

Work Session

Attachments

October 3, 2017

Office of the Superintendent
Township of Ocean School District
September 29, 2017

MEMORANDUM FOR: All Members of the Board

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

RE: **Miscellaneous Information**

1. **On the Calendar**

October 3, 2017

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

October 10, 2017

- 5:30 pm – Negotiations Committee Meeting
- 7:00 pm - Executive Session (Closed) – Superintendent's Office
- 7:30 pm - Work Meeting– Auditorium

October 17, 2017

- 7:00 pm – Executive Session (Closed) – Superintendent's Office
- 7:30 pm – Work Meeting– Superintendent's Office
- 8:00 pm – Regular Monthly Meeting– Auditorium


October 24, 2017 – No Meeting (School Boards)

October 31, 2017 – No Meeting (Halloween)

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: September 20, 2017

RE: Employment Opportunity / Anticipated Opening

POSITION: Class Size Reduction Teacher – Wanamassa
3 hours per day

QUALIFICATIONS: **NJ STANDARD ELEMENTARY CERTIFICATION REQUIRED**
Certificates of Eligibility and/or Certificates of Eligibility with Advanced Standing are NOT ACCEPTABLE

SALARY: \$30 per hour

APPLICATION DEADLINE: Qualified candidates should apply on line at
<http://www.applitrack.com/ocean/onlineapp>
by the end of the day, Friday, September 29, 2017.

*Culturally Diverse and Bilingual candidates encouraged to apply.

Office of the Superintendent of Schools
Township of Ocean Schools



MEMORANDUM FOR: All Non-Professional Staff Members

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

DATE: September 25, 2017

RE: Substitute Custodians – Day & Night Shift

SALARY: \$11.00 per hour

TO APPLY: Interested applicants should notify the Personnel Office in writing at 163 Monmouth Rd., Oakhurst, NJ 07755.

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: September 26, 2017

RE: Employment Opportunity/2017-2018 School Year

POSITION: After School Detention - High School
1 Teachers – 1 Substitute
Monday, Tuesday, Wednesday
2:00 pm – 3:00 pm

SALARY: \$28 Per Hour


APPLICATION DEADLINE: Qualified candidates should notify the Personnel Office in writing by the end of the day, Thursday, October 5, 2017, 4:00 pm.

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: September 27, 2017

RE: Employment Opportunity/2017-2018 School Year

POSITION: After School Help & Homework Teacher
Wayside – (1) Teacher

SALARY: \$28.00 Per Hour

APPLICATION DEADLINE: Qualified candidates should notify the Personnel Office in writing by the end of the day, Friday, October 6, 2017, 4:00 pm.

Office of the Superintendent of Schools
Township of Ocean Schools



MEMORANDUM FOR: All Non-Professional Staff Members

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

DATE: September 27, 2017

RE: Employment Opportunity/2017-2018 School Year

POSITION: Playground Aides

- Ocean Township Elementary School

SALARY: \$10.00 per hour

APPLICATION DEADLINE: Applicants interested in applying for these positions should notify the Personnel Office in writing.

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: September 27, 2017

RE: Employment Opportunity/ **LONG TERM SUBSTITUTE**
Effective November 6, 2017 thru December 15, 2017

POSITION: Special Education Teacher – High School

QUALIFICATIONS:

- Teacher of Students w/Disabilities or Teacher of the Handicapped certification REQUIRED
- Secondary Social Studies 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, Friday, October 6, 2017.

*Culturally diverse and Bilingual candidates encouraged to apply.

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

**Board of Education
Township of Ocean Schools**

2017-2018 Goals

1. To carry out the final construction phase of the December 2014 successful bond referendum.
2. Technology Department review and assessment of the District infrastructure and technology
3. Monitor the first year of the new 3-5 year strategic plan.
4. To continue to improve financial and operational efficiencies by reviewing and expanding current shared services, increase revenue streams and leverage technology to reduce expenses.
5. Begin the Negotiations process for a successor agreement with the Township of Ocean Education Association beginning July 1, 2018.
6. To effectively communicate with all stakeholders to ensure a positive educational climate within the district and community.
7. Revise Facility Use Policy to ensure fees collected are sufficient to support the maintenance of current and new facilities.

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
September 19, 2017**

CALL TO ORDER

Mr. James Dietrich, President, called the meeting to order at 7:00 p.m. in the Superintendent's Conference Room at the District Administration Building, 163 Monmouth Road, Oakhurst, N.J.

STATEMENT OF ADEQUATE NOTICE

Mr. Dietrich read the statement of notice as required by the Open Public Meetings Act, N.J.S.A. 10:4-6.

ROLL CALL OF ATTENDANCE

Present: Mr. Steven Clayton, Mr. James Dietrich, Mr. Joseph Hadden (Arrived at 7:28 pm), Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis and Mrs. Denise Parlamas and Mr. John Stuppi.
Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator and Dr. James Stefankiewicz, Superintendent of Schools.

Enter Executive Session – 7:01 p.m.

Approval: Motion offered by Mr. Dietrich, seconded by Mrs. McGovern and carried 7-0.

Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Personnel (Agenda), Litigation (Township of Ocean versus Loch Arbour) and Student Matters. It is anticipated at this time that the above stated subject(s) shall be made public at such time as the need for non-disclosure no longer exists. The Board of Education will be in executive session for approximately 25 minutes and will not take action upon returning to work session.

Adjourn Executive Session – 7:31 p.m.

Approval: Motion offered by Mr. Clayton, seconded by Mrs. McGovern and carried 8-0.

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

PRESIDENT'S REPORT: Mr. Dietrich

The following item(s) were discussed:

- Thanked Board of Education members for attending the 'Back to School' nights at each school

VICE PRESIDENT'S REPORT: Mr. Palutis

The following item(s) were discussed:

- Committee updates: Finance and Technology
- Update on goal accumulation for October 3rd work meeting discussion.

SUPERINTENDENT'S REPORT: No Report

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

The following item(s) were discussed:

- Met with Township Manager regarding Tennis Center and Bus Cameras.

PUBLIC COMMENT: None

COMMITTEE REPORTS:

COMMUNITY LIAISON, COMMUNICATIONS & CO-CURRICULAR

STUDENT ACTIVITIES: Mr. Palutis

The following item(s) were discussed:

1. **Discussion: Oath of Office: Swearing in of Newly Appointed Member**

Twp of Ocean BOE Work Meeting Minutes (continued) – September 19, 2017

Board of Education and Administration discussed the swearing in of newly appointed Board of Education member, Janice Fuller, to the Township of Ocean Board of Education, until January 2019.

2. Discussion: Resolutions

Board of Education and Administration discussed resolutions honoring the following persons for their service to the Township of Ocean:

Sylvia Sylvia-Cioffi, outgoing Board of Education member,

Marianne Wilensky, Director of Community Development, Township of Ocean.

(See attached)

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 – September 12, 2017

4. Discussion: Parent Request to Have Their Child Finish Their Senior Year at OTHS

Board of Education and Administration discussed the request of parents to allow their child to remain enrolled at the Ocean Township High School for 2017-2018 school year. The family has moved out of District and it is the student's (#70687) senior year. The request is being made in-line with District policy 5111 – Eligibility of Resident/Non-Resident Pupils, (copy of policy is attached).

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

The following item(s) were discussed:

1. Discussion: Use of Facilities

Board of Education and Administration discussed use of facilities according to the attached list dated September 19, 2017.

Strategic Plan Goal 5: Finances, Objective 2

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 September 15, 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

2. Discussion: Student Teacher

Twp of Ocean BOE Work Meeting Minutes (continued) – September 19, 2017

Board of Education and Administration discussed a Student Teacher for the 2017-2018 school year in accordance with the attached memorandum dated September 15, 2017.

LEGISLATIVE: No Report

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

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

Board of Education and Administration discussed the request of Lauren Garofalo, Elementary Teacher (Kindergarten), Ocean Township Elementary 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 December 20, 2017 and continuing through March 21, 2018. Mrs. Garofalo's last day of work will be November 8, 2017. While out on an unpaid family leave of absence, Mrs. Garofalo will be responsible for paying the appropriate contribution towards her health insurance coverage. Mrs. Garofalo is expected to return to the classroom on Thursday, March 22, 2018.

2. **Discussion: Revised Contracts – Instructional Assistants/Bus Aides**

Board of Education and Administration discussed issuing revised contracts to the following Instructional Assistants/Bus Aides. Revision reflects a change in hours worked (daily) and salary:

Elisa Basil-Bagley	Instructional Assistant	\$34,553.00*
	Wanamassa Elementary School	
	Effective Date: October 1, 2017	

(*Revision reflects a change in hours worked daily from 7 to 8 and an increase in salary.)

Tracey Berg	Instructional Assistant	\$30,234.00*
	Ocean Township Elementary School	
	Effective Date: September 1, 2017	

(*Revision reflects a change in hours worked daily from 6 to 7 and an increase in salary.)

Tara Michaels	Instructional Assistant	\$34,553.00*
	Township of Ocean Intermediate School	
	Effective Date: September 1, 2017	

(*Revision reflects a change in hours worked daily from 7 to 8 and an increase in salary.)

Loretta Rumsey	Instructional Assistant	\$34,010.00*
	Wayside Elementary School	
	Effective Date: September 1, 2017	

(*Revision reflects a change in hours worked daily from 8 to 7.5 and a decrease in salary.)

Deborah Schultz	Instructional Assistant	\$37,126.00*
	Wayside Elementary School	
	Effective Date: September 1, 2017	

(*Revision reflects a change in hours worked daily from 7 to 7.5 and an increase in salary.)

Twp of Ocean BOE Work Meeting Minutes (continued) – September 19, 2017

3. Discussion: Instructional Assistant/Chorus

Board of Education and Administration discussed hiring Joyce Hoffmann, an Instructional Assistant, provide aide support to an Ocean Township Elementary School student (4th grade) with disabilities participating in Chorus. Mrs. Hoffmann will shadow the student/Chorus member to practices (Tuesdays and Thursdays), rehearsals, and to the Ocean Township Elementary School Winter Concert, during the period of September 19, 2017 – December 5, 2017. Mrs. Hoffmann will be paid at her hourly contractual rate.

4. Discussion: Unpaid Leave of Absence

Board of Education and Administration discussed the request of Pasquale Barone, Instructional Assistant, Ocean Township High School to take an unpaid leave of absence with the continuation of benefits, during the period of October 4, 2017 through October 20, 2017. Mr. Barone's last day of work will be Tuesday, October 3, 2017. He is expected to return to work on Monday, October 23, 2017. While out on an unpaid leave of absence, Mr. Barone will be responsible for paying the appropriate contribution towards his health insurance coverage.

PLANNING & CONSTRUCTION: No Report

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS:

- Board of Education discussed the PSAT and the positive opportunities for students the take the test for its benefits.
- Board of Education discussed a possible solution for paperless Board meetings.

NEW BUSINESS:

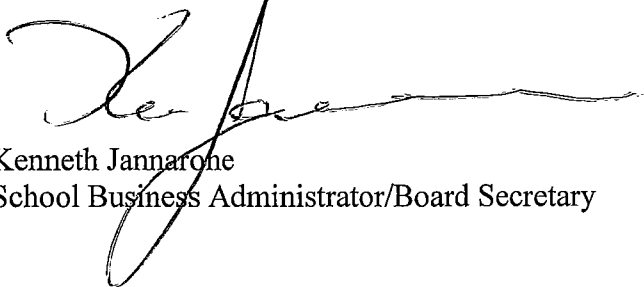
- Board of Education discussed the positive feedback from parents in the 5th Grade.
- Board of Education discussed the Pledge of Allegiance at future workshop meetings.
- Board of Education discussed workshop set-up and a possible change in the auditorium.

PUBLIC COMMENT: None

ADJOURN MEETING: 7:58 p.m.

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

Respectfully submitted,



Kenneth Jannarone
School Business Administrator/Board Secretary

**MINUTES OF THE REGULAR MONTHLY MEETING
TOWNSHIP OF OCEAN
September 19, 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, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis, Mrs. Denise Parlamas and Mr. John Stuppi.

OATH OF OFFICE: Swearing in of Newly Appointed Member of the Board of Education

Mr. Kenneth Jannarone, Board Secretary, administered the Oath of Office to the new Board of Education member who took her seat with the Board of Education:

Janice Fuller - Appointment until January 2019

PRESIDENT'S REPORT – Mr. Dietrich

- Mr. Dietrich presented outgoing Board of Education member Mrs. Sylvia-Cioffi with a resolution thanking her for her outstanding service.
- Mrs. Sylvia-Cioffi thanked the Board of Education for their work for the Township of Ocean students, and discussed how rewarding her position on the Board of Education has been.
- Mr. Dietrich also presented a resolution to Mrs. Wilensky, Director of Community Development, thanking her for her outstanding service to the residents of the Township of Ocean for over 30 years.
- Mrs. Wilensky thanked the Board of Education, so appreciating their work, and mentioning that she herself had been a Board of Education member for 6 years in the late 1990's.

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

The student representatives reported on the following:

- Hurricane 'Harvey' relief drive taking place at the high school.

- High School clubs for looking for new members.
- Gave an update on the following Fall Sports: Soccer, Tennis, Football, Cross Country and other sports teams.

SUPERINTENDENT’S REPORT – No Report

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	September 19, 2017	4,566,965.56
Payroll	August 30, 2017	451,995.05
Employer FICA & DCRP	August 30, 2017	23,501.78
Payroll	September 15, 2017	2,057,264.08
Employer FICA & DCRP	September 15, 2017	<u>38,420.73</u>
	Total	<u>\$7,138,147.20</u>

Motion(s) carried: 8-0-1 (Mrs. Fuller abstained)

COMMITTEE REPORTS:

COMMUNITY LIAISON COMMUNICATIONS & CO-CURRICULAR

STUDENT ACTIVITIES: Mr. Palutis

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

1. **Resolutions**

Move to approve resolutions honoring the following persons for their service to the Township of Ocean:

Sylvia Sylvia-Cioffi , outgoing Board of Education member

Marianne Wilensky, Director of Community Development, 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 – September 12, 2017

Motion(s) for item(s): 9-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

Mrs. McGovern made a motion, seconded by Mr. Clayton, 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 August 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 August 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 August 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 August 31, 2017.

Strategic Plan Goal 5: Finances, Objective 1

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, August 31, 2017 covering APPROPRIATION TRANSFERS in the 2017-2018 GENERAL FUND 10; said FUND 10; said transfers shall result in no change in the total original Appropriations.

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

Fire Drill

Wanamassa Elementary School August 24, 2017

Evacuation Drill

Wanamassa Elementary School.. August 25, 2017

4. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated September 19, 2017.

Strategic Plan Goal 5: Finances, Objective 2

5. **Acceptance of Non-Public Nursing**

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

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

Motion(s) carried: 8-0-1 (Mrs. Fuller abstained)

INSTRUCTION & EDUCATION: Dr. Marshall

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

1. **Mentoring and Induction Plan**

Move to approve the 2017- 2020 Mentoring and Induction Plan; copy of the memorandum and plan, dated August 18, 2017, are attached. The Mentoring and Induction Plan will be submitted to the State upon Board approval.

2. **2017-2018 District Plan for Professional Development**

Move to approve the 2017-2018 District Professional Development Plan, copy of the memorandum and plan, dated August 18, 2017 are attached. The Professional Development Plan will be submitted to the State upon Board approval.

3. **Consultation Services of an Itinerant Teacher of the Deaf and Hearing Impaired**

Move to approve the Educational Services Commission of NJ (ESCNJ), to provide Teacher of the Deaf Consultations, 3 hours per month effective September 1, 2017 through June 30, 2018, at a rate of \$142.00 per hour. Services will be provided to one (1) student at Wayside School and two (2) students at the Intermediate School.

4. **Student Teachers**

Move to approve Student Teachers for the 2017-2018 school year in accordance with the attached memorandums (2) dated August 4 & 18, 2017.

5. **Student Observers**

Move to approve Student Observers for the 2017-2018 school year in accordance with the attached memorandums (3) dated August 4, 18, & 25, 2017.

6. **Curriculum for the 2017-2018 School Year**

Move to approve curriculum for the 2017-2018 school year in accordance with the attached memorandum dated August 18, 2017.

7. **Out of District Private Tuition for the 2017-2018 School Year**

Move to approve out of district private tuition for the 2017-2018 school year in accordance with the attached memorandum dated August 21, 2017.

8. **Out of District Public Tuition for the 2017-2018 School Year**

Move to approve out of district public tuition for the 2017-2018 school year in accordance with the attached memorandum dated August 18, 2017.

Motion(s) carried: 9-0 (Dr. Marshall recused himself on items #3 and #5)

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. **Unpaid Family Leave of Absence**

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

2. **Unpaid Leave of Absence**

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

3. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence, as designated under FMLA and NJFLA, for Lauren Garofalo, Elementary Teacher (Kindergarten), Ocean Township Elementary School, beginning at the conclusion of her eligible sick leave, approximately December 20, 2017 and continuing through March 21, 2018. Mrs. Garofalo's last day of work will be November 8, 2017. While out on an unpaid family leave of absence, Mrs. Garofalo will be responsible for paying the appropriate contribution towards her health insurance coverage. Mrs. Garofalo is expected to return to the classroom on Thursday, March 22, 2018.

4. **Retirement**

Move to approve the retirement of Linda Coakley, Bus Driver, Transportation Department, effective November 1, 2017.

5. **Instructional Assistant/Chorus**

Move to approve Joyce Hoffmann, an Instructional Assistant, to provide aide support to an Ocean Township Elementary School student (4th grade) with disabilities participating in Chorus. Mrs. Hoffmann will shadow the student/Chorus member to practices (Tuesdays and Thursdays), rehearsals, and to the Ocean Township Elementary School Winter Concert, during the period of September 19, 2017 – December 5, 2017. Mrs. Hoffmann will be paid at her hourly contractual rate.

6. **Unpaid Leave of Absence**

Move to approve the request of Pasquale Barone, Instructional Assistant, Ocean Township High School to take an unpaid leave of absence with the continuation of benefits, during the period of October 4, 2017 through October 20, 2017. Mr. Barone's last day of work will be Tuesday, October 3, 2017. He is expected to return to work on Monday, October 23, 2017. While out on an unpaid leave of absence, Mr. Barone will be responsible for paying the appropriate contribution towards

his health insurance coverage.

7. Revised Contracts – Instructional Assistants/Bus Aides

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

Elisa Basil-Bagley	Instructional Assistant	\$34,553.00*
	Wanamassa Elementary School	
	Effective Date: October 1, 2017	

(*Revision reflects a change in hours worked daily from 7 to 8 and an increase in salary.)

Tracey Berg	Instructional Assistant	\$30,234.00*
	Ocean Township Elementary School	
	Effective Date: September 1, 2017	

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Tara Michaels	Instructional Assistant	\$34,553.00*
	Township of Ocean Intermediate School	
	Effective Date: September 1, 2017	

(*Revision reflects a change in hours worked daily from 7 to 8 and an increase in salary.)

Loretta Rumsey	Instructional Assistant	\$34,010.00*
	Wayside Elementary School	
	Effective Date: September 1, 2017	

(*Revision reflects a change in hours worked daily from 8 to 7.5 and a decrease in salary.)

Deborah Schultz	Instructional Assistant	\$37,126.00*
	Wayside Elementary School	
	Effective Date: September 1, 2017	

(*Revision reflects a change in hours worked daily from 7 to 7.5 and an increase in salary.)

Motion(s) carried: 8-0-1 (Mrs. Fuller abstained)

PLANNING & CONSTRUCTION: No Report

TECHNOLOGY: No Report

OLD BUSINESS: None

NEW BUSINESS:

- The Board President congratulated Mr. Palutis, Chairperson-Planning & Construction and the committee for all their efforts regarding the summer construction projects.

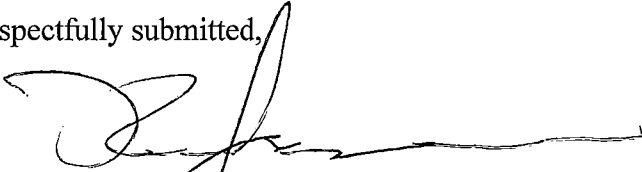
PUBLIC COMMENTS:

- Dr. Meller, resident, discussed the possibility of a grant administrator position and the Board of Education seeking more grant opportunities. The Superintendent and the Board of Education President discussed the current \$500,000 CTE Grant and other grants the district has received.

ADJOURNMENT: 8:27 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,

A handwritten signature in black ink, appearing to read 'Kenneth Jannarone', written over a horizontal line.

Kenneth Jannarone
School Business Administrator/
Board Secretary

FINANCIAL MANAGEMENT & RESOURCE SERVICES

Office of the School Business Administrator
Township of Ocean School District
October 3, 2017

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

Ocean Youth Lacrosse

OTHS, Turf Field

October 8, 15, 22, & 29, 2017, November 5,
2017

5:30 pm – 7:30 pm

Purpose: Youth Lacrosse Clinic for Boys K-8

Group 2 School Age Service Groups

Facility Fee: \$250.00

Lighting Usage Fee: TBD

INSTRUCTION & EDUCATION

TravelOn USA

"Safe And Fun Educational Travel"

OCEAN TOWNSHIP HIGH SCHOOL MUSIC DEPARTMENT LOS ANGELES / DISNEYLAND MUSIC IN THE PARKS FESTIVAL APRIL 25 - 29, 2018

Wednesday, April 25

- TBA Buses Arrive at Ocean Township High School for loading:
550 West Park Avenue, Oakhurst, NJ 07755
Depart for Newark Liberty International Airport (EWR)
3:00 p.m. Arrival at EWR / Meet TravelOn USA Airport Representative / Airport Check-in
5:00 p.m. United Flight #1600 Departs for Los Angeles International Airport (LAX)
7:54 p.m. United Flight #1600 Arrives LAX
Meet TravelOn USA Tour Manager
Claim baggage and band equipment / Meet Charter Motor Coaches
Dinner at In-N-Out Burger / \$15.00 cash per person
600 South Brookhurst St, Anaheim, CA 92804 / \$10.00 cash per person
Check into hotel: Wyndham Anaheim Garden Grove / Relax at the hotel pool
11:00 p.m. PRIVATE NIGHTTIME SECURITY

Thursday, April 26

- 7:00 a.m. Buffet Breakfast at the hotel
8:00 a.m. Depart for Hollywood via Charter Motor Coach
Meet step-on guides at the Hollywood Bowl / Guided Tour of Hollywood, Beverly Hills, Griffith Park, La Brea Tar Pits and more as time allows
Lunch along Hollywood Boulevard / \$15.00 cash per person
1:00 p.m. Depart for Paramount Pictures Studios / 5515 Melrose Avenue, Hollywood, CA 90038
2:00 p.m. Guided Tour of Paramount Pictures Studios
Depart for Santa Monica, CA
Shopping on 3rd Street Promenade & Santa Monica Pier
Transfer to Farmers Market and The Grove for Dinner and browsing / \$15.00 cash per person
9:00 p.m. Depart for hotel with a stop at a grocery store en route
11:00 p.m. PRIVATE NIGHTTIME SECURITY

Friday, April 27

- Buffet Breakfast at the hotel
School Bus Transfer to Disney Parks
Disneyland & Disney's California Adventure / Parkhopper Pass Included
Lunch in the Park / \$15.00 cash per person
Dinner in the Park / Meal Coupon Provided
School Bus Transfer to hotel when parks close
11:00 p.m. PRIVATE NIGHTTIME SECURITY

Saturday, April 28

Buffet Breakfast at the hotel
Charter Motor Coach Transfer to Music in the Parks Festival Adjudication Site
Music in the Parks Festival Adjudications
Return to hotel after adjudications / Change Clothes
School Bus Transfer Disney Parks
Enjoy Disneyland & Disney's California Adventure / Parkhopper Pass Included
Lunch in the Park / \$15.00 cash per person
Music in the Parks Festival Awards Ceremony
Dinner in the Park / Meal Coupon Provided
School Bus Transfer to hotel when park closes

11:00 p.m. PRIVATE NIGHTTIME SECURITY

Sunday, April 29

5:00 a.m. Hotel Check-out / Depart for Los Angeles International Airport (LAX)
6:00 a.m. Arrival at LAX / Airport Check-in
Breakfast at LAX / \$15.00 cash per person
8:00 a.m. United Flight #1640 Departs for Newark Liberty International Airport
4:17 p.m. United Flight #1640 Arrives Newark Liberty International Airport
Claim baggage and band equipment / Meet tour coaches
Transfer to Ocean Township High School

ALL TIMES ARE APPROXIMATE AND SUBJECT TO CHANGE

LODGING:

Wyndham Anaheim Garden Grove
12021 Harbor Boulevard
Garden Grove, CA 92840

SPECIAL SERVICES OFFICE
TOWNSHIP OF OCEAN SCHOOL DISTRICT
DATE: September 20, 2017

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent

FROM: Denise S. Ricciardi, Assistant Superintendent: Special Services

RE: Cancellation Out of District Public Tuition 2017-2018

Please submit the following cancellation for board approval:

<u>School</u>	<u>Student</u>	<u>Classification</u>	<u>Tuition</u>
Bayshore Jointure Commission	1	*ESERS	\$50,000.00
Shore Ctr. For Students with Autism		1:1 Aide	\$42,000.00

Effective: 9/20/2017

*Eligible for Special Education and Related Services

cc: K. Weldon
K. Jannarone
M. Mosca

SPECIAL SERVICES OFFICE
TOWNSHIP OF OCEAN SCHOOL DISTRICT
DATE: September 28, 2017

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent

FROM: Denise S. Ricciardi, Assistant Superintendent: Special Services

RE: Reinstatement of Out of District Public Tuition 2017-2018

Please submit the following for board approval:

<u>School</u>	<u>Student</u>	<u>Classification</u>	<u>Tuition</u>
Bayshore Jointure Commission	1	*ESERS	\$50,000.00
Shore Ctr. For Students with Autism		1:1 Aide	\$42,000.00

Effective: 9/21/2017

*Eligible for Special Education and Related Services

cc: K. Weldon
K. Jannarone
M. Mosca

**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: September 29, 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*
Zupko	Robert	Photo & Computer Art	Photo Plus Expo 2017 – NYC	October 27, 2017	\$149.00+**

* Registration fees are supported by local professional development funds and Title IIA of NCLB.

+will seek reimbursement for registration and travel expenses

**Substitute daily rate of \$85

**Office of the Assistant Superintendent
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: September 29, 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
Salum	Michael	Social Studies	Ken Burns - Brookdale Community College	10/27/17	\$10.00**
Devinsky	Janine	Reading Resource	Fall 2017 Literacy Symposium - Monmouth	10/20/17	\$100.00**
Attanasio	Michael	Phys Ed	NJAHPERD***** Convention	2/26-27/2018	\$120.00**
Weldon	Kelly	Asst Supt of Teaching & Learning	NJPSA***** Fall Conference Presenting - Long Branch	10/19-20/2017	\$149.00
Maggs	Mary	4th Grade	International Dyslexia Assn. Fall Conference - Somerset	10/13/17	\$190.00**
Huston	Michael	Media Specialist	Edutechtastic - Middletown	10/9-10,11/20/2017 2/15, 3/12/2018	\$400**
Rafter	John	Technology	Edutechtastic - Middletown	10/9-10,11/20/2017 2/15, 3/12/2018	\$400**
O'Neill	Patrick	Supv of Ed Tech/Innovation	Techspo 18 - Atlantic City	1/25&26/2018	\$425.00
Kotch	Allison	1st Grade	Elementary Maker Curriculum - Rutgers	10/12/17	\$75**

**Registration fees are supported by local professional development funds and Title IIA of NCLB*

***Substitute at rate of \$85 per day*

****Shore Consortium for Gifted and Talented*

*****Regional Professional Development Academy*

******NJ Principals and Supervisors*

******NJ Assn of Health Physical Education Recreation and Dance*

******Next Generation Science Standards and Claim Evidence Reasoning*

Last Name	First Name	Subject	Workshop	Date	Fee
Kelly	Sandra	3rd Grade	Elementary Maker Curriculum - Rutgers	10/12/17	\$75**
Garofalo	Lauren	Kdg	Elementary Maker Curriculum - Rutgers	10/12/17	\$75**
Andrewski	Katie	Spec Ed	A Collaborative Approach using Applied Behavior Analysis – RPDA****	10/30/17	**
Rossback	Dana	PreK	American Sign Language Pt 3 – RPDA****	10/17/17	**
Hughes	Stacey	PreK	American Sign Language Pt 3 – RPDA****	10/17/17	**
Molinelli	Jon	4th Grade	Building Conceptual Understanding of Fractions in Elem Math - Brookdale	1/31/18	**
Smolensky	Nina	Science	Classroom Debate: Arguing from Evidence - Brookdale	10/18/17	**
Smolensky	Nina	Science	Cool Tools for Organizing a Digital Classroom - Brookdale	2/20/18	**
Mervine	Eileen	Science	Get Moving! Turn Your Classroom Into a Cooperative Kinesthetic Learning Environment - Brookdale	11/15/17	**
Kinkela	Anne	Science	Get Moving! Turn Your Classroom Into a Cooperative Kinesthetic Learning Environment - Brookdale	11/15/17	**
Kowaliwskyj	Dina	Science	Get Moving! Turn Your Classroom Into a Cooperative Kinesthetic Learning Environment - Brookdale	11/15/17	**
Sylvester	Elizabeth	Science	Get Moving! Turn Your Classroom Into a Cooperative Kinesthetic Learning Environment - Brookdale	11/15/17	**
Soares	Larissa	Spec Ed	Google Tools to Support Struggling Learners - RPDA	10/12/17	**
Hecker	Megan	Spec Ed	High Functioning Autism & Anxiety - RPDA	10/26/17	**
Gissubel	Melissa	Science	Integrating NGSS and CER in Physical Science - Brookdale	12/6/17	**
Mervine	Eileen	Science	Integrating NGSS and CER in Physical Science - Brookdale	12/6/17	**
Winter	Debra	Science	Integrating NGSS and CER in Physical Science - Brookdale	12/6/17	**
Hope	Rosemary	Science	Integrating NGSS and CER***** in Physical Science - Brookdale	12/6/17	**
DeSane	Denise	3rd Grade	Make Time for Science -	1/23/18	**

*Registration fees are supported by local professional development funds and Title IIA of NCLB

**Substitute at rate of \$85per day

***Shore Consortium for Gifted and Talented

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*****NJ Principals and Supervisors

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*****Next Generation Science Standards and Claim Evidence Reasoning

Last Name	First Name	Subject	Workshop	Date	Fee
			Brookdale		
Burt-Schiraldi	Maria	3rd Grade	Make Time for Science - Brookdale	1/23/18	**
Gissubel	Melissa	Science	NGSS in Life Science - Brookdale	1/16/18	**
Sain	Tara	Science	NJ Science Convention - Princeton	10/25/17	**
Colon	Greg	Career Pathways Coordinator	NJDOE Division of Teaching and Learning PD day - Rowan University	10/6/17	**
Edson	Meghan	Science	Put a Little NGSS in Your Life Science Classroom - Brookdale	1/16/18	**
Haney	Christine	G & T	SCG&T*** Meeting - Eatontown Memorial	11/3/17	**
Haney	Christine	G & T	SCG&T*** Meeting - Keyport Central School	2/23/18	**
Haney	Christine	G & T	SCG&T*** Meeting - Maple Place School - Oceanport	6/8/18	**
Haney	Christine	G & T	SCG&T*** Meeting - Monmouth Beach ES	12/15/17	**
Haney	Christine	G & T	SCG&T*** Meeting - TOIS	4/27/18	**
Haney	Christine	G & T	Service Animal Convocation	5/17/18	**
Haney	Christine	G & T	Service Animal Convocation	5/24/18	**
Milling	Lena	3rd Grade	Supporting Differentiation in the K to 5 Classroom - Brookdale	12/5/17	**
Hope	Rosemary	Science	Teaching Science with an Open Heart and Open Mind - Brookdale	2/13/18	**
Amoss	Aparno	Science	Teaching Science with an Open Heart and Open Mind - Brookdale	2/13/18	**
Edson	Meghan	Science	Teaching Science with an Open Heart and Open Mind - Brookdale	2/13/18	**
Amey	Samantha	Science	What Do Scientists Do? Claim/Evidence/Reasoning - Brookdale	12/20/17	**
Amoss	Aparno	Science	What Do Scientists Do? Claim/Evidence/Reasoning - Brookdale	12/20/17	**
Walk	Jennifer	Speech	Google Tools to Support Struggling Learners - RPDA	10/12/17	n/a
Mahaffey	Maureen	Basic Skills	Google Tools to Support Struggling Learners - RPDA	10/12/17	n/a
Morin	Jaime	Spec Ed	Google Tools to Support Struggling Learners - RPDA	10/12/17	n/a

*Registration fees are supported by local professional development funds and Title IIA of NCLB

**Substitute at rate of \$85per day

***Shore Consortium for Gifted and Talented

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*****NJ Principals and Supervisors

*****NJ Assn of Health Physical Education Recreation and Dance

*****Next Generation Science Standards and Claim Evidence Reasoning

Last Name	First Name	Subject	Workshop	Date	Fee
O'Neill	Patrick	Supv of Ed Tech/Innovation	Jersey Shore Makerfest - Toms River Arena	10/14/17	n/a
Kabourakis	Summer	Guidance - 7	Middle & High School Social Justice Conference - Monmouth	10/11/17	n/a
Macaluso	Laura	Guidance - 8	Middle & High School Social Justice Conference - Monmouth	10/11/17	n/a
DePasquale	Anthony	Director of School Counselors	Monmouth County Guidance Directors' Mtg - Asbury Park	10/13/17	n/a
Hagerman	Gina	Supv of Spartan Schools	NJDOE Division of Teaching and Learning PD day - Rowan University	10/6/17	n/a
DePasquale	Anthony	Director of School Counselors	Option II Program - DOE	10/5/17	n/a
Kaszuba	Dawn	Principal	Option II Program - DOE	10/5/17	n/a
Aldino	Kathleen	G & T	SCG&T*** Meeting - Keyport Central School	2/23/18	n/a
Aldino	Kathleen	G & T	SCG&T*** Meeting - Maple Place School - Oceanport	6/8/18	n/a
Aldino	Kathleen	G & T	SCG&T*** Meeting - Monmouth Beach ES	12/15/17	n/a
Aldino	Kathleen	G & T	SCG&T*** Meeting - TOIS	4/27/18	n/a
Hall	Michael	Network Mgr	Student WiFi Access - Leveraging School Devices/ 7 Steps to a Highly Effective Vendor Risk Management Program - Edison NJ	10/19/17	n/a

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******Next Generation Science Standards and Claim Evidence Reasoning*

**Office of the Assistant Superintendent of Schools
Teaching & Learning**

Township of Ocean Schools



MEMORANDUM FOR: James Stefankiewicz , Ed. D.

FROM: Janet Forino

DATE: September 29, 2017

RE: Student Observers

Please present for Board Approval at the next scheduled board meeting the student observers listed.

Alexandra Zabel
Monmouth U
20 hours
TOIS
John Kelsey

Pauline Karach
Monmouth U
20 hours
TOIS
Alicia Tennaro

Brandon Hif
Monmouth U
20 hours
OTHS
Paul Casner

PERSONNEL

SUBSTITUTES FOR BOARD APPROVAL
September 29, 2017

Beyda, Carol	WAY K-4
Bourrlokas, Bette	WAY K-4
Dalziel, Kaitlyn	6-12
Donohue, Melissa	K-4
Farina, Nicole	WAY K-4
Fischer, Jessica	TOIS 5-8
Flanagan, Kelly	K-5
Gallagher, Allison	WAY K-4
Geniton, Norma	Home Instruction
Godwin, Melissa	WAY K-4
Mahaffey, Maureen	OTES K-4
Oswald, John	9-12
Pringle, Lauren	K-12
Puzino, Joy	OTES K-4
Rafter, Bridget	K-12
Ross, Alison	WAY K-4
Stolte, Jennifer	K-12
Suit, Monik	WAN K-4
Tabor, Katherine	Stage Crew
Topal, Paula	K-12

CONTRACTED INSTRUCTIONAL ASSISTANTS FOR BUS RUN SUBSTITUTES
(9/29/17)

EMPLOYEE	HOME LOCATION
Basile-Bagley, Elisa	Wanamassa
Cesario, Sherryl	TOIS
DePizzo, Nichole	Wayside
DeOrio, Barbara	OTES
Eliadis, Marilyn	OTES
Eliadis, Violet	OTHS
Gemignani, Michaela	OTHS
Kavarakas, Pinelopi	OTES
Kay, Tami	Wayside
Klein, Fran	Wayside (pm run only)
Kotowski, Kathi	TOIS
Olaguera, Josemaria	TOIS
Papa, Muriel	OTHS
Roventini, Christine	OTES
Spiewak, Rose Ann	Wayside
Stokes, Janet	OTHS
Urban, Christina	TOIS
Willms, Kathel	OTHS
Whorowski, Paula	OTES



Ocean Township High School

550 West Park Avenue
Oakhurst, NJ 07755
www.oceanschools.org
732-531-5650

James Stefankiewicz, Ed.D.
Superintendent of Schools

Gina Hagerman

Assistant Principal

Michael Lambusta

Assistant Principal

Anthony DePasquale

Director of School Counseling

H. Rusty Todd

Director of Athletics & Student Activities

Dawn C. Kaszuba

Principal

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent of Schools

FROM: H. Rusty Todd, Director of Athletics & Student Activities/Grades 5-12

DATE: September 29, 2017

RE: Makerspace Club (Wayside School)

I would like to recommend Melissa McHugh to fill the co-advisor Makerspace position due to the resignation of Janice McDowell. Ms. McHugh comes highly recommended by Denise Palaia. Ms. McHugh has taught at Camp Invention and has worked with students by creating things out of unwanted and recycled materials. She has integrated ideas into her classroom through different projects and worked on Mystery Science throughout the years.

She is an excellent candidate to facilitate critical thinking skills for students interested in Makerspace.

Ms. McHugh will split the stipend of \$2,949.00 and receive \$1,474.50 for the 2017-2018 school year.

Any questions please contact me.

HRT:tpc

