

REGULAR MEETING

ATTACHMENTS

FEBRUARY 20, 2018

APPROVAL OF MINUTES

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
February 13, 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, Mrs. Denise Parlamas and Mr. John Stuppi .
Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator and Dr. James Stefankiewicz, Superintendent of Schools.

Enter Executive Session – 7:00 p.m.

Approval: Motion offered by Mrs. Parlamas seconded by Mrs. McGovern and carried 9-0.

Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Personnel (Agenda), and Student Matters. It is anticipated at this time that the above stated subject(s) shall be made public at such time as the need for non-disclosure no longer exists. The Board of Education will be in executive session for approximately 30 minutes and will take action upon returning to work session.

Adjourn Executive Session – 7:25 p.m.

Approval: Motion offered by Mr. Dietrich, seconded by Mrs. Fuller and carried 9-0.

Move for the approval to adjourn from Executive Session and resume work session in the Auditorium at 7:30 pm.

PRESIDENT'S REPORT: Mr. Palutis

The following item(s) were discussed:

- Edie Minot's high school class gave a presentation on Christopher Columbus.

The President called the meeting back in session after the presentation at 8:08 pm.

- President spoke about follow-up on the newly approved Board of Education policy on social media for Board members.

VICE-PRESIDENT'S REPORT: Mrs. Parlamas

The following item(s) were discussed:

- Hall of Fame diner and ceremony for high school inductees, both athletic and academic, was a success and enjoyed by all who attended.

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

The following item(s) were discussed:

- Congratulated the Special Education class and their presentation given to the Board of Education.
- Friday, February 16th, Professional Development and keynote speaker planned for the staff. He reviewed the schedule for the day.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

The following item(s) were discussed:

Twp of Ocean BOE Work Meeting Minutes (continued) – February 13, 2018

- Bus Driver training was conducted on February 13th. Detective Melody from the Township of Ocean Police Department gave a presentation regarding students and drugs, vaping, etc. Chief Peters and the School Business Administrator also discussed the school bus 'Stop Arm' cameras that will be completely installed soon.

PUBLIC COMMENT (Agenda Items): None

BOARD MINUTES: Mrs. Parlamas

Mrs. Parlamas made a motion, seconded by Mrs. McGovern, 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 – February 6, 2018

Strategic Plan Goal 6: Community Outreach

Motion(s) carried: 9-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

The following item(s) were discussed:

The co-committee chairs discussed the committees progress in creating goals.

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

Board of Education and administration continued budget discussions for the 2018-2019 budget. Revenues, State Aid Analysis, Referendum, Capital Reserve, Capital Projects and Equipment Budget requests were discussed. (See emailed documents for your review)

Strategic Plan Goal 5: Finances, Objective 1

2. **Discussion: Tuition Contract**

Board of Education and administration discussed a revised tuition contract with Long Branch Board of Education for MVE (McKinney Vento Eligible), homeless, child attending Township of Ocean schools.

<u>Student #</u>	<u># of Days</u>	<u>Grade</u>	<u>Period of Time</u>	<u>Tuition Revenue</u>
8929293969	44	K	9/7/17-11/15/17	\$3,385.36

3. **Discussion: Donation of Vehicle**

The Board of Education and administration discussed the donation of 2002 Dodge Stratus vehicle from the Township of Ocean Governing Body.

Strategic Plan Goal 5: Finances, Objective 4

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

Twp of Ocean BOE Work Meeting Minutes (continued) – February 13, 2018

4. Use of Facilities

Move to approve the use of facilities according to the attached list dated February 13, 2018.

Strategic Plan Goal 5: Finances, Objective 2

Motion on item #4 carried: 9-0

Finance Chairpersons spoke about goals.

INSTRUCTION, EDUCATION & STUDENT ACTIVITIES: Dr. Marshall

The following item(s) were discussed:

1. Discussion: New Courses to be Offered at Ocean Township High School for the 2018-2019 School Year

Board of Education and Administration discussed new courses to be offered at Ocean Township High School for the 2018-2019 school year in accordance with the attached memorandum dated February 5, 2018.

Strategic Plan Goal 1: Student Success

2. Discussion: Professional Development Activities – Board Member

Board of Education and Administration discussed the attendance of Mr. John Stuppi, Board Member at the NJSBA Annual School Technology Conference, on March 9, 2018 at a cost of \$99.00.

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

3. Addendum to Out of District Private Tuition for the 2017-2018 School Year

Move to approve an addendum to out of district private tuition for the 2017-2018 school year in accordance with the attached memorandum dated February 7, 2018.

4. Addendum to Out of District Public Tuition for the 2017-2018 School Year

Move to approve an addendum to out of district public tuition for the 2017-2018 school year in accordance with the attached memorandum dated February 1, 2018.

5. Student Observer

Move to approve a Student Observer for the 2017-2018 school year in accordance with the attached memorandum dated February 9, 2018.

6. Professional Development Activities – Staff

Move to approve the attached memorandum dated February 9, 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.

Twp of Ocean BOE Work Meeting Minutes (continued) – February 13, 2018

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

Motion(s) on items #3 thru #6 carried: 9-0

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: Retirements**

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

Joanne Kobil, Elementary Teacher, Ocean Township Elementary School
Linda Thorne, Elementary Teacher, Ocean Township Elementary School
Anne T. Wagar, Elementary Teacher, Ocean Township Elementary School

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

Board of Education and Administration discussed the request of Robyn Ferragina, Instructional Assistant, Township of Ocean Intermediate 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 May 28, 2018 and continuing for a period of 12 weeks. Mrs. Ferragina's last day of work will be April 20, 2018. She is expected to return to work October 29, 2018.

3. **Discussion: Employee Dismissal**

Board of Education and Administration discussed the dismissal of employee #7461 effective March 1, 2018.

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

4. **Substitute Teacher**

Move to approve a Substitute Teacher for the 2017-2018 school year in accordance with the attached list dated February 9, 2018.

5. **Substitute Custodian**

Move to approve Kenneth Noel as a Substitute Custodian for the 2017-2018 school year.

Motion(s) on items #4 and #5 carried: 9-0

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:

Policy 8690 – (New) Monitoring Devices on School Vehicles
Regulation 8690 – (New) Monitoring Devices on School Vehicles

2. **Discussion: Policies and Regulations**

Board of Education and administration discussed the second reading of revisions to the following policies/regulations:

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

The Board of Education also discussed the merits of using video for possible participation in meetings by absent Board of Education members. Consensus was to research more information and to further discuss the policy in March.

PUBLIC RELATIONS – Mr. Dietrich

The following item(s) were discussed:

1. **Discussion: Sustainable Jersey for School Grant**

The Board of Education and Administration discussed submission of the ‘Sustainable Jersey for Schools’ grant which seeks to support and work with school staff, administrators, students and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly and cost-effective solutions with \$10,000 or \$2,000 in available grant funds. This grant is sponsored by the PSEG Foundation and is entitled Township of Ocean Intermediate School Garden Club.

Strategic Plan Goal 3: Community Engagement

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS:

- Superintendent discussed the school climate survey. A link to the survey will be provided to the Board of Education before it goes to the staff.

NEW BUSINESS:

- Superintendent discussed NJIT attending the regular meeting to publicize the partnership with the Township of Ocean Board of Education.

PUBLIC COMMENT: None

ADJOURN MEETING: 10:26 p.m.

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

Respectfully submitted,


Kenneth Jannarone
School Business Administrator/Board Secretary

POLICIES AND REGULATIONS

POLICY

OCEAN TOWNSHIP BOARD OF EDUCATION

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



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

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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



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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.



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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.



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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



FINANCIAL MANAGEMENT RESOURCE SERVICES COMMITTEE

Twp of Ocean BOE

Expense Account Adjustment Analysis By Adjustment#

Current Cycle : January

a_exaa2.11/317
1/31/2018

\dj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
00103	BT: JAN-001	11-000-2620-42001-01-27-	O/M CLN REPR MAINT SHS	01/08/2018	GSTONE	\$21,800.00	\$4,000.00	\$25,800.00
	BT: JAN-001	11-000-2620-42036-05-27-	SITE IMPROVEMENT - WAY	01/08/2018	GSTONE	\$1,000.00	\$4,000.00	\$5,000.00
	BT: JAN-001	11-000-2620-61002-08-27-	GEN SUPP MAINT	01/08/2018	GSTONE	\$39,500.00	(\$5,000.00)	\$34,500.00
	BT: JAN-001	11-000-2620-61008-08-27-	GENERAL SUPPLIES - MAINT	01/08/2018	GSTONE	\$30,700.00	(\$3,000.00)	\$27,700.00
			Total for Adjustment #	000103			\$0.00	
00105	BT: JAN-002	11-190-1000-59075-10-24-	PURCH PROF SERV - N/P	01/08/2018	GSTONE	\$1,590.00	\$3,000.00	\$4,590.00
	BT: JAN-002	11-190-1000-61075-10-24-	SUPPLIES - NONPUBLIC	01/08/2018	GSTONE	\$22,630.00	(\$3,000.00)	\$19,630.00
			Total for Adjustment #	000105			\$0.00	
00109	BT: JAN-003	11-000-1000-56600-10-38-	TUIT PRIV SPED IN STATE	01/22/2018	GSTONE	\$2,932,186.00	(\$495,000.00)	\$2,437,186.00
	BT: JAN-003	11-000-2300-33101-10-25-	BOE SRV LEGAL SRV	01/22/2018	GSTONE	\$165,000.00	\$50,000.00	\$215,000.00
	BT: JAN-003	11-000-2910-27001-10-25-	GROUP HEALTH INSURANCE	01/22/2018	GSTONE	\$9,190,000.00	\$225,000.00	\$9,415,000.00
	BT: JAN-003	11-000-2910-27003-10-25-	GROUP PRESCRIPTION	01/22/2018	GSTONE	\$2,948,000.00	\$220,000.00	\$3,168,000.00
			Total for Adjustment #	000109			\$0.00	
00110	BT: JAN-004	11-000-2180-10421-01-04-	GUID ASST PRINCIPAL SAL	01/23/2018	GSTONE	\$111,113.00	(\$12,143.00)	\$98,970.00
	BT: JAN-004	11-000-2300-58500-10-25-	BOE TRAVEL	01/23/2018	GSTONE	\$3,500.00	\$2,500.00	\$6,000.00
	BT: JAN-004	11-000-2400-10541-01-00-	ADM SUB SECY SAL SHS	01/23/2018	GSTONE	\$5,500.00	\$3,500.00	\$9,000.00
	BT: JAN-004	11-000-2400-89002-10-25-	DUES: ADMIN	01/23/2018	GSTONE	\$0.00	\$3,000.00	\$3,000.00
	BT: JAN-004	11-000-2510-61006-10-25-	SUPPT SRV:GEN SUPPLIES	01/23/2018	GSTONE	\$6,000.00	\$3,143.00	\$9,143.00
			Total for Adjustment #	000110			\$0.00	
00111	BT: JAN-005	11-000-2230-58002-10-24-	INSTR STAF TRAINING:TRAVEL	01/23/2018	GSTONE	\$20,000.00	\$1,246.00	\$21,246.00
	BT: JAN-005	11-190-1000-32020-10-24-	REG INSTR PURCH PROF	01/23/2018	GSTONE	\$5,000.00	(\$358.00)	\$4,642.00
	BT: JAN-005	11-190-1000-61056-10-24-	TESTING MATERIALS	01/23/2018	GSTONE	\$1,500.00	(\$888.00)	\$612.00
			Total for Adjustment #	000111			\$0.00	
00112	BT: JAN-006	11-212-1000-61006-01-21-	MD INSTR SUPP SHS	01/23/2018	GSTONE	\$1,326.00	\$460.00	\$1,786.00
	BT: JAN-006	11-212-1000-64001-01-21-	MD INSTR TXTBKS SHS	01/23/2018	GSTONE	\$1,163.00	(\$460.00)	\$703.00
			Total for Adjustment #	000112			\$0.00	
00113	BT: JAN-007	11-000-2190-61056-10-38-	CST TEST MATRL	01/29/2018	GSTONE	\$9,033.00	\$2,000.00	\$11,033.00
	BT: JAN-007	11-213-1000-61006-05-21-	RES CNTR GEN SUPP WAY	01/29/2018	GSTONE	\$7,494.00	(\$2,000.00)	\$5,494.00
			Total for Adjustment #	000113			\$0.00	
00114	BT: JAN-008	11-000-2700-16005-00-00-	BUS DRIVER REG TO/FRM SC	01/29/2018	GSTONE	\$942,440.00	(\$32,000.00)	\$910,440.00
	BT: JAN-008	11-000-2700-51401-07-37-	CONTR TRAN SRV SPECED	01/29/2018	GSTONE	\$165,000.00	\$32,000.00	\$197,000.00
			Total for Adjustment #	000114			\$0.00	
00115	BT: JAN-009	11-000-2700-42000-07-37-	BUS REPAIRS & MAINT.	01/29/2018	GSTONE	\$480,000.00	\$8,000.00	\$488,000.00
	BT: JAN-009	11-230-1000-10101-00-00-	BASICSKILLS TCHR SAL	01/29/2018	GSTONE	\$434,281.00	(\$8,000.00)	\$426,281.00

Twp of Ocean BOE Expense Account Adjustment Analysis By Adjustment#

a_exaa2.111317
1/31/2018

Current Cycle : January

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
000119	BT: JAN-010	11-000-2700-50301-07-37-	CONTRTRANSRV AID IN LEIU	01/29/2018	GSTONE	\$120,000.00	\$15,000.00	\$135,000.00
	BT: JAN-010	11-213-1000-10101-05-00-	RES CNTR TCHR SAL WAY	01/29/2018	GSTONE	\$539,699.00	(\$15,000.00)	\$524,699.00
			Total for Adjustment #	000119		\$0.00		
			Total for Adjustment #	000119		\$0.00		

Total Current Appropriation Adjustments

\$0.00



INTER-LOCAL SERVICES AGREEMENT

SUMMER RECREATION SCHOOL BUS

RENTAL AGREEMENT

This contract is entered into this ____ day of **February, 2018** by and between Township of Ocean Board of Education, a body politic, with offices at 163 Monmouth Road, Oakhurst, NJ 07755 ("the Board") and the Township of Ocean, a body politic, with offices at 399 Monmouth Road, Oakhurst, NJ 07755 ("Township").

IT IS AGREED:

1. The Board will rent a maximum of eight 54-passenger school buses to the Township Recreation Department for use during their summer camp program.
2. This agreement will be in effect for the period from **June 25, 2018 to August 17, 2018**, and at other times during the year or on an as needed basis.
3. The Township will pay a flat fee of \$8,000. to the Board by September 1, 2018 for the summer rental, and a per diem amount for other uses to be determined.
4. All dispatching services (Parent phone calls, routing etc.) will be handled by the Township recreation department.
5. The Township agrees to utilize its own fuel. However, if the need arises the Township will reimburse the Board for fuel used from our Transportation yard.
6. The Township agrees to reimburse the Board for any towing services that become necessary due to breakdown.
7. The Board mechanic is on duty from Monday thru Friday until 3:00 p.m. and the Board will be responsible for regular maintenance on said vehicles.
8. The Township will be responsible to direct their drivers to complete a daily pre-trip inspection and notify the Board of potential mechanical problems by copy of this form.
9. All bus drivers utilized will be employed by the Township during the term of the agreement and the Township will only employ licensed CDL drivers with passenger endorsement and air brakes certification to operate the rented vehicles.

10. Any moving violation occurring during the rental period will be the responsibility of the Township and the individual contracted driver.
11. The Township acknowledges their auto liability insurance as primary coverage including comprehensive and collision. The Township will provide the Board with a certificate of insurance naming the Board of Education as additional insured before **June 25, 2018** and shall list the following coverage limits:
 - a) Automobile Liability - \$1,000,000 liability limits
 - b) Workers' Compensation
 - c) General Liability – with minimum limits of \$1/\$2 Million
 - d) Umbrella Liability – with minimum limits of \$5,000,000
12. The Township agrees to indemnify and hold harmless the Board for any claim involving any of the buses included in this agreement while under Township control.
13. This agreement has been duly authorized as an inter-local service pursuant to NJSA 40:8A-1.

ATTEST:

Township of Ocean

Vincent G. Buttiglieri,
Municipal Clerk

Christopher Siciliano
Mayor

ATTEST:

Township of Ocean Board of Education

Kenneth Jannarone,
School Business Administrator

Michael Palutis
Board President

Office of the School Business Administrator
Township of Ocean School District
February 20, 2018

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

Dworetsky Financial

OTHS, Classrooms
March 20, & 22, 2018
6:00 pm – 8:00 pm
Purpose: College Financial Planning
Group 5 Commercial Organization (For Profit)
Facility Fee: \$300.00
Maintenance Fee: \$30.00
Custodial Reimbursement: \$0.00

Ocean Township United Soccer Club

OTHS, Athletic Field
March 1st 2018 – March 31st 2018
April 1, 2018 – April 30th 2018
May 1, 2018 – May 31st 2018
June 1st 2018 – June 27th 2018
Monday – Friday
5:00 pm – 8:00 pm
Saturday & Sunday
8:00 am – 5:00 pm
Purpose: Soccer Practice and Games
Group 2 School Age Service Groups
Facility Fee: \$0.00
Maintenance Fee: \$0.00
Custodial Reimbursement: \$0.00

DSN

OTHS, Auditorium
May 2, & 3, 2018
4:30 pm – 8:30 pm
May 4, 2018
2:00 pm – 5:00 pm
May 6, 2018
10:00 am – 8:30 pm
Purpose: Dance Recital and Show
Group 3 Community Related Groups
Facility Fee: \$900.00
Maintenance Fee: \$0.00
Custodial Reimbursement: \$607.50

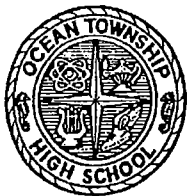
Ocean Township United Soccer Club

OTHS, Turf Athletic Field
March 3, & 4, 2018, April 1, 7, & 8, 2018, May
19, 2018, June 2, & 3, 2018
12:00 pm – 3:00 pm
March 10, 11, 17, 18, 24, 25, & 31, 2018, April
14, 15, 21, 22, 28, & 29, 2018, May 5, 6, 26, &
27, 2018, June 2, 3, 16, 17, 23, & 24, 2018
12:00 pm – 4:30 pm
May 12, & 13, 2018
12:00 pm – 6:00 pm
June 9, & 10, 2018 [Tournament]
8:00 am – 8:00 pm
Purpose: Soccer Games
Group 2 School Age Service Groups
Facility Fee: \$0.00
Maintenance Fee: \$0.00
Custodial Reimbursement: \$0.00

Ocean Youth Lacrosse

TOIS, Athletic Field
March 1, 6, 8, 13, 15, 20, 22, 27, & 29, 2018,
April 3, 5, 10, 12, 17, 19, 24, & 26, 2018, May
1, 3, 8, 10, 15, 17, 22, 24, 29, & 31, 2018, June
5, 7, 12, 14, 19, 21, 26, & 28, 2018
5:00 pm – 7:00 pm
March 4, 11, 18, & 25, 2018, April 1, 8, 15, 22,
& 29, 2018, May 6, 12, 13, 20, & 27, 2018, June
3, 10, 17, & 24, 2018
8:00 am – 5:00 pm
April 23, 2018
4:00 pm – 8:00 pm
Purpose: Youth Boys Lacrosse Practice and
Games
Group 2 School Age Service 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:

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

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:

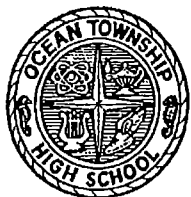
PREVIOUS COURSE NAME	NEW COURSE NAME
Introductory Art (5 credits)	2D Art (2.5 credits)

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

cc: K. Weldon
A. DePasquale

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Ocean Township High School

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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**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 16, 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*
Picerno	Christine	Supv of Math, Science & G&T	Building Connections: Creativity & Collaboration in Gifted Education - Mercer County College	3/23/18	\$159.00
Cole	Suzan	ELL	NJTESOL-NJBE**** Spring Conference - New Brunswick (Presenter)	5/30-31/2018	\$274.00**
Hackler	Kathy	Librarian	Battle of the Books - Wayside	3/2/18	**
Ruane	Kevin	4th	Ocean First Grant Opportunity - Toms River	3/14/18	**
DePasquale	Anthony	Director of Guidance	Ocean First Grant Opportunity - Toms River	3/14/18	**
Corcione	Kelly	Spec Ed	Social and Emotional Learning Tools – RPDA***	6/7/18	**
Shappirio	Michelle	Supv of ELA & Social Studies	All the Pieces of the Puzzle: Promoting the Highest Levels of Literacy Learning - Monroe	3/14/18	n/a
D'Ambrosio	Jayne	Guidance	Disproportionality & Access Across Intersectionalities - Monmouth U	2/26/18	n/a
D'Ambrosio	Jayne	Guidance	Good Ideas Conference - Georgian Ct	3/9/18	n/a
Brown	Doreen	Guidance	Good Ideas Conference - Georgian Ct	3/9/18	n/a
Shappirio	Michelle	Supv of ELA & Social Studies	Kindergarten Conference - Atlantic City	2/26/18	n/a
DePasquale	Anthony	Director of Guidance	NJDOE - Option II Advisory Council Mtg - Trenton	2/21/18	n/a

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

**Substitute at rate of \$85per day

***Regional Professional Development Academy – Monmouth Mall

****NJ Teachers of English to Speakers of Other Languages/NJ Bilingual Educators

YOUTH ART MONTH 2018

ENDORSEMENT

WHEREAS, art education contributes powerful educational benefits to all elementary, middle, and secondary students including the following:



- * art education develops students' creative problem-solving and critical thinking abilities;*
- * art education teaches sensitivity to beauty, order, and other expressive qualities;*
- * art education gives students a deeper understanding of multi-cultural values and beliefs;*
- * art education reinforces and brings to life what students learn in other subjects; and*
- * art education interrelates student learning in art production, art history, art criticism, and aesthetics.*

WHEREAS our national leaders have acknowledged the necessity of including arts experiences in all students' education,

AND WHEREAS MARCH is officially recognized as YOUTH ART MONTH, I endorse the observance of Youth Art Month and encourage the support of quality school art programs for children and youth.

NOW, THEREFORE I Dr. James Stefankiewicz

Date February 20, 2018

Position Superintendent of Schools

County Monmouth

do hereby endorse March 2018 as

YOUTH ART MONTH

TOWNSHIP OF OCEAN SCHOOL DISTRICT SCHOOL CALENDAR 2018-2019 TEACHERS AND STUDENTS

SEPTEMBER 2018						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 - School Closed/Labor Day
4 - First Day for Teachers/In-Service
5 - In-Service for Teachers/No School for Students
6 - First Day for Students
10 & 11 - School Closed/Rosh Hashanah
19 - School Closed/Yom Kippur

OCTOBER 2018						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8 - School Closed/Columbus Day

NOVEMBER 2018						
SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

8 & 9 - School Closed/NJEA Convention
21 - Early Dismissal
22 & 23 - School Closed/Thanksgiving

DECEMBER 2018						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

24-31 - School Closed/Winter Recess

JANUARY 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 - School Closed/Winter Recess
21 - School Closed/Martin Luther King, Jr.'s Birthday

FEBRUARY 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

18 - School Closed/President's Day

MARCH 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8 - In-Service for Teachers/No School for Students

APRIL 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

19 - 26 - School Closed/Spring Recess

MAY 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27 - School Closed/Memorial Day

JUNE 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

7 - In-Service for Teachers/No School for Students
24 - Last Day for Students
High School and Intermediate School
Tentative Date for Graduation*
25 - Last Day for Teachers

This calendar is subject to emergency changes and other adjustments as approved by the Board of Education

Possible Days

Students - 182
Teachers - 187

*Please note that the graduation date is subject to change based on the number of emergency closings needed. The district will announce a firm graduation date on or around April 8, 2019.

**There are 2 emergency days built into this calendar. If make-up days are needed days will be added as follows: 6/25/2019; 6/26/2019; additional days will be added beyond 6/26/2019 if needed. Please make note of possible make-up days when making plans.

PERSONNEL

SUBSTITUTES FOR BOARD APPROVAL
February 16, 2018

Kinsey, Allyson	K-5
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