

# **Work Session**

# **Attachments**

**January 16, 2018**

Office of the Superintendent  
Township of Ocean School District  
January 12, 2018

MEMORANDUM FOR: All Members of the Board

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

RE: **Miscellaneous Information**

1. **On the Calendar**

January 16, 2018

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

January 23, 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

January 30, 2017 – No Meeting

February 6, 2018

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

February 13, 2018

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

February 20, 2017

- 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 27, 2018

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

**Reminder:** The Board of Education Phone and Address List and Meeting Schedule/January 2018-December 2018 and the Student Enrollment Figures for December 2017 were sent home in the Board run on Friday, January 5, 2018.

*Office of the Superintendent of Schools*

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*Township of Ocean Schools*



**MEMORANDUM FOR:** All Professional Staff Members

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

**DATE:** January 8, 2018

**RE:** Employment Opportunities/Winter 2018

**POSITION:**

- Chorus Director – OTES & 5<sup>th</sup> Grade TOIS

**QUALIFICATIONS:** Valid New Jersey Instructional Certificate or Certificate of Eligibility or County Substitute Certificate Required

**SALARY:** Salary will be commensurate with the Township of Ocean School District's Non-Athletic Program 2017-2018 Salary Guide.

**APPLICATION DEADLINE:** Qualified candidates should notify Rusty Todd at the High School in writing by the end of the business day, Tuesday, January 16, 2018, 3:00 pm.

*Office of the Superintendent of Schools*  
*Township of Ocean Schools*

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**MEMORANDUM FOR:** All Professional Staff Members

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

**DATE:** January 10, 2018

**RE:** Employment Opportunity/**LONG TERM SUBSTITUTE – (Family Leave)** – Effective February 5, 2018 thru June 15, 2018

**POSITION:**

- Special Education Teacher – Intermediate School (Multiple Disabilities)

**QUALIFICATIONS:**

- Teacher of the Handicapped or Teacher of Students with Disabilities certification required
- Elementary 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, Friday, January 19, 2018.

\*Culturally Diverse and Bilingual candidates encouraged to apply.



**Office of the Superintendent of Schools**  
**Township of Ocean Schools**

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

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

**DATE:** January 11, 2018

**RE:** Employment Opportunities/**LONG TERM SUBSTITUTE – Effective Immediately thru May 31, 2018**

**POSITION:**

- Part Time Bilingual Instructional Assistant (Spanish)

**QUALIFICATIONS:**

- Aptitude and competence for assigned responsibilities
- College-level coursework in education or related field
- Demonstrated ability to assist with instructional activities and communicate effectively with students, parents and school staff

**SALARY:**

- \$10 per hour

**APPLICATION DEADLINE:** Qualified candidates should apply on line at  
<http://www.applitrack.com/ocean/onlineapp>  
by the end of the day, Friday, January 19, 2018.

\*Culturally Diverse and Bilingual candidates encouraged to apply.

*Office of the Superintendent of Schools*

*Township of Ocean Schools*



**MEMORANDUM FOR:** All Professional Staff Members

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

**DATE:** January 10, 2018

**RE:** Employment Opportunity/**LONG TERM SUBSTITUTE** – Effective Immediately

**POSITION:**

- School Psychologist – High School

**QUALIFICATIONS:**

- Standard School Psychologist certification required

**SALARY:**

- \$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, Friday, January 19, 2018.

\*Culturally Diverse and Bilingual candidates encouraged to apply.

*Office of the Superintendent of Schools*

*Township of Ocean Schools*



**MEMORANDUM FOR:** All Professional Staff Members

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

**DATE:** January 11, 2018

**RE:** Employment Opportunity/**LONG TERM SUBSTITUTE – (Family Leave)** – Effective February 5, 2018 thru June 4, 2018

**POSITION:**

- Special Education Teacher – Intermediate School (5<sup>th</sup> Grade)

**QUALIFICATIONS:**

- Teacher of the Handicapped or Teacher of Students with Disabilities required
- Elementary 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, Monday, January 22, 2018.

\*Culturally Diverse and Bilingual candidates encouraged to apply.

**COMMUNITY LIAISON AND  
CO-CURRICULAR STUDENT ACTIVITIES**

## **COMMITTEES OF THE BOARD JANUARY 2018 – DECEMBER 2018**

### **APPROVAL OF MINUTES**

*Denise Parlamas, Vice- President*

### **POLICY AND REGULATIONS**

*Ken Jannarone, Board Secretary*

### ***STANDING COMMITTEES***

#### **FINANCIAL MANAGEMENT & RESOURCE SERVICES**

*Janice Fuller, Co-Chair*

*Amy McGovern, Co-Chair*

*Jim Dietrich*

#### ***\*PLANNING & CONSTRUCTION***

*Joseph Hadden, Chair*

#### **NEGOTIATIONS**

*Joseph Hadden, Chair*

*James Dietrich*

*David Marshall*

*Michael Palutis*

#### **TECHNOLOGY**

*John Stuppi, Chair*

*James Dietrich*

*David Marshall*

*Janice Fuller*

### ***AD HOC COMMITTEES***

#### **INSTRUCTION, EDUCATION & STUDENT ACTIVITIES**

*David Marshall, Chair*

#### ***\*INSTRUCTIONAL COUNCIL***

*Amy McGovern, Representative*

*Denise Parlamas, Representative*

#### **LEGISLATIVE**

*Steven Clayton, Chair*

#### ***\*NJSBA/MCSB***

*Steven Clayton, Representative*

#### **PERSONNEL**

*Denise Parlamas, Chair*

#### **PUBLIC RELATIONS**

*Jim Dietrich, Chair*

## 0155 BOARD COMMITTEES

The Board of Education authorizes the creation of committees of Board members charged to conduct studies, make recommendations to the Board, and act in an advisory capacity. Committees are not authorized to take action on behalf of the Board.

An ad hoc committee may be created and charged at any time by the President or a majority of the Board members present and voting. The President shall appoint members to any committee so created and charged; members shall serve until the committee is discharged.

Committees shall consist of no more than four Board members. The President shall serve as ex officio member on all Board committees at his discretion. The Board President shall appoint members to each committee. A member may request or refuse appointment to a committee; a member's refusal to serve on any one committee shall not prejudice his or her appointment to another committee.

A chairperson shall be appointed by the President and shall report to the Board for the committee.

Committee meetings may be called at any time by the committee chairperson or when a meeting is requested by two members of the committee. Committee meetings shall not be open to the public, except that a majority of the committee or the chairperson may open the meeting to the public or invite persons whose knowledge or expertise may be useful to the committee. The chairperson may seek to have a standing member of the community as a part of their committee. A fair and equitable process will be established to solicit interested members of the community by the committee chair. Formal board approval of the community member is required on a year to year basis.

Community members appointed to any committee shall serve with no remuneration or benefit of any kind and shall not be given access to information that is not fully public record at that time.

The chairperson will distribute copies of this policy to the committee and community members must sign an acknowledgement that they have received and have read this policy on a yearly basis.

Adopted: 20 January 1976

Revised: 17 July 1990, 21 March 2017



# POLICY

## OCEAN TOWNSHIP BOARD OF EDUCATION

### NEW

### BYLAWS

0169.02/Page 1 of 3

Board Member Use of Social Networks

#### 0169.02 BOARD MEMBER USE OF SOCIAL NETWORKS

In accordance with the School Ethics Act - N.J.S.A. 18A:12-21 et seq., Board of Education members must avoid conduct which is in violation of the public trust or which creates a justifiable impression among the public that such trust is being violated. To avoid conduct that may be in violation or perceived to be in violation of the School Ethics Act, the Board of Education adopts this Policy to provide guidance to Board members in their use of social networks.

For the purposes of this Policy, “social network(s)” shall include, but not be limited to: Internet blogs, electronic bulletin boards, emails, social networking websites, text messages, or any other online platform where people may post or communicate interests, opinions, or any other information that may be viewed by others with or without permission from the person making such post or re-publishing such post. “Social networks” also means an Internet-based service that allows individuals to: construct a public or semi-public profile within a bounded system created by the service; create a list of other users with whom they share a connection within the system; and view and navigate their list of connections and those made by others within the system.

For the purposes of this Policy, “use of a social network” shall include, but not be limited to: posting to a social network, reposting another person’s post to a social network, messaging, or any other publication of material on a social network.

Nothing in this Policy prevents a Board of Education member from using a social network. However, a Board member must avoid conduct on a social network that would violate the School Ethics Act – N.J.S.A. 18A:12-21 et seq., which includes the Code of Ethics for Board Members. Board members should be advised communications, publications, photographs, and any other information posted by the Board member or reposted by the Board member on a social network could violate the School Ethics Act and be cause for sanctions in accordance with the law.

While this Policy respects the right of Board members to use social networks, Board members shall recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. A Board member’s use of social networks shall not damage the reputation of the school district, employees, students, or their families. Board members who use social networks shall ensure their conduct is appropriate for a Board of Education member. Board members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent.



**NEW**

**BYLAWS**

0169.02/Page 2 of 3

**Board Member Use of Social Networks**

Board members should carefully review the privacy settings on social networks they use and exercise care and good judgment when posting content and information. When using social networks, Board members are advised to:

1. Not post anything that would violate any of the district's policies for Board members;
2. Uphold the district's value of respect for any individual(s) and avoid making defamatory statements about the Board of Education, the school district, employees, students, or their families;
3. Not disclose any confidential information about the school district or confidential information obtained as a result of being a Board member, about any individual(s) or organization, including students and/or their families;
4. Not use or refer to their Board of Education title or position when soliciting for a business organization that he or she or any immediate family member has an interest in, as well as posting or referencing any confidential information regarding the Board of Education or the school district obtained through their Board membership, unless authorized by law;
5. Refrain from having communications through social networks with other Board members regarding any Board of Education business to avoid any potential violation of the New Jersey Open Public Meetings Act;
6. Not respond to any postings regarding Board of Education or school district business or respond to any question or inquiry posted to the Board member or posted on any social network regarding Board of Education or school district business and shall refer any such questions or inquiries to the Superintendent of Schools to address, as appropriate; or
7. Not post any information on a social network determined by the New Jersey School Ethics Commission to be a violation of the New Jersey School Ethics Act.

A Board member shall comply with all Board policies regarding acceptable use of computers and computer networks whenever a Board member is using a Board of Education electronic device.





# POLICY

## OCEAN TOWNSHIP BOARD OF EDUCATION

**NEW**

**BYLAWS**

0169.02/Page 3 of 3

Board Member Use of Social Networks

If the Board or Superintendent believes a Board member's activity on any social network may violate the Board's policies or the New Jersey School Ethics Act, the Board or Superintendent may request the Board member cease such activity.

This Policy has been developed and adopted by this Board to provide guidance and direction to a Board member to avoid actual and/or a perceived appearance of inappropriate conduct or conduct prohibited by the School Ethics Act while using social networks.

N.J.S.A. 18A:12-21 et seq.

N.J.S.A. 10:4-6 et seq.

Adopted: 23 January 2018



## NEW

## TEACHING STAFF MEMBERS

3437/Page 1 of 2

Military Leave

### 3437 MILITARY LEAVE

The Board of Education recognizes that military service rendered by any district employee in the defense of the country or in maintaining preparedness for conflict, foreign or domestic, is a service benefiting all citizens. A permanent or full-time temporary officer and/or employee of the district will be provided military leave and related benefits pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq., P.L. 2001 Chapter 351 amending N.J.S.A. 38:23-1, N.J.S.A. 38A:1-1 and N.J.S.A. 38A:4-4., and any other applicable Federal and State laws.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized militia of New Jersey (New Jersey National Guard, New Jersey Naval Militia Joint Command) shall be entitled, in addition to pay received, if any, as a member of the organized militia, to a leave of absence from his or her respective duties without loss of pay or time on all days during which he or she shall be engaged in any period of State or Federal active duty; provided, however, that the leave of absence for Federal active duty or active duty for training shall not exceed ninety work days in the aggregate in any calendar year. Any leave of absence for such duty in excess of ninety work days shall be without pay, but without loss of time. Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. A full-time temporary officer or employee who has served under such temporary appointment for less than one year in the district shall receive this leave without pay, but without loss of time.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve, or United States Marine Corps Reserve, or other organization affiliated therewith, including the National Guard of other states, shall be entitled, in addition to pay received, if any, as a member of a reserve component of the Armed Forces of the United States, to a leave of absence from his or her respective duty without loss of pay or time on all work days on which he or she shall be engaged in any period of Federal active duty, provided, however, that such leave of absence shall not exceed thirty work days in any calendar year. Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of thirty work days shall be without pay, but without loss of time. A full-time temporary officer or employee who has served under such temporary appointment for less than one year in the district shall receive this leave without pay, but without loss of time.



# POLICY

## OCEAN TOWNSHIP BOARD OF EDUCATION

### NEW

### TEACHING STAFF MEMBERS

3437/Page 2 of 2

### Military Leave

Military leave with pay is not authorized for Inactive Duty Training (IDT) as defined in N.J.A.C. 5A:2-2.1.

The district will provide benefits and rights for staff on military leave as required by Federal and State laws.

The military leave requirements in this Policy are the minimum requirements of applicable Federal and State laws. The district, at its option, may provide additional military leave with pay and related benefits.

Pursuant to N.J.S.A. 52:13H-2.1, in accordance with the provisions of Article VIII, Section II, paragraph 5 of the New Jersey Constitution, upon application by the district to the State Treasury and approval of the application by the Director of the Division of Budget and Accounting, reimbursement shall be made by the State of New Jersey for any costs incurred as a result of the provisions of P.L. 2001, Chapter 351.

N.J.S.A. 18A:6-33; 18A:28-11.1; 18A:29-11; 18A:66-8.1

N.J.S.A. 38:23-1 et seq.; 38A:1-1; 38A:4-4; 52:13H-2.1;

N.J.A.C. 5A:2-2.1

Uniformed Services Employment and Reemployment Rights Act  
(USERRA), 38 U.S.C. Section 4301 et seq.

Adopted: 23 January 2018



## NEW

SUPPORT STAFF MEMBERS

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Military Leave

### 4437 MILITARY LEAVE

The Board of Education recognizes that military service rendered by any district employee in the defense of the country or in maintaining preparedness for conflict, foreign or domestic, is a service benefiting all citizens. A permanent or full-time temporary officer and/or employee of the district will be provided military leave and related benefits pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq., P.L. 2001 Chapter 351 amending N.J.S.A. 38:23-1, N.J.S.A. 38A:1-1 and N.J.S.A. 38A:4-4., and any other applicable Federal and State laws.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized militia of New Jersey (New Jersey National Guard, New Jersey Naval Militia Joint Command) shall be entitled, in addition to pay received, if any, as a member of the organized militia, to a leave of absence from his or her respective duties without loss of pay or time on all days during which he or she shall be engaged in any period of State or Federal active duty; provided, however, that the leave of absence for Federal active duty or active duty for training shall not exceed ninety work days in the aggregate in any calendar year. Any leave of absence for such duty in excess of ninety work days shall be without pay, but without loss of time. Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. A full-time temporary officer or employee who has served under such temporary appointment for less than one year in the district shall receive this leave without pay, but without loss of time.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve, or United States Marine Corps Reserve, or other organization affiliated therewith, including the National Guard of other States, shall be entitled, in addition to pay received, if any, as a member of a reserve component of the Armed Forces of the United States, to a leave of absence from his or her respective duty without loss of pay or time on all work days on which he or she shall be engaged in any period of Federal active duty, provided, however, that such leave of absence shall not exceed thirty work days in any calendar year. Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of thirty work days shall be without pay, but without loss of time. A full-time temporary officer or employee who has served under such temporary appointment for less than one year in the district shall receive this leave without pay, but without loss of time.



# POLICY

## OCEAN TOWNSHIP BOARD OF EDUCATION

### NEW

### SUPPORT STAFF MEMBERS

4437/Page 2 of 2

### Military Leave

Military leave with pay is not authorized for Inactive Duty Training (IDT) as defined in N.J.A.C. 5A:2-2.1.

The district will provide benefits and rights for staff on military leave as required by Federal and State laws.

The military leave requirements in this Policy are the minimum requirements of applicable Federal and State laws. The district, at its option, may provide additional military leave with pay and related benefits.

Pursuant to N.J.S.A. 52:13H-2.1, in accordance with the provisions of Article VIII, Section II, paragraph 5 of the New Jersey Constitution, upon application by the district to the State Treasury and approval of the application by the Director of the Division of Budget and Accounting, reimbursement shall be made by the State of New Jersey for any costs incurred as a result of the provisions of P.L. 2001, Chapter 351.

N.J.S.A. 18A:6-33; 18A:29-11

N.J.S.A. 38:23-1 et seq.; 38A:1-1; 38A:4-4; 52:13H-2.1;

N.J.A.C. 5A:2-2.1

Uniformed Services Employment and Reemployment Rights Act  
(USERRA), 38 U.S.C. Section 4301 et seq.

Adopted: 23 January 2018



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

**NEW**

STUDENTS

R 5460.1/Page 1 of 1  
High School Transcripts (M)

### R 5460.1 HIGH SCHOOL TRANSCRIPTS (M)

A transcript is defined as a document for all high school students exiting the school district that describes a student's progress toward achievement of the New Jersey Student Learning Standards (NJSLS) and other relevant experiences and achievements.

The Board of Education, in accordance with N.J.A.C. 6A:8-4.2, shall maintain for every student a ninth grade through graduation transcript that contains the following, as available:

1. Results of all applicable State assessments, including assessments that satisfy graduation requirements set forth in N.J.A.C. 6A:8-5.1(a)6;
2. Results of any English language proficiency assessments according to N.J.A.C. 6A:8-5.1(h);
3. Evidence of instructional experience and performance in the NJSLS;
4. Evidence of technological literacy;
5. Evidence of career educational instructional experiences and career development activities;
6. Evidence of State-issued occupational licenses and credentials, industry-recognized occupational credentials, and/or technical skill assessments for students enrolled in Department-approved career and technical education programs pursuant to N.J.A.C. 6A:19-3.2; and
7. Any other information deemed appropriate by the Board of Education.

The Board of Education shall transmit within ten business days any official records, including transcripts, of students who transfer to other school districts or institutions in accordance with N.J.A.C. 6A:8-4.2(b). Disciplinary records will only be sent to other public districts or private schools in accordance with Board Policy and Regulation 8330 and N.J.A.C. 6A:16-7.8 and shall not be sent to any other institution without the written consent of the parent or adult student.

Adopted: 23 January 2018



## NEW

STUDENTS  
5516.01/Page 1 of 1  
Student Tracking Devices

### 5516.01 STUDENT TRACKING DEVICES

The Board of Education recognizes students may have in their possession while in school, at a school-sponsored activity, or on a school bus an electronic tracking device that uses a global positioning system (GPS) or any other similar system. A tracking unit is a device, normally carried by a moving vehicle or person, that uses a GPS or similar system to determine and track its precise location, and hence that of its carrier, at intervals. The recorded location data can be stored within the tracking unit or it may be transmitted to another location, including, but not limited to, a central location database or an Internet-connected computer, using a cellular, radio, or satellite modem embedded in the unit. This allows the tracking unit's location to be displayed against a map backdrop either in real time or when analyzing the tracking path later, using tracking software. A tracking unit may be a device designed just for tracking or may be an application installed on any other electronic device.

A tracking unit may also have the ability to transmit in real time or through taping electronic communications to another location. These electronic communications may be one-way or two-way audio or video communications between the student and a person with a device at another location or an audio and/or video feature that enables a person remote from the student, with or without the permission of the student, to listen-in or have voice communications with the student and/or access video through the unit either in real time or by taping such communications.

The Board of Education permits the use of a tracking unit or an application on an electronic device that can track the location of the student while in school, at a school-sponsored event, or on a school bus. However, to protect the privacy rights of all students and to maintain the school district's legal obligation to maintain confidential student information in accordance with Federal and State law and regulations, the use of a tracking device or an application on an electronic device that enables any type of one-way or two-way audio and/or video communications or taping is not permitted.

A violation of the provisions of this Policy will result in a violation of the Student Code of Conduct Policy and appropriate discipline will be imposed.

Adopted: 23 January 2018



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

PROPERTY  
R 7101/Page 1 of 9  
EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

### R 7101 EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

Capital projects that affect any of the following criteria for educational adequacy shall be reviewed and approved by the Division of Administration and Finance (Division). The criteria are the number, configuration, size, location, or use of educational spaces within a school facility. The review for educational adequacy shall take into consideration the suitability of the number, configuration, size, location, and use of educational spaces; built-in furniture and equipment; and provisions for the disabled.

- A. Projects Requiring Approval for Educational Adequacy – N.J.A.C. 6A:26-5.1
  - 1. Capital projects that involve the following types of building construction work shall be approved for educational adequacy:
    - a. New school facilities including pre-fabricated facilities;
    - b. Additions to existing school facilities;
    - c. Alterations to the total number, dimension in volume and/or area, configuration or location of educational spaces or the number of any one kind of educational space; and
    - d. Installation of temporary facilities.
- B. New Jersey Schools Development Authority (Development Authority), Regular Operating District (ROD), and Other Capital Projects – N.J.A.C. 6A:26-5.1(b)
  - 1. Both Development Authority and ROD school facilities projects, along with other capital projects, shall be subject to educational adequacy reviews. The review process and types of documents subject to review will differ depending on whether the project is a school facilities project or other capital project, and if a school facilities project, on whether it is a Development Authority project or a ROD project.
    - a. For a Development Authority school facilities project, the Development Authority on behalf of the school district shall apply for the review and approval for educational adequacy in conjunction with the application for approval of a school facilities project pursuant to N.J.A.C. 6A:26-3.





The application shall be made prior to the review and approval of capital projects for compliance with the Uniform Construction Code (UCC), N.J.A.C. 5:23, by the Division of Codes and Standards in the Department of Community Affairs, and prior to local share authorization. The educational adequacy review shall cover the following types of project documents: educational specifications; schematic plans and related documents; detailed plans and specifications; and final plans and specifications. The educational specifications, schematic plans, and related documents shall be submitted by the Development Authority on behalf of the school district at the time of project application. Detailed and final plans and specifications shall be forwarded to the Division by the Development Authority after project approval, but prior to the Division determination of final eligible costs and Department of Community Affairs review for UCC compliance.

- b. For a ROD school facilities project, school districts shall apply for the review and approval for education adequacy in conjunction with the application for approval of a school facilities project. The educational adequacy review shall cover the following types of documents: educational specifications, schematic plans and related documents, and final plans and specifications. The educational specifications, schematic plans, and related documents shall be submitted by the school district at the time of project application. Final plans and specifications shall be submitted by the school district after project approval, but prior to the UCC-compliance review.
- c. For any other capital project, school districts shall apply for the review and approval for educational adequacy in conjunction with the application for the Division review for consistency with the school district's approved LRFP. The educational adequacy review shall cover educational specifications, schematic plans and related documents, and final plans and specifications. The educational specifications, schematic plans, and related documents shall be submitted by the school district at the time the project is reviewed for consistency with the school district's approved LRFP. Final plans and specifications shall be submitted by the school district after the consistency review, but prior to the UCC-compliance review.



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

PROPERTY  
R 7101/Page 3 of 9  
EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

C. Change of Use of Instructional Space, Non-Capital Project – N.J.A.C. 6A:26-5.1(c)

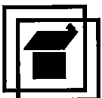
1. The Executive County Superintendent shall approve any change of use of instructional space that is not a capital project.

D. Educational Specifications – ~~(N.J.A.C. 6A:26-5.2)~~

1. Submissions of educational specifications for educational adequacy reviews shall include the following:
  - a. Details of the educational program activities and requirements for each space proposed in the capital project, and shall refer to the New Jersey Student Learning Standards wherever appropriate;
  - b. An itemized list of furniture, equipment, and support spaces required to conduct the educational program specified for each space, together with their areas in square feet, as well as the net of the total room area required for each space;
  - c. Specific technical and environmental criteria, adjacencies, and other requirements for the educational program; and
  - d. A building-space program that indicates the number and net area in square feet of each instructional, specialized instructional, administrative, and support space in each existing or proposed building included in the capital project and/or the temporary facility.

E. Schematic Plans and Other Related Project Documents – ~~(N.J.A.C. 6A:26-5.3)~~

1. Submissions of schematic plans for educational adequacy reviews shall include the following:
  - a. Four sets of schematic plans showing the entire existing and proposed building drawn to a scale of not less than 1/16 inch per foot. The approved use of each space, the proposed number of occupants, and the net square feet area shall be clearly labeled on all existing and proposed spaces;



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

PROPERTY  
R 7101/Page 4 of 9  
EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

- b. Layouts of the built-in and moveable furniture and equipment for examples of all occupied spaces drawn to a scale of not less than 1/8 inch per foot;
  - c. Information required to demonstrate compliance with the Facility Planning Standards of N.J.A.C. 6A dimensions, clearances, ceiling heights, and required equipment;
  - d. Paths of travel for disabled persons;
  - e. A completed plot plan when work site is required, including the intended location of the school and a layout of the locations of all other structures, multi-purpose physical education fields, playgrounds, walkways, roadways, access roads, buffer and set back zones, parking areas, deed restrictions, easements, protective covenants, right of ways, and environmentally sensitive areas. If the land for the site is being acquired, an application also shall be submitted for approval under N.J.A.C. 6A:26-7.1; and
  - f. The signature and seal of a New Jersey licensed architect or professional engineer, if there is an architect or engineer engaged for the project, and signatures of the President of the Board of Education and the Superintendent. In the case of Development Authority school facilities projects, schematic plans shall also be signed by the Development Authority, pursuant to N.J.S.A. 59:4-6.
2. Other project documents to be submitted with the schematic plans shall include:
- a. A project cost estimate on a form provided by the Commissioner;
  - b. A project schedule;
  - c. A copy of the dated transmittal letter to the Executive County Superintendent indicating project document submission to the Division; and
  - d. A copy of the transmittal letter indicating the date of plan submission to the local planning board, where required by N.J.S.A.



40:55D-31 and N.J.S.A. 18A:18A-16, including, but not limited to, whenever the project consists of a new building, the conversion of an existing building to school use, or the building footprint, volume, pedestrian, or vehicular access are altered by the project.

F. Detailed Plans and Specifications and Final Plans and Specifications – N.J.A.C. 6A:26-5.

1. In the case of a Development Authority school facilities project, the Development Authority on behalf of the school district shall apply upon completion of detailed plans and specifications for final approval of the project's educational adequacy. Detailed plans and specifications shall be considered adequate for calculations of final eligible costs if the plans and specifications are at least sixty percent complete. Final approval of the educational adequacy of the project shall occur prior to the calculation of the final eligible costs of the school facilities project pursuant to N.J.A.C. 6A:26-3.5. The application for final approval shall include:
  - a. Four individually packaged sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey licensed architect or professional engineer and signed by the President of the Board of Education, Superintendent, and the Development Authority, and specifications to sufficiently demonstrate the school facilities project conforms to schematic plans approved by the Division. To demonstrate such conformance, the submission shall include architectural floor plans, an architectural site plan, as applicable, and architectural drawings that will allow verification of ceiling heights and other applicable standards in N.J.A.C. 6A:26-6.3. If the Division determines the documents are not sufficient to demonstrate conformity with the schematic plans, it may request additional drawings and/or technical specifications;
  - b. The fee calculated according to the fee schedule pursuant to N.J.A.C. 6A:26-5.5; and
  - c. In the event there is a change affecting the number, configuration, size, location, or use of educational spaces as set forth in the detailed plans and specifications submitted to the New Jersey Department of Education, the Development Authority shall submit



to the Division the application with two sets of final plans and specifications, as set forth in subparagraph 2.a. below. No additional fee will be imposed.

2. In the case of a ROD school facilities project or another capital project, the school district shall apply upon the completion of final plans and specifications for final approval of the educational adequacy of the project. The application shall include:
  - a. Four individually packaged sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey licensed architect or professional engineer and signed by the President of the Board of Education and Superintendent, and specifications to sufficiently demonstrate the capital project conforms to schematic plans approved by the Division as described in F.1.a. above;
  - b. A properly executed copy of a "Request for Local Release of School Construction Plans" for a district that chooses to have a municipal code enforcing agency review of its plans for UCC conformance. The review shall include the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15, for the requirements for application for a construction permit or for plan review, as appropriate. The Superintendent and municipal code enforcing agency chief shall sign the form, which may be obtained from the Division; and
  - c. A check, payable to the "Treasurer, State of New Jersey," for the fee calculated according to the fee schedule pursuant to N.J.A.C. 6A:26-5.5.
3. In the case of a temporary facility, the school district or the Development Authority on behalf of the school district for Development Authority school facilities projects, shall apply to the Division upon the completion of detailed plans and educational specifications for approval of the temporary facility's adequacy. Detailed plans and educational specifications shall be considered adequate for calculations of eligible costs if the plans and educational specifications are at least sixty percent complete unless otherwise provided in N.J.A.C. 6A:26-5.4. The



application shall include items in accordance with N.J.A.C. 6A:26-5.4(c) as outlined below:

- a. Four sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey registered architect or licensed engineer and signed by the President of the Board of Education and Superintendent, as well as the Development Authority in the case of a temporary facility that is part of a Development Authority school facilities project, and educational specifications to sufficiently demonstrate the educational adequacy of the temporary facility and compliance with the temporary facility standards at N.J.A.C. 6A:26-8;
- b. A completed plot plan whenever site work is required for the temporary facility. On it shall be shown the intended location of the temporary facility and a layout of all other structures, play and recreation areas, athletic fields, walkways, roadways, access roads, buffer and set-back zones, and parking areas. It also clearly shall indicate the impact that placement of the temporary facility will have on the site of the permanent school facility;
- c. A copy of the dated transmittal letter to the Executive County Superintendent indicating plan submission to the Division;
- d. A copy of the transmittal letter indicating the date of plan submission to the local planning board, whenever required by N.J.S.A. 40:55D-31 and N.J.S.A. 18A:18A-16;
- e. A temporary facility schedule addressing the relationship to the school facilities project schedule, in the event that the temporary facility is part of a school facilities project;
- f. The fee calculated according to the fee schedule pursuant to N.J.A.C. 6A:26-5.5. If the temporary facility is not part of a Development Authority school facilities project, payment shall be in the form of a check, payable to the "Treasurer, State of New Jersey";
  - (1) If the fee for the temporary facility is submitted to the Division prior to the submission of the fee for the final



educational adequacy review for the school facilities project, the amount paid for the temporary facility will be credited toward the fee for the school facilities project;

- g. If the temporary facility is not part of a Development Authority school facilities project, a properly executed copy of a Request for Local Release of School Construction Plans for a school district that chooses to have a municipal code enforcing agency review its plans for conformance with the UCC. Such review shall require the documentation required by the UCC, N.J.A.C. 5:23-2.15, for the requirements for application for a construction permit or for plan review, as appropriate. The Superintendent and municipal code enforcing agency chief shall sign the form, which may be obtained from the Division; and
- h. If the temporary facility was previously used for school purposes and a certificate of occupancy for ~~District Factor~~ Group E, **as designated by the Commissioner of the Department of Community Affairs**, is in effect and no change of use is required, a floor plan with proposed occupancy in lieu of signed and sealed plans shall be submitted to the Division to meet the requirements of N.J.A.C. 6A:25-5.4.

G. Fee Schedule– N.J.A.C. 6A:26-5.5

The Division will collect fees for reviews of detailed/final plans and specifications for educational adequacy in the case of Development Authority school facilities projects and for its reviews of final plans and specifications for educational adequacy in ROD school facilities projects and other capital projects in accordance with the fee schedule outlined in N.J.A.C. 6A:26-5.5.

H. Capital Projects Not Subject to Educational Adequacy Review – N.J.A.C. 6A:26-5.6

- 1. For a Development Authority school facilities project not subject to educational adequacy review, the Division shall issue a preliminary project report and shall forward to the Department of Community Affairs for review the report along with drawings or narrative sufficient to delineate the scope of work, so the Department of Community Affairs may review construction documents for UCC conformance. The review shall



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EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

require the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15, for the requirements for application for a construction permit or for plan review, as appropriate.

2. For a ROD school facilities project or other capital project not subject to educational adequacy review, the Division shall make a determination of the project's final eligible costs and shall forward to the Department of Community Affairs for review the determination along with drawings or narrative sufficient to delineate the scope of work, so the Department of Community Affairs may review construction documents for UCC conformance. The review shall include the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15, for the requirements for a construction-permit or plan-review application, as appropriate. If the school district has submitted to the Division a properly executed copy of a "Request for Local Release of School Construction Plans," pursuant to N.J.A.C. 6A:26-5.4(b)2, the Division shall forward the release form to the Department of Community Affairs for its action.

Adopted: April 2004

Revised: 29 August 2017, 23 January 2018





## NEW

PROPERTY

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Lead Testing of Water in Schools

### 7425 LEAD TESTING OF WATER IN SCHOOLS

The health, safety, and welfare of the children in the school district are of utmost importance to the Board of Education. The potential exposure to lead-contaminated drinking water poses serious health problems, particularly for children, as well as for teachers and school personnel, since the risk of lead contamination can come from pipe and plumbing fixtures in school facilities or on school grounds. The Board shall assure the availability of potable drinking water through sanitary means in school facilities or on school grounds. The Board of Education shall provide, in accordance with N.J.A.C. 6A:26-12.4, testing for lead in all district sources of drinking water.

The Board shall conduct lead sampling and analysis in all drinking water outlets to which a student or staff member has or may have access in each school facility, other facility, or temporary facility, as soon as practicable, but no later than July 13, 2017, unless the district qualifies for an exemption in accordance with N.J.A.C. 6A:26-12.4(d)(h)(i). This testing shall be conducted with a lead sampling plan in accordance with N.J.A.C. 6A:26-12.4(d)1, 2, and 3, and shall be in accordance with the Safe Drinking Water Act, N.J.S.A. 58:12A-1.

Within twenty-four hours after the Board or designee has completed a review of final laboratory results in accordance with the provisions of N.J.A.C. 6A:26-12.4(e), the test results shall be made publicly available at the school facility and on the Board of Education's website. If any results exceed the permissible lead action level, the Board shall provide written notification to the parents of all students attending the facility, facility staff, and the New Jersey Department of Education. This notification shall include: a description of the measures taken by the Board or designee to immediately end the use of each drinking water outlet where the water quality exceeded the permissible lead action level; the measures taken to ensure that alternate drinking water has been made available to all students and staff members; and information regarding the health effects of lead in accordance with N.J.A.C. 6A:26-12.4(e)1 and 2. After the initial screening, the Board will conduct these lead screenings every six years and shall sample for lead after the replacement of any drinking water outlet or any other alteration to plumbing or service lines that may impact lead levels at the outlet, in accordance with N.J.A.C. 6A:26-12.4(f)1 and 2.

The Board shall submit to the New Jersey Department of Education by June 30 of each year a statement of assurance, that the school district completed lead testing in accordance with N.J.A.C. 6A:26-12.4; that notifications were provided consistent with N.J.A.C. 6A:26-12.4; and that alternative drinking water continues to be made available to all students and staff, if necessary, pursuant to N.J.A.C. 6A:26-12.4(g).



# POLICY

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BOARD OF EDUCATION

**NEW**

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Lead Testing of Water in Schools

The Board may apply for reimbursement for the costs of any water supply testing and analysis conducted, in accordance with N.J.A.C. 6A:26-12.4(j).

N.J.S.A. 58:12A-1 et seq.

N.J.A.C. 6A:26-12.4

Adopted: 23 January 2018



# POLICY

## OCEAN TOWNSHIP BOARD OF EDUCATION

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### **BUILDINGS AND GROUNDS SCHOOL DISTRICT SECURITY (M)**

#### **7440 BUILDINGS AND GROUNDS SCHOOL DISTRICT SECURITY**

##### **M**

The Board of Education ~~recognizes that~~ **believes** the buildings and facilities of the school district ~~constitute~~ **represent a substantial community** its greatest investment. Therefore, it is in the best interest of the ~~The Board~~ **directs the development and implementation of a plan for school district security** to protect ~~that the school community's investment by means of adequate security measures in the school buildings and facilities.~~

~~Security means not only maintenance of a secure (locked) building, but protection from fire hazards and faulty equipment and safety practices in the use of electrical, plumbing, and heating equipment. The Board requires and encourages close cooperation with local police and fire departments and with insurance company inspectors toward this end.~~

**The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment. The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.**

**The Superintendent of Schools shall designate a school administrator as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2. The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.**

~~Access to school buildings and grounds outside of regular school hours~~ **the hours school is in session** shall be limited to personnel whose ~~work~~ **employment** requires ~~it~~ **their presence in the facility**. An adequate key control system shall be established ~~which will~~ **to limit building access to authorized personnel and will** safe guard against the potential of ~~entrance to buildings~~ **intrusion** by unauthorized persons ~~who have obtained access improperly.~~

**Building** Records and funds shall be kept in a safe place and ~~secured under lock and key when required~~ **as appropriate and necessary**. Protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate



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**BUILDINGS AND GROUNDS SCHOOL DISTRICT SECURITY (M)**

~~to the individual situation. The Board may approve the Employment of watchmen~~  
**school resource officers, school security officers, and/or law enforcement officers**  
~~may be approved in situations where in which~~ special risks are involved.

Adopted: 16 March 1976

Revised: 17 July 1990, 23 January 2018



# REGULATION

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**NEW**

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School District Security (M)

### R 7440 SCHOOL DISTRICT SECURITY (M)

#### A. Definitions

“Access” means authorized access to a school building or school grounds through the use of a Board-approved key control system.

“Key control system” means the use of a key, card, code, or any other means to disengage a locking mechanism to provide entry to a school building or school grounds.

“School buildings” and “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; night field lights, greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School buildings” and “school grounds” also includes other facilities such as playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land in accordance with N.J.A.C. 6A:16-1.3 and 6A:26-1.2.

#### B. Access to School Buildings and School Grounds

1. Access to school buildings and grounds during the school day will be permitted to all students enrolled in the school and all authorized school staff members, and visitors pursuant to Policy and Regulation 9150.
2. Access to school buildings and grounds before and after the school day will be permitted to:
  - a. Members of the Board of Education;
  - b. Administrative and supervisory staff members, teaching staff members, and support staff members assigned to a school building or grounds in the performance of their duties;



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School District Security (M)

- c. Other school staff members in the performance of their professional responsibilities;
    - d. Students involved in interscholastic athletics, co-curricular, extra-curricular activities, and authorized spectators;
    - e. Members of organizations granted the use of school premises pursuant to Policy and Regulation 7510;
    - f. Police officers, fire fighters, health inspectors, and other agents of Federal, State, and local government in the performance of their official duties;
    - g. Members of the public present to attend a public Board of Education or public school-related function; and
    - h. Others authorized by the Superintendent or designee and/or by Board Policy.
  - 3. All visitors to a school building during a school day will be required to register their presence in the school and comply with the provisions of Policy and Regulation 9150. The school's registration and sign-in procedures may include the use of a school visitor management system requiring the visitor to present acceptable identification to access the school building.
  - 4. Signs will be conspicuously posted to inform visitors of the requirement to register their presence into the building.
- C. Key Control System for Access to School Buildings and Facilities
- 1. School staff members will be provided access to a school building using the school's key control system as follows:
    - a. Teaching staff members and support staff members will be provided access using the school's key control system to the school building and to other facilities on school grounds to which they require access for the performance of their professional duties.
      - (1) The Building Principal will determine the school staff members who shall be provided access to facilities within the school building and on school grounds.



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## OCEAN TOWNSHIP BOARD OF EDUCATION

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School District Security (M)

- (2) The Superintendent or designee will determine the district administrators, supervisors, and other staff members who shall be provided access to facilities within the school building and on school grounds.
2. School staff members provided access to a school building or other facilities on school grounds shall be responsible for ensuring their key control system authorization is not shared with another individual without prior approval of the Principal or designee for school staff members, or the Superintendent or designee for district staff members. Staff members are prohibited from permitting their key control system authorization to be used by another person unless prior approval is obtained from the Principal or designee at the building level and Superintendent or designee at the district level or in the event of an emergency.
3. A staff member's loss of a key, card, or any other device authorizing the staff member access to a school building or a facility on school grounds must be immediately reported to the Principal or Superintendent or designee. The staff member who loses a key, card, or any such access device may be responsible for the replacement cost.

### D. Staff Member Responsibilities

1. Staff members should not bring to school valuable personal items that cannot be in the staff member's personal possession at all times. The Board of Education is not responsible for a staff member's personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed.
2. In the event a staff member observes a student has a valuable item in school, the staff member will report it the Principal or designee. A valuable item may include, but is not limited to, an unusually large amount of money, expensive jewelry or electronic equipment, or any item that is determined by the Principal or designee to be valuable to a student based on the student's age.
  - a. The Principal or designee may contact the student's parent and request the parent come to school to retrieve the valuable item;
  - b. The Principal or designee may secure the valuable item and return it to the student at the end of the school day and inform the student



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and the parent not to bring the valuable item to school in the future; or

- c. The Principal or designee will permit the student to maintain the valuable item and inform the student and the parent not to bring the valuable item to school in the future.
- d. The Board of Education is not responsible for a student's personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed when in the possession of the student.

- 3. Teaching staff members shall close classroom windows and shut and lock classroom doors when leaving at the end of the school day; shut and lock classroom doors during the school day when the room is not going to be in use after their assignment, and report immediately to the Principal or designee any evidence of tampering or theft.
- 4. Custodians shall, at the end of the work day, conduct a security check of the building to make certain that all windows are closed and all office, classroom, and building doors are shut and locked, except as such doors may be required to be open for persons with access.
- 5. Office personnel shall take all reasonable precautions to ensure the security of all school and district records and documents against unauthorized access, deterioration, and destruction.

### E. School Safety Specialist

- 1. The Superintendent of Schools shall designate a school administrator as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3.
- 2. The School Safety Specialist shall:
  - a. Be responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the school district;
  - b. Ensure that these policies and procedures are in compliance with State law and regulations; and





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- c. Provide the necessary training and resources to school district staff in matters relating to school safety and security.
  3. The School Safety Specialist shall also serve as the school district's liaison with law enforcement and national, State, and community agencies and organizations in matters of school safety and security.
  4. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist Certification in accordance with the provisions of N.J.S.A. 18A:17-43.2.
- F. Summoning Law Enforcement Authorities
1. Law enforcement authorities will be summoned promptly whenever evidence is discovered that indicates: a crime has been committed on school premises or in the course of staff or student transportation to or from school; a break and entry may have occurred on school grounds; a deadly weapon is on school premises; a breach of the peace has occurred on school premises; for any reason required in the Memorandum of Understanding between the Board of Education and Law Enforcement and in accordance with Policy and Regulation 9320; or for any other reason there is concern about the health, safety and welfare of persons on school grounds or school property.
  2. A call to law enforcement agents will be reported to the Superintendent as soon as possible, along with the reason(s) for which the call was made and the outcome of the incident.

Adopted: January 23, 2018



## ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

### 7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, pupils, community members, and other building occupants and to protect the school district's buildings and grounds.

The content produced by the surveillance system under certain circumstances may be considered a student record, **and if so in which** it will be subject to the Board of Education policy and regulations regarding confidential student records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding, ~~and the district declares such use to be a legitimate educational interest.~~

**In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a Memorandum of Understanding (MOU) with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video. The MOU shall include the provisions of N.J.S.A. 18A:41-9 and any additional information required by law enforcement officials. In the event the parties to the MOU are unable to reach an agreement regarding any provision required to be included in the MOU as per N.J.S.A. 18A:41-9a, the County Prosecutor shall make the final determination regarding that provision. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that does not have the ability to have live streaming video.**

~~The Board of Education shall post signage following statement shall be posted in a prominent, public place in buildings and on school grounds where electronic surveillance equipment may be used.~~

~~The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.~~



## ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

In addition to posting, the district shall notify school staff members, parent(s) ~~or legal guardian(s)~~, and students that electronic surveillance may be used in school buildings and on school grounds through publication in student and staff handbooks, school calendars, notice sent home with students, or any other effective means to publish the district's use of electronic surveillance equipment in school buildings and on school grounds.

Adopted: 23 August 2011

Revised: 23 January 2018



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

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Electronic Surveillance in School Buildings and on School Grounds (M)

### R 7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

In order to enhance a safe and secure environment, the Board authorizes electronic surveillance devices to be used ~~on~~ **in school** district **buildings** ~~property~~ and on school grounds.

#### A. Recording and Notice

1. Surveillance devices may include, but are not limited to, sound/video cameras, audio recording devices, and other appropriate devices.
2. Recordings may be used to monitor and observe the conduct of school district staff, students, community members, and other person(s) in school buildings or on school grounds.
3. **Signage** ~~Notice regarding the use of surveillance devices~~ will be posted in **a prominent public place in** school buildings **and** ~~or~~ on school grounds where **electronic surveillance equipment** ~~devices~~ may be used.

#### B. Student Records and Notice

School district personnel will comply with the provisions of applicable law regarding student record requirements including the Family Educational **Rights** and Privacy Act (**FERPA**) and the Individual with Disabilities Education ~~Improvement~~ Act (**IDEA**). Recordings considered for retention, as a part of a student's behavioral record, will be maintained in accordance with established student record procedures governing access, review, and release of student records.

#### C. 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, applicable law, and any labor agreements governing access, review, and release of employee personnel records.
2. The district will provide notice to students, parent(s) ~~or~~ legal guardian(s), and school staff members that surveillance devices may be used in school buildings and on school grounds.



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Electronic Surveillance in School Buildings and on School Grounds (M)

### D. Storage/Security

1. All recordings will be stored by the Superintendent or designee, and secured to ensure confidentiality.
2. Recordings will be **retained in accordance with the New Jersey Department of the Treasury – Records Management Services Records Retention Schedules** and ~~stored for 7 calendar days at the elementary schools after initial recording, and for 30 calendar days at the intermediate school and the high school after initial recording, whereupon such recordings will be erased or discarded, unless there is a legitimate reason for retaining such recording for review, upon receiving prior authorization from Records Management Services.~~

### E. Use

1. The determination of the location of surveillance devices shall be made by the Superintendent of Schools **or designee**.
2. Tampering with or otherwise interfering with surveillance equipment is prohibited. Any individual found tampering with equipment shall be subject to discipline.

### F. Viewing or Listening

1. Initial viewing or listening to recordings will be done by the Building Principal or designee.
2. Requests for viewing or listening will be limited to persons with a direct interest in any proceedings, disciplinary or otherwise, resulting from the recordings, as deemed appropriate by the ~~Superintendent of Schools~~ **Building Principal** or designee.
3. Only the portion of the recording concerning a specific incident will be made available for viewing.
4. Viewing or listening to the recording will be permitted on school property or as otherwise required by law.



# REGULATION

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Electronic Surveillance in School Buildings and on School Grounds (M)

5. All viewing will be in the presence of the ~~Superintendent of Schools~~ **Building Principal** or designee.
  6. A written log will be maintained by the Building Principal or designee, of those viewing video recordings including date of viewing, reason for viewing, the date the recording was made, and the signature of the viewer.
  7. Video recordings remain the property of the **school** 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.
- G. **Law Enforcement Memorandum of Understanding (MOU)** (N.J.S.A. 18A:41-9)
1. **In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a MOU with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video. The MOU shall include, but need not be limited to, the following:**
    - a. **The designation of individuals who shall be authorized to view live streaming video;**
    - b. **The circumstances under which the designated individuals would view live streaming video; and**
    - c. **A detailed plan for preventing and detecting unauthorized access to live streaming video.**
  2. **In the case of a school building that is located in a municipality in which there is no municipal police department, the Board shall enter into a MOU with an entity designated by the Superintendent of the State Police.**
  3. **In the event the district and law enforcement authority are unable to reach an agreement regarding any provision required to be included**



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

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### Electronic Surveillance in School Buildings and on School Grounds (M)

**pursuant to G.1.a.-c. above, the County Prosecutor shall make the final determination.**

- 4. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that is not equipped with such equipment.**

#### **HG. Purchase, Maintenance, Replacement of Equipment/Supplies**

- 1. The School Business Administrator/Board Secretary or designee will be responsible for the purchase, maintenance, and replacement of all electronic surveillance devices.**

Adopted: 23 August 2011

Revised: 23 January 2018



**LOCAL WELLNESS POLICY/NUTRIENT STANDARDS FOR  
MEALS AND OTHER FOODS (M)**

**LOCAL WELLNESS POLICY/NUTRIENT STANDARDS FOR  
MEALS AND OTHER FOODS (M)**

The Board of Education recognizes child and adolescent obesity has become a major health concern in the United States. The Healthy, Hunger Free Kids Act of 2010 (HHFKA), funds child nutrition programs and establishes required nutrition standards for school lunch and breakfast programs. In accordance with the requirements of the HHFKA each school in the district shall implement this Wellness Policy that includes goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness.

**The Principal or a School Wellness Policy Coordinator designated by the Principal will be responsible to ensure the school complies with the requirements in this Policy. The Superintendent of Schools will designate a District Wellness Policy Coordinator who will have the authority and responsibility to ensure each school in the district complies with the requirements outlined in this Policy.**

A. Wellness Policy Goals

The goals as outlined below shall apply to each school in the district.

1. Goals for Nutrition Promotion – The following activities will be coordinated in each school in the district:
  - a. Age-appropriate posters will be posted on the walls where food and beverages are served to students highlighting and encouraging the value of good nutrition.
  - b. The school lunch program will have promotional days during the school year where at least one new nutritional alternative menu item will be featured as part of the menu pattern meal component. The food service staff members will promote this nutritional alternative during meal service with posters, flyers, and/or hand-outs regarding the nutritional menu item alternative.
  - c. The Principal or **School Wellness Policy Coordinator** ~~designee~~ will encourage food products that meet the nutrition standards of the HHFKA when used as an incentive or reward for student accomplishments, club or activity achievements, and/or success in competitions within the school.





**LOCAL WELLNESS POLICY/NUTRIENT STANDARDS FOR  
MEALS AND OTHER FOODS (M)**

- d. Food service staff, in consultation with the Principal or **School Wellness Policy Coordinator** ~~designee~~, will coordinate obtaining student input on menu planning that will include taste testing of new nutritional food, satisfaction surveys, and other activities that will promote nutrition awareness.
  - e. Food service staff will place the healthier food items in the service line where students are more likely to choose them.
  - f. Parents will be provided the nutritional standards of the HHFKA and encourage parents to pack lunches and snacks that meet the HHFKA nutritional standards.
2. Goals for Nutrition Education – The following activities will be coordinated in each school in the district:
- a. The Principal **or School Wellness Policy Coordinator** will ensure each student receives at least one presentation per school year that promotes good nutrition and nutrition education. These presentations may be provided through classroom visits from school staff members trained in nutrition, school-wide or group assembly programs, during health/physical education classes during the school year, or any other presentation manner. This requirement may be provided as part of nutrition education provided to students as part of the district's curriculum.
  - b. The Principal or ~~designee~~ **School Wellness Policy Coordinator** will post the nutritional guidelines of the HHFKA in the area of the school building where food and beverages are served.
  - c. The school lunch menu will include nutritional information, activities, recipes, and/or any other information that encourages the selection of healthy food items **and for students to make informed choices about nutrition, health, and physical activity..**
3. Goals for Physical Activity
- a. The following activities will be coordinated in each elementary school in the district:



**LOCAL WELLNESS POLICY/NUTRIENT STANDARDS FOR  
MEALS AND OTHER FOODS (M)**

- (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
  - (2) The Principal or designee will ensure there is age-appropriate equipment and supplies available during recess time for students to participate in physical activities.
  - (3) Students will be encouraged by school staff members supervising student recess time to participate in some type of physical activity, which may include, but not be limited to: walking; playing games that require physical activity, such as kick ball, volleyball, baseball, basketball, etc.; rope jumping; and/or using playground equipment.
  - (4) The Principal will encourage classroom teachers to incorporate brief, physical activity breaks into the school day to establish an environment that promotes regular physical activity throughout the school day.
  - (5) The Principal or designee will coordinate special events that highlight physical activity, which may include field days, walk-a-thons, and activity tournaments or competitions. The Principal or designee may involve parents, community members, and students in the planning of these events.
- b. The following activities will be coordinated in each middle school in the district:
- (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
  - (2) The Board of Education may offer middle school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.



**LOCAL WELLNESS POLICY/NUTRIENT STANDARDS FOR  
MEALS AND OTHER FOODS (M)**

- (3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.
- c. The following activities will be coordinated in each high school in the district:
  - (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
  - (2) The Board of Education will offer high school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.
  - (3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.
- 4. Goals for Other School-Based Activities - The following activities will be coordinated ~~in each school~~ in the district:
  - a. ~~Each school in~~ The district will establish a **District Wellness Committee (DWC)**. **The DWC will:**
    - (1) ~~Be comprised of a the Principal or designee,~~ at least one health/physical education teacher, a school nurse, at least two parents, at least two students, and at least one food service staff member **representing all school levels in the district, and the District Wellness Policy Coordinator;** and
    - (2) **Meet at least four times per year to establish goals for and oversee school health and safety policies and**



**LOCAL WELLNESS POLICY/NUTRIENT STANDARDS FOR  
MEALS AND OTHER FOODS (M)**

**programs, including development, implementation, and  
periodic review and update of the district-wide Wellness  
Policy.**

- b. The Principal or ~~designee~~ **School Wellness Policy Coordinator** will coordinate information being disseminated to students and parents promoting the school lunch program, nutrition, and nutrition education.
  - c. The school district will celebrate a School Wellness Week, as determined by the Superintendent of Schools, where schools will have special activities throughout the week to promote nutrition and physical activity. These special activities will be planned and coordinated by each school's **Principal and/or School Wellness Policy Coordinator Committee**.
  - d. The Principal **and/or School Wellness Policy Coordinator** will encourage fund-raising activities that promote physical activity such as walk-a-thons, teacher-student activity competitions, family activity nights, and school dances.
5. Annual School Progress Report
- a. The goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness shall be evaluated annually by the Principal or designee of each school and the ~~school's~~ **School Wellness Policy Coordinator Committee** in an Annual School Progress Report provided to the Superintendent of Schools before **May 1** ~~June 30~~.
  - b. The Annual School Progress Report shall present the extent to which each school is in compliance with this Policy, the progress made in attaining the goals of this Policy, any recommended changes to this Policy, and an action plan for the following school year to achieve the school's annual goals and objectives.
6. Annual District Summary Progress Report
- a. Upon receiving the Annual School Progress Report from each school, the ~~Superintendent or designee~~ **District Wellness Policy**



**LOCAL WELLNESS POLICY/NUTRIENT STANDARDS FOR  
MEALS AND OTHER FOODS (M)**

**Coordinator** will compile an Annual District Summary Progress Report to be presented to the **Superintendent and** Board of Education at a public meeting before **May 30** ~~the beginning of the~~ **current** school year. The public will be provided an opportunity to review and comment on the Annual District Summary Progress Report at the Board meeting.

- b. Revisions to this Policy will be recommended by the Superintendent or designee to be approved by the Board of Education before September 30 of each school year.

7. Additional Wellness Policy Goals

- a. Nothing in this Policy shall prevent an individual school in the district from developing and implementing additional activities, approved by the Superintendent or designee, to those required in this Policy.

B. Nutrition Guidelines for All Foods and Beverages

- 1. The Board of Education requires each school in the district to comply with the Federal school meal nutrition standards and the ~~S~~smart ~~S~~nacks in accordance with the requirements HHFKA. The nutritional standards shall apply to all foods and beverages sold in each school in the district as part of the menu pattern meal, a la carte, in school stores, snack bars, or vending machines. The ~~food~~ requirements for any food **or beverages** sold in schools must meet a range of calorie and nutrient requirements as outlined in the HHFKA **and a smart snack calculator shall be on file in each school for each product sold.**
- 2. The school district will comply with the HHFKA beverage requirements and beverage portion requirements for **each appropriate grade level** ~~elementary, middle, and secondary schools~~. Each school will make potable water available to children at no charge in the place where breakfast, lunch, and afterschool snacks are served during meal service.
- 3. On-campus fundraisers involving food or beverage items must meet the Smart Snack standards of the HHFKA. The nutrition standards of the HHFKA do not apply to non-school hours, weekends, and off-campus fundraising events. The United States Department of Agriculture defines school day as starting from midnight to thirty minutes after the end



**LOCAL WELLNESS POLICY/NUTRIENT STANDARDS FOR  
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of the school day. Fundraisers involving the sale of food or beverages must be **pre-approved by submitted to the Principal or designee and the or designee District Wellness Policy Coordinator for approval.**

4. **The Board of Education will permit food in the school that is not sold to students to be brought into school by parents, students, or staff members for classroom activities, parties, or snacks, or other food brought into the school for such purposes must be approved by the Principal or designee, who will ensure safeguards are in place to protect students who may have a food or related allergy.**

C. District Coordinator

~~The Superintendent or designee shall be the school district official responsible to ensure each school in the district complies with the requirements as outlined in this Policy.~~

1. **The District Wellness Policy Coordinator shall be available to consult with school-based administrators, staff members, and the School Wellness Policy Coordinator(s) on the district's Wellness Policy.**
2. **The District Wellness Policy Coordinator shall also be responsible to ensure parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, school administrators, and the general public are permitted to participate in the development, implementation, review, and update of this Wellness Policy.**
3. **The District Wellness Policy Coordinator shall be responsible to inform and update the public (including parents, students, and others in the community) about the content, implementation, updates and implementation status of the district's Wellness Policy through the district's website, school publications, and/or other school communications made available to the public.**
  - a. **The information and update shall provide as much information as possible about the school nutrition environment, including a summary of the events and activities related to the Wellness Policy implementation in the school district.**



**LOCAL WELLNESS POLICY/NUTRIENT STANDARDS FOR  
MEALS AND OTHER FOODS (M)**

**D. Wellness Policy Assessment**

- 1. The District Wellness Policy Coordinator will prepare an assessment of the district's Wellness Policy in accordance with the requirements of the United States and New Jersey Departments of Agriculture on the extent to which the school(s) in the district are in compliance with the district's Wellness Policy, the extent to which the district's Wellness Policy compares to model school wellness policies, and a description of the progress made in attaining the goals outlined in the district's Wellness Policy.**
- 2. The District Wellness Policy Coordinator will present this assessment to the Board of Education at a public Board meeting, make such assessment available to the public, and recommend any updates to the Policy accordingly.**

**E. Records**

- 1. The District Wellness Policy Coordinator shall ensure records are maintained to document compliance with the requirements of the District Wellness Policy. Such records will include, but not be limited to:**
  - a. The Board-approved Wellness Policy;**
  - b. Documentation demonstrating the Policy has been made available to the public;**
  - c. Documentation of the efforts made in the school district to review and update the Policy;**
  - d. Documentation demonstrating compliance with the annual public notification requirements;**
  - e. Documentation demonstrating the most recent assessment on Policy implementation; and**



**LOCAL WELLNESS POLICY/NUTRIENT STANDARDS FOR  
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- f. Documentation demonstrating the most recent assessment on the implementation of the School Wellness Policy has been made available to the public.**

**FD. Publication/Dissemination**

This Policy **and Assessment** will be made available to staff members, students, and parents by being posted on the school district and/or school websites.

The Healthy, Hunger-Free Kids Act of 2010

Adopted: 9 May 2006

Revised: 28 January 2014, 16 December 2014, 23 January 2018





## BREAKFAST OFFER VERSUS SERVE (QVS)

### 8507 BREAKFAST OFFER VERSUS SERVE (QVS)

The Board of Education, to be in compliance with the Healthy Hunger Free Kids Act (HHFKA) of 2010, adopts this Offer Versus Serve (OVS) Policy. Offer Versus Serve is a Policy for Federally reimbursable meals that allows students to decline a certain number of food components in the meal to reduce plate waste and food cost. Board of Education approval to implement a Breakfast OVS Policy is optional at all grade levels. The provisions of the Breakfast OVS Policy shall be in accordance with the requirements of the HHFKA of 2010.

A school breakfast eligible for Federal reimbursement shall offer four food items from the three food components in the appropriate amounts per grade grouping:

- Fruit or vegetable or juice (including optional vegetable);
- Milk; and Grains (including optional meat/meat alternate)
- Grains (including optional meat/meat alternate). Milk

Students are allowed to decline one of the four food items offered, **but must select at least a half cup of either fruit or half cup of vegetable or half cup of a fruit/vegetable combination. After taking the half cup fruit or half cup of vegetable or half cup of a fruit/vegetable combination, students must select at least two additional food items in the full amounts (per grade group requirements) to count toward the reimbursable offer versus serve meal.**

A student's decision to accept all four food items or to decline one food item shall not affect the price charged for the meal as the breakfast is priced as a unit. If students do not choose enough food items to comprise a reimbursable meal, a la carte prices will be charged.

School staff members cannot make exceptions to the Policy, such as requiring every student to take a particular food component. It is the student's choice to select any three or all four food items of the reimbursable meal.

At each school implementing this OVS Policy, school food service staff members will be trained annually on the provisions of the district's Breakfast OVS Policy. **Breakfast OVS will be implemented in all schools in the district**

Adopted: 24 June 2014  
Revised: 23 January 2018



BUS DRIVER/BUS AIDE RESPONSIBILITY (M)

8630 BUS DRIVER/BUS AIDE RESPONSIBILITY (M)

The Board of Education requires all school bus drivers and bus aides employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications necessary to perform the duties of the position. Anyone driving a school bus used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A:39-17, 18, 19.1, and 30 and all New Jersey Motor Vehicle Commission (NJMVC) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are subject to all the Federal and State requirements to maintain the appropriate license.

**“Employer” for the purposes of this Policy and Regulation means a Board of Education or a contractor that provides student transportation services under contract with the Board of Education. In the event the school district employs school bus drivers and bus aides and/or uses a contractor for transportation services, the “employer” for school district employed school bus drivers and bus aides shall be the Board of Education and the “employer” for contracted school bus drivers and bus aides shall be the contractor that provides student transportation under contract with the Board of Education.**

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1 et seq. and tuberculin testing requirements pursuant to applicable State statutes and administrative codes. School bus drivers and bus aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA) to be school officials who have a legitimate educational interest to parts of a student’s record relating to transportation, without parental consent, as outlined in N.J.A.C. 6A:27-12.1(j)1.

A Commissioner of Education-developed training program on proper procedures for interacting with students with special needs shall be administered **by the employer** to all school bus drivers and bus aides in accordance with the requirements of N.J.S.A. 18A:39-19.2. This training program must be administered in accordance with the provisions of N.J.S.A. 18A:39-19.3.a. and all school bus drivers and bus aides must file a certification with ~~the their employer Board of Education~~ that the individual has completed the training program within five business days of its completion. The **employer** ~~Board~~ shall retain a copy of the certificate for the duration of the individual’s employment and shall file a copy of the certification to the Department of Education in accordance with the provisions of N.J.S.A. 18A:39-19.3.b.



## BUS DRIVER/BUS AIDE RESPONSIBILITY (M)

School bus drivers and bus aides shall receive training in the use of a student's educational records and in their responsibility to ensure the privacy of the student and his or her records. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.1 et seq. ~~6A:27-11.2(b) and (c).~~

In accordance with the provisions of N.J.S.A. 18A:39-28, school bus drivers must visually inspect the school bus they are assigned at the end of the transportation route to determine that no student has been left on the bus.

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a student from the school bus, but if unable to manage a student, the school bus driver will report the unmanageable student to the Principal or designee of the school in which the student attends.

The Principal or designee, upon such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the student from the bus. The student's parent shall provide for the student's transportation to and from school during the time of exclusion.

In the event of an emergency, school bus drivers shall follow procedures established by this Board. School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school. All other students shall receive school bus evacuation instruction at least once per year. School bus drivers and bus aides shall participate in the emergency exit drills, which shall be conducted on school property and shall be supervised by the Principal or person assigned to act in a supervisory capacity. Drills shall be documented in the minutes of the Board of Education at the first meeting following completion of the emergency exit drill in accordance with the provisions of N.J.A.C. 6A:27-11.2(d).

In accordance with the provisions of N.J.S.A. 18A:39-19.4, a Commissioner-developed student information card shall be completed by a parent of a student with an Individualized Education Plan (IEP), who receives transportation services, when the IEP is developed or amended. Upon receiving consent from the parent, the student information card shall be provided to a school bus driver and bus aide for each student on the bus route to which the school bus driver or bus aide is assigned for whom a student information card has been completed by the parent.

The school bus driver will immediately inform the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation



## BUS DRIVER/BUS AIDE RESPONSIBILITY (M)

following an accident that involves injury, death, or property damage. The school bus driver must also complete and file within ten days of the accident the Preliminary School Bus Accident Report prescribed by the Commissioner of Education. In addition to the Preliminary School Bus Accident Report, the driver of a school bus involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500, shall complete and file within ten days after such accident a motor vehicle accident report in accordance with N.J.S.A. 39:4-130

School bus drivers are prohibited from using a cellular telephone or other electronic communication device while operating a school bus unless the school bus is parked in a safe area off a highway or in an emergency situation pursuant to N.J.S.A. 39:3B-25. A school bus driver who violates this policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.

School bus drivers are responsible for the safety of their students and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of their school bus.

N.J.S.A. **18A:6-7.1 et seq.**; 18A:25-2; **18A:39-17; 18A:39-18;**  
**18A:39-19.1; 18A:39-19.2; 18A:39-19.3; 18A:39-19.4;**  
18A:39-28

N.J.S.A.39:3B-25

N.J.A.C.6A:27-11 et seq.; 6A:27-12.1 et seq.

Adopted: 24 June 2003

Revised: 21 April 2015, 21 February 2017, 23 January 2018



## R 8630 EMERGENCY SCHOOL BUS PROCEDURES (M)

### A. Staff Training

1. The Board of Education will administer a safety education program for all permanent and substitute school bus drivers and bus aides. At a minimum, the training shall include:
  - a. Student management and discipline;
  - b. School bus accident and emergency procedures;
  - c. Conducting school bus emergency exit drills;
  - d. Loading and unloading procedures;
  - e. School bus stop loading zone safety;
  - f. Inspecting the school vehicle for students left on board the bus at the end of a route; and
  - g. The use of student's educational records, including the district's responsibility to ensure the privacy of the student and his or her records, if applicable.
2. The Board of Education will administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.
3. The ~~Board of Education~~ **employer shall be responsible to** will administer a Commissioner of Education-developed training program on proper procedures for interacting with students with special needs in accordance with the provisions of N.J.S.A. 18A:39-19.2 **and 18A:39-19.3** for all school bus drivers and school bus aides:
  - a. In the case of a school bus driver or aide who is employed prior to the development and availability of the training program, the ~~Board~~ **employer** shall administer the training program to the individual no later than one hundred and eighty days after the training program is made available by the Commissioner;
  - b. In the case of a school bus driver or aide who is employed after the development and availability of the training program, the ~~Board~~



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**employer** shall administer the training program to the individual prior to that individual operating a school bus or serving as an aide on a school bus;

- c. In accordance with the provisions of N.J.S.A. 18A:39-19.3b., the **employer** ~~Board of Education~~ shall require a school bus driver or school bus aide ~~employed by the Board~~ to file a certification with the **employer** ~~Board~~ that the individual has completed the training program required as per N.J.S.A. 18A:39-19.2 within five business days of its completion. The **employer** ~~Board~~ shall retain a copy of the certification for the duration of the individual's employment, and shall forward a copy of the certification to the Department of Education; and/or
- d. Contractors that provide student transportation services under a contract with the Board of Education shall comply with the requirements of N.J.S.A. 18A:39-19.2 and 19.3 **and N.J.A.C. 6A:27-11.1 et seq.**

### B. Emergency Bus Evacuation Drills

- 1. The Principal **or designee** of each school shall organize and conduct emergency bus exit drills at least twice each school year for students who are transported to and from school and all other students shall receive school bus evacuation instruction at least once within the school year.
- 2. School bus drivers and bus aides shall participate in the emergency exit drills.
- 3. Bus exit drills will be conducted on school property and shall be supervised by the Principal or by a person assigned to act in a supervisory capacity. The drills will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of students.
- 4. The portion of the drill involving the use of the rear emergency door, which requires students to jump from the bus to the ground does need not to be performed by every student and may be demonstrated by others.
- 5. The school bus driver or supervisor of the drill shall:



- a. Describe and demonstrate the use of kick-out windows and split-sash windows. -
  - b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;
  - c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;
  - d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
  - e. Demonstrate the use of the emergency exit door;
  - f. Instruct pupils that lunches and books should be left on the bus in the evacuation procedure;
  - g. Encourage older, bigger students to assist younger, smaller students in their exit from the bus;
  - h. Have students leave the bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;
  - i. Instruct students to group a safe distance away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority;
  - j. Tolerate no student misbehavior in the conduct of the drill; the failure of any student to follow directions must be reported to the Principal; and
  - k. Provide any other training that will protect the safety of the students in the event the bus needs to be exited due to an emergency.
6. In accordance with the provisions of N.J.A.C. 6A:27-11.2(d), emergency bus evacuation drills shall be documented in the minutes of the Board at



the first meeting following completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

- a. The date of the drill;
- b. The time the drill was conducted;
- c. The school name;
- d. The location of the drill;
- e. The route number(s) included in the drill; and
- f. The name of the Principal or assigned person(s) who supervised the drill.

C. Additional Precautions

1. School bus drivers may, depending on the age of the students on a bus route, discuss with the students additional safety precautions that may be taken in the event of a bus emergency. The safety precautions to be discussed shall be approved by the Transportation Supervisor
2. In accordance with the provisions of N.J.S.A. 18A:39-19.4, the Commissioner of Education shall develop a student information card that includes information that should be readily available to a school bus driver and school bus aide for the purpose of promoting proper interaction with a student with special needs. The parent of a student with an Individualized Education Plan (IEP) shall complete the student information card when the IEP is developed or amended for a student who receives transportation services.
  - a. Upon receiving consent from a student's parent, the school district shall provide a copy of the completed student information card to a school bus driver and school bus aide for each student on the bus route to which the school bus driver or school bus aide is assigned.
3. School bus drivers shall attend training workshops offered by the New Jersey Department of Education and this school district and shall be trained in first aid.
4. Each school bus shall be equipped with:





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- a. A list of the students assigned to the bus;
  - b. A **basic** first aid kit ~~approved by the school nurse and inspected regularly by the school bus driver;~~
  - c. Several emergency notice cards on which are printed the telephone numbers of the appropriate police department, the receiving school, and an emergency medical service and on which is provided a space for writing the location of a disabled school bus and the name of the bus driver;
  - d. Flags, flares and other warning devices; and
  - e. Any other equipment or supplies determined to be included on the school bus by the administration.
5. Each school bus driver shall:
- a. Inspect his/her bus for possible hazards or safety concerns before driving the bus each day;
  - b. Keep aisles and passageways clear at all times;
  - c. Maintain student discipline on the bus;
  - d. Prohibit the presence of any non-service animal, firearm, ammunition, weapon, explosive, or any other dangerous or illegal material or object on the school bus;
  - e. Report promptly to the Transportation Supervisor any potential driving hazard on his/her route, such as construction, road work, etc;
  - f. Report promptly to the Transportation Supervisor any deviation in the bus route or schedule;
  - g. Drive within speeds limits at all times and exercise extraordinary care in inclement weather;



- h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations;
- i. Not smoke, eat, or drink while in or operating the bus at any time or perform any act or behave in any manner that may impair the safe operation of the school bus;
- j. Visually inspect the school bus at the end of each transportation route to determine that no student has been left on the bus; and
- k. Not allow a student on board a school bus unless the bus driver or other employee of the Board or school bus contractor is also on board the bus. This shall not apply when a school bus driver leaves the bus to assist in the boarding or exiting of a disabled student or in the case of an emergency.

## D. General Emergency Rules

- 1. School bus drivers are responsible for the safety of the students on their bus. In the event of an emergency, school bus drivers must exercise responsible leadership. The safety and well-being of students must be the drivers' paramount consideration. School bus drivers shall stay with their students until another school staff member, law enforcement officer, or a first responder can assume responsibility for the safety of the students.
- 2. School bus drivers may not leave the school bus when children are aboard except in an emergency and, then, only after they have turned off the engine, removed the ignition key, and safely secured the school bus.
- 3. A school bus must be evacuated when;
  - a. There is a fire in the engine or any other portion of the bus;
  - b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away;
  - c. The bus is disabled for any reason and



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

### OPERATIONS R 8630/Page 7 of 11 EMERGENCY SCHOOL BUS PROCEDURES (M)

- (1) Its stopping point is in the path of a train or is adjacent to a railroad track,
      - (2) A potential exists for the position of the bus to shift thus endangering students, or
      - (3) The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision; or
    - d. The risk of remaining in the bus poses a greater safety risk than evacuating the bus.
  4. When a school bus is evacuated, students shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.
  5. Students who have been evacuated from a school bus shall be moved to a safe place and distance from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other alternative safety provisions can be made.
  6. No student shall be allowed to request a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.
  7. In the event a school bus is disabled in the course of providing student transportation, the driver, or a responsible person designated by the driver, will notify the Transportation Supervisor of the number and location of the bus and the circumstances of the disability. The Transportation Supervisor will make arrangements for the safety of the students.
- E. Specific Emergency Situations
1. In the event of an accident or vehicle failure the following procedures will be implemented.
    - a. The school bus driver shall, in person or through a responsible designee summon the police and emergency medical services, if necessary, and notify the principal of the receiving school and the



School Business Administrator/**Board Secretary**, or designee, of the district providing the transportation.

- b. The school bus driver will attempt to make all students as safe and comfortable as possible. If possible and necessary, the driver will administer emergency first aid to injured students.
- c. In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue on its route after investigating the accident the school nurse will:
  - (1) If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or
  - (2) If the accident occurred on the way home from school, examine any student who is feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- d. In the event of an accident where students are injured, a student(s) may be transported to a hospital if it is determined by law enforcement, medical, and/or first aid staff at the accident scene additional medical treatment is required.
  - (1) If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.
  - (2) If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- e. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s) or from law enforcement officers at the accident scene: driver's name,



driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).

- f. The following notifications must be provided:
  - (1) The school bus driver must report immediately to the principal of the receiving school and the School Business Administrator **Board Secretary** or designee of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the Commissioner of Education.
  - (2) The principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the New Jersey Department of Education.
  - (3) In addition, a school bus driver involved in an accident resulting in injury or death of any person or damage to property of any on person in excess of \$500 shall complete and file within ten days after such accident a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.
  - (4) The parent of students involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported to a hospital by ambulance or by other emergency personnel.
- 2. In the event the school bus driver is incapacitated, the following procedures will be implemented:
  - a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver's physical or mental condition.



- b. If there is a bus aide on the bus, the bus aide will take steps necessary to have the bus pulled off the road to a safe location and shall contact school officials or emergency services for assistance. If a bus aide is not on the bus, the bus driver shall pull the bus off the road to a safe location and contact school officials or emergency services for assistance.
  - c. The bus shall be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and safely secure the bus.
  - d. The Transportation Supervisor shall immediately arrange for the transportation of the students by substitute driver, substitute bus, or other means.
3. In the event of an injury to a student on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.
- a. In the absence of another responsible adult in authority, the school bus driver will take charge of a student who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.
  - b. If necessary, first aid will be administered.
  - c. If the student's injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the student until emergency medical help arrives.
  - d. If the student's injury is not serious and
    - (1) Occurs on the way to the school, the school bus driver will deliver the injured student to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the student's.
    - (2) Occurs on the way to the student's home, the school bus driver or another school district staff member will deliver



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

OPERATIONS  
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EMERGENCY SCHOOL BUS PROCEDURES (M)

the injured student to his/her parent or to a responsible adult at the student's home or if no one is home the injured student will be transported back to a school district location until a parent or another responsible adult can be contacted. If it is determined the student may need medical treatment and a parent or responsible adult cannot be contacted, the child may be transported to the school physician's office or to the nearest hospital emergency room; or

- (3) Occurs on the way to or from an extra-curricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of student and notify the student's parent.
- e. The school bus driver will immediately report the incident and any injuries to the Principal or designee of the school in which the student is enrolled.

Adopted: June 2003

Revised: 21 April 2015, 21 February 2017, 23 January 2018



**NEW**

COMMUNITY  
9242/Page 1 of 2  
Use of Electronic Signatures

## 9242 USE OF ELECTRONIC SIGNATURES

The New Jersey Uniform Electronic Transactions Act (UETA) authorizes a Board of Education to use electronic forms, filings, and signatures to conduct official business with the public. The use of electronic forms, filings, and signatures may save school district resources and will provide a convenient and cost-efficient option for parents to receive, review, and acknowledge receipt of information from the school district. Therefore, the Board of Education authorizes the use of electronic forms, filings, and signatures in communications between the school district and parents pursuant to the UETA.

For the purposes of this Policy, “electronic” means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.

For the purposes of this Policy, “electronic record” means a record created, generated, sent, communicated, received, or stored by electronic means.

For the purposes of this Policy, “electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

For the purposes of this Policy, “information processing system” means an electronic system for creating, generating, sending, receiving, storing, displaying, or processing information.

The school district may electronically send documents to parents of students enrolled in the school district. These documents may include, but are not limited to: informational notices; school or school related events or activities; periodic updates on a student’s progress; school district forms; requests for information; and any other communications between the school district and home. Some documents electronically sent to parents may require the parent to: acknowledge receipt of a document; provide parental consent for such matters as student compliance with the district’s acceptable use of school district computers and administration of surveys; and/or acknowledge receipt and acceptance of terms of a Board of Education policy, regulation, or practice. Any document sent to parents of students enrolled in the school district must be capable of retention by the recipient. To be capable of retention, the recipient at the time of receipt, must be able to retain and accurately reproduce the document for later reference by all persons who are entitled to retain the record. A record is not capable of retention by the recipient if the sender of its information processing system inhibits the ability of the recipient to print or store the electronic record.





# POLICY

## OCEAN TOWNSHIP BOARD OF EDUCATION

### NEW

COMMUNITY  
9242/Page 2 of 2  
Use of Electronic Signatures

The Board of Education authorizes documents may be electronically sent to parents of students enrolled in the school district only with the approval of the Superintendent of Schools. The Superintendent shall establish an information processing system to include a process for parents to electronically send, sign, and return documents to the school district. The school district shall make accommodations for a parent who is unable or unwilling to conduct business electronically. In addition, a parent may refuse to conduct business electronically for any reason and at any time. In this event, the school district shall make available a hard copy of the document(s) to the parent to review, maintain, and any document(s) requiring signatures to be returned to the district. The Superintendent will only implement an information processing system in accordance with the provisions of the UETA.

Documents that are electronically signed and returned to the school district may be maintained by the school district in electronic or non-electronic form. Documents returned to the district that are not electronically signed shall be maintained by the district in non-electronic form. However, nothing shall prevent the school district from converting a non-electronic document to an electronic document and for such document to be stored in electronic form. All electronic or non-electronic documents returned to the school district shall be maintained by the school district in accordance with the New Jersey Department of the Treasury - Records Management Services - Records Retention Schedules and in accordance with N.J.S.A. 12A:12-12.

N.J.S.A. 12A:12-1 et seq.

Adopted: 23 January 2018



**TOWNSHIP OF OCEAN BOARD OF EDUCATION  
WORK MEETING MINUTES  
December 19, 2017**

**CALL TO ORDER**

Mr. James Dietrich, President, called the meeting to order at 6:15 p.m. in the office of the Superintendent at the District Administration Building, 163 Monmouth Road, Oakhurst, N.J.

**STATEMENT OF ADEQUATE NOTICE**

Mr. Dietrich read the statement of notice as required by the Open Public Meetings Act, N.J.S.A. 10:4-6.

**ROLL CALL OF ATTENDANCE**

Present: Mr. Steven Clayton, Mr. James Dietrich, Mrs. Janice Fuller, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis and Mrs. Denise Parlamas.

Mr. John Stuppi was absent.

Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator; Dr. James Stefankiewicz, Superintendent of Schools; Mrs. Dawn Kaszuba, OTHS Principal; Mrs. Gina Hagerman, OTHS Asst, Principal and Mr. Larry Kostula, TOIS Principal and Ms. Andrea Malerba, interpreter.

Enter Executive Session – 6:15 p.m.

*Approval: Motion offered by Mr. Dietrich, seconded by Mrs. Parlamas and carried 8-0.*

Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Personnel (Agenda) and Student Matters (HIB and Student Discipline Hearing). 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 1 hour, 15 minutes and will not take action upon returning to work session.

Adjourn Executive Session – 7:06 p.m.

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

Move for the approval to adjourn from Executive Session and resumed the work session in the Superintendent's Office at 7:30 pm.

**PRESIDENT'S REPORT:** Mr. Dietrich

The following item(s) were discussed:

- Reminder about social media, especially during an active Board of Education meeting.
- Thanked Board of Education for their work throughout the year and their many accomplishments.

**VICE-PRESIDENT'S REPORT:** Michael Palutis

The following item(s) were discussed:

- Thanked Mr. Dietrich for his service as President during 2017, and reinforced the reminder regarding social media.

**SUPERINTENDENT'S REPORT:** Dr. Stefankiewicz

The following item(s) were discussed:

- Discussed the change from FCCLA to DECA presentation to take place downstairs at the regular meeting.
- Discussed the presentation regarding the Intermediate school schedule and future education and community support.

**SCHOOL BUSINESS ADMINISTRATOR'S REPORT:** Mr. Jannarone

The following item(s) were discussed:

- Grant approval of \$2,000 in Sustainable Jersey funds.

## **Twp of Ocean BOE Work Meeting Minutes (continued) – December 19, 2017**

- Met with all Supervisors regarding their 2018-2019 budgets and will be meeting with Principals in January regarding their 2018-2019 budgets.
- Capital budget item walk-thru was completed with the Director of Facilities.
- Facility use update regarding a movie film at Wanamassa Elementary School.
- Township snow ordinance on hold regarding residents and sidewalk shoveling
- The township is helping with traffic issues at the high school on West Park Avenue, a county road.
- School bus 'Red Light' cameras projected to be ready for the end of January.

**PUBLIC COMMENT:** None

### **COMMITTEE REPORTS:**

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

The following item(s) were discussed:

1. **Discussion: Policies and Regulations**

Board of Education and Administration the second and final reading of revisions to the following policies/regulations:

Policy 1320 – Duties of School Business Administrator/Board Secretary

Policy 7510 – Use of School Facilities

Regulation 7510 – Use of School Facilities

2. **Discussion: Approval of Minutes**

Board of Education and Administration discussed the minutes in accordance with Board of Education Bylaws #168 "Recording of Board Meetings" of the following meeting(s):

Work Meeting/Executive Session Minutes – December 12, 2017

*Strategic Plan Goal 6: Community Outreach*

3. **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 (#72764) senior year. The request is being made in-line with District policy 5111 – Eligibility of Resident/Non-Resident Pupils.

*Strategic Plan Goal 6: Community Outreach*

**FINANCIAL MANAGEMENT & RESOURCE SERVICES:** Mrs. McGovern

The following item(s) were discussed:

1. **Discussion: Use of Facilities**

Board of Education and administration discussed the use of facilities according to the attached list dated December 19, 2017.

*Strategic Plan Goal 5: Finances, Objective 2*

**Twp of Ocean BOE Work Meeting Minutes (continued) – December 19, 2017**

**2. Discussion: Additional Use of Facilities**

Board of Education and administration discussed an additional use of facilities according to the attached list dated December 19, 2017.

*Strategic Plan Goal 5: Finances, Objective 2*

**INSTRUCTION & EDUCATION: Dr. Marshall**

The following item(s) were discussed:

**1. Discussion: Professional Development Activities – Staf**

Board of Education and Administration discussed the attached memorandum dated December 15, 2017 re: Staff Professional Development Activities in accordance with District Policy 6471 and NJAC 6A:23B. The attendance at said activities is fiscally prudent and will promote the delivery of instruction and/or will further the efficient operation of the district.

Reimbursement for travel and related expenses shall be according to the Department of the Treasury guidelines in NJOMB circular 06-02 and A-87.

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

**2. Discussion: Participation Agreement for the 2017-2018 School Year**

Board of Education and Administration discussed an agreement with the Arts & Education Center for high school students, grades 9-12 and intermediate students, grades 6-8 to participate, during the 2017-2018 school year, in a program sponsored by the Monmouth County Arts High and Middle School. The program for high school students will run for 14-weeks during the period of January 2018 – May 2018 at a cost of \$845.00 per student. The program for intermediate students will run 12-weeks during the period of February 2018 – May 2018 at a cost of \$830.00 per student. Student costs include round-trip transportation. Attached is a copy of the participation agreement.

**3. Discussion: Curriculum for the 2017-2018 School Year**

Board of Education and Administration discussed curriculum for the 2017-2018 school year in accordance with the attached memorandum dated December 15, 2017. As noted in the memorandum, “there is no change to the units of study, only the standards to which they align have changed,” (all curricula has been posted, for your review, on the district website under the Board Members’ link).

**4. Discussion: Curriculum for the 2017-2018 School Year**

Board of Education and Administration discussed curriculum for the 2017-2018 school year in accordance with the attached memorandum dated December 15, 2017. As noted in the memorandum, “there is no change to the units of study; only the standards to which they align have changed.”

**5. Discussion: Student Observer**

Board of Education and Administration discussed a student observer for the 2017-2018 school year in accordance with the attached memorandum dated December 18, 2017.

**LEGISLATIVE:** No Report

**NEGOTIATIONS:** No Report

**PERSONNEL:** Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: Unpaid Leave of Absence**

Board of Education and Administration discussed the request of Polette Sanchez, Instructional Assistant (part-time), Ocean Township High School to take an unpaid leave of absence, beginning at the conclusion of her eligible sick leave, February 6, 2018 through March 23, 2018. Mrs. Sanchez's last day of work will be January 19, 2018.

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

Board of Education and Administration discussed the request of Polette Sanchez, Instructional Assistant (part-time), Ocean Township High School to take an unpaid family leave of absence, as designated under FMLA and NJFLA, beginning March 26, 2018 through May 31, 2018 (9-weeks). Mrs. Sanchez is expected to return to work on June 1, 2018.

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

Board of Education and Administration discussed the request of Anthony Dudick, Instructional Assistant/Bus Aide, Transportation Department to take an unpaid family leave of absence, as designated under FMLA, beginning at the conclusion of his eligible sick leave, December 20, 2017 through January 5, 2018 (2 weeks). Mr. Dudick is expected to return to work on January 8, 2018.

4. **Discussion: Unpaid Leave of Absence**

Board of Education and Administration discussed the request of Hayley Stamos, Special Education Teacher, Ocean Township High School to take an unpaid leave of absence, with the continuation of benefits, December 18, 2017 through March 16, 2018. Ms. Stamos is expected to return to work on Monday, March 19, 2018. (With the continuation of benefits, Ms. Stamos would be responsible for paying the appropriate contribution towards her health insurance coverage. Ms. Stamos is currently out on an unpaid family leave of absence. The Board approved unpaid family leave began on September 26, 2017 and will end on December 15, 2017.)

5. **Discussion: Resignation**

Board of Education and Administration discussed the resignation of Nicholas J. Bock, Computer Technician/Level I, effective February 9, 2018.

6. **Discussion: Revised Contract**

Board of Education and Administration discussed issuing a revised contract to the following employee:

James Cazeau	Custodian I	*\$35,895.00
	Ocean Township High School	Prorated
	Non-Tenure Track Position	
	Effective Date: Retro to October 1, 2017	

(\*This is a revision to salary as a result of being issued a black seal license. Stipend for the black seal is reflected in the salary noted above.)

7. **Discussion: Issuance of Contracts**

## **Twp of Ocean BOE Work Meeting Minutes (continued) – December 19, 2017**

Board of Education and Administration discussed issuing contracts to the following:

### **To fill vacancy, non-tenure track positions:**

Tina Onderdonk	Bus Driver	\$21,859.00
	Transportation Department	Hourly/Step 1
	Non-Tenure Track Position	Prorated
	Actual Start Date: January 2, 2018	
	Effective Date: January 1, 2018	

(Ms. Onderdonk replaces Linda Coakley who retired .)

Robin Sanderson	Bus Driver	\$21,859.00
	Transportation Department	Hourly/Step 1
	Non-Tenure Track Position	Prorated
	Actual Start Date: January 2, 2018	
	Effective Date: January 1, 2018	

(Ms. Sanderson replaces Pamela Larsen who retired .)

### **8. Discussion: Advisor – Wayside Elementary School Art Club**

Board of Education and Administration discussed hiring, for the 2017-2018 school year, Ms. Kimberly Gifford as an Advisor for the Wayside Elementary School Art Club. Ms. Gifford will receive a \$500.00 stipend, prorated.

### **9. Discussion: Issuance of Contract**

Board of Education and Administration discussed issuing a contract to the following:

#### **To fill a vacancy position:**

Daniella Parisi	Social Studies Teacher	\$54,615.00
	Ocean Township High School	BA/Step 1
	Actual Start and Effective Dates: Pending release	Prorated
	from current employer and criminal history background	
	check.	

(Ms. Parisi replaces John Kinzel who resigned.)

### **10. Discussion: Deny -Request for Days from the Sick/Personal Leave Bank (Non-Work Related)**

Board of Education and Administration discussed to deny the request of employee number 6721 to use days from the Sick/Personal Leave Bank (non-work related).

### **11. Discussion: Revision to an Unpaid Family Leave of Absence**

Board of Education and Administration discussed a revision to an unpaid family leave of absence, as designated under FMLA, for Connie Schneider, Instructional Assistant, Township of Ocean Intermediate School. Mrs. Schneider's unpaid family leave will be taken during the period of January 2, 2018 and January 19, 2018 (3weeks). Mrs. Schneider's last day of work was September 12, 2017. She is expected to return to work on January 22, 2018. (Mrs. Schneider's original request for an unpaid family leave was approved at the regular monthly meeting held on October 17, 2017, for the period of October 30, 2017 – January 26, 2018.)

### **12. Discussion: Revision to an Unpaid Family Leave of Absence**

**Twp of Ocean BOE Work Meeting Minutes (continued) – December 19, 2017**

Board of Education and Administration discussed a revision to an unpaid family leave of absence, as designated under FMLA and NJFLA, for Kathel Willms, Instructional Assistant, Ocean Township High School. The revision will reflect a change to her last day of work, which will be March 6, 2018. (Mrs. Willms' request to take an unpaid family leave of absence was discussed at the work meeting held on December 12, 2017, with her last day of work being March 1, 2018.)

**13. Discussion: Eliminating Day Custodian-In-Charge Stipend at the High School and Intermediate School**

Board of Education and Administration discussed eliminating the Day Custodian-In-Charge Stipend at both the Ocean Township High School and the Township of Ocean Intermediate School, effective January 1, 2018.

**14. Discussion: Eliminating the Dual Position of Head Custodian at the High School and Intermediate School**

Board of Education and Administration discussed eliminating the dual position of Head Custodian at both the Ocean Township High School and the Township of Ocean Intermediate School, effective January 1, 2018.

**15. Discussion: Revised Contracts**

Board of Education and Administration discussed issuing revised contracts to the following employees, effective January 1, 2018:

John Fornicola	From: Head Custodian Ocean Township High School and Township of Ocean Intermediate School	
	To: Head Custodian	*\$66,500.00
	Township of Ocean Intermediate School	Non-Represented Prorated

(This is a revision in job title and salary. Mr. Fornicola is currently the Head Custodian at both the Ocean Township High School and the Township of Ocean Intermediate School.  
\*Salary revision reflects a decrease in salary as a result of the loss of the dual head custodian stipend.)

Craig Matthews	From: Day Custodian-In-Charge Ocean Township High School	
	To: Head Custodian	*\$64,000.00
	Ocean Township High School	Non-Represented Prorated

(\*This is a change in salary and job title. Salary reflected above is increased as a result of the Head Custodian title.)

Annie Varga	From: Day Custodian-In-Charge Township of Ocean Intermediate School	*\$34,595.00 Prorated
	To: Custodian I – Day Shift Township of Ocean Intermediate School	

(\*This is a change in salary and job title. There is a decrease in salary resulting in the loss

**Twp of Ocean BOE Work Meeting Minutes (continued) – December 19, 2017**

of the in-charge stipend.)

**PLANNING & CONSTRUCTION:** No Report

**TECHNOLOGY COMMITTEE:** No Report

**OLD BUSINESS:**

- The Board of Education thanked Mr. Dietrich for his service as President and thanked Sodexo for the ‘Serving Up Smiles’ program at the district schools.

**NEW BUSINESS:** None

**PUBLIC COMMENT:** None

**ADJOURN MEETING: 7:56 p.m.**

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

Respectfully submitted,

  
Kenneth Jannarone  
School Business Administrator/Board Secretary



**MINUTES OF THE REGULAR MONTHLY MEETING  
TOWNSHIP OF OCEAN BOARD OF EDUCATION  
December 19, 2017**

**CALL TO ORDER**

The Board President, James Dietrich, called the Regular Monthly Meeting of the Township of Ocean Board of Education to order at 8:00 p.m. in the auditorium of the School District's Administration Building.

**STATEMENT OF NOTICE**

Adequate notice of the meeting to be held by the Township of Ocean Board of Education on Tuesday, January 17, 2017 at 8:00 p.m. has been provided in accordance with the requirements of Chapter 231, Public Laws, 1975.

1. Notice of the meeting was posted on the bulletin board in the lobby of the Administration Building, 163 Monmouth Road, Oakhurst, New Jersey, all Ocean Township District Schools and Transportation, and the School District Website [www.oceanschools.org](http://www.oceanschools.org) on January 4, 2017.
2. Notice of the meeting was transmitted to the Asbury Park Press on January 6, 2017 and The New Coaster Newspapers on January 6, 2017.
3. Notice of the meeting was filed with the Municipal Clerk, Township of Ocean and the Municipal Clerk, Village of Loch Arbour on January 4, 2017.

**ROLL CALL**

The following members were 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 and Mr. John Stuppi was absent.

**PRESIDENT'S REPORT** – No Report

**STUDENT REPRESENTATIVES:** Ms. Emily Dorony & Ms. Jessica Weinstein

Ms. Jessica Weinstein sat in for Ms. Lila Rice. The student reps reported on the following:

- OTHS Play: Alice in Wonderland was a success.
- Discussed the records of the Winter Sports.
- Discussed many other clubs and the activities that were going on.

**SUPERINTENDENT'S REPORT** – Dr. Stefankiewicz

Dr. Stefankiewicz introduced Mr. Greg Colon, DECA Advisor, who introduced, Isaac Greenspan, Grade 12, Chapter Vice President of Finance and Henry Ramirez, Grade 11, Chapter Member on their outstanding performance at the DECA 2017 Virtual Business™ Challenge, an online simulation. They placed 3<sup>rd</sup> in the USA and Canada Division and 2<sup>nd</sup> in the Northeast Region, and qualify to compete in the DECA International Career Development Conference to be held April 2018, in Atlanta GA.

.....

Mrs. Gina Hagerman, Asst. OTHS Principal and Mr. Greg Colon gave an update on the Spartan School of Business and Finance.

**PUBLIC COMMENTS-AGENDA:** None

**APPROVAL OF BILLS:** Mrs. McGovern

Mrs. McGovern made a motion, seconded by Mr. Palutis, for approval of the following paid items:

1. **APPROVAL OF BILLS**

Move for the approval of the following paid items:

Bills List	December 19, 2017	3,783,963.49
Payroll	November 30, 2017	2,051,963.14
Employer FICA & DCRP	November 30, 2017	38,597.61
Payroll	December 15, 2017	2,157,828.39
Employer FICA & DCRP	December 15, 2017	<u>47,688.41</u>
	Total	<u>\$8,080,041.04</u>

Motion(s) carried: 8-0

**COMMITTEE REPORTS:**

**COMMUNITY LIAISON & CO-CURRICULAR STUDENT ACTIVITIES:** Mrs. Fuller

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

1. **Policies and Regulations**

Move to approve revisions to the following policies/regulations:

Policy 1320 – Duties of School Business Administrator/Board Secretary  
Policy 7510 – Use of School Facilities  
Regulation 7510 – Use of School Facilities

2. **Approval of Minutes**

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

Work Meeting/Executive Session Minutes – December 12, 2017

*Strategic Plan Goal 6: Community Outreach*

3. **HIB Report**

The Board of Education affirms the following Harassment, Intimidation, and Bullying (HIB) Incident Summary Report for the 2017-2018 school year. The report was previously provided to the Board by the Superintendent of Schools. The Board has reviewed the report and affirms the Superintendent’s decision.

HIB Report # 1 – Presented December 12, 2017  
HIB Report # 2 – Presented December 19, 2017

4. **“A Uniform State Memorandum of Agreement”**

Move to approve the update to “A Uniform State Memorandum of Agreement” between the Township of Ocean Board of Education and the Township of Ocean Police Department for the 2017-2018 school year. The signed agreement will be submitted to the County Superintendent of

Schools and the Monmouth County Prosecutor’s Office pending approval by the Board.

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

Motion(s) for item(s): 8-0

**FINANCIAL MANAGEMENT & RESOURCE SERVICES:** Mrs. McGovern  
Mrs. McGovern made a motion, seconded by Mrs. Parlamas, for approval of the following item(s):

- 1. **Acceptance and Certification of Monthly Financial Reports**  
*The following resolution certifies that budget balances at the end of November were adequate to pay all remaining obligations of the 2017-2018 school year and that account groupings required by the State have adequate balances. The Board is also certifying that the independent reports of the Treasurer and the Business Office are in agreement.*

**RESOLUTION**  
Pursuant to N.J.A.C. 6:20-2.12 (d), the Township of Ocean Board of Education accepts the Board Secretary/School Business Administrator's Certification as of November 30, 2017, that no budgetary appropriations account has obligations and payments which in total exceed the amount appropriated by the Township of Ocean Board of Education; and

Pursuant to N.J.A.C. 6:20-2.12 (e), we the members of the Township of Ocean Board of Education, of the County of Monmouth, after having reviewed the REPORT OF THE SECRETARY, and upon consultation with the appropriate officials, certify that as of November 30, 2017, it is to the best of our knowledge that no major account or fund has been over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year; and

The Township of Ocean Board of Education hereby accepts the Board Secretary's Report and Treasurer of School Monies Report, which said reports are in agreement for the month ending November 30, 2017.

*Strategic Plan Goal 5: Finances*

- 2. **Transfers**  
*The following motion is to transfer monies from one account in the budget to another and provide the adequate balances referred to in the first motion.*

Move for approval of the attached RESOLUTION dated, November 30, 2017 covering APPROPRIATION TRANSFERS in the 2017-2018 GENERAL FUND 10; said transfers shall result in no change in the total original Appropriations.

- 3. **Security Drill Reports for November 2017:**  
**Fire Drill**  
Ocean Township High School ----- November 21, 2017  
Twp. of Ocean Intermediate School ----- November 3, 2017  
Ocean Township Elementary School. ----- November 3, 2017  
Wanamassa Elementary School ..... November 3, 2017  
Wayside Elementary School ----- November 25, 2017

**Bus Evacuation Drill**

Ocean Township High School.....	November 6, 2017
Wanamassa Elementary School... ..	November 6, 2017
Ocean Township Elementary School... ..	November 6, 2017
Wayside Elementary School.....	November 6, 2017
Twp. of Ocean Intermediate School.....	November 6, 2017

4. **Federal Work-Study Program**

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

*Strategic Plan Goal 6: Community Outreach*

5. **Tuition Contract**

Move to approve a tuition contract with Asbury Park School District for MVE (McKinney Vento Eligible), homeless, children attending Township of Ocean schools.

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

6. **Tuition Contract**

Move to approve the following tuition contract for an MVE (McKinney Vento Eligible), homeless, Township of Ocean student attending Berkeley Township schools.

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

7. **Cafeteria 125 Plan - Health (FSA)**

Move to approve the annual approval of the school district Cafeteria 125 plan per IRS regulations. The plan also allows employees to carry-over of up to \$500 of unused balances to the next year with a total contribution limit of \$2,650.

8. **Accidental and Personal Indemnity Insurance Policy**

Move to approve the following companies to provide optional accidental and personal sickness indemnity and life insurance policy coverage for all District employees at their own expense for the calendar year 2018.

AFLAC

Allstate Insurance

Legacy Benefits Group

9. **Approval of Tax Sheltered Annuity (403b)/Section 529 College Savings Plan Companies and Section 457 Plans**

Move to approve the following companies and standard sharing and hold harmless agreements per IRS regulations, to provide Tax Sheltered Annuity (403b), Section 529 College Savings Services,

and Section 457 Plans to all district employees for calendar year 2018 with Omni Group serving as the 3<sup>rd</sup> party administrator.

AXA Equitable  
Ameriprise  
Lincoln Investment

VOYA Annuities  
Variable Annuity Life Insurance Company (VALIC)  
National Life Group

Metropolitan Life  
Aspire

10. **Discussion: Use of Facilities**

Board of Education and administration will discuss the use of facilities according to the attached list dated December 19, 2017.

*Strategic Plan Goal 5: Finances, Objective 2*

Motion(s) carried: 8-0 (Dr. Marshall recused himself on item #4)

**INSTRUCTION & EDUCATION:** Dr. Marshall

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

1. **Awarding of Honors Credit to Students Taking Dual Credit Courses**

Move to approve awarding honors credit to Ocean Township High School students for each dual credit course they successfully complete in accordance with the attached memorandum dated November 30, 2017.

*Strategic Plan Goal 1: Student Success, Objective 2, Activity 10*

2. **Alternate Placement – Out of District**

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

3. **Extension to School Counseling Internship**

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

4. **Professional Development Activities – Staff**

Move to approve the attached memorandum dated December 15, 2017 re: Staff Professional Development Activities in accordance with District Policy 6471 and NJAC 6A:23B. The attendance at said activities is fiscally prudent and will promote the delivery of instruction and/or will further the efficient operation of the district.

Reimbursement for travel and related expenses shall be according to the Department of the Treasury guidelines in NJOMB circular 06-02 and A-87.

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

5. **Participation Agreement for the 2017-2018 School Year**

Move to approve an agreement with the Arts & Education Center for high school students, grades 9-12 and intermediate students, grades 6-8 to participate, during the 2017-2018 school year, in a program sponsored by the Monmouth County Arts High and Middle School. The program for high school students will run for 14-weeks during the period of January 2018 – May 2018 at a cost of \$845.00 per student. The program for intermediate students will run 12-weeks during the period of February 2018 – May 2018 at a cost of \$830.00 per student. Student costs include round- trip transportation. Attached is a copy of the participation agreement.

6. **Curriculum for the 2017-2018 School Year**

Move to approve curriculum, for the 2017-2018 school, year in accordance with the attached memorandums (2) dated December 15, 2017. As noted in the memorandums, “there is no change to the units of study, only the standards to which they align have changed.”

7. **Student Observer**

Move to approve a student observer for the 2017-2018 school year in accordance with the attached memorandum dated December 18, 2017.

Motion(s) carried: 8-0 (Dr. Marshall recused himself on item #3)

**LEGISLATIVE:** No Report

**NEGOTIATIONS:** No Report

**PERSONNEL:** Mrs. Parlamas

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

1. **Retirement**

Move to approve the retirement of Marcia Hanke, Health and Physical Education Teacher, Township of Ocean Intermediate School effective February 1, 2018.

2. **Resignation**

Move to approve the resignation of Nicholas J. Bock, Computer Technician/Level I, effective February 9, 2018.

3. **Revisions to Job Descriptions**

Move to approve revisions to the following job descriptions, copies are attached:

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

4. **Unpaid Leave of Absence**

Move to approve an unpaid leave of absence, with the continuation of benefits, for Lauren Garofalo, Elementary Teacher, Ocean Township Elementary School during the period of February 5, 2018 through June 30, 2018. Mrs. Garofalo is expected to return to work September 1, 2018. While out on an unpaid leave of absence, Mrs. Garofalo will be responsible for paying the appropriate contribution towards her health insurance coverage. (Mrs. Garofalo is currently out on an unpaid family leave of absence. The Board approved unpaid family leave began on November 3, 2017 and will end on February 2, 2018.)

5. **Unpaid Leave of Absence**

Move to approve an unpaid leave of absence, with the continuation of benefits, for Hayley Stamos, Special Education Teacher, Ocean Township High School, December 18, 2017 through March 16, 2018. Ms. Stamos is expected to return to work on Monday, March 19, 2018. While out on the unpaid leave of absence, Ms. Stamos will be responsible for paying the appropriate contribution towards her health insurance coverage. (Ms. Stamos is currently out on an unpaid family leave of absence. The Board approved unpaid family leave began on September 26, 2017 and will end on December 15, 2017.)

6. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence, as designated under FMLA and NJFLA, for Katie McConnell, Science Teacher, Ocean Township High School, beginning at the conclusion of her eligible sick leave, approximately April 23, 2018 and continuing for a period of nine (9) weeks. Mrs. McConnell's last day of work will be March 16, 2018. She is expected to return to work on September 1, 2018. While out on an unpaid family leave of absence, Mrs. McConnell will be responsible for paying the appropriate contribution towards her health insurance coverage.

7. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence, as designated under FMLA, for Anthony Dudick, Instructional Assistant/Bus Aide, Transportation Department beginning at the conclusion of his eligible sick leave, December 20, 2017 through January 5, 2018 (2 weeks). Mr. Dudick is expected to return to work on January 8, 2018.

8. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence, as designated under FMLA and NJFLA, for Kathel Willms, Instructional Assistant, Ocean Township High School, beginning at the conclusion of her eligible sick leave, approximately April 16, 2018 and continuing for a period of 10 weeks. Mrs. Willms' last day of work will be March 6, 2018. She is expected to return to work September 1, 2018. While out on an unpaid family leave of absence, Mrs. Willms' will be responsible for paying the appropriate contribution towards her health insurance coverage.

9. **Unpaid Leave of Absence**

Move to approve an unpaid leave of absence for Polette Sanchez, Instructional Assistant (part-time), Ocean Township High School, beginning at the conclusion of her eligible sick leave, February 6, 2018 through March 23, 2018. Mrs. Sanchez's last day of work will be January 19, 2018.

10. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence, as designated under FMLA and NJFLA, for Polette Sanchez, Instructional Assistant (part-time), Ocean Township High School, beginning March 26, 2018 through May 31, 2018 (9-weeks). Mrs. Sanchez is expected to return to work on June 1, 2018.

11. **Revised Contract**

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

James Cazeau	Custodian I	*\$35,895.00
	Ocean Township High School	Prorated
	Non-Tenure Track Position	
	Effective Date: Retro to October 1, 2017	

(\*This is a revision to salary as a result of being issued a black seal license. Stipend for the black seal is reflected in the salary noted above.)

12. **Issuance of Contracts**

Move to approve that contracts be issued to the following:

**To fill vacancy, non-tenure track positions:**

Tina Onderdonk	Bus Driver	\$21,859.00
	Transportation Department	Hourly/Step 1
	Non-Tenure Track Position	Prorated
	Actual Start Date: January 2, 2018	
	Effective Date: January 1, 2018	

(Ms. Onderdonk replaces Linda Coakley who retired .)

Robin Sanderson	Bus Driver	\$21,859.00
	Transportation Department	Hourly/Step 1
	Non-Tenure Track Position	Prorated
	Actual Start Date: January 2, 2018	
	Effective Date: January 1, 2018	

(Ms. Sanderson replaces Pamela Larsen who retired .)

**To fill a vacancy position:**

Daniella Parisi	Social Studies Teacher	\$54,615.00
	Ocean Township High School	BA/Step 1
	Actual Start and Effective Dates: Pending	Prorated
	release from current employer and criminal	
	history background check.	

(Ms. Parisi replaces John Kinzel who resigned.)

13. **Advisor – Wayside Elementary School Art Club**

Move to approve, for the 2017-2018 school year, Ms. Kimberly Gifford as an Advisor for the Wayside Elementary School Art Club. Ms. Gifford will receive a \$500.00 stipend, prorated.

14. **Deny -Request for Days from the Sick/Personal Leave Bank (Non-Work Related)**

Move to deny the request of employee number 6721 to use days from the Sick/Personal Leave Bank (non-work related).



15. **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 Connie Schneider, Instructional Assistant, Township of Ocean Intermediate School. Mrs. Schneider's unpaid family leave will be taken during the period of January 2, 2018 and January 19, 2018 (3 weeks). Mrs. Schneider's last day of work was September 12, 2017. She is expected to return to work on January 22, 2018. (Mrs. Schneider's original request for an unpaid family leave was approved at the regular monthly meeting held on October 17, 2017, for the period of October 30, 2017 – January 26, 2018.)

16. **Revision to an Unpaid Family Leave of Absence**

Move to approve a revision to an unpaid family leave of absence, as designated under FMLA and NJFLA, for Kathel Willms, Instructional Assistant, Ocean Township High School. The revision will reflect a change to her last day of work, which will be March 6, 2018. (Mrs. Willms' request to take an unpaid family leave of absence was discussed at the work meeting held on December 12, 2017, with her last day of work being March 1, 2018.)

17. **Eliminating Day Custodian-In-Charge Stipend at the High School and Intermediate School**

Move to eliminate the Day Custodian-In-Charge Stipend at both the Ocean Township High School and the Township of Ocean Intermediate School, effective January 1, 2018.

18. **Eliminating the Dual Position of Head Custodian at the High School and Intermediate School**

Move to eliminate the dual position of Head Custodian at both the Ocean Township High School and the Township of Ocean Intermediate School, effective January 1, 2018.

19. **Revised Contracts**

Move to approve that revised contracts be issued to the following employees, effective January 1, 2018:

John Fornicola	From: Head Custodian Ocean Township High School and Township of Ocean Intermediate School	
	To: Head Custodian	*\$66,500.00
	Township of Ocean Intermediate School	Non-Represented Prorated

(This is a revision in job title and salary. Mr. Fornicola is currently the Head Custodian at both the Ocean Township High School and the Township of Ocean Intermediate School.

\*Salary revision reflects a decrease in salary as a result of the loss of the dual head custodian stipend.)

Craig Matthews	From: Day Custodian-In-Charge Ocean Township High School	
	To: Head Custodian	*\$64,000.00
	Ocean Township High School	Non-Represented Prorated

(\*This is a change in salary and job title. Salary reflected above is increased as a result of the Head Custodian title.)

Annie Varga      From: Day Custodian-In-Charge      \*\$34,595.00  
                                 Township of Ocean Intermediate School      Prorated  
                                 To: Custodian I – Day Shift  
                                 Township of Ocean Intermediate School  
(\*This is a change in salary and job title. There is a decrease in salary resulting in the loss  
of the in-charge stipend.)

Motion(s) carried: 8-0

**PLANNING & CONSTRUCTION:** Mr. Palutis

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

1. **Referendum Sound System Award**

Move to approve the award of custom sound system for Ocean Township High School and Black Box Theater utilizing the ESCNJ Co-Op #65 MCESCCPS, Bid #MRESC 17/18-19, Cooperative Purchasing Contract to the following:

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

Motion(s) carried: 8-0

**TECHNOLOGY:** Mr. Hadden

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

1. **Paperless Board of Education Meetings Software**

Move to approve Board DOC LT Software to provide paperless Board of Education meetings as per the attached proposal in the amount of \$2,700 annually, with a \$500 2 day on-site training fee.

2. **Paperless Board of Education Meetings Chromebooks**

Move to authorize the distribution of repurposed Chromebooks from existing inventory to each Board of Education member. The Chromebooks will be used for district business regarding district agendas, minutes and other district information.

**Note:** The approval of paperless Board of Education meetings software and Chromebooks from existing inventory will increase accessibility, efficiencies and capabilities of both the Board of Education members and the public to search historical minutes. In addition, the costs will be recovered due to the reduction in copy paper, toner and copier machine costs.

Motion(s) carried: 8-0

**OLD BUSINESS:** None

**NEW BUSINESS:**

- All of the Board of Education members thanked Mr. Dietrich for being President of the Board this past year and his leadership and accomplishments.
- Mr. Dietrich thanked the Board of Education and especially Mr. Palutis, as the Vice-President, for

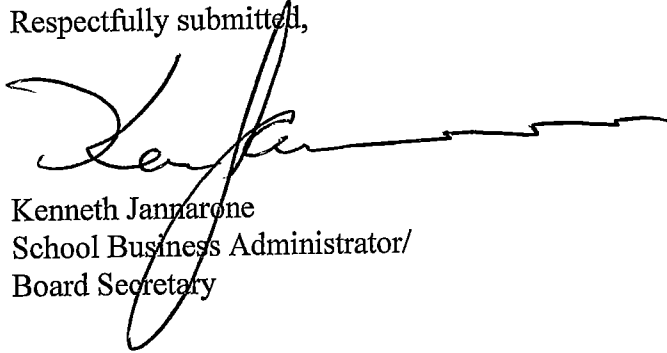
the work and support he provided over the past year.

**PUBLIC COMMENTS:** None

**ADJOURNMENT:** 9:02 p.m.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Ken Janmarone', with a long horizontal flourish extending to the right.

Kenneth Janmarone  
School Business Administrator/  
Board Secretary

**MINUTES OF THE ANNUAL REORGANIZATION MEETING  
TOWNSHIP OF OCEAN BOARD OF EDUCATION  
January 2, 2018**

**CALL TO ORDER**

The Board Secretary, Mr. Kenneth Jannarone, called the Annual Reorganization Meeting of the Township of Ocean Board of Education to order at 8:00 p.m. in the auditorium of the School District's Administration Building.

**STATEMENT OF NOTICE**

Adequate notice of the meeting to be held by the Township of Ocean Board of Education on Tuesday, January 2, 2018 at 8:00 p.m. has been provided in accordance with the requirements of Chapter 231, Public Laws, 1975.

1. Notice of the meeting was posted on the bulletin board in the lobby of the Administration Building, 163 Monmouth Road, Oakhurst, New Jersey, all Ocean Township District Schools and Transportation, and the School District Website [www.oceanschools.org](http://www.oceanschools.org) on January 3, 2018.
2. Notice of the meeting was transmitted to the Asbury Park Press on January 3, 2018 and The New Coaster Newspapers on January 3, 2018.
3. Notice of the meeting was filed with the Municipal Clerk, Township of Ocean and the Municipal Clerk, Village of Loch Arbour on January 3, 2018.

**REORGANIZATION**

Mr. Kenneth Jannarone, Board Secretary, presided over the annual reorganization meeting until the new Board of Education President was elected. Mr. Jannarone welcomed everyone attending the meeting.

1. **REPORT ON THE ANNUAL SCHOOL ELECTION**

The OFFICIAL results of the Annual School Election held, for the Township of Ocean on November 7, 2017. The results of the election, per certification from the Monmouth County Board of Elections, are as follows:

**FOR MEMBERS OF THE BOARD OF EDUCATION FOR THREE (3) YEAR TERMS**

Joseph Hadden .....	4,281*
James Dietrich.....	4,216*
Dr. David Marshall .....	4,202*
(Write-Ins).....	68

\*Successfully elected to a seat on the Board of Education

2. **Oath of Office: Swearing in of Newly Elected Members by the Board Secretary**

Mr. Jannarone administered the Oaths of Office to two (2) of the three (3) incumbents, re-elected, Mr. Joseph Hadden, Mr. James Dietrich and Dr. David Marshall, for 3 year terms on the Board of Education. Dr. Marshall was not in attendance and will be sworn in at a future meeting.

Minutes of the Annual Reorganization Meeting – January 2, 2018 Continued:

Joseph Hadden	Full 3 Year Term	Re-Election November 2020
James Dietrich	Full 3 Year Term	Re-Election November 2020
Dr. David Marshall	Full 3 Year Term	Re-Election November 2020

3. **ROLL CALL OF ATTENDANCE**

The following members were present: Mr. Steven Clayton, Mr. James Dietrich, Mrs. Janice Fuller, Mr. Joseph Hadden, Mrs. Amy McGovern, Mr. Michael Palutis, Mrs. Denise Parlamas and Mr. John Stuppi. Mr. David Marshall was absent.

4. **Board Members November Re-Election Dates**

Steven Clayton .....	2018
Michael Palutis.....	2018
Denise Parlamas.....	2018
Janice Fuller – ( <i>Appointed</i> ) .....	2018
Amy McGovern .....	2019
John Stuppi .....	2019

5. **Election of Board President**

Mr. Jannarone opened the floor for nominations for Board President.

A. **Nominating Motions** Mr. Michael Palutis was nominated by Mr. Dietrich.

B. **Consent of the Nominees**

Board Secretary asked for consent of Nominee: Mr. Palutis answered yes.

C. **Closing of Nominations & Vote on Nominations**

Seeing no other, nominations were closed.

Mrs. Parlamas made a motion, seconded by Mrs. McGovern for nomination of President.

Motion(s) carried: 8-0 To elect Mr. Palutis as Board of Education President

6. **New President Assumes Chair**

Mr. Palutis thanked the Board of Education for their confidence in him and he then conducted the election of the Vice President.

7. **Election of Board Vice President**

Mr. Palutis opened the floor for nominations for vice president.

A. **Nominating Motions** Mrs. Denise Parlamas was nominated by Mr. Dietrich.

B. **Consent of the Nominees**

Mr. Palutis, President, asked for consent of Nominee (Board Vice President)  
Mrs. Parlamas answered yes.

C. **Closing of Nominations & Vote on Nominations**

Seeing no other, the President closed nominations

Mr. Dietrich made a motion, seconded by Mr. Clayton for nomination of Vice President:

Motion(s) carried: 8-0 To elect Mrs. Parlamas as Vice President

**PUBLIC COMMENT** (Agenda items only): None

**BOARD AS A WHOLE:**

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

1. **Notice of Open Public Meetings**

Resolved that, in compliance with the guidelines of the Open Public Meetings Act, Chapter 231 of the Public Laws, 1975, the Township of Ocean Board of Education hereby gives annual notice that until the next reorganization meeting which will be held in the auditorium of the School District Administration Building at 8:00 pm on Tuesday, January 8, 2019 or until further notice is given that:

**Section 1.** The Regular Public Monthly Meetings of the Board are to be held every month in the auditorium of the School District Administration Building, 163 Monmouth Road, Oakhurst, NJ at 8:00 p.m. as follows:

Tuesday, January 23, 2018  
Tuesday, February 20, 2018  
Tuesday, March 20, 2018  
Tuesday, April 17, 2018  
Tuesday, May 22, 2018  
Tuesday, June 19, 2018

Tuesday, July 24, 2018  
Tuesday, August 28, 2018  
Tuesday, September 25, 2018  
Tuesday, October 16, 2018  
Tuesday, November 27, 2018  
Tuesday, December 18, 2018

The public Work Meetings are to be held on following Tuesday's: January 9, 16, February 6, 13, 27, March 6, 13, April 10, 24, May 8, 15, June 5, 12, July 10, August 7, 21, September 4, October 2, 9, 30, November 13, and December 4, 11, 2018 in the auditorium of the School District Administration Building, except for work sessions held before a regular public meeting, these will be held in the Superintendent's Office of the School District Administration Building, 163 Monmouth Road, Oakhurst, NJ at 7:30 p.m. Executive closed session will begin at 7:00 p.m. until approximately 7:30 p.m

**Section 2.** The annual notice for Township of Ocean Board of Education meetings will be published in the Coaster, and the Asbury Park Press, and will be filed with the Municipal Clerk, Township of Ocean and on the district website [www.oceanschools.org](http://www.oceanschools.org).

**Section 3.** The President of the Board will announce and have placed in the minutes of each meeting a statement indicating that the notice requirement of the law has been satisfied stating the time, place and manner in which the required notice was provided.

**Section 4.** Only emergency meetings as defined by law may be held without complying with the notice requirements of the law.

**Section 5.** The Township of Ocean Board of Education will hold closed meetings only to discuss those matters, which are specifically exempt from the law. Primarily, these closed portions of meetings will involve personnel matters and material, which would constitute an

Minutes of the Annual Reorganization Meeting – January 2, 2018 Continued:

unwarranted invasion of an individual's privacy. Only the twelve types of material listed in the law will be discussed or acted upon in private.

**Section 6.** Before going into closed session, the Board will adopt a resolution indicating the specific nature of the subject to be discussed in the closed session, the estimated duration of the session and if and when that discussion can be disclosed to the public

**Section 7.** Appropriate minutes will be kept of all meetings including the time and place for the meeting, members present, method of notice of the meeting and the subjects considered. Minutes will be available for public inspection except items, which are specifically exempt from disclosure by law.

**Section 8.** The public's participation in work meetings is welcome and action may be taken.

**Section 9.** This resolution shall take effect immediately.

Motion(s) carried: 8-0

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

2. **Bank Depositories/Authorized Signatures for the 2018 Year**

Move to approve the following banks be appointed as official depositories for school district funds for 2018, and that fund withdrawal authorization is to be granted by signature of those persons heretofore elected, appointed, and/or designated to the Offices of Board President, Board Vice-President (in the absence of the President), School Business Administrator/Board Secretary, Assistant School Business Administrator and/or Treasurer of School Monies.

Account	Bank/Primary	Authorized Signatories
a. For Custodial Accounts	Santander Bank	1, 2, 3
For Custodial Accounts	Investors Bank	1, 2, 3
b. For Payroll	Santander Bank	2
For Payroll	Investors Bank	2
c. For Payroll Agency	Santander Bank	2
For Payroll Agency	Investors Bank	2
d. For Investments	Santander Bank	1 or 4
	Investors Bank	
	Morgan Stanley	
	N.J./ARM	
	N.J. State Cash Management Fund	
e. For Student Accounts	Santander Bank	1 or 4
For Student Accounts	Investors Bank	1 or 4
f. For Athletic Fund	Santander Bank	1 or 4
For Athletic Fund	Investors Bank	1 or 4
g. For Cafeteria Fund	Santander Bank	1 or 4
For Cafeteria Fund	Investors Bank	1 or 4
h. For Lease Escrows	TD Bank	1 or 4

**\*Key Authorized Signatories:**

1. School Business Administrator/Board Secretary
2. Treasurer of School Monies

Minutes of the Annual Reorganization Meeting – January 2, 2018 Continued:

3. Board President
4. Assistant School Business Administrator/Asst. Board Secretary

Motion(s) carried: 8-0

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

3. **Annual Renewal and Approval of all Official Bylaws and Board Policies and Regulations**  
Move for the renewal and approval of all the official Board of Education Bylaws and Policies of the Township of Ocean School District and as per the detailed policies currently found in the Township of Ocean Official Policy Manuals, which are on file and available for public review and inspection in every school building in the district, in the School District Administration Building at 163 Monmouth Road, Oakhurst, NJ, and on the district website: [www.oceanschools.org](http://www.oceanschools.org).

Motion(s) carried: 8-0

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

4. **Parliamentary Procedure**  
Move that the Board of Education adopt Robert's Rules of Order (Newly Revised) as the official parliamentary procedure manual to conduct Board of Education meetings for the 2018 year, except where modified by board bylaws and/or policy.

Motion(s) carried: 8-0

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

5. **Official Newspapers**  
Move that the Board of Education does hereby designate The New Coaster and/or the Asbury Park Press as the official newspapers for public notices. The district website [www.oceanschools.org](http://www.oceanschools.org) will also carry all public notices.

Motion(s) carried: 8-0

**SUPERINTENDENT'S REPORT:** None

**OLD BUSINESS:**

- Board of Education thanked Mr. Dietrich for his serving as President last year.
- Mr. Dietrich thanked Mr. Palutis for his serving as Vice President in 2017.

**NEW BUSINESS:** None

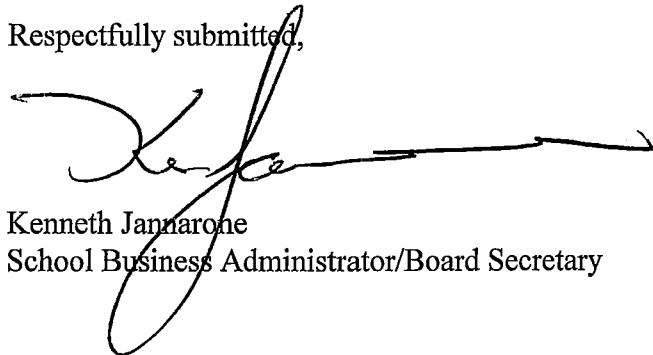
**PUBLIC COMMENTS:** None



**ADJOURNMENT: 8:21 p.m.**

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Kenneth Jannarone', with a long horizontal stroke extending to the right.

Kenneth Jannarone  
School Business Administrator/Board Secretary

## **FINANCIAL MANAGEMENT & RESOURCE SERVICES**

# TOWNSHIP OF OCEAN BOARD OF EDUCATION

## 2018-2019 BUDGET PLANNING CALENDAR

DAY	DATE	EVENT	PRIMARY RESPONSIBILITY
Wed	18-Oct-17	Budget forms distributed to Administration @ Admin. Meeting	Business Administrator Asst Business Admin.
	November	Projected Enrollment Distributed to Principals	Business Administrator Demographer
Wed	1-Nov-17	Budget procedures review and discussion @ Supervisor Meeting	Business Administrator Asst Business Admin.
all	OCT - NOV	Training held with support staff as needed please let me know if any special requests	Business Administrator Asst Business Admin.
Monday	4-Dec-17	Capital Improvements / Project Requests to Director of Facilities for review.	Principals
Monday	11-Dec-17	School/Central Office Budgets completed and submitted to Business Admin.	Principals/Central Office Administrators
Monday	11-Dec-17	School/Central Office personnel requests completed and submitted to Business Admin.	Principals/Central Office Administrators
Week of	11-Dec-17	Electronic Bid Book Supply orders distributed (EDS) to schools and departments (Cooperative Bid)	Business Administrator Asst Business Admin.
Week of	11-Dec-17	Budget review with each subject supervisor.	Superintendent Business Administrator Assistant Superintendent
Monday	18-Dec-17	Capital Improvement Projects site visits all schools/buildings	Superintendent Business Administrator Director of Facilities
Thurs	4-Jan-18	Ocean Twp. Elem Schl. Budget Review @ Central Office	Principal
Mon	8-Jan-18	Wanamassa Elem. Budget Review @ Central Office	Principal
Tue	9-Jan-18	Intermediate School Budget Review @ Central Office	Principal/Asst Principals
Tue	9-Jan-18	High School Budget Review @ Central Office	Principal/Asst Principals
Week of	15-Jan-18	Curriculum Budget Review @ Central Office	Assistant Superintendent
Week of	15-Jan-18	Facilities & Transportation Budget review @ Central Office	Transportation Coordinator Director of Facilities
Tue	16-Jan-18	Wayside Elem. Budget Review @ Central Office	Principal
Thurs	18-Jan-18	Technology Department Budget Review @ Central Office	Supervisor of Technology Network Administrator
Tues	23-Jan-18	Special Services Budget Review @ Central Office	Assistant Superintendent Supervisors
Weekly Workshop Meetings	January February March	Board of Education initial budget review of significant items/programs/personnel proposals. Capital items, and technology initiatives.	Board of Education
	February	Electronic Bid Book Supply Budgets due online (EDS) (Cooperative Bid)	All Administrators
Wed	7-Feb-18	Budget review meeting with county executive supt and county business administrator	Superintendent Business Administrator

# TOWNSHIP OF OCEAN BOARD OF EDUCATION

## 2018-2019 BUDGET PLANNING CALENDAR

DAY	DATE	EVENT	PRIMARY RESPONSIBILITY
TBD	February	Governor gives budget address / State Aid figures	Within 2 days after address
Tues	13-Mar-18	Tentative budget approval during board meeting to send to county superintendent.	Board of Education
Tues	20-Mar-18	Tentative Budget submission due to the County Superintendent of Schools	Board of Education
Monday	16-Apr-18	Advertising & public notice of the Tentative Budget for Public Hearing	Business Administrator
Tues	24-Apr-18	Public Hearing & Final Budget Adoption (special meeting)	<b>TENTATIVE</b> Board of Education

Note: Date of events is subject to change pending the "Official Budget Calendar" issued to the State Department of Education

Office of the School Business Administrator  
Township of Ocean School District  
January 16, 2018

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

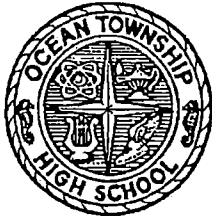
**Ocean Township Mid Monmouth**

Wanamassa, Gym  
January 19, & 26, 2018, February 2, 8, 15, & 23,  
2018  
5:00 pm – 9:00 pm  
Purpose: Travel Basketball for Boys & Girls  
3rds – 5<sup>th</sup> grade  
Group 2 School Age Service Groups  
Facility Fee: \$00.00

**Paramount Realty**

OTHS, Auditorium  
January 29, 2018 (Date changed from 1/4/18 due  
to Snow)  
7:00 pm – 9:00 pm  
Purpose: Discussion of 30 acre “Ocean Town  
Center”  
Group 5 Commercial Organizations (For Profit)  
Facility Fee: \$930.00

## **INSTRUCTION & EDUCATION**



# Ocean Township High School

Office of the Principal

TO: Dr. J. Stefankiewicz  
FROM: D. Kaszuba  
DATE: November 2017

RE: Delayed Openings during State Mandated Testing **REVISED**

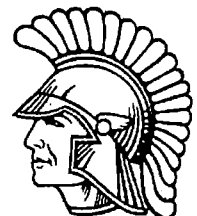
In an effort to create an optimal testing environment, I am requesting Board of Education approval for delayed openings for all students not testing as follows. These altered schedules will require second bus runs.

<u>Test</u>	<u>Request</u>	<u>Dates</u>
PSAT	2 ½ hour	October 11
Fall PARCC	2 hour	January 3, 4, 5, 8, 9, 10
Spring PARCC	2 hour	May 22, 23, 24, 25, 29, 30
NJBCT	2 ½ hour	TBD
NJSLA-S	2 ½ hour	June 5 & 6

cc: A. DePasquale

DCK:amg

*Home of the Spartans!*



**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

DATE: January 12, 2018

CC: Kelly Weldon, Ken Jannarone

RE: Nursing Services Plan

**Please present to the Board for review and approval the Nursing Services Plan. This plan has been approved by our school physicians.**

Thank you.



# Township of Ocean Schools

## Nursing Services Plan 2017 - 2018

---

### Section 1: Description of Nursing Services

The school nurses of the Township of Ocean School District provide quality care, health services and support to all students, faculty and staff of the district. As the health consultant for each school, nursing services provided to all students include:

- Carrying out the written orders of the medical home and standing orders of the school physician
- Conducting health screening which include scoliosis (ages 10 – 18), height, weight, blood pressure, hearing, and vision
- Monitoring vital signs and general health status for students suspected of being under the influence of alcohol and controlled dangerous substances
- Maintaining student health records
- Recommending to the school principal those students who shall not be admitted or retained in the school building based on a parent's failure to provide evidence of a child's immunization
- Annually reviewing student immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable
- Recommending to the school physician exclusion of students who show evidence of communicable disease
- Directing and supervising the emergency administration of epinephrine and training school staff designated to serve as delegates
- Administering medication and Mantoux Tuberculin as outlined in the standing orders
- Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task
- Classroom instruction in areas related to health
- Reviewing and summarizing available health and medical information regarding the students and transmitting a summary of relevant health and medical information to the Child Study Team or to satisfy 504 requests
- Writing and updating, at least annually, the individualized health care plan and the individualized emergency health care plan provisions for any student who requires them
- Implementing and assisting in the development of healthcare procedures for students in the event of an emergency
- Instructing teachers on communicable disease, infection control and other health concerns
- Ensuring new students provide documentation of a physical exam upon entry
- Ensuring compliance for Athletic Exams within one year of student's participation and coordinating the provision of Athletic Exams for students with no medical home
- Arranging a physical exam, when necessary, for working papers and provide supporting documentation

### Section 2: Summary of Medical Needs of Students

Severity of health concerns for students can be classified in the following manner:

**Level I: Nursing Dependents:** Nursing dependent students require 24 hour/day, frequently one-to-one, skilled nursing care for survival. Many are dependent on technological devices for breathing (i.e. a student on a ventilator) and/or require continuous nursing assessment and intervention. Without the use of the correct medical technology and nursing care, the student will experience irreversible damage or death.

Revised 2017

**Level II: Medically Fragile:** Students with complicated health care needs in this category face each day with the possibility of a life-threatening emergency requiring the skill and judgment of a professional nurse. Examples may include, but are not limited to: severe seizure disorder requiring medication, severe asthma, sterile procedures, tracheostomy care with suctioning, an unstable or newly diagnosed diabetic with unscheduled blood sugar monitoring and insulin injections, diabetes with insulin pumps requiring monitoring and asthmatics requiring nebulizer treatments.

**Level III: Medically Complex:** Students with medically complex concerns require daily treatments or close monitoring by a professional nurse. They may have unstable physical and/or social/emotional conditions and the potential for a life-threatening event may exist. Examples include, but are not limited to, ADHD and on medication, anaphylactic event, cancer, immune disorders, moderate to severe asthma (requires use of inhaler and peak flow monitoring), adolescent pregnancy, time-sensitive medications, medications with major side effects, unstable metabolic conditions, continuous or intermittent oxygen, and complex mental or emotional disorders.

**Level IV: Health Concerns:** At this level the student's physical and/or social/emotional condition is currently uncomplicated and predictable. Occasional monitoring is required, varying from biweekly to annually. Examples include, but are not limited to, dental disease, migraine headaches, sensory impairments, diabetes self-managed by the student, dietary restrictions, eating disorders, orthopedic conditions requiring accommodations and encopresis.

#### **Nursing Services: Township of Ocean Schools Severity Coding by School**

	OTHS	TOIS	OTES	WAN	WAY	Total
<b>ENROLLMENT</b>	1126	1051	413	308	610	3498
Level 1: Nursing Dependent	0	0	0	0	0	0
Level 2: Medically Fragile	11	44	7	4	10	76
Level 3: Medically Complex	38	189	38	24	52	341
Level 4: Health Concerns	178	564	76	48	80	946

### **Section 3: Nursing Services in Emergency Situations**

School nurses have the most significant role in providing services during emergency situation.

Their services include:

- Emergency administration of epinephrine via EpiPen
- Care of any pupil who becomes injured or ill while at school or during participation in school sponsored functions
- Transportation and supervision of any pupil determined to be in immediate need of care
- Notification of parents or legal guardians of any pupil determined to be in need of immediate medical care
- Administration of medication for pupils requiring epinephrine
- Use of cardiopulmonary resuscitation
- Use of the automated external defibrillator (AED)
- Involvement of local emergency medical services

#### Section 4: Nursing Assignments by School

The Township of Ocean School District is composed of five (5) buildings. A certified school nurse is assigned to each school. They include: Ocean Township High School (OTHS), Township of Ocean Intermediate School (TOIS), Ocean Township Elementary School (OTES), Wanamassa Elementary School (WAN) and Wayside Elementary School (WAY). Two additional nurses serve as second nurses at OTHS (3 days) and TOIS (5 Days).

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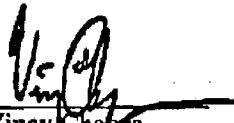
**Nursing Assignment Plan**


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Wanamassa	PreK – 4	308	Valerie Boodaghians

#### Section 5: Nursing and Medical Services Provided to Nonpublic Schools

These services are provided through the Monmouth Ocean Educational Services Commission.

Components of the Nursing Services Plan for the Township of Ocean Schools  
Are aligned with N.J.A.C. 6A: 16-2, 1:8(b) 2.

  
Dr. Vinay Chandra  
Schools' Physician  
Date: 1/11/18

  
Assistant Superintendent

# Township of Ocean Schools

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Revised 2017

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Are aligned with N.J.A.C. 6A: 16-2, 1:8(b) 2.

  
Dr. Bernard Adler  
Schools' Physician  
Date: 11/9/18

  
Assistant Superintendent

# Township of Ocean Schools

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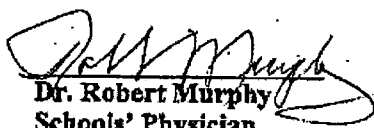
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Are aligned with N.J.A.C. 6A: 16-2, 1:8(b) 2.

  
**Dr. Robert Murphy**  
Schools' Physician  
Date:

1/9/18

  
Assistant Superintendent

**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:** January 3, 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*
Titmas	Kyle	Band	NJMEA*** Music In-Service - East Brunswick	2/22-24/2018	\$170.00**
Amey	Samantha	Science	STEAM Academy - Monroe	2/9/18	\$25.00**
Edson	Meghan	Science	STEAM Academy - Monroe	2/9/18	\$25.00**
Fulciniti	Nicole	Science	STEAM Academy - Monroe	2/9/18	\$25.00**
Peragallo	Julie	Science	STEAM Academy - Monroe	2/9/18	\$25.00**
Sullivan	Patrick	Supv of Science	STEAM Academy - Monroe	2/9/18	\$25.00**
Ippolito	Chris	Makerspace	Techspo 18 - Atlantic City (Presenter)	1/26/18	**
Hall	Michael	Network Mgr	Techspo 18 - Atlantic City	1/25&26/2018	n/a

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

\*\*Substitute at rate of \$85 per day

\*\*\*NJ Music Educators Assn

**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:** January 12, 2018  
**CC:** Kelly Weldon, Ken Jannarone

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Last Name	First Name	Subject	Workshop	Date	Fee*
Lopes	Nicole	Spec Ed	Orton-Gillingham Training - Eatontown	1/22-26/2018	\$1,175.00**
O'Malley	Donna	Child Development	PreK Conference - Atlantic City	2/26/18	\$244.00**
Petro	Christine	Algebra	Digging Into Standards for Mathematical Practice Pt 1- DOE - Matawan Regional	1/31/18	**
Petro	Christine	Algebra	Digging Into Standards for Mathematical Practice Pt 2- DOE - Matawan Regional	2/12/18	**
Molnar	Kristen	Math	Digging Into Standards for Mathematical Practice Pt 2- DOE - Matawan Regional	2/12/18	**
Petro	Christine	Algebra	Digging Into Standards for Mathematical Practice Pt 3- DOE - Matawan Regional	3/22/18	**
Molnar	Kristen	Math	Digging Into Standards for Mathematical Practice Pt 3- DOE - Matawan Regional	3/22/18	**
Matthews	Jessica	Spec Ed	Disproportionality & Access Across Intersectionalities - Monmouth U	1/22/18	**
Cavallaro	Nichole	Math	Disproportionality & Access Across Intersectionalities - Monmouth U	1/22/18	**
Unger	Gilbert	4th Grade	Disproportionality & Access Across Intersectionalities - Monmouth U	1/22/18	**
Eichhorn	Kelly	Spec Ed	Disproportionality & Access Across Intersectionalities - Monmouth U	1/22/18	n/a

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\*\*Substitute at rate of \$85 per day

\*\*\*Regional Professional Development Academy – Monmouth Mall

Canale	Gina	3rd Grade	Effective Instruction for Students with High Functioning Autism - RPDA***	6/6/18	**
Kobil	Candice	3rd Grade	Effective Instruction for Students with High Functioning Autism - RPDA***	6/6/18	**
Thorson	Katie	PreK	LRE Settlement - Science Implementation - NJDOE Workshop	2/13/18	**
DePasquale	Anthony	Director of Guidance	Education for Homeless Children & Youth Programs Statewide Technical Assistance Session - Princeton	3/23/18	n/a
Wynes	Nichole	Supv of Math & Business	LRE Settlement - Science Implementation - NJDOE Workshop	2/1/18	n/a
Fisher	Susan	CST	LRE Settlement - Science Implementation - NJDOE Workshop	2/13/18	n/a
DePasquale	Anthony	Director of Guidance	Monmouth County Guidance Director's Assn - Brookdale Community College	3/15/18	n/a
DePasquale	Anthony	Director of Guidance	Monmouth County Guidance Director's Assn - Culinary Arts - Asbury Park	2/6/18	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*

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

**MONTH/YEAR: December/2017**

<b>STUDENT'S ID NUMBER</b>	<b>DATE SUSPENDED</b>	<b>DATE RE-ADMITTED</b>	<b>TYPE</b>	<b>LOCATION/ REASON</b>
76955	12/01/2017	12/04/2017	In-School	TOIS - Cutting class and disrespectful to a teacher
73265	12/15/2017	12/19/2017	In-School	TOIS - Saying cruel and hurtful things to a classmate
77012	12/15/2017	12/19/2017	In-School	TOIS - Saying cruel and hurtful things to a classmate
75323	12/19/2017	12/20/2017	In-School	TOIS - Physical altercation on the morning bus
72387	12/19/2017	12/20/2017	In-School	TOIS – Physical altercation on the morning bus
	12/20/2017	12/22/2017	Bus	
74239	12/21/2017	12/22/2017	In-School	TOIS – Deliberately disobeying a directive from a teacher
74249	12/21/2017	12/22/2017	In-School	TOIS – Deliberately disobeying a directive from a teacher
77012	12/21/2017	12/22/2017	In-School	TOIS – Cutting class
71858	12/05/2017	TBA	Out-of-School	High School – Third (3 <sup>rd</sup> ) offense of assault
71792	12/05/2017	12/08/2017	Out-of-School	High School - Fighting
72402	12/05/2017	12/08/2017	Out-of-School	High School - Fighting
76078	12/06/2017	12/07/2017	Out-of-School	Ocean Township Elementary – Choked and hit another student
70332	12/07/2017	12/12/2017	Out-of-School	High School - Fighting
75863	12/07/2017	12/12/2017	Out-of-School	High School - Fighting
70799	12/07/2017	12/12/2017	Out-of-School	High School - Fighting
73920	12/08/2017	12/13/2017	Out-of-School	High School - Demerits
72533	12/08/2017	12/14/2017	Out-of-School	High School - Fighting
72527	12/08/2017	12/14/2017	Out-of-School	High School - Fighting
75254	12/08/2017	12/12/2017	Out-of-School	TOIS - Harassment
71029	12/11/2017	12/15/2017	Out-of-School	High School - Fighting
70984	12/11/2017	12/14/2017	Out-of-School	High School - Fighting
73014	12/15/2017	12/18/2017	Out-of-School	TOIS – Harassment
73187	12/19/2017	01/02/2018	Out-of-School	High School - Fighting
77224	12/19/2017	01/02/2018	Out-of-School	High School - Fighting
73361	12/20/2017	01/02/2018	Out- of-School	TOIS – Possession of vapor cigarette while on the school bus
72990	12/20/2017	12/21/2017	Out-of-School	TOIS – Disrespectful and defiant behavior

SPECIAL SERVICES OFFICE  
TOWNSHIP OF OCEAN SCHOOL DISTRICT  
DATE: January 11, 2018

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent

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

RE: Cancellation Out of District Private Tuition 2017-18

Please submit the following cancellation for board approval:

<u>School</u>	<u>Student</u>	<u>Classification</u>	<u>Tuition</u>
Rugby School	1	*ESERS	\$58,436.04

Effective: 12/22/2017

\*Eligible for Special Education and Related Services

cc: K. Weldon  
K. Jannarone  
M. Mosca

SPECIAL SERVICES OFFICE  
TOWNSHIP OF OCEAN SCHOOL DISTRICT  
DATE: January 11, 2018

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent

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

RE: Out of District Private Tuition 2017-18

Please submit the following for board approval:

<u>School</u>	<u>Student</u>	<u>Classification</u>	<u>Tuition</u>
Bonnie Brae	1	*ESERS 106 days @ \$360.00 per diem	\$38,160.00

Effective: 12/27/2017

\*Eligible for Special Education and Related Services

cc: K. Weldon  
K. Jannarone  
M. Mosca

## PERSONNEL





## Ocean Township High School

550 West Park Avenue  
Oakhurst, NJ 07755  
[www.oceanschools.org](http://www.oceanschools.org)  
732-531-5650

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

**Gina Hagerman**  
Assistant Principal  
**Michael Lambusta**  
Assistant Principal  
**Anthony DePasquale**  
Director of School Counseling  
**H. Rusty Todd**  
Director of Athletics & Student Activities

**Dawn C. Kaszuba**  
Principal

**MEMORANDUM FOR:** Dr. Stefankiewicz, Superintendent of Schools  
**FROM:** H. Rusty Todd, Director of Athletics & Student Activities/Grade 5-12  
**DATE:** January 2, 2018  
**RE:** Spring Coaching Recommendations

Attached are my recommendations for spring coaching positions for the 2017-2018 school year.

I have also included a bulleted biography for the "new" recommendation.

If you have any questions, please do not hesitate to call me.

HRT: tpc  
Enclosures

*Home of the Spartans!*



**H. RUSTY TODD**  
**DIRECTOR OF ATHLETICS AND STUDENT ACTIVITIES/GRADES 5-12**  
**SPRING COACHES 2017-2018**

	NAME	SPORT	POSITION	GROUP	School	Year for 2017- 2018	Salary for 2017-2018
1	Apicelli, Cipriano	Baseball	Head	II	OTHS	5	\$6,938.00
2	Siciliano, Tom	Baseball (Var.)	Asst.	II	OTHS	5	\$5,886.00
3	Krzyzanowski, Gregg	Baseball (JV)	Asst.	II		5	\$5,886.00
4	Fischer, Steve	Baseball (Frosh)	Asst.	II	OTHS	5	\$5,886.00
5	TBA	Baseball (7/8)	Asst.	II	TOIS		
6	Pringle, Ryan	Softball	Head	II	OTHS	5	\$6,938.00
7	Frankel, Mark	Softball (Var)	Asst.	II	OTHS	5	\$5,886.00
8	D'Esposito, Denise	Softball (JV)	Asst.	II	OTHS	5	\$5,886.00
9	Pembleton, Michael Jr.*	Softball (Frosh)	Asst.	II	OTHS	2	\$4,972.00
10	Walker, Crystal	Softball (7/8)	Asst.	II	TOIS	5	\$5,886.00
11	Kulat, Ryan	Golf	Head	III	OTHS	5	\$6,556.00
12	Reisler, Jeff	Boys Tennis	Head	III	OTHS	5	\$6,556.00
13	DeSomma, Mark	Boys Track	Head	II	OTHS	5	\$6,938.00
14	TBA	Boys Track	Asst.	II	OTHS		
15	Patterson, Timothy	Boys Track	Asst	II	OTHS	3	\$5,096.00
16	Hoyle, Matthew	Boys Track, (7/8)	Asst.	II	TOIS	5	\$5,886.00
17	Henderson, Susan*	Girls Track	Head	II	OTHS	5	\$6,938.00
18	Lewis-Lee, Dana	Girls Track	Asst	II	OTHS	5	\$5,886.00
19	Looney, Paul	Girls Track	Asst.	II	OTHS	5	\$5,886.00
20	Lyster, Susan	Girls Track (7/8)	Asst.	II	TOIS	5	\$5,886.00
21	Towns, Warren	Boys Lacrosse	Head	II	OTHS	5	\$6,938.00
22	Ryan, Thomas	Boys Lacrosse	Asst.	II	OTHS	2	\$4,972.00
23	Krueger, Heather	Girls Lacrosse	Head	II	OTHS	5	\$6,938.00
24	Dilger, Brittany	Girls Lacrosse (JV)	Asst.	II	OTHS	3	\$5,096.00
25	Athans, Dean	Girls Lacrosse (Frosh)-Co.	Asst.	II	OTHS	2	\$2,486.00
26	Merry, Johanna	Girls Lacrosse (Frosh)-Co.	Asst.	II	OTHS	2	\$2,486.00
27	Zimmerman, Katelyn	AthleticTrainer	Head	I	OTHS	2	\$6,870.00
28	Desimini, John	Jr. High Coordinator		II	OTHS	5	\$5,886.00
29	Thompson, Josh	Volunteer-Track			OTHS		
30	Vandermark, Dave	Volunteer-Golf			OTHS		
31	Goldfarb, Matthew	Volunteer-Tennis			OTHS		
32	Della Pesca, John	Volunteer-Boys Lacrosse			OTHS		
	*Pending subcertification						

## **New Coaching Recommendation for the 2017-2018 Spring Season**

### **Gregg Krzyzanowski – JV Baseball**

- Alumni of Ocean Township and our baseball program
- Coached Freshman, JV and Varsity Baseball at Pt. Pleasant Boro 2011-2013
- Coached Baseball at Shore Regional from 2014-2016
- Current Assistant Basketball Coach at OTHS
- Coaches JV Girls Soccer at OTHS
- Familiar with our coaching procedures
- Teachers Aide at the TOIS School

**Vincenzo Cosimo Franze**  
908.489.0302 | vinfranfit@gmail.com

**Objective:**

Pursue a career in the teaching field, specializing in health and physical education. Help people of a young, growing population to live a happy, healthy, and balanced lifestyle by sharing my knowledge of exercise and nutrition while teaching practical application of skills necessary to achieve such a lifestyle.

**Education:**

BA in Health Promotion and Fitness Management | May 2013  
Rowan University - Glassboro, NJ

**Relevancies:**

Learned and applied modern methods of exercise and nutrition to empower all populations.

- Personal Training - create workout and diet plans for peers following ACSM guidelines.
- Wellness Coaching - motivational interviewing for lifestyle modification and empowerment.

**Certifications:**

Teacher of Health and Physical Education (K-12), NJAHPERD Member, Driver Education Instructor, ACSM- Exercise Physiologist, Lebert Training System Master Trainer, CPR/First Aid.

**Experience:**

Instructional Assistant | September 2017 to Present  
Ocean Township Intermediate School  
Ocean Township, NJ

- Maintain a structured and positive environment for one sixth grade student.
- Assist student with comprehension and completion of schoolwork and assignments.

Health and PE Teacher | September 2015 to June 2017  
Ocean Township Intermediate School  
Ocean Township, NJ

- Challenge students to reach their full potential both physically and mentally.
- Create lesson plans that engage students in all differentiation of learning styles.
- Follow required curriculum and apply teachings to age appropriate relevancy.
- Serve as a respected figure and role model for students at an influential age.

Soccer Coach, Junior Varsity Boys | August 2013 to Present  
Ocean Township High School  
Ocean Township, NJ

- Agility, speed, and coordination necessary for the game of soccer.
- Teach young men how to work as a team, follow rules, and practice sportsmanship.

Personal/Group Trainer | September 2013 to Present  
Ultimate Fitness and Fit Zone  
Ocean Township, NJ

- Resistance training, sport conditioning, functionality routines and specializations.
- Boot-camp classes, total body resistance suspension training, and plyometrics.
- Framework preparation for fundamentals of book keeping and facility maintenance.
- Specific exercise routines for clients with muscular and skeletal dysfunctions.

**Language Skill:**

Fluent in English and Italian.

**References:**

Available upon request.

**SUBSTITUTES FOR BOARD APPROVAL**  
**January 12, 2018**

Ambrose, Mary	K-4
Baccarella, Jaclyn	5-12
Bazer, Halee	K-12
DelVecchio, Patrick	K-8
Jordan, Matthew	K-12
Parrino, Taylor	K-12
Pembleton, Michael, Jr.	Coach
Pinnola, Richard	K-8



## Ocean Township High School

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Oakhurst, NJ 07755  
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Director of School Counseling

**H. Rusty Todd**

Director of Athletics & Student Activities

**Dawn C. Kaszuba**

Principal

**MEMORANDUM FOR:** Dr. James Stefankiewicz, Superintendent of Schools

**FROM:** H. Rusty Todd, Director of Athletics & Student Activities/Grade 5-12

**DATE:** January 10, 2018

**RE:** Weight Room Supervisor

I would like to recommend Donald Klein, Timothy Patterson, and Eric Rutan as weight room supervisors until the end of the 2017-2018 school year.

A schedule from the athletic office will be generated as to what day each individual will be working.

The weight room supervisor will be paid at a rate of \$24.00 per hour.

If you have any questions, please do not hesitate to call me.

HRT: tpc



## **PLANNING & CONSTRUCTION**

# CHANGE ORDER LOG

## CHANGE ORDER LOG - (C.O.)

CONTRACTOR PCO No.	SOLUTIONS CO. No.	DATE RECEIVED	GENERATED BY:	DESCRIPTION OF THE ISSUE REQUIRING A CHANGE ORDER	AMOUNT REQUESTED	PENDING AMOUNT	AMOUNT AGREED TO	COMMENTS
1		8/22/16	General	NJNG CONTRACT FOR NEW GAS SERVICE (REIMBURSEMENT BY OWNER)	\$ 25,915.00		\$ -	NOT EXECUTED - OWNER PAID DIRECTLY TO NJNG
2		8/22/16	General	NEW FOUNDATION WALL FOR NEW GAS METER	\$ 6,675.50		\$ -	NOT EXECUTED - NJNG INSTALLED ON AN EXISTING WALL
3		8/22/16	General	REVISED DOMESTIC WATER SERVICE	\$ 50,524.41		\$ 40,000.00	APPROVED - GENERAL ALLOWANCE
4		8/22/16	Plumbing	UNFORESEEN FOOTING REMOVAL IN EXISTING TECH ROOM FOR SANITARY LINE	\$ 4,102.00		\$ 3,899.50	APPROVED - CONSTRUCTION CHANGE DIRECTIVE
5		7/25/16	General	SANITARY REVISIONS PER RFI#5 - COURTYARD	\$ 6,441.00		\$ -	NOT EXECUTED - EXISTING PIPING AND STRUCTURES UTILIZED
6		9/15/16	General	MATCH ALUMINUM RAILINGS IN NEW GYMNASIUM	\$ 20,389.52		\$ -	NOT EXECUTED - PROCEED AS DESIGNED
7		9/27/16	General	FIRE RATED ASSEMBLY FOR TEMPORARY EGRESS AT TRAINER'S ENTRANCE PER BLDG DEPT.	\$ 6,624.25		\$ 5,709.36	APPROVED - CONSTRUCTION CHANGE DIRECTIVE
10		11/3/16	General	REPLACE EXISTING STORM DRAINAGE NOT OPERATIONAL AT EX. COURTYARD/LOCKER ROOMS - INLET OPTION	\$ 16,450.00		\$ -	NOT EXECUTED
10A		11/3/16	General	REPLACE EXISTING STORM DRAINAGE NOT OPERATIONAL AT EX. COURTYARD/LOCKER ROOMS - GARDEN OPTION	\$ 12,850.00		\$ -	NOT EXECUTED
8		11/7/2016	General	ADD WIDE STILE ALUMINIUM DOORS IN LIEU OF SPECIFIED MEDIUM STILE	\$ 13,241.10		\$ -	NOT EXECUTED - PROPOSED NARROW FOR INTERIOR AND WIDE FOR EXTERIOR AS A COMPROMISE
WINTER		11/20/2016	General	PROVIDE PRICING FOR WINTERIZATION FOR MASONRY INSTALLATION DURING WINTER	\$ 221,000.00		\$ -	NOT EXECUTED - DECIDED TO WORK THROUGH WINTER AND ANALYZE LOST WORK DAYS
9R		12/2/16	General	INSTALL & REMOVE ADDITIONAL TRACKING PAD CONSTRUCTION ENTRANCE AT PAC REQUIRED BY FSCSD	\$ 2,334.50		\$ 2,000.00	APPROVED - GENERAL ALLOWANCE
11		12/22/16	General	ADDITIONAL GAS LINE FROM PARKING LOT TO METERS TO EXISTING BUILDING	\$ 20,126.89		\$ 16,054.00	APPROVED - GENERAL ALLOWANCE
12		12/6/16	General	PROVIDE 12" HDPE PIPE IN LIEU OF SPECIFIED 8" HDPE PIPE FOR FUTURE CONNECTION BY OWNER	\$ 1,840.00		\$ 1,496.00	APPROVED - GENERAL ALLOWANCE
13		1/5/17	Fire Protection	RELOCATE FIRE DEPARTMENT CONNECTION AS PER MARSHAL	\$ 4,114.75		\$ 3,525.17	APPROVED - GENERAL ALLOWANCE
14		1/10/17	General	ADDED STEEL DECK SUPPORTS AS PER RFI #27	\$ 1,108.35		\$ 949.55	APPROVED - GENERAL ALLOWANCE
15		1/10/17	General	REVISED WORK AT PAC ENTRANCE DOOR OPENINGS - PRICED WITH MASONRY	\$ 7,034.81		\$ -	NOT EXECUTED - REVISED WITH METAL FRAMING (PCO#17)
15R2		2/16/17	General	REVISED WORK AT PAC ENTRANCE DOOR OPENINGS - REVISED WITH METAL FRAMING	\$ 3,302.33		\$ 2,429.16	APPROVED - GENERAL ALLOWANCE
16		1/25/17	Electrical	PREMIUM ELECTRICAL & SUPERVISION COST FOR MASONS WORKING SATURDAYS	\$ 739.12		\$ -	NOT EXECUTED - PER DAY COST - IF REQUESTED



# CHANGE ORDER LOG

17		2/23/17	Steel	LINTEL FOR ATH A3.8 - VESTIBULE F117 ADDED DURING SHOP DRAWING APPROVAL	\$	1,418.55		\$	1,215.30	APPROVED - GENERAL ALLOWANCE
18		2/23/17	General	CREDIT FOR ALTERNATES #3 & #4 FOR ENTRANCE UPGRADES SELECTED ON BID DAY	\$	(190,000.00)		\$	-	PENDING - 62% OF BID DAY VALUE
19		2/16/17	General	HARDWARE CHANGES MADE DURING SUBMITTAL REVIEW & APPROVAL	\$	3,160.20		\$	3,160.20	APPROVED - GENERAL ALLOWANCE
20		2/27/17	General	UPGRADE COLOR OF METALS INCLUDING ROOF AND PANELS	\$	9,047.35		\$	7,751.00	APPROVED - GENERAL ALLOWANCE
21		3/27/17	General	STANDING SEAM GUTTER REVISIONS AT ATH	\$	4,902.45				NOT EXECUTED
22		3/27/17	General	ROOF REVISIONS AT PAC EPDM/STANDING SEAM CONNECTION	\$	(485.00)				NOT EXECUTED
22REV		4/5/17	General	ROOF REVISIONS AT PAC EPDM/STANDING SEAM CONNECTION - W/ TRAPEZOIDAL WINDOW REVISIONS	\$	1,272.30				WORK COMPLETED - ADDITIONAL COSTS NOT ACCEPTED
23		5/4/17	General	FIRE WALL INFILL IN PAC RENO AREA IN MUSIC SUITE CORRIDOR	\$	5,333.10		\$	4,568.95	APPROVED - GENERAL ALLOWANCE
24		5/10/17	Electrical	CHANGE OF LIGHT FIXTURE FROM TYPE B TO TYPE C PER RFI NO. 95	\$	2,041.63				NOT EXECUTED
25		5/15/17	General	SET GYM DIVIDER CURTAIN ON TOP CORD INSTEAD OF DESIGNED BOTTOM CORD	\$	2,559.78		\$	2,193.00	APPROVED - GENERAL ALLOWANCE
25A		5/15/17	General	DELETE GYM DIVIDER CURTAIN FROM SCOPE OF WORK	\$	(4,658.00)				NOT EXECUTED
26		6/7/17	General	ALUMINUM RAILING CREDIT	\$	(3,449.00)		\$	(3,449.00)	ACCEPTED
27		6/7/17	General	EXTEND CONCRETE SLAB TO CORNER OF BLEACHER BALCONY	\$	2,290.29				WORK TO BE COMPLETED - ADDITIONAL COSTS NOT ACCEPTED
28		7/29/17	General	DELETION OF SPRUNG FLOORING SYSTEM IN BLACK BOX	\$	(28,377.51)		\$	(28,377.51)	APPROVED - COST OFFSET BY PLYWOOD FLOORING SUBSTITUTION.
29		6/30/17	Mechanical	Credit for revised auditorium ductwork layout, add for revisions to bleacher ductwork	\$	(3,005.00)		\$	(3,005.00)	APPROVED - ADDED TO GENERAL ALLOWANCE
30		7/21/17	Mechanical	Fire Dampers not shown on drawings	\$	10,328.74	\$	8,848.79		
31		8/3/17	Electrical	Additional corridor speakers and change to hand sets	\$	8,668.56				APPROVED - GENERAL ALLOWANCE
32		8/15/17	General	New masonry wall at Main Entry	\$	1,882.34				APPROVED - GENERAL ALLOWANCE
33		8/16/17	General	Black Box Theater flooring	\$	12,664.66				APPROVED - GENERAL ALLOWANCE
34		8/22/17	General	Modify Doors 122E ad 122F on site from bifold to single	\$	1,400.70	\$	1,200.00		APPROVED - OFFSET BY CREDIT FOR SPRUNG FLOORING
35		8/22/17	Electrical	dimmer controls for Black Box house lighting	\$	2,585.38				APPROVED - GENERAL ALLOWANCE
36		8/23/17	General	change of primer for black box roof deck	\$	4,084.37	\$	3,499.14		APPROVED - GENERAL ALLOWANCE
37		8/30/17	Mechanical	Water heating unit was discontinued, replacement model cost was higher	\$	1,124.07				ALTERNATE MODEL SELECTED
38		9/18/17	Owner	Concrete sidewalk along gym and existing gym	\$	12,125.10				
39		9/18/17	Solutions	Relocate downspout at center pier - conflict with the exterior light	\$	1,277.90	\$	1,094.80		
40		9/29/17	Owner	Concrete sidewalk along gym	\$	4,064.00				APPROVED - GENERAL ALLOWANCE
41		11/2/17	General	Additional fencing installation	\$	1,757.50				
42		11/6/17	Fire Protection	larger fire extinguishers	\$	632.50		\$	632.50	

# CHANGE ORDER LOG

43		11/6/17	Fire Protection	additional emergency lighting per code official	\$	1,831.70	\$	1,831.70	
44		11/27/17	Owner	Canopy Credit for crooked columns	\$	(12,576.00)			
45		12/5/18	Owner	Additional asphalt paving to fence line	\$	2,300.00	\$	2,300.00	
46		12/27/18	Solutions	Additional railing at catwalk	\$	2,195.00	\$	1,660.19	
47		12/28/18	Electrical	Relocate cabinet heater at bottom of stair	\$	498.80	\$	427.33	
				<b>AMOUNT REQUESTED TOTAL</b>	<b>\$</b>	<b>281,016.19</b>			
				<b>PENDING TOTAL</b>	<b>\$</b>	<b>14,642.73</b>			
						<b>ALLOWANCE</b>	<b>\$</b>	<b>(130,000.00)</b>	
						<b>APPROVED TOTAL</b>	<b>\$</b>	<b>93,163.63</b>	
						<b>ADJUSTMENTS IN COST AND TIME</b>	<b>\$</b>	<b>(36,836.37)</b>	