

**MINUTES OF THE REGULAR MONTHLY MEETING  
TOWNSHIP OF OCEAN  
June 20, 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](http://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, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis, Mrs. Denise Parlamas, Mr. John Stuppi and Mrs. Sylvia Sylvia-Cioffi.

**PRESIDENT’S REPORT** – No Report

**SUPERINTENDENT’S REPORT** – Dr. Stefankiewicz

Dr. Stefankiewicz reported on the following:

Superintendent read resolutions for the following Township of Ocean employees for their invaluable and devoted service to the community of the Township of Ocean

Andrew Brannen, Township Manager                      Kathleen Reiser, Co-Director of Human Services

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Superintendent then proceeded with following the student awards announcements:

**Technology Student Association State Competition**

The following Ocean Township High School students took First Place in the Debating Technology Issues category at the Technology Student Association State Competition, under the leadership of their advisor Mr. Christopher Ippolito:

Reya Foster

Ilana Gaudette-Dsouza

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**Big Red Robotics Team**

The following students won the Best Performance Award, as part of the High School “Big Red Robotics Team at the Panasonic Creative Design Challenge at NJIT in Newark, under the assistance of Applied Technology Teachers: Mr. Thomas Collins and Mr. Chris Ippolito:

Robert Conley

Kayla Leeping

\*Joshua Ratcliffe

\*Joshua Ratcliffe was one of only two student speakers invited to the Ignite STEM conference held at NYU in April to share his passion for STEM. He addressed the importance of STEM education and his experiences in Makerspace.

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**National French Exam**

The following students earned national placements on the Le Grand Concours National French Exam under the tutelage of their teachers – Ms Raquel Andrewski, TOIS and Mrs. Angela Barone, OTHS:

**Gold Medal Winner – Top 95<sup>th</sup> Percentile**

Cindy Cetoute/8<sup>th</sup> Grade

**Silver Medal Winners – Top 90<sup>th</sup> Percentile**

Joseph Koutsoutis/8<sup>th</sup> Grade

Alexandra Santos/8<sup>th</sup> Grade

**Bronze Medal Winners – Top 80<sup>th</sup> Percentile**

Eman Ali/8<sup>th</sup> Grade

Nabilah Colletti/8<sup>th</sup> Grade

Raina Lambert/8<sup>th</sup> Grade

Jennifer Santos-Correia/8<sup>th</sup> Grade

Synthia Joseph/Grade 12

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**The Philadelphia Zoo’s “UNLESS” Project**

Mrs. Megan Edson and Ms. Samantha Hoffman’s 6<sup>th</sup> and 7<sup>th</sup> grade classes collaborated this year to participate in the Philadelphia Zoo’s UNLESS Project.

The 6<sup>th</sup> grade students created posters and logos about saving the Panamanian Golden Rog (their animal of choice). They created websites/posters about vampire energy, how to conserve energy, wrote letters to pen pals about conserving energy in their school and create hydroponic systems.

The 7<sup>th</sup> grade students designed logos, created hydroponic systems, built basketball hoops to gather plastic bottles for the hydroponic systems, attended community events to teach others how to make the systems, created posts for twitter/facebook and wrote letters to pen pals.

As collaborative group the students first place out of the middle schools that entered. The message of the project: *“UNLESS” someone like YOU cares a whole awful lot, nothing is going to get better. It’s*

not.”

The project’s goal: by driving demand for palm oil that’s “*deforestation-free*,” reducing waste, and reusing and recycling paper products, the UNLESS Project advocates can help protect the forests where gorillas and other wildlife live.

**6th Grade Students**

Lea Costello Camila  
Jennifer Ramirez  
Matthew Vitola

**7<sup>th</sup> Grade Students**

Astudillo Ramirez  
Allan Bakley  
Trisanya Chapman  
Bradly Chowning  
Sanaa Foster  
Danville Green  
Lucia Monestime  
Arianna Marie Young

**IACE Summer Program**

Rusty Paul Todd, 8<sup>th</sup> Grade, TOIS, and under the tutelage of his teacher Susan Fischer, was one of 20 students chosen to study Italian in Narni, Italy by the Italian American Committee on Education (IACE) as a recipient of the IACE Summer Program. Rusty had to submit a letter of reference from a teacher, an application and a video project on Italian Cinema.

The Superintendent also announced and presented resolutions to the following retirees, some of whom were in attendance:

<b><u>Retirees</u></b>	<b><u>Years of Service</u></b>	<b><u>Position Held</u></b>
Jane Gittines – 1987-2017	30	12-Month Secretary, TOIS
Eileen Glynn – 1992-2017	25	Art Teacher, High School
Roxanne Guarino – 2001-2017	16	Music Teacher, TOIS
Susan Henderson – 1993-2017	24	Guidance Counselor, HS
Eleanor Hughes – 2003-2017	14	Supervisor of Language Arts, Social Studies, K-5 & Library K-8
Caricella Johnson – 1992-2017	25	Music, TOIS
Mary Elizabeth Meehan – 1992-2016	24	Elementary Teacher, Wanamassa
Candy Vasta – 1993-2017	24	Assistant Principal, TOIS
George Kistner – 2006-2016	10	Custodian, TOIS
Alcibiades Mota – 2004-2016	12	Custodian, High School
Thomas Reilly – 1985-2017	32	Health & Physical Ed. Teacher, Wanamassa
Julie Barry – 2006-2017	11	Basic Skills Teacher, Wayside
Elizabeth Baumert – 1992-2017	25	Special Ed. Teacher, High School
Susan MacDonald – 1987-2017	30	Instructional Assistant, Wanamassa
Margaret Mayer – 1998-2017	19	12-Month Secretary, Transportation
Joseph McGinnis – 2008-2017	9	Bus Driver, Transportation Dept.
Nancy Parker – 1990-2017	27	Special Ed. Teacher, High School
Annette Pratt – 1994-2017	23	Science Teacher, High School
Danita Reynolds – 1995-2017	22	English as a Second Language Teacher, Wayside

Therese Williams – 2001-2016	15	10-Month Secretary, Wanamassa
George Kistner – 2006-2016	10	Custodian, TOIS
Alcibiades Mota – 2004-2016	12	Custodian, High School
Thomas Reilly – 1985-2017	32	Health & Physical Ed. Teacher, Wanamassa

**PUBLIC COMMENTS-AGENDA:** None

**APPROVAL OF BILLS:** Mrs. McGovern

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

1. **APPROVAL OF BILLS**

Move for the approval of the following paid items:

Bills List	June 20, 2017	3,244,011.68
Payroll	May 30, 2017	2,133,127.39
Employer FICA & DCRP	May 30, 2017	46,315.51
Payroll	June 15, 2017	2,307,019.70
Employer FICA & DCRP	June 15, 2017	<u>59,270.18</u>
	Total	<u>\$7,789,744.46</u>

Motion(s) carried: 9-0

**COMMITTEE REPORTS:**

**COMMUNITY LIAISON COMMUNICATIONS & CO-CURRICULAR**

**STUDENT ACTIVITIES:** Mrs. Sylvia-Cioffi

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

1. **Resolutions**

Move to approve resolutions honoring Kathleen Reiser, Co-Director of Human Services, for the Township of Ocean, and Andrew Brannen, Township Manager, for their service to the Township of Ocean. (See attached)

2. **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 – June 13, 2017

3. **Policy**

Move to approve final reading of the following policy:

Policy 5111.01 – (New) Tuition for Non-Resident Students

4. **HIB Reports**

The Board of Education affirms the following Harassment, Intimidation, and Bullying (HIB) Incident Summary Reports for the 2016-2017 school year. The reports were

previously provided to the Board by the Superintendent of Schools. The Board has reviewed the report and affirms the Superintendent's decision.

HIB Report # 10 - Presented June 6, 2017  
HIB Report # 11 - Presented June 20, 2017

5. **Board of Education Code of Ethics**

Move to approve the Board of Education School Ethics Act and the Code of Ethics as

7. **Adoption of the District's Strategic Plan**

Move to approve the adoption of the District's Strategic Plan, copy attached.

Motion(s) for item(s) #1 thru #5 and #7 carried: 9-0

6. **Notice: School Board Election - 2017**

School Board Candidacy Kit has been released by the New Jersey School Boards Association. Candidacy petitions are due to the Monmouth County Clerk by July 31, 2017, at 4:00p.m. for the November 7, 2017 Board of Education Member election. Further information can be found at [www.oceanschools.org](http://www.oceanschools.org).

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

Mrs. McGovern made a motion, seconded by Mrs. Sylvia-Cioffi, 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 May were adequate to pay all remaining obligations of the 2016-2017 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 May 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 May 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 May 31, 2017.

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, May 31, 2017 covering APPROPRIATION TRANSFERS in the 2016-2017 GENERAL FUND 10; said transfers shall result in no change in the total original Appropriations.

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

**Fire Drill**

Ocean Township High School.....	May 16, 2017
Twp. of Ocean Intermediate School.....	May 18, 2017
Ocean Township Elementary School.....	May 11, 2017
Wanamassa Elementary School.....	May 16, 2017
Wayside Elementary School.....	May 16, 2017

**Bomb Threat Drill**

Wanamassa Elementary School.....	May 17, 2017
Wayside Elementary School.....	May 18, 2017

**Evacuation Drill**

Twp. of Ocean Intermediate School.....	May 10, 2017
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**Active Shooter Drill**

Ocean Township High School.....	May 22, 2017
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**Bus Evacuation Drill**

Ocean Township High School.....	May 26, 2017
Ocean Township Elementary School.....	May 26, 2017
Wayside Elementary School.....	May 26, 2017
Wanamassa Elementary School.....	May 26, 2017
Twp. of Ocean Intermediate School.....	May 26, 2017

5. **Professional Services Resolution**

Move to approve the award of this contract to the following:

Awarded to:	Smolin Lupin Certified Public Accountants
Duration:	July 1, 2017 to June 30, 2018
Nature and Type of Contract	Auditors
Amount of Contract:	\$35,500
Note:	Peer review has been received

- a. This contract will be awarded as a “Professional Service” in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-2h, being that it is for services performed by persons authorized by law to practice a recognized profession.
- b. The above professional has submitted a political contribution disclosure form in accordance with N.J.S.A. 19A-20.26.
- c. A copy of this resolution as well as the contract and political contribution form shall be

placed on file with the Secretary of the Board and will be available for public inspection along with notice to the newspaper of record for this award.

6. **Student Transportation Routes**

Move to approve the contract with Michael Loori Transportation for the 2017-2018 school year for the total amount of \$148,403.37 which represents a 0% increase over 2016-2017 for the following routes.

WA59 - IN59	\$49,467.79
WY81 - IN14	\$49,467.79
OE 8 - IN 8	\$49,467.79

7. **MOESC Nursing Services**

Move to approve registered nursing services for 2017-2018 at the Ocean Township High School, Township of Ocean Intermediate School, and elementary schools as needed, approximately 70 hours a week, provided through Monmouth-Ocean Education Services Commission at a rate of \$53 per hour.

8. **Shared Services – Hope Academy**

Move to approve shared services resolution between the Township of Ocean Board of Education and Hope Academy Charter School maintenance Services. This agreement will be in place from July 1, 2017 thru June 30, 2018.

9. **Report of Awarded Contracts**

Move to approve that pursuant to PL 2015, Chapter 47 the Township of Ocean Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18 et. seq, NJAC Chapter 23 and Federal Uniform Administration Requirements 2CFR, Part200. (See attached)

10. **Submission of IDEA Grant Application**

Move to approve the submission of the IDEA application for the Fiscal Year 2018, and accepts the grant award of the funds upon subsequent approval of the FY 2018 IDEA application.

IDEA Part B Basic (ages 3-21) in the amount of \$963,580.

This Basic allocation includes the proportionate share for services to students with disabilities parentally placed in private schools; this amount is determined by the NJ DOE to be \$132,148.

IDEA Part B Preschool (Ages 3, 4 and 5) in the amount of \$41,046.

The preschool allocation includes the proportionate share for services to students with disabilities parentally placed in private schools: this amount is determined by the NJ DOE to be \$0.

11. **NJSIG-MOCSSIF**

Move to approve a resolution to join the Monmouth County Shared Services Insurance Fund subfund within the New Jersey School Insurance Group for a period of 3 years from 2017 to 2020. (See attached)

Motion(s) on items #1 thru #3 and #5 thru #11 carried: 9-0

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

4. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated June 20, 2017.

Motion(s) on items #4 carried: 9-0 (Mrs. McGovern recused herself)

**INSTRUCTION & EDUCATION:** Dr. Marshall

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

1. **Summer 2017 Extended School Year Special Education Program-Out of District Placements**

Move to approve out of district placements for the 2017 Summer Extended School Year Special Education Program in accordance with the attached memorandum dated June 15, 2017.

2. **Transportation: Summer 2017 Out of District Extended School Year Special Education Program**

Move to approve transportation for the 2017 Summer Out of District Extended School Year Special Education Program in accordance with the attached memorandum dated June 15, 2017.

3. **Professional Development Activities – Staff**

Move to approve the attached memorandum dated June 16, 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.

Motion(s) carried: 9-0

**LEGISLATIVE POLICY:** No Report

**NEGOTIATIONS:** No Report

**PERSONNEL:** Mrs. Parlamas

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

1. **Salaries for the 2017-2018 School Year Non-Represented Employees**

Move to approve salaries for Non-Represented Employees for the 2017-2018 school year in accordance with the attached list.

2. **Contracts – Superintendent of Schools and Central Office Administrators**

Move to approve contracts for the 2017-2018 school year for the following:

Dr. James Stefankiewicz, Superintendent of Schools

Dr. Denise Ricciardi, Assistant Superintendent of Schools, Special Services





11. **Substitute Teachers for the 2017-2018 School Year**

Move to approve Substitute Teachers for the 2017-2018 school year in accordance with the attached list dated June 16, 2017.

12. **Instructional Assistant Substitutes for the 2017-2018 School Year**

Move to approve Instructional Assistant Substitutes for the 2017-2018 school year in accordance with the attached list dated June 16, 2017.

13. **Child Study Team - 2017 Summer Employment**

Move to approve Child Study Team employment for Summer 2017 in accordance with the attached memorandum dated June 15, 2017.

14. **Bus Drivers and Bus Aides for the 2017 Summer Months**

Move to approve the following Bus Drivers and Bus Aides to work during the 2017 Summer months:

**Bus Drivers**

John Abrams  
Lisa Bisbee  
Patricia Freda  
Vicki Gunn  
Antoinette Ingulli  
Mary Beth Kohuloon  
Marion Koval  
Pam Larsen  
Ann Masi  
Robert Masino  
Marie Matyas  
Cheryl Monaco  
Tina Onderdonk  
Jim Page  
Michele Piscopo  
Gail Quinn  
Cindy Russo  
Doug Rhoades  
Anna Tesauro  
Anthony Tomlinson  
Bill Witzigman  
Helen Wyckoff

**Bus Aides**

Jeanette Aiken  
Carol Brohmer  
Scott Broyles  
Anthony Dudick  
Cindy Eagar  
Marilyn Eliadas  
Al Gross  
Pam Hellwege  
Fran Klein  
Tara Michaels  
Robin Ragucci  
Roseann Spiewak  
Bonnie Zimmerman

15. **Junior Varsity Boys Soccer Coach**

Move to approve, for the 2017-2018 school year, Rich Steckhahn as the Junior Varsity Boys Soccer Coach, Ocean Township High School in accordance with the attached memorandum dated June 14, 2017.

16. **Field Hockey Coach/Grades 6 & 7**

Move to approve, for the 2017-2018 school year, Angelica DeFilippis as the Field Hockey Coach

/Grades 6/7, Township of Ocean Intermediate School in accordance with the attached memorandum dated June 14, 2017.

17. **Freshman Field Hockey Coach**

Move to approve, for the 2017-2018 school year, Andrea Kahikina as the Freshman Field Hockey Coach, Ocean Township High School in accordance with the attached memorandum dated June 14, 2017.

18. **Teacher for the 2017 Special Education Extended School Year Program (ESY)**

Move to approve Beth Paterno as a Special Education Teacher for the 2017 Special Education Extended School Year Program for a maximum of four (4) hours per week, during the period of July 10, 2017 – August 17, 2017, at a rate of \$35.00 per hour.

19. **Substitute Teachers and Substitute Instructional Assistants for the 2017- Summer Special Education Extended School Year Program (ESY)**

Move to approve the following Substitute Teachers and Substitute Instructional Assistants for the 2017 Special Education Extended School Year Program (ESY). The ESY Program will run July 10, 2017- August 17, 2107:

**Substitute Teachers** (paid at the Substitute Teacher rate)

Lauryn Argyelan  
Michael O’Krepki  
Pamela Siciliano  
Christine Vinegra

**Substitute Instructional Assistants** (paid at the Substitute Instructional Assistant Rate)

Joseph DeAngelis  
Bernice Guzman  
Jaime Kotsines  
Piers Reddy  
Connie Schneider  
Christina Urban

20. **Revision to Teachers Work Schedule for the 2017 Summer Skills Camp/CAPS at OTES**

Move to approve a revision to the work schedule for teachers hired to teach at the 2017 Summer Skills Camp/CAPS at OTES to reflect the following: teachers will work Monday-Thursday, 8:30 am – 12 noon, July 10, 2017 through July 27, 2017. (Previously approved at the June 13, work meeting Monday through Thursday, 7:40 am -11:40 am during the period of July 10, 2017 through August 3, 2017.)

21. **Revision to Rate of Pay for Coordinator - 2017 Spartan School of Business and Finance Summer Bridge Program/High School**

Move to approve a revision to the rate of pay for Greg Colon as the Coordinator for the 2017 Spartan School of Business and Finance Summer Bridge Program to be held at the High School. The program will run Monday, Tuesday, and Wednesday during the period of July 5, 2017 through July 19, 2017, hours the students are in session will vary each day. Mr. Colon will be paid \$2,250.00, subsidized by the Career Pathways Grant. (Mr. Colon’s salary, for this summer

program, was previously approved at the June 13, 2017 work meeting for \$5,000.00.)

**22. Issuance of Contracts**

Move to approve that contracts be issued to the following:

**To fill vacancy positions:**

Helen Kernizan	Music Teacher	\$63,415.00
	Township of Ocean Intermediate School	MA/Step 9
	Actual Start and Effective Dates: Pending release from current employer and criminal history background check.	

(Mrs. Kernizan replaces Roxanne Guarino and Carla Johnson who retired.)

Brittany Kreiger	Guidance Counselor	\$62,065.00
	Ocean Township High School	MA/Step 5-6
	Actual Start Date: September 5, 2017	
	Effective Date: September 1, 2017	

(Ms. Kreiger replaces Susan Henderson who will retire July 1, 2017.)

Kelsey Moore	Special Education Teacher	\$54,615.00
	Ocean Township High School	BA/Step 1
	Actual Start Date: September 5, 2017	
	Effective Date: September 1, 2017	

(Ms. Moore replaces Nancy Parker who has retired.)

James Nottingham, Jr.	Guidance Counselor	\$58,515.00
	Ocean Township High School	MA/Step 1
	Actual Start and Effective Dates: Pending criminal history background check.	

(Mr. Nottingham replaces Summer Kabourakis who was transferred to the Intermediate School.)

Nichole Wynes	Supervisor of Mathematics	\$97,280.00
	Ocean Township High School	Department
	Actual Start and Effective Dates: Pending release from current employer and criminal history background check.)	Supervisor Step 2

(Ms. Wynes replace Mrs. Maltese who resigned.)

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

Christopher DiChiara	Custodian I	*\$35,135.00
	Location to be determined	Step A
	Non-Tenure Track Position	
	Actual Start Date: July 3, 2017	
	Effective Date: July 1, 2017	

(\* Salary includes a stipend for a Black Seal License. Mr. DiChiara replaces Timothy Wills.)





**PUBLIC COMMENTS:**

- Mr. Lefferson, resident, discussed his displeasure regarding the school district not charging the facility use fee to the Township or the developer that had held a public information session at the Ocean Township High School about an upcoming project. The School Business Administrator explained the policy and process of facility rental and courtesies extended to the municipality.
- Mrs. Hudson, resident, asked about the township involvement with the developer and the information session.

**ADJOURNMENT: 9:15 p.m.**

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

Respectfully submitted,

Kenneth Jannarone  
School Business Administrator/  
Board Secretary