

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
December 8, 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 (Arrived at 7:12 pm), Mr. Sean Moore, Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi.

Staff in attendance - Mr. Stone, Assistant School Business Administrator and
Dr. Stefankiewicz, Superintendent of Schools

Enter Executive Session – 7:01 p.m.

Approval: Motion offered by Mrs. Parlamas, seconded by Mr. Brautigan 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 (Board of Adjustment) and Student Matters. 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 – 7:31 p.m.

Approval: Motion offered by Mr. Brautigan, seconded by Mr. Moore, and carried 9-0.

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

PRESIDENT'S REPORT: Mrs. Parlamas

President Parlamas discussed the following item(s):

- Mrs. Parlamas and the Superintendent attended workshop regarding the Building Capacities Grant for the Career Pathway Program.

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Superintendent discussed the PARCC scores.
- Superintendent discussed touring the faculty meeting at each school.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Stone, ASBA

Mr. Stone discussed the following item(s):

- Budgets are starting to be submitted from each department/school. Plan on going over them during Holiday break.
- TOIS SREC solar auction took place November 30, 2015. SREC auction for high school solar credits will take place next year.
- The School business Administrator is on sick leave and hopes to be back soon.

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PUBLIC COMMENT: None

COMMITTEE REPORTS:

The Board of Education discussed committee items:

CO-CURRICULAR STUDENT ACTIVITIES: No Report

COMMUNITY LIAISON & COMMUNICATIONS: None

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Moore

The following item(s) were discussed:

1. **Discussion: No Child Left Behind Grant 2015-2016**

Board of Education and Administration discussed 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>
<u>20-231-1000-10101-00-16</u>			
<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%
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>
<u>20-241-1000-10101-00-15</u>			
<u>ESL</u>			
Donner, Andrea (Wanamassa)	\$79,320.00	\$35,694.00	45.0%

2. **Discussion: Jointure Agreement**

Board of Education and Administration discussed 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

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3. Discussion: Jointure Agreement

Board of Education and Administration discussed 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

4. Discussion: Jointure Agreement

Board of Education and Administration discussed 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

5. Discussion: Jointure Agreement

Board of Education and administration discussed 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

6. Discussion: SREC Solar Auction

Board of Education and administration discussed 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.

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

Board of Education and administration discussed 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	

8. Discussion: Cafeteria 125 Plan - Health (FSA)

Board of Education and administration discussed 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.

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9. Discussion: Accidental and Personal Indemnity Insurance Policy

Board of Education and administration discussed 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

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

10. Use of Facilities

Move to approve the use of facilities according to the attached list dated December 8, 2015.

Motion carried: 9-0

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

1. Discussion: Educational Study

Board of Education and Administration discussed 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. Discussion: Field Experience

Board of Education and Administration discussed the request of Lauren Caruso, Special Education Teacher, Wayside School to complete 90 hours of practicum training to fulfill Monmouth University requirements toward 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. Discussion: School Counseling Internship

Board of Education and Administration discussed the request of 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. Discussion: 2015 PARCC Scores

Board of Education and Administration discussed the 2015 PARCC scores, please see attached document.

5. Discussion: Student Observers

Board of Education and Administration discussed Student Observers for the 2015-2016 school year in accordance with the attached memorandum dated December 4, 2015.

6. Discussion: Student Teachers

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Board of Education and Administration discussed Student Teachers, for the period of January 12, 2016-May 20, 2016, in accordance with the attached memorandum dated December 4, 2015.

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

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

Move to approve both a cancellation and an addendum to out of district private tuition for the 2015-2016 school year in accordance with the attached memorandum dated November 30, 2015.

8. **Suspension Report**

Move to approve the District's Suspension Report for the month of November 2015, copy attached.

9. **Professional Development Activities – Staff**

Move to approve the attached memorandums (2) dated December 4, 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.

Motions for items #7 thru #9 carried: 9-0

Board of Education discussed PARCC scores and student discipline issues.

NEGOTIATIONS: No Report

PERSONNEL: Mrs. McGovern

The following item(s) were discussed:

1. **Discussion: Retirement**

Board of Education and Administration discussed the retirement of Roger L. Mills, Head Security Monitor, Township of Ocean Intermediate School, effective January 1, 2016.

2. **Discussion: Choral Concert - Instructional Assistant**

Board of Education and Administration discussed hiring 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.

9. **Discussion: Revised Contract**

Board of Education and Administration discussed issuing a revised contract to the following:

To fill a vacancy position:

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

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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.)

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

3. **Instructional Assistant Substitute**

Move to approve Kim O'Boyle as an Instructional Assistant Substitute for the 2015-2016 school year.

4. **African American Club - Instructional Assistant**

Move to approve Lee-Ann Gutierrez, an Instructional Assistant at the high school, to provide aide support, effective November 16, 2015, for a high school student participating in the African American Club. Mrs. Gutierrez will be paid at her hourly contractual rate. (At the regular monthly meeting held on September 29, 2015 the Board approved Joseph Siciliano, an Instructional Assistant Substitute, to provide this service. Mrs. Gutierrez is the contracted Instructional Assistant and will take over the responsibility.)

5. **Revised – Contract**

Move to approve that a revised contract be issued to the following employee:

To fill a vacancy – non-tenure track position:

Robert Masino	Bus Driver	\$19,992.00
	Transportation Department	Step 1 (Hourly)
	Non-Tenure Track Position	Prorated
	Actual Start Date: December 1, 2015	
	Effective Date: December 1, 2015	

(Mr. Masino was hired to cover a previously contracted out of district route. This is a revision to the actual start date. Mr. Masino was originally approved at the November 17, 2015 regular monthly meeting to start work on November 18, 2015; that date was changed to the December 1st date reflected above.)

6. **Issuance of Contract**

Move to approve that a contract be issued to the following:

To fill a vacancy position:

Eric Gallotto	Special Education Teacher/Part-time	\$26,978.00
	High School	BA/Step I
	Actual Start Date: December 7, 2015	Prorated
	Effective Date: January 1, 2016	

(Mr. Gallotto replaces Kristin Norton who resigned. Mr. Gallotto was previously approved, at the November 17, 2015 regular monthly meeting, pending criminal history background check and release from current employer. Both are in order.)

7. **OTHS Legacy Winter Ball – Instructional Assistants**

Move to approve the following Instructional Assistants to provide one-on-one aide support to five (5)

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high school students attending the High School Legacy Winter Ball. The dance will be held on Friday, December 11, 2015 at the High School from 7:00pm – 10:00 pm. The Instructional Assistants will be paid at their hourly contractual rate.

Michele Gemignani
Lee Ann Gutierrez
Mary Ann Rogers
Sue MacDonald
Bonnie Zimmerman

8. Volunteer Coach – Indoor Track/2015-2016 School Year

Move to approve Timothy Patterson as a Volunteer High School Indoor Track Coach for the 2015-2016 school year. Indoor track began on November 30, 2015.

Motion(s) for items #3 thru #8 carried: 9-0

PLANNING & CONSTRUCTION: No Report

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT:

- Paul Mayerowitz, resident, discussed the number of school physicians and their job responsibilities and their annual compensation.

ADJOURN MEETING: 8:30 p.m.

There being no further business Dr. Meller made a motion, seconded by Mr. Angelini, that the meeting be adjourned. This motion carried 9-0.

Respectfully submitted,

George Stone
Assistant School Business Administrator/
Assistant Board Secretary