

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
November 17, 2015**

CALL TO ORDER

Mrs. Denise Parlamas, 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

Mrs. Parlamas 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. Robert Angelini, Mr. Clifford Brautigan, Mr. Joseph Hadden, Mrs. Amy McGovern, Dr. Marwin Meller, Mr. Sean Moore, Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi .
Staff in attendance - Mr. Jannarone and Dr. Stefankiewicz

Enter Executive Session – 7:02 p.m.

Approval: Motion offered by Mrs. McGovern, seconded by Dr. Meller 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 (Agenda) and Litigation (Green versus Township of Ocean Board of Education). 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 – 7:30 p.m.

Approval: Motion offered by Dr. Meller, seconded by Mr. Brautigan, and carried 9-0.

PRESIDENT’S REPORT: No Report

SUPERINTENDENT’S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- High School PARCC results were discussed.
- Instructional council Board of Education representatives will be Mrs. McGovern and Mrs. Parlamas

SCHOOL BUSINESS ADMINISTRATOR’S REPORT: Mr. Jannarone

Mr. Jannarone discussed the following item(s):

- Audit delay – GASB 68 Pension Report state mandate.
- Budget season has started for 2016-2017

PUBLIC COMMENT: None

COMMITTEE REPORTS:

The Board of Education discussed committee items:

CO-CURRICULAR STUDENT ACTIVITIES: No Report

COMMUNITY LIAISON & COMMUNICATIONS: No Report

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Moore

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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 November 17, 2015.

2. **Discussion: Use of Facilities**

Board of Education and administration discussed the use of facilities according to the attached list dated November 17, 2015.

INSTRUCTIONAL & EDUCATION: Mr. Brautigan

The following item(s) were discussed:

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

Board of Education and Administration discussed the attached memorandum dated November 13, 2015 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.

2. **Discussion: Trip Request**

Board of Education and Administration discussed the following trip request:

Group:	Gifted and Talented/Grade 8
Number of Students:	22
Date:	Tuesday, November 17, 2015
	Departure time: 8:30 am
	Return time: 4:00 pm
Destination:	Lincoln Arts Center & Nuryricon Cafe
	New York City
Purpose:	Students will participate in Poetry Slam Convocation
Transportation:	Private Bus – paid for by Gifted and Talented Consortium
Teacher Chaperones:	2 (Christine Haney and 1 more teacher, to be determined)
Parent Chaperone:	To be determined
Cost per pupil:	Paid for by Gifted and Talented Accounts

3. **Discussion: Field Experience**

Board of Education and Administration discussed the request of Elizabeth House, Special Education Teacher, Wayside School to complete 100 hours of field experience to fulfill Georgian Court University requirements toward the attainment of a LDTC certification. Ms. House will be completing the hours primarily at Wayside Elementary School, under the supervision of Ms. June Zarra (certified LDTC). Some field experience will also be made available to her at OTHS. The hours will be completed during Ms. House's prep and lunch as well as after her contracted work day.

4. **Discussion: Student Observation**

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Board of Education and Administration discussed the request of Rebecca Cohen, a student at Brookdale, to complete 20 hours of observation of occupational therapy at the Intermediate and Ocean Township Elementary Schools, for the purpose of graduate school admission to Kean University in this field. She will observe District OTs, Jill Mahoney at Ocean Township Elementary and Ilene Theodore at the Intermediate School.

5. Discussion: Suspension Report

Board of Education and Administration discussed the District's Suspension Report for the month of October 2015, copy attached.

6. Discussion: Cancellation and Addendum to Out of District Private Tuition for the 2015-2016 School Year

Board of Education and Administration discussed both a cancellation and an addendum to out of district private tuition for the 2015-2016 school year in accordance with the attached memorandum dated November 13, 2015.

7. Discussion: After School Tutoring Program

Board of Education and Administration discussed starting an After School Tutoring program, to be held at the Ocean Township Public Library, every Tuesday evening from 4:00 – 6:00 pm, starting December 1, 2015. The following District teachers will tutor: Michelle Alessi, Stephanie Horton, Robert Klinger and Peter Ryan.

8. Discussion: Nursing Services Plan for the 2015-2016 School Year

Board of Education and Administration discussed the Nursing Services Plan for the 2015-2016 school year; see attached memorandum dated November 13, 2015. The plan has been reviewed and approved by Dr. Murphy. Upon Board approval, the plan will be submitted to the Executive County Superintendent for his review and approval.

NEGOTIATIONS: No Report

PERSONNEL: Mrs. McGovern

The following item(s) were discussed:

1. Discussion: Substitute Teachers

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

2. Discussion: Unpaid Leave of Absence

Board of Education and Administration discussed the request of Marc Hyndsman, Instructional Assistant, Ocean Township High School to take an unpaid leave of absence, with the continuation of benefits, during the period of April 4, 2016 through April 22, 2016. Mr. Hyndsman's last day of work will be Thursday, March 24, 2016. He is expected to return on Monday, April 25, 2016. While out on an unpaid leave of absence, Mr. Hyndsman will be responsible for paying the appropriate contribution towards his health insurance coverage.

3. Discussion: Unpaid Leave of Absence

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Board of Education and Administration discussed the request of Marc Tomo, Instructional Assistant, Ocean Township High School to take an unpaid leave of absence with the continuation of benefits, during the period of January 25, 2016 through April 29, 2016. Mr. Tomo's last day of work will be Friday, January 22, 2016. He is expected to return on Monday, May 2, 2016. While out on an unpaid leave of absence, Mr. Tomo will be responsible for paying the appropriate contribution towards his health insurance coverage.

4. Discussion: Instructional Assistant/Winter Track

Board of Education and Administration discussed using Muriel Papa, an Instructional Assistant, to provide aide support to a high school student (9th grade) with disabilities participating in Winter Track. Ms. Papa will be paid at her hourly contractual rate. During the period of November 23, 2015 through mid-February 2016 Ms. Papa will shadow the student/Winter Track team member after school and on weekends, in accordance with the Winter Track program's practice and meet schedule.

5. Discussion: Retroactive Stipends for the 2014-2015 School Year

Board of Education and Administration discussed issuing a stipend payment of \$750.00 to each of the following staff members for teaching a sixth period class throughout the 2014-2015 school year. (The \$750.00 annual stipend, for teaching a sixth period class, was part of the 2014-2015 negotiated agreement between the Township of Ocean Board of Education and the Education Association).

Marta Feliz
Jack Miller
Jeffrey Wilderotter

6. Discussion: Prorated Stipend

Board of Education and Administration discussed issuing a prorated stipend to the following staff members. The prorated stipend will be issued as a result of each teacher teaching a sixth period class during the months of September and October 2015. Their prorated payment will be based on the \$850.00 annual stipend for teaching a sixth period class, as per the 2015-2016 negotiated contract between the Township of Ocean Board of Education and the Education Association.

Megan Hecker
Eileen Knier
Jacquelyn Levine-Salum

7. Discussion: Revised Contracts

Board of Education and Administration discussed issuing revised contracts to the following Intermediate School Teachers, retroactive to September 1, 2015. The revised contracts, for the 2015-2016 school year, reflect an annual stipend of \$850.00 for teaching a sixth period class. The revised salaries noted below include the \$850.00 stipend.

Last Name	First Name	Salary
Andrewski	Kathleen	\$59,755.00
Cervellino	Michael	82,900.00
DeFilippis	Angelica	57,855.00
DeSanctis	Nicola	88,615.00

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Edson	Meghan	62,305.00
Hoyle	Meghan	61,960.00
Moreski	Cord	56,205.00
Redding	Nancy	86,400.00
Sabia	Meghan	79,865.00

8. Discussion: Substitute Bus Drivers

Board of Education and Administration discussed hiring the following Substitute Bus Drivers for the 2015-2016 school year:

Antoinette Ingulli, pending criminal history background check and road test Alethia Lopez, pending criminal history background check

9. Discussion: Issuance of Contracts

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

To fill vacancy – non-tenure track positions

Robert Masino	Bus Driver	\$19,992.00
	Transportation Department	Step 1 (Hourly)
	Non-Tenure Track Position	Prorated
	Actual Start Date: November 18, 2015	
	Effective Date: December 1, 2015	

(Mr. Masino will be hired to cover a previously contracted out of district route.)

James Page	Bus Driver	\$19,992.00
	Transportation Department	Step 1 (Hourly)
	Non-Tenure Track Position	Prorated
	Actual Start Date: November 18, 2015	
	Effective Date: December 1, 2015	

(Mr. Page replace Tamara Welch who resigned.)

To fill a vacancy position:

Eric Gallotto	Special Education Teacher/Part-time	\$26,978.00
	High School	BA/Step I
	Actual Start & Effective Dates: Pending	Prorated
	criminal history background check and release	
	from current employer.	

(Mr. Gallotto replaces Kristin Norton who resigned.)

10. Discussion: Request for an Unpaid Leave of Absence

Board of Education and Administration discussed the request of Marie Matyas, Bus Driver, Transportation Department to take an unpaid leave of absence, with the continuation of benefits, for a period of twelve weeks; November 23, 2015 through February 19, 2016. (Ms. Matyas was previously approved, at the regular monthly meeting held August 25, 2015, to take an unpaid family leave of absence for the period of September 3, 2015 through November 20, 2015.)

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11. Discussion: Agreement Between the Township of Ocean Board of Education and District Employee

Board of Education and Administration discussed the agreement between District employee number 5703 and the Board of Education.

12. Discussion: Tutor

Board of Education and Administration discussed approving a Tutor for the 2015-2016 school year in accordance with the attached list dated November 16, 2015.

PLANNING & CONSTRUCTION: No Report

TECHNOLOGY COMMITTEE: Mr. Palutis

Mr. Palutis gave a brief report regarding the Technology committee meeting held in-district with representatives from each school and the Technology Department.

OLD BUSINESS: No Report

NEW BUSINESS: No report

PUBLIC COMMENT:

- Paul Mayerowitz, resident, questioned the Food Service financial statements. The School Business Administrator discussed the operations and the desire to break even financially. The Board of Education discussed the difficulties with new state and federal regulations.

ADJOURN MEETING: 8:06 p.m.

There being no further business Dr. Meller 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