

**TOWNSHIP OF OCEAN BOARD OF EDUCATION  
WORK MEETING MINUTES  
April 19, 2016**

**CALL TO ORDER**

Mr. Joseph Hadden, President, called the meeting to order at 5:30 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 (Arrived at 8:45 pm), Mr. James Dietrich, Mr. Joseph Hadden, Mr. David Marshall, Mrs. Amy McGovern, Mr. Sean Moore Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi.

Staff in attendance – Mr. Jannarone, School Business Administrator; Dr. Stefankiewicz, Superintendent of Schools; Dr. Denise Ricciardi, Asst. Superintendent of Schools-Special Services, Ms. Kelly Weldon, Principal-Ocean Township High School; Gina Hagerman, Asst. Principal-Ocean Township High School; Emitza Chiu-Huey, High School Teacher; Danielle Pantaleo, Board Attorney.

**Enter Executive Session – 5:31 p.m.**

*Approval: Motion offered by Mr. Hadden, seconded by Mrs. McGovern and carried 8-0.*

Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Personnel (Agenda), Litigation (Bid Protest) and Student Matters (2 Student Discipline Hearings) 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 1 hour and 30 minutes and will take action upon returning to work session.

**Adjourn Executive Session – 7:37 p.m.**

*Approval: Motion offered by Mr. Hadden, seconded by Mr. Moore, and carried 8-0.*

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

**PRESIDENT'S REPORT:** Mr. Hadden

Mr. Hadden discussed the following item(s):

- Mr. Hadden introduced Sally Madden, of the League of Women Voters, who handed out copies of the '2016 New Jersey Citizen's Guide to Government' to the Board of Education members.

**SUPERINTENDENT'S REPORT:** No Report

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

Mr. Jannarone discussed the following item(s):

- Follow-up on Ice Hockey program and the increase in the amount of the contract Shore Regional pays to Ocean.
- Board Architect, Frank Messineo, will present a referendum update during the Planning & Construction Committee during the regular meeting.

**PUBLIC COMMENT:**

- Batya Van Nostrand, parent, asked about the playground at Wanamassa. The School Business Administrator reviewed the Wanamassa construction time lines.

**COMMITTEE REPORTS:**

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

**COMMUNITY LIAISON & COMMUNICATIONS:** Mrs. Sylvia-Cioffi

The following item(s) were discussed:

1. **Discussion: Intergenerational Program with Students at Wanamassa Elementary School**  
Board of Education and Administration discussed the request of Annette Abolt, Engage Life Director at Atria Senior Living in Tinton Falls, to start an intergenerational program with students at Wanamassa Elementary School as outlined in the attached letter dated April 6, 2016. (Each teacher would create an age appropriate activity for their students to do with the residents at Atria. In addition to the activities noted in the letter, activities could be expanded to include – examples - reading with residents, discussion about devices they used when they were children, etc.)
2. **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):

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

The following item(s) were discussed:

1. **Discussion: Professional Services**  
Board of Education and Administration had a general discussion regarding professional services contracts for the 2016-2017 school year. Administration and the Board of Education agreed to go to RFP (Request for Proposal) for school doctors and banking services for the next school year.
2. **Discussion: Resolution for Financial Advisory Services:**  
Board of Education and Administration discussed the following resolution regarding financial advisory services:

**WHEREAS**, there exists a need for specialized financial advisory services in connection with the authorization and the issuance of Refunding School Bonds by The Board of Education of the Township of Ocean in the County of Monmouth, New Jersey (the "Board"), a body corporate of the State of New Jersey, including the review and compilation of financial and demographic information of the School District; obtaining the appropriate credit enhancements for the refunding bonds; structuring the various terms and conditions associated with the refunding bonds in order to maximize the interest savings; and general advice to the Board about the various financial aspects of the refinancing; and

**WHEREAS**, such financial advisory services can be provided only by a recognized firm specializing in public finance, and the firm of Acacia Financial Group, Inc., Marlton, New Jersey is so recognized by the financial community; and

**WHEREAS**, funds are or will be available for this purpose;

**BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF OCEAN IN THE COUNTY OF MONMOUTH, NEW JERSEY AS FOLLOWS:**

1. The firm of Acacia Financial Group, Inc., Marlton, New Jersey is hereby retained to provide specialized financial advisory services necessary in connection with the authorization and the issuance of refunding bonds by the Board in accordance with a proposal submitted to the Board in the amount not to exceed \$8,500 including expenses.
  2. The contract is awarded in accordance with N.J.S.A. 18A:18A-5(a)(2) because such services are considered extraordinary and unspecifiable in their nature.
  3. A copy of this resolution as well as the contract shall be placed on file with the Secretary of the Board.
  4. A notice in accordance with the Public School Contracts Law of New Jersey in the form attached hereto shall be published in the Asbury Park Press and/or The New Coaster.
3. **Discussion: Amendment of IDEA Grant Application**  
Board of Education and administration discussed an amendment to the FY16 IDEA Part B Basic (Ages 3-21) grant in the amount of \$4,997.00 for services to students with disabilities parentally placed in non-public schools, and an amendment to the FY16 IDEA Part B Preschool (Ages 3, 4, and 5) grant in the amount of \$2,233.00
4. **Discussion: Use of Facilities**  
Board of Education and administration discussed the use of facilities according to the attached list dated April 19, 2016.

**INSTRUCTIONAL & EDUCATION:** Mr. Marshall  
The following item(s) were discussed:

1. **Discussion: High School – New Course Offerings (Revised List) for the 2016-2017 School Year**  
Board of Education and Administration discussed the revised list of new courses, to be offered to high school students, for the 2016-2017 school year in accordance with the attached memorandum dated April 13, 2016. (Original list was dated March 22, 2016 and discussed by the Board at the work meeting held on April 12, 2016.)
2. **Discussion: Student Observers**  
Board of Education and Administration discussed student observers for the 2015-2016 school year in accordance with the attached memorandums (2) dated April 15, 2016.
3. **Discussion: High School Delayed Opening Schedule for Special Testing**  
Board of Education and Administration discussed a delayed opening schedule for the New Jersey Biology Competency Test (NJBCT), May 25 & 26, 2016 in accordance with the attached memorandum dated April 4, 2016.
4. **Discussion: Professional Development Activities – Staff**  
Board of Education and Administration discussed the attached memorandums (3) dated April 15, 2016, re: Staff Professional Development Activities in accordance with District Policy 6471 and NJAC

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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. **Discussion: Addendums to Out of District Private Tuition for the 2015-2016 School Year**  
Board of Education and Administration discussed addendums to out of district private tuition for the 2015-2016 school year in accordance with the attached memorandums (3) dated April 14, 2016.
6. **Discussion: Revision to Out of District Private Tuition for the 2015-2016 School Year**  
Board of Education and Administration discussed a revision to out of district private tuition for the 2015-2016 school year in accordance with the attached memorandum dated April 14, 2016.

**NEGOTIATIONS:** No Report

**PERSONNEL:** Mrs. Parlamas  
The following item(s) were discussed:

1. **Discussion: Substitute Teachers for the 2015-2016 School Year**  
Board of Education and Administration discussed Substitute Teachers for the 2015-2016 school year in accordance with the attached list dated April 15, 2016.
2. **Discussion: Unpaid Family Leave of Absence**  
Board of Education and Administration discussed the request of Michelle Morgan, Computer Lab Assistant, Wayside School to take an unpaid family leave of absence, as designated under FMLA, beginning April 21, 2016 and continuing through June 6, 2016. Mrs. Morgan is expected to return to work on Tuesday, June 7, 2016.
3. **Discussion: Resignation**  
Board of Education and Administration discussed the resignation of Samantha L. Wild, Instructional Assistant, Wayside Elementary School effective April 29, 2016.

**PLANNING & CONSTRUCTION:** Mr. Dietrich  
The following item(s) were discussed:

1. **Discussion: Professional Services**  
Board of Education and administration discussed the award of a third party professional services contract to the following:

|                              |   |
|------------------------------|---|
| Awarded to:                  | Atlantic Engineering Laboratories. Inc. (AEL) |
| Duration:                    | Referendum Construction Projects Completion   |
| Nature and Type of Contract: | Third Party Testing & Inspections             |
| Amount of Contract:          | See attached Analysis and Testing Rates       |

  - 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

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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.

**TECHNOLOGY COMMITTEE:** No Report

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENT:**

- Dr. Marwin Meller, resident, asked about soliciting hospitals for the RFP on school doctors.

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

There being no further business Mrs. McGovern made a motion, seconded by Mrs. Parlamas, that the meeting be adjourned. This motion carried 8-0.

Respectfully submitted,

Kenneth Jannarone  
School Business Administrator/  
Board Secretary