Work Session Attachments

December 12, 2017

Office of the Superintendent Township of Ocean School District December 8, 2017

MEMORANDUM FOR:

All Members of the Board

FROM:

James Stefankiewicz, Ed.D., Superintendent of Schools

RE:

Miscellaneous Information

1. On the Calendar

December 12, 2017

- 7:00 pm Executive Session (Closed) Superintendent's Office
- 7:30 pm Work Meeting- Auditorium
 - ➤ Larry Kostula, Principal, Intermediate School
 Christopher Amato and James Maliff, Assistant Principals,
 Intermediate School will be in attendance to discuss the Intermediate
 School Master Schedule Committee Proposal
 - ➤ Kelly Weldon, Assistant Superintendent, Teaching & Learning Patrick O'Neill, Supervisor of Education Technology Innovation, Grades K-12, and Michael Hall, District Network Manager will be in attendance to discuss District Technology and Board Docs Software

December 19, 2017

- 6:15 pm Disciplinary Hearing Student Matter (Executive Session/Closed) Superintendent's Office
- 7:00 pm Executive Session (Closed) Superintendent's Office
- 7:30 pm Work Meeting-Superintendent's Office
- 8:00 pm Regular Monthly Meeting-Auditorium
- Board of Education Holiday Get-Together

December 26, 2017 – No Meeting

January 2, 2018

• 8:00 pm - Re-organization Meeting – Auditorium (No Work Meeting)

Township of Ocean Schools



MEMORANDUM FOR: All Professional Staff Members

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

DATE: December 7, 2017

RE: Employment Opportunity/ LONG TERM SUBSTITUTE for

FAMILY LEAVE

Effective February 23, 2018 thru June 22, 2018

POSITION: Art Teacher - TOIS

QUALIFICATIONS: • Teacher of Art certification required

SALARY: \$85 per day – CEAS

\$110 per day – Standard certification

APPLICATION

• Qualified candidates should apply on line at http://www.applitrack.com/ocean/onlineapp

by the end of the day, Monday, December 18, 2017.

*Culturally diverse and Bilingual candidates encouraged to apply.

Township of Ocean Schools



MEMORANDUM FOR: All Professional Staff Members

FROM:

James Stefankiewicz, Ed.D., Superintendent of Schools

DATE:

December 7, 2017

RE:

Employment Opportunity/2017-2018 School Year

Anticipated Opening – January 1, 2018

POSITION:

Basic Skills Teacher – Intermediate School – part time

QUALIFICATIONS:

• Elementary certification required

• Teacher of the Handicapped or Teacher of Students

with Disabilities required

• Elementary School with Subject Matter Specialization: Language Arts/Literacy specialization in Grades 5-8 or

English preferred

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, Monday, December 18, 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

Township of Ocean Schools



MEMORANDUM FOR: All Professional Staff Members

FROM: James Stefankiewicz, Ed.D., Superintendent of Schools 1

DATE: December 7, 2017

RE: Employment Opportunity/February 1, 2018

Anticipated Opening

POSITION: Health & Physical Education Teacher - TOIS

QUALIFICATIONS: Teacher of Health and Physical Education certification required

SALARY: Salary will be commensurate with the Township of Ocean

School District Teachers' 2017-2018 Salary Guide.

APPLICATION Qualified candidates should apply on line at http://www.applitrack.com/ocean/onlineapp

by the end of the day, Monday, December 18, 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.

COMMUNITY LIAISON AND CO-CURRICULAR STUDENT ACTIVITIES

POLICY

OCEAN TOWNSHIP BOARD OF EDUCATION

Bylaws 0152/Page 1 of 1 BOARD OFFICERS

0152 BOARD OFFICERS

The Board of Education shall organize at its first regular meeting by electing one of its members as President, and another as 1st Vice President and another as 2nd Vice President.

Any member may place a member's name in nomination; a second is not required. Election for each office will be conducted by a vote when the nominations for that office are closed. The candidate receiving a majority vote of the members of the Board present and constituting a quorum will be elected to office.

Voting shall take place by verbal roll call vote after nominations are closed. When more than one person has been nominated, the Board will vote on candidates in the order in which they were nominated. In the event no candidate receives a majority vote of the members of the Board present and constituting a quorum, the procedure shall continue until someone receives a majority vote.

Officers shall serve for one year and until their respective successors are elected and shall qualify, but if the Board shall fail to hold the organization meeting or to elect Board officers as prescribed by N.J.S.A. 18A:15-1, the Executive County Superintendent shall appoint from among the members of the Board a President and/or 1st Vice-President and 2nd Vice President.

A President, or 1st Vice-President, or 2nd Vice President who refuses to perform a duty imposed upon him/her by law may be removed by a majority vote of the Board members present and constituting a quorum. In the event the office of President, or 1st Vice-President or 2nd Vice President shall become vacant the Board shall, within thirty days thereafter fill the vacancy for the unexpired term. If the Board fails to fill the vacancy within such time, the Executive County Superintendent shall fill the vacancy for the unexpired term.

N.J.S.A. 18A:15-1; 18A:15-2

Adopted: 15 June 1982

Revised: 17 July 1990, 16 June 2009, 21 April 2015, 19 December 2017



Bylaws 0171/Page 1 of 1 DUTIES OF BOARD PRESIDENT AND VICE PRESIDENTS

0171 DUTIES OF BOARD PRESIDENT AND VICE PRESIDENTS

The President of the Board of Education shall:

- 1. Preside at all meetings of the Board;
- 2. Require the Board Secretary to call special meetings of the Board, N.J.A.C. 6A:32-3.1;
- 3. Sign all school district warrants, N.J.S.A. 18A:19-1;
- 4. Certify to all payrolls, N.J.S.A. 18A:19-9;
- 5. Subscribe bonds, notes, contracts, and other legal instruments for which the signature of the President is required, N.J.S.A. 18A:24-32;
- 6. Issue subpoenas to compel attendance of witnesses and production of documents, N.J.S.A. 18A:6-20;
- 7. Appoint all committees of the Board; Serve as committee member ex-officio in accordance with Board Bylaw 0155;

The 1st Vice President shall assume and discharge the duties of the President in the President's absence, disability, or disqualification. The 2nd Vice President shall assume and discharge the duties of the 1st Vice President in the absence of the President and the 1st Vice President.

N.J.S.A. 18A:16-1.1

Adopted:

17 July 1990

Revised:

14 December 2010, 19 December 2017



Administration 1320/Page 1 of 4

DUTIES OF SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

1320 <u>DUTIES OF SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY</u> DUTIES OF SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

Qualifications:

- 1. Certification from the New Jersey State Department of Education as a School Business Administrator.
- 2. Knowledge of GAPP accounting procedures and all other business related functions.
- 3. At least five years of prior school business administrative or equivalent business experience.

Reports To:

Superintendent of Schools as School Business Administrator and to Board as Board Secretary.

Performance Responsibilities as School Business Administrator/ Board Secretary

Essential Job Functions:

- 1. Insure that all school purchasing is being properly completed in regard to state and federal laws and that a proper quality of goods are purchased at the most economic prices.
- 2. Draw up all specifications in regard to items on bid and oversee all bid openings, contract structure, and delivery requirements.
- 3. Supervise the purchase order flow and approve proper purchase orders.
- 4. Oversee the operations of the maintenance department and be directly responsible for the actions of the supervisor of buildings and grounds.
- 5. Screen all work orders to determine their validity, necessity, and cost; approve proper work orders.
- 6. To act as Board representation during the negotiation process for all negotiating units.



Administration 1320/Page 2 of 4

DUTIES OF SCHOOL BUSINESS ADMINISTRATOR/ BOARD SECRETARY

- 7. Provide adequate notice of all public meetings of the Board to the members and to those requesting notice in accordance with law. N.J.S.A. 10:4-8d, 10:4-19; 18A:10-4, 18A:17-7
- 8. Record the minutes of all proceedings of the Board and the results of annual or special school elections. N.J.S.A. 18A:17-7
- 9. Perform all duties concerning the conduct of school elections as it pertains to current law.
- 10. Collect tuition fees and other moneys due the Board and transmitting them to the Treasurer of School Moneys. N.J.S.A. 18A:17-8
- 11. Examine and audit all accounts and demands against the Board, present them to the Board at its meetings, indicating the Board's approval, and send them to the Treasurer for payment. N.J.S.A. 18A:17-8, 18A:19-4
- 12. Keep accounts of the district's financial transactions including a correct detailed accounting of all expenditures. N.J.S.A. 18A:17-8
- 13. Report to the Board at each regular meeting, but not more often than once per month, the amount of the total appropriations and cash receipts for each account, and the amounts of warrants against each account, and the amounts of orders or contractual obligations incurred and chargeable against each. N.J.S.A. 18A;17-9
- 14. Insure that the accounts of the Board, as projected until the end of the school year, will have balances in monies that will satisfy the requirements of GAPP accounting and keep the Board of Education in a solvent state.
- 15. Keep all contracts, records, and documents belonging to the. N.J.S.A. 18A:17-9
- 16. Give the Board a detailed report of its financial transactions at the close of each fiscal year and file a copy with the County Superintendent. N.J.S.A. 18A:17-10
- 17. Reporting to the Commissioner annually the amount of unpaid school debt, the interest rate payable, the dates of issue, and the due dates of bonds or other indebtedness. N.J.S.A. 18A:17-12



Administration 1320/Page 3 of 4

DUTIES OF SCHOOL BUSINESS ADMINISTRATOR/ BOARD SECRETARY

- 18. Prepare a summary of the annual audit and recommendations prior to the meeting of the Board to act thereon and supplying copies of the summary to interested persons. N.J.S.A. 18A:23-4
- 19. Act as secretary at all meetings of the Board and its committees; maintain the permanent record of all minutes.
- 20. Perform such other duties as may be required by the Board or Superintendent.

Auxiliary Job Functions

- 1. Supervise the accounting department in regard to record keeping, state reports, and financial statements. Oversee the of the Assistant School Business Administrator in regards to Accounts receivable, payables, payroll functions, bond and coupon payments and transfers, and all other Accounting office functions and procedures.
- 2. Oversee the operations of the food service management company in regard to their contract. Determine the need for cafeteria equipment purchases and bring proposals to the Board for approval.
- 3. File proper state aid reports in regard to food service operations and keep appropriate books and records. Reimburse service management company for valid cafeteria expenses, including payroll reimbursement and food expenses.
- 4. Establish procedures for the student activity funds, keep required books and records, and oversee the student activity operation.
- 5. Oversee the custodial operations of all schools in the district, with the Superintendent of Schools and the school Principal.
- 6. Oversee the operations of the transportation department and be directly responsible for the actions of the transportation supervisor.
- 7. Oversee the operation of the Technology Department and be directly responsible for the actions of the Network Manager. Oversee the Network Manager in regards to technology purchasing, budget, network management and all other operational technology functions and procedures.



Administration 1320/Page 4 of 4

DUTIES OF SCHOOL BUSINESS ADMINISTRATOR/ BOARD SECRETARY

Terms of Employment

Twelve month year. Salary and work year to be established by the Board.

Evaluation

Performance of this job will be evaluated annually in accordance with Policy 1330.

Adopted: 21 December 1982

Revised: 16 February 1999, 19 December 2017



PROPERTY 7510/Page 1 of 3 USE OF SCHOOL FACILITIES

7510 USE OF SCHOOL FACILITIES

The Board of Education believes that the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational programs of the schools. Therefore, the Board reserves the right to limit and/or deny requests based on their impact on efficient building utilization and maintenance.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Superintendent, except when the Board reserves the right to withdraw permission after it has been granted.

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

1. School Related and Education Related Organizations

This category includes teacher organizations, parent organizations, alumni groups, any **Township of Ocean municipal departments** and other organizations directly related to the school.

- A. As a general policy there will be no charge for educational programs or regularly scheduled meetings. However, approval may be granted with custodial charges when such action is considered necessary
- B. Extensive programs, unusual programs, or moneymaking programs may be approved with cost to the organization in view of purpose and facility requirements.

2. School Age Service Groups

This category shall include Youth Organizations whose membership and leadership consists of a two-thirds majority of Ocean Township residents, Township Recreation Department, Little League, "Pop" Warner, American Youth Football, Soccer Association and other similar organizations.

A. Extensive programs, unusual programs, or moneymaking programs may be approved with cost to the organization in view of purpose and facility requirements.

3. Community Related Groups

This category refers to organizations in the Township of Ocean whose membership and Leadership consists of a two-thirds majority of Ocean Township residents that are interested in using the building to put on a program. This category also includes



POLICY

OCEAN TOWNSHIP **BOARD OF EDUCATION**

PROPERTY 7510/Page 2 of 3 USE OF SCHOOL FACILITIES

organizations as the Lions, Kiwanis, Rotary, Optimists, Elks, Eastern Star, Women's Club, Masonic Organizations, political, charitable, religious and other similar organizations.

A. Extensive programs, unusual programs, or moneymaking programs may be approved with cost to the organization in view of purpose and facility requirements.

4. Non Profit Civic and Service Groups
This category refers to: School age service groups and community groups not consisting of a majority of Ocean Township residents. It includes political, charitable, religious and other similar organizations.

5. Commercial Organizations (For Profit)

- A. Facilities may be approved for local groups.
- B. Approval may be granted for local organizations based on consideration purpose, value to community school, etc.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used except by a qualified operator.

The Board shall require that all users of school facilities comply with policies of this

Board and the rules and regulations of this district. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such regulations.

6. Fees

Charges for the use of school facilities shall be based on the priority of the activity, and personnel/supervision cost.

- A. First priority activities will not be charged for facility use. Custodial fees and maintenance fees will be waived unless determined to be extensive, unusual or money making activities.
- B. Second and third priority infrequent activities will not be charged a facility use fee. Frequent and regular usage will incur a flat seasonal facility fee. However, charges will may include the appropriate custodian and maintenance fee coverage rate.



POLICY

OCEAN TOWNSHIP BOARD OF EDUCATION

PROPERTY 7510/Page 3 of 3 USE OF SCHOOL FACILITIES

- C. Fourth priority activities will be charged a non-profit rate for facility use. Charges will also include the appropriate custodian **and maintenance fee coverage** rate.
- D. Fifth priority activities will be charged a profit rate for facility use. Charges will also include the appropriate custodian **and maintenance fee** coverage rate.

The Board shall develop regulations and a fee schedule for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree in writing to be bound by these regulations.

Adopted: 21 September 1976

Revised: 17 July 1990, 26 June 2001, 29 June 2004, 17 August 2004, 21 June 2013,

19 December 2017



OCEAN TOWNSHIP BOARD OF EDUCATION

PROPERTY
R 7510/Page 1 of 6
USE OF SCHOOL FACILITIES

R 7510 USE OF SCHOOL FACILITIES

The Board of Education and the Administration welcome the use of school facilities by community organizations. The Township of Ocean Board of Education reserves the right to reject any and/or all applications for the use of school facilities and to approve only those applications that are in the best interest of the Township of Ocean School District.

Organizations desiring to use school facilities will first check the availability of the facilities for the date required with the school building principal. Application is then to be made on the regular Board of Education form obtainable from the principal's office or on the district website. Applications, when completed, shall be returned to the building principal's office.

Application must be made at least one (1) month prior to the date of the proposed use. In addition priority will be assigned by the dates listed below (See: APPLICATION PROCEDURE: Item A) (Note: chief school administrator/designee can waive this requirement)

It shall be required that, at all times, at least one custodian be present who will represent the District to enforce its Rules and Regulations. Custodians are representatives of the District in the care and operation of buildings. Organizations will heed the requests of custodian for the enforcement of regulations.

The organizations shall be responsible for all damage claims to school property.

Organizations are responsible for reimbursing the school district for all expenses incurred for clean up of the areas used.

Failure to comply with the rules and regulations of the Township of Ocean School District will result in the denial of the use of the district facilities for future occasions.

INSURANCE:

The Board shall, in all instances, require a certificate of insurance to be filed with this application. The limits of the policy shall be \$1,000,000 bodily injury and property damage combined single limit of liability. The Board of Education shall be named as an "additional insured" on all certificates of insurance.

Organizations will hold the Township of Ocean Board of Education harmless from any and all bodily injury and/or property damage resulting from the organizations use of facilities.

TYPES OF ACTIVITIES PROHIBITED:

A. Smoking is prohibited in all areas of the all school buildings and grounds.



OCEAN TOWNSHIP BOARD OF EDUCATION

PROPERTY R 7510/Page 2 of 6 USE OF SCHOOL FACILITIES

- B. NO alcoholic beverages may be sold or consumed in a school facility or on school property.
- C. No one may enter the building unless admitted by a member of the school staff.
- D. School facilities are not available on Holidays or when schools are closed due to inclement weather.

APPLICATION PROCEDURE:

- A. First priority groups may schedule events at any time. Second priority groups will be given the opportunity to schedule events each year from May 1-15. Third priority groups will be given the opportunity to schedule events each year from May 16 to June 10. Fourth priority groups will be given the opportunity to schedule events each year from June 11-30. After June 30, facilities will be available on a first come first served basis.
- B. Applicant obtains the required building use forms at the office of the principal of the school for which the request is made or on the district website.
- C. The application is to be completed and presented with the required insurance certificate to the principal for review and considerations for approval. Any flyers or advertisements that may be issued as a result of the use, must be submitted for district approval.
- D. The principal forwards the approved application/permit and related completed documents to the Superintendent/designee.
- E. The request is reviewed and a fee is established by the Superintendent/designee per Board policy.
- F. The Board of Education reserves the right to grant alternate facilities for use by the applicant.

PERMITS:

A. The application, once signed and approved by the Superintendent/building principal or designee, shall constitute a permit authorizing the requisitioner for use of the facilities.



OCEAN TOWNSHIP BOARD OF EDUCATION

PROPERTY R 7510/Page 3 of 6 USE OF SCHOOL FACILITIES

- B. A copy of the permit is sent to the applicant, a copy is retained by the Superintendent/designee, and a copy is sent to the school for which the request is made.
- C. All permits shall be revocable and shall not be considered as a lease, and the Board of Education, or its authorized agent, may reject any application or cancel any permit.
- D. Permits shall be available for inspection at all times during facility use by authorized representatives of the Board.
- E. Permits issued for any continuing, extensive yearly programs shall be subject to suspension in the event that the allocated space is required for school use or other use deemed necessary by the Board or its authorized agent. Every attempt shall be made to avoid or minimize such suspension.
- F. Should the holder of a permit wish to cancel a reserved date, the Superintendent/building principal or designee must be notified at least five (5) business days prior to the time of the meeting or performance. Otherwise all charges will be applicable.
- G. The individual making application will be designated as the responsible person and the organization will be held responsible for any liability, property or material damage.
- H. Only those areas designated in the application may be used.

RULES GOVERNING YOUTH ACTIVITIES:

- A. Appropriate supervision ratios must be maintained. The Board of Education reserves the right to dictate specific adult—youth supervision ratios.
- B. Adult supervisors shall be familiar with policies and regulations of the Township of Ocean Board of Education governing facility use.
- C. No Youth activity shall be permitted unless properly supervised by authorized persons. Future facility use may be denied if proper adult supervision is not provided.



OCEAN TOWNSHIP BOARD OF EDUCATION

PROPERTY R 7510/Page 4 of 6 USE OF SCHOOL FACILITIES

- D. Responsibility extends to the land and building in which the particular activity is located. Supervision is not limited to activity participants. Supervision extends to outsiders who may have to be removed from the building.
- E. Traffic control shall be maintained and limited to the facility authorized.
- F. Activity shall be limited to authorized areas. Roaming shall not be allowed. Entrance and exits shall be controlled.
- G. Equipment usage shall be limited to authorized issue. Classrooms, desk contents, room libraries, displays and equipment shall not be disturbed. Area lighting, equipment storage, blackboards, tack-boards, and furniture arrangements shall not be changed without special permission.
- H. Unless otherwise noted, area cleanliness and furniture placement shall be the responsibility of the permit holder.

FEE SCHEDULE AND PROCEDURE:

Charges for the use of school facilities shall be based on the priority of the activity, and personnel/supervision cost.

- A. First priority activities will not be charged for facility use. Custodial fees will be waived unless determined to be extensive, unusual or money making activities.
- B. Second and third priority infrequent activities will not be charged a facility use fee. However, frequent and regular use will incur a flat fee of \$150 per season. Activities that qualify for the fee will be notified before each season. Charges will may include the appropriate custodian and maintenance fee coverage rate.
- C. Fourth priority activities will be charged a non-profit rate for facility use. Charges will also include the appropriate custodian **and maintenance fee** coverage rate.
- D. Fifth priority activities will be charged a profit rate for facility use. Charges will also include the appropriate custodian **and maintenance fee** coverage rate.



PROPERTY R 7510/Page 5 of 6 USE OF SCHOOL FACILITIES

FEE SCHEDULE - DAILY RATE:

TEE SCHEDOLE - DAILT KATE.			
AREA	PROFIT	NONPROFIT	
		½ Day	Full Day
		(5 4 Hrs.)	(up to 8 hours)
Auditorium (HS & TOIS)*	930 940	200 225	300 325
Auditorium (all other)*	730 740	100 125	200 225
Library	150 160	50- 75	100 125
Gymnasium (HS & TOIS)	530-540	80 -105	160- 185
Gymnasium (all others)	330-340	60-85	120 -145
Cafeteria with kitchen**	330-340	80 -105	160- 185
(OTES, TOIS & HS)			
Cafeteria without kitchen	180 200	60 -85	120 145
Classrooms (each)	130 150	40-60	80 100
Grounds/Fields***	230 240	75 100	150 175
Specialty	The Board reserves the right to make adjustments to the policy in the case of a special event.		

- * May be charged additional fee if School Lighting Technician is required.
- ** District personnel are required to utilize kitchen equipment and appropriate fee will be charged to the group.
- *** Excludes High School Stadium

HIGH SCHOOL STADIUM*

		<u> </u>		
TIME FRAME	PROFIT	NONPROFIT		
2 hours – weekday	600	200		
2 hours – weekend	750	250		
4 hours – weekday	900	300		
4 hours – weekend	1,125	375		
8 hours – weekday	1,800	600		
8 hours – weekend	2,250	750		
Light usage charge	25/hour	25/hour		
Specialty	The Board res	The Board reserves the right to		
	make adjustme	make adjustments to the policy in		
	the case of a	the case of a special event.		



OCEAN TOWNSHIP BOARD OF EDUCATION

PROPERTY R 7510/Page 6 of 6 USE OF SCHOOL FACILITIES

* May be charged additional fee if School Personnel is required for rest rooms, lights or press box usage.

OTHER CONDITIONS:

- A. The board superintendent/building principal in conjunction with the custodial supervisor reserves the right to determine the number of custodians required to service facility use.
- B. All groups using indoor facilities or field facilities may be assessed on additional fee for cleaning up the area when conditions require, as a result of the group's use.
- C. Due to liability concerns cafeteria with kitchen usage may only be used with the utilization of the trained cafeteria staff. Groups will be responsible for payment at the staff's regular hourly rate of pay.
- D. Faculty, activity directors, and coaches employed by the Township of Ocean school district may receive discounts on facility rentals based upon the number of participants and admissions charged or on aid given to a Township of Ocean student.

Adopted:

29 June 2004

Revised:

17 August 2004, 21 June 2013, 24 June 2014, 19 December 2017



TOWNSHIP OF OCEAN BOARD OF EDUCATION MEETING SCHEDULE January 2018 – December 2018

<u>Jan.'18</u>		July'18	
2	Re-organization Meeting	3	No Meeting
9	Work Meeting	10	Work Meeting
16	Work Meeting	17	No Meeting
23	Work Meeting & Regular	24	Work Meeting & Regular
	Monthly Meeting		Monthly Meeting
30	No Meeting	31	No Meeting
Feb.'18		Aug.'18	
6	Work Meeting	7	Work Meeting
13	Work Meeting	14	No Meeting
20	Work Meeting & Regular	21	Work Meeting
	Monthly Meeting		
27	Work Meeting	28	Work Meeting & Regular
	C		Monthly Meeting
March'18		Sept.',18	
6	Work Meeting	4	Work Meeting
13	Work Meeting	11	No Meeting (Rosh Hashanah)
20	Work Meeting & Regular	18	No Meeting (Yom Kippur)
	Monthly Meeting		
27	No Meeting	25	Work Meeting & Regular
•	5		Monthly Meeting
A		Oct.'18	
<u> April'18</u>			777 1 3 K - 45
2	No Mooting (Spring Recect)	52	Work Meeting
3	No Meeting (Spring Recess)	⁵ /2	Work Meeting
10	Work Meeting	-\frac{1}{2} 9	Work Meeting
	Work Meeting Work Meeting & Regular	⁵ 2 9 16	Work Meeting Work Meeting & Regular
10 17	Work Meeting Work Meeting & Regular Monthly Meeting	16	Work Meeting Work Meeting & Regular Monthly Meeting
10	Work Meeting Work Meeting & Regular	16 23	Work Meeting Work Meeting & Regular Monthly Meeting No Meeting (School Boards)
10 17	Work Meeting Work Meeting & Regular Monthly Meeting	16	Work Meeting Work Meeting & Regular Monthly Meeting
10 17	Work Meeting Work Meeting & Regular Monthly Meeting	16 23	Work Meeting Work Meeting & Regular Monthly Meeting No Meeting (School Boards) Work Meeting
10 17 24	Work Meeting Work Meeting & Regular Monthly Meeting	16 23 30	Work Meeting Work Meeting & Regular Monthly Meeting No Meeting (School Boards)
10 17 24	Work Meeting Work Meeting & Regular Monthly Meeting Budget Hearing (Tentative)	16 23 30 Nov.'18	Work Meeting Work Meeting & Regular Monthly Meeting No Meeting (School Boards) Work Meeting
10 17 24 <u>May'18</u> 1	Work Meeting Work Meeting & Regular Monthly Meeting Budget Hearing (Tentative) No Meeting	16 23 30 Nov.'18	Work Meeting Work Meeting & Regular Monthly Meeting No Meeting (School Boards) Work Meeting No Meeting/School Bd. Elections Work Meeting
10 17 24	Work Meeting Work Meeting & Regular Monthly Meeting Budget Hearing (Tentative)	16 23 30 Nov.'18 6	Work Meeting Work Meeting & Regular Monthly Meeting No Meeting (School Boards) Work Meeting No Meeting/School Bd. Elections Work Meeting No Meeting
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Meeting Start Times
Executive (Closed) Session - 7:00 pm
Work Meeting 7:30 pm
Regular Monthly Meeting - 8:00 pm

TOWNSHIP OF OCEAN BOARD OF EDUCATION WORK MEETING MINUTES December 5, 2017

CALL TO ORDER

Mr. James Dietrich, President, called the meeting to order at 7:00 p.m. in the office of the Superintendent 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, Mrs. Janice Fuller, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis, Mrs. Denise Parlamas and Mr. John Stuppi. Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator and Dr. James Stefankiewicz, Superintendent of Schools.

Enter Executive Session – 7:02 p.m.

Approval: Motion offered by Mr. Dietrich, seconded by Mr. Palutis and carried 9-0. Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Personnel (Agenda) and Student Matters. 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. The Board of Education will be in executive session for approximately 30 minutes and will take action upon returning to work session.

Adjourn Executive Session - 7:25 p.m.

Approval: Motion offered by Mr. Clayton, seconded by Mrs. Fuller and carried 9-0. Move for the approval to adjourn from Executive Session and resume public session in the auditorium of the administration building.

PRESIDENT'S REPORT: No Report

VICE-PRESIDENT'S REPORT: Michael Palutis

The following item(s) were discussed:

• Board of Education holiday get together after the December 19th meeting.

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

The following item(s) were discussed:

- Presentations for next meeting:
 - o Ed Tech specialist, Patrick O'Neill for tech update.
 - o TOIS schedule committee.
 - o Board Docs paperless Board meetings with Mike Hall to distribute Chromebooks.
- Follow up on Vaping policy and review of our current policy that covers vaping.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

The following item(s) were discussed:

- Appraisal proposals have been secured now that the construction is almost complete.
- Capital budgets requests starting to come in from all departments.
- Construction projects winding down, addressing punch-list items has begun

PUBLIC COMMENT: None

COMMITTEE REPORTS:

COMMUNITY LIAISON, & CO-CURRICULAR STUDENT ACTIVITES: Mrs. Fuller

The following item(s) were discussed:

1. Discussion: Newsletter

Board of Education and Administration discussed a Board of Education newsletter. Samples of past newsletters and current newsletters were viewed. All agreed to look further into the idea. The School Business Administrator will look more into costs and process of a newsletter.

Strategic Plan Goal 6: Community Outreach

2. Discussion: Policy

Board of Education and Administration discussed the second and final reading of revisions to the following policy:

Policy 5111 - Eligibility of Resident/Non-Resident Students

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

3. Policy

Move to approve the second and final reading of revisions to the following policy:

Policy 5111 – Eligibility of Resident/Non-Resident Students

4. 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 – November 28, 2017 Regular Meeting Minutes – November 28, 2017

Strategic Plan Goal 6: Community Outreach

Motions carried on items #3 and #4: 9-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

The following item(s) were discussed:

1. Discussion: Audit for 2016-2017 School Year

Mrs. Laura DiTommaso of the independent Certified Public Accounting firm of Smolin Lupin LLC was in attendance to review the annual school district audit.

Strategic Plan Goal 5: Finances

The audits unqualified opinion was explained and stated that there were no audit findings for the district to correct. The auditor reviewed the attachment with the Board of Education. She reviewed the district financial

position and fund balance numbers and discussed suggestion for appraisal and review of student activity fund balances.

2. Discussion: Federal Work-Study Program

Board of Education and Administration discussed the renewal of the 2 year agreement to place Monmouth University students as part of the Federal Work-Study Program. This program agreement allows students to work with Teachers as Academic Tutors during after school instruction for Elementary and Intermediate School students at no cost to the District. It also allows students to work in the Administration Building and Technology Department. The Township of Ocean Board of Education will reimburse Monmouth University 30% of the hourly rate or \$2.70 per hour for these students.

Strategic Plan Goal 6: Community Outreach

3. Discussion: Tuition Contract

Board of Education and administration discussed the following tuition contract for an MVE (McKinney Vento Eligible), homeless, Township of Ocean student attending Tinton Falls schools.

Student	# of Days	<u>Grade</u>	Period of Time	<u>Tuition Revenue</u>
AS	37	K	9/7/17-11/01/17	\$3,138.34

4. Discussion: Cafeteria 125 Plan - Health (FSA)

Board of Education and administration discussed the annual approval of the school district Cafeteria 125 plan. The plan allows for the carry-over of up to \$500 of unused balances to the next year with a total contribution limit of \$2,650.

5. Discussion: Accidental and Personal Indemnity Insurance Policy

Board of Education and administration discussed the following companies to provide optional accidental and personal sickness indemnity and life insurance policy coverage for all District employees at their own expense for the calendar year 2018.

AFLAC Allstate Insurance Legacy Benefits Group

6. <u>Discussion: Approval of Tax Sheltered Annuity (403b)/Section 529 College Savings Plan Companies</u> and Section 457 Plans

Board of Education and administration discussed the following companies and standard sharing and hold harmless agreements per IRS regulations, to provide Tax Sheltered Annuity (403b), Section 529 College Savings Services, and Section 457 Plans to all District employees for calendar year 2018 with Omni Group serving as the 3rd party administrator.

AXA Equitable VOYA Annuities Metropolitan Life
Ameriprise Variable Annuity Life Insurance Company (VALIC)

Lincoln Investment Aspire

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

7. **Approval of 2016-2017 Audit**

Move to approve the acceptance of the Comprehensive Annual Financial Report and Corrective Action Plan (see attachment) for the 2016-2017 school year as presented by the Certified Public Accounting firm of Smolin Lupin LLC.

Strategic Plan Goal 5: Finances

8. Use of Facilities

Move to approve the use of facilities according to the attached list dated December 5, 2017.

Strategic Plan Goal 5: Finances

Motion carried on items #7 and #8: 8-0 (Mr. Palutis left the room)

INSTRUCTION & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. Discussion: Awarding of Honors Credit to Students Taking Dual Credit Courses

Board of Education and Administration discussed awarding honors credit to Ocean Township High School students for each dual credit course they successfully complete in accordance with the attached memorandum dated November 30, 2017.

Strategic Plan Goal 1: Student Success, Objective 2

Dr. Marshall made a motion, seconded by Mrs. Fuller, for approval of the following item(s):

2. Professional Development Activities - Staff

Move to approve the attached memorandums (2) dated December 1, 2017 re: Staff Professional Development Activities in accordance with District Policy 6471 and NJAC 6A:23B. The attendanc 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.

Strategic Plan Goal 1: Student Success, Objective 1

3. Rescind Resolution Regarding Settlement Agreement & Release

Move to rescind the Board resolution, from the Instruction & Education Committee Regular Meeting agenda of November 28, 2017, approving the Settlement Agreement and Release for student number 17-18-01.

Motions carried on items #2 and #3: 9-0

LEGISLATIVE: No Report

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. Discussion: Revised Contract

Board of Education and Administration discussed issuing a revised contract to the following staff member effective January 1, 2018:

Jessica Fischer From: Basic Skills Teacher, Part-time

Township of Ocean Intermediate School/Grade 5

To: Special Education Teacher, Part-time

Wanamassa Elementary School

MA/Step 3

\$37,420.00*

Prorated

(This is a revision in assignment from that of Elementary Teacher to that of Special Education Teacher, a location change and a salary change. *The salary noted above reflects an increase as a result of Mrs. Fischer going from 15 hours a week to that of 21.5 hours.

8. Discussion: Retirement

Board of Education and Administration discussed the retirement of Marcia Hanke, Health and Physical Education Teacher, Township of Ocean Intermediate School effective February 1, 2018.

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

2. Issuance of Contract

Move to approve that a contract be issued to the following:

To fill a vacancy position:

Alyssa Ercolino Special Education Teacher

\$54,615.00

Wayside Elementary School

BA/Step 1

Actual Start and Effective Dates: Pending release Prorated

from current employer and criminal history background

check.

(Ms. Ercolino replaces Charmain Beverette who resigned.)

3. Playground Aide

Move to approve, for the 2017-2018 school year, Denise Pagnoni as a Playground Aide at the Ocean Township Elementary School.

4. Custodial Substitute

Move to approve Elvis Ventura as a Custodial Substitute for the 2017-2018 school year.

5. Instructional Assistant/Bus Aide

Move to approve Christina Urban, an Instructional Assistant, to provide aide support to a Township of Ocean Intermediate School student (7th grade), on the school bus in the morning and after school, during the period of November 20, 2017 – June 21, 2018. Mrs. Urban will shadow the student, on the school bus, two hours per day, (an hour before school and one hour after school), every Monday, Tuesday, and Wednesday. Mrs. Urban will be paid at her hourly contractual rate.

6. Instructional Assistant/Bus Aide

Move to approve Sherryl Cesario, an Instructional Assistant, to provide aide support to a Township of Ocean Intermediate School student (7th grade), on the school bus in the morning and after school, during the period of November 20, 2017 – June 20, 2018. Ms. Cesario will shadow the student, on the school bus, two hours per day, (an hour before school and one hour after school), every Thursday and Friday. Ms. Cesario will be paid at her hourly contractual rate.

7. Instructional Assistant/Bus Aide

Move to approve Christine Roventini, an Instructional Assistant, to provide aide support to a Ocean Township Elementary School student (4th grade), on the school bus, during the period of November 28, 2017 – June 20, 2018. *Times that Ms. Roventini shadows the student on the bus will vary from week to week. Ms. Roventini will be paid at her hourly contractual rate for the extra hours she shadows the student on the bus. (*At this point there is not an everyday Monday through Friday before and after school need. The schedule will be adjusted weekly and will depend on when the student attends morning extra help, Project Extend, and after school clubs.)

- 9. Substitute Teachers for the After School Help and Homework Club/Wayside Elementary School Move to approve, for the 2017-2018 school year, Andrea Sodhi and Kimberly Repko as Substitute Teachers for the Help and Homework Club at Wayside Elementary School. Substitute Teachers would work if one of the regular teachers were unavailable at a rate of \$28.00 per hour.
- 10. Request for Days from the Sick/Personal Leave Bank Plan (Non-Work Related)

 Move to approve the request of district employee #5511 to use 10 days from the Sick/Personal Leave Bank Plan (Non-Work Related).

Motions carried on items #2 thru #7 and #9 and #10: 9-0

PLANNING & CONSTRUCTION: No Report

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

ADJOURN MEETING: 9:17 p.m.

There being no further business Mr. Clayton made a motion, seconded by Mrs. McGovern, that the meeting be adjourned. This motion carried: 9-0.

Respectfully submitted,

Kenneth Janparone

School Business Administrator/Board Secretary

6

FINANCIAL MANAGEMENT & RESOURCE SERVICES

Office of the School Business Administrator Township of Ocean School District December 12, 2017

REQUESTS FOR USE OF SCHOOL FACILITIES In Accordance with Policy #7510

Malka Media Group

Wanamassa, Classroom December 19, 2017 4:30 pm – 10:30 pm Purpose: Film a PSA

Group 5 Commercial Organizations (For Profit)

Facility Fee: \$130.00

INSTRUCTION & EDUCATION

Ocean Township High School Student Counseling Office



MEMORANDUM FOR:

Kelly Weldon

FROM:

Anthony DePasquale

RE:

Ocean Township High School

School Counseling Internship Extension

DATE:

December 5, 2017

Please present for Board approval at the next scheduled Board meeting that the following graduate student from Monmouth University, is given approval to fulfill 300 Internship hours from January – May 2018.

Thank you.

Ocean Township High School Internship Masters Level January – May 2018

Student	Counselor/Director	Location
Kasey O'Connor	Anthony DePasquale	OTHS

AD/svb

SPECIAL SERVICES OFFICE TOWNSHIP OF OCEAN SCHOOL DISTRICT

DATE: November 17, 2017

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent

FROM:

Denise S. Ricciardi, Assistant Superintendent: Special Services

RE:

Revision of Cost Out of District Private Tuition 2017-2018

Please submit the following revision for board approval:

School

Student

Classification

Tuition

CPC Elementary

1

*ESERS

\$27,354.00

Cost of 1:1 Aide 141 days @ \$194.00/diem

Effective: November 7, 2017

*Eligible for Special Education and Related Services

cc: K. Weldon K. Jannarone M. Mosca

Office of the Assistant Superintendent of Teaching and Learning

Township of Ocean Schools



MEMORANDUM FOR:

James Stefankiewicz, Ed. D.

FROM:

Melody Ragle

RE:

N.J.A.C. 6A:23B-1.2(c)3

DATE:

December 8, 2017

CC:

Kelly Weldon, Ken Jannarone

Below are Professional Development Activities in accordance with District Policy 6471 and NJAC 6A:23B for BOE approval. The attendance at said activity 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.

Last Name	First Name	Subject	Workshop	Date	Fee*
Sterner	Janine	Spec Ed	Disproportionality & Access Across Intersectionalities - Monmouth University	1/22/18	**
Moreski	Cord	Spec Ed	Disproportionality & Access Across Intersectionalities - Monmouth University	1/22/18	**

^{*}Registration fees are supported by local professional development funds and Grant Funds

^{**}Substitute at rate of \$85per day

TOWNSHIP OF OCEAN SCHOOL DISTRICT SUSPENSION REPORT REPORTING OFFICIAL – JAMES STEFANKIEWICZ, ED.D.

MONTH/YEAR: November/2017

STUDENT'S ID NUMBER	DATE SUSPENDED	DATE RE-ADMITTED	ТҮРЕ	LOCATION/ REASON
75254	11/20/2017	11/27/2017	Bus	TOIS – Being disrespectful and distracting to the bus driver and inappropriate physical contact with another student on the bus
72243	11/02/2017	11/06/2017	In-School	TOIS – Inappropriate touching of a student
77012	11/06/2017	11/08/2017	In-School	TOIS – Physical aggression
72526	11/16/2017	11/20/2017	In-School	TOIS – Hitting a student with a Chromebook
74639	11/28/2017	11/29/2017	In-School	TOIS – Physical Altercation
74672	11/28/2017	11/29/2017	In-School	TOIS – Physical Altercation
71708	11/03/2017	11/06/2017	Out-of-School	High School – Refusal to remain in R & R
75731	11/03/2017	11/06/2017	Out-of-School	High School – Refusal to remain in R & R
72519	11/08/2017	11/14/2017	Out-of-School	High School – Mutual Assault
70799	11/08/2017	11/13/2017	Out-of-School	High School – Mutual Assault
71557	11/15/2017	11/20/2017	Out-of-School	High School – Assault
73980	11/16/2017	11/20/2017	Out-of-School	TOIS – Threatening a student and smacking that student on the back of their head.
73361	11/20/2017	11/22/2017	Out-of-School	TOIS – Possession of vapor cigarette while on school property
74790	11/20/2017	11/27/2017	Out-of-School	High School - Assault
73015	11/30/2017	TBD	Out-of-School	High School - Harassment

PERSONNEL

ASSISTANT NETWORK MANAGER

Title: Assistant Network Manager

Department: Technology

Reports To: Network Manager

Supervises: N/A.

Position, Purpose & Objective:

To assist in the management and maintenance of the District's computer network

Qualifications:

1. Possess the ability to service the District's computers, computer networks, and related technological equipment

2. Possess the ability to maintain and manage networks and network application software

3. Possess the ability to convey technical information to workstation operators

- 4. Possess the experience in analysis and recommendation of computer hardware and networking equipment
- 5. Possess the ability to supervise technical support staff members
- 6. Microsoft Certifications, Network + certifications preferred or equivalent field experience
- 7. Ability to lift (a minimum of 40 lbs) computers, server, monitors, and printers
- 8. Must be able to climb ladders
- 9. Attend, at the request of the Superintendent, Emergency Management and Safety Committee meetings
- 10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Essential Job Functions:

- 1. Assist in management of district's workstations, servers, LAN, WAN, e-mail and web server
- 2. Implement and support LAN/WAN hardware, software, application and related services
- 3. Administer security procedures
- 4. Provide support for the District's Video Surveillance system, two way radios, and telephone systems
- 5. Run and terminate cabling; including network, audio, and others as needed
- 6. Perform scheduled maintenance and backups
- 7. Install new or upgrade PC/LAN/ WAN components
- 8. Assist in supervision of technical support staff
- 9. Attend Technology Committee Meetings and other community meetings dealing with technology
- 10. Adds timely information to the District's website in order to provide information about the District to students, parents, other District residents and news media
- 11. Troubleshoots and repairs bugs and problems
- 12. Ensures that images are delivered to the viewer at sufficiently high speed and quality
- 13. Performs such other duties and assumes such other responsibilities as directed by the administrator in charge

Assistant Network Manager (continued)

Auxiliary Job Functions:

1. Provide ongoing support to users

Terms of Employment:

- 1. Twelve-month position
- 2. Work year to be determined by the Board
- 3. Non-affiliated position
- 4. Salary to be established by the Board
- 5. Criminal history background check required

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the Board of Education's policy on the evaluation of professional personnel.

Source: Regular Board Meeting

Date: October 20, 2015 December 19, 2017

ASSISTANT SUPERINTENDENT OF SCHOOLS, TEACHING AND LEARNING

Title: Assistant Superintendent of Schools, Teaching and Learning

Department: Administration

Reports To: Superintendent of Schools

Supervises: Assigned administrative personnel

Position, Purpose & Objective:

To determine the needs of the district in the area of curriculum coordination and articulation K-12 and to provide leadership in correcting deficiencies and in improving the entire instructional program of the district. To assist the superintendent by providing leadership to the professional staff to plan, implement, articulate and evaluate all instructional programs and school district operations.

Qualifications:

- 1. Master's degree in Curriculum Development or School Administration
- 2. Three years' successful teaching experience
- 3. Three years' successful administrative experience
- 4. School Administrator's Certificate
- 5. Successful experience in the area of curriculum development or related activity.
- 6. Strong leadership and communication skills
- 7. Such alternatives to the above qualifications as the Board may find appropriate

Essential Job Functions:

There are six main categories of responsibility within this position: Curriculum, Instruction, Health & Safety, Professional Development, Assessment and Technology.

Curriculum & Instruction

- 1. Provide leadership in the development of a correlated and integrated program of instruction for kindergarten through 12th grade in all areas of instruction
- 2. Evaluate the effectiveness of the existing structure for curriculum leadership development and recommend improvements if needed
- 3. Work with principals, department supervisors and coordinators to establish a program for the on-going development and evaluation of curriculum
- 4. Keep abreast of developments in curriculum and furnish leadership in determining their appropriateness for inclusion in the district's program
- 5. Coordinate the overall curriculum program into a comprehensive whole
- 6. Interpret the present curriculum and proposed curriculum changes to the board, the administration, the staff and the public
- 7. Keep administrators and supervisors informed about revisions to Core Curriculum Content Standards and adjusts curriculum accordingly
- 8. Determine that curriculum has been approved for all programs in the district and that all programs are approved by the Board annually

Assistant Superintendent, Teaching and Learning (continued)

- 9. Assume responsibility for reviewing and evaluating the results of district-wide testing programs and for other evaluative measures used by the schools for the purpose of correcting program weaknesses demonstrated by such testing programs
- 10. Evaluates the performance of administrative personnel in accordance with law, code and board policy
- 11. Maintains a district wide database of staff observations and PIPS
- 12. Maintains a district wide database for all educational leaves
- 13. Maintains district wide database for all field trips
- 14. Develops the district's mentoring plan and submits that plan to the county office for approval
- 15. Holds monthly meetings with district department supervisors
- 16. Completes and submits ESSA reports
- 17. Prepare and submit the ESSA Application which includes funding for Title 1 as well as additional sub-grants and completing budgetary and reporting requirements including the annual consolidated application, amendments and final reports
- 18. Interpreting assessment and Adequate Yearly Progress (AYP) information
- 19. Establishing eligibility of Title I schools and allocation of funds
- 20. Planning for district professional development, parental involvement activities, and other district-wide instructional progress
- 21. Implementing and monitoring school improvement programs (as appropriate): school choice, supplemental education services (SES), parental notification, etc.
- 22. Responsible for the preparation, submission and distribution of the School Report Card
- 23. Assists with the preparation and administration of the instructional accounts of the school budget

State and Federal Reports/Applications

- 1. Prepare and submit the ESSA application which includes:
 - Title I, Part A: Improving Basic Programs Operated by Local Education agencies
 - Title I, Part A: School Improvement
 - Title II, Part A: Teacher and Principal Training & Recruiting Fund
 - Title II, Part D: Enhancing Education Through Technology
 - Title III, Part A: Grants and Sub-Grants for English Language Acquisition and Language Enhancement
 - Title IV, Part A: Safe and Drug-Free Schools & Communities Act
 - Title V, Part A: Innovation Programs
- 2. Complete fiscal reports and close out reports for all ESSA Sub-Grants

Health & Safety

- 1. Develops Nursing Services Plan in conjunction with district nursing staff
- 2. Establishes a schedule of Health and Safety meetings
- 3. Arranges CPR re-certification for nurses and teachers
- 4. Acts as district wide supervisor of nursing
- 5. Coordinates the disposal of bio-hazardous wastes (sharps)
- 6. Coordinates calibration of diagnostic equipment
- 7. Facilitates the development of the school physician's standing orders
- 8. Completes Annual Written Performance Reports and observations for all nurses

Assistant Superintendent, Teaching and Learning (continued)

- 9. Coordinates the development of the health services / clinical budget
- 10. Oversees the Administration of the Harassment, Intimidation & Bullying Law

Professional Development

- 1. Develops the mandated district plan for professional development and submits that plan to the county for approval
- 2. Coordinates in-service programs for professional staff
- 3. Develops summer professional development programs for staff
- 4. Ensures alignment of all professional development activities with the Professional Development Standards for NJ Educators and the New Jersey Core Curriculum Content Standards
- 5. Oversees efforts of the School Improvement Panel

Assessment

- 1. Acts as District Test Coordinator for all required State Testing
- 2. Coordinates the administration of the Cognitive Abilities Test in grades 3 and 5
- 3. Facilitates mandated assessment training at all schools
- 4. Coordinates building level test coordinators
- 5. Develops the district wide testing schedule
- 6. Interprets, analyzes and communicates assessment results to all stakeholders
- 7. Provides resources for kindergarten screening
- 8. Maintains electronic files of all test results
- 9. Facilitates the distribution of individual student reports and all section rosters to each school and grade
- 10. Coordinate the completion of the Violence, Vandalism and Substance Abuse Report

<u>Technology</u>

- 1. Supervises the Supervisor of Education Technology Innovation, Grades K-12
- 2. Oversees the development of new and innovating ways to utilize technology-aided instruction
- 3. Oversees the development of programs for technology in-service programs
- 4. Acts as a member of the district technology committee
- 5. Coordinates educational technology and student information management

Auxiliary Job Functions:

- 1. Coordinate the selection of textbooks for the district in cooperation with building principal's and subject area supervisors/coordinators
- 2. Induction program for new teachers and orientation of substitute teachers
- 3. Facilitates placement of junior practicum and student teaching candidates
- 4. Facilitates the mentor-training program
- 5. Maintains liaison with professional, civic, volunteer and other community agencies and groups having an interest in the schools
- 6. Attends board meeting s and prepares such reports for the board as the superintendent may request
- 7. Participates in the hiring process of new teachers; conducts with the superintendent the final interview of a candidate being recommended for hire
- 8. Assists in the planning and administration for the recruitment, selection, evaluation

Assistant Superintendent, Teaching and Learning (continued) and staff development for professional personnel

9. Assumes the responsibilities for administering the district in the absence of the Superintendent

10. Perform such other tasks and assume such other responsibilities as may be assigned by the Superintendent

Terms of Employment:

1. Twelve-month position

- 2. Work year to be established by the Board
- 3. Salary to be established by the Board
- 3. Criminal history background check required

Evaluation:

Performance of this job will be evaluated annually by the Superintendent of Schools in accordance with the provisions of the Board's policy of evaluation of administrative personnel.

Source:

Regular Board Meeting

Date:

December 21, 1982

June 22, 1999

December 01, 2009

May 17, 2016 March 21, 2017 December 19, 2017

COMPUTER LAB ASSISTANT

Title: Computer Lab Assistant

Department: Technology

Reports to: Network Manager

Supervisor of Educational Technology & Innovation, Grades K-12

Supervises: N/A

Position, Purpose, Objective:

To work cooperatively with the Network Manager, subject area supervisors, and teachers of ensure the efficient operation and maintenance of the Google Chromebooks

Qualifications:

1. Knowledge of computer systems and file management

2. Ability to perform routine maintenance on computer software

3. Ability to work well with teachers and students in a classroom setting

4. Such alternatives to the above qualifications as the Board may find appropriate

Essential Job Functions:

- 1. To manage the Chrombook repair process for all students in the school including; logging the issue, troubleshooting and repairing if possible, issuing a loaner, and submitting repair costs, financial obligations, etc.
- 2. Working collaboratively with main office personnel to keep accurate financial records based on repair costs
- 3. To perform routine maintenance of the computer equipment throughout the entire building
- 4. To report equipment and software problems to the Network Manager in order to ensure timely replacement or repair
- 5. Perform other duties as assigned by the administrator in charge

Auxiliary Job Functions:

1. To coordinate with the District's webmaster information that will be posted on the school's website

Terms of Employment:

- 1. Ten-month position
- 2. Work year to be established by the Board
- 3. Non-affiliated position
- 4. Salary to be determined by the Board
- 5. Criminal history established check required

Evaluation:

Performance of this position will be evaluated in accordance with the provisions of the Board of Education's policy on evaluation of support staff.

Source: Regular Board Meeting

Date: May 3, 2001

December 01, 2009 December 19, 2017

COMPUTER TECHNICIAN- LEVEL I

Title: Computer Technician – Level I

Department: Technology

Reports To: Network Manager

Supervises: N/A

Position, Purpose and Objectives:

To maintain computer equipment throughout the district

Qualifications:

- 1. Computer repair experience, solid background in troubleshooting
- 2. A+ Certification
- 3. Familiar with DOS, Windows OS including but not limited to Windows XP and Windows 7, Mac OS X website development, Microsoft Office, G Suite, Google Chrome, and E-mail Client Software
- 4. In Line 2 remove Windows XP and add Windows 10
- 5. Ability to lift (a minimum of 40 lbs.) computers, monitors and printers
- 6. Must be able to climb ladders
- 7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Essential Job Functions:

- 1. Responsible for the repair and maintenance of computer workstations, laptops, Chromebooks, servers, printers, and network cameras
- 2. Run and terminate cabling; including network, audio, and other cabling as needed
- 3. Assist with the selection and purchase of supplies
- 4. Maintain user accounts on the network
- 5. Attend Technology Committee Meetings and other community meetings dealing with technology
- 6. Develop pages for district website
- 7. Perform other duties as assigned by the administrator in charge

Auxiliary Job Functions:

1. Assist with the evaluation of equipment and software

Terms of Employment:

- 1. Twelve-month position
- 2. Work year to be established by the Board
- 3. Non-affiliated position
- 4. Salary to be established by the Board
- 5. Criminal history background check required

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the Board of Education policy on the evaluation of professional personnel.

Source: Regular Board Meeting

Date: December 01, 2009 December 19, 2017

COMPUTER TECHNICIAN, LEVEL II

Title: Computer Technician, Level II

Department: Technology

Reports to: Network Manager

Supervises: N/A

Position, Purpose and Objectives:

To maintain computer hardware and software throughout the district

Qualifications:

- 1. Computer repair experience, solid background in troubleshooting
- 2. Network + Certification
- 3. Familiar with DOS, Windows OS including but not limited to Windows XP, Windows 7, Windows Server 2003 and Server 2008, Mac OS X, CommVault Backup software, Website management, Microsoft Office, G Suite, Google Chrome, and Exchange E-Mail
- 4. In Line 2 remove Windows XP and add Windows 10, also remove Windows Server 2003 and Windows Server 2008 and instead put in Windows Server all versions
- 5. Remove Exchange E-Mail as we no longer use Exchange
- 6. MCSE Certification
- 7. Ability to lift (a minimum of 40 lbs.) computers, monitors and printers
- 8. Must be able to climb ladders
- 9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Essential Job Functions:

- 1. Responsible for the repair and maintenance of computer workstations, printers, and servers
- 2. Responsible for the repair and maintenance of the Video Surveillance system, two-way radios, and telephone system
- 3. Run and terminate cabling; including network, audio, and others as needed
- 4. Install and debug network hardware and software
- 5. Assist with the selection and purchase of supplies
- 6. Maintain user accounts on the network
- 7. Attend Technology Committee Meetings and other community meetings dealing with Technology
- 8. Maintain and restore backup of files on servers
- 9. Maintain and develop pages for the district website
- 10. Maintain e-mail accounts
- 11. Perform other duties as assigned by the administrator in charge

Auxiliary Job Functions:

1. Assist with the evaluation of equipment and software

Terms of Employment:

- 1. Twelve-month position
- 2. Work year to be established by the Board
- 3. Non-affiliated position
- 4. Salary to be established by the Board
- 5. Criminal history background check required

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the Board of Education's policy on the evaluation of professional personnel.

Source: Regular Board Meeting

Date: December 01, 2009

December 19, 2017

HELP DESK TECHNICIAN

Title: Help Desk Technician

Department: Technology

Reports To: Network Manager

Qualifications:

1. Computer repair experience, solid background in troubleshooting

- 2. Familiar with DOS, Windows XP, and Windows Server, Commvault Backup a plus, Website management, Microsoft Office, E-mail, G Suite, Google Chrome, phone systems, inventory control.
- 3. Help Desk Certification preferred
- 4. Must be able to lift computers, monitors and printers
- 5. Must have a valid NJ driver's license
- 6. Such alternative to the above qualifications as the Board may find appropriate and acceptable

Position, Purpose & Objective:

The Help Desk Technician will assist with all IT related calls to the help desk. These calls include hardware, software, messaging, phone, login, network connectivity and application questions.

Essential Job Functions:

- 1. Resolve as many technical questions over the phone as possible
- 2. Coordinate service reports through the districts tracking system
- 3. Assist with the selection, purchase and inventory of supplies
- 4. Maintain accurate inventory of equipment and software licenses
- 5. Maintain user accounts on the network.
- 6. Send out District Web-Backpacks
- 7. Signing out of faculty laptops
- 8. Attend Technology Committee Meetings and other community meetings dealing with technology
- 9. Verify and restore backups as needed
- 10. Maintain e-mail accounts
- 11. Assist the IT department with summer activities
- 12. Maintain district-wide documentation of network.
- 13. Update Web Site as needed
- 14. Perform other duties as assigned by the administrator in charge

Auxiliary Functions: N/A

Terms of Employment:

- 1. Twelve-month position
- 2. Work year to be established by the Board
- 3. Non-affiliated position.
- 4. Salary to be established by the Board
- 5. Criminal history background check required

Source: Regular Board Meeting

Date: May 15, 2007 December 01, 2009 December 19, 2017

NETWORK MANAGER

Title: Network Manager

Department: Technology

Reports To: Superintendent of Schools

School Business Administrator

Supervises: Computer Technicians Levels I and II

Help Desk Technician

Position, Purpose & Objective:

To manage and maintain the District's computer network

Qualifications:

1. Possess the ability to service the District's computers, computer networks, and related technological equipment

2. Possess the ability to maintain and manage networks and network application software

3. Possess the ability to convey technical information to workstation operators

- 4. Possess the ability to budget and allocate funds for District-wide projects and repairs
- 5. Possess the experience in analysis, recommendation and purchase of computer hardware and networking equipment
- 6. Posses knowledge in Video Surveillance systems and Telephony
- 7. Possess the ability to supervise technical support staff members
- 8. Microsoft Certifications A+ Certification, MCSE, MCSE + Internet Systems Engineer
- 9. Ability to lift (a minimum of 40 lbs.) computers, monitor, and printers
- 10. Attend, at the request of the Superintendent, Emergency Management and Safety Committee meetings
- 11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Essential Job Functions:

- 1. Manage district's workstations, LAN, WAN, e-mail and web server
- 2. Manage district's Video Surveillance system, two-way radios and telephone systems
- 3. Plan, engineer, implement and support LAN/WAN hardware, software, application and related services
- 4. Perform scheduled maintenance
- 5. Install new or upgrade PC/LAN/ WAN components
- 6. Supervise technical support staff
- 7. Attend Technology Committee Meetings and other community meetings dealing with technology
- 8. Adds timely information to the district's web site in order to provide information about the district to students, parents, other district residents and news media
- 9. Participates in review of electronic communications with parents, staff, other agencies, and the community

Network Manager (continued)

- 10. Troubleshoots and repairs technology related issues
- 11. Ensures educational content is delivered to the end user at sufficient speed and quality
- 12. To prepare and execute a technology budget which not only ensures the efficient maintenance of all technology equipment and applications, but also prepares our District for future needs in line with the district vision
- 13. Manage the district's 1:1 program
- 14. Prepare District equipment and manage computer based testing applications for all computer based tests
- 15. Performs such other duties and assumes such other responsibilities as directed by the administrator in charge

Auxiliary Job Functions:

1. Provide ongoing support to users

Terms of Employment:

- 1. Twelve-month position
- 2. Work year to be determined by the Board
- 3. Non-affiliated position
- 4. Salary to be established by the Board
- 4. Criminal history background check required

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the Board of Education's policy on the evaluation of professional personnel.

Source: Regular Board Meeting

Date: March 21, 2000

December 01, 2009 December 19, 2017

Student Information System Manager

Title: Student Information System Manager

Department: Information Technology

Reports to: Assistant Superintendent, Teaching and Learning

Director of School Counseling

Position, Purpose and Objectives:

To coordinate, maintain and facilitate the district student information system

Qualifications

1. Training in the student information system currently being used in our District

- 2. Experience with the use, training and implementation of student management systems
- 3. Experience with database, printing, data export/import, and staff training for these skillsets
- 4. Must be able to establish timelines for the implementation of all phases of student management and reporting systems
- 5. Degree in School Counseling, Human Resource Management or equivalent degree preferred
- 6. Such alternatives to the above qualifications as the Board may find appropriate

Essential Job Responsibilities

- 1. Create a realistic yearly calendar for the implementation of all phases of the Student Information System (SIS)
- 2. Import and export data from "the SIS" for local, state and national use while insuring that this data does not get leaked and/or compromised
- 3. Prepare a budget for licensing and supplies for the district
- 4. Maintain user accounts on the network
- 5. Attend Technology Committee Meetings and other community meetings dealing with technology
- 6. Verify security of the student data system backup
- 7. Maintain the Parent Connect and state reporting systems associated with the management system
- 8. Troubleshoot various technology issues related to the student information system
- 9. Consult with in-house IT staff and supervisors for issues that may need to be escalated to outside technical support
- 10. Assist Administrators in generating all necessary reports from the SIS
- 11. Perform other duties as assigned by the administrator in charge.

Auxiliary Job Function

- 1. Assist with evaluation of equipment and software.
- 2. Maintain District-wide documentation of the student information system.

Terms of Employment:

- 1. Twelve-month position
- 2. Salary to be established by the Board
- 3. Non-affiliated position
- 3. Work year to be established by the Board
- 4. Criminal History Background Check Required

Student Information System Manager (Continued)

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the Board of Education policy on the evaluation of professional personnel.

Source: Regular Board Meeting

Date: March 13, 2007

December 01, 2009 December 19, 2017

TECHNOLOGY ASSISTANT

Title: Technology Assistant

Department: Technology

Reports To: Network Manager

Supervises: N/A

Position, Purpose and Objectives:

The Technology Assistant will assist with all IT related calls to the help desk. These calls include hardware, software, messaging, phone, login, network connectivity and application questions. They will provide support requiring detailed knowledge of department policies and procedures; must exercise discretion and maintain confidentiality.

Qualifications:

- 1. Must be computer literate, proficiency in Microsoft Word and working knowledge of Excel and PowerPoint required. Familiar with DOS, Windows XP, and Windows 7, Website management, Microsoft Office, E-mail, phone systems, G Suite, Google Chrome, and inventory control
- 2. Computer repair experience, solid background in troubleshooting
- 3. Must be able to lift computers, monitors and printers
- 4. Must have bookkeeping and or secretarial experience
- 5. Must have strong organizational, interpersonal, and communication skills as well as the ability to multi-task
- 6. Must have a valid NJ driver's license

Essential Job Functions:

- 1. Assignment of student Chromebooks
- 2. Prepare and proofread documents and reports from draft
- 3. Prepare reports requiring the collection and manipulation of data
- 4. Prepare, track and maintain purchase orders, including following up on orders, warranty repairs and acquiring quotes
- 5. Ability to query and produce reports from school databases
- 6. Assist in all phases of budget preparation and implementation
- 7. Gather, maintain and prepare personnel information including, but not <u>limited</u> to attendance and time sheets
- 8. Resolve as many technical questions over the phone as possible
- 9. Coordinate service reports through the districts tracking system
- 10. Assist with the selection, purchase and inventory of supplies
- 11. Maintain accurate inventory of equipment and software licenses, including signing out of faculty laptops
- 12. Maintain user accounts on the network
- 13. Attend Technology Committee Meetings and other community meetings dealing with technology
- 14. Maintain e-mail accounts
- 15. Assist the IT department with summer activities
- 16. Maintain District-wide documentation of network
- 17. Update Web Site as needed
- 18. Perform other duties as may be assigned

Technology Assistant (continued)

Terms of Employment:

- 1. Twelve-months, full-time
- 2. Work year to be established by the Board
- 3. Non-affiliated position
- 4. Salary to be established by the Board
- 5. Criminal history background check required

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the Board of Education policy on the evaluation of professional personnel.

Source: Regular Board Meeting

Adopted: January 8, 2013

December 19, 2017

SUBSTITUTES FOR BOARD APPROVAL December 8, 2017

Al-Alwi, Ebtihal	K-12
Jacobson, Lisa	K-4
Repko, Kimberly	K-4

PLANNING & CONSTRUCTION



A New Jersey Small Business Enterprise

Co-Op#65MCESCCPS, BID #MRESC 17/18-19, Term 5/25/17-5/25/18 *REVISED*

December 8, 2017

GARY TATTERSALL
OCEAN TOWNSHIP SCHOOLS
163 MONMOUTH ROAD
OAKHURST, NJ 07755
732.531.5600 X 3451
GTATTERSALL@OCEANSCHOOLS.ORG

Ref: Black Box Theater Sound System

Dear Mr. Tattersall,

Pursuant to your request, we are pleased to provide the following revised proposal for the turn-key installation of a pro-audio system in the new Black Box Theater at Ocean Township High School. This system can be purchased in full utilizing the ESCNJ Co-Op. Our proposal includes a full installation of cabling and devices, as well as training, commissioning and testing.

The basis of design is taken from the information provided by the district and Solutions Architecture. We have incorporated the following requirements into the design:

- (2) JBL SRX Series Powered speakers with stands
- (2) JBL SRX Series Powered subwoofers
- (16) AKG wireless microphone receivers, with associated head-worn microphone. (4) handheld versions of the microphones are also included for day-to-day use
 - Soundcraft Performer 1 16-Channel Digital Mixing Console
- Soundcraft 16 Channel Stage Box (for additional channels and flexibility)
- ADA Required assisted listening system
- Chief 16U+12U rack with side shelf
- Blu-Ray player
- Bluetooth connectivity
- Network connectivity for iPad control

289 Highway 33, Building E, Suite 3 - Manalapan, NJ 07726 - PHONE: (732) 792-2112 - FAX: (732) 792-9966







• Cables, connectors and plates

COST:

The total project cost, inclusive of equipment, delivery, project management, installation, programming, commissioning and training, utilizing the ESCNJ Co-Op totals... \$38,130.00

VALUE ADDED SERVICES:

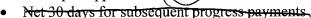
- Dedicated Project Manager
- Freight
- One-year parts and labor warranty
- Testing and commissioning
- In-service training

CONDITIONS/EXCLUSIONS:

- Man-lift to be provided by BOE- please advise if OSI will be required to provide
- All 120-volt power to be supplied by BOE.
- All conduits to be installed by others- OSI installation consists of the installation
 of cable, devices and jacks only. If additional raceway or conduit is required, OSI
 can perform this work on T&M if needed.
- Installation work is to be completed during 7AM to 3PM shift. Work after these hours is subject to overtime/shift differential.
- Permit fees and associated expenses are excluded, if required
- Professional engineering fees are excluded, if required
- Painting is excluded, if required
- Cost information is based upon design that was described. Please notify us immediately for any design changes.

TERMS:

• 15% upon approval







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OnGuard VALUE ADDED RESELLER



BILL OF MATERIALS

ESCNJ MATERIALS

QTY	PART NO.	DESCRIPTION	LIST	DISC.	ESCNJ COST	ESCNJ EXT
		APS4 1 x 4 Antenna Power Splitter				
4	3296Z00030	w/US Power Supply	\$789.00	21%	\$623.31	\$2,493.24
2	RA4000 B/W	Remote antenna, omni dipole, active	\$225.00	21%	\$177.75	\$355.50
8	3309H00380	WMS470 Presenter Set BD8	\$749.00	21%	\$591.71	\$4,733.68
8	3309H00370	WMS470 Presenter Set BD7	\$749.00	21%	\$591.71	\$4,733.68
16	C111LP	Headworn Microphone	\$129.00	21%	\$101.91	\$1,630.56
4	HT470	Handheld Transmitter	\$369.00	21%	\$291.51	\$1,166.04
2	SRX815P	Powered 15" two-way system	\$1,748.75	22%	\$1,364.03	\$2,728.05
2	SRX818SP	Powered 18" subwoofer system	\$1,998.75	22%	\$1,559.03	\$3,118.05
		speaker pole featuring gass assist				-
2	JBLPOLE-GA	adjustment from 36" to 53".	\$183.00	22%	\$142.74	_ \$285.48
1	5036292	Mini Stage Box 16	\$998.00	20%	\$798.40	\$798.40
1	BF10.522001	Accessory Kit For Performer 1	\$100.00	20%	\$80.00	\$80.00
11	Performer 1	16 Input Digital Audio Console	\$4,750.00	20%	\$3,800.00	\$3,800.00
ESCNJ MATERIALS SUBTOTAL:				\$25,922.68		

SUPPLEMENTAL/PERIPHERAL MATERIALS

			ESCN.	J ESCNJ
QTY	PART NO.	DESCRIPTION	COST	EXT
		High-Powered Dual-Band N600		
1	EAP600	Indoor AP/Client Bridge	\$169.2	1 \$169.21
		ADA Compliant Assistive Listening		
1	LS 42	System	\$913.83	3 \$913.83
		16U + 12U Steel Elite Converta Rack		
1	ECR-12\16STSL	With Side Shelf	\$906.25	\$906.25
2	ZAPD-21+	2 x 1 Antenna Splitter Combiner	\$81.19	\$162.38
	AN-210-SW-R-8-			
1	POE	8 Port Network Switch w/POE	\$224.94	\$224.94
2	DN-500BD	1 RU Blu Ray Disc Player	\$388.90	\$777.80
	·	RCA Plug to Dual 1/4 Inch Phone		
1	CPR-202	Plugs 6 Feet	\$6.68	\$6.68
		AC Power & XLR Combo Cable for		
2	55841	Powered Speakers 50'	\$149.03	\$298.05
		Mic stand w/gooseneck on 60 lb. rated		
2	SN-MIC-12-CB	magnet	\$40.19	\$80.38
1	•	RG58 50 Ohm BNC Male to Male		1
2	RG58-BB-6	Cable 6ft	\$8.94	\$17.88
		3.5mm Stereo Plug to Dual 1/4 Inch		
1	MST2TS06	Phone Plugs 6 Feet	\$5.09	\$5.09
1	MT-16-F-M-005	16- Channel Mic Snake	\$190.70	\$190.70
1	QTE# 328 SC	OSI-1 Blu Ray Snake	\$28.75	\$28.75
1	OSI	MISC INSTALLATION	\$312.50	\$312.50
		SUPPLEM	ENTAL MATERIALS SUBTOTA	L: \$4,094.41

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ESCNJ LABOR

				ESCNJ	ESCNJ
QTY		DESCRIPTION		RATE	EXT
16	LBR	PROJECT ENGINEERING LABOR		\$140.00	\$2,240.00
16	LBR	PROJECT MANAGEMENT LABOR		\$130.00	\$2,080.00
		TECHNICIAN LABOR- RACK			
8	LBR	BUILD		\$125.00	\$1,000.00
16	LBR	PROGRAMMING LABOR		\$125.00	\$2,000.00
8	LBR	TRAINING LABOR		\$125.00	\$1,000.00
			ESCNJ LABOR SU	JBTOTAL:	\$8,320.00

COST BREAKDOWN

ESCNJ MATERIALS:	\$25,922.68
SUPPLEMENTAL/PERIPHERAL MATERIALS:	\$4,094.41
ESCNJ LABOR:	\$8,320.00
ADDITIONAL OSI DISCOUNT:	-\$207.09
ESCNJ GRAND TOTAL:	\$38,130.00

CLOSING:

Thank you for the opportunity to provide this information. Should you have any questions, please feel free to contact us.

Regards,

Robert Sheridan

C: 201.600.1161 rob@osicorp.net

All Purchase Orders Must Reference:

Co-op#65MCESCCPS, BID #MRESC 17/18-19, Term 5/25/17-5/25/18

Accepted by
Print Name
Title
Date
PO

1

289 Highway 33, Building E, Suite 3 – Manalapan, NJ 07726 – PHONE: (732) 792-2112 – FAX: (732) 792-9966





