

**OCEAN CITY BOARD OF EDUCATION
REGULAR MEETING AGENDA
WEDNESDAY, DECEMBER 17, 2014
7:00 P.M. – HIGH SCHOOL COMMUNITY ROOM**

This meeting is in compliance with the Open Public Meeting Law, and has been duly advertised in the Annual Notice.

- A. Call to Order
- B. President's Announcement of Adequate Meeting Notice
- C. Salute to the Flag
- D. Roll Call
- E. Presentations
 - 1. Student Spaceflight Experiments Program Update
 - 2. Secondary Science Program
- F. Public Comments (on Agenda Items Only)
- G. Presentation of Superintendent's Report/Information Items
 - 1. Buildings and Grounds
 - 2. Curriculum and Instruction
 - 3. Finance
 - 4. Personnel
 - 5. Policy
 - 6. Public Relations
- H. Vote on Board Resolutions (Full Board)
- I. Vote on Board Resolutions (Ocean City Representatives Only) (Resolution 1.A, 2.E, 2.F, 2.G, 3.K, 3.L, 4.R, 4.S, 4.T, 4.U, 4.V, and 4.W)
- J. Approval of Minutes
 - 1. Special Meeting/Finance Committee of the Whole – November 12, 2014 (Attachment J.1)
 - 2. Regular Meeting and Executive Session – November 12, 2014 (Attachment J.2)
- K. Unfinished Business
- L. New Business
- M. Public Comments
- N. Board Comments
- O. Board President's Report/Comments
- P. Executive Session (not open to the public)
- Q. Reconvene Public Session
- R. Adjournment

**OFFICE OF THE
SUPERINTENDENT OF SCHOOLS**

TO: Ocean City Board of Education
FROM: **Dr. Kathleen Taylor, Superintendent of Schools**
RE: December 17, 2014 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. Use of Facilities (Ocean City Representatives Only)

The Board approves the following requests for the use of the High School, Intermediate School and Primary School:

High School

Requested By: City of Ocean City
Use: Martin Luther King Program
Date/Times: January 17, 2015 (Sat), 8:00AM-4:00PM
Rooms: Auditorium, Cafeteria and Kitchen
Fee: No charge

Requested By: National Multiple Sclerosis Society
Use: Bike to Shore Ride 2015
Dates/Times: October 2, 2015 (Fri), 8:00AM-5:00PM
October 3, 2015 (Sat), 8:00AM-10:00PM
October 4, 2015 (Sun), 3:00AM-12:00PM
Rooms: Auxiliary Gym (in the event of rain), Cafeteria and Kitchen
Fee: \$5,620

Intermediate School

Requested By: Ocean City Jr. Wrestling Club
Use: Match Dates
Dates/Times: 2015: 1/9, 1/16, 1/23, 1/30, 2/6, 2/20 and 2/27 (Fridays), 5:00PM-9:00PM with set up 4:30PM-5:00PM
Room: Gym
Fee: No charge

Primary School

Requested By: Cub Scouts Pack 51
Use: Den Meetings
Dates/Times: 2015: 1/7, 1/21, 2/4, 2/18, 3/4, 4/1, 4/22, 5/6, 5/20, and 6/3 (Mon & Wed),
3:00PM-5:00PM
Rooms: Multi-Purpose Room
Fee: No charge

Requested By: Cub Scouts Pack 51
Use: Pinewood Derby Races
Dates/Times: March 6, 2015 (Fri), 5:00PM-9:00PM - set up
March 7, 2015 (Sat), 9:00AM-5:00PM
Rooms: Multi-Purpose Room and Kitchen
Fee: No charge

Informational Items

Fire Drills

Ocean City High School November 20, 2014
Ocean City Intermediate School November 5, 2014
Ocean City Primary School November 14, 2014

Security Drills

Ocean City High School November 13, 2014
Ocean City Intermediate School November 19, 2014
Ocean City Primary School November 12, 2014

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

2. Curriculum and Instruction

A. Out of District Placements

Board of Education approves the following out of district student placement for the 2014-15 school year.

<u>Placement</u>	<u># of Students</u>	<u>District</u>	<u>Tuition</u>
CMCSSSD	1	OC	\$45,250*

*Student requires a 1:1 aide at an additional cost of \$17,025 included in the tuition amount above.

B. High School Field Trip Requests (Attachment #2.B)

The Board approves the attached High School Field Trip list.

C. Revised School Calendar (Attachment #2.C)

The Board approves the revisions to the 2014-15 school year calendar:

February 12th – change from Half Day Students/Staff to Full Day Students/Staff

February 13th – change from School Closed Students/In-Service Staff to Half Day Students/Full Day Staff

Tentative Graduation Date of June 15, 2015

Last Day of School for Staff will be June 18, 2015

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

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

E. Intermediate School Field Trip Requests (Attachment #2.E) (Ocean City Representatives Only)

The Board approves the attached Intermediate School Field Trip list.

F. Intermediate School Grant Application (Attachment #2.F) (Ocean City Representatives Only)

The Board authorizes the Intermediate School's submission of a grant application through AtlantiCare, *Healthy Schools Mini Grant*. If the Intermediate School were to receive the grant, the Intermediate School would receive \$800.00 to continue their healthy school initiative and sustainable garden projects.

G. Primary School Grant Application (Attachment #2.G) (Ocean City Representatives Only)

The Board authorizes the Primary School's submission of a grant application through AtlantiCare, *New Healthy School Edible Garden Start-Up Award*. If the Primary School were to receive the grant, the Primary School would receive \$1,500.00 to start up a healthy edible garden.

Informational Items (Attachments)

Out-of-School Suspension Reports for November 2014.

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

3. Finance

A. Bill List (Attachment #3.A)

The Board approves payment of bills for December 2014 in the amount of \$3,549,273.61.

B. Secretary and Treasurer Reports (Attachment #3.B)

The Board approves the Board Secretary's Monthly Financial Report and the Treasurer of School Funds' Reports for October 2014.

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

The Board approves the revenue and appropriation transfers for October 2014. The Board also acknowledges receipt of the State of NJ mandated transfer reconciliation form for October 2014.

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

The Board approves the December 2014 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 October 2014 and November 2014.

F. Olweus Bullying Prevention Program

The Board approves the Olweus Bullying Prevention Program through Atlantic Prevention Resources, January 5, 2015 - June 30, 2015 in the amount of \$750.00. This program also includes training and consultation.

G. Interlocal Services Agreement (Attachment 3.G)

The Board approves an interlocal services agreement with the Sterling High School District for services through the South Jersey Technology Partnership.

H. Donation

The Board accepts a donation in the amount of \$1,057.00 from Kindle Ford-Lincoln Inc. This donation is from their "Honest Neighbor Community Challenge Campaign" and will be used by the High School for community service activities.

I. Donation

The Board accepts a donation of the purchase of an additional portable AED and carrying case for the District from the Ocean City High School PTO. The value of this donation is \$1,410.

J. 2013-14 Annual School District Audit (Attachment #3.J)

After reviewing and discussing the annual School District Audit with the auditor, the Board accepts the Comprehensive Annual Finance Report (CAFR) and the Auditor's Management Report on Administrative Findings - Financial, Compliance and Performance for the 2013-14 school year as prepared by Ford, Scott and Associates, LLC and approves the attached Corrective Action Plan.

There are five findings of non-compliance as listed below:

Finding AMR #1

The district did not obtain the required certification with federal and state law respecting the reporting of compensation for certain employees pursuant to the provisions of N.J.S.A. 18A:1714.4 (P.L. 2007, c. 53.)

Recommendation AMR #1

The district must obtain the certification of compliance with Federal and State Law regarding the compensation of certain employees.

Finding AMR #2

The district does not adequately maintain the payroll agency account resulting in the inability to accurately identify the purpose for the balance in the account.

Recommendation AMR #2

The district should monitor the payroll agency account each month and identify the purpose for all the money in the account by specific agency.

Finding AMR #3A and B

The third quarter unemployment claims were not paid timely and as a result the District was charged \$590.81 in penalties. In addition, the required transfers to the Unemployment Trust method were not timely resulting in the total amounts required for the 2012-13 and 2013-14 school years not deposited until August 2014. The total transferred for the two years was \$56,715.80.

Recommendation AMR 3

The district must ensure that unemployment claims are paid when due and that the transfers to the trust fund be made at least quarterly.

Finding AMR #4

Food service management company invoices paid to the FSMC are not being paid on a timely basis. As of June 30, 2014 three months invoices were delinquent.

Recommendation AMR 4

Procedures should be implemented to provide for timely review and payment of invoices from the food services management company.

Finding AMR #5

The deposits for the Ocean City High School Red and White account were not being made timely. Receipts and subsequent deposit into the bank should be done in a timely manner. Several incidents were noted where money was collected and not deposited into the bank account until several days, and sometimes weeks, after it was marked as received.

Recommendation AMR #5

All money received for the Ocean City High School Red and White account should be deposited within 48 hours of receipt.

K. Donation (Ocean City Representatives Only)

The Board accepts a donation of a Singer Simple Sewing Machine from Dr. Kathleen Taylor to the Primary School. The sewing machine has an estimated value of \$100.

L. Construction Management Services* (Ocean City Representatives Only)

The Board appoints New Road Construction as the Construction Manager for the Primary School Renovations' Project, at the monthly rate of \$18,940 per month inclusive of all reimbursable expenses for services of a full-time on site manager plus part-time project executive.

- Discussion

*This professional service appointment is recommended for approval as an authorized exception to the Public School Contracts Law (N.J.A.C. 6:20-8.1 through 6:20-8.7 and N.J.S.A. 18A: 18A-1, et seq.) competitive bidding requirements.

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

A. Substitutes - roll call vote (Attachment #4.A)

The Board approves the attached criminal history approved/HIB trained substitutes for the 2014-15 school year:

B. Revised Leave of Absence – District Staff (Attachment #4.B) – roll call vote

The Board approves employee #1898, a revised paid leave of absence, effective October 14, 2014 through January 14, 2015 and an unpaid FMLA leave of absence, effective January 15, 2015 through April 17, 2015.

C. Revised Leave of Absence – District Certificated Staff (Attachment #4.C) – roll call vote

The Board approves employee #0906, a revised paid leave of absence, effective September 2, 2014 through January 22, 2015 and an unpaid FMLA leave of absence, effective January 23, 2015 through January 31, 2015.

D. District Certificated Staff Retirement – roll call vote

The Board accepts with deep regret the retirement of Patricia Horvath, Student Assistance Coordinator, effective as of February 1, 2015.

E. Extended Temporary Change in Assignment – District Supportive Staff – roll call vote

The Board approves the extended temporary change in assignment for Marie Keiluhn, from Secretary to Curriculum and Facilities to acting Superintendent's Secretary, effective January 5, 2015 through on or before June 30, 2015, with an additional monthly stipend of \$1,042 (pro-rated).

F. Extended Temporary Change in Assignment – District Supportive Staff – roll call vote

The Board approves the temporary change in assignment for Sara Maimone, from High School Library Aide to leave replacement Secretary to Curriculum and Facilities, effective January 5, 2015 through on or before June 30, 2015, with an additional monthly stipend of \$505.50 (pro-rated).

G. District School Practicum Placement - roll call vote

The Board approves the following District practicum placement for winter/spring 2015:

Rowan University

Name: Mary Greenfield, Teacher of Spanish

Placement: Ashley Schmid, English as a Second Language Teacher

H. District Chief School Administrator Internship Placement – roll call vote

The Board approves the following Chief School Administrator internship placement for winter/spring 2015:

NJEXCEL Model 4

Name: Matthew Carey, Director of Special Services

Placement: Dr. Kathleen Taylor, Superintendent

I. High School Co-Curricular Sponsor and Stipend – roll call vote

The Board approves Lisa O'Neill as the co-curricular sponsor for Best Buddies, \$2,005 (pro-rated), tier 2, for the 2014-15 school year.

- J. Certificated Staff Resignation – roll call vote
The Board accepts the resignation of Michelle Tornblom, High School spring play director, effective the 2014-15 school year.
- K. Revised Leave of Absence – High School Supportive Staff (Attachment #4.K) – roll call vote
The Board approves employee #2100, a revised unpaid leave of absence, effective September 29, 2014 through November 30, 2014.
- L. High School Supportive Staff Retirement – roll call vote
The Board accepts with deep regret the retirement of Felicia Nixon, High School Custodian, effective as of December 1, 2015.
- M. Short-Term Leave Replacement Revised Stipend – High School Certificated Staff – roll call vote
The Board ratifies William Boyle, High School short-term leave replacement Assistant Principal, a revised stipend of \$300 per diem, effective December 1, 2014 through on or before January 19, 2015.
- N. Revised Leave Replacement – High School Certificated Staff – roll call vote
The Board approves the revised start date for Maureen Popp, High School leave replacement Teacher of Family Consumer Science, from October 20, 2014 to October 21, 2014.
- O. Extended Long-Term Leave Replacement – High School Certificated Staff – roll call vote
The Board approves the extension of Heather Cox, High School long-term leave replacement Teacher of Art through on or before February 27, 2015, at \$47,940 (pro-rated), BA, step 1.
- P. Interim Employment - High School Certificated Staff – roll call vote
The Board approves Robert Barrett, High School Interim Health and Physical Education Teacher, effective January 5, 2015 through June 30, 2015, at \$47,940, BA, step 1.
- Q. Long-Term Leave Replacement – High School Certificated Staff – roll call vote
The Board approves Devan Fogarty, High School long-term leave replacement Teacher of Mathematics, effective January 5, 2015 through June 30, 2015, at \$47,940, BA, step 1.
- R. Intermediate School Co-Curricular Sponsor’s Revised Stipend – roll call vote (Ocean City Representatives Only)
The Board approves the revised stipend for Nick Verducci, Fishing Club co-curricular sponsor from tier 2 to tier 3, \$2,445, for the 2014-15 school year.
- S. Intermediate School Co-Curricular Sponsor and Stipend – roll call vote (Ocean City Representatives Only)
The Board approves Randy Howell, Technology Club co-curricular sponsor, at a stipend of \$2,005 (pro-rated), tier 2, effective January 5, 2015 through June 30, 2015.
- T. Intermediate School After-School Tutoring Program Teachers, Substitutes and Stipends (Attachment #4.T) – roll call vote (Ocean City Representatives Only)
The Board approves the attached teachers and substitutes for the Intermediate School After- School Tutoring program at \$30 per hour not to exceed a total of \$4,500.00, 150 hours.

- U. Short-Term Leave Replacement – Intermediate School Certificated Staff – roll call vote (Ocean City Representatives Only)
The Board approves Gaile Rockey, Intermediate School short-term leave replacement Health and Physical Education Teacher, effective January 19, 2015 through March 1, 2015 at \$160 per diem.
- V. Intermediate School Practicum Placement - roll call vote (Ocean City Representatives Only)
The Board approves the following Intermediate School practicum placement for winter/spring 2015:
Rowan University
Name: Susan Olaschinez
Placement: Shannon Pruitt, Guidance Counselor
- W. Leave of Absence – Primary School Supportive Staff (Attachment #4.W) – roll call vote (Ocean City Representatives Only)
The Board approves employee #1992, a paid leave of absence effective November 25, 2014 through January 13, 2015.
- Discussion
 - Negotiations Committee Report – Mr. Bauer, Chairperson

5. Policy

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

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

1. Revised Policy

- a. 6641 Pupil Meal Charges

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

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

1. New Policy

- a. 4216 Dress and Grooming (Support Staff Members)

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

6. Public Relations

- Discussion
- Public Relations Committee Report - Mr. Raymond Clark, Chairperson