

**Work Session**

**Attachments**

**MARCH 7, 2017**

Office of the Superintendent  
Township of Ocean School District  
March 3, 2017

MEMORANDUM FOR: All Members of the Board  
FROM: James Stefankiewicz, Ed.D., Superintendent of Schools  
RE: **Miscellaneous Information**

1. **On the Calendar**

March 7, 2017

- 7:00 pm - Executive Session (Closed)
- 7:30 pm - Work Meeting

March 14, 2017

- 6:15 pm - Disciplinary Hearing (Closed)
- 7:00 pm - Executive Session (Closed)
- 7:30 pm - Work Meeting

March 18, 2017 (Saturday)

- 9:30 am - 11:30 am – Intermediate School  
Future Chefs Culinary Competition sponsored by Sodexo. District finalists, Grades 3-5, will compete in the final challenge of the culinary competition. The winner of this event will be entered into the National Competition!

March 21, 2017

- 6:00 pm - Disciplinary Hearing (Closed)
- 7:00 pm - Executive Session (Closed)
- 7:30 pm - Work Meeting
- 8:00 pm - Regular Monthly Meeting
  - Greg Colón, Career Pathways Coordinator, High School and representatives from Georgian Court will be in attendance for an “*Articulation Agreement Ceremony*” for the Career Pathways Program.

March 28, 2017 - No Meeting



RECEIVED

MAR 01 2017

State of New Jersey  
DEPARTMENT OF EDUCATION  
PO Box 500  
TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

KIMBERLEY HARRINGTON  
Acting Commissioner

February 24, 2017

Michael J. Gross, Esquire  
Kenney, Gross, Kovats & Parton  
The Courts of Red Bank  
130 Maple Avenue/Building 8  
Red Bank, New Jersey 07701

Dear Mr. Gross:

Upon review of the Motion for Stay ("Motion") in the matter entitled, "Petition of the Village of Loch Arbour to Form an Independent School District," wherein the Board of Education of the Ocean Township School District ("OTSD") requests that I stay my December 22, 2016 decision, which granted Loch Arbour's Petition to submit a ballot question on withdrawal from OTSD, I have determined to deny the Motion for the reasons set forth below.

A party seeking to stay a decision or order must satisfy each of the following four separate factors: 1) in the absence of such a stay, the movant will suffer irreparable harm; 2) the legal right underlying the movant's claim is well-settled; 3) there is a clear probability that the movant will prevail on the merits of the underlying controversy; and 4) the harm to other persons or entities will not be greater than the harm the movant will suffer in the absence of such a stay. See N.J.A.C. 6A:3-1.15(a); Crowe v. DeGioia, 90 N.J. 126, 132-134 (1982). Upon review of OTSD's arguments and supporting documentation, I conclude that OTSD has not satisfied any of the above conditions.

First, OTSD claims that it will suffer irreparable harm in the absence of a stay because it will have to terminate over twenty (20) staff members, return some sports to pay-to-play status, and reduce/eliminate courtesy busing. As an initial matter, the granting of a stay would only postpone the April 4, 2017 election, pending OTSD's appeal in the Appellate Division. The decision on this Motion is not determinative of whether or not Loch Arbour may ultimately withdraw from OTSD. Accordingly, I need not address OTSD's arguments addressing the potential effects of an actual withdrawal as the merits of the arguments were addressed in the December 22, 2016 decision. That said, it is worth noting that the Executive County Superintendent charged with conducting the investigation to assess the impact of the withdrawal of Loch Arbour concluded that the financial impact on OTSD would be minimal. I concurred with and adopted the Executive County Superintendent's conclusions as part of the December 22, 2016 decision.

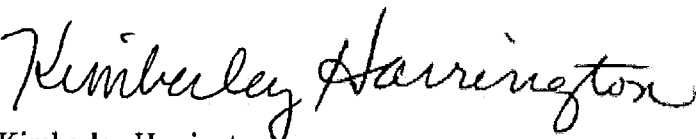
Second, OTSD's assertion that the legal rights underlying its defense are well-settled is also not persuasive. OTSD relies primarily on the same arguments it raised in opposition to Loch Arbour's initial Petition and each argument was decided in Loch Arbour's favor. Specifically, I once again reject OTSD's claim that Loch Arbour cannot avail itself of the process in N.J.S.A. 18A:8-4, et seq., because it is a consolidated district with OTSD. As stated in the December 22, 2016 decision, Loch Arbour was never an independent school district and never merged with OTSD in accordance with N.J.S.A. 18A:8-28. Further, as pointed out by Loch Arbour and not disputed by OTSD, no resident of Loch Arbour serves on the OTSD board of education, as would be required of a consolidated district made up of at least two (2) districts. See N.J.S.A. 18A:8-29. Similarly, OTSD's argument that Loch Arbour has no statutory right to utilize N.J.S.A. 18A:8-4 and, instead, has to "remain consolidated with the school district of the municipality from whence it came," was raised previously and decided in Loch Arbour's favor. To hold otherwise would deprive Loch Arbour of the same rights and powers of any other municipality.

In addition, OTSD's blanket statement that the December 22, 2016 decision "is violative of the School Funding Reform Act ("SFRA")" is nearly identical to the argument raised regarding Loch Arbour's Petition. However, OTSD fails to cite any provisions of the SFRA that would be violated by virtue of Loch Arbour becoming a non-operating school district and entering into send-receive relationships with other school districts. As such, OTSD has not established that the legal rights underlying its defense are well-settled. Moreover, because each of OTSD's argument were rejected, I cannot conclude that it has a likelihood of success on the merits.

Finally, with respect to the weighing of the equities, again, the issue before me is whether or not Loch Arbour can proceed with the April 4, 2017 election, pending OTSD's appeal in the Appellate Division, not whether Loch Arbour can withdraw from OTSD. I conclude that depriving the citizens of Loch Arbour of the right to vote on whether or not to withdraw from OTSD, especially in light of my finding that OTSD has not established a likelihood of prevailing on the merits of its appeal, would cause greater harm to Loch Arbour than the potential financial harm that would occur to OTSD.

Based on the foregoing, I decline to stay the December 22, 2016 decision granting Loch Arbour's Petition to submit a ballot question on withdrawal from OTSD.

Sincerely,



Kimberley Harrington  
Acting Commissioner


KH:CH:CP/gmb  
c: Jerold L. Zaro, Esquire  
Martin Arbus, Esquire

**Office of the Superintendent of Schools**

**Township of Ocean Schools**



**MEMORANDUM FOR:** All Professional Staff Members

**FROM:** James Stefankiewicz, Ed.D., Superintendent of Schools 

**DATE:** March 3, 2017

**RE:** Employment Opportunity/2016-2017 School Year

**POSITION:** Maker Space After-School Program – Ocean Township Elementary

- QUALIFICATIONS:**
- Township of Ocean School District Faculty Member
  - Valid New Jersey Instructional Certificate or Certificate of Eligibility
  - Demonstrates knowledge of the particular activity and able to sustain student interest in the activity.
  - Promotes development, strong interpersonal and communication skills among the young students who are participating in the activity.
  - Demonstrates good organizational skills, dependability, and leadership skills.

**SALARY:** Salary will be commensurate with the Township of Ocean School District's Non-Athletic Advisor 2016-2017 Salary Guide.

**APPLICATION DEADLINE:** Candidates interested in applying for this position should notify the Personnel Office in writing as soon as possible on or before the end of the business day, Monday, March 13, 2017, 4:30 pm.

\*Culturally Diverse and Bilingual candidates encouraged to apply.



# Gov. Proposes Flat School Aid, but Wants Agreement on New Funding System within 100 Days

In his final budget address (<http://www.nj.gov/governor/news/news/552017/approved/20170228c.html>), Governor Chris Christie on Tuesday proposed a total of \$13.8 billion in education funding for 2017-2018, with approximately \$9.2 billion going to direct aid to schools.

During a conference call with the state's education organizations prior to the budget address, Acting Commissioner of Education Kimberley Harrington said that no school district will receive less in aid in 2017-2018 than it did this year. ([See school aid chart. \(https://www.njsba.org/wp-content/uploads/2017/02/state-aid-chart.pdf\)](https://www.njsba.org/wp-content/uploads/2017/02/state-aid-chart.pdf))

School districts receive their individual state aid notifications within two days of the Governor's address. Local school districts must use these state aid numbers in budget development.

*School Funding Reform* In his address, Christie ripped the current school funding statute, the School Funding Reform Act of 2008 (SFRA), as unsustainable. And he called for the Legislature to take quick action on developing a new school finance system.

"...in the last few months I have finally heard the leaders of the legislature admit what I've been saying for eight years – this system is unfair and broken," he said in his remarks as prepared.

"I pledge to work with the leaders of the legislature to come up with a new funding formula. Everything is on the table. No idea out of bounds for discussion. I am willing to work with you to solve this problem without any pre-conditions on the ideas brought to the table.

"However, here is my one requirement to offering compromise. 100 days," he said. "We have 100 days to get this done."

*Meaning of 100-Day Timeline* It was not clear if the Governor intends for a new formula to be in effect for the 2017-2018 school year, or if he simply wants to reach an agreement with the Legislature within 100 days. A 100-day timeline, however, would bring agreement on a new formula past the deadlines for finalizing 2017-2018 school budgets (May 12 for most districts) and striking school tax rates (May 19).

Nonetheless, Christie made it clear that his intention was to have a new school funding system ready before he leaves office next January.

"I want to act with you. But, if forced, I will act alone. But it will be fixed before I leave this town," he said.

Last June, Christie proposed a new system, termed the "Fairness Formula," which would base school aid on a single per-pupil allotment, regardless of community wealth.

Calls for change have come from both sides of the aisle. Senate President Steve Sweeney wants to maintain the SFRA, but address funding inconsistencies resulting from the fact that the act's funding formula has not operated for a number of years.

*NJSBA: Must Serve All Students* "Once again, local school districts face another year of flat funding, a situation that does indeed warrant a long, hard look at the state's school finance system," said Dr. Lawrence S. Feinsod, NJSBA executive director. "Operating costs don't remain flat. It is difficult to sustain programs with flat funding year in and year out.

"Any change to school funding must be implemented in a rational and fair manner," he continued. "A school funding system must recognize the educational needs of all students. And it must recognize a community's ability to pay for its schools.

"There should never be 'winners' and 'losers' when it comes to the lives of children."

*Pension/Benefit Funding* Christie's budget also increases state contributions to the state's pension systems. State funding for the Teachers' Pension and Annuity Fund will increase by \$411.5 million to a total of more than \$1.5 billion. State contributions to teachers' post-retirement medical benefits will increase by \$69.6 million, to an amount close to \$1.2 billion.

Christie addressed the state's long-term pension problem by proposing the dedication of lottery revenue to the state funds.

"The contribution would have the immediate effect of reducing the unfunded liability of the pension system by approximately \$13 billion, and would increase the funded ratio of the pension system by almost 15 percentage points in one fell swoop, from 49% to 64%," he said.

"This would also significantly reduce the amount we have to pay into the pension system every year out of the general fund."

In addition, the Governor called for extension of the health benefit reforms adopted by the State Health Benefits Program's plan design committee to other state-operated health programs. In her pre-budget address telephone conference, Acting Commissioner Harrington said that adoption of the reforms by the School Employees Health Benefits Program would save \$43 million.

**COMMUNITY LIAISON, COMMUNICATIONS &  
CO-CURRICULAR STUDENT ACTIVITIES COMMITTEE**



## 0155 BOARD COMMITTEES

The Board of Education authorizes the creation of committees of Board members charged to conduct studies, make recommendations to the Board, and act in an advisory capacity. Committees are not authorized to take action on behalf of the Board.

An ad hoc committee may be created and charged at any time by the President or a majority of the Board members present and voting. The President shall appoint members to any committee so created and charged; members shall serve until the committee is discharged.

Committees shall consist of no more than three Board members. The President shall serve as ex officio member on all Board committees. A member may request or refuse appointment to a committee; a member's refusal to serve on any one committee shall not prejudice his or her appointment to another committee.

A chairperson shall be appointed by the President and shall report to the Board for the committee.

Committee meetings may be called at any time by the committee chairperson or when a meeting is requested by two members of the committee. Committee meetings shall not be open to the public, except that a majority of the committee or the chairperson may open the meeting to the public or invite persons whose knowledge or expertise may be useful to the committee.

Adopted: 20 January 1976

Revised: 17 July 1990



## 5466 GRADUATION AND YEARBOOK FEES

The Board of Education recognizes that the cost of graduation ceremonies, if any, directly paid by graduating pupils and the cost of a yearbook directly paid by the graduating pupil may create a financial hardship for the parent, legal guardian or other person having legal custody of the graduating pupil.

The Board of Education will not exclude from the graduation ceremony any pupil who is unable to pay the fees required of the graduating pupil to participate in the graduation ceremony because of financial hardship for the parent, legal guardian or other person having legal custody of the graduating pupil.

**The Board of Education will permit a current or former member of the Township of Ocean Board of Education to hand the high school diploma to their child during the child's high school graduation ceremony.**

Furthermore, the Board will pay the cost for a graduating pupil to purchase a yearbook if the graduating pupil is unable to pay the fees required because of financial hardship for the parent, legal guardian or other person having legal custody of the graduating pupil.

In determining financial hardship, the criteria will be the same as the Statewide eligibility standards established by the State Board of Education for free and reduced price meals under the State School Lunch Program.

N.J.S.A. 18A:7C-5.1

Adopted: 25 November 1997

Revised: 21 March 2017



**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 1<sup>st</sup> at OTHS Cafeteria.
- Future Chefs competition on March 18<sup>th</sup>.

**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, 2<sup>nd</sup> 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 Aggy, OTHS parent, discussed her disappointment with the communication from the district regarding the possible threat at the high school on Friday, February 24<sup>th</sup>. 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

**Twp of Ocean BOE Work Meeting Minutes (continued) – February 28, 2017**

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 <b>\$6,900.00</b> . 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

**Twp of Ocean BOE Work Meeting Minutes (continued) – February 28, 2017**

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

**Twp of Ocean BOE Work Meeting Minutes (continued) – February 28, 2017**

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

**TOWNSHIP OF OCEAN BOARD OF EDUCATION  
SPECIAL STRATEGIC PLANNING MEETING MINUTES  
March 1, 2017**

**CALL TO ORDER**

Mr. James Dietrich, President, called the meeting to order at 7:00 p.m. in the Ocean Township High School Cafeteria, 550 West Park Avenue, Oakhurst, NJ.

**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, Mrs. Amy McGovern and Mr. Michael Palutis. Mr. Joseph Hadden, Dr. David Marshal, Mrs. Denise Parlamas and Mr. John Stuppi were absent. Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator and Dr. James Stefankiewicz, Superintendent of Schools, other administrators were present.

Meeting was adjourned due to lack of quorum, only 4 Board of Education members were present.

**CALL TO ORDER**

Mr. James Dietrich, President, reopened the meeting to order at 7:22 p.m. in the Ocean Township High School Cafeteria, 550 West Park Avenue, Oakhurst, NJ with a quorum.

**ROLL CALL OF ATTENDANCE**

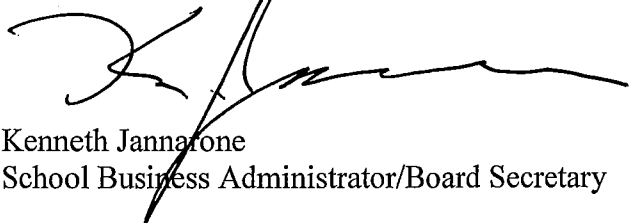
Present: Mr. Steven Clayton, Mr. James Dietrich, Mrs. Amy McGovern, Mr. Michael Palutis, and Mrs. Sylvia Sylvia-Cioffi. Mr. Joseph Hadden, Dr. David Marshal, Mrs. Denise Parlamas and Mr. John Stuppi were absent. Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator and Dr. James Stefankiewicz, Superintendent of Schools, other administrators were present.

Superintendent turned the meeting over to Kathy Winecoff of NJSBA. Ms. Winecoff recapped the last 2 meetings: meeting #1 of November 30, 2016, board members, staff, parents, residents, and community partners affirming goal areas for district's strategic plan, and meeting #2 of January 19, 2017, developing the goal statements and strategies to achieve the priority goals for the Township of Ocean School District. Tonight's meeting Ms. Winecoff went through the final stage of the District Strategic Plan and how they would be implemented. The attendees split into groups and developed goal statements and strategies to achieve our priority goals.

**ADJOURN MEETING: 8:32 p.m.**

There being no further business Mr. Palutis made a motion, seconded by Mrs. McGovern, that the meeting be adjourned. This motion carried: 5-0.

Respectfully Submitted,



Kenneth Jannarone  
School Business Administrator/Board Secretary

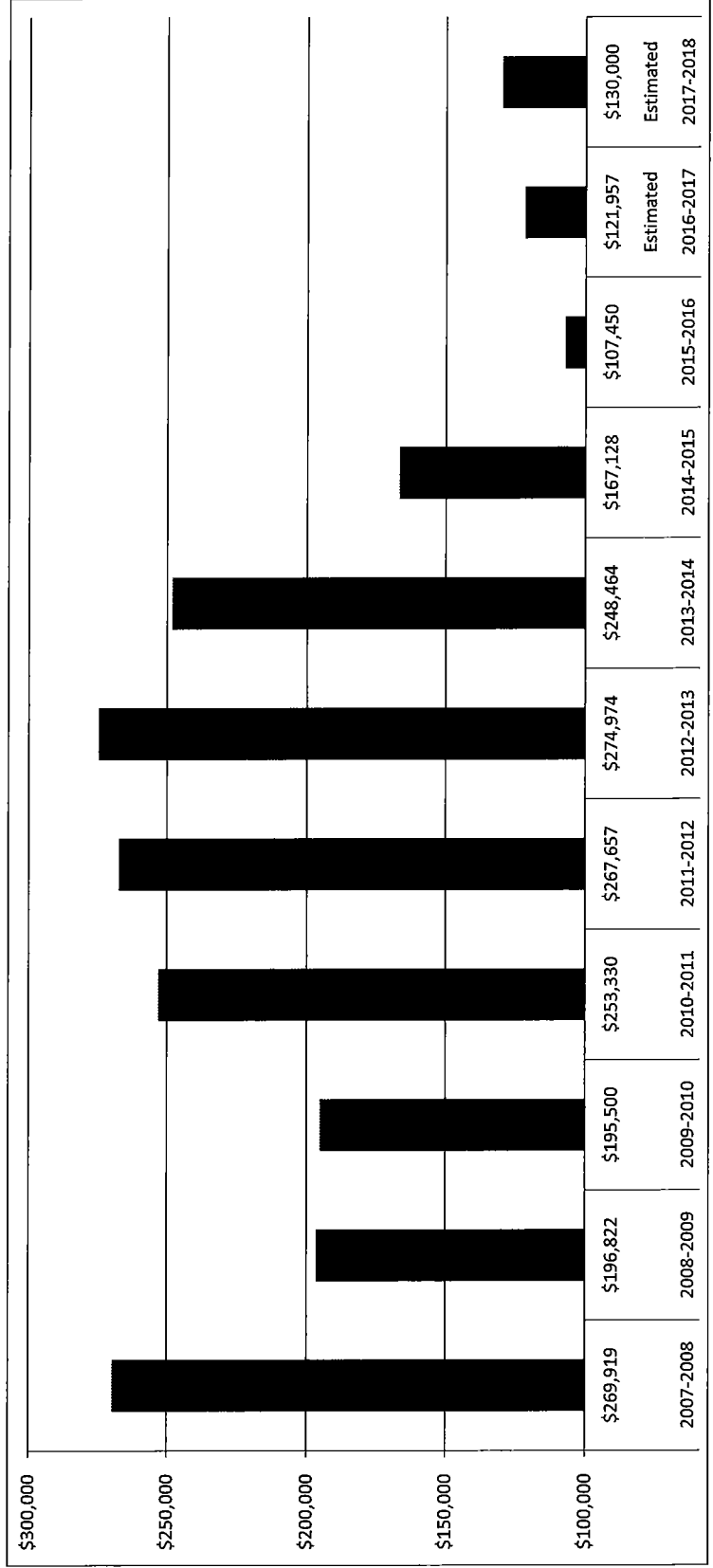


## **FINANCIAL MANAGEMENT & RESOURCE SERVICES**

TOWNSHIP OF OCEAN BOARD OF EDUCATION  
ANALYSIS OF GASOLINE/DIESEL BILLS  
ANALYTICAL REVIEW

Period Ending In:	Prior Year 2006-2007	Prior Year 2007-2008	Prior Year 2008-2009	Prior Year 2009-2010	Prior Year 2010-2011	Prior Year 2011-2012	Prior Year 2012-2013	Prior Year 2013-2014	Prior Year 2014-2015	Prior Year 2015-2016	Current Year 2016-2017 Estimated	2017-2018 Estimated
July	\$ 10,162.58	\$ 269,919	\$ 196,822	\$ 195,500	\$ 253,330	\$ 267,657	\$ 274,974	\$ 248,464	\$ 167,128	\$ 107,450	\$ 121,957	\$ 130,000
August	\$ 6,049.11	10,835.05	15,960.56	4,806.05	7,529.89	6,209.55	5,279.26	4,820.18	4,864.91	3,651.69	670.92	
September	\$ 14,470.29	3,702.73	4,476.67	2,838.01	4,751.19	6,898.32	5,761.79	9,324.63	5,960.24	3,420.86	5,069.27	
October	\$ 23,903.76	20,644.18	31,387.98	17,412.29	15,001.65	17,871.58	21,641.52	14,155.18	17,260.06	7,212.85	8,029.69	
November	\$ 15,951.60	30,434.66	27,623.52	18,084.87	20,392.50	25,898.91	24,524.84	28,158.38	19,978.74	14,159.31	10,343.52	
December	\$ 12,660.55	24,093.36	15,881.51	18,211.45	20,721.31	36,011.63	23,467.14	21,474.53	17,143.57	10,846.57	13,287.38	
January	\$ 22,544.78	28,608.29	8,282.70	17,235.41	21,329.25	19,764.38	28,173.24	21,909.76	15,679.05	9,016.45	11,750.00	
February	\$ 18,029.16	26,712.23	14,234.62	18,786.50	25,527.47	25,640.22	38,149.13	22,488.82	12,139.16	7,483.81	12,806.11	
March	\$ 18,334.25	36,051.99	20,459.31	23,292.53	37,892.93	26,170.04	29,090.11	24,908.06	15,269.82	8,805.34	12,000.00	
April	\$ 15,784.82	38,607.31	8,991.42	20,039.14	19,903.31	23,452.85	28,317.85	30,194.66	18,483.27	10,110.72	12,000.00	
May	\$ 28,533.64	42,630.67	26,431.92	19,617.74	52,619.63	34,146.48	25,599.20	24,484.32	15,319.32	14,110.46	12,000.00	
June	\$ 4,483.50	7,598.59	4,048.31	16,076.24	1,246.81	16,427.17	21,010.27	21,910.11	14,772.68	9,116.14	12,000.00	
	\$ 190,908	\$ 269,919	\$ 196,822	\$ 195,500	\$ 253,330	\$ 267,657	\$ 274,974	\$ 248,464	\$ 167,128	\$ 107,450	\$ 121,957	\$ 130,000

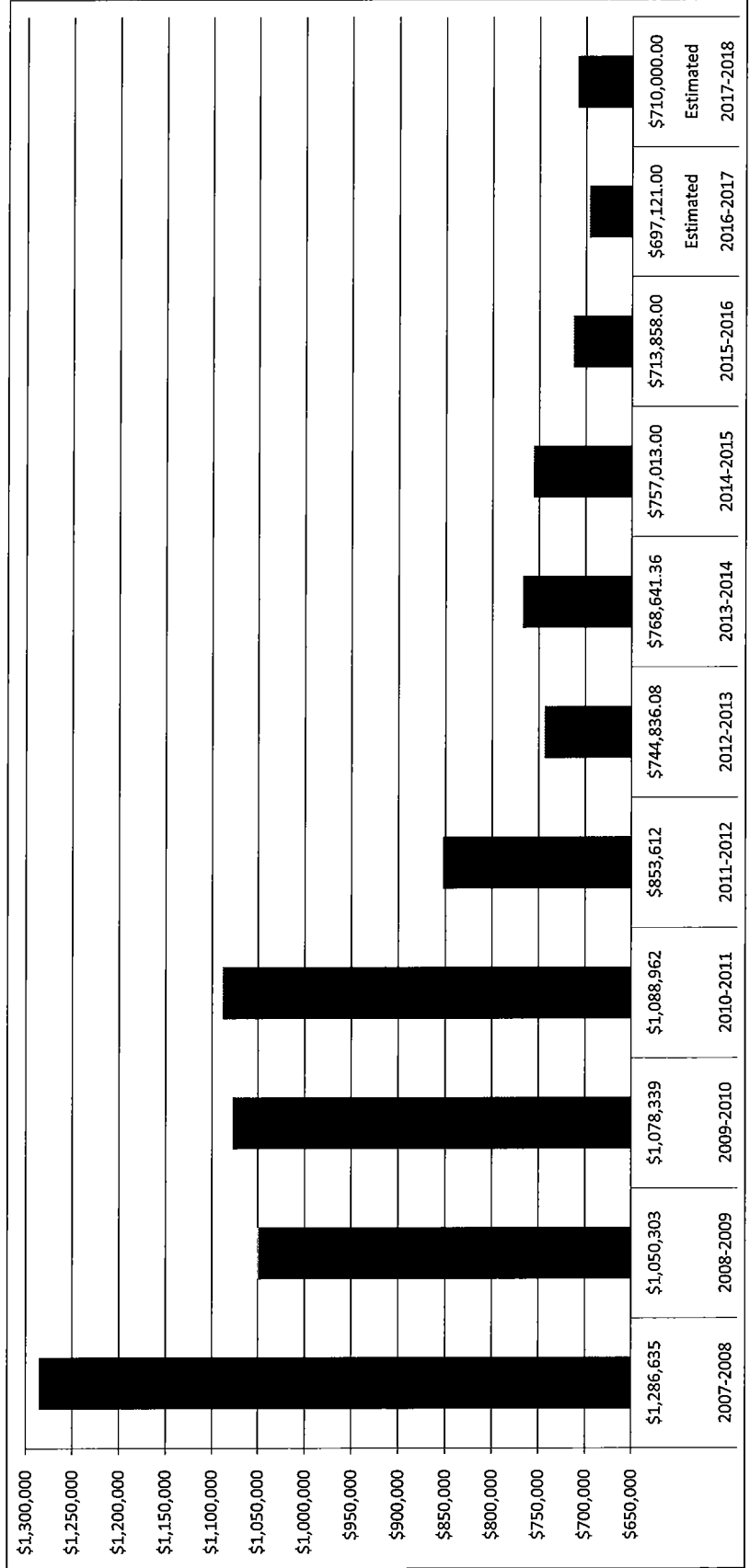
**GASOLINE/DIESEL EXPENDITURES**



TOWNSHIP OF OCEAN BOARD OF EDUCATION  
 ANALYSIS OF ELECTRIC BILLS  
 ANALYTICAL REVIEW

Period Ending, In:	Prior Year 2006-2007	Prior Year 2007-2008	Prior Year 2008-2009	Prior Year 2009-2010	Prior Year 2010-2011	Prior Year 2011-2012	Prior Year 2012-2013	Prior Year 2013-2014	Prior Year 2014-2015	Prior Year 2015-2016	Current Year 2016-2017 Estimated	2017-2018 Estimated
July	\$ 107,218.23	\$ 157,053.77	\$ 1,050,303	\$ 1,078,339	\$ 1,088,962	\$ 853,612	\$ 744,836.08	\$ 768,641.36	\$ 757,013.00	\$ 713,858.00	\$ 697,121.00	\$ 710,000.00
August	\$ 111,188.73	\$ 95,002.56	\$ 83,896.66	\$ 88,180.14	\$ 161,612.11	\$ 82,323.19	\$ 57,550.20	\$ 77,124.60	\$ 71,254.21	\$ 38,589.85	\$ 75,907.42	\$ 75,907.42
September	\$ 103,613.17	\$ 111,896.67	\$ 116,851.36	\$ 92,696.74	\$ 88,398.82	\$ 73,226.66	\$ 60,226.67	\$ 66,659.99	\$ 62,747.88	\$ 169,793.95	\$ 35,740.20	\$ 35,740.20
October	\$ 42,766.34	\$ 85,490.10	\$ 69,948.79	\$ 73,845.87	\$ 47,549.13	\$ 83,389.92	\$ 36,656.13	\$ 73,782.48	\$ 71,107.24	\$ 74,969.46	\$ 36,532.23	\$ 36,532.23
November	\$ 85,703.27	\$ 95,722.48	\$ 75,488.70	\$ 87,739.82	\$ 96,918.93	\$ 123,163.92	\$ 29,833.61	\$ 47,240.58	\$ 60,576.24	\$ 54,298.54	\$ 90,142.19	\$ 90,142.19
December	\$ 95,367.70	\$ 97,885.33	\$ 86,332.77	\$ 81,813.90	\$ 83,665.48	\$ 75,601.83	\$ 30,523.39	\$ 38,561.90	\$ 56,757.80	\$ 61,461.93	\$ 87,351.37	\$ 87,351.37
January	\$ 90,522.09	\$ 139,746.22	\$ 93,652.86	\$ 24,186.81	\$ 53,579.24	\$ 98,116.76	\$ 69,147.00	\$ 82,670.82	\$ 62,754.52	\$ 72,139.70	\$ 52,711.15	\$ 52,711.15
February	\$ 93,260.75	\$ 102,256.57	\$ 91,383.65	\$ 179,918.52	\$ 124,200.27	\$ 80,407.75	\$ 60,129.21	\$ 56,961.98	\$ 68,204.58	\$ 60,996.85	\$ 62,000.00	\$ 62,000.00
March	\$ 86,920.32	\$ 90,552.61	\$ 89,151.45	\$ 180,976.42	\$ 105,833.83	\$ 66,606.40	\$ 36,563.45	\$ 71,091.04	\$ 63,540.54	\$ 59,048.24	\$ 61,000.00	\$ 61,000.00
April	\$ 85,325.66	\$ 85,783.48	\$ 9,056.22	\$ 18,976.42	\$ 75,857.67	\$ 40,758.29	\$ 98,095.39	\$ 33,723.90	\$ 55,493.41	\$ 54,670.04	\$ 56,000.00	\$ 56,000.00
May	\$ 108,654.81	\$ 97,193.67	\$ 127,513.35	\$ 122,490.48	\$ 73,997.79	\$ 39,133.96	\$ 50,854.29	\$ 80,624.82	\$ 30,518.72	\$ 68,594.95	\$ 70,000.00	\$ 70,000.00
June	\$ 159,702.89	\$ 128,051.33	\$ 96,138.61	\$ 54,944.97	\$ 82,393.91	\$ 90,862.87	\$ 150,166.02	\$ 65,834.48	\$ 98,842.53	\$ 66,260.17	\$ 70,000.00	\$ 70,000.00
	\$ 1,170,443.96	\$ 1,286,635	\$ 1,050,303	\$ 1,078,339	\$ 1,088,962	\$ 853,612	\$ 744,836	\$ 768,641	\$ 757,013	\$ 713,858	\$ 697,121	\$ 710,000

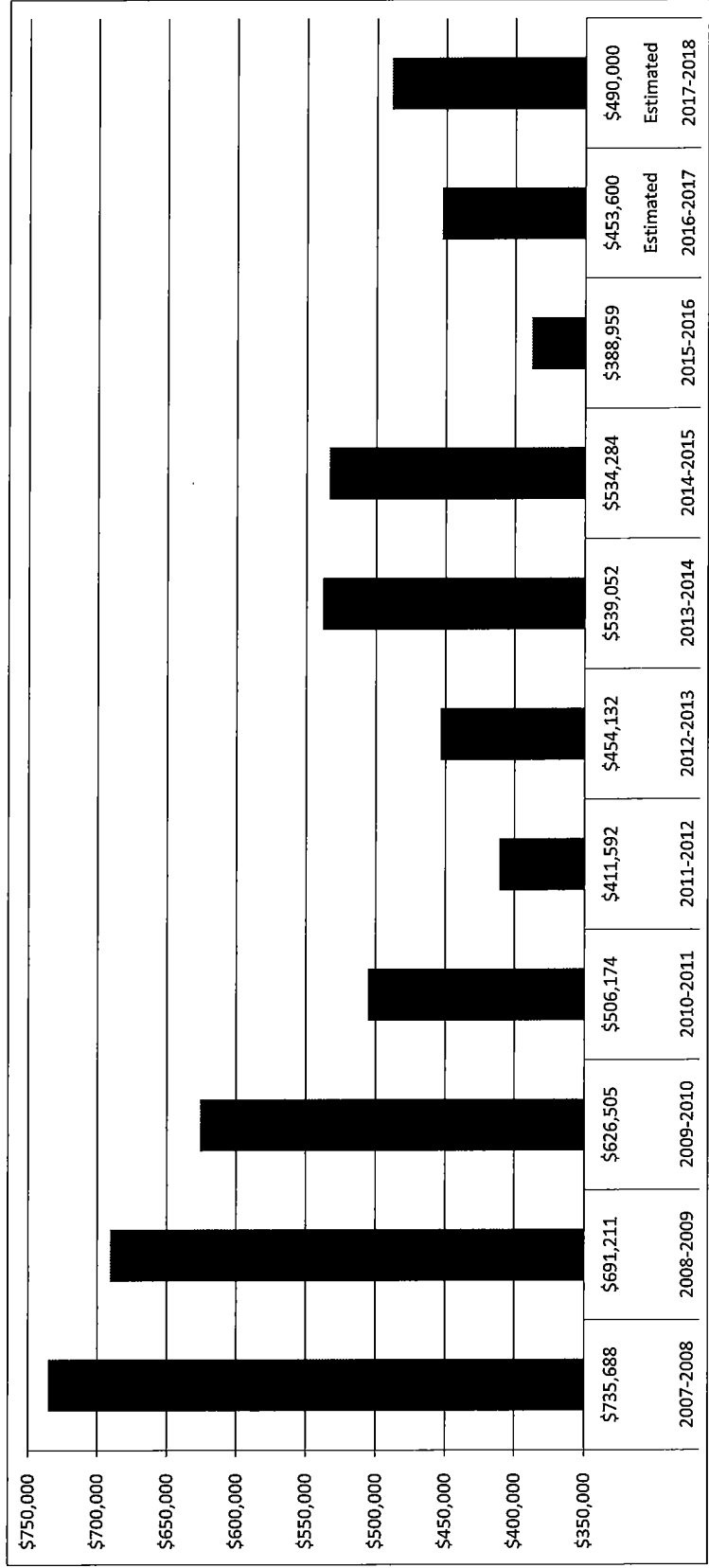
ELECTRIC EXPENDITURES



TOWNSHIP OF OCEAN BOARD OF EDUCATION  
 ANALYSIS OF GAS BILLS  
 ANALYTICAL REVIEW

Period Ending In:	Prior Year 2006-2007	Prior Year 2007-2008	Prior Year 2008-2009	Prior Year 2009-2010	Prior Year 2010-2011	Prior Year 2011-2012	Prior Year 2012-2013	Prior Year 2013-2014	Prior Year 2014-2015	Prior Year 2015-2016	Current Year 2016-2017	2017-2018
July	\$ 13,148.53	\$ 735,688	\$ 691,211	\$ 626,505	\$ 506,174	\$ 411,592	\$ 454,132	\$ 539,052	\$ 534,284	\$ 388,959	Estimated \$ 453,600	Estimated \$ 490,000
August	\$ 12,572.78	12,639.69	11,454.75	8,505.97	9,107.83	8,786.16	9,096.68	8,697.24	8,975.43	8,857.50	9,007.63	
September	\$ 13,778.50	10,224.54	13,572.39	4,386.64	9,047.18	8,491.71	6,969.20	9,139.17	8,152.99	8,455.25	5,579.59	
October	\$ 33,579.45	12,613.78	14,646.17	11,247.42	9,783.76	39,057.31	4,182.63	9,882.13	9,399.83	9,555.90	8,461.08	
November	\$ 65,118.30	21,065.74	21,815.18	14,720.21	17,937.03	6,828.85	31,737.58	24,004.79	28,228.64	23,845.99	32,800.43	
December	\$ 101,104.08	76,150.84	39,117.99	41,193.14	50,885.04	34,792.95	23,115.25	56,624.93	65,691.20	47,408.92	54,774.38	
January	\$ 116,886.30	114,630.90	146,294.23	67,845.15	39,009.38	40,401.30	101,364.97	94,728.95	88,158.72	50,116.02	91,611.91	
February	\$ 196,056.93	136,978.42	38,916.14	143,617.71	88,143.04	67,532.14	42,085.50	90,083.60	99,274.43	72,065.11	40,365.00	
March	\$ 104,555.67	110,513.44	120,319.90	138,826.41	91,659.43	66,324.35	76,214.48	72,658.30	55,520.35	42,540.32	45,000.00	
April	\$ 80,938.46	68,054.66	89,976.72	45,727.56	58,244.66	34,109.22	77,214.15	43,039.40	32,446.94	32,513.44	33,000.00	
May	\$ 24,178.60	39,721.94	52,030.13	30,474.50	41,095.64	31,661.19	30,801.81	13,738.10	5,988.65	17,470.98	18,000.00	
June	\$ 14,714.41	16,961.97	26,850.65	17,746.70	8,921.94	3,599.52	9,988.40	8,626.15	10,190.17	9,428.17	10,000.00	
	\$ 776,632	\$ 735,688	\$ 691,211	\$ 626,505	\$ 506,174	\$ 411,592	\$ 454,132	\$ 539,052	\$ 534,284	\$ 388,959	\$ 453,600	\$ 490,000

NATURAL GAS EXPENDITURES



Office of the School Business Administrator  
Township of Ocean School District  
March 7, 2017

**REQUEST FOR USE OF SCHOOL FACILITIES**

**St. Anselm's Church**

OTHS, Track

March 14, 21, & 28, 2017, April 4, 11, & 25,  
2017, May 2, 9, & 16, 2017

5:45 pm – 8:00 pm

May 6, & 13, 2017

7:45 am – 11:45 am

Purpose: Track and Field Practice and Meets

Use of Facility Fee: \$825.00

Lighting Usage: \$ TBD

## **INSTRUCTION & EDUCATION**

**Office of the Assistant Superintendent of Schools  
Curriculum & Instruction**

**Township of Ocean Schools**



**MEMORANDUM FOR:** James Stefankiewicz, Ed. D.  
**FROM:** Melody Ragle  
**RE:** N.J.A.C. 6A:23B-1.2(c)3  
**DATE:** March 2, 2017  
**CC:** Kelly Weldon, Ken Jannarone

Below are Professional Development Activities in accordance with District Policy 6471 and NJAC 6A:23B for BOE approval. The attendance at said activity 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.

Last	First	Subject	Title	Date	FEE*
Case	Audrey	Nurse	NJ State School Nurses Assn Spring Conference - Iselin	3/25/2017	\$225.00**
Schwartz	David	CST	NJASC*** Advisor Training Workshop - TCNJ	3/13/2017	\$30.00
Desimini	John	Physical Education	Directors of Athletics Assn of NJ Conference - Atlantic City	3/13&14/2017	\$30.00**
Tranchina	Derek	Math	Garden State Summit - Google for Education (presenter) - Georgian Court	6/7/2017	**
Fierra	Samuel	Director of Guidance	Caring Award - Brookdale	3/16/2017	n/a
Koczan	Blair	Speech	2017 NJSHA**** Convention - Long Branch	4/27&28/2017	Therapist pd

\* Registration fees are supported by local professional development funds and Title IIA of NCLB

\*\*Substitute rate @ \$85 per day

\*\*\*NJ Assn of School Counselors

\*\*\*\*NJ Speech Language Hearing Assn



YOUTH ART MONTH™

— United through Art —

## ***YOUTH ART MONTH 2017 ENDORSEMENT***

*WHEREAS, art education contributes powerful educational benefits to all elementary, middle, and secondary students including the following:*

- \* art education develops students' creative problem-solving and critical thinking abilities;*
- \* art education teaches sensitivity to beauty, order, and other expressive qualities;*
- \* art education gives students a deeper understanding of multi-cultural values and beliefs;*
- \* art education reinforces and brings to life what students learn in other subjects; and*
- \* art education interrelates student learning in art production, art history, art criticism, and aesthetics.*

*WHEREAS our national leaders have acknowledged the necessity of including arts experiences in all students' education,*

*AND WHEREAS MARCH is officially recognized as YOUTH ART MONTH, I endorse the observance of Youth Art Month and encourage the support of quality school art programs for children and youth.*

*NOW, THEREFORE I - Dr. James Stefankiewicz*

*Date: February 6, 2017*

*Position: Superintendent of Schools*

*do hereby endorse March 2017 as*

# ***YOUTH ART MONTH***



## PERSONNEL

**HEAD CUSTODIAN**  
**High School and Intermediate School**

**Title:** Head Custodian – High School and Intermediate School

**Department:** Maintenance and Grounds

**Reports To:** School Business Administrator  
Building Principal  
Director of Facilities

**Supervises:** All custodians under his/her authority

**Position Purpose & Objective:**

To oversee the custodial operations of individual school facilities and ensure a safe, clean, and comfortable school environment; to carry out administrative tasks required to maintain and operate the building to the required standards.

**Qualifications:**

1. Applicant must possess leadership potential and the ability to work well with others.
2. Ability to read and write, and to follow written and oral instructions.
3. Valid New Jersey drivers license.
4. Be physically able-bodied.
5. Be adaptable to working around children.
6. Have the necessary skills in the position/minimum experience in plant operation and maintenance; cleaning methods and procedures; repairs; security; heating and ventilation as determined by the board.
7. Have a Black Seal Boiler License or in the process of applying for one.
8. Pass the required physical and mental examinations.
9. Exemplary conduct and behavior.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
11. Demonstrate knowledge of fire/safety laws and proper handling of hazardous materials.
12. Supervisory ability.

**Essential Job Functions:**

1. To supervise the general cleaning and minor repair of the buildings.
2. To support in the keeping of the building and grounds in a clean and sanitary condition.
3. To establish a written checklist for each shift to follow, and to monitor successful completion of their work.
4. To make efficient use of the student holiday and vacation periods in order to thoroughly clean the buildings as well as to wax, polish and accomplish needed maintenance work.
5. To meet with the Director of Facilities monthly for a walk through inspection of each building, and to attend monthly meetings for other required Head Custodian duties.
6. To follow up, by written memo on the status all of the items noted during the inspection.
7. Schedule all necessary shift coverage, overtime, substitute coverage.
8. Review, approve and personally submit all work orders to the building Principal for approval.

## Head Custodian High School & Intermediate School (continued)

9. Be responsible for all paperwork, record keeping and memo's.
10. To insure the inspection of the school buildings on Saturdays, Sundays and all legal holidays as often during the day as the care of the buildings or their heating and cooling apparatus may require.
11. To provide reports on the absence of all personnel under his/her supervision to the Office of the Superintendent of Schools.
12. To be responsible for the maintenance and inventory of all tools and other properties entrusted to his/her care.
13. Conduct periodic inspections and tests of all electrical installations, kitchen equipment, etc. to ensure their safe condition and operation.
14. To assist in the planning with administrators for a summer maintenance and repair program, and to implement and complete said program in each school building.
15. To be able to estimate the amount of supplies, such as light bulbs, cleaning supplies that will be needed for the budget for the following year.
16. Monitors and regulates heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
17. Plans and oversees all maintenance and repair work in the building.
18. Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance and operation are enforce.
19. To assume other duties and responsibilities as directed by the School Business Administrator, the Director of Facilities, and the Building Principal.

### **Auxiliary Job Functions:**

### **Terms of Employment:**

1. Twelve-month work year in accordance with their individual employment contract.
2. Hours to be assigned by the School Business Administrator and the Superintendent of Schools.
3. Work year to be established by the Board.
4. Non-affiliated position. Salary to be determined by the Board.
5. Criminal history background check required.

### **Evaluation:**

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support personnel by the Director of Facilities.

**Source:** Regular Board Meeting

**Date:** December 9, 2003  
October 18, 2005  
December 01, 2009  
March 2017

SUBSTITUTES FOR BOARD APPROVAL

March 3, 2017

Corcoran, Carol	K-4
Flanagan, Doreen	Nurse K-12
Goldberg, Robin	K-8
Kacen, Pamela	WAY/ K-4
Merry, Johanna	Coach
O'Krepki, Michael	K-12
Weber, Kristen	K-12



## Ocean Township High School

550 West Park Avenue

Oakhurst, NJ 07755

[www.oceanschools.org](http://www.oceanschools.org)

732-531-5650

**James Stefankiewicz, Ed.D.**

Superintendent of Schools

**Gina Hagerman**

Assistant Principal

**Michael Lambusta**

Assistant Principal

**Samuel Fierra**

Director of School Counseling

**H. Rusty Todd**

Director of Athletics & Student Activities

**Dawn C. Kaszuba**

Principal

**MEMORANDUM FOR:** Dr. James Stefankiewicz, Superintendent of Schools

**FROM:** H. Rusty Todd, Director of Athletics & Student Activities/Grades 5-12

**DATE:** March 3, 2017

**RE:** Ocean Township Elementary School – Safety Patrol Advisor Position

Due to the resignation of Patrick O'Neill from the Safety Patrol Advisor position, Jon Molinelli and Kevin Ruane's stipends need to be adjusted.

Mr. Molinelli and Mr. Ruane should each receive an additional \$42.00 added to their final stipend for the pay period of June 15, 2017. On the June 15, 2017 pay period, Mr. Molinelli and Mr. Ruane should each receive a Non-Athletic stipend of \$125.33 for the 2016-2017 school year.

If you have any questions or concerns, please contact me.

HRT:tpc

