

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
May 3, 2016**

CALL TO ORDER

Mr. Joseph Hadden, President, called the meeting to order at 6:30 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

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; Dr. Denise Ricciardi, Asst. Supt. of Special Services; Ms. Kelly Weldon, Principal-Ocean Township High School; Gina Hagerman, Asst. Principal-Ocean Township High School and Danielle Pantaleo, Board Attorney.

Enter Executive Session – 6:32 p.m.

Approval: Motion offered by Mr. Hadden, seconded by Mrs. Parlamas 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), Litigation (Loch Arbour versus Township of Ocean) and Student Matters (Student Discipline Hearing and 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 1 hour and will take action upon returning to work session.

Adjourn Executive Session – 7:30 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):

- Discussed the graduation ceremonies

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Discussed Robotic competition that OTHS students will be attending next month.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

Mr. Jannarone discussed the following item(s):

- Discussed the High School parking lot lights that were added by the Maintenance Department.
- 3.3 million energy lease will be reviewed next week with representative from Johnson Controls

PUBLIC COMMENT: None

COMMITTEE REPORTS:

CO-CURRICULAR STUDENT ACTIVITIES: No Report

COMMUNITY LIAISON & COMMUNICATIONS: Mrs. Sylvia-Cioffi

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The following item(s) were discussed:

1. Discussion: Policies

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

Regulation 3126 – Induction Program for Provisional Teachers (*new*)

Policy 3221 – Evaluation of Teachers (M)

Regulation 3221 – Evaluation of Teachers (M)

Policy 3222 – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)

Regulation 3222 – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)

Policy 3223 – Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals (M)

Regulation 3223 – Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals (M)

Policy 3224 – Evaluation of Principals, Vice Principals and Assistant Principals (M)

Regulation 3224 – Evaluation of Principals, Vice Principals and Assistant Principals (M)

Policy 3431.1 – Family Leave (M)

Policy 4431.1 – Family Leave-Support (M)

Policy 5337 – Service Animals (*new*)

Mrs. Sylvia-Cioffi made a motion, seconded by Mrs. McGovern, 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 – April 19, 2016

Regular Meeting – April 19, 2016

Budget Hearing Minutes – April 26, 2016

Motion(s) for items #2 carried: 8-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

The following item(s) were discussed:

1. Discussion: Approval of Petty Cash for 2016-2017

Board of Education and administration discussed the approval of the following Petty Cash accounts:

1.	Board Secretary’s Office	\$150.00
2.	Accounting Office	150.00
3.	Transportation Office	150.00
4.	High School	150.00
5.	Intermediate School	150.00
6.	OT Elementary School	150.00
7.	Wanamassa Elem. School	150.00
8.	Wayside Elem. School	150.00

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9. Maintenance/Grounds 200.00

2. Discussion: School Funds Investor for the 2016-2017 School Year

Board of Education and administration discussed the School Business Administrator/Board Secretary and/or the Assistant School Business Administrator/Assistant Board Secretary be approved as the School Funds Investor for the 2016-2017 school year pursuant to NJSA 17:12B-24.

3. Discussion: Qualified Purchasing Agent 2016-2017

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 \$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.

4. Discussion: Director of Facilities

Board of Education and administration discussed to designate Gary Tattersall as the: Integrated Pest Management Coordinator, Right to Know Officer, AHERA Coordinator, Asbestos Management Officer and Indoor Air Quality Management Officer.

5. Discussion: Textbooks

Board of Education and administration discussed the renewal of existing textbooks used for the district's curriculum.

6. Discussion: Curriculum/Standard Adoption

Board of Education and administration discussed the Board of Education approval for the renewal of existing curriculum in support of the NJ Core Curriculum Content Standards and the Common Core State Standards:

Fine and Performing Arts	Health & Physical Education
Language Arts Literacy	Mathematics
Science	Social Studies
World Languages	Technological Literacy
Career Education	Gifted and Talented
Pre-School	English Language Learners

7. Discussion: Custodian of Government Records

Board of Education and administration discussed the appointment of the School Business Administrator/Board Secretary as the "Custodian of Government Records" in accordance with the Public Access to Government records Law P.L.2001,C.404 amendment to the Right-to-Know Law (N.J.S.A.47A:1A-2 et seq.) for the 2016-2017 school year.

8. Discussion: Amendment of NCLB Submission

Board of Education and administration discussed submission of an amendment for 2016 NCLB Carry Over funds (FY 2014-2015 Final Report), for Title II Part A in the amount of \$1,915.00. This notification is required under NCLB compliance regulations.

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

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9. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated May 3, 2016.

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

INSTRUCTIONAL & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. **Discussion: Class Trip**

Board of Education and Administration discussed the following class trip:

Group:	Italian Club/OTHS
Number of Students:	45
Date:	Thursday, June 9, 2016
	Departure time: 2:30 pm
	Return time: 10:00 pm
Destination:	EATALY, NYC (Italian food hall offering imported groceries and multiple eateries.)
Purpose:	Working Lesson/Culture, Food and Language
Transportation:	1 Bus (Durham)
Teacher Chaperones:	3 (Dr. Angela Barone, Dr. Regina Basilone and Cristina Pesce)
Parent Chaperones:	0
Cost per pupil:	\$30.00 (paid for by student)

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

2. **Professional Development Activities – Staff**

Move to approve the attached memorandum dated April 29, 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. **Cancellation to Out of District Private Tuition for the 2015-2016 School Year**

Move to approve a cancellation to out of district private tuition for the 2015-2016 school year in accordance with the attached memorandum dated April 20, 2016.

4. **Student Suspension**

BE IT RESOLVED THAT the Board of Education approves the following
WHEREAS, Student ID No. 71708 has been duly noticed and afforded the opportunity to participate in a hearing before the Board of Education, and has been afforded certain due process rights; and

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WHEREAS, Student was advised of their right to appeal to the Commissioner of Education; and,
WHEREAS, Student participated in a hearing before the Board of Education, which took place on May 3, 2016, and has been afforded certain due process rights; and

WHEREAS, the preponderance of the evidence indicated that he/she engaged in prohibited conduct on April 6, 2016 and that said behavior constitutes good cause for further discipline.

NOW, THEREFORE, BE IT RESOLVED THAT Student ID No. 71708 will be suspended and placed in an interim alternative placement for the remainder of the semester ending June 30, 2016.

BE IT FURTHER RESOLVED THAT upon the recommendations of the Principal and Superintendent, Student ID No. 71708 will attend and complete any counseling program recommended by his individualized academic program to the satisfaction of the District Administration.

BE IT FURTHER RESOLVED THAT Student ID No. 71708 will be excluded from participating in all Ocean Township High School extracurricular school activities and is not permitted on any school property or at any other school function without prior approval of the Superintendent during the period ending June 30, 2016.

Motion(s) for items #2, 3, 4 carried: 8-0

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:

Roxanne Andrus
Michelle Morgan
Laura Pembleton
Margie Seager
Karen Wegrzyniak

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

Board of Education and Administration discussed the request of Jennifer Rapuano, Kindergarten Teacher, Wayside School, to take an unpaid family leave of absence, as designated under FMLA and NJFLA, for a period of 4 weeks. Mrs. Rapuano's unpaid family leave of absence will begin September 1, 2016 and end on September 29, 2016. Mrs. Rapuano's last day of work will be June 21, 2016. She is expected to return to the classroom on September 30, 2016. While out on an unpaid family leave of absence, Mrs. Rapuano will be responsible for paying the appropriate contribution towards her health insurance coverage.

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

Board of Education and Administration discussed the request of Rhonda Gulotta, World Language Teacher, Intermediate School, to take an unpaid family leave of absence, as designated under FMLA and NJFLA, for a period of 12 weeks. Mrs. Gulotta's last day of work will be Friday, May 27, 2016. Mrs. Gulotta's unpaid family leave of absence will begin September 1, 2016 and continue through

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November 18, 2016. Mrs. Gulotta is expected to return to the classroom on Monday, November 21, 2016. While out on an unpaid family leave of absence, Mrs. Gulotta will be responsible for paying the appropriate contribution towards her health insurance coverage.

4. 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.

5. Discussion: Revised Contract

Board of Education and Administration discussed issuing a revised contract to the following employee effective September 1, 2016.

To fill a vacancy position

John Desimini	From: Athletic Trainer – High School	\$79,345.00
	To: Health and Physical Education Teacher	
	Intermediate School	

(The revised contract reflects a position and location change.)

6. Discussion: Issuance of Contracts

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

To fill vacancy positions:

Dean Athans	Social Studies Teacher	\$58,415.00
	High School	MA/Step 1
	Actual Start & Effective Dates: Pending	
	criminal history background check.	

(Mr. Athans replaces Joseph Vassallo who resigned.)

Vincenzo Franze	Health & Physical Education Teacher	\$23,879.00
	Part-time	BA/Step 2
	Intermediate School	
	Actual Start Date: September 1, 2016	
	Effective Date: September 1, 2016	

Katelyn Zimmerman	Athletic Trainer	\$58,415.00
	High School	MA/Step 1
	Actual Start & Effective Dates: Pending criminal	
	history background check.	

(Ms. Zimmerman replaces John Desimini who is transferring to the position of Health and Physical Education Teacher, TOIS.)

7. Discussion: Assignment Transfer

Board of Education and Administration discussed the transfer of Christine James from Special Education Teacher, Wayside Elementary School to Elementary Classroom Teacher, Wayside Elementary School effective September 1, 2016. (The transfer fills a vacancy position. Ms. James replaces Marleigh Velba who resigned.)

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8. **Discussion: Supervisory Reorganization**

Board of Education and Administration discussed the plan to reorganize the responsibilities of several Supervisors.

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

9. **Retirement**

Move to approve the retirement of Marion Conrad, Assistant Superintendent/Curriculum & Instruction, effective July 1, 2016.

10. **Instructional Assistant Substitute**

Move to approve Kathi Kotowski as an Instructional Assistant Substitute for the 2015-2016 school year.

11. **Substitute Security Guard**

Move to approve John Keating as a Substitute Security Guard for the 2015-2016 school year.

12. **Instructional Assistant/Extracurricular Activity**

Move to approve MaryAnn Rogers, an Instructional Assistant at the High School, to provide aide support to a high school student with disabilities on April 21, 2016. Mrs. Rogers will accompany the student to the “Mr. Spartan Contest,” an extracurricular night-time activity, for a total of 2 hours and 45 minutes, (6:45 pm – 9:30 pm). Mrs. Rogers will be paid at her hourly contractual rate.

13. **Instructional Assistants/Extracurricular Activity**

Move to approve Katherine Porter, an Instructional Assistant at the Township of Ocean Intermediate School, to provide aide support for an intermediate school student with disabilities participating in Spring Track beginning April 27, 2016 through late May 2016. Ms. Porter will shadow the student/Spring Track team member after school and on weekends, in accordance with the Spring Track program’s practice and meet schedule. She will be paid at her hourly contractual rate. (At the February 16, 2016, regular monthly meeting, Mr. JoseMaria Olaguera was approved to shadow this student from March 14, 2016 through late May 2016. Mr. Olaguera finished with the assignment on April 26, 2016.)

14. **Summer 2016 – Student Office Assistant**

Move to approve Cynthia Vitolo, a 2016 graduate of Monmouth University, to work as a Student Office Assistant beginning May 3, 2016 through August 2016. Ms. Vitolo will be paid at the rate of \$9.00 per hour. (Ms. Vitolo has been working in the District as part of our agreement with Monmouth University’s Federal Work-Study (FWS) program. As a graduate of the university, Ms. Vitolo is no longer eligible under the work study program.)

15. **Retirement**

Move to approve the retirement of Loretta Kachmar-Will, Supervisor of Special Projects, effective July 1, 2016.

Motions for items #9 thru #15 carried: 8-0

The Board of Education spoke with regret regarding the retirements.

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PLANNING & CONSTRUCTION: No Report

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT:

- Mike Ridello, parent at OTES, asked about the student cancellation for out of district placement. He also discussed his concerns about bus aids and student behavior on the buses. The administration discussed the role of bus drivers, bus cameras, and security guards regarding student behavior on the buses.
- Kindergarten class sizes and the hands on teaching approach were also discussed.

ADJOURN MEETING: 8:21p.m.

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

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/
Board Secretary