

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
March 21, 2017**

CALL TO ORDER

Mr. James Dietrich, President, called the meeting to order at 5:30 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 Mrs. Sylvia Sylvia-Cioffi.

Mr. John Stuppi was absent.

Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator; Dr. James Stefankiewicz, Superintendent of Schools; and Ms. Daniel Pantaleo, Board Attorney.

Enter Executive Session – 5:32 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), Litigation (Loch Arbour versus Township of Ocean) and Student Matters (2 Student disciplinary hearings). 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 2 hours and will not take action upon returning to work session.

Adjourn Executive Session – 7:16p.m.

Approval: Motion offered by Mrs. Parlamas, seconded by Mrs. Sylvia-Cioffi 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):

- Mr. Dietrich discussed voting and abstentions; Chairs and moving motions by Board of Education members.

VICE PRESIDENT’S REPORT: Mr. Palutis

Mr. Palutis discussed the following item(s):

- Technology committee will discuss Chromebook plan.

SUPERINTENDENT’S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Reminder GCU coming for signing of articulation agreement.
- Discussed the TOIS class sizes.

SCHOOL BUSINESS ADMINISTRATOR’S REPORT: Mr. Jannarone

Mr. Jannarone discussed the following item(s):

- NJ Department of Agriculture SOARS audit is going on.
- Policy hand-outs for the board of Education to review prior to the April 4th workshop meeting.

PUBLIC COMMENT: None

COMMITTEE REPORTS:

COMMUNITY LIAISON, COMMUNICATIONS & CO-CURRICULAR

STUDENT ACTIVITIES: Mrs. Sylvia-Cioffi

The following item(s) were discussed:

1. **Discussion: Policies**

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

Policy 0155 – Board Committees

Policy 5466 – Graduation and Yearbook Fees

2. **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):

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FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

The following item(s) were discussed:

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

Board of Education and administration continued the discussions on the 2017-2018 school budget. The School Business Administrator discussed the budget and gave an update.

2. **Discussion: Resolutions Pertaining to 2017-2018 Tentative School District Budget:**

a. **Approval of Base Budget:**

Board of Education and administration discussed the 2017-2018 Tentative School District Budget for submission to the county superintendent for review:

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund	\$ <u>74,708,405</u>	\$ <u>63,030,416</u>
Special Revenue Fund	\$ <u>2,069,176</u>	
Debt Service Fund	\$ <u>3,408,189</u>	\$ <u>2,160,996</u>
Total Base Budget	\$ <u>80,185,770</u>	\$ <u>65,191,412</u>

b. **Advertisement:**

Board of Education and administration discussed the School Business Administrator to advertise said tentative budget in the newspaper of record and on the district website (www.oceanschools.org) in accordance with the format required by the State Department of Education and according to the law.

c. **Resolution to Set Budget Hearing Date:**

Board of Education and administration discussed Tuesday, April 25, 2017 as being the date for the formal Public Hearing and adoption of the 2017-2018 School District Budget. The hearing will be held at 8:00 p.m. in the auditorium of the School District Administration Building.

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3. **Discussion: School Buses**

Board of Education and administration discussed the purchase of three (3) Type D, 54 passenger, 2018 Blue Bird all American school buses with diesel engines and air brakes. The purchase will be from Hoover Truck Centers, Flanders, NJ and will be awarded as per item #10 in the Education Services Commission-NJ co-operative bid #ESCNJ 16/17-35 opened on October 20, 2016, in the amount of \$99,864.44 for a total of \$299,593.32.

4. **Discussion: Use of Facilities**

Board of Education and administration discussed the use of facilities according to the attached list dated March 21, 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: Professional Development Activities – Staff**

Board of Education and Administration discussed the attached memorandums (2) dated March 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: Acceptance of “The Building Capacity for Career Pathways” Grant – Year Two**

Board of Education and Administration discussed the acceptance of “The Building Capacity for Career Pathways” grant for year two (2), in the amount of \$100,000.00.

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: Request for Use of Days from the Sick/Personal Leave Bank (Non-Work Related) - Denied**

Board of Education and Administration discussed denying the request of employee number 5688 to use days from the Sick/Personal Leave Bank (non-work related).

2. **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 March 17, 2017.

3. **Discussion: Sick Leave/Notice of Retirement**

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Board of Education and Administration discussed extending the deadline to submit a July 1, 2017 letter of retirement to Tuesday, April 18, 2017 at 12:00 pm. (Present deadline is January 15, 2017 and previously extended to February 15, 2017.)

4. Discussion: Unpaid Family Leave of Absence

Board of Education and Administration discussed the request of Carolann Parise, School Nurse, Ocean Township High School, to take an unpaid family leave of absence, as designated under FMLA, beginning March 17, 2017 and continuing through June 16, 2017 (12 weeks). Mrs. Parise's last day of work was September 2, 2016. Mrs. Parise is expected to return to work on June 19, 2017. While out on an unpaid family leave of absence, Mrs. Parise will be responsible for paying the appropriate contribution towards her health insurance coverage.

PLANNING & CONSTRUCTION: Mr. Palutis

The following item(s) were discussed:

1. Discussion: Referendum Project-Sound Amplification Systems

Board of Education and administration discussed the award to Troxell Inc., Lumberton, NJ, for the referendum sound amplification system at each elementary school. The proposal is per N.J. State Contract, #A80996 and Ed Data Cooperative Purchasing Contract, #NJ0267, for materials only in the amount of \$280,203.60. The district maintenance and technology departments will install the systems in all elementary classrooms.

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS: No Report

NEW BUSINESS: No Report

PUBLIC COMMENT: None

ADJOURN MEETING: 7:58 p.m.

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

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/Board Secretary