

Work Session

Attachments

December 13, 2016

Office of the Superintendent
Township of Ocean School District
December 9, 2016

MEMORANDUM FOR: All Members of the Board

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

RE: **Miscellaneous Information**

1. **On the Calendar**

December 13, 2016

- 6:15 pm - Disciplinary Hearing – Board attorney will be in attendance
- 7:00 pm – Executive Session (Closed)
- 7:30 pm - Work Meeting
 - Dawn Kaszuba, Principal, OTHS & Greg Colón, 2016-2017 Career Pathways Coordinator/High School will be in attendance to give a School Finance Presentation.
 - Solutions Architecture and P.W. Moss & Associates will be in attendance to give an update on construction projects.

December 20, 2016

- 7:00 pm – Executive Session (Closed)
- 7:30 pm – Work Session
- 8:00 pm – Regular Monthly Meeting
- Board Holiday Get-together

December 27, 2016 – No Meeting


January 3, 2017

- 8:00 pm - Re-organization Meeting
(No Work Meeting)

Office of the Superintendent of Schools
Township of Ocean Schools



MEMORANDUM FOR: All Non-Professional Staff Members

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

DATE: December 9, 2016

RE: Employment Opportunity/Immediate Opening

POSITION: Head Custodian – High School
12 month employee

QUALIFICATIONS:

- Possess leadership potential & ability to work well with others
- Have Black Seal boiler license
- Be physically able-bodied
- Be adaptable to working around children
- Have necessary skills in the position

SALARY: Salary will be commensurate with experience and leadership abilities.

APPLICATION DEADLINE: Qualified candidates should notify the Personnel Office in writing by the end of the business day, Tuesday, January 4, 2017, 4:30 pm.

Office of the Superintendent of Schools

Township of Ocean Schools



MEMORANDUM FOR: All Professional Staff Members

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

DATE: December 7, 2016

RE: Employment Opportunity/**FAMILY LEAVE REPLACEMENT
LONG TERM SUBSTITUTE
January 17, 2017 thru May 2, 2017**

POSITION: Special Education Teacher – Ocean Township Elementary
Multiple Disabilities – Grades 3 & 4

QUALIFICATIONS:

- Teacher of the Handicapped or Teacher of Students w/Disabilities required
- Elementary certification required

SALARY: \$85 per day w/Certificate of Eligibility w/Advanced Standing
\$110 per day w/Standard certification

APPLICATION DEADLINE:

- Qualified candidates should apply on line at <http://www.applitrack.com/ocean/onlineapp> by the end of the day, Friday, December 16, 2016.

*Culturally Diverse and Bilingual candidates encouraged to apply.

COMMUNITY LIAISON & COMMUNICATIONS COMMITTEE

NEW

Bylaws
0169/Page 1 of 2
Board Member Use of Electronic Mail/Internet

0169 BOARD MEMBER USE OF ELECTRONIC MAIL/INTERNET

The Board of Education is a public body as defined in the New Jersey Open Public Meetings Act, N.J.A.C. 10:4-6 et seq., and the Board and its members are required to comply with the provisions of this Act. It is the right of the public to be present at meetings of public bodies and to witness in full all phases of the deliberations, policy formulation, and decision-making. Board members acknowledge certain discussions between Board members, other than during a Board meeting, may be subject to the provisions of the Open Public Meetings Act.

The Board of Education is also subject to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. The Open Public Records Act requires public agencies/School Boards to make certain governmental records subject to public access. Board members may, by written and/or electronic mail (e-mail), communicate with each other and with certain school staff regarding the school district's public business. "Public business" means and includes all matters that relate in any way, directly or indirectly, to the performance of the public body's functions or the conduct of its business. Board members acknowledge these written communications may be classified as a governmental record and may be subject to public access pursuant to the Open Public Records Act.

In order to ensure the Board and/or individual Board members comply with the requirements of the Open Public Meetings Act and the Open Public Records Act, the following guidance is provided regarding certain discussions and written communications regarding the public business:

1. Written letters, e-mails, and supporting documents regarding school district matters written by Board members to other Board members or written by Board members to school staff, unless the subject matter is specifically exempt under the Open Public Records Law, are governmental records and are subject to public access. Based on the potential for improper/inappropriate disclosure and/or breach of confidentiality that may compromise the Board or Board member, these communications should not involve confidential matters, especially any matter the Board may discuss in executive/private



POLICY

NEW

Bylaws

0169/Page 2 of 2

Board Member Use of Electronic Mail/Internet

session outside the presence of the public pursuant to the Open Public Meetings Act.

2. Written letters, internet (chat) discussions, e-mails, and supporting documents regarding the school district's public business written by Board members to other Board members shall not replace deliberations that would prevent the public from witnessing in full detail all phases of the Board's deliberations, policy formulation, and decision-making process in accordance with the intent of the Open Public Meetings Act.
3. Internet (chat) discussions between Board members regarding the school district's public business shall not include multiple Board members with the potential that a quorum of the Board may be involved, or become involved, in such discussion.

In the event a Board member(s) fails to comply with the guidance of this Policy, the matter shall be referred to the Board President, who will meet and/or discuss the matter and this Policy with the Board member(s). The Board President may request the Board Attorney participate in this meeting and/or discussion.

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

N.J.S.A. 47:1A-1 et seq.

Adopted: 13 December 2016



POLICY

OCEAN TOWNSHIP
BOARD OF EDUCATION

NEW

Administration
1310/Page 1 of 1

EMPLOYMENT OF SCHOOL BUSINESS ADMINISTRATOR/
BOARD SECRETARY (M)

1220 EMPLOYMENT OF SCHOOL BUSINESS ADMINISTRATOR/
BOARD SECRETARY

M

The Board of Education shall appoint a qualified and capable person to fill a vacancy in the position of School Business Administrator/Board Secretary. An appointment shall be made within a reasonable time after the occurrence of the vacancy and by the recorded roll call vote of a majority of the full Board. No person shall act as School Business Administrator/Board Secretary or perform the duties of a School Business Administrator/Board Secretary, as prescribed by the rules and regulations of the State Board of Education, unless he/she holds such a certificate.

All candidates for the position of School Business Administrator/Board Secretary must produce evidence of their training and/or experience in the fields of: economics; law; accounting; organizational theory; management or administration; finance; and other responsibilities as outlined in the job description or required by the Board.

A candidate for the position of School Business Administrator/Board Secretary shall be recommended to the Board by the Superintendent. The Board of Education will appoint a suitable person who holds the appropriate certificate as prescribed by the State Board of Education. The appointment of the School Business Administrator/Board Secretary shall be made by the Board, which shall also fix the compensation to be paid to the School Business Administrator/Board Secretary.

Any candidate's misstatement of fact material to qualifications for employment or the determination of salary will be considered by this Board to constitute grounds for dismissal.

N.J.S.A. 18A:16-1; 18A:17-5; 18A:17-14.1 et seq.
N.J.A.C. 6A:9B-12.7

Adopted: 20 December 2016



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM

R 2414/Page 1 of 8

PROGRAMS AND SERVICES FOR PUPILS IN HIGH POVERTY AND IN HIGH NEED SCHOOL DISTRICTS (M)

PROGRAMS AND SERVICES FOR PUPILS IN HIGH POVERTY AND IN HIGH NEED SCHOOL DISTRICTS

M

[For High Poverty and High Need School Districts]

A. Definitions

1. "At-risk-pupils" means those resident pupils from households with a household income at or below the most recent Federal poverty guidelines available on October 15 of the pre-budget year multiplied by 1.85.
2. "High poverty school district" means a district in which forty percent or more of the pupils are at-risk pupils.
3. "High need school district" means a school district in which forty percent or more of the pupils are at-risk-pupils and is at one or more of the following proficiency levels on State assessments:
 - a. Less than eighty-five percent of total pupils have achieved proficiency in language arts literacy on the New Jersey Assessment of Skills and Knowledge (NJ ASK) 3;
 - b. Less than eighty percent of total pupils have achieved proficiency in language arts literacy on the NJ ASK 8;
 - c. Less than eighty percent of total pupils have achieved proficiency in language arts literacy on the HSPA;
 - d. Less than eighty-five percent of total pupils have achieved proficiency in mathematics on the NJ ASK 4;
 - e. Less than eighty percent of total pupils have achieved proficiency in mathematics on the NJ ASK 8; and/or
 - f. Less than eighty percent of total pupils have achieved proficiency in mathematics on the high school State assessment.

B. High Need School Districts



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2414/Page 2 of 8

PROGRAMS AND SERVICES FOR PUPILS IN HIGH PROVERTY AND IN HIGH NEED SCHOOL DISTRICTS (M)

1. Implementation Timelines

- a. The New Jersey Department of Education shall identify the list of high need school districts based on the State assessments results and shall promptly notify the districts that are classified as high need.
- b. In the first school year immediately following such identification as a high need school district, the district shall begin planning for implementation of, and shall implement where possible, the designated program(s) (language arts and/or mathematics literacy) as required below.
- c. In the subsequent year following identification as a high need school district, the district shall fully implement the designated program(s).
- d. High need school districts, once identified, shall remain in that status and shall continue to implement the designated program(s) for a minimum of three years.

2. Language Arts Literacy – Intensive Early Literacy for Grades Preschool through Three

High need school districts where less than eighty-five percent of total pupils have achieved proficiency in language arts literacy on the NJ ASK 3 shall provide an intensive early literacy program for preschool to grade three to ensure that all pupils achieve proficiency on State standards. The intensive early literacy program shall include the following components:

- a. An emphasis on small group instruction in at least reading, writing, and technology;
- b. A comprehensive early literacy assessment program that includes:
 - (1) Assessment of English language learners (ELLs) in accordance with N.J.A.C. 6A:15-1.3;



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM

R 2414/Page 3 of 8

PROGRAMS AND SERVICES FOR PUPILS IN HIGH PROVERTY AND IN HIGH NEED SCHOOL DISTRICTS (M)

- (2) A reading measure used minimally at the beginning of grades Kindergarten through three to determine the reading skills and strategies pupils have mastered;
 - (3) On-going performance-based assessments;
 - (4) A comprehensive diagnostic assessment of individual pupils who are exhibiting persistent difficulty in reading following a sustained period of targeted instruction; and
 - (5) An annual end-of-year achievement assessment of reading with a norm-referenced and/or criterion referenced test in grades one and two.
- c. At least a daily ninety-minute, uninterrupted language arts literacy block in grades Kindergarten through three with guidance in the use of that time that may include the following instructional strategies:
- (1) Use of a reading measure to differentiate pupil needs;
 - (2) Small group instruction;
 - (3) Direct instruction;
 - (4) Guided reading; and
 - (5) Shared reading.
- d. Instructional materials that include concepts and themes from other content areas;
- e. Professional development opportunities for teachers that focus on the elements of intensive early literacy, ways to assist pupils who exhibit persistent difficulty in reading, or other related topics that have been identified by these



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM

R 2414/Page 4 of 8

PROGRAMS AND SERVICES FOR PUPILS IN HIGH PROVERTY AND IN HIGH NEED SCHOOL DISTRICTS (M)

teachers as professional development needs and are reflected in the school and school district professional development plans pursuant to N.J.A.C. ~~6A:9-15~~ **6A:9C-4 et seq.;**

- f. Consistent and adequate opportunities for teachers to discuss and analyze pupil work, interim progress measures and assessment results, and to plan any modifications in grouping and/or instruction that may be indicated, consistent with this section;
 - g. A classroom library that reflects the diversity and needs of all pupils and includes assistive technology;
 - h. Use of a highly skilled literacy coach or certified teacher to coordinate professional development and collaboration based on the school and school district professional development plan, if documented as necessary to increase achievement of early literacy; and
 - i. Methods to involve parents and family members in pupil learning.
3. Language Arts Literacy – Intensive Literacy for Grades Four through Eight

High need school districts where less than eighty percent of total pupils have achieved proficiency in language arts literacy on the NJ ASK 8 shall implement an intensive literacy program for grades four through eight that includes the following components:

- a. A comprehensive literacy assessment for grades four through eight as part of the school district's curriculum to measure individual and group progress indicated below:
 - (1) Benchmark analysis that gauges pupils' performance and is used to assist school staff in determining skills that pupils still need to attain; and



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM

R 2414/Page 5 of 8

PROGRAMS AND SERVICES FOR PUPILS IN HIGH PROVERTY AND IN HIGH NEED SCHOOL DISTRICTS (M)

- (2) Assessment of English language learners (ELLs) pursuant to N.J.A.C. 6A:15-1.3.
 - b. Emphasis on small group instruction with scheduling of double periods, including appropriate classroom materials for small group instruction with evidence-based interventions and additional time for pupils who are not proficient in language arts literacy;
 - c. Professional development opportunities for teachers and administrators that are based on effective instructional practices including:
 - (1) Enhancing knowledge of the language arts literacy content and pedagogy to engage all pupils; and
 - (2) Learning how and having opportunities to analyze pupil work and assessment results in a collaborative setting.
 - d. Involving parents and family members in pupil learning.
4. Language Arts Literacy – Literacy for Pupils in Grades Nine through Twelve

High need school districts where less than eighty percent of total pupils have achieved proficiency in language arts literacy on the high school State assessment shall implement a language arts literacy program aligned with college preparatory English I, II, III, and IV for grades nine through twelve that incorporates the elements in 3. above with the exception of providing a double period for language arts literacy.

5. Mathematics Literacy – Math Literacy for Pupils in Grades Three through Four

High need school districts in which less than eighty-five percent of total pupils have achieved proficiency in mathematics on the NJ ASK 4 shall implement a comprehensive program for mathematics education that prepares pupils in grades three through four for



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM

R 2414/Page 6 of 8

PROGRAMS AND SERVICES FOR PUPILS IN HIGH PROVERTY AND IN HIGH NEED SCHOOL DISTRICTS (M)

success in higher order mathematics and that includes the following components:

- a. Curriculum that simultaneously develops conceptual understanding, computational fluency, and problem solving skills, with meaningful instruction and a focus on critical mathematics skills as part of a successful learning experience;
- b. Mathematical reasoning that occurs in contextual learning;
- c. An emphasis on communicating mathematics concepts both verbally and in writing;
- d. The use of frequent questions and opportunities for class discussion in addition to the mathematics textbook activities to improve pupil problem solving ability;
- e. Professional development in both mathematics content and in the elements of mathematics pedagogy specified in this section, related to the appropriate grade and based on individual professional needs, pursuant to N.J.A.C. ~~6A:9-15~~ **6A:9C-3 et seq.**;
- f. Use of appropriate instructional materials, technology, and manipulatives, aligned with the Core Curriculum Content Standards (CCCS) in mathematics, that lead pupils through concrete, symbolic, and abstract mathematical thinking;
- g. Multiple assessments and benchmarks, including use of formative assessments;
- h. Differentiated instruction;
- i. Explicit mathematics instruction for struggling pupils to ensure that these pupils possess the foundational skills and conceptual knowledge necessary for understanding the mathematics they are learning at their grade level; and
- j. Methods to involve parents and family members in pupil learning.



PROGRAMS AND SERVICES FOR PUPILS IN HIGH POVERTY AND IN HIGH NEED SCHOOL DISTRICTS (M)

6. Mathematics Literacy – Math Literacy for Pupils in Grades Five through Eight

High need school districts where less than eighty percent of total pupils have not achieved proficiency in mathematics on the NJ ASK 8 shall implement a comprehensive program for mathematics education that prepares all pupils in grades five through eight for success in Algebra at the high school level and incorporates the elements in 5. above.

7. Mathematics Literacy – Math Literacy for Pupils in Grades Nine through Twelve

High need school districts where eighty percent or more of total pupils have not achieved proficiency in mathematics on the high school State assessment shall implement a comprehensive program for mathematics education for grades nine through twelve which incorporates the elements in 5. above and is aligned to course expectations as required to meet graduation requirements.

C. High Poverty School Districts

1. Class Size Requirements

a. Class size in high poverty school districts shall not exceed twenty-one pupils in grades Kindergarten through three, twenty-three pupils in grades four and five, and twenty-four pupils in grades six through twelve; provided that if the district chooses to maintain lower class sizes in grades Kindergarten through three, class sizes in grades four and five may equal but not exceed twenty-five pupils.

b. Exceptions to the class size requirements in C.1.a. above are permitted for some physical education and performing arts classes, where appropriate.

2. Full-Day Kindergarten Requirements

a. High poverty school districts shall maintain all existing full-day Kindergarten programs with a teacher's aide for each classroom.



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM

R 2414/Page 8 of 8

PROGRAMS AND SERVICES FOR PUPILS IN HIGH PROVERTY AND IN
HIGH NEED SCHOOL DISTRICTS (M)

- b. Class size for these Kindergarten classrooms shall not exceed twenty-one pupils.

Adopted: 21 July 1998,

Revised: 20 February 2001, 15 March 2016, 20 December 2016



3111 CREATING POSITIONS

The Board of Education recognizes its authority to create and fill teaching staff member positions to implement a thorough and efficient system of free public schools.

The Board shall, **upon the Superintendent's recommendation**, create new positions as they are required, **and approve job titles and job descriptions.** ~~and specify the number of positions required to staff adequately each employment category. Job descriptions shall be prepared in accordance with Policy No. 1400. The job description Board shall, on a careful review of the position, establish outline~~ the background experiences and personal qualities, if any, to be required of candidates or preferred among applicants for a particular position. ~~Any such local qualifications shall be flexibly applied.~~

The Superintendent shall recommend to the Board such new positions or additions to existing employment categories as may be required by the specific instructional needs of pupils of the district and each school within the district.

In accordance with the provisions of N.J.A.C. 6A:9B-5.5, titles assigned to teaching staff members shall be recognized by the New Jersey Department of Education. The Department of Education shall maintain and make available a list of approved job titles with corresponding authorized certificates. In the event the Board desires to use an unrecognized title, or if a previously established unrecognized title exists, the Board, prior to appointing a candidate, shall submit to the Executive County Superintendent a written request, including a detailed job description, for permission to use the proposed title. The Executive County Superintendent shall exercise discretion regarding approval of the request and shall determine the appropriate certification and title for the position. Positions shall, to the maximum extent possible, conform to certification regulations of the State Board of Education. When district organization requires the creation of a nonconforming, unrecognized position, the approval of the Executive County Superintendent shall be sought before the position is filled.

The Executive County Superintendent shall review annually all previously approved unrecognized position titles and shall determine whether the titles will be continued for the next school year. Decisions rendered by the Executive County Superintendent regarding titles and certificates for unrecognized positions shall be binding upon future seniority determinations on a case-by-case basis.

N.J.S.A. 18A:16-1, 18A:28-1 et seq.
N.J.A.C. ~~6A:9-5.1~~ **6A:9B-5.1**; ~~6A:9-5.5~~ **6A:9B-5.5**
P.L. 1995 Chapter 125



POLICY

OCEAN TOWNSHIP
BOARD OF EDUCATION

Teaching Staff Members
3111/Page 2 of 2
CREATING POSITIONS

Adopted: 17 July 1990

Revised: July 2005, 20 December 2016



POLICY

OCEAN TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
3141/Page 1 of 1
RESIGNATION

3141 RESIGNATION

The Board of Education will enter a contract with each non-tenured teaching staff member providing, in part, for the termination of employment by either party on proper notice in accordance with Policy No. 3124.

An employee's resignation must be tendered to the Board through the Superintendent who may accept the resignation on behalf of the Board. Any such acceptance of a resignation will be ratified by the Board at its next meeting.

A member who offers insufficient notice of resignation will be paid only through the last day of service. In addition, the Board may notify the Commissioner of Education of any tenured teaching staff member who terminates his/her position without having given sixty days **written** notice to the Board **unless the Board approves the tenured teaching staff member's release on shorter notice and without the express permission of the Board.** The **Commissioner of Education may suspend the tenured teaching staff member's certificate for not more than one year for failure to give such notice** ~~certificate of any such member may be suspended.~~

N.J.S.A. 18A:26-10; 18A:28-8

N.J.A.C. ~~6A:9-17.9~~ **6A:9B-4.8**

Adopted: 17 July 1990

Revised: July 2005, 20 December 2016



3144 CERTIFICATION OF TENTURE CHARGES

Tenure charges may be instituted against a tenured staff member of the district in accordance with the provisions of N.J.A.C. 6A:3-5.1 et seq. In all instances of the filing and certification of tenure charges, except charges filed against a teacher, Principal, Assistant Principal, or Vice Principal for reasons of inefficiency pursuant to N.J.S.A. 18A:6-17.3, the procedures and timelines outlined in N.J.A.C. 6A:3-5.1(b) shall be observed. In the event the tenure charges are charges of inefficiency pursuant to N.J.S.A. 18A:6-17.3, except in the case of Principals, Assistant Principals, and Vice Principals in school districts under full State intervention, where procedures are governed by the provisions of N.J.S.A. 18A:7A-45 and such rules as may be promulgated to implement it, the procedures and timelines outlined in N.J.A.C. 6A:3-5.1(c) shall be observed.

Filing and service of petition of appeal as outlined in N.J.A.C. 6A:3-1.3, shall not apply in a case of charges filed with the Commissioner of Education against an employee of a Board of Education or of a school district under full State intervention. In place of the usual petition, the Board of Education or the State District Superintendent shall file written charges and the required certificate of determination with the Commissioner together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.

In accordance with N.J.S.A. 34:13A-24, fines and suspensions imposed as minor discipline shall not constitute a reduction in compensation pursuant to the provisions of N.J.S.A. 18A:6-10 where the negotiated agreement between the Board of Education and the majority representative of the employees in the appropriate collective bargaining unit provides for such discipline. In these cases, tenure charges shall not be filed to impose minor discipline on a person serving under tenure.

The Board of Education or the State District Superintendent shall determine whether there is probable cause to credit the evidence in support of the charges and whether such charges, if credited, are sufficient to warrant a dismissal or reduction of salary. Pursuant to N.J.S.A. 18A:6-11, all deliberations and actions of the Board of Education with respect to such charges shall take place at a closed/executive session meeting. In the event the Board of Education or the State District Superintendent finds probable cause exists and that the charges, if credited, are sufficient to warrant a dismissal or reduction of salary, then the Board or the State District Superintendent shall file within fifteen days, such written charges with the Commissioner. The charge(s) shall be stated with specificity as



to the action or behavior underlying the charges or the nature of the alleged inefficiency and shall be accompanied by the required certificate of determination together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.

The certificate of determination that accompanies the written charges shall contain a certification by the Board Secretary or the State District Superintendent including that a determination was made of the charges and the evidence in support of the charges are sufficient, if true in fact, to warrant dismissal or a reduction in salary; of the date, place, and time of the meeting at which such determination was made and whether or not the employee was suspended and, if so, whether such suspension was with or without pay; that such determination was made by a majority vote of the whole number of members of the Board of Education or by the State District Superintendent in accordance with N.J.S.A. 18A:7A-39.

An individual against whom tenure charges are certified shall file a written response to the charges in accordance with the provisions of N.J.A.C. 6A:3-5.3 et seq. The Commissioner shall determine whether such charge(s) are sufficient, if true, to warrant dismissal or reduction in salary in accordance with the provisions of N.J.A.C. 6A:3-5.5. Any withdrawal, settlement, or mooted of tenure charges shall be in accordance with the provisions of N.J.A.C. 6A:3-5.6.

Certification of tenure charges for Charter School employees shall be governed by N.J.A.C. 6A:11-6.1 et seq.

N.J.S.A. 18A:6-8.3; 18A:6-10; 18A:6-11; 18A:6-13; 18A:6-14;
18A:6-16; 18A:25-6; 18A:25-7

N.J.A.C. 6A:3-5.1; 6A:3-5.2; 6A:3-5.3; 6A:3-5.5; 6A:3-5.6;
6A:9-17.4; 6A:9-17.5

Adopted: 14 December 2010

Revised: 18 February 2014, 20 December 2016



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS
R 3144/Page 1 of 8
CERTIFICATION OF TENURE CHARGES

R 3144 CERTIFICATION OF TENURE CHARGES

A. Definition

1. For the purposes of Policy 3144 and this Regulation, “day” means business day when the period specified is less than seven days, and calendar day when the period specified is seven days or more; provided however, that calculations do not include the day of the action from which they are computed but do not include the last day of the period being computed unless such day falls on a Saturday, Sunday or holiday, in which case the last day shall be deemed the next business day immediately following. Filings received after the close of business (4:15 p.m.) shall be deemed filed on the next business day.

B. Filing of Written Charges and Certificate of Determination – N.J.A.C. 6A:3-5.1

1. N.J.A.C. 6A:3-1.3 - Filing and Service of Petition of Appeal shall not apply in a case of tenure charges filed with the Commissioner against an employee of a Board of Education or a school district under full State intervention. In place of the usual petition, the Board or the State District Superintendent shall file written charges and the required certificate of determination with the Commissioner, together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or the State District Superintendent and proof of service upon the employee and the employee’s representative, if known. Such service shall be at the same time and in the same manner as charges are filed with the Commissioner.
 - a. In accordance with N.J.S.A. 34:13A-24, fines and suspensions imposed as minor discipline shall not constitute a reduction in compensation pursuant to the provisions of N.J.S.A. 18A:6-10 where the negotiated agreement between a Board of Education and the majority representative of the employees in the appropriate collective bargaining unit provides for such discipline. In these cases, tenure charges shall not be filed to impose minor discipline on a person serving under tenure.
2. In all instances of the filing and certification of tenure charges, except charges filed against a teacher, Principal, Assistant Principal, or Vice Principal for reasons of inefficiency pursuant to N.J.S.A. 18A:6-17.3, the following procedures and timelines shall be observed:



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS R 3144/Page 2 of 8 CERTIFICATION OF TENURE CHARGES

- a. Charges shall be stated with specificity as to the action or behavior underlying the charges and shall be filed in writing with the Secretary of the Board of Education or the State District Superintendent, accompanied by a supporting statement of evidence, both of which shall be executed under oath by the person(s) instituting such charges.
- b. Along with the required sworn statement of evidence, charges shall be transmitted to the affected tenured employee and the employee's representative, if known, within three working days of the date they were filed with the Secretary of the Board of Education or the State District Superintendent. Proof of mailing or hand delivery shall constitute proof of transmittal.
- c. The affected tenured employee shall have an opportunity to submit to the Board of Education or the State District Superintendent a written statement of position and a written statement of evidence, both of which shall be executed under oath with respect thereto within fifteen days of receipt of the tenure charges.
- d. Upon receipt of the tenured employee's written statements of position and evidence under oath, or upon expiration of the allotted fifteen-day time period, the Board of Education shall determine by a majority vote of its full membership, or the State District Superintendent shall determine, within forty-five days whether there is probable cause to credit the evidence in support of the charges and whether such charges, if credited, are sufficient to warrant a dismissal or reduction of salary. In accordance with the provisions of N.J.S.A. 18A:6-13, if the Board of Education does not make a determination within forty-five days after receipt of the written charges, the charges shall be deemed to be dismissed and no further proceeding or action shall be taken.
- e. The Board of Education or the State District Superintendent shall provide, within three working days, written notification of the determination to the employee against whom the charges has been made, in person or by certified mail to the last known address of the employee and the employee's representative, if known.
- f. If the Board of Education or the State District Superintendent finds probable cause exists and the charges, if credited, are sufficient to



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS

R 3144/Page 3 of 8

CERTIFICATION OF TENURE CHARGES

warrant a dismissal or reduction of salary, then the Board or the State District Superintendent shall file, within fifteen days, written charges with the Commissioner. The charges shall be stated with specificity as to the action or behavior underlying the charges and shall be accompanied by the required certificate of determination together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.

- g. Pursuant to N.J.S.A. 18A:6-11, all deliberations and actions of the Board of Education with respect to such charges shall take place at a closed/executive session meeting.
3. If the tenure charges are charges of inefficiency pursuant to N.J.S.A. 18A:6-17.3, except in the case of Principals and Vice Principals in school districts under full State intervention, where procedures are governed by the provisions of N.J.S.A. 18A:7A-45 and such rules as may be promulgated to implement it, the following procedures and timelines shall be observed:
 - a. When the conditions described in N.J.S.A. 18A:6-17.3.a(1) or (2) and as outlined in Policy 3144.12 have been satisfied, the Superintendent shall promptly file with the Secretary of the Board a charge of inefficiency.
 - b. The charges of inefficiency shall be transmitted to the affected tenured employee and the employee's representative, if known, within three working days of the date the charges were filed with the Secretary of the Board or State District Superintendent. Proof of mailing or hand delivery shall constitute proof of transmittal.
 - c. The affected tenured employee shall have an opportunity within ten days of receipt to submit to the Board or State District Superintendent a written statement of position under oath demonstrating how the school district failed to comply with evaluation procedures.



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS

R 3144/Page 4 of 8

CERTIFICATION OF TENURE CHARGES

- d. Within thirty days of the filing, the Board or State District Superintendent shall forward a written charge to the Commissioner unless the Board or the State District Superintendent determines the evaluation process has not been followed. Such determination shall be made by a majority vote of the Board's full membership or by the State District Superintendent.
 - e. Upon receipt of the charge, the Commissioner or his or her designee shall examine the charge. The charge shall again be served upon the employee at the same time it is forwarded to the Commissioner and proof of service shall be included with the filed charge. The individual against whom the charge is filed shall have ten days to submit to the Commissioner a written response to the charge.
 - f. Within five days of the individual's deadline to submit a written response to the charge, the Commissioner shall appoint an arbitrator to hear the case and refer the case to the arbitrator, unless he/she determines the evaluation process has not been followed.
 - g. Pursuant to N.J.S.A. 18A:6-11, all deliberations and actions of the Board of Education with respect to such charges shall take place at a closed/executive session meeting.
4. The provisions of N.J.A.C. 6A:3-5.1 shall not apply to employees of Charter Schools, who are governed by the provisions of N.J.A.C. 6A:11-6.

C. Format of Certificate of Determination

1. The certificate of determination that accompanies the written charges shall contain a certification by the Board of Education Secretary or the State District Superintendent:
 - a. The Board of Education or the State District Superintendent has determined the charges and the evidence in support of the charges are sufficient, if true in fact, to warrant dismissal or a reduction in salary;



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS
R 3144/Page 5 of 8
CERTIFICATION OF TENURE CHARGES

- b. Of the date, place, and time of the meeting at which such determination was made and whether the employee was suspended and, if so, whether such suspension was with or without pay; and
 - c. The determination was made by a majority vote of the whole number of members of the Board of Education or by the State District Superintendent in accordance with N.J.S.A. 18A:7A-39.
 2. The provisions of N.J.A.C. 6A:3-5.2 shall not apply to employees of Charter Schools, who are governed by the provisions of N.J.A.C. 6A:11-6.
- D. Filing and Service of Answer to Written Charges – N.J.A.C. 6A:3-5.3
 1. Except as specified in N.J.A.C. 6A:3-5.1(c)5, an individual against whom tenure charges are certified shall have fifteen days from the date such charges are filed with the Commissioner to file a written response to the charges. Except as to the time for filing, the answer shall conform to the requirements of N.J.A.C. 6A:3-1.5(a) through (d).
 - a. Consistent with N.J.A.C. 6A:3-1.5(g), nothing in N.J.A.C. 6A:3-5.3 precludes the filing of a motion to dismiss in lieu of an answer to the charges, provided the motion is filed within the time allotted for the filing of an answer. Briefing on the motions shall be in the manner and within the time fixed by the Commissioner, or by the arbitrator if the motion is to be briefed following transmittal to an arbitrator.
 2. Upon written application by the person against whom charges are filed, the Commissioner may extend the time period for the filing of an answer upon a finding of good cause shown consistent with the provisions of N.J.S.A. 18A:6-16. Such application shall be received prior to the expiration of the fifteen-day answer period, or the ten-day answer period specified in N.J.A.C. 6A:3-5.1(c), and a copy shall be served upon the charging Board of Education or the State District Superintendent. The Board of Education or State District Superintendent shall promptly notify the Commissioner of any opposition to the request.
 - a. A request for extension that is received after the fifteen-day period allotted for an answer to tenure charges, or after the ten-day period allotted in N.J.A.C. 6A:3-5.1(c) will be considered only in the



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS
R 3144/Page 6 of 8
CERTIFICATION OF TENURE CHARGES

event of demonstrated emergency or other unforeseeable circumstance such that the request could not have been made within the requisite filing period.

3. If no answer is filed within the requisite time period and no request for extension is made, or if the request is denied by the Commissioner, or the charged employee submits an answer or other responsive filing indicating the employee does not contest the charges, the charges shall be deemed admitted by the charged employee.
 4. The provisions of N.J.A.C. 6A:3-5.3 shall not apply to employees of Charter Schools, who are governed by the provisions of N.J.A.C. 6A:11-6.
- E. Determination of Sufficiency and Transmittal for Hearing – N.J.A.C. 6A:3-5.5
1. Except as specified in N.J.A.C. 6A:3-5.1(c), within ten days of receipt of the charged party's answer or expiration of the time for its filing, the Commissioner shall determine whether such charge(s) are sufficient, if true, to warrant dismissal or reduction in salary. If the charges are determined insufficient, they shall be dismissed and the parties shall be notified accordingly. If the charges are determined sufficient, the matter shall be transmitted immediately to an arbitrator for further proceedings, unless the Commissioner retains the matter pursuant to N.J.A.C. 6A:3-1.12.
 - a. A notice of transmittal shall be issued to the parties by the Department of Education on the same date as the matter is transmitted to an arbitrator.
 2. Where a party to a tenure matter requests, the Commissioner may agree to hold the matter in abeyance at any time prior to transmittal to an arbitrator. Thereafter, requests to hold the matter in abeyance shall be directed to the arbitrator. Any request for abeyance, whether directed to the Commissioner or the arbitrator, shall be consistent with the intent of N.J.S.A. 18A:6-16 as amended by P.L. 1998, c.42.
- F. Withdrawal, Settlement, or Mooting of Tenure Charges – N.J.A.C. 6A:3-5.6
1. Once tenure charges are certified to the Commissioner, they may be withdrawn or settled only with approval. Any proposed withdrawal or



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS R 3144/Page 7 of 8 CERTIFICATION OF TENURE CHARGES

settlement, whether submitted to the Commissioner or to the arbitrator, shall address the following standards established by the State Board of Education in the matter entitled *In re Cardonick*, State Board decision of April 6, 1983 (1990 *School Law Decisions (S.L.D.)* 842, 846):

- a. Accompaniment by documentation as to the nature of the charges;
 - b. Explication of the circumstances justifying settlement or withdrawal;
 - c. Consent of both the charged and charging parties;
 - d. Indication the charged party entered into the agreement with a full understanding of his or her rights;
 - e. A showing the agreement is in the public interest; and
 - f. If the charged party is a teaching staff member, a showing the teaching staff member has been advised of the Commissioner's duty to refer tenure determinations resulting in loss of position to the State Board of Examiners for possible suspension or revocation of certificate.
2. A settlement agreement shall not propose terms that would restrict access to information or records deemed public by law or result in misrepresentation of the reason for an employee's separation from service. If tenure charges have been certified to the Commissioner by a Board of Education, any proposed settlement shall indicate, by signature of the Board Attorney or inclusion of a Board of Education resolution authorizing settlement, that the Board of Education has consented to the terms of the settlement.
 3. A proposed withdrawal or settlement of tenure charges shall be submitted to the Commissioner prior to transmittal of such charges to the arbitrator; thereafter, it shall be submitted to the arbitrator.
 4. If tenure proceedings against a teaching staff member are concluded prior to adjudication because the charged party has unilaterally resigned or retired, the Commissioner may refer the matter to the State Board of Examiners for action against the charged party's certificate as it deems appropriate, when such referral is warranted under the provisions



REGULATION

OCEAN TOWNSHIP
BOARD OF EDUCATION

TEACHING STAFF MEMBERS
R 3144/Page 8 of 8
CERTIFICATION OF TENURE CHARGES

governing resignation or retirement prior to conclusion of tenure charges as set forth in N.J.A.C. ~~6A:9-17.4~~ **6A:9B-4.3**.

5. If a proposed settlement requires the tenured employee to relinquish a certificate issued by the State Board of Examiners, upon approval of the settlement agreement, the Commissioner shall forward the matter to the State Board of Examiners for proceedings in accordance with N.J.A.C. ~~6A:9-17.11~~ **6A:9B-4.10**.

Adopted: 14 December 2010

Revised: 23 August 2011, 18 February 2014, 20 December 2016



TEACHING STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

3159 TEACHING STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

All certificate holders shall report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days **of the arrest or indictment** in accordance with the provisions of N.J.A.C. ~~6A:9-17.1~~ **6A:9B-4.3**. For purposes of this policy, "certificate holders" shall include all individuals who hold certificates, credentials, certificates of eligibility (CEs), and certificates of eligibility with advance standing (CEASs) issued by the State Board of Examiners. For purposes of this ~~P~~policy, the term "certificate" shall include all standard, emergency and provisional certificates, all credentials, and all CEAs and CEASs issued by the State Board of Examiners.

The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders shall also report to the Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" for revocation or suspension of certification pursuant to N.J.A.C. ~~6A:9-17.5~~ **6A:9B-4.4**. The school district shall make these reporting requirements known to all new employees upon initial employment and to all employees on an annual basis.

The Superintendent of Schools shall notify the New Jersey State Board of Examiners when:

1. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
2. Non-tenured teaching staff members, including substitute teachers, who are accused of criminal offenses or unbecoming conduct resign, retire, or are removed from their positions;
3. A certificate holder fails to maintain any license, certificate, or authorization **that is mandated** pursuant to N.J.A.C. ~~6A:9-4.1(b)~~ **6A:9B** ~~that is mandated in order~~ for the holder to serve in a position;
4. The Superintendent of Schools becomes aware that a certificate holder has been convicted of a crime or criminal offense while in the district's employ; or
5. The Superintendent has received a report from the ~~Division of Youth and Family Services (DYFS)~~ **Department of Children and Families**



TEACHING STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

substantiating allegations of abuse or neglect, or establishing “concerns” regarding a certificated teaching staff member.

In the event the New Jersey State Board of Examiners issues an order to show cause based on the information that the school district provided about the certificate holder, it shall be the responsibility of the school district to cooperate with the Board of Examiners in any proceeding arising from the order to show cause.

The Superintendent of Schools shall also notify the New Jersey State Board of Examiners, in accordance with the provisions of N.J.S.A. 18A:16-1.3, whenever a non-tenured, certificated employee is dismissed prior to the end of the school year for just cause as a result of misconduct in office. This notification requirement shall not apply in instances where the employee’s contract is not renewed. The Superintendent of Schools will comply with the additional notice requirements to the New Jersey State Board of Examiners in the event it is subsequently determined by a disciplinary grievance arbitration, a court, or an administrative tribunal of competent jurisdiction that the basis for the dismissal did not constitute misconduct in office. In addition, whenever the Superintendent of Schools notifies the New Jersey State Board of Examiners of an employee’s dismissal for reasons of misconduct in accordance with the provisions of N.J.S.A. 18A:16-1.3, the employee shall receive a simultaneous copy of the notifying correspondence.

N.J.S.A. 18A:16-1.3

N.J.A.C. ~~6A:9-17.1~~ **6A:9B-4.3**; **6A:9B-4.4** ~~6A:9-17.4~~

Adopted: 15 September 2009

Revised: 20 December 2016



POLICY

OCEAN TOWNSHIP
BOARD OF EDUCATION

NEW

Teaching Staff Members
3231/Page 1 of 1
Outside Employment as Athletic Coach

3231 OUTSIDE EMPLOYMENT AS ATHLETIC COACH

The Board of Education will permit, in accordance with this Policy, staff members of this school district to serve as an athletic coach in another school district providing the responsibilities in the other district do not interfere with the performance of the staff member's professional responsibilities in this district.

N.J.A.C. 6A:9B-5.16

Adopted: 20 December 2016



POLICY

OCEAN TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
3244/Page 1 of 1

ABOLISHED

~~IN-SERVICE TRAINING (M)~~

3244 ~~IN-SERVICE TRAINING (M)~~

~~The Board of Education believes that the continuing improvement of the professional skills of teaching staff members is essential to the provision of a thorough and efficient system of education. The Board accepts the responsibility for providing training for staff members in order to encourage and foster their professional growth and improve the instructional and support services of this district. Staff training shall include district-wide and school-wide programs as well as individual personal improvement programs.~~

~~The Superintendent shall plan and present to the Board a program of in-service training that is consistent with the assessed needs and goals of the district. The in-service training program will be developed in consultation with appropriate teaching staff members and shall include the demonstrable results by which the effectiveness of the program will be evaluated.~~

~~The Superintendent shall report annually to the Board on the conduct of the in-service training program and the results of its evaluation.~~

~~N.J.A.C.—6A:9-15.1 et seq.~~

~~Adopted: 21 December 1982~~

~~Revised: 17 July 1990, July 2005, 25 August 2015, 20 December 2016~~



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

ABOLISHED

TEACHING STAFF MEMBERS
R 3244/Page 1 of 1
IN-SERVICE TRAINING (M)

R 3244 IN SERVICE TRAINING (M)

M

~~In service programs shall be the responsibility of the Assistant Superintendent of Curriculum and Instruction. He/She shall solicit from teachers and staff input on the need for in service instruction and shall develop an appropriate program, establish a schedule and notify the appropriate individuals and inform the Superintendent of Schools, who shall apprise the Board of Education regarding the in service program for teachers and staff.~~

~~N.J.A.C. 6:8-2.8(a)4~~

~~Adopted: 25 August 2015,~~

Revised: 20 December 2016



SUPPORT STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

4159 SUPPORT STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

All support staff members shall be required to report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days of the arrest or indictment. For purposes of this policy, "support staff members" shall include all school district employees who hold a position in the school district for which no certificate issued by the New Jersey State Board of Examiners is required.

The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the support staff member. Such support staff members shall also report to the Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" for disciplinary action, which may include termination or non-renewal of employment in accordance with law.

Teaching staff members are required to report their arrest or indictment for any crime or offense in accordance with Policy 3159 and N.J.A.C. ~~6A:9-17.1~~ **6A:9B-4.3**.

The school district shall make these reporting requirements known to all new support staff members upon initial employment and to all employees on an annual basis.

Adopted: 14 December 2010

Revised: 230 December 2016



NEW

PROPERTY
7481/page 1 of 2

Unmanned Aircraft Systems (UAS also known as Drones)

7481 UNMANNED AIRCRAFT SYSTEMS (UAS also known as DRONES)

The Board of Education is concerned for the safety of all staff members, students, parents, community members, and visitors while on school grounds. The Board of Education recognizes the operation of an unmanned aircraft system (UAS) on school grounds or flying an unmanned aircraft on or over school grounds presents a public safety issue as school grounds are populated many hours of the day by students, staff members, parents, and community members.

An unmanned aircraft system is the unmanned aircraft and all the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc. necessary to operate the unmanned aircraft. The unmanned aircraft is the flying portion of the system by a pilot via a ground control system, or autonomously through the use of an on-board computer, communication links and any additional equipment that is necessary for the unmanned aircraft to operate safely. A model aircraft is considered an unmanned aircraft.

The Board of Education prohibits the operation of an unmanned aircraft system on school grounds, the launching or landing of an unmanned aircraft on school grounds, or the flying of an unmanned aircraft over school grounds at all times.

However, the Board of Education may authorize the use of an unmanned aircraft system on school grounds for an approved school district purpose.

The use of an unmanned aircraft system on school grounds for school district purposes that is owned and operated by a contractor must be approved by the Board of Education. Such request must include documentation (to include: the pilot's certificate, medical certification, aircraft registration, etc.) supporting the contractor's compliance with all applicable Federal Aviation Administration regulations and any State and local laws for the operation of an unmanned aircraft system and proof of insurance coverage for the specific use as required by the Board of Education. The minimum insurance coverage shall be determined by the Board after consultation with the Board's insurance company and Board Attorney.

The use of an unmanned aircraft system on school grounds for school district purposes that is owned and operated by the Board of Education or owned and operated by a student and used in an approved school district program must be operated under the supervision of a school district staff member(s). The unmanned aircraft system shall only be operated on school grounds and the unmanned aircraft shall only be launched or landed on school grounds or flown over school grounds. The Superintendent or designee shall approve the specific activity(ies) or event(s) in



POLICY

OCEAN TOWNSHIP
BOARD OF EDUCATION

NEW

PROPERTY
7481/page 1 of 2

Unmanned Aircraft Systems (UAS also known as Drones)

which an unmanned aircraft system may be used. The Superintendent or designee shall ensure the use of a school district-owned or student-owned unmanned aircraft system is in compliance with all applicable Federal Aviation Administration regulations and State and local laws for the operation of an unmanned aircraft system. In addition, the Superintendent or designee shall ensure the Board of Education has insurance coverage for the use or operation of an unmanned aircraft system. The insurance coverage shall be determined by the Board after consultation with the Board's insurance company and Board Attorney.

The Board of Education may post signage on school grounds indicating the operation of an unmanned aircraft system or flying an unmanned aircraft over school grounds without Board of Education approval is prohibited at all times.

The Board of Education will take appropriate action in accordance with Federal Aviation Administration regulations and/or any State and local laws against any violations of the provisions of this Policy.

Adopted: 20 December 2016





New Jersey School Boards Association

Celebrating 100 years of service

413 West State Street • Trenton, NJ 08618 • Telephone: 609.695.7600 • Toll-Free: 888.88NJSBA • Fax: 609.695.0413

Creating a Five Year Strategic Plan For the Township of Ocean School District

Mission Statement

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

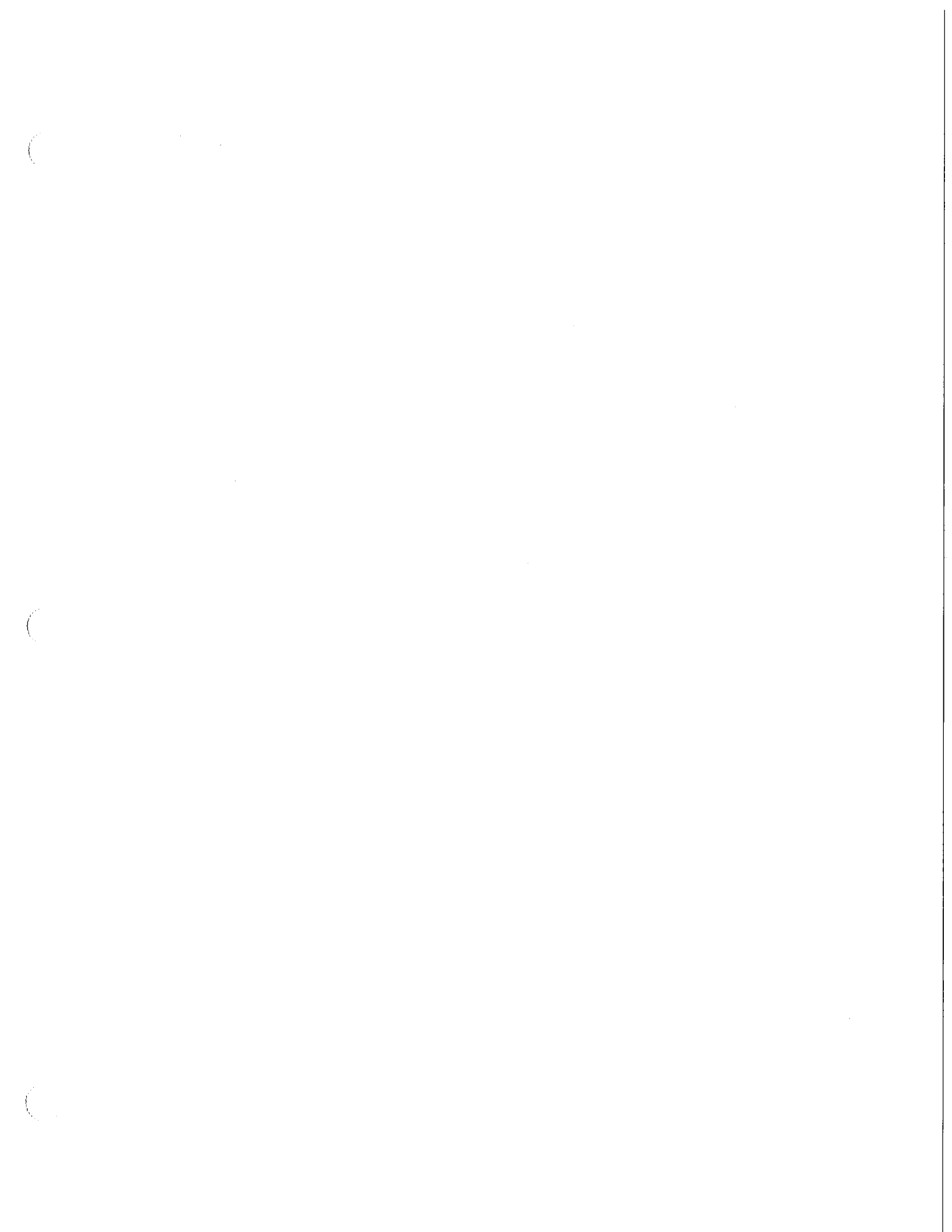
Meeting # 1 Strengths & Challenges

On November 30, 2016, Township of Ocean School administrators, staff, board of education members, parents, and community members, 80 in total, came together for Meeting #1 of the strategic planning process. We began with a welcome and introductions by Board President, Joseph Hadden. Dr. James Stefankiewicz, Superintendent, presented the State of the School report. Kathy Winecoff then gave a review of New Jersey School Board Association’s (NJSBA) strategic planning process.

We reviewed the consensus process utilized in strategic planning. The topic for the first evening focused on identifying district strengths and challenges. Participants were asked to brainstorm on the strengths and challenges for the Township of Ocean School District. Participants gathered in randomly assigned groups, eight groups in total, engaged in brainstorming the strengths and challenges. After group discussion, each group identified their consensus points and presented those to the full group of meeting participants.

Following the reporting out from the small groups, we were able to identify common themes from the activity. Those common themes will be consolidated into possible goal areas to be further developed at Meeting #3.

The information that follows is a summary of the work of the small groups. As discussed with the meeting participants, all consensus points are recorded and posted on the district website to share the group work during the course of the strategic planning process.



Group Consensus District Strengths & Challenges

“Yellow Dot” Group

Strengths	Challenges
Strong staff	Student stress
Supportive community	Family dynamics
Leadership	Technology
Unified Board of Education	Increased student needs
Technology	Career mentoring
Student opportunities	Substance abuse

“Green Dot” Group

Strengths	Challenges
Small class size	“Extras” don’t start until 6 th grade
Great teachers	Keeping balance among elementary schools
High academic quality at a value	Lack of orientation – need for all schools; emphasize on what is going on in / out of school
Physical infrastructure	Communication: among admin. / teachers & parents; throughout the community
Diverse community regarding ethnicities & social class	Use of social media in a proactive way
Community-based activities through school	Trouble reaching all diverse families
Use of tech	Increasing overall academics
Extra programs: teams, clubs, project extend	Lack of recess

“Red Dot” Group

Strengths	Challenges
Commitment to supporting the whole child	Closing gaps
1:1 technology ratio	Budgeting / funding
Tight-knit, supportive community	Making the transition from traditional to transformational
Facility upgrades – ALL schools	Meeting the needs of our diverse population
Progressive – ahead of the curve	Preparing students with the skills for their future
Strong tradition of building legacies	Providing faculty with the support and training they need
Extra / co-curricular opportunities – community & school based	Striking the balance between technology and developing students’ interpersonal skills
Community & school based support services	Educating our preschoolers
Expanding programs (ex: Career Pathways, Elem. Maker Spaces)	
Diverse population	
Wonderful Special Ed Department	

“Light Blue Dot” Group

Township of Ocean Strategic Planning Meeting #1 Outcomes

Strengths	Challenges
Great teachers	Funding
Programs for up to 21 years	Uncontrollable costs
Extracurricular – clubs, sports	Test scores
Technology – Google	ELL (English Language Learners) population
Community investment	Lack of respect – behavior
	Enrichment (Elementary level)

Brown Dot” Group

Strengths	Challenges
Facilities	Technology
Community & staff dedication	Staying up to date with software
Student body – dedicated	Training of staff
Student diversity	Professional development (quality in-house)
1 to 1 computer ratio	Diversity
Athletics	Funding
Expanding curriculum	Federal & State mandates
Special Education program	Communication with community / parents (different languages)

Fuchsia Dot” Group

Strengths	Challenges
Dedicated educators	Utilizing technology in a meaningful way
Caring staff	Losing strong students to magnet school
Technology tools	Vastness of curriculum
Concerned community	Homework
Diverse population	Motivation / engagement of students
Improved facilities	Lack of respect for authority (students)
Evolving class & curricular offerings	Measurement of programs
Visionary ideas	Indoor recess
CTE Grant	Effective communication with all stakeholders
Elementary clubs	Language barrier with students and parents

Purple Dot” Group

Strengths	Challenges
Devoted faculty	Vocational
Engaged, supportive administration	Fundraising
Science & Social Studies (well-rounded education)	Innovative teaching methods – i.e., “traditional to transformational”, getting out of textbook / worksheet approach (too much deskwork), methods that address all learner’s needs
Tradition / community	Non-diversity of staff
Technology	Economic segregation through tracking
	Technology

Black Dot” Group

Township of Ocean Strategic Planning Meeting #1 Outcomes

Strengths	Challenges
Strong supervisory team who are content specialists that collaborate	Decrease in population
Commitment to technology	Students attending academies & private HS
Current instructional programs – Envision, Wonders	Changing demographics
Diversity of students & community	Caring but struggling parents
Engaged students allow administration to focus on instructional leadership rather than discipline	Increase in Special Education
Energized central office staff	Articulation
Students prepared to compete	Parents accepting an emphasis on learning vs. grades
Staff prepared to meet new challenges	Mastery learning
Emerging programs to meet needs of students (Finance, Performing Arts)	Encourage residential learning
Rigorous program	Pressure of standardized testing (SGP scores)

Based on the information gathered from the majority of the groups that participated in this meeting, the following items were identified as common themes that the Township of Ocean School District may consider in future goal setting:

- Strong staff
- Technology as a strength and challenge
- Diversity (throughout all areas of the district)
- Supportive community & staff
- Funding challenges
- Declining enrollment
- Effective communication throughout the district with all parents/stakeholders
- ELL (English Language Learner) population – communication, closing gaps
- Curriculum concerns
- Standardized test scores

There was additional information brought up by some of the groups, but not the majority, that may be considered in the goal areas. That information includes:

- Recess
- Interpersonal skills
- Student behavior
- Student stress
- Emerging initiatives

Township of Ocean Strategic Planning Meeting #1 Outcomes

- Substance abuse
- Engagement of diverse community
- Vocational careers
- Risk from private, magnet schools
- Strong athletics

The second strategic planning session is scheduled for:

Thursday, January 19, 2017

Location to be Determined – Please watch the website

Meetings are scheduled to begin promptly at 7:00 pm
(6:45 pm Sign-In)

The topic / activity for the 2nd meeting will be to:

- Review the outcomes from Meetings 1
- Develop a Vision for the Township of Ocean School District

Bring a friend / colleague to our next meeting!

We look forward to seeing you!

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
December 6, 2016**

CALL TO ORDER

Mr. Joseph Hadden, President, called the meeting to order at 7:00 p.m. in the office of the Superintendent at the District Administration Building, 163 Monmouth Road, Oakhurst, N.J.

STATEMENT OF ADEQUATE NOTICE

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

ROLL CALL OF ATTENDANCE

Present: Mr. James Dietrich, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi.

Mr. Steven Clayton (Listening in to meeting via phone) and Mr. Sean Moore were absent.

Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator, Dr. James Stefankiewicz, Superintendent of Schools, Mr. George Stone, Asst. School Business Administrator, Mr. Michael Gross, Board Labor Attorney and Mrs. Laura DiTommaso, Smolin Lupin Certified Public Accountants.

Enter Executive Session – 7:02 p.m.

Approval: Motion offered by Mr. Hadden, seconded by Mrs. Parlamas and carried 7-0.

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

Adjourn Executive Session – 7:32 p.m.

Approval: Motion offered by Mrs. Sylvia-Cioffi, seconded by Mrs. Parlamas and carried 7-0.

Move for the approval to adjourn from Executive Session and resume public session.

PRESIDENT'S REPORT: Mr. Hadden

Mr. Hadden discussed the following item(s):

- Board of Education holiday get together.

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Strategic Planning meeting of November 30th went well and next meeting is scheduled for January 19, 2017.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

Mr. Jannarone discussed the following item(s):

- Walk Thru and P&C update scheduled for December 13th work meeting with the Construction Manager and the Architect.
- Artificial Turf article about failing fields was reviewed and noted that our field was not affected.

PUBLIC COMMENT: None

COMMITTEE REPORTS:

CO-CURRICULAR STUDENT ACTIVITIES: No Report

COMMUNITY LIAISON & COMMUNICATIONS: Mrs. Sylvia-Cioffi

The following item(s) were discussed:

1. **Discussion: Monmouth County LINC Agreement**

Board of Education and Administration discussed participation in facility use with health department and local and county officials as per attached.

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

2. **Approval of Minutes:**

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

Work Meeting/Executive Session Minutes – November 22, 2016

Motion for item #2 carried: 7-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

The following item(s) were discussed:

1. **Discussion of Audit for 2015-2016 School Year**

Mrs. Laura DiTommaso of the independent Certified Public Accounting firm of Smolin Lupin LLC was in attendance and reviewed the annual school district audit.

2. **Discussion: Professional Services Resolutions**

Board of Education and Administration discussed the following Therapy Contract.

Awarded to:	EBS-Education Based Services
Duration:	January 30, 2017 to May 26, 2017
	Not to exceed 30 hours per week
	Includes 1 day Orientation
Nature and Type of Contract:	Speech Therapy
Amount of Contract:	\$79.00 per hour

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

3. **Discussion: Tuition Contract**

Board of Education and Administration discussed the following tuition contract for a homeless Township

Twp of Ocean BOE Work Meeting Minutes (continued) – December 6, 2016

of Ocean student attending Wall Township High School.

<u>Student</u>	<u># of Days</u>	<u>Grade</u>	<u>Period of Time</u>	<u>Tuition Cost</u>
XG	161	10	9/6/16-6/21/17	\$27,204.00

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

4. Tuition Contract

Move to approve a revised tuition contract for a homeless child attending Ocean Township High School from Asbury Park School District :

<u>Student</u>	<u># of Days</u>	<u>Grade</u>	<u>Period of Time</u>	<u>Tuition Revenue</u>
JP	161	9	10/24/16-6/21/17	\$14,988.10

5. Approval of 2015-2016 Audit

Move to approve the acceptance of the Comprehensive Annual Financial Report and Corrective Action Plan (see attachment) for the 2015-2016 school year as presented by the Certified Public Accounting firm of Smolin Lupin LLC.

6. Use of Facilities

Move to approve the use of facilities according to the attached list dated December 6, 2016.

Motions for items #4-#6 carried: 7-0

INSTRUCTIONAL & EDUCATION: Dr. Marshall

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

1. Professional Development Activities – Staff

Move to approve the attached memorandums (2) dated December 2, 2016 re: Staff Professional Development Activities in accordance with District Policy 6471 and NJAC 6A:23B. The attendance at said activities is fiscally prudent and will promote the delivery of instruction and/or will further the efficient operation of the district.

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

Motion(s) carried: 7-0

Superintendent discussed the future ready professional development that all administrators will be attending.

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. Discussion: Unpaid Family Leave of Absence

Twp of Ocean BOE Work Meeting Minutes (continued) – December 6, 2016

Board of Education and Administration discussed the request of Ilene Theodore, Occupational Therapist, Township of Ocean Intermediate School, to take an unpaid family leave of absence, as designated under FMLA, beginning at the conclusion of her eligible sick leave, February 2, 2017 and continuing through February 13, 2017. Ms. Theodore's last day of work will be December 23, 2016.

She is expected to return to work on February 14, 2017. While out on an unpaid family leave of absence, Ms. Theodore will be responsible for paying the appropriate contribution towards her health insurance coverage.

2. Discussion: Unpaid Family Leave of Absence

Board of Education and Administration discussed the request of Julie Peragallo, Science Teacher, Township of Ocean Intermediate School, to take an unpaid family leave of absence, as designated under FMLA and NJFLA, beginning at the conclusion of her eligible sick leave, approximately May 30, 2017 and continuing to the end of the school year, June 30, 2017. Mrs. Peragallo's last day of work will be April 7, 2017. She is expected to return to the classroom on September 1, 2017. While out on an unpaid family leave of absence, Mrs. Peragallo will be responsible for paying the appropriate contribution towards her health insurance coverage.

3. Discussion: Unpaid Family Leave of Absence

Board of Education and Administration discussed the request of Deborah Smith, Special Education Teacher, Ocean Township Elementary School, to take an unpaid family leave of absence, as designated under FMLA and NJFLA, beginning at the conclusion of her eligible sick leave, approximately April 3, 2017 and continuing to the end of the school year, June 30, 2017. Mrs. Smith's last day of work will be March 10, 2017. She is expected to return to the classroom on September 1, 2017. While out on an unpaid family leave of absence, Mrs. Smith will be responsible for paying the appropriate contribution towards her health insurance coverage.

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

4. Instructional Assistant/Winter Track

Move to approve Romy Georinow, an Instructional Assistant, to provide aide support to a High School student (11th grade) with disabilities participating in Winter Track. Ms. Georinow will shadow the student/Winter Track team member after school and on weekends, in accordance with the Winter Track program practice and regular game schedule for the period of November 29, 2016 through mid-February 2017. Ms. Georinow will be paid at her hourly contractual rate.

5. Issuance of Contract

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

To fill a vacancy position:

Charmain Beverette	Special Education Teacher	\$55,715.00
	Wayside Elementary School	BA/Step 2
	Actual Start Date: December 5, 2016	Prorated
	Effective Date: January 1, 2017	

(Ms. Beverette was previously approved at the November 1, 2016 work meeting of the Board pending criminal history background check and release from current employer. Both are in order. Ms. Beverette replaces Elizabeth House who resigned.)

Twp of Ocean BOE Work Meeting Minutes (continued) – December 6, 2016

6. Substitute Bus Driver for the 2016-2017 School Year

Move to approve Tina Onderdonk as a Substitute Bus Driver for the 2016-2017 school year.

7. Custodial Substitute

Move to approve Jesse Tjarks as a Custodial Substitute for the 2016-2017 school year.

8. Substitute Class-Size Reduction Teacher

Move to approve Stephanie Kircher as a Substitute Class-Size Reduction Teacher at the Ocean Township Elementary School; 3 hours per day, \$30.00 per hour, effective November 28, 2016.

9. Employee Suspension

Move to approve the suspension, without pay, of employee #7685 for the period of Monday, December 12, 2016 through Friday, December 23, 2016 (10 days total).

10. Employee Termination

Move to approve the termination of employee #5703 effective December 7, 2016.

11. Retirement

Move to approve the retirement of Candice L. Vasta, Assistant Principal, Township of Ocean Intermediate School effective February 1, 2017.

Motion(s) for items # 4 thru #11 carried: 7-0

PLANNING & CONSTRUCTION: No Report

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS:

- Superintendent followed up on the question regarding team jerseys for the Intermediate School basketball team.

NEW BUSINESS:

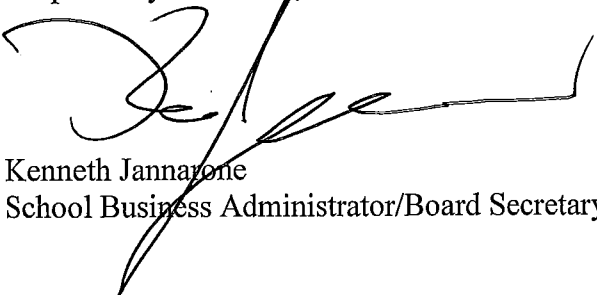
- Discussed future Strategic Planning sessions with the NJ School Board Association.

PUBLIC COMMENT: None

ADJOURN MEETING: 8:22 p.m.

There being no further business Mr. Hadden made a motion, seconded by Mrs. Parlamas, that the meeting be adjourned. This motion carried: 7-0.

Respectfully submitted,



Kenneth Jannarone
School Business Administrator/Board Secretary

INSTRUCTION & EDUCATION

TravelOn USA

"Safe And Fun Educational Travel"

**OCEAN TOWNSHIP HIGH SCHOOL "SPARTAN" BAND & CHOIR
BALTIMORE / VIRGINIA INTERNATIONAL MUSIC FESTIVAL
NORFOLK / BUSCH GARDENS
APRIL 27 - 30, 2017**

Thursday, April 27

- 6:30 a.m. Buses arrive for loading: Ocean Township High School / 550 West Park Avenue, Oakhurst, NJ 07755
7:00 a.m. Depart for Baltimore, MD / Brief rest stop en route
10:00 a.m. Approximate arrival at Baltimore's Inner Harbor / Drop group at Aquarium Circle
DRIVERS OFF DUTY UNTIL 3:30 P.M. DEPARTURE
Top of the World Observation Gallery at Baltimore's World Trade Center
Lunch and browsing at the Inner Harbor / \$15.00 cash per person
1:15 p.m. National Aquarium
3:30 p.m. Depart for Portsmouth, VA
Dinner en route at Golden Corral / 10320 Spotsylvania Avenue, Fredericksburg, VA
9:30 p.m. Approximate arrival in Portsmouth, VA
Hotel check-in: Renaissance Portsmouth - Norfolk Waterfront Hotel
425 Water Street, Portsmouth, VA 23704
10:00 p.m. PRIVATE NIGHTTIME SECURITY

Friday, April 28

- Breakfast at the hotel
10:00 a.m. Depart for Norfolk, VA
10:30 a.m. Approximate arrival at the Roper Performing Arts Center / 340 Granby Street, Norfolk, VA
11:30 a.m. Ocean Township High School Choir Warm-up
12:00 p.m. Ocean Township High School Choir Adjudication
1:00 p.m. Lunch / TBA \$15.00 cash per person / **DRIVERS OFF DUTY UNTIL 3:30 P.M. TRANSFER TO HOTEL**
Group walks to Nauticus Maritime Museum & Battleship Wisconsin / One Waterside Drive, Norfolk, VA
3:30 p.m. Return to hotel to dress for evening activity
6:00 p.m. Depart for the Spirit of Norfolk / 333 Waterside Drive, Norfolk
DRIVERS OFF DUTY FROM 6:30 P.M. UNTIL 10:00 P.M. TRANSFER TO HOTEL
7:00 p.m. Board the Spirit of Norfolk
7:30 p.m. Dinner DJ Dance aboard the Spirit of Norfolk
11:00 p.m. PRIVATE NIGHTTIME SECURITY

Saturday, April 29

- 6:30 a.m. Breakfast at the hotel
8:00 a.m. Depart for Norfolk in uniform
8:30 a.m. Arrive Harbor Park for Parade Line-up / 150 Park Avenue, Norfolk, VA
10:00 a.m. Virginia International Music Festival Parade of Nations
Lunch / TBA \$15.00 cash per person
1:00 p.m. Virginia Air & Space Museum / 600 Settlers Landing Road, Hampton, VA
IMAX Movie Presentation: TBA
5:00 p.m. Arrive at Chrysler Hall / 215 St Pauls Blvd., Norfolk, VA
DRIVERS OFF DUTY UNTIL from 5:00 p.m. - 10:00 P.M.
5:30 p.m. Virginia International Music Festival Awards Ceremony
Dinner at the Scope Arena / 201 East Brambleton Avenue, Norfolk, VA / \$15.00 cash per person
7:30 p.m. International Military Tattoo at the Scope Arena
11:00 p.m. PRIVATE NIGHTTIME SECURITY

5335 Windtree Drive, Doylestown, PA 18902 ~ Phone: 215-766-3833 ~ Fax: 215-766-9166

Sunday, April 30

7:30 a.m. Breakfast at the hotel
8:30 a.m. Hotel Check-out / Depart for Williamsburg, VA
9:30 a.m. Unlimited Rides and Shows at Busch Gardens Amusement Park
DRIVERS OFF DUTY UNTIL 4:30 P.M. DEPARTURE FOR HOME
Lunch in the Park / \$15.00 cash per person
4:30 p.m. Depart for home / Fast Food Dinner en route / \$10.00 cash per person
11:00 p.m. Approximate arrival at Ocean Township High School

TOUR PACKAGE INCLUDES: Roundtrip Motorcoach Transportation; Driver Gratuity & Expenses; 3 Nights Lodging; Private Nighttime Security; 3 Full American Breakfast Buffets, 4 Lunches (\$15.00 cash per person per lunch), 4 Dinners (1 Golden Corral Buffet, 1 Dinner DJ Cruise, 1-\$15.00 Cash Dinner at the Scope Arena, 1-\$10.00 Cash Dinner en route home); Top of the World Observation Deck, National Aquarium, Virginia International Music Festival Choral Adjudications, Parade and Awards; Nauticus Maritime Museum & Battleship Wisconsin, Virginia Air & Space Museum with IMAX Movie, International Military Tattoo at Scope Arena, Busch Gardens Williamsburg; All Taxes and Gratuities on included Meals and Attractions; Professional TravelOn USA Tour Manager

3 COMPLIMENTARY TOUR PACKAGES PER BUS / DOUBLE OCCUPANCY (2 ROOMS)

PRICE PER PERSON / QUAD OCCUPANCY:

48 Paid Passengers Per Bus: \$789.00
44 Paid Passengers Per Bus: \$809.00
40 Paid Passengers Per Bus: \$839.00
36 Paid Passengers Per Bus: \$879.00

OCCUPANCY SUPPLEMENTS:

Single: \$279.00
Double: \$ 99.00 per person
Triple: \$ 39.00 per person

LODGING: Renaissance Portsmouth - Norfolk Waterfront Hotel
425 Water Street
Portsmouth, VA 23704

TRANSPORTATION: 2 - 56 Passenger Motor Coaches with Classic Tours

NOTE: Prices subject to increase if fuel surcharges are levied by the bus company.

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

Township of Ocean Schools



MEMORANDUM FOR: James Stefankiewicz , Ed. D.

FROM: Janet Forino

DATE: December 9, 2016

RE: Student Teacher – January 17 – May 25, 2017

Please present for Board Approval at the next scheduled board meeting the student teacher listed below.

Robyn Ferragina
Grand Canyon University
TOIS
Jennifer Tuohy

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

MONTH/YEAR: November/2016

STUDENT'S ID NUMBER	DATE SUSPENDED	DATE RE-ADMITTED	TYPE	LOCATION/ REASON
72169	11/07/2016	11/14/2016	In-School	TOIS – Making a serious threat against the school.
73836	11/07/2016 11/07/2016	11/09/2016 11/21/2016	In-School and Bus Suspension	TOIS – For using offensive and sexually explicit language on the school bus.
75311	11/09/2016	11/15/2016	In-School	TOIS – An act of Physical aggression.
72161	11/21/2016	11/22/2016	In-School	TOIS – Fighting
74330	11/21/2016	11/22/2016	In-School	TOIS – Fighting
77119	11/22/2016	11/28/2016	In-School	TOIS – Punching and kicking another student.
71792	11/30/2016	12/1/2016	In-School	TOIS – Inappropriate behavior
71322	11/01/2016	11/07/2016	Out-of-School	High School – Assault
73374	11/03/2016	11/04/2016	Out-of-School	High School – Insubordination
72567	11/07/2016	11/14/2016	Out-of-School	TOIS – Threat against a staff member.
72161	11/14/2016	11/16/2016	Out-of-School	TOIS – Making inappropriate comments of a sexual nature.
73958	11/16/2015	TBD	Out-of-School	High School - Assault
72745	11/18/2016 11/21/2016	11/21/2016 11/23/2016	Out-of-School and Bus Suspension	TOIS – Physical altercation on the school bus.
76231	11/18/2016	11/21/2016	Out-of-School	TOIS – Physical altercation on the school bus.
77143	11/21/2016	11/22/2016	Out-of-School	TOIS – Defiance & profanity

SPECIAL SERVICES OFFICE
TOWNSHIP OF OCEAN SCHOOL DISTRICT
DATE: December 8, 2016

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent

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

RE: Addendum Out of District Private Tuition 2016-2017

Please submit the following for board approval:

<u>School</u>	<u>Student</u>	<u>Classification</u>	<u>Tuition</u>
Coastal Learning	1	*ESERS (10 days @ \$278.72)	\$2,787.20

Effective: 12/12/16

*Eligible for Special Education and Related Services

cc: K. Weldon
K. Jannarone
M. Mosca

SPECIAL SERVICES OFFICE
TOWNSHIP OF OCEAN SCHOOL DISTRICT
DATE: December 8, 2016

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent

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

RE: Addendum Out of District Private Tuition 2016-2017

Please submit the following for board approval:

<u>School</u>	<u>Student</u>	<u>Classification</u>	<u>Tuition</u>
Collier	1	*ERERS (115 days @ \$314.00)	\$36,110.00

Effective: 12/14/16

*Eligible for Special Education and Related Services

cc: K. Weldon
K. Jannarone
M. Mosca

PERSONNEL

Louis Russoniello

9 Bayberry Drive Holmdel, NJ 07733 | 732-239-3705 | louisrussoniello@hotmail.com | Twitter: @RussonielloJJC

Objective

- Active and energetic professional seeking a position as a Health and Physical Education Teacher

Education

BACHELOR OF ARTS | 2011 | KEAN UNIVERSITY

- Major: Health and Physical Education K-12 (GPA- 3.8)
- NJ Health and Physical Education Teacher Certification #: 820704

BACHELOR OF ARTS | 2007 | UNIVERSITY OF HAWAII AT MANOA

- Major: Sports and Fitness

Skills & Abilities

- Dedicated to creating a safe learning environment, enhancing student well-being, and directly impacting academic success
- Adept in constructing cross-curricular lesson plans, technology integration, helping students set and achieve personalized learning goals
- Adaptations reaching students with unique learning styles and diverse physical abilities while instilling lifelong lessons of health and fitness
- Utilization of Genesis, Power Teacher, Schoology, Class Dojo, Twitter, and Google Sites
- Certified instructor CPR/AED/First Aid/Epi pen

Experience

Health and Physical Education Teacher, Long Term Substitute | Joseph J. Catena Elementary School, Freehold Township School District, NJ | March 2016-November 2016

- Collaborate, instruct, and team teach age appropriate Health and Physical Education lessons grades K-5
- Attend professional development sessions to expand technology use in the classroom and resources for curriculum
- Promote, develop, and reinforce cooperative behavior, as well as, establish lifelong fitness goals

PARAPROFESSIONAL/VOLUNTEER WRESTLING COACH/SUBSTITUTE TEACHER/SUBSTITUTE PARAPROFESSIONAL | MIDDLETOWN TOWNSHIP SCHOOL DISTRICT, MIDDLETOWN TOWNSHIP, NJ | NOVEMBER 2015-March 2016

- Paraprofessional - assisted a student athlete in the classroom and wrestling room at Middletown High School South
- Substitute teacher and substitute paraprofessional in various schools throughout the district
- Volunteer wrestling coach at Middletown High School South

MANAGER | BILLABONG, SANTA CRUZ, CA | JUNE 2014-OCTOBER 2015

- Responsible for hiring, training, and evaluating sales supervisors and associates to increase profits and enhance customer satisfaction
- Developed financial objectives by setting daily, weekly, and monthly goals
- Opening and closing duties, handling all cash/credit card transactions, as well as reporting daily sales data

HIGH SCHOOL PHYSICAL EDUCATION TEACHER/JV WRESTLING HEAD COACH | SCOTTS VALLEY UNIFIED SCHOOL DISTRICT, SCOTTS VALLEY, CA | AUGUST 2013-JUNE 2014

- Dedicated to holding students to high academic, behavioral, and character standings while developing motor skills in young adults using unit plans which incorporate technology in the classroom
- Applied various assessments to evaluate student learning and participated in the curriculum rewriting process
- Attended IEP, 504, and SST meetings
- Supervised student athletes during practice, training, team travel, and competitive events

PERSONAL TRAINER | TOADAL FITNESS, CAPITOLA, CA | OCTOBER 2012-JANUARY 2013

- Developed and integrated individual programs based on time and resources available including weight goals, diet specification, and physical training exercises
- Created personalized training agendas and motivated clientele to achieve goals
- Focus on particular complications such as: overweight and obesity, cardiovascular disease, flexibility, and injury rehabilitation

SUBSTITUTES FOR BOARD APPROVAL

December 9, 2016

Gronert, Kate	5-12
Oppito, Kevin	K-12
Rooney, Brian	K-12
Scollay, Katherine	5-12

PLANNING & CONSTRUCTION

Benjamin R Harvey Company Inc.

9 Cindy Lane
Ocean NJ 07712
732-493-2300

Change Order Request

Order#: 4

Order Date: 09/06/2016

License:

To: Township of Ocean Board of Ed
163 Monmouth Road
Oakhurst NJ 07755

Project: 184
Ocean Twsp. HS
Athletic & Performing Arts Add
550 West Park
Oakhurst NJ 07755

The contractor agrees to perform and the owner agrees to pay for the following changes to this contract.

Plans Attached

Ordered By:

Customer Order:

Specifications Attached

Description of Work	Amount
Remove unforeseen 24" x 24" concrete footing in the way of 3" sanitary tie in. See attached back-up Bayshore Mechanical	3,899.50
\$ 440.00 Labor for removal	
\$ 2,950.00 Saw cutting	
\$ 3,390.00 sub total	
\$ 339.00 10% overhead	
\$ 169.50 5% profit	
\$ 3,899.50 TOTAL	

Notes

Negative changes will lower the overall contract price requiring no additional payment by owner.

Requested Amount of Change

3,899.50

The original Contract Sum was	10,925,000.00
Net change by previous Change Orders	0.00
The Contract Sum prior to this Change Order	10,925,000.00
The Contract Sum will be changed by this Change Order	3,899.50
The new Contract Sum including this Change Order will be	10,928,899.50
The Contract Time will be changed by	0 Days

Contractor:

William Kelly

Date:

9/6/16

Owner:

Date:

08/29/16

WORK ORDER REQUEST

Bayshore Mechanical Contractors, LLC

P.O. Box 564
Colts Neck, NJ 07722
(732) 252-8861 Phone
bayshoremc@optonline.net

TO: BENJAMIN HARVEY CONSTRUCTION

ATTN: BILL REILLY

JOB NAME: OCEAN TWP. HIGH SCHOOL

JOB LOCATION: OAKHURST, NJ

Gentlemen;

WORK ORDER REQUEST #01 - The following is our proposal for the removal of (1) approx 24" x 24" 24" concrete footing.

All the above for the total net delivered sum of.....BASE BID \$4,102.00

3889⁵⁰

EXCEPTIONS & CLARIFICATIONS

1. Anything not specifically listed above is excluded.
2. Bayshore Mechanicals proposal and attachments are to be part of the final contractual agreement.
3. Proposal is good for (30) days.

Submitted by: Richard Gill

Date: 08/29/2016

Bayshore Mechanical Contractors, LLC
 PO Box 664
 Colts Neck, NJ 07722

WORK ORDER REQUEST

To: BENJAMIN HARVEY CONSTRUCTION
 Attn: BILL REILLY

Project: OCEAN TWP HIGH SCHOOL
 Project No. 1648

BMC WOR #01

Date: 08/29/2016

GC/CM CO.#

Description: PROVIDE SAW CUTTING AND REMOVAL OF (1) 24" X 24" X 24" CONCRETE FOOTING AS REQUESTED.

Qty	Description	Unit	Total
	Material		\$ -
	Equipment		\$ -
	Rentals		\$ -
			\$ -
			\$ -
Total =			\$ -

Hrs.	Labor	Rate	OT	Dbl. OT	Total
	Engineering				\$ -
	Project Manager				\$ -
	General Foreman - pipe fitter				\$ -
	Foreman - pipe fitter				\$ -
	Journeyman - pipe fitter				\$ -
	General Foreman - plumber				\$ -
4	Foreman - plumber	\$ 110.00			\$ 440.00
	Journeyman - plumber				\$ -
	Laborer				\$ -
	Operator				\$ -
	Draftsman				\$ -
	Truckdriver				\$ -
	Expeditor				\$ -
Total =					\$ 440.00

Qty	Subcontractors	Rate	Total
1	SAW CUTTER	\$ 2,950.00	\$ 2,950.00
	Insulation		\$ -
	Balancing		\$ -
	ATC		\$ -
	Excavation		\$ -
Total =			\$ 2,950.00

Description	Total
General Conditions	\$ -
Warranty (2% of material/equipment)	\$ -
Clean up (5% of labor)	\$ -
Safety equipment (2% of labor)	\$ -
Total =	\$ -

Description	Total
Direct Cost	\$ -
Consumables/small tools (3% of labor)	\$ -
Material handling (4% of material)	\$ -
Fees	\$ -
Total =	\$ -

Material/Equipment/Rental Total =		
Tax 7% =	\$ -	
Subtotal =	\$ -	
Labor Total =	\$ 440.00	
Subcontractor Total =	\$ 2,950.00	
General Conditions Total =		
Direct Cost Total =		
Subtotal =	\$ 3,390.00	
Bond 2% =		
As Builts 2% =		
Overhead 10% =	\$ 339.00	
Subtotal =	\$ 3,729.00	
Profit = 10% <i>50/0</i>	\$ 372.90	<i>169.50</i>
GRAND TOTAL =	\$ 4,101.90	<i>3899.50</i>

Apple Coring & Sawing L.L.C.

350 Market St
 Kenilworth, NJ 07033
 (908) 259-1900 (908) 259-1414 Fax

Order #: 028908

JOB ORDER

OPERATOR _____

Chain Sawing

CUSTOMER INFORMATION	
Baysshore Mechanical Contra PO BOX 564 Colts Neck ,NJ 07722	<u>Cust #</u> 001925
(732) 252-8861 Fax:	
Ordered By:	
Salesman: Wayne Camp	
JOB INFORMATION	
Job Date: 08/30/16 (Tuesday)	
Arrival: 7:00 am	
Estimated Hours: 0.00	\$ 2950.00
PO #:	
Job Request #:	
Order Entered: 08/29/16	Salesman: WC
Time: 8:22 am	By: WC
Tax Status: NEW JERSEY SALES TAX	

JOB SITE INFORMATION	
Ocean Township High School 550 West Park Ave	
Oakhurst, NJ (732) 580-9350	
County: OCEAN	Map Code:
Jobsite: None	Foreman: Rich
General Contractor:	
Owner:	
Needed At Site	
<input type="checkbox"/> Generator	<input type="checkbox"/> Extra Man
<input type="checkbox"/> Plastic Req.	<input type="checkbox"/> Bring Water
<input type="checkbox"/> Vacuum Req.	<input type="checkbox"/> Water Pump
<input type="checkbox"/> Scaffold	Elevation 0 ft.
	Distance To Site: 0 ft.

Quantity	Details	Description	Unit	Price
1.00	take hudro strees wire saw Cut a 24" wide x 24" deep x 24" long beam inside a trench. Cut and remove to customer dumpster. Dumpster is 50' away from the cutting area. Small power pack.		2,950.00	2,950.00
	2 men			
Minimum Charge: \$ 0 Stand By Charge: \$ 0/hr Travel Charge: \$ 0/hr			TOTAL:	2,950.00
CONDITIONS PROVIDED BY OTHERS				
*LAYOUT				
*WATER				
*110V 30AMP SINGLE PHASE POWER				
*CLEANING OF SLURRY STAINED SURFACES				
*ACCESS TO PARK WORK VEHICLE AT OR NEAR JOBSITE				
*WATER CONTROL AND PROTECTION				
*DEBRIS REMOVAL				
*DUMPSTER				
*PROTECTION OF COMPLETED OPENINGS				
*ACCESS TO OPERATE GAS OR DIESEL POWERED EQUIPMENT				
*PAYMENT OF OPERATING ENGINEERS OR ANY OTHER UNIONS CLAIMING JOB				
*WORK TO BE DONE IN A CONTINGUOUS MANNER DURING NORMAL BUSINESS HOURS				
*PLEASE NOTE: APPLE CORING & SAWING LLC, IS NOT RESPONSIBLE FOR ANY DAMAGE TO BURIED OR HIDDEN UTILITIES WHERE INSTRUCTED TO SAW, DRILL OR CUT!				
*THANK YOU FOR THE OPPORTUNITY TO QUOTE THIS PROJECT.				
*PAYMENT TERMS=NET 30 DAYS				
*PLEASE SIGN AND RETURN FAX PRIOR TO JOB				
START	NAME		DATE	

Benjamin R Harvey Company Inc.

9 Cindy Lane
Ocean NJ 07712
732-493-2300

Change Order Request

Order#: 7
Order Date: 09/27/2016

License:

To: Township of Ocean Board of Ed
163 Monmouth Road
Oakhurst NJ 07755

Project: 184
Ocean Twsp. HS
Athletic & Performing Arts Add
550 West Park
Oakhurst NJ 07755

The contractor agrees to perform and the owner agrees to pay for the following changes to this contract.

Plans Attached

Ordered By:

Customer Order:

Specifications Attached

Description of Work	Amount
Fire rating the egress area per the Bldg. Dept.	6,664.25
\$ 909.36 Material see attached back up from Wheeler	
\$ 3,200.00 Labor see attached back up from Wheeler	
\$ 1,600.00 Demolition of concrete ceiling see attached back up from Rosario	
\$ 5,709.36 sub total	
\$ 570.93 G.C. 10% Overhead	
\$ 285.47 G.C. 5% Profit	
\$ 6,565.76 sub total	
\$ 98.49 1% Bond	
\$ 6,664.25 TOTAL	

Notes

Negative changes will lower the overall contract price requiring no additional payment by owner.

Requested Amount of Change

6,664.25

The original Contract Sum was	10,925,000.00
Net change by previous Change Orders	0.00
The Contract Sum prior to this Change Order	10,925,000.00
The Contract Sum will be changed by this Change Order	6,664.25
The new Contract Sum including this Change Order will be	10,931,664.25
The Contract Time will be changed by	0 Days

Contractor: William F. Kelly

Date: 9/27/16

Owner: _____

Date: _____

Ken Wheeler Carpentry LLC

*c/o to
owner*

303 River Ave

Belmar, N.J. 07719

Benj. R. Harvey Construction
2016

Thursday, September 22,

6 Cindy Ln.

Ocean, N.J. 07712

Attn: Bill

Re: Ocean High School

Extra Labor / Material Fire Rated Corridor

Wednesday August 31st

2-men 8 hours each @\$100.00 / hr

\$1,600.00

Celling Work

Installed 1 layer 1/2" fire rated plywood

Installed 1 layer 5/8" sheetrock

Installed 1 layer 3/4" t&g fire rated plywood

Thursday Sept 1st

2-men 8 hours each @\$100.00 / hr

\$1,600.00

Built Bulkhead in hall

Taping / Finishing

Extra Material Required

Fire Rated Plywood / Sheetrock / Fire rated Ceiling	\$ 909.36
Total Amount Due	\$4,109.36

If you have any questions please call 732-778-6687

Thank You

Ken Wheeler

ROSARIO CONTRACTING CORP.

MBE-SBE CLASSIFIED

BONDED & INSURED

August 26, 2016

Benjamin R. Harvey Co.
 9 Cindy Lane
 Ocean NJ 07712
 o-732-493-2300
 f-732-493-2305
 ATTN: Rick Pacheco

RE: Ocean Township High School Performing Arts Renovation

Rosario Contracting Corp (RCC) will supply labor, material and equipment for the following:

1. Remove ceiling in Egress area.
2. 2 Men for 1 day.
3. 20 yd. container.

Exclusions

- All MEP disconnects by others.
- No hazardous material removal.
- Not responsible for any permits.

Notes

Any material changes, such as but not limited to, removal of scrap metal, aluminum, copper and adding extra debris on site, will cause an increase in bid price.

Rosario Contracting Corp. will perform the above services for the sum of:

One Thousand Six Hundred Dollars

\$1600.00

PAYMENT TERMS: 10% upon mobilization
 Balance due on completion

The terms of this proposal will be void in thirty (30) days.

Thank you for the opportunity to submit this proposal. Any questions, please contact Joe Rosario @ 732-768-6669.

Regards,

 Rosario Contracting Corp Date

 Benjamin R. Harvey Co. Date

P.O. BOX 420
 LONG BRANCH, NJ
 07740
 USA

PHONE 732-222-1455
 FAX 732-222-4155
 EMAIL rosariomazzacorp@aol.com
 WEB SITE rosariocontracting.com

Benjamin R Harvey Company Inc.

9 Cindy Lane
Ocean NJ 07712
732-493-2300

Change Order Request

Order#: 9

Order Date: 11/07/2016

License:

To: Township of Ocean Board of Ed
163 Monmouth Road
Oakhurst NJ 07755

Project: 184
Ocean Twsp. HS
Athletic & Performing Arts Add
550 West Park
Oakhurst NJ 07755

The contractor agrees to perform and the owner agrees to pay for the following changes to this contract.

Plans Attached

Ordered By:

Customer Order:

Specifications Attached

Description of Work	Amount
Construction entrance (tracking pad)	2,334.50
Tracking pad per Freehold Soil drawing revision	
\$ 2,000.00 2 1/2 stone (Tom Farrell)	
\$ 200.00 G.C. 10% overhead	
\$ 100.00 G.C. 5% profit	
\$ 2,300.00 subtotal	
\$ 34.50 1.5% Bond	
\$ 2,334.50 Total	

If paid through the contingency \$2,000.00 12-2-16

Notes

OTBOE Approves placement and removal of tracking pad paid through the allowance in the amount of \$2,000.00.
Rick Takakjy - P.W. Moss & Associates

Negative changes will lower the overall contract price requiring no additional payment by owner.

Requested Amount of Change

2,334.50

The original Contract Sum was	10,925,000.00
Net change by previous Change Orders	0.00
The Contract Sum prior to this Change Order	10,925,000.00
The Contract Sum will be changed by this Change Order	2,334.50
The new Contract Sum including this Change Order will be	10,927,334.50
The Contract Time will be changed by	0 Days

Contractor: William J. Kelly

Date: 11/7/16

Owner: _____

Date: _____

Thomas Farrell Contracting Inc
761 Shrewsbury Ave
Shrewsbury, NJ 07702
Contact: Tom Farrell III
Tel: 732-741-5802 Fax: 732-741-5860

Project: Ocean High School Performing Arts Center & Gym
Project Location: 550 West Park Avenue Oakhurst NJ
Bid Number: COSTHOOCE42450
Bid Date: 11/6/2016

Change Order for Tracking Pad

PAY ITEM	QTY	UNIT	\$ 2,000.00
2 1/2" Stone	30	Ton	
Fabric	1	LS	

Benjamin R Harvey Company Inc.

9 Cindy Lane
Ocean NJ 07712
732-493-2300

Change Order

Order#: 11 / Revised

Order Date: 11/07/2016

License:

To: Township of Ocean Board of Ed
163 Monmouth Road
Oakhurst NJ 07755

Project: 184
Ocean Twsp. HS
Athletic & Performing Arts Add
550 West Park
Oakhurst NJ 07755

The contractor agrees to perform and the owner agrees to pay for the following changes to this contract.

Plans Attached

Ordered By:

Customer Order:

Specifications Attached

Description of Work	Amount
Gas line in alley	18,739.04
\$ 3,325.00 Material (see attached back-up from Farrell)	
\$ 6,720.00 Labor (Farrell)	
\$ 1,800.00 Equipment (Farrell)	
\$ 1,020.00 Material (Bayshore Mechanical)	
\$ 2,640.00 Labor (Bayshore)	
\$ 366.00 10% Bayshore O/H	
\$ 183.00 5% Bayshore profit	
\$ 16,054.00 sub total	
\$ 1,605.40 G.C. 10% overhead	
\$ 802.70 G.C. 5% profit	
\$ 18,462.10 sub total	
\$ 276.94 Bond 1.5%	
\$ 18,739.04 TOTAL	

If paid through the allowance \$16,054.00

Notes

Negative changes will lower the overall contract price requiring no additional payment by owner.

Requested Amount of Change

18,739.04

The original Contract Sum was	10,925,000.00
Net change by previous Change Orders	0.00
The Contract Sum prior to this Change Order	10,925,000.00
The Contract Sum will be changed by this Change Order	18,739.04
The new Contract Sum including this Change Order will be	10,943,739.04
The Contract Time will be changed by	5 Days

Owner:

Date:

Contractor:

Date:

William J. Adley

11/11/16

Thomas Farrell Contracting Inc
761 Shrewsbury Ave
Shrewsbury, NJ 07702
Contact: Tom Farrell III
Tel: 732-741-5802 Fax: 732-741-5860

Project: Ocean High School Performing Arts Center & Gym
Project Location: 550 West Park Avenue Oakhurst NJ
Bid Number: COSTHOOCE42450
Bid Date: 10/24/16

Change Order for Gas Per Plan Dated

PAY ITEM	QTY	UNIT	COST	TOTAL
Gas Line				\$ 11,845.00
2 1/2"	85	LF	\$ 15.00	\$ 1,275.00
1 1/2"	120	LF	\$ 5.00	\$ 600.00
Miller	3	HR	\$ 250.00	\$ 750.00
Blactop	4	Ton	\$ 25.00	\$ 100.00
Risers	3	EA	\$ 200.00	\$ 600.00
Operator	16	HR	\$ 120.00	\$ 1,920.00
Labor	48	HR	\$ 100.00	\$ 4,800.00
Excavator	16	HR	\$ 75.00	\$ 1,200.00
Truck	8	HR	\$ 75.00	\$ 600.00

No Connections
Air Testing only
No permits
No Concrete repair included

WORK ORDER REQUEST

Bayshore Mechanical Contractors, LLC

P.O. Box 564
Colts Neck, NJ 07722
(732) 252-8861 Phone
bayshoremc@optonline.net

TO: BAN HARVEY CONSTRUCTION – REV #01

ATTN: BILL REILLY

JOB NAME: OCEAN TWP HIGH SCHOOL

JOB LOCATION: OCEAN TWP, NJ

Gentlemen;

WORK ORDER REQUEST # 02 – TIE-IN NEW GAS PIPING. This proposal is based on there being an aboveground threaded connection at each tie-in location for us to connect to.

SCOPE:

1. Tie-in new 2 ½” gas piping into existing 8” gas header near mech. Room.
2. Tie-in new 2 ½” gas piping and new 1 ½” gas piping into new gas meter set.
3. Test all new gas piping.

EXCLUDED:

1. Any work related to the existing gas meter, piping, etc.
2. Any work related to the new underground gas piping.
3. Any work related to investigating, identifying, repairing, replacing, etc any leaks or defects in the new underground gas piping.
4. Overtime, premium time, etc.
5. Testing of any kind.

All the above for the total net delivered sum of.....BASE BID ~~\$4,429.00~~ \$4200.

EXCEPTIONS & CLARIFICATIONS

1. Anything not specifically listed above is excluded.
2. Bayshore Mechanicals proposal and attachments are to be part of the final contractual agreement.
3. Proposal is good for (30) days.

Submitted by: Richard Gill

Date: 11/08/16

Bayshore Mechanical Contractors, LLC
 PO Box 564
 Colts Neck, NJ 07722

WORK ORDER REQUEST

To: BENJAMIN HARVEY CONSTRUCTION
 Attn: BILL REILLY

Project: OCEAN TWP HIGH SCHOOL
 Project No. 1648

BMC WOR #02 - REV #1

Date: 11/08/2016

GC/CM CO #

Description: Provide labor and materials to tie-in new gas piping.

Qty	Description	Unit			Total																																																																					
1	Material	\$ 1,020.00			\$ 1,020.00																																																																					
	Equipment				\$ -																																																																					
	Rentals				\$ -																																																																					
					\$ -																																																																					
					\$ -																																																																					
					\$ -																																																																					
Total =					\$ 1,020.00																																																																					
Hrs.	Labor	Rate	OT	Dbi. OT	Total																																																																					
	Engineering				\$ -																																																																					
	Project Manager				\$ -																																																																					
	General Foreman - pipe fitter				\$ -																																																																					
	Foreman - pipe fitter				\$ -																																																																					
	Journeyman - pipe fitter				\$ -																																																																					
	General Foreman - plumber				\$ -																																																																					
16	Foreman - plumber	\$ 110.00			\$ 1,760.00																																																																					
8	Welder	\$ 110.00			\$ 880.00																																																																					
	Laborer				\$ -																																																																					
	Operator				\$ -																																																																					
	Draftsman				\$ -																																																																					
	Truckdriver				\$ -																																																																					
	Expeditor				\$ -																																																																					
Total =					\$ 2,640.00																																																																					
Subcontractors					Total																																																																					
	SAW CUTTER				\$ -																																																																					
	Insulation				\$ -																																																																					
	Balancing				\$ -																																																																					
	ATC				\$ -																																																																					
	Excavation				\$ -																																																																					
Total =					\$ -																																																																					
General Conditions					Total																																																																					
	Warranty (2% of material/equipment)				\$ -																																																																					
	Clean up (5% of labor)				\$ -																																																																					
	Safety equipment (2% of labor)				\$ -																																																																					
Total =					\$ -																																																																					
Direct Cost					Total																																																																					
	Consumables/small tools (3% of labor)				\$ -																																																																					
	Material handling (4% of material)				\$ -																																																																					
	Fees				\$ -																																																																					
Total =					\$ -																																																																					
<table border="0"> <tr> <td>Material/Equipment/Rental Total =</td> <td>\$ 1,020.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Tax 7% =</td> <td>\$ -</td> <td>tax exempt</td> <td></td> <td></td> </tr> <tr> <td>Subtotal =</td> <td>\$ -</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Labor Total =</td> <td>\$ 2,640.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Subcontractor Total =</td> <td>\$ -</td> <td></td> <td></td> <td></td> </tr> <tr> <td>General Conditions Total =</td> <td>\$ -</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Direct Cost Total =</td> <td>\$ -</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Subtotal =</td> <td>\$ 3,660.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Bond 2% =</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>As Buills 2% =</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Overhead 10% =</td> <td>\$ 366.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Subtotal =</td> <td>\$ 4,026.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Profit = 10% 5%</td> <td>\$ 402.60</td> <td>\$183</td> <td></td> <td></td> </tr> <tr> <td>GRAND TOTAL =</td> <td>\$ 4,428.60</td> <td></td> <td></td> <td></td> </tr> </table>					Material/Equipment/Rental Total =	\$ 1,020.00				Tax 7% =	\$ -	tax exempt			Subtotal =	\$ -				Labor Total =	\$ 2,640.00				Subcontractor Total =	\$ -				General Conditions Total =	\$ -				Direct Cost Total =	\$ -				Subtotal =	\$ 3,660.00				Bond 2% =					As Buills 2% =					Overhead 10% =	\$ 366.00				Subtotal =	\$ 4,026.00				Profit = 10% 5%	\$ 402.60	\$183			GRAND TOTAL =	\$ 4,428.60			
Material/Equipment/Rental Total =	\$ 1,020.00																																																																									
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Benjamin R Harvey Company Inc.

9 Cindy Lane
Ocean NJ 07712
732-493-2300

Change Order Request

Order#: 12

Order Date: 12/02/2016

License:

To: Township of Ocean Board of Ed
163 Monmouth Road
Oakhurst NJ 07755

Project: 184
Ocean Twsp. HS
Athletic & Performing Arts Add
550 West Park
Oakhurst NJ 07755

The contractor agrees to perform and the owner agrees to pay for the following changes to this contract.

Plans Attached

Ordered By:

Customer Order:

Specifications Attached

Description of Work	Amount
Canopy drainage 2nd drawing revision Per attached change order request from Thomas Farrell dated 11-30-16	1,840.00
Storm sewer changes	

Notes

Negative changes will lower the overall contract price requiring no additional payment by owner.

Requested Amount of Change

1,840.00

The original Contract Sum was	10,925,000.00
Net change by previous Change Orders	0.00
The Contract Sum prior to this Change Order	10,925,000.00
The Contract Sum will be changed by this Change Order	1,840.00
The new Contract Sum including this Change Order will be	10,926,840.00
The Contract Time will be changed by	0 Days

Contractor: William Kelly

Date: 12/5/16

Owner: _____

Date: _____

Thomas Farrell Contracting Inc
 761 Shrewsbury Ave
 Shrewsbury, NJ 07702
 Contact: Tom Farrell III
 Tel: 732-741-5802 Fax: 732-741-5860

Project: Ocean High School Performing Arts Center & Gym
 Project Location: 550 West Park Avenue Oakhurst NJ
 Bid Number: COSTHOOCE42450
 Bid Date: 11/30/16

CO for Storm Sewer Changes Email 11/30/16

PAY ITEM	QTY	UNIT	COST	TOTAL
Storm				\$ 1,840.00
12" HDPE	160	LF	\$ 6.25	\$ 1,000.00
12 x 6 T	5	EA	\$ 124.00	\$ 620.00
12" Couplings	10	EA	\$ 22.00	\$ 220.00

8" is already purchased and onsite (no credit)
 No 6" connections included