

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
May 10, 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. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi. Mr. Sean Moore was 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. Sylvia-Cioffi and carried 8-0.

Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Personnel (Agenda-Suspension). 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 – 7:32 p.m.

Approval: Motion offered by Mrs. Parlamas, seconded by Mr. Clayton, and carried 8-0.

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):

- Letters from 3rd grade students at Wayside Elementary School to the Board of Education.

SUPERINTENDENT’S REPORT: No Report

SCHOOL BUSINESS ADMINISTRATOR’S REPORT: Mr. Jannarone

Mr. Jannarone discussed the following item(s):

- Student Internship from the high school AP Government class will attend the next Board meeting.

PUBLIC COMMENT:

- Dr. Marwin Meller, resident, asked about the Wendy Williams Show and the high school students involvement. Superintendent discussed the intent of students attending the show.

COMMITTEE REPORTS:

CO-CURRICULAR STUDENT ACTIVITIES: No Report

COMMUNITY LIAISON & COMMUNICATIONS: Mrs. Sylvia-Cioffi

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

1. **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):

Twp of Ocean BOE Work Meeting Minutes (continued) – May 10, 2016

Work Meeting/Executive Session Minutes – May 3, 2016

Motion(s) carried: 8-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Palutis

The following item(s) were discussed:

The Board of Education and Administration discussed Request for Proposal (RFP) updates that are being developed for physician services and banking services.

1. **Discussion: Resolution for Specialized Legal Services:**

Board of Education and Administration discussed the following resolution regarding specialized legal services:

WHEREAS, there exists a need for specialized legal services in connection with the authorization and the issuance of Refunding School Bonds by The Board of Education of the Township of Ocean in the County of Monmouth, New Jersey (the "Board"), a body corporate of the State of New Jersey, including the review and compilation of financial and demographic information of the School District; obtaining the appropriate credit enhancements for the refunding bonds; structuring the various terms and conditions associated with the refunding bonds in order to maximize the interest savings; and general advice to the Board about the various financial aspects of the refinancing; and

WHEREAS, such financial advisory services can be provided only by a recognized firm specializing in public finance, and the firm of McManimon & Scotland, L.L.C., Newark, New Jersey is so recognized by the financial community; and

WHEREAS, funds are or will be available for this purpose;

BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF OCEAN IN THE COUNTY OF MONMOUTH, NEW JERSEY AS FOLLOWS:

1. The firm of McManimon & Scotland, L.L.C., Newark, New Jersey is hereby retained to provide specialized legal services necessary in connection with the authorization and the issuance of refunding bonds by the Board in accordance with a proposal submitted to the Board in the amount not to exceed 12,500 excluding reasonable expenses.
2. The contract is awarded in accordance with N.J.S.A. 18A:18A-5(a)(2) because such services are considered extraordinary and unspecifiable in their nature.
3. A copy of this resolution as well as the contract shall be placed on file with the Secretary of the Board.
4. A notice in accordance with the Public School Contracts Law of New Jersey in the form attached hereto shall be published in the Asbury Park Press and/or The New Coaster.

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2. Discussion: Plan Approvals

Board of Education and Administration discussed the renewal of:

Indoor Air Quality Plan (IAQ)
3 Year Technology Plan
Exposure Control Plan
Emergency Management Plan

Standard Operating Procedures Manual (SOP)
Student Activity Groups Handbook
Parent Organization Handbook

3. Discussion: Requisition for Taxes for the 2016-2017 School Year

Board of Education and Administration discussed the requisitioning of taxes from the Township of Ocean and the Village of Loch Arbour in the total amount of \$64,927,606 for the 2016-2017 school year as per the attached breakdown.

4. Discussion: Professional Services Resolutions for the 2016-2017 School Year

Board of Education and Administration discussed the award of contracts to the following for the 2015-2016 school year:

Awarded to:	Smolin Lupin Certified Public Accountants
Duration:	July 1, 2016 to June 30, 2017
Nature and Type of Contract	Auditors
Amount of Contract:	\$35,000
Note:	Peer review has been received

Awarded to:	Connor Strong Co., Inc.
Duration:	July 1, 2016 to June 30, 2017
Nature and Type of Contract:	Property & Casualty Consulting Services
Amount of Contract:	\$34,239

Awarded to:	Management & Environmental Consulting Services, Inc.
Duration:	July 1, 2016 to June 30, 2017
Nature and Type of Contract:	Environmental Consultation Services
Amount of Contract:	Rates to be Approved by Project

Awarded to:	The Daniels Group, Inc.
Duration:	July 1, 2016 to June 30, 2017
Nature and Type of Contract:	Health Insurance Consulting Services
Amount of Contract:	\$60,000 – Flat Fee

- 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

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along with notice to the newspaper of record for this award.

5. Discussion: Budget Uniform Minimum Charts of Accounts

Board of Education and Administration discussed the adoption of the Uniform Minimum Chart of Accounts (Handbook 2R2) for New Jersey Public Schools and the implementation of the school budget for the 2016-2017 school year.

6. Discussion: Approval to Advertise for Bids

Board of Education and Administration discussed advertising for bids for budgeted items for the 2016-2017 school year that exceed the bid threshold in accordance with NJSA 18A:18A-3a. Separate resolutions will need to be approved for individual bid results.

7. Discussion: Professional Legal Services for the 2016-2017 School Year

Board of Education and Administration discussed the award of legal services contracts to the following for the 2016-2017 school year:

Awarded to:	Cleary, Giacobbe, Alfieri, Jacobs, LLC
Duration:	1 year
Nature and type of contract:	General School Board Counsel
Amount of Contract	Hourly rate of \$135

Awarded to:	Cleary, Giacobbe, Alfieri, Jacobs, LLC
Duration:	1 year
Nature and type of contract:	Special Services Counsel
Amount of Contract	Hourly rate of \$135

Awarded to:	Kenney, Gross, Kovats, & Parton
Duration:	1 year
Nature and type of contract:	Labor/Negotiations Counsel
Amount of Contract	Hourly rate of \$135

- a. This contract 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.

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

8. Use of Facilities

Move to approve the use of facilities according to the attached list dated May 10, 2016, contingent upon the administration affixing a fee and confirming the availability.

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

INSTRUCTIONAL & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. Discussion: Instructional Assistant Annual Written Performance Report (Form)

Board of Education and Administration discussed using a new form, copy attached, for the purposes of evaluating Instructional Assistants' yearly performance. (The form was developed by Special Education Supervisors, Jacqui Castronovo, Judy Terry and Christopher Amato and is more aligned to the Instructional Assistant job description.)

2. Discussion: School Counseling Internship for the 2016-2017 School Year

Board of Education and Administration discussed the request of Krista Samuel, a graduate student from Monmouth University, to fulfill 300 hours of internship during the period of September 2016 – December 2016. Ms. Samuels will intern under the guidance of Kathryn Miller, Director of School Counseling, Grades K-12.

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

3. Overnight Trip

Move to approve the following over-night trip:

Group:	Golf Team (itinerary is attached)
Number of Students:	5
Date:	Departure time: Sunday, May 15, 2016, 3:00 PM Return time: Monday, May 16, 2016 late afternoon
Destination:	Wingate Hotel by Wyndham in Vineland
Purpose:	Stay overnight in preparation for the NJSIAA Golf Tournament to be held on Monday, May 16, 2016 at Running Deer Golf and Country Club
Transportation:	Parents will be driving students
Teacher Chaperones:	1 – Ryan Kulat (Golf Coach)
Parent Chaperones:	To be determined (Parents would supervise the overnight stay.)
Cost per pupil:	\$67.00 for the night at the hotel. Payment will be the responsibility of the players and parents attending

4. Class Trips

Move to approve the following class trips:

Group:	Grade 12
Number of Students:	4
Date:	Monday, May 9, 2016 Departure time: 2:30 PM Return time: 6:00 PM
Destination:	Wendy Williams Show, New York

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Purpose: Rehearsal/fitting of the show
Transportation: Car Service (Wendy Williams Show is providing transportation -permission slips were sent home to parents)
Teacher Chaperones: 1 – Edith Minott
Administrative Chaperone: 1 – Kelly Weldon, Principal
Cost per pupil: No cost

Group: Grade 12
Number of Students: 4
Date: Monday, May 16, 2016
Departure time: 5:30 AM
Return time: 11:00 AM

Destination: Wendy Williams Show, New York
Purpose: Taping of show
Transportation: Car Service (Wendy Williams Show is providing transportation -permission slips were sent home to parents)
Teacher Chaperones: 1 – Edith Minott
Administrative Chaperone: 1 – Kelly Weldon, Principal
Cost per pupil: No cost

5. Professional Development Activities – Staff

Move to approve the attached memorandum dated May 6, 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.

6. Student Observer

Move to approve a Student Observer for the period of May 11, 2016- May 27, 2016 in accordance with the attached memorandum dated May 6, 2016

Motion(s) for items #3, thru 6 carried: 8-0 (Mr. Hadden voted no on item #4)

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. Discussion: 2016 Summer Clerical Substitutes

Board of Education and Administration discussed hiring the following Clerical Substitutes for the 2016 Summer months:

Rachelle Lucarelli
Louise Peterson
Janice Vale

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2. **Discussion: Supervisor of Special Education, Pre-K-4 and Basic Skills, K-4**

Board of Education and Administration discussed the new position of Supervisor of Special Education, Grades PreK-4 and Basic Skills, Grades K-4.

Superintendent discussed the Special Education Supervisor position and the history of the position. He discussed the number of referrals and the results of consultant hired this year (2015-2016).

3. **Discussion: Job Descriptions**

Board of Education and Administration discussed creating and revising the following job descriptions:

Assistant Superintendent of Schools/Curriculum & Instruction (Revised)
Supervisor of Special Education/Grades PreK-4 and Basic Skills/Grades K-4 (New)
Supervisor of World Languages/Grades 1-12, Social Studies, Grades 6-12 and English as a Second Language, Grades K-12 (Revised)

4. **Discussion: Retirement**

Board of Education and Administration discussed the retirement of Annette Pratt, Science Teacher, Ocean Township High School, effective February 1, 2017.

5. **Discussion: 2016 Summer Curriculum Work**

Board of Education and Administration discussed the request of teachers to complete curriculum work during the 2016 Summer months, in accordance with the attached memorandum dated May 6, 2016. Teachers will be paid at a rate of \$35.00 per hour.

6. **Discussion: Unpaid Leave of Absence**

Board of Education and Administration discussed the request of Paige VanGombos, Part-time English as a Second Language Teacher, Wayside School, to take an unpaid leave of absence for the 2016-2017 school year. (This item was on the May 3rd agenda for discussion)

7. **Discussion: Unpaid Family Leave of Absence**

Board of Education and Administration discussed the request of Nicole Belasco, Elementary Teacher, Wayside School, to take an unpaid family leave of absence, as designated under FMLA and NJFLA, for a period of 9 weeks. Mrs. Belasco's unpaid family leave of absence will begin at the conclusion of her eligible sick leave, approximately October 14, 2016 and end on December 16, 2016. Mrs. Belasco's last day of work will be September 9, 2016. She is expected to return to the classroom on Monday, December 19, 2016. While out on an unpaid family leave of absence, Mrs. Belasco will be responsible for paying the appropriate contribution towards her health insurance coverage.

8. **Discussion: Instructional Assistant/Extracurricular Activity**

Board of Education and Administration discussed hiring LeAnn Gutierrez, an Instructional Assistant at the High School, to provide aide support to a high school student with disabilities on June 2, 2016. Ms. Gutierrez will accompany the student to the Senior Prom, an extracurricular activity, for a total of 11 ½ hours, (6:00 pm – 5:30 am; includes the prom and post prom activities). Mrs. Gutierrez will be paid at her hourly contractual rate.

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9. **Discussion: Employee's Employment Status**

Board of Education and Administration discussed the employment status of employee number 5694.

10. **Discussion: Issuance of Contract**

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

Lois DeMarco	Ten-Month Secretary	\$26,738.00
	Intermediate School	Step I
	Actual Start Date: September 1, 2016	
	Effective Date: September 1, 2016	

(Mrs. DeMarco replace Eleanor Goslin who will retire July 1, 2016.)

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

11. **Employee Transfers**

Move to approve the following Instructional Assistant transfers effective May 6, 2016:

Marc Hyndsman	From: High School
	To: Intermediate School

West Rekeda	From: Intermediate School
	To: High School

12. **Substitute Custodian**

Move to approve Antonio Triscari as a Substitute Custodian for the 2015-2016 school year.

13. **Instructional Assistant/Extracurricular Activity**

Move to approve Bonnie Zimmerman, an Instructional Assistant at the High School, to provide aide support to a high school student with disabilities on May 14, 2016. Mrs. Zimmerman will accompany the student to the Junior Prom, an extracurricular activity, for a total of 4 hours, (7:00 pm – 11:00 pm). Mrs. Zimmerman will be paid at her hourly contractual rate.

14. **Employee Suspension**

Move to approve the suspension, without pay, of employee number 5694 for the period of May 4 - 17, 2016.

Motions for items #11 thru #14 carried: 8-0

PLANNING & CONSTRUCTION: Mr. Palutis

The following item(s) were discussed:

1. **Discussion: Guaranteed Energy Savings Lease**

Johnson Controls, Inc. was in attendance and discussed the savings measurements of Energy Savings Projects that were completed in the School District.

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Johnson Controls Inc. discussed the energy savings improvement plan and the Measurement & Verification of the energy saving projects.

2. Discussion: Referendum Update

The Administration gave an update regarding the ongoing Referendum Construction Projects.

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS:

- Board of Education discussed the number of possible bus aids and cost to provide for all K-8 students. School Business Administrator will look into further.
- Reminder - Graduation Forms due to Superintendent
- Superintendent evaluation forms from Board members are due to the Vice President.

NEW BUSINESS: None

PUBLIC COMMENT:

- Florence Hauer, resident, raised her concerns regarding Summer School. She also asked about Special Education and the relation to Basic Skills. The Superintendent discussed teachers having the time to plan together with regular education, Special Education and Basic Skills.

ADJOURN MEETING: 9:02p.m.

There being no further business Mr. Clayton made a motion, seconded by Mrs. Parlamas, that the meeting be adjourned. This motion carried 8-0.

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/
Board Secretary