

**TOWNSHIP OF OCEAN BOARD OF EDUCATION  
WORK MEETING MINUTES  
June 28, 2016**

**CALL TO ORDER**

Mr. Joseph Hadden, 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**

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, Mr. Sean Moore, Mr. Michael Palutis and Mrs. Sylvia Sylvia-Cioffi. Mrs. Amy McGovern and Mrs. Denise Parlamas were absent.

Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator and Dr. James Stefankiewicz, Superintendent of Schools,

**Enter Executive Session – 7:02 p.m.**

*Approval: Motion offered by Mr. Hadden, seconded by Mr. Moore and carried 7-0*

Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Personnel and Student Matters (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 30 minutes and will not take action upon returning to work session.

**Adjourn Executive Session – 7:42 p.m.**

*Approval: Motion offered by Mr. Moore, seconded by Mrs. Sylvia-Cioffi and carried 7-0.*

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

**PRESIDENT'S REPORT:** No Report

**SUPERINTENDENT'S REPORT:** Mr. Stefankiewicz

Mr. Stefankiewicz discussed the following item(s):

- Discussed High School team that attended the CTE Grant Workshops.

**SCHOOL BUSINESS ADMINISTRATOR'S REPORT:** Mr. Jannarone

Mr. Jannarone discussed the following item(s):

- Discussed Governor's Fairness Formula: \$6,599 per student, 24 million in state aid the district would receive.
- Expressed thank you to Mr. Dietrich for minute's code he created for the district website.
- Discussed Township's possible Tennis Facility, spoke with Township Manager and Mayor
- Discussed updates regarding the shared services contracts with Hope Academy and Deal School.

**PUBLIC COMMENT:**

- Gino Dellomo, resident, asked about the Governor's Fairness Formula and how the less fortunate districts would survive.

**COMMITTEE REPORTS:**

**CO-CURRICULAR STUDENT ACTIVITIES:** No Report

**COMMUNITY LIAISON & COMMUNICATIONS:** Mrs. Sylvia-Cioffi

The following item(s) were discussed:

1. **Discussion: Approval of Minutes:**

Board of Education and Administration discussed the minutes in accordance with Board of Education bylaws #168 “Recording of Board Meetings” of the following meeting(s):

Work Meeting/Executive Session Minutes – June 14, 2016

**FINANCIAL MANAGEMENT & RESOURCE SERVICES:** Mr. Moore

The following item(s) were discussed:

1. **Discussion: Use of Facilities**

Board of Education and Administration discussed use of facilities according to the attached list dated June 28, 2016

2. **Discussion: Donation**

Board of Education and administration discussed a grant, submitted by Mr. Christopher Wilson, Supervisor of World Languages/Social Studies, from IACE Italian American Committee on Education, in the amount of \$2,000 to be used towards the salary of an Italian teacher for the 2016-2017 school year, as specified in the grant submission.

3. **Discussion: Shared Services – Hope Academy**

Board of Education and administration discussed shared services resolution between the Township of Ocean Board of Education and Hope Academy Charter School maintenance Services. This agreement will be in place from July 1, 2016 thru June 30, 2017.

4. **Discussion: Dishwashers**

The Board of Education and Administration discussed the Bid Award for dishwashers for the kitchens at the Ocean Twp. Elementary School, Ocean Twp. High School and Twp. of Ocean Intermediate School with E & A Restaurant Supply Co., Plainfield, NJ, for a total bid of \$99,893.00. (As per attached)

5. **Discussion: Electronic Monument Signs**

The Board of Education and Administration discussed the Bid Award for Electronic Monument Signs to be installed at the Ocean Twp. High School and Twp. of Ocean Intermediate School with Golden Rule Signs., Louisville, KY, for a total bid of \$51,035.74. (As per attached)

6. **Discussion: Resolution for Refunding Bond Ordinance:**

Board of Education and Administration discussed the following resolution regarding Refunding Bond Ordinance:

REFUNDING BOND ORDINANCE OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF OCEAN IN THE COUNTY OF MONMOUTH, NEW JERSEY, PROVIDING FOR THE REFUNDING OF ALL OR A PORTION OF THE OUTSTANDING CALLABLE SCHOOL BONDS OF THE SCHOOL DISTRICT,

**Twp of Ocean BOE Work Meeting Minutes (continued) – June 28, 2016**

DATED SEPTEMBER 1, 2007, ISSUED IN THE ORIGINAL PRINCIPAL AMOUNT OF \$6,113,000, APPROPRIATING NOT TO EXCEED \$2,700,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$2,700,000 REFUNDING BONDS TO PROVIDE FOR SUCH REFUNDING. (See attached)

7. **Discussion: Resolution for Determining Form and Other details of Bond Refunding:**

Board of Education and Administration discussed the following resolution regarding determining form and other details of Bond Refunding School Bonds:

RESOLUTION DETERMINING THE FORM AND OTHER DETAILS OF NOT TO EXCEED \$2,700,000 PRINCIPAL AMOUNT OF REFUNDING SCHOOL BONDS OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF OCEAN IN THE COUNTY OF MONMOUTH, NEW JERSEY AND PROVIDING FOR THE SALE AND THE DELIVERY OF SUCH BONDS (See attached)

**INSTRUCTIONAL & EDUCATION:** Dr. Marshall

The following item(s) were discussed:

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

Board of Education and Administration discussed the attached memorandum dated June 24, 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.

2. **Discussion: Summer 2016 Extended School Year Special Education Program - Out of District Placements**

Board of Education and Administration discussed out of district placements for the 2016 Summer Extended School Year Special Education Program in accordance with the attached memorandum dated June 24, 2016.

3. **Discussion: Transportation-Summer 2016 Out of District-Extended School Year Special Education Program**

Board of Education and Administration discussed transportation for the 2016 Summer – Out of District - Extended School Year Special Education Program in accordance with the attached memorandum dated June 17, 2016.

**NEGOTIATIONS:** No Report

**PERSONNEL:** Mrs. Sylvia-Cioffi

The following item(s) were discussed:

1. **Discussion: Substitute Teachers for the 2016-2017 School Year**

Board of Education and Administration discussed hiring Substitute Teachers for the 2016-2017 school year in accordance with the attached list dated June 24, 2016.

**Twp of Ocean BOE Work Meeting Minutes (continued) – June 28, 2016**

**2. Discussion: Instructional Assistant Substitutes for the 2016-2017 School Year**

Board of Education and Administration discussed hiring Instructional Assistant Substitutes for the 2016-2017 school year in accordance with the attached list dated June 24, 2016.

**3. Discussion: Clerical Substitutes for the 2016-2017 School Year**

Board of Education and Administration discussed hiring Clerical Substitutes for the 2016-2017 school year in accordance with the attached memorandum dated June 24, 2016.

**4. Discussion: Custodial Substitutes for the 2016-2017 School Year**

Board of Education and Administration discussed hiring the following as Custodial Substitutes for the 2016-2017 school year.

Hugo Baez	Robert Kowana
Alex Brewer	Rich Miller
Michael Brown	Scott Pembleton
James Cazeau	Jorge Puello
Lisa Fiorentino	Nick Terranova
Zachary Gerard	Antonio Triscari
Kelvin Gutierrez	Sandra VanBrunt
Nick Haberstroh	Annie Varga
Brian Jones	Leandro Zaragoza

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

Board of Education and Administration discussed the request of Candice Kobil, Special Education Teacher, Wayside School to take an unpaid family leave of absence, as designated under FMLA and NJFLA, for a period of 10 weeks. Mrs. Kobil's unpaid family leave of absence will begin at the conclusion of her eligible sick leave, approximately October 14, 2016 and continue through December 20, 2016. Mrs. Kobil's last day of work will be September 9, 2016. She is expected to return to work on December 21, 2016. While out on an unpaid family leave of absence, Mrs. Kobil will be responsible for paying the appropriate contribution towards her health insurance coverage.

**6. Discussion: Translator Service**

Board of Education and Administration discussed hiring Maria V. Cavadas of Paradox, LLC – Middletown, NJ to provide Portuguese translator services at an hourly rate of \$50.00 per hour.

**7. Discussion: Job Descriptions**

Board of Education and Administration discussed revisions to the following job descriptions, per attached:

Director of School Counseling, Grades K-12  
Supervisor of Special Education/Grades PreSchool-5 and Basic Skills/Grades K-5

**8. Discussion: Summer School Teaching Positions**

Board of Education and Administration discussed hiring the following as Summer School Teachers. Summer School will operate Monday through Thursday, July 5, 2016- August 11, 2016. The following teachers will work Monday through Thursday, 7:30 am to 10:30 am. They will receive \$2,400 per course.

**Twp of Ocean BOE Work Meeting Minutes (continued) – June 28, 2016**

Kathleen Friel – Math, Grades 7 & 8  
Jon Houston – Language Arts, Grade 8  
Robert Klinger – Language Arts, Grade 6  
Ian Schwartz – Language Arts, Grade 7

The following teacher will work Wednesday and Thursday, 2 hours a day, at a salary of \$800.00, for the course.

Meaghan McDavitt - PARCC Portfolio/Language Arts, Grade 12

9. **Discussion: Summer 2016 - Student Computer Tech Assistant**

Board of Education and Administration discussed hiring Thomas Gleason as a Student Computer Tech Assistant for the 2016 Summer months at a rate of \$9.00 per hour.

10. **Discussion: Substitute Computer Techs**

Board of Education and Administration discussed hiring Matthew Spector and Jonathan Zimmerman as Substitute Computer Techs at a rate of \$11.00 per hour.

11. **Discussion: Assistant Superintendent of Schools/Curriculum & Instruction**

Board of Education and Administration discussed the appointment of \_\_\_\_\_ to the position of Assistant Superintendent of Schools/Curriculum & Instruction for the Township of Ocean Board of Education, effective July 1, 2016, salary \$\_\_\_\_\_. This appointment is subject to final review of contractual terms by the Board of Education attorney and approval by the Executive County Superintendent of Schools.

12. **Discussion: Issuance of Contracts**

Board of Education and Administrators discussed offering contracts to the following:

**To fill vacancy positions**

David Bucko	Science Teacher	\$65,415.00
	High School	BA+30/Step 11/12
	Actual Start & Effective Dates: Pending criminal history background check.	

(Mr. Bucko replaces Dr. Mastellone who will retire July 1, 2016.)

Cristy Molnar	Special Education Teacher /Part-time	\$32,543.00
	Wanamassa Elementary School	MA/Step 1
	Actual Start Date: September 1, 2016	
	Effective Date: September 1, 2016	

(Ms. Molnar replaces Alyssa Fiorillo who moved to a full-time position.)

**To fill vacancy non-tenure track positions:**

Nicholas Bock	Computer Technician/ Level I	\$37,500.00
	Technology Department, District-wide	
	Non-Tenure Track Position	
	Actual Start & Effective Dates: Pending criminal history background check.	

**Twp of Ocean BOE Work Meeting Minutes (continued) – June 28, 2016**

Rebecca Boomer                      Technology Assistant                      \$32,500.00  
Technology Department, District-wide  
Non-Tenure Track Position  
Actual Start & Effective Dates: Pending criminal history  
background check.  
(Ms. Boomer replaces Susan Dilloian who moved to a twelve-month secretary  
position.)

Sean O'Malley                      Computer Technician/ Level I                      \$37,500.00  
Technology Department, District-wide  
Non-Tenure Track Position  
Actual Start & Effective Dates: Pending criminal history  
background check.

Danielle Sloan                      Science Teacher                      \$54,515.00  
Intermediate School                      BA/Step 1  
Maternity Leave/Non-Tenure Track Position  
Actual Start & Effective Dates: Pending criminal history  
background check.  
(Ms. Sloan replaces Melissa Gissubel who will be out on maternity leave for the 2016-2017  
school year.)

**13. Discussion: Revised Contracts**

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

Maria Mosca                      From: Head Dispatcher/Transportation  
To: Supervisor of Transportation                      \$75,000.00  
Non-Tenure Track Position  
Effective: September 1, 2016

Kristin Vona                      From: Special Education Teacher  
Ocean Township Elementary School  
To: Supervisor of Special Education/                      \$94,500.00  
Grades PreSchool-5 and Basic Skills/                      Step 1  
Grades K-5  
Effective Date: July 1, 2016

(This is a revision in job title/category, salary and work year/10 month to 12 month.)

**14. Discussion: Retirement**

Board of Education and Administration discussed the retirement of George Kistner, Custodian I,  
Intermediate School effective September 1, 2016.

**15. Discussion: Bus Drivers and Bus Aides for the 2016 Summer Months**

Board of Education and Administration discussed hiring the following Bus Drivers and Bus Aides  
to work during the 2016 Summer months:

**Twp of Ocean BOE Work Meeting Minutes (continued) – June 28, 2016**

**Bus Drivers**

John Abrams  
Lisa Bisbee  
Carol Brohmer  
Linda Coakley  
Maribeth Kohuloon  
Marion Koval  
Pamela Larsen  
Anne Masi  
Joe McGinnis  
Gail Quinn  
James Page  
Michelle Piscopo  
Cynthia Russo  
Linda Sawicki  
Anna Tesaro  
William Witzigman  
Helen Wyckoff

**Bus Aides**

Scott Broyles  
Pamela Hellwege  
Cindy Eager  
Casey Norvilas – Mission I

**16. Discussion: Child Study Team - 2016 Summer Employment**

Board of Education and Administration discussed Child Study Team employment for Summer 2016 in accordance with the attached memorandum dated June 23, 2016.

**17. Discussion: 2016 Summer Skills Camp/Bridging the Gap Program/Grade 5/Intermediate School**

Board of Education and Administration discussed hiring the following teachers for the 2016 Summer Skills Camp/Bridging the Gap Program/Grade 5/Intermediate School. The program will run July 5 through 8, 2016, Tuesday – Friday and July 11, 2016 through July 21, 2016, Monday-Thursday, 4 hours per day, 8:15 am to 12:15 am. Teachers will be paid \$35.00 per hour.

Carolyn Beam  
Jessica Fischer

Nicole Nagy  
Janine Sterner

**18. Discussion: Summer Skills Camp/CAPS at OTES**

Skills Camp/CAPS (Core Academic Program of Skills) at Ocean Township Elementary School. The program will run July 5 through 8, 2016, Tuesday – Friday and July 11, 2016 through July 21, 2016, Monday-Thursday, 4 hours per day, 8:15 am to 12:15 am. Teachers will be paid \$35.00 per hour.

Julia Brenna-Hall  
Gail Gall  
Amy Goldsmith  
Laura Hauschildt

Marlene Larkin  
Sandra Normile  
Brienne O'Rourke

**PLANNING & CONSTRUCTION:** Mr. Palutis

The following item(s) were discussed:

**1. Discussion: Update on Referendum Projects**

School Business Administrator gave an update on the Referendum Projects.

**Twp of Ocean BOE Work Meeting Minutes (continued) – June 28, 2016**

**2. Discussion: Change Order: Wayside Elementary School UV Equipment**

Board of Education and administration discussed a change order for Direct Digital Control Systems, Inc., per the recommendation by P.W. Moss & Associates, on the Wayside Elementary School UV Equipment purchase delay in the amount of \$957.45. (See attached)

**TECHNOLOGY COMMITTEE: Mr. Dietrich**

The following item(s) were discussed:

**1. Discussion: Computer Co-Operative Purchase**

Board of Education and administration discussed the purchase of 700 Dell Chromebook II including 1 year on-site service and accidental damage service from Ocean Computer Group in the amount of \$227,500.00 as per the attached quote #PW011646, NJ State Contract #89967.

**2. Discussion: Computer Co-Operative Purchase**

Board of Education and administration discussed the purchase Dell OptiPlex 5040 and 3040 Small Form Factor XCTO in the amount of \$52,126.00 as per the attached quote #CC011687, NJ State Contract #89967.

**3. Discussion: Computer Co-Operative Purchase**

Board of Education and administration discussed the purchase of the 6 Dell R430 Servers in the amount of \$23,988.00 as per the attached quote #PW011684, NJ State Contract #89967.

**OLD BUSINESS:**

- Discussed police action and possible drug issues at a home across the street from Wayside Elementary School.

**NEW BUSINESS:**

- Finance Committee to review facilities charges.

**PUBLIC COMMENT:**

- Batya Van Nostrand, resident, asked about teachers and their job actions.

**ADJOURN MEETING: 8:03 p.m.**

There being no further business Mr. McGovern made a motion, seconded by Mrs. Sylvia-Cioffi, that the meeting be adjourned. This motion carried 7-0.

Respectfully submitted,

Kenneth Jannarone  
School Business Administrator/  
Board Secretary