

**MINUTES OF THE REGULAR MONTHLY MEETING
TOWNSHIP OF OCEAN
August 30, 2016**

CALL TO ORDER

The Board President, Joseph Hadden, 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, 2016 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 7, 2016.
2. Notice of the meeting was transmitted to the Asbury Park Press on January 7, 2016 and The New Coaster Newspapers on January 7, 2016.
3. Notice of the meeting was filed with the Municipal Clerk, Township of Ocean and the Municipal Clerk, Village of Loch Arbour on January 7, 2016.

ROLL CALL

The following members were present: Mr. Steven Clayton, Mr. James Dietrich, Mr. Joseph Hadden, Dr. David Marshall, Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi. Mrs. Amy McGovern and Mr. Sean Moore were absent.

PRESIDENT'S REPORT – No Report

STUDENT REPRESENTATIVES: No Report

SUPERINTENDENT'S REPORT – Dr. Stefankiewicz

Dr. Stefankiewicz reported on the following:

- Meet and greet for high school principal and director of counseling is planned for September 1st.
- Superintendent discussed the parent information session on the new reading program held August 29th.
- Thanked maintenance, grounds and custodial staff for all their hard work in getting all schools ready for the school year, especially with the construction projects over the summer.

PUBLIC COMMENTS-AGENDA:

- Paul Mayerowitz, resident, asked about renewal of food service and about the guarantee. Mr. Mayerowitz also asked about the change orders for each school construction project. The architect discussed the changes at each location from the original contracts.

APPROVAL OF BILLS: Mr. Clayton

Mr. Clayton 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	August 30, 2016	6,230,545.63
Payroll	July 29, 2016	461,029.10
Employer FICA & DCRP	July 29, 2016	25,573.50
Payroll	August 15, 2016	505,781.52
Employer FICA & DCRP	August 15, 2016	28,302.75
Payroll	August 30, 2016	409,089.28
Employer FICA & DCRP	August 30, 2016	<u>20,983.87</u>
	Total	<u>\$7,681,305.65</u>

Motion(s) carried: 7-0

COMMITTEE REPORTS:

CO-CURRICULAR STUDENT ACTIVITIES: Mr. Palutis

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

1. **Club Name Change**

Move to approve to change the name of the Gay-Straight Alliance Club, High School to “Kaleidoscope,” in accordance with the attached memorandum dated August 8, 2016.

Motion(s) carried: 7-0

COMMUNITY LIAISON & COMMUNICATIONS: Mrs. Sylvia-Cioffi

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

1. **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 – August 23, 2016

2. **Policy(s)/Regulation(s)**

Move to approve the second and final reading of revisions of the following policy(s) and regulation(s):

Policy 1140 – Affirmative Action Program (M)

Policy 1523 – Comprehensive Equity Plan (M)

Policy 1530 – Equal Employment Opportunities (M)

Regulation 1530 – Equal Employment Opportunity Compliant Procedure (M)

Policy 1550 – Affirmative Action Program for Employment and Contract Practices (M)

Policy 2200 – Curriculum Content (M)

Regulation 2200 – Curriculum Content (M)

Policy 2260 – Affirmative Action Program for School and Classroom Practices (M)

Policy 2411 – Guidance Counseling (M)

Regulation 2411 – Guidance Counseling (M)

Policy 2423 – Bilingual and ESL Education (M)

Regulation 2423 – Bilingual and ESL Education (M)

Policy 2610 – Educational Program Evaluation (M)

Policy 2622 – Student Assessment (M)

- Policy 5111 – Eligibility of Resident/Nonresident Students (M)
- Regulation 5111 – Eligibility of Resident/Nonresident Students (M)
- Policy 5465 – Early Graduation
- Policy 5516 – Use of Electronic Communication and Recording Devices (M)
- Policy 5750 – Equal Educational Opportunity (M)
- Policy 5755 – Equity in Educational Programs and Services (M)

3. **Strategic Planning Proposal:**

Move to approve the strategic planning proposal provided by NJ School Board Association.
(See attached)

4. **Sponsorship Program**

Move to approve the 2016-2017 sponsorship program participants in accordance with Board Policy # 9720 and #6164 as follows:

- | | |
|-------------------|---|
| Diamond Sponsors | The Daniels Group, New Providence |
| Platinum Sponsor: | AXA Advisors, Edison
P.W. Moss & Associates, Doylestown, PA |
| Gold Sponsors: | Dr. Madeline Badalaty, Ocean
Dr. Raymond Kim, Oakhurst
Jersey State Controls, Brick
Saker ShopRites Inc., West Long Branch, & Neptune
Seaview Orthopedic, Ocean, Brick & Freehold
Solutions Architecture, Newark |

NOTE: This program will raise approximately \$25,000 gross proceeds for the 2016-2017 school year.

Motion(s) carried: 7-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Clayton

Mr. Clayton 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 June and July 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 preliminary Board Secretary/School Business Administrator's Certification as of June 30, 2016 and July 31, 2016 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 **final** REPORT OF THE SECRETARY and upon consultation with the appropriate officials, certify that as of June 30, 2016 and July 31, 2016 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 **final** Board Secretary's Report and Treasurer of School Monies Report, which said reports are in agreement for the month ending June 30, 2016 and July 31, 2016.

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, July 31, 2016 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 July and August 2016:**

Fire Drill

Wanamassa Elementary School July 28, 2016
Wanamassa Elementary School August 26, 2016

Table Top Activity

Wanamassa Elementary School July 22, 2016
Wanamassa Elementary School August 26, 2016

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

Move to approve the following estimated tuition rates for possible students received by the Township of Ocean Board of Education for the 2016-2017 school year:

Kinder-Garten	Grades 1-5	Grades 6-8	Grades 9-12	Learning Language Disabilities	Pre-School Disabled	Behavior Disabilities	Multiple Disabilities
\$13,849	\$16,315	\$17,735	\$16,758	\$23,195	\$23,494	\$32,428	\$36,183

Note: Tuition students consist of placements by the State of New Jersey due to special circumstances.

5. **MOESC Staffing of Aides**

Move to approve an agreement with Monmouth-Ocean Educational Services Commission to provide part-time instructional, special education and transportation aide placements as possibly needed for the period of July 1, 2016 through June 30, 2017.

6. **Bus Fleet Management & Maintenance Services:**

Move to approve the bid award with First Vehicle Services as per the RFP issued for the Management and Maintenance of the Township of Ocean bus fleet commencing on September 1, 2016 and ending on August 31, 2017, with four (4) one-year renewable options. Management fees shall be \$31,955. A target price of \$440,764.56 reflects total estimated department costs: such as, parts, labor and outside services. (As per attached proposal)

Note: Bid(s) were opened August 9, 2016 at 10:00 am in the Administration Building Auditorium.

7. **Professional Services Resolutions for the 2016-2017 School Year**

Move to approve the award of contracts to the following for the 2016-2017 school year:

Awarded to: Dr. Robert Murphy
Meridian Health System
Duration: September 15, 2016 to June 30, 2017
Nature and Type of Contract: Elementary School Physician
Amount of Contract: \$8,000 per year

Awarded to: Dr. Bernard Adler
Meridian Health System
Duration: September 15, 2016 to June 30, 2017
Nature and Type of Contract: Intermediate School Physician
Amount of Contract: \$9,000 per year

Awarded to: Dr. Vinya Chopra
Seaview Orthopaedic
Duration: September 15, 2016 to June 30, 2017
Nature and Type of Contract: High School Physician
Amount of Contract: \$10,000 per year

Awarded to: Dr. Jay Wortzel
Immediate Medical Services
Duration: September 15, 2016 to June 30, 2017
Nature and Type of Contract: New Employee Physicals w/Drug Testing
Amount of Contract: \$115.00 each

Awarded to: Dr. Sudha Garla
Atlantic Medical Associates
Duration: September 15, 2016 to June 30, 2017
Nature and Type of Contract And Amount: CDL License Physicals w/Drug & Alcohol Testing/
\$155.00 ea. - CDL License Physicals w-o/Drug &
Alcohol Testing/ \$75.00 ea. - Student Random Drug
& Alcohol Testing/ \$80.00 ea.

- a. These contracts 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.

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

Move to approve the renewal of the Food Service Management contract with Sodexo Food Services for the 2016-2017 school year. The proposed management fee is \$45,675; the Administrative Fee is \$66,990, this is a .5% increase. Sodexo guarantees that the district shall receive a surplus of \$16,967.00 for the 2016-2017 school year. If the actual surplus for the Food Service program falls short of the aforementioned amount, Sodexo shall pay the difference to the district in an amount not to exceed one hundred percent (100%) of Sodexo's annual Management Fee.

9. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated August 30, 2016.

Motion(s) carried: 7-0

INSTRUCTION & EDUCATION: Dr. Marshall

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

1. **Student Observers**

Move to approve Student Observers for the 2016 Fall semester in accordance with the attached memorandum dated August 5, 2016.

2. **Student Nurse Observers**

Move to approve Student Nurse Observers for the 2016 Fall semester in accordance with the attached memorandum dated August 12, 2016.

3. **Student Teachers**

Move to approve Student Teachers for the 2016-2017 school year in accordance with the attached memorandum dated August 5, 2016.

4. **Curriculum for the 2016-2017 School Year**

Move to approve curriculum for the 2016-2017 school year in accordance with the attached memorandum dated August 5, 2016.

5. **Out of District Private Tuition for the 2016-2017 School Year**

Move to approve out of district private tuition for the 2016-2017 school year in accordance with the attached memorandum dated August 18, 2016.

6. **Out of District Public Tuition for the 2016-2017 School Year**

Move to approve out of district public tuition for the 2016-2017 school year in accordance with the attached memorandum dated August 18, 2016.

7. **Professional Development Activities – Staff**

Move to approve the attached memorandum dated August 26, 2016, 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.

8. **Internship**

Move to approve the request of Alison Curry to complete 500 hours of school social work internship between the period of September 6, 2016 and June 30, 2017, (pending criminal history background check). Ms. Curry is completing her graduate training toward her masters of Social Work at Monmouth University. She will intern at the high school, intermediate, and elementary levels under the supervision of school social workers Ms. Dunn, Ms. Brown and Ms. Rasmussen.

9. **After School Program/Harbor School/2016-2017**

Move to approve an educational disabled student (attending Harbor School), to attend the after-school social skills program, two days per week, at a rate of \$58.00 per day. The after-school program will run September 12, 2016 through June 19, 2017, in accordance with the Harbor School Calendar. Parent will provide transportation in picking the student up on the days of the program.

10. **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, 2016 through June 30, 2017, at a rate of \$140.00 per hour. The schedule for the 3 hour consultation services will be as follows:

Wayside Elementary School – 1 hour total per month for one (1) student

Intermediate School - 1 hour each, per month for two (2) intermediate school age students

11. **Student Teacher**

Move to approve the placement of the following Student Teacher for the 2016 Fall semester:

Angelica Hernandez

Monmouth University

September – December

Ocean Township Elementary School

Joann Kobil

Michael Hicks

Motion(s) carried: 7-0 (Dr. Marshall recused himself on item(s) #2, 3, 8 and 11)

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

Mrs. Parlamas made a motion, seconded by Mr. Palutis, 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 and NJFLA, for Janine Sterner, Special Education Teacher, Intermediate School/Fifth Grade Wing beginning at the conclusion of her eligible sick leave, (approximately December 8, 2016) and continuing for a period of twelve weeks. Mrs. Sterner's last day of work will be Friday, October 21, 2016. She is expected to return to the classroom on March 13, 2017. While out on an unpaid family leave of absence, Mrs. Sterner will be responsible for paying the appropriate contribution

towards her health insurance coverage.

2. **FCCLA Co-Advisors for the 2016-2017 School Year**

Move to approve Tara O'Neill and Rachael Gerstein as Co-Advisors of the Family, Career, and Community Leaders of America (FCCLA) Club for the 2016-2017 school year in accordance with the attached memorandum dated August 15, 2016.

3. **Athletic Coach Re-Assignment/Field Hockey for the 2016-2017 School Year**

Move to approve the coaching reassignment of Denise D'Esposito from Freshman Field Hockey Coach, High School to the Intermediate School Field Hockey program in accordance with the attached memorandum dated August 15, 2016.

4. **New Job Descriptions**

Move to approve the following new job descriptions, copies attached:

Career Pathways Coordinator
Career Pathways Lead Teacher
Education Technology Teaching Specialist (Elementary)

5. **Substitute Teachers**

Move to approve Substitute Teachers for the 2016-2017 school year in accordance with the attached list dated August 26, 2016.

6. **Clerical Substitutes**

Move to approve Maham Ayub and Cynthia Vitolo as Clerical Substitutes for the 2016-2017 school year.

7. **Retirement**

Move to approve the retirement of Mary Elizabeth Meehan, Elementary Teacher, Wanamassa Elementary School effective September 1, 2016.

8. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence, as designated under FMLA and NJFLA, for Lauren Caruso, Special Education Teacher, Wayside Elementary School beginning at the conclusion of her eligible sick leave, (approximately Wednesday, November 23, 2016) and continuing for a period of seven weeks. Mrs. Caruso's last day of work will be Friday, October 21, 2016. She is expected to return to the classroom on January 23, 2017.

9. **Teachers for the Skills for Success Clubs/ Intermediate School**

Move to approve the following teachers to provide instructional services as part of the Skills for Success Clubs at the Township of Ocean Intermediate School. The clubs will run October 2016 – May 2017, 2:30 pm – 3:30 pm, Monday through Thursday (meeting dates will vary from month to month). Teachers will be paid at a rate of \$28.00 per hour.

Grade 5 Club Teachers: Gail Gall and Lynne Thomasey
Grade 6 Club Teachers: Susan English and Kathleen Friel

10. **Substitute Teacher for the Skills for Success Clubs/ Intermediate School**

Move to approve Ms. Monik Suit as a substitute teacher for the 5th and 6th grade Skills for Success Clubs at the Intermediate School. Ms. Suit would work at a rate of \$28.00 per hour, if one of the regular teachers were unavailable.

11. **Revised Contracts**

Move to approve that revised contracts be issued to the following employees effective September 1, 2016:

Cipriano Apicelli	From: School Monitor High School	
	To: Instructional Assistant High School Non-Tenure Track Position	\$23,410.00* Step 1

(*This is a revision in job title and salary. Mr. Apicelli replaces Michaela Gemignani who was hired to a teaching position in District.)

Babette Marchetti	Ten-Month Secretary Wanamassa Elementary School	\$27,018.00* Step 3
-------------------	--	------------------------

(*This is a revision in salary. Ms Marchetti was approved at the August 23, 2016 work meeting of the Board on Step 1. As noted above she has been moved to Step 3. Ms. Marchetti replaces Therese Williams who retired.)

12. **Issuance of Contracts**

Move to approve that contracts be issued to the following:

To fill a vacancy position:

Kathleen Thorson	Special Education Teacher Wanamassa Elementary School	\$59,615.00 MA/Step 2
	Actual Start Date: September 1, 2016 Effective Date: September 1, 2016	

(Mrs. Thorson was previously approved at the August 9, 2016 work meeting of the Board pending release from current employer and criminal history background check. Both are in order. Mrs. Thorson replaces Dana Rossback who transferred to a newly budgeted position.)

To fill vacancy non-tenure track positions:

Dian Brannen	Instructional Assistant Township of Ocean Intermediate School Non-Tenure Track Position	\$23,410.00 Step 1
	Actual Start Date: September 2, 2016 Effective Date: September 1, 2016	

(Mrs. Brannen was previously approved at the August 23, 2016 work meeting of the Board pending criminal history background check. Clearance has been received. Mrs. Brannen replaces Stephanie Comodore who resigned.)

Thomas Magrini	Instructional Assistant High School Non-Tenure Track Position	\$23,410.00 Step 1
	Actual Start & Effective Dates: Pending criminal	

history background check.

(Mr. Magrini replaces Marc Tomo who resigned.)

13. **Playground Aide for the 2016-2017 School Year**

Move to approve Elizabeth Calderone as a Playground Aide, Wayside Elementary School for the 2016-2017 school year.

14. **Substitute Teacher for the 2016-2017 School Year**

Move to approve Joan Zeukas as a Substitute Teacher, Grades K-5, Elementary and Special Education for the 2016-2017 school year.

Motion(s) carried: 7-0

PLANNING & CONSTRUCTION: Mr. Palutis

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

Mr. Frank Messineo and Mr. Tom Strauser, of Solutions Architecture, gave a presentation regarding the ongoing referendum construction projects and each of their status. They showed pictures illustrating the progress.

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

Move to approve a change order in the amount of \$36,019.52 for Rampart Construction, per the recommendation by P.W. Moss Construction Manager & Solutions Architecture. The amount will increase the original bid amount of \$4,418,551.00 to \$4,454,570.52 for the Wanamassa Elementary School Multi-Purpose Classroom Addition/Renovations. As per attached

2. **Change Order: Wayside Addition/Renovations**

Move to approve a change order in the amount of \$12,214.89 for G & P Parlamas, Inc., per the recommendation by P.W. Moss Construction Manager & Solutions Architecture.. The amount will increase the original bid amount of \$1,827,107.00 to \$1,839,321.89 for the Wayside Elementary School Addition/Renovations. As per attached

Motion(s) carried: 7-0 (Mrs. Parlamas recused herself on item #2)

TECHNOLOGY: Mr. Dietrich

Mr. Dietrich made a motion, seconded by Mr. Clayton, for approval of the following item(s):

1. **Acceptance of Non-Public Technology Initiative**

Move to approve the Township of Ocean Board of Education accepts 2016-2017 New Jersey Nonpublic School Technology Initiative Program allocation in the District total amount of \$15,725.00 and each nonpublic school allocation as follows:

Hillel High School	\$ 3,702.00
Hillel Yeshiva of the Shore Area	\$ 9,173.00
Ilan High School	\$ 936.00
Yeshiva at the Jersey Shore	\$ <u>1,914.00</u>
DISTRICT TOTAL	\$15,725.00

Motion(s) carried: 7-0

OLD BUSINESS: None

NEW BUSINESS:

- The Board of Education thanked the administration regarding the doctor's contracts that were on for approval.

PUBLIC COMMENTS:

- Johanna Icasiano, parent, asked about the Wayside UV project. She also asked about the Wayside addition project.
- Denise Bond, Oakhurst parent, asked about the mandatory summer reading program. The Superintendent explained the requirements at the different school.
- Barbara Hudson, resident, discussed homework policies in other countries.
- Carol Alto, parent, asked about the technology of the district and the homework that is assigned on the website.
- Pam Gutma, parent, discussed how to access homework for teachers and students. She also asked about the job action by the teachers. Board of Education Chairperson of the committee discussed the meetings that were held with the TOEA and the positive outcomes.
- Sandy Abdelaziz, parent, talked about PARCC standards that were passed by the state. She asked about the PARCC refusals. The Superintendent discussed the state requirements for graduation at this time. She also discussed summer work for math students and the importance of doing math work over the summer in her view.
- Paul Mayerowitz, resident, asked about the referendum projects and the amount of contingencies for each project.

ADJOURNMENT: 9:20 p.m.

There being no further business, Mrs. Sylvia-Cioffi made a motion, seconded by Mr. Palutis, that the meeting be adjourned. This motion carried: 7-0.

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/
Board Secretary