

Work Session

Attachments

FEBRUARY 13, 2018

Office of the Superintendent
Township of Ocean School District
February 9, 2018

MEMORANDUM FOR: All Members of the Board

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

RE: **Miscellaneous Information**

1. **On the Calendar**

February 9, 2018 (Friday)

- 5:00 pm - Ocean Township High School Alumni and Athletic Hall of Fame Induction Ceremony and hors d'oeuvres Reception
High School Cafeteria
Inductees and significant others gratis
Guests \$20.00 (please contact Rusty Todd)
- 6:30 pm - Inductees will also be introduced during halftime of the varsity basketball game Ocean vs Middletown South

February 13, 2018

- 7:00 pm - Executive Session (Closed) – Superintendent's Office
- 7:30 pm - Work Meeting – Auditorium
 - Mrs Edith Minott, Special Education Teacher (MD Class), High School and her students, grades 9 through 12, will be in attendance. The students will perform a skit that they wrote. The skit is titled *"The First Voyage of Christopher Columbus."*

February 20, 2018

- 6:00 pm – Technology Committee
- 7:00 pm - Executive Session (Closed) – Superintendent's Office
- 7:30 pm - Work Meeting – Superintendent's Office
- 8:00 pm - Regular Monthly Meeting – Auditorium

February 24, 2018 (Saturday)

- 10:00 am - 2:00 pm - "Future Chefs" Culinary Competition – Sponsored by Sodexo
Ocean Township High School/Cafeteria
Event timeline:
 - 10:00 am - students arrive
 - 10:30 am - kitchen prep begins
 - 12:30 pm - judging and tasting begins (judges may arrive early if they want to observe students in kitchen)
 - 1:45 pm - Awards Ceremony

February 27, 2018

- 7:00 pm – Executive Session (Closed) – Superintendent's Office
- 7:30 pm - Work Meeting – Auditorium
 - Kelly Weldon, Assistant Superintendent, Teaching and Learning,

Michael Hall, Network Manager, Patrick O'Neill, Supervisor of Educational Technology & Innovation, Grades K-12 will be in attendance to discuss the Budget for the 2018-2019 school year and Board Doc paperless Board meeting trainings.

March 6, 2018

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

March 13, 2018

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

March 20, 2018

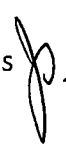
- 7:00 pm – Executive Session (Closed) – Superintendent's Office
- 7:30 pm – Work Meeting – Superintendent's Office
- 8:00 pm – Regular Monthly Meeting – Auditorium

March 27, 2018 – No Meeting

Office of the Superintendent of Schools
Township of Ocean Schools



MEMORANDUM FOR: All Professional Staff Members

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

DATE: February 8, 2018

RE: Anticipated Employment Opportunity/ **LONG TERM SUBSTITUTE Effective Immediately through June 2018**

POSITION: Special Education Teacher – High School

QUALIFICATIONS:

- Teacher of Students w/Disabilities or Teacher of the Handicapped certification REQUIRED
- Secondary Social Studies certification REQUIRED

SALARY: \$85 per day – CEAS
\$110 per day – Standard certification

APPLICATION DEADLINE:

- Qualified candidates should apply on line at <http://www.applitrack.com/ocean/onlineapp> by the end of the day, Tuesday, February 20, 2018.

*Culturally diverse and Bilingual candidates encouraged to apply.

BOARD MINUTES

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
February 6, 2018**

CALL TO ORDER

Mr. Michael Palutis, 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. Palutis 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, Dr. James Stefankiewicz, Superintendent of Schools and Mr. Michael Gross, Board Attorney.

Enter Executive Session – 7:02 p.m.

Approval: Motion offered by Mr. Palutis seconded by Mr. Dietrich 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 (Loch Arbour versus Township of Ocean) and Miscellaneous (Possible Sale of Property). 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.

Board Attorney, Michael Gross left the meeting at 7:20 pm.

Adjourn Executive Session – 7:38 p.m.

Approval: Motion offered by Mrs. McGovern, seconded by Mrs. Parlamas and carried 8-0.

Move for the approval to adjourn from Executive Session and resume work session in the Auditorium at 7:40 pm.

PRESIDENT'S REPORT: Mr. Palutis

The following item(s) were discussed:

- January 24th, Mr. Palutis, Mrs. Parlamas and Mrs. Fuller went to Legislative meeting and will be attending another meeting with Senator Gopal on Monday, February 12th and will report back to the Board of Education at the February 13th work meeting.
- Discussed the information provided regarding Board of Education members and their attendance at Board of Education meetings.

VICE-PRESIDENT'S REPORT: No Report

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

The following item(s) were discussed:

- Spoke about the League of Women Voters Channel 77 taping of Superintendent talking about education issues.
- Spoke about tuition and Township of Ocean CTE Programs, letters going out to local districts.
- Sodexo Future Chefs judging, please RSVP.

Twp of Ocean BOE Work Meeting Minutes (continued) – February 6, 2018

- Hall of Fame ceremony to be held Friday, February 9, 2018 at high school.
- Professional Development Day for staff on February 16th
- Township of Ocean Intermediate School scheduling committee meetings and progress regarding the new schedule.
- Township of Ocean Intermediate School parent meeting regarding the new schedule will be held March 7th.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

The following item(s) were discussed:

- February 13th School Bus Driver training and 'Stop Arm' cameras – gave out sample press release.

PUBLIC COMMENT (Agenda Items): None

BOARD MINUTES: Mrs. Parlamas

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

1. **Board Minutes**

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

Work Meeting/Executive Session Minutes – January 23, 2018

Regular Meeting Minutes – January 23, 2018

Strategic Plan Goal 6: Community Outreach

POLICY & REGULATIONS: Board Secretary

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:

The Board of Education made changes to the sample policy provided by Strauss Esmay.

Policy 0160 (*New*) – Board Member Participation at Board Meetings Using Electronic Device(s)

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

The following item(s) were discussed:

1. **Discussion: Budget 2018-2019**

Board of Education and administration continued budget discussions for the 2018-2019 budget. Demographic study, enrollment, class size analysis, personnel requests were discussed. Emailed documents were reviewed.

Strategic Plan Goal 5: Finances, Objective 1

Twp of Ocean BOE Work Meeting Minutes (continued) – February 6, 2018

2. Discussion: Inter-local Services Agreement

Board of Education and Administration discussed the Inter-local Services Agreement with the Township of Ocean for the rental of school buses to the Township Recreation Department for use during the 2018 summer camp program in the amount of \$8,000. (As per attached)

Strategic Plan Goal 5: Finances, Objective 4

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

3. Use of Facilities

Move to approve the use of facilities according to the attached list dated February 6, 2018.

Strategic Plan Goal 5: Finances, Objective 2

Motion on item #3 carried: 8-0

INSTRUCTION, EDUCATION & STUDENT ACTIVITIES: Dr. Marshall

The following item(s) were discussed:

1. Discussion: Trip Request

Board of Education and Administration discussed the following trip request:

Group:	TOIS Gifted and Talented Students, Grade 8
Number of Students:	22
Date:	Tuesday, March 13, 2018
	Departure time: 8:00 am
	Return time: 4:00 pm
Destination:	United Nations Building
	New York
Purpose:	Students will be given a guided tour and they will attend personnel briefings.
Transportation:	1 Bus (Charter Bus)
Teacher Chaperones:	1 (Christine Haney)
Parent Chaperones:	2 (to be determined)
Cost per student:	\$70.00 (Student cost and charter bus will be paid for through Gifted and Talented funds.)

2. Discussion: 2018-2019 School Calendar for Teachers and Students

Board of Education and Administration discussed the 2018-2019 school calendar, for teachers and students, in accordance with the attached copy dated January 18, 2018.

3. Discussion: School Performance Summary Reports for the 2016-2017 School Year

Board of Education and Administration discussed the District's 2016-2017 School Performance Summary Reports; copies attached.

Strategic Plan Goal 1: Student Success

9. **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 (#74708) senior year. The request is being made in-line with District policy 5111 – Eligibility of Resident/Non-Resident Pupils.

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

4. **Student Observers**

Move to approve Student Observers for the 2017-2018 school year in accordance with the attached memorandum dated February 2, 2018.

5. **Observer – Speech Language Pathology**

Move to approve Caryn Conley, a student at Stockton University, to fulfill 75 observation hours at Ocean Township High School under the supervision of Melissa Morano, Speech Language Specialist. The observation hours are a requirement for acceptance into the Master's Program for Speech Language Pathology at Stockton University. Ms. Conley will fulfill her internship hours during the period of February 7, 2018 through June 21, 2018.

6. **Classroom Observers – Kean University**

Move to approve students from Kean University to observe Adaptive Physical Education classes at the Wayside Elementary School, in accordance with the attached memorandum dated February 2, 2018.

7. **Professional Development Activities – Staff**

Move to approve the attached memorandum dated February 2, 2018 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

8. **Suspension Report**

Move to approve the District's Suspension Report for the month of January 2018 copy attached.

Motion(s) on items #4 thru #8 carried: 8-0 (Dr. Marshall recused himself on item #4 regarding Monmouth University)

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: Retirements**

Twp of Ocean BOE Work Meeting Minutes (continued) – February 6, 2018

Board of Education and Administration discussed the following retirements effective July 1, 2018:

Ann Marie Gomes, Special Education Teacher, Wanamassa Elementary School
Allen Parker, Technology Teacher, Township of Ocean Intermediate School

2. Discussion: Revision to a Maternity Leave of Absence

Board of Education and Administration discussed a revision to a maternity leave of absence, to reflect an earlier start date; February 23, 2018 through June 30, 2018, for Claire Zorner, Music Teacher at the Ocean Township Elementary and Township of Ocean Intermediate Schools. Mrs. Zorner's last day of work was Wednesday, January 17, 2018. Mrs. Zorner is expected to return to the classroom on September 1, 2018. (Mrs. Zorner's maternity leave of absence was previously approved, at the November 28, 2017 regular monthly meeting, to begin March 16, 2018 and continue through June 30, 2018.)

3. Discussion: Resignation of Treasurer of School Monies

Board of Education and Administration discussed accepting the resignation of Joseph Zanna, current Treasurer of School Monies, effective February 28, 2018.

4. Discussion: Appointment of Treasurer of School Monies for the Balance of the 2018 School Year

Board of Education and Administration discussed the appointment of Mrs. Meredith Leming-Nelson as the Treasurer of School Monies for the balance of 2017-2018 school year with a prorated salary of \$5,952.00, effective March 1, 2018.

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

5. Resignation

Move to approve the resignation of Monik Suit, Basic Skills Teacher (part-time), Wanamassa Elementary School effective March 23, 2018.

6. Revision to an Unpaid Family Leave of Absence

Move to approve a revision to an unpaid family leave of absence, as designated under FMLA, for Bridget Burns, School Psychologist, Ocean Township High School. The revision will reflect a later start to the unpaid family leave of absence; January 30, 2018 – March 20, 2018 and a later return to work date; March 21, 2018. Mrs. Burns last day of work was December 14, 2017. While out on an unpaid family leave of absence, Mrs. Burns will be responsible for paying the appropriate contribution towards her health insurance coverage. (Mrs. Burns unpaid family leave of absence was previously approved, at the January 23, 2018 regular monthly meeting, for the period beginning January 26, 2018 through March 16, 2018 and a return to work date of March 19, 2018.)

7. Revision to a Maternity Leave of Absence

Move to approve a revision to a maternity leave of absence, to reflect an earlier start date; February 21, 2018 through June 30, 2018, for Catherine Eljdid, Speech-Language Specialist, Ocean Township Elementary School. Mrs. Eljdid's last day of work was January 10, 2018. Mrs. Eljdid will be responsible for paying the appropriate contribution towards her health insurance coverage for the first 12-weeks of her maternity leave. She is expected to return to the classroom on September 1, 2018. (Mrs. Eljdid's maternity leave of absence was previously approved, at the October 17, 2017 regular monthly meeting, to begin February 27, 2018 and continue through June 30, 2018.)

Twp of Ocean BOE Work Meeting Minutes (continued) – February 6, 2018

8. **Substitute Custodian**

Move to approve Alton Smith as a Substitute Custodian for the 2017-2018 school year.

9. **Issuance of Contract**

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

To fill a vacancy non-tenure track position:

Winston Leonardo	Computer Technician/ Level I	\$37,500.00
	District-wide	Prorated
	Non-Tenure Track Position	
	Actual Start & Effective Dates: Pending	
	release from current employer and criminal history	
	background check.	

(Mr. Leonardo replaces Nicholas Bock who resigned.)

10. **Revised Contract**

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

Alyssa Ercolino	Special Education Teacher	\$54,615.00
	Wayside Elementary School	BA/Step 1
	Actual Start Date: February 5, 2018	Prorated
	*Effective Date: February 1, 2018	

(*This is a revision to the effective date as noted above, February 1, 2018. Ms. Ercolino was previously approved, at the Board of Education regular monthly meeting held on January 23, 2018, with an effective date of March 1, 2018. Ms. Ercolino replaces Charmain Beverette who resigned.)

11. **Revision to Resignation Date**

Move to revise the resignation date for Michael Salum, Social Studies Teacher, Township of Ocean Intermediate School, to February 9, 2018; his last day of work. (Mr. Salum's resignation date was previously approved, at the January 16, 2018 work meeting, effective February 15, 2018.)

12. **Substitute Teacher**

Move to approve a Substitute Teacher for the 2017-2018 school year in accordance with the attached list dated February 2, 2018.

13. **Chorus Director – Ocean Township Elementary School**

Move to approve, for the 2017-2018 school year, Richard J. Pinnola as the Chorus Director at the Ocean Township Elementary School in accordance with the attached memorandum dated January 29, 2018.

14. **TOIS Baseball Coach**

Move to approve, for the 2017-2018 school year, Eric Rutan as the Baseball Coach at the Township of Ocean Intermediate School in accordance with the attached memorandum dated February 1, 2018.

15. **Issuance of Contract**

Twp of Ocean BOE Work Meeting Minutes (continued) – February 6, 2018

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

To fill a vacancy position:

Matthew Zaros	Social Studies Teacher	\$60,465.00
	Township of Ocean Intermediate School	M+30/Step 1
	Actual Start Date: February 12, 2018	Prorated
	Effective Date: March 1, 2018	

(Mr. Zaros was previously approved, at the January 23, 2018 regular monthly meeting, pending release from current employer and criminal history background check; both are in order. Mr. Zaros replaces Michael Salum who resigned.)

16. Custodial Substitutes

Move to approve Robert VanWagner and Joseph Shaffery as Custodial Substitutes for the 2017-2018 school year.

17. Assistant Boys' Track Coach

Move to approve James Nottingham as the Assistant Boys' Track Coach, at the High School, for the 2017-2018 school year in accordance with the attached memorandum dated February 5, 2018.

18. Volunteer Baseball Coach

Move to approve Jason Egger as a Volunteer Baseball Coach, at the Intermediate School, for the 2017-2018 school year.

19. Substitute School Psychologist

Move to approve Jillian Rosenfeld as a Substitute School Psychologist for the 2017-2018 school year.

Motion(s) on items #5 thru #19 carried: 8-0

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

ADJOURN MEETING: 10:08 p.m.

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

Respectfully submitted,


Kenneth Jannarone
School Business Administrator/Board Secretary

FINANCIAL MANAGEMENT & RESOURCE SERVICES

Office of the School Business Administrator
Township of Ocean School District
February 13, 2018

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

Dept. of Human Services

TOIS, Cafeteria, Classrooms

September 2018- June 2019

1st Day of School Through Last Day of School

2:30 pm – 6:00 pm

Purpose: After School Child Care

Group 1 School Related and Education Related

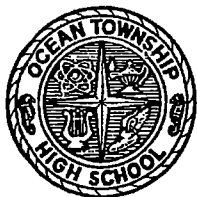
Organizations Groups

Facility Fee: \$0.00

Maintenance Fee: \$0.00

Custodial Reimbursement: \$0.00

INSTRUCTION, EDUCATION & STUDENT ACTIVITIES



Ocean Township High School

Office of the Principal

SPARTAN MISSION:

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TO: J. Stefankiewicz
FROM: D. Kaszuba
DATE: February 5, 2018

RE: **REVISED** 2018-2019 New Courses Offered – Pending Board Approval

The following courses will be offered in Program of Studies.

NEW COURSE	Credits	Grades
AP Computer Science Principles	5	9-12
Dance and Choreography III	5	9-12
Digital Photography III	2.5	11-12
Creative Writing II	5	9-12
3D Art	2.5	9-12
Video Editing	2.5	10-12
MET 103. Engineering Graphics and Intro. to CAD	5	
MET 105. Applied Computer Aided Design	5	

Course Change:

PREVIOUS COURSE NAME	NEW COURSE NAME
Introductory Art (5 credits)	2D Art (2.5 credits)

For your easy access, the descriptions of the new courses are attached:

cc: K. Weldon
A. DePasquale

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Office of the Principal

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2018-2019 New Courses To Be Board Approved

AP COMPUTER SCIENCE PRINCIPLES

Pending Board Approval

Prerequisite: Algebra I

Credits: 5

Grades: 9-12

Learn how to creatively address real-world issues while using the same technology tools and processes that artists, writers, computer scientists, and engineers use to bring ideas to life. AP Computer Science Principles offers a multidisciplinary approach to teaching the underlying principles of computation. The course will introduce students to the creative aspects of programming, abstractions, algorithms, large data sets, the Internet, cybersecurity concerns, and computing impacts. Together, these aspects of the course make up a rigorous and rich curriculum that aims to broaden participation in Computer Science. **The district's summer assignment is required.**

DANCE AND CHOREOGRAPHY III

Pending Board Approval

Prerequisite: Dance and Choreography II or Audition

Credits: 5

Grades: 9-12

Dance III focuses on performance and dance technique in ballet, modern, contemporary, jazz and hip-hop dance. Students learn how to express themselves using appropriate dance terminology and by referencing dance history. Students will develop self-discipline, unity, and their artistic voice through group movement studies and a stronger practice of technique. Students will create movement and set choreography as a soloist, in a duet, and a larger group, as well as be able to critique their work and the work of others. Dance III will help build portfolio of choreography and pieces for the student to take with them to college. Students are expected to strive toward a higher proficiency and will continue to be showcased in multiple performance opportunities throughout the year, on and off-campus. After school rehearsals for concerts are required throughout the year.

DIGITAL PHOTOGRAPHY III

Prerequisite: A grade of 80 or better in Digital Photography II and/or Teacher Recommendation *Pending Board Approval*

Credits: 2.5

Grades: 11-12

Digital Photography III would be an extension from our existing Digital Photography I and II classes, continuing to build upon skills and experiences previously learned. Students will recommence with the development of their personal/expression as well as technical proficiency with the digital camera. Students will primarily be shooting outside of school, while making Photoshop corrections and alterations during class time. Also during class time, several studio projects including both portrait and product shooting will be assigned. A larger scale project concerning social justice/photojournalism will be assigned. Students would also be responsible for continuing to explore their own interests and expressions through photography by maintaining a weekly quota of images taken outside of the classroom. The development of a portfolio of work for school admission or submission for AP credit will also be a major goal of the class.

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CREATIVE WRITING II

Pending Board Approval

Prerequisite: Creative Writing I or Teacher Recommendation based on portfolio of work

Credits: 5

Grades: 9-12

Over the course of Creative Writing II, students are supported in further exploration of a chosen genre of writing as discovered in Creative Writing I. Students will explore the writing process by reading, interpreting, and analyzing a variety of written genres. During the semester students will be able to identify and utilize their writing style and voice while broadening their literary scope. Students will develop their ability to read with a critical eye and develop a portfolio of writing. Students will be expected to produce a culminating writing project.

2D ART

Credits: 2.5

Grades: 9-12

Express yourself in a creative and friendly environment as you learn to appreciate the world of 2D art. Create works of art using pencil, paper, charcoal, pastel, ink and paint. Grow as an artist as you learn to refine your skills in drawing, painting, printmaking, perspective and collage. You will learn about yourself, your peers, art, artists and their work, and different cultures in a judgement free atmosphere.

3D ART

Credits: 2.5

Grades: 9-12

Express yourself in a creative and friendly environment as you learn to appreciate the world of 3D art. Create works of art using foam, cardboard, metal, plaster, and paper. Grow as an artist as you learn to refine your skills in three-dimensional sculpture using additive and subtractive techniques. You will learn about yourself, your peers, art, artists and their work, and different cultures in a judgement free atmosphere.

VIDEO EDITING

Pending Board Approval

Credits: 2.5

Grades 10-12

Start editing your video professionally with Adobe Premiere Pro! If you are looking for a video editing application that will allow you to edit videos however you want them, Adobe premiere Pro is the best answer. Premiere Pro is used by professionals across the world for every type of production from business & marketing videos, music videos to documentaries, feature films. This full course is the best way to jump right in and start editing. In this video editing course you will learn the basic skills in using Adobe Premiere Pro. You can be editing on a Mac or PC with any version of Adobe Premiere Pro (CC,cs3, cs4, cs5, cs6, etc) to learn in this course. This course will cover everything you need to know to start video editing, including: Adobe Premiere Pro Overview, Starting a project, organization and subclipping, timeline and basic editing tools, editing audio in Adobe Premiere Pro, video effects in Adobe Premiere Pro, color correction and grading, titles and motion, exporting and posting online, and much more!

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MET 103. Engineering Graphics and Intro to CAD. 2 credits, 3 contact hours (1;2;0).

A first course in Computer Aided Design (CAD) includes lab work using AutoCAD software. Topics include fundamentals of engineering graphics, AutoCAD command structure, setting units and limits, drafting primitives, layering, use of editing tools, grid, snap, and axis commands. Upon successful completion of this course, students should be able to effectively produce two-dimensional drawings using the AutoCAD software program.

MET 105. Applied Computer Aided Design. 2 credits, 3 contact hours (1;2;0).

Prerequisite: MET 103. A second course in Computer Aided Design (CAD), additional AutoCAD topics include blocks, move and copy, array, mirror, text, text styles, 3D and isometric modes. Upon successful completion of this course, students should be able to use advanced AutoCAD commands to quickly and efficiently produce 2D and 3D drawings, and also be able to modify the AutoCAD environment (e.g., menus, macros, etc.) to boost productivity.

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SPECIAL SERVICES OFFICE
TOWNSHIP OF OCEAN SCHOOL DISTRICT
DATE: February 7, 2018

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent

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

RE: Addendum Out of District Private Tuition 2017-2018

Please submit the following for board approval:

<u>School</u>	<u>Student</u>	<u>Classification</u>	<u>Tuition</u>
Search Day Program	1	*ESERS	\$22,017.04
		68 days @ \$323.78	
	1:1 Instructional Aide	68 days @ \$170.00	\$11,560.00

Effective: 3/5/2018

*Eligible for Special Education and Related Services

cc: K. Weldon
K. Jannarone
M. Mosca

SPECIAL SERVICES OFFICE
TOWNSHIP OF OCEAN SCHOOL DISTRICT
DATE: February 1, 2018

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent

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

RE: Addendum Out of District Public Tuition 2017-2018

Please submit the following for board approval:

<u>School</u>	<u>Student</u>	<u>Classification</u>	<u>Tuition</u>
Neptune Twp.	1	*ESERS	\$28,830.34
Summerfield School Deaf Education Program		97 days @ \$297.22	

Effective: February 5, 2018

*Eligible for Special Education and Related Services

cc: K. Weldon
K. Jannarone
M. Mosca

Office of the Assistant Superintendent of Schools
Teaching & Learning
Township of Ocean Schools



MEMORANDUM FOR: James Stefankiewicz, Ed. D.

FROM: Janet Forino

DATE: February 9, 2018

RE: Student Observer

Please present for Board Approval at the next scheduled board meeting the student listed below who would like to fulfill her requirements beginning February 12, 2018.

Elyse Hazel
Brookdale CC
60 hours
OTHS
Tim Patterson

**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: February 9, 2018
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*
Klein	Don	History/Coach	Glazier Football Clinic - Atlantic City	2/23/18	\$119.00**
Wahlgren	LorriAnn	Librarian	Monmouth County Master Gardeners' School Garden Conference - Freehold	3/23/18	\$25.00**
Clark	Kara	Business	Amazing Presentations Best Tech Tools - Brookdale	2/15/18	**
Parise	Carolann	Nurse	Disproportionality & Access Across Intersectionalities - Monmouth U	2/26/18	**
Klimik	Ashley	Social Studies	Seeking Refuge: Immigration, Forced Migration - Kean U	3/23/18	**
Reilly	Leann	4th Grade	Differentiation in a Co-teaching Classroom - RPDA***	5/22/18	**
Fiorillo	Alyssa	4th Grade	Differentiation in a Co-teaching Classroom - RPDA***	5/22/18	**
Weldon	Kelly	Asst Supt of Teaching & Learning	Student Directed Learning - Monmouth U	2/14/18	n/a
Kreiger	Brittany	Guidance	Disproportionality & Access Across Intersectionalities - Monmouth U	2/26/18	n/a
Sarles	Andrea	Guidance	Disproportionality & Access Across Intersectionalities - Monmouth U	2/26/18	n/a
Gallagher	Genevieve	Guidance	Disproportionality & Access Across Intersectionalities - Monmouth U	2/26/18	n/a
Rasmussen	Kelly	Supv of Spec Ed	LRE Settlement - Science Implementation Pt 2 - DOE	2/28/18	n/a
Brenna-Hall	Julia	Guidance	Good Ideas Conference - Georgian Ct	3/9/18	n/a
Gallagher	Genevieve	Guidance	Good Ideas Conference - Georgian Ct	3/9/18	n/a

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

**Substitute at rate of \$85 per day

***Regional Professional Development Academy - Monmouth Mall

PERSONNEL

SUBSTITUTES FOR BOARD APPROVAL
February 9, 2018

Young-Huber, Taylor	K-8
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POLICIES AND REGULATIONS

NEW

OPERATIONS

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Monitoring Devices on School Vehicles

8690 MONITORING DEVICES ON SCHOOL VEHICLES

The Board of Education recognizes that safe and secure conditions for all students transported in school owned or contracted school vehicles is paramount. Students transported in a school owned or contracted school vehicle must maintain proper discipline in the vehicle at all times.

To maintain the safe and secure conditions for all students transported on school owned or contracted school vehicles, the Board may use devices to monitor and/or observe student behavior, teacher and support staff behavior, school bus driver discipline procedures and/or school bus driver driving techniques. The device may be a sound video camera, a voice monitoring device or other appropriate devices. Each school vehicle will have a sign clearly posted in the school vehicle stating that:

“Video And/Or Audio Monitoring Devices Are Used On School Owned And Contracted Vehicles And This Vehicle May Be Monitored At Any Time.”

The recording may be used in student and staff discipline matters, driver evaluations or for driver discipline or training. Notice of this policy will be provided to parent(s) or legal guardian(s) and all transportation personnel each year in staff, student and/or parent handbooks.

N.J.S.A. 18A:11-1

20 USCA 1231g

30 CFR 300.571 Part 99, 300.572, 300.5773

Adopted: 20 February 2018



NEW

OPERATIONS

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Monitoring Devices on School Vehicles

8690 MONITORING DEVICES ON SCHOOL VEHICLES

Recording and Notice

1. In order to maintain a safe and secure environment for all students transported on school vehicles the: School Business Administrator or designee may cause recording devices to be installed in any district owned or contracted vehicles and activated at specific times.
2. Monitoring devices may include sound video cameras, audio recording devices and other appropriate devices.
3. Students and drivers will not be notified when a recording device is “on board” and in use on district vehicles.
4. Each school vehicle shall have a sign, prominently displayed stating that: “Video and/or audio monitoring devices are used on school district owned and contracted vehicles and this vehicle may be monitored at any time.”
5. Recordings may be used to monitor and observe the behavior of students, teaching and support staff members and the vehicle operator.

Student Records and Notice

1. School district personnel will comply with provisions of law regarding student records requirements including the Family Education and Privacy Act and the Individual with Disabilities Education Act as applicable in the district’s use of video recordings. Video recordings considered for retention as a part of the student’s behavioral record will be maintained in accordance with established student record procedures governing access, review and release of student records.
2. The school district personnel will include annual notice in parent/student handbooks that monitoring devices may be used on school transportation



NEW

OPERATIONS

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Monitoring Devices on School Vehicles

vehicles transporting students to and from curricular and co-curricular activities.

Staff Records and Notice

1. Recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations and labor agreements governing access, review and release of employee personnel records.
2. The district will include notice to personnel that monitoring devices may be used on school transportation vehicles transporting students to and from curricular and/or co-curricular activities.
3. Staff will not be notified when a video camera is "on board" and in use on district vehicles.

Storage/Security

1. All recordings will be stored by the: School Business Administrator or designee and secured to ensure confidentiality.
2. Recordings will be stored for sixty school days after initial recording, whereupon such recordings will be released and erased, unless there is an incident pending resolution.
3. Recordings held for review of student or staff incident will be maintained in their original form pending resolution. The recording media will then be either released for erasure or retained as necessary as a part of the student's behavioral record and/or employee's personnel record in accordance with the established district procedures.



NEW

OPERATIONS

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Monitoring Devices on School Vehicles

Use

1. The decision to activate recording devices on specific vehicles and at specific times shall be made by the: School Business Administrator or designee.
2. Monitoring devices will be used on school transportation vehicles transporting students to and from curricular or extracurricular activities on a rotational basis at the discretion of the School Business Administrator or designee.
3. Staff and students are prohibited from tampering with or otherwise interfering with recording equipment. Any individual found tampering with equipment shall be subject to discipline.

Viewing or Listening

1. Initial viewing or listening to recordings will be done by the School Business Administrator or designee.
2. Requests for viewing or listening will be limited to those parents or guardians, students, teaching or support staff, drivers and district officials with a direct interest in any proceedings, disciplinary or otherwise resulting from the recordings as deemed appropriate by the School Business Administrator or designee.
3. Only the portion of the video or audio recording concerning a specific incident will be made available for viewing.
4. Approval/denial for viewing or listening will be made within five working days of receipt of request and so communicated to the requesting individual(s).
5. Actual viewing or listening to the recording will be permitted at school related sites only, including the transportation office, schools, district office or as otherwise required by law.



PREGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

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Monitoring Devices on School Vehicles

6. All viewing will be in the presence of the School Business Administrator or designee.
7. A written log will be maintained by the: School Business Administrator or designee of those viewing video recordings including date of viewing, reason for viewing, the date the recording was made, vehicle video-taped and driver and the signature of the viewer.
8. Video recordings remain the property of the district and may be reproduced only in accordance with law, including applicable district student records policy and procedures and district personnel records policy, procedures and applicable labor agreements.

Purchase, Maintenance, Replacement of Equipment/Supplies

1. The School Business Administrator or designee will be responsible for the purchase, maintenance and replacement of all monitoring devices and supplies and develop a long-range video equipment and supply replacement cycle.
2. Vehicle drivers will be responsible to notify their immediate supervisor if equipment is damaged and for the care of monitoring devices while operating district vehicles.

Adopted: 20 February 2018



POLICY

OCEAN TOWNSHIP BOARD OF EDUCATION

NEW

BYLAWS

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Board Member Participation at Board Meetings Use Electronic Device(s)

0160 BOARD MEMBER PARTICIPATION AT BOARD MEETINGS USING ELECTRONIC DEVICE(S)

The Board of Education recognizes a Board member may be unable to attend a Board Meeting due to a medical condition where the Board member's is prohibited from leaving their home due to the medical condition or due to a commitment requiring the Board member to be out-of-State during the time of the Board Meeting. In order to assist these Board members during these circumstances, the Board of Education will permit the Board member to participate in the Board Meeting through the use of an electronic device(s).

In the event a Board member has a medical condition that prohibits their attendance at a Board Meeting or a commitment that requires the Board member to be out-of-State during a Board Meeting, the Board member must have their participation in a Board Meeting using an electronic device pre-approved by the Board of Education at a Board Meeting prior to their anticipated absence. The Board member ~~must~~ **should** submit a written request to the Board President indicating the date of the Board Meeting and the reason for the anticipated absence. The written request may include supporting documentation. The written request ~~must~~ **should** be submitted ~~at least five business days before the Board Meeting~~ prior to the Board meeting that the Board member is seeking participation in through the use of an electronic device. ~~The Board President will present the request to the Board and all requests must be approved by a majority of the full membership of the Board.~~

In the event the Board **President** approves a request, the School Business Administrator/Board Secretary shall make arrangements to have the appropriate electronic equipment available at the site of the Board Meeting that will permit the Board member to listen to all aspects of the public meeting to include, but not limited to, Board member and administrative comments and deliberations, public comments, and presentations. The Board member participating via electronic equipment shall be provided, either in advance of the meeting or electronically just prior to or during the meeting, all handouts and supporting documentation that is presented, deliberated ~~and~~ voted on during the meeting. In addition, the electronic equipment must permit the Board President to recognize the Board member to make comments, ask questions, ~~vote~~, and fully participate in the Board Meeting as if the Board member was present at the meeting. And, the Board member's comments, questions, ~~votes~~ and other aspects of his/her participation shall be amplified for all those in attendance at the meeting can hear his/her participation.



POLICY

OCEAN TOWNSHIP BOARD OF EDUCATION

NEW

BYLAWS

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Board Member Participation at Board Meetings Use Electronic Device(s)

The Board member requesting participation in a Board Meeting through the use of an electronic device shall participate in the entire Board public meeting under the conditions outlined in this Policy and cannot participate in selected portions of the public meeting.

The Board member shall not be permitted to participate in the Board's executive session or vote on any matter at the Board Meeting through the use of an electronic device.

Adopted: 20 February 2018

