

Ocean City Board of Education
Regular Meeting Agenda
Wednesday, June 21, 2017
6:30 p.m. – High School Community Room
7:00 p.m. – High School Auditorium

This meeting has been duly advertised in compliance with the Open Public Meeting Law.

- A. Call to Order
- B. President's Announcement of Adequate Meeting Notice
- C. Salute to the Flag
- D. Roll Call
- E. Executive Session (not open to the public)
- F. Presentations
 - 1. 2016-17 High School "Year in Review"
 - 2. SEA Club Water Champions
 - 3. Student Athletes
 - 4. Eagle Scout Recognition
 - 5. Staff Recognitions
- G. Public Comments (on Agenda Items Only)
- H. Presentation of Superintendent's Report/Information Items
 - 1. Buildings and Grounds
 - 2. Curriculum and Student Affairs
 - 3. Finance
 - 4. Personnel
 - 5. Policy
 - 6. District Communications
- I. Vote on Board Resolutions (Full Board)
- J. Vote on Board Resolutions (Ocean City Representatives Only) (Resolutions 1.B, 2.I, 3.U, 3.V, 4.Q, 4.R, 4.S, 4.T and 4.U)
- K. Approval of Minutes
 - 1. Regular Meeting and Executive Session – May 24, 2017 (Attachment K.1)
- L. Unfinished Business
- M. New Business
- M. Public Comments
- N. Board Comments
- O. Board President's Report/Comments
- P. Executive Session (not open to the public)
- Q. Adjournment

OFFICE OF THE
SUPERINTENDENT OF SCHOOLS

TO: Ocean City Board of Education
FROM: Dr. Kathleen Taylor, Superintendent of Schools
RE: June 21, 2017 Regular Board Meeting

MOTION: Based on the recommendation of the Superintendent of Schools, the following resolutions are presented for formal approval by the Board of Education.

1. Buildings and Grounds

A. Submission of Application for Change-of-Use of a Classroom and Authorization of Application for LRFP Amendment

The Ocean Board of Education authorizes the architectural firm of REGAN YOUNG ENGLAND BUTERA, PC. (RYEBREAD) to submit to the Department of Education the necessary documentation for an “Other Capital Project”, thus the BOE is not seeking State funding for the project.

Furthermore, the Ocean City Board of Education authorizes RYEBREAD to submit the LRFP Amendment Form to include this project under the District’s approved LRFP.

The project shall consist of the Classroom D-102 Change-of-Use from a science lab to Student Wellness and College & Career Readiness Rooms.

B. Use of Facilities (Ocean City Representatives Only)

The Board approves the following request for the use of the Intermediate School:

Requested By: City of Ocean City
Use: Lifeguard Staff Meeting
Dates/Times: June 21, 2017, 6:00PM-7:30PM
Rooms: Multi-Purpose Room
Fee: No Charge

Requested By: Shore Shooters Academy
Use: Basketball Training
Dates/Times: June 23, 27, 29, 2017 10:00AM-12:00PM
July 3, 6, 11, 13, 18, 20, 25, 27 2017 10:00AM-12:00PM
August 1, 3, 8, 10, 2017 10:00AM-12:00PM
Rooms: Gym
Fee: \$900

Subject to availability and receipt of insurance certificate

Informational Items

Fire Drills

Ocean City High School May 8, 2017
Ocean City Intermediate School May 31, 2017
Ocean City Primary School May 12, 2017

Security Drills

Ocean City High School	May 10, 2017
Ocean City Intermediate School	May 16, 2017
Ocean City Primary School	May 11, 2017

- Discussion
- Buildings and Grounds Committee Report – Mr. Oves, Chairperson

2. Curriculum and Student Affairs

A. Nursing Services Plan

The Board adopts the School District’s Nursing Services Plan for the 2017-18 school year that describes nursing services for students provided by School Nurses Rosemary Millar, Connie Meng, and Alice Wolf in consultation with the school physician, Dr. Jerry Horowitz.

B. Out of District Placement

The Board approves the following out-of-district placement for the 2017-18 school year:

<u>Placement</u>	<u># of Students</u>	<u>District</u>	<u>Tuition</u>
CMCSSSD	5	OC	\$22,500
CMCSSSD	1	UT	\$ 2,600
Bancroft - Haddonfield	2	UT	\$16,206
Orchard Friends School	1	UT	\$ 4,635
CMCSSSD	3	SIC	\$13,500

C. High School Field Trip Request (Attachment #2.C)

The Board approves the attached High School Field Trip list.

D. High School Winter Sports’ Schedules (Attachment #2.D)

The Board approves the attached High School 2017-18 Fall Sports’ Schedules.

E. Atlantic Cape Community College Agreement (Attachment #2.E)

The Board approves the Dual Credit Agreement between Atlantic Cape Community College and Ocean City High School for the following classes:

- ACCT130 Financial Accounting, 4 credits @ \$51.50 per credit
- BUSN101 Introduction to Business, 3 credits @ \$51.50 per credit
- ECON110 Principles of Economics I, 3 credits @ \$51.50 per credit
- ECON210 Microeconomics, 3 credits @ \$51.50 per credit
- FREN111 Elementary French I, 3 credits @ \$51.50 per credit
- FREN112 Elementary French II, 3 credits @ \$51.50 per credit
- SPAN111 Elementary Spanish I, 3 credits @ \$51.50 per credit
- SPAN112 Elementary Spanish II, 3 credits @ \$51.50 per credit

F. Submission of the Project Lead the Way (PLTW) Agreement

The Board approves the Project Lead The Way Agreement for the 2017-18 school year.

G. Rider University Memorandum of Understanding

The Board approves the Memorandum of Understanding between the Ocean City School District and Rider University for the Tomorrow’s Teachers Program for the 2017-18 school year.

H. Foreign Exchange Student

The Board approves the request made by the Rotary Youth Exchange for placement of a foreign exchange student from Spain to attend the High School for the 2017-18 school year. In accordance with Board Policy and Regulation #5111, Eligibility of Resident/Nonresident Pupils, tuition will be waived for foreign exchange students on a J-a or F-a Visa.

I. Intermediate School Field Trip Request (Attachment #2.I) (Ocean City Representatives Only)

The Board approves the attached Intermediate School Field Trip list.

J. Harassment, Intimidation and Bullying (HIB) Case Findings (Attachment #2.J)

The Board adopts and approves Harassment, Intimidation and Bullying (HIB) Case Findings as reported in the attached.

Informational Items (Attachments)

Out-of-School Suspension Reports for May 2017

- Discussion
- Curriculum and Student Affairs Committee Report – Mrs. McAlister, Chairperson

3. Finance

A. Bill List (Attachment #3.A)

The Board approves payment of bills for June in the amount of \$1,736,704.73.

B. Secretary and Monthly Cash Reconciliation Reports (Attachment #3.B)

The Board approves the Board Secretary's Monthly Financial Report and the Monthly Cash Reconciliation Report for May 2017.

C. Line Item Transfers (Attachment #3.C)

The Board approves the revenue and appropriation transfers for May 2017.

D. Travel & Expense Reimbursement (Attachment #3.D)

The Board approves the June 2017 list of Board of Education Members and School District Staff travel and related expense reimbursements.

E. Food Service Report (Attachment #3.E)

The Board accepts the Food Service Monthly Finance Report for June 2017.

F. Interlocal Agreement with Sea Isle City Board of Education (Attachment #3.F)

The Ocean City Board of Education approves the execution of the Interlocal Agreement with the Sea Isle City Board of Education for Business Office Services in the amount of \$35,000 for the fiscal year 2017-18.

G. Food Service Management Contract

Resolved that the Ocean City Board of Education approves the contract with ARAMARK Education Services, Inc., Philadelphia, PA (hereinafter "ARAMARK") for the provision of food service management services for the period July 1, 2017 through June 30, 2018, including but not limited to the following fees and guarantees:

1. The Ocean City School District shall reimburse ARAMARK for all Reimbursable Items. In addition, the Ocean City School District shall pay ARAMARK an allowance for its General and Administrative Expense of \$16,605 or \$0.0500 per meal served under the National School Lunch and Breakfast Programs and for each Meal Equivalent served. The Ocean City School District shall reimburse ARAMARK a Management Fee of \$6,642 or \$0.0200 per meal served under the National School Lunch and Breakfast Programs and for each Meal Equivalent served. The total of such reimbursable items, the allowance for ARAMARK's General and Administrative Expense, and the Management Fee shall be referred to as Ocean City School District's Financial Obligation. General and Administrative Expense means ARAMARK's allowance for the financial reporting, legal, tax and audit services, and the management oversight provided to client locations by ARAMARK at the regional and corporate levels.
2. The number of National School Lunch and Breakfast Program meals served to children shall be determined by actual count. A "Meal Equivalent" provided by ARAMARK is determined by dividing the total cash receipts, other than from sales of National school Lunch Program Meals and School Breakfast Program Meals or Cash Equivalents by the Equivalency Factor.

The Equivalency Factor used to determine the number of meal equivalents served by ARAMARK shall be the amount of \$1.00.

3. ARAMARK will guarantee that the school food service program for the 2017-18 school year will operate at a subsidy not to exceed \$107,333. Aramark will guarantee this subsidy up to the totals of Aramark's management and administrative fees.

H. Student Information System

The Board acknowledges receipt of the following proposals for a Student Information System:

<u>Vendor</u>	<u>Year 1 Cost</u>	<u>Year 2 Cost</u>
School Brains	\$38,350	\$19,350
On Course Systems	\$17,200	\$17,200
Infinite Campus	\$83,690	\$34,740
Power School	\$73,333	\$36,533

And rejects all proposals at this time.

I. Renewal of Transportation Contracts (Attachment #3.I)

The Board approves the following renewal of transportation contracts for the 2017-18 school year:

	<u>Route</u>	<u>Cost</u>
Sheppard Bus Service, Inc.	To/From School	\$738,654
		\$150,000 (estimated) for school related-activities

J. Atlantic County Special Services School District Agreement for Itinerant Services

The Board approves, on an as needed basis, the 2017-18 Agreement for Itinerant Services with the Atlantic County Special Services School District.

K. Cape May County Special Services School District Agreement for Itinerant Services

The Board approves, on an as needed basis, the 2017-18 Agreement for Itinerant Services with the Cape May County Special Services School District.

L. IDEA Consortium 2018

The Board authorizes the Ocean City School District to be the lead agency in the fiscal year 2018 IDEA Consortium with the Sea Isle City School District as the participant agency.

M. District IDEA Grant Submission

The Board authorizes the District's submission of the IDEA fiscal year 2018 grant application for the following amounts:

IDEA Basic	\$ 518,532
IDEA Preschool	\$ 14,915

N. Substitute Pay Rates

The Board approves the following substitute pay rates for Summer 2017 and the 2017-18 school year:

Substitute Rates for Certificated Staff	
Administrator	\$300/day
School Nurse	\$150/day
Extension School - School Nurse	\$20/hour
Summer School - School Nurse	\$20/hour
Short-Term Leave Replacement School Nurse (up to 89 days)	\$160/day
Long-Term Leave Replacement School Nurse (90 days or more)	Professional Employees' Association Agreement BA, Step 1
Field Trip Nurse arriving back to school by on or before 6:30 pm	\$130/day
Field Trip Nurse Arriving back to school after 6:30 pm	\$150/day
Teacher	\$90/day
Teacher w/certification	\$95/day
Short-Term Leave Replacement Teacher (up to 89 days)	\$160/day
Long-Term Leave Replacement Teacher (90 days or more)	Professional Employees' Association Agreement BA, Step 1
Summer School Teacher	\$18/hour
Substitute Rates for Supportive Staff	
Aide - Special Education	\$14/hour
Bus Driver	\$20/hour
Bus Aide	\$10/hour
Clerical Aide	\$12/hour
Security Aide	\$12/hour
Nurse's Aide	\$17/hour
Custodian	\$15/hour
Technical/Craftsman/Maintenance Substitute	\$17/hour
Food Service Worker	\$10/hour
PT Food Service Worker	\$9/hour
Secretary	\$15/hour

O. Athletic Department Fees for Athletic Event Workers

The Board approves the following Athletic Event Workers for the 2017-18 school year:

Football (Fall Sports)

Cashier	\$ 40
Collector	\$ 35
Guards	\$ 45
Announcer	\$ 35
Score/Clock Operator	\$ 35
Site Manager	\$ 50
Int. School Site Manager	\$ 40
Site Manager at Away Events	\$ 55 Schools Outside League
Site Manager at Away Events	\$ 40 Schools Within League

Filming of Football Games

Scrimmage	\$ 65
(Plus Travel \$.31 mile)	
Game (Plus Travel \$.31 mile)	\$110

Basketball/Wrestling (Winter Sports)

Cashier (Basketball/2 Games)	\$ 50
(Wrestling/1 Match)	\$ 35 (Tri Match \$50) (Quad Match \$60)
Collector (Basketball)	\$ 42
(Wrestling/1 Match)	\$ 32 (Tri Match \$40) (Quad Match \$50)
Guard (Basketball/2 Games)	\$ 50
(Wrestling/1 Match)	\$ 35 (Tri Match \$50) (Quad Match \$60)
Clock (Basketball/1 Game)	\$ 45
Clock/Announcer (Wrestling/1 Match)	\$ 40 (Tri Match \$50) (Quad Match \$60)
Scorekeeper (Basketball/1 Game)	\$ 45

Announcer (Basketball/1 Game)	\$ 40
Site Manager	\$ 45
Int. School Site Manager	\$ 35

Spring (all sports)

High School	\$ 50
Intermediate School	\$ 40

P. Transfer of Current Year Surplus to Maintenance Reserve

WHEREAS, NJAC 6A:23A-14.3 permits a Board of Education to establish and/or deposit into maintenance reserve accounts at year end, and

WHEREAS, the aforementioned code authorizes procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts no later than June 30, 2017 by board resolution for foreseeable future tuition adjustments for formal sending/receiving relationships, and

WHEREAS, the Ocean City Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Maintenance Reserve account at year end, and

WHEREAS, the Ocean City Board of Education has determined that an amount not to exceed \$325,000 for the 2016-17 year is a reasonable maintenance reserve and is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Ocean City Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Q. Transfer of Current Year Surplus to Capital Reserve

WHEREAS, NJAC 6A:23A-14.3 permits a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess

current revenue or unexpended appropriations into reserve accounts no later than June 30, 2017 by board resolution, and

WHEREAS, the Ocean City Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year end, and

WHEREAS, the Ocean City Board of Education has determined that an amount not to exceed \$925,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Ocean City Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

R. Transfer of Current Year Surplus to Tuition Reserve

WHEREAS, NJAC 6A:23A-14.4(a)(3) permits a Board of Education to establish and/or deposit into tuition reserve accounts at year end, and

WHEREAS, the aforementioned code authorizes procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution for foreseeable future tuition adjustments for formal sending/receiving relationships, and

WHEREAS, the Ocean City Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Tuition Reserve account at year end, and

WHEREAS, the Ocean City Board of Education has determined that an amount not to exceed \$1,200,000 for the 2016-17 year is a reasonable tuition reserve and is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Ocean City Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

S. Transfer of Current Year Surplus to Emergency Reserve

WHEREAS, NJAC 6A:23A-14.4(a)(3) permits a Board of Education to establish and/or deposit into emergency reserve accounts at year end, and

WHEREAS, the aforementioned code authorizes procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Ocean City Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into an Emergency Reserve account at year end, and

WHEREAS, the Ocean City Board of Education has determined that an amount not to exceed \$200,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Ocean City Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

T. Donation

The Board accepts a donation in the amount of \$2,000 from Shore Medical to subsidize the cost of CPR/AED Certification Cards for High School students.

U. Donation (Ocean City Representatives Only)

The Board accepts a donation from the Ocean City PTA for a ShopBot industrial cutter in the amount of \$9,500.

V. Award (Ocean City Representatives Only)

The Board accepts an award from AtlantiCare for the Primary School's AtlantiCare's Turn Your School Wellness into Wealth program in the amount of \$300.

Discussion

4. Personnel (All motions are upon Superintendent's recommendation:)

- A. Memorandum of Agreement (Attachment #4.A) – roll call vote
The Board approves the memorandum of agreement dated May 18, 2017 between the Ocean City Board of Education and the Ocean City Educational Association setting forth the terms and conditions for a successor collective negotiations agreement effective July 1, 2017 through June 30, 2020. Said agreement has been ratified by the OCEA on June 5, 2017.
- B. Substitutes (Attachment #4.B) – roll call vote
The Board approves the attached criminal history approved/HIB trained substitutes for summer 2017 and the 2017-18 school year.
- C. Homebound Instructors – roll call vote
The Board approves the following homebound instructors for summer 2017 and the 2017-18 school year:
Albert Lackman, Teacher of the Handicapped
Gina Sakenas, Elementary School Teacher
- D. Tenure – District Non-Affiliated Staff - roll call vote
The Board approves the granting of tenure to Marie Keiluhn, Superintendent's secretary, effective September 8, 2017.
- E. New Employment – District Supportive Staff – roll call vote
The Board approves Frank Sicurella, District special education aide, effective September 1, 2017 through June 30, 2018 at a salary of \$21,270, step 2, 7 hours per day (includes \$600 educational stipend).
- F. New Employment – District Supportive Staff – roll call vote
The Board approves Jason Bourgeois, District special education aide, effective September 1, 2017 through June 30, 2018 at a salary of \$21,068, step 1, 7 hours per day (includes \$600 educational stipend).
- G. New Employment – District Supportive Staff – roll call vote
The Board approves Thomas Marshall, District special education aide, effective September 1, 2017 through June 30, 2018 at a salary of \$21,270, step 2, 7 hours per day (includes \$600 educational stipend).
- H. New Employment – High School Certificated Staff (Attachment #4.H) – roll call vote
The Board approves Ian Keyser, High School biology teacher, effective September 1, 2017 through June 30, 2018 at a salary of \$48,574*, BA, step 1.
- I. Employment Contract (Attachment #4.I) – roll call vote
WHEREAS, the Ocean City Board of Education ("Board") desires to maintain Dr. Kathleen Taylor in the position of Superintendent;

WHEREAS, the Board and Dr. Taylor engaged in good faith negotiations for a new employment contract for Dr. Taylor to remain in the position of Superintendent, and that would be effective July 1, 2017 through June 30, 2022;

WHEREAS, pursuant to N.J.S.A. 18A:7-8(j) and N.J.A.C. 6A:23A-3.1(a), the Board also forwarded the proposed an Employment Contract for Dr. Taylor to continue to serve as the Superintendent to the Interim Executive County Superintendent for Cape May County for approval, and has received written approval and notice from the Interim Executive County Superintendent for Cape May County that it has been determined that the proposed Employment Contract for Dr. Taylor is in compliance with the Fiscal Accountability, Efficiency and Budgeting Regulations;

WHEREAS, the approved new Employment Contract for Dr. Taylor replaces and supersedes all prior Employment Contracts, both expressed and implied, between the parties hereto for the time period of the new Employment Contract, and by approving and signing the approved new Employment Contract both the Board and Dr. Taylor assent to a rescission of any and all prior contracts for the time period of the new Employment Contract, as well as agreement to the terms herein, except as noted and provided for in the approved new Employment Contract for Dr. Taylor;

IT IS HEREBY RESOLVED that the Board approves and adopts the Employment Contract for Dr. Kathleen Taylor to continue to serve as Superintendent, consistent with the terms and conditions set forth therein, and as approved by the Interim Executive County Superintendent for Cape May County, per N.J.S.A. 18A:7-8(j) and N.J.A.C. 6A:23A-3.1(a).

- J. Short-Term Leave Replacement – High School Certificated Staff – roll call vote
The Board approves Regina DiGiambattista, High School short-term leave replacement English teacher, effective September 1, 2017 through on or before November 17, 2017 at a stipend of \$160 per diem.
- K. Transfer of Certificated Staff – roll call vote
The Board approves the transfer of James Monteleone, from High School special education teacher to Intermediate School special education teacher, effective for the 2017-18 school year, with no change in salary*.
- L. High School Coaches and Stipends* for the 2017-18 School Year (Attachment #4.L) – roll call vote
The Board approves the attached High School coaches and stipends* for the 2017-18 school year.
- M. High School Co-Curricular Activity/Club Advisors and Stipends* for the 2017-18 School Year (Attachment #4.M) – roll call vote
The Board approves the attached High School co-curricular activity/club advisors and stipends* for the 2017-18 school year.
- N. High School Team Leaders (Attachment #4.N) – roll call vote
The Board approves the attached High School team leaders for the 2017-18 school year.
- O. New Job Descriptions (Attachment #4.O) – roll call vote
The Board approves the following new job descriptions for the 2017-18 school year:
Payroll Resource Manager
Human Resources Coordinator
Bookkeeper / Accounts Payable Clerk
- P. Non-Affiliated Staff and Salaries (Attachment #4.P) – roll call vote
The Board approves the attached non-affiliated staff and salaries for the 2017-18 school year.

- Q. Intermediate School Coaches and Stipends* for the 2017-18 School Year (Attachment #4.Q) – roll call vote (Ocean City Representatives Only)
The Board approves the attached Intermediate School coaches and stipends* for the 2017-18 school year.
- R. Intermediate School Co-Curricular Activity/Club Advisor and Stipend* for the 2017-18 School Year – roll call vote (Ocean City Representatives Only)
The Board approves Megan Ward, Intermediate School chess club advisor for the 2017-18 school year at \$1,798.00*.
- S. Administrative Leave – Intermediate School Certified Staff (Ocean City Representatives Only)
The Board approves employee #0980, on an administrative leave, effective June 15, 2017.
- T. Tenure – Primary School Administrative Staff - roll call vote (Ocean City Representatives Only)
The Board approves the granting of tenure to Cathleen Smith, Primary School Principal, effective October 2, 2017.
- U. Leave of Absence – Primary School Certificated Staff (Attachment #4.W) – roll call vote (Ocean City Representatives Only)
The Board approves employee #2940, a paid leave of absence, effective September 1, 2017 through October 16, 2017 and an unpaid FMLA/NJFLA leave of absence, effective October 17, 2017 through January 1, 2018, with an expected return date of January 2, 2017.

*pending approved agreement

- Discussion
- Negotiations Committee Report – Mr. Bauer, Chairperson

5. Policy

A. Policies – 2nd Reading (Attachment #5.A)

The Board approves the following replacements, additions and/or deletions to the Board Policy and/or Regulation Manuals.

New Policy

7164 Sustainability in Schools

Revised Policies

2464 Gifted and Talented

2622 Student Assessment

Abolished Policies

2320 Independent Study Programs

5465 Early Graduation

B. Policies – 1st Reading (Attachment #5.B)

The Board approves the following replacements, additions and/or deletions to the Board Policy and/or Regulation Manuals.

New Policy

7424 Bed Bugs

New Regulation

7424 Bed Bugs

- Discussion
- Policy Committee Report – Mrs. Prettyman, Chairperson

6. District Communications

- Discussion
- District Communications Committee Report - Ms. Gallelli-Keyes, Chairperson