

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
October 13, 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 (Arrived at 7:07 pm), 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 (left meeting at 7:40 pm).
Staff in attendance - Mr. Jannarone and Dr. Stefankiewicz

Enter Executive Session – 7:02 p.m.

Approval: Motion offered by Mrs. Parlamas, seconded by Dr. Meller 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), Negotiations (TOEA update) and Miscellaneous Items (School Ethics). 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 – 7:22 p.m.

Approval: Motion offered by Mrs. McGovern, seconded by Dr. Meller, and carried 9-0.

PRESIDENT'S REPORT: Mrs. Parlamas

Mrs. Parlamas discussed the following item(s):

- The minutes and approving the minutes at the regular meeting.

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Professional Day with teachers held on Monday, October 12th and discussed the agenda and activities with the teachers.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

Mr. Jannarone discussed the following item(s):

- Security at administration building and creation of an emergency plan.
- QSAC paperwork will be on October 20th agenda for the Boards review.
- Upcoming Bus Drivers training.

PUBLIC COMMENT: None

COMMITTEE REPORTS:

The Board of Education discussed committee items:

CO-CURRICULAR STUDENT ACTIVITIES: No Report

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COMMUNITY LIAISON & COMMUNICATIONS: Mr. Angelini

The following item(s) were discussed:

1. **Discussion: Policy**

Board of Education and administration had a further discussion the following new policy:

Policy 8550 – (*new*) Outstanding Food Services Charges

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Moore

The following item(s) were discussed:

1. **Discussion: Jointure Agreement**

Board of Education and Administration discussed the Township of Ocean School District in a transportation affiliation agreement with Elsinboro Board of Education for our special education student residing at treatment Home, Elsinboro Township, NJ and attending BCSSSD – Lumberton Campus effective September 1, 2015 through June 30, 2016 for a total cost of \$18,549.

2. **Discussion: Diesel Fuel**

The Board of Education and Administration discussed the Cooperative Bid Award with Allied Oil, effective 10/8/15 to 10/7/16, through the Hunterdon Educational Services Commission as per the attached.

3. **Discussion: Language Service**

Board of Education and administration discussed entering into an agreement with Language Line Services of Monterey, CA for access to telephone interpreting services with non-English speaking individuals at a charge of \$1.70 for each minute of use only.

4. **Discussion: Camp David Lease**

Board of Education and administration reviewed the Camp David contract for the summers of 2016 through 2018.

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

5. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated October 13, 2015.

Motion carried: 8-0

INSTRUCTIONAL & EDUCATION: Mr. Brautigan

The following item(s) were discussed:

1. **Discussion: High School Delayed Opening Schedule for Special Testing**

Board of Education and Administration discussed a two-hour delayed opening schedule for High School students not testing during the state mandated PARCC testing May 17-20 and May 23 – 24, 2016, (close to 900 students will be tested during the testing period).

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2. Discussion: Professional Development Activities – Board Members

Board of Education and Administration discussed, in accordance with District Policy 6471, the following Board Members: Robert Angelini, Clifford Brautigan, Joseph Hadden, Amy McGovern, Dr. Marwin Meller, Denise Parlamas, Michael Palutis and Sylvia Sylvia-Cioffi attending the NJSBA Workshops, October 27-29, 2015 at a group rate of \$1,300.00 for Board of Education and administration.

Reimbursement for travel and related expenses shall be according to the Department of the Treasury guidelines in NJOMB circular 06-02 and NJOMB A-87.

Mr. Brautigan made a motion, seconded by Mr. Moore for approval of the following item(s):

3. Addendum to Out of District Public Tuition for the 2015-2016 School Year

Move to approve an addendum to out of district public tuition for the 2015-2016 school year in accordance with the attached memorandum dated October 2, 2015.

4. Professional Development Activities – Staff

Move to approve the attached memorandums (2) dated October 9, 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.

5. Teacher- Trip to the Holocaust Museum

Move to approve a teacher, in accordance with the attached memorandum dated October 9, 2015, to take a trip to the Holocaust Museum in Washington, DC, on October 28, 2015. The trip is an essential element of the "Teaching the Holocaust" course teachers are taking as part of the Partnership Agreement between the District and Kean University. The course is offered in District during the Kean fall semester. It is a full semester course (15 sessions) and taught by a Keane University Professor. Participants receive three (3) graduate credits and 45 Professional Development hours.

Motions for items #3 thru 5 carried: 8-0

NEGOTIATIONS: No Report

PERSONNEL: Mrs. McGovern

The following item(s) were discussed:

1. Discussion: Volunteer Coach

Board of Education and Administration discussed using Matthew Goldfarb as a Volunteer High School Swimming Coach for the 2015-2016 school year.

2. Discussion: Unpaid Leave of Absence

Board of Education and Administration discussed the request of Kristen Gallagher, Health and Physical Education Teacher to take an unpaid leave of absence, with the continuance of benefits, beginning October 23, 2015 and continuing through January 22, 2016. While out on an unpaid

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leave of absence, Ms. Gallagher will be responsible for paying the appropriate contribution towards her health insurance coverage.

3. Discussion: Credit Reimbursement – Spring and Summer 2015

Board of Education and Administration discussed credit reimbursement for courses completed during Spring and Summer 2015, in accordance with the attached list dated October 9, 2015.

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

4. Co-Non-Athletic Advisors – Lighting/Technical Manager

Move to approve Co-Advisors (non-athletic) as Lighting/Technical Managers for the 2015-2016 school year, in accordance with the attached memorandum dated October 8, 2015.

5. Substitute Playground Aide and Instructional Assistant Substitute

Move to approve, for the 2015-2016 school year, Marianne Madlung as a Substitute Playground Aide at the Wayside Elementary School and an Instructional Assistant Substitute, district-wide.

6. Revised Contracts – Instructional Assistants

Move to approve revised contracts for the following Instructional Assistants for the 2015-2016 school year, effective October 1, 2015. Revisions reflect an increase or decrease* in hours worked (daily) and salary:

<u>Employee</u>	<u>Location</u>	<u>New Hours</u>	<u>New Salary (prorated)</u>
Lee-Ann Gutierrez	High School	6*	\$23,618.00
Tara Michaels	Intermediate	7	28,022.00
Maryann Perrotto	OTES	8	41,252.00

7. Revised Contracts – Bus Drivers

Move to approve revised contracts for the following Bus Drivers, Transportation Department, for the 2015-2016 school year; effective October 1, 2015. Revisions reflect an increase or decrease* in hours worked (daily) and salary:

<u>Employee</u>	<u>New Hours</u>	<u>New Salary (prorated)</u>
John Abrams	6.5	\$25,989.00
Janet Eckert	5*	19,992.00
Jean Michel	6*	23,990.00
Willie Morrison	6.5*	32,125.00
Bruce Rice	6.25	27,278.00
Cynthia Russo	5*	22,540.00
Linda Sawicki	6*	29,653.00
James Valente	5.25	20,991.00

8. Issuance of Contract

Move to approve that a contract be issued to the following:

Heather G. Krueger	Special Education Teacher	\$57,005.00
	Intermediate School/ Fifth Grade-Wing	BA/Step 4-5
	Actual Start Date: October 12, 2015	Prorated

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Effective Date: November 1, 2015

(Mrs. Krueger replaces Raphael Tangalos who resigned. Ms. Krueger was previously approved at the August 25, 2015 regular monthly meeting pending criminal history background check and release from current employer; both are in order. *Salary is commensurate with the Township of Ocean School District Teachers' 2014-2015 salary guide and will be revised upon an accepted negotiated 2015-2016 salary guide.)

9. Issuance of Contract

Move to approve that a contract be issued to the following:

To fill a vacancy non-tenure track position:

Doris R. Fisher	Instructional Assistant, Part-time	\$18,303.00*
	Wayside School	Step I
	Non-Tenure Track Position	Prorated
	Actual Start & Effective Dates: Pending criminal history background check.	

(Mrs. Fisher replaces Sarah Sullivan who resigned. *Salary is commensurate with the Township of Ocean School District Instructional Assistant 2014-2015 salary guide and will be revised upon an accepted negotiated 2015-2016 salary guide.)

10. OTHS Central Detention Teachers for the 2015-2016 School Year

Move to approve Karen Dunn and Joshua Thompson as Central Detention Teachers at the High School for the 2015-2016 school year. Central Detention in the High School will operate every Monday, Tuesday, and Wednesday from 2:00 pm to 3:00 pm. Mrs. Dunn and Mr. Thompson will be paid \$28.00 per hour.

11. Substitute Central Detention Teacher/OTHS for the 2015-2016 School Year

Move to approve Alanna Yonelunas as the Substitute Teacher for Central Detention at the High School for the 2015-2016 school year. Central Detention in the High School will operate every Monday, Tuesday, and Wednesday from 2:00 pm to 3:00 pm. Ms. Yonelunas would work if one of the regular teachers were unavailable at a rate of \$28.00 per hour.

Motion(s) carried: 8-0

PLANNING & CONSTRUCTION: Mr. Hadden

The following item(s) were discussed:

1. Discussion: Change Order – High School Stadium Project

Board of Education and Administration discussed a possible change order to the high school home & away bleacher project.

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS: None

NEW BUSINESS:

- This year's Post Prom for high school students.

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- Math program update and teacher training that took place.

PUBLIC COMMENT: None

ADJOURN MEETING: 8:20 p.m.

There being no further business Dr. Meller made a motion, seconded by Mr. Angelini, that the meeting be adjourned. This motion carried 8-0.

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/
Board Secretary