

TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
August 9, 2016

CALL TO ORDER

Mr. Joseph Hadden, President, called the meeting to order at 7:00 p.m. in the office of the Superintendent at the District Administration Building, 163 Monmouth Road, Oakhurst, N.J.

STATEMENT OF ADEQUATE NOTICE

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

ROLL CALL OF ATTENDANCE

Present – Mr. Steven Clayton, Mr. James Dietrich, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi. Mr. Sean Moore was absent.

Staff in attendance – Mr. K. Jannarone, School Business Administrator and Dr. J. Stefankiewicz, Superintendent of Schools.

Enter Executive Session – 7:02 p.m.

Approval: Motion offered by Mr. Hadden, seconded by Mrs. Parlamas and carried 8-0

Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Personnel (Agenda) and Negotiations (TOEA). It is anticipated at this time that the above stated subject(s) shall be made public at such time as the need for non-disclosure no longer exists. Board of Education will be in executive session for approximately 30 minutes and will take action upon returning to work session.

Adjourn Executive Session – 7:32 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. Hadden

Mr. Hadden discusses the following item(s):

- Reminder to Board of Education about executive session personnel matters and the confidentiality associated with the topics.

SUPERINTENDENT’S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- High school graduation requirements that were approved by the State Department of Education
- Meet and greet September 1st with high school principal for staff and parents.
- Parent information session on the new reading program will be held by administration and some teachers.
- Keynote speaker on Education Technology for entire staff on the Professional Development day before the start of school.

SCHOOL BUSINESS ADMINISTRATOR’S REPORT: No Report

PUBLIC COMMENT:

- Gino Dellomo, resident, asked about the school physician RFP.

COMMITTEE REPORTS:

CO-CURRICULAR STUDENT ACTIVITIES: No Report

COMMUNITY LIAISON & COMMUNICATIONS: Mrs. Sylvia-Cioffi

The following item(s) were discussed:

1. **Discussion: Spartan Success Program**

Kelly Weldon, Asst. Superintendent/Curriculum and Instruction; Gina Hagerman, Asst. Principal and Michael Lambusta, Asst. Principal were in attendance and discussed the attached information regarding the high school discipline forms and ‘Student in Good Standing’ contract. They discussed with the Board of Education the progressive discipline actions regarding students at OTHS.

2. **Discussion: Policies and Regulations**

Board of Education and Administration discussed the first reading of revision to policies and regulations:

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. **Discussion: Strategic Planning Proposal:**

Board of Education and Administration discussed the attached strategic planning proposal provided by NJ School Board Association.

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

4. **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):

Twp of Ocean BOE Work Meeting Minutes (continued) – August 9, 2016

Work Meeting/Executive Session Minutes – July 26, 2016

Regular Meeting/Executive Session Minutes – July 26, 2016

Motion(s) on item #4 carried: 8-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

The following item(s) were discussed:

1. **Discussion: Estimated Tuition Rates - Students Received**

The Board of Education and administration discussed 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.

2. **Discussion: School Physicians**

Board of Education and Administration discussed the School Physician request for proposal submissions. After review of the proposals, consensus was to have the School Business Administrator see if he could split the 3 doctors who submitted proposals into 3 levels: Elementary, Intermediate and High School.

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

3. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated August 9, 2016.

Motion(s) for item #3 carried: 8-0

INSTRUCTIONAL & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. **Discussion: OTHS Advanced Placement Comparative Data**

Board of Education and Administration discussed Advanced Placement Comparative Data for the high school; reference documents attached.

2. **Discussion: Student Observers**

Board of Education and Administration discussed Student Observers for the 2016 Fall semester in accordance with the attached memorandum dated August 5, 2016.

3. **Discussion: Student Teachers**

Board of Education and Administration discussed the placement of Student Teachers for the

Twp of Ocean BOE Work Meeting Minutes (continued) – August 9, 2016

2016-2017 school year in accordance with the attached memorandum dated August 5, 2016.

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

Board of Education and Administration discussed curriculum for the 2016-2017 school year in accordance with the attached memorandum dated August 5, 2016, (all curricula was posted for review on the district website under the Board Members' link).

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

5. **Addendums to Out of District Tuition for the 2016 Extended School Year Program**

Move to approve addendums to out of district tuition for the 2016 Extended School Year Program in accordance with the attached memorandums dated August 1, 2016 (2), August 3, 2016, and August 5, 2016 (1).

6. **Professional Development Activities – Staff**

Move to approve the attached memorandums dated August 5, 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.

Mr. Clayton left the room.

Motion(s) for items #5 and #6 carried: 7-0

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 Janine Sterner, Special Education Teacher, Intermediate School/Fifth Grade Wing 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 9, 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. **Discussion: Class Size Reduction Teachers**

Board of Education and Administration discussed hiring the following Class Size Reduction Teachers for the 2016-2017 school year; 3 hours per day, \$30.00 per hour, effective September 1, 2016 (unless otherwise noted):

Non-tenure track positions:

Twp of Ocean BOE Work Meeting Minutes (continued) – August 9, 2016

Joy Puzino	Ocean Township Elementary School
Tawn Smith	Wanamassa Elementary School
Bette Bourlokas	Wayside Elementary School (Pending criminal history background check.)
Melissa Godwin	Wayside Elementary School (Pending criminal history background check and release from current employer.)

3. Discussion: Instructional Assistant Transfers

Board of Education and Administration discussed the following Instructional Assistant transfers effective September 1, 2016:

Tracey Berg	From: Wanamassa Elementary School To: Ocean Township Elementary School
Felicia DeFonzo	From: Wanamassa Elementary School To: Ocean Township Elementary School
Marilyn Eliadis	From: Ocean Township Elementary School To: Wanamassa Elementary School
Violet Eliadis	From: Wayside Elementary School To: Ocean Township High School
Susan MacDonald	From: Ocean Township High School To: Wanamassa Elementary School
Katherine Porter	From: Township of Ocean Intermediate School To: Wayside Elementary School
Tamara Richmond	From: Wayside Elementary School To: Township of Ocean Intermediate School
Carol Scollay	From: Wanamassa Elementary School To: Township of Ocean Intermediate School

4. Discussion: Employee Transfer

Board of Education and Administration discussed the following employee transfer effective September 1, 2016:

Larisa Soares	From: Special Education Teacher Wanamassa Elementary School To: Special Education Teacher Ocean Township Elementary School
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5. Discussion: Computer Lab Assistant Positions

Board of Education and Administration discussed the Computer Lab Assistant Positions.

Twp of Ocean BOE Work Meeting Minutes (continued) – August 9, 2016

Lauren Mount Special Education Teacher \$61,565.00
Township of Ocean Intermediate School/ MA+30/Step 2
Fifth Grade Wing
Actual Start & Effective Dates: Pending release from current
employer and criminal history background check.

(Ms. Mount replaces Marta Feliz who was not renewed for the 2016-2017 school year.)

Polette Sanchez Bi-lingual Instructional Assistant (Part-Time) \$11,705.00
Ocean Township High School Step 1
Non-Tenure Track Position
Actual Start Date: September 2, 2016
Effective Date: September 1, 2016

(Ms. Sanchez was previously approved at the work meeting of the Board held on
July 12, 2016 pending criminal history background check. Clearance has been received.)

Kathleen Thorson Special Education Teacher \$59,615.00
Wanamassa Elementary School MA/Step 2
Actual Start & Effective Dates: Pending release from current
employer and criminal history background check.

(Mrs. Thorson replaces Dana Rossback who transferred to a newly budgeted position.)

11. Revised Contracts

Move to approve that revised contracts be issued to the following:

Herman Hall Custodian I \$35, 200.00*
Ocean Township High School Retro to July 1, 2016
Effective: July 1, 2016

(*This is a revision to salary as a result of being issued a black seal license.)

Polette Sanchez Instructional Assistant, Part-Time \$15,607.00*
Ocean Township High School
Effective September 1, 2016

(*Ms. Sanchez's hours were increased, resulting in an increase in salary.)

13. Issuance of Contracts

Move to approve that contracts be issued to the following:

To fill vacancy positions:

Samuel Fierra Director of School Counseling, K-12 \$114,933.00
Ocean Township High School Guide 3/Assist. Principal
Actual Start & Effective Dates: Pending Step 7
release from current employer and criminal
history background check.

(Mr. Fierra replaces Kathryn Miller who retired August 1, 2016.)

Samantha Wild Guidance Counselor, Part-Time \$ 40,055.00
Township of Ocean Intermediate School MA/Step I

Twp of Ocean BOE Work Meeting Minutes (continued) – August 9, 2016

Fifth Grade Wing
Actual Start & Effective Dates: Pending criminal history
background check.

(Ms. Wild replaces Brittany Kreiger who moved to a full-time maternity leave replacement, non-tenure track position, at the high school.)

Motion(s) for items #6 thru #11 and #13 carried: 7-0

Mr. Clayton returned to the room.

PLANNING & CONSTRUCTION: Mr. Plautis
The following item(s) were discussed:

1. **Discussion: Referendum**

Committee chair gave a report on the construction walk-thru that took place on Wednesday, August 3rd.

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS:

- ‘Back to School’ night conflict, consensus by Board to move September 13th workshop meeting back to 8:00 pm.

NEW BUSINESS:

- Lawsuit settlements disclosure was discussed, the School Business Administrator will look into it further.
- Adult school possibilities - district to offer classes as an alternate revenue source
- ‘Stuff the Bus’ program with Monmouth County.

PUBLIC COMMENT: None

ADJOURN MEETING: 9:40 p.m.

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

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/Board Secretary