

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
February 7, 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. 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.

Mr. Steven Clayton was absent.

Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator; Dr. James Stefankiewicz, Superintendent of Schools; Ms. Kelly Weldon, Asst. Superintendent of Schools/Curriculum & Instruction; Mr. Samuel Fierra, Director of School Counseling; Mr. Michael Hall, Network Manager and Mr. Chris Wilson, Supervisor of Social Studies & Work Language.

Enter Executive Session – 7:02 p.m.

Approval: Motion offered by Mr. Dietrich, seconded by Mrs. Sylvia-Cioffi 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 Litigation (Ira James versus Township of Ocean Board of Education and Loch Arbour versus Township of Ocean Board of Education). 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 – 7:22 p.m.

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

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):

- Budget information and the importance of reviewing all information.
- Technology budget was reviewed in detail in committee.
- Board of Education will present a resolution regarding Senator Joseph Palaia at the February 21st regular public meeting.

VICE PRESIDENT’S REPORT: Mr. Palutis

Mr. Palutis discussed the following item(s):

- Discussed policy updates being reviewed by Strauss Esmay.

SUPERINTENDENT’S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Discussed the Professional Development day scheduled for the district on February 17th.
- Strategic planning session with students at Intermediate School
- Superintendent discussed his attendance at each of the school’s PTA meetings.
- Superintendent discussed the petition for a stay on the Loch Arbour decision and the public’s perception.

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Superintendent introduced Dawn Kaszuba, Principal-Ocean Township High School and Samuel Fierra, Director of School Counseling who were in attendance. They discussed the following:

- Graduation Rates – Mrs. Kaszuba and Mr. Fierra went through the NJ Smart data and reviewed how the graduation rates are reported.
- Summer School Enrollment – Mrs. Kaszuba and Mr. Fierra passed out completion data for the students that were enrolled in summer school. Traditional versus online summer school was discussed.
- Advanced Placement Seminar – Mrs. Kaszuba and Mr. Fierra also discussed the capstone degree for students taking A.P. classes.

Superintendent then introduced Chris Wilson, Supervisor of Social Studies & World Languages. Mr. Wilson explained the State of New Jersey Biliiteracy High School Graduation award, and how students could achieve the award. Mr. Wilson also spoke about Google Cardboard and Mimeo Projector tool.

Mr. Michael Hall, Network Manager, discussed alternatives to hardware being proposed and he went through the technology budget explaining each line item.

SCHOOL BUSINESS ADMINISTRATOR’S REPORT: Mr. Jannarone

- School Business Administrator discussed the Future Chef competition and the request for Board of Education members to judge the student creations.

PUBLIC COMMENT: None

Mrs. Parlamas left the meeting at 10:18 pm.

COMMITTEE REPORTS:

COMMUNITY LIAISON, COMMUNICATIONS & CO-CURRICULAR STUDENT ACTIVITES: Mrs. Sylvia-Cioffi

The following item(s) were discussed:

1. **Discussion: Policies**

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

- Policy 5514 – Student Use of Vehicles on School Grounds
- Policy 8454 – Management of Pediculosis (*new*)

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

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 – January 31, 2017

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Motion(s) for item #2 carried: 6-0-1 (Mrs. McGovern abstained)

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 budget was distributed. (See attached documents)

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

Board of Education and Administration discussed 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.

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

3. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated February 7, 2017.

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

INSTRUCTIONAL & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. **Discussion: Research Study for Master's Thesis**

Board of Education and Administration discussed 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.

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

2. **Professional Development Activities – Staff**

Move to approve the attached memorandum dated February 3, 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.

3. **Suspension Report**

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Move to approve the District’s Suspension Report for the month of January 2017, copy attached.

Motions on items #2 and #3 carried: 7-0

NEGOTIATIONS: No Report

PERSONNEL: Mr. Palutis

The following item(s) were discussed:

1. **Discussion: Unpaid Family Leave of Absence**

Board of Education and Administration discussed the request of Jessica Fischer, Basic Skills Teacher/Part-time, Township of Ocean Intermediate School/Grade 5, 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 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 the work on June 22, 2017.

2. **Discussion: Maternity Leave of Absence for the 2017-2018 School Year**

Board of Education and Administration discussed the request of Blair Koczan, Speech-Language Specialist, Wayside Elementary School, to take a maternity leave of absence 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.

4. **Discussion: Custodial Substitute**

Board of Education and Administration discussed hiring Oniris Batista as a Custodial Substitute for the 2016-2017 school year.

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

3. **Substitute Teachers**

Move to approve Substitute Teachers for the 2016-2017 school year in accordance with the attached list dated February 3, 2017.

5. **Substitute Teacher**

Move to approve Kelsey Moore as a Substitute Teacher for the 2016-2017 school year.

6. **Revised Contract**

Move to approve that a revised contract be issued to the following employee, effective February 8, 2017:

| | | | |
|-------------------------|-------|-----------------------------------------------------------------------------------------------------------|--------------------------|
| Andrea Villapiano Kelly | From: | Instructional Assistant/Part-time Intermediate School Non-Tenure Track Position | |
| | To: | Instructional Assistant/Full-time Intermediate School/Fifth Grade Wing Non-Tenure Track Position | \$23,410.00* Prorated |

(*This is a revision in salary as a result of an increase to work hours. Mrs. Kelly replaces

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Jessica Killian who resigned.)

7. 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 and Effective Dates: Pending | Prorated |
| | criminal history background check. | |

(Ms. Moore replaces Nancy Parker who retired.)

8. Request for Days from the Sick/Personal Leave Bank (Non-Work Related) - Denied

Move to deny the request of employee number 4848 to use days from the Sick/Personal Leave Bank (non-work related).

Motions #3 and #5 thru #8 carried: 7-0

PLANNING & CONSTRUCTION: No Report

TECHNOLOGY COMMITTEE: Mr. Stuppi

1. Discussion: 2017-2018 Budget

Michael Hall, Network Engineer, and Kelly Weldon, Asst. Superintendent/Curriculum & Instruction were in attendance and discussed the 2017-2018 technology budget.

OLD BUSINESS:

- Superintendent reviewed previous calendar discussions with the PTA's and Union leadership.

NEW BUSINESS:

- Senator Beck meeting with Finance Committee to review the "Sweeney Plan" state aid on Thursday, February 16, 2017 at 5:00 pm in Red Bank.

PUBLIC COMMENT: None

ADJOURN MEETING: 10:38 p.m.

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

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/Board Secretary