

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
March 22, 2016**

CALL TO ORDER

Mr. Joseph Hadden, President, called the meeting to order at 6:30 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, Mr. James Dietrich, Mr. Joseph Hadden, Mr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi.

Mr. Sean Moore was absent.

Staff in attendance – Mr. Jannarone, School Business Administrator, Dr. Stefankiewicz, Superintendent and Mr. Daniel Roberts, Board Attorney.

Enter Executive Session – 6:32 p.m.

Approval: Motion offered by Mrs. Parlamas, seconded by Mr. Clayton 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 (Loch Arbour versus Ocean Township) and Student Matters (Residency Hearing). 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 will not take action upon returning to work session.

Adjourn Executive Session – 7:26 p.m.

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

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

PRESIDENT'S REPORT: No Report

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- 'MakerSpace' creative program for children will be held at OTES on Wednesday, March 23rd.
- Future Chef Competition to take place on Saturday, March 26th.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: No Report

PUBLIC COMMENT:

- Batya Van Nostrand, parent Wanamassa PTA, asked about the playground for Wanamassa School. The Board of Education discussed in general the favorable bid results and that the details will be discussed during the Planning and Construction Committee.

COMMITTEE REPORTS:

The Board of Education discussed committee items:

Mrs. Parlamas left meeting room at 7:40 pm.

PLANNING & CONSTRUCTION: Mr. Palutis

The following item(s) were discussed:

1. **Discussion: Referendum**

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P.W. Moss & Associates and Solutions Architecture were in attendance and discussed the bid openings for:

1. OTHS Athletic/Performing Arts Addition and Renovations
2. Wanamassa Elementary School Multi-Purpose Classroom Addition/Renovations
3. Wayside Addition/Partial Interior Alternations
4. OTHS & Wayside Unit Ventilator Upgrades

No Public comments on bids. Board of Education discussed Rampart being able to expand their bid qualifications. The construction managers explained the bid requirements.

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

2. **Bid Award-Wanamassa Elementary School Multi-Purpose Classroom Addition/Renovation**

Move to approve the following resolution:

**AWARDING CONTRACT FOR OCN- MULTI-PURPOSE/CLASSROOM
ADDITION/RENOVATION
AT WANAMASSA SCHOOL**

WHEREAS, in accordance with N.J.S.A. 18A:18A-21, the Ocean Township Board of Education (hereinafter referred to as “Board”) advertised and received bids for the OCN – Multi-purpose/Classroom Addition/Renovation at Wanamassa School (hereinafter referred to as “Project”); and

WHEREAS, on March 22, 2016, the Board received eight (8) bids for the Project, as reflected in the attached bid tabulation sheet; and

WHEREAS, the lowest responsible bid for the Project was submitted by Rampart Construction (hereinafter referred to as “Rampart”) in the total bid amount of \$4,418,551.00, inclusive of Alternate No. 1; and

WHEREAS, the bid submitted by Rampart is responsive in all material respects and the Board is desirous of awarding the contract for the Project to Rampart.

NOW, THEREFORE, BE IT RESOLVED that the Ocean Township Board of Education hereby awards the contracts for the OCN – Multi-purpose/Classroom Addition/Renovation at Wanamassa School in a total contract sum of \$4,418,551.00.

Motion on item #2 carried: 7-0

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

3. **Bid Award-Ocean Township High School Athletic & Performing Arts Addition and Renovation**

Move to approve the following resolution:

**AWARDING CONTRACT FOR ATHLETIC AND PERFORMING ARTS
ADDITION AND RENOVATION**

AT THE OCEAN TOWNSHIP HIGH SCHOOL

WHEREAS, in accordance with N.J.S.A. 18A:18A-21, the Ocean Township Board of Education (hereinafter referred to as “Board”) advertised and received bids for the Athletic and Performing Arts Addition and Renovation at Ocean Township High School (hereinafter referred to as “Project”); and

WHEREAS, on March 22, 2016, the Board received four (4) bids for the Project, as reflected in the attached bid tabulation sheet; and

WHEREAS, the lowest apparent bid for the Project was submitted by Rampart Construction (hereinafter referred to as “Rampart”) in the amount of \$10,897,149; and

WHEREAS, in combination with the backlog of uncompleted construction work on other currently held contracts and in combination with the Board’s previous contract award to Rampart for the Multi-Purpose and Classroom and Addition and Renovation to the Wanamassa School Project, Rampart has exceeded its aggregate rating and may not be awarded the Project in accordance with N.J.S.A. 17:19-2.13; and

WHEREAS, the second lowest responsible bid for the Project was submitted by Benjamin R. Harvey, Co., Inc. (hereinafter referred to as “Harvey”) in the amount of \$10,925,000, inclusive of Alternates No. 1, 2, 3 and 4 ; and

WHEREAS, the bid submitted by Harvey is responsive in all material respects and the Board is desirous of awarding the Project to Harvey.

NOW, THEREFORE, BE IT RESOLVED that the Ocean Township Board of Education hereby awards the contracts for the Athletic and Performing Arts Addition and Renovation at Ocean Township High School to Benjamin R. Harvey, Co., Inc. in a total contract sum of \$10,925,000.

Motion on items #3 carried: 7-0

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

4. Bid Award-Unit Ventilator Upgrades for the Ocean Township High School

Move to approve the following resolution:

**AWARDING CONTRACT FOR UNIT VENTILATOR UPGRADES
AT THE OCEAN TOWNSHIP HIGH SCHOOL**

WHEREAS, in accordance with N.J.S.A. 18A:18A-21, the Ocean Township Board of Education (hereinafter referred to as “Board”) advertised and received bids for the Unit Ventilator Upgrades at Ocean Township High School (hereinafter referred to as “Project”); and

WHEREAS, on March 8, 2016 at 10:00 a.m., the Board received five (5) bids for the Project, as reflected in the attached bid tabulation sheet; and

WHEREAS, the lowest responsible bid for the Project was submitted by Kappa Construction Corp. (hereinafter referred to as “Kappa”) in the amount of \$2,570,000, inclusive of Alternate No. 1; and

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WHEREAS, the bid submitted by Kappa is responsive in all material respects and the Board is desirous of awarding the contract for the Project to Kappa.

NOW, THEREFORE, BE IT RESOLVED that the Ocean Township Board of Education hereby awards the contracts for the Unit Ventilator Upgrades at the Ocean Township High School to Kappa Construction Corp. in a total contract sum of \$2,570,000.

Motion on items #4 carried: 7-0

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

5. **Bid Award- Unit Ventilator Upgrades for the Wayside Elementary School**

Move to approve the following resolution:

**AWARDING CONTRACT FOR UNIT VENTILATOR UPGRADES
AT THE WAYSIDE ELEMENTARY SCHOOL**

WHEREAS, in accordance with N.J.S.A. 18A:18A-21, the Ocean Township Board of Education (hereinafter referred to as “Board”) advertised and received bids for the Unit Ventilator Upgrades at Wayside Elementary School (hereinafter referred to as “Project”); and

WHEREAS, on March 8, 2016 at 10:00 a.m., the Board received five (5) bids for the Project, as reflected in the attached bid tabulation sheet; and

WHEREAS, the lowest responsible bid for the Project was submitted by Thassian Mechanical Contracting, Inc. (hereinafter referred to as “Thassian”) in the amount of \$989,000; and

WHEREAS, the bid submitted by Thassian is responsive in all material respects and the Board is desirous of awarding the contract for the Project to Thassian.

NOW, THEREFORE, BE IT RESOLVED that the Ocean Township Board of Education hereby awards the contracts for the Unit Ventilator Upgrades at Wayside Elementary School to Thassian Mechanical Contracting, Inc. in a total contract sum of \$989,000.

Motion carried: 7-0

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

6. **Bid Award-Wayside Elementary School Classroom Addition**

Move to approve the following resolution:

**AWARDING CONTRACT FOR CLASSROOM ADDITION
AT THE WAYSIDE ELEMENTARY SCHOOL**

WHEREAS, in accordance with N.J.S.A. 18A:18A-21, the Ocean Township Board of Education (hereinafter referred to as “Board”) advertised and received bids for the Classroom Addition at Wayside Elementary School (hereinafter referred to as “Project”); and

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WHEREAS, on February 17, 2016 at 10:00 a.m., the Board received thirteen (13) bids for the Project, as reflected in the attached bid tabulation sheet; and

WHEREAS, the lowest responsible bid for the Project was submitted by G&P Parlamas, Inc. (hereinafter referred to as “Parlamas”) in the amount of \$1,827,107; and

WHEREAS, the bid submitted by Parlamas is responsive in all material respects and the Board is desirous of awarding the contract for the Project to Parlamas.

NOW, THEREFORE, BE IT RESOLVED that the Ocean Township Board of Education hereby awards the contracts for the Classroom Addition at Wayside Elementary School to G&P Parlamas, Inc. in a total contract sum of \$1,827,107.

Motion carried: 6-1 (Mrs. Sylvia-Cioffi voted no)

Mrs. Parlamas re-entered meeting room at 8:35 pm.

CO-CURRICULAR STUDENT ACTIVITIES: No Report

COMMUNITY LIAISON & COMMUNICATIONS: Mrs. Sylvia-Cioffi

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

1. **Approval of Minutes:**

Move to approve the minutes in accordance with Board of Education bylaws #168 “Recording of Board Meetings” of the following meeting(s):

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Motion(s) carried: 8-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

The following item(s) were discussed:

1. **Discussion: Budget 2016-2017**

Board of Education and administration continued discussions on the 2016-2017 school budget.

Board of Education discussed the budget items as attached. The Board of Education discussed the % over the 2% cap or \$118,365. The Board of Education and Administration reviewed each new budget item and made reductions to budget reducing tax levy to 2%.

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

2. **Resolutions Pertaining to 2016-2017 Tentative School District Budget:**

a. **Approval of Base Budget:**

Move to approve the 2016-2017 Tentative School District Budget for submission to the county superintendent for review:

Budget

Local Tax Levy

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General Fund	\$ <u>72,697,671</u>	\$ <u>61,425,948</u>
Special Revenue Fund	\$ <u>1,906,450</u>	
Debt Service Fund	\$ <u>3,690,510</u>	\$ <u>3,501,658</u>
Total Base Budget	\$ <u>78,294,631</u>	\$ <u>64,927,606</u>

b. Advertisement:

Move to approve the School Business Administrator to advertise said tentative budget in the newspaper of record and on the district website (www.oceanschools.org) in accordance with the format required by the State Department of Education and according to the law.

c. Resolution to Set Budget Hearing Date:

Move to approve Tuesday, April 26, 2016 as being the date for the formal Public Hearing and adoption of the 2016-2017 School District Budget. The hearing will be held at 8:00 p.m. in the auditorium of the School District Administration Building.

Motion on item #2 carried: 8-0

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

3. Use of Facilities

Move to approve the use of facilities according to the attached list dated March 22, 2016.

Motion on item #3 carried: 8-0

INSTRUCTIONAL & EDUCATION: Mr. Marshall

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

1. Professional Development Activities – Staff

Move to approve the attached memorandum dated March 18, 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. Addendum to Out of District Public Tuition for the 2015-2016 School Year

Move to approve an addendum to out of district public tuition for the 2015-2016 school year in accordance with the attached memorandum dated March 15, 2016.

3. Comprehensive Equity Plan for School Years 2016-2017, 2017-2018, and 2018-2019

Move to approve the District's Comprehensive Equity Plan for school years 2016-2017, 2017-2018, and 2018-2019; copy is attached.

Motion(s) on items #1 thru 3 carried: 8-0

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

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

Board of Education and Administration discussed the request of David Cohen, Assistant Network Manager, Technology Department, District-Wide to take an unpaid family leave of absence, as designated under FMLA and NJFLA, for a period of 6 weeks. Mr. Cohen's unpaid family leave of absence will begin June 17, 2016 and end on July 29, 2016. Mr. Cohen's last day of work will be June 16, 2016. He is expected to return to work on August 1, 2016. While out on an unpaid family leave of absence, Mr. Cohen will be responsible for paying the appropriate contribution towards his health insurance coverage.

2. **Discussion: Unpaid Leave of Absence**

Board of Education and Administration discussed the request of Amanda Maltese, Supervisor of Math and Business Education/Grades 6-12, to take an 8 week unpaid leave of absence with the continuation of health benefits. Mrs. Maltese's unpaid leave of absence would begin on June 6, 2016 and end on July 29, 2016. Mrs. Maltese's last day of work will be May 27, 2016. She is expected to return to work on August 1, 2016. While out on an unpaid leave of absence, Mrs. Maltese will be responsible for paying the appropriate contribution towards her health insurance coverage.

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

3. **Office Assistants/Federal Work Study (FWS) Program**

Move to approve Cynthia Vitolo and Rebekka Wagner, students at Monmouth University, to work in the offices at the Administration Building and Technology Department during the period of April 2016 through December 2016. This work opportunity is part of an agreement with Monmouth University's Federal Work-Study (FWS) program where students have the opportunity to perform clerical work. Reimbursement for the office assistant position shall be made to Monmouth University via a purchase order at 30% of the \$9.00 hourly or \$2.70 per hour for this position.

4. **Substitute Bus Driver**

Move to approve George Shafto, pending criminal history background check, CDL physical, and pre-employment testing, as a substitute Bus Driver for the 2015-2016 school year.

5. **Instructional Assistant/Extracurricular Activities**

Move to approve Mary Ann Rogers, an Instructional Assistant at the High School, to provide aide support to a High School student with disabilities on March 17, 2016. Mrs. Rogers will accompany the student to an extracurricular night-time activity (Beatlemania Concert), for a total of 3 ½ hours, 5:00 pm – 8:30 pm. Mrs. Rogers will be paid at her hourly contractual rate.

6. **Instructional Assistant/Extracurricular Activities**

Move to approve using Tara Michaels, an Instructional Assistant at the Intermediate School, to

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provide aide support to an Intermediate School student with disabilities. Mrs. Michaels will accompany the student to seven home baseball games (4/12, 4/14, 4/25, 5/3, 5/10, 5/19, 5/23). The games will start at 3:45 pm and will last approximately 2 ½ hours. Mrs. Michaels will be paid at her hourly contractual rate.

7. Unpaid Leave of Absence

Move to approve an unpaid leave of absence, with the continuation of health benefits, for Marleigh Velba, Elementary Teacher, Wayside Elementary School effective April 1, 2016 through June 30, 2016. While out on an unpaid leave of absence, Mrs. Velba will be responsible for paying the appropriate contribution towards her health insurance coverage.

8. Resignations

Move to approve the following resignations:

Joseph C. Vassallo, Social Studies Teacher, OTHS, effective April 19, 2016

Marleigh Velba, Elementary Teacher, Wayside Elementary School, effective June 30, 2016

9. Custodial Substitute

Move to approve Hugo A. Baez as a Custodial Substitute for the 2015-2016 school year.

Motions for items #3 thru #9 carried: 8-0

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS:

- Board of Education discussed a parental complaint regarding lunch service at Wayside Elementary School.

NEW BUSINESS: None

PUBLIC COMMENT:

- Batya Van Nostrand, parent, spoke about her positive experiences with the 'Wonders' Program pilot with her two children.
- Jessica Giorgio, parent, talked about her positive experiences with the new 'Wonders' Reading Program as part of the pilot.

ADJOURN MEETING: 10:18 p.m.

There being no further business Mrs. Sylvia-Cioffi made a motion, seconded by Mr. Clayton, that the meeting be adjourned. This motion carried 8-0.

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/
Board Secretary