

TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
June 7 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. James Dietrich, Mr. Joseph Hadden, Dr. David Marshall, Mr. Sean Moore, Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi. Mr. Steven Clayton and Mrs. Amy McGovern were absent.

Staff in attendance – Mr. Jannarone, School Business Administrator and Dr. Stefankiewicz, Superintendent of Schools

Enter Executive Session – 7:02 p.m.

Approval: Motion offered by Mr. Hadden, seconded by Mrs. Parlamas and carried 7-0

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 TOAA) and Student Matters (HIB). 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 – 8:02 p.m.

Approval: Motion offered by Mrs. Sylvia-Cioffi, seconded by Mr. Moore and carried 7-0.

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

PRESIDENT'S REPORT: Mr. Hadden

Mr. Hadden discussed the following item(s):

- Graduation Board of Education speakers are to be decided.
- Discussed the Mandated Training NJ School Boards offers to Board members

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Tickets for Graduation ceremonies are available.
- Professional Development Day on Friday, June 3rd and Elementary Training for the new reading program.
- Prom went well, only minor traffic accident in the parking lot. Post Prom went well.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

Mr. Jannarone discussed the following item(s):

- Follow-up on Board discussion regarding meetings audio posted on the website. Quotes for microphones for the auditorium were also discussed.

PUBLIC COMMENT: None

COMMITTEE REPORTS:

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CO-CURRICULAR STUDENT ACTIVITIES: Mrs. Mc Govern

The following item(s) were discussed:

1. **Discussion: NJSIAA Membership Resolution**

Board of Education and Administration discussed the attached NJSIAA Membership Resolution for the 2016-2017 school year.

COMMUNITY LIAISON & COMMUNICATIONS: Mrs. Sylvia-Cioffi

The following item(s) were discussed:

1. **Discussion: Notice: School Board Election - 2016**

School Board Candidacy Kit has been released by the New Jersey School Boards Association. Candidacy petitions are due to the Monmouth County Clerk by July 25, 2016, at 4:00p.m. for the November 7, 2016 Board of Education Member election. Further information can be found at www.oceanschools.org.

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

2. **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/Executive Session Minutes – May 24, 2016

Motion(s) on item #2 carried: 7-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Moore

The following item(s) were discussed:

1. **Discussion: Shared Services – Deal School**

The Board of Education and administration discussed the attached master shared services resolution between the Township of Ocean Board of Education and the Deal Board of Education. Addendum I, II, and III detail the shared services scope of work for cafeteria, maintenance and technology services respectively. This agreement will be in place from July 1, 2016 to June 30, 2017.

The Board discussed the increasing of fees to cover all costs incurred by the district.

2. **Discussion: Tuition Contract:**

Board of Education and Administration discussed of a tuition agreement in the amount of \$7,491.68, between Township of Ocean Board of Education, County of Monmouth, sending district, and Neptune Township School District, County of Monmouth, receiving district, for a homeless student from December 21, 2015 through June 20, 2016.

3. **Discussion: State Contract Purchases**

The Board of Education and Administration discussed the purchase of district computer, maintenance, security cameras, equipment, and other budgeted items from the following vendors utilizing the State of

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New Jersey Purchasing Bureau contract on a year-long basis as needed/budgeted in the 2016-2017 school year:

Office Business Systems	Contract #70264
Dell Computers	Contract #70256
Hewlett Packard	Contract #70262

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

4. **Grant**

Move to approve the acceptance of the grant award for the FY 2017 Career Pathways Competitive Grant, #17E00026, through the New Jersey State Department of Education in the amount of \$100,000 (equaling \$500,000 total for 5 years).

A complete Grant Program presentation will take place at the next work meeting.

5. **Resolution for Refunding Bond Ordinance:**

Move to approve the following resolution introduced on first reading regarding Refunding Bond Ordinance:

REFUNDING BOND ORDINANCE OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF OCEAN IN THE COUNTY OF MONMOUTH, NEW JERSEY, 21 PROVIDING FOR THE REFUNDING OF ALL OR A PORTION OF THE OUTSTANDING CALLABLE SCHOOL BONDS OF THE SCHOOL DISTRICT, DATED SEPTEMBER 1, 2007, ISSUED IN THE ORIGINAL PRINCIPAL AMOUNT OF \$6,113,000, APPROPRIATING NOT TO EXCEED \$2,700,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$2,700,000 REFUNDING BONDS TO PROVIDE FOR SUCH REFUNDING.

BE IT ORDAINED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF OCEAN IN THE COUNTY OF MONMOUTH, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The Board of Education of the Township of Ocean in the County of Monmouth, New Jersey (the "School District") is hereby authorized to refund all or a portion of the outstanding callable school bonds of the School District issued in the original principal amount of \$6,113,000 and dated September 1, 2007 (the "2007 Bonds"). The 2007 Bonds maturing on or after September 1, 2018 (the "2007 Refunded Bonds") may be redeemed at the option of the School District in whole or in part on any date on or after September 1, 2017 (the "Redemption Date") at a redemption price equal to 100% of such Refunded Bonds.

Section 2. In order to finance the cost of the purpose described in Section 1 hereof, negotiable refunding bonds (the "Refunding Bonds") are hereby authorized to be issued in the aggregate principal amount not to exceed \$2,700,000 pursuant to N.J.S.A. 18A:24-61 *et seq.*

Section 3. An aggregate amount not exceeding \$85,000 for items of expense listed in and permitted under N.J.S.A. 18A:24-61.4 has been included in the aggregate principal amount of Refunding Bonds authorized herein.

Section 4. The purpose of the refunding is to incur an interest cost savings for the School District.

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Section 5. Supplemental debt statements have been prepared and filed in the offices of the Ocean Township Clerk, the Loch Arbour Village Clerk (collectively, the “Constituent Municipalities”) and the Business Administrator/Board Secretary and in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey as required by law. Such statement shows that the gross debt of the Constituent Municipalities as defined in the Local Bond Law and the school debt of the Board of Education is increased by the amount the Refunding Bond authorization exceeds the amount of the proposed Refunded Bonds.

Section 6. No Local Finance Board approval is required as the issuance of the Refunding Bonds will comply with the requirements of N.J.A.C. 5:30-2.5.

Section 7. The Board President, the Superintendent, the Business Administrator/Board Secretary and other appropriate representatives of the School District are hereby authorized to prepare such documents, to publish such notices and to take such other actions as are necessary or desirable to enable the School District to prepare for the sale and the issuance of the Refunding Bonds authorized herein and to provide for the redemption of the 2007 Bonds referred to in Section 1 hereof.

Section 8. This bond ordinance shall take effect immediately after final adoption.

Motion(s) for items #4 and #5 carried: 7-0

INSTRUCTIONAL & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. Discussion: Overnight Trip Request

Board of Education and Administration discussed the following overnight trip request:

Group:	DECA – Grades 9-12
Number of Students:	10
Date:	Departure Time: November 9, 2016, 1:55 pm Return Time: November 13, 2016, 10:00 pm
Destination:	Epcot, Walt Disney World – Orlando, Florida
Purpose:	Disney Leadership Academy – Youth Education Series
Transportation:	*School bus to the airport, plane to Florida.
Teacher Chaperones:	Greg Colón
Parent Chaperones:	-0-
Cost per pupil:	\$712.00 per student (paid for by DECA store revenue, and fundraising. Balance will be paid for by the students.)

*Plane reservations will be made after Board approval of this trip.

2. Discussion: Textbooks - 2016-2017 School Year

Board of Education and Administration discussed the purchase of the following textbooks for the 2016-2017 school year:

School	Subject/ Course	Proposed Book	Author/ Publisher	Copyright Date/*Price per book/Number of Books to be ordered
All Elementary Schools and	ELA K-5	Wonders, Wonderworks,	McGraw/Hill	2017

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Grade 5		Wonder for E1, and Maravillas		25 student texts per classroom
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*There are different programs involved in this purchase. The total cost for all programs is contained in the 2016-2017 approved school budget and it will be paid in two installments over a period of two years.

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

3. Professional Development Activities – Staff

Move to approve the attached memorandums (2) dated May 20th and June 3, 2016 re: Staff Professional Development Activities in accordance with District Policy 6471and 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. Settlement Agreement & Release

Move to approve a Settlement Agreement and Release for student number 15-16-03.

5. Scholastic Scope Magazine – Representative Visitation

Move to approve Kristen Lewis, a representative from Scholastic Scope Magazine, to observe Christa Teter's Language Arts Classes at the Intermediate School, one day between the period of June 8, 9, or 10, 2016.

Motion(s) for items #3 thru #5 carried: 7-0

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. Discussion: Work Week Schedule for Summer 2016 – Administrators

Board of Education and Administration discussed adjusting, for the 2016 Summer months, the work hours and work week schedule for Administrators.

2. Discussion: Assignment Transfers

Board of Education and Administration discussed assignment transfers for the following staff members effective, September 1, 2016:

Alyssa Fiorillo From: Elementary Teacher, Wanamassa Elementary School
To: Special Education Teacher, Wanamassa Elementary School

Tamara Fort From: Special Education Teacher, Wanamassa Elementary School
 To: Elementary Teacher, Wanamassa Elementary School

3. Discussion: Job Description

Board of Education and Administration discussed revising the following job description, copy attached.

Custodian

4. Discussion: Unpaid Family Leave of Absence

Board of Education and Administration discussed the request of Cassie Della Pesca, Health & Physical Education Teacher, High School, to take an unpaid family leave of absence, as designated under FMLA and NJFLA, for a period of 12 weeks. Mrs. Della Pesca's last day of work will be September 2, 2016. Her unpaid family leave of absence will begin at the conclusion for her eligible sick leave, approximately September 26, 2016 and continue to December 16, 2016. Mrs. Della Pesca is expected to return to the classroom on December 19, 2016.

5. Discussion: Clerical Substitute for the 2016-2017 School Year

Board of Education and Administration discussed hiring Michele LoConte, effective March 1, 2017, as a Clerical Substitute for the 2016-2017 school year.

6. Discussion: Substitute Security Monitor for the 2016-2017 School Year

Board of Education and Administration discussed hiring Michele LoConte, effective March 1, 2017, as a Substitute Security Monitor, for the 2016-2017 school year.

7. Discussion: 2016 Summer Clerical Substitutes

Board of Education and Administration discussed hiring Fran Pozerycki as a Clerical Substitute for the 2016 Summer months.

8. Discussion: Issuance of Contract

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

To fill a vacancy 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.)

13. Discussion: Unpaid Leave of Absence

Board of Education and Administration discussed the request of Marc Hyndsman, Instructional Assistant, Intermediate School to take an unpaid leave of absence, with the continuation of benefits, during the period of September 1, 2016 – December 23, 2016. Mr. Hyndsman will return to work on January 3, 2017. While out on an unpaid leave of absence, Mr. Hyndsman will be responsible for paying the appropriate contribution towards his health insurance coverage.

14. Discussion: Clerical Substitute for the 2016-2017 School Year

Board of Education and Administration discussed hiring Deborah Leonard, effective March 1, 2017, as a Clerical Substitute for the 2016-2017 school year.

15. Discussion: Summer 2016 - Maintenance/Grounds Employment

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Board of Education and Administration discussed hiring Thomas Collins (4 days a week/full time), Michael Pembleton and Michael McMahon (each 5 days a week/full-time), 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.

16. **Discussion: New Job Description - Makerspace After School Program (Non-Athletic Advisor) Elementary Level, Grades 3-5**

Board of Education and Administration discussed creating the following new job description:

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

17. **Discussion: 2016 Summer School Facilitator – Virtual High School and Traditional Summer School Grades 6-8**

Board of Education and Administration discussed hiring 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.

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

9. **Retirement**

Move to approve the retirement of Kathryn Miller, Director of School Counseling, effective August 1, 2016.

10. **Issuance of Contracts**

Move to approve that contracts be issued to the following:

To fill vacancy positions:

Ashley Reamer	Language Arts Teacher	\$55,715.00
	Intermediate School	BA/Step 2
	Actual Start & Effective Dates: Pending criminal history background check and release from current employer.	

(Ms. Reamer replaces Anne Pappayliou who will retire July 1, 2016).

Diane Stuppi	Twelve-Month Secretary	\$33,534.00
	High School	Step 1
	Actual Start & Effective Dates: Pending criminal history background check and release from current employer.	

(Mrs. Stuppi replaces Deborah Leonard who will retire July 1, 2016.)

11. **Instructional Assistant/Chorus**

Move to approve Darryl Ann Imperato, an Instructional Assistant at the Intermediate School, to provide aide support to an Intermediate School student with disabilities during the Spring Chorus program on June 1, 2016 (from 7 pm to approximately 8:30 pm), and for Chorus practices, on June 8th and 9th (from 2:30-3:15pm), for the graduation performance. Ms. Imperato will be paid at her hourly contractual rate.

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18. Unpaid Leave of Absence

Move to approve an unpaid leave of absence, without the continuation of benefits, for Elizabeth Wallace, ESL Teacher, Wayside School for the 2016-2017 school year, (September 1, 2016 – June 30, 2017.) Ms. Wallace's last day of work will be June 21, 2016. She is expected to return to the classroom on September 1, 2017.

19. Unpaid Leave of Absence

Move to approve an extension to an unpaid leave of absence, with the continuation of benefits, for Douglas Rhoades, Bus Driver, Transportation Department for the period of June 1, 2016 through June 30, 2016. While out on the unpaid leave of absence, Mr. Rhoades will be responsible for paying the appropriate contribution towards his health insurance coverage. (Mr. Rhoades was previously approved at the May 17, 2016 regular monthly meeting, to take an unpaid leave of absence for the period of May 12, 2016 through May 31, 2016.)

20. Issuance of Contracts

Move to approve that contracts be issued to the following:

To fill a vacancy position:

Dean Athans	Social Studies Teacher	\$58,415.00
	High School	MA/Step 1
	Actual Start Date: September 1, 2016	
	Effective Date: September 1, 2016	

(Mr. Athans replaces Joseph Vassallo who resigned. Mr. Athans was previously approved, at the May 17, 2016 regular monthly meeting, pending criminal history background check, clearance has been received.)

To fill a replacement/non-tenure track position:

Allison Schultz	English Teacher	\$55,715.00
	High School	BA/Step 2
	One-year Maternity Leave Replacement	
	Non-Tenure Track Position	
	Actual Start: September 1, 2016	
	Effective Dates: September 1, 2016	

(Ms. Schultz replaces Laura Terlecsky who will be out on maternity leave of absence for the 2016-2017 school year.)

Motion(s) for items #9 thru #11 and #18 thru #20 carried: 7-0

PLANNING & CONSTRUCTION: No Report

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS: None

NEW BUSINESS:

- The Board of Education discussed the possible addition of exit interviews for staff members that are separating from the district.

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PUBLIC COMMENT:

- David Progorsky, student, asked about Deal School and Shared Services. He also asked about exit interviews and personnel department of the school district..

ADJOURN MEETING: 8:40 p.m.

There being no further business Mrs. Sylvia-Cioffi made a motion, seconded by Mr. Moore, that the meeting be adjourned. This motion carried 7-0.

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/
Board Secretary