

**TOWNSHIP OF OCEAN BOARD OF EDUCATION  
WORK MEETING MINUTES  
October 20, 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, Dr. Marwin Meller, Mr. Sean Moore, Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi .

Staff in attendance - Mr. Jannarone and Dr. Stefankiewicz

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

*Approval: Motion offered by Mrs. Parlamas, seconded by Mr. Moore 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), Negotiations (TOEA), Student Matters (HIB Investigation) and Miscellaneous Items. 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 – 7:22 p.m.**

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

**PRESIDENT’S REPORT:** None

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

Dr. Stefankiewicz discussed the following item(s):

- QSAC information due to the State Department of Education.
- Discussed the June teachers’ professional development day and the link with the Prom day and Thursday night.

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

Mr. Jannarone discussed the following item(s):

- School Boards – Information and badges for the workshop.
- Board of Adjustment is trying to work out dates to use of the high school gym and cafeteria for an applicant meeting.
- Camp David negotiations and settlement of increase on their 3 year building lease.

**PUBLIC COMMENT:** None

**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: Violence and Vandalism Report 2014-2015**

Board of Education and Administration discussed the 2014-2015 Violence and Vandalism report, copy attached.

2. **Discussion: Quality Single Accountability Continuum (QSAC)/Statement of Assurance and District Performance Review (DPR)**

Board of Education and Administration discussed the attached 2015-2016 Statement of Assurance (SOA) and District Performance Review (DPR) as part of the State Monitoring System (QSAC).

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

The following item(s) were discussed:

1. **Discussion: MOESC-Best Academy**

Board of Education and administration discussed a tuition agreement with Monmouth-Ocean Educational Services Commission for special education services for one (1) student attending Best Academy for an amount of \$43,000 for the 2015-2016 school year. (Per attached)

2. **Discussion: Tuition Agreement**

Board of Education and Administration discussed the Township of Ocean School District in a tuition agreement with Burlington County Special Services School District for our special education student attending the Lumberton Campus effective July 6, 2015 through July 31, 2015 for a total cost of \$3,600.

3. **Discussion: Use of Facilities**

Board of Education and administration discussed the use of facilities according to the attached list dated October 20, 2015.

**INSTRUCTIONAL & EDUCATION:** Mr. Brautigan

The following item(s) were discussed:

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

Board of Education and Administration discussed the attached memorandum dated October 16, 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.

2. **Discussion: Curriculum for the 2015-2016 School Year**

Board of Education and Administration discussed curriculum for the 2015-2016 school year in accordance with the attached memorandum dated October 16, 2015, (all curricula has been posted, for your review, on the district website under the Board Members' link).

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### **3. Discussion: Trip Request**

Board of Education and Administration discussed the following trip request:

Group:	Advanced English IV Classes
Number of Students:	35
Date:	Friday, November 20, 2015
	Departure Time: 9:30 am   Return Time: 5:30 pm
Destination:	Morgan Library & Museum, NYC
Purpose:	To visit the Ernest Hemingway Exhibit
Transportation:	Bus (Durham)
Teacher Chaperones:	3 (Donna Emeric and Alma Garrity)
Administrative	
Chaperone:	1 (Michael Lambusta)
Student Observer:	1 (Matt Przywara)
Parent Chaperones:	- 0-
Cost per pupil:	\$25.00 per student (paid for by the student)

### **4. Discussion: Teacher- Trip to the Holocaust Museum**

Board of Education and Administration discussed, in accordance with the attached memorandum dated October 16, 2015, for a District teacher to take a trip to the Holocaust Museum in Washington, DC, on October 28, 2015. The trip is an essential element of the “Teaching the Holocaust” course teachers are taking as part of the Partnership Agreement between the District and Kean University. The course is offered in District during the Kean fall semester. It is a full semester course (15 sessions) and taught by a Keane University Professor. Participants receive three (3) graduate credits and 45 Professional Development hours.

## **NEGOTIATIONS: Mr. Moore**

The following item(s) were discussed:

### **1. Discussion: Memorandum of Agreement -TOEA**

Board of Education and administration will discuss the Memorandum of Agreement between the Township of Ocean Board of Education and the Township of Ocean Education Association for the years 2015-2016, 2016-2017 and 2017-2018, and subsequent salary guides.

## **PERSONNEL: Mrs. McGovern**

The following item(s) were discussed:

### **1. Discussion: Volunteer Coach**

Board of Education and Administration will discuss using Michael C. Pembleton as a Volunteer High School Swimming Coach for the 2015-2016 school year.

### **2. Discussion: Resignation**

Board of Education and Administration will discuss the resignation of Brendan Williams Computer Technician, Technology Department, District-wide effective Friday, November 13, 2015, his last day of work.

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

## **Twp of Ocean BOE Work Meeting Minutes (continued) – October 20, 2015**

Board of Education and Administration will discuss the request of Crystal Ecke, Health and Physical Education Teacher, Wayside School to take an unpaid leave of absence, with the continuance of benefits, beginning at the conclusion of her eligible sick leave, (approximately April 12, 2016) and continuing through June 30, 2016. Mrs. Ecke's last day of work will be February 12, 2016. She is expected to return to the classroom September 1, 2016. While out on an unpaid leave of absence, Mrs. Ecke will be responsible for paying the appropriate contribution towards her health insurance coverage.

### **4. Discussion: Substitute Teachers**

Board of Education and Administration will discuss hiring Substitute Teachers for the 2015-2016 school year in accordance with the attached list dated October 16, 2015.

### **5. Discussion: New Job Description/Assistant Network Manager**

Board of Education and Administration will discuss the newly developed job description for an Assistant Network Manager, copy attached.

### **6. Discussion: Employee Termination**

Board of Education and Administration will discuss the termination of employee number 7831 effective October 20, 2015.

### **7. Discussion: Revision to Resignation Date**

Board of Education and Administration will discuss a revision to the resignation date for Jayne VanNosdall, Supervisor of English, Grades 6-12. Mrs. VanNosdall's resignation will be effective October 23, 2015, her last day of work. (Mrs. VanNosdall had been previously approved, at the September 1, 2015 work meeting, for a resignation date of October 29, 2015.)

### **8. Discussion: Issuance of Contracts**

Board of Education and Administration will discuss offering contracts to the following:

#### **To fill a vacancy non-tenure track position:**

Jeffrey Reng	Assistant Network Manager	\$60,000.00
	Technology Department/District-wide	Prorated
	Non-Tenure Track Position	
	Actual Start & Effective Dates: Pending criminal history background check.	

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

Meaghan K. McDavitt	English Teacher	\$55,575.00*
	High School	Prorated
	Ocean Township High School	
	Actual Start & Effective Dates: Pending criminal history background check.	

(Mrs. McDavitt replaces Valerie Sorce who was hired to the position of Supervisor of English, Grades 6-12. \*Salary is commensurate with the Township of Ocean School District Teachers' 2014-2015 salary guide and will be revised upon an accepted negotiated 2015-2016 salary guide.)

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**PLANNING & CONSTRUCTION:** No Report

**TECHNOLOGY COMMITTEE:** No Report

**OLD BUSINESS:** No Report

**NEW BUSINESS:** No report

**PUBLIC COMMENT:** None

**ADJOURN MEETING: 7:54 p.m.**

There being no further business Dr. Meller made a motion, seconded by Mr. Brautigan, that the meeting be adjourned. This motion carried 9-0.

Respectfully submitted,

Kenneth Jannarone  
School Business Administrator/  
Board Secretary