

Work Session

Attachments

December 5, 2017

Office of the Superintendent
Township of Ocean School District
December 1, 2017

MEMORANDUM FOR: All Members of the Board

FROM: James Stefankiewicz, Ed.D., Superintendent of Schools

RE: **Miscellaneous Information**

1. **On the Calendar**

December 5, 2017

- 7:00 pm - Executive Session (Closed) – Superintendent's Office
- 7:30 pm - Work Meeting– Auditorium
 - Laura DiTommaso of Smolin, Lupin & Co. Auditors will be in attendance to discuss audit

December 12, 2017

- 7:00 pm - Executive Session (Closed) – Superintendent's Office
- 7:30 pm - Work Meeting– Auditorium
 - Larry Kostula, Principal, Intermediate School
Christopher Amato and James Maliff, Assistant Principals,
Intermediate School will be in attendance to discuss the Intermediate
School Master Schedule for the 2018-2019 school year
 - Kelly Weldon, Assistant Superintendent, Teaching & Learning
Patrick O'Neill, Supervisor of Education Technology Innovation,
Grades K-12, and Michael Hall, District Network Manager will be in
attendance to discuss District Technology and Board Docs Software

December 19, 2017

- 6:15 pm - Disciplinary Hearing – Student Matter (Executive Session/Closed) –
Superintendent's Office
- 7:00 pm - Executive Session (Closed) – Superintendent's Office
- 7:30 pm - Work Meeting– Superintendent's Office
- 8:00 pm - Regular Monthly Meeting– Auditorium

December 26, 2017 – No Meeting

January 2, 2018

- 8:00 pm - Re-organization Meeting – Auditorium
(No Work Meeting)

Office of the Superintendent of Schools
Township of Ocean Schools



MEMORANDUM FOR: All Professional Staff Members

FROM: James Stefankiewicz, Ed.D., Superintendent of Schools

DATE: November 30, 2017

RE: Employment Opportunity/**LONG TERM SUBSTITUTE – (Family Leave)** – Effective February 5, 2018 thru June 4, 2018

POSITION:

- Special Education Teacher – Intermediate School (5th Grade)

QUALIFICATIONS:

- Teacher of the Handicapped or Teacher of Students with Disabilities required
- Elementary certification required

SALARY:

\$85 per day – CEAS
\$110 per day – Standard certification

APPLICATION DEADLINE:

- Qualified candidates should apply on line at <http://www.applitrack.com/ocean/onlineapp> by the end of the day, Monday, December 11, 2017.

*Culturally Diverse and Bilingual candidates encouraged to apply.

**COMMUNITY LIAISON AND
CO-CURRICULAR STUDENT ACTIVITIES**

5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

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The Township of Ocean Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education.

Eligibility to Attend School

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1.

A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2. A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A. 18A:38-1.(c), any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up



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custody of his or her child to a person in another district commits a disorderly persons offense.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1. If the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1. If the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents or guardians temporarily resides in the school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A student is eligible to attend this school district free of charge:

1. If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;
3. If the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A. 18A:38-3. The school district shall not be obligated for transportation costs; and
4. If the student resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.



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Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h). If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances, or terms of lease.

Except as set forth in N.J.A.C. 6A:22-3.3(b)1, immigration/visa status shall not affect eligibility to attend school and the school district shall not condition enrollment in the school district on immigration status. A student's immigration/visa status and their eligibility to attend school A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

Proof of Eligibility

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.A.C. 6A:22-3.4. The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents; without regard to other evidence presented.

The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment. However, in the case of a dispute between the school district and the parent or guardian of a student in regard to the student's eligibility to enroll in the school district



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or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district.

Registration Forms and Procedures for Initial Assessment

Registration and initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1. The Board of Education shall use Commissioner-provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.

When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or a nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the



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parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

Enrollment or attendance at the school shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the school district shall not be denied based upon absence of student medical information;. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.

When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

Notice of Ineligibility

When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4 et seq. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined N.J.A.C. 6A:22-4.2.

Removal of Currently Enrolled Students

Nothing in N.J.A.C. 6A:22 et seq. and this Policy shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued



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attendance due to error in initial assessment, changed circumstances, or newly discovered information.

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility -and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

Appeal to the Commissioner

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1(1), appeals of "affidavit student" eligibility determinations shall be filed by the resident keeping the student.

Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of a an ineligibility determination, the Board of Education may assess tuition, for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.



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If an appeal to the Commissioner is filed and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a). Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2.

Nonresident Students

The admission of a nonresident student to school free of charge must be approved by the Board. No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship and discipline.

Children Who Anticipate Moving to or from the District

A nonresident student otherwise eligible for attendance whose parent or guardian anticipates school district residency and has entered a contract to buy, build, or rent a residence in this school district may be enrolled without payment of tuition for a period of time not greater than 8 weeks prior to the anticipated date of residency. This time period may be extended with an appeal to the Superintendent at his or her discretion based on extra-ordinary circumstances. If any such student does not become a resident of the school district within 8 weeks, or as extended by the Superintendent, after admission to school, tuition will be charged for attendance commencing the beginning of the 1st week and until such time as the student becomes a resident or withdraws from school.

- Students Pre-K through 12th whose parent or guardian have moved away from the school district after January 31st will be permitted to finish that school year in this district without payment of tuition.
- A twelfth grade student whose parent or guardian have just moved away from the school district prior to January 31st of their senior year, may petition the Board of Education, in writing to remain in the high school for the remainder of their senior year without payment of tuition.
- Senior students moving from the district prior to January 31st of their senior year and after completing their entire education (K through 11th grade) in the



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

Township of Ocean Schools, will be permitted to complete their senior year at Ocean Township High School without payment of tuition, provided that their parent(s) or guardian(s) make a written request to the Superintendent of Schools.

Transportation is not provided.

Other Nonresident Students

Other nonresident students, otherwise eligible for attendance, may be admitted to this school district without payment of tuition and Board approval.

N.J.S.A. 18A:38-1 et seq.

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.

Adopted: 16 January 1979

Revised: 15 September 1981, 17 July 1990, 15 October 1991, 19 October 1993,
18 October 1994, 20 February 1996, 15 September 1998, 27 June 2002,
17 January 2006, 16 July 2010, 17 February 2015, 30 August 2016, 5
December 2017



**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
November 28, 2017**

CALL TO ORDER

Mr. James Dietrich, 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. 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, Mrs. Janice Fuller, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis, Mrs. Denise Parlamas and Mr. John Stuppi.
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 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 (Loch Arbour versus Township of Ocean) and Negotiations (TOEA) . 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 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 9-0.

Move for the approval to adjourn from Executive Session and resume public session in the office of the Superintendent.

PRESIDENT'S REPORT: Mr. Dietrich

The following item(s) were discussed:

- Negotiation Committee to meet with TOEA on December 7, 2017.
- Upcoming newsletter discussion item on December 5, 2017 workshop agenda.

VICE-PRESIDENT'S REPORT: Michael Palutis

The following item(s) were discussed:

- Sample menu for Holiday get together after December 19th Regular Board meeting.

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

The following item(s) were discussed:

- Will give an update in the regular meeting regarding the district Strategic Plan.
- Superintendent will email Strategic Plan to participants that helped develop the plan.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

The following item(s) were discussed:

- George Stone, Asst. School Business Administrator and Laura DiTommaso, Smolin Lupin Certified Public Accountants, to attend December 5th work session to review the annual district audit.

PUBLIC COMMENT: None

COMMITTEE REPORTS:

COMMUNITY LIAISON, & CO-CURRICULAR STUDENT ACTIVITIES: Mrs. Fuller

The following item(s) were discussed:

1. **Discussion: Policies and Regulations**

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

Regulation 2460.16 – Special Education –Instruction Materials to Blind or Print-disabled Students
(No Revisions-Re-adopt)

Policy 2700 – Services to Nonpublic School Students

Policy 3160 – Physical Examination-Teaching Staff (M)

Regulation 3160 – Physical Examination-Teaching Staff (M)

Policy 4160 – Physical Examinations-Support Staff (M)

Regulation 4160 – Physical Examinations-Support Staff (M)

Policy 6660 – Student Activities Fund

2. **Discussion: Policy**

Board of Education and Administration discussed the first reading of revisions to the following policy:

Policy 5111 – Eligibility of Resident/Non-Resident Students

3. **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 – November 14, 2017

Strategic Plan Goal 6: Community Outreach

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

The following item(s) were discussed:

1. **Discussion: MOCSSIF 2017 Safety Grant Program:**

Board of Education and Administration discussed the acceptance of the 2017 Safety Grant through the NJSIG MOCSSIF Sub Fund for identified safety and security facility upgrades in the amount of \$22,650.00 for the period of July 1, 2017 thru June 30, 2018.

Strategic Plan Goal 2: Facilities

2. **Discussion: Jointure Agreement**

Board of Education and Administration discussed the Township of Ocean School District in a transportation jointure agreement with Shore Regional High School Board of Education with the Township of Ocean Board of Education to act as host as follows:

<u>Joiner District</u>	<u>Destination</u>	<u>Duration</u>	<u>Joiner Cost</u>
Shore Reg'l HS Board of Ed	Aber-Keypoint Voc-Midday (1 way)	9/12/17-6/21/18	\$ 8,619.25

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3. Discussion: Donation- Ocean Township Elementary School Playground Equipment

Board of Education and Administration discussed a donation from the Ocean Township Elementary School PTA in the amount of \$10,000.00. This will fund new playground equipment and installation with \$5,518.57 from the Board of Education for a total cost of \$15,518.57.

4. Discussion: Donation-iPads

Board of Education and Administration discussed the donation of 4 iPads, approximate value of \$1,376.00, from Jerry Frulio, Central Regional Autism Awareness, to be utilized by the special education department. This is being given as appreciation of Ocean Township High School hosting doubleheader baseball games for 3 consecutive years for the benefit of the Central Regional Autism Awareness Program.

5. Discussion: Tuition Contract

Board of Education and administration discussed a tuition contract with Manchester Board of Education for MVE (McKinney Vento Eligible), homeless, children attending Township of Ocean schools.

<u>Student</u>	<u># of Days</u>	<u>Grade</u>	<u>Period of Time</u>	<u>Tuition Revenue</u>
KR	38	12	9/7/17-11/3/17	\$3,606.96
CG	38	3	9/7/17-11/3/17	\$3,548.06

6. Discussion: Tuition Contract

Board of Education and administration discussed a tuition contract with Eatontown Board of Education for MVE (McKinney Vento Eligible), homeless, child attending Township of Ocean schools.

<u>Student</u>	<u># of Days</u>	<u>Grade</u>	<u>Period of Time</u>	<u>Tuition Revenue</u>
FB	44	K	9/7/17-11/15/17	\$3,385.36

7. Discussion: Use of Facilities

Board of Education and Administration discussed the use of facilities according to the attached list dated November 28, 2017.

Strategic Plan Goal 5: Finances

INSTRUCTION & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. Discussion: Professional Development Activities – Staff

Board of Education and Administration discussed the attached memorandum dated November 21, 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

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2. **Discussion: Addendum to Out of District Private Tuition for the 2017-2018 School Year**
Board of Education and Administration discussed an addendum to out of district private tuition for the 2017-2018 school year in accordance with the attached memorandum dated November 16, 2017.
3. **Discussion: School Counseling Internship**
Board of Education and Administration discussed the request of Amanda Aikens, a student at Monmouth University, to fulfill a School Counseling Internship in accordance with the attached memorandum dated November 14, 2017.
4. **Discussion: Student Teachers**
Board of Education and Administration discussed Student Teachers for the 2017-2018 school year in accordance with the attached memorandum dated November 22, 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 November 22, 2017.
6. **Discussion: Administrative Internship**
Board of Education and Administration discussed the request of Ms. Christine Vinegra, Special Education Teacher, Ocean Township Elementary School to perform, as outlined in the attached memorandum dated November 22, 2017, 300 hours of Administrative Internship beginning January 2018 and continuing for a period of six months.
7. **Discussion: Settlement Agreement & Release**
Board of Education and Administration discussed the attached Settlement Agreement and Release for student number 17-18-01.

LEGISLATIVE: No Report

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: Clerical Substitute and Playground Aide Substitute**
Board of Education and Administration discussed hiring, for the 2017-2018 school year, Colleen Jamison as a Clerical Substitute, District-wide and a Playground Aide Substitute at the Ocean Township Elementary School.
2. **Discussion: Advisor – Elementary School Book Club**
Board of Education and Administration discussed hiring, for the 2017-2018 school year, Rosann Johnson as an Advisor for the Elementary Book Club, Grade 5 at the Township of Ocean Intermediate School. Ms. Johnson will receive a \$500.00 stipend, prorated.
3. **Discussion: Secondary Mathematics Instructor for Algebra 1 Module Course**
Board of Education and Administration discussed hiring, for the 2017-2018 school year, Joshua Thompson as the Secondary Mathematics Instructor for the Algebra 1 Module course, at the high

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school. Mr. Thompson will work at a rate of \$35.00 per hour during the months of December 2017, April and May 2018.

4. **Discussion: Tenure Recommendation for the 2017-2018 School Year**

Board of Education and Administration discussed offering tenure to Brittany Kreiger, Guidance Counselor, Ocean Township High School effective January 28, 2018.

5. **Discussion: Substitute Teacher for the 2017-2018 School Year**

Board of Education and Administration discussed hiring a Substitute Teacher for the 2017-2018 school year in accordance with the attached list dated November 22, 2017.

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

Board of Education and Administration discussed the request of Lisa Cocucci, Mathematics Teacher, Ocean Township High School, to take an unpaid family leave of absence, as designated under FMLA and NJFLA, beginning at the conclusion of her eligible sick leave, approximately May 28, 2018 and continuing through to October 26, 2018, (12 weeks). Mrs. Cocucci's last day of work will be April 13, 2018. Mrs. Cocucci is expected to return to the classroom on October 29, 2018.

PLANNING & CONSTRUCTION: No Report

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS:

- Meal options for Board of Education members on meeting nights were reviewed.

NEW BUSINESS:

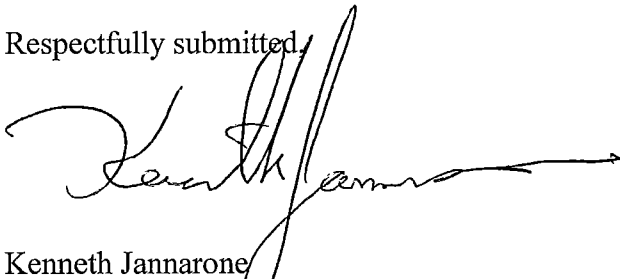
- 'Serving Up Smiles' - Superintendent discussed Board of Education members serving meals to students at each of the elementary schools.

PUBLIC COMMENT: None

ADJOURN MEETING: 7:58 p.m.

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

Respectfully submitted,



Kenneth Jannarone
School Business Administrator/Board Secretary

**MINUTES OF THE REGULAR MONTHLY MEETING
TOWNSHIP OF OCEAN
November 28, 2017**

CALL TO ORDER

The Board President, James Dietrich, called the Regular Monthly Meeting of the Township of Ocean Board of Education to order at 8:00 p.m. in the auditorium of the School District's Administration Building.

STATEMENT OF NOTICE

Adequate notice of the meeting to be held by the Township of Ocean Board of Education on Tuesday, January 17, 2017 at 8:00 p.m. has been provided in accordance with the requirements of Chapter 231, Public Laws, 1975.

1. Notice of the meeting was posted on the bulletin board in the lobby of the Administration Building, 163 Monmouth Road, Oakhurst, New Jersey, all Ocean Township District Schools and Transportation, and the School District Website www.oceanschools.org on January 4, 2017.
2. Notice of the meeting was transmitted to the Asbury Park Press on January 6, 2017 and The New Coaster Newspapers on January 6, 2017.
3. Notice of the meeting was filed with the Municipal Clerk, Township of Ocean and the Municipal Clerk, Village of Loch Arbour on January 4, 2017.

ROLL CALL

The following members were present: Mr. Steven Clayton, Mr. James Dietrich, Mrs. Janice Fuller, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis and Mrs. Denise Parlamas and Mr. John Stuppi.

PRESIDENT'S REPORT – No Report

STUDENT REPRESENTATIVES: Ms. Emily Dorony & Ms. Lila Rice

Ms. Lila Rice reported on the following:

- Blood Drive at the high school.
- SADD Club upcoming activities.
- Open house for 2020 Class at the high school was a success.
- New sport season starting soon

SUPERINTENDENT'S REPORT – Dr. Stefankiewicz

Superintendent reported on the following item(s):

- Discussed the pictures of the high school new Athletic Center Ribbon Cutting ceremony being shown on the screen.
- Gave presentation on the Strategic Plan and updated it for the public. (See attached power point presentation) He discussed each category and the progress the district has made with each, He also discussed future plans regarding more accomplishments. He asked for comments and questions from the Board of Education and the public. The public the and Board of Education also discussed some of the following Strategic Plan items
 - Innovation Labs are great for schools
 - Agenda items tied to Strategic Plan on Board agendas.
-

- Discussed the State of New Jersey school district monitoring system (QSAC) update and the self-assessment has been completed and is available in the back of the meeting room.

PUBLIC COMMENTS-AGENDA: None

APPROVAL OF BILLS: Mrs. McGovern

Mrs. McGovern made a motion, seconded by Mr. Palutis, for approval of the following paid items:

1. **APPROVAL OF BILLS**

Move for the approval of the following paid items:

Bills List	November 28, 2017	3,472,237.20
Payroll	October 30, 2017	2,049,341.70
Employer FICA & DCRP	October 30, 2017	38,077.41
Payroll	November 15, 2017	2,210,176.14
Employer FICA & DCRP	November 15, 2017	<u>52,372.36</u>
Total		<u>\$7,822,204.81</u>

Motion(s) carried: 9-0

COMMITTEE REPORTS:

COMMUNITY LIAISON & CO-CURRICULAR STUDENT ACTIVITIES: Mrs. Fuller

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

1. **REPORT ON THE ANNUAL SCHOOL ELECTION**

The official results of the Annual School Election held, for the Township of Ocean and Village of Loch Arbour, on November 7, 2017. The official results of the election from Monmouth County Board of Elections are as follows:

FOR MEMBERS OF THE BOARD OF EDUCATION FOR THREE (3) YEAR TERMS

Joseph Hadden.....	4,281*
James Dietrich	4,216*
David Marshall	4,202*
(Write-Ins)	68

*Successfully elected to a seat on the Board of Education

2. **Policies and Regulations**

Move to approve of revisions to the following policies/regulations:

- Regulation 2460.16 – Special Education –Instruction Materials to Blind or Print-disabled Students (*No Revisions-Re-adopt*)
- Policy 2700 – Services to Nonpublic School Students
- Policy 3160 – Physical Examination-Teaching Staff (M)
- Regulation 3160 – Physical Examination-Teaching Staff (M)

Policy 4160 – Physical Examinations-Support Staff (M)
Regulation 4160 – Physical Examinations-Support Staff (M)
Policy 6660 – Student Activities Fund

2. Sustainable Jersey for School Grant

Move to approve submission of the ‘Sustainable Jersey for Schools’ grant which seeks to support and work with school staff, administrators, students and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly and cost-effective solutions with \$10,000 or \$2,000 in available grant funds. This grant is sponsored by the NJEA Small Grant Program and is entitled OTHS Garden Club.

Strategic Plan Goal 3: Community Engagement

4. 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 – November 14, 2017

Strategic Plan Goal 6: Community Outreach

Motion(s) for item(s): 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. Acceptance and Certification of Monthly Financial Reports

The following resolution certifies that budget balances at the end of October were adequate to pay all remaining obligations of the 2017-2018 school year and that account groupings required by the State have adequate balances. The Board is also certifying that the independent reports of the Treasurer and the Business Office are in agreement.

RESOLUTION

Pursuant to N.J.A.C. 6:20-2.12 (d), the Township of Ocean Board of Education accepts the Board Secretary/School Business Administrator's Certification as of October 31, 2017, that no budgetary appropriations account has obligations and payments which in total exceed the amount appropriated by the Township of Ocean Board of Education; and

Pursuant to N.J.A.C. 6:20-2.12 (e), we the members of the Township of Ocean Board of Education, of the County of Monmouth, after having reviewed the REPORT OF THE SECRETARY, and upon consultation with the appropriate officials, certify that as of October 31, 2017, it is to the best of our knowledge that no major account or fund has been over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year; and

The Township of Ocean Board of Education hereby accepts the Board Secretary's Report and Treasurer of School Monies Report, which said reports are in agreement for the month ending October 31, 2017.

Strategic Plan Goal 5: Finances

2. **Transfers**

The following motion is to transfer monies from one account in the budget to another and provide the adequate balances referred to in the first motion.

Move for approval of the attached RESOLUTION dated, October 31, 2017 covering APPROPRIATION TRANSFERS in the 2017-2018 GENERAL FUND 10; said transfers shall result in no change in the total original Appropriations.

3. **Security Drill Reports for October 2017:**

Fire Drill

Ocean Township High School ----- October 10, 2017
Twp. of Ocean Intermediate School -----October 4, 2017
Ocean Township Elementary School. ----- October 10, 2017
Wanamassa Elementary SchoolOctober 20, 2017
Wayside Elementary School -----October 5, 2017

Evacuation Drill

Ocean Township High School..... October 27, 2017
Wanamassa Elementary SchoolOctober 4, 2017
Ocean Township Elementary School October 5, 2017
Wayside Elementary School..... October 12, 2017

Lockdown Drill

Twp. of Ocean Intermediate School..... October 23, 2017

4. **Transportation Cooperative with MOESC: 2017-2018**

Move to approve the Transportation Cooperative with MOESC as lead agency utilizing the below contractors for the special education school routes as follows:

Route #	Destination	# Days	Cost	Contractor	# of Students
E7114	CPC Elementary	178	\$20,865.60	S&S Trans	1
7014	CPC Adolescent	180	19,980.00	Joy Transport	2
5057	Educational Academy	180	31,449.60	Hartnett	2
7048	Alpha School	180	39,596.40	Klarr	1
70052	Collier	180	15,246.00	Emmanuel Trans	1
4057	Defino School	180	32,068.80	Vamvas Trans	2

5. **Student Evaluation**

Move to approve a contract for behavioral monitoring and consultant services with Behavior Therapy Associates. The contract for services will be in effect for 2017-2018, total time will not exceed 31.75 hours, at \$200 per hour, for an expected cost of \$6,350.

6. **Translator Service**

Move to approve Hankarlos Limardo, Wanamassa Physical Education teacher, to provide Spanish translation for a neurological evaluation tentatively scheduled for Friday, December 1, 2017, after

schools hours, with the Neurologist, for Spanish speaking child and parents, at an hourly rate of \$35.00 per hour, not to exceed 3 hours.

7. **Ice Rental**

Move to approve a rental agreement for use of the ice facility at the Jersey Shore Arena for high school ice hockey team practices and meets for the 2017-2018 season for an approximate cost of \$23,985.00.

8. **Jointure Agreement**

Move to approve the Township of Ocean School District in a transportation jointure agreement with West Long Branch Board of Education with the Township of Ocean Board of Education to act as host as follows:

<u>Joiner District</u>	<u>Destination</u>	<u>Duration</u>	<u>Joiner Cost</u>
West Long Branch Board of Ed	Hawkswood School ESY	7/5/17-8/15/17	\$ 2,813.10

9. **Estimated Tuition Rates - Students Received**

Move to approve the following estimated tuition rates for possible students received by the Township of Ocean Board of Education for the 2017-2018 school year:

Kinder-Garten	Grades 1-5	Grades 6-8	Grades 9-12	Learning Language Disabilities	Pre-School Disabled Part time	Pre-School Disabled Full Time	Behavior Disabilities	Multiple Disabilities
\$15,820	\$16,805	\$19,059	\$17,085	\$22,727	\$21,720	\$25,208	\$59,529	\$32,953

Private Tuition Rates (Parent):

Grades K-8 - \$8,500 / Grades 9-12 - \$13,500 - *Policy 5111.01*
Pre-K (Non-disabled) \$2,500 - *Policy 6154*

10. **Tuition Contract**

Move to approve a tuition contract with Asbury Park School District for MVE (McKinney Vento Eligible), homeless, children attending Township of Ocean schools.

<u>Student</u>	<u># of Days</u>	<u>Grade</u>	<u>Period of Time</u>	<u>Tuition Revenue</u>
MB	180	K	9/7/17-6/21/18	\$15,820.00
KB	180	2	9/7/17-6/21/18	\$16,805.00

11. **Tuition Contract**

Move to approve a tuition contract with Lakewood Board of Education for MVE (McKinney Vento Eligible), homeless, children attending Township of Ocean schools.

<u>Student</u>	<u># of Days</u>	<u>Grade</u>	<u>Period of Time</u>	<u>Tuition Revenue</u>
AN	180	K	9/7/17-6/21/18	\$15,820.00

12. **Tuition Contract**

Move to approve a tuition contract with Manchester Board of Education for MVE (McKinney Vento Eligible), homeless, children attending Township of Ocean schools.

<u>Student</u>	<u># of Days</u>	<u>Grade</u>	<u>Period of Time</u>	<u>Tuition Revenue</u>
CG	38	3	9/7/14-11/3/17	\$3,548.06
KR	38	12	9/7/17-11/3/17	\$3,606.96

13. **Tuition Contract**

Move to approve a tuition contract with Eatontown Board of Education for MVE (McKinney Vento Eligible), homeless, child attending Township of Ocean schools.

<u>Student</u>	<u># of Days</u>	<u>Grade</u>	<u>Period of Time</u>	<u>Tuition Revenue</u>
FB	44	K	9/7/17-11/15/17	\$3,385.36

14. **MOCSSIF 2017 Safety Grant Program:**

Move to approve the acceptance of the 2017 Safety Grant through the NJSIG MOCSSIF Sub Fund for identified safety and security facility upgrades in the amount of \$22,650.00 for the period of July 1, 2017 thru June 30, 2018.

Strategic Plan Goal 2: Facilities

15. **Jointure Agreement**

Move to approve the Township of Ocean School District in a transportation jointure agreement with Shore Regional High School Board of Education with the Township of Ocean Board of Education to act as host as follows:

<u>Joiner District</u>	<u>Destination</u>	<u>Duration</u>	<u>Joiner Cost</u>
Shore Regl HS Board of Ed	Keyport Voc-Midday (1 way)	9/12/17-6/21/18	\$ 8,619.25

16. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated November 28, 2017.

Strategic Plan Goal 5: Finances

17. **Donation- Ocean Township Elementary School Playground Equipment**

Move to approve a donation from the Ocean Township Elementary School PTA in the amount of \$10,000.00. This will fund new playground equipment and installation with \$5,518.57 from the Board of Education for a total cost of \$15,518.57.

18. **Donation-iPads**

Move to approve the donation of 4 iPads, approximate value of \$1,376.00, from Jerry Frulio, Central Regional Autism Awareness, to be utilized by the special education department. This is being given as appreciation of Ocean Township High School hosting doubleheader baseball games for 3 consecutive years for the benefit of the Central Regional Autism Awareness Program.

Motion(s) carried: 9-0

INSTRUCTION & EDUCATION: Dr. Marshall

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

1. **Student Teachers**

Move to approve student teachers, for the 2017-2018 school year, in accordance with the attached

memorandums (2) dated November 3 & 22, 2017.

2. **Student Observers**

Move to approve student observers for the 2017-2018 school year in accordance with the attached memorandums (2) dated November 8 & 22, 2017.

3. **Student Observer**

Move to approve Brianna McInerney, a student at Sacred Heart University studying to become a Doctor of Physical Therapy, to observe Melinda Pullano, our District Physical Therapist, for a total of 50 hours (this is a requirement of the program). Ms. McInerney would shadow Melinda Pullano during the period of December 16, 2017 – January 12, 2018.

4. **School Counseling Internship**

Move to approve the request of Amanda Aikens, a student at Monmouth University, to fulfill a School Counseling Internship in accordance with the attached memorandum dated November 14, 2017.

5. **Administrative Internship**

Move to approve the request of Ms. Christine Vinegra, Special Education Teacher, Ocean Township Elementary School to perform, as outlined in the attached memorandum dated November 22, 2017, 300 hours of Administrative Internship beginning January 2018 and continuing for a period of six months.

6. **Professional Development Activities – Staff**

Move to approve the attached memorandum dated November 21, 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

7. **Trip Requests**

Move to approve the following trip requests:

Group:	AP Economics – HS/Grades 11 and 12
Number of Students:	14
Date:	Friday, December 15, 2017
	Departure time: 7:20 am
	Return time: 4:00 pm
Destination:	Museum of American Finance, New York, NY
Purpose:	To see exhibits regarding money, banking, and the markets.
Transportation:	1 School bus to Long Branch Train Station; train to NY
Teacher Chaperones:	2 – Andrea Kahikina and Susan Russo
Parent Chaperones:	0
Cost per pupil:	\$50.00 (paid for by student)

Group:	Italian Students/Grade 8
Number of Students:	40
Date:	Monday, December 4, 2017
	Departure Time: 8:30 am
	Return Time: 1:30 pm
Destination:	Gran Café I'Aquila Philadelphia, PA
Purpose:	Lesson on the art of the Italian caffè and gelato making
Transportation:	District School Bus
Teacher Chaperones:	2 (Susan Fischer and Francesco DiMicelli)
Parent Chaperones:	2 (Mrs. Baggs and Mrs. Roventini)
Cost per student:	\$22.00 (paid for by student)
Group:	Italian Students/Grade 8
Number of Students:	40
Date:	Thursday, December 7, 2017
	Departure Time: 8:30 am
	Return Time: 1:30 pm
Destination:	Gran Café I'Aquila Philadelphia, PA
Purpose:	Lesson on the art of the Italian caffè and gelato making
Transportation:	District School Bus
Teacher Chaperones:	4 (Denise Amato , Angelica DeFilippis, Laura Macaluso, and Tom Siciliano)
Parent Chaperones:	-0-
Cost per student:	\$22.00 (paid for by student) -2-

8. **Addendum to Out of District Private Tuition for the 2017-2018 School Year**

Move to approve an addendum to out of district private tuition for the 2017-2018 school year in accordance with the attached memorandum dated November 16, 2017.

9. **Settlement Agreement & Release**

Move to approve a Settlement Agreement and Release for student number 17-18-01.

Motion(s) carried: 9-0 (Dr. Marshall recused himself on items # 1 & #4)

LEGISLATIVE: No Report

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

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

1. **Maternity Leave of Absence**

Move to approve a maternity leave of absence for Claire Zorner, Music Teacher at the Ocean Township Elementary and Township of Ocean Intermediate Schools, beginning at the conclusion of her eligible sick leave (approximately March 16, 2018) and continuing to the end of the school

year, June 30, 2018. Mrs. Zorner's last day of work will be Wednesday, January 17, 2018. Mrs. Zorner is expected to return to the classroom on September 1, 2018.

2. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence, as designated under FMLA and NJFLA, for Kaitlyn Thomasey, Art Teacher, Township of Ocean Intermediate School, beginning at the conclusion of her eligible sick leave, approximately April 10, 2018 and continuing to June 22, 2018 (11 weeks). Mrs. Thomasey's last day of work will be February 23, 2018. She is expected to return to the classroom on September 1, 2018. While out on an unpaid family leave of absence, Mrs. Thomasey will be responsible for paying the appropriate contribution towards her health insurance coverage.

3. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence, as designated under FMLA and NJFLA, for Lisa Nahrebne, Special Education Teacher, Township of Ocean Intermediate School, beginning at the conclusion of her eligible sick leave, approximately March 6, 2018 through June 1, 2018 (12 weeks). Mrs. Nahrebne's last day of work will be February 2, 2018. She is expected to return to the classroom on June 4, 2018. While out on an unpaid family leave of absence, Mrs. Nahrebne will be responsible for paying the appropriate contribution towards her health insurance coverage.

4. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence, as designated under FMLA and NJFLA, for Lisa Cocucci, Mathematics Teacher, Ocean Township High School, beginning at the conclusion of her eligible sick leave, approximately May 28, 2018 and continuing through to October 26, 2018, (12 weeks). Mrs. Cocucci's last day of work will be April 13, 2018. Mrs. Cocucci is expected to return to the classroom on October 29, 2018.

5. **Advisors – Elementary School Art Clubs**

Move to approve, for the 2017-2018 school year, the following staff members as Advisors for the Elementary Art Clubs. Each teacher will receive a \$500.00 stipend, prorated.

Christine Koob, Wanamassa Elementary School
Emily Lee, Wayside Elementary School
Elise Pennington, Ocean Township Elementary School

6. **Advisors – Elementary School Book Clubs**

Move to approve, for the 2017-2018 school year, the following staff members as Advisors for the Elementary Book Clubs. Each teacher will receive a \$500.00 stipend, prorated.

Brianne Brannigan, Wayside Elementary School
Lindsay Burnett, Ocean Township Elementary School
Rosann Johnson, Township of Ocean Intermediate School, Grade 5
Lori Ann Wahlgren, Wanamassa Elementary School

7. **Clerical Substitute and Playground Aide Substitute**

Move to approve, for the 2017-2018 school year, Colleen Jamison as a Clerical Substitute, District-wide and a Playground Aide Substitute at the Ocean Township Elementary School.

8. **Secondary Mathematics Instructor for Algebra 1 Module Course**

Move to approve, for the 2017-2018 school year, Joshua Thompson as the Secondary Mathematics Instructor for the Algebra 1 Module course, at the high school. Mr. Thompson will work at a rate of \$35.00 per hour during the months of December 2017, April and May, 2018.

9. **Tenure Recommendation for the 2017-2018 School Year**

Move to approve tenure for Brittany Kreiger, Guidance Counselor, Ocean Township High School effective January 28, 2018.

10. **Substitute Teacher for the 2017-2018 School Year**

Move to approve a Substitute Teacher for the 2017-2018 school year in accordance with the attached list dated November 22, 2017.

11. **Issuance of Contracts**

Move to approve that contracts be issued to the following:

To fill a vacancy position:

Annalisa Rivezzi	World Language Teacher (Italian)	\$64,015.00
	Ocean Township, Wanamassa and	MA+30
	Wayside Elementary Schools	Step 5-6
	Actual Start Date: December 19, 2017	Prorated
	Effective Date: January 1, 2018	

(Ms. Rivezzi was previously approved at the regular monthly meeting held on October 17, 2017 pending release from current employer and criminal history background check; both are in order. Ms. Rivezzi replaces Vincent Belcastro who resigned.)

To fill a vacancy non-tenure track position:

Manuel Sanchez-Ramirez	Computer Technician/Level I	\$37,500.00
	District-wide	Prorated
	Non-Tenure Track	
	Actual Start Date: November 27, 2017	
	Effective Date: December 1, 2017	

(Mr. Sanchez-Ramirez was previously approved at the regular monthly meeting held on October 17, 2017 pending release from current employer and criminal history background check; both are in order. Mr. Sanchez-Ramirez replaces Sean O'Malley whose contract was revised from that of a Computer Technician/Level I to that of a Computer Technician/Level II.)

Motion(s) carried: 9-0

PLANNING & CONSTRUCTION: Mr. Palutis

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

1. **Change Order-Wanamassa Multi-Purpose Classroom Addition/Renovations**

Move to approve change order #2, in the amount of \$16,321.58 for Rampart construction, per the recommendation by Solutions Architecture. The amount will increase the current contract amount

of \$4,454,570.52 to \$4,470,892.10 for the Wanamassa Elementary School Multi-Purpose Classroom Additions/Renovations. As per attached.

Motion(s) carried: 9-0

Athletic addition Ribbon Cutting ceremony at the high school went well. The Chair thanked all involved especially the past Board of Education Planning & Construction chairman and administration for their efforts.

TECHNOLOGY: Mr. Stuppi

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

1. **Computer Co-Operative Purchase**

Move to approve the purchase, in the amount of \$48,657.00, 60 Dell Latitude 3480 laptops with extended warranties, per attached proposal, Quote KD014640, from Ocean Computer Group, Inc. Matawan, NJ, WSCA/NASPO Contract #B27160 & #AR602.

Strategic Plan Goal 2: Facilities Goal

Motion(s) carried: 9-0

OLD BUSINESS: None

NEW BUSINESS:

- The Board of Education thanked the Twp. of Ocean Intermediate school administrators regarding new lunch times and their efforts to maximize recess time with the new schedule.

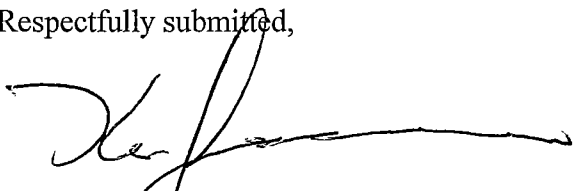
PUBLIC COMMENTS:

- Dr. Marwin Meller, resident, congratulated re-elected Board of education members and discussed community outreach items, especially televising Board of Education meetings,
- Mrs. Hudson, resident, discussed a book “Rotten to the Common Core”. She read a portion of the text that discussed the author’s view against standardized testing.

ADJOURNMENT: 9:02 p.m.

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

Respectfully submitted,



Kenneth Jannarone
School Business Administrator/
Board Secretary

FINANCIAL MANAGEMENT & RESOURCE SERVICES

OCCEA TOWNSHIP BOARD OF EDUCATION
Results of the 2017 Audit and Required

Communications

June 30, 2017

December 5, 2017

Agenda/Contents

- Overview of Audit
- Required Communications with Those Charged with Governance
- Review of Audited Financial Statements
- New Accounting Pronouncements
- Communication of Internal Control Related Matters

Audit Opinions, Deliverables & Engagement Objectives Under GAAS

Financial Statement Opinion- We have finalized our audit of the 2017 financial statements of Ocean Township Board of Education (Ocean) in accordance with auditing standards generally accepted in the United States of America (GAAS). The objective of our audit was to obtain reasonable assurance about whether the financial statements are free of material misstatement. As part of our scope of work, we satisfactorily reviewed management's accounting estimates and the accounting treatment afforded to all significant accounting matters.

Our Audit Approach was directed at the evaluation of all significant aspects of the school district of Ocean to reduce the risk of material misstatement to an acceptable level. Our primary focus was not on individual transactions and balances, but on the financial statements that we are opining on, taken as a whole.

As part of our audit, we obtained an understanding of internal controls sufficient to plan our audit and determine the nature, timing and extent of testing.

We have issued an unmodified opinion on the financial statements of Ocean.

Audit Opinions, Deliverables & Engagement Objectives Under GAAS

In addition, we have issued the following reports for Ocean:

Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.

- Internal Control over Financial Reporting- No material weaknesses identified.
- Compliance and Other Matters- No instances of non-compliance or other matters were noted.

Independent Auditor's Report on Compliance for each Major Federal and State Program and Report on Internal Control over Compliance Required by the Uniform Guidance and NJ OMB Circular 15-08.

- Unmodified opinion on compliance- Compliance requirements that could have a direct and material effect on major programs referred to in the financial statements.
- Internal control over compliance- No material weaknesses identified.

Required Communications with Those Charged with Governance

Area	Comments
Auditor's Responsibility Under Professional Standards and Planned Scope and Timing of the Audit	<p>We have communicated such information in our engagement letter dated June 26, 2017. Our objective is to issue an opinion on the fair presentation of the financial statements in accordance with Generally Accepted Auditing Standards as well as Governmental Auditing Standards. The objective is to obtain reasonable assurance that the financial statements are free of material misstatement. We have issued an unmodified opinion.</p>
Qualitative Aspects of Accounting Practices – Accounting Policies	<p>Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Ocean are described in Note 1 to the financial statements. There have been no changes in significant accounting policies or their application during the reporting period that had a significant impact on the financial statements.</p>
Qualitative Aspects of Accounting Practices – Significant Unusual Transactions	<p>Our approach was directed at the evaluation of all significant financial aspects of the Board to reduce risk of material misstatement to an acceptable level. Our primary focus is not on individual transactions and balances, but on the financial statements we are opining upon, taken as a whole. No matters have come to our attention that would require us to inform you about the methods used to account for significant unusual transactions.</p>

Required Communications with Those Charged with Governance (continued)

Area	Comments
Qualitative Aspects of Accounting Practices – Accounting Estimates And Management’s Judgment	<p>Accounting estimates made by management are an integral part of the financial statements and are based on management’s knowledge and experience about past and current events and assumptions about future events. Actual results could differ from those estimates.</p> <p>Certain accounting estimates are particularly sensitive because of their significance to financial statements and their susceptibility to change. The most sensitive estimates affecting the financial statements were:</p> <ul style="list-style-type: none">• Management’s estimate of depreciation• Management’s estimate of compensated absences• Management’s estimated of net pension liability <p>Management believes that the estimates used and assumptions made are adequate based on the information currently available. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements as a whole.</p>

Required Communications with Those Charged with Governance *(continued)*

Area	Comments
Qualitative Aspects of Accounting Practices – <i>Financial Statement Disclosures</i>	<p>Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements is:</p> <p>Note 7 which discloses pension liability</p> <p>Note 17 Related parties</p> <p>Note 19 Subsequent Events- Loch Arbour petition</p> <p>The financial statement disclosures are consistent and clear.</p>
Difficulties Encountered in Performing the Audit, irregularities or illegal acts	<p>We encountered no significant difficulties in dealing with management relating to the performance of the audit.</p>
Disagreements with Management	<p>For purposes of this communication, a disagreement with management is a matter, whether or not resolved, concerning financial accounting, auditing or reporting which could be significant to the financial statements or the auditors' report. No such disagreements arose during the course of this audit.</p>

Required Communications with Those Charged with Governance *(continued)*

Area	Comments
Management Representations	We have requested certain written representations from management in a separate letter dated December 1, 2017.
Management's Consultations With Other Independent Accountants	In some cases, management may decide to consult with other accountants about auditing and accounting matters similar to obtaining a "second opinion" on certain situations. We are not aware of such consultations between management and other accountants.
Significant Issues Discussed With Management Prior to Retention	We generally discuss a variety of matters, including the application of accounting principles and auditing standards with management each year prior to retention as the school auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.
Auditor Independence	We affirm that Smolin, Lupin & Co., P.A. is independent with respect to the Ocean in accordance with relevant professional standards. The non-audit services the Smolin provides includes assistance with the preparation of the financial Statements (CAFR).

Required Communications with Those Charged with Governance *(concluded)*

Area	Comments
Corrected and Uncorrected Mistakes	<p>Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management.</p> <p>There were no waived or audit adjustments.</p>
Responsibility for information in other documents containing audited financial statements and auditor's report	<p>Management is responsible for informing us on a timely basis about other published information, which will include the financial statements. We are responsible for reading the document in its entirety and ensuring that there is no information contradictory to the financial statements or knowledge gained during the conduct of our audit.</p>

Review of Audited Financial Statements

- See June 30, 2017 Financial Statements

- Fund Balance recap per C-1:

	2017	2016
— Encumbrances	\$ 268,689	\$ 142,930
— Capital Reserve	329,754	328,224
— Excess Surplus- Prior	2,146,357	1,682,529
— Excess Surplus- Current	2,100,362	2,146,357
— Budgeted surplus	260,345	817,640
— Undesignated	1,873,104	1,621,368

Variance less negative than anticipated primarily due to lower than budgeted costs in instruction, tuition, maintenance, (including energy savings), and transportation.

New Accounting Pronouncements

- **GASB 73 Amendment to GASB 67 and 68 for pension disclosures-** To improve the usefulness of information about pensions. Effective this fiscal year ended June 30, 2017.
- **GASB 74 Financial Reporting for Postemployment benefits other than pensions-** Improvement on disclosure for benefits such as retiree health insurance. Effective for the this fiscal year ended June 30, 2017.
- **GASB 75 Accounting and Financial Reporting for Postemployment Benefits Other than Pensions-** Improvement in accounting and financial reporting. Improves information provided by the State about financial support for Postemployment benefits received from other entities. Effective for the year ended June 30, 2018.
- **GASB 78 Tax abatement disclosures-** Improves transparency by improving disclosure of the nature and magnitude of tax abatements.
- **GASB 82 Pension Issues- Amendments of GASB 67,68 and 73-** Addresses issues regarding presentation of payroll information in required supplementary information , selection of actuarial assumptions, and classification of employer payments.

New Accounting Pronouncements

- **GASB 84 Fiduciary Activities-** To improve the guidance on reporting fiduciary activities with respect to who has control and who are the beneficiaries. Effective fiscal year ended June 30, 2020.
- **GASB 83 Asset retirement obligations-** Requires recognition of a liability on costs associated with retiring an asset. Effective for the this fiscal year ended June 30, 2019.
- **GASB 86 Certain Debt extinguishment issues-** Improvement in accounting, financial reporting and disclosure for in-substance defeasance of debt. Effective for the year ended June 30, 2018.

Communication of Internal Control Related Matters

• No findings for this fiscal year.

• Suggestions to Management

- Appraisal of Assets- it has been 7 years since the last one; file needs to be reviewed for obsolete assets
- Student Activity funds- review balances and funds for all schools

Office of the School Business Administrator
Township of Ocean School District
December 5, 2017

**REQUESTS FOR USE OF SCHOOL FACILITIES
In Accordance with Policy #7510**

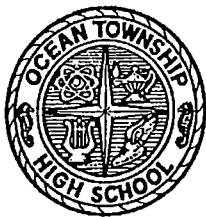
Ocean Twp United Soccer Assoc, Hurricanes

Wanamassa, Gymnasium
December 5, & 7, 2017
January 16, & 30, 2018
February 20, 2018
6:30 pm – 8:30 pm
Purpose: Soccer Training
Group 2 School Age Service Groups
Facility Fee: \$00.00

Relevant Church

OTHS, Cafeteria, Classrooms
December 3, 10, & 17, 2017, January 7, 14, 21,
& 28, 2018, February 11, 18, & 25, 2018
8:00 am – 1:00 pm
December 23, 2017
6:00 pm – 9:00 pm
Purpose: Church Services
Group 3 Community Related Groups
Facility Fee: \$1,540.00
Custodial reimbursement: \$3,000.00

INSTRUCTION & EDUCATION



Ocean Township High School

TO: J. Stefankiewicz
K. Weldon
FROM: D. Kaszuba
DATE: November 30, 2017

RE: BOE Approval

A dual credit agreement exists between Ocean Township High School and Georgian Court University for students selecting the college credit for Introduction to Finance, Financial Accounting, Managerial Accounting and Entrepreneurship. These courses have already been approved, and Introduction to Finance was implemented at the start of September 2017. The courses are rigorous, taught from a college syllabus, with college materials at the college level. Other dual credit courses, including Tomorrow's Teachers (Rider University) and Holocaust and Modern Day Genocide Honors (Kean University) have already been approved for honors weighting. I submit to you the following recommendation for Board of Education approval:

- Award honors credit to students for each dual credit course they successfully complete

DCK:amg



**Office of the Assistant Superintendent of
Teaching and Learning**

Township of Ocean Schools



MEMORANDUM FOR: James Stefankiewicz, Ed. D.
FROM: Melody Ragle
RE: N.J.A.C. 6A:23B-1.2(c)3
DATE: December 1, 2017
CC: Kelly Weldon, Ken Jannarone

Below is a Professional Development Activity in accordance with District Policy 6471 and NJAC 6A:23B for BOE approval. The attendance at said activity 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.

Last Name	First Name	Subject	Workshop	Date	Registration Fee*
Zimmerman	Katelyn	Trainer	Eastern Athletic Trainers' Association Conference – Boston MA	January 5, 2018	\$175.00

*Registration fees are supported by Athletic Department Funds

**Office of the Assistant Superintendent of
Teaching and Learning**

Township of Ocean Schools



MEMORANDUM FOR: James Stefankiewicz, Ed. D.

FROM: Melody Ragle

RE: N.J.A.C. 6A:23B-1.2(c)3

DATE: December 1, 2017

CC: Kelly Weldon, Ken Jannarone

Below are Professional Development Activities in accordance with District Policy 6471 and NJAC 6A:23B for BOE approval. The attendance at said activity 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.

Last Name	First Name	Subject	Workshop	Date	Fee*
Todd	H. Rusty	Director of Athletics	Directors of Athletics Association of NJ Annual Conference - Atlantic City	3/13-16/2018	\$375.00
Clark	Laura	Reading	CJCEE Conference on Disproportionality & Access - Monmouth U	12/11/17	**
Cartaya	Michelle	Social Studies	CJCEE Conference on Disproportionality & Access - Monmouth U	12/11/17	**
Gall	Gail	Reading Specialist	CJCEE Conference on Disproportionality & Access - Monmouth U	12/11/17	**
Huston	Mike	Media Specialist	CJCEE Conference on Disproportionality & Access - Monmouth U	12/11/17	**
Tranchina	Derek	Basic Skills	CJCEE Conference on Disproportionality & Access - Monmouth U	12/11/17	**
Gibbons	Ellen	3rd Grade	CJCEE Conference on Disproportionality & Access - Monmouth U	12/11/17	**
Mazza	Lisa	2nd Grade	CJCEE Conference on Disproportionality & Access - Monmouth U	12/11/17	**
Hagerman	Gina	Asst Principal	CJCEE Conference on Disproportionality & Access - Monmouth U	12/11/17	**
Churchwell	Krysten	ELA	CJCEE Conference on Disproportionality & Access - Monmouth U	12/11/17	**
Plevier	Gina	Spec Ed	Disproportionality & Access Across Intersectionalities - Monmouth U	1/22/18	**
Colon	Greg	Bus Ed	NJ Marketing Education Assn Annual Mtg - Freehold HS	12/19/17	**
D'Ambrosio	Jayne	Guidance	School Refusal - Neptune HS	12/8/17	n/a
Brown	Doreen	Guidance	School Refusal: Neptune HS	12/8/17	n/a

*Registration fees are supported by local professional development funds and Grant Funds

**Substitute at rate of \$85 per day