

**Work Session**

**Attachments**

**FEBRUARY 20, 2018**

*Office of the Superintendent of Schools*

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*Township of Ocean Schools*



**MEMORANDUM FOR:** All Non-Professional Staff Members

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

**DATE:** February 14, 2018

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

**POSITION:**

- Instructional Assistant – Part time

**QUALIFICATIONS:**

- Aptitude and competence for assigned responsibilities
- Demonstrated ability to assist with instructional activities and communicate effectively with students, parents and school staff
- 60 college credits, Associates Degree or ParaPro Assessment

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

**APPLICATION DEADLINE:** Qualified candidates should apply on line at <http://www.applitrack.com/ocean/onlineapp> by the end of the day, Friday, February 23, 2018.

\*Culturally Diverse and Bilingual candidates encouraged to apply.

Office of the Superintendent  
Township of Ocean School District  
February 16, 2018

MEMORANDUM FOR: All Members of the Board

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

RE: **Miscellaneous Information**

1. **On the Calendar**

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
  - Greg Colón, Career Pathways Coordinator, High School and representatives from NJIT will be in attendance for an “*Articulation Agreement Signing*” for the Career Pathways Program.

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 the 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 2018 – Youth Art Month

March 1, 2018

- 6:30 pm – 8:00 pm – District-wide Art Show & Reception  
Ocean Township Library  
Deal Road

March 6, 2018

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

March 7, 2018 (Wednesday)

- 6:00 pm – Negotiations Committee Meeting  
Superintendent's Office

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

# **BOARD 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 dinner 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 16<sup>th</sup>, 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 13<sup>th</sup>. 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

## **FINANCIAL MANAGEMENT & RESOURCE SERVICES**

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 1<sup>st</sup> 2018 – March 31<sup>st</sup> 2018  
April 1, 2018 – April 30<sup>th</sup> 2018  
May 1, 2018 – May 31<sup>st</sup> 2018  
June 1<sup>st</sup> 2018 – June 27<sup>th</sup> 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**

**Office of the Assistant Superintendent of  
Teaching and Learning**

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**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 \$85 per 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***

## **PERSONNEL**



**SUBSTITUTES FOR BOARD APPROVAL**  
**February 16, 2018**

Kinsey, Allyson	K-5
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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



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

**NEW**

**OPERATIONS**

8690/Page 1 of 4

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



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

**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.



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

**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.



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

**NEW**

**OPERATIONS**

8690/Page 4 of 4

### 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

