

**REGULAR MEETING**

**ATTACHMENTS**

**January 23, 2018**

**TOWNSHIP OF OCEAN BOARD OF EDUCATION**  
**WORK MEETING MINUTES**  
**January 16, 2018**

**CALL TO ORDER**

Mr. Michael Palutis, President, called the meeting to order at 7:02 p.m. in the office of the Superintendent at the District Administration Building, 163 Monmouth Road, Oakhurst, N.J.

**STATEMENT OF ADEQUATE NOTICE**

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

**ROLL CALL OF ATTENDANCE**

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

Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator and Dr. James Stefankiewicz, Superintendent of Schools.

Enter Executive Session – 7:03 p.m.

*Approval: Motion offered by Mr. Palutis seconded by Mr. Dietrich and carried 5-0.*

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). It is anticipated at this time that the above stated subject(s) shall be made public at such time as the need for non-disclosure no longer exists. The Board of Education will be in executive session for approximately 30 minutes and will take action upon returning to work session.

Adjourn Executive Session – 7:25 p.m.

*Approval: Motion offered by Mr. Dietrich, seconded by Mrs. Parlamas and carried 5-0.*

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

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

The following item(s) were discussed:

- New seating locations for board members
- High school Hall of Fame invitations for Board of Education members
- New Standing and Ad Hoc committee structure for 2018 Board of Education.
- Flyer for Conversation with Legislators meeting was passed around. Board of Education members will attend.

**VICE-PRESIDENT'S REPORT:** No Report

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

The following item(s) were discussed:

- Discussed award of \$2,000 regarding the Sustainable Jersey grant and NJEA sponsorship.
- Letter to parents regarding 'vaping' at the high school level (see attached).

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

The following item(s) were discussed:

- Mandated training requirements for Board of Education members for the upcoming year was distributed.
- Fixed asset appraisal is currently being completed over the next 3 days.

## **Twp of Ocean BOE Work Meeting Minutes (continued) – January 16, 2018**

- ‘Board Docs’ paperless board meeting training will take place at the February 27<sup>th</sup> work meeting.
- Sodexo Food Service Future Chefs competition invitation was distributed.

**PUBLIC COMMENT (Agenda Items):** None

### **COMMITTEE REPORTS:**

**COMMUNITY LIAISON, & CO-CURRICULAR STUDENT ACTIVITIES:** Mr. Dietrich  
The following item(s) were discussed:

1. **Discussion: Board of Education Committees**

Board of Education President discussed the assignment of committees for 2018.

2. **Discussion: Policies and Regulations**

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

Policy 0169.02 – (New) Board Member User of Social Networks  
Policy 3437 – (New) Military Leave-Teaching Staff  
Policy 4437 – (New) Military Leave-Support Staff  
Regulation 5460.1 – (New) High School Transcripts (M)  
Policy 5516.01 – (New) Student Tracking Devices  
Regulation 7101- Educational Adequacy of Capital Projects  
Policy 7425 – (New) Lead Testing of Water in Schools  
Policy 7440 – School District Security (M)  
Regulation 7440 – School district Security (M)  
Policy 7441 – Electronic Surveillance in School Buildings & on School Grounds (M)  
Regulation 7441 - Electronic Surveillance in School Buildings & on School Grounds (M)  
Policy- 8505 – Local Wellness Policy/Nutrient Standards for Meals & Other Foods (M)  
Policy 8507 - Breakfast Offer Versus Serve (OVS) (M)  
Policy 8630 – Bus Driver/Bus Aide Responsibility (M)  
Regulation 8630 – Emergency School Bus Procedures (M)  
Policy 9242 – (New) Use of Electronic Signatures

3. **Discussion: ‘Sustainable Jersey for Schools’ Grant**

Board of Education and administration discussed accepting a \$2,000.00 ‘Sustainable Jersey for Schools’ grant which seeks to support and work with school staff, administrators, students and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly and cost-effective solutions. This grant is sponsored by the NJEA Small Grant Program and is dedicated to establishing the OTHS Garden Club.

*Strategic Plan Goal 3: Community Engagement, Activity #3*

*Strategic Plan Goal 5: Finance, Activity #7*

4. **Discussion: School Climate Survey**

Board of Education and Administration discussed the School Climate Survey.

**Twp of Ocean BOE Work Meeting Minutes (continued) – January 16, 2018**

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

**5. 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 19, 2017

Regular Meeting Minutes – December 19, 2017

Re-Organization Meeting/Executive Session Minutes – January 2, 2018

*Strategic Plan Goal 6: Community Outreach*

*Strategic Plan Goal 6: Community Outreach*

Motions carried on items #5: 5-0

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

**6. School Safety Specialist**

Move to approve James Stefankiewicz, Ed.D., Superintendent of Schools, as the School Safety Specialist for our District. (“The appointment of an administrator as the School Safety Specialist is mandated by State Law, P.L. 2017 c. 162 and the State of New Jersey Department of Education. The School Safety Specialist will supervise and provide oversight for all school safety and security personnel; ensuring safety and security policies and procedures are in compliance with state laws and regulations; and providing the necessary training and resources to school district staff in matters relating to school and security. The School Safety Specialist will also serve as the district’s liaison with local law enforcement, as well as national, state and community agencies and organizations, in matters of school safety and security.”)

Motions carried on items #6: 5-0

**FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Hadden**

The following item(s) were discussed:

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

Board of Education and administration began the initial budget discussions for the 2018-2019 budget. See the attached budget calendar.

*Strategic Plan Goal 5: Finances, Objective 1*

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

**2. Professional Services Resolutions**

Move to approve the following Therapy Contract.

## Twp of Ocean BOE Work Meeting Minutes (continued) – January 16, 2018

|                              |                                |
|------------------------------|--------------------------------|
| Awarded to:                  | Invo Healthcare                |
| Duration:                    | January 18 to June 21, 2018    |
|                              | No to exceed 35 hours per week |
| Nature and Type of Contract: | Speech Therapy                 |
| Amount of Contract:          | \$79.00 per hour               |

- a. These contracts will be awarded as a “Professional Service” in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-2h, being that it is for services performed by persons authorized by law to practice a recognized profession.
- b. The above professional has submitted a political contribution disclosure form in accordance with N.J.S.A. 19A-20.26.
- c. A copy of this resolution as well as the contract and political contribution form shall be placed on file with the Secretary of the Board and will be available for public inspection.

### 3. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated January 16, 2018.

*Strategic Plan Goal 5: Finances, Objective 2*

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

### **INSTRUCTION & EDUCATION:** Mr. Stuppi

The following item(s) were discussed:

#### 1. **Discussion: Revised Delayed Opening Schedule during State Mandated Testing – 2017-2018 School Year**

Board of Education and Administration discussed a revision to the high school’s 2017-2018 delayed opening schedule during State Mandated Testing, in accordance with the attached memorandum dated November 2017.

#### 2. **Discussion: Nursing Services Plan for the 2017-2018 School Year**

Board of Education and Administration discussed the District’s Nursing Services Plan for the 2017-2018 school year in accordance with the attached memorandum dated January 12, 2018.

#### 10. **Discussion: Administrative Internship**

Board of Education and Administration discussed the request of Patrick O’Neill, Supervisor of Educational Technology & Innovation, Grades K-12, to perform 300 hours of Administrative Internship beginning January 24, 2018. The internship is part of the requirement for his Master’s Degree in Educational Leadership from Georgian Court University. Dr. Ryan, Principal, Ocean Township Elementary School has agreed to be his mentor. Mr. O’Neill will fulfill the intern hours before and after school and during prep periods, (the internship hours will not conflict with his contractual hours).

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

**Twp of Ocean BOE Work Meeting Minutes (continued) – January 16, 2018**

**3. Professional Development Activities – Staff**

Move to approve the attached memorandums (2) dated January 3, 2018 and January 12, 2018 re: Staff Professional Development Activities in accordance with District Policy 6471 and NJAC 6A:23B. The attendance at said activities is fiscally prudent and will promote the delivery of instruction and/or will further the efficient operation of the district.

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

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

**4. Suspension Report**

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

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

Move to approve an agreement with Class Academy for the placement of an Ocean Township High School twelfth grade student (#75034) at their high school. Class Academy is part of the Monmouth County Vocational School District. Placement will begin January 2018 and is expected to continue through June 2018. The tuition for the seat will be \$604.00 per month.

**6. Cancellation to Out of District Private Tuition for the 2017-2018 School Year**

Move to approve a cancellation to out of district private tuition for the 2017-2018 school year in accordance with the attached memorandum dated January 11, 2018.

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

Move to approve an addendum to out of district private tuition for the 2017-2018 school year in accordance with the attached memorandum dated January 11, 2018.

**8. "The Building Capacity for Career Pathways" – 2018-2019 School Year**

Move to approve, for the 2018-2019 school year, the submission of "The Building Capacity for Career Pathways: A Pilot Program for Comprehensive High Schools" grant application to the State Department of Education. Career Pathways are an integrated approach to developing students' core academic, technical, and employability skills in a broad career area. This multi-year limited grant would support up to eight comprehensive high school districts with up to \$100,000.00 in grant funds per grant year, totaling a maximum award of \$500,000.00 per grantee for the entire five-year grant period.

*Strategic Plan Goal 1: Student Success, Activity #1*

**9. Psychology Intern**

Move to approve Marissa Pellichero, a student at Kean University, to perform her School Psychology internship at the Township of Ocean Intermediate School. Ms. Pellichero will intern, one day per week (Thursdays), for the period of January 17, 2018 through June 21, 2018, under the supervision of Jennifer Bauries, School Psychologist.

**11. Student Observer**

Move to approve Student Observers for the 2017-2018 school year in accordance with the attached memorandum dated January 12, 2018.

## **Twp of Ocean BOE Work Meeting Minutes (continued) – January 16, 2018**

Motions carried on items #3 thru #9 and #11: 5-0

**LEGISLATIVE:** No Report

**NEGOTIATIONS:** No Report

**PERSONNEL:** Mrs. Parlamas

The following item(s) were discussed:

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

Board of Education and Administration discussed the request of Bridget Burns, School Psychologist, Ocean Township High School to take an unpaid family leave of absence, as designated under FMLA, beginning at the conclusion of her eligible sick leave approximately January 26, 2018 through March 16, 2018 (7 weeks). Mrs. Burns last day of work was December 14, 2017. While out on an unpaid family leave of absence, Mrs. Burns will be responsible for paying the appropriate contribution towards her health insurance coverage. Mrs. Burns is expected to return to work on Monday, March 19, 2018.

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

Board of Education and Administration discussed the request of Pasquale Barone, Instructional Assistant, Ocean Township High School to take an unpaid leave of absence, with the continuation of benefits, during the period of January 29, 2018 through May 11, 2018. Mr. Barone's last day of work will be Friday, January 26, 2018. He is expected to return to work on Monday, May 14, 2018. While out on an unpaid leave of absence, Mr. Barone will be responsible for paying the appropriate contribution towards his health insurance coverage.

3. **Discussion: Spring Coaching Recommendations**

Board of Education and Administration discussed Spring Coaching recommendations for the 2017-2018 school year in accordance with the attached memorandum dated January 2, 2018.

4. **Discussion: Retirement**

Board of Education and Administration discussed the retirement of Judith Kamenel, Twelve-Month Secretary, Special Services Office, Administration Building, effective July 1, 2018.

5. **Discussion: Office Assistants/Federal Work Study (FWS) Program**

Board of Education and Administration discussed hiring (pending criminal history background check) Rebekka Wagner, a student at Monmouth University, to work in the offices at the Administration Building during the period of January 2018 through December 2018. This work opportunity is part of an agreement with Monmouth University's Federal Work-Study (FWS) program where students have the opportunity to perform clerical work. Reimbursement for the office assistant position shall be made to Monmouth University via a purchase order at 30% of the \$9.00 hourly or \$2.70 per hour for this position.

22. **Discussion: Change on Guide – Revised Contracts – February 1, 2018**

Board of Education and Administration discussed change on guide, effective February 1, 2018, for staff members who have submitted proof of completion of their required courses in accordance with the attached list dated January 16, 2018.

**Twp of Ocean BOE Work Meeting Minutes (continued) – January 16, 2018**

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

6. **Revised Contract**

Move to approve that a revised contract be issued following employee, effective February 1, 2018:

Vincenzo Franze From: Instructional Assistant  
Township of Ocean Intermediate School

To: Health and Physical Education Teacher \*\$57,015.00  
Township of Ocean Intermediate School BA/Step 3  
Prorated

(Mr. Franze replaces Marcia Hanke who will retire February 1, 2018.)

7. **Resignations**

Move to approve the following resignations:

Christopher DiChiara, Custodian I, Wanamassa Elementary School effective January 12, 2018, his last day of work.

Michael Salum, Social Studies Teacher, Township of Ocean Intermediate School, effective February 15, 2018, his last day of work.

8. **Sick Leave/Notice of Retirement**

Move to approve extending the deadline to submit a July 1, 2018 letter of retirement to Thursday, February 15, 2018. Present deadline is January 15, 2018.

9. **Substitute Teachers**

Move to approve Substitute Teachers for the 2017-2018 school year in accordance with the attached list dated January 12, 2018.

10. **Substitute Security Guard**

Move to approve Vincent Marone as a Substitute Security Guard for the 2017-2018 school year.

11. **Substitute Instructional Assistant**

Move to approve Lynn Cozzetta as a Substitute Instructional Assistant for the 2017-2018 school year.

12. **Bus Aide - Mission I Aide**

Move to approve Kathryn M. Onderdonk, a Mission I Aide, as a bus aide in the Transportation Department for the 2017-2018 school year.

13. **Weight Room Supervisors**

Move to approve Weight Room Supervisors at Ocean Township High School, for the 2017-2018 school year, in accordance with the attached memorandum dated January 10, 2018.

14. **Issuance of Contract**

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

**Twp of Ocean BOE Work Meeting Minutes (continued) – January 16, 2018**

**To fill a vacancy position:**

|                 |                                     |             |
|-----------------|-------------------------------------|-------------|
| Daniella Parisi | Social Studies Teacher              | \$54,615.00 |
|                 | Ocean Township High School          | BA/Step 1   |
|                 | Actual Start Date: January 16, 2018 | Prorated    |
|                 | Effective Date: February 1, 2018    |             |

(Ms. Parisi was previously approved at the regular monthly meeting held on December 19, 2017, pending release from current employer and criminal history background check, both are in order. Ms. Parisi replaces John Kinzel who resigned.)

**15. Revised Contract**

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

|               |                                       |              |
|---------------|---------------------------------------|--------------|
| Krista Carton | Science Teacher                       | *\$71,850.00 |
|               | High School                           |              |
|               | Effective: Retro to September 1, 2017 |              |

(\*The revised contract reflects an annual stipend of \$850.00, for the 2017-2018 school year, for teaching a 6<sup>th</sup> period class. The revised salary, noted above, includes that \$850.00 stipend.)

**16. Unpaid Leave of Absence**

Move to approve an unpaid leave of absence, with the continuation of benefits, for Bonnie Zimmerman, Instructional Assistant, Ocean Township High School for the period of January 22, 2018 through February 5, 2018. While out on an unpaid leave of absence, Mrs. Zimmerman will be responsible for paying the appropriate contribution towards her health insurance coverage. Mrs. Zimmerman is expected to return to work on Tuesday, February 6, 2018.

**17. Assignment Location Correction**

Move to approve an assignment location correction for Michael Brown, Custodian I, from the Township of Ocean Intermediate School to the Ocean Township High School, effective June 1, 2017. (When Mr. Brown was formally approved, at the May 16, 2017 work meeting, his assignment location was reported as the Township of Ocean Intermediate School; he was re-assigned to the High School just prior to his actual start date.)

**18. Instructional Assistant/Chorus**

Move to approve Kathi Kotowski, an Instructional Assistant, to provide aide support to a Township of Ocean Intermediate School student with disabilities participating in Chorus. Mrs. Kotowski will shadow the student/Chorus member to practices, the evening rehearsal, and to the Intermediate School Chorus Concert during the period of January 22, 2018 through May 7, 2018. Mrs. Kotowski will be paid at her hourly contractual rate.

**19. Instructional Assistant/Chorus**

Move to approve Rosanna Higgins, an Instructional Assistant, to provide aide support to a Township of Ocean Intermediate School student with disabilities participating in Chorus. Mrs. Higgins will shadow the student/Chorus member to practices, the evening rehearsal, and to the Intermediate School Chorus Concert during the period of January 22, 2018 through May 7, 2018. Mrs. Higgins will be paid at her hourly contractual rate.

**20. Instructional Assistant/Chorus**

## **Twp of Ocean BOE Work Meeting Minutes (continued) – January 16, 2018**

Move to approve Sherryl Cesario, an Instructional Assistant, to provide aide support to a Township of Ocean Intermediate School student with disabilities participating in Chorus. Ms. Cesario will shadow the student/Chorus member to practices, the evening rehearsal, and to the Intermediate School Chorus Concert during the period of January 22, 2018 through May 7, 2018. Ms. Cesario will be paid at her hourly contractual rate.

### **21. Instructional Assistant/Athletic Training**

Move to approve Daryl Ann Imperato, an Instructional Assistant, to provide aide support to an Ocean Township High School student with disabilities participating in athletic training. Mrs. Imperato will shadow the student/Athletic Trainer during the period of December 19, 2017 through February 8, 2018. Mrs. Imperato will be paid at her hourly contractual rate.

### **23. Chorus Director – Township of Ocean Intermediate School, Grade 5**

Move to approve, for the 2017-2018 school year, Nicole Abramson, as the Chorus Director for the Township of Ocean Intermediate School, Grade 5 in accordance with the attached memorandum dated January 16, 2018.

Motions carried on items #6 thru #21 and #23: 5-0

## **PLANNING & CONSTRUCTION: Mr. Hadden**

The following item(s) were discussed:

### **1. Discussion: Referendum Construction Projects**

Thomas Strauser, Solutions Architecture and John Bosmans, Construction Manager, were in attendance and gave final report on the high school construction project. Mr. Strauser and Mr. Bosmans spoke about the punch list items at the high school and the contractors efforts to complete remaining items.

*Strategic Plan Goal 2: Facilities, Objective 4*

### **2. Discussion: Change Order(s) - OTHS Athletic & Performing Arts Addition/Renovations**

Board of Education and administration discussed change orders for Benjamin Harvey Co. Inc., per the recommendations of Solutions Architecture for the OTHS Athletic & Performing Arts Addition/Renovations, as per attached.

## **TECHNOLOGY COMMITTEE: No Report**

## **OLD BUSINESS: None**

## **NEW BUSINESS:**

- Reminder regarding School Ethics, Board of Education members were emailed to complete their financial and personal disclosure forms.

## **PUBLIC COMMENT**

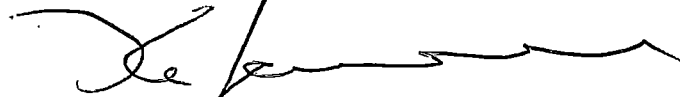
- Mrs. Loushine, Loch Arbour parent, asked about the Loch Arbour lawsuit status. The Superintendent discussed the mid-February court date regarding the matter.
- Mrs. Loushine, Loch Arbour parent, also asked about some electives in the high school, in the Theater Arts program and the positive experience her daughter has had.

**Twp of Ocean BOE Work Meeting Minutes (continued) – January 16, 2018**

**ADJOURN MEETING: 8:59 p.m.**

There being no further business Mrs. Parlomas made a motion, seconded by Mr. Dietrich, that the meeting be adjourned. This motion carried: 5-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Kenneth Jannarone', written over a horizontal line.

Kenneth Jannarone  
School Business Administrator/Board Secretary

## **POLICIES & REGULATIONS**

## 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.



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

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



## 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

### 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



## 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

### 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



## 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



## 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.



## EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

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;



- 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.



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

PROPERTY

R 7101/Page 5 of 9

### EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

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



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

PROPERTY  
R 7101/Page 6 of 9  
EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

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 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 OF CAPITAL PROJECTS

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 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 require the documentation required by the UCC in accordance with



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

PROPERTY

R 7101/Page 9 of 9

### EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

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



## 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

## OCEAN TOWNSHIP BOARD OF EDUCATION

PROPERTY

7425/Page 2 of 2

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



## 7440 SCHOOL DISTRICT SECURITY

### **M**

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities.

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 the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system shall be established to limit building access to authorized personnel and safe guard against the potential of intrusion by unauthorized persons who have obtained access improperly.

Building Records and funds shall be kept in a safe place and secured as appropriate and necessary. Protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate. The Board may approve the employment of school resource officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.

Adopted: 16 March 1976

Revised: 17 July 1990, 23 January 2018



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

PROPERTY  
R 7440/Page 1 of 5  
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;



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

PROPERTY  
R 7440/Page 2 of 5  
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.



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

PROPERTY  
R 7440/Page 3 of 5  
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



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

PROPERTY  
R 7440/Page 4 of 5  
School District Security (M)

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



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

PROPERTY  
R 7440/Page 5 of 5  
School District Security (M)

- 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 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.

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 in a prominent, public place in buildings and on school grounds where electronic surveillance equipment may be used.

In addition to posting, the district shall notify school staff members, parent(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



# POLICY

OCEAN TOWNSHIP  
**BOARD OF EDUCATION**

Property

7441/Page 2 of 2

ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

PROPERTY  
R 7441/Page 1 of 4

### 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 in school district buildings 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 will be posted in a prominent public place in school buildings and ~~or~~ on school grounds where electronic surveillance equipment 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 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) and school staff members that surveillance devices may be used in school buildings and on school grounds.

##### D. Storage/Security



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

PROPERTY

R 7441/Page 2 of 4

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

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 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 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.
  5. All viewing will be in the presence of the 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.



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

PROPERTY

R 7441/Page 3 of 4

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

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 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.
- H. Purchase, Maintenance, Replacement of Equipment/Supplies



# REGULATION

OCEAN TOWNSHIP  
**BOARD OF EDUCATION**

PROPERTY

R 7441/Page 4 of 4

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

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 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, 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 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 the district:
  - a. The district will establish a District Wellness Committee (DWC). The DWC will:
    - (1) Be comprised of a Principal, at least one health/physical education teacher, a school nurse, at least two parents, at least two students, 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 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.
  - 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 Wellness Policy Coordinator in an Annual School Progress Report provided to the Superintendent of Schools before May 1.
  - 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 District Wellness Policy Coordinator will compile an Annual District Summary Progress Report to be presented to the



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

Superintendent and Board of Education at a public meeting before May 30 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 Smart Snacks 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 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. 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  
MEALS AND OTHER FOODS (M)**

of the school day. Fundraisers involving the sale of food or beverages must be pre-approved by the Principal or designee and the District Wellness Policy Coordinator.

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**

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.

**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



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

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
  - f. Documentation demonstrating the most recent assessment on the implementation of the School Wellness Policy has been made available to the public.

F. 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.



# POLICY

OCEAN TOWNSHIP  
**BOARD OF EDUCATION**

Operations

8505/Page 9 of 9

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

The Healthy, Hunger-Free Kids Act of 2010

Adopted: 9 May 2006

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



## 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 (including optional vegetable)
- 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 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 their employer that the individual has completed the training program within five business days of its completion. The employer 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.

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



## BUS DRIVER/BUS AIDE RESPONSIBILITY (M)

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.

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 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



# POLICY

## OCEAN TOWNSHIP BOARD OF EDUCATION

Operations  
8630/Page 3 of 3

### BUS DRIVER/BUS AIDE RESPONSIBILITY (M)

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



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

### OPERATIONS

R 8630/Page 1 of 11

### EMERGENCY SCHOOL BUS PROCEDURES (M)

#### 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 employer shall be responsible to 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 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 employer



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

### OPERATIONS

R 8630/Page 2 of 11

#### EMERGENCY SCHOOL BUS PROCEDURES (M)

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 shall require a school bus driver or school bus aide to file a certification with the employer 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 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:



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

### OPERATIONS

R 8630/Page 3 of 11

#### EMERGENCY SCHOOL BUS PROCEDURES (M)

- 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



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

### OPERATIONS R 8630/Page 4 of 11 EMERGENCY SCHOOL BUS PROCEDURES (M)

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:



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

OPERATIONS  
R 8630/Page 5 of 11  
EMERGENCY SCHOOL BUS PROCEDURES (M)

- a. A list of the students assigned to the bus;
  - b. A basic first aid kit;
  - 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;



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

### OPERATIONS

R 8630/Page 6 of 11

#### EMERGENCY SCHOOL BUS PROCEDURES (M)

- 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



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

### OPERATIONS

R 8630/Page 8 of 11

### EMERGENCY SCHOOL BUS PROCEDURES (M)

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,



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

### OPERATIONS

R 8630/Page 9 of 11

#### EMERGENCY SCHOOL BUS PROCEDURES (M)

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.



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

### OPERATIONS

R 8630/Page 10 of 11

#### EMERGENCY SCHOOL BUS PROCEDURES (M)

- 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  
R 8630/Page 11 of 11  
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



## 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

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



## **FINANCIAL MANAGEMENT RESOURCE SERVICES COMMITTEE**

# Twp of Ocean BOE

## Expense Account Adjustment Analysis By Adjustment#

Current Cycle : December

a\_exaa2.082406  
2/22/2017

| Adj #  | Description | Account#                | Account Description       | Date                   | User   | Old Amount  | Adjustment    | New Balance |
|--|-------------|-------------------------|---------------------------|------------------------|--------|-------------|---------------|-------------|
| <b>Current Appropriation Adjustments</b>       |             |                         |                           |                        |        |             |               |             |
| 00098  | BT: DEC-001 | 11-000-2210-59002-10-24 | CONTRACTED CURRIC SRV     | 12/15/2017             | GSTONE | \$14,500.00 | \$6,500.00    | \$21,000.00 |
|  | BT: DEC-001 | 11-190-1000-61006-10-24 | REG INSTR PLANNING MATRLS | 12/15/2017             | GSTONE | \$18,320.00 | (\$6,500.00)  | \$11,820.00 |
|  |             |                         |                           | Total for Adjustment # | 000098 |             | \$0.00        |             |
| 00100  | BT: DEC-002 | 11-000-2700-16023-00-00 | BUS DRIVER O/T REG        | 12/20/2017             | GSTONE | \$46,000.00 | (\$10,000.00) | \$36,000.00 |
|  | BT: DEC-002 | 11-000-2700-16106-00-00 | BUS DRIVERS O/T SPEC      | 12/20/2017             | GSTONE | \$69,900.00 | \$10,000.00   | \$79,900.00 |
|  |             |                         |                           | Total for Adjustment # | 000100 |             | \$0.00        |             |
| <b>Total Current Appropriation Adjustments</b> |             |                         |                           |                        |        |             | <b>\$0.00</b> |             |

Office of the School Business Administrator  
Township of Ocean School District  
January 23, 2018

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

**Ecliptic Financial Advisors**

OTHS, Classroom  
January 29, 2018  
6:00 pm – 9:00 pm  
Purpose: Free College Planning Workshop  
Group 5 Commercial Organizations (For Profit)  
Facility Fee: \$130.00  
Maintenance Fee: \$15.00

**Ocean Youth Lacrosse**

OTHS, Turf Athletic Field  
May 20, 2018  
8:00 am – 6:00 pm  
Purpose: Girls Lacrosse Round Robin  
Group 2 School Age Service Groups  
Facility Fee: \$0.00

**Ocean Wrestling**

OTHS, Gym  
February 25, 2018  
7:00 am – 6:00 pm  
Purpose: Wrestling Tournament  
Group 2 School Age Service Groups  
Facility Fee: \$0.00  
Custodial Reimbursement: \$1,200.00

## **PLANNING & CONSTRUCTION**

# DRAFT AIA® Document G701™ - 2001

## Change Order

PROJECT (Name and address):

15.124 - OCN - Athletic/Performing  
Arts Additions/Renovations at OTHS  
Ocean, NJ

CHANGE ORDER NUMBER: 001

DATE: 1/18/18

TO CONTRACTOR (Name and address):

Benjamin R. Harvey Co., Inc.  
9 Cindy Lane  
Ocean, NJ 07712

ARCHITECT'S PROJECT NUMBER: 15.124

CONTRACT DATE: March 22, 2016

CONTRACT FOR: General Construction

OWNER: ☒

ARCHITECT: ☒

CONTRACTOR: ☒

FIELD: ☐

OTHER: ☐

### THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

|   |               |
|---|---------------|
| 3 - Revised domestic water service.....   | \$40,000.00   |
| 4 - Unforeseen footing removal in existing Tech Room for sanitary line.....                       | \$3,899.50    |
| 7 - Fire rated assembly for temporary egress at Trainer's Entrance per Building Department.....   | \$5,709.36    |
| 9R - Install & remove additional tracking pad construction entrance at PAC required by FSCSD..... | \$2,000.00    |
| 11 - Additional gas line from Parking Lot to meters to existing building.....                     | \$16,054.00   |
| 12 - Provide 12" HDPE pipe in lieu of specified 8" HDPE pipe for future connection by Owner.....  | \$1,496.00    |
| 13 - Relocate Fire Department connection as per Marshal.....                                      | \$3,525.17    |
| 14 - Added steel deck supports as per RFI #27.....  | \$949.55      |
| 15R2 - Revised work at PAC entrance door openings - revised with metal framing.....               | \$2,429.16    |
| 17 - Lintel for ATH A3.8 - Vestibule F117 added during shop drawing approval.....                 | \$1,215.30    |
| 19 - Hardware changes made during submittal review & approval.....                                | \$3,160.20    |
| 20 - Upgrade color of metals including roof and panels.....                                       | \$7,751.00    |
| 23 - Fire wall infill in PAC renovation area in Music Suite Corridor.....                         | \$4,568.95    |
| 25 - Set Gym divider curtain on top cord instead of designed bottom cord.....                     | \$2,193.00    |
| 26 - Aluminum railing credit.....   | (\$3,449.00)  |
| 28 - Deletion of sprung flooring system in Black Box Theater.....                                 | (\$28,377.51) |
| 29 - Credit for revised auditorium ductwork layout, add for revisions to bleacher ductwork.....   | (\$3,005.00)  |
| 30 - Fire dampers not shown on drawings.....  | \$8,848.79    |
| 31 - Additional corridor speakers and change to hand sets.....                                    | \$7,426.48    |
| 32 - New masonry wall at Main Entry.....  | \$1,636.82    |
| 33 - Black Box Theater flooring.....  | \$10,850.00   |
| 34 - Modify doors 122E as 122F on site from bifold to single.....                                 | \$1,200.00    |
| 35 - Electrical dimmer controls for Black Box house lighting.....                                 | \$2,214.93    |
| 36 - Change of primer for black box roof deck.....  | \$3,499.14    |
| 40 - Concrete sidewalk along Gym.....   | \$4,064.00    |
| 42 - Larger fire extinguishers.....   | \$550.00      |
| 43 - Additional emergency lighting per code official.....   | \$2,106.46    |
| 45 - Additional asphalt paving to fence line.....   | \$2,000.00    |
| 47 - Relocate cabinet heater at bottom of stair.....  | \$427.33      |

SUBTOTAL.....\$104,943.63

LESS OWNER'S DISCRETIONARY ALLOWANCE.....(\$130,000.00)

NET TOTAL.....(\$25,056.37)

The original Contract Sum was

The net change by previously authorized Change Orders

The Contract Sum prior to this Change Order was

The Contract Sum will be decreased by this Change Order in the amount of

The new Contract Sum including this Change Order will be

|    |               |
|----|---------------|
| \$ | 10,295,000.00 |
| \$ | 0.00          |
| \$ | 10,295,000.00 |
| \$ | 25,056.37     |
| \$ | 10,269,943.63 |

The Contract Time will be unchanged by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is 7/15/17

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and

AIA Document G701™ - 2001. Copyright © 1979, 1987, 2000 and 2001 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This draft was produced by AIA software at 13:37:06 on 11/16/2017 under Order No.5823564593\_1 which expires on 12/30/2017, and is not for resale.

User Notes:

(1315522382)

Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Solutions Architecture  
**ARCHITECT** *(Firm name)*

96 Pompton Avenue, 2nd Fl. Ste. 200,  
Verona, NJ 07044

**ADDRESS**

**BY** *(Signature)*

Thomas Strauser, AIA  
*(Typed name)*

1/18/18

**DATE**

Benjamin R. Harvey Co., Inc.  
**CONTRACTOR** *(Firm name)*

9 Cindy Lane, Ocean, NJ 07712

**ADDRESS**

**BY** *(Signature)*

Craig Polizzi  
*(Typed name)*

**DATE**

Ocean Township Board of Education  
**OWNER** *(Firm name)*

163 Monmouth Road, Oakhurst, NJ  
07755-1514

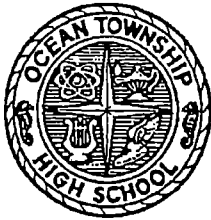
**ADDRESS**

**BY** *(Signature)*

Mr. Kenneth Jannarone  
*(Typed name)*

**DATE**

**INSTRUCTION, EDUCATION, AND STUDENT ACTIVITIES  
COMMITTEE**



# 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**

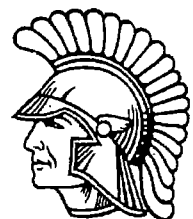
In an effort to create an optimal testing environment, I am requesting Board of Education approval for delayed openings for all students not testing as follows. These altered schedules will require second bus runs.

| <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**

---

**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).

The revised assignment plan was approved at the public Board of Education meeting on January 16, 2018. The plan was discussed at a meeting of the district's Health & Safety Committee.

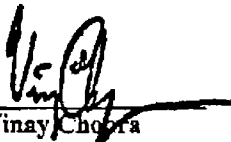
**Nursing Assignment Plan**


| School                    | Grades   | Enrollment | Certified Nurse     |
|---------------------------|----------|------------|---------------------|
| Ocean Twp. High School    | 9-12     | 1126       | Carol Ann Parise    |
| Twp.of Ocean Intermediate | 5-8      | 1051       | Karen Kasyjanski    |
| Wayside School            | PreK – 4 | 610        | Audrey Case         |
| Ocean Twp. Elementary     | PreK – 4 | 413        | Patricia Intveld    |
| 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 Chopra  
Schools' Physician  
Date: 1/11/18

  
Assistant Superintendent

# 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).

The revised assignment plan was approved at the public Board of Education meeting on January 16, 2018. The plan was discussed at a meeting of the district's Health & Safety Committee.


**Nursing Assignment Plan**


| School                    | Grades   | Enrollment | Certified Nurse     |
|---------------------------|----------|------------|---------------------|
| Ocean Twp. High School    | 9-12     | 1126       | Carol Ann Parise    |
| Twp.of Ocean Intermediate | 5-8      | 1051       | Karen Kasyjanski    |
| Wayside School            | PreK – 4 | 610        | Audrey Case         |
| Ocean Twp. Elementary     | PreK – 4 | 413        | Patricia Intveld    |
| 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. Bernard Adler  
Schools' Physician  
Date: 1/9/18

  
Assistant Superintendent

# 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).

The revised assignment plan was approved at the public Board of Education meeting on January 16, 2018. The plan was discussed at a meeting of the district's Health & Safety Committee.

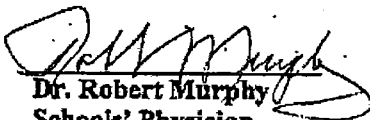
**Nursing Assignment Plan**

| School                    | Grades   | Enrollment | Certified Nurse     |
|---------------------------|----------|------------|---------------------|
| Ocean Twp. High School    | 9-12     | 1126       | Carol Ann Parise    |
| Twp.of Ocean Intermediate | 5-8      | 1051       | Karen Kasyjanski    |
| Wayside School            | PreK – 4 | 610        | Audrey Case         |
| Ocean Twp. Elementary     | PreK – 4 | 413        | Patricia Intveld    |
| 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. Robert Murphy**  
Schools' Physician  
Date:

1/9/18

  
Assistant Superintendent

**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 19, 2018  
**CC:** Kelly Weldon, Ken Jannarone

Below is a Professional Development Activity 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 |
|-------------|------------|------------|---|-----------------|-----|
| Odell-Wyche | Leslie     | AP Biology | AP Biology Exam Reading – Kansas City MO<br>(paid by College Board) | June 6-18, 2018 | **  |

*\*Substitute Rate@\$85 per day*

**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 19, 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*       |
|-------------|------------|----------------|--|--------------|------------|
| Della Pesca | Cassie     | Phys Ed        | NJASPERD**** Convention - Long Branch  | 2/26-27/2018 | \$145.00** |
| Konefal     | Karolanne  | 4th Grade      | Strategies/Structures for Teaching Reading/Writing - Livingston  | 3/8/18       | \$209.00** |
| McDowell    | Janice     | Literacy Coach | Strategies/Structures for Teaching Reading/Writing - Livingston  | 3/8/18       | \$209.00** |
| Fischer     | Jessica    | Spec Ed        | Wilson Foundations Level 2 - Princeton   | 2/7/18       | \$350.00** |
| Miller      | Jack       | Spec Ed        | Digging Into Standards for Mathematical Practice Pt 1- DOE - Matawan Regional                                    | 1/31/18      | **         |
| Miller      | Jack       | Spec Ed        | Digging Into Standards for Mathematical Practice Pt 2- DOE - Matawan Regional                                    | 2/12/18      | **         |
| Miller      | Jack       | Spec Ed        | Digging Into Standards for Mathematical Practice Pt 3- DOE - Matawan Regional                                    | 3/22/18      | **         |
| DeValue     | Suzanne    | Math           | Digging Into Standards for Mathematical Practice Pt 1- DOE - Matawan Regional                                    | 1/31/18      | **         |
| DeValue     | Suzanne    | Math           | Digging Into Standards for Mathematical Practice Pt 2- DOE - Matawan Regional                                    | 2/12/18      | **         |
| DeValue     | Suzanne    | Math           | Digging Into Standards for Mathematical Practice Pt 3- DOE - Matawan Regional                                    | 3/22/18      | **         |
| Steckhahn   | Rich       | 1st Grade      | STEM to STEAM: Incorporate Creativity and Innovation Across Disciplines to Develop 21st Century Skills – RPDA*** | 4/11/18      | **         |
| Titmas      | Kyle       | Band           | Visual & Performing Arts Articulation - Tinton Falls   | 2/16/18      | **         |
| Werthwein   | Lynette    | Dance          | Visual & Performing Arts Articulation - Tinton Falls   | 2/16/18      | **         |

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

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

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

\*\*\*\*NJ Assn of Health, Physical Education, Recreation and Dance

|          |         |                                |   |         |     |
|----------|---------|--------------------------------|---|---------|-----|
| Leute    | Jeffrey | Art                            | Visual & Performing Arts Articulation - Tinton Falls              | 2/16/18 | **  |
| Gower    | Chelsea | Theater Arts                   | Visual & Performing Arts Articulation - Tinton Falls              | 2/16/18 | **  |
| Welch    | Kim     | Theater Arts                   | Visual & Performing Arts Articulation - Tinton Falls              | 2/16/18 | **  |
| Volek    | Amy     | PreK                           | LRE Settlement - Science Implementation - NJDOE Workshop          | 2/1/18  | **  |
| Wynes    | Nichole | Supv of Math & Business        | Block Scheduling - JP Case MS - Flemington                        | 1/22/18 | n/a |
| Vona     | Kristin | Supv of Spec Ed & Basic Skills | LRE Settlement - Science Implementation - NJDOE Workshop          | 2/1/18  | n/a |
| Sullivan | Patrick | Supv of Science                | LRE Settlement - Science Implementation - NJDOE Workshop          | 2/28/18 | n/a |
| Sullivan | Patrick | Supv of Science                | Test Coordinator Training for Science Assessment - DOE            | 3/5/18  | n/a |
| Macaluso | Laura   | Guidance                       | Visit Carl Sandburg MS (character education program) - Old Bridge | 2/16/18 | n/a |
| Brown    | Doreen  | Guidance                       | Visit Carl Sandburg MS (character education program) - Old Bridge | 2/16/18 | n/a |

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

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

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

*\*\*\*\*NJ Assn of Health, Physical Education, Recreation and Dance*



**OPTIONS FOR ADVANCED ACADEMIC ACHIEVEMENT  
SECONDARY SCHOOL PARTNERSHIP PROGRAM  
AGREEMENT BETWEEN  
NEW JERSEY INSTITUTE OF TECHNOLOGY AND  
OCEAN TOWNSHIP HIGH SCHOOL**

The purpose of this Options for Advanced Academic Achievement Secondary School Partnership Program ("Program") Agreement ("Agreement") is to define the procedures for a non-exclusive program providing qualified high school students from the **Ocean Township High School** with the opportunity to take college credit courses at their school during the regular academic year, between **Ocean Township High School** ("School District") located at **550 West Park Avenue, Oakhurst, NJ 07755** and New Jersey Institute of Technology, ("NJIT"), located at University Heights, Newark, New Jersey 07102.

In general, students who have successfully completed the tenth or eleventh grade with an overall GPA of a B or better, including course prerequisites, may be permitted to enroll in these college credit courses.

**Approved NJIT College Credit courses will be offered at Ocean Township High School under the following agreement:**

Through on-site programs, **Ocean Township High School** teachers, whose teaching credentials have been approved by NJIT, will instruct NJIT's college credit course(s) as part of their regular load at their secondary school.

The specific course and number of college level courses offered depends on the academic preparation of the students including high school and college course pre-requisite and co-requisite courses, the availability of qualified faculty at the school, and access to specialized equipment and facilities. The course syllabus, textbook requirements, and credit value of each course are the same as those used on the NJIT campus. It should be noted that, for specified courses, students may be required to take an NJIT final examination at the end of the course. While taking the college level course, students will be considered non-matriculated, enrolled (someone who is enrolled on a semester-to-semester basis, or course-by-course basis but has not been accepted as a regular student pursuing a degree) at NJIT. Students who successfully complete the course work receive college credits that appear on an NJIT transcript. These credits are generally transferable to most two- and four-year colleges in the U.S. Descriptions of courses that are available for participating secondary schools can be found at <http://catalog.njit.edu/undergraduate/>. It is the responsibility of the students to consult the universities they plan to attend to determine the applicability of specific courses to their programs of study.

**Eligible NJIT College Credit Courses offered by Ocean Township High School upon approval, may include a freshmen- or sophomore-level undergraduate course such as the following:**

- CHEM 125/125A General Chemistry I and Laboratory (4 credits)
- CHEM 126/126A General Chemistry II and Laboratory (4 credits)
- CS 113 Roadmap to Computing (3 credits)
- ECON 265 Microeconomics (3 credits)

- ECON 266 Macroeconomics (3 credits)
- FED 101 Fundamentals of Engineering Design (2 credits)
- HUM 101 English Composition: Writing, Speaking, Thinking I (3 credits)
- HUM 102 English Composition: Writing, Speaking, Thinking II (3 credits)
- IT 101 Introduction to Information Technology (3 credits)
- MATH 111 Calculus I (4 credits)
- MATH 112 Calculus II (4 credits)
- MGMT 190 Introduction to Business (3 credits)
- PHYS 111/111A PHYS I and Laboratory (4 credits)
- PHYS 121/121A PHYS II and Laboratory (4 credits)
- SS 201 Economics (3 credits)
- MET 103 Engineering Graphics & Intro to CAD (2 credits)
- MET 105 Applied CAD (2 credits)

It is possible for students to take other courses if a teacher is available with appropriate credentials to teach the subject and the course is offered by NJIT (<http://catalog.njit.edu/undergraduate>).

### **TUITION AND FEES**

The District shall be charged a tuition rate per undergraduate credit (as established for the academic school year) for all high school students enrolled as non-matriculated students in NJIT college credit courses offered at their high school under this Options Agreement. The current rate of tuition per undergraduate credit is \$150.00 for the 2017- 2018 academic school year.

NJIT must receive payment from the District in the form of a check/purchase order. Payments are due at the time of registration, but not later than the last week of September for the fall semester, or the second week of February for the spring semester.

**Ocean Township High School** must meet any financial obligation to NJIT under this Agreement prior to the end of the semester for which the course(s) is/are offered to the students based on their enrollment as non-matriculated students by NJIT's specified registration deadline.

There are no refunds made under this agreement.

### **TEACHER CERTIFICATION**

Candidates may provide evidence of their qualifications in terms of background and experience, as follows:

- Candidates have a MS/MA degree in a related area to the college course they will be teaching, or a BS degree with significant experience; or
- Teachers who currently teach or have taught AP or equivalent classes in related areas for at least two years.



All candidates must provide NJIT with a copy of a current resume and at the discretion of the academic department, a letter of recommendation from the secondary school principal, and a portfolio of work including exams, student performance and sample lesson plans in related courses. The designee of the NJIT academic department offering the courses will review these materials.

Teachers may also be asked to take a specific NJIT course, prior to departmental approval to teach that specific NJIT course through the Options Program as well as administer exams aligned to NJIT and course evaluations as required.

Teachers are expected to participate in University sponsored professional development opportunities offered.

### **GRADING POLICY**

The grading policies are the same as for all courses taught at NJIT. It is expected that **Ocean Township High School** will incorporate these grades into the District's own grading scheme. The NJIT college credit courses will also be deemed as satisfying the Carnegie unit value for equivalent high school courses and apply toward the student's graduation requirements.

### **GENERAL TERMS OF AGREEMENT**

1. All qualified students at the **Ocean Township High School** will be eligible for enrollment in the NJIT offerings. A high school student is qualified for enrollment in NJIT course offerings through the Options program if the NJIT course pre-requisites have been met.
2. The parties shall be responsible for the acts or omissions of their employees and representatives in accordance with the Mutual Indemnification Provision attached as Appendix A.
3. By the 10<sup>th</sup> day of NJIT's fall and spring semesters, the **Ocean Township High School** will provide NJIT with a list of students who have applied for the college credit courses by the completion of the Options Program application provided by NJIT. This information will include the students' name, permanent address, expected semester of graduation, and other necessary information. **Ocean Township High School** will obtain written releases from the students permitting the transmittal of such information as required by the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment).
4. By the end of each course semester, but not later than one week after course completion, the **Ocean Township High School** will provide NJIT with a list of students who have successfully completed the college credit courses including each student's course grade. As necessary during the academic year, the **Ocean Township High School** will provide an updated and accurate list of enrolled students taking the college credit courses.
5. The **Ocean Township High School** acknowledges and agrees that NJIT shall have sole and final authority and oversight with respect to all academic matters regarding the Program, including but not limited to approval of teachers and awarding of college course credit.
6. This Agreement shall become effective as to the date of the last signature hereto and is intended to apply to students taking college credit courses during the 2018-2019 academic year. The Agreement will be in

effect for three consecutive school years, specifically the academic years of 2018-2019, 2019-2020 and 2020-2021.

7. During the term of this Agreement, each party hereby grants to the other party a non-exclusive and non-transferable right and license, to use and display the other party's name and/or logos in print publications in connection with the promotion and implementation of the Program. All promotional and/or marketing materials created or used by either party will be pre-approved by the other party prior to dissemination; such approval not to be unreasonably withheld. Each party agrees to follow any reasonable trademark usage and/or branding guidelines provided by the other party in connection with its exercise of this license.
8. Implementation and interpretation of this Agreement will be consistent with and subject to all applicable and mandatory approvals, policies and procedures established by the appropriate accreditation bodies, including Middle States Commission on Higher Education, the New Jersey Department of Higher Education, the New Jersey Department of Education, and other agencies that have jurisdiction over the operation of either party.
9. The **Ocean Township High School** acknowledges that NJIT is subject to requirements of affiliation promulgated by the Middle States Commission on Higher Education that include periodic assessment of the effectiveness of programs providing student learning opportunities, and **Ocean Township High School** agrees to participate in NJIT assessment protocols associated with Middle States standards. The **Ocean Township High School** further acknowledges and agrees that assessment results associated with NJIT assessment protocols shall not become a part of teacher employment records maintained by its institution.
10. Participation of the **Ocean Township High School** students in the Program will be permitted in compliance with applicable federal, state, and local non-discrimination laws and regulations. Both parties shall maintain their respective individual accreditation during the term of this Agreement.
11. This Agreement may not be assigned or delegated by either party without the prior written consent of the other party. This Agreement shall not become effective unless signed by the **Ocean Township High School** District Superintendent of Schools and/or School Business Administrator and NJIT is provided a copy of School District's board resolution authorizing the **Ocean Township High School** to proceed with the Program.
12. Each party acknowledges and agrees that the relationship with each other is that of independent contractors, and this Agreement shall not be construed to create a joint venture or agency relationship between the parties. As such, any **Ocean Township High School** teachers teaching courses pursuant to this Agreement are not employees or representatives of NJIT and remain wholly employees of the **Ocean Township High School**.
13. The **Ocean Township High School** and NJIT agree to assess the Program on an annual basis and will make reasonable adjustments and amendments as deemed appropriate for the improvement of the Program.
14. Either party may terminate this Agreement early by submitting written notification to the other party at least ninety (90) days before the first day of the **Ocean Township High School's** academic year. Such early termination notice shall be effective for the upcoming **Ocean Township High School** academic year.
15. In the event that this Agreement expires and/or is terminated early, the **Ocean Township High School** shall pay NJIT for all reasonable, non-cancelable expenses incurred or committed to be expended as of the



effective termination date. Termination or cancellation of this Agreement shall not affect the rights and obligations of the parties accrued prior to termination.

16. This Agreement shall not be amended or modified except by written agreement of the parties. This Agreement represents the entire Agreement between the parties with respect to the subject matter and supersedes all prior Agreements related thereto.
17. This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey without regard to its conflicts of laws principles and rules. In the event of a dispute, the parties shall firstly attempt to settle it by negotiation within thirty (30) days before any other action is taken.
18. Neither party shall have any liability to the other for any consequential, exemplary, special, incidental or punitive damages even if advised of the possibility of such damages, including without limitation lost profits and opportunity.
19. Except as otherwise contained herein, each party disclaims all warranties and representations, either express or implied, with respect to its programs, courses and/or services to be performed hereunder.
20. All notices, consents, demands and other communications between the parties under or regarding this Agreement shall be in writing (which includes facsimile) and shall be sent to the recipient's address set forth above.
21. Both parties will keep confidential all information marked and/or identified as confidential at the time of disclosure by the other party other than to the extent disclosure is required to perform this Agreement. "All information" referred to herein excludes information: (a) generally available to the public otherwise than by disclosure in breach of this Agreement; (b) that is known to the receiving party prior to the time of disclosure; (c) that is independently developed by or for the receiving party; or (d) that is required by any law (e.g., New Jersey Open Public Records Act), regulation, subpoena, statute and/or court or administrative order to be disclosed. The terms of this confidentiality provision shall survive expiration and/or termination of this Agreement for three (3) years thereafter.

**OCEAN TOWNSHIP HIGH SCHOOL**

James Stefankiewicz Ed.D.      Date  
Superintendent of Schools

**NEW JERSEY INSTITUTE OF TECHNOLOGY**

*Fadi P. Deek*      12/18/2017  
Fadi P. Deek, Ph.D.      Date  
Provost and Senior Executive Vice President

**APPENDIX A**

**Mutual Indemnification Provision**

For purposes of this indemnification provision, **Ocean Township High School** shall be designated as the "School" and New Jersey Institute of Technology shall be designated as the "University".

The School agrees to indemnify, defend and save harmless the University, its trustees, employees and representatives (collectively called the "University") from loss or expense (including reasonable attorney's fees) for claims made or liability imposed upon the University for personal injury, including death resulting at any time therefrom sustained by anyone or arising out of damage to property, including loss of use thereof, when such liability or damage is occasioned by the negligence or intentional misconduct of the School or is occasioned from a situation that was, or should have been, under supervision of the School's representatives.

The University agrees to indemnify, defend and save harmless the School, its trustees, employees and representatives (collectively called the "School") from loss or expense (including reasonable attorney's fees) for claims made or liability imposed on the School for personal injury, including death resulting at any time therefrom, sustained by anyone or arising from damage to property, including loss of use thereof, when such damage is occasioned by the negligence or intentional misconduct of the University or is occasioned from a situation that was, or should have been, under supervision of the University's representatives.

**Office of the Assistant Superintendent of Schools  
Teaching & Learning**

---

**Township of Ocean Schools**



MEMORANDUM FOR: James Stefankiewicz, Ed. D.

FROM: Janet Forino

DATE: January 19, 2018

RE: Student Observers & Student Teacher

---

Please present for Board Approval at the next scheduled board meeting the students listed below who would like to fulfill their requirements beginning January 24, 2018.

**STUDENT OBSERVERS**

Brad Comer  
Monmouth U  
25 hours  
Wayside  
Crystal Ecke

Amanda Delfino  
Monmouth U  
75 hours  
TOIS  
Susan Lyster

Nia Watson  
Monmouth U  
80 hours  
TOIS  
Samantha Amey

Taylor Parrino  
Monmouth U  
2 days  
OTES  
Joanne Kobil

**STUDENT TEACHER**

Kaitlyn Robertson  
Monmouth U  
January – September 2018  
TOIS  
Stephanie Horton/Nicole Nagy

## **PERSONNEL COMMITTEE**



## 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<br>2017-<br>2018 | Salary for<br>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 |                            |          |       |        |                           |                         |

Personnel Office  
Township of Ocean School District  
January 16, 2018

**MEMORANDUM TO:** James Stefankiewicz, Ed.D., Superintendent of Schools

**RE:** Change on Guide -- Revised Contracts -- February 1, 2018

The following staff members have submitted proof of completion of their required courses. Therefore, a new notification of salary should be issued to the following teachers for February 1, 2018.

| <b>HIGH SCHOOL</b>           |           |    | <b>YRS. OF EXP.<br/>AS OF</b> | <b>PRESENT<br/>LEVEL/SALARY<br/>February 1, 2018</b> | <b>REVISED<br/>LEVEL/SALARY<br/>February 1, 2018</b> |
|------------------------------|-----------|----|-------------------------------|--|--|
|                              |           |    | <b>June, 2017</b>             |  |  |
| Cocucci                      | Lisa      | 3  |                               | 11 BA \$63,615.                                      | 11 MA \$67,515.                                      |
| Garrity                      | Alma      | 12 |                               | 21 BA \$86,850.                                      | 21 BA+30 \$88,800.                                   |
| Tevar                        | Cara      | 14 |                               | 17 MA \$77,575.                                      | 17 MA+30 \$79,525.                                   |
|                              |           |    |                               |  |  |
| <b>OCEAN TWP. ELEMENTARY</b> |           |    |                               |  |  |
|                              |           |    |                               |  |  |
| Klohr                        | Robin     | 19 |                               | 20 MA \$86,625.                                      | 20 MA+30 \$88,575.                                   |
| Vinegra                      | Christine | 2  |                               | 3 BA \$57,015.                                       | 3 BA+30 \$58,965.                                    |
|                              |           |    |                               |  |  |
| <b>WAYSIDE ELEMENTARY</b>    |           |    |                               |  |  |
|                              |           |    |                               |  |  |
| O'Rourke                     | Brienne   | 6  |                               | 5-6 BA \$58,165.                                     | 5-6 MA \$62,065.                                     |
|                              |           |    |                               |  |  |
| <b>WANAMASSA ELEMENTARY</b>  |           |    |                               |  |  |
|                              |           |    |                               |  |  |
| Suit                         | Monik     | 2  |                               | 3 BA \$24,437.                                       | 3 BA+30 \$25,272.                                    |
|                              |           |    |                               |  |  |
| <b>INTERMEDIATE SCHOOL</b>   |           |    |                               |  |  |
|                              |           |    |                               |  |  |
| Hoyle                        | Meghan    | 10 |                               | 12-13 BA \$65,965.                                   | 12-13 MA \$69,865.                                   |
|                              |           |    |                               |  |  |
|                              |           |    |                               |  |  |
|                              |           |    |                               |  |  |
|                              |           |    |                               |  |  |

**SUBSTITUTES FOR BOARD APPROVAL**  
**January 19, 2018**

|              |      |
|--------------|------|
| Kelly, Paige | K-12 |
|--------------|------|