

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
October 6, 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 (Arrived at 7:09 pm), 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. Parlamas, 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), Litigation (Grievance: TOEA versus Board of Education) and Miscellaneous Items (Board of Education 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 – 7:32 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):

- “Week of Respect” is being observed in all schools.
- Plans for the teacher professional development day on October 12th.

SCHOOL BUSINESS ADMINISTRATOR’S REPORT: Mr. Jannarone

Mr. Jannarone discussed the following item(s):

- Finance: Use of Facilities: Upcoming meeting to discuss facility usage rates.

PUBLIC COMMENT: None

COMMITTEE REPORTS:

The Board of Education discussed committee items:

CO-CURRICULAR STUDENT ACTIVITIES: No Report

COMMUNITY LIAISON & COMMUNICATIONS: Mr. Angelini

The following item(s) were discussed:

Twp of Ocean BOE Work Meeting Minutes (continued) – October 6, 2015

1. Discussion: Policies

Board of Education and administration discussed the following new and revised policies:

Policy 5756 - Transgender Students

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

The Administration and Board of Education discussed the two tabled policies from the last meeting. They discussed current procedures for notification on consequences for non-payment.

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Moore

The following item(s) were discussed:

1. Discussion: Five Year Comprehensive Maintenance Plan

Board of Education and administration discussed the attached Five Year Comprehensive Maintenance Plan 2015-2016 through 2019-2020 as per N.J.A.C. 6:24 and the annual maintenance budget amount (M-1) per N.J.A.C. 6:26-12.1.

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

2. Professional Services Resolutions

Move to approve the following Therapy Contract.

| | |
|------------------------------|--|
| Awarded to: | Invo Healthcare |
| Duration: | September 8, 2015 to December 15, 2015 |
| | Approximately 32 hours per week |
| Nature and Type of Contract: | Speech and Language Therapy |
| Amount of Contract: | \$79.00 per hour |

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

Motion carried: 9-0

INSTRUCTIONAL & EDUCATION: Mr. Brautigan

The following item(s) were discussed:

1. Discussion: 2015 College-Bound Seniors – SAT High School Highlights Report

Board of Education and Administration discussed the 2015 College-Bound Seniors High School Highlights Report, copy attached.

Twp of Ocean BOE Work Meeting Minutes (continued) – October 6, 2015

2. Discussion: Overnight Trip Reques

Board of Education and Administration discussed the following overnight trip request:

| | |
|---------------------|---|
| Group: | 9-12 Marching Band/Choir |
| Number of Students: | 80 |
| Date: | Departure date/time: Wednesday, March 9, 2016/2:00 pm Return date/time: Sunday, March 13, 2016/11:00 pm |
| Destination: | Orlando Fest, Universal – Orlando, Florida |
| Purpose: | Marching Band/Choir Competition (Itinerary Attached) |
| Transportation: | Bus to and from the airports Departing flight: Philadelphia International Airport/Southwest Airline to Orlando Returning flight: Jet Blue from Orlando to New Jersey |
| Teacher Chaperones: | 4 (Teddy Kernizan, Michael Lambusta, Edith Minott, Sue Smith, and Kyle Titmas) |
| Parent Chaperones: | - 0- |
| Cost per pupil: | \$1,349.00 per student (Paid for through fundraising and the balance by student.) |

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

3. Professional Development Activities – Staff

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

4. Suspension Report

Move to approve the District's Suspension Report for the month of September 2015, copy attached.

5. Classroom Observers

Move to approve the request of students from Monmouth University to observe Adaptive Physical Education classes at the Wayside Elementary School, in accordance with the attached memorandum dated October 2, 2015.

6. Teachers- Trip to the Holocaust Museum

Move to approve teachers, in accordance with the attached memorandum, 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 that the 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.

Twp of Ocean BOE Work Meeting Minutes (continued) – October 6, 2015

7. Observation Hours

Move to approve, in accordance with the attached memorandum dated October 2, 2015, the request of Elizabeth House, Special Education Teacher, Wayside School to observe June Zarra, L.D.T.C., Wayside School, as part of her continuing education for her LDTC Certification through Georgian Court.

8. Outreach Services Agreements for the 2015-2016 School Year

Move to approve Children's Center Programs to provide home training and coordination services for two (2) students in our district. Services will be provided between the period beginning July 1, 2015 and ending June 30, 2016. Hours of service will vary per student. Rates of pay for home training services: \$68.00 per hour for a Certified Teacher, \$58.00 per hour for a Teacher Assistant, and \$25.00 per hour will apply for team meetings, coordination, written reports, e-mails, and phone communications.

Motions for items #3 thru 8 carried: 9-0

NEGOTIATIONS: No Report

PERSONNEL: Mrs. McGovern

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

1. Substitute Teacher – 2015-2016 School Year

Move to approve Vincenzo Franze, Physical Education Teacher (part-time), Intermediate School as a substitute teacher for the 2015-2016 school year. Mr. Franze would substitute, when not working his contractual hours.

2. Issuance of Contract

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

To fill vacancy non-tenure track positions:

| | | |
|--------------|--|-------------|
| Robyn Lacina | Instructional Assistant, Part-time | \$18,880.00 |
| | Intermediate School/5 th Grade Wing | Step 1 |
| | Non-Tenure Track Position | Prorated |
| | Actual Start Date: October 13, 2015 | |
| | Effective Date: November 1, 2015 | |

(Mrs. Lacina replaces Kara Clark who was hired to a teaching position. *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.)

| | | |
|-------------------|--|-------------|
| Rudolph Waldinger | Computer Technician/ Level I/Part-time | \$23,450.00 |
| | District-wide | Prorated |
| | Non-Tenure Track Position | |
| | Actual Start Date: October 5, 2015 | |
| | Effective Date: November 1, 2015 | |

(This is a newly budgeted position. Mr. Waldinger was previously approved at the September 8, 2015 work meeting of the Board pending criminal history background check. Clearance has been received.)

3. Substitute Playground Aide

Twp of Ocean BOE Work Meeting Minutes (continued) – October 6, 2015

Move to approve Sandra Krug as a Substitute Playground Aide for the 2015-2016 school year, at the Ocean Township Elementary and Wayside Elementary Schools.

4. Unpaid Family Leave of Absence

Move to approve an unpaid family leave of absence for Willie Morrison, Bus Driver, Transportation Department beginning October 13, 2015 and continuing through October 30, 2015. Ms. Morrison is expected to return to work on November 2, 2015. While out on an unpaid family leave of absence, Ms. Morrison will be responsible for paying the appropriate contribution towards her health insurance coverage.

5. Instructional Assistants/TOIS Chorus and Late Bus

Move to approve Josemaria Olaguera, an Instructional Assistant to provide aide support to a 6th grade student participating in Chorus at the Intermediate School. Mr. Olaguera would shadow the student during practices (after school) and at the chorus concert, effective immediately through December 16, 2015. He will be paid at his hourly contractual rate.

6. Instructional Assistant Substitute – 2015-2016 School Year

Move to approve Barbara DeOrio, Computer Lab Assistant, Ocean Township Elementary School as an Instructional Assistant Substitute for the 2015-2016 school year. Mrs. DeOrio would substitute, when not working her contractual hours.

7. Issuance of Contract

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

To fill a vacancy non-tenure track position:

| | | |
|--------------------|-------------------------------------|--------------|
| Felicia M. DiFonzo | Instructional Assistant | \$23,118.00* |
| | Wanamassa School | Step 1 |
| | Non-Tenure Track Position | Prorated |
| | Actual Start Date: October 13, 2015 | |
| | Effective Date: November 1, 2015 | |

(Ms. DiFonzo replaces Taylor Shanley who resigned. Ms. DiFonzo was previously approved at the September 29, 2015 regular monthly meeting pending criminal history background check. Clearance has been received. *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.)

8. Instructional Assistant/TOIS Chorus and Late Bus

Move to approve Cheryl Woolley, an Instructional Assistant to provide aide support to a 6th grade student participating in Chorus at the Intermediate School. Ms. Woolley would shadow the student from the classroom to the chorus room during practices (after school) and at the chorus concert, effective October 7, 2015 through December 16, 2015. In addition, Ms. Woolley will provide door-to-door transportation to the late bus. She will be paid at her hourly contractual rate.

Motion(s) carried: 9-0

PLANNING & CONSTRUCTION: No Report

Twp of Ocean BOE Work Meeting Minutes (continued) – October 6, 2015

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS: None

NEW BUSINESS:

- School Lunch menu – October availability for parents.
- Discussed the updated math program.

PUBLIC COMMENT: None

ADJOURN MEETING: 8:50 p.m.

There being no further business Dr. Meller made a motion, seconded by Mr. Brautigan, that the meeting be adjourned. This motion carried 9-0.

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/
Board Secretary