



**Ocean City Board of Education  
Regular Meeting Agenda  
Wednesday, May 27, 2020  
7:00 p.m. – Zoom Meeting ID 813-3715-5709**

This meeting is in compliance with the Open Public Meeting Act. Notice has been provided to the Press of Atlantic City, Ocean City Sentinel and the City Clerk.

- A. Call to Order
- B. President's Announcement of Adequate Meeting Notice
- C. Salute to the Flag
- D. Roll Call
- E. Presentations
- F. Public Comments (on Agenda Items Only)
- G. Annual School Year Approvals and Appointments
- 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 #4.F, 4.G, 4.H, 4.I)
- K. Approval of Minutes
  - 1. Regular Meeting – April 29, 2020 (Attachment #K.1)
- L. Unfinished Business
- M. New Business
- N. Public Comments
- O. Board Comments
- P. Board President's Report/Comments
- Q. Executive Session (not open to the public)
- R. Reconvene Public Session
- S. Adjournment

**G. AGENDA – Annual School Year Approvals**

1. Designation of Board Secretary

The Board approves Timothy E. Kelley as the Board Secretary for the 2020-21 school year.

2. Designation of Custodian of Records

The Board approves, in accordance with the Open Public Records Act, to appoint the Business Administrator/Board Secretary as the 2020-21 Custodian of Records and the Superintendent as Sub-Custodian of Records should the Custodian be absent and to approve a District Open Public Records Act request form for the 2020-21 school year.

3. Designation of Official Newspapers

The Board approves the Press of Atlantic City and the Ocean City Sentinel as official newspapers. The Courier News shall be used solely for cooperative purchasing with Educational Data Services, Inc.

4. Compliance Officers

*The Board approves the following appointments for the 2020-21 school year:*

Compliance Category	Staff Member Responsible
Affirmative Action Officer – Classroom	Director of Student Services
Affirmative Action Officer – Employees	Director of Student Services
Affirmative Action Officer – Contracts	School Business Administrator
Public Agency Compliance Officer	School Business Administrator
School Safety Specialist	School Business Administrator
Title IX Coordinator	Athletic Director
Americans with Disabilities Coordinator	Director of Student Services
Section 504 Officer	Director of Student Services or Designee
Authorized Representative for ESSA Entitlement Program	Director of Academic Services
Data Security Officer	Director of Academic Services
Student Privacy Officers	Director of Student Services Director of Academic Services
Asbestos Management/AHERA Officer	Director of Facilities
Safety & Health Designee	Director of Facilities
Indoor Air Quality Designee	Director of Facilities
Integrated Pest Management Coordinator	Director of Facilities
Chemical Hygiene Officer	Director of Facilities
Right to Know Officer	Director of Facilities
Bloodborne Pathogens	Directors of Facilities/Student Services
Homeless Liaison	Director of Student Services
Surrogate Parent Coordinator	Director of Student Services
District Liaison for Missing & Abused Children	Director of Student Services
Anti-Bullying District Coordinator	Director of Student Services
Substance Awareness Coordinator	Student Assistance Coordinator
Primary School Anti-Bullying Specialist	Guidance Counselor
Alternate	Learning Disability/Teacher Consultant
Intermediate School Anti-Bullying Specialist	Guidance Counselor

Compliance Category	Staff Member Responsible
Alternate	Social Worker
High School Anti-Bullying Specialist	Student Assistance Coordinator
Alternate	Guidance Counselor
High School Extension School	Guidance Counselor
Alternate	Student Assistance Coordinator

5. Implement Budget

The Board authorizes the Superintendent and the Business Administrator to implement the 2020-21 budget, once authorized and finalized, pursuant to local and state policies and regulations.

6. Authorization to Invest Monies

The Board approves the Business Administrator as authorized to invest monies in federally approved and State Governmental Unit Deposit Protection Act authorized banks with the award to be given to the bank quoting the highest return.

7. Designation of Transfer Authority

The Board approves, as provided by N.J.S.A. 18:22-8.1, the Superintendent or School Business Administrator be designated to approve such line item budget transfers, as are necessary between Board of Education meetings, and that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting.

8. Resolution Authorizing Payment of Bills

The Board authorizes the School Business Administrator and the Superintendent to issue payment of bills in-between meetings for emergent issues, said bills will be presented for approval at the next scheduled Board of Education meeting.

9. Annual Establishment of Petty Cash Funds

The Board approves in accordance with Board of Education Policy #3451, Petty Cash, the establishment of revolving petty cash funds in the care of the following persons and in the following amounts for the 2020-21 school year:

School Business Administrator/Board Secretary	\$400
Each Building Principal	\$300
Child Study Team	\$300

10. Designation of Bank Depositories and Check Signatories *(Attachment #G.10)*

The Board approves the Designation of Bank Depositories and Check Signatories for the 2020-21 school year.

11. Resolution Authorizing Tax Shelter Providers *(Attachment #G.11)*

The Board approves the 403(b) Tax Shelter providers, 403(b) Plan Document and 457 Tax Shelter Providers for the 2020-21 school year.

12. Resolution Appointing Timothy E. Kelley, Business Administrator, as the Qualified Purchasing Agent (*Attachment #G.12*)  
The Board approves the resolution appointing Timothy E. Kelley, Business Administrator, as the Ocean City Board of Education Qualified Purchasing Agent for the 2020-21 school year in accordance with the provisions of N.J.S.A. 18A-1 et. seq.
13. Resolution Authorizing the Use of N.J. State Contract Vendors (*Attachment #G.13*)  
The Board approves the resolution authorizing the Procurement of Goods and Services through the New Jersey Division of Purchase and Property State Contract for the 2020-21 school year.
14. Professional Services Limitations  
The Board approves, for the 2020-21 school budget year, the maximum dollar limit for professional services of \$150,000 for school physician and various neurological, behavioral, psychological and related services; \$150,000 for legal services; \$30,000 for auditing services; \$34,000 for Architect of Record, engineering and environmental services; and \$150,000 for homebound tutoring services.
15. Contracts for 2019-20  
Pursuant to PL 2015, Chapter 47, the Ocean City Board of Education intends to renew, award, or permit to expire all contracts previously awarded by the Board of Education in the 2019-20 fiscal year, ending June 30, 2020. Each of the contracts awarded are, have been and will continue to be in full compliance with all state and federal statutes and regulations, in particular, New Jersey Title 18A:18 et seq, NJAC Chapter 23 and Federal Uniform Administrative Requirements 2CFR, Part 200. A listing of all contracts is not attached as all Purchase Orders issued by the District are considered contracts, thus all purchase orders issued during 2019-20 fall under this certification.
16. Board of Education Policies  
The Board adopts the Rules for Board Governance (Bylaws, Policies, Regulations and Mandatory Regulations) for the 2020-21 school year.
17. Curricula, Assessment Plan and Textbooks (*Attachment #G.17*)  
The Board adopts the Ocean City School District K-12 curricula, assessment plan and textbook/resource list for the 2020-21 school year.
18. Principal Evaluation Model and Rubric (*Attachment #G.18*)  
The Board approves Dr. James Stronge's Leadership Effectiveness Performance Evaluation System and the attached rubric as the School District's Principal Evaluation Instrument for the 2020-21 school year.
19. Teaching Evaluation Framework and Rubric (*Attachment #G.19*)  
The Board approves Charlotte Danielson's Framework for Teaching and the attached rubric as the School District's Teacher Evaluation Instrument for the 2020-21 school year.

20. Ocean City District Plans/Manuals

The Board adopts the Integrated Pest Management Plan, Indoor Air Quality Plan, Purchasing Manual, Comprehensive Equity Plan, Comprehensive Maintenance Plan, Mentoring Plan, Student Dismissal Plan, Emergency Crisis and Management Plan, Internal Controls Plan and Standard Operating Procedures, District Position Control Roster, Affirmative Action Plan, CTE Plan, Nursing Services Plan, Bloodborne Pathogens Plan, Student and Staff Handbooks, Employee Handbook, Substitute Teacher Handbook, Teacher Evaluation Handbook, Administrative Evaluation Handbook and Coaches Handbook.

21. Requisition of Taxes (*Attachment #G.21*)

The Board approves the Requisition of Taxes for July 1, 2020 through June 30, 2021.

22. Insurance Risk Manager

The Board approves the McMahon Agency to provide Insurance Risk Manager Services for the 2020-21 school year.

23. Designation of Insurance Provider

The Board approves the continuance of the District’s membership in the New Jersey Schools Insurance Group through June 30, 2021.

24. Employee Benefits Agent

The Board approves Brown & Brown Benefit Advisors as the Employee Benefits Agent for the 2020-21 school year.

25. Student Wellness Program

*The Board approves the following student wellness program for the 2020-21 school year:*

Program Name	Type of Program	Cost
Olweus Bullying Prevention (Atlantic Prevention Resources)	Bullying Prevention (includes training and consultation)	\$1,250

26. Annual Service Providers

*The Board approves the following providers for services for the 2020-21 school year:*

#	Provider	Service	Cost
A	Phoenix Advisors, LLC	Continuing Disclosure Compliance	\$1,000
B	Strauss Esmay Associates, LLP	Board of Education Policy Updates	\$4,240
C	Ford, Scott & Associates*	2018-19 school year audit to be conducted during the 2019-20 school year	\$25,000 (not to exceed)
D	McManimon, Scotland & Baumann, LLC*	Bond Counsel	\$185/hour
E	Comegno Law Group P.C.*	Labor and other Counsel with Mark Toscano assigned to serve as Lead Counsel	\$175/hour
F	McCrosson and Stanton, P.A.*	Solicitor of the Board of Education with Michael Stanton designated as Board Solicitor	\$36,000 \$150/hour – additional compensation
G	RYEBREAD Architects*	Architect of Record	\$160/hour – Principal Architect

#	Provider	Service	Cost
H	DiJoseph Investigations, LLC*	Student Residency Investigator and security services provider (on an as needed basis)	\$75/hour
I	KD National Force Security, LLC*	Professional Security Specialist services for home sporting events	\$160/game per PSS
J	Coastal Environmental Compliance*	Regulatory and environmental compliance, including but not limited to AHERA, Right-to-Know and Indoor Air Quality (on an as needed basis)	\$550/school for 6-month asbestos surveillance
K	Epic Environmental Services*	Regulatory and environmental compliance, including but not limited to AHERA, Right-to-Know and Indoor Air Quality (on an as needed basis)	\$65/hour – consulting services \$55/hour – technician services
L	Dante Guzzi Engineering Associates, LLC*	Civil Engineering (on an as needed basis)	\$144/hour – Principal Engineer
M	Davinci Group*	Mechanical/Electrical Engineering (on an as needed basis)	\$110/hour – Principal Engineer
N	Kelter & Gilligo Consulting Engineers*	Mechanical Engineering (on an as needed basis)	\$225/hour – Principal Engineer
O	Jerry Horowitz, D.O.*	School Physician	\$14,400
P	Rothman Institute*	Athletic Training	\$93,468.31
Q	Deborah L. Huber*	Occupational Therapy (on an as needed basis)	\$33 - \$135/session (dependent upon type of service)
R	Kristina Bonstead*	Physical Therapy (on an as needed basis)	\$63/session – individual therapy \$120/evaluation
S	Dr. Thomas O'Reilly* Medford Family Psychiatry, LLC	Psychiatric Services (on an as needed basis)	\$550/evaluation \$300/hour – consulting
T	Joseph Davidow, Ed.D.*	Psychological Evaluations (on an as needed basis)	\$550/psychological evaluation \$150/hour – additional work rate
U	Camden County Educational Services Commission*	Psychological Evaluations (on an as needed basis)	\$125 - \$360/evaluation (dependent upon type of evaluation)
V	Burlington County Educational Services*	Psychological Evaluations (on an as needed basis)	\$400 - \$550/evaluation (dependent upon type of evaluation)
W	Professional Education Services, Inc.*	Homebound Instruction/Bedside Services at: Princeton House Inspira Health Center	Hourly rate = District homebound rate
X	Educere*	Virtual Education for homebound students (on an as needed basis)	\$249 - \$1,999 (dependent upon length of course)

#	Provider	Service	Cost
Y	Brett DiNovi & Associates, LLC*	Professional Development and Behavioral Consultation	\$1,704.50 (PD) \$121.75/hour (consults)
Z	Advancing Opportunities*	Assistive Technology Consultation and Evaluation	\$990/AT evaluation \$1,320/AAC evaluation
AA	Para-Plus Translation Services*	Language Translation and Interpretive Services	\$68.50/hour – Spanish \$99.50/hour – Other Language \$105.00/hour – ASL
BB	Arc of New Jersey	Agreement of Services for Planning and Adult Life	No Cost to Board

\*These professional service appointments are recommended for approval as authorized exceptions to the Public School Contracts Law (N.J.S.A. 18A: 18A-1, et seq.) competitive bidding requirements.

**OFFICE OF THE  
SUPERINTENDENT OF SCHOOLS**

**TO:** Ocean City Board of Education  
**FROM:** Dr. Kathleen Taylor, Superintendent of Schools  
**RE:** May 27, 2020 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 & Grounds**

- Discussion
- Buildings and Grounds Committee Report - Mr. Bauer, Chairperson



**2. Curriculum and Student Affairs**

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

### 3. Finance

A. Bill List (*Attachment #3.A*)

The Board approves the payment of bills for May 2020 in the amount of \$4,254,311.19.

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 April 2020.

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

The Board approves the revenue and appropriation transfers for April 2020. The Board also acknowledges receipt of the State of NJ mandated transfer reconciliation form for April 2020.

D. Food Service Report (*Attachment #3.D*)

The Board accepts the Food Service Monthly Finance Report for April 2020.

E. 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, 2020, through June 30, 2021, 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 \$16,567 or \$0.0535 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 \$6,627 or \$0.0214 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 2020-21 school year will operate at a subsidy not to exceed \$119,650. ARAMARK will guarantee this subsidy up to the totals of ARAMARK's management and administrative fees.

F. Every Student Succeeds Act (ESSA), a reauthorization of the Elementary and Secondary Education Act (ESEA) Fiscal Year 2021 Consolidated Grant Application Submission

The Board authorizes the District's submission of the ESSA/ESEA fiscal year 2021 consolidated grant application for the following amounts:

Title I Part A:	\$ 252,754
Title II Part A:	\$ 32,928
Title III:	\$ 7,833
Immigrant:	\$ 1,251
Title IV Part A:	\$ <u>18,569</u>
TOTAL ALLOCATION:	\$ 313,335

G. IDEA Consortium 2021

The Board authorizes the Ocean City School District to be the lead agency in the fiscal year 2021 IDEA Consortium with the Sea Isle City School District as the participant agency.

H. IDEA Fiscal Year 2021 Grant Application Submission

The Board authorizes the District's submission of the IDEA fiscal year 2021 grant application for the following amounts:

IDEA Basic	\$559,080
IDEA Preschool	\$ 15,753

I. Title III Consortium

The Board authorizes the Middle Township School District to be the lead agency in a Title III Consortium with the Upper Township School District, Lower Cape May Regional School District, and the Ocean City School District.

J. Memorandum of Understanding with Corbin City Board of Education (*Attachment #3.J*)

The Board approves the Memorandum of Understanding with the Corbin City Board of Education for School Business Administrator services for the 2020-21 fiscal year in the amount of \$20,385.

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

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 2020-21.

L. Cooperative Bidding Program

The Board authorizes the participation in the Educational Data Services, Inc. Cooperative Purchasing Program for the 2020-21 school year at a cost of \$6,820 for the licensing and maintenance fee.

M. Tuition Contract Agreements

The Board approves the Tuition Contract Agreement for the 2020-21 school year with the Cape May County Technical School District in the amount of \$47,240 for three regular full-time students and two special full-time students.

N. Donation

*The Board accepts the following donation for the 2019-20 school year:*

School	Donor	Amount	Use
High School	Hearing Loss Association of America	\$10,262.00	Walk4Hearing (ASL Club)

- Discussion

**4. Personnel** (all motions are upon Superintendent’s recommendation)

A. Business Administrator’s Contract (*Attachment #4.A*)

The Board approves Timothy E. Kelley, School Business Administrator/Board Secretary’s employment contract, effective July 1, 2020, through June 30, 2021, at a salary of \$149,952, with additional shared services agreement stipends of \$3,500 for Corbin City and \$10,573 for Sea Isle City School Districts by roll call vote. This contract was approved by Dr. Judith DeStefano-Anen, Interim Executive County Superintendent.

B. 2020 Summer Programs

*The Board approves the following 2020 summer employment and stipends by roll call vote (total number of hours based on need):*

Name	Position	School	Max Program Hours	Stipend
<b>ESY Multiple Disabilities Program-20 sessions</b>				
James Conroy	Teacher	HS	80 hours	\$32.00*/hr.
Melanie Vitale	Special Education Aide	HS		\$15.00/hr.
Patricia Kelly	Teacher	HS		\$32.00*/hr.
Ronald Ewing	Special Education Aide	HS		\$15.00/hr.

C. Summer 2020 – District Child Study Team Employment and Stipends

*The Board approves the following District child study team employment for summer 2020 by roll call vote:*

Name	Position	Stipend
Stephanie Lancaster-Hurless	Learning Disabilities/Teacher Consultant	\$32.00/hr.
Ivory Williams	School Social Worker	\$32.00/hr.
Heather Coleman	School Psychologist	\$32.00/hr.
Laurie Casteen	Speech Therapist - Services	\$32.00/hr.
Kathleen Yates	Speech Therapist – Evaluations & CST	\$32.00/hr.
Catherine Kline	Teacher for IEP Meetings	\$32.00/hr.
Charles Dolinsky	Teacher for IEP Meetings	\$32.00/hr.

D. Leave of Absence (*Attachment #4.D*)

*The Board approves the following leave of absence by roll call vote:*

Employee #	School/ Location	Paid Days	Unpaid Days	Type of Leave	Effective Dates
3547	HS			Paid/FMLA/NJFLA/ Unpaid	9/1/20-4/21/21

E. New Job Description (*Attachment #4.E*)

The Board approves the following new job description for the 2020-21 school year by roll call vote:

Level 1 Help Desk Technician

F. 2020 Summer Programs (Ocean City Representatives Only)

*The Board approves the following 2020 summer employment and stipends by roll call vote (total number of hours based on need):*

Name	Position	School	Max Program Hours	Stipend	
<b>Jump Start Summer Program</b>					
Taryn Noll	Teacher	IS	67.5 hours	\$32.00*/hr.	
<b>ESY Learning Disabilities Program – 20 sessions</b>					
Mary Hodgens	Teacher	IS	80 hours	\$32.00*/hr.	
Patricia Gallagher	Special Education Aide	IS		\$15.00/hr.	
Kelsey Burke	Teacher	IS		\$32.00*/hr.	
Jennifer Kramm-Rowe	Special Education Aide	IS		\$15.00/hr.	
R. Scott Bloomstead	Teacher	IS		\$32.00*/hr.	
Joyce Franks	Special Education Aide	IS		\$15.00/hr.	
Devon DeVries	Teacher	PS		\$32.00*/hr.	
Patricia Richards	Special Education Aide	PS		\$15.00/hr.	
<b>ESY Multiple Disabilities Program</b>					
Tiffany Lively	Teacher	PS		\$32.00*/hr.	
Scott Cooper	Special Education Aide	PS	\$15.00/hr.		
<b>ESY Preschool Disabilities Program</b>					
Karin Stanton	Teacher	PS	\$32.00*/hr.		
Nancy Filangieri	Special Education Aide	PS	\$15.00/hr.		

G. **Retirement (Ocean City Representatives Only)**

The Board accepts with deep regret the following retirement by roll call vote:

Name	Position	School/Location	Effective Date
Maureen Pancoast-Gordon	Teacher	PS	7/1/20

H. **Leaves of Absence (Ocean City Representatives Only) (Attachment #4.H)**

The Board approves the following leaves of absence by roll call vote:

Employee #	School/Location	Paid Days	Unpaid Days	Type of Leave	Effective Dates
2032	PS	52	0	Revised Paid	3/19/20-6/4/20
3557	PS	13	0	Rescind Leave	6/1/20-6/30/20
3931	IS	9	0	Rescind Leave	6/5/20-6/30/20

I. **Leave Replacement (Ocean City Representatives Only)**

The Board approves the following leave replacement by roll call vote:

Name	Position	School/Location	Compensation	Effective Dates
Marcia Vogel	4 <sup>th</sup> Grade	IS	\$160.00/day	5/18/20-last day of student attendance

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

**5. Policy**

A. Policies – 2<sup>nd</sup> Reading (*Attachment #5.A*)

*The Board approves the following replacements, additions and/or deletions to the Board Policy and/or Regulation manuals:*

Policy Number	Policy Name	New	Revised	Mandated	1 <sup>st</sup> Reading
P 1581	Domestic Violence		X	X	4/29/20
P 2422	Health and Physical Education		X	X	4/29/20
P 3421.13	Postnatal Accommodations	X			4/29/20
P 4421.13	Postnatal Accommodations	X			4/29/20
P 8462	Reporting Potentially Missing or Abused Children		X	X	4/29/20

Regulation Number	Regulation Name	New	Revised	Mandated	1 <sup>st</sup> Reading
R 1581	Domestic Violence	X		X	4/29/20

B. Policy – 1<sup>st</sup> Reading (*Attachment #5.B*)

*The Board approves the following replacements, additions and/or deletions to the Board Policy and/or Regulation manuals:*

Policy Number	Policy Name	New	Revised	Mandated
P7243	Supervision of Construction		X	X

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

## 6. District Communications

### A. Ocean City School District Preparedness Plan (*Attachment 6.A*)

The Board approves the attached Ocean City School District's program of virtual or remote instruction to meet with the 180-day requirement, which was previously submitted to the Department of Education and has been implemented since the District's closure on March 17, 2020.

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