

**OCEAN TOWNSHIP BOARD OF EDUCATION
WARETOWN, NEW JERSEY
MEETING AGENDA
MARCH 14, 2022**

Regular Meeting 6:15 p.m.

Call to Order:

Pledge to the Flag

Open Public Meetings Act:

This is to advise the general public that in compliance with the Open Public Meetings Act, the Ocean Township Board of Education caused to be posted at the Office of the Board of Education located at 64 Railroad Avenue, Waretown, NJ and emailed on January 11, 2022 to the Asbury Park Press, Atlantic City Press and to the Office of the Municipal Clerk of Ocean Township, a meeting notice setting forth the time, date and location of this meeting.

Roll Call:

Mr. Eberenz _____ Mr. Tart _____ Mrs. Zuzic _____ Mrs. McDowell _____ Dr. Denning, Jr. _____

Open Public Forum: Agenda Items Only

Motion by _____ seconded by _____, to open public forum.

Roll Call:

Mr. Eberenz _____ Mr. Tart _____ Mrs. Zuzic _____ Mrs. McDowell _____ Dr. Denning, Jr. _____

Limit two (2) minutes (Board Policy #0167)

Close Public Forum:

Motion by _____, seconded by _____, to close public forum.

Roll Call:

Mr. Eberenz _____ Mr. Tart _____ Mrs. Zuzic _____ Mrs. McDowell _____ Dr. Denning, Jr. _____

Educational and Community Highlights:

Committee Reports:

Correspondence:

Minutes:

B1. Motion to accept the minutes of the following Board of Education Meetings:

- Regular Meeting for February 14, 2022

Motion by _____, seconded by _____.

Roll Call:

Mr. Eberenz _____ Mr. Tart _____ Mrs. Zuzic _____ Mrs. McDowell _____ Dr. Denning, Jr. _____

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FINANCIAL

Motion to approve the following – (see attached)

B2. **Warrants for Payment** – Feb & Mar 2022

B3. **Budget Transfers** – Jan 2022

B4. **Certification of the Budget Report** – Jan 2022

B5. **Secretary’s Report**- Jan 2022

B6. **Treasurer’s Report** – Jan 2022

B7. **Tax Levy Payment** - Mar 2022

B8. **Audit** - The Board of Education of Ocean Township accepts the Comprehensive Annual Financial Report of the Ocean Township School District for the period July 1, 2020 through June 30, 2021 prepared by the firm Robert A. Hulsart and Company, LLP. The audit contained the following findings:

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

2021-1 – Assets exceeded liabilities and fund balance by \$19,311 requiring an adjustment to bring the General Fund into proof at June 30, 2021.

2021-2 – Transfers exceeded 10% in the General Administration line item. No approval was requested from the County Superintendents Office, as required.

2021-3 – The District did not follow-up on reimbursements due from completed Capital Projects. The Business Administrator was aware of this but did not submit the required documentation. It was noted that the interim Business Administrator did take action to submit the documentation to the State of New Jersey as of August 31, 2021.

2021-4 – No reimbursements were requested during the 2020-2021 school year for the reimbursable federal programs. The amount of the cash deficit in the Special Revenue Fund at June 30, 2021 was (\$745,000). It was noted that the interim Business Administrator did apply for these reimbursements and these payments were being received and processed when we were performing our audit procedures in early September 2021.

2021-5 – There were many receipt and disbursement adjustments made between the General Fund and the Special Revenue Fund due to the grants not being appropriately charged during the year, making it difficult to audit as no back-up was maintained for these adjustments. All charges were made to the General Fund and then redistributed at year-end. The current Business Administrator identified improper charges that required adjustments.

3. School Purchasing Programs

None

4. School Food Service

None

5. Student Body Activities

None

6. Application for State School Aid

None

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7. Charter School Enrollment System(CHE)

None

8. Pupil Transportation

None

9. Facilities and Capital Assets

None

10. Miscellaneous

None

11. Status of Prior Year Audit Findings/Recommendations

A review was performed on the prior year recommendations and corrective action was taken on all prior year findings.

B9. Corrective Action Plan - The Board of Education approves the attached Corrective Action Plan for the findings identified in the Comprehensive Annual Financial Report for the period ending June 30, 2021.

- 2021-1 - The district will balance the financial reports monthly and make any necessary adjustments before the close of the year.
- 2021-2 - If any category transfers exceed the statutory 10% threshold the district shall seek approval from the County Superintendents Office prior to Board action.
- 2021-3 - The district will follow-up on any requests for additional information related to the reimbursements for completed capital projects.
- 2021-4 - The requests for Federal Grant reimbursements will be filed on a quarterly basis at minimum, pending approval of applications by the NJ Department of Education.
- 2021-5 - The district will reconcile all Federal and State grants on a quarterly basis at minimum.

B10. Bid Award - The Board of Education acknowledges that the following bids were opened on March 8, 2022 at 2:00 pm for the PreK Classroom Bathroom project at the Waretown Elementary School:

- Gavan General Contracting, Inc - \$80,000
- J.H. Williams Enterprises, Inc. - \$107,000

Whereas, both bids received meet the specifications and meet the project budget, and

Whereas, on attorney review it was determined that the Gavan General Contracting, Inc. bid submission was missing Form 701 (Certification of Uncompleted Projects) was missing for the HVAC, Steel and Electrical subcontractors identified in the bid submission, and

Whereas, this omission is a non-curable, material bid defect per N.J.A.C. 17:19-2.13 and further affirmed by Brockwell & Carrington Contractors, Inc. v. Kearny Board of Education, 420 N.J. Super. 273, and

Whereas, the Board Counsel recommends the rejection of the bid from Gavan General Contracting, Inc based on these bid defects, and

Whereas, the architect recommends award of the contract to the remaining low bidder, and

Whereas, this project is fully funded from the district Capital Reserve Funds

Be It Hereby Resolved, that the Ocean Township Board of Education rejects the bid from Gavan General Contracting, Inc. for the above cited material bid defects and awards the bid for the PreK Classroom Bathroom project to J.H. Williams Enterprises, Inc. in the amount of \$107,000

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B11. **Capital Project Submission** - RESOLVED that the Ocean Township School District Board of Education approve the following project:

- Public Address System Replacement at Waretown Elementary School – FVHD #5396
- Public Address System Replacement at Frederic Priff Elementary School–FVHD 5397

BE IT FURTHER RESOLVED that the District’s Architects, Fraytak Veisz Hopkins Duthie, P.C., be authorized to submit the above project to the NJ Department of Education for approval on the District’s behalf.

BE IT FURTHER RESOLVED that the above project be approved as Other Capital projects as defined in N.J.A.C. 6A:26 B. The District will not seek State funding for the above project.

BE IT FURTHER RESOLVED that amendments to the Long-Range Facilities Plan by Fraytak Veisz Hopkins Duthie, P.C. to incorporate the above project be approved.

B12. **Long Range Facilities Plan** - To authorize the district’s architect Fraytak Veisz Hopkins Duthie PC, working in conjunction with the district’s School Business Administrator, to perform the necessary amendments to the district’s Long Range Facilities Plan (LRFP) in accordance with the requirements of the New Jersey Department of Education; and To authorize the district’s architect Fraytak Veisz Hopkins Duthie PC, working in conjunction with the district’s School Business Administrator, to submit the updated Long Range Facilities Plan (LRFP) in accordance with the requirements of the New Jersey Department of Education.

B13. **Cooperative Contract Award** - To authorize the award of the following Cooperative Contracts for the intercom replacement projects being submitted to the NJ Department of Education and funded from Security Grant funds and Capital Reserve funds:

- Gemba Security Solutions - Educational Data Services Cooperative Contract #10437 - Frederic A Priff School Intercom System - \$96,187.81
- Gemba Security Solutions - Educational Data Services Cooperative Contract #10437 - Waretown Elementary School Intercom System - \$115,171.44

Motion by _____, seconded by _____.

Roll Call:

Mr. Eberenz _____ Mr. Tart _____ Mrs. Zuzic _____ Mrs. McDowell _____ Dr. Denning, Jr. _____

Superintendent’s Report: Motion to approve the following, on recommendation of the Superintendent:

- **S1. Report of the Superintendent.**
- **S2. Staff Reports:**

Principal’s Report	Transportation Liaison’s Report
Special Education Report	Counselor’s Reports
Staff Attendance Report	Student Attendance Report
Facilities Manager Report	Nurse’s Reports
Extended Day Report	

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- **S3. School Calendar:**
 - Revisions to the 2021-2022 school calendar

- **S4. Field Use:**
 - Township of Ocean Recreation Priff parking lot for bus trip – Fri., 5/6/22-4:30pm - 11:30pm.
 - Township of Ocean Recreation Priff Fields – Sat., 6/18/22-6:00pm - 10:00pm.

- **S5. Evaluation Tools:**
 - Danielson Model for certificated staff and Stronge model for administrative staff.

- **S6. Professional Development:**
 - Staff Member: Gina LaHaye
Workshop: NJSHA Convention
Destination: Long Branch
Date: April 28 & 29, 2022
Estimated Cost of Workshop: \$250.00
Estimated Total Mileage/Tolls: \$64.12
Purpose: To gain knowledge, insight, and information to help with skills as a speech pathologist and bring some techniques/strategies back to incorporate in my speech/language sessions.

Motion by _____, seconded by _____.

Mr. Eberenz _____ Mr. Tart _____ Mrs. Zuzic _____ Mrs. McDowell _____ Dr. Denning, Jr. _____

Personnel/Instruction: Motion to approve the following, on recommendation of the Superintendent:

- **P1. Employments:**
 - Contract extension for Jennifer Bamber as a temporary replacement teacher for the 2021-2022 school year, effective February 22, 2022 until further notice. Salary based on Step A Masters of the 2021-2022 W.E.A. Contract Guide at \$55,252.00 (prorated).
 - Contract extension for Melissa Calello as a temporary replacement instructional assistant for the 2021-2022 school year, effective March 7, 2022 - April 29, 2022. Salary based on Step 1 of the 2021-2022 W.E.A. Contract Guide at \$22,480.00 (prorated).
 - Jeilee Gonzalez as a temporary instructional assistant for the 2021-2022 school year, effective March 15, 2022 through June 30, 2022. Salary based on Step 1 of the W.E.A. Contract Guide at \$22,480.00 (prorated).
 - Judy Rea as a temporary instructional assistant for the 2021-2022 school year, effective March 15, 2022 through June 30, 2022. Salary based on Step 1 of the W.E.A. Contract Guide at \$22,480.00 (prorated).

- **P2. Resignation:**
 - To accept, with regret, the resignation of Maria MacFarlane, Instructional Assistant, effective May 1, 2022.

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- **P3. Non-tenured Staff:**

- o Employment of the following non-tenured staff members for the 2021-2022 school year:

EMPLOYEE	SALARY
Holly Haman	\$59,527
Alexandra Wyckoff	59,527
Christina Walaszek	59,527
Kelly Lange	57,027
Beth Morici	57,027
Nikki Nolan	57,027
Emily Rothstein	57,027
Mary Flaherty	56,027
Heather Pugliese	56,027

- **P4. Certificated Staff:**

- o Employment of the following Certificated Staff for the 2021-2022 school year:

EMPLOYEE	SALARY
Wendy Thompson	\$80,152
Jennifer Dybas	66,152
Susan McCullough	80,152
Debbie Woods	67,652
MaryEllen Guariglia	80,152
Kimberly O'Connell	67,652
Kala Paczkowski	60,252
Stacey Russak	56,527
Donna Bridger	64,552
Teresa Kurywczak	81,652
Christine Roth	80,152
Erin Weinberg	64,552
Ashley Bennett	64,552
Camille Duffy	81,652
Amanda Kochinski	77,552
Kellie Gibson	62,952
Elizabeth McKnight	64,552
Christopher Roth	80,152
Melanie Hrico	66,152
Alison Pohlman	77,552
Mary VanLuvender	72,352
Sean McLellan	66,052
Ashley Soletto	64,552
Jennifer Bamber	55,252(prorated; temp)
Megan Coppola	59,052
Brent Cunningham	64,552
Jenna Ridsen	64,452
Manga Nalla	71,552
Gail Kemether	77,552
Laurie Herbst	81,652
Kelly Hoffman	76,452

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EMPLOYEE	SALARY
Sandra Rapolla	\$60,252
Laura Edson	80,152
Louis Rossino	80,152
Lisa Dreher	80,152
Karen Olkowski	80,152
Gina LaHaye	81,652
Suzanne Kelly	83,052
Richard Doyle	64,552
Robert Connor	64,552
Gretchen Short	67,852
Chelsey Odgers	59,052
Carolyn Johnson	57,927(prorated; temp)
Lauren Eberenz	64,452
Anita Crowley	81,652
Kristy Nanartowicz	75,252
Bonnie Nelson	83,052(prorated; retired)
Karen Williams	69,052
Joseph Hagan	75,252
Colleen Nauta	83,052(prorated; retired)
Deborah Cullen	64,552
Fran Farnung	64,552

● **P5. Instructional Assistants**

o Employment of the following Instructional Assistants for the 2021-2022:

EMPLOYEE	SALARY
Marie Leaming	\$30,025
Janet VanHetHoen	30,025
Frances Rutan	27,975
Teresa Macchia	27,975
Maria MacFarlane	27,975
Evelyn Vereb	27,975
Amy Saranczak	26,975
Nancy Ahearn	25,475
Dawn Melillo	24,350
Madeline Lyon	23,930
Roxanne Lynn	23,930+1100.00 stipend
Lisa Adams	22,930
Sarah Brady	22,680+1100.00 stipend
Sara Carpini	22,680
Patrice Arneth	22,680
Denise Torrell	22,680
Connie McCullough	22,680
Sandra Foley	22,680
Melissa Calello	22,480(prorated; temp)
Lauren Stanley	22,480

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- **P6. Secretarial Staff:**

- o Employment of the following Secretarial Staff for the 2021-2022 school year:

EMPLOYEE	SALARY
Elaine Chiarella	\$43,542
Carol Widmer	42,892
Lynn DeNofa	43,217
Sharon Ciccone	34,137
Christine Smith	33,198

- **P7. Cafeteria Staff:**

- o Employment of the following Cafeteria Staff for the 2021-2022 school year:

EMPLOYEE	SALARY
Melissa Pezzicola	\$23,438+1165.00 stipend
Sherry Fortner	7,745
Kelly Butler	8,082
Trudy Giberson	8,082
Natalie Nasatka	7,152
Linda Ziegenfuss	7,947
Catherine Glascock	6,970
Janet Strich	7,574
Denise Vincent	5,627
Kelley Wolek	5,933
Linda Brummer	5,807
Ewa DeGange	5,627
Jennifer Wilbert	5,573
Gwen McLaughlin	5,519
Denise Ryan	5,519

- **P8. Custodial Staff:**

- o Employment of the following Custodial Staff for the 2021-2022 school year:

EMPLOYEE	SALARY
Christopher Lawrence	\$44,205+3186.00 stipend
Marilyn Blair	40,645+3186.00 stipend
Brenda Langoski	39,595+1593.00 stipend
Gary Sarnecki	39,595+1593.00 stipend
James Bell	39,595+3186.00 stipend

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● **P9. Bus Aides:**

o Employment of the following Bus Aides for the 2021-2022 school year:

EMPLOYEE	SALARY
Patrice Arneth	\$2,795
Sara Carpini	2,795
Ewa DeGange	2,795
Sandra Foley	1,398
Madeline Lyon	2,795
Natalie Nasatka	2,795
Stacey Russak	1,398
Frances Rutan	2,795
Jennifer Wilbert	2,795

● **P10. Substitutes:**

- o Instructional Assistant substitutes for the 2021-2022 school year at the established rate – Anne Keymer*; Madison Shear*.
- o Lunch/Recess Assistant substitute for the 2021-2022 school year at the established rate – Anne Keymer*.
 *pending completion of paperwork

● **P11. MOA:**

- o To ratify the Memorandum of Agreement with the Waretown Administrators Association for the period from July 1, 2022 through June 30, 2025.

Motion by _____, seconded by _____.

Mr. Eberenz _____ Mr. Tart _____ Mrs. Zuzic _____ Mrs. McDowell _____ Dr. Denning, Jr. _____

Policy/Regulation: Motion to approve the following, on recommendation of the Superintendent:

● **PR1. New/Revised Policies & Regulations: (Second Reading)**

- o #2415.05 Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment – Policy
- o #2431.4 Prevention & Treatment of Sports-Related Concussions & Head Injuries - Policy & Regulation
- o #2460.30 Additional/Compensatory Special Education & Related Services – Regulation
- o #2622 Student Assessment - Policy & Regulation
- o #8465 Bias Crimes & Bias-Related Acts - Policy & Regulation
- o #9560 Administration of School Surveys - Policy

Motion by _____, seconded by _____.

Mr. Eberenz _____ Mr. Tart _____ Mrs. Zuzic _____ Mrs. McDowell _____ Dr. Denning, Jr. _____

FYI ~ Additional Staff Attending Workshops

<u>Name</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
Jennifer Bamber*	Danielson Training	2/18/22	4 ETTC hours
Anita Crowley	McKinney-Vento for Homeless Liaisons	4/7/22	-0-
Chelsey Odgers	Elementary STEM Virtual Conference	4/8 - 4/10/22	-0-

*Substitute needed

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Open Public Forum:

Motion by _____, seconded by _____, to open public forum.

Roll Call:

Mr. Eberenz _____ Mr. Tart _____ Mrs. Zuzic _____ Mrs. McDowell _____ Dr. Denning, Jr. _____

Limit two (2) minutes (Board Policy #0167)

Close Public Forum:

Motion by _____, seconded by _____, to close public forum.

Roll Call:

Mr. Eberenz _____ Mr. Tart _____ Mrs. Zuzic _____ Mrs. McDowell _____ Dr. Denning, Jr. _____

Board Comments:

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Executive Session

Motion to move into Executive Session at _____ pm

The Board will be in Executive Session for approximately _____ minutes and the Board _____ does or _____ does not anticipate action upon return to the public session.

Motion by _____, seconded by _____ WHEREAS, N.J.S.A. 10:4-12b, known as the Open Public Meetings Act, provides that a public body may not exclude the public from any meeting to discuss any matter described therein until the public body has first adopted a Resolution; and

WHEREAS, the Ocean Township Board of Education has determined that the following items must be discussed in executive session and that the public must be excluded from said deliberations; and

WHEREAS, the Ocean Township Board of Education has determined that the subject matter of the executive session discussion falls within those matters described in subsection 7b of the Open Public Meeting Act.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE OCEAN TOWNSHIP BOARD OF EDUCATION, that:

It is recommended that the Board of Education, by resolution, adjourn to Executive Session, from which the general public is excluded, to discuss:

- ✓ Student Matters - HIB
- ✓ Personnel –
- Negotiations –
- Security –
- Attorney/Client Privilege –
- Other: _____

Roll Call:

Mr. Eberenz _____ Mr. Tart _____ Mrs. Zuzic _____ Mrs. McDowell _____ Dr. Denning, Jr. _____

Return to Public Forum:

Motion by _____, seconded by _____ BE IT HEREBY RESOLVED BY THE OCEAN TOWNSHIP BOARD OF EDUCATION to return to public forum at _____ pm.

Roll Call:

Mr. Eberenz _____ Mr. Tart _____ Mrs. Zuzic _____ Mrs. McDowell _____ Dr. Denning, Jr. _____

Announcement

The next Board of Education meeting will be the regular monthly meeting scheduled for Monday, April 11, 2022 at 6:15 pm.

Adjourn

Motion by _____, seconded by _____, to adjourn at _____ pm.

Ayes _____ Nays _____

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#2 Executive Session (when necessary)

Motion by _____ Seconded by _____ WHEREAS, N.J.S.A. 10:4-12b, known as the Open Public Meetings Act, provides that a public body may not exclude the public from any meeting to discuss any matter described therein until the public body has first adopted a Resolution; and

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- Student Matters -
- Personnel –
- Negotiations –
- Security –
- Attorney/Client Privilege –
- Other: _____

Roll Call:

Mr. Eberenz _____ Mr. Tart _____ Mrs. Zuzic _____ Mrs. McDowell _____ Dr. Denning, Jr. _____

Return to Public Forum:

Motion by _____ seconded by _____ BE IT HEREBY RESOLVED BY THE OCEAN TOWNSHIP BOARD OF EDUCATION to return to public forum at _____ pm.

Roll Call:

Mr. Eberenz _____ Mr. Tart _____ Mrs. Zuzic _____ Mrs. McDowell _____ Dr. Denning, Jr. _____