

**Work Session**

**Attachments**

**August 29, 2017**

Office of the Superintendent  
Township of Ocean School District  
August 25, 2017

MEMORANDUM FOR: All Members of the Board

FROM: James Stefankiewicz, Ed.D., Superintendent of Schools

RE: **Miscellaneous Information**

1. **On the Calendar**

August 29, 2017

- 8:30 am - 9:00 am – **New Faculty Induction Program**
  - Welcome Address
  - Introduction of District Administrators
  - Introduction of Board of Education Members
- 6:00 pm – Technology Committee Meeting
- 7:00 pm – Executive Session (Closed) – Superintendent's Office
- 7:30 pm – Work Meeting– Superintendent's Office
- 8:00 pm – Regular Monthly Meeting– Auditorium

September 5, 2017 – No Meeting

- 2:00 pm – Ribbon Cutting – Wanamassa Elementary School

September 12, 2017

- 6:00 pm – Finance Committee Meeting
- 7:00 pm - Executive Session (Closed) – Superintendent's Office
- 7:30 pm - Work Meeting– Auditorium

September 19, 2017

- 7:00 pm – Executive Session (Closed) – Superintendent's Office
- 7:30 pm – Work Meeting– Superintendent's Office
- 8:00 pm – Regular Monthly Meeting– Auditorium

September 26, 2017 – No Meeting

2. **2017-2018 District Activities Calendar** – enclosed.

*Office of the Superintendent of Schools*

*Township of Ocean Schools*



**MEMORANDUM FOR:** All Professional Staff Members

**FROM:** James Stefankiewicz, Ed.D., Superintendent of Schools

**DATE:** August 23, 2017

**RE:** Employment Opportunity/2017-2018 School Year

**POSITION:** Social Studies Teacher – High School

**QUALIFICATIONS:** Teacher of Social Studies certification required

**SALARY:** Salary will be commensurate with the Township of Ocean School District Teachers' 2017-2018 Salary Guide.

**APPLICATION DEADLINE:**

- Qualified candidates should apply on line at <http://www.applitrack.com/ocean/onlineapp> by the end of the day, Friday, September 1, 2017.
- Existing staff members who desire a transfer may file a request in the form of a letter of intent along with any updated documents to the Superintendent by the closing date.

\*Culturally Diverse and Bilingual candidates encouraged to apply.

*Office of the Superintendent of Schools*

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*Township of Ocean Schools*



**MEMORANDUM FOR:** All Professional Staff Members

**FROM:** James Stefankiewicz, Ed.D., Superintendent of Schools

**DATE:** August 25, 2017

**RE:** Employment Opportunity/2017-2018 School year

**POSITION:** **ATHLETIC:**

- Assistant Football Coach

**APPLICATION REQUIREMENTS:** Include resume or letter listing your qualifications, background knowledge and experience in the particular activity or sport.

**SALARY:** Salary will be commensurate with the Township of Ocean School District's Athletic Program 2017-2018 Salary Guide.

**APPLICATION DEADLINE:** **Qualified candidates should apply in writing to Rusty Todd** Athletic Director, High School, 550 West Park Avenue, Oakhurst, NJ 07755 or [htodd@oceanschools.org](mailto:htodd@oceanschools.org), by the end of the day, Tuesday, September 5, 2017.

\*Culturally Diverse and Bilingual candidates encouraged to apply.

**COMMUNITY LIAISON, COMMUNICATIONS  
&  
CO-CURRICULAR STUDENT ACTIVITIES**

**TOWNSHIP OF OCEAN BOARD OF EDUCATION**  
**WORK MEETING MINUTES**  
**August 22, 2017**

**CALL TO ORDER**

Mr. James Dietrich, President, called the meeting to order at 5:00 p.m. in the Superintendent's Conference Room at the District Administration Building, 163 Monmouth Road, Oakhurst, N.J.

**STATEMENT OF ADEQUATE NOTICE**

Mr. Dietrich read the statement of notice as required by the Open Public Meetings Act, N.J.S.A. 10:4-6.

**ROLL CALL OF ATTENDANCE**

Present: Mr. Steven Clayton, Mr. James Dietrich, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis and Mrs. Denise Parlamas and Mr. John Stuppi.

Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator, Dr. James Stefankiewicz, Superintendent of Schools and Mrs. Dawn Kaszuba, OTHS Principal.

**Enter Executive Session – 5:00 p.m.**

*Approval: Motion offered by Mr. Dietrich, seconded by Mr. Clayton and carried 8-0.*

Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Personnel (Agenda), Litigation (Township of Ocean versus Loch Arbour), Student Matters (Student Suspension Updates) and Miscellaneous Items (Board of Education Interviews). It is anticipated at this time that the above stated subject(s) shall be made public at such time as the need for non-disclosure no longer exists. Board of Education will be in executive session for approximately 2 hours and will take action upon returning to work session.

**Adjourn Executive Session – 7:45 p.m.**

*Approval: Motion offered by Mr. Clayton, seconded by Mrs. McGovern and carried 8-0.*

Move for the approval to adjourn from Executive Session and resume public session in the Superintendent's Conference Room.

**PRESIDENT'S REPORT:** Mr. Dietrich

The following item(s) were discussed:

- Meeting with Assembly Representatives the previous evening.

**VICE PRESIDENT'S REPORT:** Mr. Palutis

The following item(s) were discussed:

- Discussed the upcoming committee meetings: Technology Committee meeting –August 29, 2017 and Finance Committee – September 12, 2017

**SUPERINTENDENT'S REPORT:** Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- New staff orientation invitation to Board members.
- Update of school enrollments.

**SCHOOL BUSINESS ADMINISTRATOR'S REPORT:** Mr. Jannarone

The following item(s) were discussed:

- Referendum Ribbon Cutting guest list and reminder at Wanamassa Elementary School.

**PUBLIC COMMENT:** None

**COMMITTEE REPORTS:**

**COMMUNITY LIAISON, COMMUNICATIONS & CO-CURRICULAR**

**STUDENT ACTIVITIES:** Mr. Clayton

The following item(s) were discussed:

**1. Discussion: Policies**

Board of Education and Administration discussed the first reading of revisions to the following policies/regulations:

Policy 5460 – High School Graduation (M)  
Policy 7100 - Long-Range Facilities Planning (M)  
Regulation 7100 – Long-Range Facilities Planning (M)  
Policy 7101 – Educational Adequacy of Capital Projects  
Regulation 7101 – Educational Adequacy of Capital Projects  
Policy 7102 – Site Selection & Acquisition  
Regulation 7102 – *(new)* Site Selection & Acquisition  
Policy 7130 – *(new)* School Closing  
Policy 7300 – Disposition of Property  
Regulation 7300.2 – *(new)* Disposition of Land  
Regulation 7300.3 – Disposition of Personal Property  
Regulation 7300.4 – Disposition of Federal Property

**2. Discussion: Policies**

Board of Education and Administration continued discussions of revisions to the following policies/regulations from August 8<sup>th</sup> workshop meeting:

Policy- 0000.02 – Introduction (M)  
Policy- 1240 – Evaluation of Superintendent (M)  
Regulation- 1240 – Evaluation of Superintendent (M)  
Policy- 1511 – *(New)* Board of Education Website  
Policy- 2320 - *(Abolished)* Independent Study Programs  
Policy- 2415.06 – Unsafe School choice Options (M)  
Policy- 2464 – Gifted and Talented Students (M)  
Policy- 2622 - Student Assessments (M)  
Policy- 3126 – District Mentoring Program (M)  
Regulation- 3126 - District Mentoring Program (M)  
Policy-3221 – Evaluation of Teachers (M)  
Regulation- 3221 – Evaluation of Teachers (M)  
Policy- 3222 – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)  
Regulation- 3222 – Evaluation of Teaching Staff Members. Excluding Teachers and Administrators (M)  
Policy- 3223 – Evaluation of Administrators, Excluding Principals, Vic Principals and Assistant Principals (M)  
Regulation- 3223 – Evaluation of Administrators, Excluding Principals, Vic Principals and Assistant Principals (M)  
Policy- 3224 – Evaluation of Principals, Vice Principals and Assistant Principals (M)  
Regulation-3224 – Evaluation of Principals, Vice Principals and Assistant Principals (M)  
Policy- 3240 – Professional Development for Teachers and School Leaders (M)  
Regulation- 3240 – Professional Development for Teachers and School Leaders (M)

**Twp of Ocean BOE Work Meeting Minutes (continued) – August 22, 2017**

Policy- 5116 – Education of Homeless Children  
Regulation- 5116 – Education of Homeless Children  
Policy- 5465 – *(Abolished)* Early Graduation  
Policy- 5610 – Suspension (M)  
Regulation- 5610 – Suspension (M)  
Policy- 5620 Expulsion (M)  
Policy- 7424 *(New)* Bed Bugs  
Regulation- 7424 *(New)* Bed Bugs  
Policy- 7446 – *(New)* School Security Program  
Policy- 7461 – *(New)* District Sustainability Policy  
Policy- 8350 – *(New)* Records Retention

Mr. Clayton made a motion, seconded by Mrs. McGovern, for approval of the following item(s):

**3. Approval of Minutes**

Move to approve the minutes in accordance with Board of Education Bylaws #168 “Recording of Board Meetings” of the following meeting(s):

Work Meeting/Executive Session Minutes – August 8, 2017

Motion on item #3 carried: 8-0

Mr. Clayton made a motion, seconded by Mrs. McGovern, for approval of the following item(s):

**4. New Board Member**

Move to approve Mrs. Janice Fuller as Board of Education member, replacing Mrs. Sylvia Sylvia-Cioffi, for the remainder of the unexpired term until the re-organization meeting January 2018.

Motion on item #4 carried: 7-1 (Mr. Hadden voted no)

**FINANCIAL MANAGEMENT & RESOURCE SERVICES:** Mrs. McGovern

The following item(s) were discussed:

**1. Discussion: Non-Public Security Aid - MOESC**

The Board of Education and administration discussed an agreement with Monmouth-Ocean Educational Services Commission for services, July 1, 2017 through June 30, 2020, and the district for the coordination and purchasing of security aid equipment and supplies for non-public schools located within the boundaries of the district with flow thru Federal and State Grant funds, as per attached.

**2. Discussion: Acceptance of Non-Public Security Aid Program**

Board of Education and administration discussed the Township of Ocean Board of Education to accept the 2017-2018 New Jersey Nonpublic School Security Aid Program allocations for the district for a total amount of \$66,525.00 and each nonpublic school allocation is as follows:

Hillel High School	\$14,025.00
Hillel Yeshiva of the Shore Area	\$35,100.00
Ilan High School	\$10,725.00



**Twp of Ocean BOE Work Meeting Minutes (continued) – August 22, 2017**

Yeshiva at the Jersey Shore  
DISTRICT TOTAL

\$ 6,675.00  
\$66,525.00

**3. Discussion: National Purchasing Cooperative with BuyBoard**

Board of Education and Administration discussed a resolution to enter into a National Purchasing Cooperative with BuyBoard.Com.

**WHEREAS**, the Township of Ocean Board of Education, County of Monmouth County, NJ referred to as “Board” has elected to join the National Purchasing Cooperative “Cooperative” operating as “National BuyBoard”, a program created for the benefit of school districts and other governmental entities nationwide; and

**WHEREAS**, the District is authorized to enter into the National Purchasing Cooperative by executing the National Purchasing Cooperative Organizational Interlocal Agreement (which is incorporated herein by reference) pursuant to N.J.S.A. 40A:11-1 et seq. and N.J.A.C. 5:34-7; and

**WHEREAS**, the District desires to participate and join with other governmental entities in the discharge of their respective public and governmental purposes, objectives, needs, programs, functions and services relative to purchasing;

**NOW, THEREFORE, BE IT RESOLVED**, that the Township of Ocean Board of Education, County of Monmouth County, NJ, hereby authorizes its School Business Administrator to execute the National Purchasing Cooperative Organizational Interlocal Agreement.

**BE IT FURTHER RESOLVED**, that execution of this Resolution is conclusive evidence of the Board’s approval of this action and of the authority granted herein. The Board warrants that it has, and at the time of this action had, full power and lawful authority to adopt this instrument.

**4. Discussion: Bus Fleet Management & Maintenance Services:**

Board of Education and Administration discussed the first year renewal of bid award with First Vehicle Services for the Management and Maintenance of the Township of Ocean bus fleet commencing on September 1, 2017 and ending on August 31, 2018. The management fees will be \$31,955.00 (a 0% increase over last year). A target price of \$448,123.12, (a 1.8% increase over last year) reflects total estimated department costs: such as, parts, labor and outside services.

**5. Discussion: Shared Food Services – MOESC**

Board of Education and Administration discussed the shared services resolution with the Monmouth Ocean Educational Services Commission regarding detailed scope of work for food services program.

**6. Discussion: Tuition Contract Agreement – Monmouth County Vocational School District**

The Board of Education and administration discussed the agreement with Monmouth County Vocational School District (MCVSD) to accept Township of Ocean students into the following programs for the 2017-2018 school year.

<u>Program Year</u>	<u># of Students</u>	<u>Cost per student</u>	<u>Cost per year</u>
<u>Full time students:</u>			
Academy of Allied Health & Science	28	6,360	178,080

**Twp of Ocean BOE Work Meeting Minutes (continued) – August 22, 2017**

Academy of Law & Public Safety	6	6,360	38,160
Biotechnology High School	3	6,360	19,080
Communications High School	20	6,360	127,200
Design Academy	0	6,360	0
High Technology High School	6	6,360	38,160
Marine Academy of Sci. & Tech.	11	6,360	69,960
Class Academy	2	6,040	12,080.
Career Center	17	5500.	93,500
Shared-time Students	29	860	<u>24,940</u>
Total for all students sent to MCVSD			<u>\$602,160</u>

**7. Discussion: Banking Request for Proposal**

The Board of Education and administration discussed the Banking Request for Proposal (RFP) issued jointly with the Township of Ocean municipality.

**8. Discussion: GovDeals.com Surplus Auction**

The Board of Education and administration discussed the finalization of the GovDeals auction of five (5) surplus 54 passenger buses and one 12 Passenger van.

President Dietrich left the room at 8:15 p.m.

Mrs. McGovern made a motion, seconded by Mrs. Parlamas, for approval of the following item(s):

**9. Professional Services Resolutions for the 2017-2018 School Year**

Move to approve the revised contract for 2017-2018 for the following:

Awarded to:	Dr. Sudha Garla
	Atlantic Medical Associates
Duration:	August 1, 2017 to June 30, 2018
Nature and Type of Contract	New Employee Physicals w/Drug Testing/ \$120.00 ea. and
Amount	Employee Random Drug & Alcohol Testing/ \$80.00 ea. - CDL License Physicals w/Drug & Alcohol Testing/ \$155.00 ea. - CDL License Physicals w/o/Drug & Alcohol Testing/ \$75.00 ea. - Student Random Drug w/Physical/ \$130.00 ea. – Student Random Alcohol Testing w/Physical/\$100.00

- These contracts will be awarded as a "Professional Service" in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-2h, being that it is for services performed by persons authorized by law to practice a recognized profession.
- The above professional has submitted a political contribution disclosure form in accordance with N.J.S.A. 19A-20.26.
- A copy of this resolution as well as the contract and political contribution form shall be placed on file with the Secretary of the Board and will be available for public inspection along with notice to the newspaper of record for this award.

**Twp of Ocean BOE Work Meeting Minutes (continued) – August 22, 2017**

10. **Donation**

Move to approve a donation to the Ocean Township High School of \$600 from the “Class of 1967” the first graduating class of the Ocean Township High School, in honor of their 50th year reunion.

11. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated August 22, 2017.

Motions for item #9 thru #11 carried: 7-0

President Dietrich returned to the meeting at 8:20 p.m.

**INSTRUCTION & EDUCATION:** Dr. Marshall

The following item(s) were discussed:

1. **Discussion: Mentoring and Induction Plan**

Board of Education and Administration discussed the 2017- 2020 Mentoring and Induction Plan; copy of memorandum and plan, dated August 18, 2017, are attached. The Mentoring and Induction Plan will be submitted to the State upon Board approval.

2. **Discussion: 2017-2018 District Plan for Professional Development**

Board of Education and Administration discussed the 2017-2018 District Professional Development Plan, copy of memorandum and plan, dated August 18, 2017 are attached. The Professional Development Plan will be submitted to the State upon Board approval.

3. **Discussion: Curriculum for the 2017-2018 School Year**

Board of Education and Administration discussed curriculum for the 2017-2018 school year in accordance with the attached memorandum dated August 18, 2017, (all curricula has been posted, for your review, on the district website under the Board Members’ link).

4. **Discussion: Student Teachers**

Board of Education and Administration discussed Student Teachers for the 2017-2018 school year in accordance with the attached memorandum dated August 18, 2017.

5. **Discussion: Student Observers**

Board of Education and Administration discussed Student Observers for the 2017-2018 school year in accordance with the attached memorandum dated August 18, 2017.

6. **Discussion: Out of District Private Tuition for the 2017-2018 School Year**

Board of Education and Administration discussed out of district private tuition for the 2017-2018 school year in accordance with the attached memorandum dated August 18, 2017.

7. **Discussion: Out of District Public Tuition for the 2017-2018 School Year**

Board of Education and Administration discussed out of district public tuition for the 2017-2018 school year in accordance with the attached memorandum dated August 18, 2017.

Dr. Marshall made a motion, seconded by Mrs. Parlamaas, for the following items:

**Twp of Ocean BOE Work Meeting Minutes (continued) – August 22, 2017**

**8. Professional Development Activities – Staff**

Move to approve the attached memorandum dated August 21, 2017 re: Staff Professional Development Activities in accordance with District Policy 6471 and NJAC 6A:23B. The attendance at said activities is fiscally prudent and will promote the delivery of instruction and/or will further the efficient operation of the district.

Reimbursement for travel and related expenses shall be according to the Department of the Treasury guidelines in NJOMB circular 06-02 and A-87.

**9. Addendum to Out of District Placement for the 2017 ESY Program**

Move to approve an addendum to an out of district placement for the 2017 ESY Program in accordance with the attached memorandum dated August 15, 2017.

Motion on items #8 and #9 carried: 8-0

**NEGOTIATIONS:** No Report

**PERSONNEL:** Mrs. Parlamas

The following item(s) were discussed:

**1. Discussion: Clerical Substitute for the 2017-2018 School Year**

Board of Education and Administration discussed hiring Deborah Vitale as a Clerical Substitute for the 2017-2018 school year.

**2. Discussion: Extension to an Unpaid Leave of Absence**

Board of Education and Administration discussed the request of James Coakley, Grounds and Maintenance Department, to extend his unpaid leave of absence for the period of September 7 through October 31, 2017. Mr. Coakley is expected to return to work on Wednesday, November 1, 2017. (Mr. Coakley's unpaid leave of absence was previously approved, at the regular monthly meeting held on May 23, 2017, for the period of June 7, 2017 through September 7, 2017.)

**3. Discussion: Unpaid Family Leave of Absence**

Board of Education and Administration discussed the request of Meaghan McDavitt, English Teacher, High School, to take an unpaid family leave of absence, as designated under FMLA and NJFLA, beginning at the conclusion of her eligible sick leave, approximately November 16, 2017 through February 15, 2018. Mrs. McDavitt's last day of work will be Monday, October 23, 2017. She is expected to return to the classroom on Friday, February 16, 2018.

**4. Discussion: Employment Status of District Employee**

Board of Education and Administration discussed the employment status of district employee #7928.

**5. Discussion: Revision to Job Descriptions**

Board of Education and Administration discussed revisions to the following job descriptions:

Instructional Assistant, K-12/Bus Aide  
Supervisor World Languages, Grades K-12, Social Studies, Grades 6-12 and English As  
A Second Language, Grades K-12

**Twp of Ocean BOE Work Meeting Minutes (continued) – August 22, 2017**

**6. Discussion: Class Size Reduction Teachers**

Board of Education and Administration discussed hiring the following Class Size Reduction Teachers for the 2017-2018 school year; 3 hours per day, \$30.00 per hour, effective September 1, 2017.

**Non-tenure track positions:**

Joy Puzino	Ocean Township Elementary School
Pamela Kacen	Wanamassa Elementary School
Bette Bourlokas	Wayside Elementary School
Melissa Godwin	Wayside Elementary School

**7. Discussion: Assignment Change**

Board of Education and Administration discussed the following assignment change effective September 1, 2017:

Jessica Fischer	From: Elementary Teacher (Basic Skills, Grade 5), Part-time Township of Ocean Intermediate School
	To: Elementary Teacher (Basic Skills, Grade 5) and Special Education Teacher (Grade 6), Part-time Township of Ocean Intermediate School

(There will be no increase in hours or any change to salary as a result of the assignment change.)

**8. Discussion: Substitute Bus Drivers and Substitute Transportation Aides for the 2017-2018 School Year**

Board of Education and Administration discussed hiring the following Substitute Bus Drivers and Substitute Transportation Aides for the 2017-2018 school year:

**Substitute Bus Drivers**

Gary Black  
Carol Brohmer  
Yvonne Brown  
Donnell Coleman  
Denise D'Esposito  
Michelle DeMarzo (pending criminal history  
background check)  
Patricia Freda  
Antoinette Ingulli  
Scott Lenahan  
Tina Onderdonk  
Robert Paglia, Jr.  
Jeff Reisler  
Robin Sanderson  
Jerome Smith  
Joshua Thompson

**Mission I Aides**

Kalee Neal  
Casey Norvilas  
Carol Rice

**9. Discussion: Playground Aides and Playground Aide Substitutes for the 2017-2018 School Year**

## **Twp of Ocean BOE Work Meeting Minutes (continued) – August 22, 2017**

Board of Education and Administration discussed hiring the following as Playground Aides and Playground Aide Substitutes for the 2017-2018 school year:

### **Ocean Township Elementary School**

Ferdinand Cutolo  
Cheryl DeGirolamo\*  
Natalie Maggio\*  
Roseamy Mouta\*  
Joanne Prascsak  
Jenna Strollo-Caramanica\*

### **Substitutes (OTES)**

Jaclyn Calabrese  
Robyn Wolf

### **Wanamassa Elementary School**

Jill Edelson  
Brenda Karinja  
Kathleen Kenney\*  
Cheryl Monico  
Kathleen Savare  
Joyce Solimene  
Helen Wyckoff

### **Wayside Elementary School**

Elizabeth Calderone  
Barbara D'Elia  
Nichole DelPizzo\*\*  
Meghan Doeler Alderiso  
Richard Kirk  
Margaret Seager\*  
Marie Siano\*\*  
Marianne Tantrum\*  
Jeanine Wagner  
Karen Wegrzyniak\*

### **Substitutes (Wayside)**

Bette Bourlokas  
Chanelle Dunn  
Melissa Godwin

### **Substitute for all Elementary Schools**

Peggy Landis (pending criminal history background check)

\*In addition, approved as a clerical substitute to work in the main office of the Elementary School copying instructional materials for teachers. \*\*Approved to work the breakfast program. This is in alignment with the Playground Aide job description.

## **10. Discussion: Instructional Assistant Transfers**

Board of Education and Administration discussed the following Instructional Assistant transfers effective September 1, 2017:

Marilyn Eliadis	From: Wanamassa Elementary School To: Ocean Township Elementary School
Greg Krzyzanowski	From: Wayside Elementary School To: Township of Ocean Intermediate School
Connie Schneider	From: Wayside Elementary School To: Township of Ocean Intermediate School
Carol Scollay	From: Township of Ocean Intermediate School To: Wanamassa Elementary School

**Twp of Ocean BOE Work Meeting Minutes (continued) – August 22, 2017**

Mrs. Parlamas made a motion, seconded by Mrs. McGovern, for the following items:

11. **Resignation**

Move to approve the resignation of John Dupuis, Level II - School Monitor, Township of Ocean Intermediate School, effective August 18, 2017.

12. **Resignation – Football Coach**

Move to approve the resignation of Christian Bailoni, Assistant Varsity Football Coach effective August 14, 2017.

13. **Revision to Resignation Date**

Move to approve a revision to the resignation date for Marc Hyndsman, Instructional Assistant, Township of Ocean Intermediate School from August 7, 2017 to that of September 1, 2017.

14. **Assistant Band Director – High School**

Move to approve Alyssa Clark as an Assistant Band Director at Ocean Township High School for the 2017-2018 school year in accordance with the attached memorandum dated July 31, 2017.

15. **Field Hockey Coaching - Reassignment**

Move to approve the reassignment of Andrea Kahikina from that of Assistant Field Hockey Coach, Freshman Level – High School, to that of Assistant Field Hockey Coach, JV Level-High School. In addition, if needed, Ms. Kahikina will assist with the Field Hockey program at the Intermediate School, (please see attached memorandum dated August 15, 2017).

16. **Revised Contracts**

Move to approve that revised contracts be issued to the following employees:

John Bosmans, Jr.	From: Social Studies Teacher High School	
	To: Supervisor World Languages, Grades K-12	\$95,500.00
	Social Studies, Grades 6-12 and	Department
	English As A Second Language,	Supvr./
	Grades K-12	Guide 4
	Actual Start and Effective Dates: Pending	Prorated
	issuance of Certification from the NJ State	
	Department of Education.	

(Mr. Bosmans replaces Christopher Wilson who resigned.)

Michaela Gemignani	Instructional Assistant	\$25,345.00*
	Ocean Township High School	Step 7-8
	Non-Tenure Track Position	
	Actual Start Date: September 6, 2017	
	Effective Date: September 1, 2017	

## Twop of Ocean BOE Work Meeting Minutes (continued) – August 22, 2017

(Newly budgeted position. \* This is a revision in salary. Ms. Gemignani was previously approved at the regular monthly meeting held on July 25, 2017 at a salary of \$23,570.00, Step 1.)

Sean O'Malley	From: Computer Technician/ Level I District-wide Non-Tenure Track Position	
	To: Computer Technician/Level II District-wide Non-Tenure Track Position	\$45,000.00* Prorated
	Actual Start and Effective Date: September 1, 2017	

(\*This is a revision in job title and salary. Mr. O'Malley replaces Kevin Watkins who resigned.)

Nichole Wynes	Supervisor of Mathematics Ocean Township High School Actual Start: August 17, 2017 Effective Date: September 1, 2017	\$97,280.00 Prorated Department Supervisor Step 2
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(\*This is a revision to the actual start date. Ms. Wynes was previously approved, at the work meeting held on August 8, 2017, to start in this position on August 21, 2017. As noted above she will begin earlier. Ms. Wynes replaces Mrs. Maltese who resigned.)

### 17. Issuance of Contracts

Move to approve that contracts be issued to the following:

#### **To fill vacancy positions:**

Carmela Iaccarino	Italian Teacher Ocean Township High School Actual Start and Effective Dates: Pending criminal history background check.	\$58,165.00 BA/Step 5-6
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(Mrs. Iaccarino replaces Cristina Pesce who resigned.)

Michael Mazza	Instructional Assistant Wayside Elementary School Non-Tenure Track Position Actual Start Date: September 6, 2017 Effective Date: September 1, 2017	\$23,570.00 Step 1
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(Newly budgeted position. Mr. Mazza was previously approved at the regular monthly meeting held on July 25, 2017 pending criminal history background check, clearance has been received.)

Motions on items #11 thru #17 carried: 8-0

### PLANNING & CONSTRUCTION: Mr. Palutis

The following item(s) were discussed:



**Twp of Ocean BOE Work Meeting Minutes (continued) – August 22, 2017**

**1. Discussion: Referendum: High School & Wanamassa Construction**

Mr. Thomas Strauser, Solutions Architecture, Mr. Gary Tattersall, Director of Facilities and Mr. John Bosmans, Maintenance Department, Construction Manager, were in attendance and gave an update on the Ocean Township High School and Wanamassa Elementary School referendum construction.

Mr. Palutis made a motion, seconded by Mrs. McGovern, for the following items:

**2. Bid Award: Black Box Theatrical Lighting**

Move to approve the lowest responsible and responsive bid for theatrical lighting for the Black Box Theater at the Ocean Township High School with Electrical Design & Construction Corporation, Shrewsbury, NJ, for a total bid of \$167,000.00.

Bids were opened on August 22, 2017 at 11:00 a.m. in the Administration Building Auditorium. (See attached)

Motion on items #2 carried: 8-0

**TECHNOLOGY COMMITTEE: Mr. Stuppi**

The following item(s) were discussed:

**1. Discussion: Non-Public Technology Purchasing - MOESC**

The Board of Education and administration discussed an agreement with Monmouth-Ocean Educational Services Commission for services, July 1, 2017 through June 30, 2020, and the district for the coordination and purchasing of technology equipment for non-public schools located within the boundaries of the district with flow thru Federal and State Grant funds, as per attached.

**OLD BUSINESS:**

- Open House dates were filled with Board of Education members who will attend and distribute district information to residents.

**NEW BUSINESS:**

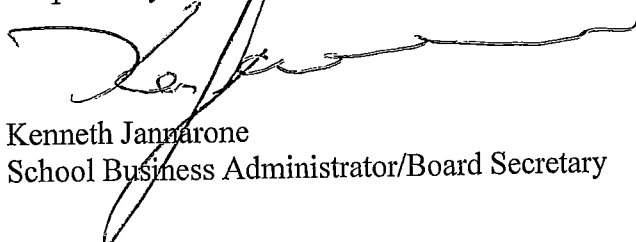
- Legislative Chair reported on the meeting with Assembly members and the discussion on school funding and their ideas.

**PUBLIC COMMENT: None**

**ADJOURN MEETING: 8:50 p.m.**

There being no further business Mrs. McGovern made a motion, seconded by Mr. Clayton, that the meeting be adjourned. This motion carried: 8-0.

Respectfully submitted,



Kenneth Jannarone  
School Business Administrator/Board Secretary



# Ocean Township High School

Est. 1965

Office of the Principal

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**TO:** James Stefankiewicz  
**DATE:** August 21, 2017  
**FROM:** Dawn C. Kaszuba

**SUBJECT:** Injury Surveillance Study

Participation in the Injury Surveillance Study will provide the athletic trainer with an avenue to understand and document the prevalence of injuries, resulting in a positive impact on her ability to prevent them. Ms. Zimmerman feels strongly that this survey will be beneficial to the students, the school and to her profession. I have attached the agreement and the Frequently Asked Questions to this document, and I recommend to the board that we participate.

Thank you.

cc: H. Todd  
K. Zimmerman

DK:amg

*Home of the Spartans!*

50<sup>th</sup> Anniversary



## **Participant Information Letter for High School RIO™ (Reporting Information Online): National High School Sports-Related Injury Surveillance Study, 2017-2018**

Your high school is being asked to participate in High School RIO™, an internet-based surveillance study of injuries sustained by US High School athletes. This study is being conducted by researchers at the Colorado School of Public Health, Program for Injury Prevention, Education, and Research (PIPER).

### **Why are we doing this study?**

We want to learn more about how high school athletes are injured so we can determine the best way to protect them from being hurt. The injury information collected will provide a basis for recommendations to reduce the number of high school sports-related injuries.

### **What are the study objectives and goals?**

The long-term goal of the proposed line of research is to reduce the morbidity, mortality, and disability among adolescent athletes caused by sports-related injuries. The objective of this study is to move toward that goal through the development and implementation of a proposed permanent internet-based high school sports-related injury surveillance system. The surveillance system being used in this study was modeled after the successful National Collegiate Athletic Association Injury Surveillance System (NCAA ISS), a system that consistently produces quality data on sports-related injuries, exposures, and risk factors among collegiate athletes.

### **What did we learn from previous years of the High School RIO™ study?**

- During the 2014-2015 High School RIO™ project, participating certified athletic trainers from 240 schools reported 5,165,857 high school athletic exposures and 9,273 injuries in 22 sports (boys' football, boys' and girls' soccer, girls' volleyball, boys' and girls' basketball, boys' wrestling, boys' baseball, girls' softball, girls' field hockey, boys' ice hockey, boys' and girls' lacrosse, boys' and girls' swimming and diving, boys' and girls' track and field, boys' and girls' cross country, boys' and girls' tennis, and cheerleading) for an overall injury rate of 1.80 injuries per 1,000 athletic exposures.
- From this data, we estimate that nationally in the US, there were 1,196,479 injuries sustained by high school athletes participating in 9 of the most popular sports (boys' football, boys' and girls' soccer, girls' volleyball, boys' and girls' basketball, boys' wrestling, boys' baseball, and girls' softball).
- Injury rates ranged from a high in boys' football (3.94 injuries per 1,000 athletic exposures) to a low in boys' swimming and diving (0.18 injuries per 1,000 athletic exposures).
- Specific injury information, such as body site, diagnosis, and severity, vary not only by sport and gender but also within sports based on specific injury event information such as position played, activity engaged in at the time of injury, protective equipment worn, etc.

### **What is expected of participating high schools?**

During the 2017-18 academic year, schools participating in High School RIO™ will be asked to have a certified athletic trainer collect and report athletic exposure, sports-related injury, and risk factor information for 10 of the 22 sports included in the study (boys' football, boys' and girls' soccer, girls' volleyball, boys' and girls' basketball, boys' wrestling, boys' baseball, girls' softball, girls' field hockey, boys' ice hockey, boys' and girls' lacrosse, boys' and girls' swimming and diving, boys' and girls' track and field, boys' and girls' cross country, boys' and girls' tennis, and cheerleading). **You are not expected to report for all 22 sports.** Instead, you will report for 10 randomly selected sports that are offered at your school and that you provide services for.

The certified athletic trainer serving as the school's reporter will be asked to log onto the study website weekly throughout each sport's season to provide exposure information (the number of student athletes practicing and competing) and injury incidence information. It will take approximately 5 minutes each week to complete this weekly exposure report. Additionally, for each injury reported, the certified athletic trainer will be asked to complete an injury report form consisting of athlete demographic information (age, height, weight, grade in school), injury information (body site, diagnosis, severity) and specific injury event information (e.g., level of competition, position played, protective equipment worn, activity engaged in at the time of injury, etc.). It will take approximately 5-10 minutes to complete each injury report.

Reportable injuries will only include those that:

- 1) occur as a result of participation in an organized high school athletic practice/competition  
**AND**
- 2) require medical attention by a team certified athletic trainer or a physician **AND**
- 3) result in restriction of the student-athlete's participation for one or more days beyond the day of injury **OR**
- 4) result in any fracture, concussion, dental injury, or heat injury/illness regardless of whether or not it results in restriction of the student-athlete's participation

**Does the RIO™ system include an Electronic Medical Record (EMR) component?**

Yes, the RIO™ system includes an electronic medical record (EMR) component developed specifically for you to use in your clinical setting. You will be able to use the EMR component to manage and track information about your athletes, the injury assessments you conduct, the treatments you provide, and medical outcomes of these treatments. As a participant in the National High School Sports-Related Injury Surveillance Study, you will get full access to this EMR as a token of our appreciation.

**Are there any opportunities to participate in additional substudies?**

Study participants will also have the opportunity to participate in additional substudies. Participation in such substudies is always voluntary and will not affect your participation in the larger National High School Sports-Related Injury Surveillance Study.

**Isn't students' medical information confidential? How will it be kept private?**

Student athletes' injury information is protected by federal privacy regulations such as the Health Information Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). Information collected for this study is confidential to the extent provided by law. The protocol for this study has been approved by Nationwide Children's Hospital's

Institutional Review Board, a committee that reviews all research to ensure study participants are protected.

The RIO™ system includes an electronic medical record (EMR) component developed specifically for ATs to use in a clinical setting to manage and track information about their athletes, the injury assessments they conduct, the treatments they provide, and medical outcomes of those treatments. While ATs are able to enter a student's name and other identifying information into the system, they are not required to do so as a part of the study. Furthermore, ATs will have full access to the system without having to enter any identifying information. No identifying information about the student athletes will be seen by researchers. Researchers will only have access to de-identified information (i.e., data that have been stripped of all personal identifiers). All identifying information will be stored on an off-site secure server operated by a third party.

The researchers conducting this study are committed to protecting your student athletes' privacy. Again, no identifying information about the student athletes will be seen by researchers (researchers will only have access to de-identified information). Data collected will be used only for the purpose of conducting research on injuries resulting from training for or participation in high school sports. The final summary report and any publications based on this study will use only summary (aggregate) injury and participation information that does not identify individual athletes or participating schools.

#### **How will participants be chosen?**

Each US high school with an NATA associated, BOC certified athletic trainer with internet access who is willing to serve as a reporter for the surveillance system will be invited to enroll (priority will be given to schools with a certified athletic trainer who is available to the high school 5 days a week to provide comprehensive care to all athletes without limitation on hours). In order to obtain a nationally representative study sample, the pool of eligible study schools will be distributed in a sampling frame stratified by size and sub-stratified by geographical location. A simple random sample of study schools will be chosen from each substrata of the sampling frame.

Schools who have previously participated in the High School RIO™ study will be automatically selected to participate in the 2017-18 High School RIO™ study if they are willing to do so.

#### **Will participants be compensated?**

Each high school participating in the High School RIO™ study will receive a monetary reimbursement for their certified athletic trainer's time based on the number of sports reported (approx \$300 for 10 sports, schools reporting for more sports will receive additional participant incentive but no school may receive more than \$600 per calendar year).

#### **Additional Compensation:**

The RIO™ High School Sports-Related Injury Surveillance Study has partnered with US Lacrosse® and their Center for Sport Science for the 2017-2018 school year, with intent to enhance participation in the reporting of sports injuries. The data collected from HS RIO™ is necessary to create safe gameplay and continue the advancement of sport. US Lacrosse® needs

participation from 150 high school men's and women's programs, and has agreed to compensate athletic trainers an additional \$150 for their commitment to reporting injuries from lacrosse as 1 of their 10 sports. This is an additional \$150 monetary reimbursement to the \$300 compensation offered from HS RIO™. For more questions on the involvement of US Lacrosse®, please contact the Research Team at the Center for Sport Science through [researchassistant@uslacrosse.org](mailto:researchassistant@uslacrosse.org).

**What support will participants receive from the research team?**

Each participating AT will receive a training packet and will have access to two additional training options: 1) a personal training session conducted by a member of the research staff on the use of the internet-based surveillance system via telephone, or 2) a set of self-guided PowerPoint slides detailing the data entry process. Web hosting and technical support for the surveillance system will be provided by the Colorado School of Public Health. Throughout the study the principle investigator, R. Dawn Comstock, PhD, and research assistants Alex Erkenbeck and Lauren Pierpoint will be available via telephone at (303) 724-7881 or e-mail at [highschoolrio@ucdenver.edu](mailto:highschoolrio@ucdenver.edu) to answer questions and/or address concerns. Following the conclusion of the study, each participating high school will receive a copy of the summary report of the study's findings as well as an individual report detailing their school's data.

**High School RIO™ (Reporting Information Online)  
2017-2018 PARTICIPANT ENROLLMENT FORM**

Name of High School: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name of Certified Athletic Trainer: \_\_\_\_\_

Name of contact person (if other than AT): \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**We representatives of this US high school have read the attached participant agreement information letter, understand what is expected of participating schools, and understand how our school will be compensated for participating. This school has a NATA associated, BOC certified athletic trainer with internet access who is willing to serve as a reporter for the surveillance system.**

Principal Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Certified Athletic Trainer Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(next page)

Over the years, we have made slight changes to which sports are included in our surveillance system. Please indicate which sports you provide services for at your school by checking them off below so that we have up-to-date information for the 2017-18 academic year.

- |   |   |
|---|---|
| <input type="checkbox"/> Boys' Football             | <input type="checkbox"/> Boys' Cross Country  |
| <input type="checkbox"/> Boys' Soccer               | <input type="checkbox"/> Girls' Cross Country |
| <input type="checkbox"/> Girls' Soccer              | <input type="checkbox"/> Boys' Tennis         |
| <input type="checkbox"/> Girls' Volleyball          | <input type="checkbox"/> Girls' Tennis        |
| <input type="checkbox"/> Boys' Basketball           | <input type="checkbox"/> Cheerleading         |
| <input type="checkbox"/> Girls' Basketball          |   |
| <input type="checkbox"/> Wrestling                  |   |
| <input type="checkbox"/> Boys' Baseball             |   |
| <input type="checkbox"/> Girls' Softball            |   |
| <input type="checkbox"/> Girls' Field Hockey        |   |
| <input type="checkbox"/> Boys' Ice Hockey           |   |
| <input type="checkbox"/> Boys' Lacrosse             |   |
| <input type="checkbox"/> Girls' Lacrosse            |   |
| <input type="checkbox"/> Boys' Track and Field      |   |
| <input type="checkbox"/> Girls' Track and Field     |   |
| <input type="checkbox"/> Boys' Swimming and Diving  |   |
| <input type="checkbox"/> Girls' Swimming and Diving |   |

\*Please return this completed form by mail to Lauren Pierpoint, Department of Epidemiology, 13001 E. 17th Place B119, Aurora, CO 80045, by email to [highschoolrio@ucdenver.edu](mailto:highschoolrio@ucdenver.edu), or by fax at (303)724-4489 (Attn Lauren Pierpoint).



## **INSTRUCTION & EDUCATION**

**Office of the Assistant Superintendent of Schools  
Curriculum & Instruction**

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**Township of Ocean Schools**



MEMORANDUM FOR: James Stefankiewicz , Ed. D.

FROM: Janet Forino

DATE: August 25, 2017

RE: Student Observer

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Please present for Board Approval at the next scheduled board meeting the student observer listed.

Thomas Kern  
Monmouth U  
Ian Schwartz  
TOIS

## PERSONNEL

**SUBSTITUTES FOR BOARD APPROVAL**  
**August 25, 2017**

Aponte-Cruz, Frances	Nurse
Clerico, James	K-12
Jennings-Rathbun, Allacen	K-12
Maliff, Cory	6-12
Puello, Rosbel	Counselor
White, Cynthia	K-12 & Nurse

SPECIAL SERVICES OFFICE  
TOWNSHIP OF OCEAN SCHOOL DISTRICT  
DATE: August 24, 2017

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent

FROM: Denise S. Ricciardi, Assistant Superintendent: Special Services

RE: Recommendations for Summer Employment #4 2017

Please submit the attached list for board approval:

\*Tentative costs include CST evaluations, as well as IEP meeting, and attendance of a district regular education teacher and a special education teacher. Teacher cost is calculated at one hour of summer curriculum work at \$35. per IEP meeting for each teacher attending the meeting.

Rationale for CST Summer Evaluations

Special Education Code (NJAC 6A:14) mandates that LEAs/Child Study Teams are required to respond to parental requests within a 20 day time line including summer vacation. Weekends count towards the 20-day time line and only legal holidays may be excluded. As a result of this **many school districts have revised CST contracts to 12-month employees. Current CST members in Ocean Township have a 10-month contract. MOESC could do summer evaluations for the district, however the cost of an evaluation would be significantly higher than the amount we paid our in-house staff. MOESC would charge an additional fee to complete the IEP.**

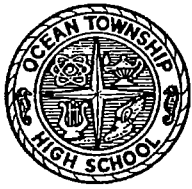
The sum of \$43,500.00 was budgeted for summer CST evaluations. To date with additions and deletions to this amount the current total stands at (\$14,830.00).

**The district has no option for denying these requests** but could contract for CST services through the county. Again the cost of these evaluations would be twice the amount paid to district CST members. The district currently has limited CST members willing to perform these summer evaluations.

cc: Kenneth Jannarone, Business Administrator

Summer Employment 2017  
#4

STUDENT	GR/SCHOOL	STAFF	COST
1 Student	6/TOIS	2 Teachers	\$ 70.00
1 Student	9/OTHS	2 Teachers	\$ 70.00
1 Student	7/TOIS	2 Teachers	\$ 70.00
1 Student	7/TOIS	2 Teachers	\$ 70.00
1 Student	12/OTHS	2 Teachers	\$ 70.00
1 Student	PS/Wana	2 Teachers	\$ 70.00
1 Student	6/TOIS	2 Teachers	\$ 70.00
1 Student	5/TOIS	2 Teachers	\$ 70.00
1 Student	4/Wana	2 Teachers	\$ 70.00
1 Student	6/TOIS	3 Teachers	\$ 105.00
1 Student	1/Way	2 Teachers	\$ 70.00
1 Student	PS/OTES	2 Teachers	\$ 70.00
1 Student	8/TOIS	Santucci/4 Teachers	\$ 410.00
1 Student	PS/Wana	2 Teachers	\$ 70.00
1 Student	6/TOIS	2 Teachers	\$ 70.00
1 Student	6/TOIS	2 Teachers	\$ 70.00
1 Student	7/TOIS	2 Teachers	\$ 70.00
1 Student	9/OTHS	Magliaro/Kelly/Walk/2 Teachers	\$ 895.00
1 Student	6/TOIS	2 Teachers	\$ 70.00
1 Student	7/TOIS	2 Teachers	\$ 70.00
1 Student	6/TOIS	2 Teachers	\$ 70.00
1 Student	3/Wana	Walters	\$ 275.00
1 Student	9/OTHS	2 Teachers	\$ 70.00
1 Student	7/TOIS	2 Teachers	\$ 70.00
1 Student	9/OTHS	2 Teachers	\$ 70.00
1 Student	6/TOIS	2 Teachers	\$ 70.00
Total			\$ 3,225.00



## Ocean Township High School

550 West Park Avenue  
Oakhurst, NJ 07755  
[www.oceanschools.org](http://www.oceanschools.org)  
732-531-5650

**James Stefankiewicz, Ed.D.**  
Superintendent of Schools

**Gina Hagerman**  
Assistant Principal  
**Michael Lambusta**  
Assistant Principal  
**Anthony DePasquale**  
Director of School Counseling  
**H. Rusty Todd**  
Director of Athletics & Student Activities

**Dawn C. Kaszuba**  
Principal

**MEMORANDUM FOR:** Dr. James Stefankiewicz, Superintendent of Schools

**FROM:** H. Rusty Todd<sup>HRT</sup>, Director of Athletics & Student Activities/Grades 5-12

**DATE:** August 14, 2017

**RE:** Stage Crew Manager – OTHS

I would like to recommend Ms. Katherine Tabor for the position of Stage Crew Manager for the 2017-2018 school year. Ms. Tabor has worked as a stagehand for the past 18 years at the PNC Bank Arts Center, State Theater, and the NJ Performing Arts Center.

Ms. Tabor should be placed on the Group I, Year 5 Non-Athletic Program Salary Guide and receive \$5,823.00 for the 2017-2018 school year.

Ms. Tabor needs to get her sub paperwork in order prior to beginning her duties.

I have included a bullet biography for Ms. Tabor.

If you have any questions or concerns, please contact me.

HRT: tpc

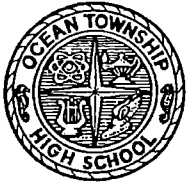
*Home of the Spartans!*



**Katherine Tabor – Stage Crew Manager – OTHS**

- School Counselor in the Neptune Township School District
- 18 years experience working as a stagehand for IATSE Local 536 at the PNC Bank Arts Center in Holmdel, the State Theater in New Brunswick, and the NJ Performing Arts Center in Newark
- Strong understanding of lighting and crew work
- Proficient in lighting design and programming, wardrobe, and stage direction and management
- Broad skill base in carpentry, stage set up and take down, and show call
- True love for the arts and theater and is truly excited to be a part of the Ocean Township program
- Strong rapport and working relationship with my Lighting and Technical Manager recommendation





## Ocean Township High School

550 West Park Avenue

Oakhurst, NJ 07755

[www.oceanschools.org](http://www.oceanschools.org)

732-531-5650

**James Stefankiewicz, Ed.D.**  
Superintendent of Schools

**Gina Hagerman**  
Assistant Principal  
**Michael Lambusta**  
Assistant Principal  
**Anthony DePasquale**  
Director of School Counseling  
**H. Rusty Todd**  
Director of Athletics & Student Activities

**Dawn C. Kaszuba**  
Principal

**MEMORANDUM TO:** Dr. James Stefankiewicz, Superintendent of Schools

**FROM:** H. Rusty Todd, Director of Athletics & Student Activities/Grades **5-12**

**DATE:** August 25, 2017

**RE:** John Bosmans Resignation from Football Coaching

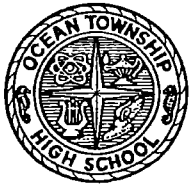
John Bosmans resignation as a football coach on August 23, 2017 due to his promotion to the position of Supervisor of World Cultures would require that we owe him a portion of his football coaching stipend. I have calculated that freshman football officially started on August 1, 2017 and the last regular season game is scheduled to be played on November 2, 2017. The time period from start to the end of the season is 94 days. Mr. Bosmans stipend for the season would be \$6,249.00, per day that is approximately \$66.00.

Mr. Bosmans should be compensated \$1,452.00 for his 22 days coaching freshman football.

Any questions or concerns please contact me.

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## Ocean Township High School

550 West Park Avenue  
Oakhurst, NJ 07755  
[www.oceanschools.org](http://www.oceanschools.org)  
732-531-5650

**James Stefankiewicz, Ed.D.**  
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Assistant Principal

**Anthony DePasquale**  
Director of School Counseling

**H. Rusty Todd**  
Director of Athletics & Student Activities

**Dawn C. Kaszuba**  
Principal

**MEMORANDUM FOR:** Dr. James Stefankiewicz, Superintendent of Schools

**FROM:** H. Rusty Todd, Director of Athletics & Student Activities/Grades 5-12

**DATE:** August 25, 2017

**RE:** Assistant Football Coaching Recommendation

I would like to recommend Mr. James Nottingham for the position of assistant football coach (freshman level), due to the resignation of two football coaches (Christian Bailoni and John Bosmans).

Mr. James Nottingham has a strong knowledge of football having played collegiately and coached two years of high school football.

Due to the new hire I would like to adjust the stipend of current freshman coach Dean Athans. I would like to recommend that Mr. Athans be placed on the Group I Assistant, Year 2 Athletic Program Salary Guide and received \$5,514.00 for the 2017-2018 school year.

Mr. Nottingham should receive a stipend of \$4,000 totally funded by the football parents club, which was Mr. Athans previously approved stipend.

I have included a bullet biography for Mr. Nottingham.

If you have any questions or concerns, please contact me.

HRT: tpc

*Home of the Spartans!*



**James Nottingham – Assistant Football Coach (Freshman Level) – OTHS**

- New guidance counselor at OTHS
- Played High School and Collegiate Football
- Coached for 2 years of Hightstown High School
- Knowledgeable about offensive and defensive line play
- Wants to be involved in extra-curricular activities
- Is the freshman academy guidance counselor so coaching freshman football is a great way to nurture these impressionable young men