

**TOWNSHIP OF OCEAN BOARD OF EDUCATION  
WORK MEETING MINUTES  
November 10, 2015**

**CALL TO ORDER**

Mrs. Denise Parlamas, 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**

Mrs. Parlamas 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. Robert Angelini, Mr. Clifford Brautigan, Mr. Joseph Hadden, Mrs. Amy McGovern (left at 8:10 pm), Dr. Marwin Meller, Mr. Sean Moore, Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi .

Staff in attendance - Mr. Jannarone, Dr. Stefankiewicz and Ms. Kelly Weldon, OTHS Principal

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

*Approval: Motion offered by Mrs. Parlamas, seconded by Mrs. Sylvia-Cioffi 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 (Green versus Board of Education), Negotiations and Student Matters (HIB Report). 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 – 7:25 p.m.**

*Approval: Motion offered by Mrs. Sylvia-Cioffi, seconded by Dr. Meller, and carried 9-0.*

**PRESIDENT'S REPORT:** Mo Report

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

Dr. Stefankiewicz discussed the following item(s):

- Superintendent and Kelly Weldon, OTHS Principal, discussed the Prom and Post Prom and its relation to the professional development day for next year. The day of the week the prom will be held was discussed.
- Superintendent reviewed the professional day on Columbus day and the activities completed that day, also reviewed some of the feedback from the teachers.

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

Mr. Jannarone discussed the following item(s):

- Negotiation Committee of November 17<sup>th</sup> scheduled meeting.

**PUBLIC COMMENT:**

## **Twp of Ocean BOE Work Meeting Minutes (continued) – November 10, 2015**

- Gail Topper, parent, had a question regarding possible class leveling. Superintendent explained that higher level classes are not being eliminated.
- Wendy Costello, parent, discussed her issues with the prom and the night of the week that prom might be held on.

### **COMMITTEE REPORTS:**

The Board of Education discussed committee items:

### **CO-CURRICULAR STUDENT ACTIVITIES:** No Report

### **COMMUNITY LIAISON & COMMUNICATIONS:** Mr. Angelini

The following item(s) were discussed:

#### **1. Discussion: Community Service Project**

Board of Education and Administration discussed the request of Emily Sharp, a 5<sup>th</sup> grade student at the Township of Ocean Intermediate School, to conduct a community service project as part of her requirements to obtain her black belt in Tae Kwon Do. Emily has partnered with Bridge of Books, a local Monmouth County organization who's "mission is to provide an ongoing source of books to underprivileged and at-risk children throughout NJ in order to support literacy skills and to encourage a love of reading." Emily would like to place a plastic container in each of the school buildings, thus making it convenient to drop off books. The containers would remain in the schools during the period of November 2015 through August 2016. She would routinely go around to the schools to pick the books up. In addition she would like to have the attached flyer distributed to all students through Web-Backpack.

#### **2. Discussion: Policies & Regulations**

Board of Education and administration discussed the first reading of revisions to policies and regulations.

Regulation 5200 – Attendance (M)

Policy 5240 – Tardiness

#### **3. Discussion: REPORT ON THE ANNUAL SCHOOL ELECTION**

The Board of Education and Administration discussed the preliminary results of the Annual School Election held, for the Township of Ocean and Village of Loch Arbour, on November 3, 2015. The unofficial results of the election (pending certification from Monmouth County Board of Elections) are as follows:

#### **FOR MEMBERS OF THE BOARD OF EDUCATION FOR THREE (3) YEAR TERMS**

Denise D. Parlomas .....	1,951*
Steven Clayton .....	1,646*
Michael Palutis.....	1,618*
Marwin Meller .....	1,257
Thomas J. Fitterer .....	1,027
(Write-Ins).....	29

## Twp of Ocean BOE Work Meeting Minutes (continued) – November 10, 2015

FOR MEMBER OF THE BOARD OF EDUCATION FOR TWO (2) YEAR UNEXPIRED TERM

David C. Marshall .....1,813\*  
 James Dietrich..... 1,784\*  
 Jonathan D. Shutman .....905  
 (Write-Ins)..... 25

\*Successfully elected to a seat on the Board of Education

### **FINANCIAL MANAGEMENT & RESOURCE SERVICES:** Mr. Moore

The following item(s) were discussed:

#### 1. **Discussion: Transportation Cooperative with MOESC: 2015-2016**

Board of Education and administration discussed the Transportation Cooperative with MOESC as lead agency utilizing Jays, Klarr, Seman-Tov and Seashore for the non-public school routes as follows:

Route #	Destination	# Days	Cost Per Annum	Contractor	# of Students
HG8	Hillel Grammar	180	\$39,238.20	Seman-Tov	50
HG10	Hillel Grammar	180	35,071.20	Seman-Tov	56
HG11	Hillel Grammar	180	30,146.40	Seman-Tov	59
HH6	Hillel HS	180	7,605.00	Seman-Tov	11
HH7	Hillel HS	180	22,302.00	Seman-Tov	26
IL3	Ilan HS	180	7,846.20	Seman-Tov	12
CBA2	CBA/Leo/Oak Hill	180	28,927.80	Jays	54
RS1	Ranney	180	26,519.40	Seman-Tov	31
SRB01	St. Rose HS/Grammar	180	12,700.80	Klarr	21
SJER7	St. Jerome	180	20,676.60	Seashore	27
YKTO	Yeshiva Keter Torah 1-4	180	2,053.80	Seman-Tov	3
YKT2	Yeshiva Keter Torah Gr K-4	180	7,635.60	Jays	10
YKT1	Yeshiva Keter Torah 5-8	180	2,955.60	Seman-Tov	4

#### 2. **Discussion: Transportation Cooperative with MOESC: 2015-2016**

Board of Education and administration discussed the Transportation Cooperative with MOESC as lead agency utilizing Durham, Hartnett, H.E. School Bus, Jay's Bus, Seman Tov and Vamvas Trans for the special education school routes as follows:

Route #	Destination	# Days	Cost	Contractor	# of Students
5044	CPC Elementary	180	\$13,703.40	Jay's Bus	1
4244	CPC Adolescent	180	52,479.63	Durham	2
5057	Educational Academy	180	31,733.10	Hartnett	1
5111	Alpha School	180	21,168.00	H.E. School Bus	1

## Twp of Ocean BOE Work Meeting Minutes (continued) – November 10, 2015

5047	Collier HS	180	22,869.00	Seman Tov	2
4057	Defino ES	180	31,791.60	School Dayz	2
4363	Rugby School	180	63,205.38	Vamvas Trans	4

### 3. **Discussion: Transportation Cooperative with MOESC: 2015-2016**

Board of Education and administration discussed the Transportation Cooperative with MOESC as lead agency utilizing Durham for the vocational school routes as follows:

Route #	Destination	# Days	Cost	Contractor	# of Students
V515	High Tech HS	180	20,686.50	Durham	6
V3028	Career Ctr-CPC Shuttle	180	1,974.60	Durham	1
V609	Hazlet Vocational	180	11,467.80	Unlimited	1
V624	Hazlet Vocational AM	180	7,644.60	Vamvas	1
V640	Aberdeen Vocational	180	20,790.00	Vamvas	4
V650	Keyport Vocational PM	176	17,371.20	Vamvas	2

### 4. **Discussion: Acceptance of Non-Public Security Aid Program**

Board of Education and administration discussed the Township of Ocean Board of Education to accept the 2015-2016 New Jersey Nonpublic School Security Aid Program allocation for the district for a total amount of \$21,825 and each nonpublic school allocation is as follows:

Hillel High School	\$ 4,950.00
Hillel Yeshiva of the Shore Area	\$10,575.00
Ilan High School	\$ 3,800.00
Yeshiva at the Jersey Shore	<u>\$ 2,500.00</u>
DISTRICT TOTAL	\$21,825.00

### 5. **Discussion: Donation of Art Equipment:**

Board of Education and administration discussed the accepting of the donation of a Clay Extruder, donated by a Morgan Devlin, OTHS ceramics teacher. This device, with an approximate value of \$322, pushes clay out into different forms for students to use to enhance their projects.

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

### 5. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated November 10, 2015.

Motion for facility items #1 thru #5 carried: 8-0

Motion for miscellaneous facility use item was denied: 0-8

### **INSTRUCTIONAL & EDUCATION:** Mr. Brautigan

The following item(s) were discussed:

## **Twp of Ocean BOE Work Meeting Minutes (continued) – November 10, 2015**

### **1. Discussion: Overnight Trip Request**

Board of Education and Administration discussed the following overnight trip request:

Group:	Baseball Teams - Varsity/JV
Number of Students:	Approximately 45 players
Date:	Departure date/time: Tuesday, March 29, 2016/6:00 am Return date/time: Sunday, April 3, 2016/7:00 pm
Destination:	Myrtle Beach, South Carolina
Purpose:	Team will participate in the Ripken Experience, (practice and games at the Cal Ripken facility).
Transportation:	Greyhound Charter Bus from High School to Myrtle Beach
Chaperones (Coaches):	Cippy Apicelli, Marc Hyndsman, Mike Pembleton (volunteer coach) and Tom Siciliano
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 \$69.00 per person, per day. Nine rooms are for baseball players and one room is for the coaches. The team will have at least two fundraisers to lower the cost per player. Each player will be responsible for the remaining balance. A portion of the bus fee will be paid for out of the Student Activities Baseball account. The bus will cost \$6,500.00. The total amount per person should be around \$300.00 after fundraising.)

### **2. Discussion: Trip Requests**

Board of Education and Administration discussed the following trip request:

Group:	High School, AP and Advanced Italian Students
Number of Students:	40
Date:	Friday, November 20, 2015 Departure time: 7:25 am Return time: 2:00 pm
Destination:	Italian American Committee on Education (IACE) Italian Cultural Institute in New York
Purpose:	Made in Italy “50 Years of Italian Inventions”
Transportation:	1 Bus (Durham)
Teacher Chaperones:	2 (Dr. Valeria Anderson and Dr. Regina Basilone)
Parent Chaperones:	-0-
Cost per student:	\$30.00 for lunch (no cost if student brings a bag lunch) Entrance to the exhibition is free.

  

Group:	High School, 10 <sup>th</sup> , 11 <sup>th</sup> & 12 <sup>th</sup> Grade Students/The Holocaust & Modern Genocides
Number of Students:	35
Date:	Wednesday, December 16, 2015

## **Twp of Ocean BOE Work Meeting Minutes (continued) – November 10, 2015**

Departure time: 7:00 am  
Return time: 7:00 pm  
Destination: United States Holocaust Memorial Museum  
Washington, DC  
Purpose: View the Permanent Exhibition: The Holocaust and the Museum,  
reflect in the museum's memorials, and learn ways to prevent  
genocide.  
Transportation: 1 Bus (Durham)  
Teacher Chaperones: 5 (Allison Connolly, Jean Collins, Joanna Gray,  
Susan Russo and Joseph Vassallo)  
Parent Chaperones: -0-  
Cost per student: \$40.00 per student (Some of the cost will be covered by Kean  
University as part of their partnership agreement with our  
District.)

### **3. Discussion: Student Teachers**

Board of Education and Administration discussed Student Teachers for the period of January 12, 2016- May 20, 2016 in accordance with the attached memorandum dated, November 4, 2015.

### **4. Discussion: Participation Agreement for the 2015-2016 School Year**

Board of Education and Administration discussed an agreement with the Arts & Education Center for high school students, grades 9-12 and intermediate students, grades 6-8 to participate, during the 2015-2016 school year, in a program sponsored by the Monmouth County Arts High and Middle School. The program for high school students will run for 14-weeks during the period of January 2016 – May 2016 at a cost of \$820.00 per student. The program for intermediate students will run 12-weeks during the period of February 2016 – May 2016 at a cost of \$805.00 per student. Student costs include round- trip transportation. Attached is a copy of the participation agreement.

Mr. Brautigan made a motion, seconded by Dr. Meller for approval of the following item(s):

### **5. Trip Request**

Move to approve the following trip request:

Group: Golf Team  
Number of Students: 9  
Date: Departure date/time: Wednesday, March 23, 2016/6:00 am  
Return date/time: Saturday, March 26, 2016 (Team will leave  
Myrtle Beach at 2 pm – no specific time as to when everyone  
will arrive back to Ocean Township as each family is traveling  
independently.)  
Destination: Myrtle Beach, South Carolina  
Purpose: The Palmetto High School Championship Tournament  
Transportation: The responsibility for travel will be on the parent/guardian and  
golfer. Those families deciding to drive will meet in a location  
and travel down in caravan and carpool style. There will be a

## **Twp of Ocean BOE Work Meeting Minutes (continued) – November 10, 2015**

check point lunch stop for those carpooling down.  
Chaperone (Coach): Ryan Kulat  
Parent Chaperones: 9 minimum - A parent/guardian is required to accompany each student golfer on the trip.  
Cost per pupil: \$295.00 total for the rooms, plus travel and dinner expenses per player. The cost of the tournament is \$250.00 per golfer. Some money will be taken from the Student Activities Golf account and some from fundraising events to help lower costs. Players will be responsible for any remaining balance. Golf team members, their parent/guardian(s) and the coach will be staying at the Best Western of Pawley's Island, in South Carolina.

### **6. Addendum to Out of District Private Tuition for the 2015-2016 School Year**

Move to approve addendums to out of district private tuition for the 2015-2016 school year in accordance with the attached memorandums (2) dated October 19 & November 3, 2015.

### **7. Revision to Out of District Public Tuition for the 2015-2016 School Year**

Move to approve a revision to out of district public tuition for the 2015-2016 school year in accordance with the attached memorandum dated October 21, 2015.

### **8. Professional Development Activities – Staff**

Move to approve the attached memorandums (2) dated November 4, 2015 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 for items #5 thru #8 carried: 8-0

**NEGOTIATIONS:** No Report

**PERSONNEL:** Mrs. Parlamas

The following item(s) were discussed:

### **1. Discussion: Change on Guide – Revised Contracts – Retro to September 1, 2015**

Board of Education and Administration will discuss change on guide, (retro to September 1, 2015), for staff members who have submitted proof of completion of their required courses, in accordance with the attached list dated November 4, 2015.

### **2. Discussion: Instructional Assistant/Winter Track**

Board of Education and Administration will discuss using Romy Georginow, an Instructional Assistant, to provide aide support to a high school student (9<sup>th</sup> grade) with disabilities participating in Winter Track. Ms. Georginow will be paid at her hourly contractual rate. During the period of November 23, 2015 through mid-February 2016 Ms. Georginow will shadow the student/Winter

## **Twp of Ocean BOE Work Meeting Minutes (continued) – November 10, 2015**

Track team member after school and on weekends, in accordance with the Winter Track program's practice and meet schedule.

### **3. Discussion: Unpaid Family Leave of Absence**

Board of Education and Administration will discuss the request of Jennifer Fiedler, Mathematics Teacher, Intermediate School to take an unpaid family leave of absence (11 weeks) beginning at the conclusion of her eligible sick leave, approximately March 8, 2016 and continuing through May 30, 2016. Mrs. Fiedler's last day of work will be Friday, February 5, 2016. She is expected to return to the classroom on Tuesday, May 31, 2016. While out on an unpaid family leave of absence, Mrs. Fiedler will be responsible for paying the appropriate contribution towards her health insurance coverage.

### **4. Discussion: Job Descriptions**

Board of Education will discuss the following job descriptions, copies attached:

Ten-Month Secretary (Revised job title)  
Twelve-Month Secretary (Revised job title)  
School Safety Patrol Advisor (New)

### **11. Discussion: Assignment Change**

Board of Education and Administration will discuss the following assignment change effective February 1, 2016:

Paul Casner	From: Special Education Teacher	\$57,855.00
	High School	
	To: Social Studies Teacher	
	High School	

(Mr. Casner replaces Art Wankmuller who will retire February 1, 2016. There will be no change in salary.)

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

### **5. Instructional Assistant Substitute**

Move to approve Rosanna Higgins as an Instructional Assistant Substitute for the 2015-2016 school year.

### **6. Resignation**

Move to approve the resignation of Jeffrey Reng, Assistant Network Manager, Technology Department, District-wide effective October 22, 2015.

### **7. Issuance of Contracts**

Move to approve that contracts be issued to the following:

#### **To fill vacancy non-tenure track positions:**

Doris R. Fisher	Instructional Assistant, Part-time	\$18,415.00*
-----------------	------------------------------------	--------------

## **Twp of Ocean BOE Work Meeting Minutes (continued) – November 10, 2015**

Wayside School	Step I
Non-Tenure Track Position	Prorated
Actual Start Date: November 2, 2015	
Effective Date: November 1, 2015	

(Mrs. Fisher replaces Sarah Sullivan who resigned. Mrs. Fisher was previously approved at the work meeting held on October 13, 2015 pending criminal history background check. Clearance has been received. Ms. Fisher was also approved at a salary of \$18,303.00, which was to be revised upon an accepted negotiated 2015-2016 Instructional Assistant salary guide. Salary guides for the 2015-2016 have been approved. \*Salary reflects Step I of the new guide.)

Maryann Rogers	Instructional Assistant	\$23,260.00*
	High School	Step 1
	Non-Tenure Track Position	Prorated
	Actual Start Date: November 2, 2015	
	Effective Date: November 1, 2015	

(This is a newly budgeted position. Ms. Rogers was previously approved at the work meeting held on September 29, 2015 pending criminal history background check. Clearance has been received. Ms. Rogers was also approved at a salary of \$23,118.00, which was to be revised upon an accepted negotiated 2015-2016 Instructional Assistant salary guide. Salary guides for the 2015-2016 have been approved. \*Salary reflects Step I of the new guide.)

### **8. Revised Contracts**

Move to approve that revised contracts be issued to the following employees:

Valerie Sorce	From: English Teacher	\$92,500.00*
	High School	Step I
	To: Supervisor of English, Grades 6-12	Prorated
	Actual Start Date: October 28, 2015	
	Effective Date: November 1, 2015	

(Ms. Sorce replaces Jayne VanNosedall who resigned. Ms. Sorce was previously approved at the September 29, 2015 regular monthly meeting with both actual start and effective dates to be determined. Ms. Sorce, as noted above, has started in her new position. \*Salary is commensurate with the Township of Ocean School District Administrators' 2014-2015 salary guide for Department Supervisors and will be revised upon an accepted negotiated 2015-2016 salary guide.)

David Cohen	From: Technology Technician/Level II	
	To: Assistant Network Manager	\$60,000.00
	Technology Department/District-wide	Prorated
	Non-Tenure Position	
	Actual Start Date: November 11, 2015	
	Effective Date: December 1, 2015	

(Mr. Cohen replaces Dan Gaestel who resigned.)

### **9. Revision to an unpaid Family Leave of Absence**

Move to approve a revision to an unpaid family leave of absence to reflect a later start to the leave and a later return to work date for Kathleen Andrews, Special Education Teacher, Township of

## **Twp of Ocean BOE Work Meeting Minutes (continued) – November 10, 2015**

Ocean Intermediate School. Mrs. Andrews's last day of work was September 20, 2015. Her unpaid family leave of absence will begin on November 20, 2015 and continue through February 22, 2016. (Mrs. Andrews's unpaid family leave of absence was originally approved, at the June 23, 2015 regular monthly meeting, to begin November 17, 2015 and her return date was to be February 16, 2016.) While out on an unpaid family leave of absence Mrs. Andrews will be responsible for paying the appropriate contribution towards her health insurance coverage.

### **10. Staff – Transfer**

Move to approve the following staff transfer effective September 1, 2015:

Danita Reynolds From: ESL Teacher  
Ocean Township Elementary and Wayside Elementary School  
To: ESL Teacher  
Ocean Township Intermediate School and Wayside Elementary School

### **12. Issuance of Contract**

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

#### **To fill a vacancy position:**

Meaghan K. McDavitt	English Teacher	\$55,905.00*
	High School	BA+30/Step 1
	Ocean Township High School	
	Actual Start Date: November 16, 2015	
	Effective Date: December 1, 2015	

(Mrs. McDavitt replaces Valerie Sorce who was hired to the position of Supervisor of English, Grades 6-12. Mrs. McDavitt was previously approved at the regular monthly meeting held on October 20, 2015 pending criminal history background check. Clearance has been received. Mrs. McDavitt was also approved at a salary of \$55,575.00, which was to be revised upon an accepted negotiated 2015-2016 Teacher's Salary Guide. Salary guides for the 2015-2016 have been approved. \*Salary reflects BA+30/Step I on the new guide.)

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

Move to approve the request of district employee #6102 to use 25 days from the Sick/Personal Leave Bank Plan (Non-Work Related).

Motion(s) for items #5 thru #10 and #12 and #13 carried: 8-0

### **PLANNING & CONSTRUCTION: Mr. Hadden**

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

#### **1. Change Order – High School Stadium Project**

Move to approve a change order with Cypreco Industries, for the high school home & away bleacher project, in accordance with the attached proposal, to supply all labor, materials and equipment to repair all the planks with round bolts, in the amount of \$8,165.

Motion carried: 8-0

## **Twp of Ocean BOE Work Meeting Minutes (continued) – November 10, 2015**

**TECHNOLOGY COMMITTEE:** No Report

**OLD BUSINESS:**

- David Deal, ex-football player from the NY Giants, was part of a head injury assembly at the high school.

**NEW BUSINESS:**

- Interlaken, and assessed value versus the tuition they pay to Shore Regional was discussed.

**PUBLIC COMMENT:** None

**ADJOURN MEETING: 9:25 p.m.**

There being no further business Dr. Meller made a motion, seconded by Mr. Brautigan, that the meeting be adjourned. This motion carried 8-0.

Respectfully submitted,

Kenneth Jannarone  
School Business Administrator/  
Board Secretary