

Work Session

Attachments

FEBRUARY 28, 2017

Office of the Superintendent
Township of Ocean School District
February 24, 2017

MEMORANDUM FOR: All Members of the Board

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

RE: **Miscellaneous Information**

1. **On the Calendar**

February 28, 2017

- 7:00 pm - Executive Session (Closed)
- 7:30 pm - Work Meeting

March 7, 2017

- 7:00 pm - Executive Session (Closed)
- 7:30 pm - Work Meeting

March 14, 2017

- 7:00 pm - Executive Session (Closed)
- 7:30 pm - Work Meeting

March 18, 2017 (Saturday)

- 9:30 am - 11:30 am – Intermediate School
Future Chefs Culinary Competition sponsored by Sodexo. District finalists, Grades 3-5, will compete in the final challenge of the culinary competition. The winner of this event will be entered into the National Competition!

March 21, 2017

- 7:00 pm - Executive Session (Closed)
- 7:30 pm - Work Meeting
- 8:00 pm - Regular Monthly Meeting

March 28, 2017 - No Meeting

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: February 23, 2017

RE: Employment Opportunity/2017-2018 School Year
One Year Maternity Leave Replacement – Non-Tenured track
position
September 1, 2017 – June 30, 2018

POSITION: Speech – Language Specialist – Wayside School

QUALIFICATIONS:

- Speech Therapist certification required
- Speech License preferred

SALARY: Salary will be commensurate with the Township of Ocean
School District Teachers' 2017-2018 Salary Guide.

APPLICATION DEADLINE: Qualified candidates should apply on line at
<http://www.applitrack.com/ocean/onlineapp>
by the end of the day, Monday, March 6, 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: February 23, 2017

RE: Employment Opportunity

POSITION: Bus Driver

QUALIFICATIONS:

- Valid CDL Drivers License with P, S and Air Brake Endorsements in good standing with a valid medical certificate and current criminal history background check.
- Some training available.

SALARY: Salary will be commensurate with the Township of Ocean School District Bus Drivers' 2016-2017 Salary Guide.

APPLICATION DEADLINE: Qualified candidates should notify the Personnel Office in writing at 163 Monmouth Rd., Oakhurst, NJ 07755 by the end of the business day, Monday, March 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: February 23, 2017

RE: Employment Opportunity

POSITION: Substitute Bus Drivers

QUALIFICATIONS:

- Valid CDL Drivers License with P, S and Air Brake Endorsements in good standing with a valid medical certificate and current criminal history background check.
- Some training available.

SALARY: Substitute Salary: \$18.25 per hour

APPLICATION DEADLINE: Qualified candidates should notify the Personnel Office in writing at 163 Monmouth Rd., Oakhurst, NJ 07755.

**COMMUNITY LIAISON, COMMUNICATIONS &
CO-CURRICULAR STUDENT ACTIVITIES COMMITTEE**

TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
February 21, 2017

CALL TO ORDER

Mr. James Dietrich, President, called the meeting to order at 6:00 p.m. in the office of the Superintendent at the District Administration Building, 163 Monmouth Road, Oakhurst, N.J.

STATEMENT OF ADEQUATE NOTICE

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

ROLL CALL OF ATTENDANCE

Present: Mr. Steven Clayton, Mr. James Dietrich, Mr. Joseph Hadden (Arrived at 6:12 pm), Dr. David Marshall (Arrived at 7:40 pm) Mrs. Amy McGovern, Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi. Mr. John Stuppi was absent.

Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator and Dr. James Stefankiewicz, Superintendent of Schools.

Enter Executive Session – 6:02 p.m.

Approval: Motion offered by Mr. Dietrich, seconded by Mrs. Parlamas and carried 6-0.

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 (Superintendent's contract). 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 not take action upon returning to work session.

Adjourn Executive Session – 6:29 p.m.

Approval: Motion offered by Mrs. Parlamas seconded by Mrs. McGovern and carried 7-0.

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

PRESIDENT'S REPORT: Mr. Dietrich

Mr. Dietrich discussed the following item(s):

- Reminder of the Future Chefs competition on March 18th
- NJ School Boards Association updates.
- Budget information for next workshop will be distributed tonight.

VICE PRESIDENT'S REPORT: No Report

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Professional Development day on Friday, February 17th went well and school improvement panels that did much of the planning scheduled for the district on February 17th.
- Superintendent discussed the suspension report update.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

- Professional Day Secretarial training was a success.

PUBLIC COMMENT: None

COMMITTEE REPORTS:

COMMUNITY LIAISON, COMMUNICATIONS & CO-CURRICULAR

STUDENT ACTIVITIES: Mrs. Sylvia-Cioffi

The following item(s) were discussed:

1. **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 – February 7, 2017

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

The following item(s) were discussed:

1. **Discussion: Budget 2017-2018**

Board of Education and administration continued budget discussions for the 2017-2018 budget. Capital outlay, capital reserve and state aid were reviewed. Additional budget data for the next workshop was distributed.

2. **Discussion: Use of Facilities**

Board of Education and Administration discussed the use of facilities according to the attached list dated February 21, 2017.

Motion(s) for item #3 carried: 7-0

INSTRUCTIONAL & EDUCATION: Dr. Marshall

The following item(s) were discussed:

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

Board of Education and Administration discussed the attached memorandums (2) dated February 17, 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.

2. **Discussion: Cancellation to Out of District Private Tuition for the 2016-2017 School Year**

Board of Education and Administration discussed a cancellation to out of district private tuition for the 2016-2017 school year in accordance with the attached memorandum dated February 7, 2017.

3. **Discussion: Addendum to Out of District Private Tuition for the 2016-2017 School Year**

Board of Education and Administration discussed an addendum to out of district private tuition for the 2016-2017 school year in accordance with the attached memorandum dated February 8, 2017.

4. **Discussion: District School Calendar for the 2017-2018 School Year**

Board of Education and Administration discussed the 2017-2018 school calendar, for teachers

Twp of Ocean BOE Work Meeting Minutes (continued) – February 21, 2017

and students, in accordance with the attached copy dated January 27, 2017.

5. Discussion: Student Observers

Board of Education and Administration discussed student observers for the period of February 22, 2017- May 24, 2017 in accordance with the attached list dated February 17, 2017.

6. Discussion: Overnight Trip Request

Board of Education and Administration discussed the following overnight trip request:

Group: * Varsity Wrestling Team
Number of Students: Qualifying Wrestlers – number to be determined
Date: Friday, March 3rd through Saturday, March 4th - 2017
Destination: Atlantic City
Purpose: Individual State Tournament
Transportation: Students will travel to Atlantic City in their own vehicles, with their parents or with the coaches. Pending the number of qualifiers, wrestlers may be transported by school bus. Permission slips will be signed prior to going. They will return home with their parents.
Teacher Chaperones: 4 (Coaches)
Cost: For the rooms (3 rooms- one for coaches, two for athletes) at Bally's - \$278.00 per reservation/total amount \$834.00
The Athletic Department Budget will be responsible for the cost as it is an extension of the season for individual state qualifiers.

(*This trip is based on the assumption that we have wrestlers who will qualify at the Regional Tournament held on February 22nd, February 24th, and February 25th.)

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. Discussion: Playground Aide for the 2016-2017 School Year/OTES

Board of Education and Administration discussed hiring Jaclyn Calabrese as a Playground Aide for the 2016-2017 school year at Ocean Township Elementary School.

2. Discussion: Unpaid Family Leave of Absence

Board of Education and Administration discussed the request of Amanda Kmiec, Music Teacher, Wayside 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 May 18, 2017 through June 15, 2017 (4 weeks). Mrs. Kmiec's last day of work will be Friday, March 31, 2017. She is expected to return to work on June 16, 2017.

3. Discussion: Revision to an Unpaid Family Leave of Absence

Board of Education and Administration discussed a revision to an unpaid family leave of absence,

Twp of Ocean BOE Work Meeting Minutes (continued) – February 21, 2017

as designated under FMLA and NJFLA, for Larisa Soares, Special Education Teacher, Ocean Township Elementary School, to reflect an earlier start to the unpaid family leave, March 1, 2017 and an earlier return to work date, June 1, 2017. Mrs. Soares' last day of work was January 23, 2017. While out on an unpaid family leave of absence, Mrs. Soares will be responsible for paying the appropriate contribution towards her health insurance coverage. (Mrs. Soares' leave was previously approved, at the October 18, 2016 regular monthly meeting, with a March 14, 2017 start to the leave, the last day of work February 3, 2017 and a return date of June 14, 2017.)

4. Discussion: Retirement

Board of Education and Administration discussed the retirement of Roxanne Guarino, Music Teacher, Township of Ocean Intermediate School effective July 1, 2017.

5. Discussion: Substitute Teachers

Board of Education and Administration discussed hiring Substitute Teachers for the 2016-2017 school year in accordance with the attached list dated February 17, 2017.

6. Discussion: Revised Contract

Board of Education and Administration discussed issuing a revised contract to the following employee effective March 1, 2017:

Patrick O'Neill	From: Elementary Teacher Ocean Township Elementary School	
	To: Supervisor of Education Technology & Innovation, Grades K-12	\$94,500.00 Step 1 Prorated

(Mrs. Vasta retired February 1, 2017. Her job vacancy was repurposed, thus creating this new position.)

7. Discussion: Instructional Assistant Transfers

Board of Education and Administration discussed the following Instructional Assistant transfers effective February 22, 2017:

Michael Pembleton	From: Township of Ocean Intermediate School To: Ocean Township High School
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Romy Georinow	From: Ocean Township High School To: Ocean Township Elementary School
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Felicia DiFonzo	From: Ocean Township Elementary School To: Township of Ocean Intermediate School
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8. Discussion: Custodial Substitute

Board of Education and Administration discussed hiring Raquel Delacruz-Mato as a Custodial Substitute for the 2016-2017 school year.

PLANNING & CONSTRUCTION: Mr. Palutis

The following item(s) were discussed:

Twp of Ocean BOE Work Meeting Minutes (continued) – February 21, 2017

1. **Discussion: Referendum Projects**

Rick Takakjy, P.W. Moss & Associates and Frank Messineo, Solutions Architecture, were in attendance and gave an update on the current referendum projects.

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS: None

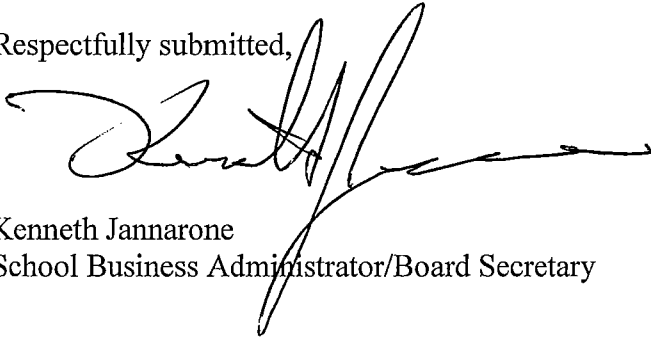
NEW BUSINESS: None

PUBLIC COMMENT: None

ADJOURN MEETING: 7:58 p.m.

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

Respectfully submitted,



Kenneth Jannarone
School Business Administrator/Board Secretary

Total \$11,462,588.24

Motion(s) carried: 8-0

COMMITTEE REPORTS:

COMMUNITY LIAISON COMMUNICATIONS & CO-CURRICULAR

STUDENT ACTIVITIES: Mrs. Sylvia-Cioffi

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

1. **Resolution:**

Move to approve a resolution honoring the late Senator Joseph Palaia and designating February 3rd of each year as “Joe Palaia Day”.

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 – February 7, 2017

3. **Policies and Regulations**

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

- Policy 1220 – Employment of Chief School Administrator (M)
- Policy 3124 – Employment Contract (Teaching)
- Policy 3125 – Employment of Teaching Staff Members (M)
- Policy 3125.2 – Employment of Substitute Teachers
- Policy 3126 – District Mentoring Program
- Regulation 3126 – District Mentoring Program
- Policy 3240 – Professional Development for Teachers & School Leaders (M)
- Regulation 3240 – Professional Development for Teachers & School Leaders (M)
- Policy 4124 – Employment Contract (Support Staff)
- Policy 5305 – Health Services Personnel
- Regulation 5330 – Administration of Medication (M)
- Policy 5339 – Screening for Dyslexia (M)
- Policy 5350 – Student Suicide Prevention
- Regulation 5350 – Student Suicide
- Policy 5514 – Student Use of Vehicles on School Grounds
- Policy 8441 – Care of Injured and Ill Persons (M)
- Regulation 8441 – Care of Injured and Ill Persons (M)
- Policy 8454 – Management of Pediculosis (*new*)
- Policy 8630 – Bus Driver/Bus Aide Responsibility (M)
- Regulation 8630 – Emergency School Bus Procedures (M)
- Policy 9541 – Student Teachers/Interns

Motion(s) carried: 8-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

Mrs. McGovern 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 January 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 Board Secretary/School Business Administrator's Certification as of January 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 January 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 January 31, 2017.

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, January 31, 2017 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 January 2017:**

Fire Drill

Ocean Township High School..... January 12, 2017
Twp. of Ocean Intermediate School January 4, 2017
Ocean Township Elementary School January 11, 2017
Wanamassa Elementary School January 19, 2017
Wayside Elementary School..... January 13, 2017

Active Shooter Drill

Twp. of Ocean Intermediate School..... January 12, 2017

Lockdown Drill

Ocean Township High School..... January 19, 2017
Wanamassa Elementary School January 26, 2017
Ocean Township Elementary School January 31, 2017

AED Drill (Cardiac Event)

Wayside Elementary School..... January 31, 2017

4. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated February 21, 2017.

5. **Tax Sheltered Annuity 403(b)/Section 529 College Savings Plan Companies and Section 457 Plans**

Move to approve the attached model 403(b) Plan Document and Adoption Agreement and the 457 Plan Document and Adoption Agreement for the Township of Ocean Board of Education.

Motion(s) carried: 8-0

INSTRUCTION & EDUCATION: Dr. Marshall

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

1. **High School – New Course Offerings for the 2017-2018 School Year**

Move to approve new courses, to be offered to high school students, for the 2017-2018 school year in accordance with the attached memorandum dated January 9, 2017.

2. **Research Study for Master’s Thesis**

Move to approve the request of Nora Lopez Matta, Spanish Teacher, Ocean Township, Wanamassa and Wayside Elementary Schools, to conduct a research study. The study is part of her master’s thesis titled, “*Parents’ perceptions of bilingualism and bilingual education.*” Ms. Lopez Matta is enrolled in the Graduate Program in the Department of Modern Languages at New Jersey City University. The study is a requirement of the program. The study will be conducted among parents of children in the Bilingual Program at the Wayside Elementary School. Ms. Lopez Matta will mail information to the parents of her students. Those participating will complete a consent form. Details regarding the study and a copy of the consent form are attached.

3. **Professional Development Activities – Staff**

Move to approve the attached memorandums (2) dated February 17, 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.

4. **Cancellation to Out of District Private Tuition for the 2016-2017 School Year**

Move to approve a cancellation to out of district private tuition for the 2016-2017 school year in accordance with the attached memorandum dated February 7, 2017.

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

Move to approve an addendum to out of district private tuition for the 2016-2017 school year in accordance with the attached memorandum dated February 8, 2017.

6. **District School Calendar for the 2017-2018 School Year**

Move to approve the 2017-2018 school calendar, for teachers and students, in accordance with the attached copy dated January 27, 2017.

7. **Overnight Trip Request**

Move to approve the following overnight trip request:

Group: * Varsity Wrestling Team
Number of Students: Qualifying Wrestlers – number to be determined
Date: Friday, March 3rd through Saturday, March 4th - 2017
Destination: Atlantic City
Purpose: Individual State Tournament
Transportation: Students will travel to Atlantic City in their own vehicles, with their parents or with the coaches. Pending the number of qualifiers, wrestlers may be transported by school bus. Permission slips will be signed prior to going. They will return home with their parents.
Teacher Chaperones: 4 (Coaches)
Cost: For the rooms (3 rooms- one for coaches, two for athletes) at Bally's - \$278.00 per reservation/total amount \$834.00
The Athletic Department Budget will be responsible for the cost as it is an extension of the season for individual state qualifiers.

(*This trip is based on the assumption that we have wrestlers who will qualify at the Regional Tournament held on February 22nd, February 24th, and February 25th.)

8. **Adoption of Biliteracy Awards in Our District on Both the High School and Intermediate School Levels**

Move to approve the adoption of the State of New Jersey's Seal of Biliteracy High School Graduation Award and a pathway award at the middle school level, titled the Township of Ocean Intermediate School's Bilingual Participation and Achievement Award, as outlined in the attached letter dated December 16, 2016.

9. **Student Observers**

Move to approve student observers for the period of February 22, 2017- May 24, 2017 in accordance with the attached list dated February 17, 2017.

Motion(s) carried: 8-0 (Dr. Marshall recused himself on item #9)

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 Jenny Orwick, Special Education Teacher, Wayside Elementary School beginning at the conclusion of her eligible sick leave, approximately May 1, 2017 through June 15, 2017 (7 weeks). Mrs. Orwick's last day of work will be Friday, March 31, 2017. She is expected to return to the classroom on June 16, 2017. While out on an unpaid family leave of absence, Mrs. Orwick will

be responsible for paying the appropriate contribution towards her health insurance coverage.

2. **Unpaid Family Leave of Absence**

Move to approve for Jacquelyn LeVine-Salum, Special Education Teacher, Township of Ocean Intermediate School, two (2) weeks of unpaid family leave, as designated under FMLA, for the period of May 25, 2017 – June 8, 2017, and twelve weeks of unpaid family leave, as designated under FMLA and NJFLA, for the period beginning June 9, 2017 through November 10, 2017. Mrs. LeVine-Salum's last day of work will be Wednesday, May 10, 2017. She is expected to return to the classroom on Monday, November 13, 2017.

3. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence, as designated under FMLA, for Maryann Holmes, Elementary Teacher, Ocean Township Elementary School, for the period of March 2, 2017 through March 15, 2017, (two weeks). Mrs. Holmes last day of work will be Tuesday, February 14, 2017. She is expected to return to work on Thursday, March 16, 2017. While out on an unpaid family leave of absence, Mrs. Holmes will be responsible for paying the appropriate contribution towards her health insurance coverage.

4. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence, as designated under FMLA and NJFLA, for Jessica Fischer, Basic Skills Teacher/Part-time, Township of Ocean Intermediate School/Grade 5, beginning at the conclusion of her eligible sick leave, approximately May 12, 2017 through June 21, 2017 (5 weeks). Mrs. Fischer's last day of work will be Friday, April 7, 2017. She is expected to return to work on June 22, 2017.

5. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence, as designated under FMLA and NJFLA, for Amanda Kmiec, Music Teacher, Wayside Elementary School, beginning at the conclusion of her eligible sick leave, approximately May 18, 2017 through June 15, 2017 (4 weeks). Mrs. Kmiec's last day of work will be Friday, March 31, 2017. She is expected to return to work on June 16, 2017.

6. **Revision to an Unpaid Family Leave of Absence**

Move to approve a revision to an unpaid family leave of absence, as designated under FMLA and NJFLA, for Larisa Soares, Special Education Teacher, Ocean Township Elementary School, to reflect an earlier start to the unpaid family leave, March 1, 2017 and an earlier return to work date, June 1, 2017. Mrs. Soares' last day of work was January 23, 2017. While out on an unpaid family leave of absence, Mrs. Soares will be responsible for paying the appropriate contribution towards her health insurance coverage. (Mrs. Soares' leave was previously approved, at the October 18, 2016 regular monthly meeting, with a March 14, 2017 start to the leave, the last day of work February 3, 2017 and a return date of June 14, 2017.)

7. **Maternity Leave of Absence for the 2017-2018 School Year**

Move to approve a maternity leave of absence (unpaid) for Blair Koczan, Speech-Language Specialist, Wayside Elementary School, beginning September 1, 2017 and continuing to the end of the school year, June 30, 2018. Mrs. Koczan's last day of work will be Friday, May 26, 2017. Mrs. Koczan will be responsible for paying the appropriate contribution towards her health insurance coverage for the first 12-weeks of her maternity leave. Mrs. Koczan is expected to

return to the classroom on September 1, 2018.

8. **Instructional Assistant/Spring Track and Sophomore Lock-in**

Move to approve Muriel Papa, an Instructional Assistant, to provide aide support to a High School student (10th grade) with disabilities participating in Spring Track and the Sophomore Lock-in. Ms. Papa will shadow the student/Spring Track team member after school for practices only, during the period of March 3, 2017 through May 10, 2017. In addition, Ms. Papa will shadow the student to the Sophomore Lock-in scheduled on February 24, 2017 during the hours of 8:00 pm – 1:00 am. Ms. Papa will be paid at her hourly contractual rate.

9. **Spring Coaches for the 2016-2017 School Year/ JV Boys Lacrosse and Freshman Girls Lacrosse**

Move to approve Spring Coaches for the 2016-2017 school year for JV Boys Lacrosse and Freshman Girls Lacrosse in accordance with the attached memorandum dated January 18, 2017.

10. **Volunteer Coach Boys Lacrosse**

Move to approve John Della Pesca as a Volunteer Coach for Boys Lacrosse (high school level) for the 2016-2017 school year.

11. **Retirements**

Move to approve the following retirements effective July 1, 2017:

Elizabeth Baumert, Special Education Teacher, Ocean Township High School
Jane Gittines, 12-Month Secretary, Township of Ocean Intermediate School
Roxanne Guarino, Music Teacher, Township of Ocean Intermediate School

12. **Custodial Substitutes**

Move to approve Oniris Batista and Raquel Delacruz-Mato as Custodial Substitutes for the 2016-2017 school year.

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

Move to approve Jaclyn Calabrese as a Playground Aide for the 2016-2017 school year at Ocean Township Elementary School.

14. **Revised Contract**

Move to approve that a revised contract be issued to the following employee effective March 1, 2017:

Patrick O'Neill	From: Elementary Teacher	
	Ocean Township Elementary School	
	To: Supervisor of Education Technology	\$94,500.00
	& Innovation, Grades K-12	Step 1
		Prorated

(Mrs. Vasta retired February 1, 2017. Her job vacancy was repurposed, thus creating this new position.)

15. **Instructional Assistant Transfers**

Move to approve the following Instructional Assistant transfers effective February 22, 2017:

Michael Pembleton From: Township of Ocean Intermediate School
To: Ocean Township High School

Romy GeorGINow From: Ocean Township High School
To: Ocean Township Elementary School

Felicia DiFonzo From: Ocean Township Elementary School
To: Township of Ocean Intermediate School

16. **Substitute Teachers**

Move to approve Substitute Teachers for the 2016-2017 school year in accordance with the attached list dated February 17, 2017.

Motion(s) carried: 8-0

PLANNING & CONSTRUCTION: Mr. Palutis

1. **Referendum Report**

Mr. Palutis, committee chair, discussed the committee construction walk-thru held earlier today and then turned the report over Rick Takakjy, P.W. Moss & Associates and Frank Messineo, Solutions Architecture, They gave a presentation along with showing pictures of the construction projects and their progress. They also reviewed and discussed upcoming referendum project time lines.

TECHNOLOGY: No Report

OLD BUSINESS: None

NEW BUSINESS: None

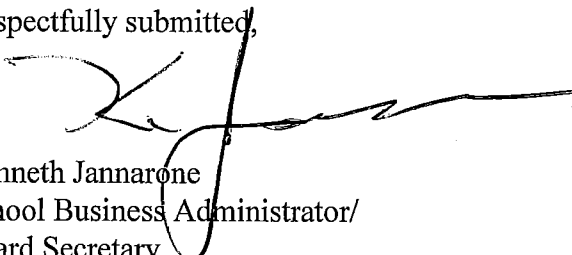
PUBLIC COMMENTS:

- Dr. Marwin Meller, resident, asked about preliminary budget tax increases. The administration discussed the possible budget information to be available at the March meeting.
- Mrs. Hudson, resident, asked if the referendum presentation will be on the web site. The administration will have the presentation posted to the website.

ADJOURNMENT: 8:50 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

FINANCIAL MANAGEMENT & RESOURCE SERVICES

OCEAN TWP. SCHOOL DISTRICT
CLASS SIZE / STAFFING ELEMENTARY COMPARISON

AS OF 12/31/16 Grade/Class	CURRENT OTES		PROJECTED OTES		CURRENT WANAMASSA		PROJECTED WANAMASSA		CURRENT WAYSIDE		PROJECTED WAYSIDE		Totals	
	Students	Staff	Students	Staff	Students	Staff	Students	Staff	Students	Staff	Students	Staff	Students	Staff
Kindergarten														
Kindergarten														
Kindergarten	17	1											20	1
Kindergarten	16	1											21	1
Kindergarten	17	1											21	1
Kindergarten	16	1											20	1
Kindergarten	16	1											20	1
Total Kindergarten	66	4	65	4	56	3	55	3	123	6	120	6	245	13
Average Class Size	16.5		16.3		18.7		18.3		20.5		20.0			
Grade 1														
Grade 1														
Grade 1	15	1											18	1
Grade 1	15	1											17	1
Grade 1	16	1											17	1
Grade 1	15	1											18	1
Grade 1	15	1											17	1
Total Grade 1	61	4	69	4	39	2	59	3	105	6	123	6	205	11
Average Class Size	15.3		17.3		19.5		19.7	Move	17.5		20.5			
Grade 2														
Grade 2														
Grade 2	22	1											22	1
Grade 2	21	1											22	1
Grade 2	22	1											21	1
Grade 2	22	1											21	1
Grade 2	22	1											21	1
Total Grade 2	65	3	64	4	54	3	41	2	129	6	108	6	248	12
Average Class Size	21.7		16.0	Move	18.0		20.5	Move	21.5		18.0			
Grade 3														
Grade 3														
Grade 3	18	1											21	1
Grade 3	18	1											22	1
Grade 3	17	1											21	1
Grade 3	17	1											21	1
Grade 3	17	1											20	1
Total Grade 3	70	4	67	3	57	3	56	3	125	6	131	6	252	13
Average Class Size	17.5		22.3	Move	19.0		18.7		20.8		21.8			
Grade 4														
Grade 4														
Grade 4	17	1											23	1
Grade 4	18	1											23	1
Grade 4	17	1											22	1
Grade 4	17	1											21	1
Grade 4	17	1											23	1
Total Grade 4	69	4	73	4	63	3	59	3	112	5	127	6	244	12
Average Class Size	17.3		18.3		21.0		19.7		22.4		21.2	Add?		

OCEAN TWP. SCHOOL DISTRICT
CLASS SIZE / STAFFING ELEMENTARY COMPARISON

AS OF 12/31/16 Grade/Class	OTES		OTES		WANAMASSA		WANAMASSA		WAYSIDE		WAYSIDE		Totals	
	Students	Staff	Students	Staff	Students	Staff	Students	Staff	Students	Staff	Students	Staff	Students	Staff
TOTALS	331.0	19.0	338.0	19.0	269.0	14.0	270.0	14.0	594.0	29.0	609.0	30.0	1,194.0	61.0
Librarian		1				1				1			0	3
Nurse		1				1				1			0	3
Physical Ed./Health		2.5				2.5				3			0	8
Art Teacher		0.8				0.5				1			0	2.3
Music		1				0.5				1			0	2.5
Speech		2				1.2				2.4			0	5.6
Resource Room		5.5				5.76				8.5			0	19.76
Basic Skills		2.29				1.86				4.01			0	8.16
World Language		0.68				0.66				0.66			0	2.00
ESL Teacher		1				1				5.62			0	7.62
Special Ed Self-Cont.		27		4		1			27	4			60	9.00
Preschool Disability		25		3		2			45	3			100	8.00
TOTALS	52.0	24.8			36.0	19.0			72.0	35.2			160.0	78.9
Total Grade 5														
Average Class Size													16-17	24.5
5th grade projected													17-18	22.2
TOTALS	383.0	43.8			305.0	33.0			666.0	64.2			1,354.0	150.9



INTER-LOCAL SERVICES AGREEMENT

SUMMER RECREATION SCHOOL BUS

RENTAL AGREEMENT

This contract is entered into this ____ day of **March, 2017** by and between Township of Ocean Board of Education, a body politic, with offices at 163 Monmouth Road, Oakhurst, NJ 07755 ("the Board") and the Township of Ocean, a body politic, with offices at 399 Monmouth Road, Oakhurst, NJ 07755 ("Township").

IT IS AGREED:

1. The Board will rent a maximum of eight 54-passenger school buses to the Township Recreation Department for use during their summer camp program.
2. This agreement will be in effect for the period from June 22, 2017 to August 18, 2017.
3. The Township will pay a flat fee of \$8,000. to the Board by September 1, 2017.
4. All dispatching services (Parent phone calls, routing etc.) will be handled by the Township recreation department.
5. The Township agrees to utilize its own fuel. However, if the need arises the Township will reimburse the Board for fuel used from our Transportation yard.
6. The Township agrees to reimburse the Board for any towing services that become necessary due to breakdown.
7. The Board mechanic is on duty from Monday thru Friday until 3:00 p.m. and the Board will be responsible for regular maintenance on said vehicles.
8. The Township will be responsible to direct their drivers to complete a daily pre-trip inspection and notify the Board of potential mechanical problems by copy of this form.
9. All bus drivers utilized will be employed by the Township during the term of the agreement and the Township will only employ licensed CDL drivers with passenger endorsement and air brakes certification to operate the rented vehicles.

10. Any moving violation occurring during the rental period will be the responsibility of the Township and the individual contracted driver.
11. The Township acknowledges their auto liability insurance as primary coverage including comprehensive and collision. The Township will provide the Board with a certificate of insurance naming the Board of Education as additional insured before **June 22, 2017** and shall list the following coverage limits:
 - a) Automobile Liability - \$1,000,000 liability limits
 - b) Workers' Compensation
 - c) General Liability – with minimum limits of \$1/\$2 Million
 - d) Umbrella Liability – with minimum limits of \$5,000,000
12. The Township agrees to indemnify and hold harmless the Board for any claim involving any of the buses included in this agreement while under Township control.
13. This agreement has been duly authorized as an inter-local service pursuant to NJSA 40:8A-1.

ATTEST:

Township of Ocean

Vincent G. Buttiglieri,
Municipal Clerk

Christopher Siciliano
Mayor

ATTEST:

Township of Ocean Board of Education

Kenneth Jannarone,
School Business Administrator

James Dietrich
Board President

INSTRUCTION & EDUCATION

**Office of the Assistant Superintendent of Schools
Curriculum & Instruction**

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: February 24, 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	First	Subject	Title	Date	FEE*
Colon	Greg	Business	FSTN*** TIP**** Mtg - African American Chamber of Commerce of NJ	3/1/17	**
Kahikina	Andrea	History	Human Trafficking Symposium - Madison	3/21/17	**
Maliff	James	Asst Principal	Bomb Threat Assessment, Awareness and Response - Monmouth County Prosecutor's office	3/23/17	n/a
Lambusta	Michael	Asst Principal	Bomb Threat Assessment, Awareness and Response - Monmouth County Prosecutor's office	3/23/17	n/a
Pembleton	Michael	Security	Bomb Threat Assessment, Awareness and Response - Monmouth County Prosecutor's office	3/23/2017	n/a

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

**Substitute rate @ \$85 per day

***Financial Services Talent Network

****Targeted Industry Partnership

PERSONNEL

SETTLEMENT AGREEMENT AND RELEASE

This Settlement Agreement and Release ("Agreement" or "Release") is being entered into between [REDACTED] and the Township of Ocean Board of Education ("Board").

WHEREAS, [REDACTED] is a former employee of the Board, [REDACTED] employment having been terminated on [REDACTED] following an incident, the details of which are disputed by the parties; and

WHEREAS, [REDACTED] has filed a Petition of Appeal, contesting [REDACTED] termination; and

WHEREAS, the parties to this Agreement wish to resolve all outstanding issues between them, including the Petition of Appeal and any and all other potential claims that [REDACTED] may have or does have.

NOW THEREFORE, in return for the consideration set forth below, for other good and valuable consideration, the sufficiency of which is hereby acknowledged, and the representations contained hereinafter, the parties agree as follows.

1. The Board will make payment to [REDACTED] as follows:

\$8,462.40, representing 30 days pay
\$3,384.96, representing 12 vacation days.
Minus any applicable deductions

2. In return for the above-described payments, that is consideration to which [REDACTED] may not otherwise be entitled, [REDACTED] hereby releases and forever discharges the Board and each of its representatives, including without limitation each of its agents, employees, servants, directors, officers, attorneys, whether now employed or previously employed, as well as each and any of their respective subsidiaries, affiliates, successors and assigns and any of their respective agents, employees, servants, directors and officers from any and all actions, causes of action, suits, debts, dues, sums of money, actions for emotional distress and mental anguish, accounts, reckoning, bonds, bills, specialties, covenants, controversies, agreements, promises, variances, trespasses, damages, judgments, executions, claims and demands whatsoever in law, equity, admiralty, or administratively, which [REDACTED], [REDACTED] heirs, executors, administrators, successors and assigns ever had, now have or hereafter can, shall or may have for, upon or by any reason of any matter, cause or thing whatsoever from the beginning of the world to the day of this General Release including, without limitation, those which arise out of or are in manner whatsoever, directly or indirectly, connected with or related to the employment, and termination of employment, of [REDACTED] with the Board.

[REDACTED] signature below will constitute [REDACTED] agreement that, in consideration of the above payments, [REDACTED] knowingly and voluntarily waives and releases forever whatever claims [REDACTED] may have or may yet have against the Board, its employees, officers, agents, and attorneys, based upon any matter, cause or thing relating to [REDACTED] employment by any of them or to the termination of such employment.

This Release and waiver includes, but is not limited to, any rights or claims under federal, state, local or administrative law, statutory or decisional, for wrongful or abusive discharge, for breach of contract, or for discrimination based on race, color, ethnicity, sex, age, national origin, religion, disability or any other lawful or unlawful criterion or circumstance. [REDACTED] signature below will also constitute confirmation that [REDACTED] has been advised prior to signing this agreement to consult with an attorney, or any personal or financial advisor [REDACTED] chooses, and that [REDACTED] has so consulted with an attorney.

This Release Agreement shall be given the broadest interpretation possible to allow for full release of the Board.

3. [REDACTED] has been advised to seek legal counsel with respect to this Agreement and has sought such counsel. [REDACTED] further represents that [REDACTED] has made an appropriate investigation of the events referenced and covered by this Agreement, and does not, and has not, relied upon any statement, representation, omission or promise of any other party in executing this Agreement, or in making the settlement provided for herein, except as expressly stated in this Agreement. [REDACTED] further represents that [REDACTED] is aware that [REDACTED] may hereafter discover claims or facts in addition to or different from those [REDACTED] now knows or believes to be true with respect to the matters related herein. Nevertheless, it is [REDACTED] intention to fully, finally and forever settle and release all matters covered by this Release. In furtherance of such intention, the release given herein shall be and remain in effect as a full and complete release of all such matters, notwithstanding any discovery or existence of any additional or different claims or facts relative hereto.

Because [REDACTED] is over [REDACTED] years old, [REDACTED] may revoke this Agreement for seven (7) days following its execution and this Agreement shall not become effective or enforceable against [REDACTED] until this seven (7) day revocation period has expired. In the event [REDACTED] revokes this Agreement, written notice must be provided to the Board's Business Administrator no later than the close of business on the seventh day following execution of this Agreement.

4. Simultaneous with this Agreement, [REDACTED] shall dismiss the Petition of Appeal filed on January 23, 2017 (docket number not yet assigned) with prejudice.

5. This Agreement shall be enforceable against, and is intended to cover [REDACTED] and [REDACTED] successors, assigns, heirs, beneficiaries and estate.

6. This Agreement may not be amended, changed or modified, except by written instrument executed by the parties executing this Release.

Township of Ocean Board of Education
By:

PLANNING & CONSTRUCTION

TOWNSHIP OF OCEAN BOARD OF EDUCATION - 2014 REFERENDUM PROJECTS - HIGH SCHOOL UNIT VENTILATOR REPLACEMENT PROJECT

DOE PROJECT # 3810-030-15-2000

Project:	P.W. MOSS & ASSOCIATES - RICK TAKAKJY (PMM) - (AUTHOR)
Job No.:	SOLUTIONS ARCHITECTURE (SA) - THOMAS STRAUSSER
CM	JOHN & URBAN ENGINEERS (J&U) - MARK LONERGAN, KEVIN MORAN
ARCHITECT	STRUCT. E MPP ENGINEERS, INC. (MPP) - SCOTT MCCONNELL, HIRAL SANGHVI
MEP E	CIVIL E. ANDERSON CONSULTING, INC. (AC) - PAUL ANDERSON
OWNER	TOWNSHIP OF OCEAN BOARD OF EDUCATION (OTBOE) - GARY TATTERSALL
GC	KAPPA CONSTRUCTION, CORP. (KCC) - GUS KAMARATOS, ELLEN KAMARATOS, PHIL KAMARATOS

REQUESTS FOR CHANGE ORDERS

NUMBER	Change Order Requests		DESCRIPTION	ORIGINAL AMOUNT	FINAL AMOUNT	STATUS	COMMENTS
	DATE	TRADE					
ALLOWANCE RECONCILIATION							
G-1	CONTRACT	GC	GENERAL ALLOWANCE	(\$45,000.00)			
G-2	CONTRACT	GC	VCT & BASE REPLACEMENT (150 sf x \$8.50)	(\$1,275.00)	(\$1,275.00)		
G-3	CONTRACT	GC	CONCRETE SLAB SAW CUT, REMOVE & INFILL (50 l.f. x \$18.00)	(\$900.00)	(\$900.00)		
G-4	CONTRACT	GC / MC	2" DOMESTIC HOT WATER PIPING (50 l.f. X \$40.00)	(\$2,000.00)	(\$2,000.00)		
G-5	CONTRACT	GC / MC	4" X 4" VERTICAL METAL PIPE ENCLOSURES (25 l.f. X \$18.00)	(\$450.00)	(\$450.00)		
G-6	CONTRACT	GC / MC	FIN TUBE ENCLOSURES (25 l.f. X \$50.00)	(\$1,250.00)	(\$1,250.00)		
G-7	CONTRACT	GC / MC	2" PIPE INSULATION (100 l.f. X \$25.00)	(\$2,500.00)	(\$2,500.00)		
				TOTAL CONTRACT ALLOWANCE WORK	(\$53,375.00)		
CHANGE ORDER REQUESTS							
ADDITIONAL SCOPE OF WORK							
PCO #1	09/01/2017	GC / EC	INSTALLATION OF TWO (2) ADDITIONAL CONDENSATE PUMPS FOR PROPER DRAINAGE	\$2,403.10	\$2,043.20		
PCO #2	09/01/2017	EC	ROOM #140 & #141 ADDITIONAL ELECTRICAL WORK FOR NEW MECHANICAL WORK	\$528.54	\$445.15		
PCO #3	09/01/2017	EC	COMPUTER ROOM ADDITIONAL ELECTRICAL WORK FOR NEW MECHANICAL WORK	\$755.56	\$641.70		
PCO #4	09/01/2017	GC	PROVIDE AND INSTALL FIVE (5) END CAPS FOR EXISTING CASEWORK	\$880.65	\$750.00		
				ADDITIONAL SCOPE OF WORK SUBTOTAL	\$4,567.85		
				FINAL ALLOWANCE RECONCILIATION	(\$48,807.15)		
						CREDIT	
					(\$49,494.95)		