

**TOWNSHIP OF OCEAN BOARD OF EDUCATION**  
**WORK MEETING MINUTES**  
**June 20, 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, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis, Mrs. Denise Parlamas, Mr. John Stuppi and Mrs. Sylvia Sylvia-Cioffi.  
Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator and Dr. James Stefankiewicz, Superintendent of Schools.

**Enter Executive Session – 7:02 p.m.**

*Approval: Motion offered by Mr. Dietrich, seconded by Mrs. Parlamas 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) and Student Matters. It is anticipated at this time that the above stated subject(s) shall be made public at such time as the need for non-disclosure no longer exists. Board of Education will be in executive session for approximately 30 minutes and will take action upon returning to work session.

**Adjourn Executive Session – 7:21 p.m.**

*Approval: Motion offered by Mrs. Parlamas, seconded by Mrs. McGovern and carried 9-0.*

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

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

Mr. Dietrich discussed the following item(s):

- President discussed new state school funding plan and possible discussions regarding the plan.

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

**SUPERINTENDENT'S REPORT:** Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Superintendent discussed anonymous bullying reporting and looking into possible new ways of students reporting when they are bullied.
- Superintendent discussed student and staff presentations set for the regular meeting.

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

Mr. Jannarone discussed the following item(s):

- Advanced placement teacher thanked the Board of Education for spending time with the AP Government students.
- Confirmed Mr. Gross, Board Attorney, for August work meeting for a school board ethics presentation.

**PUBLIC COMMENT:**

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- Mary Ellen Harvey, Loch Arbour resident, asked about any final answers regarding where Loch Arbour students will attend next school year. She discussed a survey regarding attendance put out by the Loch Arbour Board of Education.

**COMMITTEE REPORTS:**

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

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

The following item(s) were discussed:

1. **Discussion: Resolutions**

Board of Education and Administration discussed 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. **Discussion: Policy**

Board of Education and Administration discussed a final reading of the following policy:

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

A Straw Poll was taken regarding Policy 5111.01:

Wave application fee of \$100 for employees and a 25% tuition discount if they sign up by August 1<sup>st</sup>.

Results: 8-1 (Mr. Hadden noted no)

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 – June 13, 2017

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

The following item(s) were discussed:

1. **Discussion: Finance Committee**

Chairperson gave a report on the Finance Committee meeting that had been held.

2. **Discussion: Submission of IDEA Grant Application**

Board of Education and administration discussed 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.

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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.

3. **Discussion: Use of Facilities**

Board of Education and Administration discussed use of facilities according to the attached list dated June 20, 2017.

4. **Discussion: NJSIG-MOCSSIF**

Board of Education and Administration discussed 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)

**INSTRUCTION & EDUCATION:** Dr. Marshall

The following item(s) were discussed:

1. **Discussion: Summer 2017 Extended School Year Special Education Program – Out of District Placements**

Board of Education and Administration discussed 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. **Discussion: Transportation – Summer 2017 Out of District Extended School Year Special Education Program**

Board of Education and Administration discussed 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. **Discussion: Half-Days During 2017-2018 PARCC Testing/Intermediate School**

Board of Education and Administration discussed scheduling three (3) half days during the 2017-2018 PARCC Testing for grades 6, 7, and 8.

4. **Discussion: Professional Development Activities – Staff**

Board of Education and Administration discussed 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.

Mr. Dietrich left at 7:47 pm and returned 7:52 pm.

**LEGISLATIVE POLICY:** Mr. Clayton

The following item(s) were discussed:

Possible revisions to school aid were discussed by the committee.

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Chairperson spoke with the NJSBA contact person and introduction is planned for Thursday.

**NEGOTIATIONS:** No Report

**PERSONNEL:** Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: Clerical Substitutes for the 2017-2018 School Year**  
Board of Education and Administration discussed hiring Clerical Substitutes for the 2017-2018 school year in accordance with the attached list dated June 16, 2017.
2. **Discussion: Custodial Substitutes for the 2017-2018 School Year**  
Board of Education and Administration discussed hiring Custodial Substitutes for the 2017-2018 school year in accordance with the attached list dated June 16, 2017.
3. **Discussion: Substitute Security Guards for the 2017-2018 School Year**  
Board of Education and Administration discussed hiring Substitute Security Guards for the 2017-2018 school year in accordance with the attached list dated June 16, 2017.
4. **Discussion: Substitute Teachers for the 2017-2018 School Year**  
Board of Education and Administration discussed hiring Substitute Teachers for the 2017-2018 school year in accordance with the attached list dated June 16, 2017.
5. **Discussion: Instructional Assistant Substitutes for the 2017-2018 School Year**  
Board of Education and Administration discussed hiring Instructional Assistant Substitutes for the 2017-2018 school year in accordance with the attached list dated June 16, 2017.
6. **Discussion: Child Study Team - 2017 Summer Employment**  
Board of Education and Administration discussed Child Study Team employment for Summer 2017 in accordance with the attached memorandum dated June 15, 2017.
7. **Discussion: Resignation**  
Board of Education and Administration discussed the resignation of Cristina Pesce, World Language Teacher, High School effective June 23, 2017.
8. **Discussion: Bus Drivers and Bus Aides for the 2017 Summer Months**  
Board of Education and Administration discussed hiring 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

**Bus Aides**

Jeanette Aiken  
Carol Brohmer  
Scott Broyles  
Anthony Dudick  
Cindy Eagar  
Marilyn Eliadas  
Al Gross

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Pam Larsen	Pam Hellwege
Ann Masi	Fran Klein
Robert Masino	Tara Michaels
Marie Matyas	Robin Ragucci
Cheryl Monaco	Roseann Spiewak
Tina Onderdonk	Bonnie Zimmerman
Jim Page	
Michele Piscopo	
Gail Quinn	
Cindy Russo	
Doug Rhoades	
Anna Tesauro	
Anthony Tomlinson	
Bill Witzigman	
Helen Wyckoff	

9. **Discussion: Junior Varsity Boys Soccer Coach**

Board of Education and Administration discussed hiring, 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.

10. **Discussion: Field Hockey Coach/Grades 6 & 7**

Board of Education and Administration discussed hiring, 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.

11. **Discussion: Freshman Field Hockey Coach**

Board of Education and Administration discussed hiring, 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.

12. **Discussion: Teacher for the 2017- Special Education Extended School Year Program (ESY)**

Board of Education and Administration discussed hiring 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.

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

Board of Education and Administration discussed hiring the following Substitute Teachers and Substitute Instructional Assistants for the 2017 Summer Special Education Extended School Year Program (ESY). The ESY Program will run July 10, 2017- August 17, 2017:

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

Lauryn Argyelan  
Michael O’Krepki  
Pamela Siciliano  
Christine Vinegra

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

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

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

Board of Education and Administration discussed 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.)

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

Board of Education and Administration discussed 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.)

**16. Discussion: Issuance of Contracts**

Board of Education and Administration discussed issuing contracts 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 will retire July 1, 2017.)

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.)

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

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School.)

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

(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.)

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

Allison Mandelbaum	Speech Therapist	\$58,515.00
	Wayside Elementary School	MA/Step 1
	One-year Maternity Leave Replacement	
	Non-Tenure Track Position	
	Actual Start Date: September 5, 2017	
	Effective Date: September 1, 2017	

(Ms. Mandelbaum was previously approved at the May 9, 2017 work meeting of the Board pending issuance of certification from the NJ State Department of Education. Her certificate has been issued. Ms. Mandelbaum replaces Mrs. Blair Koczan who will be out on maternity leave for the 2017-2018 school year.)

**17. Discussion: Revised Contracts**

Board of Education and Administration discussed issuing revised contracts to the following employees:

Kelly Rasmussen	From: School Social Worker	
	Township of Ocean Intermediate School	
	To: Supervisor of Special Education, Grades 6-12	\$95,500.00
	Effective: July 1, 2017	Department
		Supervisor
		Step 1

(Mrs. Rasmussen replaces Mrs. Jacqueline Castronovo who resigned.)

Polette Sanchez	Instructional Assistant	*\$15,881.00
	Ocean Township High School	Step 2

(\*This is a revision in salary only. Polette's salary was previously approved at the Board of Education work meeting held on May 9, 2017, the salary was calculated incorrectly.)

**18. Discussion: Assignment Transfer**

Board of Education and Administration discussed an assignment transfer for the following employee effective September 1, 2017 (no change in salary).

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John Rafter            From: English Teacher, High School  
                                 To: Education Technology Teaching Specialist (Secondary)

19. **Discussion: 2017 Summer School Facilitator**

Board of Education and Administration discussed hiring Derek Tranchina as the 2017 Summer School Facilitator. Mr. Tranchina’s salary will be \$5,000.00

20. **Discussion: 2017-2018 School Year - Career Pathways Coordinator/High School**

Board of Education and Administration discussed hiring Greg Colón as the Career Pathways Coordinator/High School for the 2017- 2018 school year. Mr. Colón will receive a \$5,000 stipend; paid for through grant funding.

21. **Discussion: 2017-2018 Career Pathways Lead Teachers/High School**

Board of Education and Administration discussed hiring the following staff members as Career Pathways Lead Teachers/High School, for the 2017-2018 school year. Teachers will receive a \$3,000 stipend, paid for through grant funding.

Christopher Ippolito – Lead Teacher Technology  
Karen Marrone – Lead Teacher - Finance

22. **Discussion: Summer Camp Counselors**

Board of Education and Administration discussed hiring the following Summer Camp Counselors (all students at the high school), for the Spartan School of Business and Finance Summer Bridge Program. Students will work July 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, & 20<sup>th</sup>, 2017. Their rate of pay will be \$10.00 per hour (funded by the Career Pathways Grant).

Erin Fuller  
Scottie Germain  
Kevyn Paradiso

**PLANNING & CONSTRUCTION:** Mr. Palutis

1. **Discussion: Wanamassa Construction**

Committee Chairperson will gave an overview of the Wanamassa construction walk-thru and a general update. Ribbon cutting ceremony is in the process of being planned.

**TECHNOLOGY COMMITTEE:** No Report

**OLD BUSINESS:** None

**NEW BUSINESS:**

- Marianne Wilensky, Director-Community Development, retiring – Board to honor in September.
- Dr. Stefankiewicz thanked the Board of Education for this past year and is looking forward to the future progress of the district.



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**PUBLIC COMMENT:** None

**ADJOURN MEETING:** 7:59p.m.

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

Respectfully submitted,

Kenneth Jannarone  
School Business Administrator/Board Secretary