

REGULAR MEETING

ATTACHMENTS

December 20, 2016

COMMUNITY LIAISON & COMMUNICATIONS COMMITTEE

RESOLUTION

Adopted by the

Township of Ocean Board of Education

Township of Ocean, New Jersey

for

Sean Patrick Moore

Whereas, *Sean Patrick Moore has served our school district with dedication and enthusiasm since appointed in July 2009; and*

Whereas, *he has held many positions of importance, including President of the Board of Education for 2013, and Vice President for 2011-2012, serving on the Community Liaison & Communications; Financial, Management & Resource Services; Instruction & Education; Negotiations; Personnel and Planning & Construction and Technology Committees, in addition to serving as Chairperson of the Financial, Management & Resource Services Committee from 2010 through 2016 and the Negotiations Committee from 2011 through 2016; and*

Whereas, *he has long been considered a caring and committed person, who has exhibited the highest sense of responsibility throughout his tenure as a member of the Board. He has earned the respect of everyone associated with the Township of Ocean Board of Education for his valued experience and guidance, be it therefore,*

Resolved, *the Township of Ocean Board of Education hereby expresses its sincere gratitude to Mr. Moore for his invaluable service to the Board of Education and wishes to extend to him all good wishes for good health and happiness as he ceases active participation as a member of this Board.*

December 20, 2016

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
December 13, 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. Steven Clayton, Mr. James Dietrich, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Sean Moore, Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi.
Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator, Dr. James Stefankiewicz, Superintendent of Schools and Mr. Michael Gross, Board Labor Attorney.

Enter Executive Session – 7:02 p.m.

Approval: Motion offered by Mr. Hadden, seconded by Mrs. Parlamas and carried 9-0.

Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Personnel (Agenda) and Student Matters (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 9-0.

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):

- Congratulations to Mrs. Sylvia-Cioffi for being nominated to the State Board of Education. However, she hasn't been confirmed yet by the Senate Judiciary Committee, but is thankful for the nomination.
- Mr. Hadden introduced Dawn Kaszuba, OTHS Principal, Greg Colon, DECA Club Advisor and 2016-2017 Career Pathways Coordinator/High School, and two students, Kevin Paradiso, President and Gianna Gambino, Vice President, of the DECA Club. They gave a power-point presentation (see attached) on the new school of business and finance program at the high school and the students talked of their positive DECA experiences.

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Strategic Planning meeting minutes of November 30, 2016 have been distributed and posted to the website. Update on the next meeting scheduled for January 19, 2017 was discussed.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: No Report

PUBLIC COMMENT: None

Twp of Ocean BOE Work Meeting Minutes (continued) – December 13, 2016

COMMITTEE REPORTS:

CO-CURRICULAR STUDENT ACTIVITIES: No Report

COMMUNITY LIAISON & COMMUNICATIONS: Mrs. Sylvia-Cioffi

The following item(s) were discussed:

1. **Discussion: Policies**

Board of Education and Administration discussed the first reading of revision to policies and regulations:

Policy 0169 – Board Member Use of Electronic Mail/Internet (*new*)

Policy 1310 – Employment of School business Administrator/Board Secretary

Regulation 2414 – Programs & Services for Students in High Poverty and in High Need School Districts
Administrators (M)

Policy 3111 – Creating Positions

Policy 3141 – Resignation

Policy 3144 – Certification of Tenure Charges

Regulation 3144 – Certification of Tenure Charges

Policy 3159 – Teaching Staff Member/School district Reporting Responsibilities

Policy 3231 – Outside Employment as Athletic Coach (*new*)

Policy 3244 – In-Service Training (M) (*Abolished*)

Regulation 3244 – In-Service Training (M) (*Abolished*)

Policy 4159 – Support Staff Member/School District Reporting Responsibilities

Policy 7481 – Unmanned Aircraft Systems (UAS also known as Drones) (*new*)

2. **Discussion: Township of Ocean Strategic Planning Meeting #1 Outcomes**

Board of Education and Administration discussed the outcomes from the first Strategic Planning meeting held on November 30, 2016; copy of outcomes are attached.

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

3. **Approval of Minutes:**

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

Work Meeting/Executive Session Minutes – December 6, 2016

Motion for item #3 carried: 9-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Moore

The following item(s) were discussed:

1. **Discussion: Professional Services Resolutions**

Board of Education and Administration discussed the following Therapy Contract.

Awarded to:

Duration:

Invo Healthcare Associates

January 3, 2017 to February 13, 2017

Not to exceed 35 hours per week

Twp of Ocean BOE Work Meeting Minutes (continued) – December 13, 2016

Nature and Type of Contract: Occupational 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.

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

Board of Education and administration discussed the following Companies and standard sharing and hold harmless agreements per IRS regulations, to provide Tax Sheltered Annuity (403b), Section 529 College Savings Services, and Section 457 Plans to all District employees for calendar year 2017.

AXA Equitable	VOYA Annuities	Metropolitan Life
Ameriprise	Variable Annuity Life Insurance Company (VALIC)	
Aspire	Lincoln Investments	

3. Discussion: Cafeteria 125 Plan - Health (FSA)

Board of Education and administration discussed the annual approval of the school district Cafeteria 125 plan. The plan allows for the carry-over of up to \$500 of unused balances to the next year with a total contribution limit of \$2,600.

4. Discussion: Accidental and Personal Indemnity Insurance Policy

Board of Education and administration discussed the following companies to provide optional accidental and personal sickness indemnity insurance policy coverage for all District employees at their own expense for the calendar year 2017.

AFLAC	Allstate Insurance
-------	--------------------

INSTRUCTIONAL & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. Discussion: Trip Request

Board of Education and Administration discussed the following trip request:

Group: TOIS, Grades 6 & 7 Science Classes
Number of Students: 40
Date: Thursday, January 19, 2017
Departure time: 8:00 am
Return time: 4:00 pm

Twp of Ocean BOE Work Meeting Minutes (continued) – December 13, 2016

Destination: Philadelphia Zoo
Purpose: *Part of “UNLESS Project” in conjunction with the zoo
Transportation: 1 Bus
Teacher Chaperones: 4 (Angelica DeFilippis, Meghan Edson, Samantha Hoffman, and Jessica Vigil-Mackintosh)
Instructional Assistant Chaperones: 3 (Betty Williams, Cheryl Woolley, and Sherryl Cesario/IA substitute)
Parent Chaperones: 0
Cost per pupil: None
*(“UNLESS someone like YOU cares a whole awful lot, nothing is going to get better. It’s not.” The project’s goal - By driving demand for palm oil that’s “deforestation-free,” reducing waste, and reusing and recycling paper products, UNLESS Project advocates can help protect the forests where gorillas and other wildlife live.)

2. Discussion: Overnight Trip Request

Board of Education and Administration discussed the following overnight trip request:

Group: Marching Band and Choir/Grades 9-12 (Itinerary attached)
Number of Students: 90
Date: Departure: Thursday, April 27, 2017, 6:30 am
Return: Sunday, April 30, 2017, 11:00 pm
Destination: International Music Festival, Norfolk, VA
Purpose: Music and Choir Competition
Transportation: Roundtrip Motorcoach Transportation (included in the trip package)
Administrative Chaperone: Michael Lambusta
Teacher Chaperones: 4 (Teddy Kernizan, Edith Minott, Susan Smith, and Kyle Titmas)
Parent Chaperones: 0
Cost per pupil: \$789.00 per pupil (costs to be offset by fundraising)

3. Discussion: Student Observer/Speech

Board of Education and Administration discussed the request of Abbey Wortman, a student at Caldwell University to observe Jennifer Walk, Speech Language Specialist, Wayside Elementary School for a period of 25 hours beginning January 3, 2017. The observation hours are an American Speech Language Hearing Association’s (ASHA) requirement and a prerequisite to the Speech Pathology Graduate Program at Monmouth University.

4. Discussion: Student Teacher

Board of Education and Administration discussed a Student Teacher Placement, for the period of January 17, 2017 – May 25, 2017, in accordance with the attached memorandum dated December 9, 2016.

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

5. Suspension Report

Move to approve the District’s Suspension Report for the month of November 2016, copy attached.

Twp of Ocean BOE Work Meeting Minutes (continued) – December 13, 2016

6. Addendums to Out of District Private Tuition for the 2016-2017 School Year

Move to approve addendums to out of district private tuition for the 2016-2017 school year in accordance with the attached memorandums (2) dated December 8, 2016.

Motion(s) for items #5 and #6 carried: 9-0

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. Discussion: Revised Contract

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

Timothy Patterson	Special Education Teacher	**\$62,605.00
	High School	Prorated
	Effective Date: January 30, 2017	

(**The revised contract reflects an annual stipend of \$850.00 for the 2016-2017 school year. The stipend is the result of the teacher having a 6th period load (3 blocks), under the block scheduling format implemented September 1, 2013. The revised salary noted above includes the \$850.00 stipend.)

2. Discussion: Request for an Unpaid Leave of Absence

Board of Education and Administration discussed the request of Lauren Caruso, Special Education Teacher, part-time, Wayside School to take an unpaid leave of absence for the period of January 23, 2017 through June 30, 2017. Mrs. Caruso is expected to return to the classroom September 1, 2017.

3. Discussion: Clerical Substitute

Board of Education & Administration discussed hiring Kristin Zdan as a Clerical Substitute for the 2016-2017 school year.

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

4. Issuance of Contract

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

To fill a vacancy position:

Louis Russoniello	Health & Physical Education Teacher	\$54,515.00
	Wanamassa Elementary School	BA /Step 1
	Actual Start & Effective Dates: Pending criminal history background check.	Prorated

(Mr. Russoniello replaces Tom Reilly who will retire January 1, 2017.)

5. Substitute Teachers

Move to approve Substitute Teachers for the 2016-2017 school year in accordance with the attached

Twp of Ocean BOE Work Meeting Minutes (continued) – December 13, 2016

list dated December 9, 2016.

6. Resignation

Move to approve the resignation of Thomas Magrini, Instructional Assistant, Ocean Township High School, effective December 23, 2016.

Motion(s) for items # 4 thru #6 carried: 9-0

PLANNING & CONSTRUCTION: Mr. Palutis

The following item(s) were discussed:

1. Discussion: Referendum Constructon Projects

Rick Takakjy, P.W. Moss & Associates, and Tom Strauser, Solutions Architecture, were in attendance and gave an update on the ongoing referendum projects. They also reviewed recommended change orders for various projects. The committee chair reviewed the committee walk thru conducted that morning and showed pictures of the construction progress.

2. Discussion: Change Order: OTHS Athletic & Performing Arts Addition/Renovations

Board of Education and Administration discussed the following change orders for Benjamin Harvey Co., Inc., per the recommendations by P.W. Moss Construction Manager & Solutions Architecture for the OTHS Athletic & Performing Arts Addition/ Renovations.

Completed:

a. Unforeseen footing removal in existing tech room for sanitary line	\$3,899.50
b. Fire rated assembly for temporary egress at Trainer’s entrance per bldg.	\$5,709.36
c. Install & remove additional tracking pad construction entrance at PAC required by FSCSD.	<u>\$2,000.00</u>
Total scope of work completed	\$11,608.86

Pending

a. Additional gas line from parking lot to meters to existing building	\$16,054.00
b. Provide 12” HDPE pipe in lieu of specified 8” pipe for future connection by owner	\$1,496.00
c. Provide pricing for winterization for masonry install during winter	?

3. Discussion: Referendum Furniture & Casework Award

Board of Education and administration discussed the award of furniture and casework for Wayside Elementary School utilizing the MRESC Cooperative Purchasing Contract to the following:

a. Hertz Furniture, Ramsey, NJ, Classroom Loose Furniture	\$21,898.00
b. Nickerson, Union, NJ, Art Room Case Work	\$25,864.80

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS: None

NEW BUSINESS: None

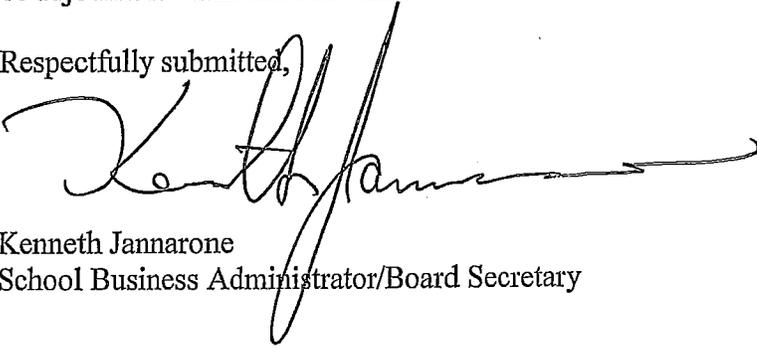
Twp of Ocean BOE Work Meeting Minutes (continued) – December 13, 2016

PUBLIC COMMENT: None

ADJOURN MEETING: 9:26 p.m.

There being no further business Mrs. Sylvia-Cioffi made a motion, seconded by Mr. Clayton, that the meeting be adjourned. This motion carried: 9-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kenneth Jannarone". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Kenneth Jannarone
School Business Administrator/Board Secretary

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



POLICY

OCEAN TOWNSHIP BOARD OF EDUCATION

NEW

Bylaws

0169/Page 2 of 2

Board Member Use of Electronic Mail/Internet

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 PROVERTY AND IN HIGH NEED SCHOOL DISTRICTS (M)

PROGRAMS AND SERVICES FOR PUPILS IN HIGH PROVERTY 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: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
 - (2) Assessment of English language learners (ELLs) pursuant to N.J.A.C. 6A:15-1.3.



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM

R 2414/Page 5 of 8

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

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



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)

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



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM

R 2414/Page 7 of 8

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

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



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)

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 required and approve job titles and job descriptions. The job description shall outline the background experiences and personal qualities, if any, to be required of candidates or preferred among applicants for a particular position.

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.

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:9B-5.1; 6A:9B-5.5

Adopted: 17 July 1990

Revised: July 2005, 20 December 2016



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 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. 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.

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

N.J.A.C. 6A:9B-4.8

Adopted: 17 July 1990

Revised: July 2005, 20 December 2016



POLICY

OCEAN TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
3144/Page 1 of 2

CERTIFICATION OF TENTURE CHARGES

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



POLICY

OCEAN TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
3144/Page 2 of 2

CERTIFICATION OF TENTURE CHARGES

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;

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: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: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: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 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: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:9B 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



TEACHING STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

5. The Superintendent has received a report from Department of Children and Families 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:9B-4.3; 6A:9B-4.4

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



3282 USE OF SOCIAL NETWORKING SITES

The Board of Education has a strong commitment to quality education and the well-being of all pupils, as well as the preservation of the school district's reputation. The Board believes staff members must establish and maintain public trust and confidence and be committed to protecting all pupils attending the school district. In support of the Board's strong commitment to the public's trust and confidence, the Board holds all staff members to the highest level of professional responsibility.

The Commissioner of Education has determined inappropriate conduct outside a staff member's professional responsibilities may determine them as unfit to discharge the duties and functions of their position. Staff members should be advised communications, publications, photographs, and other information appearing on social networking sites deemed inappropriate by the Board could be cause for dismissal of a non-tenured staff member or to certify tenure charges against a tenured staff member to the Commissioner of Education.

Staff members are advised to be concerned and aware such conduct deemed inappropriate may include, but is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other form of electronic communication that is directed and/or available to pupils or for public display or publication.

While the Board respects the right of staff members to use social networking sites, staff members should recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. It is important that a staff member's use of these sites does not damage the reputation of the school district, employees, pupils, or their families. Staff members who utilize, post or publish images, photographs, or comments on social networking sites, blogs, or other forms of electronic communication outside their professional responsibilities shall ensure their use, postings, or publications are done with an appropriate level of professionalism and are appropriate conduct for a school staff member. Staff members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public even without their knowledge or consent.

The school district strongly encourages all staff members to carefully review the privacy settings on social networking sites they use and exercise care and good judgment when posting content and information on such sites. Staff members should adhere to the following guidelines, which are consistent with the district's workplace standards on



POLICY

OCEAN TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
3282/Page 2 of 3

USE OF SOCIAL NETWORKING SITES

harassment, pupil relationships, conduct, professional communication, and confidentiality.

When using personal social networking sites, school staff members:

1. Should not make statements that would violate any of the district's policies, including its policies concerning discrimination or harassment;
2. Must uphold the district's value of respect for the individual and avoid making defamatory statements about the school district, employees, pupils, or their families;
3. May not disclose any confidential information about the school district or confidential information obtained during the course of his/her employment, about any individual(s) or organization, including pupils and/or their families;
4. Shall not use social networking sites to post any materials of a sexually graphic nature;
5. Shall not use social networking sites to post any materials which promote violence;
6. Shall not use social networking sites which would be detrimental to the mission and function of the district;
7. Are prohibited from using their school district title as well as adding references to the district in any correspondence including, but not limited to, e-mails, postings, blogs, and social networking sites unless the communication is of an official nature and is serving the mission of the district. This prohibition also includes signature lines and personal e-mail accounts;
8. Shall not post updates to their status on any social networking sites during teaching periods or other assigned times including posting of statements or comments on the social networking sites of others during school time unless it involves a school project. However, teaching staff may post updates to their status on social media sites during their duty free lunch or break periods; and



POLICY

OCEAN TOWNSHIP
BOARD OF EDUCATION

Teaching Staff Members

3282/Page 3 of 3

USE OF SOCIAL NETWORKING SITES

9. Shall not post or publish any information the Commissioner of Education would deem to be inappropriate conduct by a school staff member.

The Policy of this district is to maintain a level of professionalism both during and after the school day. Any publication through any means of electronic communication which is potentially adverse to the operation, morale, or efficiency of the district, will be deemed a violation of this Policy. If the Board or Superintendent believes that a staff member's activity on any social networking site violates the district's policies, the Board or Superintendent may request that the employee cease such activity. Depending on the severity of the incident, the staff member may be subject to disciplinary action.

This Policy has been developed and adopted by this Board to provide guidance and direction to staff members on how to avoid actual and/or the appearance of inappropriate conduct toward pupils and/or the community while using social networking sites.

Adopted: 21 August 2012

Revised: 22 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: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



USE OF SOCIAL NETWORKING SITES

4282 USE OF SOCIAL NETWORKING SITES

The Board of Education has a strong commitment to quality education and the well-being of all pupils, as well as the preservation of the school district's reputation. The Board believes staff members must establish and maintain public trust and confidence and be committed to protecting all pupils attending the school district. In support of the Board's strong commitment to the public's trust and confidence, the Board holds all staff members to the highest level of professional responsibility.

The Commissioner of Education has determined inappropriate conduct outside a staff member's professional responsibilities may determine them as unfit to discharge the duties and functions of their position. Staff members should be advised communications, publications, photographs, and other information appearing on social networking sites deemed inappropriate by the Board could be cause for dismissal of a non-tenured staff member or to certify tenure charges against a tenured staff member to the Commissioner of Education.

Staff members are advised to be concerned and aware such conduct deemed inappropriate may include, but is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other form of electronic communication that is directed and/or available to pupils or for public display or publication.

While the Board respects the right of staff members to use social networking sites, staff members should recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. It is important that a staff member's use of these sites does not damage the reputation of the school district, employees, pupils, or their families. Staff members who utilize, post or publish images, photographs, or comments on social networking sites, blogs, or other forms of electronic communication outside their professional responsibilities shall ensure their use, postings, or publications are done with an appropriate level of professionalism and are appropriate conduct for a school staff member. Staff members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public even without their knowledge or consent.

The school district strongly encourages all staff members to carefully review the privacy settings on social networking sites they use and exercise care and good judgment when posting content and information on such sites. Staff members should adhere to the following guidelines, which are consistent with the district's workplace standards on harassment, pupil relationships, conduct, professional communication, and confidentiality.



USE OF SOCIAL NETWORKING SITES

When using personal social networking sites, school staff members:

1. Should not make statements that would violate any of the district's policies, including its policies concerning discrimination or harassment;
2. Must uphold the district's value of respect for the individual and avoid making defamatory statements about the school district, employees, pupils, or their families;
3. May not disclose any confidential information about the school district or confidential information obtained during the course of his/her employment, about any individual(s) or organization, including pupils and/or their families;
4. Shall not use social networking sites to post any materials of a sexually graphic nature;
5. Shall not use social networking sites to post any materials which promote violence;
6. Shall not use social networking sites which would be detrimental to the mission and function of the district;
7. Are prohibited from using their school district title as well as adding references to the district in any correspondence including, but not limited to, e-mails, postings, blogs, and social networking sites unless the communication is of an official nature and is serving the mission of the district. This prohibition also includes signature lines and personal e-mail accounts;
8. Shall not post updates to their status on any social networking sites during assigned times including posting of statements or comments on the social networking sites of others during school time unless it involves a school project. However, support staff may post updates to their status on social media sites during their lunch or break periods; and
9. Shall not post or publish any information the Commissioner of Education would deem to be inappropriate conduct by a school staff member.



POLICY

OCEAN TOWNSHIP
BOARD OF EDUCATION

Support Staff
4282/Page 3 of 3

USE OF SOCIAL NETWORKING SITES

The Policy of this district is to maintain a level of professionalism both during and after the school day. Any publication through any means of electronic communication which is potentially adverse to the operation, morale, or efficiency of the district, will be deemed a violation of this Policy. If the Board or Superintendent believes that a staff member's activity on any social networking site violates the district's policies, the Board or Superintendent may request that the employee cease such activity. Depending on the severity of the incident, the staff member may be subject to disciplinary action.

This Policy has been developed and adopted by this Board to provide guidance and direction to staff members on how to avoid actual and/or the appearance of inappropriate conduct toward pupils and/or the community while using social networking sites.

Adopted: 21 August 2012

Revised: 20 December 2016



POLICY

OCEAN TOWNSHIP BOARD OF EDUCATION

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



POLICY

OCEAN TOWNSHIP
BOARD OF EDUCATION

NEW

PROPERTY

7481/Page 2 of 2

Unmanned Aircraft Systems (UAS also known as Drones)

grounds or flown over school grounds. The Superintendent or designee shall approve the specific activity(ies) or event(s) in 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



Agreement
with
The Monmouth County LINCS Agency
County Agencies and Government
Local Health Department
Local Government Officials
and
Private Facility Representatives
For Use Of
Private Facilities for Mass Prophylaxis/Vaccinations

WHEREAS, professional and support staff from the public and private sector represent the frontline resources and local foundation for preparedness and response to public health threats and emergencies, as well as for local public health system assessment and planning, in accordance with good public health practices, and;

WHEREAS, during any such emergencies, personnel and facilities must be identified as being available to the greatest extent possible, to be used to dispense prophylactic medications and/or vaccinations to prevent illness and stop the spread of disease, and;

WHEREAS, the Public Health Emergency Response Plan requires the identification of private and public facilities which can be used on a temporary basis, in emergent situations, such as natural disasters or bioterrorism attacks, to provide mass dispensing sites for medications/vaccinations to the public, and;

WHEREAS, it is critical that these resources and their capacities and performance be thoroughly prepared for, and on call, as a recognized community resource to ensure the safety and welfare of the public, and;

WHEREAS, these facilities are being identified, coordinated, and their capabilities enhanced in close collaboration with the LINCS agency, local health department, the New Jersey Department of Health (NJDOH) and other public healthcare partners within each local region, and on a statewide basis as part of the Public Health Emergency Response Plan to provide the appropriate medical services to safeguard the entire population within the local region and the State of New Jersey.

NOW THEREFORE, THE PARTIES IDENTIFIED BELOW AGREE:

1. In the event of a bioterrorism or natural occurring emergency, which occurs within the jurisdiction of Monmouth County, the Public Health Official named herein and/or designee will contact the Principal of the facility or facilities, also named herein, it seeks to access, to request admission to the facility in question. In the event such an emergency does not occur while the facility is open/accessible, said facility will provide access to the Public Health Official for use during the emergency.
2. Each participating facility shall provide a round-the-clock, twenty-four hour basis, emergency telephone number for at least three contact persons. This facility information will be provided in writing to the county LINCS health department designated below.
3. Each facility representative will provide authorization and access to the greatest degree possible, to the facility in question for the purpose of public health protection.
4. Operational space, and customary/essential janitorial services of this facility will be provided by the facility for purposes of the public health emergency.
5. All other operations and responsibilities of the dispensing site shall be provided by the County of Monmouth and will be responsible for any costs above and beyond those ordinarily incurred by the facility.
6. All security during this time of need shall be provided, pursuant to the County's Emergency Operations Plan, by law enforcement agencies.
7. The participating facility will not be required to provide said security for the facility.

LINCS AGREEMENT SIGNATURE PAGE

We, the undersigned agree for the benefit of our community, to be partners to the greatest extent possible, in the event of a public health emergency, and have read and agree to the terms of this Emergency Facility Access Agreement:

Municipality: Ocean Township
OEM Representative Name: Thomas Caruso
Street: 399 Monmouth Road
City: Ocean
State: NJ
Zip: 07755
Primary Phone: 732-897-6066
Secondary Phone: 732-921-4599
Email: tcaruso@oceanwp.org

Date:

Signature _____

Facility Name: Township of Ocean Schools
Representative Name:
Street: 163 Monmouth Rd.
City: Oakhurst
State: NJ
Zip: 07755
Primary Phone:
Secondary Phone:
Email:

Date:

Signature _____

Monmouth County Emergency Management Coordinator

Michael Oppegard
Monmouth County Sheriff's Office
Office of Emergency Management
2000 Kozloski Road
Freehold, NJ 07728
Primary Phone: 732-431-7400 x1801
Secondary Phone: 732-803-1808
Email: MOppegard@mcsnj.org

Date:

Signature _____

LINCS Health Officer / Primary Public Health Official

Christopher P. Merkel, M.P.H.
Monmouth County Health Department
3435 Highway 9
Freehold, NJ 07728
Primary Phone: 732-431-7456
Secondary Phone: 848-231-1826
E-mail: Christopher.Merkel@co.monmouth.nj.us

Date:

Signature _____

FINANCIAL MANAGEMENT RESOURCE SERVICES COMMITTEE

Twp of Ocean BOE

Expense Account Adjustment Analysis By Adjustment#

Current Cycle : November

a_exaa2.082406
1/30/2016

Account#	Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments						
11-000-1000-56200-10-38	TUIT LEA IN STATE SPEC	11/01/2016	GSTONE	\$760,559.00	(\$100,000.00)	\$660,559.00
11-000-1000-56600-10-38	TUIT PRIV SPED IN STATE	11/01/2016	GSTONE	\$2,855,360.00	\$100,000.00	\$2,955,360.00
	Total for Adjustment # 000089				\$0.00	
11-000-2700-51101-07-37	CONTRTRANS TO/FROM SCH	11/02/2016	GSTONE	\$480,000.00	\$120,000.00	\$600,000.00
11-000-2700-51401-07-37	CONTR TRAN SRV SPECED	11/02/2016	GSTONE	\$285,000.00	(\$120,000.00)	\$165,000.00
	Total for Adjustment # 000092				\$0.00	
11-204-1000-61006-01-21	LLD INSTR GEN SUPP SHS	11/17/2016	GSTONE	\$2,070.00	(\$1,200.00)	\$870.00
11-213-1000-61006-05-21	RES CNTR GEN SUPP WAY	11/17/2016	GSTONE	\$8,226.00	\$1,200.00	\$9,426.00
	Total for Adjustment # 000099				\$0.00	
11-212-1000-61006-02-21	MD INSTR SUPP OTES	11/17/2016	GSTONE	\$5,130.00	(\$2,000.00)	\$3,130.00
11-213-1000-61006-05-21	RES CNTR GEN SUPP WAY	11/17/2016	GSTONE	\$9,426.00	\$2,000.00	\$11,426.00
	Total for Adjustment # 000100				\$0.00	
11-212-1000-61006-02-21	MD INSTR SUPP OTES	11/17/2016	GSTONE	\$3,130.00	(\$1,500.00)	\$1,630.00
11-213-1000-61006-04-21	RES CNTR GEN SUPP WAN	11/17/2016	GSTONE	\$8,925.00	\$1,500.00	\$10,425.00
	Total for Adjustment # 000101				\$0.00	
11-212-1000-64001-01-21	MD INSTR TXTBKS SHS	11/17/2016	GSTONE	\$2,411.00	(\$1,500.00)	\$911.00
13-422-1000-61006-04-21	SUMMER SCHOOL SUPPLIES	11/17/2016	GSTONE	\$1,500.00	\$1,500.00	\$3,000.00
	Total for Adjustment # 000102				\$0.00	
11-000-2190-39003-10-38	CST DPD SRV	11/22/2016	GSTONE	\$55,956.00	(\$4,500.00)	\$51,456.00
12-212-1000-73000-10-38	SPEC. ED. EQUIPMENT	11/22/2016	GSTONE	\$0.00	\$4,500.00	\$4,500.00
	Total for Adjustment # 000108				\$0.00	
11-000-2700-10709-00-00	BUS ATTENDANT - EXTRA	11/29/2016	GSTONE	\$18,000.00	\$6,000.00	\$24,000.00
11-000-2700-16001-00-00	SUPERVISOR TRANSP SAL	11/29/2016	GSTONE	\$93,478.00	(\$15,241.00)	\$78,237.00
11-000-2700-16023-00-00	BUS DRIVER O/T REG	11/29/2016	GSTONE	\$35,000.00	\$4,241.00	\$39,241.00
11-000-2700-16106-00-00	BUS DRIVERS O/T SPEC	11/29/2016	GSTONE	\$70,000.00	\$5,000.00	\$75,000.00
	Total for Adjustment # 000111				\$0.00	
11-000-2700-42000-07-37	BUS REPAIRS & MAINT.	11/30/2016	GSTONE	\$465,000.00	\$5,000.00	\$470,000.00
11-000-2700-61500-07-37	SUPPLIES AND MATERIALS	11/30/2016	GSTONE	\$9,000.00	(\$5,000.00)	\$4,000.00
	Total for Adjustment # 000112				\$0.00	

Twp of Ocean BOE
Expense Account Adjustment Analysis By Adjustment#
 Current Cycle : November

pa_exaa2.082406
 1/30/2016

dj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
							Total Current Appropriation Adjustments	\$0.00

Office of the School Business Administrator
Township of Ocean School District
December 20, 2016

REQUESTS FOR USE OF SCHOOL FACILITIES

Ocean Twp United Soccer Club

OTHS, Turf Field

March 11 and 12, 2017, April 1 and 2, 2017,

May 6, 7, 20 and 21, 2017,

12:00 pm – 3:00 pm

March 18, 19, 25 and 26, 2017

April 8, 9, 15, 16, 22, 23, 29 and 30, 2017,

May 13, 14, 27 and 28, 2017,

June 3, 4, 17, 18 24 and 25, 2017

12:00 pm – 4:30 pm

Purpose: Soccer Practice and Games

Use of Facility Fee: \$0.00

Ocean Township United Soccer Club

OTHS, Turf Athletic Field

June 10, and 11, 2017

8:00 am – 8:00 pm

Purpose: Soccer Games

Lighting Usage Fee: TBD

OCEAN TOWNSHIP BOARD OF EDUCATION
Results of the 2016 Audit and Required

Communications

June 30, 2016

December 6, 2016

Agenda/Contents

- Overview of Audit
- Required Communications with Those Charged with Governance
- Review of Audited Financial Statements
- New Accounting Pronouncements
- Communication of Internal Control Related Matters

Audit Opinions, Deliverables & Engagement Objectives Under GAAS

Financial Statement Opinion- We have finalized our audit of the 2016 financial statements of Ocean Township Board of Education (Ocean) in accordance with auditing standards generally accepted in the United States of America (GAAS). The objective of our audit was to obtain reasonable assurance about whether the financial statements are free of material misstatement. As part of our scope of work, we satisfactorily reviewed management's accounting estimates and the accounting treatment afforded to all significant accounting matters.

Our Audit Approach was directed at the evaluation of all significant aspects of the school district of Ocean to reduce the risk of material misstatement to an acceptable level. Our primary focus was not on individual transactions and balances, but on the financial statements that we are opining on, taken as a whole.

As part of our audit, we obtained an understanding of internal controls sufficient to plan our audit and determine the nature, timing and extent of testing.

We have issued an unmodified opinion on the financial statements of Ocean.

Audit Opinions, Deliverables & Engagement Objectives Under GAAS

In addition, we have issued the following reports for Ocean:

Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.

- Internal Control over Financial Reporting- No material weaknesses identified.
- Compliance and Other Matters- No instances of non-compliance or other matters were noted.

Independent Auditor's Report on Compliance for each Major Federal and State Program and Report on Internal Control over Compliance Required by the Uniform Guidance and NJ OMB Circular 15-08.

- Unmodified opinion on compliance- Compliance requirements that could have a direct and material effect on major programs referred to in the financial statements.
- Internal control over compliance- No material weaknesses identified.

Required Communications with Those Charged with Governance

Area	Comments
<p>Auditor's Responsibility Under Professional Standards and Planned Scope and Timing of the Audit</p>	<p>We have communicated such information in our engagement letter dated May 9, 2016. Our objective is to issue an opinion on the fair presentation of the financial statements in accordance with Generally Accepted Auditing Standards, as well as Governmental Auditing Standards. The objective is to obtain reasonable assurance that the financial statements are free of material misstatement. We have issued an unmodified opinion.</p>
<p>Qualitative Aspects of Accounting Practices – Accounting Policies</p>	<p>Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Ocean are described in Note 1 to the financial statements. There have been no changes in significant accounting policies or their application during the reporting period that had a significant impact on the financial statements.</p>
<p>Qualitative Aspects of Accounting Practices – Significant Unusual Transactions</p>	<p>Our approach was directed at the evaluation of all significant financial aspects of the Board to reduce risk of material misstatement to an acceptable level. Our primary focus is not on individual transactions and balances, but on the financial statements as a whole. No matters have come to our attention that would require us to inform you about the methods used to account for significant unusual transactions.</p>

Required Communications with Those Charged with Governance (continued)

Area	Comments
<p>Qualitative Aspects of Accounting Practices – Accounting Estimates And Management's Judgment</p>	<p>Accounting estimates made by management are an integral part of the financial statements and are based on management's knowledge and experience about past and current events and assumptions about future events. Actual results could differ from those estimates.</p> <p>Certain accounting estimates are particularly sensitive because of their significance to financial statements and their susceptibility to change. The most sensitive estimates affecting the financial statements were:</p> <ul style="list-style-type: none"> • Management's estimate of depreciation • Management's estimate of compensated absences • Management's estimate of net pension liability <p>Management believes that the estimates used and assumptions made are adequate based on the information currently available. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements as a whole.</p>

Required Communications with Those Charged with Governance (continued)

Area	Comments
<p>Qualitative Aspects of Accounting Practices – <i>Financial Statement Disclosures</i></p>	<p>Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements is:</p> <p>Note 7 which discloses pension liability</p> <p>Note 17 Related parties</p> <p>Note 18 Subsequent Events – Loch/Arbour petition</p> <p>The financial statement disclosures are consistent and clear.</p>
<p>Difficulties Encountered in Performing the Audit, irregularities or illegal acts</p>	<p>We encountered no significant difficulties in dealing with management relating to the performance of the audit.</p>
<p>Disagreements with Management</p>	<p>For purposes of this communication, a disagreement with management is a matter, whether or not resolved, concerning financial accounting, auditing or reporting which could be significant to the financial statements or the auditors' report. No such disagreements arose during the course of this audit.</p>

Required Communications with Those Charged with Governance (continued)

Area	Comments
Management Representations	We have requested certain written representations from management in a separate letter dated December 2, 2016.
Management's Consultations With Other Independent Accountants	In some cases, management may decide to consult with other accountants about auditing and accounting matters similar to obtaining a "second opinion" on certain situations. We are not aware of such consultations between management and other accountants.
Significant Issues Discussed With Management Prior to Retention	We generally discuss a variety of matters, including the application of accounting principles and auditing standards with management each year prior to retention as the school auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.
Auditor Independence	We affirm that Smolin, Lupin & Co., P.A. is independent with respect to the Ocean in accordance with relevant professional standards. The non-audit services the Smolin provides includes assistance with the preparation of the financial statements (CAFR).

Required Communications with Those Charged with Governance (concluded)

Area	Comments
<p>Corrected and Uncorrected Mistakes</p>	<p>Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management.</p> <p>There were no waived or audit adjustments.</p>
<p>Responsibility for information in other documents containing audited financial statements and auditor's report</p>	<p>Management is responsible for informing us on a timely basis about other published information, which will include the financial statements. We are responsible for reading the document in its entirety and ensuring that there is no information contradictory to the financial statements or knowledge gained during the conduct of our audit.</p>

Review of Audited Financial Statements

• See June 30, 2016 Financial Statements

• Fund Balance recap per C-1:

	2015	2016
- Encumbrances	\$ 370,645	\$ 142,930
- Capital Reserve	1,360,531	328,224
- Excess Surplus- Prior	2,139,672	1,682,529
- Excess Surplus- Current	1,682,529	2,146,357
- Budgeted surplus	570,000	817,640
- Undesignated	1,732,787	1,621,368

Variance less negative than anticipated primarily due to lower than budgeted costs in instruction, tuition, utilities and health insurance.

New Accounting Pronouncements

GASB 73 Amendment to GASB 67 and 68 for pension disclosures- To improve the usefulness of information about pensions. Effective for the year ended June 30, 2017.

GASB 74 Financial Reporting for Postemployment benefits other than pensions- Improvement on disclosure for benefits such as retiree health insurance. Effective for the year ended June 30, 2017.

GASB 75 Accounting and Financial Reporting for Postemployment Benefits Other than Pensions- Improvement in accounting and financial reporting. Improves information provided by the State about financial support for Postemployment benefits received from other entities. Effective for the year ended June 30, 2018.

GASB 78 Tax abatement disclosures- Improves transparency by improving disclosure of the nature and magnitude of tax abatements.

GASB 82 Pension Issues- Amendments of GASB 67,68 and 73- Addresses issues regarding presentation of payroll information in required supplementary information , selection of actuarial assumptions, and classification of employer payments.

Communication of Internal Control Related Matters

Prior year finding corrected- District Report of Transported Resident Students- no issues; for 10/15/16 count, no known issues- reviewed with transportation before file was submitted.

Suggestion to Management- Appraisal of Assets- it has been 6 years since the last one; file needs to be reviewed for obsolete assets.

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

**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.

John Bazley
Monmouth U
OTHS
Lisa Hanna

**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 Observer – January 3 – 13, 2017

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

Elise McAloon
William Paterson University
TOIS
Walter McAloon

Office of the Assistant Superintendent of Schools
Curriculum & Instruction

Township of Ocean Schools



MEMORANDUM

FOR: James Stefankiewicz, Ed. D.
FROM: Melody Ragle
RE: N.J.A.C. 6A:23B-1.2(c)3
DATE: December 2, 2016
CC: Kelly Weldon, Ken Jannarone

Below are Professional Development Activities in accordance with District Policy 6471 and NJAC 6A:23B for BOE approval. The attendance at said activity is fiscally prudent and will promote the delivery of instruction and/or will further the efficient operation of the district.

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

Last	First	Subject	Title	Date	FEE*
Gifford	Kim	LLD	Orton Gillingham Comprehensive Training – Secaucus	1/9-13/2017	\$1075**
Della Pesca	John	Phys Ed	NJAHPERD*** Convention - Long Branch	2/27&28/2017	\$125.00**
Cole	Suzan	ESL	NJTESOL**** Spring Conference - New Brunswick	5/31&6/1/2017	\$279.00**
Connolly	Allison	Social Studies	Diversity Council Educators' Conference - Kean U	1/24/17	**
Sain	Tara	Science	Project Lead the Way - Rowan U	1/11/17	**
Kinkela	Anne	Science	Project Lead the Way - Rowan U	1/11/17	**
Werthwein	Lynette	Dance	Red Bank Regional	2/9/17	**
Emeric	Donna	Librarian	Sugar & Spice vs Puppy Dog Tails - Monmouth U	2/27/17	**
Kaszuba	Dawn	Principal	Future Ready Summit - Newark	1/11&12/2017	n/a
Kostula	Larry	Principal	Future Ready Summit - Newark	1/11&12/2017	n/a
Ryan	Doreen	Principal	Future Ready Summit – Newark	1/11&12/2017	n/a
Palaia	Denise	Principal	Future Ready Summit – Newark	1/11&12/2017	n/a
Sullivan	Patrick	Supv of Science	Project Lead the Way - Rowan U	1/11/17	n/a

* Registration fees are supported by local professional development funds and Title IIA of NCLB

**Substitute rate @ \$85 per day

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

****NJ Teachers of English to Speakers of Other Languages

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

Township of Ocean Schools



MEMORANDUM FOR: James Stefankiewicz, Ed. D.
FROM: Melody Ragle
DATE: December 16, 2016
CC: Kelly Weldon, Ken Jannarone
RE: Nursing Services Plan

Please present to the Board for review and approval the Nursing Services Plan. This plan has been approved by Dr. Murphy.

Upon approval by the Board this plan must be submitted to the County Superintendent's Office for his approval.

Thank you.

Township of Ocean Schools

Nursing Services Plan 2016 - 2017

Section 1: Description of Nursing Services

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

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

Section 2: Summary of Medical Needs of Students

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

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

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

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

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

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

	OTHS	TOIS	OTES	WAN	WAY	Total
ENROLLMENT	1160	1079	381	298	671	3589
Level 1: Nursing Dependent	0	0	0	0	0	0
Level 2: Medically Fragile	16	30	5	4	12	67
Level 3: Medically Complex	102	115	36	29	65	347
Level 4: Health Concerns	137	452	64	62	83	798

Section 3: Nursing Services in Emergency Situations

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

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

Section 4: Nursing Assignments by School

The Township of Ocean School District is composed of five (5) buildings. A certified school nurse is assigned to each school. They include: Ocean Township High School (OTHS), Township of Ocean Intermediate School (TOIS), Ocean Township Elementary School (OTES), Wanamassa Elementary School (WAN) and Wayside Elementary School (WAY). A part-time nurse is placed at the Intermediate and High School.

The revised assignment plan was approved at the public Board of Education meeting on December 20, 2016. The plan was discussed at a meeting of the district's Health & Safety Committee.

Nursing Assignment Plan

School	Grades	Enrollment	Certified Nurse
Ocean Twp. High School	9-12	1160	Carol Ann Parise
Twp.of Ocean Intermediate	5-8	1079	Karen Kasyjanski
Wayside School	PreK - 4	671	Audrey Case
Ocean Twp. Elementary	PreK - 4	381	Patricia Intveld
Wanamassa	PreK - 4	298	Valerie Boodaghians

Section 5: Nursing and Medical Services Provided to Nonpublic Schools

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

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

Dr. Robert Murphy MD
Dr. Robert Murphy
 Schools' Physician

Kelly Sweldo
Assistant Superintendent

Date:

12/13/16

Robert D. Murphy, M.D., F.A.C.P.
 123 Monmouth Road, Suite 2
 West Long Branch, N.J. 07767-1029

SPECIAL SERVICES OFFICE
TOWNSHIP OF OCEAN SCHOOL DISTRICT
DATE: December 15, 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 cancellation for board approval:

<u>School</u>	<u>Student</u>	<u>Classification</u>	<u>Tuition</u>
Children's Center	1	*ESERS 1:1 Aide/ \$160.00 per Diem	\$23,680.00

Effective: 12/16/2016

*Eligible for Special Education and Related Services

cc: K. Weldon
K. Jannarone
M. Mosca

PERSONNEL

SUPERVISOR OF EDUCATIONAL TECHNOLOGY & INNOVATION /GRADES K-12

Title: Supervisor of Educational Technology & Innovation/Grades K-12

Department: Educational Technology

Reports to: Assistant Superintendent of Schools/Curriculum and Instruction
Building Principals

Supervises: Applied Technology (OTHS & TOIS), Media Specialists/Librarians, Educational Tech Specialists, and Computer Lab Assistants,

Position, Purpose and Objective:

To assist the Assistant Superintendent and principals in effectively directing, guiding, and coordinating the infusion of technology in the total educational program in school; thereby improving the quality of instruction and creating an innovative learning and working environment; to improve and coordinate instruction in technology integration K-12; to coordinate and assist in the development of an overall district technology plan for implementation within the district.

Qualifications:

1. A valid certification as a supervisor.
2. At least five years successful teaching experience in public education.
3. Demonstrated record of technology integration and transformational leadership in Educational Technology.
4. Ability to assume leadership and responsibilities inherent in the position of Supervisor.
5. A Master's degree in instructional technology preferred
6. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

Essential Job Functions

1. Responsible for the formulation and submission of the district's Technology Plan.
2. To plan, coordinate, and implement technological advancement in all schools.
3. To assist in the coordination of technological advancement for employees throughout the district.
4. To prepare educational technology budget as per input from the Technology Committee and subject supervisors.
5. To participate in the District Technology Committee meetings.
6. To work with the Network Manager and the Student Information Manager in all common areas of educational technology.
7. To supervise the overall function of the Applied Technology Department (grades K-12).
8. To supervise and direct the K-12 Computer Lab Assistants.
9. To supervise and direct Media Specialist/Librarians (K-12)

Supervisor of Education Technology (Continued)

10. To supervise and direct Educational Technology Specialist (k-12)
11. To provide in-service training as directed by the Assistant Superintendent of Schools/ Curriculum and Instruction.
12. To assist in the recruitment, screening, hiring, assignment and dismissal of personnel assigned to the Educational Technology Department.
13. To maintain and upgrade as needed, the Safety Manual for the Applied Technology.
14. To perform all other responsibilities as requested by the Assistant Superintendent of Schools/Curriculum and Instruction.

Auxiliary Job Function

1. To maintain inventory records and distribute supplies and equipment to personnel as needed.
2. To keep abreast of all educational technological advances and evaluate same for use in instruction.

Terms of Employment:

1. Twelve-month year.
2. Salary and work year as per the Agreement between the Township of Ocean Administrator's Association and the District Board of Education.
3. Criminal History Background Check Required.

Evaluation: Performance of this position will be evaluated annually by the Assistant Superintendent of Schools/Curriculum and Instruction in accordance with Board of Education policy on evaluation of administrative personnel.

Source: Regular Board Meeting

Date: Created/December 20, 2016

**SUPERVISOR OF ENGLISH LANGUAGE ARTS
LITERACY AND SOCIAL STUDIES, K-5 AND LIBRARY K-8**

Title: Supervisor of English Language Arts Literacy and Social Studies, K-5 and Library K-8

Department: Elementary Education

Reports To: Assistant Superintendent of Schools/Curriculum and Instruction
Elementary School Principals
Intermediate School Principals

Supervises: All certified elementary staff, K-5

Position, Purpose & Objective:

To improve and coordinate English Language Arts Literacy and Social Studies instruction, K-5

Qualifications:

1. Teacher's Certificate
2. Supervisor's Certificate
3. A background in English Language Arts Literacy and/or Social Studies
4. Minimum of 3 year teaching experience in English Language Arts Literacy
5. Ability to assume leadership and responsibilities inherent in the position of Supervisor.
6. Effective oral and written communication and interpersonal skills.
7. Ability to work collaboratively with teachers.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Job Functions:

1. Curriculum K-5
 - To coordinate curriculum in elementary schools and to prepare and revise same as necessary.
2. Articulation, K-12
 - To coordinate elementary curriculum with Intermediate and High School programs.
3. Curriculum Leadership
 - To improve teaching and learning
 - To institute innovative techniques through demonstration lessons and in-service programs and to stimulate participation by staff in curriculum and other professional meetings
 - To serve as a consultant to elementary staff.
4. Program Evaluation
 - To evaluate the K-5 English Language Arts Literacy and Social Studies programs and to make recommendations for curriculum improvement based on analysis of test results
5. Budget Preparation
 - To participate in budget preparation under the supervision of the building principa

Supervisor of Elementary Education Reading/Lang. Arts/Social Studies (continued)

6. Dissemination of Information
 - To disseminate information regarding English Language Arts Literacy and Social Studies programs to the staff, administration, Board of Education and the community concerning the elementary programs
7. Professional Growth
 - To keep abreast of new developments in the field
8. Coordination with Other Disciplines
 - To cooperate with other elementary coordinators in correlation of programs
9. To perform all other responsibilities as required by the Assistant Superintendent of Schools/Curriculum and Instruction

Auxiliary Job Functions:

1. Supplies and Equipment
 - To maintain inventory records and distribute supplies and equipment to elementary staff
2. Staff Selection
 - To participate in hiring of new English Language Arts Literacy and Social Studies teachers at the request of the building principal

Terms of Employment:

1. Twelve-month year.
2. Work year to be determined by the Board.
3. Salary as per the Agreement between the Township of Ocean Administrator's Association and the District Board of Education.
4. Criminal history background check required.

Evaluation:

Performance of this position will be evaluated annually by the assistant Superintendent of Schools/Curriculum of Instruction in accordance with the Board of Education's policy on evaluation of administrative personnel.

Source: Regular Board Meeting

Date: December 21, 1982
January 19, 1999
December 01, 2009
April 26, 2011
December 20, 2016

SUBSTITUTES FOR BOARD APPROVAL

December 16, 2016

Singleton, Logan	6-12
Van Dyk, Andrew	Coach



Ocean Township High School

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

James Stefankiewicz, Ed.D.
Superintendent of Schools

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

Dawn C. Kaszuba
Principal

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent of Schools

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

DATE: December 16, 2016

RE: Wrestling Coach (Half Season)

I would like to recommend two candidates for the half season wrestling position. The position came about due to Danny Lopes (current half season wrestling coach) entrance into the Police Academy on January 9, 2017.

I would like to recommend Derek Tranchina a Math Teacher at TOIS to fill in as one of the candidates and Andrew Van Dyke an Ocean alumni wrestler who will be approved as a substitute teacher at the Board of Education meeting on December 20, 2016.

The stipend for the first year of the Group I Assistant Coach is \$5,417.00, so half of that is \$2,708.50. I would like the stipend to be split in the following way: Mr. Tranchina should be paid \$1,708.50, and Mr. Van Dyke should be paid \$1,000.

Please approve both as volunteers until they begin the stipend part of their coaching on January 9, 2016.

Any questions do not hesitate to contact me.

HRT:tpc

Home of the Spartans!

