

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
February 28, 2017**

CALL TO ORDER

Mr. James Dietrich, 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. 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, Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis, Mrs. Denise Parlamas, Mr. John Stuppi and Mrs. Sylvia Sylvia-Cioffi.
Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator and Dr. James Stefankiewicz, Superintendent of Schools.

Enter Executive Session – 7:01 p.m.

Approval: Motion offered by Mr. Dietrich, seconded by Mrs. Parlamas and carried 9-0.

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

Adjourn Executive Session – 7:27 p.m.

Approval: Motion offered by Mrs. Parlamas seconded by Mrs. Sylvia-Cioffi and carried 9-0.

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):

- Strategic Planning meeting scheduled for Wednesday, March 1st at OTHS Cafeteria.
- Future Chefs competition on March 18th.

VICE PRESIDENT'S REPORT: No Report

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Strategic Planning sessions with students taking place at all schools.
- Career Technology Education Grant for \$100K, 2nd year, has been approved by the State and also Summer grant for \$60K is being applied for.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

- Strauss Esmay will provide some policy info at the next work meeting.

PUBLIC COMMENT:

- Diane Nagy, OTHS parent, discussed her disappointment with the communication from the district regarding the possible threat at the high school on Friday, February 24th. The Superintendent and Board of Education discussed the incident, the process and future communications.

COMMITTEE REPORTS:

COMMUNITY LIAISON, COMMUNICATIONS & CO-CURRICULAR

STUDENT ACTIVITIES: Mrs. Sylvia-Cioffi

Mrs. Sylvia-Cioffi made a motion, seconded by Mr. Clayton, 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 – February 21, 2017

Regular Meeting Minutes – February 21, 2017

Motion(s) carried: 9-0

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. Items discussed were personnel requests, class sizes, the demographic study and budget cap/waivers.

2. **Discussion: Renewal of Automatic Temperature Control Contract**

Board of Education and Administration discussed the extension of award of the Automatic Temperature Control for the 2016-2017 school year with Jersey State Controls, Lakewood, NJ. The below amount reflects a reduction of \$9,700 from the 2016-2016 school year.

Vendor	School	2016-2017
Jersey State Controls	OT High School	\$42,080.00
	Twp. of Ocean Intermediate	
	OT Elementary School	
	Wanamassa School	
	Wayside Elem. School	
Hourly Rate	All Schools	\$100.00

3. **Discussion: Inter-local Services Agreement**

Board of Education and Administration discussed the Inter-local Services Agreement with the Township of Ocean for the rental of school buses to the Township Recreation Department for use during the 2017 summer camp program in the amount of \$8,000. (As per attached)

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

4. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated February 28, 2017.

Motion(s) for item #4 carried: 9-0

INSTRUCTIONAL & EDUCATION: Dr. Marshall

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

1. Overnight Trip Request

Move to approve the following overnight trip request:

Group:	Baseball Teams - Varsity/JV
Number of Students:	Approximately 40 players
Date:	Departure date/time: Monday, April 10, 2017/6:00 am Return date/time: Saturday, April 15, 2017/6:00 pm
Destination:	Myrtle Beach, South Carolina
Purpose:	Team will participate in the Ripken Experience, (practice and games at the Cal Ripken facility).
Transportation:	LX Coach Charter Bus from High School to Myrtle Beach
Chaperones (Coaches):	Cippy Apicelli, Mark Hyndsman, Tom Siciliano, Charles Weinkofsky
Parent Chaperones:	To be determined
Cost per pupil:	\$345.00 per player (The team will obtain 10 rooms at the Breakers Resort and they will play nine games (Varsity and JV) at the cost of \$71.00 per person, per day. Eight rooms are for baseball players and two rooms are for the coaches. The bus will cost \$6,900.00 . A portion of the bus fee will be paid for out of the Student Activities Baseball account. The team will have fundraising events to reduce the costs of the trip. After fundraising, players will be responsible for the remaining balance. The total amount per person should be reduced to \$300.00 after fundraising events.) Permission slips will be given out to each student and returned to the coach prior to leaving on the trip.

2. Professional Development Activities – Staff

Move to approve the attached memorandum dated February 24, 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.

Motions carried: 9-0

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. Discussion: Custodial Substitute

Board of Education and Administration discussed hiring Albert Lezmi as a Custodial Substitute for

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the 2016-2017 school year.

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

2. **Instructional Assistant/Spring Track**

Move to approve Lee-Ann Gutierrez, an Instructional Assistant at the High School, to provide aide support to a high school student with disabilities participating in Spring Track. Ms. Gutierrez will shadow the student/Spring Track Team member after school and on weekends, in accordance with the Spring Track program practice and home meets only during the period of March 3, 2017 through May 10, 2017. Mrs. Gutierrez will be paid at her hourly contractual rate.

3. **Instructional Assistant/Baseball Tryouts**

Move to approve Daryl Ann Imperato, an Instructional Assistant at the Intermediate School, to provide aide support to an intermediate school student with disabilities during baseball tryouts. Mrs. Imperato will shadow the student during baseball tryouts for 2.5 hours after school on February 27, 2017. Mrs. Imperato will be paid at her hourly contractual rate.

4. **Issuance of Contract**

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

To fill a vacancy position:

Kelsey Moore	Special Education Teacher	\$54,515.00
	High School	BA/Step 1
	Actual Start Date: February 15, 2017	Prorated
	Effective Date: March 1, 2017	

(Ms. Moore was previously approved at the February 7, 2017 work meeting pending criminal history background check. Clearance has been received. Ms. Moore replaces Nancy Parker who retired.)

5. **Substitute Teachers for the After School Help and Homework Club/Wayside School**

Move to approve, for the 2016-2017 school year, Mrs. Sandra Normile and Mrs. Kathleen Price as substitute teachers for the After School Help and Homework Club at the Wayside Elementary School. The substitute teachers would work if one of the regular teachers were unavailable at a rate of \$28.00 per hour.

6. **Settlement Agreement and Release Between an Employee and the Board of Education**

Move to approve the attached Settlement Agreement and Release between employee #5703 and the Township of Ocean Board of Education.

7. **Instructional Assistant/Baseball Tryouts**

Move to approve Josemarie Olaguera, an Instructional Assistant at the Intermediate School, to provide aide support to an intermediate school student with disabilities during baseball tryouts. Mr. Olaguera will be paid at his hourly contractual rate.

8. **Revision to a Maternity Leave of Absence for the 2016-2017 School Year**

Move to approve a revision to a maternity leave of absence, to reflect an earlier start date to the leave, for Erin Leahy, Elementary Teacher, Ocean Township Elementary School. Mrs. Leahy's maternity leave of absence will begin on Thursday March 2, 2017 and

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continue through June 30, 2017. Mrs. Leahy will be responsible for paying the appropriate contribution towards her health insurance coverage for the first 12-weeks of her maternity leave. Mrs. Leahy is expected to return to the classroom on September 1, 2017. (Mrs. Leahy's maternity leave was originally approved, at the October 18, 2016 regular monthly meeting, to begin on March 3, 2017.)

9. Cancellation - Unpaid Family Leave of Absence

Move to cancel 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 was Tuesday, February 14, 2017. She will return to work on Thursday, March 2, 2017. (Mrs. Holmes' request for an unpaid family leave was originally approved at the regular monthly meeting held on February 21, 2017 for the period of March 2, 2017 through March 15, 2017 and a return date of March 16, 2017.)

10. Substitute Class-Size Reduction Teacher

Move to approve Matthew Normile as a Substitute Class-Size Reduction Teacher at the Ocean Township Elementary School; 3 hours per day, \$30.00 per hour, effective March 1, 2017.

Motions #2 thru #10 carried: 9-0

PLANNING & CONSTRUCTION: Mr. Palutis

1. Discussion: Change Order: OTHS Unit Ventilator Replacement Project

Board of Education and Administration discussed a change order in the amount of \$3,880.05 for Kappa Construction, per the recommendation by P.W. Moss Construction Manager & Solutions Architecture. The final allowance credit back to the district will be in the amount of \$49,494.95, for the OTHS Unit Ventilator Replacement Project. As per attached.

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

ADJOURN MEETING: 9:58 p.m.

There being no further business Mrs. Parlamas made a motion, seconded by Mr. Stuppi, that the meeting be adjourned. This motion carried: 9-0.

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/Board Secretary