

**MINUTES OF THE REGULAR MONTHLY MEETING  
TOWNSHIP OF OCEAN  
JANUARY 19, 2016**

**CALL TO ORDER**

The Board President, Joseph Hadden, 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, January 19, 2016 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](http://www.oceanschools.org) on January 7, 2016.
2. Notice of the meeting was transmitted to the Asbury Park Press on January 7, 2016 and The New Coaster Newspapers on January 7, 2016.
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, 2016.

**ROLL CALL**

The following members were present: Mr. Steven Clayton, Mr. James Dietrich, Mr. Joseph Hadden, Mr. David Marshall, Mrs. Amy McGovern, Mr. Sean Moore, Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi

**PRESIDENT'S REPORT** – No Report

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

The student representatives reported on the following:

- SPCA food drive.
- Finals for 1st semester.
- Sports update on winter sports.

**SUPERINTENDENT'S REPORT** – Dr. Stefankiewicz

Dr Stefankiewicz reported on the following student awards:

The 12th Annual NJ GSA\* Forum was held Saturday, November 14, 2015, at Ocean Township High School. This statewide NJ GSA\* forum has traditionally been known as the Gay Straight Alliance Forum, but is now addressing the need for broader inclusion by changing its name to the Gender and Sexuality Alliance Forum. To reflect the diversity of the LGBT community, the organizers chose to adapt the asterisk, commonly used to denote the varied nature of trans\* identity, signifying that the Forum is welcoming to all in this rich and varied community.

Sponsored by HiTOPS and GLSEN Central NJ, the theme for this year's forum was "Diving into the Alphabet Soup", a call to the ever-growing acronym LGBTQIA+ and the multi-faceted truth of identity for gender-nonconforming individuals. This event drew over 400 youth, advisors, and allies from across NJ for workshops and panels on legal issues, creative expression, faith, health, youth activism and safer schools. Keynote speaker was Skylar Kergil, a 24 year old transgender activist and recipient of the Trevor Project's Youth Innovator Award for his commitments to saving young LGBT + lives. Helping organize this year's event were members of the high school OTHS GSA Club: Elyse Hazel, club President and Quinn Roman, club Vice-President. Advisors were: Mrs. Rose Griffin and Ms. Susan Henderson.

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Congratulations to the Ocean Township High School DECA Team on their outstanding performance at the DECA 2015 Innovations & Entrepreneurship Conference held in Austin, Texas on November 20-22, 2015. Over 2,500 students took part in "The DECA Ultimate Power Trip" participating in professional learning seminars, competitive events, and a business pitch challenge. The Ocean DECA team was represented by 12 students, 3 OTHS students were National business pitch challenge finalists: Connor Daly, Ally Segerman and Shalin Shah. Mr. Greg Colón is DECA advisor.

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Congratulations to Alexandra Santos, 7th grade student, whose photograph was chosen by The Arts and Education Center of Monmouth County as "Best of Best" work and is part of the Traveling Student Art Exhibit for the current school year, touring various libraries in the area. Her work was displayed at the Township of Ocean Public Library and Eatontown Public Library during the month of December.

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The Superintendent introduced Marion Conrad, Assistant Superintendent of Curriculum and Instruction, who gave a Power Point presentation regarding assessment results of the district. (See attached)  
➤ Public asked questions about the presentation. Kelly Weldon, High School Principal discussed the SAT scores.  
➤ The Board of Education discussed the AP scores at the High School and participation.  
➤ Public and administration discussed action plans that are created by the teachers and administrators. Ms. Conrad discussed how the teachers and departments use the detailed data from the test to improve student achievement.

**PUBLIC COMMENTS-AGENDA:** None

**APPROVAL OF MINUTES:**

Mr. Moore made a motion, seconded by Mr. Clayton, for approval of the minutes of the Regular meeting December 15, 2015, Re-Organization meeting of January 6, 2016 and Work/Executive Session meetings December 15, 2015 and January 12, 2016.

Motion(s) carried: 9-0 (Mr. Dietrich and Mr. Marshall abstained on December 15, 2015 meetings)

**APPROVAL OF BILLS:** Mr. Moore

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

Bills List	January 19, 2016	2,576,673.21
Payroll	December 23, 2015	2,042,734.53
Employer FICA & DCRP	December 23, 2015	38,423.24
Payroll	January 15, 2016	2,282,133.90
Employer FICA & DCRP	January 15, 2016	<u>57,431.53</u>
	Total	<u>\$6,997,396.41</u>

Motion(s) carried: 9-0

## **COMMITTEE REPORTS:**

### **CO-CURRICULAR STUDENT ACTIVITIES:** None

### **COMMUNITY LIAISON & COMMUNICATIONS:** Mrs. Sylvia-Cioffi

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

#### 1. **HIB Report**

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

HIB Report # 5 - Presented January 12, 2016

Motion(s) carried: 9-0

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

Mr. Moore made a motion, seconded by Mr. Marshall, 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 December 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 December 31, 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 December 31, 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 December 31, 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, December 31, 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 December 2015:**

**Fire Drill**

Ocean Township High School .....	December 7, 2015
Twp. of Ocean Intermediate School .....	December 4, 2015
Ocean Township Elementary School .....	December 10, 2015
Wanamassa Elementary School .....	December 15, 2015
Wayside Elementary School .....	December 7, 2015

**Active Shooter**

Wayside Elem. School .....	December 10, 2015
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**Lockdown/Active Shooter Drill**

Ocean Township High School .....	December 10, 2015
Ocean Township Elem. School .....	December 9, 2015
Wanamassa Elementary School .....	December 1, 2015
Twp. of Ocean Intermediate School .....	December 11, 2015

4. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated January 19, 2016.

Motion(s) carried: 9-0

**INSTRUCTION & 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 January 15, 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. **Internship – School Social Work**

Move to approve the request of Melanie Davis, a student at Monmouth University, to complete a school social work internship under the guidance of Karen Dunn, Social Worker at OTHS, 2 days per week beginning January 20, 2016 through April 30, 2016, (pending criminal history background check).

3. **Fieldwork/L.D.T.C.**

Move to approve the request of Paola Lauterwasser, Spanish Teacher at OTHS, to complete 60 hours of fieldwork toward her LDTC certification at Monmouth University. Ms. Lauterwasser will complete her field work under the guidance of Nancy Horan, L.D.T.C. at OTHS beginning January 20, 2016 through June 2016. Ms. Lauterwasser will complete the hours during her prep time and after her contracted work day.

4. **Student Observers**

Move to approve student observers for the 2015-2016 school year in accordance with the attached memorandums (2) dated January 8<sup>th</sup> and January 15<sup>th</sup>, 2016

5. **Classroom Observers**

Move to approve students from Kean University to observe Adaptive Physical Education classes at the Wayside Elementary School, in accordance with the attached memorandum dated January 15, 2016.

6. **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 January 11, 2016.

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

Move to approve a revision to out of district private tuition for the 2015-2016 school year in accordance with the attached memorandum dated January 12, 2016, (revision reflects a decrease in the cost of one-on-one aide services).

8. **Suspension Report**

Move to approve the District's Suspension Report for the month of December 2015.

9. **Trip Request**

Move to approve the following trip request:

Group:	Italian Classes/Grade 8
Number of Students:	40
Date:	Tuesday, February 9, 2016
	Departure time: 7:30 am
	Return time: 2:30 pm
Destination:	EATALY, NYC
	(Italian food hall offering imported groceries and multiple eateries.)

Purpose:	Working Lesson/Food Vocabulary, Cooking Class, and Culture
Transportation:	1 Bus (Durham)
Teacher Chaperones:	3 (Denise Amato, Susan Fischer, Joe Palumbo)
Parent Chaperones:	0
Cost per pupil:	\$15.00 (paid for by student)

10. **Student Teacher**

Move to approve a student teacher for the 2015-2016 school year in accordance with the attached memorandum dated January 15, 2016.

Motion(s) carried: 9-0 (Mr. Marshall abstained on items #2, 3, 4 and 10)

**NEGOTIATIONS:** Mr. Moore

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

1. **Memorandum of Agreement-Bus Drivers' Association**

Move for approval of the Memorandum of Agreement between the Township of Ocean Board of Education and the Township of Ocean Bus Drivers' Association for the years 2015-2016, 2016-2017 and 2017-2018, as per attached.

Motion(s) carried: 9-0

**PERSONNEL:** Mrs. Parlamas

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

1. **Employee Suspension**

Move to approve the suspension, with pay, of employee number 4344, December 21, 2015 through January 15, 2016.

2. **Employee Suspension**

Move to approve the suspension, with pay, of employee number 4354, beginning January 15, 2016 and continuing until further notice.

3. **Retirements**

Move to approve the following retirements effective, July 1, 2016:

Debbie Arbus, Elementary Teacher, Wayside Elementary School  
Eleanor Goslin, Secretary I, Township of Ocean Intermediate School  
Roseann McCarthy, Science Teacher, Ocean Township High School  
Anne Pappayliou, Language Arts & Reading Teacher, Township of Ocean Intermediate School  
Deborah Sfraga, Music Teacher, Township of Ocean Intermediate School

4. **School Safety Patrol Advisors for the 2015-2016 School Year – Wanamasaa & Wayside Elementary Schools**

Move to approve the following District teachers as School Safety Patrol Advisors. Each teacher will be paid a stipend in the amount of \$500.00 (prorated for the 2015-2016 school year).

Amy Steckhahn, Wayside Elementary School  
Lorri Ann Wahlgren, Wanamassa Elementary School

5. **School Safety Patrol Advisors for the 2015-2016 School Year – OTES**

Move to approve Jonathan Molinelli, Kevin Ruane, and Kristin Vona as School Safety Patrol Advisors for the Ocean Township Elementary School. Mr. Molinell, Mr. Ruane and Ms. Vona will split the \$500.00 stipend (prorated for the 2015-2016 school year).

6. **Spring Coaching Recommendations**

Move to approve Spring Coaching recommendations for the 2015-2016 school year in accordance with the attached memorandum dated January 8, 2016.

7. **Substitute Teachers**

Move to approve Substitute Teachers for the 2015-2016 school year in accordance with the attached list dated January 15, 2016.

8. **Change on Guide – Revised Contracts – February 1, 2016**

Move to approve change on guide for staff members who have submitted proof of completion of their required courses in accordance with the attached list dated January 15, 2016.

9. **Issuance of Contract**

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

**To fill a vacancy position:**

Libby Landman	Special Education Teacher/Part-time	\$26,878.00
	High School	BA/Step 1
	Actual Start & Effective Dates: Pending	Prorated
	criminal history background check and issuance of teaching certificate from the NJ Department of Education.	

(Ms. Landman replaces Ms. Algisa Bolin who will transfer to a full-time teaching position effective February 1, 2016.)

10. **Unpaid Leave of Absence**

Move to approve Emily Lee, Art Teacher Wayside Elementary School to take an unpaid leave of absence, with the continuation of benefits, Thursday, May 12, 2016 through June 30, 2016. Mrs. Lee's last day of work will be Friday, April 29, 2016. She is expected to return to the classroom on September 1, 2016. While out on an unpaid leave of absence, Mrs. Lee will be responsible for paying the appropriate contribution towards her health insurance coverage.

11. **Unpaid Leave of Absence**

Move to approve Meaghan McDavitt, English Teacher, High School to take an unpaid leave of absence March 11, 2016 through April 29, 2016. Mrs. McDavitt will return to work on Monday, May 2, 2016.

12. **Unpaid Family Leave of Absence**

Move to approve Stacey Hughes, Special Education Teacher, Ocean Township Elementary

School to take an unpaid family leave of absence beginning September 1, 2016 through October 13, 2016. Mrs. Hughes last day of work will be May 20, 2016. She is expected to return to the classroom on Friday, October 14, 2016.

Motion(s) carried: 9-0

**PLANNING & CONSTRUCTION:** No Report

**TECHNOLOGY:** No Report

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENTS:**

- Paul Mayerowitz, resident, asked for an update on the Referendum Projects. The School Business Administrator discussed what projects have been completed and what projects are currently out to bid.
- Mr. Michael Reilly, TOEA President, discussed heat in the classrooms at the high school. Mr. Reilly also discussed post in-service surveys. The Superintendent and School Business Administrator discussed professional development and building maintenance.
- Dr. Meller, resident, asked for the Board of Education to consider televising meetings.

**ADJOURNMENT: 9:12 p.m.**

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

Respectfully submitted,

Kenneth Jannarone  
School Business Administrator/  
Board Secretary