

**MINUTES OF THE REGULAR MONTHLY MEETING
TOWNSHIP OF OCEAN
DECEMBER 15, 2015**

CALL TO ORDER

The Board President, Denise Parlamas, called the Regular Monthly Meeting of the Township of Ocean Board of Education to order at 8:00 p.m. in the auditorium of the School District's Administration Building.

STATEMENT OF NOTICE

Adequate notice of the meeting to be held by the Township of Ocean Board of Education on Tuesday, December 15, 2015 at 8:00 p.m. has been provided in accordance with the requirements of Chapter 231, Public Laws, 1975.

1. Notice of the meeting was posted on the bulletin board in the lobby of the Administration Building, 163 Monmouth Road, Oakhurst, New Jersey, all Ocean Township District Schools and Transportation, and the School District Website www.oceanschools.org on January 7, 2015.
2. Notice of the meeting was transmitted to the Asbury Park Press on January 9, 2015 and The New Coaster Newspapers on January 8, 2015.
3. Notice of the meeting was filed with the Municipal Clerk, Township of Ocean and the Municipal Clerk, Village of Loch Arbour on January 7, 2015.

ROLL CALL

The following members were 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.

PRESIDENT'S REPORT – Mrs. Parlamas

Mrs. Parlamas thanked the outgoing Board of Education members: Robert Angelini, Clifford 'Kip' Brautigan and Dr. Marwin Meller and presented them with resolutions thanking them for their service.

STUDENT REPRESENTATIVES: Ms. Hanna Rose & Mr. David Walk

The student representatives reported on the following:

- Spirit Week and Pep Rally and Lt. Governor, Kim Guaragno, to attend Pep Rally
- Funding raising of presents/gifts for families in need.
- Sports update.

SUPERINTENDENT'S REPORT – Dr. Stefankiewicz

Dr Stefankiewicz reported on the following student awards:

Zahkia Kakari, an 8th grade student in Mrs. Marci Abramowitz' Basic Skills Class, was selected as a winner in Scholastic Action Magazine's writing contest about "Drinking Recycled Toilet Water". After reading an article on the subject, and watching two videos, the students needed to take a side, and persuade the reader if they would drink recycled water. Zahkia won a \$25.00 amazon gift card and a recognition letter from the magazine.

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Olivia Wolfson, an 8th grade student in Mrs. JoAnne Devito's Language Arts Class, was a first place winner the Asbury Park Press Student Voice Essay Contest for the month of November. The essay topic was, "How can schools do a better job of utilizing technology in the classroom"? The title of Olivia's paper was, "*Internet Offerings not just fun and games*".
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Whitney Butterfield, an 8th grade student in Mrs. JoAnne Devito's Language Arts Class, received honorable mention in the Asbury Park Press Student Voice Essay Contest for the month of November. The title of Whitney's paper was the same as the essay topic, "*How can schools do a better job of utilizing technology in the classroom*"?
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PUBLIC COMMENTS-AGENDA: None

APPROVAL OF MINUTES:

Mrs. Parlamas made a motion, seconded by Mrs. Sylvia-Cioffi, for approval of the minutes of the Regular meeting November 17, 2015 and Work/Executive Session meetings of November 17 and December 8, 2015.

Motion(s) carried: 9-0

APPROVAL OF BILLS: Mr. Moore

Mr. Moore made a motion, seconded by Mr. Brautigan, for approval of the following paid items:

Bills List	December 11, 2015	2,822,688.56
Payroll	November 30, 2015	2,033,387.56
Employer FICA & DCRP	November 30, 2015	34,516.41
Payroll	December 15, 2015	2,119,509.51
Employer FICA & DCRP	December 15, 2015	<u>43,450.98</u>
	Total	<u>\$7,053,553.02</u>

Motion(s) carried: 9-0

COMMITTEE REPORTS:

CO-CURRICULAR STUDENT ACTIVITIES: None

COMMUNITY LIAISON & COMMUNICATIONS: Mr. Angelini

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

1. **HIB Reports**

The Board of Education affirms the following Harassment, Intimidation, and Bullying (HIB) Incident Summary Reports for the 2015-2016 school year. The reports were previously provided to the Board by the Superintendent of Schools. The Board has reviewed the report and affirms the Superintendent's decision:

HIB Report # 3 – Presented December 8, 2015
HIB Report # 4 - Presented December 15, 2015

2. **Resolution**

Move to approve the resolutions honoring the outgoing Board of Education members:

Mr. Robert Angelini
Mr. Clifford 'Kip' Brautigan
Dr. Marwin Meller

Motion(s) carried: 9-0

The Board of Education thanked outgoing Board of Education members for their work on the Board and expressed that they will be missed.

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Moore

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

1. **Acceptance and Certification of Monthly Financial Reports**

The following resolution certifies that budget balances at the end of November were adequate to pay all remaining obligations of the 2015-2016 school year and that account groupings required by the State have adequate balances. The Board is also certifying that the independent reports of the Treasurer and the Business Office are in agreement.

RESOLUTION

Pursuant to N.J.A.C. 6:20-2.12 (d), the Township of Ocean Board of Education accepts the Board Secretary/School Business Administrator's Certification as of November 30, 2015 that no budgetary appropriations account has obligations and payments which in total exceed the amount appropriated by the Township of Ocean Board of Education; and

Pursuant to N.J.A.C. 6:20-2.12 (e), we the members of the Township of Ocean Board of Education, of the County of Monmouth, after having reviewed the final REPORT OF THE SECRETARY and upon consultation with the appropriate officials, certify that as of November 30, 2015 it is to the best of our knowledge that no major account or fund has been over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year; and

The Township of Ocean Board of Education hereby accepts the final Board Secretary's Report and Treasurer of School Monies Report, which said reports are in agreement for the month ending November 30, 2015.

2. **Transfers**

The following motion is to transfer monies from one account in the budget to another and provide the adequate balances referred to in the first motion.

Move for approval of the attached RESOLUTION dated, November 30, 2015 covering APPROPRIATION TRANSFERS in the 2015-2016 GENERAL FUND 10; said transfers shall result in no change in the total original Appropriations.

3. **Security Drill Reports for November 2015:**

Fire Drill

Ocean Township High School November 4, 2015
Twp. of Ocean Intermediate School November 6, 2015
Ocean Township Elementary School November 4, 2015
Wanamassa Elementary School November 9, 2015
Wayside Elementary School November 4, 2015

Bomb Threat

Twp. of Ocean Intermediate School November 20, 2015

Bus Evacuation/Bomb threat

Wanamassa Elementary School November 18, 2015
Wayside Elementary School November 18, 2015
Ocean Township High School November 18, 2015
Ocean Township Elementary School November 18, 2015
Twp. of Ocean Intermediate School November 18, 2015

4. **Approval of 2014-2015 Audit**

Move to approve the acceptance of the Comprehensive Annual Financial Report and Corrective Action Plan (see attachment) for the 2014-2015 school year as presented by the Certified Public Accounting firm of Smolin Lupin LLC.

5. **Federal Work-Study Program**

Move to approve the renewal of the agreement to place Monmouth University students as part of the Federal Work-Study Program. This program agreement allows students to work with Teachers as Academic Tutors during after school instruction for Elementary and Intermediate School students at no cost to the District. It also allows students to work in the Administration Building and Technology Department. The Township of Ocean will reimburse Monmouth University 30% of the hourly rate or \$2.70 per hour for these students.

6. **No Child Left Behind Grant 2015-2016**

Move to approve the following the salary percentages to be charged off to the Elementary and Secondary Education Act (ESEA) No Child Left Behind (NCLB) Grant Application FY 2016 (school year 15-16). This notification is required under ESEA-NCLB compliance regulations.

<u>Account</u>	<u>Total Salary</u>	<u>Grant</u>	<u>Grant %</u>
20-231-1000-10101-00-16			
<u>Title 1</u>			
Abramowitz, Marci (TOIS)	\$74,115.00	\$51,880.50	70.0%
Friel, Kathleen (TOIS)	\$55,355.00	\$38,748.50	70.0%
Devalue, Suzanne (TOIS)	\$57,005.00	\$39,903.50	70.0%
Somma, Laurie (TOIS)	\$63,605.00	\$44,523.50	70.0%
Beyda, Carol (TOIS)	\$32,659.00	\$23,082.44	70.7%
Chowning, Mary Jo (Wayside)	\$37,616.00	\$27,083.52	72.0%
Barry, Julie (Wayside)	\$23,725.00	\$17,082.00	72.0%
Gallagher, Allison (Wayside)	\$24,432.00	\$17,591.04	72.0%

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Price, Kathleen (Wayside)	\$30,356.00	\$21,856.32	72.0%
Gibbons, Ellen (Wayside)	\$33,161.00	\$23,875.92	72.0%
Spampanato, Diana (Wayside)	\$33,161.00	\$23,875.92	72.0%
Fischer, Jessica (TOIS)	\$24,797.00	\$17,853.84	72.0%
Suit, Monik (TOIS)	\$23,125.00	\$16,650.00	72.0%
<u>Account</u>	<u>Total Salary</u>	<u>Grant</u>	<u>Grant %</u>
20-241-1000-10101-00-15			
<u>ESL</u>			
Donner, Andrea (Wanamassa)	\$79,320.00	\$35,694.00	45.0%

7. **Jointure Agreement**

Move to approve the Township of Ocean School District in a transportation jointure agreement with Deal Board of Education with the Township of Ocean Board of Education to act as host as follows:

<u>Joiner District</u>	<u>Destination</u>	<u>Duration</u>	<u>Joiner Cost</u>
Deal Board of Education	Communications H.S.	9/8/15-6/20/16	\$1,506.49

8. **Jointure Agreement**

Move to approve the Township of Ocean School District in a transportation jointure agreement with West Long Branch Board of Education with the Township of Ocean Board of Education to act as host as follows:

<u>Joiner District</u>	<u>Destination</u>	<u>Duration</u>	<u>Joiner Cost</u>
West Long Branch Board of Educa	Hawkswood School ESY	7/6/15-8/14/15	\$ 2,313.60
West Long Branch board of Educa	Hawkswood School	9/2/15-6/13/16	\$12,117.60

9. **Jointure Agreement**

Move to approve the Township of Ocean School District in a transportation jointure agreement with Neptune Township School District to act as host with the Township of Ocean Board of Education as follows:

<u>Host District</u>	<u>Destination</u>	<u>Duration</u>	<u>Joiner Cost</u>
Neptune Township Schl. Dist.	Middletown Vocational	9/8/15-6/20/16	\$13,615.70

10. **Jointure Agreement**

Move to approve the Township of Ocean School District in a transportation jointure agreement with Red Bank Regional to act as the host with the Township of Ocean Board of Education as follows:

<u>Host District</u>	<u>Destination</u>	<u>Duration</u>	<u>Joiner Cost</u>
Red Bank Reg'l Bd of Ed	Red Bank Regional HS	9/3/15-6/16/16	\$ 1,019.00

11. **SREC Solar Auction**

Move to approve Spectron Energy Inc. as the highest auction bidder in the amount of \$262.50 per credit for a total amount of \$122,850. The results of the online auction for 468 Solar Renewable Energy Certificates credits took place on Monday, November 30, 2015.

12. **Approval of Tax Sheltered Annuity (403b)/Section 529 College Savings Plan Companies and Section 457 Plans**

Move to approve the following Companies and standard sharing and hold harmless agreements per IRS regulations, to provide Tax Sheltered Annuity (403b), Section 529 College Savings Services, and Section 457 Plans to all District employees for calendar year 2016.

AXA Equitable	VOYA Annuities	Metropolitan Life
Ameriprise	Variable Annuity Life Insurance Company (VALIC)	
Aspire	Lincoln Investments	

13. **Cafeteria 125 Plan - Health (FSA)**

Move to approve the annual approval of the school district Cafeteria 125 plan. The plan allows for the carry-over of up to \$500 of unused balances to the next year with a total contribution limit of \$2,550.

14. **Accidental and Personal Indemnity Insurance Policy**

Move to approve the following companies to provide optional accidental and personal sickness indemnity insurance policy coverage for all District employees at their own expense for the calendar year 2016.

AFLAC
Allstate Insurance

15. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated December 15, 2015.

Motion(s) carried: 9-0

INSTRUCTION & EDUCATION: Mr. Brautigan

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

1. **Educational Study**

Move to approve the request of Alex Romagnoli, Ph.D., Assistant Professor in the School of Education at Monmouth University to conduct a study with a teacher(s) at Wanamassa Elementary School during the 2015-2016 school year. The Study is titled, “Pet Adoption Stories: Project-Based Learning and Its Implications for Fictional Writing Among Elementary Students.” The study “looks to explore how project-based instruction, where students work on projects for audiences outside of the classroom, impacts students’ fictional writing.” Details about the study are contained in the attached letter from Dr. Romagnoli, dated November 19, 2015.

2. **Field Experience**

Move to approve Lauren Caruso, Special Education Teacher, Wayside School to complete 90 hours of practicum training to fulfill Monmouth University requirements towards the attainment of a LDTC certification. Ms. Caruso will be completing the hours at Wayside Elementary School, under the supervision of Ms. June Zarra (certified LDTC). The hours will be completed during Ms. Caruso’s prep and lunch as well as after her contracted work day.

3. **School Counseling Internship**

Move to approve Michele Martino, a graduate student from Rider University, to fulfill 100

internship hours from January 2016 to June 2016 in accordance with the attached memorandum dated December 1, 2015.

4. **School Counseling Internship**

Move to approve Jillian Ceravolo, a graduate student from Monmouth University, to fulfill 300 internship hours from January 2016 to June 2016 in accordance with the attached memorandum dated December 3, 2015.

5. **Student Observers**

Move to approve Student Observers for the 2015-2016 school year in accordance with the attached memorandum dated December 4, 2015.

6. **Student Teachers**

Move to approve Student Teachers, for the period of January 12, 2016-May 20, 2016, in accordance with the attached memorandum dated December 4, 2015.

7. **Professional Development Activities – Staff**

Move to approve the attached memorandum dated December 11, 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.

8. **Comprehensive Equity Plan for School Years 2016-2017 through 2018-2019**

Move to approve the State's requirement to "Authorize the Affirmative Action Team to develop a Needs Assessment and a Comprehensive Equity Plan, implement the plan over a three-year period of time and submit an annual Statement of Assurance of its implementation and progress." This requirement is in accordance with N.J.A.C. 6A:7 Managing for Equality and Equity in Education.

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

Move to approve an addendum to out of district private tuition for the 2015-2016 school year in accordance with the attached memorandum dated December 7, 2015.

10. **Survey**

Move to approve the request of Suzanne DeValue, Basic Skills Teacher, Academic Success Program (Math), Township of Ocean Intermediate School, to conduct a survey as part of her thesis study for her Masters in Educational Technology through NJCU. The survey is titled, "A Comparison Study between Khan Academy and Study Island." Only students who volunteer would take the survey. Permission slips will be sent home to parents/guardians. Students that participate would anonymously complete a questionnaire during class time. The entire process would take 10 minutes. Copies of the survey and the permission letter are attached.

11. **Classroom Volunteer/Service Hours**

Move to approve the request of Sarah Gerstein, a student at Monmouth University and a District Substitute Teacher, to volunteer for a period of twenty hours at Wayside Elementary School. Ms. Gerstein would begin her volunteer service mid-January and would be assisting n Mrs. Rapuano's Kindergarten class. Ms. Gerstein is applying to be a member of the School of Education's International Honor Society. The twenty hours will help to fulfill her requirements.

Motion(s) carried: 9-0 (Mrs. Sylvia-Cioffi recused herself on item #4)

NEGOTIATIONS: No Report

PERSONNEL: Mrs. McGovern

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

1. **Retirements**

Move to approve the following retirements:

Roger L. Mills, Head Security Monitor, Township of Ocean Intermediate School, effective January 1, 2016.

Nancy Redding, Special Education Teacher, Township of Ocean Intermediate School, effective July 1, 2016.

2. **Choral Concert - Instructional Assistant**

Move to approve Mary Ann Rogers, an Instructional Assistant at the high school, to provide aide support for a high school student participating in the High School Choral Concert. Ms. Rogers will assist the student during the dress rehearsal scheduled for December 21, 2015, from 3:00 pm to 5:00 pm and during the concert presentation on December 22, 2015 from 5:30 pm to 8:30 pm. Ms. Rogers will be paid at her hourly contractual rate.

3. **Revised Contracts**

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

To fill vacancy positions:

Algisa Bolin	Special Education Teacher	\$53,955.00
	High School	BA/Step 1
	Actual Start Date: February 1, 2016	Prorated
	Effective Date: February 1, 2016	

(The revised contract reflects both a change in work status, from part-time to full-time, and a change in salary. New salary is reflected above. Ms. Bolin will replace contracted employee Paul Casner who will transfer to a new position on February 1, 2016.)

Brian Jones	From: Computer Technician/Level I/Part-time	\$35,000.00
	To: Computer Technician/Level I/Full-time	Prorated
	Technology Department, District-wide	
	Non-Tenure Track Position	

Effective Date: December 16, 2015

(Mr. Jones replaces Brendan Williams who resigned. This is a revision of work status from part-time to full-time and a revision in salary.)

Kevin Watkins	From:	Computer Technician/Level I/Full-time	*\$45,873.00
	To:	Computer Technician/Level II/Full-time	Prorated
		Technology Department, District-wide	
		Non-Tenure Track Position	
		Effective Date: December 16, 2015	

(Mr. Watkins replaces David Cohen who moved to the position of Assistant Network Manager, Technology Department/District-wide. The \$45,873.00 salary reflects a salary adjustment resulting from the move from a Level I to Level II Technician position. *Salary will be revised upon Board approval of non-represented salaries for the 2015-2016 school year.)

4. **Substitute Teachers**

Move to approve Substitute Teachers for the 2015-2016 school year in accordance with the attached list dated December 11, 2015.

5. **Instructional Assistant Substitute and Clerical Substitute**

Move to approve Denise Geary as both a Clerical Substitute and Instructional Assistant Substitute for the 2015-2016 school year.

6. **Assignment Change**

Move to approve that Robin Klohr, Speech Therapist, resume her full-time assignment at Ocean Township Elementary School effective January 4, 2016. (Currently Mrs. Klohr is at Ocean Township Elementary School with the exception of Tuesday afternoons, when she at the Intermediate School. Her assignment was changed at the beginning of the school year to include the Intermediate School because of the need for additional services at that location. The need at the Intermediate School has been resolved but needs are now increasing at OTES due to new students and new referrals at the preschool level.)

7. **After School Tutoring Program**

Move to approve Stephanie Horton, Robert Klinger, and Susan Malta as teachers for the After School Tutoring Program. The tutoring program will be held at the Township of Ocean Intermediate School every Tuesday evening from 4:00 – 6:00 pm, starting December 1, 2015. Teachers will be paid \$28.00 per hour.

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

Move to approve the request of district employee #6102 to use 16 days from the Sick/Personal Leave Bank Plan (Non-Work Related). This request is pending the donation of additional days to the bank.

9. **Unpaid Family Leave of Absence**

High School beginning Tuesday, December 15, 2015 and continuing through January 29, 2016 (6-weeks). While out on an unpaid family leave of absence Mrs. Stanton will be responsible for paying the appropriate contribution towards her health insurance coverage. Mrs. Stanton is expected to return to work on Monday, February 1, 2016.

Motion(s) carried: 9-0

PLANNING & CONSTRUCTION: No Report

TECHNOLOGY: No Report

OLD BUSINESS:

- Mr. Angelini spoke of his appreciation of the Board of Education members and the staff and leadership of the district.
- Mr. Brautigan thanked the Board of Education for the work they do and welcomed the new Board of Education members.
- Dr. Meller thanked the Board of Education for his short time on the Board and his time spent attending the Board of Education meetings as a resident.
- Mrs. Sylvia-Cioffi thanked the outgoing President, Mrs. Denise Parlamas.

NEW BUSINESS: None

PUBLIC COMMENTS:

- Paul Mayerowitz, resident, asked about the audited financial statements. Mrs. Laura DiTommaso, from Smolin Lupin, LLC discussed pension funding, surplus and state aid related to the district financial statements.
- Mr. Hudson, resident, congratulated the newly elected Board members and thanked Dr. Meller for his service.

ADJOURNMENT: 8:42 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