

Work Session

Attachments

September 13, 2016

COMMUNITY LIAISON & COMMUNICATIONS COMMITTEE

Board of Education Township of Ocean Schools

2015-2016 Goals

1. To carry out the design and construction phase of the December 2014 successful construction bond referendum.
2. Maximize assets to create new revenue streams.
3. Evaluate and review educational technology initiatives. Specifically the 1 to 1 student ChromeBook initiative.
4. Evaluate and review new state mandated PARCC testing.
5. To increase student achievement paying particular attention to elementary language arts and the performance of at-risk students.

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
August 30, 2016**

CALL TO ORDER

Mr. Joseph Hadden, 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. Hadden 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, Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi. Mrs. Amy McGovern and Mr. Sean Moore were 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. Hadden, seconded by Mrs. Sylvia-Cioffi and carried 7-0

Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Personnel (Agenda) and 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 not take action upon returning to work session.

Adjourn Executive Session – 7:32 p.m.

Approval: Motion offered by Mr. Clayton, seconded by Mrs. Parlamas and carried 7-0.

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

PRESIDENT'S REPORT: None

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Discussed the Strategic Planning Proposal from NJSBA

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

Mr. Jannarone discussed the following item(s):

- Annual independent audit ongoing in the district.
- Philip Nicasro, Strauss Esmay, confirmed for September 27th for Board of Education in-service.
- September 13th meeting time change from 7:00 pm to 8:00 pm.
- Follow-up on Veteran access policy: Notice in the calendar and signs at the football stadium to give notice.
- Cafeteria bonus for parents putting money on their lunch account will be publicized on menus and at open houses.

PUBLIC COMMENT:

- Paul Mayerowitz, resident, asked about the change orders on the construction contracts on the P&C agenda. The School Business Administrator reviewed the changes.

COMMITTEE REPORTS:

CO-CURRICULAR STUDENT ACTIVITIES: None

COMMUNITY LIAISON & COMMUNICATIONS: Mrs. Sylvia-Cioffi

The following item(s) were discussed:

1. **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):

Work Meeting/Executive Session Minutes – August 23, 2016

2. **Discussion: Policy(s)/Regulation(s)**

Board of Education and Administration discussed the second and final reading of revisions of the following policy(s) and regulation(s):

Policy 1140 – Affirmative Action Program (M)

Policy 1523 – Comprehensive Equity Plan (M)

Policy 1530 – Equal Employment Opportunities (M)

Regulation 1530 – Equal Employment Opportunity Compliant Procedure (M)

Policy 1550 – Affirmative Action Program for Employment and Contract Practices (M)

Policy 2200 – Curriculum Content (M)

Regulation 2200 – Curriculum Content (M)

Policy 2260 – Affirmative Action Program for School and Classroom Practices (M)

Policy 2411 – Guidance Counseling (M)

Regulation 2411 – Guidance Counseling (M)

Policy 2423 – Bilingual and ESL Education (M)

Regulation 2423 – Bilingual and ESL Education (M)

Policy 2610 – Educational Program Evaluation (M)

Policy 2622 – Student Assessment (M)

Policy 5111 – Eligibility of Resident/Nonresident Students (M)

Regulation 5111 – Eligibility of Resident/Nonresident Students (M)

Policy 5465 – Early Graduation

Policy 5516 – Use of Electronic Communication and Recording Devices (M)

Policy 5750 – Equal Educational Opportunity (M)

Policy 5755 – Equity in Educational Programs and Services (M)

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Clayton

The following item(s) were discussed:

1. **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 2016-2017 school year. The proposed management fee is \$45,675; the Administrative Fee is \$66,990, this is a .5% increase. Sodexo guarantees that the district shall receive a

Twp of Ocean BOE Work Meeting Minutes (continued) – August 30, 2016

surplus of \$16,967.00 for the 2016-2017 school year. If the actual surplus for the Food Service program falls short of the aforementioned amount, Sodexo shall pay the difference to the district in an amount not to exceed one hundred percent (100%) of Sodexo's annual Management Fee.

2. **Discussion: Use of Facilities**

Board of Education and Administration discussed the use of facilities according to the attached list dated August 30, 2016.

INSTRUCTIONAL & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. **Discussion: Professional Development Activities – Staff**

Board of Education and Administration discussed the attached memorandum dated August 26, 2016, 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: Internship**

Board of Education and Administration discussed the request of Alison Curry to complete 500 hours of school social work internship between the period of September 6, 2016 and June 30, 2017, (pending criminal history background check). Ms. Curry is completing her graduate training toward her masters of Social Work at Monmouth University. She will intern at the high school, intermediate, and elementary levels under the supervision of school social workers Ms. Dunn, Ms. Brown and Ms. Rasmussen.

3. **Discussion: After School Program/Harbor School/2016-2017**

Board of Education and Administration discussed permitting an educational disabled student (attending Harbor School), to attend the after-school social skills program, two days per week, at a rate of \$58.00 per day. The after-school program will run September 12, 2016 through June 19, 2017, in accordance with the Harbor School Calendar. Parent will provide transportation in picking the student up on the days of the program.

4. **Discussion: Consultation Services of an Itinerant Teacher of the Deaf and Hearing Impaired**

Board of Education and Administration discussed using the Educational Services Commission of NJ (ESCNJ), to provide Teacher of the Deaf Consultations, 3 hours per month effective September 1, 2016 through June 30, 2017, at a rate of \$140.00 per hour.

The schedule for the 3 hour consultation services will be as follows:

Wayside Elementary School – 1 hour total per month for one student

Intermediate School - 1 hour each, per month for 2 intermediate school age students

5. **Discussion: Student Teacher**

Board of Education and Administration discussed the placement of the following Student Teacher for the 2016-2017 Fall semester:

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Angelica Hernandez
Monmouth University
September – December
Ocean Township Elementary School
Joann Kobil
Michael Hicks

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: Interim Administrators**

Board of Education and Administration discussed appointing an interim Director of School Counseling, K-12 and an interim Supervisor of Language Arts, Social Studies, K-5/Library K-8.

2. **Discussion: New Job Descriptions**

Board of Education and Administration discussed developing the following new job descriptions, copies attached:

Career Pathways Coordinator
Career Pathways Lead Teacher
Education Technology Teaching Specialist (Elementary)

3. **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 August 26, 2016.

4. **Discussion: Clerical Substitutes**

Board of Education and Administration discussed hiring Maham Ayub and Cynthia Vitolo as Clerical Substitutes for the 2016-2017 school year.

5. **Discussion: Retirement**

Board of Education and Administration discussed the retirement of Mary Elizabeth Meehan, Elementary Teacher, Wanamassa Elementary School effective September 1, 2016.

6. **Discussion: Unpaid Family Leave of Absence**

Board of Education and Administration discussed the request of Lauren Caruso, Special Education Teacher, Wayside Elementary School to take an unpaid family leave of absence, as designated under FMLA and NJFLA, beginning at the conclusion of her eligible sick leave, (approximately Wednesday, November 23, 2016) and continuing for a period of seven weeks. Mrs. Caruso's last day of work will be Friday, October 21, 2016. She is expected to return to the classroom on January 23, 2017.

7. **Discussion: Teachers for the Skills for Success Clubs/ Intermediate School**

Board of Education and Administration discussed hiring the following teachers to provide

Twp of Ocean BOE Work Meeting Minutes (continued) – August 30, 2016

instructional services as part of the Skills for Success Clubs at the Township of Ocean Intermediate School. The clubs will run October 2016 – May 2017, 2:30 pm – 3:30 pm, Monday through Thursday (meeting dates will vary from month to month). Teachers will be paid at a rate of \$28.00 per hour.

Grade 5 Club Teachers: Gail Gall and Lynne Thomasey
Grade 6 Club Teachers: Susan English and Kathleen Friel

8. Discussion: Substitute for the Skills for Success Clubs/ Intermediate School

Board of Education and Administration discussed hiring Ms. Monik Suit as a substitute teacher for the 5th and 6th grade Skills for Success Clubs at the Intermediate School. Ms. Suit would work at a rate of \$28.00 per hour, if one of the regular teachers were unavailable.

9. Discussion: Revised Contracts

Board of Education and Administration discussed issuing revised contracts to the following employees, effective September 1, 2016:

Cipriano Apicelli	From: School Monitor High School	
	To: Instructional Assistant High School Non-Tenure Track Position	\$23,410.00* Step 1

(*This is a revision in job title and salary. Mr. Apicelli replaces Michaela Gemignani who was hired to a teaching position in District.)

Babette Marchetti	Ten-Month Secretary Wanamassa Elementary School	\$27,018.00* Step 3
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(*This is a revision in salary. Ms Marchetti was approved at the August 23, 2016 work meeting of the Board on Step 1. As noted above she has been moved to Step 3. Ms. Marchetti replaces Therese Williams who retired.)

10. Discussion: Issuance of Contract

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

To fill a vacancy non-tenure track position:

Thomas Magrini	Instructional Assistant High School Non-Tenure Track Position	\$23,410.00 Step 1
	Actual Start & Effective Dates: Pending criminal history background check	

(Mr. Magrini replaces Marc Tomo who resigned.)

11. Discussion: Playground Aide for the 2016-2017 School Year

Board of Education and Administration discussed hiring Elizabeth Calderone as a Playground Aide, Wayside Elementary School for the 2016-2017 school year.

12. Discussion: Substitute Teacher for the 2016-2017 School Year

Board of Education and Administration discussed hiring Joan Zeukas as a Substitute Teacher,

Twp of Ocean BOE Work Meeting Minutes (continued) – August 30, 2016

Grades K-5, Elementary and Special Education for the 2016-2017 school year.

PLANNING & CONSTRUCTION: Mr. Palutis

The following item(s) were discussed:

1. **Discussion: Change Order: Wanamassa Multi-Purpose Classroom Addition/Renovations**
Board of Education and Administration discussed a change order in the amount of \$36,019.52 for Rampart construction, per the recommendation by P.W. Moss Construction Manager & Solutions Architecture. The amount will increase the original bid amount of \$4,418,551.00 to \$4,454,570.52 for the Wanamassa Elementary School Multi-Purpose Classroom Additions/Renovations. As per attached
2. **Discussion: Change Order: Wayside Addition/Renovations**
Board of Education and Administration discussed a change order in the amount of \$12,214.89 for G & P Parlamas, Inc., per the recommendation by P.W. Moss Construction Manager & P.W. Moss Construction Manager & Solutions Architecture. The amount will increase the original bid amount of \$1,827,107.00 to \$1,839,321.89 for the Wayside Elementary School Addition/Renovations. As per attached.

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS: None

NEW BUSINESS:

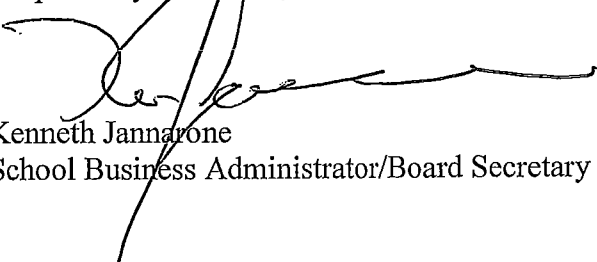
- An outside food provider, Domesticated Dad, was discussed.
- Spoke about Football club and the football program utilizing volunteer coaches and the requirements for volunteers.

PUBLIC COMMENT: None

ADJOURN MEETING: 7:58 p.m.

There being no further business Mr. Hadden made a motion, seconded by Mr. Clayton, that the meeting be adjourned. This motion carried: 7-0.

Respectfully submitted,



Kenneth Jannarone
School Business Administrator/Board Secretary

**MINUTES OF THE REGULAR MONTHLY MEETING
TOWNSHIP OF OCEAN
August 30, 2016**

CALL TO ORDER

The Board President, Joseph Hadden, called the Regular Monthly Meeting of the Township of Ocean Board of Education to order at 8:00 p.m. in the auditorium of the School District's Administration Building.

STATEMENT OF NOTICE

Adequate notice of the meeting to be held by the Township of Ocean Board of Education on Tuesday, July 26, 2016 at 8:00 p.m. has been provided in accordance with the requirements of Chapter 231, Public Laws, 1975.

1. Notice of the meeting was posted on the bulletin board in the lobby of the Administration Building, 163 Monmouth Road, Oakhurst, New Jersey, all Ocean Township District Schools and Transportation, and the School District Website www.oceanschools.org on January 7, 2016.
2. Notice of the meeting was transmitted to the Asbury Park Press on January 7, 2016 and The New Coaster Newspapers on January 7, 2016.
3. Notice of the meeting was filed with the Municipal Clerk, Township of Ocean and the Municipal Clerk, Village of Loch Arbour on January 7, 2016.

ROLL CALL

The following members were present: Mr. Steven Clayton, Mr. James Dietrich, Mr. Joseph Hadden, Dr. David Marshall, Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi. Mrs. Amy McGovern and Mr. Sean Moore were absent.

PRESIDENT'S REPORT – No Report

STUDENT REPRESENTATIVES: No Report

SUPERINTENDENT'S REPORT – Dr. Stefankiewicz

Dr. Stefankiewicz reported on the following:

- Meet and greet for high school principal and director of counseling is planned for September 1st.
- Superintendent discussed the parent information session on the new reading program held August 29th.
- Thanked maintenance, grounds and custodial staff for all their hard work in getting all schools ready for the school year, especially with the construction projects over the summer.

PUBLIC COMMENTS-AGENDA:

- Paul Mayerowitz, resident, asked about renewal of food service and about the guarantee. Mr. Mayerowitz also asked about the change orders for each school construction project. The architect discussed the changes at each location from the original contracts.

APPROVAL OF BILLS: Mr. Clayton

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

1. **APPROVAL OF BILLS**

Move for the approval of the following paid items:

Minutes of the Regular Monthly Meeting –
August 30, 2016 Continued:

Bills List	August 30, 2016	6,230,545.63
Payroll	July 29, 2016	461,029.10
Employer FICA & DCRP	July 29, 2016	25,573.50
Payroll	August 15, 2016	505,781.52
Employer FICA & DCRP	August 15, 2016	28,302.75
Payroll	August 30, 2016	409,089.28
Employer FICA & DCRP	August 30, 2016	<u>20,983.87</u>
	Total	<u>\$7,681,305.65</u>

Motion(s) carried: 7-0

COMMITTEE REPORTS:

CO-CURRICULAR STUDENT ACTIVITIES: Mr. Palutis

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

1. **Club Name Change**

Move to approve to change the name of the Gay-Straight Alliance Club, High School to “Kaleidoscope,” in accordance with the attached memorandum dated August 8, 2016.

Motion(s) carried: 7-0

COMMUNITY LIAISON & COMMUNICATIONS: Mrs. Sylvia-Cioffi

Mrs. Sylvia-Cioffi made a motion, seconded by Mr. Dietrich, 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 – August 23, 2016

2. **Policy(s)/Regulation(s)**

Move to approve the second and final reading of revisions of the following policy(s) and regulation(s):

- Policy 1140 – Affirmative Action Program (M)
- Policy 1523 – Comprehensive Equity Plan (M)
- Policy 1530 – Equal Employment Opportunities (M)
- Regulation 1530 – Equal Employment Opportunity Compliant Procedure (M)
- Policy 1550 – Affirmative Action Program for Employment and Contract Practices (M)
- Policy 2200 – Curriculum Content (M)
- Regulation 2200 – Curriculum Content (M)
- Policy 2260 – Affirmative Action Program for School and Classroom Practices (M)
- Policy 2411 – Guidance Counseling (M)
- Regulation 2411 – Guidance Counseling (M)
- Policy 2423 – Bilingual and ESL Education (M)
- Regulation 2423 – Bilingual and ESL Education (M)
- Policy 2610 – Educational Program Evaluation (M)
- Policy 2622 – Student Assessment (M)

- Policy 5111 – Eligibility of Resident/Nonresident Students (M)
- Regulation 5111 – Eligibility of Resident/Nonresident Students (M)
- Policy 5465 – Early Graduation
- Policy 5516 – Use of Electronic Communication and Recording Devices (M)
- Policy 5750 – Equal Educational Opportunity (M)
- Policy 5755 – Equity in Educational Programs and Services (M)

3. **Strategic Planning Proposal:**

Move to approve the strategic planning proposal provided by NJ School Board Association.
(See attached)

4. **Sponsorship Program**

Move to approve the 2016-2017 sponsorship program participants in accordance with Board Policy # 9720 and #6164 as follows:

Diamond Sponsors	The Daniels Group, New Providence
Platinum Sponsor:	AXA Advisors, Edison P.W. Moss & Associates, Doylestown, PA
Gold Sponsors:	Dr. Madeline Badalaty, Ocean Dr. Raymond Kim, Oakhurst Jersey State Controls, Brick Saker ShopRites Inc., West Long Branch, & Neptune Seaview Orthopedic, Ocean, Brick & Freehold Solutions Architecture, Newark

NOTE: This program will raise approximately \$25,000 gross proceeds for the 2016-2017 school year.

Motion(s) carried: 7-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Clayton

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

1. **Acceptance and Certification of Monthly Financial Reports**

The following resolution certifies that budget balances at the end of June and July were adequate to pay all remaining obligations of the 2016-2017 school year and that account groupings required by the State have adequate balances. The Board is also certifying that the independent reports of the Treasurer and the Business Office are in agreement.

RESOLUTION

Pursuant to N.J.A.C. 6:20-2.12 (d), the Township of Ocean Board of Education accepts the preliminary Board Secretary/School Business Administrator's Certification as of June 30, 2016 and July 31, 2016 that no budgetary appropriations account has obligations and payments which in total exceed the amount appropriated by the Township of Ocean Board of Education; and

Pursuant to N.J.A.C. 6:20-2.12 (e), we the members of the Township of Ocean Board of Education, of the County of Monmouth, after having reviewed the **final REPORT OF THE SECRETARY** and upon consultation with the appropriate officials, certify that as of June 30, 2016 and July 31, 2016 it is to the best

of our knowledge that no major account or fund has been over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year; and

The Township of Ocean Board of Education hereby accepts the **final** Board Secretary's Report and Treasurer of School Monies Report, which said reports are in agreement for the month ending June 30, 2016 and July 31, 2016.

2. **Transfers**

The following motion is to transfer monies from one account in the budget to another and provide the adequate balances referred to in the first motion.

Move for approval of the attached RESOLUTION dated, July 31, 2016 covering APPROPRIATION TRANSFERS in the 2016-2017 GENERAL FUND 10; said transfers shall result in no change in the total original Appropriations.

3. **Security Drill Reports for July and August 2016:**

Fire Drill

Wanamassa Elementary School July 28, 2016
 Wanamassa Elementary SchoolAugust 26, 2016

Table Top Activity

Wanamassa Elementary School July 22, 2016
 Wanamassa Elementary SchoolAugust 26, 2016

4. **Estimated Tuition Rates - Students Received**

Move to approve the following estimated tuition rates for possible students received by the Township of Ocean Board of Education for the 2016-2017 school year:

Kinder-Garten	Grades 1-5	Grades 6-8	Grades 9-12	Learning Language Disabilities	Pre-School Disabled	Behavior Disabilities	Multiple Disabilities
\$13,849	\$16,315	\$17,735	\$16,758	\$23,195	\$23,494	\$32,428	\$36,183

Note: Tuition students consist of placements by the State of New Jersey due to special circumstances.

5. **MOESC Staffing of Aides**

Move to approve an agreement with Monmouth-Ocean Educational Services Commission to provide part-time instructional, special education and transportation aide placements as possibly needed for the period of July 1, 2016 through June 30, 2017.

6. **Bus Fleet Management & Maintenance Services:**

Move to approve the bid award with First Vehicle Services as per the RFP issued for the Management and Maintenance of the Township of Ocean bus fleet commencing on September 1, 2016 and ending on August 31, 2017, with four (4) one-year renewable options. Management fees shall be \$31,955. A target price of \$440,764.56 reflects total estimated department costs: such as, parts, labor and outside services. (As per attached proposal)

Note: Bid(s) were opened August 9, 2016 at 10:00 am in the Administration Building Auditorium.

7. **Professional Services Resolutions for the 2016-2017 School Year**

Move to approve the award of contracts to the following for the 2016-2017 school year:

Awarded to: Dr. Robert Murphy
Meridian Health System
Duration: September 15, 2016 to June 30, 2017
Nature and Type of Contract: Elementary School Physician
Amount of Contract: \$8,000 per year

Awarded to: Dr. Bernard Adler
Meridian Health System
Duration: September 15, 2016 to June 30, 2017
Nature and Type of Contract: Intermediate School Physician
Amount of Contract: \$9,000 per year

Awarded to: Dr. Vinya Chopra
Seaview Orthopaedic
Duration: September 15, 2016 to June 30, 2017
Nature and Type of Contract: High School Physician
Amount of Contract: \$10,000 per year

Awarded to: Dr. Jay Wortzel
Immediate Medical Services
Duration: September 15, 2016 to June 30, 2017
Nature and Type of Contract: New Employee Physicals w/Drug Testing
Amount of Contract: \$115.00 each

Awarded to: Dr. Sudha Garla
Atlantic Medical Associates
Duration: September 15, 2016 to June 30, 2017
Nature and Type of Contract: CDL License Physicals w/Drug & Alcohol Testing/
And Amount: \$155.00 ea. - CDL License Physicals w-o/Drug &
Alcohol Testing/ \$75.00 ea. - Student Random Drug
& Alcohol Testing/ \$80.00 ea.

- 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. **Renewal of Food Service Management Contract**

Move to approve the renewal of the Food Service Management contract with Sodexo Food Services for the 2016-2017 school year. The proposed management fee is \$45,675; the Administrative Fee is \$66,990, this is a .5% increase. Sodexo guarantees that the district shall receive a surplus of \$16,967.00 for the 2016-2017 school year. If the actual surplus for the Food Service program falls short of the aforementioned amount, Sodexo shall pay the difference to the district in an amount not to exceed one hundred percent (100%) of Sodexo's annual Management Fee.

9. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated August 30, 2016.

Motion(s) carried: 7-0

INSTRUCTION & EDUCATION: Dr. Marshall

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

1. **Student Observers**

Move to approve Student Observers for the 2016 Fall semester in accordance with the attached memorandum dated August 5, 2016.

2. **Student Nurse Observers**

Move to approve Student Nurse Observers for the 2016 Fall semester in accordance with the attached memorandum dated August 12, 2016.

3. **Student Teachers**

Move to approve Student Teachers for the 2016-2017 school year in accordance with the attached memorandum dated August 5, 2016.

4. **Curriculum for the 2016-2017 School Year**

Move to approve curriculum for the 2016-2017 school year in accordance with the attached memorandum dated August 5, 2016.

5. **Out of District Private Tuition for the 2016-2017 School Year**

Move to approve out of district private tuition for the 2016-2017 school year in accordance with the attached memorandum dated August 18, 2016.

6. **Out of District Public Tuition for the 2016-2017 School Year**

Move to approve out of district public tuition for the 2016-2017 school year in accordance with the attached memorandum dated August 18, 2016.

7. **Professional Development Activities – Staff**

Move to approve the attached memorandum dated August 26, 2016, 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.

8. **Internship**

Move to approve the request of Alison Curry to complete 500 hours of school social work internship between the period of September 6, 2016 and June 30, 2017, (pending criminal history background check). Ms. Curry is completing her graduate training toward her masters of Social Work at Monmouth University. She will intern at the high school, intermediate, and elementary levels under the supervision of school social workers Ms. Dunn, Ms. Brown and Ms. Rasmussen.

9. **After School Program/Harbor School/2016-2017**

Move to approve an educational disabled student (attending Harbor School), to attend the after-school social skills program, two days per week, at a rate of \$58.00 per day. The after-school program will run September 12, 2016 through June 19, 2017, in accordance with the Harbor School Calendar. Parent will provide transportation in picking the student up on the days of the program.

10. **Consultation Services of an Itinerant Teacher of the Deaf and Hearing Impaired**

Move to approve the Educational Services Commission of NJ (ESCNJ), to provide Teacher of the Deaf Consultations, 3 hours per month effective September 1, 2016 through June 30, 2017, at a rate of \$140.00 per hour. The schedule for the 3 hour consultation services will be as follows:

Wayside Elementary School – 1 hour total per month for one (1) student

Intermediate School - 1 hour each, per month for two (2) intermediate school age students

11. **Student Teacher**

Move to approve the placement of the following Student Teacher for the 2016 Fall semester:

Angelica Hernandez

Monmouth University

September – December

Ocean Township Elementary School

Joann Kobil

Michael Hicks

Motion(s) carried: 7-0 (Dr. Marshall recused himself on item(s) #2, 3, 8 and 11)

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

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

1. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence, as designated under FMLA and NJFLA, for Janine Sterner, Special Education Teacher, Intermediate School/Fifth Grade Wing beginning at the conclusion of her eligible sick leave, (approximately December 8, 2016) and continuing for a period of twelve weeks. Mrs. Sterner's last day of work will be Friday, October 21, 2016. She is expected to return to the classroom on March 13, 2017. While out on an unpaid family leave of absence, Mrs. Sterner will be responsible for paying the appropriate contribution

towards her health insurance coverage.

2. **FCCLA Co-Advisors for the 2016-2017 School Year**

Move to approve Tara O'Neill and Rachael Gerstein as Co-Advisors of the Family, Career, and Community Leaders of America (FCCLA) Club for the 2016-2017 school year in accordance with the attached memorandum dated August 15, 2016.

3. **Athletic Coach Re-Assignment/Field Hockey for the 2016-2017 School Year**

Move to approve the coaching reassignment of Denise D'Esposito from Freshman Field Hockey Coach, High School to the Intermediate School Field Hockey program in accordance with the attached memorandum dated August 15, 2016.

4. **New Job Descriptions**

Move to approve the following new job descriptions, copies attached:

Career Pathways Coordinator
Career Pathways Lead Teacher
Education Technology Teaching Specialist (Elementary)

5. **Substitute Teachers**

Move to approve Substitute Teachers for the 2016-2017 school year in accordance with the attached list dated August 26, 2016.

6. **Clerical Substitutes**

Move to approve Maham Ayub and Cynthia Vitolo as Clerical Substitutes for the 2016-2017 school year.

7. **Retirement**

Move to approve the retirement of Mary Elizabeth Meehan, Elementary Teacher, Wanamassa Elementary School effective September 1, 2016.

8. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence, as designated under FMLA and NJFLA, for Lauren Caruso, Special Education Teacher, Wayside Elementary School beginning at the conclusion of her eligible sick leave; (approximately Wednesday, November 23, 2016) and continuing for a period of seven weeks. Mrs. Caruso's last day of work will be Friday, October 21, 2016. She is expected to return to the classroom on January 23, 2017.

9. **Teachers for the Skills for Success Clubs/ Intermediate School**

Move to approve the following teachers to provide instructional services as part of the Skills for Success Clubs at the Township of Ocean Intermediate School. The clubs will run October 2016 – May 2017, 2:30 pm – 3:30 pm, Monday through Thursday (meeting dates will vary from month to month). Teachers will be paid at a rate of \$28.00 per hour.

Grade 5 Club Teachers: Gail Gall and Lynne Thomasey
Grade 6 Club Teachers: Susan English and Kathleen Friel

10. **Substitute Teacher for the Skills for Success Clubs/ Intermediate School**

Move to approve Ms. Monik Suit as a substitute teacher for the 5th and 6th grade Skills for Success Clubs at the Intermediate School. Ms. Suit would work at a rate of \$28.00 per hour, if one of the regular teachers were unavailable.

11. **Revised Contracts**

Move to approve that revised contracts be issued to the following employees effective September 1, 2016:

Cipriano Apicelli	From: School Monitor High School	
	To: Instructional Assistant High School Non-Tenure Track Position	\$23,410.00* Step 1

(*This is a revision in job title and salary. Mr. Apicelli replaces Michaela Gemignani who was hired to a teaching position in District.)

Babette Marchetti	Ten-Month Secretary Wanamassa Elementary School	\$27,018.00* Step 3
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(*This is a revision in salary. Ms Marchetti was approved at the August 23, 2016 work meeting of the Board on Step 1. As noted above she has been moved to Step 3. Ms. Marchetti replaces Therese Williams who retired.)

12. **Issuance of Contracts**

Move to approve that contracts be issued to the following:

To fill a vacancy position:

Kathleen Thorson	Special Education Teacher Wanamassa Elementary School	\$59,615.00 MA/Step 2
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Actual Start Date: September 1, 2016
Effective Date: September 1, 2016

(Mrs. Thorson was previously approved at the August 9, 2016 work meeting of the Board pending release from current employer and criminal history background check. Both are in order. Mrs. Thorson replaces Dana Rossback who transferred to a newly budgeted position.)

To fill vacancy non-tenure track positions:

Dian Brannen	Instructional Assistant Township of Ocean Intermediate School Non-Tenure Track Position	\$23,410.00 Step 1
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Actual Start Date: September 2, 2016
Effective Date: September 1, 2016

(Mrs. Brannen was previously approved at the August 23, 2016 work meeting of the Board pending criminal history background check. Clearance has been received. Mrs. Brannen replaces Stephanie Comodore who resigned.)

Thomas Magrini	Instructional Assistant High School Non-Tenure Track Position	\$23,410.00 Step 1
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Actual Start & Effective Dates: Pending criminal

history background check.
(Mr. Magrini replaces Marc Tomo who resigned.)

- 13. **Playground Aide for the 2016-2017 School Year**
Move to approve Elizabeth Calderone as a Playground Aide, Wayside Elementary School for the 2016-2017 school year.
- 14. **Substitute Teacher for the 2016-2017 School Year**
Move to approve Joan Zeukas as a Substitute Teacher, Grades K-5, Elementary and Special Education for the 2016-2017 school year.

Motion(s) carried: 7-0

PLANNING & CONSTRUCTION: Mr. Palutis

Mr. Palutis made a motion, seconded by Mr. Clayton, for approval of the following item(s):

Mr. Frank Messineo and Mr. Tom Strauser, of Solutions Architecture, gave a presentation regarding the ongoing referendum construction projects and each of their status. They showed pictures illustrating the progress.

- 1. **Change Order: Wanamassa Multi-Purpose Classroom Addition/Renovations**
Move to approve a change order in the amount of \$36,019.52 for Rampart Construction, per the recommendation by P.W. Moss Construction Manager & Solutions Architecture. The amount will increase the original bid amount of \$4,418,551.00 to \$4,454,570.52 for the Wanamassa Elementary School Multi-Purpose Classroom Addition/Renovations. As per attached
- 2. **Change Order: Wayside Addition/Renovations**
Move to approve a change order in the amount of \$12,214.89 for G & P Parlamas, Inc., per the recommendation by P.W. Moss Construction Manager & Solutions Architecture.. The amount will increase the original bid amount of \$1,827,107.00 to \$1,839,321.89 for the Wayside Elementary School Addition/Renovations. As per attached

Motion(s) carried: 7-0 (Mrs. Parlamas recused herself on item #2)

TECHNOLOGY: Mr. Dietrich

Mr. Dietrich made a motion, seconded by Mr. Clayton, for approval of the following item(s):

- 1. **Acceptance of Non-Public Technology Initiative**
Move to approve the Township of Ocean Board of Education accepts 2016-2017 New Jersey Nonpublic School Technology Initiative Program allocation in the District total amount of \$15,725.00 and each nonpublic school allocation as follows:

Hillel High School	\$ 3,702.00
Hillel Yeshiva of the Shore Area	\$ 9,173.00
Ilan High School	\$ 936.00
Yeshiva at the Jersey Shore	\$ 1,914.00
DISTRICT TOTAL	\$15,725.00

Motion(s) carried: 7-0

OLD BUSINESS: None

NEW BUSINESS:

- The Board of Education thanked the administration regarding the doctor's contracts that were on for approval.

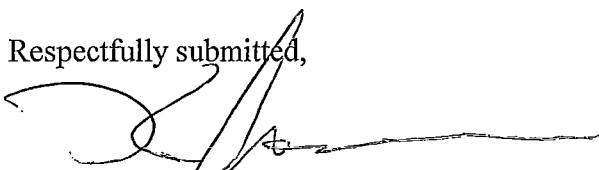
PUBLIC COMMENTS:

- Johanna Icasiano, parent, asked about the Wayside UV project. She also asked about the Wayside addition project.
- Denise Bond, Oakhurst parent, asked about the mandatory summer reading program. The Superintendent explained the requirements at the different school.
- Barbara Hudson, resident, discussed homework policies in other countries.
- Carol Alto, parent, asked about the technology of the district and the homework that is assigned on the website.
- Pam Gutma, parent, discussed how to access homework for teachers and students. She also asked about the job action by the teachers. Board of Education Chairperson of the committee discussed the meetings that were held with the TOEA and the positive outcomes.
- Sandy Abdelaziz, parent, talked about PARCC standards that were passed by the state. She asked about the PARCC refusals. The Superintendent discussed the state requirements for graduation at this time. She also discussed summer work for math students and the importance of doing math work over the summer in her view.
- Paul Mayerowitz, resident, asked about the referendum projects and the amount of contingencies for each project.

ADJOURNMENT: 9:20 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: 7-0.

Respectfully submitted,



Kenneth Jannarone
School Business Administrator/
Board Secretary

FINANCIAL MANAGEMENT & RESOURCE SERVICES

**New Jersey Department of Education
Office of Special Education Programs
Contract for Conducting Post-School Outcomes Survey of Students with Disabilities
Cohort V: 2014-2015 Student Exiters
July 1, 2016 to September 30, 2016
District: Ocean Township**

Purpose:

In compliance with the Individuals with Disabilities Education Act (IDEA) 2004, all New Jersey districts must conduct a post-school outcomes survey of students with disabilities who have exited school within a designated year. The New Jersey Department of Education (NJDOE), Office of Special Education Programs (OSEP) must report the results to the United States Department of Education, Office of Special Education Programs. Your district has been identified to participate in the survey of students with disabilities who exited school during the 2014-2015 school year. Students to be surveyed include students who graduated, aged out (age 21), dropped out (ages 14 and above) or moved and are not known to be continuing.

Contract Terms:

Your district is eligible to receive reimbursement from the NJDOE/OSEP for documented allowable expenses to complete the Post-School Outcomes Survey for **special education students who exited school during the 2014-2015 school year. Reimbursement is contingent upon completion of data collection requirements specified in this contract.**

Your district has reported 45 students with disabilities who exited school during this period. Based on this number of student exiters and the rate of completed surveys, your district is eligible to receive financial support, not to exceed the maximum amounts specified below in this contract. These funds are to be used for the sole purpose of conducting the Post-School Outcomes Study. Actual compensation will be provided based on documented allowable expenditures required to complete this survey, completion of the data collection requirements and response rates.

Funding Support:

Your district is eligible to receive funding on a reimbursement basis as follows:

- For completion of the Demographic Profile (Part I) on all exiting students with disabilities and completion of the Post-School Outcome Survey (Part II), your district is eligible to receive up to a maximum amount of 1000 in foundational assistance for allowable expenditures.**
- In addition to the foundational assistance, your district is eligible to receive supplemental funding according to the rate of completed surveys (both Parts I and II) returned, up to a maximum amount as follows:**

Maximum Funding Levels

# of Exiters	Foundational \$	Supplemental \$ ≥60%	Supplemental \$ ≥65%	Supplemental \$ ≥70%	Supplemental \$ ≥90%	Maximum \$
45	1000	500	1000	2000	3000	4000

**New Jersey Department of Education
Office of Special Education Programs
Contract for Conducting Post-School Outcomes Survey of Students with Disabilities
Cohort V: 2014-2015 Student Exiters**

Data Collection Activities:

In order to receive funding support, your district must do the following:

- Verify the number of exiters prior to conducting the survey using the **Data Verification Form.**
- Return the signed contract by **September 30, 2016** to Bob Haugh at the address specified below.
- Collect information for all student exiters using the Post-School Data Collection Protocol provided by NJOSEP. The survey protocol has two parts: Part I: Student Demographic Profile and Part II: The Post-School Outcome Survey.
- All surveys must be legible and include:
 - o District name and identification number
 - o Student survey number (SID#)
- Complete the **Student Demographic Profile (Part I) for all exiting students.**
- Conduct phone interviews to complete the **Post-School Outcome Survey (Part II)** for as many exiters as possible.
- Return all surveys in **one mailing** by September 30, 2016.
- Return an invoice (Attachment A) **along with the surveys.** The invoice must be accompanied by **supporting documentation of allowable expenditures**, for example: timesheets or logs to justify salary costs beyond the school day for after school, weekend or summer work; phone logs or bills; and photocopy bill or log. Districts should retain a copy of this documentation for audit purposes.

Allowable Costs: The following represent those costs **associated with conducting the Post-School Outcomes Study** for which the LEA may claim expenses in accordance with the maximum amount identified in this contract:

- Personnel salary costs for conducting the study (e.g. weekends and evenings);
- Telephone;
- Photocopying or other duplication expenses;
- Office Supplies (i.e. envelopes, paper);
- Travel to interview students (reimbursement @ .31 per mile); and
- Postage

Non-Allowable Costs:

- Equipment
- Furniture

Upon receipt of the **completed surveys** satisfying the criteria specified in this contract and an **invoice specifying all allowable expenditures with accompanying documentation**, districts will receive payment. The NJDOE reserves the right to conduct an audit of the expenditures claimed by the LEA.

**New Jersey Department of Education
Office of Special Education Programs
Contract for Conducting Post-School Outcomes Survey of Students with Disabilities
Cohort V: 2014-2015 Student Exiters**

- Return all surveys and budget detail to NJOSEP in one mailing no later than September 30, 2016.

**To: Bob Haugh
New Jersey Department of Education
Office of Special Education Programs
100 River View Plaza
Route 29
Trenton, New Jersey 08625-0500**

For the District of: Ocean Township

Tax ID #: _____

Superintendent

Date: _____

Business Administrator

Date: _____

Director of Special Education

Date: _____

For the New Jersey Department of Education:

Susan Martz, Chief Learning Supports and
Specialized Services Officer/Assistant Commissioner
Division of Learning Supports and Specialized Services

Date: _____

Office of Administration and Budget

Date: _____

ATTACHMENT A

Office of the School Business Administrator
Township of Ocean School District
September 13, 2016

REQUESTS FOR USE OF SCHOOL FACILITIES

Ocean Waves Baseball

Admin Bldg., Babe Ruth Field
October 1, 2016
9:00 am – 3:00 pm
Purpose: Baseball Practice
Use of Facility Fee: \$0.00

Jersey Shore Basketball Club

TOIS, Gym
September 14, 21, & 28, 2016, October 5, 19, &
26, 2016, November 2, 9, & 16, 2016
7:00 pm – 9:00 pm
Purpose: Basketball Practice
Use of Facility Fee: \$720.00

Ocean Youth Lacrosse

OTHS, turf Athletic Field
October 2, 9, 16, 23, & 30, 2016
6:30 pm – 9:00 pm
Purpose: Lacrosse Clinic
Use of Facility Fee: \$0.00
Lighting Usage Fee: TBD

Ocean Eleven's baseball

Admin Bldg., Babe Ruth Field
September 10, 2016
1:00 pm – 4:00 pm
October 1, & 8, 2016
11:00 am – 4:00 pm
September 15, 22, & 29, 2016, October 6, 13,
20, & 27, 2016
5:00 pm – 7:30 pm
Purpose: Baseball Practice and Games
Use of Facility Fee: \$00.00

INSTRUCTION & EDUCATION

SPECIAL SERVICES OFFICE
TOWNSHIP OF OCEAN SCHOOL DISTRICT
DATE: August 31, 2016

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent

FROM: Denise S. Ricciardi, Assistant Superintendent: Special Services

RE: Cancellation of Out of District Private Tuition 2016-2017

Please submit the following cancellation for board approval:

<u>School</u>	<u>Student</u>	<u>Classification</u>	<u>Tuition</u>
LADACIN Schroth	1	*ESERS	\$52,725.00

Effective: 8/31/16

*Eligible for Special Education and Related Services.

cc: K. Weldon
K. Jannarone
M. Mosca

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

Township of Ocean Schools



MEMORANDUM FOR: James Stefankiewicz , Ed. D.

FROM: Janet Forino

DATE: September 9, 2016

RE: Student Nurse Observer

Please present for Board Approval at the next scheduled board meeting the student nurse observer listed below.

Pamela Crispino
Monmouth U
OTES - Patricia Intveld
September 21 – December 16

**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: September 9, 2016
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*
Pullano	Melinda	PT	Play Matters, Play as a Therapeutic Modality - Toms River	10/17/2016	\$209.99
Fischer	Susan	World Language	Primo Incontro - ITANJ - Rutgers	9/24/2016	\$50.00**
Hughes	Stacey	PreK	Follow the Leader to Social Success in the Early Childhood Setting - RPDA***	6/5/2017	**
Hughes	Stacey	PreK	Addressing Challenging Behaviors in the Classroom - RPDA***	12/5/2016	**
Picerno	Christine	Supervisor Math & Science	NJ Executive Briefing - Pearson - Hoboken	9/29/2016	**
Salum	Michael	Social Studies	Teaching the Election - Rutgers	9/27/2016	**
Klimik	Ashley	Social Studies	Teaching the Election - Rutgers	9/27/2016	**
House	Elizabeth	MD	Multi-tiered Systems of Support - RPDA***	6/8/2017	**
House	Elizabeth	MD	Addressing Challenging Behaviors in the Classroom - RPDA***	12/5/2016	**
House	Elizabeth	MD	Using VB-Mapp for Students with Autism - RPDA***	10/13/2016	**
Lee	Emily	Art	Story and Art Conference - Art Educators of NJ - Long Branch	10/9-11/2016	185+**
Vona	Kristin	Supervisor Spec Ed&ASP	NJ Executive Briefing - Pearson - Hoboken	9/29/2016	n/a
Walk	Jennifer	Speech	Follow the Leader to Social Success in the Early Childhood Setting - RPDA***	6/5/2017	n/a

* Registration fees are supported by local professional development funds and Title IIA of NCLB
 **Substitute rate @ \$85 per day
 ***Regional Professional Development Academy
 ****Shore Consortium for Gifted and Talented
 + Workshop fees

Last	First	Subject	Title	Date	FEE*
Walk	Jennifer	Speech	Teaching Activities of Daily Living to Individuals with Autism - RPDA***	5/27/2017	n/a
Walk	Jennifer	Speech	Social Building Blocks: Creative Social Skills - RPDA***	12/14/2016	n/a
Walk	Jennifer	Speech	Principles & Practical Strategies for Managing Disruptive Behavior in the Classroom - RPDA***	11/4/2016	n/a
Walk	Jennifer	Speech	Depression & Anger Management in Children & Adolescents - RPDA***	10/18/2016	n/a
Spanarkel	Molly	OT	Follow the Leader to Social Success in the Early Childhood Setting - RPDA***	6/5/2017	n/a
Spanarkel	Molly	OT	Teaching Activities of Daily Living to Individuals with Autism - RPDA***	5/23/2017	n/a
Spanarkel	Molly	OT	Improving Social Skills for Students with Autism Spectrum Disorders - RPDA***	11/16/2016	n/a
Spanarkel	Molly	OT	Technology Toolbox for Teachers - RPDA***	10/21/2016	n/a
Morano	Melissa	Speech	Social Building Blocks: Creative Social Skills - RPDA***	12/14/2016	n/a
Morano	Melissa	Speech	Recognizing the Warning Signs of Social, Emotional Difficulties in Language Impaired Pre-schoolers - RPDA***	11/1/2016	n/a
Morano	Melissa	Speech	Depression & Anger Management in Children & Adolescents - RPDA***	10/18/2016	n/a
Koczan	Blair	Speech	Social Building Blocks: Creative Social Skills - RPDA***	12/14/2016	n/a
Koczan	Blair	Speech	Recognizing the Warning Signs of Social, Emotional Difficulties in Language Impaired Pre-schoolers - RPDA***	11/1/2016	n/a
Koczan	Blair	Speech	Depression & Anger Management in Children & Adolescents - RPDA***	10/18/2016	n/a
Aldino	Kathleen	Gifted & Talented	SCGT**** Meeting - Maple Place School - Oceanport	6/9/2017	n/a
Aldino	Kathleen	Gifted & Talented	Hosting - SCGT**** - TOIS	4/28/2017	n/a
Aldino	Kathleen	Gifted & Talented	SCGT**** Meeting - Keyport Central School	2/24/2017	n/a
Aldino	Kathleen	Gifted & Talented	SCGT**** Meeting - Woodmere Elementary - Eatontown	12/2/2016	n/a
Aldino	Kathleen	Gifted & Talented	SCGT**** Meeting - HW Mount - Spring Lake	9/23/2016	n/a

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

**Substitute rate @ \$85 per day

***Regional Professional Development Academy

****Shore Consortium for Gifted and Talented

+ Workshop fees