

REGULAR MEETING

ATTACHMENTS

JUNE 20, 2017

#1 – CLC &

Co-Curric/Student Act

**COMMUNITY LIAISON, COMMUNICATIONS &
CO-CURRICULAR STUDENT ACTIVITIES COMMITTEE**

RESOLUTION

Adopted by the
Township of Ocean Board of Education
Township of Ocean, New Jersey

For

Andrew Brannen

Township Manager

WHEREAS, *Andrew Brannen was hired by the Township of Ocean municipality on June 29, 2007 as Township Manager, to manage the day to day operations of the Township of Ocean, and served with distinction for 10 years; and*

WHEREAS, *Mr. Brannen oversaw a staff of 230 employees from 8 Township departments, including Police, the Township Clerk, Finance, Municipal Court, Public Works, Community Development and Human Services/ Recreation; and*

WHEREAS, *Mr. Brannen also oversaw the completion of the Colonial Terrace Golf Course, improvements to Town Hall including the construction of the West Wing, enhancements to the various parks and finalized updates to the police communication/dispatch system; and*

WHEREAS, *Mr. Brannen spearheaded changes in employee benefits resulting in significant savings to the taxpayers of the Township of Ocean and negotiated numerous labor agreements to the mutual benefits of the bargaining units, the Township and the taxpayers of the Township of Ocean, be it, therefore*

RESOLVED, *that the Township of Ocean Board of Education hereby expresses its sincere gratitude to Mr. Andrew Brannen for his invaluable and devoted service to the community of the Township of Ocean.*

June 20, 2017

Superintendent of Schools

President of the Board of Education

RESOLUTION

Adopted by the

Township of Ocean Board of Education

Township of Ocean, New Jersey

For

Kathleen Reiser

Co-Director of Human Services Department

WHEREAS, *Kathleen Reiser was hired by the Township of Ocean municipality on May 19, 1989 as Recreation Administrator and promoted to Co-Director of Human Services Department in April 2013 and served with distinction for over 28 years, and will be retiring this year; and*

WHEREAS, *Mrs. Reiser has overseen the Township of Ocean recreation programs, and was responsible for the Ocean Township Pool and Tennis Facility, including ADA Improvements of 1994; and*

WHEREAS, *Mrs. Reiser also oversaw the implementation of the Recreation Trust Fund in order to provide more flexibility in the recreation programming and spearheaded the development of the Open Space Recreation Plan, and the recreation facility expansions throughout her tenure, including the Billy Goat Farm, the Gym, Turner Tract and Fleidner Park; and*

WHEREAS, *Mrs. Reiser most notably brought in significant funds from various recreational and open space grants to aid in the acquisition and improvement to all the Township of Ocean recreational facilities be it, therefore*

RESOLVED, *that the Township of Ocean Board of Education hereby expresses its sincere gratitude to Mrs. Kathleen Reiser for her invaluable and devoted service to the recreational community of the Township of Ocean.*

June 20, 2017

Superintendent of Schools

President of the Board of Education

POLICY

OCEAN TOWNSHIP BOARD OF EDUCATION

Students

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TUITION FOR NON-RESIDENT STUDENTS

P 5111.01 TUITION FOR NON-RESIDENT STUDENTS

The Township of Ocean Board of Education is authorized by N.J.S.A. 18A:38-3 to admit pupils who are not residents in the Township of Ocean School District to the Township of Ocean School District upon such terms and conditions as the Board of Education may establish.

The Board promulgates that attendance at the Township of Ocean School District by private tuition students is a privilege, not a right. For the purpose of encouraging academic and social interaction and to increase classroom enrollment, the Board may agree to accept non-resident pupils in grades Kindergarten through Twelve at the Township of Ocean School District.

- A. Any child whose parent(s)/guardian(s), hereinafter referred to as parents, reside outside the school district shall be considered non-resident. Non-resident pupils may be admitted on a tuition basis upon completion of the following:
1. Parents will email tuition@oceanschools.org to inquire about class size and current availability at the grade level(s) for which they are interested prior to completing an application. The Superintendent will determine availability based on current size of classes and respond to all parental inquiries.
 2. If there is availability in the desired grade level(s), parents will complete an application and submit a \$100 non-refundable application fee made payable to Township of Ocean Board of Education. The fee will NOT be applied to any tuition due or that becomes due.
 3. The Principal of each respective school will review all applications for admission and interview the applicants.
 4. The applicant is to be tested appropriately by school personnel. Staff members are directed to give all applicants fair and equitable consideration in accordance with board policies.
 5. All prior school records shall be presented upon request including, but not limited to: health records, report cards, state test scores, and all other standardized test scores.
 6. The applicant will submit letters of recommendation from teacher and administrator of the school last attended.



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TUITION FOR NON-RESIDENT STUDENTS

7. A copy of the applicant's birth certificate will be provided.
- B. Tuition for all enrolled pupils in grades Kindergarten through Twelfth shall be according to a schedule set forth by resolution of the Board that may be modified by resolution. Tuition rates, late payment fees, and incentive/discounts will be established annually.
 1. Fees are as follows:

• Kindergarten through Fourth Grade :	\$ 8,500.00
• Fifth through Eighth:	\$ 8,500.00
• Ninth through Twelfth:	\$ 13,500.00
 2. If accepted, a completed Pupil Tuition Contract and a \$200 (two hundred dollar) acceptance fee must be remitted to the School Business Administrator/Board Secretary within ten (10) days of written notification of acceptance and will be applied toward the first tuition payment.
 3. Tuition payments will be made in two installments (August 1st and January 1st). A \$250 late fee will be assessed if the payment is not received by the 10th day of the month in which it is due. The \$250 late fee will be assessed and continue to accrue for each month until such time as payment is received in full for any delinquent tuition payment and any late fees incurred to date.
 4. Should parents choose to remove a pupil mid-month, there will be no pro-rated reimbursement.
 5. All fees and payments are non-refundable. In the event of non-payment of any charge or fee when due, parents agree that pupil's enrollment may be canceled and the pupil shall be withdrawn from the Township of Ocean School District immediately upon notice from the Superintendent. In addition to removal, all outstanding balances will be forwarded to collections for tuition, late fees, and/or attorney's fees.
- C. The Board reserves the right to withdraw private tuition status from any pupil admitted under the policy for academic or disciplinary reasons or failure to pay tuition. If this occurs, the home district of the pupil will be notified.
- D. Pupils are admitted under this policy with the assumption that their educational needs can be addressed at any incremented cost to the district equal to or less than the



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TUITION FOR NON-RESIDENT STUDENTS

amount of tuition they are asked to pay. Should it be determined at any time that this is not so, the Board reserves the right to withdraw non-resident tuition students or request supplemental fees for the program. There shall be no increase in teaching staff due to the acceptance of non-resident tuition pupils.

- E. The parents/guardians of tuition students will be responsible for transportation at their sole expense.
- F. Pupils shall maintain appropriate academic and/or social standards and adhere to school disciplinary requirements. In the event a pupil fails to do so, the Board may terminate the enrollment of that pupil in the Township of Ocean School District.
- G. The Township of Ocean Board of Education will accept students into the regular education program only. Special Education needs and Section 504 accommodations, modifications and supports that incur any additional costs cannot be met at regular tuition rates. This includes any programs or services that require Child Study Team evaluation, classification, programming or instruction by a special education teacher. If, after enrollment, it is determined by the district that a special education referral or classification is necessary, the parent agrees to withdraw the student from the district. The district will release the pupil and notify the home district. Tuition shall be refunded on a pro-rated basis.
- H. In accordance with law and the Board's own policy, the decision to admit or to re-admit a non-resident tuition student shall not be based upon gender, race, religion, economic or social status.
- I. Re-admission is not automatic. If there remains room in the grade into which the student would go in a successor year, the student may apply for re-admission. Students who have not maintained an 80 average (based upon all subjects with no failing grades) may not be re-admitted at the discretion of the Board of Education.
- J. The Superintendent shall report to the Board of Education from time to time regarding non-residential tuition program and the Board shall evaluate the same during the first quarter of each calendar year.
- K. Non-resident tuition students shall be afforded the same educational opportunities as resident pupils, and all laws, regulations, and requirements applicable to resident pupils shall apply to non-resident pupils.
- L. In the event acceptance of non-resident tuition pupils is rendered impossible by law, judgment or decision or otherwise, the Board's only liability shall be for the return of any unearned tuition payments.



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TUITION FOR NON-RESIDENT STUDENTS

M. Non-resident tuition admission decisions will be made according to Board policy by the Superintendent of Schools and approved by the Board of Education. All acceptance decisions are final.

Adopted: 20 June 2017



Acknowledgement of Receipt Code of Ethics for School Board Members

Please sign this acknowledgement of receipt to confirm that you have received a copy of the Code of Ethics for School Board Members contained within this recent amendment to the School Ethics Act, C.178, P.L. 2001.

Each school board member and charter school trustee is responsible to read and become familiar with the Code of Ethics for School Board Members. Questions about the policy should be directed to your Business Administrator/Board Secretary. If unable to answer the question, the BA/BS may direct you to the School Ethics Commission from whom you may request an advisory opinion.

The Code of Ethics became part of the School Ethics Act on July 26, 2001 so it is effective immediately. Failure to sign this Acknowledgement will not relieve a board member of the responsibility to understand and adhere to the Code of Ethics.

BOARD MEMBER'S NAME (Please print)

BOARD MEMBER'S SIGNATURE

DATE

Please sign and return this sheet to the Business Administrator/Board Secretary or Lead Person of a Charter School.

School Ethics Act (effective April 1992)

It is essential that the conduct of members of local boards of education and local administrators hold the respect and confidence of the people.

These board members and administrators must avoid conduct which is in violation of their public trust or which creates a justifiable impression among the public that such trust is being violated.

The Act established:

- School Ethics Commission
- Code of Ethics (2001- 9 years later)
- Conflicts of Interest
- Disclosure Statements – employment and financial interests
- Training Requirements for board members

School Ethics Commission (SEC)

9 Members

appointed by
governor for 3-
year term

(no more than
5 from any one
political party)

2 school
board
members

2 school
administrators

5 non-school
officials

SEC Jurisdiction

Advisory Opinions

A school official may request an advisory opinion to determine if any proposed activity or conduct by a school official would constitute a violation of the Act.

Ethics Complaints

Acts upon complaints filed by anyone alleging a violation of the School Ethics Act or Code of Ethics took place.

Code of Ethics N.J.S.A. 18A:12-24.1

a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.

Uphold and enforce all laws, state board rules and regulations, court orders and local board policy when making decisions.

DON'T bend the rules, ask others to bend the rules, or think that you can accomplish anything as an individual that compromises the legal guidelines established by the board.

Code of Ethics (continued)

b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.

Make decisions in terms of the educational welfare of all children regardless of their ability, race, creed, sex, or social standing.

DON'T base your decisions on special interest agendas or on what is best for your

own child

Code of Ethics (continued)

c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.

DON'T become involved in the administration, organization or implementation of the policy and the goals. That's the role of the professional educators.

Code of Ethics (continued)

d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.

Your responsibility is to work as a board to see that the schools are well run.

DON'T think that your role is to be involved in the day-to-day running of the schools – that is the administrators' job.

Code of Ethics (continued)

e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.

Only the full board has the right to make decisions.

DON'T make personal promises nor take any private action which may compromise the board.

Code of Ethics (continued)

f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.

Make decisions based on district goals and policies.

DON'T be swayed by special interest or partisan political groups.

Code of Ethics (continued)

g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.

Insist that the board keep the community informed on the progress and needs of the district. DON'T discuss confidential matters with anyone but the board.

Code of Ethics (continued)

h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.

**Consider the recommendation of the
CSA on all matters pertaining to
education.**

**DON'T undermine a decision of the
board. (18A:27-4.1)**

Code of Ethics (continued)

i. I will support and protect school personnel in proper performance of their duties.

Support and protect school personnel in proper performance of their duties.

DON'T violate the chain of command or publicly criticize staff members.

Code of Ethics (continued)

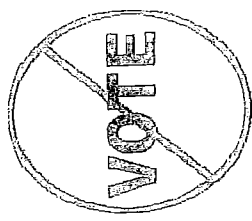
j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

**Refer all complaints to the superintendent.
DON'T make any promises to "help" or act
on citizen complaints until they reach the
board level after failure of an administrative
solution.**

Conflicts of Interest- N.J.S.A.18A: 12-24

Recuse yourself if there is a benefit to you as a school official or a member of your immediate family (or others) due to a:

- Business interest
- Use of the position to secure unwarranted privileges
- Financial involvement
- Gift, favor, etc. that was offered with the intent to influence
- Personal involvement that creates a benefit
- Service or employment that may prejudice independent judgment



Nepotism Policy - N.J.A.C. 6A:23A-6.2

Nepotism regulation definition of Immediate

Family Member:

- spouse, child, parent, sibling
- residing in same household
- (no dependency requirement)

In recent advisory opinions the SEC has adopted the Nepotism definition of immediate family members which is more expansive than the SEC definition – spouse or dependent child residing in the same household.

Nepotism Policy

Definition of relative is more expansive:

- Spouse/civil union or domestic partner
- Parent/stepparent • Grandparent, grandchild
- Child/stepchild and son/daughter-in-law
- Siblings, stepbrother/sister, half brother/sister
- Aunt/uncle, niece/nephew

Whether related to individual or spouse/partner by blood, marriage or adoption.

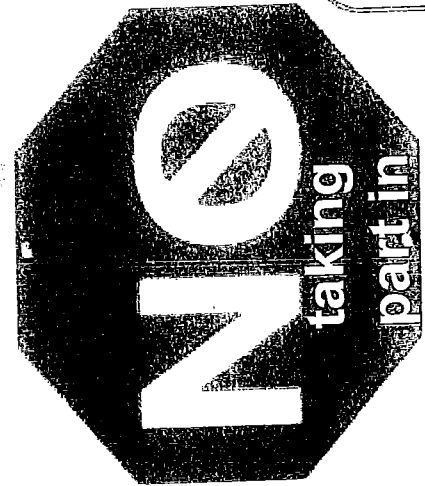
Recent opinions expanded this definition to include “other” such as first cousin, co-habiting partner, ex-spouse, etc.

Nepotism Policy – N.J.A.C. 6A:23A- 6.2

Note: There are Exceptions that apply

- Districts may not hire a relative of a board member or chief school administrator (2008 - prior employees grandfathered).
- Board member must recuse from discussion and abstain from voting.
- CSA may not recommend to the board a relative of the board or CSA.
- A district administrator may not exercise direct or indirect authority over a relative of the administrator.

Personnel Issues - CSA/ Supervisor/Principal



Employment matters concerning the CSA or supervisors in the chain of command between the employee and CSA.

School official with **RELATIVE** or "others" working in district -

Vote on motion to advertise for CSA, hiring of selection agency, criteria, job description, search committee, evaluation and contract discussions post hire. No closed session attendance or minutes. A05-15

Search, selection or vote for a new superintendent/administrator/supervisor.

Personnel Issues

CSA/Supervisor/Principal

Relationship to Board Member	Position	Duration of Conflict
Son	Summer student help	Time employed in the district
Spouse	Substitute Teacher	Time employed as substitute

Regarding the Superintendent's employment:

- o The Board Member may not participate in any:
 - o discussion pre- or post-hire
 - o aspect of the vetting process, evaluation, contract discussion or vote
 - o selection of a committee or firm which will conduct the search for the Superintendent.

4
A30-1

Collective Bargaining: In-District Relationships

Where Employed	Who is Employed	Participation
In the District	BOE/Admin or their <u>Relative</u> (Nepotism definition + "others")	<u>Cannot participate on the negotiations team or planning.</u> <u>Cannot vote on the contract.</u>

Connection:

- in the bargaining unit of the contract under negotiations
- supervised by employees in the unit
- not in the unit, but terms of employment linked to unit, or
- board member's endorsement by the union in election immediately preceding negotiations

Collective Bargaining Out-of-District Relationships

Where Employed	Who is Employed	Union	Lives	Participation
Out of District	BOE/Admin or Immediate Family Member (Nepotism + definition + "others")	In same or similar statewide union	In Same Household	May not participate in negotiations or discussion including voting
Out of District	BOE/Admin or Relative (Nepotism + definition + "others")	In same or similar statewide union	Out of Household	May participate unless relative has heightened union involvement – negotiation chair, union officer, building rep, etc.

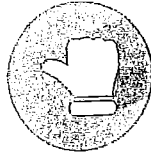
Note: Administrators may provide technical assistance. A22-16

Collective Bargaining

- A13-15 (10/27/2015) - A Board member who is employed in another district as an administrator and represented by an administrators union may negotiate with the in-district local NJEA affiliate when there is absolutely no linkage, in either district, between the respective NJEA affiliates and the administrators union which represents the Board member.
- Consider A09-14 (Similar unions).

Volunteerism

Recent Advisory Opinions do not ban in-district volunteering but do place restrictions on contact with students, staff, and parents that is inconsistent with the role of a Board member.



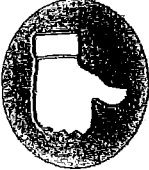
Acceptable:

- One-time, infrequent, non-executive in-district volunteer activities such as reading to a class on Dr. Seuss Day or chaperoning a class trip.
- Volunteer activities in outside organizations that are self-governing, wholly independent of board member's role and board of education oversight -e.g. education foundations, PTAs, student activity booster clubs, local recreation organizations (Do have to recuse on voting)

Volunteerism

Advisory Opinions A32-14, A10-15, A17-15 find the following Board member volunteer actions to be an

Ethics violation:

- Supervision, management and direction of school personnel and funds
- Regular contact with students, parents and staff
- Active day-to-day presence 
- Enmeshed in the building
- E.g. volunteer coaches, volunteer club advisors, volunteer playground aides

Interview Committees

- **A31-15 (1/26/2016)**-The Commission does not encourage Board members involvement in interviews for positions other than that of Superintendent, except the narrow circumstances in which this activity is permissible, all subject to approval of the Superintendent.
- See **A04-12** for further expansion on participation guidelines.

Interview Committees

While participation in interview committees is not encouraged, should the Board decide to have an interview committee with Board members, A04-12 provides guidelines:

- **A04-12 (4/17/12)** - Board member's participation on interview committee for high level administrative and supervisory positions would not violate the School Ethics Act. One or two board members; administrative staff coordinates participation – observation and assessments; CSA recommendation.

A15-10 – Exit Interviews – No!

N.J.S.A. 18A:12-24.1 (c) (d) “not to administer...”

Retracted A01-15 from public advisory status

TOWNSHIP OF OCEAN BOARD OF EDUCATION STRATEGIC PLAN GOALS ACTION PLAN

Strategic Planning Goal 1 (Student Success): Provide all students with equitable opportunities and access to pursue and enhance their strengths and interests while acquiring the necessary skills for success beyond graduation.

Objectives: 1. Offer improved, practical, meaningful professional development which includes teacher coaching and peer teaching.

2. Expand course offerings and curriculum based on student needs and choice which will enable our students to be Future Ready.

3. Provide all students access / exposure to purposeful use of technology and interactive, hands on learning experiences rich in, among other things, computer science.

4. For all teachers to gain a better understanding of the whole student and all students including diagnostic understanding of student limitations, student interests, parent input and cultural awareness.

5. Provide improved methods of instruction including redesigned learning spaces, project-based learning, student centered lessons, student choice and character education.

6. All students will be performing at grade level in reading and mathematics by the end of third grade.

Major Activities	Board/staff	Resources	Constraints	Timelines	Indicators of Success
Expand CTE offerings at OTHS including offerings in Technology, Engineering, and Visual & Performing Arts.	OTHs Principal Supervisors CTE Coordinator Lead Teachers	CTE Grant Department of Labor Grant	Obtaining NJDOE Approvals	School of Technology – September 2019, School of VPA – September 2021	Established and Approved CTE Programs or Programs of Study
Expand TOIS elective offerings with a STEAM focus.	Assistant Superintendent for T & L, TOIS Admin, Supervisors	District Budget, Staff Training – Project Lead the Way	Budget Identifying Personnel	September 2017 & beyond	Established Electives
Implement a new schedule at TOIS in order to maximize student-centered, project-based learning opportunities.	Assistant Superintendent of T & L, TOIS Admin, Schedule Comm	Committee Meeting Time, Visits to Other School Districts	Scheduling Conflicts	September 2018	New Schedule in Place

Maximize technology integration into classroom practices, maximizing the use of Chromebooks and other devices.	Assistant Superintendent for T & L, Principals, Supervisors, Ed Tech Specialists, Media	Instructional Technology, Chromebooks, Staff Professional Development, District Budget	Outdated Technology, Lack of Professional Development, Lack of Budget	September 2017- Ongoing	Documented through written curriculum and written lesson plans. Documented through formal written evaluations. SGOs Informal Observation
Evaluate the effectiveness of the Wonders Reading Program.	Assistant Superintendents, Principals, Elementary Supervisors, Reading Specialists	Wonders Resources, District Budget, RTI Practices & PD	Ongoing Professional Development, Consistency of Implementation Across the District	September 2017- Ongoing	Student Reading Levels, SGP Scores Student Performance on Local and State Assessments
Evaluate the effectiveness of the Envision Math Program.	Assistant Superintendents, Principals, Elementary Supervisors	Envision Resources, District Budget, RTI Practices & PD	Ongoing Professional Development, Consistency of Implementation	September 2017 - Ongoing	Student Math Performance Levels, SGP Scores, Student Performance on Local and State Assessments
Implement strategies to decrease chronic absenteeism such as direct home intervention by the district attendance officer.	Superintendent, Principals, Attendance Officer	Chronic Absenteeism Plan, Attendance Records	Transient Populations	September 2017 - Ongoing	Decreased Absenteeism Rates
Expand summer bridge programs for students who would benefit from an extended year of learning opportunities paying particular attention to transition years.	Assistant Superintendents, Principals, Supervisors	District Budget, Grants, Participating Staff, Curriculum, Transportation	Availability of Students in Summer, Availability of Staff in Summer, Budget	July 2017 - Ongoing	Established Programs, Program Enrollment Figures, Program Curricula
Provide professional development for teaching staff on project-based learning and student-centered instruction.	Assistant Superintendents, Principals, Supervisors	District Budget, Internal Staff to Lead and Turnkey Training	Adequate Time for Professional Development, District Budget	September 2017 - Ongoing	Completed Professional Development, PD Agendas, Turnkey Presentations

Increase opportunities for all students to engage advanced coursework including Gifted and Talented, Advanced, Honors, and dual-credit.	Assistant Superintendents, Principals, Supervisors	Review of Rubrics, Culturally Responsive Resources, Staff Professional	Contrary Policies and Practices, Longstanding Norms	July 2017 – Ongoing	Increased Enrollment in Advanced Opportunities for Underrepresented Students
Improve curriculum articulation within and between grade levels and schools.	Assistant Superintendent for T & L, Principals, Supervisors	Meeting Time	Lack of Meeting Time	September 2017 – Ongoing	Meeting Agendas K-12 Curriculum Maps, Revised Curricula
Provide professional development on culturally responsive teaching and curriculum.	Superintendent, Assistant Superintendents, Principals, Supervisors	District Budget, CJCEE, Other PD Opportunities, Literature on CRT	The Ability to Turnkey Resources to All Staff	July 2017 – Ongoing	Meeting Agendas, Revised Curricula, Turnkey Presentations
Examine the possibility of providing universal pre-k to all socio-economically disadvantaged students in the district.	Superintendent, Assistant Superintendents, Business Administrator, Principals, Supervisors	Finances, Appropriate Space/Facilities	Finances, Appropriate Space/Facilities	September 2020	Completed Feasibility Study
Examine the use of advisory periods in order to promote skill development and character education for students.	Superintendent, Principals, Director of School Counseling	Faculty Committee	Scheduling Conflicts, Time	September 2017 – Ongoing	Committee Reports Meeting Agendas
Promote more inclusive environments for special education, ASP, and ELL students in the regular education setting	Assistant Superintendents, Principals, Supervisors	Professional Development on Effective Co-Teaching Practices	Lack of Professional Development	July 2017- Ongoing	Completed Training Increase in Inclusive Environments, Decrease in Pull-Out Environments

<p>Provide professional development for staff on effective co-teaching and differentiated instruction particularly to address the needs of special education students by non-special education teachers.</p>	<p>Assistant Superintendents, Principals, Supervisors</p>	<p>District Budget, Professional Development Resources</p>	<p>District Budget</p>	<p>July 2017- Ongoing</p>	<p>Completed Professional Development, Meeting Agendas, Turnkey Presentations</p>
<p>Explore new extra-curricular opportunities for students in grades K-5.</p>	<p>Superintendent, Elementary Principals, Elementary Supervisors</p>	<p>District Budget Advisors</p>	<p>District Budget, Finding Suitable Advisors</p>	<p>September 2017- Ongoing</p>	<p>Establishment of New Extra-Curricular Opportunities</p>
<p>Meet with local cable providers to see if wireless hotspots can be provided around the community to ensure that all students have convenient access to the internet.</p>	<p>Superintendent, Business Administrator, Network Administrator</p>	<p>Time</p>	<p>Willingness of Local Internet Providers</p>	<p>July 2018</p>	<p>Written Commitment for Increased Connectivity for Public Access, Primarily in Low Income Areas, Meeting Agendas</p>
<p>Investigate blended learning opportunities where appropriate to provide more flexibility in student learning.</p>	<p>Assistant Superintendent for T & L, Principals, Supervisors</p>	<p>District Budget, Technology Access, Student Time</p>	<p>Scheduling Conflicts, Appropriate Environment in Blended Learning</p>	<p>September 2017 - Ongoing</p>	<p>Published Opportunities for Students to Engage in Blended Learning Coursework</p>
<p>Maintain a high school graduation rate of at least 95% each year.</p>	<p>Superintendent, Assistant Superintendents, Principals</p>	<p>Appropriate and Early Interventions for Students Who Need Credit Recovery, Summer Programs</p>	<p>Student Issues That are Beyond District Control, Student Attendance</p>	<p>September 2017- Ongoing</p>	<p>Documented Increase in Graduation Rates, Student Intervention Plans</p>

TOWNSHIP OF OCEAN BOARD OF EDUCATION STRATEGIC PLAN GOALS ACTION PLAN

Strategic Planning Goal 2 (Facilities Goal): Repurpose existing facilities for updated curriculum and community based initiatives.

Objectives: 1. Move toward self-sustainable and “green” district / buildings.

2. Reinvent current spaces (computer labs, libraries, common places) to meet changing needs: STEAM, digital initiatives, etc.

3. Capitalize on outdoor space to continue self-sustainable and green movements.

4. Work with town resources to create community-based spaces (swimming pool, fitness center, ice hockey rink) that can also be used to generate revenue to maintain children’s activities and experiences.

Major Activities	Board/staff	Resources	Constraints	Timelines	Indicators of Success
Create Innovation Labs from existing spaces within in each school to facilitate hands on, discovery learning.	Assistant Superintendent for T & L, Principals, Facilities	Financing, Available Space	Financing, Available Space	September 2017 – Ongoing	Renovated Spaces.
Improve district technology infrastructure.	Network Administrator	Budget, Technology Staff, Technology Audit	Budget	September 2017 - Ongoing	Documented 3-Year Technology Plan
Increase the number of solar panels and other sustainable practices in order to become a more “green” district.	Business Administrator, Director of Facilities	Budget, Maintenance Personnel	Budget	September 2017 – Ongoing	Completed New Solar Projects
Work directly with our community to utilize facilities more effectively and efficiently, expanding the classroom beyond our walls.	Superintendent, Business Administrator	District Facilities, Referendum Projects	Personnel to Man Facilities	November 2017 – Ongoing	New Facility Use Policies, Agreements with Stakeholders for Facility Use

Evaluate operations in transportation such as routing, alternative fuel sources, green buses, red light cameras, motion sensors, etc. in order to improve efficiency and safety.

Business Administrator, Director of Transportation

Transportation Personnel

Budget

July 2017 – Ongoing

Completed Internal Transportation Review

TOWNSHIP OF OCEAN BOARD OF EDUCATION STRATEGIC PLAN GOALS ACTION PLAN

Strategic Planning Goal 3 (Community Engagement): The Township of Ocean School District will create more opportunities for community involvement in our schools that will benefit both the schools and the community.

- Objectives: 1. Offer more varied school events designed to engage families and other community members through service, workshops, and academic activities (ex. Maker nights).
2. Increase staff and student off-campus involvement in the local as well as regional/global community through conference presentations, competitions, special projects, and specific work with needy populations.
3. Involve members of the community and alumni in support roles in the schools, as mentors, guest experts, career day speakers, and for internships.
4. Develop more productive partnerships with organizations having a stake in education to improve funding and talents streams, like local businesses, realtors, emergency responders, service organizations (ex. Rotary), and institutions of higher learning.

Major Activities	Board/staff	Resources	Constraints	Timelines	Indicators of Success
Investigate the development of a Parent Learning Academy that will engage parents, caregivers, and other interested community leaders which will offer a comprehensive understanding about the programs, opportunities, activities, services, and resources available.	Superintendent, Assistant Superintendents, Principals	Community Needs Assessment	Staffing, Lack of Parent Involvement	2017-2018 Planning Year, Implementation in September 2018	Completed Community Needs Assessment Scheduled Events
Increase cultural celebrations within our schools and invite community members to take part.	Principals, Supervisors	Community Members, Staff	Community Member Availability, Time Within School Day	September 2017 – Ongoing	Increased Cultural Events Revised Curricula
Increase community partnerships in order to provide students with more authentic learning experiences.	Superintendent, Assistant Superintendents, Principals	Local Community Organizations	Willing Community Partners	September 2017 – Ongoing	Documented Increased in Number of Partnerships, Internships, etc.

Create an alumni association.	Superintendent, OTHS Principal	Alumni Volunteers, PTAs, Booster Club	Availability and Willingness of Outsider Organizers and Participants	September 2017 – Ongoing	Established Alumni Association Meeting Agendas and Minutes
Investigate the creation of a community mentorship program.	Superintendent, Principals	Community Mentors, District Clubs and Organizations	Availability of Community Mentors, Meeting Time	September 2017 – Ongoing	Documented Community Mentorship Agreements
Encourage staff and student to present to and participate with the community at local, regional, or national conferences and competitions.	Superintendent, Assistant Superintendents, Principals, Supervisors	Budget, Staff, Community Mentors, Fundraising	Budget	September 2017 – Ongoing	BOE Approvals Documented Reports of Competitions, Symposiums, etc.

TOWNSHIP OF OCEAN BOARD OF EDUCATION STRATEGIC PLAN GOALS ACTION PLAN

Strategic Planning Goal 4 (School Climate and Culture): The Township of Ocean School District strives to foster a safe, nurturing and inclusive environment that promotes student learning and personal growth of the whole child.

- Objectives:
1. Empower positive role models.
 2. Create safe and supportive learning environments which encourage teachers and students to take risks.
 3. Provide equitable access to current and developing technology for all students and teachers.
 4. Promote collegiality among staff and students.
 5. Establish partnerships with the community.

Major Activities	Board/staff	Resources	Constraints	Timelines	Indicators of Success
Create a representative committee to examine the issue of school start times and scheduling that maximizes student social interaction and academic engagement.	Superintendent Principals Director of Athletics/Activities	Research NJDOE Study Meeting Time	Athletics Transportation Child Care Issues	May 2018	Completed Report and Recommendations
Establish a district diversity council to address important issues related to diversity and equity within the district.	Superintendent	District Comprehensive Equity Plan (CEP) Research CJCEE	Meeting Time	October 2017 – Ongoing	Meeting Agendas Yearly Review of CEP Report
Consider a community service requirement for all students to complete prior to high school graduation.	OTHS Admin Team	Research Student Council Input Community Input	Student Motivation Willing Community Participants	September 2017 – Ongoing	Feasibility Report & Recommendations

	Principals	NJDOE School Climate Survey	Adequate Number of Completed Surveys	October 2017 (Bi-Yearly)	Completed Surveys
Conduct a school climate survey.					
Promote a progressive environment for staff and students where they feel safe to take academic risks.	Assistant Superintendent for T & L Principals Supervisors	PLC Groups Shared Best Practices	Breaking Common Practices and Norms	September 2017 – Ongoing	Curricula Lesson Plans
Foster teacher and student leaders and empower them to support transformation within the district.	Superintendent, Assistant Superintendents, Principals Supervisors	PLC Groups Meetings with Students Shared Leadership Practices	Breaking Common Practices and Norms	September 2017 – Ongoing	More Staff and Students Taking Leadership Roles Both In and Out of the District Staff and Student Presentations
Expand the recognition of our staff and students.	Superintendent, Principals, Supervisors	BOE Meetings, Social Media, Print Media	Knowledge of All Accomplishments	September 2017- Ongoing	Documented Recognition Events and Honoring Staff and Students at BOE Meetings
Review discipline policies and practices to ensure equitable treatment of students and to ensure restorative justice and positive reinforcement practices.	Principals, Assistant Principals	Professional Development, PLC Groups, Research	Breaking Common Practices and Norms	September 2017 – Ongoing	Decrease in Suspension Rates Positive Reinforcement Practices in Place
Monitor the elementary redistribution plan to ensure appropriate class size and building enrollment levels.	Superintendent, Principals	Class Size Reports District Demographic Report and Projections	Staffing, Parental Concerns	July 2017 – Ongoing	Kindergarten Enrollment Reports BOE Action on Elementary Boundaries if Needed
Expand the role of Student Assistance Counselors within our schools to address mental health and substance abuse issues.	Superintendent, Principals Director of School Counseling	Budget, OT Department of Human Services	Budget, Increased Volume of Students in Need	September 2017 – Ongoing	Increased Hours for School SACs Logs of Students Seen

To encourage activities that will promote school pride and spirit throughout the district.	Principals, Director of Athletics & Activities	Review of Other District Practices, Meetings with Student Council & PTAs	Meeting Time Active Motivation	September 2017 – Ongoing	Increased School Pride/Spirit Events
Expand student mentoring program across the district.	Principals, School Counselors	Staff Mentors, Meeting Time	Sufficient Number of Mentors, Meeting Time	September 2017 – Ongoing	Documented Increase in Number of Students Being Mentored
Implement academic "fun nights".	Assistant Superintendents, Principals, Supervisors	Staff, Academic Materials, Observations of Other District Practices	Available Staff, Budget	September 2017 – Ongoing	Documented Events Held
Initiate practices to recruit staff members in order to increase diversity in all job categories.	Superintendent, Principals	Attend Job Fairs, Broaden Public Job Postings, Professional Development	Non-Diverse Applicant Pools	July 2017 – Ongoing	Attend University Job Fairs Increased Postings at Universities Review of Candidate Demographic Reports
Review all safety and security protocols and procedures in the District to ensure student and staff safety.	Superintendent, Business Administrator, District Head of Security	NJ Department of Education, OT Police Dept.	Budget,	July 2017 – Ongoing	Updated District Safety and Security Plan

TOWNSHIP OF OCEAN BOARD OF EDUCATION STRATEGIC PLAN GOALS ACTION PLAN

Strategic Planning Goal 5 (Finance Goal): Meet the needs of our entire school community while remaining fiscally responsible.

- Objectives: 1. Maintain a budget that falls within the state mandated cap.
 2. Continue district efforts to increase opportunities for alternate reoccurring revenue streams.
 3. Invest in revenue generating capabilities in Ocean Township School District's existing facilities through renewable energy and grants.
 4. Expand shared services agreements with local government agencies, community groups and other school districts.

Major Activities	Board/staff	Resources	Constraints	Timelines	Indicators of Success
Set aside appropriate funding for capital projects.	BOE, Superintendent, Business Administrator	Budget, 5-Year Facilities Plan	Lack of Financial Resources	April 2018 - Ongoing	Completed Capital Projects
Produce yearly budgets that fall within the state mandated tax levy increase.	BOE, Superintendent, Business Administrator	Administrative Budget Requests, State Aid, Local Tax Levy	Rising Costs such as Health Care and Special Education	April 2018 - Ongoing	Approved Budgets Falling Within State Mandated Caps
Initiate a tuition policy for all schools in the district as a reoccurring revenue source.	Superintendent, Business Administrator	Sample Policies	Policy Adoption	September 2017	Completed and Adopted Policy
Expand solar projects to generate revenue.	Superintendent, Business Administrator	Personnel, Solar Materials	Budget, Available Space	September 2017- Ongoing	Completed Expansion of New Solar Panels. Increased Revenue as a Result

<p>Provide for equitable financing between schools to ensure the needs of specialized populations are met.</p>	<p>Superintendent, Business Administrator</p>	<p>District Budget, District Comprehensive Equity Plan Demographic Study</p>	<p>Budget Limitations</p>	<p>July 2017 - Ongoing</p>	<p>Appropriate Funding for Programs to Address Needs of Specialized Populations</p>
<p>Expand shared service agreements with other school districts, local government agencies, and community groups.</p>	<p>Superintendent, Business Administrator</p>	<p>Cost-Benefit Analysis of Proposed</p>	<p>Cost-Benefit Analysis of Proposed Agreement</p>	<p>July 2017 - Ongoing</p>	<p>Approved New Shared-Service Agreements</p>
<p>Investigate and apply for discretionary grants in order to enhance the academic program.</p>	<p>Superintendent, Assistant Superintendents, Principals</p>	<p>Grant-Writing Personnel</p>	<p>District Not Qualifying</p>	<p>July 2017- Ongoing</p>	<p>Completed Grant Applications Grants Awarded</p>

TOWNSHIP OF OCEAN BOARD OF EDUCATION STRATEGIC PLAN GOALS ACTION PLAN

Strategic Planning Goal 6 (Community Outreach): Improve communication and transparency to all stakeholders.

- Objectives: 1. Improve use of communication technology to reach the community, i.e., Social Media, Apps, Web Page.
2. Target communication to less involved members of the community, i.e., new families, Senior Citizens, Non-English speaking families.
3. Solicit more feedback from the community, i.e., Google forms, surveys, focus groups.
4. Garner more representation outside of the district, i.e., conferences, competitions.

Major Activities	Board/staff	Resources	Constraints	Timelines	Indicators of Success
Expand the use of social media to provide information to the community.	BOE, Superintendent, Assistant Superintendents, Principals, Supervisors	Twitter, Facebook, Instagram, Etc.	Willingness to Participate	September 2017 – Ongoing	Increased Social Media Presence
Encourage faculty to utilize social media to promote events taking place in the classroom.	Principals, Supervisors	PLC Meetings	Willingness to Participate	September 2017 – Ongoing	Social Media Trainings Meeting Minutes and Agendas
Reorganize the district website and mobile app so that they are more user-friendly and provide necessary community information.	Superintendent, Business Administrator, Network Administrator	Website Host, Staff	Availability of Staff, Time	July 2017 – Ongoing	Reorganized Website Meeting Notes and Agendas
Survey our community each year as to the progress of the school district.	Superintendent	Community Survey, Web Backpack Website	Soliciting Community Feedback	January 2018 – Ongoing	Completed Surveys

Investigate the feasibility of working with a community information officer who can promote the important events and accomplishments of the school district.	Superintendent, Business Administrator	Budget, Community Volunteers, School Newspapers	Budget	July 2018 – Ongoing	Increased Media for Events Within the School District
Work more closely with local news outlets.	Superintendent, Business Administrator, Principals	Asbury Park Press, Coaster, Word on the Shore	Time to Construct Articles	July 2017 – Ongoing	Increased Number of Published Articles
Ensure that all communications from the district is translated into appropriate languages.	Superintendent, Principals	Internal Translators Online Translation Services	Translator of Availability, Volume of Correspondence	July 2017 – Ongoing	Increased Number of Translated Materials
Expand the membership of web-backpack.	Principals	Back to School Nights, Correspondence	Community Willingness and Internet Availability	September 2017 – Ongoing	Increased Membership in Web Backpack

REGULAR MEETING

ATTACHMENTS

JUNE 20, 2017

#2 – Remaining Committees

FINANCIAL MANAGEMENT RESOURCE SERVICES COMMITTEE

Twp of Ocean BOE Expense Account Adjustment Analysis By Adjustment#

i_exaa2.082406
5/31/2017

Current Cycle : May

dj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
00210	BT: MAY-001	11-000-2110-58002-01-14	ATTEND OFFICER TRAVEL	05/09/2017	GSTONE	\$200.00	(\$10.00)	\$190.00
	BT: MAY-001	11-000-2110-61008-01-14	ATTENDANCE OFFSUP	05/09/2017	GSTONE	\$200.00	\$10.00	\$210.00
	BT: MAY-001	11-000-2910-24100-10-25	OTH RTIRMTN CONTRIB REG	05/09/2017	GSTONE	\$966,300.00	(\$1,500.00)	\$964,800.00
	BT: MAY-001	11-000-2910-24200-10-25	OTH:RTIRMTN-ERIP BENE	05/09/2017	GSTONE	\$37,000.00	\$1,500.00	\$38,500.00
	BT: MAY-001	11-190-1000-61006-10-25	GENERAL SUPPLIES	05/09/2017	GSTONE	\$49,898.00	(\$6.00)	\$49,892.00
	BT: MAY-001	11-190-1000-61008-02-42	REG INSTR DP SUPP OTE	05/09/2017	GSTONE	\$8,937.00	\$6.00	\$8,943.00
			Total for Adjustment # 000210				\$0.00	
00211	BT: MAY-002	11-000-2160-10101-00-00	RELATED SERVICES	05/09/2017	GSTONE	\$406,051.00	(\$28,100.00)	\$377,951.00
	BT: MAY-002	11-000-2160-32022-10-25	OT/PT PURCH PROF SERV	05/09/2017	GSTONE	\$27,868.00	\$28,100.00	\$55,968.00
	BT: MAY-002	11-000-2180-10421-01-04	GUID ASST PRINCIPAL SAL	05/09/2017	GSTONE	\$126,509.00	(\$4,819.00)	\$121,690.00
	BT: MAY-002	11-000-2210-10202-00-00	SALARY:CURRIC DEVEL	05/09/2017	GSTONE	\$737,411.00	\$4,819.00	\$742,230.00
	BT: MAY-002	11-000-2300-33405-10-25	PROF SERV - ENGINEER	05/09/2017	GSTONE	\$27,000.00	\$60,000.00	\$87,000.00
	BT: MAY-002	11-000-2620-11006-06-00	O/M CUSTODIAL SAL INT	05/09/2017	GSTONE	\$508,045.00	(\$3,328.00)	\$504,717.00
	BT: MAY-002	11-000-2660-11010-01-00	O/M SECUR GUARD SAL SHS	05/09/2017	GSTONE	\$93,243.00	\$3,328.00	\$96,571.00
	BT: MAY-002	11-213-1000-10601-01-00	RES CNTR AIDE SAL HS	05/09/2017	GSTONE	\$74,300.00	(\$60,000.00)	\$14,300.00
			Total for Adjustment # 000211				\$0.00	
00213	BT: MAY-003	11-204-1000-61006-02-21	LLD INSTR GEN SUPP OTE	05/10/2017	GSTONE	\$1,490.00	(\$1,000.00)	\$490.00
	BT: MAY-003	11-212-1000-61006-05-21	MD INSTR SUPP WAY	05/10/2017	GSTONE	\$2,565.00	(\$800.00)	\$1,765.00
	BT: MAY-003	13-422-1000-61006-04-21	SUMMER SCHOOL SUPPLIES	05/10/2017	GSTONE	\$3,000.00	\$1,800.00	\$4,800.00
			Total for Adjustment # 000213				\$0.00	
00214	BT: MAY-004	11-000-2190-32007-10-38	CST PSY & PHYCHOL EXAMS	05/10/2017	GSTONE	\$36,460.00	\$5,700.00	\$42,160.00
	BT: MAY-004	11-212-1000-61006-05-21	MD INSTR SUPP WAY	05/10/2017	GSTONE	\$1,765.00	(\$1,000.00)	\$765.00
	BT: MAY-004	11-213-1000-61006-01-21	RES CNTR GEN SUPP SHS	05/10/2017	GSTONE	\$3,758.00	(\$1,800.00)	\$1,958.00
	BT: MAY-004	11-213-1000-61006-02-21	RES CNTR GEN SUPP OTE	05/10/2017	GSTONE	\$6,137.00	(\$1,900.00)	\$4,237.00
	BT: MAY-004	11-213-1000-61006-06-21	RES CNTR GEN SUPP INT	05/10/2017	GSTONE	\$11,898.00	(\$1,000.00)	\$10,898.00
			Total for Adjustment # 000214				\$0.00	
00215	BT: MAY-005	11-000-2190-61008-10-38	CST OFF SUPP	05/10/2017	GSTONE	\$21,100.00	\$400.00	\$21,500.00
	BT: MAY-005	11-212-1000-61006-02-21	MD INSTR SUPP OTE	05/10/2017	GSTONE	\$1,630.00	(\$400.00)	\$1,230.00
			Total for Adjustment # 000215				\$0.00	
000223	BT: MAY-006	11-190-1000-42038-01-19	TECH REPR&MAINT - NETWORK	05/11/2017	GSTONE	\$39,500.00	(\$15,000.00)	\$24,500.00
	BT: MAY-006	11-190-1000-61006-01-19	INSTR TECH NETWORK SUPPL	05/11/2017	GSTONE	\$396,980.00	\$15,000.00	\$411,980.00
			Total for Adjustment # 000223				\$0.00	
000226	BT: MAY-007	11-000-2700-39001-07-37	PURCH SERV: BUS AIDES	05/16/2017	GSTONE	\$62,000.00	\$21,000.00	\$83,000.00
	BT: MAY-007	11-213-1000-10101-04-00	RES CNTR TCHR SAL WAN	05/16/2017	GSTONE	\$378,410.00	(\$21,000.00)	\$357,410.00
			Total for Adjustment # 000226				\$0.00	

Twp of Ocean BOE Expense Account Adjustment Analysis By Adjustment#

15/31/2017
a_exaa2.082406

Current Cycle : May

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000227	BT: MAY-008	11-000-2190-61019-10-38	TECH SUPPLIES	05/22/2017	GSTONE	\$4,477.00	\$400.00	\$4,877.00
	BT: MAY-008	11-213-1000-61006-04-21	RES CNTR GEN SUPP WAN	05/22/2017	GSTONE	\$11,175.00	(\$400.00)	\$10,775.00
				Total for Adjustment # 000227			\$0.00	
000229	BT: MAY-009	11-000-2190-39003-10-38	CST DPD SRV	05/23/2017	GSTONE	\$51,456.00	(\$1,300.00)	\$50,156.00
	BT: MAY-009	11-000-2190-58003-10-38	CST/SP ED PROF DEV: RPDA	05/23/2017	GSTONE	\$16,435.00	\$1,600.00	\$18,035.00
	BT: MAY-009	11-209-1000-61006-06-21	B/D GEN SUPP INT	05/23/2017	GSTONE	\$727.00	(\$300.00)	\$427.00
				Total for Adjustment # 000229			\$0.00	
000231	BT: MAY-010	11-000-2130-10501-01-00	SECRY HEALTHSRV SAL HS	05/26/2017	GSTONE	\$36,187.00	(\$3,000.00)	\$33,187.00
	BT: MAY-010	11-000-2400-10541-01-00	ADM SUB SECRY SAL SHS	05/26/2017	GSTONE	\$12,530.00	\$2,000.00	\$14,530.00
	BT: MAY-010	11-000-2400-10541-05-00	ADM SUB SECRY SAL WAY	05/26/2017	GSTONE	\$2,300.00	\$1,000.00	\$3,300.00
	BT: MAY-010	11-000-2620-10709-02-00	PLAYGROUND ATTENDENT SAL	05/26/2017	GSTONE	\$30,000.00	\$5,000.00	\$35,000.00
	BT: MAY-010	11-000-2620-11060-00-00	NON-CONTRACTUAL SALARY	05/26/2017	GSTONE	\$54,583.00	(\$5,000.00)	\$49,583.00
				Total for Adjustment # 000231			\$0.00	

Total Current Appropriation Adjustments

\$0.00

Office of the School Business Administrator
Township of Ocean School District
June 20, 2017

REQUESTS FOR USE OF SCHOOL FACILITIES

Ocean Township AYF

OTHS, Athletic Field
August 20, & 27, 2017, September 3, 10, 17, &
24, 2017, October 1, 8, 15, 22, & 29, 2017,
November 5, & 12, 2017
8:00 am – 6:30 pm
Purpose: Football Games
Use of Facility Fee: \$0.00
Lighting Usage Fee: TBD

Department of Human Services

TOIS, Gym, Wrestling Room
Monday & Thursday [Wrestling Rm]
November 6, 2017 – February 22, 2018
6:00 pm – 9:00 pm
Thursday [Gym]
November 9, 2017 through February 22, 2018
6:45 am – 9:00 pm
Purpose: Bidy Wrestling
Use of Facility Fee: \$0.00

Department of Human Services

OTES, Cafeteria, Playground, Gym
Monday through Friday
First day of School – Last Day of School
September 2017 – June 2018
7:00 am – 8:30 am, and 2:30 pm – 6:00 pm
Purpose: Before and After School Child Care
Use of Facility Fee: \$0.00

Department of Human Services

OTES, Gym
Monday through Friday
November 27, 2017 – March 2, 2018
6:30 pm – 9:00 pm
Saturdays
January 6, 2018 through March 3, 2018
8:00 am – 3:00 pm
Purpose: Youth Basketball Practice & Games
Use of Facility Fee: \$0.00

Department of Human Services

TOIS, Classroom
Monday through Friday
First day of School – Last Day of School
September 2017 – June 2018
2:30 pm – 6:00 pm
Purpose: After School Child Care
Use of Facility Fee: \$0.00

Department of Human Services

OTES, Cafeteria, Playground, Gym
September 21, & 22, 2017, October 9, 2017,
November 9, & 10, 2017, December 26, 27, 28,
& 29, 2017, January 15, 2018, March 30, 2018,
April 2, 3, 4, 5, & 6, 2018
7:00 am – 6:00 pm
Purpose: Holiday Care Program
Use of Facility Fee: \$0.00
Custodial Reimbursement: \$4,160.00

**MONMOUTH OCEAN EDUCATION SERVICES COMMISSION
CONTRACT FOR SCHOOL NURSING SERVICES**

This AGREEMENT is made and entered into this 21st day of **June, 2017** by **Monmouth Ocean Educational Services Commission**, located at 900 Hope Road, Tinton Falls, New Jersey 07712 (hereinafter referred to **M-OESC**) and the **Ocean Township Board of Education** (hereinafter referred to as **OCEAN**).

RECITALS

A. **M-OESC** is engaged in the business of providing nursing services and **OCEAN** has identified a need for a nurse to provide basic nursing care.

B. WHEREAS, it is the desire of both parties to make provision for on site/off site nursing services, in accordance with the terms of this Agreement.

THEREFORE, in consideration for the mutual covenants expressed herein, **M-OESC** and **OCEAN** agree to the terms and conditions outlined herein:

I. RESPONSIBILITIES OF M-OESC

A. Qualifications of Personnel

The Nurse supplied by **M-OESC** shall be a Registered Nurse (RN)/Licensed Practical Nurse (LPN) who shall hold a current license, registration or certification to practice in the State of New Jersey and shall provide services pursuant to the applicable state laws.

B. Personnel Records Inspection

M-OESC shall make available for inspection, upon the request of **SCHOOL**, the contractor file of its nurse who is providing on site services. The contents of such file will include:

1. Verification of current licensure or certification as applicable; and
2. Completed application/resume; and
3. A criminal record check, conducted upon approval, if required by state law; and

C. Service

M-OESC shall provide a nurse to **OCEAN** for (as needed) per week with the approval of **M-OESC**. The Nurse will provide basic nursing services to **SCHOOL'S** students. **OCEAN** acknowledges and understands that Nurse is a private sub-contractor, and substitution of nursing services can be arranged

under this contract, provided sufficient notice is given by OCEAN and/or subcontractor nurse.

D. Place of Performance

M-OESC shall provide services primarily:

- (1.1) Nursing Services/Substitute Nursing Services/Field Trip Nursing Services throughout the 2017-2018 school year on an as needed basis.
- Ocean Township High School at approximately 20 per week, not to exceed 720 hours.
- Township of Ocean Intermediate School at approximately 30 hours per week, not to exceed 1080 hours.
- Nurses can and will be moved to other Township of Ocean schools at the district's discretion and with approval can work additional hours when needed.

E. Insurance

1. **Nursing Agency** shall maintain professional liability insurance.
2. **M-OESC** shall maintain general liability insurance for all acts of any contractor or employee.

F. Payment of Contractor

M-OESC, as a contracting agency, shall remain responsible for the payment of sub-contractor invoices, reimbursement of any required expenses of sub-contractor, IRS and state reporting requirements.

G. Equal Opportunity Employment

M-OESC agrees to comply with the New Jersey State requirements of N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27, and the Americans With Disabilities Act, where applicable, during the performance of this Agreement and will not discriminate against any employee or applicant for employment or contractor because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. **M-OESC** will provide required reports as requested.

II. RESPONSIBILITIES OF SCHOOL

A. Payment for Services

OCEAN shall compensate **M-OESC** for services rendered pursuant to this Agreement. Section III hereunder shall govern billing terms and compensation.

B. Insurance

1. **OCEAN** shall maintain at its sole expense valid policies of general liability insurance.
2. **OCEAN** shall maintain, at its sole expense, Workers' Compensation Insurance for its employees.

C. Equipment and Supplies

OCEAN shall supply **M-OESC** Nurse with all necessary equipment, tools, materials and supplies necessary to perform services under this Agreement.

III. BILLING AND COMPENSATION

- A. **OCEAN** agrees to compensate **M-OESC** at a rate of **\$53.00/hour for Registered Nurse (RN) services and \$43.00/hour for LPN (a minimum of two (2) hours per day will be billed for students being transported)**
- B. **M-OESC** shall forward to **OCEAN** an itemized bill on a monthly basis.
- C. **OCEAN** agrees that the fees paid to **M-OESC** as outlined in Section A will be automatically increased at each anniversary of the Agreement's effective date, without any notice or formal amendment required under the Agreement. This does not prohibit **OCEAN** or **M-OESC** from negotiating additional services or adjustments to Section A during each then current contract term.
- D. **OCEAN** agrees to pay submitted bills within sixty (60) days of receipt.

IV. ADDITIONAL TERMS

A. Term and Termination

This Agreement shall come into effect beginning on July 1, 2017 and shall remain in effect until June 30, 2018. This Agreement may be extended upon the written consent of each party outlining the terms and time for extension.

B. Governing Law

This Agreement shall be construed and governed in all respects according to the laws of the State of New Jersey.

C. Relationship to Parties

M-OESC is an independent contractor. Nothing contained in this Agreement will be construed to create a partnership, joint venture, agency or employment relationship between the parties.

D. Assignment

This agreement may not be assigned by either party, in whole or in part.

E. Modification of Terms

No amendments or modifications to the terms of this Agreement shall be binding unless evidenced in writing and signed by an authorized representative of each party hereto.

F. Notices

Any Notice given in connection with this Agreement shall be given in writing and shall be delivered either by hand or by certified mail, return receipt requested, to the other party, at the party's address stated below. Any party may change its address as stated herein by giving Notice of the change of address in accordance with this Paragraph.

G. Entire Agreement

This writing evidences the entire Agreement between **M-OESC** and **OCEAN**, there are no prior written or oral promises or representations incorporated herein. This Agreement may be executed in any number of Amendments or counter-parts, each which will be given full effect under this Agreement.

DATE _____

BY: _____
Board President
**Monmouth-Ocean Educational
Services Commission**

DATE _____

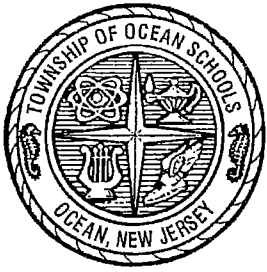
BY: _____
Kathleen Mandeville,
School Business Administrator
**Monmouth-Ocean Educational
Services Commission**

DATE _____

BY: _____
James Dietrich, Board President
**Ocean Township
Board of Education**

DATE _____

BY: _____
Kenneth Jannarone,
School Business Administrator
**Ocean Township
Board of Education**



AGREEMENT

SHARED SERVICES AGREEMENT
BETWEEN THE TOWNSHIP OF OCEAN BOARD OF EDUCATION AND
THE HOPE ACADEMY CHARTER SCHOOL
FOR SHARING MAINTENANCE SERVICES

Agreement made this **20th** day of **June, 2017**, by and between the **Township of Ocean Board of Education** (hereinafter "Ocean"), 163 Monmouth Road, Oakhurst, New Jersey, 07755 and the **Hope Academy Charter School** (hereinafter "Hope"), 601 Grand Avenue, Asbury Park, New Jersey, 07712;

WHEREAS, Hope and Ocean have worked in a cooperative spirit to meet the short and long term needs of each District; and

WHEREAS, Hope and Ocean have certain needs that are best served through shared services; and

WHEREAS, the Uniform Shared Services Consolidation Act, N.J.S.A. 40A:65-1 et seq., authorizes and empowers Ocean and Hope to enter into such Shared Services Agreement; and

WHEREAS, the purposes of Ocean and Hope can be accomplished effectively through this Agreement; and

WHEREAS, Ocean and Hope desire to enter into this Agreement; and

WHEREAS, each party to this Agreement have approved the execution of this Agreement by Resolution adopted on June 20, 2017;

NOW, THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. Joint Cooperation. Ocean and Hope shall provide, in cooperation with and on behalf of the other Maintenance Services, as detailed in Adendum I, as attached to this

agreement and other services that may be, from time to time, authorized by joint or concurring resolution of the parties (Services Resolution).

2. Services Resolutions, Procedure. Each Services Resolution shall be individually tailored and shall specifically indicate the nature of the service to be performed, property to be used, and the approval of parties in providing the Shared Service. **The attached service resolutions, Addendum I (Maintenance Services) are hereby incorporated into this agreement.** Upon passage by both parties, these Services Resolution shall be appended to this Agreement. In the event that the Services Resolution and this Agreement conflict, the terms of this Agreement shall control. In no event may the terms of the Services Resolution modify this Agreement.

3. Other Agreements Unaffected. All other Shared Services Agreements whether currently existing or not, shall remain in full force and effect and shall not be governed by the terms of this Agreement.

4. Maintenance and Payment. Unless otherwise specified in the Services Resolution, each party agrees to maintain its own property and any and all payments made for the use of the property in accordance with this Services Resolution shall be specified in and made pursuant to the Services Resolution.

5. Standards. The services provided through the use of this Agreement, in accordance with the Services Resolution, shall be governed by the reasonable satisfaction standard, unless a different standard is specified in such Services Resolution.

6. No Assignment. The rights and obligations under this Agreement and any Services Resolution cannot be assigned by either party without the written consent of the other.

7. ¹Term of the Agreement of the Services Resolution. This Agreement shall be for a term of one (1) year from the date hereof and may be extended by mutual agreement of the parties. Each Services Resolution shall be for such time period as specified in said Services Resolution. Each party may cancel this Agreement, or any Services Resolution covered hereunder, on ninety (90) days' written notice to the other party. In the event that this Agreement ceases, any and all Services Resolution passed in accordance with this Agreement shall also cease.

8. Fees and Fee Shifting. Attorneys' fees and fee shifting are prohibited under this Agreement and neither party may recover fees from the other party in the event of litigation or arbitration or any proceedings brought to enforce the obligations of any party under this Agreement or any Services Resolution.

9. Joint Insurance. The parties shall maintain a joint insurance policy in the usual and customary amount and in a form acceptable to both parties to ensure each party and/or their property. At the option of both parties, the parties may agree that a specific Services Resolution not be covered by a joint insurance policy and instead be covered by a separate policy or other insurance arrangement.

10. Disputes. The parties agree that in the event a dispute arises as to the interpretation of this Agreement or a Services Resolution pursuant to this Agreement, the Business Administrators of Ocean and Hope and each Superintendent of Schools shall be notified. The Superintendents of each School shall immediately confirm the disputed issue and attempt to reach an accord. If the dispute cannot be rectified, the matter shall be submitted to mediation, failing which, the matter shall be submitted to binding arbitration. The New Jersey law shall govern this Agreement and Services Resolutions passed pursuant to the same.

¹ Services can be provided for up to ten years under these arrangements.

11. Efficiency and Public Benefit. The parties concur that this Agreement is undertaken for the benefit of the general public of the Township of Ocean and the Hope Academy Charter School, that the Agreement is economically beneficial to both parties.

12. Severability. If any clause, sentence, paragraph, section or part of this Agreement and/or Services Resolution shall be adjudged to be invalid in any Court of competent jurisdiction, such judgment shall not affect, impair, invalidate the remainder thereof, but shall be confined to the operation of the clause, sentence, paragraph, section or part thereof, directly involving the controversy in which such judgment shall be rendered.

13. Approvals. The parties acknowledge that in certain instances, this Agreement and/or Services Resolution may be subject to approval by the Executive County Superintendent and notwithstanding the Executive County Superintendent's approval, subject to modification by the New Jersey Commissioner of Education. Accordingly, where such approvals and/or modification materially impact upon the parties' Agreement, the parties shall enter into a good faith negotiations in an effort to reform the Agreement. Where reformation is not possible, the Agreement and Services Resolution shall be deemed null and void.

IN WITNESS WHEREOF, the parties have executed this Agreement this _____ day of _____ and year first above written.

ATTEST:

BOARD OF EDUCATION OF THE
TOWNSHIP OF OCEAN

By: _____
Kenneth Jannarone
School Business Administrator/
Board Secretary

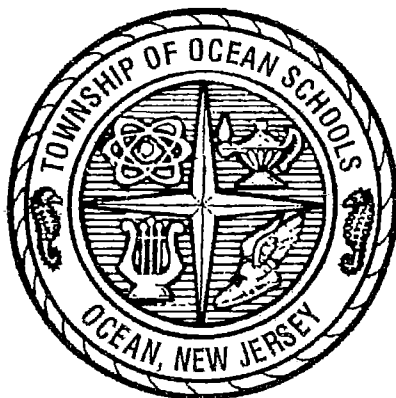
By: _____
James Dietrich
Board President

ATTEST:

HOPE ACADEMY CHARTER SCHOOL

By: _____
Donna Torres
School Business Administrator/
Board Secretary

By: _____
Board President



ADDENDUM I MAINTENANCE SERVICES

Service Resolution Scope of Work

This addendum is to be considered part of the Master Shared Service Agreement as attached and the below service specifications shall be considered part of the entire agreement.

The Township of Ocean will provide the following Maintenance Services to the Hope Academy Charter School beginning July 1, 2017 and ending June 30, 2018. Renewal of this agreement for the subsequent year will be discussed and decided upon by June 1, 2018.

- **Level I** – Preventative summer maintenance (PM) services will be completed for a **flat fee of \$3,000** to include HVAC filter changes, coil cleanings, lubricating of all damper linkages and check for overall operation on all unit ventilators and air handlers. Similar PM services will be performed for all window air conditioning units and rooftop exhaust fans.
- **Level II** – Hope Academy will submit work orders to Ocean Township for routine maintenance items. The Ocean Township will review procedures for an electronic work order system and will follow the same process as all current Ocean school buildings. All requests will be evaluated and prioritized by the Ocean Township Director of Facilities. A district technician or mechanic will be dispatched to address the problem. Detailed service reports will be produced by the work order system and presented to Hope Academy School on a monthly basis with a corresponding time **(to be billed at \$75 per hour)** and material charge **(to be billed at our cost)**.
- **Level III** - Larger building/facilities projects will be assessed on a project by project basis. Hope Academy School will supply the scope of work and Ocean Township will evaluate the feasibility of our employees completing the project. If feasible a proposal would be submitted to Hope Academy School for their evaluation and consideration.

TOWNSHIP OF OCEAN SCHOOL DISTRICT
Contracts, Lease, Rentals, Professional Services, etc

Type	Company Name	Description	Bd Approval	Start Date	Duration	Amount
Contracted Serv	Invo Healthcare	Ther-Physical:15hrs-wk/Occupa:40hrs-wk	5/24/16		7/5/16-8/11/16	\$79/hr
Contracted Serv	Invo Healthcare	Occupational Therapist (35 hrs/wk)	12/20/17		1/3/17-2/13/17	\$79/hr
Contracted Serv	Mission One Educa Staffing	Bus Aides-special Ed	7/22/16	AsNeededBasis	thru 6/30/17	current rate
Contracted Serv	MOESC (No Stdnt-2016-17)	Best Academy: Sp Ed Student	1/10/17		1/30/17-6/30/17	\$25,575.00
Contracted Serv	MOESC	P-T Instructional,SpecEd,Transporta Aides	8/30/16	AsNeededBasis	2016-2017	
Contracted Serv	MOESC	IDEA-B Instructl Agreement (10yrs)	8/21/12		Jul2012-Jun2022	
Contracted Serv	MOESC	N/P Technology Initiative Prog	11/15/16		9/1/16-6/30/17	
Contracted Serv	MOESC	N/P Nursing Prog	11/15/16		9/1/16-6/30/17	
Contracted Serv	MOESC	N/P Security Aid Program	11/15/16		9/1/16-6/30/17	
Contracted Serv	MOESC	High School/ TOIS Nurse	6/28/16		9/1/16-6/30/17	\$52/hr
Contracted Serv	MOESC	Instr/Transporta Aides	8/30/16		7/1/16-6/30/17	\$51/hr
Contracted Serv	MOESC	N-P Txtbook Purchasing (5 yr agree)	7/29/14		7/1/14-96/30/20	
Contracted Serv	MOESC	Coordinated Transportation (5 yr agree)	4/22/14		7/1/13-6/30/18	\$41,752.00
Contracted Serv	MOESC	Crossroads			2016-2017	n/a
Contracted Serv	Kenney, Gross, Kovats & Parton	Labor Relations Counsel	5/17/16		Jul2016-Jun2017	\$135/hr
Contracted Serv	Cleary, Giacobbe, Alfieri, Jacobs	School Board Attorney	5/17/16		Jul2016-Jun2017	\$135/hr
Contracted Serv	Cleary, Giacobbe, Alfieri, Jacobs	Special Services Education Counsel	5/17/16		Jul2016-Jun2017	\$135/hr
Contracted Serv	Lmolin Lupin CPA's	Auditing Services	5/17/16		Jul2016-Jun2017	\$35,000.00
Contracted Serv	The Daniels Group	Health Insurance Consulting Serv	5/17/16		Jul2016-Jun2017	\$60,000.00
Contracted Serv	The Daniels Group	Express Scripts-Pricing Contract	5/17/16		Jul2016-Jun2017	
Contracted Serv	Connor Strong Co., Inc.	Property & Casualty Consulting Serv	5/17/16		Jul2016-Jun2017	\$33,567.00
Contracted Serv	BAYADA Home Health Care	Nursing Srv: Spec Ed Student (RN-\$54/LPN-\$44)	3/21/17		4/3/17-6/21/17	
Contracted Serv	Ineractive Kids, Inc	Special Staff Training	3/21/17		4/3/17-6/21/17	\$150/hr
Contracted Serv	Education Data Services	Cooperative Purchasing	3/21/17		2017-2018	\$11,940.00
Contracted Serv	Education Data Services	'Right to Know'	3/21/17		2017-2018	
Rental	Chamber of Commerce (3yr)	Office Space (3 year)	8/11/15	9/1/15	9/1/15-8/31/18	\$816/mo
Rental	Camp David	Summer Camp Rental (3 year)	10/20/15		2016-2018	\$677,785.00
Rental - Buses	Twp of Ocean Recreation Camp	Summer Camp (Buses)	4/21/17		Jul-Aug 2017	\$8,000.00
Rental	JCC Jersey Shore	Pool Rental 2016-2017	10/18/16		Season(Nov-Feb)	\$17,850.00
Rental	Jersey Shore Arena(Athletic Comm)	Ice Rink Rental 2015-2016	9/29/15		11/1/15-4/1/2020	HrRate/SeeContr
Shared Serv	Deal Bd of Ed	Cafeteria-Maintenance	3/21/17	7/1/17	Jul2017-Jun2018	

TOWNSHIP OF OCEAN SCHOOL DISTRICT
Contracts, Lease, Rentals, Professional Services, etc

<u>Line</u>	<u>Company Name</u>	<u>Description</u>	<u>Bd Approval</u>	<u>Start Date</u>	<u>Duration</u>	<u>Amount</u>
1	County of Monmouth	Various Services	5/20/14		Jul2014 - Sept2018	
2	Ocean Twp Little League	Baseball Field - 163 Monmouth Rd	4/18/17		2017 Spring Season	
3	Twp of Ocean-Municipality	Custodial/Maint/Grnds-UniformRental (3yrs)	3/15/16		Jan2016 - Dec2018	
4	Twp of Ocean-Municipality	Custodial/Maintenance/Recycling (3 yrs)	4/18/17		Jul2017-Jun2020	
5	Hope Academy Charter School	Maintenance Service	6/28/16	7/1/16	Jul2016-Jun2017	
6	Shore Regl HS	Ice Hockey (2 year)	4/22/16		2016-2018	\$16,500/yr
7	MOCSSIF	Insurance Sub-Fund	4/19/16		2014-2017	
8	NJSBAIG	Insurance	7/26/16	7/1/16	Jul2016-Jun2017	
9	Stewart Bus Systems	Managed Print Services (Toner replacement)	2/16/16		2016-2017	
10	Michael Loori	Bus Service	7/26/16		9/1/16-6/30/17	\$148,403.37
11	West Long Branch Bd of Ed	Jointure	1/17/17		9/6/16-6/13/17	\$11,691.00
12	Deal Bd of Ed	Jointures (ESY & Reg Schl)	12/15/15		9/8/15-6/20/16	\$1,506.49
13	Neptune Twp Bd of Ed	Jointures (Middletown Voc)	12/15/15		9/8/15-6/20/16	\$13,615.70
14	Red Bank Regl/Bd of Ed	Jointures (Red Bank Regl)	12/15/15		9/6/15-6/16/16	\$1,019.00
15	Sodexo	Food Service	3/21/17		2017-2018	
16	Jersey State Controls	HVAC	3/21/17		Jul2016-Jun2017	
17	First Vehicle Services	Bus Maint & Mangmnt (4-1yr Renewal Opts)	8/30/16		9/1/16-8/31/17	\$440,764.56
18	Central Boiler Repair Co.	Boiler Cleaning & Main	7/22/16		2016-2017	\$7,735.00
19	Monmouth University	Federal Work Study Program- 2yr	12/15/15	12/15/2015	2015-2017	N/A
20	HCESC	Cooperative Pricing Agreement	5/23/17		1 year	
21	MRESC	Cooperative Pricing Agreement	4/19/16		2015-2020	
22	Monmouth County	Commodity Resale/Shared Services	4/19/16		2018	
23	Monmouth Cty/Twp Ocean OEM	Mon Cty LINC Agrmnt:Facility Use-Emergency	12/20/16		On Going	
24	Seaview Orthopaedic	Football Games	7/12/16		2016-2017	
25	Profl Orthopedic Associates	Football Games	7/12/16		2016-2017	
26	Solutions Architecture	Architect Serv-Referendum	5/20/14		Length of Proj	

TOWNSHIP OF OCEAN SCHOOL DISTRICT
Contracts, Lease, Rentals, Professional Services, etc

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MOESC	Coordinated Transportation (5 yr agree)	4/22/14		7/1/13-6/30/18	\$41,752.00
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The Daniels Group	Express Scripts-Pricing Contract	5/17/16		Jul2016-Jun2017	
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Ineractive Kids, Inc	Special Staff Training	3/21/17		4/3/17-6/21/17	\$150/hr
Education Data Services	Cooperative Purchasing	3/21/17		2017-2018	\$11,940.00
Education Data Services	'Right to Know'	3/21/17		2017-2018	
Chamber of Commerce (3yr)	Office Space (3 year)	8/11/15	9/1/15	9/1/15-8/31/18	\$816/mo
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Jersey Shore Arena(Athletic Comm)	Ice Rink Rental 2015-2016	9/29/15		11/1/15-4/1/2020	HrRate/SeeContr
Deal Bd of Ed	Cafeteria-Maintenance	3/21/17	7/1/17	Jul2017-Jun2018	

TOWNSHIP OF OCEAN SCHOOL DISTRICT
Contracts, Lease, Rentals, Professional Services, etc

Category	Company Name	Description	Bd Approval	Start Date	Duration	Amount
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Red Serv	Ocean Twp Little League	Baseball Field - 163 Monmouth Rd	4/18/17		2017 Spring Season	
Red Serv	Twp of Ocean-Municipality	Custodial/Maint/Grnds-UniformRental (3yrs)	3/15/16		Jan2016 - Dec2018	
Red Serv	Twp of Ocean-Municipality	Custodial/Maintenance/Recycling (3 yrs)	4/18/17		Jul2017-Jun2020	
Red Serv	Hope Academy Charter School	Maintenance Service	6/28/16	7/1/16	Jul2016-Jun2017	\$16,500/yr
Red Serv	Shore Regl HS	Ice Hockey (2 year)	4/22/16		2016-2018	
Red Serv	MOCSSIF	Insurance Sub-Fund	4/19/16		2014-2017	
Red Serv	NJSBAIG	Insurance	7/26/16	7/1/16	Jul2016-Jun2017	
Technology	Stewart Bus Systems	Managed Print Services (Toner replacement)	2/16/16		2016-2017	\$148,403.37
Transportation	Michael Loori	Bus Service	7/26/16		9/1/16-6/30/17	\$11,691.00
Transportation	West Long Branch Bd of Ed	Jointure	1/17/17		9/6/16-6/13/17	\$1,506.49
Transportation	Deal Bd of Ed	Jointures (ESY & Reg Schl)	12/15/15		9/8/15-6/20/16	\$13,615.70
Transportation	Neptune Twp Bd of Ed	Jointures (Middletown Voc)	12/15/15		9/6/15-6/16/16	\$1,019.00
Transportation	Red Bank Reg /Bd of Ed	Jointures (Red Bank Regl)	12/15/15			
Special Prof'l Serv	Sodexo	Food Service	3/21/17		2017-2018	
Special Prof'l Serv	Jersey State Controls	HVAC	3/21/17		Jul2016-Jun2017	
Special Prof'l Serv	First Vehicle Services	Bus Maint & Mangmnt (4-1yr Renewal Opts)	8/30/16		9/1/16-8/31/17	\$440,764.56
Special Prof'l Serv	Central Boiler Repair Co.	Boiler Cleaning & Main	7/22/16		2016-2017	\$7,735.00
ECIAL	Monmouth University	Federal Work Study Program-2yr	12/15/15	12/15/2015	2015-2017	N/A
ECIAL	HCESC	Cooperative Pricing Agreement	5/23/17		1 Year	
ECIAL	MRESC	Cooperative Pricing Agreement	4/19/16		2015-2020	
ECIAL	Monmouth County	Commodity Resale/Shared Services	4/19/16		2018	
ECIAL	Monmouth Cty/Twp Ocean OEM	Mon Cty LINC Agrmnt:Facility Use-Emergency	12/20/16		On Going	
Volunteers-Medical	Seaview Orthopaedic	Football Games	7/12/16		2016-2017	
Volunteers-Medical	Prof'l Orthodoxic Associates	Football Games	7/12/16		2016-2017	
Special Prof'l Serv	Solutions Architecture	Architect Serv-Referendum	5/20/14		Length of Proj	

INSTRUCTION & EDUCATION

Special Services
 Township of Ocean School District
 15-Jun-17

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent
 FROM: Denise S. Ricciardi, Assist. Superintendent: Special Services
 RE: **2017 Out of District Extended School Year**

Please submit the following placements for board approval:

<u>SCHOOL</u>	<u>STUDENT</u>	<u>CLASSI- FICATION</u>	<u>TUITION</u>
<u>ALPHA SCHOOL</u>	1 Student *Plus cost of 1:1 aide	ESERS	\$ 9,613.50 TBD
<u>Bancroft School</u>	1 Student	ESERS	\$ 10,317.76
<u>Bayshore Jointure Commission Shore Ctr. For Student wih Autism</u>	4 Students Plus cost of 3 1:1 aides	ESERS	\$ 32,000.00 \$ 10,500.00
<u>CPC High Point</u>	1 Student at Elementary 1 Student at Adolescent	ESERS ESERS	\$ 8,987.50 \$ 8,987.50
<u>COASTAL LEARNING</u>	2 Students 1:1 aide	ESERS	\$ 16,581.60 \$ 3,780.00
<u>CHILDREN'S CENTER MONMOUTH & OCEAN</u>	6 Students 3 1:1 aides	ESERS	\$ 67,515.36 \$ 18,240.00
<u>DAYTOP</u>	1 Student	ESERS	\$ 9,768.00
<u>MARY A. DOBBINS</u>	1 Student	ESERS	\$ 10,672.50
<u>EDUCATION ACADEMY</u>	1 Student	ESERS	\$ 6,146.75
<u>HARBOR SCHOOL</u>	5 Students Plus cost of 4 1:1 aides	ESERS	\$ 46,260.00 TBD
<u>HAWKSWOOD SCHOOL</u>	6 Students *Plus Cost of One on One aide	ESERS	\$ 64,018.80 \$ 5,550.00
<u>LADACIN, Schroth</u>	2 Students	ESERS	\$ 21,888.00
<u>NEWMARK</u>	1 Student	ESERS	\$ 5,549.76
<u>SEARCH DAY PROGRAM</u>	4 Students *Plus Cost of One on One aide	ESERS	\$ 50,113.64 \$ 6,460.00

TOTAL \$ 412,950.67

TBD=To be determined

cc: K. Jannarone
K. Weldon
M. Mosca

Special Services
Township of Ocean School District
June 15, 2017

MEMORANDUM: Dr. James Stefankiewicz, Superintendent

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

RE: **OUT OF DISTRICT – EXTENDED SCHOOL YEAR 2017**

I am requesting summer transportation for the following students:

<u>STUDENT/ADDRESS</u>	<u>SCHOOL/PROGRAM</u>	<u>HOURS</u>	<u>DURATION OF PROG.</u>
1 Student	ALPHA SCHOOL * Needs aide on Bus	8:30-2:30 7/5 & 8/15	7/5-8/15 1PM dismissal
1 Student	CPC Behavioral/Elemen	9-2:00	7/5-8/8
1 Student	CPC Behavioral/Adoles	8:45-2:45	7/5-8/8
6 Students	Children's Center Aide on Bus	9-1:30 7/5, 7/6, 8/24 & 8/25 – 1PM dismissal	7/5-8/25
2 Students	Coastal Learning Ctr.	8:45-1:15 Closed 7/4	7/3-8/14
1 Student	Education Academy *needs aide	8:45-2:00	7/10-8/11
5 Students	Harbor School *needs aide 1 Student *needs harness	8:30-2:30 7/5 & 8/15 – 1PM dismissal	7/5-8/15
6 Students	Hawkswood School *needs aide	8:30-2:00	7/5-8/15
2 Students	LADACIN Schroth School *needs aide	9-2:30	7/5-8/25

1 Student	Newmark K-8 School	8:45-2:30 7/28- 12:45 dismissal	7/5-7/28
4 Students	The Shore Center. *Needs aide/harness on Bus Plus air-conditioned bus working video camera, oxygen	8:30-1:30 Mon-Thurs	6/26-8/8 Closed 7/3 & 7/4
4 Students	Search Day Program	8:45-2:45 7/18 -12:45 dismissal	7/5-8/25

cc: K. Jannarone
K. Weldon
M. Mosca

**Office of the Assistant Superintendent of Schools
Curriculum & Instruction**

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: June 16, 2017
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.

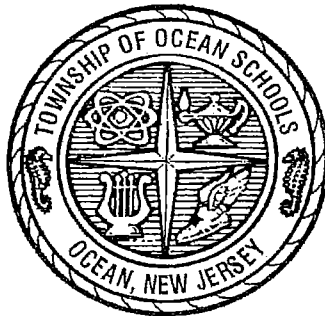
Reimbursement for travel and related expenses shall be according to the Department of the Treasury guidelines in NJOMB circular 06-02 and A-87.

Last Name	First Name	Subject	Workshop	Date	Fee
Shappirio	Michelle	Supv of ELA & SS	Ed Camp Exit 8A: Year 2 – FEA – Monroe	7/13/2017	n/a

PERSONNEL

Non-Represented Employees

Employee	Position	in-district Years as of 7/1/2016	PROPOSED 2017-2018
Senior Support Staff			
Amato, Debbie	Supt Secretary	31	68,539
Hiers, Janice	SBA Secretary	39	78,344
Stone, George	Asst. School Bus. Admin	14	124,007
Zanna, Joseph	Treasurer of School Monies	2	5,952
Goldstein, Phyllis	Payroll Manager	22	71,745
Ianucilli, Debra	Applications specialist	11	47,315
Porbansky, Bonnie	Human Resource/ Personnel	26	54,043
Fiorentino, Marie	Human Resource/ Personnel	28	57,559
DeAngelis, Patty	Human Resource/ Business office	10	54,043
Transportation			
Mosca, Maria	Transportation Supervisor	14	76,875
Sawicki, Linda	Head Transportation Dispatcher	2	48,175
Henderson, Mark	Asst Transportation Dispatcher	4	43,048
Building & Grounds			
Tattersall, Gary	Director of Facilities	22	103,667
Fornicola, John	Head Custodian - HS & TOIS	13	79,500
CIS Personnel			
Hall, Michael	Network Manager	18	115,464
Cohen, David	Asst Network Manager	9	63,653
Jardel, Karen	SIS Manager	17	71,550
Davis, Dax	Computer Tech Level II	12	53,703
Pawlukanis, Walter	Computer Tech Level II	9	53,703
Watkins, Kevin	Computer Tech Level II	8	48,784
Jones, Brian	Computer Tech Level I	2	39,880
Waldinger, Rudolph	Computer Tech Level I	2	39,880
Bock, Nicholas	Computer Tech Level I	1	38,531
Omalley, Sean	Computer Tech Level I	1	38,531
Shah, Kalpit	Computer Tech Level I	1	37,500
Conway, Mary Ann	Help Desk	15	48,200
Boomer, Rebecca	Technology assistant	2	33,394
Morgan, Michelle	Computer Asst - Way	17	30,801
Weinstein, Anne	Computer Asst - TOIS	4	16,546
Security Personnel			
Pembleton, Michael	Security HS Head	9	39,207
Thayer, Sharon	Security - HS	16	23,380
Siciliano, Jeffrey	Security - HS	5	17,476
Dupuis, John	Security - TOIS	2	24,077
Keating, John	Security - HS	1	23,567
Bernacchi, John	Security - TOIS	3	24,919
Blecki, Steven	Security - Wayside	2	24,392
Heitz, Joseph	Security - OTES	2	24,392
Chiaro, Richard	Security - Wanamassa	2	24,392
Misc Personnel			
Christine Fogler	Affirmative Action Officer	5	11,087
Loizos, James	Attendance Officer	2	33,638



CONTRACT OF EMPLOYMENT

Agreement, made this 20th day of JUNE 2017, between

TOWNSHIP OF OCEAN BOARD OF EDUCATION

in Monmouth County (hereinafter "the Board")

with offices located at

163 Monmouth Road, Oakhurst, New Jersey 07755

and

James Stefankiewicz, Ed.D. (hereinafter "the Superintendent")

PREAMBLE

WITNESSETH

THIS EMPLOYMENT CONTRACT replaces and supersedes all prior Employment Contracts between the parties hereto. Signature of this Contract constitutes assent to a rescission of any and all prior contracts, as well as agreement to the terms herein;

WHEREAS, the Board desires to employ the Superintendent as the Chief Education Officer of the school district; and,

WHEREAS, the Board desires to provide the Superintendent with a written employment contract in order to enhance administrative stability and continuity within the schools, which the Board believes generally improves the quality of its overall educational program; and,

WHEREAS, the Board and the Superintendent believe that a written employment contract is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the education program of the schools; and,

WHEREAS, the Superintendent is the holder of an appropriate certificate as prescribed by the State Board of Education and as required by *N.J.S.A.* 18A:17-17;

NOW, THEREFORE, in consideration of the following mutual promises and obligations, the parties agree as follows:

ARTICLE I

EMPLOYMENT

The Board hereby agrees to employ Dr. Jim Stefankiewicz as Superintendent of Schools for the period of July 1, 2017 through 11:59 p.m. June 30, 2022. The parties acknowledge that this Contract must be approved by the Monmouth County Executive County Superintendent in accordance with applicable law and regulation.

ARTICLE II

CERTIFICATION

The parties acknowledge that the Superintendent currently possesses the appropriate New Jersey administrative certification and school administrator endorsement.

If, at any time during the term of this Contract, the Superintendent's certification(s) is revoked, this Contract shall be null and void as of the date of the revocation. The Superintendent will provide official course transcripts for all earned post-secondary degrees to the Board of Education. These transcripts will be kept on file in the Board office.

ARTICLE III

DUTIES

In consideration of the employment, salary and fringe benefits established hereby, the Superintendent hereby agrees to the following:

A. To perform faithfully the duties of Superintendent of Schools for the Board and to serve as the chief school administrator in accordance with the laws of the State of New Jersey, Rules and Regulations adopted by the State Board of Education, existing Board policies and those which are adopted by the Board in the future. The specific job description adopted by the Board, applicable to the position of Superintendent of Schools, is incorporated by reference into this Contract, (Attached as Exhibit A).

B. To devote the Superintendent's full time, skills, labor, and attention to this employment during the term of this Contract; and further agrees not to undertake consultative work, speaking engagements, writing, lecturing, or other professional duties for compensation without written permission of the Board. Should the Superintendent choose to engage in such outside activities on weekends, on his vacation time, or at other times when he is not required to be present in the district, he shall retain any honoraria paid. The Superintendent shall notify the Board President in the event he is going to be away from the district on district business for two (2) or more days in any week. Any time away from the district that is not for district business must be arranged in accordance with provisions in this Contract governing time off.

The Board recognizes that the demands of the Superintendent's position require him to work long and irregular hours, and occasionally may require that he attend to district business outside of the district.

C. To assume the responsibilities for the selection, renewal, placement, removal, and transfer of personnel, subject to the approval of the Board, by recorded roll call majority vote of the full membership of the Board, and subject to applicable Board policies and directives. The Board shall not withhold its approval of any such recommendation for arbitrary or capricious reasons, all in accordance with *N.J.S.A. 18A:27-4.1*.

D. To non-renew personnel pursuant to *N.J.S.A. 18A:27-4.1*, and to provide a written statement of reasons for non-renewal upon proper request to the employee.

E. To study and make recommendations with respect to all criticisms and complaints, which the Board, either by committee or collectively, shall refer to him. The Superintendent shall have the right to contact the Board's attorney for legal assistance as the need arises in carrying out his duties.

F. To assume responsibility for the administration of the affairs of the school district, including but not limited to programs, personnel, fiscal operations, and instructional programs. All duties and responsibilities therein will be performed and discharged by the Superintendent, or by staff, at the Superintendent's direction.

G. To have a seat on the Board and have the right to speak (but not vote) on all issues before the Board in accordance with applicable law. The Superintendent shall attend all regular and special meetings of the Board, (except where a *Rice* notice has been served upon the Superintendent notifying him that his employment will be discussed in closed session, and the Superintendent had not requested that the meeting be conducted in public, or where the Superintendent has a conflict of interest), and all committee meetings thereof, and shall serve as advisor to the Board and said committees on all matters affecting the school district.

H. To suggest, from time to time, regulations, rules, policies, and procedures deemed necessary for compliance with law and/or for the well being of the school district.

I. To perform all duties incident to the Office of the Superintendent and such other duties as may be prescribed by the Board from time to time. The Superintendent shall, at all times, adhere to all applicable federal and state statutes, rules, regulations, and executive orders, as well as district policies and regulations.

ARTICLE IV

SALARY AND BENEFITS

A. Any adjustment in salary made during the life of this Employment Contract shall be in the form of an amendment and shall become part of this Employment Contract, but it shall not be deemed that the Board and the Superintendent have entered into a new employment contract.

1. Salary. The Board shall provide the following salary as part of the Superintendent's compensation:

a. Initial Salary. The Board shall pay the Superintendent an annual salary of one hundred and eighty five thousand dollars (\$185,000) for the 2017-2018 school year. This annual salary rate shall be paid to the Superintendent in accordance with the schedule of salary payments in effect for other certified employees.

b. The Board and the Superintendent herein agree to the Salary Schedule as set forth in Article IV below. The parties further agree that any change in the salary schedule shall be submitted to the Executive County Superintendent for review and approval.

2018-2019 School Year \$189,625

2019-2020 School Year \$194,366

2020-2021 School Year \$198,253

2021-2022 School Year \$202,218

2. Notwithstanding the foregoing, no salary increase of any kind will take effect on midnight July 1, 2022 (the final day of this Contract) unless the parties have agreed to a contract extension and that extension has been approved by the Monmouth County Executive County Superintendent. The terms of the extension will govern all increases to take effect after July 1, 2022. Any renewal, extension, or modification of this Contract shall comply with the notice provisions of *P.L.2007, c. 53, The School District Accountability Act* and *N.J.A.C. 6A:23A-3.1, et seq.*

3. No Reduction in Salary/Compensation. During the term of this Employment Contract, including any extension hereof, the Superintendent shall not be reduced in compensation and/or benefits except as otherwise provided by law.

B. Sick leave. The Superintendent shall receive 12 sick days annually. Unused sick leave days shall be cumulative in accordance with the provisions of Title 18A. Upon retirement and notice to the Board, up to 100 days of unused sick days will be reimbursed, at the rate of \$150.00 per day. Reimbursement for sick days shall be consistent with the law in effect at the time this Contract is signed. Such payment shall not exceed \$15,000.00

C. Professional Membership. The Superintendent shall be entitled to membership, at the Board's expense for professional dues in the following professional associations: NJASA, AASA, and the Monmouth County Administrators Association and/or other organizations deemed important by the Superintendent and the Board. The Superintendent also shall be entitled to reimbursement for expenses incurred for attendance at professional conferences and

similar expenses which he may incur while discharging the duties of Superintendent in accordance with *P.L. 2007, c. 53, The School District Accountability Act* and affiliated regulations. (*N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7, et seq.*). Such reimbursement shall comply with all applicable provisions of state and federal statutory and regulatory provisions and guidance, and with board policy. The Superintendent shall be entitled to attend the annual NJSBA/NJASA/NJASBO Workshop and Convention and the annual conference of the NJASA. Reimbursement or payment for such expenses shall be made in accordance with *P.L. 2007, c. 53, The School District Accountability Act* and affiliated regulations, and Board policies.

D. Professional Publications. The Superintendent may subscribe to appropriate educational and/or professional publications within the limit set in the annual budget.

E. Health Benefits:

1. The Board shall provide the Superintendent with individual or family health benefits coverage. The Superintendent shall pay the premium costs for all such coverages set forth in Chapter 78, *P.L. 2011* (passed as Senate No. 2937) and implementing regulations. Such limitation shall in no way link this Contract with any agreement collectively negotiated with district employees. The premium shall be paid by the Superintendent through payroll deduction.

2. The Superintendent may waive coverage in any of the health benefits plans if covered through a spouse, civil union or domestic partner's health plan, and in accordance with procedures established by the Board. The Superintendent will be paid the lesser of (twenty-five percent) 25% or (Two Thousand Five Hundred Dollars) \$2,500 of the cost of said coverage for waiving such coverage, unless otherwise restricted by the School Employees' Health Benefits Plan (SEHBP)

3. Disability Insurance: The employee shall be provided with group long-term disability

insurance.

F. Vacation Leave:

1. The Superintendent shall be entitled to an annual vacation of 20 working days per year, prorated. All of the vacation days shall be available for the Superintendent's use on July 1st of each year of the Contract.

2. The Superintendent shall take his vacation time after giving the Board President reasonable notice. School vacations constitute time off for the Superintendent. The Superintendent may take vacation days during the school year, upon notice to the Board President. The Superintendent is expected to attend to the business of the district as required for the smooth and efficient operation of the school district. The Superintendent shall document the use of accrued vacation days with the Board Secretary.

3. The Board encourages the Superintendent to take his full vacation allotment each year; however, not more than 20 vacation days (one year) may be carried over by the Superintendent from year to year. All days carried over must be used in the next year, or those days not taken will be forfeited.

4. In the event that the Superintendent's Contract is terminated prior to its expiration, unused vacation time shall be paid on a pro-rated basis of 1.66 days accrued per month. In the event this Contract is not renewed, earned but unused vacation time will be paid at the Superintendent's daily rate of pay, based upon a 260-day work year, following his last day of employment. However, at the Board's discretion, should termination or non-renewal occur, the Board reserves the right to require the Superintendent to use his full vacation entitlement.

G. Holiday Leave. The Superintendent shall be entitled to all holidays granted to other administrators in the district.

H. Personal Leave. The Superintendent shall be entitled to 3 personal days, to attend to personal business during the school day, with full pay during the work year. Personal days may be taken during the school year with the prior permission of the Board President. As much advance notice as possible of the request to take personal time will be given. Personal day usage shall be reflected on time-off slips filed with the Board Secretary. Personal days are non-cumulative and non-reimbursable.

I. Mileage Reimbursement. The Superintendent shall be paid a reasonable allowance of \$200 per month as reimbursement for use of his vehicle in performance of his duties. There will be no additional reimbursement of mileage allowance paid. Reimbursement for the use of a personal vehicle shall be tendered only upon proof of compliance with applicable regulations.

J. Attendance Record. The Superintendent shall be responsible for filing a time-off slip, in advance of the time off, as set forth herein, or immediately upon his return to the district in the event of an unplanned absence, with the Board Secretary and with the designated staff member in charge of maintaining district attendance records each time any leave is taken. The Superintendent and Board President shall periodically review the Superintendent's attendance record to assure correctness.

K. Tuition Reimbursement. The board shall reimburse the Superintendent for tuition costs incurred for graduate level courses at an accredited institution of higher education that are part of a formal program of studies leading to the awarding of a Master's Degree or a Doctoral Degree in an area or discipline judged to be of benefit to the Board. The Superintendent shall seek Board approval prior to enrolling in any graduate course of study.

L. Professional Liability. The Board agrees that it shall defend, hold harmless, and indemnify the Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent in his individual capacity or in his official capacity as agent and/or employee of the Board, provided the incident, which is the subject of any such demand, claim, suit, action or legal proceeding, arose while the Superintendent was acting within the scope of his employment. If, in the good faith opinion of the Superintendent, a conflict exists in regard to the defense of any claim, demand or action brought against him, and the position of the Board in relation thereto, the Superintendent may engage his own legal counsel, in which event the Board shall indemnify the Superintendent for the costs of his legal defense. The Board further agrees to cover the Superintendent under the Board's liability insurance policies, including employment practices liability coverage, in the minimum amount of \$1 million.

ARTICLE V

ANNUAL EVALUATION

A. The Board shall evaluate the performance of the Superintendent at least once a year in accordance with statutes, regulations and Board policy relating to Superintendent evaluation. Each annual evaluation shall be in writing and shall represent a majority of the Board. A copy of the evaluation shall be provided to the Superintendent, and the Superintendent and the Board shall meet to discuss the findings. The Board may meet in closed session to discuss the evaluation and the Superintendent's performance where a *Rice* notice has been served upon the Superintendent, giving notice that the Superintendent's employment will be discussed in closed session, and the Superintendent has not requested that the meeting be conducted in public. The evaluations shall be based upon the criteria adopted by the Board, the goals and

objectives of the district, which shall include encouragement of student achievement, the responsibilities of the Superintendent as set forth in the job description for the position of Superintendent, the district's placement on the NJQSAC continuum (with respect to those DPRs that are within the Superintendent's control), and such other criteria as the State Board of Education shall by regulation prescribe. In the event that the Board determines that the performance of the Superintendent is unsatisfactory in any respect, it shall describe in writing, and in reasonable detail, the specific instances of unsatisfactory performance. The evaluation shall include specific recommendations for improvement in all instances where the Board deems performance to be unsatisfactory. The Superintendent shall have the right to respond in writing to the evaluation; this response shall become a permanent attachment to the Superintendent's personnel file upon the Superintendent's request. On or before June 1st of each year of this Employment Contract, the Superintendent and the Board shall meet to review the evaluation format and to mutually determine the evaluation format to be used in the subsequent school year. The final draft of the annual evaluation shall be adopted by the Board by June 30 of each year of this Contract. The Superintendent shall propose a schedule for evaluation for the next year to the Board President by the annual organization meeting each year.

B. Within sixty (60) days of the execution of this Employment Contract, the parties shall meet to establish the district's goals and objectives for the ensuing school year. Said goals and objectives shall be reduced to writing and shall be among the criteria by which the Superintendent is evaluated, as hereinafter provided. On, or prior to, June 1 of each succeeding school year, the parties will meet to establish the district's goals and objectives for the next succeeding school year, in the same manner and with the same effect as heretofore described.

C. The parties also agree that the Board shall not hold any discussions regarding the Superintendent's employment, unless the Superintendent is given written notice at least 48 hours

in advance. In addition, the Board shall not hold any discussions with regard to the Superintendent's performance, or that may adversely affect the Superintendent's employment, in public session, unless the Superintendent requests that such discussions be held in public session, pursuant to the Open Public Meetings Act.

ARTICLE VI

TERMINATION OF EMPLOYMENT CONTRACT

A. This Contract shall terminate, the Superintendent's employment will cease, and no compensation shall thereafter be paid, under any one of the following circumstances:

- (1) failure to possess/obtain proper certification;
- (2) revocation or suspension of the Superintendent's certificate, in which case this Contract shall be null and void as of the date of revocation, as required by *N.J.S.A.* 18A:1715.1;
- (3) forfeiture under *N.J.S.A.* 2C: 51-2;
- (4) mutual agreement of the parties;
- (5) notification in writing by the Board to the Superintendent, at least 150 calendar days prior to the expiration of this Contract, of the Board's intent not to renew this Contract; or
- (6) misrepresentation of employment history, educational and professional credentials, and criminal background.

B. In the event the Superintendent is arrested and charged with a criminal offense, which could result in forfeiture under *N.J.S.A.* 2C: 51-2, the Board reserves the right to suspend him pending resolution of the criminal charges. Such suspension shall be with pay prior to indictment, and may be with or without pay, at the Board's discretion, subsequent to indictment,

unless the Board certifies contractual tenure charges.

C. Nothing in this Contract shall affect the Board's rights with regard to suspension under *N.J.S.A.* 18A:6-8.3 and applicable case law.

D. The Superintendent may terminate this Employment Contract upon at least 180 calendar days written notice to the Board, filed with the Board Secretary, of his intention to resign.

E. The Superintendent shall not be dismissed or reduced in compensation during the term of this Contract, except as authorized by paragraphs B. and C. *supra* and *N.J.S.A.* 18A:17-20.2, provided, however, that the Board shall have the authority to relieve the Superintendent of the performance of his duties in accordance with *N.J.S.A.* 18A:27-9, so long as it continues to pay his salary and benefits for the duration of the term. The parties understand that any early termination must comply with the provisions of *P.L. 2007, c. 53, The School District Accountability Act.*

F. In the event the parties agree to terminate this Contract prior to its expiration date, and to relieve the Superintendent from the actual performance of his duties, upon the approval of the Commissioner of Education, the Board shall compensate the Superintendent for either three (3) months' salary times the number of years remaining on this Contract or the remaining salary due to completion of this Contract, whichever is less, minus compensation from any and all other employment. It is understood that the Superintendent must make a good faith effort to find employment elsewhere as soon as possible and prior to the expiration date of the within Contract. The salary received by the Superintendent in such employment shall be deducted from the payments made to the Superintendent by the Board. Insurance benefits will be adjusted to reflect coverage, if any, in the new position.

ARTICLE VII

RENEWAL - NON RENEWAL

This Employment Contract shall automatically renew for a term of **Five (5)** calendar years, expiring July 1, **2027**, unless either of the following occurs:

- A. the Board by contract reappoints the Superintendent for a different term allowable by law;
- B. the Board notifies the Superintendent in writing, prior to January 31st, that he will not be reappointed at the end of the current term, in which case his employment shall cease upon the expiration of this Contract; or
- C. in accordance with such laws and regulation that would require nullification of this Contract.

ARTICLE VIII

COMPLETE AGREEMENT

This Contract embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the undersigned parties.

ARTICLE IX

SAVINGS CLAUSE

If, during the term of this Contract, it is found that a specific clause of the Contract is illegal under federal or state law, the remainder of the Employment Contract is not affected by such a ruling and shall remain in full force.

ARTICLE X

RELEASE OF PERSONNEL INFORMATION

PERSONNEL RECORDS

The Superintendent shall have the right, upon request, to review the contents of his personnel file and to receive copies at Board expense of any documents contained therein. He shall be entitled to have a representative accompany him during such review. At least once every year, the Superintendent shall have the right to indicate those documents and/or other materials in his file that he believes to be obsolete or otherwise inappropriate to retain; and, upon final approval of the Board, such documents identified by him shall be destroyed.

No material derogatory to the Superintendent's conduct, service, character, or personality shall be placed in his personnel file unless he has had an opportunity to review the material. The Superintendent shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The Superintendent shall also have the right to submit a written answer to such material.

IN WITNESS WHEREOF, the parties have set their hands and seals to this Employment Contract effective on the day and year first above written.

SUPERINTENDENT

TOWNSHIP OF OCEAN BOARD OF
EDUCATION OF THE TOWNSHIP OF
OCEAN SCHOOL DISTRICT:

James Stefankiewicz, Ed.D

James Dietrich, Board President

Date: _____

Date: _____

WITNESS:

County Executive Superintendent:

Kenneth Jannarone, Board Secretary

Date: _____

Date: _____



State of New Jersey

DEPARTMENT OF EDUCATION
MONMOUTH COUNTY OFFICE
P.O. Box 1264
FREEHOLD, NEW JERSEY 07728-1264
PHONE: 732-431-7810
FAX: 732-776-7237

CHRIS CHRISTIE
GOVERNOR

KIM GUADAGNO
LT. GOVERNOR

KIMBERLEY HARRINGTON
ACTING COMMISSIONER

DR. LESTER W. RICHENS
INTERIM EXECUTIVE COUNTY SUPERINTENDENT

PHYSICAL LOCATION:
4000 KOZLOSKI ROAD
FREEHOLD, NJ 07728

June 13, 2017

Dr. James Stefankiewicz
Superintendent of Schools
Township of Ocean School District
163 Monmouth Road
Oakhurst, New Jersey 07755-1597

Dear Dr. Stefankiewicz:

I have reviewed the employment contract for Ms. Denise Ricciardi, as Assistant Superintendent/Director of Special Services. After reviewing in accordance with N.J.S.A. 18A:7-8(j) and to determine compliance with the standards adopted by the Commissioner of Education at N.J.A.C. 6A:23A-3.1. Based upon my review, I have determined that those provisions of the contract subject to my review are in compliance with applicable laws and regulations. Therefore, I am approving Ms. Ricciardi's contract effective July 1, 2017 through June 30, 2018

If there are any changes to the terms of this contract, you will need to submit it to Executive County Superintendent, for review and approval prior to the required public notice and hearing of such changes.

Sincerely,

A handwritten signature in black ink, appearing to read "Lester W. Richens".

Dr. Lester W. Richens
Interim Executive County Superintendent

LWR:og



TOWNSHIP OF OCEAN SCHOOL DISTRICT

INDIVIDUAL EMPLOYMENT CONTRACT

Between:

TOWNSHIP OF OCEAN BOARD OF EDUCATION
163 MONMOUTH ROAD
OAKHURST, NJ 07755

hereinafter referred to as "Employer" and/or "Board"

AND:

Denise Ricciardi

hereinafter, referred to as "Employee".

This Employment Contract is replacing any previous contract and is dated **June 20, 2017** witnesses that:

- 1. EMPLOYMENT.** The Employer hereby employs the Employee and the Employee hereby accepts employment upon the terms and conditions hereinafter set forth, and agrees to observe, uphold, and abide by the laws of the United States, the State of New Jersey, and the policies of the Township of Ocean School District, and adhere to the job description. Employee may engage in outside activities, paid or unpaid, so long as they do not conflict with the interests of the school district or divert attention away from regular full-time duties.
- 2. POSITION.** Employee is hired for the position of **Assistant Superintendent of Schools/Special Services**. The employee will hold a valid administrators certificate and meet the qualifications within the attached job description and shall be considered part of this contract.
- 3. TERM.** This contract shall commence on **July 1, 2017** and shall expire on **June 30, 2018**. The Board shall not hereby waive any of its rights as granted or established by law, code or policy
- 4. JOB RESPONSIBILITIES.** Employee shall perform all responsibilities according to the job description approved by the Board and signed by the employee. Annually, at renewal time, the Board reserves the right to revise the job description according to its discretion, after receiving input from the Superintendent of Schools or its designee.

5. **EVALUATION.** The evaluation of the employee shall be performed by the Superintendent in accordance with the Board's policies, applicable New Jersey Statutes and applicable rules and regulations of the State Department of Education and/or the Public Employee Relations Commission.

6. **TERMINATION.**

6.1 The Board reserves the right to dismiss this employee at any time in accordance with NJ State laws. In the event a dismissal from this position is to be considered, employee shall be entitled to a pre-termination hearing before the Board. At such hearing, the employee may be represented by a person of choice. Written notice and reasons shall be presented 48 hours in advance of the hearing. The decision of the Board is subject to whatever legal remedies are available to the employee. If the employee is terminated for any reason, a sixty-day (60) notice is required.

6.2 Employee may tender a resignation at any time during the existence of this Agreement provided the employer is given at least sixty-days (60) written notice of the intention to do so.

6.3 Employee shall have the right, and in accordance with state law and regulations, to retire. Employee shall give employer at least-sixty-days (60) written notice of intention to retire.

7. **BASE SALARY.** Salary shall be paid in semi-monthly installments consistent with all employee groups in the district. Annual salary is to be as follows:

2017-2018	\$ 163,414
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8. **HEALTH BENEFITS/LIFE INSURANCE BENEFIT/SICK LEAVE/VACATION/TEMPORARY LEAVES/EXTENDED LEAVES.**

8.1 MEDICAL: The Board of Education shall provide the employee (with family coverage) the State Employees Health Benefits Plan. In the event that the Board decides to switch carriers for health insurance in the future, the coverage level enjoyed by the this employee on June 10, 2008, will be the coverage that the Board will be required to maintain under the new carrier.

PRESCRIPTION: The Board of Education shall provide the employee (with family coverage) a mandatory generic prescription health insurance coverage plan. The co-pay is \$5.00 generic mail-in, \$15.00 brand name mail-in, \$3.00 for all generic claims over the counter and \$10.00 for all brand names over the counter with \$0.00 per family deductible. The Board reserves the right to change the current carrier for a comparable program from another provider. When the physician indicates, "Dispense as Written", a covered person will not be responsible for the cost difference between a brand drug and its generic alternative. In the event that the board switches from the SEHBP to another carrier the prescription co-pays and deductible shall revert to the plan in effect as of June 10, 2008.

DENTAL: The Board of Education shall provide the employee (with family coverage) a dental health insurance plan with an 80/20 co-payment plan. The individual per person

maximum coverage is \$1,350 per annum Orthodontic and prosthodontic procedures are a 50/50 co-payment plan with a \$1,150 lifetime maximum per individual. Dependent children coverage will conform to current medical and prescription ages. The Board reserves the right to change the current carrier for a comparable program from another provider.

VISION: The vision care credit, administered through the District's section 125 administrator will be \$150.00 and will be available July 1st of each fiscal year.

Pursuant to law, the **Assistant Superintendent of Schools** shall contribute an amount established by P.L. 2011, Chapter 78 toward payment of premiums

8.2 SICK LEAVE: Employee is allowed 12 sick days per year. In accordance with the calculation prior to the enactment of P.L. 2007, chapter 92 if the employee retires, as defined by the Teachers Pension and Annuity (TPAF) Fund, will receive \$125.00 per unused sick day, up to the first 200 days and \$150 per unused sick day for the next 75 days. Maximum payout will be for 275 days.

OR sick leave accumulated after June 30, 2007 as per P.L. 2007, chapter 92 will be capped at \$15,000 which ever is greater.

8.3 VACATION LEAVE: Employee will be granted 20 vacation days for each year worked. No more than 20 vacation days can accrue and roll forward. At the time of retirement or termination by either party, accumulated vacation leave will be paid at the per diem rate calculated as 1/260th of annual contracted salary. In the event of employee's death, payment for his/her unused accumulated vacation leave days will be made to his/her designated beneficiary and in the absence of a designated beneficiary to his estate. The employee will designate his/her beneficiary in writing and provide same to the Board Secretary. The employee shall have the right to change the beneficiary at his/her discretion.

8.4 PERSONAL DAYS: Employee is allowed three Personal days per year. Unused personal days will convert to sick days at the end of the school year.

8.5 DISABILITY INSURANCE: The employee shall be provided with group long-term disability insurance.

9. PROFESSIONAL DEVELOPMENT AND ASSOCIATIONS.

9.1 The Board shall pay dues for the employee to National, State, and County organizations.

9.2 The Board shall reimburse Employee for expenses related to annual fall and spring conventions. Attendance at any convention is with the approval of the Superintendent or designee.

9.3 The Board shall reimburse Employee for expenses related to conferences and workshops approved and reviewed by the Superintendent or designee as being a benefit to the district.

9.4 All reimbursement will be in accordance of the prevailing OMB circular and state regulations.

10. **PROFESSIONAL LIABILITY.** The Board agrees that it shall defend, hold harmless, and indemnify the employee from any and all demands, claims, suits, actions, and legal proceedings brought against the employee in his individual capacity or in his official capacity as agent and/or employee of the Board, provided the incident arose while the employee was acting within the scope of his employment; and as such liability coverage is within the authority of the Board to provide under

State law.

11. **MISCELLANEOUS.** If during the term of this contract, it is found that a specific clause of the contract is illegal as a result of the passage of a federal or state law or as a result of a court decision, the remainder of the contract not affected by such ruling shall remain in force.

12. **PROVISIONS.** The provisions of this contract shall continue in effect beyond the termination date as the policy of the Board, unless and until any provisions are modified by formal action of the Board.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals this day and date above written.

DATE

James Dietrich, President
Township of Ocean Board of Education

DATE

Denise Ricciardi
Assistant Superintendent for Special Services

DATE

Kenneth Jannarone
Board Secretary



State of New Jersey

DEPARTMENT OF EDUCATION
MONMOUTH COUNTY OFFICE
P.O. BOX 1264
FREEHOLD, NEW JERSEY 07728-1264
PHONE: 732-431-7810
FAX: 732-776-7237

CHRIS CHRISTIE
GOVERNOR

KIM GUADAGNO
LT. GOVERNOR

KIMBERLEY HARRINGTON
ACTING COMMISSIONER

DR. LESTER W. RICHENS
INTERIM EXECUTIVE COUNTY SUPERINTENDENT

PHYSICAL LOCATION:
4000 KOZLOSKI ROAD
FREEHOLD, NJ 07728

June 13, 2017

Dr. James Stefankiewicz
Superintendent of Schools
Township of Ocean School District
163 Monmouth Road
Oakhurst, New Jersey 07755-1597

Dear Dr. Stefankiewicz:

I have reviewed the employment contract for Ms. Kelly Weldon, as Assistant Superintendent for Teaching and Learning. After reviewing in accordance with N.J.S.A. 18A:7-8(j) and to determine compliance with the standards adopted by the Commissioner of Education at N.J.A.C. 6A:23A-3.1. Based upon my review, I have determined that those provisions of the contract subject to my review are in compliance with applicable laws and regulations. Therefore, I am approving Ms. Weldon's contract effective July 1, 2017 through June 30, 2018

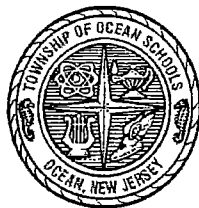
If there are any changes to the terms of this contract, you will need to submit it to Executive County Superintendent, for review and approval prior to the required public notice and hearing of such changes.

Sincerely,

A handwritten signature in black ink, appearing to read "Lester W. Richens".

Dr. Lester W. Richens
Interim Executive County Superintendent

LWR:og



TOWNSHIP OF OCEAN SCHOOL DISTRICT

INDIVIDUAL EMPLOYMENT CONTRACT

Between:

TOWNSHIP OF OCEAN BOARD OF EDUCATION
163 MONMOUTH ROAD
OAKHURST, NJ 07755

hereinafter referred to as "Employer" and/or "Board"

AND:

Kelly Weldon

hereinafter, referred to as "Employee".

This Employment Contract dated **June 20, 2017** witnesses that:

1. **EMPLOYMENT.** The Employer hereby employs the Employee and the Employee hereby accepts employment upon the terms and conditions hereinafter set forth, and agrees to observe, uphold, and abide by the laws of the United States, the State of New Jersey, and the policies of the Township of Ocean School District, and adhere to the job description. Employee may engage in outside activities, paid or unpaid, so long as they do not conflict with the interests of the school district or divert attention away from regular full-time duties.
2. **POSITION.** Employee is hired for the position of **Assistant Superintendent of Schools / Teaching and Learning**. The employee will hold a valid administrators certificate and meet the qualifications within the attached job description and shall be considered part of this contract.
3. **TERM.** This contract shall commence on **July 1, 2017** and shall expire on **June 30, 2018**. The Board shall not hereby waive any of its rights as granted or established by law, code or policy
4. **JOB RESPONSIBILITIES.** Employee shall perform all responsibilities according to the job description approved by the Board and signed by the employee. Annually, at renewal time, the Board reserves the right to revise the job description according to its discretion, after receiving input from the Superintendent of Schools or its designee.

5. **EVALUATION.** The evaluation of the employee shall be performed by the Superintendent in accordance with the Board's policies, applicable New Jersey Statutes and applicable rules and regulations of the State Department of Education and/or the Public Employee Relations Commission.

6. **TERMINATION.**

6.1 The Board reserves the right to dismiss this employee at any time in accordance with NJ State laws. In the event a dismissal from this position is to be considered, employee shall be entitled to a pre-termination hearing before the Board. At such hearing, the employee may be represented by a person of choice. Written notice and reasons shall be presented 48 hours in advance of the hearing. The decision of the Board is subject to whatever legal remedies are available to the employee. If the employee is terminated for any reason, a sixty-day (60) notice is required.

6.2 Employee may tender a resignation at any time during the existence of this Agreement provided the employer is given at least sixty-days (60) written notice of the intention to do so.

6.3 Employee shall have the right, and in accordance with state law and regulations, to retire. Employee shall give employer at least sixty-days (60) written notice of intention to retire.

7. **BASE SALARY.** Salary shall be paid in semi-monthly installments consistent with all employee groups in the district. Annual salary is to be as follows:

2017 – 2018 \$ 151,470

8. **HEALTH BENEFITS/LIFE INSURANCE BENEFIT/SICK LEAVE/VACATION/TEMPORARY LEAVES/EXTENDED LEAVES.**

8.1 MEDICAL: The Board of Education shall provide employee with family coverage through the State Employees Health Benefits Plan. In the event that the Board decides to switch carriers for health insurance in the future, the coverage level enjoyed by the this employee on June 10, 2008, will be the coverage that the Board will be required to maintain under the new carrier.

PRESCRIPTION: The Board of Education shall provide the employee (with family coverage) a mandatory generic prescription health insurance coverage plan. The co-pay is \$5.00 generic mail-in, \$15.00 brand name mail-in, \$3.00 for all generic claims over the counter and \$10.00 for all brand names over the counter with \$0.00 per family deductible. The Board reserves the right to change the current carrier for a comparable program from another provider. When the physician indicates, "Dispense as Written", a covered person will not be responsible for the cost difference between a brand drug and its generic alternative. In the event that the board switches from the SEHBP to another carrier the prescription co-pays and deductible shall revert to the plan in effect as of June 10, 2008.

DENTAL: The Board of Education shall provide the employee (with family coverage) a dental health insurance plan with an 80/20 co-payment plan. The individual per person maximum coverage is \$1,350 per annum Orthodontic and prosthodontic procedures are a

50/50 co-payment plan with a \$1,150 lifetime maximum per individual. Dependent children coverage will conform to current medical and prescription ages. The Board reserves the right to change the current carrier for a comparable program from another provider.

VISION: The vision care credit, administered through the District's section 125 administrator will be \$150.00 and will be available July 1st of each fiscal year.

Pursuant to law, the **Assistant Superintendent of Schools** shall contribute an amount established by P.L. 2011, Chapter 78 toward payment of premiums.

8.2 SICK LEAVE: Employee is allowed 12 sick days per year. The employee will be compensated for accumulated sick leave at retirement in accordance with the calculation prior to the enactment of P.L. 2007, chapter 92 as follows: Benefit under this provision shall be in accord with provisions of the prevailing collective bargaining agreement of the Township of Ocean Administrators' Association which states: Unused sick pay: Any employee who retires, as defined by the Teachers Pension and Annuity (TPAF) Fund, will receive \$125.00 per unused sick day, up to the first 200 days and \$150 per unused sick day for the next 75 days. Maximum payout will be for 275 days, sick leave accumulated after June 30, 2007 as per P.L. 2007, chapter 92 will be capped at \$15,000. Maximum payout will be for 162 days or \$20,250 or the \$15,000 cap whichever is greater.

8.3 VACATION LEAVE: Employee will be granted 20 vacation days for each year worked. No more than 20 vacation days can accrue and roll forward. At the time of retirement or termination by either party, accumulated vacation leave will be paid at the per diem rate calculated as 1/260th of annual contracted salary. In the event of employee's death, payment for his/her unused accumulated vacation leave days will be made to his/her designated beneficiary and in the absence of a designated beneficiary to his/her estate. The employee will designate his beneficiary in writing and provide same to the Board Secretary. The employee shall have the right to change the beneficiary at his/her discretion.

8.4 PERSONAL DAYS: Employee is allowed three Personal days per year. Unused personal days will convert to sick days at the end of the school year.

8.5 DISABILITY INSURANCE: The employee shall be provided with group long-term disability insurance.

9. PROFESSIONAL DEVELOPMENT AND ASSOCIATIONS.

9.1 The Board shall pay dues for the employee to National, State, and County organizations.

9.2 The Board shall reimburse Employee for expenses related to the annual fall and spring conventions. Attendance at any convention is with the approval of the Superintendent or designee.

9.3 The Board shall reimburse Employee for expenses related to conferences and workshops approved and reviewed by the Superintendent or designee as being a benefit to the district.

9.4 All reimbursement will be in accordance of the prevailing OMB circular and state regulations.

10. **PROFESSIONAL LIABILITY.** The Board agrees that it shall defend, hold harmless, and indemnify the employee from any and all demands, claims, suits, actions, and legal proceedings

brought against the employee in his individual capacity or in his official capacity as agent and/or employee of the Board, provided the incident arose while the employee was acting within the scope of his employment; and as such liability coverage is within the authority of the Board to provide under State law.

11. **MISCELLANEOUS.** If during the term of this contract, it is found that a specific clause of the contract is illegal as a result of the passage of a federal or state law or as a result of a court decision, the remainder of the contract not affected by such ruling shall remain in force.

12. **PROVISIONS.** The provisions of this contract shall continue in effect beyond the termination date as the policy of the Board, unless and until any provisions are modified by formal action of the Board.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals this day and date above written.

DATE

James Dietrich, President
Township of Ocean Board of Education

DATE

Kelly Weldon
Assistant Superintendent for Curriculum and Instruction

DATE

Kenneth Jannarone
School Business Administrator/ Board Secretary



State of New Jersey

DEPARTMENT OF EDUCATION
MONMOUTH COUNTY OFFICE

P.O. Box 1264
FREEHOLD, NEW JERSEY 07728-1264
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CHRIS CHRISTIE
GOVERNOR

KIM GUADAGNO
LT. GOVERNOR

KIMBERLEY HARRINGTON
ACTING COMMISSIONER

DR. LESTER W. RICHENS
INTERIM EXECUTIVE COUNTY SUPERINTENDENT

PHYSICAL LOCATION:
4000 KOZLOSKI ROAD
FREEHOLD, NJ 07728

June 13, 2017

Dr. James Stefankiewicz
Superintendent of Schools
Township of Ocean School District
163 Monmouth Road
Oakhurst, New Jersey 07755-1597

Dear Dr. Stefankiewicz:

I have reviewed the employment contract for Mr. Kenneth Jannarone, as School Business Administrator/Board Secretary, in accordance with N.J.S.A. 18A:7-8(j) and to determine compliance with the standards adopted by the Commissioner of Education at N.J.A.C. 6A:23A-3.1. Based upon my review, I have determined that those provisions of the contract subject to my review are in compliance with applicable laws and regulations. Therefore, I approve the contract for a period commencing on July 1, 2017 through June 30, 2018.

If there are any changes to the terms of this contract, you will need to submit it to Dr. Lester W. Richens, Interim Executive County Superintendent, for review and approval prior to the required public notice and hearing of such changes.

FOR ANNUAL CONTRACTS:

Please be reminded that the contract for this position must be submitted annually to the Executive County Superintendent for review and approval.

Sincerely,

Dr. Lester W. Richens,
Interim Executive County Superintendent

LWR:og



**TOWNSHIP OF OCEAN SCHOOL DISTRICT
INDIVIDUAL EMPLOYMENT CONTRACT**

Between:

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
163 MONMOUTH ROAD
OAKHURST, NJ 07755**

hereinafter referred to as "Employer" and/or "Board"

AND:

Kenneth Jannarone

hereinafter, referred to as "Employee".

This Employment Contract is replacing any previous contract and is dated **June 20, 2017** witnesses that:

1. **EMPLOYMENT.** The Employer hereby employs the Employee and the Employee hereby accepts employment upon the terms and conditions hereinafter set forth, and agrees to observe, uphold, and abide by the laws of the United States, the State of New Jersey, and the policies and regulations of the Township of Ocean School District, and adhere to the job description. Employee may engage in outside activities, paid or unpaid, so long as they do not conflict with the interests of the school district or divert attention away from regular full-time duties.
2. **POSITION.** Employee is hired for the position of **SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY**. The attached job description (policy 1320) shall be a part of this contract.
3. **TERM.** This contract shall commence on **July 1, 2017** and shall expire on **June 30, 2018**. The Board shall not hereby waive any of its rights as granted or established by law, code or policy. Employee holds and will continue to hold a valid certificate/license appropriate to the position covered by this Agreement. In the event said certificate/license is revoked for any reason this Agreement shall automatically terminate.
4. **JOB RESPONSIBILITIES.**
 - 4.1 Employee shall perform all responsibilities according to the job description approved by the Board and signed by the employee. Annually, at renewal time, the Board reserves the right to revise the job description according to its discretion, after receiving input from the Superintendent of Schools or designee.

4.2 The workday shall be similar to other administrative personnel except that it is understood that the employee is employed for specific tasks and is expected to work beyond the regular workday in order to accomplish such tasks when necessary. Such employment shall be considered part of the contract and no additional remuneration shall be provided.

5. **EVALUATION.** The evaluation of the employee shall be performed by the Superintendent or designee in accordance with the Board's policies, applicable New Jersey Statutes and applicable rules and regulations of the State Department of Education and/or the Public Employee Relations Commission.

6. **TERMINATION.**

6.1 For so long as the employee is non-tenured, either party may terminate this contract without cause by giving the other party 60 days written notice of termination.

6.2 Once the employee obtains tenure, termination may only result in accordance with the provisions of the New Jersey Statutes and prevailing case law.

6.3 The employee may tender a resignation at any time during the term of this contract provided the employer is given at least 60 days written notice of the employee's intention to do so.

6.4 The employee shall have the right, after the attainment of age 55 and in accordance with state law and regulations, to retire. The employee shall provide the employer with at least 60 days notice of his intention to retire.

7. **BASE SALARY.** Salary shall be paid in semi-monthly installments consistent with all employee groups in the district. Annual salary is to be as follows:

2017 – 2018 \$ 186,045

8. **HEALTH BENEFITS/LIFE INSURANCE BENEFIT/SICK LEAVE/VACATION/TEMPORARY LEAVES/EXTENDED LEAVES.**

8.1 **MEDICAL:** The Board of Education shall provide the employee (with family coverage) the State Employees Health Benefits Plan. In the event that the Board decides to switch carriers for health insurance in the future, the coverage level enjoyed by the this employee on June 10, 2008, will be the coverage that the Board will be required to maintain under the new carrier.

PRESCRIPTION: The Board of Education shall provide the employee (with family coverage) a mandatory generic prescription health insurance coverage plan. The co-pay is **\$5.00** generic mail-in, **\$15.00** brand name mail-in, **\$3.00** for all generic claims over the counter and **\$10.00** for all brand names over the counter with **\$0.00** per family deductible. The Board reserves the right to change the current carrier for a comparable program from another provider. When the physician indicates, "Dispense as Written", a covered person will not be responsible for the cost difference between a brand drug and its generic alternative. In the event that the board switches from the SEHBP to another carrier the prescription co-pays and deductible shall revert to the plan in effect as of June 10, 2008.

DENTAL: The Board of Education shall provide the employee (with family coverage) a dental health insurance plan with an 80/20 co-payment plan. The individual per person maximum coverage is \$1,350 per annum Orthodontic and prosthodontic procedures are a

50/50 co-payment plan with a \$1,150 lifetime maximum per individual. Dependent children coverage will conform to current medical and prescription ages. The Board reserves the right to change the current carrier for a comparable program from another provider.

VISION: The vision care credit, administered through the District's section 125 administrator will be \$150.00 and will be available July 1st of each fiscal year.

Pursuant to law, the School Business Administrator/Board Secretary shall contribute an amount established by P.L. 2011, Chapter 78 toward payment of premiums

- 8.2 VACATION LEAVE: Employee will be granted 20 vacation days for each year worked. No more than 20 vacation days can accrue and roll forward.
- 8.3 At the time of retirement or termination by either party accumulated vacation leave will be paid at the per diem rate calculated as 1/260th of annual contracted salary. In the event of employee's death, payment for his unused accumulated vacation leave days will be made to his designated beneficiary and in the absence of a designated beneficiary to his estate. The employee will designate his beneficiary in writing and provide same to the Board Secretary. The employee shall have the right to change the beneficiary at his discretion.
- 8.4 SICK LEAVE: Employee is allowed 12 sick days per year. Unused sick days will accumulate without limit. Up to 275 unused sick days shall be reimbursed, upon retirement, at ¼ of the per diem rate calculated as 1/260th of annual contracted salary with a maximum of \$15,000.
- 8.5 PERSONAL DAYS: Employee is allowed three Personal days per year. Unused personal days will convert to sick days at the end of the school year.
- 8.6 DISABILITY INSURANCE: The employee shall be provided with group long-term disability insurance.

9. PROFESSIONAL DEVELOPMENT AND ASSOCIATIONS.

- 9.1 The Board shall pay dues for the employee to the following National, State, and County organizations:
- Association of School Business Officials
 - Association of School Administrators
- 9.2 The Board shall reimburse Employee for expenses related to the annual fall and spring conventions of the NJ School Boards Association, New Jersey and International Association of School Business Administrators. Attendance at any convention is with the approval of the Superintendent or designee.
- 9.3 The Board shall reimburse Employee for expenses related to conferences and workshops approved and reviewed by the Superintendent or designee as being a benefit to the district.
- 9.4 All reimbursement will be in accordance of the prevailing OMB circular and state regulations.

10. **PROFESSIONAL LIABILITY.** The Board agrees that it shall defend, hold harmless, and indemnify the employee from any and all demands, claims, suits, actions, and legal proceedings brought against the employee in his individual capacity or in his official capacity as agent and/or employee of the Board, provided the incident arose while the employee was acting within the scope of his employment; and as such liability coverage is within the authority of the Board to provide under State law.

11. **Car Allowance**

There will be a car allowance of \$200 per month for business purposes. The car allowance cannot exceed the monthly cost of the average monthly miles traveled for business purposes multiplied by the allowable mileage reimbursement pursuant to applicable law and regulations and NJOMB circulars. The Business Administrator shall not be reimbursed business travel mileage nor assigned a district vehicle for official district business.

11 **MISCELLANEOUS.**

If during the term of this contract, it is found that a specific clause of the contract is illegal as a result of the passage of a federal or state law or as a result of a court decision, the remainder of the contract not affected by such ruling shall remain in force.

12. **PROVISIONS.** The provisions of this contract shall continue in effect beyond the termination date as the policy of the Board, unless and until any provisions are modified by formal action of the Board.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals this day and date above written.

DATE

James Dietrich, President
Township of Ocean Board of Education

DATE

Kenneth Jannarone
School Business Administrator/ Board Secretary

DATE

Witness



Ocean Township High School

550 West Park Avenue
Oakhurst, NJ 07755
www.oceanschools.org
732-531-5650

James Stefankiewicz, Ed.D.
Superintendent of Schools

Gina Hagerman
Assistant Principal
Michael Lambusta
Assistant Principal
Samuel Fierra
Director of School Counseling
H. Rusty Todd
Director of Athletics & Student Activities

Dawn C. Kaszuba
Principal

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent of Schools

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

RE: Fall Coaches Recommendations

DATE: June 1, 2017

The following fall coaching recommendations were not on the original list that was sent over and approved by the Board of Education. These recommendations were not on the original list due to shuffling among some of our positions.

Name	Position	Group	Step	Salary
Jeff Soares	Boys Soccer - Asst. Varsity	II	5	\$5,886.00
Vincenzo Franze	Boys Soccer - Asst. Frosh	II	4	\$5,270.00

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

HRT:tpc



**Clerical Substitutes
For Board Approval
2017 – 2018 School Year
(June 16, 2017)**

Kathryn Campanella
Jennifer Carasia
Sherryl Cesario
Barbara Collins
Cheryl DeGirolamo
Denise Geary
Phyllis Jacobs
Kathleen Kenney
Sandra Krug
Natalie Maggio
RoseAmy Mouta
Kathleen Nungesser
Alissa Pappa
Madeline Quinlan
Gail Rosewater
Peggy Rubman
Margaret Seager
Jenna Strollo-Caramanica
Maria Tamburino
Marianne Tantrum
Karen Wegrznaik
Kristin Zdan

**SUBSTITUTE CUSTODIANS
2017 – 2018 School Year
(June 16, 2017)**

**Oniris Batista
Raquel De La Cruz-Mato
Victoria Florez-Diaz
Jason Francis
Zachary Gerard
Donald Harvey
Robert Kowana**

**Albert Lezmi
Marlene Miranda
Demetrius Patterson
Chris Psomias
Jesse Tjarks
Sandra Van Brunt
Leandro Zaragoza**

**SECURITY GUARD SUBSTITUTES
For Board Approval
2017 – 2018 School Year
(June 16, 2017)**

**George Leather
Gordon Bodine
Charles Weinkofsky
William Chasey
George Deitz**

SUBSTITUTES FOR BOARD APPROVAL

JUNE 16, 2017

Abdelaziz, Alexandra	PreK-8
Agha, Sarah	K-12
Albe, Carol	PreK-4
Allocca, Patricia	PreK-12
Alpern, Leonard	9-12
Apicelli, Cipriano	Coach
Bauer, Robin	PreK-12
Bazaz, Stephen	6-12
Bendik, Nicole	5-12
Best, Rosemarie	1-4
Bhargava, Neena	PreK-5
Boff, Maxine	PreK-5
Bognar, Faye	K-12
Bongiovanni, Emily	K-12
Boyle, Carmen	Nurse
Brace, Jeffrey	K-12
Burgdorf, Erin	5-12
Camilleri, Allison	K-12
Campbell, Corrie	3-12
Carasia, Jennifer	K-12
Clark, Michelle	K-12
Clary, Taylor	K-12
Comer, Brad	K-12
Corcoran, Carol	K-4
Cowen, JoAnne	PreK-12
Cros, Tina	5-8
D'Ambrosio, Anthony	6-12
Dawe, Gabrielle	K-12
DeAngelis, Joseph	5-12
Deitz, George	K-12
Dexter, Linda	9-12
DiBenedetto, Wendy	Nurse
Diffily, Margaret	K-12
Dilger, Brittany	K-12
Dorneman, Sharon	Tutor
Dorony, Victoria	6-12
Easton, Cathy	PreK-12
Elms, Raymond	Coach
Enerson, Marjorie	1-12
Falco, Garrett	Coach
Falco, Joseph	Coach
Falcone, Kelsey	K-12

Falcone, Pamela	9-12
Farley, Kaieta	PreK-12
Festa, Kate	5-8
Fish, Stephanie	Coach
Flanagan, Doreen	Nurse K-12
Franco, Debbie	5-12
Frankel, Mark	9-12
Franze, Vincenzo	K-12
Freeman, Wallace	6-12
Fritchey, Daniela	K-4
Frommer, Iris	PreK-12
Fuhring, Eve	PreK-12
Gardner, Robert	K-12
Garrity, Lauren	K-12
Gerstein, Rachael	Coach
Gerstein, Sarah	K-5
Giannotti, Michael	9-12
Gilman, Irene	Home Instruction
Gilvary, Theresa	PreK-4
Ginnane, Anne	K-12
Giordano, Gabriella	K-12
Gleason, Susan	PreK-12
Goldberg, Lindsay	PreK-6
Goldberg, Robin	5-8
Golden, Caitlin	K-12
Goldman, Devin	K-12
Goldman, Lawrence	9-12
Goodwin, Maria	K-12
Gooley, James	6-12
Goot, Bettina	K-5
Graham, Darcy	2-12 & Tutor
Grant, Linda	5-8
Grasso, Marcia	5-12
Greenspan, Jan	1-5
Gross, Susan	K-12
Guilford, Marilyn	Home Instruction
Hanks, Edward	K-8
Hayes, Gail	5-8
Henry, Theresa	K-12
Hernandez, Angelica	K-12
Hoffman, Charles	K-8
Hollander, Roberta	K-12
Horan, Douglas	5-12
Hroncich, Kim	K-5
Hyndsman, Beverly	9-12
Isaacs, Alexander	K-8

Izawa, Jennifer	K-12
Jacobs, Phyllis	K-8
Jamshed, Sunbal	5-12
Kahl-Winter, Molly	K-12
Keane, Peggy	PreK-6
Kehde, Kendra	Tutor & K-12
Kelly, Brenda	Nurse
Keusch, Audrey	K-12
Kincaid, Marjorie	Nurse
Kircher, Stephanie	K-5
Kless, Stacy	5-12
Kotsines, Jamie	K-4
Kretzer, Anna	Tutor
Krzyzanowski, Thaddeus	5-12
LaBella, Vicki	5-12
Lazur, Michael	Coach
Lei, Eric	9-12
Lei, Raymond	9-12
Levenson, Arlene	K-12
Lewis, Alexa	K-12
Lopes, Danny	Coach
Lorello, Patricia	6-12
Lucarelli, Victoria	K-8
Lunger, Joann	PreK-4
Maher, Wayne	Tutor
Mahler, Jessica	K-12
Mains, Michael	K-5/9-12
Malick, Elwood	6-8
Marino, Kelly	K-12
Martuscelli, Frank	9-12
Mauro, Anthony	K-12
McCormick, Danielle	K-12
McCormick, Giselle	PreK-5
McHugh, Kristin	K-8
McInerney, Gail	PreK-5
McKenty, Elizabeth	1-12
McKinnon, Charles	9-12
McMahon, Carlyn	K-4
Merry, Johanna	Coach
Michel, Suzanne	PreK-8
Miller, Edwin	K-12
Missry, Joelle	K-12
Morgan, Chelsea	K-12
Morris, Daniel	6-12
Murtha, Vincent	K-12
Neiberlien, Lynn	Nurse K-12

Nolan, Lawrence	PreK-12
Nordstrom, Rebecca	K-12
Normile, Matthew	K-12
O'Krepki, Michael	K-12
Powlette, Lian	PreK-12
Poznak, Lesli	PreK-12
Prascsak, Julie	K-12
Psomias, Stella	K-12
Ramirez, Luz	PreK-4
Ramsey, Brittney	PreK-2
Reddy, Piers	5-12
Reese, Susan	Proctor
Reinman, Linda	Tutor
Ribsam, Devon	6-12
Ribsam, Talon	6-12
Richard, Lacey	Nurse
Rosen-Haight, Deborah	Nurse
Rooney, Brian	9-12
Roventini, Christine	K-4
Ruane, Barbara	K-4
Ryan, Robert	Coach
Sarwate, Shubha	1-8
Saylor, John	K-12
Scarano, Emily	PreK-12
Scollay, Katherine	5-12
Shah, Hetal	K-9
Shenan, Brandon	5-12
Shenoda, Iman	K-12
Siciliano, Jeffrey	Coach
Siciliano, Joseph	K-12
Sieg, John	6-12
Silverman, Barbara	PreK-12
Simonelli, James	Coach
Singer, Cynthia	9-12
Skolnick, Sandra	K-6 & Tutor
Sloter, Wendy	K-4
Smith, David	Coach
Smith, Jan	PreK-12
Softcheck, Nadine	K-4
Solomon, Benjamin	K-12
Southwell, Margaret	Guidance
Spirito, Marc	6-12
Spirito, Maria	9-12
Stanway, Naomi	K-8
Stores, James	9-12
Sultan, Isaac	K-8

Sussman, Nina	K-8
Tamburino, Maria	1-4
Tantrum, Marianne	K-4
Tomo, Marc	Coach
Travers, Alexis	K-4
Tseng, Yan Yun Su	K-12
Turchyn, John	K-8
Tyrrell, Eugene	6-12
Urban, Christina	K-12
Valentino, Nancy	K-12
Vandermark, P. David	Coach
Vetrano, Kathleen	PreK-2
Vieira, Samantha	K-12
Vitolo, Cynthia	K-12
Watson, Emily	K-12
Weinkofsky, Charles	K-12
Welz, Susan	1-12
Williams, Courtney	PreK-8
Wolf, Robyn	K-8
Woodward, Shawn	5-12
Worth, Marjorie	K-5
Zakhary, Ragaa	K-12
Zambrano, Armand	PreK-12
Zeukas, Joan	K-5

2017 – 2018 INSTRUCTIONAL ASSISTANT SUBSTITUTES

**For Board Approval
June 16, 2017**

Callazzo, Antoinette
Campanella, Kathryn
Cesario, Sherryl
Dunn, Chanelle
Fiorentino, Mildred
Geary, Denise
Higgins, Rosanna
Nungesser, Kathleen
O'Boyle, Kim
Oties, Natalie
Seager, Margaret
Vitale, Deborah
Wagner, Jeanine
Wegrzyniak, Karen

Summer Employment
2017

June 15, 2017

STUDENT	GR/SCHOOL	STAFF	COST
1 Student	9/OTHS	2 Teachers	\$ 70.00
1 Student	11/OOD	2 Teachers	\$ 70.00
1 Student	10/OTHS	Horan/Burns/Dunn/2 Teachers	\$ 895.00
1 Student	10/OTHS	2 Teachers	\$ 70.00
1 Student	6/TOIS	Bauries/Marks/Rasmussen/2 Teachers	\$ 895.00
1 Student	9/OTHS	2 Teachers	\$ 70.00
1 Student	9/OTHS	2 Teachers	\$ 70.00
1 Student	PS/Way	2 Teachers	\$ 70.00
1 Student	1/Way	Zarra/Brown/Chavis/ 2 Teachers	\$ 895.00
1 Student	3/Way	Zarra/Brown/Chavis/ 2 Teachers	\$ 895.00
1 Student	3/OTES	2 Teachers	\$ 70.00
1 Student	10/OTHS	2 Teachers	\$ 70.00
1 Student	6/TOIS	Bauries/Marks/Rasmussen/2 Teachers	\$ 895.00
1 Student	9/OTHS	Magliaro/Kelly/Schwartz/2 Teachers	\$ 895.00
1 Student	12/OTHS	2 Teachers	\$ 70.00
1 Student	PS/OTES	Olson/Cichy/Eijid/2 Teachers	\$ 895.00
1 Student	1/Wana	Fisher/Olson/Brown/Walters/2 Teachers	\$ 1,170.00
1 Student	7/TOIS	Bauries/Marks/Rasmussen/2 Teachers	\$ 895.00
1 Student	4/Wana	Olson/Fisher/Brown/2 Teachers	\$ 895.00
1 Student	9/OTHS	2 Teachers	\$ 70.00
1 Student	1/OTES	Olson/Fisher/Cichy/Klohr/2 Teachers	\$ 1,170.00
1 Student	10/OTHS	2 Teachers	\$ 70.00
1 Student	PS/OTES	Olson/Cichy/Klohr/2 Teachers	\$ 895.00
1 Student	6/TOIS	Bauries/Marks/Rasmussen/2 Teachers	\$ 895.00
1 Student	12/OOD	2 Teachers	\$ 70.00
1 Student	3/Way	Zarra/Brown/Chavis/ 2 Teachers	\$ 895.00
1 Student	PS/Way	Chavis/Brown/Walk/2 Teachers	\$ 895.00
1 Student	PS/OTES	2 Teachers	\$ 70.00
1 Student	8/TOIS	Burns/Horan/Dune/2 Teachers	\$ 895.00
1 Student	4/Way	2 Teachers	\$ 70.00

Summer Employment
2017

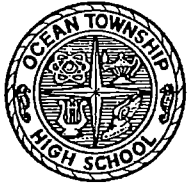
June 15, 2017

1 Student	4/Way	2 Teachers	\$	70.00
1 Student	10/OTHS	2 Teachers	\$	70.00
1 Student	1/OTES	2 Teachers	\$	70.00
1 Student	PS/OTES	Olson/Cichy/Klor/Mahoney/2 Teachers	\$	1,170.00
1 Student	9/OTHS	Horan/Burns/Dunn/2 Teachers	\$	895.00
1 Student	5/TOIS	Bauries/Marks/Rasmussen/2 Teachers	\$	895.00
1 Student	7/TOIS	Bauries/Marks/Rasmussen/OT/PT/SP/2 Teachers	\$	1,720.00
1 Student	3/Way	Zarra/Brown/Chavis/ 2 Teachers	\$	895.00
1 Student	PS/Way	Chavis/Brown/Walk/Mahoney/2 Teachers	\$	1,170.00
1 Student	3/Wana	Brown/Fisher/Olson/Walters/Santucci/2 Teachers	\$	1,445.00
1 Student	9/OTHS	2 Teachers	\$	70.00
1 Student	4/Wana	2 Teachers	\$	70.00
1 Student	9/OTHS	2 Teachers	\$	70.00
1 Student	1/OTES	Olson/Fisher/Cichy/Mahoney/2 Teachers	\$	1,170.00
1 Student	1/Way	Zarra/Chavis/Brown/ 2 Teachers	\$	895.00
1 Student	10/OTHS	2 Teachers	\$	70.00
1 Student	9/OTHS	2 Teachers	\$	70.00
1 Student	3/Wana	2 Teachers	\$	70.00
1 Student	PS/OTES	Olson/Cichy/Klor/2 Teachers	\$	895.00
1 Student	3/Way	2 Teachers	\$	70.00
1 Student	PS/Way	Zarra/Brown/Walk/ 2Teachers	\$	895.00
1 Student	PS/Way	2 Teachers	\$	70.00
1 Student	8/TOIS	Bauries/Marks/Rasmussen/SP/2 Teachers	\$	1,170.00
1 Student	11/OTHS	2 Teachers	\$	70.00
1 Student	PS/Way	Chavis/Brown/Walk/2 Teachers	\$	895.00
1 Student	1/Way	Zarra/Chavis/Brown/ 2 Teachers	\$	895.00
1 Student	3/OTES	2 Teachers	\$	70.00
1 Student	2/Wana	2 Teachers	\$	70.00
1 Student	PS/OTES	Olson/Cichy/Elijid/2 Teachers	\$	895.00
1 Student	8/TOIS	Bauries/Marks/Rasmussen/2 Teachers	\$	895.00
1 Student	3/Wana	Brown/Fisher/Olson/Walters/ 2 Teachers	\$	1,170.00

Summer Employment
2017

June 15, 2017

1 Student	9/OTHS	2 Teachers	\$ 70.00
1 Student	4/Wana	Brown/Fisher/Olson/ 2 Teachers	\$ 895.00
1 Student	4/Wana	Fisher/Brown/Olson/ 2 Teachers	\$ 895.00
1 Student	9/OTHS	2 Teachers	\$ 70.00
1 Student	PS/Wana	2 Teachers	\$ 70.00
1 Student	7/TOIS	Bauries/Marks/Rasmussen/2 Teachers	\$ 895.00
1 Student	11/OTHS	Magliaro/Kelly/2 Teachers	\$ 620.00
1 Student	PS/Wana	2 Teachers	\$ 70.00
1 Student	PS/OTES	Olson/Cichy/Eljjid/Mahoney/2 Teachers	\$ 1,170.00
1 Student	3/OOD	2 Teachers	\$ 70.00
		TOTAL	\$ 39,620.00



Ocean Township High School

550 West Park Avenue
Oakhurst, NJ 07755
www.oceanschools.org
732-531-5650

James Stefankiewicz, Ed.D.
Superintendent of Schools

Gina Hagerman
Assistant Principal
Michael Lambusta
Assistant Principal

Dawn C. Kaszuba
Principal

Samuel Fierra
Director of School Counseling
H. Rusty Todd
Director of Athletics & Student Activities

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent of Schools

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

DATE: June 14, 2017

RE: Junior Varsity Boys Soccer Coach

I would like to recommend Mr. Rich Steckhahn for the position of Junior Varsity Boys Soccer Coach at Ocean Township High School. Mr. Steckhahn should be placed on the Group II Assistant, Year 1 of the Athletic Program Salary Guide and receive \$4,895.00 for the 2017-2018 school year.

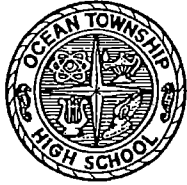
I have included a bullet biography for Mr. Steckhahn

If you have any questions or concerns, please contact me.

HRT: tpc

Home of the Spartans!





Ocean Township High School

550 West Park Avenue
Oakhurst, NJ 07755
www.oceanschools.org
732-531-5650

James Stefankiewicz, Ed.D.
Superintendent of Schools

Gina Hagerman
Assistant Principal
Michael Lambusta
Assistant Principal
Samuel Fierra

Dawn C. Kaszuba
Principal

Director of School Counseling

H. Rusty Todd
Director of Athletics & Student Activities

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent of Schools

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

DATE: June 14, 2017

RE: 6/7 Field Hockey Coach

I would like to recommend Ms. Angelica Defilippis for the position of 6/7 Field Hockey Coach at the Township of Ocean Intermediate School. Ms. Defilippis should be placed on the Group II Assistant, Year 1 of the Athletic Program Salary Guide and receive \$4,895.00 for the 2017-2018 school year.

I have included a bullet biography for Ms. Defilippis.

If you have any questions or concerns, do not hesitate to contact me.

HRT: tpc

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Director of School Counseling
H. Rusty Todd
Director of Athletics & Student Activities

Dawn C. Kaszuba
Principal

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent of Schools

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

DATE: June 14, 2017

RE: Freshman Field Hockey Coach

I would like to recommend Mrs. Andrea Kahikina for the position of Freshman Field Hockey Coach at the Ocean Township High School for the 2017-2018 school year.

Ms. Kahikina is a highly qualified candidate for the position and served as the Junior Varsity Coach last season.

Ms. Kahikina should be placed on the Group II Assistant, Year 2 of the Athletic Program Salary Guide and receive \$4,972.00 for the 2017-2018 school year.

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

HRT: tpc

Home of the Spartans!

