

**TOWNSHIP OF OCEAN BOARD OF EDUCATION  
WORK MEETING MINUTES  
May 17, 2016**

**CALL TO ORDER**

Mr. Joseph Hadden, President, called the meeting to order at 5:30 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**

The following members were 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; Dr. Stefankiewicz, Superintendent of Schools.

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

*Approval: Motion offered by Mr. Hadden, seconded by Mrs. McGovern 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) and Litigation (Bid Protest). 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 no action upon returning to work session.

**Adjourn Executive Session – 7:24 p.m.**

*Approval: Motion offered by Mr. Hadden, seconded by Mrs. McGovern, and carried 8-0.*

Move for the approval to adjourn from Executive Session and resume public session at 7:30 p.m.

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

Mr. Hadden discussed the following item(s):

- Upcoming Honors Society Ceremony. Some Board of Education Members will attend.

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

Mr. Stefankiewicz discussed the following item(s):

- Discussed the upcoming PARCC testing and the High School graduation requirements.
- Graduation ceremony for the High School and Intermediate School.

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

Mr. Jannarone discussed the following item(s):

- Students from A.P. Government Class were in attendance to observe the meeting.
- Safe Route to School Grant will be on next week's Agenda.
- Follow-up on Bus Aides at next week's work session

**PUBLIC COMMENT:**

- Batya Van Nostrand, PTA President, Wanamassa, discussed the calendar of activities for the upcoming year and the possibility of construction being a conflict with the activities.

**COMMITTEE REPORTS:**

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

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

The following item(s) were discussed:

1. **Discussion: Approval of Minutes:**

Board of Education and Administration discussed 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 3, 2016

**FINANCIAL MANAGEMENT & RESOURCE SERVICES:**

The following item(s) were discussed:

1. **Discussion: Use of Facilities**

Board of Education and administration discussed the use of facilities according to the attached list dated May 17, 2016.

**INSTRUCTIONAL & EDUCATION:** Dr. Marshall

The following item(s) were discussed:

Board of Education questioned the in-school suspension program.

1. **Discussion: Addendum to Out of District Public Tuition for the 2015-2016 School Year**

Board of Education and Administration discussed an addendum to out of district public tuition for the 2015-2016 school year in accordance with the attached memorandum dated May 9, 2016.

2. **Discussion: Professional Development Activities – Staff**

Board of Education and Administration discussed the attached memorandum dated May 13, 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.

3. **Discussion: Suspension Report**

Board of Education and Administration discussed the District’s Suspension Report for the month of April 2016, copy attached.

4. **Discussion: Student Observers**

Board of Education and Administration discussed Student Observers for the 2015-2016 school year in accordance with the attached list dated May 13, 2016.

5. **Discussion: AP Government and Politics Internships**

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Board of Education and Administration discussed an internship program for high school students in the AP Government and Politics class in accordance with the attached memorandum dated May 12, 2016.

### **NEGOTIATIONS:** No Report

### **PERSONNEL:** Mrs. Parlamas

The following item(s) were discussed:

#### **1. Discussion: Instructional Assistants/Extracurricular Activity**

Board of Education and Administration discussed hiring Mary Ann Rogers, Pamela Testa, and Bonnie Zimmerman, Instructional Assistants at the High School, to provide aide support to high school students (3) with disabilities on June 2, 2016. The Instructional Assistants will each accompany one 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. Rogers, Mrs. Testa, and Mrs. Zimmerman will be paid at their hourly contractual rate.

#### **2. Discussion: Instructional Assistants/High School Graduation Ceremony**

Board of Education and Administration discussed hiring Mary Ann Rogers and LeeAnn Gutierrez, Instructional Assistants at the High School, to provide aide support to high school students (2) with disabilities on June 20, 2016. The Instructional Assistants will each accompany one student to the High School Graduation, for a total of 3 hours, (3:00 pm – 6:00 pm). Mrs. Rogers and Mrs. Gutierrez will be paid at their hourly contractual rate.

#### **3. Discussion: Unpaid Leave of Absence**

Board of Education and Administration discussed the request of Douglas Rhoades, Bus Driver, Transportation Department to take an unpaid leave of absence, with the continuation of benefits, for the period of May 12, 2016 through May 31, 2016. Mr. Rhoades is expected to return to work on Wednesday, June 1, 2016. While out on the unpaid leave of absence, Mr. Rhoades will be responsible for paying the appropriate contribution towards his health insurance coverage.

#### **4. Discussion: Resignation**

Board of Education and Administration discussed the resignation of Ellen Gibbons, Basic Skills Teacher, Part-time, Wayside Elementary School effective June 30, 2016.

#### **5. Discussion: Employee's Employment Status**

Board of Education and Administration discussed the employment status of employee number 5154.

#### **6. Discussion: Employee Transfer for the 2016-2017 School Year**

Board of Education and Administration discussed the following employee transfer effective September 1, 2016:

Danita Reynolds From: ESL Teacher, Wayside Elementary School and Intermediate

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School

To: ESL Teacher, Wayside Elementary School

(The change is the result of anticipated enrollment and staffing needs at Wayside for the 2016-2017 school year.)

**7. Discussion: Staffing – 2016 Special Education Extended School Year Program**

Board of Education and Administration discussed staffing for the 2016 Special Education Extended School Year Program in accordance with the attached memorandum dated May 10, 2016. The Program will run July 5, 2016 – August 11, 2016 (Mondays- Thursdays), at the Wanamassa Elementary School.

**8. Discussion: Custodial Substitute**

Board of Education and Administration discussed hiring Michael McMahon as a Custodial Substitute for the 2015-2016 school year.

**9. Discussion: Revised Contracts**

Board of Education and Administration discussed issuing revised contracts to the following employees:

Susan Dilloian      From: Technology Assistant  
District-wide  
To: 12- Month Secretary      \$38,744.00  
Ocean Township Elementary School      Step 8  
Effective: July 1, 2016

(Mrs. Dilloian replaces Nydia Pola who will retire July 1, 2016. This is a revision in job title, location, and salary.)

Kaitlin Lamb      From: Instructional Assistant  
Ocean Township Elementary School  
To: Elementary Teacher      \$56,465.00  
Ocean Township Elementary School      BA+30/Step 1  
Effective: September 1, 2016

(Ms. Lamb replaces Diane Iamello who will retire July 1, 2016. This is a revision in job title and salary.)

**10. Discussion: Issuance of Contracts**

Board of Education and Administration discussed issuing contracts to the following:

**To fill a replacement/non-tenure track positions:**

Jillian Ceravolo      Guidance Counselor      \$58,415.00  
High School      MA/Step 1  
One-year Maternity Leave Replacement  
Non-Tenure Track Position  
Actual Start and Effective Dates: Pending issuance of certification  
from the NJ State Department of Education.

(Ms. Ceravolo replaces Mrs. Andrea Sarles who will be out on maternity leave for the 2016-2017 school year.)

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Daniel Friedman	Science Teacher	\$56,465.00
	Intermediate School	BA+30/Step 1
	One-year Maternity Leave Replacement	
	Non-Tenure Track Position	
	Actual Start and Effective Dates: Pending criminal history background check and certification from the NJ State Department of Education.	

(Mr. Friedman replaces Mrs. Gissubel who will be out on maternity leave for the 2016-2017 school year.)

**To fill vacancy positions:**

Ellen Gibbons	Elementary Teacher	\$59,615.00
	Wayside Elementary School	MA/Step 2
	Actual Start Date: September 1, 2016	
	Effective Date: September 1, 2016	

(Mrs. Gibbons replaces Mrs. Gail Phillips who will retire July 1, 2016.)

Nicole Ippolito	Elementary Teacher	\$54,515.00
	Wayside Elementary School	BA/Step 1
	Actual Start Date: September 1, 2016	
	Effective Date: September 1, 2016	

(Mrs. Ippolito replaces Mrs. Debbie Arbus who will retire July 1, 2016.)

**11. Discussion: Adjustment to an Unpaid Family Leave of Absence**

Board of Education and Administration discussed an adjustment to an unpaid family leave of absence, as designated under FMLA and NJFLA, for Nicole Belasco, Elementary Teacher. 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 20, 2016. Mrs. Belasco's last day of work will be September 9, 2016. She is expected to return to the classroom on Wednesday, December 21, 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. (At the work meeting held on May 10, 2016, the Board discussed this request with December 16, 2016 as the start date of the leave and December 19, 2016 as the return date.)

**12. Discussion: Fall Coaching Assignments for the 2016-2017 School Year**

Board of Education and Administration discussed Fall Coaching Assignments for the 2016-2017 school year in accordance with the attached memorandum dated May 12, 2016.

**13. Discussion: Non-Athletic Advisors for the 2016-2017 School Year**

Board of Education and Administration discussed Non-Athletic Advisors for the 2016-2017 school year in accordance with the attached list dated May 13, 2016.

**14. Discussion: Substitute Teachers for the 2015-2016 School Year**

Board of Education and Administration discussed Substitute Teachers for the 2015-2016 school year in accordance with the attached list dated May 13, 2016.

**Twp of Ocean BOE Work Meeting Minutes (continued) – May 17, 2016**

## 15. Discussion: Revised Contracts

Board of Education and Administration discussed issuing revised contracts to the following staff members:

Alyssa Fiorillo	From:	Special Education Teacher (Part-time)	
		Wanamassa Elementary School	
	To:	Elementary Teacher	\$55,715.00
		Wanamassa Elementary School	BA/Step 2
	Effective Date:	September 1, 2016	

(Ms. Fiorillo replaces Lisa Parella who will retire July 1, 2016. The revised contract reflects an assignment change, a change in work schedule from part-time to full time, and a change in salary.)

Amy Goldsmith	From:	Basic Skills Teacher (Part-time)	
		Ocean Township Elementary School	
	To:	Elementary Teacher	\$55,715.00
		Ocean Township Elementary School	BA/Step 2
	Effective Date:	September 1, 2016	

(Ms. Goldsmith replaces Donna Weldon who is retiring. The revised contract reflects a change in work schedule from part-time to full time and a change in salary.)

## 16. Discussion: Issuance of Contracts

Board of Education and Administration discussed issuing contracts to the following:

### To fill vacancy positions:

Samantha Hoffman	Special Education Teacher	\$57,015.00
	Intermediate School	BA/Step 3
	Actual Start Date: September 1, 2016	
	Effective Date: September 1, 2016	

(Ms. Hoffman replaces Mary Kate Shalhoub (Redding). Mrs. Redding retired earlier this school year.)

Katie McConnell	Science Teacher (Chemistry)	\$57,655.00
	High School	BA/Step 4-5
	Actual Start & Effective Dates: pending criminal history background	

**PLANNING & CONSTRUCTION:** No Report

**TECHNOLOGY COMMITTEE:** No Report

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENT:**

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- Paul Marowitz, resident, asked about the County Superintendent and his ruling on the Loch Arbour petition to withdraw. The Board of Education discussed the County Superintendent's denial of the application.

**ADJOURN MEETING: 7:53 p.m.**

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

Respectfully submitted,

Kenneth Jannarone  
School Business Administrator/  
Board Secretary