

MINUTES OF REGULAR MEETING
JUNE 22, 2016

CALL TO ORDER

The Regular meeting of the Ocean City Board of Education was called to order by President Clark on Wednesday, June 22, 2016 at 7:00 p.m. in the Ocean City High School Auditorium, 501 Atlantic Avenue, Ocean City, NJ.

OPEN PUBLIC MEETINGS ACT ANNOUNCEMENT

President Clark announced that adequate notice of this meeting was provided in accordance with the Open Public Meetings Act, Chapter 231, P.L. 1975. Notice of the time, place and agenda were filed with the city clerk, posted in the lobby of City Hall, and delivered to the Ocean City Sentinel and the Press of Atlantic City.

President Clark led everyone present in a salute to the flag.

ROLL CALL OF MEMBERS

On roll call, members present were Jon Batastini (arrived at 7:03 p.m.), H. James Bauer, Cecilia Gallelli-Keyes, William Holmes, Fran Newman, Thomas R. Oves, Jr., Gregory Whelan and Joseph S. Clark, Jr. Also present were Kathleen Taylor, Ed.D., Superintendent, Timothy E. Kelley, Business Administrator/Board Secretary, Michael Stanton, Esquire, Daniel Tumolo from Sea Isle City and Carl Tripician from Longport. Members absent were Kristie Chisholm, Michael James, Jacqueline McAlister and J. Tiffany Prettyman. There were approximately 100 members of the public present.

PRESENTATIONS:

Dr. Taylor and the Board recognized the following:

- Student Athletes
- Eagle Scout Recognitions
- Staff Recognitions

PUBLIC COMMENTS – AGENDA ITEMS ONLY:

There were no public comments.

Motion by Mr. Holmes, seconded by Mrs. Newman, the Board of Education approved, by roll call vote, the following Superintendent's recommendations as a consent agenda.

SUPERINTENDENT'S REPORT:

Dr. Taylor gave an overview of the Agenda.

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

Motion by Mr. Holmes, seconded by Ms. Gallelli-Keyes, the Board of Education approved the following Superintendent's recommendations by "roll call vote."

1. Buildings and Grounds

A. Use of Facilities

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

Requested By: City of Ocean City
Use: Football Game – Lansdale Catholic vs. William Penn Charter School
Date/Time: September 3, 2016 (Sat), 8:00AM-1:00PM
Rooms: Locker Rooms, Exterior Rest Rooms
Fee: \$315.00

Informational Items

Fire Drills

Ocean City High School May 12, 2016
Ocean City Intermediate School May 26, 2016
Ocean City Primary School May 19, 2016

Security Drills

Ocean City High School May 17, 2016
Ocean City Intermediate School May 31, 2016
Ocean City Primary School May 20, 2016

- **Buildings and Grounds Committee Report – Mr. Oves, Chairperson**
Mr. Oves gave a report of the Committee meeting.

2. Curriculum and Student Affairs

A. Code of Student Conduct

The Board approves the attached School District's K-12 Code of Student Conduct.

B. High School Field Trip Request

The Board approves the attached High School Field Trip list.

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

The Board approves the Project Lead The Way Agreement for the 2016-17 school year.

Informational Items

Out-of-School Suspension Reports for May 2016

- **Curriculum and Student Affairs Committee Report – Mrs. McAlister, Chairperson**
In Mrs. McAlister's absence, Mr. Bauer gave a report of the Committee meeting.

3. Finance

A. Bill List (Attachment #3.A)

The Board approves payment of bills for June in the amount of \$4,855,643.71.

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 2016.

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

The Board approves the revenue and appropriation transfers for May 2016.

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

The Board approves the June 2016 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 May 2016.

F. Transportation Contract

The Board accepts the following transportation bids for 2016-17 Student Transportation Services subject to contract approval by the Executive County Superintendent of Schools:

2016-17 Student Transportation Services – Base Bid

	<u>Sheppard Bus Service</u>	<u>First Student, Inc.</u>
Base Bid	\$6,380.00 per diem	\$4,895.30 per diem
Bulk Bid Deduction	45%	0%
Net Bid	\$3,509.00 per diem	\$4,895.30 per diem

And awards the Base Bid to Sheppard Bus Service in the amount of \$3,509.00 per diem.

The Board rejects the following transportation bids for the 2016-17 Student Transportation Services:

2016-17 Student Transportation Services – Alternate #1 Field Trips and Shuttles

	<u>First Student, Inc.</u>
Base Bid	\$1,169.00 per diem
Bulk Bid Deduction	0%
Net Bid	\$1,169.00 per diem

2016-17 Student Transportation Services – Alternate #2 Charter/Non-Public Transportation Services

	<u>Sheppard Bus Service</u>	<u>First Student, Inc.</u>
Base Bid	\$410.00 per diem	\$336.20 per diem
Bulk Bid Deduction	45%	0%
Net Bid	\$410.00 per diem	\$336.20 per diem

G. Outstanding Checks (Attachment #3.G)

The Board approves the cancellation of the attached, outstanding, stale-dated checks from the 2015-16 school year.

H. Dental Insurance (Attachment #3.H)

The Board approves a contract with Horizon Dental to provide dental insurance for the District July 1, 2016 - June 30, 2018.

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

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 \$33,000 for the fiscal year 2016-17.

J. 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, 2016 through June 30, 2017, 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 \$22,313 or \$0.0676 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 \$6,451 or \$0.0206 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 2016-17 school year will operate at a subsidy not to exceed \$42,982.30. Aramark will guarantee this subsidy up to the totals of Aramark's management and administrative fees.

K. Transfer of Current Year Surplus to Maintenance Reserve

WHEREAS, NJAC 6A:23A-14.2 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, 2016 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 \$925,000 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.

L. Transfer of Current Year Surplus to Capital Reserve

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit 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, 2016 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 \$1,300,000 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.

M. 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 \$500,000 for the 2015-16 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.

N. Donation

The Board accepts a donation from the Sea Isle City Board of Education for the OC Life21 Program in the amount of \$33,000 and in the amount of \$24,000 for educational supplies for the Ocean City Intermediate and Primary Schools.

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

A. Substitutes (Attachment #4.A)

The Board approves the attached criminal history approved/HIB trained substitutes for summer 2016 and the 2016-17 school year.

B. Homebound Instructors

The Board approves the following homebound instructors for summer 2016 and the 2016-17 school year, at a rate of \$30 per hour:

Albert Lackman, Teacher of the Handicapped
Gina Sakenas, Elementary School Teacher

C. Resignation - High School Certificated Staff

The Board accepts the resignation of Ricardo Valle, High School Teacher of Music, effective as of July 1, 2016.

D. Resignation - High Co-Curricular Activity Advisor

The Board accepts the resignation of Gregory Wheeldon, High School assistant yearbook advisor, for the 2016-17 school year.

E. Retirement – High School Certificated Staff

The Board accepts with deep regret the retirement of Thomas Park, High School Teacher of Business, effective as of July 1, 2016.

F. Child Study Team Summer Secretarial Services and rate

The Board approves the following supportive staff to perform child study team summer secretarial services at a rate of \$15.00 per hour, not to exceed a total of 30 hours:

Nancy Barbetto
Pamela Schad

G. Extended School Year Program Substitutes

The Board approves the following substitutes on an as needed basis for the 2016 extended school year program, effective June 20, 2016 through August 26, 2016:

Nancy Barbetto, substitute teacher
Bruce Hunt, substitute teacher
Jill Geller, substitute school nurse

H. New Hire – District Supportive Staff

The Board approves Shane Graves, special education aide, effective September 1, 2016 through June 30, 2017, at step 2, 7 hours per day, \$21,095, (includes \$600 educational stipend).

I. New Hire – District Supportive Staff

The Board approves Taylor Reeves, special education aide, effective September 1, 2016 through June 30, 2017, at step 2, 7 hours per day, \$21,095, (includes \$600 educational stipend).

J. New Hire – District Supportive Staff

The Board approves Kara Janson, special education aide, effective September 1, 2016 through June 30, 2017, at step 2, 7 hours per day, \$21,095, (includes \$600 educational stipend).

K. New Hire – High School Certificated Staff

The Board approves Thomas Ballezzi, Jr., Teacher of Mathematics, effective September 1, 2016 through June 30, 2017, at BA, step 1, \$48,574.

L. New Hire – High School Certificated Staff

The Board approves Kaitlyn Zucaro, Teacher of English, effective September 1, 2016 through June 30, 2017, at MA*, step 1, \$56,686*.

M. New Hire – High School Supportive Staff

The Board approves Kevin Sinclair, High School Supervisory Aide, effective September 1, 2016 through June 30, 2017, at step 1, 8 hours per day, \$23,191.

N. Change in Assignment

The Board approves Mary Greenfield, World Language Teacher, to activate her English as a Second Language certification for the 2016-17 school year.

O. High School Co-Curricular Activity Sponsors and Stipends (Attachment #4.O)

The Board approves the High School co-curricular activity sponsors and stipends for the 2016-17 school year.

P. High School Coaches, Stipends and Volunteers (Attachment #4.P)

The Board approves the attached High School coaches, stipends and volunteers for the 2016-17 school year.

Q. Transfer of Certificated Staff

The Board approves the transfer of Edward Hirsch, Special Education Teacher from the High School to the Intermediate School, effective for the 2016-17 school year.

R. High School Extension Program Certificated Staff and Stipends (Attachment #4 R)

The Board approves the attached High School Extension Program certificated staff, at a rate of \$30 per hour, for the 2016-17 school year.

S. New Job Descriptions – (Attachment #4.S)

The Board approves the attached new job descriptions for the following positions:

Teacher of Computer Science Technology

Mascot Club Advisor

OC Life21 Advisor

- Negotiations Committee Report – Mr. Bauer, Chairperson
No report.

5. Policy

A. Policies – 2nd Reading

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

- Revised Policies
 - 3431.1 Family Medical Leave – Teaching Staff Members
 - 4431.1 Family Medical Leave – Support Staff Members
 - 5111 Eligibility of Resident/Nonresident Students

B. Policies – 1st Reading

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

- New Policies
 - 8315 Data Breach
 - 8331 Student Data Privacy
- Revised Policies
 - 9541 Student Teachers
 - 5460 High School Graduation
 - 5530 Substance Abuse
 - 5306 Health Services to Nonpublic Schools
- Revised Regulation
 - 5530 Substance Abuse

C. Bylaw – 2nd Reading

The Board approves the following replacements, additions and/or to the Board Bylaws.

- New Bylaw
 - a. 0168 Recording of Board Meetings

Informational Item

The following Board Self-Evaluation results:

- Board Priorities
 - Board Operations
 - Finance

- Board Goals
 - Ensure effective board operation through bylaws and effective meeting procedures
 - Proactively budgeting for future years in times of uncertain State aid
 - Continuing an effective community relations program
- Methods of Board Professional Development
 - NJ School Boards Association weekly bulletins and monthly magazine
 - NJ School Boards Association Annual Conference
 - NJ School Boards Association Trainings
 - Ocean City School Board Workshops and Trainings
- Policy Committee Report – Mrs. Prettyman, Chairperson
In Mrs. Prettyman’s absence, Dr. Taylor gave a report of the Committee meeting.

6. District Communications

- District Communications Committee Report - Ms. Gallelli-Keyes, Chairperson
Ms. Gallelli-Keyes gave a report of the Committee meeting.

Motion by Ms. Gallelli-Keyes, seconded by Mr. Bauer, and carried unanimously, the Board of Education (Ocean City Representatives) approved the following Superintendent’s recommendations by “roll call vote.”

1. Buildings and Grounds

B. Use of Facilities (Ocean City Representatives Only)

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

Requested By:	Shore Shooters Academy
Use:	Basketball Training
Dates/Times:	June 28, June 30; July 5 and 7, 2016 (Tues & Thurs), 10:00AM-12:00PM July 12 and 14, 2016 (Tues and Thurs), 1:30PM-3:30PM July 19, 21, 26 and 28; August 2, 4, 9 and 11, 2016 (Tues & Thurs), 10:00AM-12:00PM
Room:	Gym
Fee:	\$840.00

2. Curriculum and Student Affairs

D. Primary School Field Trip Request (Ocean City Representatives Only)

The Board approves the attached Primary School Field Trip list.

E. Harassment, Intimidation and Bullying (HIB) Case Findings (Ocean City Representatives Only)

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

3. Finance

O. AtlantiCare Cash Prize (Ocean City Representatives Only)

The Board accepts a cash award in the amount of \$300 for the Primary School from AtlantiCare as part of the AtlantiCare's Turn Your School Wellness into Wealth Program and is to be used to fund additional school health initiatives.

P. Donations (Ocean City Representatives Only)

The Board accepts the following donations from the Ocean City PTA.

Intermediate School

National Honor Society Fee	\$ 385.00
Organizers for 4 th grade class	\$ 89.95
Instrument Lockers for Band	\$5,503.86
Chromebooks for 6 th grade	\$3,500.00
"Battle of the Books" winners – 7 th & 8 th grades	\$ 825.00

Primary School

iPad keyboards for 2 nd grade	\$4,714.60
iPad cases for 1 st grade	\$ 500.00
Color Laser Printer for Kindergarten	\$ 494.00

Q. Payment Application #10 to 3R Painting and Contracting, Inc. (Ocean City Representatives Only)

The Board approves Payment Application #10 in the amount of \$170,810.10 to 3R Painting and Contracting, Inc. for the Primary School Renovations Project as certified by the Board Engineer.

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

T. Intermediate and Primary Schools' Extended School Year Aide and Stipend (Ocean City Representatives Only)

The Board approves Kendra Allegretto, Intermediate and Primary Schools' 2016 extended school year aide, at a \$15 per hour, for 20 sessions (actual number of hours based on student enrollment).

U. Intermediate and Primary Schools' Co-Curricular Activity Sponsors and Stipends (Attachment #4.U) (Ocean City Representatives Only)

The Board approves the attached Intermediate and Primary Schools' co-curricular activity sponsors for the 2016-17 school year.

*pending official transcripts by August 1, 2016

V. Intermediate School Coaches and Stipends (Attachment #4.V) (Ocean City Representatives Only)

The Board approves the attached Intermediate School coaches and stipends for the 2016-17 school year.

W. Intermediate School Support Staff (Ocean City Representatives Only)

The Board approves and adopts an agreement with employee #1966 which is on file with the Board Secretary.

- X. Intermediate and Primary Schools' Cafeteria Persons-in-Charge (Ocean City Representatives Only)
The Board approves the following Intermediate and Primary Schools' cafeteria persons-in-charge for the 2016-17 school year at a stipend of \$400 per year:
Marianne Naddeo, Intermediate School
Theresa Boylan – Primary School
- Y. New Hire – Intermediate School Supportive Staff (Ocean City Representatives Only)
The Board approves Jennifer Dwyer, Intermediate School supervisory aide, effective September 1, 2016 through June 30, 2017, step 2, 8 hours per day, \$23,442.
- Z. Short-Term Leave Replacement – Intermediate School Certificated Staff (Ocean City Representatives Only)
The Board approves Jordan Caplan, Intermediate School short-term leave replacement sixth grade science teacher, effective September 1, 2016 through on or before December 15, 2016, at \$160 per diem.
- AA. Short-Term Leave Replacement – Intermediate School Certificated Staff (Ocean City Representatives Only)
The Board approves Kimberly Becher, Intermediate School short-term leave replacement seventh grade mathematics teacher, effective September 1, 2016 through on or before October 14, 2016, at \$160 per diem.

APPROVAL OF MINUTES:

Motion by Mr. Bauer, seconded by Ms. Gallelli-Keyes and carried unanimously by roll call vote, the Board of Education approved the minutes of the May 25, 2016 Regular Meeting and Executive Session as presented.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

There was no new business

PUBLIC COMMENTS:

There were no public comments.

BOARD COMMENTS:

Comments included thanks for baccalaureate and graduation ceremonies.

BOARD PRESIDENT COMMENTS:

President Clark thanked those who attended the service for Charlene Zoerb (former Upper Township and Ocean City Board member) and also thanked staff for their work at Ocean City Intermediate School and Ocean City High School graduations.

EXECUTIVE SESSION:

Motion by Mr. Holmes, seconded by Ms. Gallelli-Keyes and carried unanimously to adopt a resolution to go into Executive Session.

President Clark stated: WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances,

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private sessions; now therefore,

BE IT RESOLVED by the Ocean City Board of Education, that it is necessary to meet in executive session to discuss certain items involving: Matters involving anticipated or pending litigation, including matters of attorney-client privilege, and specifically: Student Matter.

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

FURTHER RESOLVED that the Board of Education will return to open session.

The meeting adjourned into Executive Session at 9:38 p.m.

RECONVENE MEETING:

Motion by Mr. Holmes, seconded by Mr. Oves and carried unanimously to reconvene the meeting at 10:20 p.m.

Motion by Mr. Batastini, seconded by Ms. Gallelli-Keyes, the Board of Education approved to direct the Board Solicitor to finalize student placement for Student #23774 with no payment for attorney fees.

Motion carried with the following votes to abstain: Mr. Holmes and Mrs. Newman.

ADJOURNMENT:

Motion by Mr. Batastini, seconded by Mrs. Newman and carried unanimously to adjourn the meeting at 10:22 p.m.

Respectfully submitted,

Timothy E. Kelley
Business Administrator/
Board Secretary

/sp