stamos is expected to return to the classroom, December 18, 2017.

3. **Discussion: Unpaid Leave of Absence**

Board of Education and Administration discussed the request of Linda Coakley, Bus Driver, Transportation Department to take an unpaid leave of absence, with the continuation of benefits, for the period of October 18, 2017 through October 31, 2017. While out on the unpaid leave of absence, Mrs. Coakley will be responsible for paying the appropriate contribution towards her health insurance coverage.

4. **Discussion: Retirement**

Board of Education and Administration discussed the retirement of Linda Coakley, Bus Driver, Transportation Department, effective November 1, 2017.

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

5. **Resignations**

Move to approve the following resignations effective August 30, 2017:

Bernice Guzman, Instructional Assistant, Part-time, Wayside Elementary School
Marcy Morelli, Ten-Month Secretary, Township of Ocean Intermediate School

6. **Playground Aide**

Move to approve Jami Scerbo as a Playground Aide at the Wayside Elementary School for the 2017-2018 school year.

7. **Substitute Playground Aide**

Move to approve Peggy Lands as a Substitute Playground Aide for all District Elementary Schools, for the 2017-2018 school year. (Ms. Lands was previously approved at the August 29, 2017 regular monthly meeting of the Board pending criminal history background check; clearance has been received.)

8. **Instructional Assistant Transfer**

Twp of Ocean BOE Work Meeting Minutes (continued) – September 12, 2017

Albert Lezmi Custodian I – Swing-Shift \$33,835.00
 Shared Services Between the Township Step A
 of Ocean School District and Prorated
 Monmouth-Ocean Education
 Services Commission (MOESC)
 Non-Tenure Track Position
 Actual Start Date: September 15, 2017
 Effective Date: October 1, 2017

14. Revised Contracts – Instructional Assistants/Bus Aides

Move to approve that revised contracts be issued to the following Instructional Assistants/Bus \ Aides effective September 1, 2017. Revision reflects a change in hours worked (daily) and salary:

Employee	New Hours	New Salary
Aiken, Jeannete	8	\$42,587.00
Basile-Bagley, Elisa	7	30,234.00
Beisswanger, Colleen	7	28,432.00
DelPizzo, Nichole	7	28,432.00
Eliadis, Marilyn	7	30,958.00
Fioravanti, Linda	8	42,587.00
Gross, Albert	7	30,234.00
Klein, Francine	7	31,745.00
Michaels, Tara	7	30,234.00
Perrotto, MaryAnn	8	42,587.00
Ragucci, Robin	8	42,587.00
Rumsey, Loretta	8	36,281.00
Schultz, Deborah	7	34,650.00
Testa, Pamela	7	30,958.00
Weinkofsky, Karen	7	37,264.00
Zimmerman, Bonnie	7	30,234.00

15. Revised Contracts

Move to approve that revised contracts be issued to the following Intermediate and High School teachers, effective September 1, 2017 (*unless otherwise noted). The revised contracts reflect an annual stipend of \$850.00, for the 2017-2018 school year, for teaching a 6th period class. The revised salaries, noted below, include the \$850.00 stipend.

Last Name	First Name	Salary
Intermediate Teachers		
Amey	Samantha	\$58,815.00
Cervellino	Michael	89,425.00
Chambers	Ramona	87,700.00
DeFilippis	Angelica	62,915.00
DeSanctis	Nicola	93,550.00
Edson	Meghan	64,265.00

Twp of Ocean BOE Work Meeting Minutes (continued) – September 12, 2017

Hecker	Megan	68,365.00
Hoyle	Meghan	66,815.00
Knier	Eileen	91,600.00
Effective: 11/13/2017 Levine-Salum*	Jacquelyn	68,365.00 Prorated
Malta	Susan	91,600.00
Miller	Jack	75,750.00
Moreski	Cord	58,815.00
Nagy	Nicole	68,365.00
Plevier	Gina	60,365.00
Sabia	Meghan	87,700.00
Wilderotter	Jeffrey	93,550.00
High School Teachers		
Ali	Nancy	\$93,550.00
Amato	Patricia	91,600.00
Arlea	Patrick	58,815.00
Bolin	Algisa	57,865.00
Borenstein	Lauren	78,425.00
Casner	Paul	59,015.00
Cavallaro	Nichole	64,265.00
Chiu-Huey	Emitza	59,015.00
Churchwell	Kyrsten	56,665.00
Clark	Kara	61,765.00
Cocucci	Lisa	64,465.00
Conklin	Michele	76,475.00
Connolly	Allison	80,375.00
DeBari	Kelly	91,600.00
DeSomma	Mark	93,550.00
D’Esposito	Denise	87,700.00
Devlin	Morgan	59,015.00
Fischer	Steven	68,365.00
Gower	Chelsea	58,815.00
Iaccarino	Carmela	59,015.00
Ippolito	Christopher	68,765.00
Kernizan	Teddy	62,715.00
Klein	Donald	68,765.00
Kulat	Ryan	59,015.00
Lauterwasser	Paola	62,915.00
Looney	Paul	91,600.00
Lynch	William	91,600.00
Maffei	Joseph	66,815.00
McDavitt	Meaghan	61,765.00
Minott	Edith	91,600.00
Molnar	Kristen	64,865.00
Moore	Kelsey	55,465.00

Twp of Ocean BOE Work Meeting Minutes (continued) – September 12, 2017

Odell-Wyche	Leslie Jean	91,600.00
Ohlott-Wiener	Barbra	91,600.00
O'Malley	Donna	91,600.00
Ott	Debra	66,265.00
Petro	Christine	68,365.00
Pullano	Michael	87,700.00
Rogers	Michelle	75,140.00
Russo	Susan	70,715.00
Rutan	Eric	63,115.00
Siciliano	Pamela	75,140.00
Singer	Alisa	66,215.00
Smith	Susan	87,700.00
Spaeth	Timothy	63,115.00
Titmas	Kristin	59,015.00
Towns	Warren	91,600.00
Willems	Marc	87,700.00

16. Substitute Bus Driver

Move to approve Michelle DeMarzo as a Substitute Bus Driver for the 2017-2018 school year. (Ms. DeMarzo was previously approved at the August 29, 2017 regular monthly meeting of the Board pending criminal history background check; clearance has been received.)

17. Maintenance/Grounds Employment

Move to approve Robert Gordon Bodine to work in the Maintenance/Grounds Department during the period of September 1, 2017 through September 14, 2017. Mr. Bodine's rate of pay will be \$125. per day.

18. Issuance of Contracts

Move to approve that contracts be issued to the following:

To fill vacancy positons:

Robert Gordon Bodine	Level II - School Monitor	\$24,000.00*
	Township of Ocean Intermediate School	Prorated
	Non-Tenure Track Position	
	Actual Start Date: September 15, 2017	
	Effective Date: October 1, 2017	

(Mr. Bodine replaces Mr. Dupuis who resigned. *Salary includes the \$7,000.00 (prorated) yearly stipend for Level II School Monitors.)

Melissa D'Agostino	School Psychologist	\$64,015.00
	District-wide	MA+30/
	Actual Start Date: October 10, 2017	Step 5-6
	Effective Date: November 1, 2017	Prorated

(Ms. D'Agostino was previously approved, at the work meeting held on August 8, 2017, pending release from current employer and criminal history background check. Both are in order and effective as noted in the dates above. Ms. D'Agostino will fill the vacancy left by

Twp of Ocean BOE Work Meeting Minutes (continued) – September 12, 2017

Motion(s) carried on items #5 thru #23: 8-0

PLANNING & CONSTRUCTION: Mr. Palutis

The following item(s) were discussed:

1. **Discussion: Referendum Construction Projects**

Planning & Construction Chairperson gave an update on the opening of school construction projects and the ribbon cutting ceremonies.

Strategic Plan Goal 2: Facilities, Objective 4

TECHNOLOGY COMMITTEE: Mr. Stuppi

The following item(s) were discussed:

1. **Discussion: Technology Committee**

Chairperson gave a report on the recent Technology Committee meetings.

OLD BUSINESS:

- Board of Education discussed a possible survey by technology department regarding teachers' preference and use of technology.

NEW BUSINESS:

- Board of Education discussed an email received regarding a home-schooling request, and athletic participation at Ocean Township High School.

PUBLIC COMMENT:

- Dr. Marwin Meller, resident, discussed insurance requirement for facilities rentals. Dr. Meller also discussed the selling of the administration building to bring tax relief to residents.
- Mrs. Loushine, Loch Arbour resident, asked about date for the Loch Arbour litigation. Superintendent discussed the fact that there has been no date set by the appellate court, as of yet.

ADJOURN MEETING: 10:04 p.m.

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

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/Board Secretary