

TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
May 16, 2017

CALL TO ORDER

Mr. James Dietrich, President, called the meeting to order at 7:14 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, Dr. James Stefankiewicz, Superintendent of Schools and Mr. Michael Gross, Board Attorney.

Enter Executive Session – 7:16 p.m. - #1

Approval: Motion offered by Mr. Dietrich, seconded by Mr. Palutis 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 Student Matters (HIB). 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 20 minutes and will not take action upon returning to work session.

Adjourn Executive Session – 8:08 p.m.

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

- Reminder: Regular meeting will be at the high school cafeteria on May 23rd, for the Strategic Planning completion and presentation by School Boards.

VICE PRESIDENT’S REPORT: No Report

SUPERINTENDENT’S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Strategic Planning completion with school boards.

SCHOOL BUSINESS ADMINISTRATOR’S REPORT: Mr. Jannarone

Mr. Jannarone discussed the following item(s):

- AP Government Class students internship and their attendance at workshop and regular board meeting.
- Municipal employee presentation for June 20th meeting.

PUBLIC COMMENT:

- Gino Dellomo, resident, asked about the bidding resolution and school doctor approvals.
- Rida Rahman student, asked about the Strategic Plan and how it was formed. The Superintendent discussed the process of the district and the assistance from School Boards Association.

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- Marlaine Loushine, Loch Arbour resident, asked about the workshop meeting location on May 23rd. the superintendent discussed the high school location of the workshop meeting in room A105 before the regular meeting in the cafeteria.

COMMITTEE REPORTS:

COMMUNITY LIAISON, COMMUNICATIONS & CO-CURRICULAR

STUDENT ACTIVITIES: Mrs. Sylvia-Cioffi

Mrs. Sylvia-Cioffi made a motion, seconded by Mrs. McGovern, 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 – May 9, 2017

Motion on item #1 carried: 9-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

The following item(s) were discussed:

1. **Discussion: Requisition for Taxes for the 2017-2018 School Year**

Board of Education and Administration discussed the requisitioning of taxes from the Township of Ocean and the Village of Loch Arbour in the total amount of \$64,927,606 for the 2017-2018 school year as per the attached breakdown.

2. **Discussion: Budget Uniform Minimum Charts of Accounts**

Board of Education and Administration discussed the adoption of the Uniform Minimum Chart of Accounts (Handbook 2R2) for New Jersey Public Schools and the implementation of the school budget for the 2017-2018 school year.

3. **Discussion: Approval to Advertise for Bids**

Board of Education and Administration discussed advertising for bids for budgeted items for the 2017-2018 school year that exceed the bid threshold in accordance with NJSA 18A:18A-3a. Separate resolutions will need to be approved for individual bid results.

4. **Discussion: Plan Approvals**

Board of Education and Administration discussed the renewal of:

Indoor Air Quality Plan (IAQ)	Standard Operating Procedures Manual (SOP)
3 Year Technology Plan	Student Activity Groups Handbook
Exposure Control Plan	Parent Organization Handbook
Emergency Management Plan	

5. **Discussion: MOCSSIF 2017 Safety Grant Program:**

Board of Education and Administration discussed the submission of the grant application for the 2017 Safety Grant Program through the NJSIG MOCSSIF Sub Fund for identified safety and security facility upgrades in the amount of \$22,650.00 for the period of July 1, 2017 thru June 30, 2018.

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6. Discussion: Professional Legal Services for the 2017-2018 School Year

Board of Education and Administration discussed the award of legal services contracts to the following for the 2017-2018 school year:

Awarded to: Cleary, Giacobbe, Alfieri, Jacobs, LLC
Duration: 1 year
Nature and type of contract: General School Board Counsel
Amount of Contract: Hourly rate of \$135

Awarded to: Cleary, Giacobbe, Alfieri, Jacobs, LLC
Duration: 1 year
Nature and type of contract: Special Services Counsel
Amount of Contract: Hourly rate of \$135

Awarded to: Kenney, Gross, Kovats, & Parton
Duration: 1 year
Nature and type of contract: Labor/Negotiations Counsel
Amount of Contract: Hourly rate of \$135

- 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.

7. Discussion: Professional Services Resolutions for the 2017-2018 School Year

Board of Education and Administration discussed the award of contracts to the following for the 2017-2018 school year:

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

Awarded to: Connor Strong Co., Inc.
Duration: July 1, 2017 to June 30, 2018
Nature and Type of Contract: Property & Casualty Consulting Services
Amount of Contract: \$34,924.00

Awarded to: Management & Environmental Consulting Services, Inc.

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Duration: July 1, 2017 to June 30, 2018
Nature and Type of Contract: Environmental Consultation Services
Amount of Contract: Rates to be Approved by Project

Awarded to: The Daniels Group, Inc.
Duration: July 1, 2017 to June 30, 2018
Nature and Type of Contract: Health Insurance Consulting Services
Amount of Contract: \$60,000 – Flat Fee

- 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.

8. Discussion: Outstanding Checks

Board of Education and Administration discussed the voiding of old outstanding checks in various Board of Education accounts. (See attached list)

10. Discussion: GovDeals – Online Auction

Board of Education and Administration discussed the sale of surplus property no longer needed for public use thru GovDeals Online Auctioning: The list of surplus property to be sold will be retired schools buses.

The surplus property shall be sold in an “as is” condition without express or implied warranties. The Board reserves the right to accept or reject any bid submitted. Please check the website: www.Oceanschools.org for details on availability.

11. Discussion: Professional Services Resolutions

The Board of Education and administration discussed the following Therapy Contracts.

Awarded to: Invo Healthcare
Duration: July 10, 2017 to August 17, 2017
Approximately 40 hours per week
(2 Therapists @ 20 hrs. ea. per week)
Nature and Type of Contract: Occupational Therapy
Amount of Contract: \$79.00 per hour

Awarded to: Invo Healthcare
Duration: July 10, 2017 to August 17, 2017
Approximately 15 hours per week
Nature and Type of Contract: Physical Therapy

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Amount of Contract: \$79.00 per hour

- 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.

12. Discussion: Translator Service

Board of Education and Administration discussed Maria V. Cavadas, LLC-Middletown, of Paradox, to provide Portuguese translator services at an hourly rate of \$50.00 per hour, for a Portuguese speaking child and family.

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

9. Use of Facilities

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

13. Additional - Use of Facilities

Move to approve the use of facilities according to the attached list dated May 23, 2017.

Motions for items #9 and #13 carried: 9-0

INSTRUCTION & EDUCATION: Dr. Marshall

The following item(s) were discussed:

- Board of Education discussed the school performance reports and if students opting out of the test skewed the results.

1. Discussion: Bilingual/ESL Three-Year Program Plan for School Years 2017-2020

Board of Education and Administration discussed the District’s Bilingual/ESL Three-Year Program Plan for school years 2017-2020, copy of the plan is attached.

2. Discussion: Central Jersey Consortium for Excellence and Equity – 5th Annual Middle and High School Student Leadership Forum

Board of Education and Administration discussed sending twenty (20) students (high school and intermediate level) from our district to the 5th Annual Middle and High School Student Leadership Forum to be held at Monmouth University on June 5, 2017 from 9:15 am – 1:00 pm. The conference titled “Everything Counts,” designed for student leaders, “will provide attendees with new awareness related to equity and justice in school. Student leaders will also learn how everything counts, and even the smallest of actions can make an impact at their schools.”

3. Discussion: Teacher and Principal Evaluation Data

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Board of Education and Administration discussed Teacher and Principal Evaluation Data in accordance with the Achieve NJ Data Card attached.

Dr. Marshall made a motion, seconded by Mr. Clayton, for the following items:

4. **Professional Development Activities – Staff**

Move to approve the attached memorandums (2) dated May 12, 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.

5. **Suspension Report**

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

Motion on items #4 and #5 carried: 9-0

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: Revisions to Job Descriptions**

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

Director of School Counseling, Grades K-12
Education Technology Teaching Specialist
Supervisor of Mathematics

2. **Discussion: Repurposing a Teaching Position for the 2017-2018 School Year**

Board of Education and Administration discussed repurposing a teaching position to that of an Education Technology Teaching Specialist for the 2017-2018 school year.

3. **Discussion: Abolishing a 12-Month Secretary Position**

Board of Education and Administration discussed abolishing a 12-Month Secretary position in the Transportation Department for the 2017-2018 school year.

4. **Discussion: Creating a New Assistant Dispatcher Position for the 2017-2018 School Year**

Board of Education and Administration discussed creating a new position (replacing the current Secretary position) for the 2017-2018 school year. The position would be that of an Assistant Dispatcher in the Transportation Department.

5. **Discussion: Creating a Day Custodian In-Charge Stipend**

Board of Education and Administration discussed creating a Day Custodian In-Charge stipend in

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the amount of \$1,900.00, effective for the 2016-2017 school year.

6. **Discussion: Instructional Assistants/Extracurricular Activity**

Board of Education and Administration discussed hiring Bonnie Zimmerman, an Instructional Assistant at the High School, to provide aide support to a high school student with disabilities on June 1, 2016. Mrs. Zimmerman will accompany the student to the Senior Prom, an extracurricular activity, for a total of 10 ½ hours, (7:00 pm – 5:30 am; includes the prom and post prom activities Mrs. Zimmerman will be paid at her hourly contractual rate.

7. **Discussion: Staffing – 2017 Special Education Extended School Year Program (ESY)**

Board of Education and Administration discussed staffing for the 2017 Special Education Extended School Year Program in accordance with the attached memorandum dated May 9, 2017. The ESY program will run July 10, 2017 – August 17, 2017 (Mondays-Thursdays), at the Wanamassa Elementary School.

8. **Discussion: 2017 Summer Hours for District Nurses**

Board of Education and Administration discussed 2017 Summer hours for District Nurses in accordance with the attached memorandum dated May 12, 2017.

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

9. **Revised Contract**

Move to approve that a revised contract be issued to the following:

To fill a vacancy, non-tenure track position:

Michael Brown	Custodian I, Day-Shift	* \$33,140.00
	Township of Ocean Intermediate School	Prorated
	Non-Tenure Track Position	
	Actual Start Date: June 1, 2017	
	Effective Date: June 1, 2017	

(*This is a revision in salary. Mr. Brown was previously approved at the May 9th work meeting. Mr. Brown replaces John Fornicola who was issued a revised contract, appointing him to the position of Head Custodian at both the High School and the Intermediate School.)

10. **Substitute Teachers**

Move to approve Substitute Teachers for the 2016-2017 school year in accordance with the attached list dated May 12, 2017.

11. **School Doctor Salary, High School, for the 2017-2018 School Year**

Move to approve the following salary for the School Doctor, at the High School, for the 2017-2018 school year:

Dr. Vinay Chopra	\$10,000.00
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12. **Resignation**

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Move to approve the resignation of Karra Cancillieri, Mathematics Teacher, Township of Ocean Intermediate School effective June, 30, 2017.

13. **Request for Days from the Sick/Personal Leave Bank Plan (Non-Work Related)**

Move to approve the request of district employee #6148 to use 30 days from the Sick/Personal Leave Bank Plan (Non-Work Related).

Motions on items #9 thru #13 carried: 9-0

PLANNING & CONSTRUCTION: Mr. Palutis

- Planning & Construction chairperson gave a brief review about the construction projects.
- Planning & Construction high school work-thru at 6:30 p.m. at high school on May 23rd.
- Superintendent gave update on 5th grade lunch schedule and location change. Board of Education discussed the new schedule, times, recess, and other challenges associated with the change.

TECHNOLOGY COMMITTEE: Mr. Stuppi

The following item(s) were discussed:

1. **Discussion: Technology Update**

- Technology Chairperson discussed 2 technology meetings at the district level and the Board of Education technology committee level that were held. He spoke about the advances by teachers and students in the technology area.
- The full Board of Education will meet with the Educational Technology Specialist and Kelly Weldon at the workshop meeting on June 6th.

2. **Discussion: Computer Co-Operative Purchase**

Board of Education and Administration discussed the purchase of \$45,831.00 of Internal Connections, consisting of Universal Power Supplies and Battery Packs, from Ocean Computer Group, Inc. Matawan, NJ, during the 2017-2018 E-Rate funding year, as indicated in the bid dated 3/23/2017, NJ State Contract #89967. (It is anticipated that E-rate funding will represent a 50% discount for the total price).

OLD BUSINESS:

- Graduation speeches and attendance at both the Intermediate and High School graduation by Board members.

NEW BUSINESS:

- Irene Higgins, Workforce Development complimented the Township of Ocean on their CTE Program.

PUBLIC COMMENT:

- Mrs. Loushine, Loch Arbour resident, asked for an update on the student attendance for the 2017-2018 school year. Board President and Superintendent discussed the Boards desire to honor the Loch Arbour student in coming to Ocean next school year. They stated that as of now they should plan to come to Ocean.

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- Mary Ellen Harvey, Loch Arbour resident, received a letter from the Loch Arbour Mayor saying that students will go to Shore Regional or West Long Branch. They discussed the confusing messages the kids are getting from Loch Arbour and the Township of Ocean.
- Gino Dellomo, resident, asked about the financial aspects of Loch Arbour students attendance at the Township of Ocean schools.
- Thomas Lavin, student, asked about the construction at the high school.
- Gino Dellomo, resident, asked about the 5th grade lunch change and gave his opinion. He also spoke about the Wanamassa School anti-bullying sponsorship. Mr. Dellomo presented to the Board of Education a check for \$500 to go toward the Wanamassa School anti-bullying program. The Board of Education thanked Mr. Dellomo for his generosity.
- Emily Halsey, student, asked about teacher evaluation and how teachers are evaluated, and the calculations. The Superintendent detailed the process.

ADJOURN MEETING: 9:52 p.m.

There being no further business Mrs. McGovern made a motion, seconded by Mr. Clayton, that the meeting be adjourned and go back into Executive Session. This motion carried: 9-0.

Enter Executive Session – 9:52 p.m. - #2

Approval: Motion offered by Mr. Dietrich, seconded by Mr. Hadden 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: 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 take action upon returning to work session.

EXECUTIVE SESSION:

Adjourn Executive Session – 10:19 p.m. - #2

Approval: Motion offered by Mrs. Parlamas, seconded by Mr. Stuppi and carried 9-0.

Move for the approval to adjourn from Executive Session.

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/Board Secretary