

**TOWNSHIP OF OCEAN BOARD OF EDUCATION  
WORK MEETING MINUTES  
December 15, 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 – 7:00 p.m.**

*Approval: Motion offered by Mrs. Parlamas, seconded by Mr. Angelini 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), Litigation (Ethics Litigation) and Student Matters (HIB Report). 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 – 7:34 p.m.**

*Approval: Motion offered by Dr. Meller, seconded by Mr. Brautigan and carried 9-0.*

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):

- Upcoming 'Night with the Superintendent'.
- Audit to be posted to website.

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

Mr. Jannarone discussed the following item(s):

- Budget season has started for 2016-2017

**PUBLIC COMMENT:**

- Paul Mayerowitz, resident, asked about the financial statements from the audit report. The School Business Administrator discussed the independent auditors presence at the regular meeting and how further questions could be answered then.

**COMMITTEE REPORTS:**

The Board of Education discussed committee items:

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

**COMMUNITY LIAISON & COMMUNICATIONS:** No Report

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

The following item(s) were discussed:

1. **Discussion of Audit for 2014-2015 School Year**

Mrs. Laura DiTommaso of the independent Certified Public Accounting firm of Smolin Lupin LLC was in attendance to review the annual school district audit.

2. **Discussion: Federal Work-Study Program**

Board of Education and Administration discussed 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.

3. **Discussion: Use of Facilities**

Board of Education and Administration discussed the use of facilities according to the attached list dated December 15, 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 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.

2. **Discussion: Comprehensive Equity Plan for School Years 2016-2017 through 2018-2019**

Board of Education and Administration discussed 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.

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

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

4. **Discussion: Survey**

Board of Education and Administration discussed the request of Suzanne DeValue, Basic Skills Teacher, Academic Success Program (Math), Township of Ocean Intermediate School, to conduct a

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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.

### **5. Discussion: Classroom Volunteer/Service Hours**

Board of Education and Administration discussed 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 in 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.

### **6. Discussion: School Counseling Internship**

Board of Education and Administration discussed the request of 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.

**NEGOTIATIONS:** No Report

**PERSONNEL:** Mrs. McGovern

The following item(s) were discussed:

#### **1. Discussion: Retirement**

Board of Education and Administration discussed the retirement of Nancy Redding, Special Education Teacher, Township of Ocean Intermediate School, effective July 1, 2016.

#### **2. Discussion: Substitute Teachers**

Board of Education and Administration discussed hiring Substitute Teachers for the 2015-2016 school year in accordance with the attached list dated December 11, 2015.

#### **3. Discussion: Instructional Assistant Substitute and Clerical Substitute**

Board of Education and Administration discussed hiring Denise Geary as both a Clerical Substitute and Instructional Assistant Substitute for the 2015-2016 school year.

#### **4. Discussion: Assignment Change**

Board of Education and Administration discussed 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 is 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.)

#### **5. Discussion: After School Tutoring Program**

Board of Education and Administration discussed hiring Stephanie Horton, Robert Klinger and

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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.

**6. Discussion: Revised Contracts**

Board of Education and Administration discussed issuing revised contracts to the following employees:

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.)

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

Board of Education and Administration discussed the request of district employee #6102 to use 16 days from the Sick/Personal Leave Bank Plan (Non-Work Related). (Request is pending the donation of additional days to the bank.)

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

Board of Education and Administration discussed the request of Maria Stanton, World Language Teacher, High School to take an unpaid family leave of absence 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.

**PLANNING & CONSTRUCTION:** No Report

**TECHNOLOGY COMMITTEE:** No Report

**OLD BUSINESS:** No Report

**NEW BUSINESS:** No report

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**PUBLIC COMMENT:** None

**ADJOURN MEETING: 7:58 p.m.**

There being no further business Mr. Moore made a motion, seconded by Mrs. Parlamas, that the meeting be adjourned. This motion carried 9-0.

Respectfully submitted,

Kenneth Jannarone  
School Business Administrator/  
Board Secretary