

**TOWNSHIP OF OCEAN BOARD OF EDUCATION**  
**WORK MEETING MINUTES**  
**June 13, 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 (Left at 9:13 pm) and Mrs. Sylvia Sylvia-Cioffi.

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

**Enter Executive Session #1 – 7:02 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 (Loch Arbour versus Township of Ocean), 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 take action upon returning to work session.

**Adjourn Executive Session #1 – 7:38 p.m.**

*Approval: Motion offered by Mr. Clayton, seconded by Mr. Palutis and carried 9-0.*

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

**PRESIDENT'S REPORT:** Mr. Dietrich

The following item(s) were discussed:

- Municipal presentation scheduled for Board of Education regular meeting on June 20<sup>th</sup>.

**VICE PRESIDENT'S REPORT:** Mr. Palutis

The following item(s) were discussed:

- Thanked the Board members for turning the Superintendent evaluations in on time.

**SUPERINTENDENT'S REPORT:** Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Upcoming graduation process for TOIS and OTHS.
- Retirees being honored at the June 20<sup>th</sup> regular meeting.
- Active shooter drill at Wayside Elementary with no students present.
- SAC counselor that works in the high school is leaving the Department of Human Services.

**SCHOOL BUSINESS ADMINISTRATOR'S REPORT:** Mr. Jannarone

The following item(s) were discussed:

- Lead testing (notification) results coming in this week
- Wanamassa construction walk-thru for Board of Education to take place June 20<sup>th</sup> at 8:15 am and 5:00 pm.

**PUBLIC COMMENT:** None

**COMMITTEE REPORTS:**

**COMMUNITY LIAISON, COMMUNICATIONS & CO-CURRICULAR**

**STUDENT ACTIVITIES:** Mrs. Sylvia-Cioffi

The following item(s) were discussed:

1. **Discussion: Notice: School Board Election - 2017**

School Board Candidacy Kit has been released by the New Jersey School Boards Association. Candidacy petitions are due to the Monmouth County Clerk by July 31, 2017, at 4:00p.m. for the November 7, 2017 Board of Education Member election. Further information can be found at [www.oceanschools.org](http://www.oceanschools.org).

2. **Discussion: Code of Ethics**

Board of Education and Administration reviewed and discussed the School Ethics Act and the Code of Ethics as required, pursuant to N.J.S.A. 18A:12-21 et seq. (See Attached)

3. **Discussion: Policy**

Board of Education and Administration continued discussion of the following policy:

Policy 5111.01 – *(New)* Tuition for Non-Resident Students

3 Straw polls were taken:

1. Tuition Rates: \$14,000: (Grades 9-12) - \$9,000: (Grades K-8)  
Results: 4-5 (Mr. Clayton, Mr. Dietrich Mrs. McGovern, Mr. Palutis and Mrs. Parlamas voted no)
2. Tuition Rates: \$13,500: (Grades 9-12) - \$8,500: (Grades K-8)  
Results: 9-0
3. 25% Discount:  
Results: 8-1 (Mr. Hadden voted no)

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

4. **Approval of Minutes**

Move to approve the minutes with corrections in accordance with Board of Education Bylaws #168 “Recording of Board Meetings” of the following meeting(s):

Work Meeting/ Executive Session Minutes – June 6, 2017

Motion on item #4 carried: 9-0

**FINANCIAL MANAGEMENT & RESOURCE SERVICES:** Mrs. McGovern

The following item(s) were discussed:

1. **Discussion: Report of Awarded Contracts**

Board of Education and Administration discussed that pursuant to PL 2015, Chapter 47 the Township of Ocean Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Education. These contracts are, have been, and will continue to be in full

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compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18 et. esq, NJAC Chapter 23 and Federal Uniform Administration Requirements 2CFR, Part200. (See attached)

**2. Discussion: Student Transportation Routes**

The Board of Education and administration discussed the contract with Michael Loori Transportation for the 2017-2018 school year for the total amount of \$148,403.37 which represents a 0% increase over 2016-2017 for the following routes.

WA59 - IN59	\$49,467.79
WY81 - IN14	\$49,467.79
OE 8 - IN 8	\$49,467.79

**3. Discussion: Shared Services – Hope Academy**

Board of Education and administration discussed shared services resolution between the Township of Ocean Board of Education and Hope Academy Charter School maintenance Services. This agreement will be in place from July 1, 2017 thru June 30, 2018.

**4. Discussion: MOESC Nursing Services**

Board of Education and Administration discussed registered nursing services for 2017-2018 at the Ocean Township High School, Township of Ocean Intermediate School, and elementary schools as needed, approximately 70 hours a week, provided through Monmouth-Ocean Education Services Commission at a rate of \$53 per hour.

**5. Discussion: Professional Services Resolution**

Board of Education and Administration discussed the award of this contract to the following:

Awarded to:	Smolin Lupin Certified Public Accountants
Duration:	July 1, 2017 to June 30, 2018
Nature and Type of Contract	Auditors
Amount of Contract:	\$35,500
Note:	Peer review has been received

- a. This contract 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.

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

**6. Use of Facilities**

Move to approve use of facilities according to the attached list dated June 13, 2017.

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7. **Additional - Use of Facilities**

Move to approve use of facilities according to the attached list dated June 13, 2017.

Motions for item #6 and #7 carried: 9-0 (Mrs. McGovern recues herself on item #6 regarding AYF)

**INSTRUCTION & EDUCATION:** Dr. Marshall

The following item(s) were discussed:

1. **Discussion: Half-Days During 2017-2018 PARCC Testing/Intermediate School**

Board of Education and Administration discussed scheduling three (3) half days during the 2017-2018 PARCC Testing for grades 6, 7, and 8: rational attached.

Dr. Marshall made a motion, seconded by Mrs. Parlamas, for the following items:

2. **Professional Development Activities – Staff**

Move to approve the attached memorandum dated June 9, 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**

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

Motion on items #2 and #3 carried: 9-0

**NEGOTIATIONS:** No Report

**PERSONNEL:** Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: Issuance of Contract**

Board of Education and Administration discussed offering a contract to the following:

**To fill a vacancy position:**

Kelsey Moore	Special Education Teacher	\$54,615.00
	Ocean Township High School	BA/Step 1
	Actual Start Date: September 5, 2017	
	Effective Date: September 1, 2017	

(Ms. Moore replaces Nancy Parker who has retired.)

2. **Discussion: Contracts – Superintendent of Schools and Central Office Administrators**

Board of Education and Administration discussed the Superintendent of Schools and the Central Office Administrators’ contracts for the 2017-2018 school year, copies are attached:

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Dr. James Stefankiewicz, Superintendent of School  
Dr. Denise Ricciardi, Assistant Superintendent of Schools, Special Services  
Kelly Weldon, Assistant Superintendent of Schools, Teaching and Learning  
Kenneth Jannarone, School Business Administrator/Board Secretary

Mrs. Parlamas made a motion, seconded by Mr. Clayton, for the following items:

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

Move to approve a revision to an unpaid family leave of absence for Jacquelyn LeVine-Salum, Special Education Teacher, Township of Ocean Intermediate School, to reflect six (6) weeks of unpaid family leave, as designated under FMLA, for the period of May 17, 2017 through June 22, 2017 and ten (10) weeks of unpaid family leave as designated under, FMLA and NJFLA, for the period of September 5, 2017 - November 10, 2017. Mrs. LeVine-Salum's last day of work was May 3, 2017. She is expected to return to the classroom on Monday, November 13, 2017. (This revision reflects an earlier start to the leave. Mrs. LeVine-Salum's unpaid leave was previously approved at the February 21, 2017 regular monthly meeting, for the period May 25, 2017- June 8, 2017/FMLA and for the period of June 9, 2017 through November 10, 2017/FMLA and NJFLA.)

4. **Revised Resignation Date**

Move to approve a revision to the resignation date, to that of June 30, 2017, for Jacqueline Castronovo, Supervisor of Special Education, Grades 6-12. (Mrs. Castronovo's resignation was previously approved at the May 23, 2017 regular monthly meeting with her last day effective on or about July 14, 2017.)

5. **Head Girls Soccer Coach for the 2017-2018 School Year**

Move to approve Cassie Della Pesca as the Head Girls Soccer Coach for the 2017-2018 school year in accordance with the attached memorandum dated June 8, 2017.

6. **Junior Varsity Field Hockey Coach**

Move to approve Crystal Walker as the Junior Varsity Field Hockey Coach for the 2017-2018 school year in accordance with the attached memorandum dated June 9, 2017.

7. **Summer Student Custodial Assistants**

Move to approve the following as Summer Student Custodial Assistants. The students will begin work on June 26, 2017. They will be paid at a rate of \$9.00 per hour. Pending proof of payment, the Board of Education will reimburse the students (when applicable) for the cost of the criminal history background check.

Colin Feehan  
John Jenkin  
Catherine Johnson

Zuhaib Malik  
Alexander Roebuck  
Mohammad Tariq

Motions on items #3 thru #12 carried: 9-0

**PLANNING & CONSTRUCTION:** No Report

**TECHNOLOGY COMMITTEE:** No Report

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**OLD BUSINESS:** None

**NEW BUSINESS:**

- Legislative Chair discussed the Sweeney Plan (State Aid) and will set up a possible meeting for July 11<sup>th</sup> work meeting.
- High school graduate ‘Clap Out’ where graduates go to the elementary schools.
- Follow-up on the paperless meetings in Technology Committee.
- Technology Chair attended the NJSBA School Security & Student Safety Conference and will review information in Technology Committee.

**PUBLIC COMMENT:**

- Mrs. Loushine, Loch Arbour resident, asked if there are any updates on the Loch Arbour students.
- Board of Education discussed that there was no change in the situation and that the Superintendent’s letter that the students can attend the Township of Ocean schools still stands.

Dr. Stefankiewicz and Mr. Stuppi left at 9:13 pm.

**Enter Executive Session # 2 – 9:14 p.m.**

*Approval: Motion offered by Mr. Dietrich, 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: Negotiation (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 #2 – 9:30 p.m.**

*Approval: Motion offered by Mrs. McGovern, seconded by Mrs. Parlamas and carried 8-0.*

Move for the approval to adjourn from Executive Session.

**ADJOURN MEETING: 9:31 p.m.**

There being no further business Mrs. Sylvia-Cioffi made a motion, seconded by Mrs. McGovern, that the meeting be adjourned and go back into Executive Session. This motion carried: 8-0.

Respectfully submitted,

Kenneth Jannarone  
School Business Administrator/Board Secretary