

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
July 14, 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, Mr. Michael Palutis, Mrs. Denise Parlamas, and Mrs. Sylvia Sylvia-Cioffi.
Mrs. Amy McGovern and Mr. Sean Moore were absent.
Staff in attendance - Mr. Jannarone and Dr. Stefankiewicz

Enter Executive Session – 7:01 p.m.

Approval: Motion offered by Mrs. Parlamas, seconded by Mr. Brautigan and carried 6-0.

Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Personnel (Personnel agenda). 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 – 7:30p.m.

Approval: Motion offered by Mrs. Sylvia-Cioffi, seconded by Mr. Brautigan, and carried 6-0.

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):

- Appointed Mr. Michael Palutis as Technology Committee Chairman replacing Mr. Robert Acerra, who resigned from the Board.

SUPERINTENDENT’S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Special Education extended school year at Wanamassa School.
- CAPS Summer Program at Ocean Township Elementary School.
- Township of Ocean Intermediate School “Traditional” Summer School doing well.
- Ocean Township High School online summer school participation.

SCHOOL BUSINESS ADMINISTRATOR’S REPORT: Mr. Jannarone

Mr. Jannarone discussed the following item(s):

- Discussed GovDeals auction of surplus wood shop and technology equipment and a couple of buses.
- Ms. Danielle Salah EDF fellow from Sustainable New Jersey Grant discussed energy savings measures being investigated.

PUBLIC COMMENT: None

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COMMITTEE REPORTS:

The Board of Education discussed committee items:

CO-CURRICULAR STUDENT ACTIVITIES: No Report

COMMUNITY LIAISON & COMMUNICATIONS: Mr. Angelini

The following item(s) were discussed:

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

Board of Education and Administration discussed the Board of Education's Goals & Objectives for the 2015-2016 school year and accomplished goals of 2014-2015, as per attached.

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

2. **New Board Member Appointment**

Move to approve the appointment of Dr. Marwin Meller, to the Township of Ocean Board of Education, effective July 28, 2015. This appointment will replace the seat vacated by Mr. Robert Acerra and the appointment will be until the January 2016 reorganization meeting.

Motion carried: 6-0

Board of Education thanked Dr. Meller for his dedication to the Board regarding his attendance at regular and workshop meetings.

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Hadden

The following item(s) were discussed:

1. **Discussion: Renewal of Automatic Temperature Control Contract**

Board of Education and Administration discussed the extension of award of the Automatic Temperature Control for the 2015-2016 school year with Jersey State Controls, Lakewood, NJ for a 0% increase as follows:

| Vendor | School | 2015-2016 |
|-----------------------|--|-------------|
| Jersey State Controls | OT High School TwP. of Ocean Intermediate OT Elementary School Wanamassa School Wayside Elem. School | \$51,780.00 |
| Hourly Rate | All Schools | \$100.00 |

2. **Discussion: Resolution for Shared Services Insurance Fund**

Board of Education and Administration discussed a renewal of the NJ Shared Insurance Services including workers compensation, and property and liability coverage with the New Jersey School Boards Assoc. Insurance Group for a one year premium (July 1, 2015-June 30, 2016), for a total amount of \$1,113,287; includes all lines of coverage, enabling school districts to cooperate with each other to make the most efficient use of resources. (See attached detail lines of coverage)

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3. Discussion: Chamber of Commerce

Board of Education and Administration discussed the renewal of a 3 year lease with the Chamber of Commerce to rent rooms at the current Township of Ocean Administration Building at a rate of \$800 per month. This agreement as attached will end on June 30, 2018.

4. Discussion: Bus Fleet Management & Maintenance Services:

Board of Education and Administration discussed the renewal of the fourth and final extension with First Vehicle Services for the Management and Maintenance of the Township of Ocean bus fleet commencing on July 1, 2015 and ending on June 30, 2016. The management fee will be \$32,837 and an administrative cost of \$28,732 (which represents a 0% increase over last year). A target price of \$370,243 reflects total estimated department costs: such as, parts and labor.

5. Discussion: Nursing Services

Board of Education and Administration discussed registered nursing services for 2015-2016 at Ocean Township High School and the Township of Intermediate School provided through Monmouth-Ocean Education Services Commission at a rate of \$51 per hour, as per attached contract.

6. Discussion: Volunteer Orthopedic Physicians

Board of Education and Administration discussed the following orthopedic groups as volunteers to attend the home football games for the 2015 fall season.

Seaview Orthopaedic & Medical Associates
Professional Orthopedic Associates

7. Discussion: Professional Services Resolutions

Board of Education and Administration discussed the following Therapy Contracts.

| | |
|------------------------------|--|
| Awarded to: | Tiny Tots Therapy |
| Duration: | September 3, 2015 to October 30, 2015 6.5 hours per day |
| Nature and Type of Contract: | Speech Therapy |
| Amount of Contract: | \$71.00 per hour |

- a. These contracts will be awarded as a “Professional Service” in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-2h, being that it is for services performed by persons authorized by law to practice a recognized profession.
- b. The above professional has submitted a political contribution disclosure form in accordance with N.J.S.A. 19A-20.26.
- c. A copy of this resolution as well as the contract and political contribution form shall be placed on file with the Secretary of the Board and will be available for public inspection along with notice to the newspaper of record for this award.

8. Discussion: Qualified Purchasing Agent 2015-2016

Board of Education and Administration discussed to designate Kenneth Jannarone as Qualified Purchasing Agent and to set the bid threshold in accordance with NJSA 18A:18A-3a and NJAC 5:34-5, currently

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\$40,000. The qualified purchasing agent is also authorized for the purchase of goods and services entered into on behalf of the state by the Division of Purchase and Property utilizing various vendors that have State Contracts. The purchasing agent shall make known to the Board the commodity/service, vendor and state contract number utilized.

9. Discussion: Report of Awarded Contracts

Pursuant to PL 2015, Chapter 47 the Township of Ocean Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18 et.esq, NJAC Chapter 23 and Federal Uniform Administration Requirements 2CFR, Part200.

10. Discussion: Use of Facilities Policy

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

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

11. Use of Facilities

Move to approve the use of facilities according to the attached list dated July 14, 2015.

Motion carried: 6-0

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

1. Discussion: School Counseling Internship – September-December 2015

Board of Education and Administration discussed Lindsay Redfern's request to fulfill a School Counseling Internship as part of her graduate program at Monmouth University. The internship would be completed during the period of September-December 2015, in accordance with the attached memorandum dated July 1, 2015.

2. Discussion: HIB Self-Assessment

Board of Education and Administration discussed the District's Self-Assessment for Determining the HIB Grades, in accordance with the attached memorandum dated July 10, 2015, letter from the State Department of Education, dated May 5, 2015, and summary sheets (denoted by school).

3. 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 July 10, 2015, (all curricula has been posted, for your review, on the district website under the Board Members' link).

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

4. Professional Development Activities – Staff

Move to approve the attached memorandums (2) dated July 10, 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

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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.

5. Out of District 2014-2015 Public Tuition

Move to approve out of district public tuition for the 2014-2015 school year in accordance with the attached memorandum dated June 25, 2015.

Motion(s) carried: 6-0

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. Discussion: Employee Suspension

Dr. Stefankiewicz discussed, with the Board, the details related to the suspension, with pay, of employee number 5549, beginning June 22, 2015 and continuing until further notice.

2. Discussion: Club Positions

Board of Education and Administration discussed hiring, for the 2015-2016 school year, 2 teachers 2 days a week to oversee a Help and Homework Club at the Wayside School for first and second grade students. (Currently there is not an after-school-club for students in first and second grade. There is only one in place for third and fourth grade students.)

4. Discussion: Credit Reimbursement – Winter 2014 and Spring 2015

Board of Education and Administration discussed credit reimbursement for courses completed during the Winter 2014 and Spring 2015, in accordance with the attached list dated July 10, 2015.

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

3. Retirement

Move to approve the retirement of John Nacarolo, Part-time, Health Teacher, Intermediate School/Fifth Grade Wing, effective July 1, 2015.

5. Consultant/Supervisor for Elementary and Special Education, Grades K-4

Move to approve hiring Judy Terry, effective immediately, as a Consultant/Supervisor for Elementary and Special Education, Grades K-4, at a rate of \$390.00 per diem. Mrs. Terry will act in a Consultant/Supervisory capacity, three days per week, during the 2015-2016 school year.

6. Teacher Summer Skills Camp/CAPS at OTES

Move to approve Sandi Normile as a teacher for the 2015 Summer Skills Camp/CAPS (Core Academic Program of Skills) at Ocean Township Elementary School. Mrs. Normile's first day will be July 6, 2015. Mrs. Normile will work, Monday through Thursday, 4 hours per day, 8:00 am – 12:00 pm, July 6, 2015 – July 23, 2015. Mrs. Normile will be paid \$35.00 per hour.

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7. Revised Contract

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

| | | |
|----------------|-------------------------------|-----------------------|
| Alex Rodriguez | Custodian I | \$33,385.00* |
| | Intermediate School/Day Shift | Retro to July 1, 2015 |
| | Effective: July 1, 2015 | |

(*This is a revision to salary as a result of being issued a black seal license.)

8. Bus Driver and Bus Aides for the 2015 Summer Months

Move to approve the following Bus Driver and Bus Aides, to work during the 2015 Summer months:

Carol Brohmer, Bus Driver & Bus Aide
Cynthia Eager, Bus Aide

9. Issuance of Contracts

Move to approve that contracts be issued to the following:

To fill vacancy positions:

| | | |
|------------|----------------------------------|--------------|
| Sean Corso | Custodian I | \$32,085.00* |
| | Swing Shift/Intermediate School | Step A |
| | Non-Tenure Track Position | |
| | Actual Start Date: July 20, 2015 | |
| | Effective Date: August 1, 2015 | |

(Mr. Corso was previously approved at the June 23, 2015 regular monthly meeting pending criminal history background check and release from current employer; both are in order. Mr. Corso replaces George Kistner who moved to the day shift at the Intermediate School. *Salary is commensurate with the Township of Ocean School District Custodians' 2014 – 2015 salary guide and will be revised upon an accepted negotiated 2015-2016 salary guide.)

| | | |
|-----------------|--|--------------|
| Jessica Fischer | Basic Skills Teacher, 3/7 Time | \$24,655.00* |
| | Intermediate School/5 th grade wing | MA/Step I |
| | Actual Start & Effective Dates: Pending criminal history background check. | |

(Mrs. Fischer replaces Kathryn Gorga who moved 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.)

| | | |
|------------------|--|--------------|
| Matthew Goldfarb | Health and Physical Education Teacher | \$57,525.00* |
| | High School and Ocean Township Elementary School | MA/Step I |
| | Actual Start & Effective Dates: Pending criminal history background check. | |

(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 2015-2016 salary guide.)

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| | | |
|--------------|--|--------------|
| Emily A. Lee | Art Teacher | \$57,525.00* |
| | Wayside Elementary School | MA/Step I |
| | Actual Start & Effective Dates: Pending criminal history background check. | |

(Mrs. Lee replaces Barbara Suchernick who retired July 1, 2015. *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.)

| | | |
|----------------|--|-------------------------|
| Amanda Maltese | Supervisor of Mathematics (Grades 6-12) and Business (Grades 9-12) | \$92,500.00* |
| | High School & Intermediate School | Department Supervisors/ |
| | Actual Start Date: July 7, 2015 | Step 1 |
| | Effective Date: August 1, 2015 | |

(Mrs. Maltese was previously approved at the June 9, 2015 work meeting of the Board pending release from current employer and criminal history background check; both are in order. Mrs. Maltese replaces Janet Bluefield who retired July 1, 2015. *Salary is commensurate with the Township of Ocean School District Administrators' 2014-2015 salary guide for Department Supervisors and will be revised upon an accepted negotiated 2015-2016 salary guide.)

| | | |
|---------------|-------------------------------------|--------------|
| Timothy Wills | Custodian I | \$32,085.00* |
| | Night-Shift/Ocean Twp. Elem. School | Step A |
| | Non-Tenure Track Position | |
| | Actual Start Date: July 13, 2015 | |
| | Effective Date: August 1, 2015 | |

(Mr. Wills was previously approved at the June 23, 2015 regular monthly meeting pending criminal history background check. Clearance has been received. Mr. Wills replaces Felix Puello who is transferring to the high school. *Salary is commensurate with the Township of Ocean School District Custodians' 2014 – 2015 salary guide and will be revised upon an accepted negotiated 2015-2016 salary guide.)

To fill a replacement/non-tenure track position:

| | | |
|-------------------------|---|--------------|
| Francesco DiMiceli, Jr. | Mathematics Teacher | \$57,525.00* |
| | Intermediate School | MA/Step 1 |
| | Maternity Leave Replacement/Non-Tenure Track Position | |
| | September 1, 2015 – June 30, 2016 | |
| | Actual Start Date: September 1, 2015 | |
| | Effective Date: September 1, 2015 | |

(Mr. DiMiceli was previously approved at the June 9, 2015 work meeting pending criminal history background check. Clearance has been received. Mr. DiMiceli replaces Alicia Tennaro, who will be out on maternity leave for the 2015-2016 school 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.)

| | | |
|----------------|---|--------------|
| Alyssa Galasso | Mathematics Teacher | \$53,625.00* |
| | Intermediate School | BA/Step 1 |
| | Maternity Leave Replacement/Non-Tenure Track Position | |
| | September 1, 2015 – June 30, 2016 | |

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Actual Start Date: September 1, 2015

Effective Date: September 1, 2015

(Ms. Galasso was previously approved at the June 9, 2015 work meeting of the Board, pending criminal history background check. Clearance has been received. Ms. Galasso is replacing Donna Drury who will be out on a maternity leave of absence for the 2015-2016 school 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.)

10. Change to Teacher's Schedule in Providing Therapy Services for a District Student on Home Instruction

Move to adjust Eileen Knier's work schedule in providing therapy services during the summer months to student #73296. Mrs. Knier was previously approved to work 4 hours per week for the period of July 6, 2015 – August 14, 2015. She will now work 4 hours per week during the period of July 6, 2015 – July 24, 2015. Her rate of pay will be \$35.00 per hour.

11. Continued Therapy Services for a District Student on Home Instruction

Move to approve the following teacher to provide therapy services during the summer months, for student # 73296, who has been out on home instruction. The continuation of these services is based on the determination of the District physician.

Elizabeth Paterno – 4 hours per week of home instruction 7/27/2015 -8/14/2015, at a rate of \$35.00 per hour.

12. Continuation of Temporary Assignment

Move to approve that Juan Sanchez continue at the Ocean Township Elementary School as Custodian I/In-Charge - Day Shift for the period of July 1, 2015 – July 31, 2015. At the December 2, 2014 work meeting, the Board approved to revise Mr. Sanchez's contract, moving him from Custodian I/Swing Shift/OTES to Custodian I/In-Charge Day Shift/OTES. The temporary move was in place for the period of December 1, 2014 – June 30, 2015. Mr. Sanchez will continue to receive the salary of \$35,285.00 which includes the prorated stipend for the temporary assignment. When finished with this assignment Mr. Sanchez's salary will revert to \$32,085.00.

13. 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 July 9, 2015.

14. Issuance of Contract

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

To fill a vacancy position:

| | | |
|------------------|---------------------------------|--|
| Nora Lopez Matta | World Language Teacher/Spanish | \$57,005.00* |
| | Wanamassa, Wayside, and Ocean | BA/Step 4-5 |
| | Township Elementary Schools | |
| | Actual Start & Effective Dates: | Pending criminal history background check. |

(Ms. Lopez replaces Barbara Lupinski who retired July 1, 2015. *Salary is commensurate with

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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, 5 thru 14 carried: 6-0

PLANNING & CONSTRUCTION: Mr. Hadden

The following item(s) were discussed:

1. Discussion: Referendum

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

TECHNOLOGY COMMITTEE: Mr. Palutis

The following item(s) were discussed:

1. Discussion: Computer Co-Operative Purchase

Board of Education and administration discussed the purchase of the Wireless Access Points from TTI Wireless as per MERU State Contract #PEPPM in the amount of \$73,323.25.

OLD BUSINESS:

- Board of Education asked about enrollment at Kindergarten and First Grade at all three elementary schools.

NEW BUSINESS:

- Superintendent discussed the high school graduation review and input from the Board of Education to review process

PUBLIC COMMENT:

- Dr. Meller, resident, asked about the retired superintendent.

ADJOURN MEETING: 9:30 p.m.

There being no further business Mr. Brautigan made a motion, seconded by Mr. Palutis, that the meeting be adjourned. This motion carried 6-0.

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/
Board Secretary