

**MINUTES OF THE REGULAR MONTHLY MEETING  
TOWNSHIP OF OCEAN BOARD OF EDUCATION  
July 26, 2011**

**CALL TO ORDER**

The Board President, Mrs. Denise Parlamas 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, July 26, 2011 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.ocean.k12.nj.us](http://www.ocean.k12.nj.us) on May 9, 2011.
2. Notice of the meeting was transmitted to the Asbury Park Press, Atlanticville, and the Coaster Newspapers on May 9, 2011.
3. Notice of the meeting was filed with the Municipal Clerk, Township of Ocean and the Municipal Clerk, Village of Loch Arbour on May 9, 2011.

**ROLL CALL**

The following members were present: Mr. Robert Acerra, Mr. Richard Long, Mrs. Denise Parlamas, Mrs. Anne Marie Sparaco, and Mrs. Sylvia Sylvia.  
Mr. Micheal Beson, Mrs. Angela Finch, Mr. Joseph Hadden and Mr. Sean Moore were absent.

**PRESIDENT'S REPORT** – Mrs. Parlamas

Mrs. Parlamas discussed resignation of board member, Mrs. Angela Finch.

Mrs. Parlamas read the letter of resignation from Mrs. Finch.

Mrs. Parlamas discussed the additional school aid to be received by district from the state.

**STUDENT REPRESENTATIVES** – No Report – Not in attendance

**SUPERINTENDENTS REPORT** – Mr. Lysko

Mr. Lysko reported of the Certificate of Excellence in Financial Reporting Award received by the district.

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Minutes of the Regular Monthly Meeting - July 26, 2011 Continued:

**PUBLIC COMMENTS: On Agenda Items** - None

**APPROVAL OF MINUTES** – Mr. Long

Mr. Long made a motion, seconded by Mrs. Sparaco for approval of the minutes of the June 28, 2011 meeting.

Motion carried 5-0

**APPROVAL OF BILLS** – Mr. Acerra

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

Bills List	June 30, 2011	3,000.00
Bills List	July 26, 2011	2,299,058.86
Payroll	June 30, 2011	417,816.47
Employer FICA	June 30, 2011	22,415.23
Payroll	July 15, 2011	376,881.68
Employer FICA	July 15, 2011	<u>18,567.93</u>
	Total	<u>\$ 3,137,740.17</u>

Motion(s) carried 5-0.

**COMMITTEE REPORTS**

**CO-CURRICULAR STUDENT ACTIVITIES** – No Report

**COMMUNITY LIAISON & COMMUNICATIONS** – No Report

**FINANCIAL MANAGEMENT & RESOURCE SERVICES** – Mr. Acerra

Mr. Acerra made a motion, seconded by Mrs. Sparaco, 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 June were adequate to pay all remaining obligations of the 2010-2011 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

Minutes of the Regular Monthly Meeting - July 26, 2011 Continued:

Board Secretary/School Business Administrator's Certification as of June 30, 2011 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 **preliminary** REPORT OF THE SECRETARY and upon consultation with the appropriate officials, certify that as of June 30, 2011 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 **preliminary** Board Secretary's Report and Treasurer of School Monies Report, which said reports are in agreement for the month ending June 30, 2011.

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 June 30, 2011 covering APPROPRIATION TRANSFERS in the 2010-11 GENERAL FUND 10; said transfers shall result in no change in the total original Appropriations.

3. **Use of Facilities**

Move for approval of the Use of Facilities according to the attached list dated July 26, 2011.

4. **Emergency Drill Reports**

**Fire Drill Report for the Month Ending June - 2011**

Ocean Township High School.....	June 21, 2011
Twp of Ocean Interm.School.....	June 15, 2011
Ocean Township Elem. School .....	June 15, 2011
Wayside Elem. School.....	June 7, 2011
Wanamassa Elem. School .....	June 2, 2011

**Lockdown Drill/Active Shooter Report for the Month Ending June -2011**

Ocean Township High School.....	June 7, 2011
Wanamassa Elem.School.....	June 16, 2011

**Evacuation Drill Report for the Month Ending June-2011**

Wayside Elem. School.....	June 2, 2011
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**Reverse Evacuation Drill Report for the Month Ending-June 2011**

Minutes of the Regular Monthly Meeting - July 26, 2011 Continued:

Ocean Twp. Elem. School.....June 7, 2011

**Bomb Threat Drill Report for the Month Ending June-2011**

Wanamassa Elem. School.....June 14, 2011

**Emergency Response Training Presentation for the Month Ending June-2011**

Twp. of Ocean Interm. School.....June 4, 2011

5. **Resolution: Professional Services for the 2011-2012 School Year:**

Move for approval that the Township of Ocean Board of Education award a contract for property and casualty insurance consulting services as follows: This reflects a 2.5% increase over 2010-2011

Awarded to:	Connor Strong Co., Inc.
Duration:	July 1, 2011 to June 30, 2012
Nature and type of contract:	Property & Casualty Consulting Services
Amount of Contract:	\$31,011

- 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. **Resolution: Professional Services for the 2011-2012 School Year:**

Move for approval that the Township of Ocean Board of Education award a contract for health consulting as follows: To provide employee assistance and consulting services regarding the district health benefits plan.

Awarded to:	The Daniels Group Inc.
Duration:	July 1, 2011 to June 30, 2012
Nature and type of contract:	Health Insurance Consulting Services
Amount of Contract:	\$60,000

- 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

Minutes of the Regular Monthly Meeting - July 26, 2011 Continued:

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.

7. **Resolution for Shared Services Insurance Fund**

Move for approval a renewal of the shared insurance services including workers compensation, and property and liability coverage with the New Jersey School Boards Assoc. Insurance Group for a one year agreement (July 2011-July 2012), for a total amount of \$1,109,275; includes all lines of coverage, enabling school districts to cooperate with each other to make the most efficient use of resources. (See attached detail lines of coverage)

8. **Cafeteria 125 Plan Modification**

The **Township of Ocean Board of Education** (the employer), hereby move to approve the following Resolution; and

**WHEREAS**, the Employer previously adopted a Code Section 125 plan, referred to as the Cafeteria Plan (the "Plan");

**WHEREAS**, effective January 1, 2011, over the counter drugs cannot to reimbursed under an FSA or HRA without a prescription, and IRS Notice 2011-5 (the "Notice") modified the rules governing substantiation of over-the-counter drugs and medicines by a health FSA or HRA debit card for electronic claims processed on or after January 16, 2011: and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education has hereby reviewed the attached Summary of Materials Modifications' and does hereby approves the adoption of the extended Election Period as set forth therein;

**BE IT FURTHER RESOLVED** that the Administration of the Board of Education are authorized and directed to take any and all actions as may be necessary to effectuate this Resolution. (See FSA attachment)

9. **Renewal of Automatic Temperature Control Contract**

Move for approval the renewal of the Automatic Temperature Control contract for 2011-2012 with Jersey State Controls, Lakewood, N.J. The fee for the 2011-2012 school year will be  
a zero increase as follows:

Minutes of the Regular Monthly Meeting - July 26, 2011 Continued:

Vendor	School	2011-2012
Jersey State Controls	OT High School Twp. of Ocean Intermediate OT Elementary School Wanamassa School Wayside Elem. School	\$51,780.00
Hourly Rate	All Schools	\$100.00

Rationale: The above services are being performed in an effective and efficient manner. N.J.S.A. 18a-42 and N.J.S.A. 40A:11-15 allows for two one-year renewals of competitive bid awards not to exceed the state and local Implicit Deflator (a cost of living index).

**10. Renewal of Food Service Management Contract**

Move for approval the renewal of the second year extension of the Food Service Management contract with Sodexo School Services for the 2011-2012 school year. The proposed management fee is \$45,900 with the general support services allowance of \$67,320 (which represents a 2% increase over last year). The minimum financial client guaranteed return for the food service program will be \$7,429.

**11. Student Lunch Program Prices**

Move for approval for the prices of the student lunch program for the 2011-2012 school year as follows: Breakfast \$1.60 and Kindergarten milk .35 cents.

All Elementary Schools	Intermediate School	High School
\$2.35	\$2.60-\$3.60	\$2.85-\$3.85

NOTE: The above prices represent a 10-10-10 cent increase and represents a tiered pricing approach. The price will be variable depending on the cost of the meal served.

**12. Bid Award – Boiler Cleaning & Maintenance Service**

Move for approval the bid award of the Boiler Cleaning & Maintenance Service contract for the 2011-2012 school year to Central Boiler Repair Co., Inc. of Oakhurst, NJ as follows:

Cleaning (19 boilers)..... \$7,735.00  
Hourly standard labor charge ..... \$80.00

Bids were opened on July 12, 2011 at 1:00 p.m. in the Administration Building Auditorium.

**13. Bid Award – Wanamassa Roof Replacement**

Move for approval the bid award of the Wanamassa Roof Replacement Project to G & M Eastern Contracting Inc. of Neptune, NJ for a base bid of \$97,000 and Alternate #1 in the amount of \$16,400. Rejecting Alternate #2, for a total amount of \$113,400.

Minutes of the Regular Monthly Meeting - July 26, 2011 Continued:

Bids were opened on July 15, 2011 at 10:00 a.m. in the Administration Building Auditorium.

14. **Nursing Services**

Move for approval part-time nursing services for 2011-2012 at Ocean Township High School provided through Monmouth-Ocean Education Services Commission at a rate of \$48 per hour for a maximum of 17.5 hours per week.

15. **Reimbursement - Board Members - Cost for Criminal History Background Check**

**WHEREAS**, Assembly Bill 444, signed into law on May 26, 2011, disqualifies members of boards of education or members of charter school boards of trustees from serving in office if they have been convicted of certain crimes; and

**WHEREAS**, the statute also requires members to undergo criminal history background checks and to pay the cost of such investigations; and

**WHEREAS**, Assembly Bill 444 permits local boards of education to reimburse individual members for the cost of criminal history background investigations; and

**WHEREAS**, State law (N.J.S.A. 18A:12-4) prohibits the compensation of local board of education members; and

**WHEREAS**, Members of the Township of Ocean Board of Education devote significant time and substantial effort to the governance of the district's public schools; and

**WHEREAS**, The Township of Ocean Board of Education believes that individual school board members, who are uncompensated, should be reimbursed for the cost the criminal history background investigations, which are necessary to continue serving in office. So, therefore be it

**RESOLVED**, that the Township of Ocean Board of Education authorizes reimbursement of individual members for the cost of the criminal history background investigations required by Assembly Bill 444; and be it further

**RESOLVED**, That the Township of Ocean Board of Education through its policy adoption process will add the following language to its Bylaws at File Code 0142, "Qualifications and Requirements of Board Members,"

I. He/she has not been disqualified due to the conviction of a crime or offense listed in N.J.S.A. 18A:12-1. In order to fulfill this requirement:

Minutes of the Regular Monthly Meeting - July 26, 2011 Continued:

1. Each member of the board of education, within 30 days of the election or appointment to the board shall undergo a criminal history background check investigation for the purpose of ensuring that the member is not disqualified for membership due to a conviction of a crime or offense pursuant to the statute listed above; and
2. The board shall reimburse the member for the cost of the criminal history record check, including all costs for administering and processing the check.

**AND BE IT FURTHER RESOLVED**, that an amended copy of Bylaws File Code 0142 as proposed will be considered at the next regular Board of Education meeting.

**16. FEMA Storm Damage Funds**

Move for approval the acceptance of reimbursed funds in the amount of \$23,269.13 from FEMA, Federal Emergency Management Agency, which presents a 75% cost share for damages incurred during the December 2010 snow storm.

**17. SREC Solar Auction**

Move to approve Dominion Energy Marketing Inc. as the highest auction bidder in the amount of \$569.50 per solar credit for a total of \$17,085. The results of the online auction for 30 Solar Renewable Energy Certificates credits took place on Wednesday, July 21, 2011, between 9:00 am and 1:00 pm.

**18. NJ State Special Education Survey**

Move to approve to conduct a post-school transition survey of students with disabilities who have exited school within a designated year. NJ Dept. of Ed., Office of Special Education Programs must report the results to the US Dept. of Education, Office of Special Education Programs (USOSEP). Our district has been identified to participate in this survey of students with disabilities who left school by the end of the 2009-2010 school year.

Note: The district will be reimbursed up to a maximum of \$3,000 by the Department of Education.

Motion(s) carried 5-0

**INSTRUCTION, EDUCATION & TECHNOLOGY – Mr. Long**

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

**1. Professional Development Activities – Staff**

Move to approve the attached memorandum dated July 22, 2011 re: Staff Professional Development Activities in accordance with District Policy 6471 and



Minutes of the Regular Monthly Meeting - July 26, 2011 Continued:

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.

2. **Addendum to Out of District Summer 2011 Tuition**

Move to approve an addendum to out of district summer 2011 tuition in accordance with the attached memorandum dated July 15, 2011.

3. **Attitude and Behavior Survey**

Move to approve participation by 6<sup>th</sup>, 9<sup>th</sup> and 12<sup>th</sup> grade students in the “Attitude and Behavior Survey.” Over the past number of years, our school district has collaborated with the Ocean Township Department of Human Services in the administration of this important survey which is used to guide the development and implementation of programs and services in our community. An approval form will be sent home to parents. A copy of the parent approval form and the survey are attached.

4. **Addendum to Settlement Agreement and Release**

Move to approve the attached Addendum to Settlement Agreement and Release for the 2011-2012 school year for student number 11-12-01.

5. **Establishment of a World Language Class/Program at OTHS**

Move to approve the establishment of a World Language Class/Program at Ocean Township High School consisting solely of students with disabilities and taught by a regular education teacher with an adapted curriculum that meets the NJ World Language Core Curriculum Content Standards. The class will meet NJAC 6A-4.7 (g) Special Education and NJAC 6A:26 Educational Facilities Code requirements.

6. **Elimination of the Pullout Support Class/Program at OTHS**

Move to approve the elimination of the Pullout Support (special education Study Skills) Class/Program at Ocean Township High School due to lack of current student need. Students’ study skill needs will continue to be met per IEP requirements.

7. **Addendum (Adjustment) – Out of District Public Tuition 2010-2011**

Move to approve an addendum (adjustment) to out of district public tuition for the 2010-2011 school year in accordance with the attached memorandum dated July 22, 2011.

8. **Practicum in School Nursing and Health Education**

Move to approve a practicum in School Nursing and Health Education for Patricia Mannion, a student at New Jersey City University, in accordance with the attached memorandum dated, July 22, 2011.

Minutes of the Regular Monthly Meeting - July 26, 2011 Continued:

9. **Internship**

Move to approve an internship for Deanna Houlihan, a student from Grand Canyon University, in accordance with the attached memorandum dated July 25, 2011.  
Mrs. Houlihan's observation schedule will not interfere with her contractual hours as a Gifted and Talented Teacher in our District.

10. **Student Observers/Junior Practicum**

Move to approve student observers and junior practicum teachers for September 2011 in accordance with the attached memorandum dated July 25, 2011.

Motion(s) carried 5-0

**NEGOTIATIONS** – No report

**PERSONNEL** – Mrs. Sparaco

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

1. **Issuance of Contracts**

Move to approve that contracts be issued to the following:

**To fill vacancy positions:**

Larisa Aliseo	Special Education Teacher Wanamassa Elementary School Actual Start Date: September 6, 2011 Effective: September 1, 2011	\$50,400.00
Crystal Walker	Language Arts/Reading (English) Teacher Township of Ocean Intermediate School Actual Start Date: September 6, 2011 Effective: September 1, 2011	\$53,900.00
Jeffrey Soares	Health & Physical Education Teacher High School Actual Start Date: September 6, 2011 Effective Date: September 1, 2011	\$50,000.00
Gina Plevier	Special Education Teacher Township of Ocean Intermediate School	\$50,400.00

Minutes of the Regular Monthly Meeting - July 26, 2011 Continued:

Actual Start Date: September 6, 2011

Effective: September 1, 2011

Ashley Earl	Elementary Classroom Teacher	\$53,900.00
	Ocean Township Elementary School	
	Actual Start Date: September 6, 2011	
	Effective: Pending NJ Certification	

Jennifer Zona	Learning Disabilities Teacher Consultant	\$66,100.00
	Township of Ocean Intermediate School	
	Actual Start Date: September 6, 2011	
	Effective: September 1, 2011	

2. **Revised Contract**

Move to approve that a revised contract be issued to the following:

**To fill a vacancy position:**

Elise Pennington	Art Teacher – Part-time (no benefits)	\$34,285.00
	Ocean Township Elementary School	
	Actual Start Date: September 6, 2011	
	Effective: September 1, 2011	

3. **Transfer and Revised Contract**

Move to approve the transfer of Luis Arcos from Night-Custodian, Ocean Township High School to Head Custodian (day shift) Wanamassa Elementary School, effective October 1, 2011. The revised salary, \$41,295.00.

4. **Affirmative Action Officer**

Move to approve Martin Lefsky as the Affirmative Action/504 Officer for the 2011-2012 school year, salary \$10,000.00.

5. **Physicians for the 2011-2012 School Year**

Move to approve the following as school physicians for the 2011-2012 school year:

Bernard Adler, MD	\$ 9,000.00
Robert D. Murphy, MD	\$18,000.00

6. **2011 Summer Curriculum Work**

Move to approve Tom Darcy for 15 hours of summer curriculum work at the rate of \$30.00 per hour.

7. **Credit Reimbursement – Winter and Spring 2011**

Minutes of the Regular Monthly Meeting - July 26, 2011 Continued:

Move to approve credit reimbursement for courses completed during the Winter and Spring 2011, in accordance with the attached list dated July 12, 2011.

8. **Marching Band Advisor**

Move to approve Kyle Titmas as the Marching Band Advisor for the 2011-2012 school year in accordance with the attached memorandum dated July 8, 2011.

9. **Volunteer Coaches**

Move to approve the following as volunteer coaches for the 2011-2012 school year:

Alyssa Guderian – Field Hockey

Jacquelyn LeVine - Girls Varsity Soccer

10. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence for Rosemary Hope, Science Teacher, Township of Ocean Intermediate School beginning September 6, 2011 and continuing for a period of ten (10) weeks. Mrs. Hope's last day of work was June 24, 2011. She is expected to return to the classroom on November 14, 2011. While out on unpaid family leave, Mrs. Hope will be responsible for paying the appropriate contribution towards her health insurance coverage.

11. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence for Anne Kinkela, Science Teacher, Township of Ocean Intermediate School beginning at the conclusion of her eligible sick leave and continuing for a period of twelve (12) weeks. Mrs. Kinkela's last day of work will be November 9, 2011. She is expected to return to the classroom on March 26, 2012. While out on unpaid family leave, Mrs. Kinkela will be responsible for paying the appropriate contribution towards her health insurance coverage.

12. **Unpaid Leave of Absence**

Move to approve an unpaid leave of absence for Dana Magliaro, L.D.T.C., Intermediate School, beginning at the conclusion of her eligible sick leave and continuing for a period of ten (10) weeks. Mrs. Magliaro's last day of work will be September 28, 2011. She is expected to return to work on January 17, 2012. Mrs. Magliaro is requesting that her medical benefits remain in tact and that she pay the appropriate contribution towards her health insurance coverage while out on unpaid leave.

13. **Additional Child Study Team Employment for Summer 2011**

Move to approve additional Child Study Team employment for Summer 2011 in accordance with the attached memorandum dated July 18, 2011.

14. **Resignation**

Minutes of the Regular Monthly Meeting - July 26, 2011 Continued:

Move to approve the resignation of William E. Wishart IV, Instructional Assistant, Ocean Township Elementary School, effective July 21, 2011.

15. **Substitute Teachers**

Move to approve substitute teachers in accordance with the attached list dated July 26, 2011.

Motion(s) carried: 5-0

**PLANNING & CONSTRUCTION** – No Report

**OLD BUSINESS** - None

**NEW BUSINESS** – None

**PUBLIC COMMENTS:** - None

**ADJOURNMENT:** 8:25 p.m.

There being no further business, Mrs. Sparaco made a motion, seconded by Mr. Long, that the meeting be adjourned. This motion carried 5-0.

Respectfully submitted,

George Stone  
Asst. School Business Administrator/Board Secretary