

**TOWNSHIP OF OCEAN BOARD OF EDUCATION  
WORK MEETING MINUTES  
March 16, 2017**

**CALL TO ORDER**

Mr. Kenneth Jannarone, School Business Administrator, adjourned the meeting at 6:15 p.m., in the office of the Superintendent at the District Administration Building, 163 Monmouth Road, Oakhurst, N.J., due to lack of quorum.

**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 and Mr. John Stuppi.

Mrs. Sylvia Sylvia-Cioffi was absent.

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

**Enter Executive Session – 7:02 p.m.**

*Approval: Motion offered by Mr. Dietrich, seconded by Mr. Clayton 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 (Loch Arbour versus Township of Ocean). 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 – 7:21 p.m.**

*Approval: Motion offered by Mrs. Parlamas, seconded by Mr. Clayton 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):

- Future Chefs competition, Saturday, March 18<sup>th</sup>, at 9:30 am.
- Reported that he spoke with Sean Moore, former Board of Education member, about change of policy regarding graduation procedures.

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

Mr. Palutis discussed the following item(s):

- Technology issues regarding Chromebooks and loaners for students will be reviewed in committee.

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

Dr. Stefankiewicz discussed the following item(s):

- Superintendent discussed the weather for the week and school closings.
- Presentation for the Wonders Program on April 18<sup>th</sup>.

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

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Mr. Jannarone discussed the following item(s):

- Upcoming 4 day NJ Department of Agriculture SOARS audit/review including Wanamassa Elementary and Deal School starting Monday, March 20<sup>th</sup>.
- IDEA Special Education Federal Grant Funds audit coming in May.

**PUBLIC COMMENT:** None

**COMMITTEE REPORTS:**

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

**STUDENT ACTIVITIES:** Mr. Palutis

The following item(s) were discussed:

1. **Discussion: Policies**

Board of Education and Administration discussed first reading of revisions to the following policies:

Policy 0155 – Board Committees

Policy 5466 – Graduation and Yearbook Fees

Mr. Palutis made a motion, seconded by Mrs. Parlamas, 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 – March 7, 2017

Motion(s) on item #2 carried: 8-0

**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 for discussion were the capital outlay budget, personnel budget, technology budget and tax levy cap status.

2. **Discussion: Shared Services – Deal School**

Board of Education and Administration discussed the attached master shared services resolution between the Township of Ocean Board of Education and the Deal Board of Education. Addendum I and II detail the shared services scope of work for cafeteria and maintenance services. This agreement will be in place from July 1, 2017 to June 30, 2018.

3. **Discussion: Renewal of Food Service Management Contract**

Board of Education and Administration discussed the renewal of the Food Service Management contract with Sodexo Food Services for the 2017-2018 school year. The proposed management fee is \$46,350; the Administrative Fee is \$67,980, this is a 1.5% increase. The minimum financial client guaranteed return

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for the food service program will be a surplus of \$15,810. The guarantee is limited to 100% of the management fee.

**4. Discussion: Student Lunch Program Prices**

Board of Education and Administration discussed the prices of the student lunch program for the 2017-2018 school year as follows: Breakfast \$1.75 and Adult meal will be \$3.85.

Deal School	Elementary Schools	Intermediate School	High School
\$3.10	\$2.85	\$3.10 - \$4.00	\$3.35 - \$4.25

NOTE: The above prices represent no increase from last year and continue a tiered pricing approach. The price will be variable depending on the food cost of the meal served.

**5. Discussion: Professional Services Resolutions**

Board of Education and Administration discussed the following Therapy Contract.

Awarded to:	BAYADA Home Health Care. Inc.
Duration:	April 3, 2017 to June 21, 2017
Nature and Type of Contract:	In-School Nursing Care & Transportation to and from
Amount of Contract:	\$54.00/hour RN Services-2 days/wk \$44.00/hour LPN Services-2 days/wk

- a. These contracts 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.

**6. Discussion: Cooperative Purchasing Services for the 2017-2018 School Year**

Board of Education and Administration discussed the Educational Data Services (EDS) Cooperative Purchasing Program, at a fee of \$11,940 for the following supplies:

Office & Computer	Copy Duplicator	Science
Industrial Arts	Fine Arts	Physical Education
Health	Audio/Visual	Athletic
Custodial	Family & Consumer Science	

Note: By participating in this cooperative purchasing program the district realized a savings.

**8. Discussion: Professional Services Resolution**

Board of Education and administration discussed the following Consultant Contract:

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Awarded to:	Interactive Kids, Inc.
Duration:	April 3, 2017 to June 21, 2017
Nature and Type of Contract:	Special Staff Training
Amount of Contract:	\$150.00/hour w/\$35.00 travel

- a. These contracts 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.

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

7. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated March 16, 2017.

Motion(s) for item #7 carried: 8-0 (Mr. Clayton abstained on Township application, Mrs. McGovern abstained on AYF application)

**INSTRUCTION & EDUCATION:** Dr. Marshall

The following item(s) were discussed:

1. **Discussion: Classroom Observation**

Board of Education and Administration discussed the request of Leila Jerusalem, Senior Project Specialist at the College Board in New York City to observe Science classes at Ocean Township High School on Tuesday, April 4, 2017 in accordance with the attached memorandum dated March 10, 2017.

2. **Discussion: Student Observers**

Board of Education and Administration discussed Student Observers in accordance with the attached memorandum dated March 10, 2017

3. **Discussion: Administrative Internship**

Board of Education and Administration discussed the request of Mrs. Jayne D’Ambrosio, Guidance Counselor, Township of Ocean Intermediate School to perform 300 hours of Administrative Internship in accordance with the attached memorandum dated March 10, 2017. Mr. Larry Kostula, Principal and Mr. James Maliff, Assistant Principal at the Township of Ocean Intermediate School will mentor Mrs. D’Ambrosio. The internship hours will not conflict with Mrs. D’Ambrosio’s contractual hours.

4. **Discussion: Administrative Internship**

**Twp of Ocean BOE Work Meeting Minutes (continued) – March 16, 2017**

Board of Education and Administration discussed the request of Mrs. Meghan Hoyle, Special Education Teacher, Township of Ocean Intermediate School to perform 300 hours of Administrative Internship in accordance with the attached memorandum dated March 10, 2017. Mr. James Maliff, Assistant Principal, Township of Ocean Intermediate School will mentor Mrs. Hoyle. The internship hours will not conflict with Mrs. Hoyle’s contractual hours.

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

**5. Professional Development Activities – Staff**

Move to approve the attached memorandum dated March 10, 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.

**6. Suspension Report**

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

**7. Administrative Internship**

Move to approve Ms. Ashley Klimik, Social Studies Teacher, Township of Ocean Intermediate School to perform 300 hours of Administrative Internship (beginning March 6, 2017), in accordance with the attached memorandum dated March 10, 2017. Mr. Larry Kostula, Principal, Township of Ocean Intermediate School will mentor Ms. Klimik. The internship hours will not conflict with Ms. Klimik’s contractual hours.

Motions on item(s) #5 thru #7 carried: 8-0

**NEGOTIATIONS:** No Report

**PERSONNEL:** Mrs. Parlamas

The following item(s) were discussed:

**1. Discussion: Revised Contract**

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

John Fornicola	From: Head Custodian	
	Township of Ocean Intermediate School	
	To: Head Custodian	\$79,500.00*
	High School and Intermediate School	Non-Represented
		Prorated

(This is a revision in job title and salary. Mr. Fornicola is currently the Head Custodian at the Intermediate School. His position is being revised, under the new job description, to include the position of Head Custodian at the High School also. Mr. Fornicola replaces Ira James at the high school. \*Salary revision reflects a base of \$77,000.00 plus a \$2,500.00 stipend for the dual Head Custodian assignment.)

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2. **Discussion: Job Descriptions**

Board of Education and Administration discussed revisions to the following job descriptions, copies attached:

- Assistant Superintendent, Teaching and Learning
- Supervisor of Educational Technology and Innovation, Grades K-12
- Supervisor of English and Social Studies, Grades K-5
- Supervisor of Humanities, Grades 6-12
- Supervisor of Special Education, Grades PreSchool-5
- Supervisor of Special Education, Grades 6-12

3. **Discussion: Credit Reimbursement – Summer 2016 and Fall 2016**

Board of Education and Administration discussed credit reimbursement for staff who completed courses during the Summer 2016 and Fall 2016, in accordance with the attached list dated March 10, 2017.

4. **Discussion: Retirement**

Board of Education and Administration discussed the retirement of Susan M. MacDonald, Instructional Assistant, Wanamassa Elementary School effective July 1, 2017.

5. **Discussion: Instructional Assistant/After School Activity**

Board of Education and Administration discussed hiring MaryAnn Rogers, an Instructional Assistant, to provide aide support to a high school student with disabilities who will be participating in extra help after school. Ms. Rogers will shadow the student after school in accordance with the teacher's extra help schedule beginning March 22, 2017 through June 20, 2017. Ms. Rogers will be paid at her hourly contractual rate.

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

6. **Employee Suspension**

Move to approve the suspension, without pay, of employee number 7461 beginning March 9, 2017 and continuing until further notice.

7. **Revised Contract**

Move to approve that a revised contract be issued to the following employee effective March 16, 2017.

Cristy Molnar	Special Education Teacher, Part-time	\$34,214.00*
	Wanamassa Elementary School	Prorated

(\*This is a revision in work hours from 19.5 hrs. to 20.5 hrs. a week and a revision in salary.)

8. **Substitute Teachers**

Move to approve Substitute Teachers for the 2016-2017 school year in accordance with the attached list dated March 10, 2017.

9. **Instructional Assistant/Extra-Curricular Activity**

**Twp of Ocean BOE Work Meeting Minutes (continued) – March 16, 2017**

Move to approve Lee-Ann Gutierrez, an Instructional Assistant, to provide aide support to a high school student with disabilities attending International Night on Friday, March 17, 2017. Ms. Gutierrez will shadow the student from 6:00 pm - 9:00 pm. Ms. Gutierrez will be paid at her hourly contractual rate.

Motions for items #6 thru #9 carried: 9-0

**PLANNING & CONSTRUCTION:** Mr. Palutis

The following item(s) were discussed:

1. **Discussion: Referendum Projects**

The School Business Administrator gave an update on the ongoing referendum projects and also discussed the sound amplification project to be discussed further and placed on the agenda for approval on the March 21<sup>st</sup> meeting.

**TECHNOLOGY COMMITTEE:** No Report

**OLD BUSINESS:**

- The Superintendent gave an update on Strategic Planning notes from the 3<sup>rd</sup> meeting held on March 1<sup>st</sup> and their distribution.
- Elementary student redistribution plan was discussed at the Ocean Township Elementary School PTA meeting.

**NEW BUSINESS:** None

**PUBLIC COMMENT:** None

**ADJOURN MEETING: 10:44 p.m.**

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

Respectfully submitted,

Kenneth Jannarone  
School Business Administrator/Board Secretary