

REGULAR MEETING
ATTACHMENTS
FEBRUARY 21, 2017

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

RESOLUTION

Adopted by the

Township of Ocean Board of Education

Township of Ocean, New Jersey

For

Joseph Anthony Palaia

Whereas, *Joseph A. Palaia served our school district, township, county and state with dedication and enthusiasm for over fifty-eight years; and*

whereas, *in 1950 he began his career as a sixth grade teacher in the Wanamassa Elementary School and became Principal of the Wamanassa Elementary School in 1957, a position he held until 1981 when he left education, to pursue politics on a full time basis; and*

whereas, *he held many political positions, both during his educational tenure and after, those of: Councilman, Township of Ocean, 1967-1971; Mayor, Township of Ocean, 1971-1979; Monmouth County Freeholder, 1980-1981; NJ State Assemblyman, 1981-1989 and finally NJ State Senator, 1989-2008, where he compiled a distinguished record in several vital roles, including as Assistant Majority Leader, 1992-1993 and Senate President Pro Tempore, 1994-2003. He was known for his advocacy for children, spearheading initiatives to expand educational and medical services for children with disabilities, he also sponsored a bill for a funding program benefiting academically gifted and talented students; and*

whereas, *he was and will be remembered as a caring and committed individual who exhibited the highest sense of integrity and responsibility throughout his time as teacher, administrator and political proponent; be it, therefore,*

Resolved, *the Township of Ocean Board of Education hereby expresses its sincere gratitude for Senator Palaia's dedication to the Board of Education and his invaluable public service to the children and residents of the Township of Ocean and the State of New Jersey, and henceforth will recognize February 3rd of each year as "Joe Palaia Day".*

February 21, 2017

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
February 7, 2017**

CALL TO ORDER

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

ROLL CALL OF ATTENDANCE

Present: Mr. James Dietrich, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis, Mrs. Denise Parlamas, Mr. John Stuppi and Mrs. Sylvia Sylvia-Cioffi.
Mr. Steven Clayton was absent.

Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator; Dr. James Stefankiewicz, Superintendent of Schools; Ms. Kelly Weldon, Asst. Superintendent of Schools/Curriculum & Instruction; Mr. Samuel Fierra, Director of School Counseling; Mr. Michael Hall, Network Manager and Mr. Chris Wilson, Supervisor of Social Studies & Work Language.

Enter Executive Session – 7:02 p.m.

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

Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Personnel (Agenda) and Litigation (Ira James versus Township of Ocean Board of Education and Loch Arbour versus Township of Ocean Board of Education). 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 – 7:22 p.m.

Approval: Motion offered by Mrs. Parlamas seconded by Mr. Palutis and carried 8-0.

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

PRESIDENT'S REPORT: Mr. Dietrich

Mr. Dietrich discussed the following item(s):

- Budget information and the importance of reviewing all information.
- Technology budget was reviewed in detail in committee.
- Board of Education will present a resolution regarding Senator Joseph Palaia at the February 21st regular public meeting.

VICE PRESIDENT'S REPORT: Mr. Palutis

Mr. Palutis discussed the following item(s):

- Discussed policy updates being reviewed by Strauss Esmay.

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Discussed the Professional Development day scheduled for the district on February 17th.
- Strategic planning session with students at Intermediate School
- Superintendent discussed his attendance at each of the school's PTA meetings.
- Superintendent discussed the petition for a stay on the Loch Arbour decision and the public's perception.

Twp of Ocean BOE Work Meeting Minutes (continued) – February 7, 2017

Superintendent introduced Dawn Kaszuba, Principal-Ocean Township High School and Samuel Fierra, Director of School Counseling who were in attendance. They discussed the following:

- Graduation Rates – Mrs. Kaszuba and Mr. Fierra went through the NJ Smart data and reviewed how the graduation rates are reported.
- Summer School Enrollment – Mrs. Kaszuba and Mr. Fierra passed out completion data for the students that were enrolled in summer school. Traditional versus online summer school was discussed.
- Advanced Placement Seminar – Mrs. Kaszuba and Mr. Fierra also discussed the capstone degree for students taking A.P. classes.

Superintendent then introduced Chris Wilson, Supervisor of Social Studies & World Languages. Mr. Wilson explained the State of New Jersey Biliteracy High School Graduation award, and how students could achieve the award. Mr. Wilson also spoke about Google Cardboard and Mimeo Projector tool.

Mr. Michael Hall, Network Manager, discussed alternatives to hardware being proposed and he went through the technology budget explaining each line item.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

- School Business Administrator discussed the Future Chef competition and the request for Board of Education members to judge the student creations.

PUBLIC COMMENT: None

Mrs. Parlamas left the meeting at 10:18 pm.

COMMITTEE REPORTS:

COMMUNITY LIAISON, COMMUNICATIONS & CO-CURRICULAR

STUDENT ACTIVITIES: 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 5514 – Student Use of Vehicles on School Grounds

Policy 8454 – Management of Pediculosis (*new*)

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

2. **Approval of Minutes:**

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

Work Meeting/Executive Session Minutes – January 31, 2017

Twp of Ocean BOE Work Meeting Minutes (continued) – February 7, 2017

Motion(s) for item #2 carried: 6-0-1 (Mrs. McGovern abstained)

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

The following item(s) were discussed:

1. **Discussion: Budget 2017-2018**
Board of Education and administration continued budget discussions for the 2017-2018 budget. Capital Outlay budget was distributed. (See attached documents)
2. **Discussion: Tax Sheltered Annuity 403(b)/Section 529 College Savings Plan Companies and Section 457 Plans**
Board of Education and Administration discussed the attached model 403(b) Plan Document and Adoption Agreement and the 457 Plan Document and Adoption Agreement for the Township of Ocean Board of Education.

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

3. **Use of Facilities**
Move to approve the use of facilities according to the attached list dated February 7, 2017.

Motion(s) for item #3 carried: 7-0

INSTRUCTIONAL & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. **Discussion: Research Study for Master's Thesis**
Board of Education and Administration discussed the request of Nora Lopez Matta, Spanish Teacher, Ocean Township, Wanamassa and Wayside Elementary Schools, to conduct a research study. The study is part of her master's thesis titled, "*Parents' perceptions of bilingualism and bilingual education.*" Ms. Lopez Matta is enrolled in the Graduate Program in the Department of Modern Languages at New Jersey City University. The study is a requirement of the program. The study will be conducted among parents of children in the Bilingual Program at the Wayside Elementary School. Ms. Lopez Matta will mail information to the parents of her students. Those participating will complete a consent form. Details regarding the study and a copy of the consent form are attached.

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

2. **Professional Development Activities – Staff**
Move to approve the attached memorandum dated February 3, 2017 re: Staff Professional Development Activities in accordance with District Policy 6471 and NJAC 6A:23B. The attendance at said activities is fiscally prudent and will promote the delivery of instruction and/or will further the efficient operation of the district.

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

3. **Suspension Report**

Twp of Ocean BOE Work Meeting Minutes (continued) – February 7, 2017

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

Motions on items #2 and #3 carried: 7-0

NEGOTIATIONS: No Report

PERSONNEL: Mr. Palutis

The following item(s) were discussed:

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

Board of Education and Administration discussed the request of Jessica Fischer, Basic Skills Teacher/Part-time, Township of Ocean Intermediate School/Grade 5, to take an unpaid family leave of absence, as designated under FMLA and NJFLA, beginning at the conclusion of her eligible sick leave, approximately May 12, 2017 through June 21, 2017 (5 weeks). Mrs. Fischer's last day of work will be Friday, April 7, 2017. She is expected to return to the work on June 22, 2017.

2. **Discussion: Maternity Leave of Absence for the 2017-2018 School Year**

Board of Education and Administration discussed the request of Blair Koczan, Speech-Language Specialist, Wayside Elementary School, to take a maternity leave of absence beginning September 1, 2017 and continuing to the end of the school year, June 30, 2018. Mrs. Koczan's last day of work will be Friday, May 26, 2017. Mrs. Koczan will be responsible for paying the appropriate contribution towards her health insurance coverage for the first 12-weeks of her maternity leave. Mrs. Koczan is expected to return to the classroom on September 1, 2018.

4. **Discussion: Custodial Substitute**

Board of Education and Administration discussed hiring Oniris Batista as a Custodial Substitute for the 2016-2017 school year.

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

3. **Substitute Teachers**

Move to approve Substitute Teachers for the 2016-2017 school year in accordance with the attached list dated February 3, 2017.

5. **Substitute Teacher**

Move to approve Kelsey Moore as a Substitute Teacher for the 2016-2017 school year.

6. **Revised Contract**

Move to approve that a revised contract be issued to the following employee, effective February 8, 2017:

Andrea Villapiano Kelly	From: Instructional Assistant/Part-time Intermediate School Non-Tenure Track Position	
	To: Instructional Assistant/Full-time Intermediate School/Fifth Grade Wing Non-Tenure Track Position	\$23,410.00* Prorated

(*This is a revision in salary as a result of an increase to work hours. Mrs. Kelly replaces

Twp of Ocean BOE Work Meeting Minutes (continued) – February 7, 2017

Jessica Killian who resigned.)

7. Issuance of Contract

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

To fill a vacancy position:

Kelsey Moore	Special Education Teacher	\$54,515.00
	High School	BA/Step 1
	Actual Start and Effective Dates: Pending	Prorated

criminal history background check.

(Ms. Moore replaces Nancy Parker who retired.)

8. Request for Days from the Sick/Personal Leave Bank (Non-Work Related) - Denied

Move to deny the request of employee number 4848 to use days from the Sick/Personal Leave Bank (non-work related).

Motions #3 and #5 thru #8 carried: 7-0

PLANNING & CONSTRUCTION: No Report

TECHNOLOGY COMMITTEE: Mr. Stuppi

1. Discussion: 2017-2018 Budget

Michael Hall, Network Engineer, and Kelly Weldon, Asst. Superintendent/Curriculum & Instruction were in attendance and discussed the 2017-2018 technology budget.

OLD BUSINESS:

- Superintendent reviewed previous calendar discussions with the PTA's and Union leadership.

NEW BUSINESS:

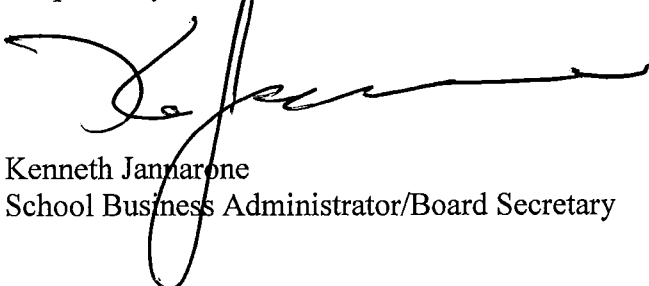
- Senator Beck meeting with Finance Committee to review the "Sweeney Plan" state aid on Thursday, February 16, 2017 at 5:00 pm in Red Bank.

PUBLIC COMMENT: None

ADJOURN MEETING: 10:38 p.m.

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

Respectfully submitted,



Kenneth Jannarone
School Business Administrator/Board Secretary

EMPLOYMENT OF CHIEF SCHOOL ADMINISTRATOR (M)

1220 EMPLOYMENT OF CHIEF SCHOOL ADMINISTRATOR (M)

The Board of Education vests the primary responsibility for the administration of this school district in a Superintendent of Schools and recognizes the appointment of a person to that office is one of the most important functions this Board can perform. The Superintendent shall have a seat on the Board of Education and the right to speak on matters at meetings of the Board (pursuant to N.J.S.A. 18A:17-20.a or N.J.S.A. 18A:17-20.b), but shall have no vote.

Recruitment Procedures

The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent. The Board may use a consultant service to assist in the recruitment process. Recruitment procedures may include, but are not limited to, the following activities:

1. The preparation of a new or a review of an existing written job description;
2. Preparation of informative material describing the school district and its educational goals and objectives;
3. Where feasible, the opportunity for applicants to visit the district;
4. Establish an interview process that encourages the candidate and the Board members to have a meaningful discussion of the school district's needs and expectations. The Board members shall review and discuss the candidate's credentials, qualifications, educational philosophy, and other qualities and expertise he/she can offer to the district;
5. Solicitation of applications from a wide geographical area; and
6. Strict compliance with law and Policy 1530 on equal employment opportunity.

Qualifications

The candidate must possess or be eligible for a valid New Jersey administrative certificate endorsed for school administrator or a provisional school administrator's endorsement in accordance with N.J.A.C. 6A:9B-12.4 et seq. and must qualify for employment following a criminal history record check.



EMPLOYMENT OF CHIEF SCHOOL ADMINISTRATOR (M)

The candidate shall meet criteria established by the Board.

Employment Contract

A person appointed Superintendent must enter an employment contract with the Board. An employment contract for the Superintendent of Schools shall be reviewed and approved by the Executive County Superintendent in accordance with the provisions of N.J.A.C. 6A:23A-3.1 and Policy 1620. Any actions by the Executive County Superintendent undertaken pursuant to N.J.A.C. 6A:23A-3.1 may be appealed to the Commissioner pursuant to the procedures set forth in N.J.A.C. 6A:3.

The employment contract with the Superintendent must be approved with a recorded roll call majority vote of the full membership of the Board at a public Board meeting.

In the event there is a Superintendent vacancy at the expiration of the existing contract, only the Board seated at the time of the expiration of the current Superintendent's contract may appoint and approve an employment contract for the next Superintendent.

In the event there is a Superintendent vacancy prior to the expiration of the existing contract, the Board seated at the time the position becomes vacant may appoint and approve an employment contract for the next Superintendent.

The contract for the Superintendent who does not acquire tenure, but who holds tenure during the term of his/her employment contract will include: a term of not less than three nor more than five years and expiring July 1; a beginning and ending date; the salary to be paid and benefits to be received; a provision for termination of the contract by the Superintendent; an evaluation process pursuant to N.J.S.A. 18A:17-20.3; and other terms agreed to between the Board and the Superintendent.

During the term of the contract, the Superintendent shall not be dismissed or reduced in compensation except for inefficiency, incapacity, conduct unbecoming a Superintendent, or other just cause and only by the Commissioner of Education pursuant to the tenure hearing laws.

At the conclusion of the term of the initial contract or of any subsequent contract, in accordance with N.J.S.A. 18A:17-20.1, the Superintendent shall be deemed reappointed for another contracted term of the same duration as the previous contract unless either: the Board by contract reappoints the Superintendent for a different term which shall not be less than three nor more than five years, in which event reappointments thereafter shall be deemed for the new term unless a different term is again specified; or the Board notifies the Superintendent in writing the Superintendent will not be reappointed at the



EMPLOYMENT OF CHIEF SCHOOL ADMINISTRATOR (M)

end of the current term, in which event his/her employment shall cease at the expiration of that term. In the event the Board notifies the Superintendent he/she will not be reappointed, the notification shall be given prior to the expiration of the first or any subsequent contract by a length of time to at least thirty days for each year in the term of the current contract.

Pursuant to N.J.S.A. 18A:20.2a, the Board shall submit to the Commissioner for prior approval an early termination of employment agreement that includes the payment of compensation as a condition of separation. In accordance with N.J.S.A. 18A:17-20.2a, compensation includes, but is not limited to, salary, allowances, bonuses and stipends, payments of accumulated sick or vacation leave, contributions toward the costs of health, dental, life, and other types of insurance, medical reimbursement plans, retirement plans, and any in-kind or other form of remuneration.

An early termination of an employment agreement shall be limited in its terms and conditions as outlined in N.J.A.C. 6A:23A-3.2. The Commissioner shall evaluate such agreements in accordance with the provisions of N.J.S.A. 18A:17-20.2a and N.J.A.C. 6A:23A-3.2 and has the authority to disapprove the agreement. The agreement shall be submitted to the Commissioner by the district by certified mail, return receipt requested. The determination shall be made within thirty days of the Commissioner's receipt of the agreement from the school district.

Disqualification

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.

Certificate Revocation

In accordance with N.J.A.C. 6A:23A-3.1(e)(12), in the event the Superintendent's certificate is revoked, the Superintendent's contract is null and void.

N.J.S.A. 18A:16-1; 18A:17-15; 18A:17-20; 18A:17-20.1;
18A:17-20.2; 18A:17-20.2a; 18A:17-20.3
N.J.A.C. 6A:9B-12.3; 6A:9B-12.4;
6A:23A-3.1; 6A:23A-3.2

Adopted: 20, October 1992 , 21 February 2017



POLICY

OCEAN TOWNSHIP
BOARD OF EDUCATION

Teaching Staff Members
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EMPLOYMENT CONTRACT

3124 EMPLOYMENT CONTRACT

The Board of Education requires that every non-tenured teaching staff member employed by this district annually sign an employment contract for a term of not more than one year.

The employment contract shall include the specific title of the position to which the teaching staff member is appointed; the term for which employment is contracted, including beginning and ending dates; if applicable; the salary at which the teaching staff member will be employed; and the intervals at which the salary will be paid.

If the teaching staff member is not represented by a collective bargaining agreement or the collective bargaining agreement does not have provisions for termination, the non-tenured teaching staff member may terminate the contract with a 60 calendar day notice and the Board may terminate the contract for non-tenured teaching staff members with a 14 calendar day notice.

In the event that the salary entered on the written contract differs from that approved by the Board in a resolution duly adopted, the salary approved by the Board shall be the salary paid.

N.J.S.A. 18A:27-2 et seq.; 18A:28-8

N.J.A.C. 6A:9B-5.1; 6A:9B-5.4

Adopted: 17 July 1990

Revised: July 2005, 21 February 2017



Teaching Staff Members

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EMPLOYMENT OF TEACHING STAFF MEMBERS (M)

3125 EMPLOYMENT OF TEACHING STAFF MEMBERS (M)

The Board of Education believes it is vital to the successful operation of the district that teaching staff member positions be filled with highly qualified and competent teaching staff members.

In accordance with the provisions of N.J.S.A. 18A:27-4.1, the Board shall appoint, transfer, remove, or renew a certificated or non-certificated employee only upon the recommendation of the Superintendent of Schools and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons. The Board shall approve the employment, fix the compensation, and establish the term of employment for every teaching staff member employed by this district.

No teaching staff member shall be employed unless he/she is a holder of a valid certificate in accordance with the New Jersey Department of Education and applicable statutes and administrative codes. The Superintendent shall require proof of any candidate's certification or pending application for certification.

The Board will employ substitutes for absent teachers in order to ensure continuity in the instructional program and will annually approve a list of substitutes and rate of pay. The Superintendent or designee shall select substitutes from the list approved by the Board to serve in the place of an absent teaching staff member.

In accordance with the provisions of N.J.S.A. 18A:16-1.1, the Board of Education will provide written notice to a teaching staff member, other than a per diem substitute, of his/her designation as a replacement when the teaching staff member has been designated or appointed by the Board to act in place of any officer or employee during an absence, disability, or disqualification of any such officer or employee subject to the provisions of N.J.S.A. 18A:17-13. Per diem substitutes shall also be informed in their notice of approval that their employment is as a replacement staff member.

The Board may use a private contractor to secure a substitute teacher in accordance with N.J.A.C. 6A:9B-7.1(f).

The Board shall approve the employment, fix the compensation, and set the term of employment for each person employed in a summer school program. The Board will employ only those candidates recommended by the Superintendent. Service as a summer school teacher will not count toward the accrual of tenure or seniority.



EMPLOYMENT OF TEACHING STAFF MEMBERS (M)

The Superintendent shall recommend to the Board the employment of qualified coaches for the district's interscholastic and/or intramural athletic programs. The Board will employ as athletic coaches only those persons who have experience in and knowledge of the specific sport, are properly certified, and possess the personal characteristics that qualify them to serve as role models to students.

In accordance with the provisions of N.J.A.C. 6A:9B-5.16(a), any teaching staff member in the employ of the Board of Education shall be permitted to organize public school students for purposes of coaching or for conducting games, events, or contests in physical education or athletics. The Superintendent may recommend to the Board the employment of a qualified candidate for an interscholastic athletic coaching position who is a holder of either a New Jersey teaching certificate or a substitute credential, pursuant to N.J.A.C. 6A:9B-5.16(b), to work in the interscholastic athletic program provided the position has been advertised. The twenty day limitation noted in N.J.A.C.6A:9B-7.4(a) shall not apply to coaching situations.

An athletic coach employed by this district who is not a regular employee of this district shall be employed only for the duration of the specific sport season. He/She shall be paid the stipend and no out-of-district athletic coach shall be eligible for tenure or for employment benefits.

An athletic trainer shall possess an educational services certificate issued by the State Board of Examiners pursuant to N.J.S.A. 18A:26-2.4 and 18A:26-2.5.

The Board of Education shall not employ for pay or contract for the paid services of any teaching staff member or any other person serving in a position which involves regular contact with students unless the Board has first determined, consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq., that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

An individual employed by the Board in any substitute capacity or position shall be required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1b.

The Board or contracted service provider may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history records check if the Board or contracted service provider demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.1c. In the event the criminal history record check is not



EMPLOYMENT OF TEACHING STAFF MEMBERS (M)

completed for an emergent hired employee within three months, the Board or contracted service provider may petition the Commissioner for an extension of time, not to exceed two months, in order to retain the employee.

No criminal history record check shall be performed unless the applicant shall have furnished written consent to such a check. The applicant shall bear the cost for the criminal history record check, including all costs for administering and processing the check. The district will deny employment to an applicant if the applicant is required and refuses to submit to a criminal history record check.

The Board of Education prohibits any relative of a Board member or Superintendent of Schools from being employed in an office or position in the school district in accordance with the provisions of N.J.A.C. 6A:23A-6.2 and Board Policy 0142.1 – Nepotism.

A teaching staff member's misstatement of fact material to his or her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.

N.J.S.A. 18A:6-5; 18A:6-6; 18A:6-7.1; 18A:6-7.1b; 18A:6-7.1c; 18A:6-7.2;
18A:16-1 et seq.; 18A:26-1 et seq.; 18A:27.1 et seq.; 18A:27-4.1;
18A:27-7; 18A:27-8

N.J.A.C. 6A:9B-5.16; 6A:9B-7.4

Adopted: 17 July 1990

Revised: 20 October 1992, 23 January 1996, 15 February 2000, 21 August 2001, 9
December 2003, 24 June 2014, 21 February 2017



EMPLOYMENT OF SUBSTITUTE TEACHERS

3125.2 EMPLOYMENT OF SUBSTITUTE TEACHERS

The Board of Education will employ substitutes in order to ensure continuity in the instructional program and will approve a list of substitutes on an annual basis and additional approved substitutes will be added to the approved list throughout the school year. Substitute teachers will be employed from the substitute list recommended by the Superintendent and approved by the Board. The Board shall also approve the substitute rate of pay.

All substitute teachers must possess a substitute credential issued by the New Jersey State Board of Examiners in accordance with the provisions of N.J.A.C. 6A:9B-7.1 et seq. All substitute teachers are required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1 et seq. and New Jersey Department of Education regulations and procedures for criminal history record checks. In accordance with the provisions of N.J.S.A. 18A-6-7.1b., a substitute teacher who is rehired annually by the Board shall only be required to undergo a criminal history record check as required by N.J.S.A. 18A:6-7.1 et. seq. upon initial employment, provided the substitute continues in the employ of at least one of the districts at which the substitute was employed within one year of the approval of the criminal history record check.

A substitute teacher shall follow the daily lesson plan provided by the regular teacher and, when that plan is exhausted or unavailable, the instructions of the Principal. A substitute teacher may not plan or direct an instructional program except as expressly permitted by the Superintendent.

In accordance with the provisions of N.J.S.A. 18A:16-1.1b. and N.J.A.C 6A:9B-7.4(c), a vacant teaching position may only be filled by one or more individuals employed as substitute teachers and holding an instructional certificate of eligibility (CE), certificate of eligibility with advanced standing (CEAS), or standard certificate issued by the New Jersey State Board of Examiners with an endorsement within the scope of the subject being taught for no more than sixty instructional days in the same classroom per year. The sixty day limit may be extended if the Executive County Superintendent is notified of an extension by the school district which shall demonstrate:

1. The school district was unable to hire an appropriately certified teacher for the vacant position;
2. The school district is filling the position subject to the limitations in a local contract or N.J.A.C. 6A:9B-7.1; and



EMPLOYMENT OF SUBSTITUTE TEACHERS

3. Holders of an instructional CE or CEAS with an endorsement within the scope of the subject being taught meet the following provisions:
 - a. CE or CEAS holders obtain a provisional certificate;
 - b. CE or CEAS holders are enrolled in a district mentoring program upon obtaining a provisional certificate;
 - c. CE holders are accepted into a CE educator program and will begin coursework in the program's next available cohort.

In the event that one individual employed pursuant to the provisions of N.J.S.A. 18A:16-1.1b. is employed in the same position for more than sixty days, the substitute shall be compensated by the school district on a pro-rata basis consistent with the salary provided to a teacher with similar credentials in the school district.

In accordance with the provisions of N.J.S.A. 18A:16-1.1c. and N.J.A.C. 6A:9B-7.4(b), a vacant teaching position may only be filled by one or more individuals employed as substitute teachers and holding an instructional CE, or a CEAS, or a standard certificate issued by the New Jersey State Board of Examiners with an endorsement not within the scope of the subject being taught for no more than forty instructional days in the same classroom per year. The Executive County Superintendent of Schools shall be notified by the Superintendent or designee if a holder of an instructional CE or CEAS substitutes for more than twenty instructional days in the same classroom. .

Holders of a career and technical education substitute credential pursuant to N.J.A.C. 6A:9B-7.5 shall be permitted to substitute for no more than forty instructional days in the same classroom per year in accordance with the provisions of N.J.A.C. 6A:9B-7.4(b)2.

In accordance with the provisions of N.J.S.A. 18A:16-1.1a. and N.J.A.C. 6A:9B-7.4(a), a vacant teaching position may only be filled by one or more individuals holding a substitute credential or holding an administrative or educational services certificate without an instructional CE, CEAS, or standard certificate issued by the New Jersey State Board of Education pursuant to the provisions of N.J.S.A. 18A:6-38 for no more than twenty instructional days in the same classroom per year. The Commissioner of Education may grant an extension of up to an additional twenty school days upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original twenty-day time limit.



POLICY

OCEAN TOWNSHIP
BOARD OF EDUCATION

Teaching Staff Members

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EMPLOYMENT OF SUBSTITUTE TEACHERS

N.J.S.A. 18A:6-7.1 et seq.; 18A:16-1.1a.; 18A:16-1.1b.; 18A:16-1.1c.; 18A:16-1.1d.

N.J.A.C. 6A:9B-7.1; 6A:9B-7.2; 6A:9B-7.3; 6A:9B-7.4; 6A:9B-7.5

Adopted: 23 August 2011

Revised: 21 February 2017



3126 DISTRICT MENTORING PROGRAM

The Board of Education shall develop a district mentoring program to provide non-tenured teachers, including novice professional teachers who hold a certificate of eligibility (CE) or certificate of eligibility with advanced standing (CEAS) with an induction to the teaching profession and to the school community through differentiated supports based on the teachers' individual needs and to help them become effective professionals.

The goals of the district mentoring program shall be to enhance teacher knowledge of, and strategies related to, the Core Curriculum Content Standards to facilitate student achievement and growth; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist first-year teachers in performing their duties and adjusting to the challenges of teaching. The Board of Education shall determine how each non-tenured teacher in his or her first year of employment shall be provided with supports as outlined in N.J.A.C. 6A:9C-5.1(c). The Board shall provide an individual mentor to work one-on-one with a novice provisional teacher in accordance with N.J.A.C. 6A:9C-5.1(d). The Superintendent shall oversee the mentor selection process and ensure the individual mentor meets the minimum requirements required in N.J.A.C. 6A:9C-5.2(a).

In accordance with the provisions of N.J.A.C. 6A:9C-5.4, an approved agency and its designated staff shall be authorized to provide the services, evaluations, and recommendations specified within N.J.A.C. 6A:9B-8.6, 8.7, and 8.9 for provisional teachers of supplemental instruction in Reading and Mathematics, grades K-8 in their employ.

The district's local mentoring plan shall be in accordance with the requirements as outlined in N.J.A.C. 6A:9C-5.1 et seq.

The Superintendent of Schools or designee shall develop the district mentoring plan in accordance with the requirements outlined in N.J.A.C. 6A:9C-5.3 as part of the school district's professional development plan (PDP) pursuant to N.J.A.C. 6A:9C-4.4. The district mentoring plan shall include logistics for its implementation and describe the school district's responsibilities pursuant to N.J.A.C. 6A:9C-5.1 et seq.

The Board of Education shall budget State funds appropriated for the novice teacher mentoring program in accordance with the provisions of N.J.A.C. 6A:9C-5.1(f). The Board shall ensure that State funds appropriated for this program shall supplement, and



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not supplant, any Federal, State or local funds already devoted to planning and implementing a novice teacher mentor program. The Board of Education shall ensure that State funds shall be used for one or more of the following: stipends for mentor teachers;; the costs associated with release time;; substitutes for mentor teachers and novice teachers;; and—professional development and training activities related to the program.

Evaluations for a provisional teacher shall be completed in accordance with the requirements of N.J.A.C. 6A:9B-8.6.

N.J.S.A. 18A:26-2; 18A:26-2a

N.J.A.C. 6A:9B-8.4; 6A:9B-8.5; 6A:9B-8.6; 6A:9C-5.1

Adopted: 19 October 1993

Revised: 28 June 1994, 24 June 2014, 21 February 2017



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District Mentoring Program

R 3126 DISTRICT MENTORING PROGRAM

The Board of Education is authorized to employ a holder of a certificate of eligibility (CE) or certificate of eligibility with advanced standing (CEAS) after its mentoring plan has been approved pursuant to N.J.A.C. 6A:9C-5.1.

A. Definitions (N.J.A.C. 6A:9-2.1)

1. "Certificate of Eligibility or CE" means a certificate with lifetime validity issued to persons who have completed degree, academic study, and applicable test requirements for certification. The CE permits the applicant to seek and accept employment in corresponding positions requiring certification.
2. "Certificate of Eligibility with Advanced Standing or (CEAS)" means a certificate with a lifetime validity issued to persons who have completed degree, academic study, applicable test requirements, and CEAS educator preparation programs for certification. The CEAS permits the applicant to seek and accept employment in positions requiring certification.
3. "District mentoring program" means a program of induction and support for non-tenured teachers, including novice provisional teachers and experienced teachers new to a school district, designed to develop them into effective professionals within the school district.
4. "Endorsement" means an authorization allowing a certificate holder to teach one or more specific subject area(s) or to serve in one or more specific teaching staff role(s).
5. "Mentor teacher" means an experienced, certified New Jersey teacher who is assigned to provide support and guidance to a novice teacher.
6. "Novice teacher" means any teacher serving full- or part-time under a provisional certificate who has not yet been issued a standard instructional certificate in any endorsement area.



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7. "Professional Standards for Teachers" means the knowledge, skills, and dispositions that all teachers must acquire to practice as teachers in accordance with N.J.A.C. 6A:9-3.3.
8. "Provisional teaching period" means a minimum of two years of full-time teaching under a provisional certificate required of all novice teachers before they are eligible to be recommended for a standard certificate.

B. Requirements for District Mentoring Program

1. The district shall develop a mentoring program to provide novice provisional teachers who hold a CE or CEAS, with an induction to the teaching profession and to the school district community through differentiated supports based on the teachers' individual needs and to help them become effective professionals.
2. The goals of the district mentoring program shall be to enhance teacher knowledge of, and strategies related to, the Core Curriculum Content Standards (CCCS) to facilitate student achievement and growth; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist first-year teachers in performing their duties and adjusting to the challenges of teaching.
3. The Board of Education shall determine how each non-tenured teacher in his or her first year of employment shall be provided with the following supports:
 - a. Comprehensive induction to school district policies and procedures including, but not limited to, introduction to school district curricula, student assessment policies, and training on the school district's evaluation rubric, including setting and assessing student learning through student growth objectives;
 - b. Individualized supports and activities, which shall be assigned at the school district's discretion and shall be aligned with the Professional Standards for Teachers at N.J.A.C. 6A:9-3.3, the Standards for Professional Learning at N.J.A.C. 6A:9C-3.3, and the school district's Commissioner-approved teaching practice instrument. The supports and activities shall be guided by:



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- (1) The non-tenured teacher's degree of preparation and experience;
 - (2) The non-tenured teacher's individual professional development plan (PDP) developed within thirty instructional days of the beginning of the teaching assignment pursuant to N.J.A.C. 6A:9C-4.4(f);
 - (3) Areas of focus within the district mentoring plan; and
 - (4) Goals of the school and school district plans for professional development as described in N.J.A.C. 6A:9C-4.2.
- c. One-to-one mentoring, which is required for each novice provisional teacher as set forth in 4. below.
4. The district shall provide an individual mentor to work one-to-one with a novice provisional teacher and ensure:
- a. Each novice provisional teacher is assigned an individual mentor at the beginning of the contracted teaching assignment;
 - b. The mentor teacher provides observation and feedback, opportunities for the novice teacher to observe effective practice, and confidential guidance and support in accordance with the Professional Standards for Teachers, and guides the teacher in a self-assessment on the school district's Commissioner-approved teaching practice instrument;
 - c. The one-to-one mentoring includes planned, in-person contact time between the mentor teacher and the novice provisional teacher holding a CE or CEAS over the course of the academic year, or proportionally longer if the novice provisional teacher holds a part-time teaching assignment;
 - d. The mentor teacher and the novice provisional teacher holding a CEAS meet at least once per week for the first four weeks of the teaching assignment;



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- e. The mentor teacher and the novice provisional teacher holding a CE meet at least once per week for the first eight weeks of the teaching assignment:
 - (1) The one-to-one mentoring shall support the novice provisional teacher in achieving the curricular objectives of the formal instructional program in which the novice provisional teacher holding a CE is enrolled.
- f. All contact time between the mentor teacher and the novice provisional teacher shall be recorded in a log, developed as part of the district mentoring plan, submitted to the Superintendent or designee, and maintained within the school district.
- 5. All novice provisional teachers whose positions require possession of instructional certificates pursuant to N.J.S.A. 18A:26-2 and N.J.A.C. 6A:9B-5.1 shall comply with the district mentoring program requirements.
- 6. The district shall budget State funds appropriated for the novice teacher mentoring program.
 - a. Subject to the availability of funds, the Department of Education shall appropriate State funds based on the number of novice teachers employed each year by the Board of Education.
 - b. The Board of Education shall ensure State funds appropriated for this program supplement, and not supplant, Federal, State, or local funds already devoted to planning and implementing a novice teacher mentor program.
 - c. The Board of Education shall ensure State funds are used for one or more of the following:
 - (1) Stipends for mentor teachers;
 - (2) The costs associated with release time;
 - (3) Substitutes for mentor and novice teachers; and
 - (4) Professional development and training activities related to the program.



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- d. If no State funds are available to pay the costs of mentoring fees, candidates who are required to complete a provisional period of teaching to obtain standard certification shall be responsible for payment of mentoring fees during the first provisional year.
7. The school district's administrative office shall oversee the payment of mentors. Payment shall not be conferred directly from provisional novice teacher to mentor.
- C. Mentor requirements
1. The Superintendent shall oversee the mentor selection process and ensure the individual mentor of a novice provisional teacher meets the following minimum requirements:
 - a. Holds an instructional certificate and, when possible, is certified in the subject area in which the novice provisional teacher is working;
 - b. Has at least three years of experience and has taught full-time for at least two years within the last five years;
 - c. Does not serve as the mentee's direct supervisor nor conduct evaluations of teachers;
 - d. Demonstrates a record of success in the classroom:
 - (1) Beginning academic year 2014-2015, all mentor teacher applicants shall have received a summative rating of effective or highly effective on the most recent summative evaluation, pursuant to N.J.A.C. 6A:10.
 - (a) A mentor teacher applicant in a school or school district not required pursuant to N.J.A.C. 6A:10-1 to issue summative evaluations shall demonstrate at least one year of effective teaching on his or her most recent evaluation as determined by his or her supervisor.
 - e. Understands the social and workplace norms of the school district and the community it serves;



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- f. Understands the resources and opportunities available in the school district and is able to act as a referral source to the novice provisional teacher; and
- g. Completes a comprehensive mentor training program with a curriculum that includes, at a minimum, training on the school district's teaching evaluation rubric and practice instrument, Professional Standards for Teachers, CCCS, classroom observation skills, facilitating adult learning, and leading reflective conversations about teaching practice.

D. District Mentoring Plan

- 1. The Superintendent or designee shall develop a district mentoring plan as part of the school district's PDP pursuant to N.J.A.C. 6A:9C-4.4. The district mentoring plan shall include logistics for its implementation and describe the school district's responsibilities pursuant to N.J.A.C. 6A:9C-5.
 - a. The Superintendent shall submit the district mentoring plan to the Board of Education for review of its fiscal impact.
 - b. The Superintendent or designee shall share the district mentoring plan with each school improvement panel, which shall oversee the school-level implementation of the district mentoring plan and shall communicate the plan to all non-tenured teachers and their mentors.
 - c. The Superintendent or designee annually shall review the plan and revise it, as necessary, based on feedback from mentor logs, each school improvement panel, and data on teacher and student performance.

Adopted: 17 May 2016

Revised: 21 February 2017



PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS (M)

3240 PROFESSIONAL DEVELOPMENT FOR TEACHERS
AND SCHOOL LEADERS (M)

The Board of Education encourages all teaching staff members to pursue a program of continuing professional development by course work or matriculation in institutions of higher learning, participation in workshops and conferences, membership in professional organizations, and independent scholarship.

Teaching staff members may be permitted to: visit other schools and classrooms; attend local, regional, or national conferences; participate in committees, workshops, and panels, both within and outside the district. Requests for participation in such professional development activities must be submitted in writing to the Superintendent or designee for approval. In addition, the Board of Education must approve all travel expenditures in accordance with N.J.S.A. 18A:11-12 and the State of New Jersey Department of the Treasury, Office of Management and Budget Circulars 08-19-OMB and 06-14-OMB (OMB Circulars) and any superseding circulars and any additional requirements set forth in N.J.A.C. 6A:23A-7 et seq.

A teaching staff member who has been granted time off and/or approved to be reimbursed for a professional development activity shall submit to the Superintendent or designee, with a copy to the School Business Administrator/Board Secretary, within 5 ten working days, a brief written report that includes the primary purpose of the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district.

All active teachers, defined as staff whose positions require possession of the instructional or educational services certificates in accordance with N.J.A.C.6A:9C-8 through 11 and 13 and all active school leaders serving on a permanent or interim basis whose positions require possession of the Chief School Administrator, Principal, or Supervisor endorsement in accordance with N.J.A.C. 6A:9B-12 shall comply with the professional development requirements as outlined in N.J.A.C. 6A:9C-4.1 et seq.

To meet the professional development requirement, each teacher shall be guided by an individual Professional Development Plan (PDP), which shall include at least twenty hours per year of qualifying activities as outlined in N.J.A.C. 6A:9C-4.4. The PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3.3 and the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3. The PDP shall be effective for one year,



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updated annually, and shall include, at least the minimum requirements outlined in N.J.A.C. 6A:9C-4.4(c).

District-level and school-level professional development planning and implementation shall be in accordance with the requirements of N.J.A.C.6A:9C-4.2.

Implementation of the professional development requirement for school leaders shall be in accordance with N.J.A.C. 6A:9C-4.3.

The Board of Education shall comply with the monitoring and assistance requirements as outlined in N.J.A.C. 6A:9C-4.4.

The Board shall monitor and enforce the professional development requirements for teachers and school leaders set forth in N.J.A.C. 6A:9C-4.1 et seq. and shall actively assist and support the provision of opportunities and resources, and the efforts by teachers and school leaders to meet the professional development requirements.

The Superintendent shall prepare and distribute to all teaching staff members regulations governing professional development activities. The Superintendent shall report regularly to the Board on the professional development activities of teaching staff members.

N.J.S.A. 18A:31-2; 18A:6-111

N.J.A.C. 6A:9-3.3; 6A:13-2.1;6A:9B-12; 6A:9C-3.3;6A:9C-4.1 et seq.;6A:9C-8 through 11 and 13

Adopted: 21 December 1982

Revised: 17 July 1990, 15 October 2002, 24 June 2014, 21 February 2017



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Professional Development for Teachers and
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R 3240 PROFESSIONAL DEVELOPMENT FOR TEACHERS AND
SCHOOL LEADERS

A.

Definitions (N.J.A.C. 6A:9C-2.1)

1. The definitions set forth in N.J.A.C. 6A:9-2.1 shall apply to the words and terms used in N.J.A.C. 6A:9C-3 et seq. and 6A:9C-4 et seq. and Policy and Regulation 3240.

B.

Components of Professional Development – (N.J.A.C. 6A:9C-3.2)

1. Professional development shall align with the Professional Standards for Teachers and the Professional Standards for School Leaders in N.J.A.C. 6A:9-3, the standards for professional learning in N.J.A.C. 6A:9C-3.3, student learning and educator development needs; and school, school district, and/or State improvement goals.
2. Professional development shall encompass a broad range of professional learning that contributes to improved practice, including, but not limited to, participation in the work of established collaborative teams of teachers, school leaders, and other administrative, instructional, and educational services staff members who commit to working together to accomplish common goals and who are engaged in a continuous cycle of professional improvement focused on:
 - a. Evaluating student learning needs through ongoing reviews of data on student performance; and
 - b. Defining a clear set of educator learning goals based on the rigorous analysis of data on student performance.
3. Professional learning shall incorporate coherent, sustained, and evidenced-based strategies that improve educator effectiveness and student achievement, such as job-embedded coaching or other forms of assistance to support educators' transfer of new knowledge and skills to their work.
4. Professional learning may be supported by external expert assistance or additional activities that:
 - a. Address defined student and educator learning goals;



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- b. Advance primarily ongoing school-based professional learning ‡; and
 - c. Include, but are not limited to, courses, workshops, institutes, networks, and conferences provided by for-profit and nonprofit entities outside the school such as universities, educational service agencies, technical assistance providers, networks of content specialists, and other education organizations and associations.
- C. Standards for Professional Learning (N.J.A.C. 6A:9C-3.3)
- 1. Professional learning that increases educator effectiveness and improves results for all students shall be guided by the following standards:
 - a. Learning communities: Occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment;
 - b. Leadership: Requires skillful leaders who develop capacity, advocate, and create support systems for professional learning;
 - c. Resources: Requires prioritizing, monitoring, and coordinating resources for educator learning;
 - d. Data: Uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning;
 - e. Learning designs: Integrates theories, research, and models of human learning to achieve its intended outcomes;
 - f. Implementation: Applies research on change and sustains support for implementation of professional learning for long-term change; and
 - g. Outcomes: Aligns its outcomes with educator performance and student curriculum standards.
- D. Requirements for and Implementation of Teachers' Individual Professional Development Plans (N.J.A.C. 6A:9C-4.4)



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1. Each teacher shall be guided by an individualized Professional Development Plan (PDP), pursuant to N.J.S.A. 18A:6-128.a, which shall include at least twenty hours per year of qualifying experiences. The twenty-hour annual requirement shall be based on the length of full-time employment and reduced by a pro rata share reflecting part-time employment, or an absence, including the use of family or medical leave.
2. The content of each individual PDP shall be developed by each teacher's supervisor, in consultation with the teacher, and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3 and the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3.
3. The individual PDP shall be effective for one year, updated annually, and modified during the year, as necessary, and shall specify, at least:
 - a. One area for development of professional practice derived from the results of observations and evidence accumulated through the teacher's annual performance evaluation; and
 - b. One area for development of professional practice derived from individual, collaborative team, school, or school district improvement goals.
4. Progress on the individual PDP shall be discussed at the annual summary conference, pursuant to N.J.A.C. 6A:10-2.4, but may occur more frequently throughout the year.
5. Evidence of progress toward meeting the requirements of the teacher's individual PDP may be provided by the teacher and/or his or her supervisor, and shall be reviewed as part of each annual summary conference.
6. All teachers governed by the professional development requirements shall have an individual PDP within thirty instructional days of the beginning of their respective teaching assignments.
7. A teacher's individual PDP goals may necessitate more than the recommended minimum requirements outlined in N.J.A.C.6A:9C-4.



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8. Additional hours of qualifying experiences may be required for teachers in low-performing schools, as determined by the Commissioner of Education.
 9. The teacher's designated supervisor shall:
 - a. Use the teacher performance evaluation process and the professional development planning process to monitor each teacher's progress in meeting the professional development requirements and shall take appropriate steps to assure such progress. If a teacher's progress is found to be inadequate, the teacher's designated supervisor shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means; and
 - b. Maintain accurate records of each teacher's progress in meeting the individual professional development requirements, pursuant to N.J.A.C. 6A:9C-4.3 and N.J.A.C. 6A:9C-4.4. Such records shall include a copy of each teacher's current PDP and timeline, as well as any documentation and evidence showing the teacher's progress toward meeting the plan's requirements.
 10. If a teacher leaves the employ of one New Jersey school district and is hired by another, the previous employing school district shall share with the new employing school district the teacher's individual PDP and all supporting documentation. If the current individual PDP is found to be unsuitable to the teacher's new assignment, the new employing school district shall ensure a revised individual PDP and timeline is created within thirty days of hire by the employee's new supervisor in collaboration with the new teacher.
- E. School-Level Plans for Professional Development Implementation (N.J.A.C. 6A:9C-4.2)
1. The Principal shall oversee the development and implementation of a plan for school-level professional development and shall ensure:
 - a. The school-level professional development plan includes a description of school-level and team-based professional learning aligned with identified school goals, and includes teacher and student learning needs; and



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- b. All teachers receive the necessary opportunities, support, and resources to complete individual professional development requirements pursuant to N.J.A.C. 6A:9C-4.4(a).
 2. The school-level plan shall become part of the school district plan for professional development overseen and reviewed by the Superintendent of Schools.
- F. Requirements for District-Level Plans for Professional Development Implementation (N.J.A.C. 6A:9C-4.2)
 1. The school district plan shall provide information on school-level and district-wide professional development learning opportunities, the resources being allocated toward their support, a justification for the expenditures, and include any professional development required by statute or regulation.
 2. The Superintendent of Schools or designee shall oversee the development and implementation of the school district plans to address the school district's professional development needs and shall review on an annual basis the school district plan to assess its effectiveness and revise it, as necessary, to meet the school district's learning goals for students, teachers, and school leaders.
 3. When overseeing and reviewing the school district plan, the Superintendent or designee:
 - a. Review school-level professional development plans;
 - b. Assess the learning needs of students, teachers, and school leaders based on educator evaluation data, school-level plans, and data from school- and district-level performances;
 - c. Plan, support, and implement professional learning activities that address the CCCS, and that align with the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3 and the Professional Standards for Teachers and School Leaders in N.J.A.C. 6A:9-3;
 - d. Develop and update, as necessary, the district mentoring plan for non-tenured teachers including novice professional teachers who hold a CE or CEAS, in accordance with N.J.A.C. 6A:9C-5.3;



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- e. Present the plan to the Board of Education to review for fiscal impact; and
 - f. Certify annually to the Department of Education, through a statement of assurance, that the school district is meeting the requirements for the school district plan as set forth in N.J.A.C. 6A:9C-4.2 and that it includes requirements of the district mentoring plan pursuant to N.J.A.C. 6A:9C-5.3.
4. School districts sending to the same middle and/or high school may form a regional consortium to develop one district-wide plan based on the sending schools' plans.
- G. Requirements for and Implementation of School Leaders' Professional Development Plans (N.J.A.C. 6A:9C-4.3)
1. Each school leader shall create, implement, and complete an PDP that:
 - a. Aligns with the Professional Standards for School Leaders set forth in N.J.A.C. 6A:9-3.4 and the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3;
 - b. Derives from the results of observations, evidence, and recommendations included in the annual performance evaluation of the school leader;
 - c. Identifies professional learning goals that address specific individual, school, or school district goals;
 - d. Grounds professional learning in objectives related to improving teaching, learning, and student achievement, and aligns to the school and/or school district plan for professional development; and
 - e. Includes training on: school law, ethics, and governance pursuant to N.J.S.A. 18A:26-8.2 and other statutory requirements related to student safety, bullying and harassment, and well-being.



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2. The Superintendent of Schools shall develop an individual PDP for review by the Board of Education. In developing the individual PDP, the following process shall be followed:
 - a. The Board shall review the Superintendent's individual PDP, including the individual training needs pursuant to N.J.A.C. 6A:9C-4.3(a)5, and shall ensure the individual PDP aligns to school district goals and to the school district's plan for professional development.
 - b. The Superintendent shall submit annually to the Board evidence of progress toward completion of the individual PDP. The Superintendent also shall submit every three to five years, depending on the length of his or her contract with the Board, summative evidence of plan completion.
 - c. The Superintendent may appeal to the Executive County Superintendent if he or she disagrees with the Board regarding PDP contents or progress toward completion. The Executive County Superintendent shall have final decision-making authority on all such matters.

3. Leaders whose positions require a Principal or supervisor endorsement, or whose positions require a Chief School Administrator endorsement but who do not serve as a Chief School Administrator or Superintendent of a school district, shall develop in collaboration with the Superintendent or designee an individual PDP and shall provide evidence of progress toward fulfillment of his or her plan. Each Superintendent or designee shall:
 - a. Review each Principal's, supervisor's, or other school leader's individual PDP, including the individual training needs pursuant to N.J.A.C. 6A:9C-4.3(a)5, and shall ensure it aligns to school and school district goals and the school district's plan for professional development;
 - b. Meet with the Principal, supervisor, or other school leader at mid-year to assess progress toward his or her PDP's completion or modification; and



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- c. Review the individual PDP's status as part of the Principal's, supervisor's, or other school leader's annual performance evaluation.
 4. The school leader's designated supervisor, or the Board of Education in the case of the Superintendent, shall:
 - a. Use the performance evaluation process and professional development planning process to monitor the school leader's progress in meeting the professional development requirements. If a school leader's progress is found to be inadequate, the school leader's designated supervisor or the Board shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means; and
 - b. Maintain accurate records of each school leader's progress in meeting the individual professional development requirements, pursuant to N.J.A.C. 6A:9C-4.3. Such records shall include a copy of each school leader's current PDP and timeline, as well as any documentation and evidence showing the school leader's progress toward meeting the plan's requirements.
 5. If a school leader leaves the employ of one New Jersey school district and is hired by another, the school leader's designated supervisor, or the Board of Education in the case of the Superintendent, shall ensure a revised individual PDP appropriate to the new assignment is developed in collaboration with the school leader.
- H. Assistance (N.J.A.C. 6A:9C-4.1)
 1. The Board of Education shall ensure all teachers and school leaders receive the necessary opportunities, support, and resources to engage in ongoing professional learning and to complete the requirements of their respective professional development plans.

Adopted: 15 October 2002

Revised: 24 June 2014, 21 February 2017



4124 EMPLOYMENT CONTRACT

The Board of Education requires every non-tenured staff member annually sign an employment contract for a term of not more than one year.

The employment contract shall include the title of the position; date; name of the employee; the beginning and ending dates of service (fixed term appointment); the salary to be paid and the intervals at which the salary will be paid; an authorization for salary deductions as applicable; and such other terms and conditions as may be necessary to a complete statement of the employment relationship.

The contract may include a provision for a probationary employment period with a provision providing the Board the right to terminate the employment of the non-tenured support staff member at the completion of the probationary employment period. The non-tenured support staff member may terminate the contract with a 60 calendar day notice and the Board may terminate the contract for non-tenured support staff members with a 14 calendar day notice.

In the event the salary entered on the written contract differs from that formally approved by the Board, the salary approved by the Board shall be the salary paid.

Adopted: 17 July 1990

Revised: 18 February 2014, 21 February 2017



5305 HEALTH SERVICES PERSONNEL

The Board of Education shall appoint at least one school physician pursuant to N.J.S.A. 18A:40-1. The Board may appoint a lead school physician to serve as health services director if more than one school physician is required. The school physician shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development. The school district shall conduct a criminal history background check on any physician before entering into an agreement for delivery of services.

The school physician shall provide, at a minimum, the following services:

1. Consultation in the development and implementation of school district policies, procedures, and mechanisms related to health, safety, and medical emergencies pursuant to N.J.A.C. 6A:16-2.1(a);
2. Consultation to school district medical staff regarding the delivery of school health services, which includes special health care needs of technology-supported and medically fragile children, including students covered by 20 U.S.C. § 1400 et seq., Individuals with Disabilities Education Improvement Act;
3. Physical examinations conducted in the school physician's office or other comparably equipped facility for students who do not have a medical home or whose parent has identified the school as the medical home for the purpose of a sports physical examination;
4. Provision of written notification to the parent stating approval or disapproval of the student's participation in athletics based upon the medical report;
5. Direction for professional duties of other medical staff;
6. Written standing orders that shall be reviewed and reissued before the beginning of each school year;
7. Establishment of standards of care for emergency situations and medically-related care involving students and school staff;



8. Assistance to the certified school nurse or non-certified nurse in conducting health screenings of students and staff and assistance with the delivery of school health services;
9. Review, as needed, of reports and orders from a student's medical home regarding student health concerns;
10. Authorization of tuberculin testing for conditions outlined in N.J.A.C. 6A:16-2.2(c);
11. Review, approval, or denial with reasons of a medical home determination of a student's anticipated confinement and resulting need for home instruction; and
12. Consultation with the school district certified school nurse(s) to obtain input for the development of the school nursing services plan pursuant to N.J.A.C. 6A:16-2.1(b).

The Board shall employ a certified school nurse to provide nursing services while school is in session pursuant to N.J.S.A. 18A:40-1 and 3.3. The certified school nurse shall work under the direction of the school physician and Superintendent of Schools.

The certified school nurse shall possess a standard educational certificate with a school nurse endorsement or school nurse/non-instructional endorsement pursuant to N.J.A.C. 6A:9B-14.3 or 14.4. The certified school nurse shall possess a current New Jersey registered professional nurse license issued by the New Jersey State Board of Nursing; a bachelor's degree from a regionally accredited college or university; a current Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health to comply with the American Heart Association's CPR guidelines.

The certified school nurse shall complete training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma, and Immunology.

The role of the certified school nurse shall include, but not be limited to:

1. Carrying out written orders of the medical home and standing orders of the school physician;



2. Conducting health screenings which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 and monitoring vital signs and general health status for emergent issues for students suspected of being under the influence of alcohol and controlled dangerous substances pursuant to N.J.S.A. 18A:40-4 and 12;
3. Maintaining student health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4;
4. Recommending to the school Principal students who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;
5. Annually reviewing student immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;
6. Recommending to the school Principal exclusion of students who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7, 8, and 10;
7. Directing and supervising the emergency administration of epinephrine and glucagon, and training school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6 and 12.14;
8. Administering asthma medication through use of a nebulizer;
9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;
10. Providing classroom instruction in areas related to health pursuant to N.J.A.C. 6A:9B-14.3;
11. Reviewing and summarizing available health and medical information regarding the student and transmitting a summary of relevant health and medical information to the Child Study Team for the meeting pursuant to N.J.A.C. 6A:14-3.4(h);
12. Writing and updating, at least annually, the individualized health care plan and the individualized emergency healthcare plan for students' medical needs and instructing staff as appropriate;



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13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a), for any student who requires them;
14. Assisting in the development of and implementing healthcare procedures for students in the event of an emergency;
15. Instructing teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3; and
16. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.

A certified school nurse who possesses the school nurse/non-instructional certificate is not authorized to teach in areas related to health pursuant to N.J.A.C. 6A:9B-14.4.

The Board may appoint a non-certified nurse under the supervision of a certified school nurse to supplement the services of a certified school nurse in accordance with the provisions of N.J.A.C. 6A:16-2.3(c). The non-certified nurse shall be assigned to the same school building or complex as the certified school nurse pursuant to N.J.S.A. 18A:40-3.3(a) and is limited to providing services only as permitted under the non-certified nurse's license issued by the State Board of Nursing.

N.J.A.C. 6A:9B-14.3; 6A:9B-14.4; 6A:16-2.3

Adopted: 15 February 1977

Revised: 22 December 1980, 17 July 1990, 25 November 1997, 15 January 2002,
21 December 2004, 16 December 2014, 21 February 2017



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ADMINISTRATION OF MEDICATION (M)

R 5330 ADMINISTRATION OF MEDICATION (M)

A. Definitions

1. "Medication" means any prescription drug, prescribed over-the-counter medicine, or nutritional supplement and includes, but is not limited to, aspirin and cough drops.
2. "Administration" means the taking of any medication by ingestion, injection, or application to any part of the body or the giving of direct physical assistance to the person who is ingesting, injecting, or applying medication.
3. "Self-administration" means carrying and taking medication without the intervention of the school nurse, approved through the school district policy and restricted to students with asthma and other life-threatening illnesses.
4. "Life-threatening illness" means an illness or condition that requires an immediate response to specific symptoms or sequelae (an after-effect of disease or injury) that if left untreated may lead to potential loss of life, i.e. adrenaline injection in anaphylaxis.
5. "A pre-filled single dose auto-injector mechanism containing epinephrine" is a medical device used for the emergency administration of epinephrine to a pupil for anaphylaxis.
6. "Noncertified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and is employed by the district, and who is not certified as a school nurse by the Department of Education.
7. "Substitute school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and who has been issued a county substitute certificate to serve as a substitute for a certified school nurse in accordance with N.J.A.C. 6A:9B-7.6.
8. "School physician" means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Medical Examiners



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who works under contract or as an employee of the district. This physician is referred to as the medical inspector in N.J.S.A. 18A:40-4.1.

9. "Advanced practice nurse" means a person who holds current certification as nurse practitioner/clinical nurse specialist from the State Board of Nursing.
10. "Certified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an Educational Services Certificate with a school nurse endorsement or school nurse/non-instructional from the Department of Education pursuant to N.J.A.C. 6A:9B-14.3 and 14.4.

B. Permission for administration by a school nurse or registered nurse

1. Permission for the administration of medication in school or at school-related events will be given only when it is necessary for the health and safety of the student.
2. Medication will not be administered to a student who is physically unfit to attend school or has a contagious disease. Any such pupil should not be permitted to attend school and may be excluded in accordance with Policy No. 8451.
3. Parent requests for the administration of medication in school must be made in writing and signed by the parent.
4. The parent must submit a certified statement written and signed by the pupil's physician. The statement must include:
 - a. The student's name,
 - b. The name of the medication,
 - c. The purpose of its administration to the student for whom the medication is intended,
 - d. The proper timing and dosage of medication,



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- e. Any possible side effects of the medication,
 - f. The time when the medication will be discontinued,
 - g. A statement that the student is physically fit to attend school and is free of contagious disease, and
 - h. A statement that the student would not be able to attend school if the medication is not administered during school hours.
5. The request for the administration of medication must be made to the school nurse prior to any administration of medication or delivery of the medication to the school. The school nurse will consult with the principal and school physician in making his/her final determination to allow or deny the request.
- a. An approved request will be signed by the principal and given to the school nurse and the pupil's parent.
 - b. The parent will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent.

C. Administration of Epinephrine to Students

1. The parent may provide the Superintendent authorization for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to a student for anaphylaxis provided that:
- a. The parent provides the Superintendent written authorization for the administration of epinephrine with written orders from the physician or an advanced practice nurse that the student requires the administration of epinephrine for anaphylaxis.
 - b. The School Nurse has the primary responsibility for the administration of epinephrine. However, the School Nurse may designate, in consultation with the Board or Superintendent additional employees of the district who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a student when the school nurse is not physically present at the scene. These volunteers shall be trained using standardized training protocols



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established by the New Jersey Department of Education and Senior Service. The student's parent must consent in writing to the administration of epinephrine via a pre-filled auto-injector mechanism by the designee(s).

- c. The parent must be informed in writing by the Board or Superintendent that the school district and its employees or agents shall have no liability as a result of any injury to a student arising from the administration of epinephrine via a pre-filled auto-injector mechanism.
- d. The parent must sign a statement acknowledging their understanding the district shall incur no liability as a result of any injury arising from the administration of epinephrine via a pre-filled auto-injector mechanism to the student and the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of epinephrine via a pre-filled auto-injector mechanism to the student.
- e. The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism is effective for the school year it is granted and must be renewed for each subsequent school year upon the fulfillment of the requirements as outlined in a. through d. above.
- f. The school nurse shall be responsible for the placement of the student's prescribed epinephrine in a secure but unlocked location easily accessible by the school nurse and trained designees to ensure prompt availability in the event of an allergic emergency at school or at a school function. The location of the epinephrine shall be indicated on the student's emergency care plan. Back-up epinephrine shall also be available at the school if needed.
- g. The school nurse or trained designee shall be promptly available on site at the school and school-sponsored functions in the event of an allergic reaction.
- h. The school nurse or trained designee shall arrange for the transportation of the student to a hospital emergency room by emergency services personnel after the administration of



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epinephrine, even if the student's symptoms appear to have resolved.

- i. In accordance with the provisions of N.J.S.A. 18A:40-12.5.f, the school nurse or a designated employee trained to administer epinephrine via a pre-filled auto-injector mechanism is permitted to administer epinephrine via a pre-filled auto-injector mechanism to any student without a known history of anaphylaxis or to any student whose parent has not met the requirements outlined above when the school nurse or trained designee in good faith believes the student is having an anaphylactic reaction.
- j. Each school in the district will maintain in a secure, but unlocked and easily accessible location, a supply of epinephrine auto-injectors prescribed under a standing order from a licensed physician, and that is accessible to the school nurse and trained designees for administration to a student having an anaphylactic reaction.

D. Permission for self-administration of medication

Permission for self-administration of medication of a student with asthma or another potentially life threatening illness or a life-threatening allergic reaction may be granted under the following conditions:

1. Parent of the student must provide the Board written authorization for the self-administration of medication.
2. The parent of the student must provide the Board with a signed written certification from the physician of the student that the pupil student has asthma or another potentially life threatening illness or is subject to a life-threatening allergic reaction and is capable of, and has been instructed in, the proper method of self-administration of medication. The statement must include:
 - a. The student's name,
 - b. The name of the medication,



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- c. The purpose of its administration to the student for whom the medication is intended,
 - d. The proper timing and dosage of medication,
 - e. Any possible side effects of the medication,
 - f. The time when the medication will be discontinued,
 - g. A statement that the student is physically fit to attend school and is free of contagious disease, and
 - h. A statement that the student would not be able to attend school if the medication is not administered during school hours.
3. The parent of the student have signed a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil student and that the parent shall indemnify and hold harmless the school district, the Board, and its employees or agents against any claims arising out of the self-administration of medication by the student.
4. The parent's written authorization and the physician's written certification shall be reviewed by the Principal or designee with the school nurse and the school physician. The school nurse and the school physician must agree the student is capable of self-administration of the medication. If it is determined the student may self-administer medication in accordance with the request
 - a. The request will be signed by the Principal and given to the school nurse and the student's parent;
 - b. The parent will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent.
5. Permission to self-administer one medication shall not be construed as permission to self-administer other medicationand
6. Permission shall be effective on the school year for which it is granted and shall be renewed for each subsequent school year upon fulfillment of the requirements in 1. through 4. above



E. Custodianship of Medication

1. Medications to be administered by the school nurse or a registered nurse:
 - a. All medications must be delivered to the school by the parent.
 - b. All medications must be in the original container, with the prescription information affixed.
 - c. The school nurse shall be custodian of student's medication, which will be secured.
 - d. Any unused medication must be picked up by the student's parent
 - e. After reasonable efforts to have the parent retrieve the medication have failed, any unused medication that remains in the school at the end of the school year or two school weeks after the pupil stops taking the medication, whichever first occurs, must be destroyed or discarded by the school nurse, in accordance with proper medical controls.
2. Medications to be self-administered by a student:
 - a. Time being of the essence in cases of asthma, other potentially life threatening illness, or a life-threatening allergic reaction, all medications to be self-administered by a pupil must be kept in the student's possession.
 - b. No student may possess medication for self-administration unless the proper permission has been granted by the principal and a record of the medication is on file in the office of the school nurse.
 - c. Students who are permitted to self-administer medications must secure their medication in such a manner that the medication will not be available to other students. The medication must be in a sealed container and clearly labeled with the medication name, dosage, and ordering physician. The medication, if ingested by someone other than the student, shall not cause severe illness or death.



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- d. Students who are permitted to self-administer medications shall only have in their possession the quantity of medication necessary for the time period of the student's school day.
- e. Notwithstanding any other law or regulation, a student who is permitted to self-administer medication in accordance with the provisions of N.J.S.A. 18A:40-12.3 shall be permitted to carry an inhaler or prescribed medication for allergic reactions, including a pre-filled auto-injector mechanism, at all times, provided the student does not endanger himself or other persons through misuse.

F. Administration of Medication

- 1. No medication shall be administered to or taken by a student in school or at a school sponsored event except as permitted by Board policy and this regulation.
- 2. Medication may be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6..
- 3. When practicable, self-administration of medication should be observed by the school nurse.
- 4. Student self-administering medication shall report each administration of medication and any side effects to a teacher, coach, or the individuals in charge of the pupil student during school activities. Such individuals shall report all administrations and any side effects reported or observed to the school nurse within 24 hours.
- 5. When a student attends a school-sponsored event at which medication may be required (such as an outdoor field trip or athletic competition) and the school nurse cannot be in attendance, the student's parent will be invited to attend. If neither the school nurse nor the parent can attend and the student does not have permission to self-administer medication and there



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is a risk that the student may suffer significant injury from lack of medication the may be excused from the event.

G. Emergencies

1. Any medical emergency requiring medication of students will be handled in accordance with Policy No. 8441 and implementing regulations on first aid and, as appropriate, the school physician's standing orders for school nurses. Arrangements will be made to transport a student to a hospital emergency room after the administration of epinephrine in accordance with N.J.S.A. 18A:40-12.5.e.(3).
2. Nothing in N.J.S.A. 18A:40-12.6 prohibits the emergency administration of epinephrine via a pre-filled auto-injector mechanism to a student for anaphylaxis by the school nurse or other trained designated employees pursuant to N.J.S.A. 18A:40-12.6 when the student is authorized to self-administer epinephrine pursuant to N.J.S.A. 18A:40-12.3, or when there is a coexisting diagnosis of asthma, or when a prescription is received from a licensed health care professional for epinephrine coupled with another form of medicine, or when the epinephrine is administered pursuant to N.J.A.C. 18A:40-12.5.

H. Records

The school nurse shall include the following in a pupil's health record:

1. The approved written request for the administration or self-administration of medication;
2. A record of each instance of the administration of the medication by the school nurse or a registered nurse;
3. A record of reports by teachers, coaches, and other individuals in charge of school activities who report student self-administration of medication;
4. Any side effects that resulted from the administration of medication, and
5. Whether the supply of medication provided in cases where the medication is to be administered by the school nurse or a registered nurse was exhausted or the parent removed the medication or, if the parent failed to



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remove the medication, the medication was destroyed and the date on which that occurred.

I. Notification

1. The school nurse may provide the principal and other teaching staff members concerned with the student's educational progress with information about the medication and administration when such release of information is in the student's best educational interest.
2. The school nurse will provide teachers, coaches, and other individuals in charge of school activities with a list of students who have been given permission to self-administer medication.
3. The school nurse will inform the student's parent of any difficulty in the administration of medication or any untoward side effects.
4. The school nurse will report to the school physician any student who appears to be adversely affected by the medication.

Adopted: August 1995

Revised: 22 December 1998, 27 April 1999, 15 January 2002,
17 January 2006, 29 September 2015, 21 February 2017



5339 SCREENING FOR DYSLEXIA (M)

In accordance with the provisions of N.J.S.A. 18A:40-5.1 et seq., the Board of Education shall ensure each student enrolled in the school district who has exhibited one or more potential indicators of dyslexia or other reading disabilities is screened for dyslexia and other reading disabilities using a screening instrument selected pursuant to the provisions of N.J.S.A. 18A:40-5.2. This screening shall be administered no later than the student's completion of the first semester of the second grade.

In the event a student enrolls in the district in Kindergarten through grade six and has no record of being previously screened for dyslexia or other reading disabilities, pursuant to N.J.S.A. 18A:40-5.2 the Board shall ensure the newly-enrolled student is screened for dyslexia and other reading disabilities using a screening instrument selected pursuant to N.J.S.A. 18A:40-5.2. This screening shall be administered at the same time other students enrolled in the student's grade are screened for dyslexia and other reading disabilities; or, if other students enrolled in the student's grade have previously been screened, within ninety calendar days of the date the student is enrolled in the district. The screenings shall be administered by a teacher or other teaching staff member properly trained in the screening process for dyslexia and other reading disabilities.

For the purposes of this Policy, "dyslexia" means a specific learning disability that is neurobiological in origin. It is characterized by difficulties with accurate and/or fluent word recognition and by poor spelling and decoding abilities. These difficulties typically result from a deficit in the phonological component of language that is often unexpected in relation to other cognitive abilities and the provision of effective classroom instruction. Secondary consequences may include problems in reading comprehension and reduced reading experience that can impede growth of vocabulary and background knowledge.

For the purposes of this Policy, "potential indicators of dyslexia or other reading disabilities" means indicators that include, but shall not be limited to, difficulty in acquiring language skills; inability to comprehend oral or written language; difficulty in rhyming words; difficulty in naming letters, recognizing letters, matching letters to sounds, and blending sounds when speaking and reading words; difficulty recognizing and remembering sight words; consistent transposition of number sequences, letter reversals, inversions, and substitutions; and trouble in replication of content.

In accordance with the provisions of N.J.S.A. 18A:40-5.2(a), the Commissioner of Education shall distribute to each Board of Education information on screening



instruments available to identify students who possess one or more potential indicators of dyslexia or other reading disabilities. The Commissioner shall provide information on the screening instruments appropriate for Kindergarten through grade two students and on screening instruments that may be suitably used for older students. The Board shall select and implement age-appropriate screening instruments for the early diagnosis of dyslexia and other reading disabilities.

In accordance with provisions of N.J.S.A. 18A:40-5.2(b), the Commissioner shall also develop and distribute to each Board of Education guidance on appropriate intervention strategies for students diagnosed with dyslexia or other reading disabilities.

In the event a student is determined, through the screening conducted in accordance with N.J.S.A. 18A:40-5.3, to possess one or more potential indicators of dyslexia or other reading disabilities pursuant to the provisions of N.J.S.A. 18A:40-5.1 et seq., the Board shall ensure the student receives a comprehensive assessment for the learning disorder. In the event a diagnosis of dyslexia or other reading disability is confirmed by the comprehensive assessment, the Board shall provide appropriate evidence-based intervention strategies to the student, including intense instruction on phonemic awareness, phonics and fluency, vocabulary, and reading comprehension.

In accordance with the provisions of N.J.S.A. 18A:6-131, general education teachers in grades Kindergarten through three, special education teachers, basic skills teachers, English as a second language teachers, reading specialists, learning disabilities teacher consultants, and speech-language specialists are required to complete at least two hours of professional development each year on the screening, intervention, accommodation, and use of technology for students with reading disabilities, including dyslexia. The Board may make these professional development opportunities available to other instructional or support staff members as the Board deems appropriate. This requirement for professional development in reading disabilities may be part of the twenty hours of annual professional development required by N.J.A.C. 6A:9C et seq. Documentation of teachers' fulfillment of this professional development requirement shall be maintained in the district.

N.J.S.A. 18A:40-5.1; 18A:40-5.2; 18A:40-5.3; 18A:40-5.4; 18A:6-131

Adopted: 16 December 2014

Revised: 29 September 2015, 21 February 2017



5350 PUPIL SUICIDE PREVENTION

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A pupil under severe stress cannot benefit fully from the educational program and may pose a threat to himself or herself or others.

The Board directs all school personnel to be alert to the pupil who exhibits behavioral warning signs of potential self-destruction or who threatens or attempts suicide. Any such signs or the report of such signs from another pupil or staff member should be taken with the utmost seriousness and reported immediately to the building principal, who shall notify the pupil's parent and other professional staff members in accordance with administrative regulations.

A potentially suicidal student shall be referred to the Child Study Team for appropriate evaluation and/or recommendation for independent medical or psychiatric services. In the event that the parent objects to the recommended evaluation or indicates an unwillingness to cooperate in the best interests of the student, the Child Study Team may contact the Department of Children and Families, Division of Child Protection and Permanency to request that agency's intervention on the student's behalf.

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. 6A:9C-3 et seq., every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in pupils who are members of communities identified as having members at high risk of suicide.

The Superintendent shall prepare and disseminate regulations for the guidance of staff members in recognizing the pupil who contemplates suicide, in responding to threatened or attempted suicide, and in preventing contagion when a pupil commits suicide.

N.J.S.A. 18A:6-111; 18A:6-112
N.J.A.C. 6A:9C-3 et seq.

Adopted: 21 March 1989

Revised: 17 July 1990, 19 April 1993, 23 August 2011, 21 February 2017



5350 STUDENT SUICIDE PREVENTION

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A potentially suicidal student shall be referred to the Child Study Team for appropriate evaluation and/or recommendation for independent medical or psychiatric services. In the event that the parent objects to the recommended evaluation or indicates an unwillingness to cooperate in the best interests of the student, the Child Study Team may contact the Department of Children and Families, Division of Child Protection and Permanency to request that agency's intervention on the student's behalf.

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. 6A:9C-3 et seq., every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

The Superintendent shall prepare and disseminate regulations for the guidance of staff members in recognizing the student who contemplates suicide, in responding to threatened or attempted suicide, and in preventing contagion when a student commits suicide.

N.J.S.A. 18A:6-111; 18A:6-112
N.J.A.C. 6A:9C-3 et seq.

Adopted: 21 March 1989



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STUDENT SUICIDE PREVENTION

Revised: 17 July 1990, 19 April 1993, 23 August 2011, 21 February 2017



R 5350 STUDENT SUICIDE

The following guidelines are established for guidance of staff members in recognizing the pupil who contemplates suicide, in responding to threatened, or attempted suicide and in preventing contagion when a student commits suicide. Because a prompt response may be essential to a student's life, the designation of a district position in these regulations includes the person who holds that position and, if the position holder is absent or unavailable, the person temporarily charged with the responsibilities of the position.

A. Recognition of Potential Suicide

All school personnel, both teaching staff members and support staff members, shall be alert to any sign that a student may be contemplating suicide. Such signs shall include, but are not necessarily limited to, a student's:

1. Overt suggestion, regardless of its context, that he/she is considering or has considered suicide or has worked out the details of a suicide attempt;
2. Evidence of preparation of a will, intention to dispose of his/her effects and belongings, or otherwise get life "in order";
3. Obsession with death or afterlife;
4. Possession of a weapon or other means of suicide or obsession with such means;
5. Sense of hopelessness or unrelieved sadness;
6. Lethargy or despondence, or, conversely, a tendency to become more impulsive or aggressive than usual;
7. Drop in academic achievement, slacking off of energy or effort, or inability to focus on studies;
8. Isolation from others by loss of friends, withdrawal from friends, lack of companionship, or family disintegration;
9. Preoccupation with nonexistent physical ills;



10. Loss of weight, appetite, and/or sleep;
11. Substance abuse;
12. Loss of economic resources;

B. Response to Potential Suicide

1. Any indication of a potential suicide, whether personally witnessed or received by report from another, must be taken seriously and reported to the principal immediately.
2. The principal shall immediately inform the Child Study Team which will investigate the matter promptly and conduct such evaluations as may be appropriate.
3. The Principal will inform the student's parent, in a conference if possible, of the signs demonstrated by the student and of the district's concern and seek parental approval of the student's evaluation. In the event parental abuse or neglect is suspected, the Principal or the employee who forms the suspicion will immediately so inform the Department of Children and Families, Division of Child Protection and Permanency in accordance with Policy 8462.
4. If the threat of suicide is immediate and serious, the Principal may appoint teaching staff members and/or Child Study Team members to a suicide intervention team, which shall determine the potential of the threat by directly questioning the student, without mincing words, about:
 - a. Whether any suicide plans have been made, how detailed the plans are, and whether any preliminary actions have been taken,
 - b. The student's feelings of hopelessness and the length of time the pupil has had such feelings,



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- c. The student's thoughts of suicide and how persistent and strong those thoughts are, and
 - d. Whether the student has considered alternative courses of action to resolve his/her problems.
5. After gathering information, the suicide intervention team shall determine the life-threatening risk of the situation based on the student's sign of possible suicide (paragraph A1) and the student's responses to questioning.
6. If it is determined that a substantial risk of suicide exists, the Suicide Intervention Team shall:
 - a. Assign staff members as required to assure that the student is never out of the presence of an adult who has been fully informed that the student may be in danger of self-destruction,
 - b. Refer the student to the Child Study Team for comprehensive evaluation,
 - ca. Contact the student's parent/guardian and request the parent/guardian come to the school immediately for a conference. At this conference, the Crisis Management Team Member shall encourage the family to agree on a treatment plan, which should include immediate emergency psychiatric screening. Parent/guardian will notify the Crisis Management Team Member of results of screening. Notify the student's parent immediately and strongly recommend consultation with a licensed mental health professional or agency,
 - d. Request the parent to sign a release of information form authorizing the chosen mental health professional or agency to share with appropriate district personnel such relevant information as premature termination of treatment, additional threats and/or attempts of suicide, and continuing warning signs.



7. A member of the Suicide Intervention Team will be appointed to follow up on the student's progress and to determine whether the student's parent has consulted a mental health professional or agency. Follow up reports will be made to the Principal.
8. If the student's parent does not sign the release of information form or does not cooperate in a comprehensive Child Study Team evaluation or does not seek treatment for the student, the Principal shall inform the Department of Children and Families, Division of Child Protection and Permanency.

C. Response to Suicide Attempt

1. Any attempted suicide, whether or not on school premises or during the school day, must be reported immediately to the principal.
2. The staff member who witnesses a suicide attempt on school premises or at a school sponsored event or in the course of school-related travel shall render first aid in accordance with Policy No. 8441 and summon medical assistance, as appropriate.
3. Procedures outlined at paragraph B2 through paragraph B8 above will be followed.

D. Prevention of Suicide Contagion

1. All district Principals will be promptly informed when a student of this district commits suicide.
2. Each Principal will assemble teaching staff members prior to the opening of school to provide them with accurate information, plans for the school day, and guidelines for handling the concerns of students.
3. The Principal of the school or building that the victim attended will assign a crisis team from the student personnel staff to assist the staff in dealing with the general school situation and any individual problems that may arise.



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4. The suicide will not be given prominence by public announcement or a school-wide assembly. School will not be closed in order to permit students and staff members to attend the victim's funeral.
5. Teachers will respond to the needs of students with as little interruption of the educational program as possible.
6. Students will be provided with accurate information and will be given the opportunity to discuss their feelings of loss and their memories of the victim, both good and bad, without penalty.
7. All school personnel shall be especially alert to signs of contemplated suicide among the victim's peers.
8. Teaching staff members under the direction of the principal shall attempt to prevent suicide contagion by:
 - a. Preventing glorification or romanticization of the suicide.
 - b. Helping recognize that suicide is irreversible and permanent and does not truly resolve problems.
 - c. Encouraging students pupils to ask probing questions when a fellow pupil suggests suicide and to report such suggestions to a staff member, and
 - d. Discussing ways of handling depression and anxiety without resorting to self-destruction.
9. Students who were close to the victim, and their parent, shall be offered special counseling services and notified of available community mental health services.

Adopted: April 1993

Revised: 21 February 2017



STUDENT USE OF VEHICLES ON SCHOOL GROUNDS

5514 STUDENT USE OF VEHICLES ON SCHOOL GROUNDS

The safety of students, staff members, school visitors, and others while on school grounds is of significant importance to the Board of Education. A student's use of a vehicle and/or other modes of transportation on school grounds has the potential to present a safety hazard for the student operator and to other students, staff members, school visitors and others while on school grounds.

The Board of Education assumes no responsibility for the loss, damage, or theft of any vehicle or any mode of transportation permitted on school grounds in accordance with this Policy.

Bicycle Use

Students riding bicycles to school must comply with all applicable State and local laws for operating a bicycle. The Principal of each school may develop school rules for the operation of the student's bicycle on school grounds. Students must park and lock their bicycles in an area outside the school building designated by the Principal. A bicycle may not be brought into the school building without the Principal's permission.

Students are permitted to bring on school grounds non-motorized skateboards, scooters, roller skates, or any other non-motorized mode of transportation the student may use to get to and from school. The Principal shall determine if such items may be brought into the school building during the school day.

Students that bring these items to school must comply with all applicable State and local laws for operation. The Principal of each school may develop school rules for the operation of the student's non-motorized items on school grounds and if such items can be brought into school and where such items shall be stored, in or outside the building, during the school day.

Automobile Use

Students in high school are permitted to drive their automobile to and from school and park in the area designated for student parking.

The student must register their automobile with the Principal or designee who will provide the student with school rules for driving and parking on school grounds. The school's rules may require a permit that must be affixed on a window or be clearly visible from outside the automobile when the automobile is parked on school grounds.



8441 CARE OF INJURED AND ILL PERSONS (M)

The Board of Education will provide the prompt and appropriate medical attention for students, staff members, or visitors who are injured or become ill on school grounds or during a school sponsored events, activity, or field trip.

Any injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, the Building Principal or designee. Immediate steps may be taken as necessary to remove the injured or ill person from danger and/or to prevent exacerbation of the injury or illness. Basic first aid may be administered by district personnel to ensure the safety and comfort of the injured or ill person until the school nurse or other medical professional arrives on the scene.

The parent of an injured or ill student and, if necessary, the family of an injured or ill staff member or visitor will be notified promptly of the injury or illness and the ongoing health status of the injured or ill person. If the school nurse or school physician or, in the absence of both, the Principal or designee, determines the injured or ill person should receive a medical examination from their medical professional, the parent or family member will be required to remove the injured or ill person from the school or school event or activity. In the event a serious health emergency occurs on school grounds or during a school sponsored event, activity, or field trip, emergency medical assistance will be contacted.

In the event it is determined by the school nurse and/or a medical professional that a student shall be immediately transported to a hospital or other emergency medical facility, a school staff member, if a parent or their designee is not on the scene, shall accompany the student to a hospital or other emergency medical facility.

The school nurse(s), in consultation with the school physician, will develop basic emergency first aid procedures for the emergency treatment of an injury or illness in the event a school staff member may be in the position to provide emergency first aid until the school nurse or other medical professional arrives on the scene.

Injuries and disabilities that occur in the course of the athletic program are subject to the provisions of Policy 2431 and implementing regulations. Pupil disabilities attributable to substance abuse will be handled in accordance with Policy 5530. Injuries that occur in the course of school bus transportation will be handled in accordance with regulations implementing Policy 8630.

Adopted: 20 July 1982
Revised: 18 September 1984, 17 July 1990, 21 February 2017



R 8441 CARE OF INJURED AND ILL PERSONS (M)

Injuries and/or Illness Requiring Immediate Attention

These regulations apply when a student, staff member, visitor, or other person on school grounds or during a school-sponsored event, activity, or field trip is injured or becomes suddenly ill. A school staff member shall take charge under these circumstances until the school nurse or another medical professional arrives on the scene.

1. The injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, to the Principal or designee.
2. If it is evident the illness or injury is serious and immediate medical attention may be required, emergency medical assistance shall be immediately summoned by a telephone call to 911.
3. The injured or ill person shall be examined for any obvious injuries or health problems.
4. The injured or ill person shall be checked for the presence of a necklace or bracelet that identifies a particular medical problem.
5. The injured or ill person shall not be moved, except as may be necessary to remove the person from a dangerous environment.
6. The injured or ill person should be made as comfortable as possible, without moving him/her.
7. No food or liquid should be given to the injured or ill person except on the orders of the school nurse or another a medical professional.
8. The injured or ill person shall be informed when emergency medical assistance has been contacted.

B. Emergency First Aid Procedures

1. The school nurse or other medical professional will administer emergency first aid to an injured student, staff member, or visitor.



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2. In the event the school nurse or other medical professional is not available or before the school nurse or other medical professional arrives, the school staff member or other adult in charge may administer basic first aid to the injured or ill person until the school nurse or other trained medical professional arrives.
 - a. The school nurse will develop, in consultation with the school physician, basic emergency first aid procedures in the event a school staff member may be in the position to provide emergency first aid to an injured or ill person until the school nurse or other medical professional arrives on the scene.
 - b. The school nurse will make such basic emergency first aid procedures available to school staff members.

Adopted: 20 July 1982

Revised: August 22, 2000, 21 February 2017



8454 MANAGEMENT OF PEDICULOSIS

The Board of Education recognizes the need to maintain a healthy learning environment for all children in the school district. One way to maintain this healthy learning environment is to manage pediculosis, a condition of a person having head lice. Head lice are very small insects that have claws that cling to hair and spend their entire life cycle on the heads of people. Head lice do not spread any diseases and having head lice is not prevented by personal or household cleanliness, use of shampoos, or length of hair. All social and economic groups can be affected by head lice. Because it is very difficult to totally prevent head lice infestations in schools where children come into close head-to-head contact with each other frequently, the Board of Education authorizes appropriate steps to manage pediculosis.

A student who is found to have active head lice will not be permitted to attend school until there are no active lice in the student's hair, proof of treatment has been provided to the nurse, and until all live and/or dead head lice are removed from the student's hair as confirmed by an examination by the school nurse.

The presence of nits (the eggs of lice) without active head lice will not prohibit a child from attending school provided proof of treatment has been provided to the nurse and there is no evidence of active head lice in the student's hair.

The Board recognizes parents have the primary responsibility for the detection and treatment of head lice and school staff members will work in a cooperative and collaborative manner to assist all families in managing pediculosis. The school nurse will compile a Management of Pediculosis Information Packet. The Board of Education's Management of Pediculosis Information Packet and this Policy will be provided to parents of children identified with active head lice or nits and be made available to all parents upon request. The Information Packet will include information about identifying, treating, and managing pediculosis.

If the school nurse determines a student has active head lice or nits, the parent shall be notified by the school nurse as soon as reasonably possible. The parent will be provided a copy of the district's Management of Pediculosis Information Packet and this Policy. The school nurse will advise the parent that prompt treatment of active head lice and/or nits is in the best interest of their child and treatment shall be required before the student can return to school. The school nurse will determine to send the child home or have the child remain at school for the remainder of the school day based on the comfort of the child, the degree of the infestation, and the likelihood of the spread of head lice to other students. If the school nurse cannot contact the parent a letter from the school nurse



informing the parent of the presence of active head lice or nits will be sent home with the student. In the event the parent cannot be reached on the day it is determined their child has active head lice or nits, the parent will be required to contact the school nurse the next school day to review the Board Policy, the Management of Pediculosis Information Packet, and treatment options.

The following action will be taken to prevent the spread of head lice in district schools:

1. Grades Kindergarten through Four – When a single case of active head lice has been identified by the school nurse, parents of all children in a class will be notified by the school nurse. The Principal will send home a copy of a Head Lice Alert Notice, the school district's Management of Pediculosis Information Packet, and this Policy to all parents of children in the class.
 - a. The information provided to parents will clearly notify parents that treatment should only be performed on their child if active head lice or nits are found in their child's scalp and treatment should not be applied as a preventative measure. This notification will inform parents they are expected to notify the school nurse if they find active head lice or nits in their child's scalp. The school nurse will perform a head check of any student if requested by the parent.
 - b. The school nurse will perform head checks of all students in a classroom where there are three or more active head lice cases or nits in the same classroom within a two week period.
2. Grades Five through Eight – When a single case of active head lice has been identified by the school nurse, parents of children in a class or on a team may be sent a Head Lice Alert Notice, the school district's Management of Pediculosis Information Packet, and this Policy at the discretion of the Principal or designee and the school nurse. Parents may request information regarding head lice from the school nurse. The school nurse will perform a head check of any student if requested by the parent.
3. Grades Nine through Twelve – When a case of active head lice has been identified by the school nurse, the school nurse shall perform a head check of any of the infested student's siblings in the school. If a sibling(s) attends a different school in the district, the school nurse in the sibling's school will be notified and the school nurse may conduct a head check of the sibling(s). In addition, anytime the school nurse has identified active head lice, the school nurse may conduct a head check of other students in



the school who are most likely to have had head-to-head contact with the infested child. All other students to be checked shall be identified by the school nurse in consultation with the school administration. The school nurse will notify the parent.

Each school in the district will make available to parents the district's Management of Pediculosis Policy.

All school staff members will maintain a sympathetic attitude and will not stigmatize and/or blame families who experience difficulty with control measures. All school staff members will act responsibly and respectfully when dealing with members of the school and broader community regarding issues of head lice.

Each school in the district will educate and encourage children and parents to learn about head lice in an attempt to remove any stigma or to prevent any harassment, intimidation, and bullying associated with this issue. Any instances of harassment, intimidation, and bullying shall be reported and investigated in accordance with the provisions of the district's Harassment, Intimidation, and Bullying Policy.

A student excluded from school for reasons outlined in this Policy shall be re-admitted only upon the examination and approval of the Principal or designee and the school nurse. The examination for re-admittance to school by the school nurse may be, but is not required to be, in the presence of the student's parent.

Cases of active head lice will be recorded by the school nurse in each school for the purpose of tracking incident rates and mandatory reporting of outbreaks will be done according to the New Jersey Department of Health criteria for reporting outbreaks.

Adopted: 17 January 2017



BUS DRIVER/BUS AIDE RESPONSIBILITY (M)

8630 BUS DRIVER/BUS AIDE RESPONSIBILITY (M)

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

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

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

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

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



BUS DRIVER/BUS AIDE RESPONSIBILITY (M)

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

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

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

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

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

School bus drivers are prohibited from using a cellular telephone or other electronic communication device while operating a school bus unless the school bus is parked in a



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BUS DRIVER/BUS AIDE RESPONSIBILITY (M)

safe area off a highway or in an emergency situation pursuant to N.J.S.A. 39:3B-25. A school bus driver who violates this policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.

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

N.J.S.A.18A:25-2; 18A:39-28

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

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

Adopted: 24 June 2003

Revised: 21 April 2015, 21 February 2017



R 8630 BUS DRIVER/BUS AIDE RESPONSIBILITY (M)

A. Staff Training

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



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individual operating a school bus or serving as an aide on a school bus;

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

B. Emergency Bus Evacuation Drills

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



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- b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;
 - c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;
 - d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
 - e. Demonstrate the use of the emergency exit door;
 - f. Instruct pupils that lunches and books should be left on the bus in the evacuation procedure;
 - g. Encourage older, bigger students to assist younger, smaller students in their exit from the bus;
 - h. Have students leave the bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;
 - i. Instruct students to group a safe distance away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority;
 - j. Tolerate no student misbehavior in the conduct of the drill; the failure of any student to follow directions must be reported to the Principal; and
 - k. Provide any other training that will protect the safety of the students in the event the bus needs to be exited due to an emergency.
6. In accordance with the provisions of N.J.A.C. 6A:27-11.2(d), emergency bus evacuation drills shall be documented in the minutes of the Board at the first meeting following completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
- a. The date of the drill;



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

C. Additional Precautions

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



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8630/Page 5 of 11
BUS DRIVER/BUS AIDE RESPONSIBILITY (M)

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



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

D. General Emergency Rules

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



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

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BUS DRIVER/BUS AIDE RESPONSIBILITY (M)

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



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OCEAN TOWNSHIP
BOARD OF EDUCATION

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BUS DRIVER/BUS AIDE RESPONSIBILITY (M)

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



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OCEAN TOWNSHIP BOARD OF EDUCATION

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BUS DRIVER/BUS AIDE RESPONSIBILITY (M)

number, and a description of the vehicle (color, make, year, body type).

- f. The following notifications must be provided:
- (1) The school bus driver must report immediately to the principal of the receiving school and the School Business Administrator or designee of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the Commissioner of Education.
 - (2) The principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the New Jersey Department of Education.
 - (3) In addition, a school bus driver involved in an accident resulting in injury or death of any person or damage to property of any person in excess of \$500 shall complete and file within ten days after such accident a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.
 - (4) The parent of students involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported to a hospital by ambulance or by other emergency personnel.
2. In the event the school bus driver is incapacitated, the following procedures will be implemented:
- a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver's physical or mental condition.
 - b. If there is a bus aide on the bus, the bus aide will take steps necessary to have the bus pulled off the road to a safe location and shall contact school officials or emergency services for assistance. If a bus aide is not on the bus, the bus driver shall pull the bus off



- the road to a safe location and contact school officials or emergency services for assistance.
- c. The bus shall be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and safely secure the bus.
 - d. The transportation supervisor shall immediately arrange for the transportation of the students by substitute driver, substitute bus, or other means.
3. In the event of an injury to a student on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.
- a. In the absence of another responsible adult in authority, the school bus driver will take charge of a student who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.
 - b. If necessary, first aid will be administered.
 - c. If the student's injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the student until emergency medical help arrives.
 - d. If the student's injury is not serious and
 - (1) Occurs on the way to the school, the school bus driver will deliver the injured student to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the student's.
 - (2) Occurs on the way to the student's home, the school bus driver or another school district staff member will deliver the injured student to his/her parent or to a responsible adult at the student's home or if no one is home the injured student will be transported back to a school district location until a parent or another responsible adult can be



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BUS DRIVER/BUS AIDE RESPONSIBILITY (M)

contacted. If it is determined the student may need medical treatment and a parent or responsible adult cannot be contacted, the child may be transported to the school physician's office or to the nearest hospital emergency room; or

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

Adopted: June 2003

Revised: 21 April 2015, 21 February 2017



9541 STUDENT TEACHERS AND INTERNS

The Board of Education encourages cooperation with colleges and universities in the education of teachers, because the public school offers an experience essential to their training, interaction with students and teachers at work in the classroom. Accordingly, the schools of this district will accept students from accredited institutions of higher learning as junior or senior student teachers/interns.

The Board, upon the recommendation of the Superintendent, shall approve student teachers/interns.

Student teachers/interns shall be assigned by the Superintendent. The Superintendent shall assign student teachers/interns throughout the district in a manner that assures that no single group of students will be subject to excessive student teacher/intern classroom hours.

Student teachers/interns shall comply with the health examination required by rules of the State Board of Education and that required for teaching staff members by this Board.

Student teachers/interns shall at all times be subject to the policies of this Board. Student teachers/interns serving in the schools of this district shall be responsible to the Principal for their conduct and to the cooperating teacher for their performance.

Students and other affiliates of educational institutions will be offered the opportunity to visit and observe our district in the course of teacher training programs and educational research projects. Such students will be treated as visitors and will be under the direct supervision of the Principal.

N.J.A.C 6A:9A-4 et seq; 6A:9A-5 et seq.; 6A:9B-7.1

Adopted: 21 August 1979

Revised: 17 July 1990, 21 February 2017



FINANCIAL MANAGEMENT RESOURCE SERVICES COMMITTEE

Twp of Ocean BOE

Expense Account Adjustment Analysis By Adjustment#

Current Cycle : January

va_exaa2.082406
01/31/2017

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000132	BT: JAN-001	11-000-2300-59006-10-25	MISC. PURCH. SERV.-DRIVE	01/04/2017	GSTONE	\$0.00	\$10,000.00	\$10,000.00
	BT: JAN-001	11-230-1000-10101-00-00	BASICSKILLS TCHR SAL	01/04/2017	GSTONE	\$469,466.00	(\$10,000.00)	\$459,466.00
					Total for Adjustment #	000132	\$0.00	
000134	BT: JAN-002	11-240-1000-58001-00-06	BILINGUAL TRAVEL	01/09/2017	GSTONE	\$1,229.00	(\$500.00)	\$729.00
	BT: JAN-002	11-240-1000-61006-00-06	BILINGUAL GEN SUPP	01/09/2017	GSTONE	\$48,212.00	\$500.00	\$48,712.00
					Total for Adjustment #	000134	\$0.00	
000135	BT: JAN-003	11-000-2620-42037-01-31	ATHL. EQUIP. R&M	01/10/2017	GSTONE	\$14,825.00	(\$5,000.00)	\$9,825.00
	BT: JAN-003	11-402-1000-44104-01-31	RENTAL POOL/ALLEY/ETC.	01/10/2017	GSTONE	\$41,100.00	\$5,000.00	\$46,100.00
					Total for Adjustment #	000135	\$0.00	
000137	BT: JAN-004	11-190-1000-61006-05-33	GEN SUP - GIFTED&TAL.	01/17/2017	GSTONE	\$3,726.00	(\$1,300.00)	\$2,426.00
	BT: JAN-004	11-190-1000-89001-06-33	DUES & FEES - GIFTED&TAL	01/17/2017	GSTONE	\$9,985.00	\$1,300.00	\$11,285.00
					Total for Adjustment #	000137	\$0.00	
000139	BT: JAN-005	11-000-2210-61008-10-24	CURRIC OFF SUPP-ASST SUP	01/18/2017	GSTONE	\$5,275.00	(\$700.00)	\$4,575.00
	BT: JAN-005	11-000-2230-58002-10-24	INSTR STAF TRAING:TRAVEL	01/18/2017	GSTONE	\$20,000.00	\$700.00	\$20,700.00
					Total for Adjustment #	000139	\$0.00	
000144	BT: JAN-006	11-000-2520-42001-01-19	R&M - ARC COMM	01/24/2017	GSTONE	\$21,620.00	\$4,750.00	\$26,370.00
	BT: JAN-006	11-190-1000-61019-01-41	TECH SUPPLIES	01/24/2017	GSTONE	\$21,879.00	(\$4,750.00)	\$17,129.00
					Total for Adjustment #	000144	\$0.00	
000145	BT: JAN-007	11-204-1000-61006-06-21	LLD INSTR GENSUPP INT	01/24/2017	GSTONE	\$9,408.00	(\$500.00)	\$8,908.00
	BT: JAN-007	11-212-1000-61006-06-21	MD INSTR SUPP TOIS	01/24/2017	GSTONE	\$2,426.00	\$500.00	\$2,926.00
					Total for Adjustment #	000145	\$0.00	
000150	BT: JAN-008	11-000-2510-33010-10-25	PURCH PROFESSIONAL SERV	01/30/2017	GSTONE	\$65,000.00	\$20,000.00	\$85,000.00
	BT: JAN-008	11-000-2510-34010-10-25	SUPPT SRV:OTH TECH SRV	01/30/2017	GSTONE	\$52,000.00	\$30,000.00	\$82,000.00
	BT: JAN-008	11-000-2510-61006-10-25	SUPPT SRV:GEN SUPPLIES	01/30/2017	GSTONE	\$6,000.00	\$5,000.00	\$11,000.00
	BT: JAN-008	11-000-2910-22000-10-25	SOC SECURITY CONTRIB	01/30/2017	GSTONE	\$863,100.00	\$40,000.00	\$903,100.00
	BT: JAN-008	11-000-2910-29006-10-25	UNUSED SICK LEAVE	01/30/2017	GSTONE	\$67,000.00	\$40,000.00	\$107,000.00
	BT: JAN-008	11-120-1000-10101-04-01	TCHR 1/4 SAL SELF CONT	01/30/2017	GSTONE	\$966,025.00	(\$2,708.00)	\$963,317.00
	BT: JAN-008	11-130-1000-10101-06-06	TCHR 6/8 SAL WLD LANG	01/30/2017	GSTONE	\$57,855.00	(\$44,932.00)	\$512,923.00
	BT: JAN-008	11-204-1000-10601-05-00	LLD AIDE SAL WAY	01/30/2017	GSTONE	\$87,010.00	(\$44,825.00)	\$42,185.00
	BT: JAN-008	11-213-1000-10101-02-00	RES CNTR TCHR SAL OTE	01/30/2017	GSTONE	\$404,788.00	(\$42,535.00)	\$362,253.00
					Total for Adjustment #	000150	\$0.00	
000153	BT: JAN-009	11-000-2910-29006-10-25	UNUSED SICK LEAVE	01/31/2017	GSTONE	\$107,000.00	\$30,000.00	\$137,000.00
	BT: JAN-009	11-000-2910-29008-10-25	UNUSED VACATION LEAVE	01/31/2017	GSTONE	\$63,000.00	\$30,000.00	\$93,000.00
	BT: JAN-009	11-213-1000-10101-04-00	RES CNTR TCHR SAL WAN	01/31/2017	GSTONE	\$408,410.00	(\$30,000.00)	\$378,410.00

Twp of Ocean BOE

Expense Account Adjustment Analysis By Adjustment#

Current Cycle : January

va_exaa2.082406
01/31/2017

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
000153	BT: JAN-009	11-240-1000-10101-00-00	BILINGUAL ED TCHR SAL	01/31/2017	GSTONE	\$798,658.00	(\$30,000.00)	\$768,658.00
					Total for Adjustment # 000153		\$0.00	
000155	BT: JAN-010	11-000-2700-42000-07-37	BUS REPAIRS & MAINT.	01/31/2017	GSTONE	\$480,000.00	\$5,000.00	\$485,000.00
	BT: JAN-010	11-000-2700-61506-07-37	TRANS GASOLINE	01/31/2017	GSTONE	\$150,000.00	(\$5,000.00)	\$145,000.00
					Total for Adjustment # 000155		\$0.00	

Total Current Appropriation Adjustments

\$0.00

Office of the School Business Administrator
Township of Ocean School District
February 21, 2017

REQUESTS FOR USE OF SCHOOL FACILITIES

OTES PTA

OTHS, Gym

April 20, 2017

7:00 pm –9:00 pm

Purpose: Harlem Wizards Charity Basketball
Game

Use of Facility Fee: \$0.00

Custodial Reimbursement \$TBD

Police and Security Personnel Reimbursement:
\$TBD

Ocean Twp United Soccer Assoc, Hurricanes

OTES, Gym

March 14, 15, 21, 22, 28, & 29, 2017, April 5,
18, 19, 25, & 26, 2017

6:30 pm –8:30 pm

Purpose: Soccer Training

Use of Facility Fee: \$0.00

Ocean Girls Lacrosse

OTHS, Athletic Field

May 21, 2017

8:00 am –7:00 pm

Purpose: Girls Lacrosse Round Robin Play Day

Use of Facility Fee: \$0.00

Ocean Waves Baseball

TOIS, 5th Grade Gym

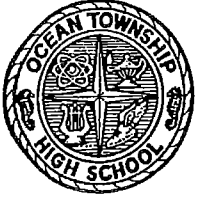
February 24, 2017, March 3, & 10, 2017

5:00 pm –6:30 pm

Purpose: Baseball Practice

Use of Facility Fee: \$0.00

INSTRUCTION & EDUCATION

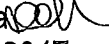


Ocean Township High School

Office of the Principal

SPARTAN MISSION:

Improving Student Achievement through Highly Effective Teaching

TO: J. Stefankiewicz
FROM: D. Kaszuba 
DATE: January 9, 2017

RE: 2017-2018 New Courses Offered – Pending Board Approval

The following courses will be offered in Program of Studies.

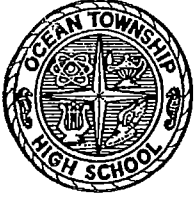
COURSE	Credits	Grades	Level
Introduction to Finance	5	9-12	1/3
Managerial Accounting	5	10-12	1/3
Humanities (A & B)	10	12	3
AP Seminar	5	10-12	1
Creative Writing	5	9-12	3
Games, Loot, and Literature	5	9-12	3
World Language Independent Study – Chinese, German, or Latin	5	11-12	3
Business and Personal Law	5	10-12	3

For your easy access, the descriptions of the new courses are attached:

cc: K. Weldon
S. Fierra

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Ocean Township High School

Office of the Principal

SPARTAN MISSION:

Improving Student Achievement through Highly Effective Teaching

COURSE DESCRIPTIONS

INTRODUCTION TO FINANCE *Pending Board Approval*
(Required First Course for Spartan School of Business and Finance)

Credits: 5

Grades: 9-12

Level: 1 /3

3 GCU Credits for Spartan School of Finance Student with a final grade of "C" or higher

This course will introduce students to the fundamental concepts of personal finance and basic skills in accounting. Familiarity with these topics will enable students to effectively interact with financial professionals throughout their lives. The course will also help students to understand and develop an appreciation for financial priorities of individuals and business entities. Additionally this course serves as a foundation course in quantitative problem solving as it applies to the business environment. This course will prepare students for postsecondary finance courses, and finance series events in DECA. **Ocean Township High School has a dual enrollment agreement with Georgian Court University (GCU) for this course as part of their Course Ahead program. While the course is open to any student, students wishing to earn dual credit must complete all tasks that correspond to the guidelines established by GCU for academic credit. A Course Ahead application must be submitted to GCU by each student wishing to take the class for dual enrollment credit prior to taking the course.**

MANAGERIAL ACCOUNTING *Pending Board Approval*
(Required Course for Spartan School of Business and Finance)
Prerequisite: Financial Accounting or Instructor Approval

Credits: 5

Grades: 10-12

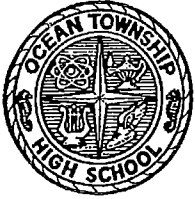
Level: 1 /3

3 GCU Credits for Spartan School of Business and Finance Student with a final grade of "C" or higher

This course continues exploring the concepts learned in Financial Accounting. Accounting for corporations and partnerships, including current liabilities, payroll, bonds, stocks, and the statement of cash flow. Review managerial accounting, the need for cost accounting systems, and job order accounting and process costing and how they differ. Includes cost volume profit and breakeven analysis, presentation of budgets, performance reports and variances. This accounting course will prepare students for post-secondary accounting courses, and accounting series events in DECA. Additionally this course prepares students for QuickBooks Pro® certification. **Ocean Township High School has a dual enrollment agreement with Georgian Court University (GCU) for this course as part of their Course Ahead program. While the course is open to any student, students wishing to earn dual credit must complete all tasks that correspond to the guidelines established by GCU for academic credit. A Course Ahead application must be submitted to GCU by each student wishing to take the class for dual enrollment credit prior to taking the course.**

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Ocean Township High School

Office of the Principal

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HUMANITIES (A & B) *Pending Board Approval*

Credits: 10

Grade: 12

Level: 3

Students in this *interdisciplinary* humanities course will explore US History and literature from World War II to modern day. After examining both history and literature through a variety of lenses, students will develop a culminating project based on their learning. This class fulfills the US History III and English IV requirement for graduation. Students are required to enroll in both sections (A and B) in order to receive the credit for both US History III and English IV.

AP SEMINAR *Pending Board Approval*

Credits: 5

Grades: 10-11

Level: 1

The AP Seminar course is the first of two courses in the AP Capstone program that is focused on building interdisciplinary learning experiences that prepare students for success in college and career. In this course students will build on their curiosity to explore real world issues across multiple disciplines (science, math, humanities, technology) through reading and viewing texts, participating in discussion, and working on projects. This course will provide students with the power to analyze and evaluate information with accuracy and precision in order to craft and communicate evidence-based arguments.

CREATIVE WRITING *Pending Board Approval*

Credits: 5

Grades 9-12

Level: 3

Everyone has a story. Everyone is a writer. Writing has the potential to clarify, heal, celebrate, commemorate, and encourage. This course is designed to give students the opportunity to think and write creatively. The objective of this course is to stimulate creative thinking and encourage students to develop the craft and a love of writing. This class invites students to become poets, storytellers, essayists, journalists, non-fiction writers, etc. Over the course of a semester, students will explore a wide range of genres as inspiration for their own writing. Students will connect with professional writers via correspondence, technology, and classroom visits. All students will be given the opportunity to "publish" their works in print, digital media, and oral presentation.

GAMES, LOOT, AND LITERATURE *Pending Board Approval*

Credits: 5

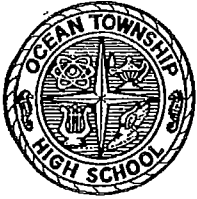
Grades 9-12

Level: 3

Have you ever argued that the games you play have actual value? Do you feel that having fun and learning is a real possibility? Have you looked for a class where playing games is actually encouraged? Then look no further. This course will make use of both game playing and game creation to advance interest in literature, critical thinking, and design elements inherent in the life cycle of game development. You will have a hand at creating your own games, world building, and design, as well as gaining the knowledge necessary for creating an immersive, creative storyline to keep the interest of players and prepare you for a real-life game design team.

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Ocean Township High School

Office of the Principal

SPARTAN MISSION:

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WORLD LANGUAGE INDEPENDENT STUDY – CHINESE, GERMAN, OR LATIN *Pending Board Approval*

Prerequisite: At least two years of World language study at Ocean Township High School

Credits: 5

Grades: 11-12

Level: 3

This digital course is a Pilot program, limited to 15 students, who have already completed their World Language requirement at Ocean Township High School, and are interested in pursuing study in a foreign language not currently offered. Students will use Middlebury Interactive's Online Language learning programs to pursue studies in one of the following languages: Chinese, German, and Latin. Courses utilize principles of the immersive language pedagogy and teaching methodology used at Middlebury College's renowned Language Schools to help students gain a stronger base of comprehension and to accelerate language learning. Students will be assessed on a variety of skills, including listening, speaking, writing, and reading, and will submit assignments online to state-certified instructors.

BUSINESS AND PERSONAL LAW *Pending Board Approval*

Credits: 5

Grades: 10-12

Level: 3

This course provides students with an understanding of the legal framework of our society. Topics include the history, development, and classification of laws, both personal and business as they relate to everyday life, contract law, the court system and courtroom procedures, constitutional rights, ethics, technology law, social responsibility, international law, and consumer protection. Students will be able to distinguish unethical from illegal behavior and understand the rising importance of social responsibility as an aspect of corporations and organizations in a global society.

Home of the Spartans!



January 30, 2017
Dr. James Stefankiewicz
Superintendent of Schools
Township of Ocean School District
163 Monmouth Road
Oakhurst, NJ 07755

Dear Dr. Stefankiewicz:

My name is Nora Lopez Matta. I am a graduate student in the Department of Modern Languages at New Jersey City University. I will be conducting a research study under the supervision of Dr. Grisel López-Díaz as part of my master's thesis titled *Parents' perceptions of bilingualism and bilingual education*.

As a teacher in the World Language Program, I am writing to seek your approval or authorization to allow me to conduct this study in the district. The goal of the study is to investigate the perceptions of parents of children at the elementary level might have about bilingualism and to explore their views on bilingual education.

You have my assurance that all identities of the study participants will be kept anonymous and any data will be kept confidential. Also, understand that there are no physical or psychological risks involved in this study, and that participants will be free to withdraw from the study at any time without penalty.

Note also that participation in this study does not imply employment with the state of New Jersey, New Jersey City University, the principal investigator, or any other project facilitator.

If you have any questions or problems concerning this study, you may contact me at nlopezmatta@oceanschools.org or my thesis mentor, Dr. Lopez-Díaz, Department of Modern Languages at New Jersey City University at glopezdiaz@njcu.edu or (201) 200-2343 or the Chair of NJCU Institutional Review Board, Dr. Beimnet Teclezghi, at (201) 200-3139 or bteclezghi@njcu.edu

Sincerely,



Nora Lopez Matta
Elementary Spanish Teacher
nlopezmatta@oceanschools.org

Date 01-30-2017

Please indicate whether or not you grant me permission to conduct this study in the district by checking the appropriate statement below and returning this letter to me by mid-January, 2017

I grant permission for you to conduct your study at the Township of Ocean School District.

I do not grant permission for you to conduct your study at Township of Ocean School District.

Superintendent's Signature

Date

Consent form

I agree to participate in this study which is being conducted by Nora Lopez Matta, a graduate student in the World Language Department at New Jersey City University. The purpose of this study is to explore parents' perceptions of bilingualism and their views about bilingual education. I understand that I will be required to answer a survey.

I understand that my responses will be anonymous and that all the data gathered will be confidential. I agree that any information obtained from this study may be used in any way thought best for publication or educational purposes provided that I am in no way identified and my name is not used.

I understand that there are no physical risks involved in this study and that I am free to withdraw my participation at any time without penalty.

I understand that my participation does not imply employment with the state of New Jersey, New Jersey City University, the principal investigator, or any project facilitator.

If you have any questions or problems concerning your participation in this study, you may contact Dr. Lopez-Diaz at glopezdiaz@njcu.edu or (201) 200-2343 or Dr. Beimnet Teclezghi, Chair of NJCU Institutional Review Board, at (201) 200-3139 or bteclezghi@njcu.edu

Signature of Participant

Date

Signature of Principal Investigator

Date

Appendix J

The data obtained from this survey will be used in a Master's Theses. Please answer as honestly as you can. I appreciate your participation.

Survey: Bilingualism

Date: _____

1. Are you an immigrant parent in the United States?
a) Yes b) No

2. If you are, how long have you been in the United States? _____

3. Your age ranges from: (please circle one)
a) 25-35 b) 36-45 c) 46-55

4. Do you speak English? (please choose one)
a) Not at all b) A little c) Very well

5. Do you speak a language at home other than English?
a) Si b) No

6. If so, which language?

7. What is your highest level of education?
a) Elementary b) High School c) Some College d) University

8. If you are learning English, how are you learning it?

9. Is your child enrolled in a bilingual program?
a) Si b) No

10. Do you believe your child/children should attend English only classes at school?

a) Si

b) No

11. If so, why do you think so?

12. Would you like your child/children to be taught in both the home language and English at school?

a) Si

b) No

13. Does your child speak the home language at home?

a) Si

b) No

14. Does your child speak only English at home?

a) Si

b) No

15. Do you consider yourself to be bilingual?

a) Si

b) No

16. Do you consider your child to be bilingual?

a) Si

b) No

17. What benefits do you think being bilingual would have?

18. What do you think bilingual education is?

19. If you had the chance to enroll your child/children in bilingual classes would you do so?

a) Si

b) No

20. If so, why?

21. What foreign language would you prefer your child/children to learn in school?

22. Are you; please circle one:

a) A man

b) A woman

Do you have any additional comments about bilingual education?

Thank you for your participation!

**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: February 17, 2017
CC: Kelly Weldon, Ken Jannarone

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

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

Last Name	First Name	Subject	Workshop	Date	Fee*
Odell-Wyche	Leslie	AP Biology	AP Biology Exam Reading – Kansas City MO (paid by College Board)	June 7-10, 2017	n/a**

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

**Substitute Rate@ \$85 per day

**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: February 17, 2017
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*
Castronovo	Jacqui	Supervisor of Spec Ed	Google for Education - Georgian Court	6/7/17	\$175.00
Sullivan	Patrick	Supv of Science	Google for Education - Georgian Court	6/7/17	\$175.00
Maltese	Amanda	Supv of Math	Google for Education - Georgian Court	6/7/17	\$175.00
Doyle	James	Elem Technology	Google for Education - Georgian Court	6/7/17	\$175.00
Mosca	Maria	Transportation	STS**** Conference - Atlantic City	3/30-31/2017	\$485.00
Haney	Christine	Gifted&Talented	Minecraft Day – Rutgers	3/8/2017	\$75.00**
Shappirio	Michelle	Supv of ELA & SS	Teaching Time, Place and Citizenship - Rutgers	3/14/17	\$50.00
O'Neill	Patrick	Coach/4th grade	Glazier Football Coaching Clinic - Atlantic City	2/24/17	**
Limardo	Hankarlos	Phys Ed	Glazier Football Coaching Clinic - Atlantic City	2/24/17	**
Klimik	Ashley	Social Studies	Half-Empty: The Depths of the Global Water Crisis - Kean Univ	3/24/17	**
Russo	Susan	Macro-economics	Half-Empty: The Depths of the Global Water Crisis - Kean Univ	3/24/17	**
Sain	Tara	Science	NGSS***** Workshop - Raritan Community College	2/27/17	**
Guarino	Roxanne	Music	NJMEA*** Conference - Atlantic City	4/6-7/2017	**

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

**Substitute rate @ \$85 per day

***NJ Music Educators Assn

****Student Transportation Services

*****Next Generation Science Standards

Connolly	Allison	Social Studies	Refugees and Their Flight for Life - Brookdale	5/10/17	**
Stamos	Hayley	Spec Ed	School Garden Conference - Freehold	3/24/17	**
Speck	Jeanette	Social Studies	The Depths of the Global Water Crisis - Kean	3/24/17	**
Alexander	Julie	Social Studies	The Depths of the Global Water Crisis - Kean	3/24/17	**
Klimik	Ashley	Social Studies	The Road to Disproportionality - Monmouth U	3/20/17	**
Walk	Jennifer	Speech	Evidence-Based Treatment of Pediatric Neurological/Neurodevelopmental Disorders - Eatontown	3/10/17	n/a
Griffin	Rose	Guidance	Good Ideas Conference - Georgian Court	5/19/17	n/a
Clark	Alyssa	Band Director	National Assn for Music Educators Conference - Atlantic City	4/6-7/2017	Teacher pd**
Santucci	Elodie	OT	Changing the ADHD Brain: Moving Beyond Medication - Eatontown	3/28/17	Therapist pd
Spanarkel	Molly	OT	Evidence-Based Treatment of Pediatric Neurological/Neurodevelopmental Disorders - Eatontown	3/10/17	Therapist pd

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

**Substitute rate @ \$85 per day

***NJ Music Educators Assn

****Student Transportation Services

*****Next Generation Science Standards

SPECIAL SERVICES OFFICE
TOWNSHIP OF OCEAN SCHOOL DISTRICT
DATE: February 7, 2017

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent

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

RE: Cancellation 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>
CPC Elementary	1	*ESER 1:1 Aide	\$64,796.40 \$32,040.00

Effective: 2/2/2017

*Eligible for Special Education and Related Services

cc: K. Weldon
K. Jannarone
M. Mosca

SPECIAL SERVICES OFFICE
TOWNSHIP OF OCEAN SCHOOL DISTRICT
DATE: February 8, 2017

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>
Collier	1	*ESERS (115 days @ \$314.00)	\$36,110.00

Effective: 12/14/16

*Eligible for Special Education and Related Services

cc: K. Weldon
K. Jannarone
M. Mosca

Township of Ocean School District

2017-2018 SCHOOL YEAR

Teachers and Students

SEPTEMBER 2017

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 4 - School Closed/Labor Day
- 5 - First Day for Teachers/In-Service
- 6 - In-Service for Teachers/No School for Students
- 7 - First Day for Students
- 21 & 22 - School Closed/Rosh Hashanah

OCTOBER 2017

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 9 - School Closed/Columbus Day

NOVEMBER 2017

SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 9 & 10 - School Closed/ NJEA Convention
- 22 - Early Dismissal
- 23&24 - School Closed/Thanksgiving

DECEMBER 2017

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 25-29 - Winter Recess

JANUARY 2018

SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1 - School Closed/Winter Recess
- 15 - School Closed Martin Luther King, Jr.'s Birthday

FEBRUARY 2018

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
					3	4
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

- 16 - In-Service for Teachers/No School for Students
- 19 - School Closed/President's Day

MARCH 2018

SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 30 - School Closed/Spring Recess

APRIL 2018

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 2-6 - School Closed/Spring Recess

MAY 2018

SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 28 - School Closed/Memorial Day

JUNE 2018

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1 - In-Service for Teachers/No School for Students
- 21 - Last Day for Students
High School and Intermediate School
Tentative Date for Graduation*
- 22 - Last Day for Teachers

Possible Days

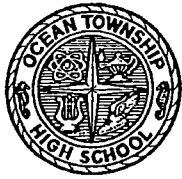
! Students - 182
 * Teachers - 187**

■ - Schools Closed

This calendar is subject to emergency changes and other adjustments as approved by the Board of Education

*Please note that the graduation date is subject to change based on the number of emergency closings needed. The district will announce a firm graduation date on or around April 9, 2018.

** There are 2 emergency days built into this calendar. If make-up days are needed, days will be added as follows: 6/22/2018; 6/25/2018; additional days will be added beyond 6/25/2018 if needed. Please make note of possible make-up days when making plans.



OCEAN TOWNSHIP HIGH SCHOOL

World Cultures
550 West Park Avenue
Oakhurst, NJ 07755
FAX: 732-571-4009

Dawn C. Kaszuba
Principal
732-531-5650, extension 1000
dkaszuba@oceanschools.org

Christopher Wilson
Supervisor of World Cultures
Social Studies, 6-12
World Language, K-12
ESL & Bilingual, K-12
732-531-5650, extension 1009
cwilson@oceanschools.org

December 16, 2016

Dr. Stefankiewicz and the Township of Ocean Board of Education,

It is the desire of the World Cultures Department, in the Township of Ocean Schools, to adopt the State of New Jersey's Seal of Biliteracy High School Graduation Award in our district, and also establish a pathway award at the middle school level, titled the Township of Ocean Intermediate School's Bilingual Participation and Achievement Award.

The purpose for establishing this award in our school district ties in to many aspects of our district's vision and mission statement. First, this award furthers the cause of providing students an education encompassing 21st century skills for a multicultural and globalized workforce. It encourages global competence skills and learning about other cultures, while fostering a respect for diversity. Second, it allows students to develop and strengthen their language skills, while providing documented proof of a students' achievement in biliteracy to universities and future employers. Finally, these awards will encourage students to continue their language studies and provide students the opportunity to graduate proficient in English and at least one other language.

Both the high school and middle school awards are designed to recognize exemplary students who are native English speakers who reach a certain proficiency level in a second language, and students who are non-native English speakers and reach a certain proficiency level in the English language, through our district's English and ESL/Bilingual programs.

This award has been established in twenty-three states, plus the District of Columbia. I appreciate your time and consideration in adopting the Seal of Biliteracy in the Township of Ocean Schools. It would be my pleasure to present the specific criteria for the awards to the Board of Education at a future meeting.

Sincerely,

Christopher Wilson
Supervisor of World Cultures

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

Township of Ocean Schools



MEMORANDUM FOR: James Stefankiewicz , Ed. D.

FROM: Janet Forino

DATE: February 17, 2017

RE: Student Observers – February 22 – May 24, 2017

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

Mary Berardesco
Brookdale
60 hours
TOIS
Jessica Vigil

Mina Barsoum
Brookdale
60 hours
OTES
Laura Trigani

Candice Mattia
Manhattanville College
60 hours
OTHS
Kyle Titmas

Jeffrey Brace
Drexel U
60 hours
OTES
Laura Trigani

Jessica Hertman
Monmouth U
60 hours
TOIS
Mardi Durand

PERSONNEL



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,^{H.R.T.} Director of Athletics & Student Activities/Grades 5-12
DATE: January 18, 2017
RE: Spring Coaching Recommendations
(JV Boys Lacrosse, Freshman Girls Lacrosse)

I would like to recommend one candidate for our vacant JV Boys Lacrosse position, and two candidates to serve as co-coaches to fill our vacant Freshman Girls Lacrosse position.

I would like to recommend Thomas Ryan for the position of JV Boys Lacrosse Coach at Ocean Township High School. Mr. Ryan should be placed on the Group II, Year 1 of the Athletic Program Salary Guide and receive \$4,895.00 for the 2016-2017 school year.

I would like to recommend Dean Athans for the position of Freshman Girls Lacrosse Co-Coach at Ocean Township High School. Mr. Athans should be placed on the Group II, Year 1 of the Athletic Program Salary Guide and receive \$2,447.50 (1/2 stipend) for the 2016-2017 school year.

I would also like to recommend Johanna Merry (pending substitute certification) for the position of Freshman Girls Lacrosse Co-Coach at Ocean Township High School. Ms. Merry should be placed on the Group II, Year 1 of the Athletic Program Salary Guide and receive \$2,447.50 (1/2 stipend) for the 2016-2017 school year.

Mr. Athans and Ms. Merry will split the freshman girls lacrosse stipend.

I have included a bullet biography for each candidate.

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

HRT:tpc

Home of the Spartans!



SUBSTITUTES FOR BOARD APPROVAL

February 17, 2017

Easton, Cathy	K-4, 9-12
Gilman, Irene	Home Instruction
Goldman, Devin	K-12
Hazel, Marissa	K-12