

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
September 29, 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 Dr. Meller, seconded by Mrs. McGovern 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 (Personnel Agenda), Negotiations (TOEA) and Miscellaneous Items (Board of Education conflict). 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 the work session.

Adjourn Executive Session – 7:42 p.m.

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

Move for the approval to adjourn from Executive Session and resume public session.

PRESIDENT’S REPORT: None

SUPERINTENDENT’S REPORT: None

SCHOOL BUSINESS ADMINISTRATOR’S REPORT: Mr. Jannarone

Mr. Jannarone discussed the following item(s):

- Mandated Training for Board of Education member
- NJSBA Annual Workshop
- Transportation start of the year issues
- PowerSchools Grant for Sustainable Schools

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:

1. **Discussion: Policies & Regulations**

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Board of Education and administration discussed the second and final reading of new policies and revisions/deletions to/of policies and regulations.

Policy 3322– *(new)* Staff Member’s Use of Personal Cellular Telephones/ Other Communication Devices

Policy 4322– *(new)* Staff Member’s Use of Personal Cellular Telephones/ Other Communication Devices

Policy 5330- Administration of Medication (M)

Regulation 5330- Administration of Medication (M)

Policy 5339 – Screening for Dyslexia (M)

Policy 5756- Transgender Students

Policy 8540 – School Nutrition Programs

Regulation 8540- Free and Reduced Rate Meals (*Abolished*)

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

Policy 8820– Opening Exercises/Ceremonies

2. Discussion: “A Uniform State Memorandum of Agreement”

Board of Education and Administration discussed the update to “A Uniform State Memorandum of Agreement” between the Township of Ocean Board of Education and the Township of Ocean Police Department for the 2015-2016 school year. Superintendent of Schools, Dr. James Stefankiewicz, met with officials of the Ocean Township Police Department on September 10, 2015 to review and make changes to the agreement. The signed agreement will be submitted to the County Superintendent of Schools and the Monmouth County Prosecutor’s Office pending approval by the Board. A copy of the signed agreement is attached.

3. Discussion: Request of Non-Resident Student to Finish Their Senior Year at OTHS

Board of Education and Administration discussed the request of a non-resident senior student to complete the 2015-2016 school year at Ocean Township School High School. The request is in alignment with District Policy 5111 - Eligibility of Resident/Non-Resident Pupils.

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Moore

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 September 29, 2015.

2. Discussion: PowerSave Schools Program

Board of Education and administration discussed the PowerSave Schools Program as part of the Sustainable Jersey for Schools Program, at the high school. This grant program will provide a \$1,000 annual stipend for the school ‘green’ team as per the attached program description.

INSTRUCTIONAL & EDUCATION: Mr. Brautigan

The following item(s) were discussed:

1. Discussion: Professional Development Activities – Staff

Board of Education and Administration discussed the attached memorandums (2) dated

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September 25, 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: Addendums to Out of District Private Tuition for the 2015-2016 School Year

Board of Education and Administration discussed addendums to out of district private tuition for the 2015-2016 school year in accordance with the attached memorandums (2) dated September 17 & 18, 2015.

3. Discussion: Alternate Placement – Out of District

Board of Education and Administration discussed an agreement with Class Academy for the placement of an Ocean Township High School eleventh grade student (#73353) at their high school. Class Academy is part of the Monmouth County Vocational School District. Placement will begin September 30, 2015 and continue through June 2016. The yearly tuition will be \$5,800.00.

4. Discussion: Settlement Agreement & Release

Board of Education and Administration discussed the attached Settlement Agreement and Release: student number 15-16-01.

5. Discussion: Student Observers

Board of Education and Administration discussed Student Observers for the 2015 Fall Semester in accordance with the attached memorandum dated September 25, 2015.

6. Discussion: Overnight Trip Request

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

Group:	DECA – Grades 9 -12
Number of Students:	8 – 12
Date:	Departure time: 2:00 pm/ Thursday, November 19, 2015 Return time: 5:00 pm/ Sunday, November 22, 2015
Destination:	DECA Innovations and Entrepreneurship Conference Austin, Texas
Purpose:	Business Plan Competition
Transportation:	1- District School Bus to Newark Airport Plane to Texas
Teacher Chaperones:	2 (Greg Colón and Michael Lambusta)
Parent Chaperones:	- 0-
Cost per student:	\$500 per student (Will be paid by school store revenue and remainder by the student. Cost covers registration fee, room, and transportation.)

7. Discussion: Trip Request

Board of Education and Administration discussed the following trip request:

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Group: Marching Band – Grades 9-12
Number of Students: 35
Date: Sunday, October 4, 2015
Departure time: 9:00 am
Return time: 9:00 pm
Destination: J. Birney Crum Stadium
Purpose: Marching Band Festival
Transportation: 1 – District School Bus
Teacher Chaperones: 2 – (Teddy Kernizan and Kyle Titmas)
Parent Chaperones: -0-
Cost per student: \$10.00 per student

NEGOTIATIONS: No Report

PERSONNEL: Mrs. McGovern

The following item(s) were discussed:

1. Discussion: Resignation

Board of Education and Administration discussed the resignation of Sarah Sullivan, Instructional Assistant, Wayside School effective October 9, 2015, her last day of work.

2. Discussion: Revised Contract

Board of Education and Administration discussed issuing a revised contract to the following high school teacher effective September 1, 2015. The revised contract reflects an annual stipend of \$750.00 for the 2015-2016 school year. The stipend is the result of the teacher having a 6th period load (3 blocks) under the block scheduling format implemented September 1, 2013. The revised salary noted below includes the \$750.00 stipend.

Jeffrey Soares, Health & Physical Education Teacher \$57,755.00

3. Discussion: Playground Aide and Substitute Playground Aide

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

Ferdinand Cutolo, Playground Aide, Ocean Township Elementary School
Amy Stewart, Substitute Playground Aide, Wanamassa Elementary School

4. Discussion: After School Help and Homework Center/High School

Board of Education and Administration discussed hiring, for the 2015-2016 school year, Pamela Siciliano and Jean Collins as teachers for the After School Help and Homework Center, at the High School. Teachers will be paid at a rate of \$28.00 per hour. The High School Help and Homework center will operate on Mondays, Tuesdays and Wednesdays, 2:00 pm-3:00 pm, September through June.

5. Discussion: Substitute Teacher for the OTHS After School Help and Homework Center

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Board of Education and Administration discussed hiring, for the 2015-2016 school year, Michelle Rogers as a Substitute Teacher for the After School Help and Homework Center at the High School. Ms. Rogers would work if one of the regular teachers were unavailable at a rate of \$28.00 per hour.

6. **Discussion: After School Detention Teachers/TOIS/Grade 5**

Board of Education and Administration discussed hiring, for the 2015-2016 school year, John Kelsey and Michael Palermo as teachers for the After School Detention Program/TOIS, Grade 5. Teachers will be paid at a rate of \$28.00 per hour. The After School Detention Program will operate Monday – Thursday, 2:30 pm – 3:15 pm.

7. **Discussion: After School Detention Teachers/TOIS/Grades 6-8**

Board of Education and Administration discussed hiring, for the 2015-2016 school year, Idalia Amengual and Jeff Wilderotter as teachers for the After School Detention Program/TOIS, Grades 6-8. Teachers will be paid at a rate of \$28.00 per hour. The After School Detention Program will operate Monday – Thursday, 2:30 pm – 3:15 pm.

8. **Discussion: Substitute Teacher for After School Detention/ TOIS Grades 6-8**

Board of Education and Administration discussed hiring, for the 2015-2016 school year, Joseph Palumbo as a Substitute Teacher for the After School Detention Program/TOIS, Grades 6-8. Mr. Palumbo would work if one of the regular teachers were unavailable at a rate of \$28.00 per hour.

9. **Discussion: After School Help and Homework Club Teachers/Wayside School**

Board of Education and Administration discussed hiring, for the 2015-2016 school year, Megan Grace and Melissa McHugh as teachers for the 3rd & 4th grade Help and Homework Club and Lisa Mazza and Nicole Belasco as teachers for the 1st & 2nd grade Help and Homework Club at Wayside School. Teachers will be paid at a rate of \$28.00 per hour. Both clubs will run October 5, 2015 through June 2016. The 3rd and 4th grade club will operate Monday – Thursday, 3:15 pm – 4:30 pm and the 1st & 2nd grade club, Tuesdays and Wednesdays, 3:30 pm – 4:30 pm.

10. **Discussion: Substitute Teachers for the After School Help and Homework Club/Wayside School**

Board of Education and Administration discussed hiring, for the 2015-2016 school year, Lisa Mazza and Nicole Belasco as substitute teachers for the 3rd and 4th grade Help and Homework Club and Gail McInerney and Andy Malerba as substitutes for both the 1st & 2nd and the 3rd & 4th grade After School Help and Homework Clubs at Wayside School. The substitute teachers would work if one of the regular teachers were unavailable at a rate of \$28.00 per hour.

11. **Discussion: After School Help and Homework Club/OTES**

Board of Education and Administration discussed hiring, for the 2015-2016 school year, Amy Goldsmith and Lauren Pembleton as teachers for the After School Help and Homework Club, at Ocean Township Elementary School. Teachers will be paid at a rate of \$28.00 per hour. The club will operate Monday through Thursday, 3:15 pm – 4:30 pm, October 5, 2015 through June 2016.

12. **Discussion: Substitute Teachers for the After School Help and Homework Club/OTES**

Board of Education and Administration discussed hiring, for the 2015-2016 school year, Sandra Kelly, Joseph Lang, Amy Steckhahn, and Anne Wagar as Substitute Teachers for the After School Help and Homework Club at Ocean Township Elementary School. The substitute teachers would work if one of the regular teachers were unavailable at a rate of \$28.00 per hour.

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13. Discussion: Skills for Success Clubs/ Intermediate School

Board of Education and Administration discussed hiring the following teachers to provide instructional services as part of the Skills for Success Clubs at the Township of Ocean Intermediate School. The clubs will run October 2015 – May 2016, 2:30 pm – 3:30 pm, Monday through Thursday (meeting dates will vary from month to month). Teachers will be paid at a rate of \$28.00. per hour.

Grade 5 Club Teachers: Gail Gall and Lynne Thomasey

Grade 6 Club Teachers: Kathleen Friel and Susan English

14. Discussion: Issuance of Contracts

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

To fill a vacancy position:

Lauren J. Caruso	Special Education Teacher/Part-time	\$27,788.00*
	Wayside School	Ba+30/Step I
	Actual Start & Effective Dates: Pending criminal history background check.	

(Ms. Caruso replaces Ms. Torres who resigned. *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.)

To fill vacancy non-tenure track positions:

Felicia M. DiFonzo	Instructional Assistant	\$23,118.00*
	Wanamassa School	Step 1
	Non-Tenure Track Position	
	Actual Start & Effective Dates: Pending criminal history background check.	

(Ms. DiFonzo replaces Taylor Shanley 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.)

Kaitlin Lamb	Instructional Assistant	\$23,118.00*
	Ocean Township Elementary School	Step 1
	Non-Tenure Track Position	
	Actual Start: November 9, 2015	
	Effective Date: December 1, 2015	

(Ms. Lamb replaces Lisa Burnup 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.)

15. Discussion: Revised Contract

Board of Education and Administration discussed issuing a revised contract to the following:

Juan Sanchez	Custodian I/Swing Shift	\$33,385.00*
	High School & Wanamassa School	Retro to September 1, 2015
	Non-Tenure Track Position	

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Effective: September 1, 2015

(*This is a revision/increase to salary as a result of being issued a black seal license.)

16. Discussion: Employee Transfers

Board of Education and Administration discussed the following employee transfers:

- Dale Gordon From: Instructional Assistant, High School
 To: Instructional Assistant, Intermediate School
 Effective: September 1, 2015
- Robin Klohr From: Speech Therapist, OTES on Tuesdays
 To: Speech Therapist, TOIS on Tuesdays, from 1:00pm -2:45pm
 Effective: September 22, 2015 – June 20, 2016
- Tracey Vegvari From: TOIS on Tuesdays, 1.25pm – 2:30 pm
 To: Oakwood School on Tuesdays, 1:25 pm -2:30 pm
 Effective: September 22, 2015

17. Discussion: Revision to Actual Start Date

Board of Education and Administration discussed a revision to the actual start date for the following employee:

- Brian Jones Computer Technician/ Level I \$23,450.00
 District-wide
 Non-Tenure Track Position
 Actual Start Date: September 15, 2015
 Effective Date: October 1, 2015

(Mr. Jones was previously approved at the September 8, 2015 work meeting with an actual start date of September 14, 2015. The date was revised to September 15, 2015.)

18. Discussion: Revision to an Unpaid Leave of Absence

Board of Education and Administration discussed a revision to an unpaid leave of absence, with the continuation of benefits, for Melissa Wong Morano, Speech Language Therapist, Wanamassa, Wayside, and High Schools to reflect an earlier return to work date of December 16, 2015.

(Mrs. Morano was previously approved at the September 8, 2015 work meeting of the Board to return to work on December 23, 2015.)

19. Discussion: Employee Suspension

Board of Education and Administration discussed the 10-day suspension, without pay, of employee number 5703; (days without pay will include, September 11, 16, 17, 18, 21, 22, 23, 24, 25, 28.)

20. 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 September 25, 2015.

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

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Board of Education and Administration discussed the agreement between District employee number 5549 and the Board of Education; copy (dated September 15, 2015) is attached.

22. Discussion: African American Club - Instructional Assistant

Board of Education and Administration discussed hiring Joseph Siciliano, an Instructional Assistant Substitute, to provide aide support for a high school student participating in the African American Club at the High School effective immediately. Mr. Siciliano will shadow the student during club meetings which are held two times per month, after school.

23. Discussion: Retirement

Board of Education and Administration discussed the retirement of Robert Feeney, Health & Physical Education Teacher, Intermediate School effective February 1, 2016.

24. Discussion: Winter Coaching/Head Girls Lacrosse Recommendations for the 2015-2016 School Year

Board of Education and Administration discussed Winter Coaching/Head Girls Lacrosse recommendations, for the 2015-2016 school year, in accordance with the attached memorandum dated September 22, 2015.

25. Discussion: Issuance of Contracts

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

To fill a vacancy position:

Lauren J. Caruso	Special Education Teacher/Part-time	\$27,788.00*
	Wayside School	BA+30/Step I
	Actual Start Date: October 1, 2015	Prorated
	Effective Date: October 1, 2015	

(Ms. Caruso replaces Ms. Torres who resigned. *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.)

To fill vacancy non-tenure track positions:

Darrell Dunn	Custodian I	\$32,085.00*
	Night Shift/High School	Step A
	Non-Tenure Track Position	Prorated
	Actual Start Date: October 5, 2015	
	Effective Date: November 1, 2015	

(Mr. Dunn replaces Larry Knight who retired. *Salary is commensurate with the Township of Ocean School District Custodians' 2014 –2015 salary guide and will be revised upon an accepted negotiated 2015-2016 salary guide.)

Carl Fleury	Custodian I	\$32,085.00*
	Night Shift/OTES	Step A
	Non-Tenure Track Position	Prorated
	Actual Start Date: October 5, 2015	
	Effective Date: November 1, 2015	

(Mr. Fleury replaces Timothy Jester who moved to the Head Custodian position at OTES.

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*Salary is commensurate with the Township of Ocean School District Custodians' 2014 – 2015 salary guide and will be revised upon an accepted negotiated 2015-2016 salary guide.)

Maryann Rogers	Instructional Assistant	\$23,118.00*
	High School	Step 1
	Non-Tenure Track Position	Prorated
	Actual Start & Effective Dates: Pending criminal history background check.	

(This is a newly budgeted 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.)

26. Discussion: Revised Contract

Board of Education and Administration discussed issuing a revised contract to the following:

Valerie Sorce	From: English Teacher	\$92,500.00*
	High School	Step I
	To: Supervisor of English, Grades 6-12	Prorated
	Effective Date: To be determined	

(Mrs. Sorce replaces Jayne VanNosdall who resigned. *Salary is commensurate with the Township of Ocean School District Administrators' 2014-2015 salary guide for Department Supervisors and will be revised upon an accepted negotiated 2015-2016 salary guide.)

27. Discussion: Employee Transfer

Board of Education and Administration discussed the following employee transfer:

Juan Sanchez	From: Swing Shift, High School and Wanamassa School
	To: Night Shift High School
	Effective: October 5, 2015

(Mr. Sanchez replaces Felix Puello who retired.)

28. Discussion: Use of Days from the Sick/Personal Leave Bank Plan

Board of Education and Administration discussed the request of district employee 5085 to use 60 days from the Sick/Personal Leave Bank Plan.

PLANNING & CONSTRUCTION: No Report

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS: No Report

NEW BUSINESS: No report

PUBLIC COMMENT: None

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ADJOURN MEETING: 7:58 p.m.

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

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/
Board Secretary