

**TOWNSHIP OF OCEAN BOARD OF EDUCATION  
WORK MEETING MINUTES  
June 14, 2016**

**CALL TO ORDER**

Mr. Joseph Hadden, 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**

Mr. Hadden 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. Steven Clayton Mr. James Dietrich, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Sean Moore, Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi. Staff in attendance – Mr. Jannarone, School Business Administrator, Dr. Stefankiewicz, Superintendent of Schools, and Kelly Weldon, Principal: Ocean Township High School.

**Enter Executive Session # 1 – 7:02 p.m.**

*Approval: Motion offered by Mr. Hadden, seconded by Mrs. McGovern 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 (Superintendent Evaluation), Litigation (Loch Arbour versus Ocean Township), Negotiations (TOEA) 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 – 7:34 p.m.**

*Approval: Motion offered by Mr. Moore, seconded by Mrs. McGovern and carried 9-0.*

**PRESIDENT'S REPORT:** Mr. Hadden

Mr. Hadden discussed the following item(s):

- Mrs. McGovern will speak at the Intermediate School graduation and Mr. Hadden will speak at the High School graduation.

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

Dr. Stefankiewicz discussed the following item(s):

- Upcoming Intermediate School and High School graduations on Monday, June 20<sup>th</sup> and there will be slight changes in the ceremony.
- STEM Grant was awarded to the district. It pays the stipend for the teachers for Professional Development,
- Superintendent was elected as MOESC President.

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

Mr. Jannarone discussed the following item(s):

- Wonders Program letter follow-up on the amount of the program that was deferred to the 2017-18 year.

**PUBLIC COMMENT:** None

**COMMITTEE REPORTS:**

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

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

The following item(s) were discussed:

1. **Discussion: Policies**

Board of Education and Administration discussed the first reading of revision to policies and regulations:

Policy 2422 Health Education

Policy 2431 – Athletic Competition (M)

Regulation 2431.2 – Medical Examination Prior to Participation on School-Sponsored Interscholastic or Intramural Team or Squad (M)

Policy 5310 – Health Services (M)

Regulation – 5310 – Health Services (M)

Policy 5330.1 – (*new*) Administration of Medical Marijuana (M)

Regulation 5330.01 – (*new*) Administration of Medical Marijuana (M)

Policy 8462 – Reporting Potential/ Missing or Abused Children (M)

Regulation 8462 – Reporting Potential/ Missing or Abused Children (M)

2. **Discussion: Donation of Backpacks and School Supplies for the 2016-2017 School Year**

Board of Education and Administration discussed the request of Cedar Village at Ocean, an over 55 community, to donate backpacks filled with school supplies (pencils, crayons, pens, notebooks, etc.) to needy children, grades K-5, in our district. This is an entire community project and is titled “Stuff the Bus.”

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

3. **Approval of Minutes:**

Move to approve the minutes in accordance with Board of Education bylaws #168 “Recording of Board Meetings” of the following meeting(s):

Work Meeting/Special Executive Session Minutes – June 2, 2016

Work Meeting/ Executive Session Minutes – June 7, 2016

Motion(s) on item #3 carried: 9-0

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

The following item(s) were discussed:

1. **Discussion: Nursing Services**

Board of Education and Administration discussed part-time registered nursing services for 2016-2017 at Ocean Township High School, approximately 17.5 hours a week, and Township of Ocean Intermediate School, approximately 27.5 hours a week, provided through Monmouth-Ocean Education Services Commission at a rate of \$52 per hour.

2. **Discussion: Report of Awarded Contracts**

Board of Education and Administration discussed that 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

**Twp of Ocean BOE Work Meeting Minutes (continued) – June 14, 2016**

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. (See attached)

**3. Discussion: Renewal of Food Service Management Contract**

Board of Education and Administration discussed the renewal of the Food Service Management contract with Sodexo Food Services for the 2016-2017 school year. The proposed management fee is \$45,576; the Administrative Fee is \$66,990, this is a .5% increase. The minimum financial client guaranteed return for the food service program will be a surplus of \$16,967. The guarantee is limited to 100% of the management fee.

Sodexo: Presentation – Liz Docimo, Regional Manager and Jeff Hanaway, Cafeteria Manager were in attendance and reviewed the program and the contract terms. Public discussed the program and the schools. The AP students gave their opinions on the school food options.

The public discussed the pricing at each level and Deal School. Free and reduced lunch kids were discussed. Summer school lunch and snack were discussed.

**4. Discussion: Student Lunch Program Prices**

Board of Education and Administration discussed the prices of the student lunch program for the 2016-2017 school year as follows: Breakfast \$1.75 and Adult meal will be \$3.85.

Deal School	Elementary Schools	Intermediate School	High School
\$3.00	\$2.85	\$3.10 - \$4.10	\$3.35 - \$4.35

NOTE: The above prices would represent no increase from last year and continue a tiered pricing approach. The price will be variable depending on the cost of the meal served.

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

**5. Use of Facilities**

Move to approve use of facilities according to the attached list dated June14, 2016

**6. Transfer Unexpended Appropriations and /or Excess Revenue to Capital Reserve**

**WHEREAS**, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end and,

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

**WHEREAS**, the Township of Ocean Board of Education wishes to deposit anticipated excess current revenues and/or unexpended appropriations into a Capital Reserve account at year end, and

**WHEREAS**, the Township of Ocean Board of Education has determined that up to \$500,000 is available for such purposes to transfer,

**Twp of Ocean BOE Work Meeting Minutes (continued) – June 14, 2016**

**NOW THEREFORE BE IT RESOLVED** by the Township of Ocean Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

7. **Safe Route to School Grant**

Move to approve a resolution regarding the submission of a grant application for improvements for Safe Route to School:

**WHEREAS**, the State of New Jersey, Department of Transportation has notified all municipalities of the availability of funding under the Federal Aid Safe Routes to School Program (SRTS) for Fiscal year 2016; and

**WHEREAS**, the Township of Ocean Board of Education is desirous of submitting an application under this program for the following purposes:

- Sidewalk Improvements to Deal Road from Bowne Road (Wayside Elementary School) to Poplar Road (Hillel Yeshiva School)

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Ocean Board of Education, County of Monmouth, State of New Jersey, formally approves the grant application for the above stated project; and

**FURTHER BE IT RESOLVED**, that the Board of Education, hereby supports the Township Council of the Township of Ocean in the submission of an electronic grant application identified as SRS-I-2016 Ocean Township-00028 to the New Jersey Department of Transportation on behalf of the Township of Ocean.

8. **Additional Use of Facilities**

Move to approve additional use of facilities according to the attached list dated June 14, 2016.

Motion(s) for items #5 thru #8 carried: 9-0

**INSTRUCTIONAL & EDUCATION:** Dr. Marshall

The following item(s) were discussed:

1. **Discussion: CTE Grant Program**

Ms. Kelly Weldon, Principal, High School and the Superintendent gave a presentation on the CTE Grant Program.

- Superintendent and High School Principal reviewed the CTE Grant and the goals for the upcoming year and the grant. The \$100,000 funds were discussed and the educational plans for the funds.
- The Board of Education discussed the classes and the changes to coursework especially the dual credit courses.
- Public asked questions regarding the Career Pathways in financial services and technology the district is developing. Career certifications were discussed. Public asked about stipend positions that will be devoted to this program.

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

2. **Student Observers**

## **Twp of Ocean BOE Work Meeting Minutes (continued) – June 14, 2016**

Move to approve Student Observers for the 2016-2017 school year in accordance with the attached memorandum dated June 10, 2016.

### **3. Professional Development Activities – Staff**

Move to approve the attached memorandum dated June 10, 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.

### **4. Suspension Report**

Move to approve the District's Suspension Report for the month of May 2016.

### **5. Student Observer**

Move to approve Sophia Louros, a recent graduate from Fairfield University, to observe in Julie Peragallo's seventh grade science class at the Intermediate School on June 15, 2016. The observation is a requirement of her pre-work training at Teach for America where she will begin work this September as a 2016 Corps Member, Connecticut, teaching secondary Biology.

Motion(s) for items #2 thru #5 carried: 9-0

**NEGOTIATIONS:** No Report

**PERSONNEL:** Mrs. Parlamas

The following item(s) were discussed:

#### **1. Discussion: Summer Hours for District School Nurses**

Board of Education and Administration discussed hiring District School Nurses during the 2016 Summer months in accordance with the attached memorandum dated June 10, 2016.

#### **2. Discussion: Instructional Assistants for the 2016 Special Education Extended School Year Program (ESY)**

Board of Education and Administration discussed hiring the following Instructional Assistants for the 2016 Special Education Extended School Year (ESY) program. The program will run July 5, 2016 - August 11, 2016. The Instructional Assistants will work 5.5 hours per day, 7:45 am-1:15 pm, 4 days per week (Monday – Thursday), at their hourly contractual rate of pay.

Pasquale Barone  
Jenna Gilman  
Daryl Ann Imperato  
Mohammed Mongroo

#### **3. Discussion: Substitute Teachers and Substitute Instructional Assistants for the 2016 Special Education Extended School Year Program (ESY)**

Board of Education and Administration discussed hiring the following Substitute Teachers and

**Twp of Ocean BOE Work Meeting Minutes (continued) – June 14, 2016**

Substitute Instructional Assistants for the 2016 Special Education Extended School Year Program (ESY):

Substitute Teachers

Kathleen Andrewski  
Algisa Bolin  
Meghan Edson  
Laura Hauschildt  
Gina Plevier  
Pamela Siciliano

Substitute Instructional Assistants

Sherryl Cesario  
Elizabeth Gwynne  
Stacy Kless  
Christine Roventini  
Dana Sherman

4. **Discussion: 2016-2017 Fall Coaching Assignments/Field Hockey**

Board of Education and Administration discussed Fall Coaching Assignments/Field Hockey for the 2016-2017 school year in accordance with the memorandum dated June 9, 2016.

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

5. **Summer Student Custodial Assistants**

Move to approve the following as Summer Student Custodial Assistants. The students will begin work on June 27, 2016. They will be paid at a rate of \$9.00 per hour. Pending proof of payment, the Board of Education will reimburse the students for the cost of the criminal history background check.

Jeffrey Andre	Muhammad Fahad
Justin Benson	Anthony Karcher
Rebecca Cornelius	Jaeden Mendoza
Jefferson Daniel	Emmanuel Padron
Neil Elmore	Jaskamal Sahi

6. **Declined Offer of Employment as an Instructional Assistant for the 2016 Extended School Year Program**

Move to approve Mary Ann Perrotto's decision to decline the Instructional Assistant position offered to her for the 2016 Extended School Year Program.

7. **Resignation**

Move to approve the resignation of Paige VanGombos, Part-time ESL Teacher, Wayside School effective June 30, 2016.

8. **Instructional Assistant/Extracurricular Activity**

Move to approve Mary Ann Rogers, an Instructional Assistant at the High School, to provide aide support to a high school student with disabilities on June 16, 2016. The Instructional Assistant will accompany the student to the Chorus Party at the pool complex, an extracurricular activity,

## **Twp of Ocean BOE Work Meeting Minutes (continued) – June 14, 2016**

for a total of 3 hours , (1:00 pm – 4:00 pm). Mrs. Rogers will be paid at her hourly contractual rate.

### **9. Instructional Assistants/Eighth Grade Graduation Ceremony**

Move to approve Gregg Krzyzanowski and Josemaria Olaguera, Instructional Assistants at the Township of Ocean Intermediate School, to provide aide support to intermediate school students (2) with disabilities on June 20, 2016. The Instructional Assistants will each accompany one student to the Eighth Grade Graduation, for approximately three hours. Mr. Krzyzanowski and Mr. Olaguera will be paid at their hourly contractual rate.

### **10. 2016 Summer School Facilitator – Virtual High School and Traditional Summer School Grades 6-8**

Move to approve Derek Tranchina, Mathematics Teacher, Intermediate School, as the 2016 Summer School Facilitator - Virtual High School and Traditional Summer School Grades 6-8. Mr. Tranchina will work June 23, 2016 through August 19, 2016. His salary will be \$5,000.00.

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

Move to approve InvoHealthcare to provide one-hour of occupational therapy per week (Provider: Virginia Matthers), during the period of July 5, 2016 through August 11, 2016, for a student (#73296) placed on home instruction for medical reasons. Provider will be paid at a rate of \$79 per hour. The continuation of these services is based on the determination of the District physician.

### **12. New Job Descriptions**

Move to approve the following new job descriptions:

Attendance Officer/Security

Makerspace - After School Program (Non-Athletic Advisor)/Elementary Level, Grades 3-5

### **13. Summer 2016 - Maintenance/Grounds Employment**

Move to approve Thomas Collins (4 days a week/full time), Michael Pembleton and Michael McMahon (each 5 days a week/full-time) to work during the 2016 Summer months in the Maintenance/Grounds Department beginning June 27, 2016 through August 2016. Rate of pay; over 3 years Summer Maintenance/Grounds Department experience \$150. per diem; 3 years or less \$125. per diem.

### **14. Issuance of Contracts**

Move to approve that contracts be issued to the following:

#### **To fill vacancy positions:**

Alyssa Clark	Music (Instrumental) Teacher	57,015.00
	Intermediate School	BA/Step 3
	Actual Start & Effective Dates: Pending criminal history background check and release from current employer.	

(Ms. Clark replaces Debra Sfraga who will retire July 1, 2016.)

Francesco DiMiceli, Jr.	Mathematics Teacher	\$59,615.00
	Intermediate School	MA/Step 2
	Actual Start Date: September 1, 2016	
	Effective Date: September 1, 2016	

## **Twp of Ocean BOE Work Meeting Minutes (continued) – June 14, 2016**

(Mr. DiMiceli replaces Donna Drury who was transferred to the Wanamassa Elementary School.)

Nicole Farina	Basic Skills (3/7 Time)	\$25,037.00
	Wayside Elementary School	MA/Step 1
	Actual Start Date: September 1, 2016	
	Effective Date: September 1, 2016	

(Mrs. Farina replaces Ellen Gibbons who was hired to a full-time position.)

Libby Landman	Special Education Teacher	\$54,515.00
	High School	BA/Step 1
	Actual Start Date: September 1, 2016	
	Effective Date: September 1, 2016	

(This is a newly budgeted position.)

James Loizos	Attendance Officer/Security	\$32,500.00
	District-wide	
	Non-tenure track position	
	Actual Start & Effective Dates: Pending	
	criminal history background check.	

(Mr. Loizos replaces Michele LoConte who will retire July 1, 2016.)

Dana Sherman	Special Education Teacher	\$58,415.00
	Wayside Elementary School	MA/Step 1
	Actual Start Date: September 1, 2016	
	Effective Date: September 1, 2016	

(Ms. Sherman replaces Christine James who transferred to another position.)

### **15. Additional Summer Student Custodial Assistants**

Move to approve the following as Summer Student Custodial Assistants. The students will begin work on June 27, 2016. They will be paid at a rate of \$9.00 per hour. Pending proof of payment, the Board of Education will reimburse the students for the cost of the criminal history background check.

Saif Ali  
Jonathan Loyola

### **16. Resignation**

Move to approve the resignation of Daniel T. Friedman, Science Teacher, Non-tenure track/Maternity Leave Replacement, Intermediate School, effective June 14, 2016.

### **17. Revision to Intermittent Unpaid Leave under FMLA and NJFLA**

Move to approve a revision to an intermittent unpaid family leave of absence, as designated under FMLA and NJFLA, for Susan Russo, Social Studies, High School. Mrs. Russo will return to work full-time on June 13, 2016. (Mrs. Russo's request to take an unpaid intermittent leave of absence on the following days May 26 & 27, 2016; June 3, 6, 9, 13, 15, 20 & 21, 2016 had been formally approved at the May 24<sup>th</sup> work meeting of the Board of Education. The intermittent leave reflected a reduction in pay and work hours.)



**Twp of Ocean BOE Work Meeting Minutes (continued) – June 14, 2016**

Motion(s) for items #5 thru #17 carried: 9-0

**PLANNING & CONSTRUCTION:** No Report

**TECHNOLOGY COMMITTEE:** No Report

**OLD BUSINESS:** None

**NEW BUSINESS:**

- Drug bust across from Wayside Elementary School.
- High School Senior Walk on Thursday, 15 minute Senior Walk-thru each of the elementary schools.

**PUBLIC COMMENT:**

- Gino Dellomo, parent, asked about the attendance officer and their duties. Mr. Dellomo also discussed the complaint and grievance procedure with the teachers and expressed his support for what the teachers due with the students.
- Paul Mayerowitz, resident, asked about the parking situation at the new tennis facility, and also discussed the issue with the teachers.
- Gail Topper, parent, asked about the teachers and their statement.
- Batya Van Nostrand, parent, discussed the statement made by the teachers and expresses her support of the teachers.

Board of Education discussed in general the efforts in communicating with the union.

**Enter Executive Session # 2 – 10:11 p.m.**

*Approval: Motion offered by Mr. Hadden, seconded by Mr. Dietrich 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: Negotiations (TOEA). 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 # 2 – 10:48 p.m.**

*Approval: Motion offered by Mrs. McGovern, seconded by Mr. Clayton and carried 9-0.*

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

**ADJOURN MEETING: 10:50 p.m.**

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

Respectfully submitted,

Kenneth Jannarone  
School Business Administrator/  
Board Secretary