

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
August 11, 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, Mrs. Denise Parlamas, and Mrs. Sylvia Sylvia-Cioffi.

Mr. Michael Palutis was absent.

Staff in attendance - Mr. Jannarone and Dr. Stefankiewicz

Enter Executive Session – 7:02 p.m.

Approval: Motion offered by Mrs. Parlamas, 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 (Personnel agenda) and Negotiations (TOEA, Bus Drivers and TOAA). 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 – 7:34p.m.

Approval: Motion offered by Mrs. Sylvia-Cioffi, seconded by Mr. Brautigan, and carried 8-0.

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

PRESIDENT'S REPORT: Mrs. Parlamas

Mrs. Parlamas discussed the following item(s):

- Workshop meeting time on agenda clarification.

SUPERINTENDENT'S REPORT: No Report

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

Mr. Jannarone discussed the following item(s):

- Code for the administration building door for Board members.
- Upcoming Orientation Training for Maintenance Dept., Custodians (Day and Night) and Bus Drivers.
- Facilities walk through will be September 8th.
- The township is renovating crosswalks in front of the high school

PUBLIC COMMENT: None

COMMITTEE REPORTS:

The Board of Education discussed committee items:

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CO-CURRICULAR STUDENT ACTIVITIES: No Report

COMMUNITY LIAISON & COMMUNICATIONS: Mr. Angelini

The following item(s) were discussed:

1. **Discussion: Ethics Training**

Mr. Philip W. Nicastro, Esquire, from Strauss Esmay Associates, LLP, the School District's School Policy and Regulation Consultant was in attendance to review School Ethics and School Law training with the Board of Education and Administration.

2. **Discussion: 2015-2016 Board of Education Goals & Objectives**

Board of Education and Administration discussed the Board of Education Goals & Objectives for the 2015-2016 school year per attached.

3. **Discussion: Policies & Regulations**

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

Policy 3152 – (new) Withholding an Increment

Policy 3161 – Examination for Cause

Policy 3211 – (new) Code of Ethics

Policy 3244 – In-Service Training (M)

Regulation 3244 – (new) In-Service Training (M)

Policy 5615 – (new) Suspected Gang Activity

4. **Discussion: Sponsorship Program**

Board of Education and administration discussed the 2015-2016 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
Farmers Mutual Insurance, 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 \$25,500 gross proceeds for the 2015-2016 school year.

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Moore

The following item(s) were discussed:

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1. Discussion: MOESC Staffing of Aides

Board of Education and Administration discussed 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, 2015 through June 30, 2016.

2. Discussion: Nursing Services

Board of Education and Administration discussed nursing services during transportation of a special education student (JB) to and from school and also field trips for the 2015-2016 school year provided through Monmouth-Ocean Education Services Commission at a rate of \$51 per hour.

3. Discussion: Monmouth University Speech Therapy Students

Board of Education and Administration discussed an agreement between Monmouth University and the Township of Ocean Board of Education for MU speech therapy students to fulfill their clinical experience at the Township of Ocean Public Schools. (See attached)

4. Discussion: Estimated Tuition Rates - Students Received

The Board of Education and administration discussed the following estimated tuition rates for possible students received by the Township of Ocean Board of Education for the 2015-2016 school year:

Kinder-Garten	Grades 1-5	Grades 6-8	Grades 9-12	Learning Language Disabilities	Pre-School Disabled	Behavior Disabilities	Multiple Disabilities
\$14,135	\$16,079	\$16,630	\$16,356	\$23,734	\$17,491	\$40,000	\$23,464

5. Discussion: Use of Facilities Policy & Regulation

Board of Education and administration discussed the current Use of Facility policy and regulation.

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

6. Chamber of Commerce

Move to approve the renewal of a 3year lease with the Chamber of Commerce to rent rooms at the current Township of Ocean Administration Building at a rate of \$9,792 per year. This agreement as attached will end on August 31, 2018.

7. Use of Facilities

Move to approve the use of facilities according to the attached list dated August 11, 2015.

Motion carried: 8-0

INSTRUCTIONAL & EDUCATION: Mr. Brautigan

The following item(s) were discussed:

1. Discussion: Student Observers

Board of Education and Administration discussed student observers for the 2015 Fall semester in accordance with the attached memorandum dated August 7, 2015.

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2. **Discussion: Out of District Private Tuition for the 2015-2016 School Year**

Board of Education and Administration discussed out of district private tuition for the 2015-2016 school year in accordance with the attached memorandum dated August 7, 2015.

3. **Discussion: Out of District Public Tuition for the 2015-2016 School Year**

Board of Education and Administration discussed out of district public tuition for the 2015-2016 school year in accordance with the attached memorandum dated August 7, 2015.

4. **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 August 7, 2015, (all curricula has been posted, for your review, on the district website under the Board Members' link).

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

Board of Education and Administration discussed the attached memorandums (2) dated August 7, 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.

6. **Discussion: Student Intern**

Board of Education and Administration discussed the request of Christina Addison, Monmouth University social work student, to complete 448 hours of fieldwork during the period of September 2015 - April 2016. Karen Dunn, School Social Worker, will be overseeing her completion of this fieldwork, which equates to 2 days per week, at OTHS. As part of her fieldwork, Ms. Addison, on occasion, will visit our remaining four schools to obtain exposure to other school social work experiences at the various grade levels.

7. **Discussion: After School Program/Harbor School/2015-2016**

Board of Education and Administration discussed permitting a multiply disabled student (attending Harbor School), to attend the after-school social skills program, two days per week, at a rate of \$55.00 per session. This after-school program, which will run September 14, 2015 through June 20, 2016 at Harbor School, will enable the student to learn and apply social skills.

8. **Discussion: Advanced Placement Information**

Board of Education and Administration discussed Advanced Placement Scores, 2013-2014 and 2014-2015 and Advanced Placement Comparative Data, 2011-2015 in accordance with the attached charts.

9. **Discussion: 2013-2014 Teacher/Administration Evaluation Data**

Board of Education and Administration discussed 2013-2014 Teacher/Administration Evaluation Data for Monmouth County in accordance with the attached listing.

NEGOTIATIONS: No Report

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PERSONNEL: Mrs. McGovern

The following item(s) were discussed:

1. Discussion: Instructional Assistant Substitute

Board of Education and Administration discussed hiring Eva Dobrowski as an Instructional Assistant Substitute for the 2015-2016 school year.

2. Discussion: Unpaid Family Leave of Absence

The Board of Education and Administration discussed the request of Marie Matyas, Bus Driver, Transportation Department to take an unpaid family leave of absence beginning September 3, 2015 and continuing through November 20, 2015 (12 weeks). Mrs. Matyas is expected to return to work on November 23, 2015. While out on an unpaid family leave of absence, Mrs. Matyas will be responsible for paying the appropriate contribution towards her health insurance coverage.

11. Discussion: Employment Status of District Employee

Board of Education and Administration discussed the employment status of district employee number 7685.

12. Discussion: Employment Status of District Employee

Board of Education and Administration discussed the employment status of district employee number 5549.

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

3. Resignations

Move to approve the following resignations:

Heather Fonti Instructional Assistant, Wayside Elementary School,
Effective August 7, 2015

Daniel Gaestel Computer Technician Level II, Technology Department/District-wide,
Effective August 21, 2015

Raphael Tangelos Special Education Teacher, Intermediate School/Fifth Grade Wing,
Effective September 1, 2015

4. Tenure Date for District Administrator

Move to approve that Christopher Amato's, (Assistant Principal, Intermediate School/Fifth Grade Wing) tenure date become retroactive to August 17, 2015, pending SGP results from the State Department of Education. SGP results are needed to complete the 2014-2015 end of the year evaluations for our District administrators and teachers.

5. Employee Transfers

Move to approve the following employee transfers effective September 1, 2015:

Taylor Shanley From: Instructional Assistant, Ocean Township Elementary School
To: Instructional Assistant, Wanamassa Elementary School

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Sara Sullivan From: Instructional Assistant/Part-time, Wanamassa Elementary School
 To: Instructional Assistant/Part-time, Wayside Elementary School

6. Issuance of Contracts

Move to approve that contracts be issued to the following:

To fill vacancy positions:

Lisa Burnup Instructional Assistant \$23,118.00*
 Intermediate School Step 1
 Non-Tenure Track Position
 Actual Start & Effective Dates: Pending criminal history
 background check.

(Ms. Burnup replaces Taylor Shanley who is being transferred to the Wanamassa School. *Salary is commensurate with the Township of Ocean School District Instructional Assistant 2014-2015 salary guide and will be revised upon an accepted negotiated 2015-2016 salary guide.)

Stephanie L. Comodore Instructional Assistant \$23,118.00*
 Wayside School Step 1
 Non-Tenure Track Position
 Actual Start and Effective Dates: Pending criminal history
 background check

(Ms. Comodore replaces Leann Bishop who was appointed to a full time teaching position. *Salary is commensurate with the Township of Ocean School District Instructional Assistant 2014-2015 salary guide and will be revised upon an accepted negotiated 2015-2016 salary guide.)

Sharon Dente Instructional Assistant \$23,118.00*
 Wayside School Step 1
 Non-Tenure Track Position
 Actual Start Date: September 2, 2015
 Effective Date: September 1, 2015

(New position.*Salary is commensurate with the Township of Ocean School District Instructional Assistant 2014-2015 salary guide and will be revised upon an accepted negotiated 2015-2016 salary guide.)

Matthew Goldfarb Health and Physical Education Teacher \$57,525.00*
 High School and Ocean Township MA/Step 1
 Elementary School
 Actual Start Date: September 1, 2015
 Effective Date: September 1, 2015

(Mr. Goldfarb was previously approved at the July 14, 2015 work meeting pending criminal history background check. Clearance has been received. Mr. Goldfarb replaces Cassie Della Pesca who moved to the high school physical education position available as the result of Mrs. Moran's retirement. *Salary is commensurate with the Township of Ocean School District Teachers' 2014-2015 salary guide and will be revised upon an accepted negotiated

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2015-2016 salary guide.)

Elizabeth Gwynne	Instructional Assistant	\$23,118.00*
	Intermediate School	Step 1
	Non-Tenure Track Position	
	Actual Start Date: September 2, 2015	
	Effective Date: September 1, 2015	

(Ms. Gwynne replaces Mark Rawding. *Salary is commensurate with the Township of Ocean School District Instructional Assistant 2014-2015 salary guide and will be revised upon an accepted negotiated 2015-2016 salary guide.)

Elodie Montivero-Santucci	Occupational Therapist – Part –time	\$42,774.00*
	District-wide	MA/6
	Actual Start & Effective Dates: Pending criminal history background check	

(Mrs. Montivero-Santucci replaces Elizabeth Weber who resigned last year. *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.)

Josemaria Olaguera	Instructional Assistant	\$23,118.00*
	Intermediate School	Step 1
	Non-Tenure Track Position	
	Actual Start Date: September 2, 2015	
	Effective Date: September 1, 2015	

(Mr. Olaguera replaces James Kelly who resigned. *Salary is commensurate with the Township of Ocean School District Instructional Assistant 2014-2015 salary guide and will be revised upon an accepted negotiated 2015-2016 salary guide.)

Katherine L. Porter	Instructional Assistant	\$23,118.00*
	Intermediate School	Step 1
	Non-Tenure Track Position	
	Actual Start & Effective Dates: Pending criminal history background check.	

(Ms. Porter replaces Roger Brooks who resigned. *Salary is commensurate with the Township of Ocean School District Instructional Assistant 2014-2015 salary guide and will be revised upon an accepted negotiated 2015-2016 salary guide.

7. Revised Contracts

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

Allison Ross	Basic Skills Teacher – 3/7 Time	\$22,984.00*
	Wayside Elementary School	BA/Step 1
	Actual Start Date: September 1, 2015	
	Effective Date: September 1, 2015	

(This is a revision in salary. Ms. Ross was previously approved at the regular monthly meeting at a salary of \$23,059.00. Ms. Ross replaces Victoria Johnson who moved to a full-time teaching position within District. *Salary is commensurate with the Township of

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Ocean School District Teachers' 2014-2015 salary guide and will be revised upon an accepted negotiated 2015-2016 salary guide.)

Hugo Baez Batista	Custodian I	\$33,385.00*
Day Shift/Wayside Elementary School	Step A	
Non-Tenure Track Position		Retro to July 29, 2015
Actual Start Date: July 29, 2015		
Effective Date: August 1, 2015		

(Mr. Baez Batista was previously approved at the regular monthly meeting held on June 23, 2015 pending criminal history background check, release from current employer and a salary of \$32,085.00/Step A. This revised issuance reflects an actual start date, effective date and a revision/increase in salary. Fingerprints and release from employer are in order. Mr. Baez Batista will receive a stipend for his black seal license, thus the increase in salary. Mr. Batista replaces Dona Hempsted who retired July 1, 2015. *Salary is commensurate with the Township of Ocean School District's Custodians' 2014 -2015 salary guide and will be revised upon an accepted negotiated 2015-2016 salary guide.)

8. Unpaid Family Leave of Absence

Move to approve an unpaid family leave of absence for Raul Hernandez, Custodian I, Intermediate School, beginning August 10, 2015 and continuing through September 24, 2015, (seven weeks). Mr. Hernandez is expected to return to work on September 25, 2015. While out on an unpaid family leave of absence Mr. Hernandez will be responsible for paying his appropriate contribution towards his health insurance.

9. Declined - Offer of Employment

Move to approve the following:

Megan Paulus has declined to accept the Township of Ocean Board of Education's offer of employment as a Class Size Reduction Teacher at Wayside Elementary School.

10. Additional Child Study Team- 2015 Summer Employment

Move to approve additional Child Study Team employment for Summer 2015 in accordance with the attached memorandum dated August 6, 2015.

13. Resignation

Move to approve the resignation of Erica Andresen, English Teacher, High School effective August 10, 2015, (Ms. Andresen had been hired to fill a maternity leave of absence /non-tenure track position for the 2015-2016 school year.)

14. Issuance of Contracts

Move to approve that contracts be issued to the following:

To fill vacancy positions:

Erica Andresen	English Teacher	\$53,625.00*
High School	BA/Step 1	
Actual Start Date: September 1, 2015		
Effective Date: September 1, 2015		

(Ms. Andresen is replacing Raven Lake who resigned after being appointed to replace

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Melinda Willems who transferred to the Intermediate School. *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.)

Algisa Bolin	Special Education Teacher – Part-time	\$26,813.00*
	High School	BA/Step 1
	Actual Start & Effective Dates: Pending criminal history background check and release from current employer.	

(Ms. Bolin is replacing Erica Andresen who was hired to a full-time position. *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.)

Motion(s) for items: #3 thru 10 and items: #13 and #14 carried: 8-0

PLANNING & CONSTRUCTION: Mr. Hadden

The following item(s) were discussed:

1. **Discussion: Referendum**

Rick Takakajy, of P.W. Moss & Associates and Frank Messineo, of Solutions Architecture, were in attendance to discuss and give an update on the referendum projects.

TECHNOLOGY COMMITTEE:

The following item(s) were discussed:

1. **Discussion: Acceptance of Non-Public Technology Initiative**

The Board of Education and administration will discuss the Township of Ocean Board of Education accepts 2015-2016 New Jersey Nonpublic School Technology Initiative Program allocation in the District total amount of \$19,760 and each nonpublic school allocation as follows:

Hillel High School	\$ 4,966.00
Hillel Yeshiva of the Shore Area	\$10,998.00
Ilan High School	\$ 1,196.00
Yeshiva at the Jersey Shore	<u>\$ 2,600.00</u>
DISTRICT TOTAL	\$19,760.00

OLD BUSINESS:

- The Board of Education discussed teacher and class performance at the high school advanced and college prep classes, comparing tests and grading levels across teachers.

NEW BUSINESS:

- School calendar out soon and teacher assignments for students.
- Back to school supply lists were discussed.

PUBLIC COMMENT: None

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ADJOURN MEETING: 10:20 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