REGULAR MEETING

ATTACHMENTS

December 19, 2017

COMMUNITY LIAISON, &
CO-CURRICULAR STUDENT ACTIVITIES COMMITTEE

1320 DUTIES OF SCHOOL BUSINESS ADMINISTRATOR/ BOARD SECRETARY
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.

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

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.

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

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, 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

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 of 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 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.

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

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. (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.

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.

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.

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 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.

FEE SCHEDULE – DAILY RATE:

AREA	PROFIT	NONPROFIT	
		½ Day (4 Hrs.)	Full Day (up to 8 hours)
Auditorium (HS & TOIS)*	940	225	325
Auditorium (all other)*	740	125	225
Library	160	75	125
Gymnasium (HS & TOIS)	540	105	185
Gymnasium (all others)	340	85	145
Cafeteria with kitchen** (OTES, TOIS & HS)	340	105	185
Cafeteria without kitchen	200	85	145
Classrooms (each)	150	60	100
Grounds/Fields***	240	100	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*

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 reserves the right to make adjustments to the policy in the case of a special event.	

* 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 a discount on facility rentals in the amount of $250 per week, if participants are 30 or less, and/or $475 per week, if participants are more than 30. A reduction in this fee may occur if scholarships/aid are given to Township of Ocean students. A 'Reduction in Fee' request must be submitted to the Superintendent/designee for review.

Adopted: 29 June 2004

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

TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
December 12, 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 and Mrs. Denise Parlamas.
Mr. John Stuppi was absent.
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 Mrs. Parlamas 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) and Student Matters (HIB). 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 – 7:18 p.m.
Approval: Motion offered by Mr. Clayton, seconded by Mrs. Fuller and carried 8-0.
Move for the approval to adjourn from Executive Session and resume public session in the auditorium.

PRESIDENT'S REPORT: No Report

VICE-PRESIDENT'S REPORT: Michael Palutis
The following item(s) were discussed:
- End of the year Board of Education get together.

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz
The following item(s) were discussed:
- Discussed the presentation the Board of Education was going to see at the Board of Education meeting of December 12th.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone
The following item(s) were discussed:
- Write-In results from the November election were distributed.
- Budget from the Principals and department heads due this week. Supervisor's budget meetings have started and the Board of Education will start their budget review meetings in January.

Break at 9:10 pm and Back at 9:15 pm.

PUBLIC COMMENT: None

COMMITTEE REPORTS:

COMMUNITY LIAISON, & CO-CURRICULAR STUDENT ACTIVITES: Mrs. Fuller
The following item(s) were discussed:

1. **Discussion: Policies and Regulations**
   Board of Education and Administration discussed the first reading of revisions to the following policies/regulations:

   Policy 0152 - Board Officers
   Policy 0171 – Duties of Board President and Vice Presidents
   Policy 1320 – Duties of School Business Administrator/Board Secretary
   Policy 7510 – Use of School Facilities
   Regulation 7510 – Use of School Facilities

The Board of Education discussed the possible change in bylaws regarding the Vice President position. A straw poll was taken regarding proceeding to further discuss the bylaw changes (4-4: Mr Hadden, Dr. Marshall, Mrs. McGovern and Dr. Dietrich voted no)

2. **Discussion: "A Uniform State Memorandum of Agreement"**
   Board of Education and Administration discussed the update to "A Uniform State Memorandum of Agreement" between the Township of Ocean Board of Education and the Township of Ocean Police Department for the 2017-2018 school year. The signed agreement will be submitted to the County Superintendent of Schools and the Monmouth County Prosecutor's Office pending approval by the Board.

   Strategic Planning Goal 4: School Climate & Culture, Objective 5, Activity 15

3. **Discussion: Board of Education Meeting Schedule for January 2018-December 2018**
   Board of Education and Administration discussed their meeting schedule for the period of January 2018-December 2018, copy of a proposed schedule is attached.

4. **Discussion: Parent Request to Have Their Child Finish Their Senior Year at OTHS**
   Board of Education and Administration discussed the request of parents to allow their child to remain enrolled at the Ocean Township High School for 2017-2018 school year. The family has moved out of District and it is the student's (#72533) senior year. The request is being made in-line with District policy 5111 – Eligibility of Resident/Non-Resident Pupils.

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

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 – December 5, 2017

   Strategic Plan Goal 6: Community Outreach

Motions carried on item #5: 8-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern
The following item(s) were discussed:

1. **Discussion: Tuition Contract**
   Board of Education and administration discussed a tuition contract with Asbury Park School District for MVE (McKinney Vento Eligible), homeless, children attending Township of Ocean schools.

Student	# of Days	Grade	Period of Time	Tuition Revenue
7838989129	95	3	9/6/17-2/5/18	$8,870.15

4. **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 Berkeley Township schools.

Student	# of Days	Grade	Period of Time	Tuition Cost
2245280529	125	4	11/30/17-6/15/18	$18,886.00

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

2. **Student Evaluation**
   Move to approve a contract for basic functional behavior assessment services with Interactive Kids. The contract for services will be in effect for 2017-2018, approximately 12-14 hours, at $150 per hour, (travel time in excess of 1 hour) for an expected cost of $2,100.

3. **Use of Facilities**
   Move to approve the use of facilities according to the attached list dated December 12, 2017.

   Strategic Plan Goal 5: Finances, Objective 2

5. **Use of Facilities**
   Move to approve the use of facilities according to the attached list dated November 14, 2017.

   Strategic Plan Goal 5: Finances, Objective 2

Motion carried on items #2, #3 and #5: 8-0

INSTRUCTION & EDUCATION: Dr. Marshall
The following item(s) were discussed:

1. **Discussion: Township of Ocean Intermediate School Master Schedule Committee Proposal**
   Larry Kostula, Principal, Christopher Amato and James Maliff, Assistant Principals, Township of Ocean Intermediate School will be in attendance to discuss the Intermediate School Master Schedule Committee Proposal.

   Strategic Planning Goal 1: Student Success, Objective 5

2. **Discussion: Alternate Placement – Out of District**
   Board of Education and Administration discussed an agreement with Class Academy for the placement of an Ocean Township High School tenth grade student (#73248) at their high school. Class Academy is part of the Monmouth County Vocational School District. Placement will begin January 2, 2018 and is expected to continue through June 2018. The tuition for the seat will be $604.00 per month.

3. **Discussion: Extension to School Counseling Internship**
   Board of Education and Administration discussed the request of Kasey O'Connor, a graduate student from Monmouth University, to extend her School Counseling Internship to cover the period of January 2018- May 2018 in accordance with the attached memorandum dated December 5, 2017. (Ms. O'Connor was previously Board approved to complete 300 hours of internship at the high school during the period of September 2017- December 2017.)

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

4. **Revision of Cost to Out of District Private Tuition for the 2017-2018 School Year**
   Move to approve a revision of cost for an out of district private tuition placement in accordance with the attached memorandum dated November 17, 2017.

5. **Professional Development Activities – Staff**
   Move to approve the attached memorandum dated December 8, 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.

   Strategic Plan Goal 1: Student Success, Objective 1, Activities 9 & 16

6. **Suspension Report**
   Move to approve the District's Suspension Report for the month of November 2017, copy attached.

Motions carried on items #4 thru #6: 8-0

LEGISLATIVE: No Report

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas
The following item(s) were discussed:

1. **Discussion: Revisions to Job Descriptions**
   Board of Education and Administration discussed revisions to the following job descriptions, copies are attached:

   Assistant Network Manager

Assistant Superintendent of Schools, Teaching and Learning
Computer Lab Assistant
Computer Technician – Level I
Computer Technician – Level II
Help Desk Technician
Network Manager
Student Information System Manager
Technology Assistant

2. **Discussion: Unpaid Family Leave of Absence**
Board of Education and Administration discussed the request of Kathel Willms, Instructional Assistant, Ocean Township 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 April 16, 2018 and continuing for a period of 10 weeks. Mrs. Willms' last day of work will be March 1, 2018. She is expected to return to work September 1, 2018. While out on an unpaid family leave of absence, Mrs. Willms' will be responsible for paying the appropriate contribution towards her health insurance coverage.

3. **Discussion: Unpaid Family Leave of Absence**
Board of Education and Administration discussed the request of Katie McConnell, Science Teacher, Ocean Township 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 April 23, 2018 and continuing for a period of 9 weeks. Mrs. McConnell's last day of work will be March 16, 2018. She is expected to return to work on September 2018. While out on an unpaid family leave of absence, Mrs. McConnell will be responsible for paying the appropriate contribution towards her health insurance coverage.

4. **Discussion: Unpaid Leave of Absence**
Board of Education and Administration discussed the request of Lauren Garofalo, Elementary Teacher, Ocean Township Elementary School to take an unpaid leave of absence, with the continuation of benefits, during the period of February 5, 2018 through June 30, 2018. Mrs. Garofalo is expected to return to work September 1, 2018. (Mrs. Garofalo is currently out on an unpaid family leave of absence. The Board approved unpaid family leave began on November 3, 2017 and will end on February 2, 2018.)

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

5. **Revised Contract**
Move to approve that a revised contract be issued 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	$37,420.00* MA/Step 3 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 a

week. Mrs. Fischer replaces Cristy Molnar who resigned.)

6. **Substitute Teachers**
   Move to approve Substitute Teachers for the 2017-2018 school year in accordance with the attached memorandum dated December 8, 2017.

7. **Revision to Resignation Date**
   Move to revise the resignation date for Charmain Beverette, Special Education Teacher, Wayside Elementary School to December 15, 2017. (Ms. Beverette's resignation date was previously approved, at the November 7, 2017 work meeting, effective December 31, 2017.)

Motions carried on items #5 thru #7: 8-0

PLANNING & CONSTRUCTION: Mr. Palutis
The following item(s) were discussed:

1. **Discussion: Referendum Sound System Award**
   Board of Education and administration discussed the award of custom sound system for Ocean Township High School and Black Box Theater utilizing the ESCNJ Co-Op #65 MCESCCPS, Bid #MRESC 17/18-19, Cooperative Purchasing Contract to the following:

   Open Systems Integrators Inc., Manalapan NJ, Sound System Equipment $38,130.00

TECHNOLOGY COMMITTEE: Mr. Dietrich
The following item(s) were discussed:

1. **Discussion: District Technology and Board Docs Software**
   Kelly Weldon, Assistant Superintendent, Teaching & Learning; Patrick O'Neill, Supervisor of Education Technology Innovation, Grades K-12; and Michael Hall, District Network Manager, were in attendance to discuss District Technology and Board Docs Software.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

ADJOURN MEETING: 10:41 p.m.
There being no further business Mrs. Parlamas made a motion, seconded by Mr. Palutis, that the meeting be adjourned. This motion carried: 8-0.

Respectfully submitted,

Kenneth Jannarone
School Business Administrator/Board Secretary

FINANCIAL MANAGEMENT RESOURCE SERVICES COMMITTEE

Twp of Ocean BOE
Expense Account Adjustment Analysis By Adjustment#
Current Cycle : November

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
			Current Appropriation Adjustments					
)00084	BT: NOV-001	11-000-2300-58500-10-25	BOE TRAVEL	11/21/2017	GSTONE	$2,900.00	$300.00	$3,200.00
	BT: NOV-001	11-000-2300-59005-10-25	MISC. PURCHASED SERVICE	11/21/2017	GSTONE	$1,000.00	($300.00)	$700.00
				Total for Adjustment #	**000084**		**$0.00**	
)00088	BT: NOV-002	11-000-2300-58500-10-25	BOE TRAVEL	11/28/2017	GSTONE	$3,200.00	$300.00	$3,500.00
	BT: NOV-002	11-000-2300-61008-10-25	GENERAL SUPPLIES	11/28/2017	GSTONE	$4,500.00	($300.00)	$4,200.00
				Total for Adjustment #	**000088**		**$0.00**	
)00089	BT: NOV-003	13-422-1000-10101-02-00	SALARIES-TEACHERS	11/28/2017	GSTONE	$11,760.00	($100.00)	$11,660.00
	BT: NOV-003	13-422-1000-10601-01-38	OTHER SALARIES	11/28/2017	GSTONE	$109,059.00	$100.00	$109,159.00
				Total for Adjustment #	**000089**		**$0.00**	
)00090	BT: NOV-004	11-000-2700-42000-07-37	BUS REPAIRS & MAINT.	11/28/2017	GSTONE	$472,000.00	$8,000.00	$480,000.00
	BT: NOV-004	11-000-2700-61506-07-37	TRANS GASOLINE	11/28/2017	GSTONE	$130,000.00	($8,000.00)	$122,000.00
				Total for Adjustment #	**000090**		**$0.00**	
				Total Current Appropriation Adjustments			***$0.00***	

Office of the School Business Administrator
Township of Ocean School District
December 19, 2017

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

Township of Ocean
TOIS, Gym, Wrestling Room
December 23, 2017
7:30 am – 1:30 pm
Purpose: Wrestling Tournament
Group 2 School Age Service Groups
Facility Fee: $00.00
Custodial Reimbursement: $240.00

INSTRUCTION & EDUCATION

Ocean Township High School

TO: J. Stefankiewicz
K. Weldon
FROM: D. Kaszuba
DATE: November 30, 2017

RE: BOE Approval

A dual credit agreement exists between Ocean Township High School and Georgian Court University for students selecting the college credit for Introduction to Finance, Financial Accounting, Managerial Accounting and Entrepreneurship. These courses have already been approved, and Introduction to Finance was implemented at the start of September 2017. The courses are rigorous, taught from a college syllabus, with college materials at the college level. Other dual credit courses, including Tomorrow's Teachers (Rider University) and Holocaust and Modern Day Genocide Honors (Kean University) have already been approved for honors weighting. I submit to you the following recommendation for Board of Education approval:

- Award honors credit to students for each dual credit course they successfully complete

DCK:amg

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

Cc: J. Stefankiewicz, ED. D., A. DePasquale

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 15, 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*
Abramson	Nicole	Music	NJ Music Educator's Convention - E. Brunswick	2/22-23/2018	$170.00**^
O'Neill	Traci	1st Grade	Yoga and Mindfulness in the Classroom - Eatontown	1/17/18	$219.99**
Tevar	Cara	Spanish	Making Best Use of Free Google Tools, Apps, etc. - BER	2/13/18	$249.00**
Lauterwasser	Paola	Spanish	Making Best Use of Free Google Tools, Apps, etc. - BER	2/13/18	$249.00**
Limardo	Hankarlos	Phys Ed	NJAHPERD*** Annual Convention - Long Branch	2/26/18	$70.00**
Kernizan	Helen	Music	NJ Music Educator's Convention *(Guest Clinician)* - E. Brunswick	2/22-23/2018	$85.00**^
Abramson	Nicole	Music	American Young Voices Teacher Workshop - Newark	1/24/18	**
Wynes	Nichole	Supervisor Math & Business	Developing PBL Lessons/Activities - Toms River North HS	1/16/18	n/a
DePasquale	Anthony	Director of Guidance	District Test Coordinator Training - Monroe	3/5/18	n/a
Weldon	Kelly	Asst Supt of Teaching & Learning	Techspo 18 - Atlantic City (*Presenter*)	1/25/18	n/a
D'Ambrosio	Jayne	Guidance	Using Evidence-Based Social Emotional Learning to Improve Emotional Regulation & Problem Solving - Fanwood	1/9/18	n/a

**Registration fees are supported by local professional development funds and Grant Funds*
***Substitute at rate of $85per day*
****NJ Assn of Health Physical Education Recreation and Dance*

Monmouth County Arts High & Middle School
154 Main Street, Suite 102, Matawan, NJ 07747
Phone: 732-566-2787 Fax: 732-566-2005 Email: info@artsandedcenter.org

SCHOOL DISTRICT PARTICIPATION AGREEMENT
School Year 2017-18

DEADLINE FOR RETURN: July 31, 2017

District: Township of Ocean (Monmouth County)

MONMOUTH COUNTY ARTS HIGH SCHOOL - Please initial Your Participation Below

Grades 9-12, 14-week program, January – May

__X__ **$845 per student, includes round-trip transportation.**

_____ **$730 per student, without transportation.**

MONMOUTH COUNTY ARTS MIDDLE SCHOOL - Please initial Your Participation Below

Grades 6, 7 & 8, 12-week program, February – May

__X__ **$830 per student, includes round-trip transportation.**

_____ **$730 per student, without transportation.**

The School District agrees to allow the students to attend if they pass the audition / portfolio review and are students in good standing.

✓ The School District agrees to fund a maximum of 10 students.

Superintendent's or Authorized Signature

Print Name & Title

Date

Township of Ocean Schools

Assistant Superintendent
Office of Teaching and Learning

SPARTAN MISSION:
Meeting the needs of all students with a proud tradition of academic excellence.

MEMORANDUM: James Stefankiewicz, Ed.D.

FROM: Melody Ragle

RE: Board Approval

DATE: December 15, 2017

CC: Kelly Weldon, Ken Jannarone

Please be advised all curricula below is now aligned to the New Jersey Student Learning Standards. The units of study have not changed; only the standards to which they align have changed. This curricula is posted on the district website, www.oceanschools.org under the Board Members' link and is awaiting approval. http://www.oceanschools.org/cms/One.aspx?portalId=20292925&pageId=30005271

ART	**Social Studies**	**World Languages**
Grades Kdg to 5 Art	Kdg Social Studies	Elementary World Language Grades 1-4
	Grade 1 Social Studies	World Language - Grade 5
Gifted and Talented	Grade 2 Social Studies	6th Grade French
Gifted and Talented	Grade 3 Social Studies	6th Grade Italian
	Grade 4 Social Studies	6th Grade Spanish
English as a Second Language	Grade 5 Social Studies	7th Grade French
Prek-k ESL	Grade 6 Social Studies	7th Grade Italian
Grades 1 - 2 ESL	Grade 7 Social Studies	7th Grade Spanish
Grades 3 to 5 ESL	Ancient World History - Gr 8	8th Grade French
Grades 6 to 8 ESL	US History I	8th Grade Italian
	US History I Honors	8th Grade Spanish
Math	US History II	French I
Kdg Math	US History III	French II
Grade 1 Math	American Legal System	French III
Grade 2 Math	Current Global Issues	French IV Advanced
Grade 3 Math	History Of Sports in American Culture	French IV Conversation And Composition
Grade 4 Math	Holocaust And Modern Day Genocide	Italian I
Grade 5 Math	Modern World History	Italian II

Home of the Spartans!
#spartanlegacy

Township of Ocean Schools

Assistant Superintendent
Office of Teaching and Learning

SPARTAN MISSION:

Meeting the needs of all students with a proud tradition of academic excellence.

Math Cont.	**Social Studies Cont.**	**World Language Cont.**
Probability Statistics	Mythology And World Religions	Italian III
Business Management		Italian IV Advanced
AP Statistics	**Science**	Italian IV Conversation And Composition
	Anatomy and Physiology	Spanish I
Technology	Astronomy	Spanish II
Broadcast Media	Discovery Science	Spanish III
Live Broadcast and Event Productions	Earth and Environmental Science	Spanish IV Advanced
MakerSpace I	Forensic Science	Spanish IV Conversation And Composition
Maker Space II	Marine Science	
TV Productions		
Intro to Multi Media Productions - 8th	**Guidance**	
Computer Finance - 7th	Guidance Prek - 2	
Computer Applications - 6th	Guidance 3 - 5	
Health and Phys Ed		
Grade 6 - 8 Health		
Grade 6 - 8 Phys Ed		
Grade 9 Health		
Grade 10 - Health - Driver Education		
Grade 11 Health		
Grade 12 Health		
Grades 9 - 12 Physical Education		

Home of the Spartans!
#spartanlegacy

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

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

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

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

Technology

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

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

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

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 limited 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

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

PLANNING & CONSTRUCTION

OPEN SYSTEMS
integrators inc

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

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Roland LENEL OnGuard VALUE ADDED RESELLER NOTIFIER by Honeywell

- 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~~
- ~~Net 30 days for subsequent progress payments.~~

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NOTIFIER® by Honeywell

BILL OF MATERIALS

ESCNJ MATERIALS

QTY	PART NO.	DESCRIPTION	LIST	DISC.	ESCNJ COST	ESCNJ EXT
4	3296Z00030	APS4 1 x 4 Antenna Power Splitter 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
2	JBLPOLE-GA	speaker pole featuring gass assist 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
1	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

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

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ESCNJ LABOR

QTY		DESCRIPTION			ESCNJ RATE	ESCNJ EXT
16	LBR	PROJECT ENGINEERING LABOR			$140.00	$2,240.00
16	LBR	PROJECT MANAGEMENT LABOR			$130.00	$2,080.00
8	LBR	TECHNICIAN LABOR- RACK 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 SUBTOTAL:	**$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_____

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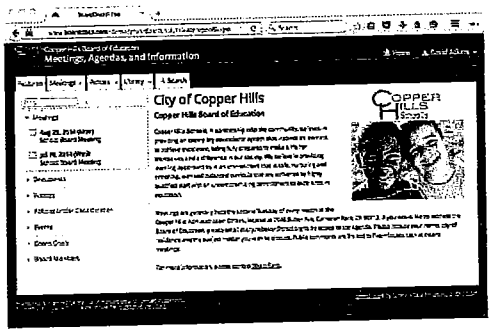
TECHNOLOGY

BoardDocs
Your Paperless Governance Solution

BoardDocs LT Formal Proposal

Executive Overview

Introduction



BoardDocs LT is the ideal entry level, Cloud-based Board Management System. Developed specifically for public governing bodies of smaller organizations, BoardDocs LT provides a means of immediately publishing and revising agenda items, supporting documents, minutes and policies and procedures via the Internet. This service provides organizations with a simple way to eliminate paper-based and less advanced electronic processes while maintaining a searchable legal repository for all documents.

BoardDocs also improves governance by making documents readily available to board members, designated staff and the public in a professional, easy-to-access format. The administration maintains total control over who sees what information and when. Governance stakeholders have immediate and ubiquitous access to their data via most Internet-connected devices. No third-party apps are required because BoardDocs is platform independent and looks, feels and functions the same across all devices.

Unlike email, general-purpose cloud services such as Google Docs, and PDF quick-fixes, BoardDocs is a turn-key, state-of-the-art solution, specifically designed for public governance. For example, the system "knows" not to allow communication between board members, is compliant with open records requirements, provides granular levels of security and contains many other community-defined features. With BoardDocs, there's no need to incur the cost of purchasing and supporting a thick client infrastructure; the organization need only provide Internet-connected devices to access the service.

Document Submission, Creation and Publishing

Document Submission Options

BoardDocs LT is an easy-to-use solution designed for organizations that have simple document workflow requirements. Simply designate a single person, or as many individuals as needed, as "document publishers" to gather electronic versions of meeting documents and enter them into the system. Document publishers can receive agenda item information and supporting documents via email or network share and create the agenda items using BoardDocs' document publisher software.

This method often gives the document publishers ultimate control over all facets of the agenda item creation process. With BoardDocs, the people that create the packet are the ones who manage it. And, since BoardDocs services provide centralized storage of data, stakeholders can always be confident that there is only one valid copy of agenda information to be viewed or managed. There is no confusion regarding whether or not the information being viewed is current, because everyone is looking at the same documents.

Organizations that require more comprehensive document workflow options should consider those available in BoardDocs Pro.

BoardDocs
Your Paperless Governance Solution

BoardDocs LT Formal Proposal

Subscriber Pricing

BoardDocs LT Document Management System – One-time start-up fee	$500.00 *Through 12/22/17*
BoardDocs LT Document Management System – Recurring Cost: (Includes maintenance/support, installation, training, implementation, updates, upgrades and customization)	$2,700 per year

In some states, BoardDocs LT service fees are invoiced by a designated billing agent. Services are invoiced at the beginning of each annual term. The delivery of BoardDocs services is exclusively defined by the BoardDocs End User Agreement (EUA).

Company Contact Information

Corporate Office, Payment and Legal Notices:

Emerald Data Solutions, Inc.
519 Johnson Ferry Rd. NE
Suite A100
Marietta, GA 30068

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