

Work Session

Attachments

July 12, 2016

Office of the Superintendent of Schools
Township of Ocean Schools



MEMORANDUM FOR: All Professional Staff Members

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

DATE: June 29, 2016

RE: Employment Opportunity

POSITION: Principal – High School

QUALIFICATIONS:

- A Master's Degree with a major in administration and supervision
- A valid NJ Certificate to practice as school principal
- Three years experience in public school administration and supervision
- Five years teaching experience preferred
- Demonstrates leadership skills in the areas of curriculum development, program evaluation, staff development and school improvement
- Strong interpersonal and communications skills

SALARY:

Salary will be commensurate with the Township of Ocean School District Administrators' 2016-2017 Salary Guide.

APPLICATION DEADLINE:

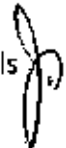
- Qualified candidates should apply on line at <http://www.applitrack.com/ocean/onlineapp> by the end of the day, Friday, July 8, 2016.

*Culturally Diverse and Bilingual candidates encouraged to apply.

Office of the Superintendent of Schools
Township of Ocean Schools



MEMORANDUM FOR: All Professional Staff Members

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

DATE: July 5, 2016

RE: Employment Opportunity/2016-2017 School Year

POSITION: Special Education Teacher – Ocean Township Elementary School

QUALIFICATIONS:

- Teacher of the Handicapped or Teacher of Students with Disabilities required
- Elementary certification required

SALARY: Salary will be commensurate with the Township of Ocean School District Teachers' 2016-2017 Salary Guide.

APPLICATION DEADLINE:

- Qualified candidates should apply on line at <http://www.applitrack.com/ocean/onlineapp> by the end of the day, Thursday, July 14, 2016.
- Existing staff members who desire a transfer may file a request in the form of a letter of intent along with any updated documents to the Superintendent by the closing date.

*Culturally diverse and Bilingual candidates encouraged to apply.

Office of the Superintendent of Schools

Township of Ocean Schools



MEMORANDUM FOR: All Professional Staff Members

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

DATE: July 6, 2016

RE: Employment Opportunity/2016-2017 School Year

POSITION: (3) School Safety Patrol Advisors – Elementary Schools
(1 per school)

QUALIFICATIONS:

- Township of Ocean School District Faculty Member
- Valid New Jersey Instructional Certificate or Certificate of Eligibility
- Demonstrates knowledge of the particular activity and able to sustain student interest in the activity
- Promotes development, strong interpersonal and communication skills among the young students who are participating in the activity
- Demonstrates good organizational skills, dependability, and leadership skills
- Background knowledge and/or training in traffic safety, playground safety, bus safety, school arrival and dismissal procedures, and stranger danger.

SALARY:

Salary will be commensurate with the Township of Ocean School District Teachers' 2016-2017 Non-Athletic Program Salary Guide.

APPLICATION DEADLINE:

- Qualified candidates should apply in writing to the Personnel Office at 163 Monmouth Rd., Oakhurst, NJ 07755 by the end of the business day, 4:30 pm, Friday, July 15, 2016.

Office of the Superintendent of Schools

Township of Ocean Schools



MEMORANDUM FOR: All Professional Staff Members

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

DATE: July 6, 2016

RE: Employment Opportunity/2016-2017 School Year

POSITION: Maker Space After-School Program – Advisors (4)
Elementary Schools and Grade 5

QUALIFICATIONS:

- Township of Ocean School District Faculty Member
- Valid New Jersey Instructional Certificate or Certificate of Eligibility
- Demonstrates knowledge of the particular activity and able to sustain student interest in the activity.
- Promotes development, strong interpersonal and communication skills among the young students who are participating in the activity.
- Demonstrates good organizational skills, dependability, and leadership skills.

SALARY: Salary will be commensurate with the Township of Ocean School District's Non-Athletic Advisor 2016-2017 Salary Guide.

APPLICATION DEADLINE: Candidates interested in applying for these positions should notify the Personnel Office in writing as soon as possible on or before the end of the business day, Friday, July 15, 2016, 4:30 pm.

*Culturally Diverse and Bilingual candidates encouraged to apply.

Office of the Superintendent of Schools

Township of Ocean Schools



MEMORANDUM FOR: All Non-Professional Staff Members

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

DATE: July 6, 2016

RE: Employment Opportunities/2016-2017 School Year

POSITION:

- Full Time Instructional Assistants

QUALIFICATIONS:

- Aptitude and competence for assigned responsibilities
- College-level coursework in education or related field*
- Demonstrated ability to assist with instructional activities and communicate effectively with students, parents and school staff

*In programs funded with federal Title I funds, or in district-wide Title I districts, all paraprofessionals (teaching assistants) hired after January 8, 2002 must complete at least two years of college, obtain an associate's degree or higher, or pass an evaluation to demonstrate the knowledge and ability to assist in teaching, reading, writing and math.

SALARY: Salary will be commensurate with the Township of Ocean School District Instructional Assistants' 2016-2017 Salary Guide.


APPLICATION DEADLINE: Qualified candidates should apply on line at <http://www.applitrack.com/ocean/onlineapp> by the end of the day, Friday, July 15, 2016.

*Culturally Diverse and Bilingual candidates encouraged to apply.

Office of the Superintendent of Schools
Township of Ocean Schools



MEMORANDUM FOR: All Professional Staff Members

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

DATE: July 6, 2016

RE: Employment Opportunity/2016-2017 School Year

POSITION: Special Education Teacher – Township of Ocean Intermediate School

QUALIFICATIONS:

- Teacher of the Handicapped or Teacher of Students with Disabilities required
- Elementary certification required

SALARY: Salary will be commensurate with the Township of Ocean School District Teachers' 2016-2017 Salary Guide.

APPLICATION DEADLINE:


- Qualified candidates should apply on line at <http://www.applitrack.com/ocean/onlineapp> by the end of the day, Friday, July 15, 2016.
- Existing staff members who desire a transfer may file a request in the form of a letter of intent along with any updated documents to the Superintendent by the closing date.

*Culturally diverse and Bilingual candidates encouraged to apply.

Office of the Superintendent of Schools
Township of Ocean Schools



MEMORANDUM FOR: All Professional Staff Members

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

DATE: July 7, 2016

RE: Employment Opportunity / September 1, 2016

POSITION: Class Size Reduction Teacher – OTES
Class Size Reduction Teacher – Wanamassa
(2) Class Size Reduction Teachers – Wayside
3 hours per day

QUALIFICATIONS: **NJ STANDARD ELEMENTARY CERTIFICATION REQUIRED**
Certificates of Eligibility and/or Certificates of Eligibility with Advanced Standing are NOT ACCEPTABLE

SALARY: \$30 per hour

APPLICATION DEADLINE: Qualified candidates should apply on line at <http://www.applitrack.com/ocean/onlineapp> by the end of the day, Monday, July 18, 2016.

Office of the Superintendent of Schools

Township of Ocean Schools



MEMORANDUM FOR: All Professional Staff Members

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

DATE: July 7, 2016

RE: Employment Opportunity/2016-2017 School year

POSITION: **NON-ATHLETIC**

- Band Director – TOIS
- FCCLA – High School

APPLICATION REQUIREMENTS: Include resume or letter listing your qualifications, background knowledge and experience in the particular activity or sport. Clearly indicate your preference for a full-time position or a co-position.

SALARY: Salary will be commensurate with the Township of Ocean School District's Non-Athletic Program 2016-2017 Salary Guide.

APPLICATION DEADLINE: **Qualified candidates should apply in writing to Rusty Todd Athletic Director, High School, 550 West Park Avenue, Oakhurst, NJ 07755 or htodd@oceanschools.org, by the end of the day, Monday, July 18, 2016.**

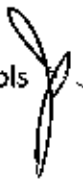
*Culturally Diverse and Bilingual candidates encouraged to apply.

Office of the Superintendent of Schools

Township of Ocean Schools



MEMORANDUM FOR: All Non-Professional Staff Members

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

DATE: July 8, 2016

RE: Employment Opportunity/2016-2017 School Year

POSITION: Playground Aides & Substitutes

- Wayside School
- Ocean Township Elementary School
- Wanamassa School

SALARY: \$10.00 per hour

APPLICATION DEADLINE: Applicants interested in applying for these positions should notify the Personnel Office in writing.

COMMUNITY LIAISON & COMMUNICATIONS COMMITTEE

1240 EVALUATION OF SUPERINTENDENT

M

The purpose of the annual evaluation is to promote professional excellence and improve the skills of the Superintendent, improve the quality of the education received by the students in the schools, and provide a basis for the review of the Superintendent's performance.

This Policy and Regulation 1240 shall be developed by the Board of Education after consultation with the Superintendent and shall include, but not be limited to:

1. Determination of roles and responsibilities for the implementation of the annual evaluation policy and procedures;
2. Development of a job description and evaluation criteria based upon the Board of Education's local goals, program objectives, policies, instructional priorities, State goals, statutory requirements, and the functions, duties, and responsibilities of the Superintendent;
3. Specification of data collection and reporting methods appropriate to the job description;
4. Provisions for the preparation of an individual professional growth and development plan based in part upon any need(s) identified in the evaluation. The plan shall be mutually developed by the Board of Education and the Superintendent; and
5. Preparation of an annual written performance report by a majority of the full membership of the Board of Education and an annual summary conference between a majority of the total membership of the Board of Education and the Superintendent.

There shall be an annual summary conference between the Board of Education, with a majority of its total membership present, and the Superintendent which shall be held before a written performance report is filed. The conference shall be held in executive session, unless the Superintendent requests that it be held in public. The conference shall include, but not be limited to, review of the following:



EVALUATION OF SUPERINTENDENT

1. Performance of the Superintendent based upon the Board approved job description;
2. Progress of the Superintendent in achieving and/or implementing the school district's goals, program objectives, policies, instructional priorities, State goals, and statutory requirements; and
3. Indicators of student progress and growth toward program objectives.

The annual written performance report shall be prepared by **July 1** by a majority of the Board of Education's total membership ~~by July 1~~ and shall include, but not be limited to:

1. Performance area(s) of strength;
2. Performance area(s) needing improvement based upon the job description and evaluation criteria set forth in N.J.A.C. 6A:10-87.1(c)2;
3. Recommendations for professional growth and development;
4. A ~~s~~Summary of indicators of student progress and growth, and a statement of how the indicators relate to the effectiveness of the overall program and the Superintendent's performance; and
5. Provision for performance data not included in the report to be entered into the record by the Superintendent within ten **teaching staff member** working days after the report's completion.

The evaluation procedure for a nontenured Superintendent shall be completed by July 1 each year.

Each newly appointed or elected Board of Education member shall complete a New Jersey School Boards Association training program on the evaluation of the Superintendent within six months of the commencement of his or her term of office pursuant to N.J.S.A. 18A:17-20.3.b.

The rules in N.J.A.C. 6A:10-1.1 et seq. shall not override any conflicting provision(s) of a collective bargaining agreement or other employment contracts entered into by a school district in effect on July 1, 2013. No collective bargaining agreement entered into after July 1, 2013 shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or



POLICY

OCEAN TOWNSHIP BOARD OF EDUCATION

Administration

1240/Page 3 of 3

EVALUATION OF SUPERINTENDENT

any other specific statute or regulation, nor shall topics subject to collective bargaining involve matters of educational policy or managerial prerogatives.

The Board of Education shall add to the Superintendent's personnel file all written performance reports and supporting data, including, but not limited to, indicators of student progress and growth. All information contained in written performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the New Jersey Department of Education from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.

The Board of Education may hire a qualified consultant to assist or advise in the evaluation process; however, the evaluation itself shall be the responsibility of the Board of Education.

Policy and Regulation 1240 shall be distributed to the Superintendent upon adoption by the Board. Amendments to this Policy and Regulation shall be distributed within ten working days after adoption.

The provisions of this Policy, Regulation, and N.J.A.C. 6A: 10-87.1 et seq. are the minimum requirements for the evaluation of a Superintendent.

N.J.S.A. 18A:17-20.3; 18A:6-117 through 18A:6-129

N.J.A.C. 6A:10-1.1 et seq.; 6A: 10-87.1 et seq.

Adopted: 22 August 2000

Revised: 18 February 2014, 26 July 2016



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

ADMINISTRATION

R 1240/Page 1 of 4

EVALUATION OF SUPERINTENDENT (M)

R 1240 EVALUATION OF SUPERINTENDENT (M)

- A. Roles and Responsibilities for the Implementation of the Annual Evaluation Policy and Procedures
1. The Board of Education and the Superintendent will develop and the Board will adopt a job description and evaluation criteria for the Superintendent's position based upon the Board's local goals, program objectives, policies, instructional priorities, State goals, statutory requirements, and the functions, duties, and responsibilities of the Superintendent.
 2. The Superintendent shall have primary responsibility for data collection and reporting methods appropriate to the job description.
 3. The Board President, or the Board President's designee, shall oversee the annual evaluation of the Superintendent.
 4. The Board President shall establish timelines for completion of the annual evaluation of the Superintendent.
- B. Annual Summary Conference
1. The Board of Education shall conduct an annual summary conference with the Superintendent to develop and prepare an Annual Written Performance Report.
 2. The annual summary conference between the Board of Education, with a majority of its total membership present, and the Superintendent shall be held before the Annual Written Performance Report is prepared and filed.
 3. The Superintendent shall submit to all Board members any information, documents, statistics, or any other data or information he/she would like for the Board members to consider at the annual summary conference.
 4. The Board President, or the Board President's designee, shall preside over the Board's annual summary conference meeting.



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

ADMINISTRATION

R 1240/Page 2 of 4

EVALUATION OF SUPERINTENDENT (M)

5. The conference shall be held in executive session, unless the Superintendent requests it be held in public. The conference shall include, but not be limited to, review of the following:
 - a. Performance of the Superintendent based upon the Board approved job description;
 - b. Progress of the Superintendent in achieving and/or implementing the school district's goals, program objectives, policies, instructional priorities, State goals, and statutory requirements; and
 - c. Indicators of student progress and growth toward program objectives.

C. Annual Written Performance Report

1. The Annual Written Performance Report shall be prepared and approved by a majority of the Board of Education's total membership by July 1 and shall include, but not be limited to:
 - a. Performance area(s) of strength;
 - b. Performance area(s) needing improvement based upon the job description and evaluation criteria set forth in N.J.A.C. 6A:10-87.1 (c)2;
 - c. Recommendations for professional growth and development;
 - d. Summary of indicators of student progress and growth, and a statement of how the indicators relate to the effectiveness of the overall program and the Superintendent's performance; and
 - e. Provision for performance data not included in the report to be entered into the record by the Superintendent within ten teaching staff member working days after the report's completion.
2. The Board President, or the Board President's designee, shall prepare a draft of the Annual Written Performance Report after the annual summary conference.



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

ADMINISTRATION

R 1240/Page 3 of 4

EVALUATION OF SUPERINTENDENT (M)

3. The draft of the Annual Written Performance Report shall be disseminated to all Board members for review and comment before presenting the draft report to the Superintendent.
 - a. In the event a Board member believes a provision(s) of the draft of the Annual Written Performance Report is not in accord with the provisions agreed to by a majority of the Board during the annual summary conference, the Board member shall submit in writing their proposed revision(s) to the drafter of the Annual Written Performance Report. The draft of the Annual Written Performance Report may be revised by the drafter of the report if the drafter agrees with the Board member's proposed revision. In the event the drafter does not agree with the proposed revision(s), the issue shall be presented to the full membership of the Board of Education in executive session to make a final determination.
4. The draft of the Annual Written Performance Report shall be presented to the full membership of the Board of Education in executive session for discussion and approval after the draft report has been disseminated to all Board members for review. The Superintendent shall receive a copy of the draft of the Annual Written Performance Report from the Board President, or Board President's designee, prior to the executive session where the Board is scheduled to discuss and approve.
5. In the event the Superintendent does not agree with a provision(s) in the draft of the Annual Written Performance Report, the Superintendent shall be provided an opportunity to discuss with the full membership of the Board reconsideration of the disputed provision(s).
6. A majority of the Board's full membership shall approve the draft of the Annual Written Performance Report before presenting the final Annual Written Performance Report to the Superintendent.
7. The Superintendent may submit a written response to the final Annual Written Performance Report, which shall be attached to the report.

D. Non-tenured Superintendent of Schools



REGULATION

OCEAN TOWNSHIP
BOARD OF EDUCATION

ADMINISTRATION
R 1240/Page 4 of 4
EVALUATION OF SUPERINTENDENT (M)

1. The evaluation procedure for a non-tenured Superintendent shall also be completed by July 1 each year.

Adopted: 18 February 2014

Revised: 26 July 2016



POLICY

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM
2360/Page 1 of 6
USE OF TECHNOLOGY

2360 USE OF TECHNOLOGY

The Board recognizes that the use of technology in the educational process is essential as part of the schooling experience. Technology is to be viewed as a ~~tool~~ **resource** to enhance the learning process among other ~~tools~~ **resources available to teachers and pupils that are required for teachers and students to fully explore the curriculum.** In addition, technology can be used to enhance the administration of the schools and the district. In order to provide direction and meaning to the use of technology as an instructional tool, the Board **encourages and directs that the Superintendent and the teaching and supports staff use technology as a component regular part of the learning process in every area of the curricular area.**

For purposes of this policy "technology" **includes, but is not limited to, means** the use of computers and computer peripherals, communications networks, access to databases and libraries of information and the integration of audio, video, multimedia devices and media for purposes of teaching and learning.

The Superintendent in consultation with the teaching and support staff shall recommend to the Board the acquisition of appropriate technology to best implement the curricular, instructional and administrative program of the school district. The Superintendent shall prepare a technology plan for the school district to ~~which shall encompass the following:~~

Curricular, Instructional and Administrative Need

The technology plan shall define the curricular, instructional and administrative need for technological equipment and media ~~for each area of instruction and shall project the need to the extent possible for a five year period for the district.~~

In-service Education

The Board shall provide opportunities to participate in in-service programs ~~for employees on all hardware or software programs to be used in the execution of educational and administrative tasks. In-service programs may be provided in or out of the district or off site. The cost of tuition for in-service programs may be reimbursed by the Board.~~*****

Standards, Codes and References

All technology installations shall conform to the **industry standards and applicable Federal, State and local statutes and codes following standards, codes and**



POLICY

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM
2360/Page 2 of 6
USE OF TECHNOLOGY

~~references N.J.S.A. 18A, N.J.A.C. 5:23 and 6:22, BOCA National Building Code, NEMA, EIA/TIA 568 and 569 (Electronics Industry Association/Telecommunications Industry Association), LPC NFPA 78 (Lighting Protection code) IEEE 802.3 Ethernet and 802.5 Token Ring (Institute of Electrical and Electronic Engineers), UL (Underwriter's Laboratories), ANSI (American National Standards Institute) and ADA (Americans with Disabilities Act).~~

Facilities Planning

In all facilities projects involving new constructions, additions and renovations the Superintendent or designee shall insure that the plans include provisions for current and future technology needs in terms of the structural, electric/electronic, mechanical, acoustical and visual systems of the building(s). All educational specifications shall include ~~under the description of instructional activities and implications for technology and under special features, these features~~ required for the use of instructional technology.

Computers

The school district will provide support or maintenance agreements for specified brands of computers. All other computers purchased or donated will be subject to repair only when non-allocated funding ~~are~~ is available and therefore may remain unrepaired until funding is available.

Computer Software Acquisition and Upgrading

The school district will only support the specified ~~upgrades software and updates~~ and training. Staff members shall not purchase software that has not been included on a list of specified software or has been approved by the Supervisor of Technology.

The Superintendent ~~Beard~~ will ~~recommend the~~ purchase of upgrades to software ~~as needed on a periodic basis~~. An evaluation of upgrades shall be made by appropriate personnel and no upgrade shall be purchased without the express approval of the Supervisor of Technology.

Site Licenses

In the case where more than one copy of a software program is required, the Supervisor of Technology shall attempt to acquire or negotiate a site license with the software developers. In the event a site license is not possible, vendors shall be sought who will provide multiple copies at a discounted cost.



POLICY

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM
2360/Page 3 of 6
USE OF TECHNOLOGY

Software Copyright

All employees shall strictly adhere to the copyright laws of the United States. No software shall be copied and/or distributed except in accordance with these laws. All software placed on media workstations or any network with which there is public access shall be copy protected by the Supervisor of Technology, who shall assure that individuals who have access to such programs shall not copy them without authorization.

Internal Communication (District)

The school district shall provide communication between schools by a variety of means including but not limited to: ~~Backbone Media Distribution, Unshielded Twisted Pair, Coaxial Cable, and/or Fiber Optic Cable.~~

External Communications

The Board encourages the use of external communications so that the schools may utilize the vast resources of external databases and communicate with other schools, external agencies, and businesses throughout the world. Gateways to such communications will be supported by the school district. The use of particular gateways shall be approved by the Supervisor of Technology. The Supervisor of Technology shall be responsible for the installation of software in district owned computers and/or computer systems that prevents access to gateways and internet sites that have material considered by the Supervisor of Technology to be inappropriate for use by pupils.

Audio/Video

All audio and/or video materials shall be used in accordance with the copyright laws of the United States. Teachers, pupils students or staff who create audio or video materials containing the voices or images of the individuals involved shall obtain proper releases from those individuals, their parent(s) or legal guardian(s) prior to using these materials for other than classroom or instructional use within the school.

Interactive Television

~~Teachers or pupils may participate in interactive television courses provided in conjunction with other educational institutions. Full credit may be obtained by pupils by participating in such courses. If the teacher involved is not the teacher of the course but rather a proctor, such assignment shall be counted as a duty rather than an instructional assignment.~~



POLICY

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM
2360/Page 4 of 6
USE OF TECHNOLOGY

Informing Parents, Legal Guardians and Interested Parties

Upon request, the Superintendent or designee shall make available to inform parents or legal guardians of the computers hardware and software purchased by used in the district in order that a computer purchased privately for home use may be compatible with the computer and software the pupil uses in the school setting.

Technology Coordination

The Superintendent shall appoint a district wide Coordinator of Technology to assure the technology needs of the district are met in the most efficient manner possible at the lowest costs available to meet specified needs. The position of Coordinator of Technology shall be full time.

The Director of Special Projects shall prepare a job description for the Supervisor of Technology.

Instructional Media Center/Library

The Instructional Media Center/Library shall be the division of each school responsible for coordinating the distribution and use of educational technology throughout the school. The Center shall contain the electronic media distribution system and shall make the system available throughout the school and to the external world by way of dial in modem ports. To the extent possible, the IMC/Library shall acquire data and publications electronically to facilitate distribution and use. Teachers, students and staff shall be given the opportunity to indicate data and publication needs. All items available through the IMC/Library shall be cataloged electronically and are to be available through the school's computer network. To avoid duplication, all media and software purchases shall be coordinated through the IMC/Library and approved by the Supervisor of Technology and the school principal. In determining approval, the following factors shall be taken into account:

1. The title of the material;
2. Any recognized rating of the material (eg. Motion picture industry rating);
3. The relevance to the curriculum;
4. The cost of the media or software;
5. The viability of the company producing the software.



Broadcast Rights and Copyrights

The Board specifically retains the Broadcast rights and copyrights to all materials created by employees of the Board as part of their responsibilities to the Board. Any financial remuneration for the use of such materials shall be retained by the Board and specifically dedicated to enhance technology used as part of the educational program.

Computer Security

The Superintendent shall develop security procedures to include, but not be limited to, the following areas:

1. Physical Security of Equipment

All computer equipment shall be maintained in a secure manner appropriate to its location.

2. Data Security

- a. Back-up procedures for system files, libraries, and data shall be practiced in a timely fashion.
- b. Disaster recovery plans shall be kept up-to-date at all times.
- c. Password protection shall be in place and updated periodically.
- d. Resource security shall be in place to prevent unauthorized access to system files, libraries, and data.

3. Employee Training

All new employees having, as part of their job responsibilities, access to computers and information systems will be trained in the proper security procedures outlined above.

All employees having, as part of their job responsibilities, access to computers and information systems will be kept up-to-date on current security procedures for equipment and data.

4. Transaction Audit Trail



POLICY

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM
2360/Page 6 of 6
USE OF TECHNOLOGY

Appropriate procedures will be maintained in order to monitor system activity and users, as necessary.

5. Security Officer

The Superintendent shall designate a Computer Security Officer to monitor system security procedures.

~~The only exception for a pupil to bring or possess a beeper/paging device on school property or while attending school-sponsored activities on or off school property is when the pupil is an active member in good standing of a volunteer fire company or first aid, ambulance or rescue squad. The pupil must be required to respond to an emergency and a copy of the statement by the chief executive officer of the volunteer fire company or first aid, ambulance or rescue squad authorizing the possession of the beeper/paging device must be in the possession of the student at all times when the student is in possession of the beeper/paging device.~~

~~— A person who discovers a student in possession of such a device in violation of this policy shall report the violation to the principal or designee, who shall confiscate the device. On the first offense, the device will be turned over to the parents or legal guardians. On the second offense, additional appropriate actions shall be taken in accordance with Regulation 5600.~~

~~Teachers will not use cellular phones at any time during classroom instruction time. Teachers may only use cellular phones before and after their contracted workday as well as during their lunch and teacher preparation times.~~

Use of facsimile (FAX) machines

Fax machines provide a useful means of communicating and shall be subject to the same rules that apply to the use of telephones. All incoming faxes shall be considered confidential mail. No disclosure of the contents of any fax shall be made except to the individual for whom the fax is intended. Any individual violating this confidentiality shall be subject to discipline as provided by the policies and regulations of the Board.

N.J.A.C. 6A:26-6.2 1 et
17 U.S.C. 101 et seq.

Adopted: 18 December, 1984
Revised: 17 July 1990, 19 February 2002, 19 March 2002, 26 July 2016



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

NEW

PROGRAM
R 2360/Page 1 of 5
USE OF TECHNOLOGY

R 2360 USE OF TECHNOLOGY

The Board of Education recognizes the use of technology in the educational process is an essential part of the schooling experience. Technology is to be viewed as a resource to enhance the learning process among other resources available to teachers and students. In addition, technology can be used to enhance the administration of the schools and the district. In order to provide direction and meaning to the use of technology as an instructional resource, the Board encourages and supports staff use of technology as a component of the learning process.

For purposes of this policy "technology" includes, but is not limited to, the use of computers and computer peripherals, communications networks, access to databases and libraries of information and the integration of audio, video, multimedia devices and media for purposes of teaching and learning.

The Superintendent, in consultation with teaching and support staff, shall recommend to the Board the acquisition of appropriate technology to best implement the curricular, instructional, and administrative program of the school district. The Superintendent shall prepare a technology plan for the school district to encompass the following:

Curricular, Instructional and Administrative Need

The technology plan shall define the curricular, instructional and administrative need for technological equipment and media for the district.

In-service Education

The Board shall provide opportunities for school staff to participate in in-service programs on hardware or software programs to be used in the execution of educational and administrative tasks. In-service programs may be provided in or out of the district.

Standards, Codes and References

All technology installations shall conform to the industry standards and applicable Federal, State and local statutes and codes.

Facilities Planning



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

NEW

PROGRAM
R 2360/Page 2 of 5
USE OF TECHNOLOGY

In all facilities projects involving new constructions, additions, and renovations the Superintendent or designee shall ensure the plans include provisions for current and future technology needs in terms of the structural, electric/electronic, mechanical, acoustical and visual systems of the building(s). All educational specifications shall include features required for the use of instructional technology.

Computers

The school district will provide support or maintenance agreements for specified brands of computers. All other computers purchased or donated will be subject to repair only when non-allocated funding is available and therefore may remain unrepaired until funding is available.

Computer Software Acquisition and Upgrading

The school district will only support the specified upgrades and training. Staff members shall not purchase software that has not been included on a list of specified software or has been approved by Superintendent or designee.

The Superintendent will recommend the purchase of upgrades to software as needed. An evaluation of upgrades shall be made by appropriate personnel and no upgrade shall be purchased without the express approval of Superintendent or designee.

Site Licenses

In the case where more than one copy of a software program is required, the Network Manager or designee shall attempt to acquire or negotiate a site license with the software developers. In the event a site license is not possible, vendors shall be sought who will provide multiple copies at a discounted cost.

Software Copyright

All employees shall strictly adhere to the copyright laws of the United States. No software shall be copied and/or distributed except in accordance with these laws. All software placed on media workstations or any network with public access shall be copy protected by Network Manager or designee, who shall assure that individuals who have access to such programs shall not copy them without authorization.

Internal Communication (District)



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

NEW

PROGRAM
R 2360/Page 3 of 5
USE OF TECHNOLOGY

The school district shall provide communication between schools by a variety of means.

External Communications

The Board encourages the use of external communications so schools may utilize the vast resources of external databases and communicate with other schools, external agencies, and businesses throughout the world. Gateways to such communications will be supported by the school district. The use of particular gateways shall be approved by Network Manager or designee. The Network Manager or designee shall be responsible for the installation of software in district owned computers and/or computer systems that prevents access to gateways and Internet sites that have material considered by the Network Manager or designee to be inappropriate for use by students.

Computer Laboratories and Distributed Computing

In order to provide teacher, staff, and student access to computers, the Board directs that provisions be made to provide computer access in computer laboratories, classrooms, and school libraries/media centers.

Audio/Video

All audio and/or video materials shall be used in accordance with the copyright laws of the United States. Teachers, students, or staff who create audio or video materials containing the voices or images of the individuals involved shall obtain proper releases from those individuals, their parent(s) or legal guardian(s) for instructional use within the school.

Informing Parents, Legal Guardians and Interested Parties

Upon request, the Building Principal shall make available to parent/legal guardians the computer hardware and software used in the district in order that a computer purchased privately for home use may be compatible with the computer and software the student uses in the school setting.

Technology Coordination



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

NEW

PROGRAM
R 2360/Page 4 of 5
USE OF TECHNOLOGY

The Board shall appoint a Superintendent or designee to assure the technology needs of the district are met in the most efficient manner possible at the lowest costs available to meet specified needs.

Broadcast Rights and Copyrights

The Board specifically retains the Broadcast rights and copyrights to all materials created by employees of the Board as part of their responsibilities to the Board. Any financial remuneration for the use of such materials shall be retained by the Board.

Computer Security

The Network Manager or designee shall develop security procedures to include, but not be limited to, the following areas:

1. Physical Security of Equipment

All computer equipment shall be maintained in a secure manner appropriate to its location.

2. Data Security

- a. Back-up procedures for system files, libraries, and data shall be practiced in a timely fashion.
- b. Disaster recovery plans shall be kept up-to-date at all times.
- c. Password protection shall be in place and updated periodically.
- d. Resource security shall be in place to prevent unauthorized access to system files, libraries, and data.

3. Employee Training

All new employees having, as part of their job responsibilities, access to computers and information systems will be trained in the proper security procedures outlined above.



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

NEW

PROGRAM
R.2360/Page 5 of 5
USE OF TECHNOLOGY

All employees having, as part of their job responsibilities, access to computers and information systems will be kept up-to-date on current security procedures for equipment and data.

4. Transaction Audit Trail

Appropriate procedures will be maintained in order to monitor system activity and users, as necessary.

5. Security Officer

The Superintendent shall designate the Network Manager or designee as the district's Computer Security Officer to monitor system security procedures.

Use of Facsimile (FAX) Machines

Fax machines provide a useful means of communicating and shall be subject to the same rules that apply to the use of telephones. All incoming faxes shall be considered confidential mail. No disclosure of the contents of any fax shall be made except to the individual for whom the fax is intended. Any individual violating this confidentiality shall be subject to discipline as provided by the policies and regulations of the Board.

N.J.A.C. 6A:26-6.1 et seq.

17 U.S.C. 101 et seq.

Adopted: 26 July 2016



5460 HIGH SCHOOL GRADUATION (M)

M

The Board of Education will recognize the successful completion of the secondary school instructional program by the award of a State-endorsed diploma certifying the student has met all State and local requirements for high school graduation. The Board will annually certify to the Executive County Superintendent each student who has been awarded a diploma has met the requirements for graduation.

A. High School Graduation Requirements

A graduating student must have earned a minimum of 130 (four-year high school) credits in courses designed to meet all of the (NJCCCS) New Jersey Core Curriculum Content Standards and (CCSS) Common Core State Standards including, but not limited to, the following credits:

1. 20 credits in language arts literacy aligned to grade nine through twelve standards;
2. 15 credits in mathematics, including Algebra I or the content equivalent ("content equivalent" is defined at N.J.A.C. 6A:8-1.3) including geometry or the content equivalent effective with the 2010-2011 grade nine class, and including a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares students for college and 21st century careers effective with the 2012-2013 grade nine class;
3. 20 credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2: five credits in world history, and the integration of civics, economics, geography, and global content in all course offerings;
4. 15 credits in science, including at least five credits in laboratory biology/life science or the content equivalent ~~effective with the 2008-2009 grade nine class~~; one additional laboratory/inquiry-based science course which shall include chemistry, environmental science, or physics ~~effective with the 2010-2011 grade nine class~~; and one additional



laboratory/inquiry-based science course effective with 2012-2013 grade nine class;

5. 3-5 (three to five) credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty minutes per week, as required by N.J.S.A. 18A:35-5, 7 and 8;
6. 5 credits in visual and performing arts;
7. 5 credits in world languages or student demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2);
8. 2.5 credits in financial, economic, business, and entrepreneurial literacy, ~~effective with 2010-2011 grade nine class;~~
9. Technological literacy, consistent with the Core Curriculum Content Standards, integrated throughout the curriculum;
10. 5 credits in 21st century life and careers, or career-technical education; and
11. Electives as determined by the high school program sufficient to total a minimum of 130 credits.

As defined in N.J.A.C. 6A:8-1.3, "credit" means the award for the equivalent of a class period of instruction which meets for a minimum of forty minutes, one time per week during the school year or as approved through N.J.A.C. 6A:8-5.1(a)2.

The high school graduation credit requirement may be met in whole or in part through program completion of a range of experiences that enable students to pursue a variety of personalized learning opportunities, as follows:

1. The district shall establish a process to approve individualized student learning opportunities that meet or exceed the (NJCCCS) NJ Core Curriculum Content Standards and (CCSS) Common core State Standards.



- a. Individualized student learning opportunities in all NJCCCS and CCSS areas include, but are not limited, to the following:
 - (1) Independent study;
 - (2) Online learning;
 - (3) Work-based programs, internships, apprenticeships;
 - (4) Study abroad programs;
 - (5) Student exchange programs;
 - (6) Service learning experiences; and
 - (7) Structured learning experiences, including, but not limited to, work-based programs, internships, apprenticeships, and service learning experiences.

 - b. Individualized student learning opportunities based upon specific instructional objectives aimed at meeting or exceeding the NJCCCS and CCSS shall:
 - (1) Be based on student interest and career goals as reflected in the Personalized Pupil Learning Plans as they are phased in according to the schedule of implementation set forth at N.J.A.C. 6A:8-3.2(a)1;
 - (2) Include demonstration of student competency;
 - (3) Be certified for completion based on the district process adopted according to 2. below; and
 - (4) Be on file in the school district and subject to review by the Commissioner or designee.

 - c. Group programs based upon specific instructional objectives aimed at meeting or exceeding the NJCCCS and CCSS shall be permitted and shall be approved in the same manner as other approved courses.
2. The district shall establish a process for granting of credits through successful completion of assessments that verify student achievement in meeting or exceeding the Core Curriculum Content Standards at the high



school level, including standards achieved by means of the individualized student learning opportunities enumerated as outlined in N.J.A.C. 6A:8-5.1(a)2. Such programs or assessments may occur all or in part prior to a student's high school enrollment; no such locally administered assessments shall preclude or exempt student participation in applicable Statewide assessments at grades three through twelve.

- a. The district shall choose assessments that are aligned with or exceed the Core Curriculum Content Standards and may include locally designed assessments.
 - b. The district shall choose from among the following assessment options to determine if students have achieved the level of language proficiency designated as Novice-High as defined by the American Council on the Teaching of Foreign Languages (ACTFL) and recognized as fulfilling the world languages requirement of the NJCCCS and CCSS:
 - (1) The Standards-based Measurement of Proficiency (STAMP) online assessment;
 - (2) The ACTFL Oral Proficiency Interview (OPI) or Modified Oral Proficiency Interview (MOPI); or
 - (3) Department-approved locally designed competency-based assessments.
3. The district shall establish a process to approve post-secondary learning opportunities that may consist of Advanced Placement (AP) courses and concurrent/dual enrollment at accredited higher education institutions.
- a. The district shall award credit for successful completion of an approved, accredited college course that assures achievement of knowledge and skills that meets or exceeds the Core Curriculum Content Standards.

B. Additional Graduation Requirements



1. Attendance requirements as indicated in Policy and Regulation 5200;
2. Other requirements established by the Board of Education as indicated below:
 - a. Instructional Technology
 - b. United States History III
3. Any statutorily mandated requirements for earning a high school diploma;
4. Any Statewide assessment graduation requirements as determined by the New Jersey Department of Education, and as outlined in C. below.

C. Statewide Assessment Graduation Requirements

1. The New Jersey Department of Education (NJDOE) is transitioning from the High School Proficiency Assessment (HSPA) to the Partnership for the Assessment of Readiness for College and Careers (PARCC) End-of-Course assessments for students, including students with disabilities, in the classes of 2016, 2017, and 2018, and 2019.
2. Students in the classes of 2016, 2017, , and 2018, and 2019 will be able to demonstrate proficiencies in English Language Arts (ELA) and Mathematics required by State statute by either meeting the “cut score” on the PARCC assessments or meeting the “cut score” on a substitute assessment or by meeting the criteria of the NJDOE portfolio appeal process.
3. A student with a disability, whose Individualized Educational Plan (IEP) team determines the student is exempt from these requirements, would be required to achieve the alternative proficiency in his/her IEP.



4. The NJDOE has developed “concordant” cut scores for additional substitute assessments. For the classes of 2016, 2017, , and 2018, and 2019, students will be able to demonstrate proficiency in both ELA and Mathematics by meeting one of the criteria under English Language Arts and Mathematics as indicated below:

a. English Language Arts

- ~~Passing score on a PARCC ELA Grade 9 \geq 750 (Level 4);~~ or
- ~~Passing score on a PARCC ELA Grade 10 \geq 750 (Level 4);~~ or
- ~~Passing score on a PARCC ELA Grade 11 \geq 725 (Level 3);~~ or
- SAT Reading* \geq 400; or
- ACT Reading or ACT PLAN Reading \geq 16; or
- Accuplacer Write Placer \geq 6; or
- Accuplacer Write Placer ESL \geq 4; or
- PSAT10 Reading or PSAT/NMSQT Reading** \geq 40; or
- PSAT10 Reading or PSAT/NMSQT Reading*** \geq 22; or
- ACT Aspire Reading \geq 422; or
- ASVAB – AFQT Composite \geq 31; or
- Meet the Criteria of the NJDOE Portfolio Appeal

b. Mathematics

- ~~Passing score on a PARCC Algebra I \geq 750 (Level 4);~~ or
- ~~Passing score on a PARCC Geometry \geq 725 (Level 3);~~ or
- ~~Passing score on a PARCC Algebra II \geq 725 (Level 3);~~ or
- SAT Math* \geq 400; or
- ACT or ACT PLAN Math \geq 16; or
- Accuplacer Elementary Algebra \geq 76; or
- PSAT10 Math or PSAT/NMSQT Math** \geq 40; or
- PSAT10 Math or PSAT/NMSQT Math*** \geq 22; or
- ACT Aspire Math \geq 422; or
- ASVAB – AFQT Composite \geq 31; or
- Meet the Criteria of the NJDOE Portfolio Appeal

Note: *SAT taken prior to March 2016; ** PSAT taken prior to October 2015; *** PSAT taken after October 2015. The College Board will establish new “threshold scores” in May 2016 for the new SAT.

D. Attendance



Regular attendance is required for the successful completion of a course of study and graduation. Students are expected to be present in every scheduled class except as their attendance is excused in accordance with Board Policy 5200.

E. Students with Disabilities

1. Through the IEP process and pursuant to N.J.A.C. 6A:14-4.11 - Graduation, the district, specify alternate requirements for a State-endorsed diploma for individual students with disabilities as defined in N.J.A.C. 6A:14-1.3.
 - a. The district shall specifically address any alternate requirements for graduation in a student IEP, in accordance with N.J.A.C. 6A:14-4.11.
 - b. The district shall develop and implement procedures for assessing whether a student with a disability has met any alternate requirements for graduation individually determined in an IEP.
2. If a student with a disability attends a school other than that of the school district of residence, which is empowered to grant a diploma, the student shall have the choice of receiving a the diploma of the school attended or a the diploma of the school district of residence.
 - a. If the school the student is attending declines to issue a diploma to the student, the district of residence Board of Education shall issue the student a diploma if the student has satisfied all State and local graduation requirements, as specified in the student's IEP.
3. Students with disabilities who meet the standards for graduation according to the school district's graduation requirements shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis.



4. A student with a disability whose IEP program prescribes continued special education programs beyond the fourth year of high school shall be permitted to participate in commencement ceremonies with his/her graduating class and shall receive a certificate of attendance, provided the pupil student has attended four years of high school.
5. When a student with a disability graduates or exceeds the age of eligibility, the student shall be provided a written summary of his or her academic achievement and functional performance prior to the date of the student's graduation or the conclusion of the school year in which he or she exceeds the age of eligibility. The summary shall include recommendations to assist the child in meeting his or her postsecondary goals.

F. High School Diploma

1. The Board of Education shall award a State-endorsed high school diploma to prospective graduates who have met all of the requirements adopted in accordance with State and local Board of Education requirements.
2. The Board of Education shall not issue a high school diploma to any student not meeting the criteria specified in State and local requirements.
 - a. The district shall provide students exiting grade twelve without a diploma the opportunity for continued high school enrollment to age twenty, or until the requirements for a State-endorsed diploma have been met, whichever comes first.
 - b. The district shall allow any out-of-school individual to age twenty who has otherwise met all State and local graduation requirements, but has failed to meet the Statewide assessment graduation requirements, to return to school at scheduled times for the purpose of meeting the Statewide assessment graduation requirements. Upon



certification of meeting these requirements a State-endorsed diploma shall be granted by the high school of record.

3. The Commissioner of Education shall award a State-issued high school diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(c) and (d).
4. The Board of Education shall award a State-endorsed high school diploma to any currently enrolled student formally requesting an early award of the diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(e) and Board Policy 5465.

G. Notification

Each student who enters or transfers into the high school and the student's parent(s) or legal guardian(s) will be provided a copy of the school district's requirements for a State-endorsed diploma, and those programs available to assist students in attaining the State-endorsed diploma, in accordance with N.J.S.A. 18A:7C-5.

H. Reporting

The Superintendent, in accordance with N.J.S.A. 18A:7C-7 and 18A:7E-3, shall report annually to the Board of Education and to the Commissioner of Education the number of students who completed the twelfth grade course requirements and were denied a diploma and the number of students who received State endorsed diplomas.

- I. The Superintendent shall provide to the Executive County Superintendent the district's graduation requirements each year they are evaluated through the Quality Single Accountability Continuum (QSAC) and update the filed copy each time the graduation policy and requirements are revised.

N.J.S.A. 18A:7C-1 et seq.; 18A:35-1; 18A:35-4.9;



POLICY

OCEAN TOWNSHIP
BOARD OF EDUCATION

Students
5460/Page 10 of 10
HIGH SCHOOL GRADUATION (M)

18A:35-7; 18A:36-17

N.J.A.C. 6A:8-1 et seq.; 6A:8-5.1; 6A:8-5.2; 6A:14-4.11 et seq.

Cross reference: Policy Guide Nos. 5200, 5240, 5410, 5465

Adopted: 17 January 1989

Revised: 17 July 1990, 15 June 1993, 16 July 1996, 20 February 2001, 15 January
2002, 21 August 2012, 21 April 2015, 26 July 2016



Acknowledgement of Receipt Code of Ethics for School Board Members

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

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

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

BOARD MEMBER'S NAME (Please print)

BOARD MEMBER'S SIGNATURE

DATE

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



**New Jersey School Boards
Association**

BOARD ETHICS TRAINING



Board Ethics Training

- This training is to be used as an aid in satisfying the board's annual ethics training requirements under *N.J.A.C. 6A:32-3.2*.

DISCLAIMER

- **THIS PRESENTATION DOES NOT REPLACE THE INDIVIDUAL ETHICS TRAINING REQUIRED FOR ALL SCHOOL BOARD MEMBERS/TRUSTEES.**
- **THIS INFORMATION IS INTENDED AS AN AID FOR THE BOARD TO MEET ITS ANNUAL TRAINING REQUIREMENT ONLY AND IS NOT TO BE CONSTRUED AS LEGAL ADVICE.**
- **FOR SPECIFIC ADVICE, CONSULT YOUR BOARD ATTORNEY.**

Each school board shall

- **Discuss the School Ethics Act and the Code of Ethics for School Board Members, at a regularly scheduled public meeting annually;**
- **Adopt policies and procedures regarding the training of district board members/ charter school trustees members in understanding the Code of Ethics; and**
- **Provide documentation that each member of the district board of education or board of trustees has received and reviewed the Code of Ethics.**

Code of Ethics

N.J.S.A. 18A:12-24.1

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.**
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.**

Code of Ethics (continued)

N.J.S.A. 18A:12-24.1

- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.**
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.**

Code of Ethics (continued)

N.J.S.A. 18A:12-24.1

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

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

Code of Ethics (continued)

N.J.S.A. 18A:12-24.1c

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

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

Code of Ethics (continued)

N.J.S.A. 18A:12-24.1

- i. I will support and protect school personnel in proper performance of their duties.**
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.**

School Ethics Act N.J.S.A. 18A:12-24

- a. No school official or member of his immediate family shall have an interest in a business organization or engage in any business, transaction, or professional activity, which is in substantial conflict with the proper discharge of his duties in the public interest;**
- b. No school official shall use or attempt to use his official position to secure unwarranted privileges, advantages or employment for himself, members of his immediate family or others.**

School Ethics Act N.J.S. 4-18A-12.24

(continued)

c. No school official shall act in his official capacity in any matter where he, a member of his immediate family, or a business organization in which he has an interest, has a direct or indirect financial involvement that might reasonably be expected to impair his objectivity or independence of judgment. No school official shall act in his official capacity in any matter where he or a member of his immediate family has a personal involvement that is or creates some benefit to the school official or member of his immediate family;

School Ethics Act N.J.S. 4-18A-12.24

(continued)

d. No school official shall undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his independence of judgment in the exercise of his official duties;

School Ethics Act N.J.S.A. 18A:12-24
(continued)

e. No school official, or member of his immediate family, or business organization in which he has an interest, shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him, directly or indirectly, in the discharge of his official duties. This provision shall not apply to the solicitation or acceptance of contributions to the campaign of an announced candidate for elective public office, if the school official has no knowledge or reason to believe that the campaign contribution, if accepted, was given with the intent to influence the school official in the discharge of his official duties;

School Ethics Act N.J.S.A. 18A:12-24
(continued)

f. No school official shall use, or allow to be used, his public office or employment, or any information, not generally available to the members of the public, which he receives or acquires in the course of and by reason of his office or employment, for the purpose of securing financial gain for himself, any member of his immediate family, or any business organization with which he is associated;

School Ethics Act N.J.S.A. 18A:12-24
(continued)

g. No school official or business organization in which he has an interest shall represent any person or party other than the school board or school district in connection with any cause, proceeding, application or other matter pending before the school district in which he serves or in any proceeding involving the school district in which he serves.... This provision shall not be deemed to prohibit representation within the context of official labor union or similar representational responsibilities;

School Ethics Act N.J.S.A. 18A:12-24
(continued)

h. No school official shall be deemed in conflict with these provisions if, by reason of his participation in any matter required to be voted upon, no material or monetary gain accrues to him as a member of any business, profession, occupation or group, to any greater extent than any gain could reasonably be expected to accrue to any other member of that business, profession, occupation or group;

School Ethics Act N.J.S.A. 18A:12-24
(continued)

- i. No elected member shall be prohibited from making an inquiry for information on behalf of a constituent, if no fee, reward or other thing of value is promised to, given to or accepted by the member or a member of his immediate family, whether directly or indirectly, in return therefor;**

School Ethics Act N.J.S.A. 18A:12-24
(continued)

- j. Nothing shall prohibit any school official, or members of his immediate family, from representing himself, or themselves, in negotiations or proceedings concerning his, or their, own interests.**

Ethics—Common Areas of Concern

- **Financial Involvement**—Recuse (excuse) yourself when your immediate family's financial involvement might reasonably be expected to impair your objectivity. Do not discuss or vote on that matter being considered by the board.
 - Immediate family is defined as spouse or dependent child residing in same household as the board member.

Ethics—Common Areas of Concern

- **Personal Involvement**—Recuse yourself when you or members of your immediate family have a personal involvement that creates some benefit to you or to an immediate family member.

Ethics—Common Areas of Concern

- **Personnel Appointments**
 - **Relatives- NO participation, recuse yourself.**
 - **Related to School Official by Marriage (i.e. In-laws)—get advisory opinion.**
 - **Professional Services (lawyer, accountant, etc.)— NO participation, if currently receiving services from that professional; otherwise seek advisory opinion.**

Ethics—Common Areas of Concern

- **Personnel Appointments (continued)**
 - **Political Involvement—If job candidate provided services (example: campaign manager or treasurer) to your campaign, must recuse yourself. If job candidate was merely contributor (and contribution was not given in exchange for appointment), you may participate in appointment.**

Ethics—Common Areas of Concern

- Personnel Appointments (continued)
 - Appointment of CSA's and other administrators—
Where person is Internal candidate, board member with immediate family member employed in district, cannot participate or vote on appointment if candidate is in supervisory chain of command of immediate family member. If external candidate, can only participate and vote on initial appointment, absent other conflicts.

Collective Negotiations-In-District

No Participation

- Immediate Family
- Emancipated Child
- Siblings
- Parents

Seek Advisory Opinion

- Son/daughter-in-law
- Sister/brother-in-law
- Mother/father-in-law

Collective Negotiations-Out of District

- **Immediate Family Member- Same Statewide Union affiliation**
 - Once tentative agreement has been signed, then you may participate and vote on the contract.

Collective Negotiations-Endorsements

- **Board members who have been endorsed by the bargaining unit in the year in which negotiations are beginning or ongoing, may not participate in negotiations or vote on the contract.**
- **Board members endorsed in years prior to start of collective bargaining, may be able to participate in negotiations.**

Other ethics considerations

- **Gifts or favors**
 - **Board members may not accept offers of meals, entertainment or hospitality limited to the clients or customers of the individuals providing the service.**
 - **Exception: Hospitality suites or receptions at conferences or conventions, provided it is open to all in attendance at the conference or convention.**

Ethics—Advisory Opinions

- **Issued by the School Ethics Commission, on request.**
- **Used for future or proposed conduct.**
- **Based on the specific facts of your situation.**
- **Issued to the individual; Some opinions are made public when it concerns an issue of importance to all. If made public, individual names are redacted.**
- **Does not penalize individual because concerns proposed conduct, not action already taken.**

Doctrine of Necessity

- Where so many board members have ethical conflicts that the board cannot function, then a board may use the Doctrine of Necessity which will allow the board to function as if no member had a conflict.
 - Board must pass a resolution invoking doctrine, reasons for it, and the nature of the conflicts.
 - Doctrine allows voting and, in limited circumstances, participation in negotiations.
 - Board must consult with attorney before using Doctrine of Necessity.

Indemnification N.J.S.A. 18A:12-20

- Boards must cover costs related to defending a board member for an act or omission arising out of his/her official duties as a member of the board.
 - Covers civil and administrative proceedings, win or lose. (example: ethics complaints)
 - Covers criminal or quasi-criminal actions where the result is favorable to the board member.

Ethics Summary

- How do ethics affect board members?
 - Questions to think about:
 - Do you have any conflicts that would prevent you from voting or participating in a matter?
 - Have you sought an advisory opinion from the School Ethics Commission?
 - Have you consulted with the board attorney?
 - Are there any matters where the board will have to use the Doctrine of Necessity?
 - **PLAN AHEAD!**

Where to Get Ethics Help

- Your Board Attorney

- N.J. School Ethics Commission
609-984-6941 or
www.nj.gov/njded/ethics/commission.htm
(for information on advisory opinions or complaints)

Where to Get Ethics Help (Continued)

- **N.J. School Boards Association**
 - **Legal** --(for information on past rulings and advisory opinions) 1-888-886-5722 x. 5254
 - **Policy** --(for information on ethics policies) 1-888-886-5722 x. 5222
 - **Field Services** --(for direct assistance) 1-888-886-5722 x. 5255

POLICY**Ocean Township
Board of Education**

Section: Students

5111. ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS

Date Created: January, 1979

Date Edited: February, 2015

5111- ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS**5111 ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS****M**

The Township of Ocean Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older pupil as is otherwise entitled by law to a free public education.

Eligibility to Attend School

The Board shall admit pupils eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1 et seq.

The Board shall also admit any pupil that is kept in the home of a person other than the pupil's parent or guardian, where the person is domiciled in the school district and is supporting the pupil without remuneration as if the pupil were his or her own child in accordance with N.J.A.C. 6A:22-3.2 et seq. A pupil is only eligible to attend school in the district pursuant to this provision if the pupil's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the pupil due to family or economic hardship and the pupil is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the pupil must file, if so required by the district, a sworn statement that he or she: is domiciled within the district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the pupil relative to school requirements; and provides a copy of his or her lease if a tenant, or a sworn landlord's statement if residing as a tenant without a written lease. Pursuant to N.J.S.A. 18A:38-1(c), any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

A pupil is eligible to attend school free of charge pursuant to N.J.S.A. 18A:38-1(b) if the pupil is kept in the home of a person domiciled in the district, other than the parent or guardian, where the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year upon the parent or guardian's return from active military duty.

A pupil is eligible to attend school free of charge pursuant to N.J.S.A. 18A:38-1(d) if the pupil's parent or guardian temporarily resides within the district and elects to have the pupil attend school in the district of temporary residence, notwithstanding the existence of a domicile elsewhere. Where required by the district, the parent or guardian shall demonstrate that such temporary residence is not solely for purposes of a pupil attending school within the district of temporary residence. Where one of a pupil's parents or guardians temporarily resides in the district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A pupil is eligible to attend school in the district free of charge:

1. If the pupil's parent or guardian moves to another district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the pupil is placed in the home of a district resident by court order (as defined in N.J.A.C. 6A:22-3.2(e)) or by a society, agency, or institution pursuant to N.J.S.A. 18A:38-2;
3. If the pupil had previously resided in the district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the pupil out of the district, pursuant to N.J.S.A. 18A:38-3(b). The district shall not be obligated for transportation costs; and
4. If the pupil resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

The physical condition of an applicant's housing, an applicant's compliance with local housing ordinances, or terms of lease shall not affect eligibility to attend school.

A pupil's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

Proof of Eligibility

The district shall accept forms of documentation from persons attempting to demonstrate a pupil's eligibility for enrollment in the district in accordance with N.J.A.C. 6A:22-3.4 et seq. The district shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form of documentation, or a particular subset of documents, without regard to other evidence presented.

The district shall not require or request any information or document protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school. However, these protected documents or information, or pertinent parts thereof, may be voluntarily disclosed by the person(s) seeking enrollment in the district. However, the district may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.

Initial Assessment and Enrollment

Registration, initial determinations of eligibility, and enrollment will be in accordance with N.J.A.C. 6A:22-4.1 et seq. The district shall use registration forms provided by the Commissioner of Education or locally developed forms that are consistent with the forms provided by the Commissioner. A district level school administrator designated by the Superintendent will be available and clearly identified to applicants, to assist persons who are experiencing difficulties with the registration/enrollment process.

Initial determinations of eligibility shall be made upon presentation of an application for enrollment and enrollment shall take place immediately in all cases except those of clear, uncontested denials. Where an applicant has provided incomplete, unclear or questionable information, enrollment shall take place immediately, but the applicant will be placed on notice that removal will result if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2 et seq.

Where an applicant appears ineligible based on the information provided in the initial application, a preliminary written notice of ineligibility shall be provided, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and intent to appeal to the Commissioner. A pupil enrolled pursuant to this provision shall be notified that he or she will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

Where enrollment is denied and no intent to appeal is indicated, applicants shall be advised that they shall comply with compulsory education laws. In this case, the parent(s) or guardian(s) shall, where the pupil is between the ages of six and sixteen, be asked to complete a written statement that the pupil will be attending school in another district, attending a nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the event this written statement is not provided, the district level administrator designated by the Superintendent shall notify the school district of actual domicile or residence, or the Department of Children and Families to report a potential instance of "neglect" pursuant to N.J.S.A. 9:6-1, with the pupil's name, the name(s) of the parent/guardian/resident, the pupil's address to the extent known, and shall indicate that admission to the district has been denied based on residency or domicile, and that there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

Enrollment or attendance in the district shall not be denied based upon absence of the certified copy of birth certificate or other proof of a pupil's identity required within thirty days of initial enrollment pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the district shall not be denied based upon absence of pupil medical information, although actual attendance at school may be deferred as necessitated by compliance with rules regarding immunization of pupils, N.J.A.C. 8:57-4.1 et seq.

Enrollment in the district, attendance at school, or educational services where attendance in the regular education program appears inappropriate, shall not be denied based upon absence of a pupil's prior educational record. However, the applicant shall be advised that the initial educational placement of the pupil may be subject to revision upon receipt of records or further assessment of the pupil by the district.

Notice of Ineligibility

If the district finds the applicant ineligible to attend the schools of the district pursuant to N.J.A.C. 6A:22-1.1 et seq., or the application initially submitted is found to be deficient upon subsequent review or investigation, notice shall immediately be provided to the applicant consistent with sample form(s) to be provided by the Commissioner. Notices shall be in writing, in English and in the native language of the applicant, issued by the Superintendent and directed to the address at which the applicant claims to reside. The Notice of Ineligibility shall be provided and shall include information as required in accordance with N.J.A.C. 6A:22-4.2 et seq.

Removal of Currently Enrolled Pupils

Nothing in N.J.A.C. 6A:22-4.3 et seq. and this policy shall preclude the Board from seeking to identify, through further investigation or periodic requests for current validation of previously determined eligibility status, pupils enrolled in the district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances or newly discovered information.

When a pupil, enrolled and attending school in the district based on an initial determination of eligibility, is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board for removal of the pupil in accordance with N.J.A.C. 6A:22-4.3(b). No pupil shall be removed from school unless the parent, guardian, adult pupil or resident keeping an "affidavit pupil" (as defined in N.J.A.C.

6A:22-1.2) as the case may be, has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult pupil or resident keeping an "affidavit pupil", as the case may be, does not respond to the Superintendent's notice within the designated time frame or appear for the hearing, the Board shall make a prompt determination of the pupil's eligibility or ineligibility and shall immediately provide notice thereof in accordance with the requirements of N.J.A.C. 6A:22-4.2 et seq. The hearings required pursuant to N.J.A.C. 6A:22-4.3 et seq. may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No pupil may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

Appeal to the Commissioner

The district's determination that a pupil is ineligible to attend the schools of the district may be appealed to the Commissioner by the parent, guardian, adult pupil or resident keeping an "affidavit pupil", as the case may be. Such appeals shall proceed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 et seq. and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1(b)1, appeals of "affidavit pupil" eligibility determinations must be filed by the resident keeping the pupil.

Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of a determination of ineligibility, the Board may assess tuition for any period of a pupil's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. The district may petition the Commissioner for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10, through recording, upon request of the Board pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

Nonresident Pupils

The admission of a nonresident child to school free of charge must be approved by the Board. No child otherwise eligible shall be denied admission on the basis of the child's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident pupil shall be contingent upon the pupil's maintenance of good standards of citizenship and discipline.

Children Who Anticipate Moving to or from the District *

A nonresident child otherwise eligible for attendance whose parent(s) or guardian(s) anticipates district residency and has entered a contract to buy, build, or rent a residence in this district may be enrolled without payment of tuition for a period of time not greater than 8 weeks prior to the anticipated date of residency. If any such pupil does not become a resident of the district within 8 weeks after admission to school, tuition will be charged for attendance commencing the beginning of the 1st week and until such time as the pupil becomes a resident or withdraws from school.

- Students Pre-K through 12th whose parent(s) or guardian(s) have moved away from the school district after March 31st will be permitted to finish that school year in this district without payment of tuition.
- A twelfth grade student whose parent(s) or guardian(s) have just moved away from the school district prior to March 31st of their senior year, may petition the Board of Education, in writing to remain in the high school for the remainder of their senior year without payment of tuition.

- Senior students moving from the district prior to April 1 of their senior year and after completing their entire education (K through 11th grade) in the Township of Ocean Schools, shall be allowed to complete their senior year at Ocean Township High School without payment of tuition, provided that their parent(s) or guardian(s) make a written request to the Superintendent of Schools.

Transportation is not provided.

Other Non-resident Children

Other nonresident children, otherwise eligible for attendance, may be admitted to school in this district without payment of tuition if their admission is warranted by the inaccessibility of school in their home district, the singular availability of an appropriate educational program in this district, the avoidance of transfer and readmission of a child whose legal custody is shared by a parent(s) or guardian(s) residing in this district, or other good cause.

N.J.S.A. 18A:38-1 et seq.

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.

Adopted: 16 January 1979

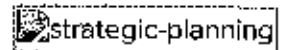
Revised: 15 September 1981, 17 July 1990, 15 October 1991,
19 October 1993, 18 October 1994, 20 February 1996,
15 September 1998, 27 June 2002, 15 October 2002,
17 January 2006, 16 July 2010, 17 February 2015

© 2016 Strauss Esmay Associates, LLP
1886 Hinds Road, Suite 1, Toms River, NJ 08753
ph: (732)255-1500 fax: (732)255-1502



Strategic Planning

Take goal-setting to the next level by inviting members of your community to participate in the process. It's a smart way to build enthusiasm and commitment. And it ensures that you are creating a vision that is truly collaborative.



The New Jersey School Boards Association (NJSBA) offers flexible options to help your district address its planning and goal-setting needs.

Basic Planning Services

As a membership benefit for dues-paying districts, your NJSBA Field Service Representative (FSR) can organize and facilitate your board's next annual planning workshop to help your district:

- Identify strengths and weaknesses
- Target critical issues
- Prioritize and implement annual goals and objectives
- Identify appropriate roles and responsibilities
- Create a process for monitoring and evaluating progress

Strategic Planning

NJSBA's collaborative fee-based strategic planning service can help you develop and implement a plan to effectively target your efforts and resources to move your district forward.

For more information, [contact your FSR \(http://www.njsba.org/services/field-services/\)](http://www.njsba.org/services/field-services/) or email fieldservices@njsba.org (<mailto:fieldservices@njsba.org>).

Contact Us

New Jersey School Boards Association
413 West State St.
Trenton, NJ 08618
Main: 609-695-7600
Free: 888-88NJSBA

Quick Links

Mission Statement

The New Jersey School Boards Association, a federation of boards of education, provides training, advocacy and support to advance public education and promote the achievement of all students through effective governance.

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
June 28, 2016**

CALL TO ORDER

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

STATEMENT OF ADEQUATE NOTICE

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

ROLL CALL OF ATTENDANCE

Present – Mr. Steven Clayton, Mr. James Dietrich, Mr. Joseph Hadden, Dr. David Marshall, Mr. Sean Moore, Mr. Michael Palutis and Mrs. Sylvia Sylvia-Cioffi. Mrs. Amy McGovern and Mrs. Denise Parlamas were absent.

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

Enter Executive Session – 7:02 p.m.

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

Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Personnel and Student Matters (HIB). It is anticipated at this time that the above stated subject(s) shall be made public at such time as the need for non-disclosure no longer exists. Board of Education will be in executive session for approximately 30 minutes and will not take action upon returning to work session.

Adjourn Executive Session – 7:42 p.m.

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

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

PRESIDENT'S REPORT: No Report

SUPERINTENDENT'S REPORT: Mr. Stefankiewicz

Mr. Stefankiewicz discussed the following item(s):

- Discussed High School team that attended the CTE Grant Workshops.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

Mr. Jannarone discussed the following item(s):

- Discussed Governor's Fairness Formula: \$6,599 per student, 24 million in state aid the district would receive.
- Expressed thank you to Mr. Dietrich for minute's code he created for the district website.
- Discussed Township's possible Tennis Facility, spoke with Township Manager and Mayor
- Discussed updates regarding the shared services contracts with Hope Academy and Deal School.

PUBLIC COMMENT:

- Gino Dellomo, resident, asked about the Governor's Fairness Formula and how the less fortunate districts would survive.

COMMITTEE REPORTS:

CO-CURRICULAR STUDENT ACTIVITIES: No Report

COMMUNITY LIAISON & COMMUNICATIONS: Mrs. Sylvia-Cioffi

The following item(s) were discussed:

1. **Discussion: Approval of Minutes:**

Board of Education and Administration discussed the minutes in accordance with Board of Education bylaws #168 “Recording of Board Meetings” of the following meeting(s):

Work Meeting/Executive Session Minutes – June 14, 2016

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Moore

The following item(s) were discussed:

1. **Discussion: Use of Facilities**

Board of Education and Administration discussed use of facilities according to the attached list dated June 28, 2016

2. **Discussion: Donation**

Board of Education and administration discussed a grant, submitted by Mr. Christopher Wilson, Supervisor of World Languages/Social Studies, from IACE Italian American Committee on Education, in the amount of \$2,000 to be used towards the salary of an Italian teacher for the 2016-2017 school year, as specified in the grant submission.

3. **Discussion: Shared Services – Hope Academy**

Board of Education and administration discussed shared services resolution between the Township of Ocean, Board of Education and Hope Academy Charter School maintenance Services. This agreement will be in place from July 1, 2016 thru June 30, 2017.

4. **Discussion: Dishwashers**

The Board of Education and Administration discussed the Bid Award for dishwashers for the kitchens at the Ocean Twp. Elementary School, Ocean Twp. High School and Twp. of Ocean Intermediate School with E & A Restaurant Supply Co., Plainfield, NJ, for a total bid of \$99,893.00. (As per attached)

5. **Discussion: Electronic Monument Signs**

The Board of Education and Administration discussed the Bid Award for Electronic Monument Signs to be installed at the Ocean Twp. High School and Twp. of Ocean Intermediate School with Golden Rule Signs., Louisville, KY, for a total bid of \$51,035.74. (As per attached)

6. **Discussion: Resolution for Refunding Bond Ordinance:**

Board of Education and Administration discussed the following resolution regarding Refunding Bond Ordinance:

REFUNDING BOND ORDINANCE OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF OCEAN IN THE COUNTY OF MONMOUTH, NEW JERSEY, PROVIDING FOR THE REFUNDING OF ALL OR A PORTION OF THE OUTSTANDING CALLABLE SCHOOL BONDS OF THE SCHOOL DISTRICT,

Twp of Ocean BOE Work Meeting Minutes (continued) – June 28, 2016

DATED SEPTEMBER 1, 2007, ISSUED IN THE ORIGINAL PRINCIPAL AMOUNT OF \$6,113,000, APPROPRIATING NOT TO EXCEED \$2,700,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$2,700,000 REFUNDING BONDS TO PROVIDE FOR SUCH REFUNDING. (See attached)

7. **Discussion: Resolution for Determining Form and Other details of Bond Refunding:**

Board of Education and Administration discussed the following resolution regarding determining form and other details of Bond Refunding School Bonds:

RESOLUTION DETERMINING THE FORM AND OTHER DETAILS OF NOT TO EXCEED \$2,700,000 PRINCIPAL AMOUNT OF REFUNDING SCHOOL BONDS OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF OCEAN IN THE COUNTY OF MONMOUTH, NEW JERSEY AND PROVIDING FOR THE SALE AND THE DELIVERY OF SUCH BONDS (See attached)

INSTRUCTIONAL & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. **Discussion: Professional Development Activities – Staff**

Board of Education and Administration discussed the attached memorandum dated June 24, 2016, re: Staff Professional Development Activities in accordance with District Policy 6471 and NJAC 6A:23B. The attendance at said activities is fiscally prudent and will promote the delivery of instruction and/or will further the efficient operation of the district.

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

2. **Discussion: Summer 2016 Extended School Year Special Education Program - Out of District Placements**

Board of Education and Administration discussed out of district placements for the 2016 Summer Extended School Year Special Education Program in accordance with the attached memorandum dated June 24, 2016.

3. **Discussion: Transportation-Summer 2016 Out of District-Extended School Year Special Education Program**

Board of Education and Administration discussed transportation for the 2016 Summer – Out of District - Extended School Year Special Education Program in accordance with the attached memorandum dated June 17, 2016.

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Sylvia-Cioffi

The following item(s) were discussed:

1. **Discussion: Substitute Teachers for the 2016-2017 School Year**

Board of Education and Administration discussed hiring Substitute Teachers for the 2016-2017 school year in accordance with the attached list dated June 24, 2016.

Twop of Ocean BOE Work Meeting Minutes (continued) – June 28, 2016

2. Discussion: Instructional Assistant Substitutes for the 2016-2017 School Year

Board of Education and Administration discussed hiring Instructional Assistant Substitutes for the 2016-2017 school year in accordance with the attached list dated June 24, 2016.

3. Discussion: Clerical Substitutes for the 2016-2017 School Year

Board of Education and Administration discussed hiring Clerical Substitutes for the 2016-2017 school year in accordance with the attached memorandum dated June 24, 2016.

4. Discussion: Custodial Substitutes for the 2016-2017 School Year

Board of Education and Administration discussed hiring the following as Custodial Substitutes for the 2016-2017 school year.

Hugo Baez	Robert Kowana
Alex Brewer	Rich Miller
Michael Brown	Scott Pembleton
James Cazeau	Jorge Puello
Lisa Fiorentino	Nick Terranova
Zachary Gerard	Antonio Triscari
Kelvin Gutierrez	Sandra VanBrunt
Nick Haberstroh	Annie Varga
Brian Jones	Leandro Zaragoza

5. Discussion: Unpaid Family Leave of Absence

Board of Education and Administration discussed the request of Candice Kobil, Special Education Teacher, Wayside School to take an unpaid family leave of absence, as designated under FMLA and NJFLA, for a period of 10 weeks. Mrs. Kobil's unpaid family leave of absence will begin at the conclusion of her eligible sick leave, approximately October 14, 2016 and continue through December 20, 2016. Mrs. Kobil's last day of work will be September 9, 2016. She is expected to return to work on December 21, 2016. While out on an unpaid family leave of absence, Mrs. Kobil will be responsible for paying the appropriate contribution towards her health insurance coverage.

6. Discussion: Translator Service

Board of Education and Administration discussed hiring Maria V. Cavadas of Paradoex, LLC – Middletown, NJ to provide Portuguese translator services at an hourly rate of \$50.00 per hour.

7. Discussion: Job Descriptions

Board of Education and Administration discussed revisions to the following job descriptions, per attached:

Director of School Counseling, Grades K-12
Supervisor of Special Education/Grades PreSchool-5 and Basic Skills/Grades K-5

8. Discussion: Summer School Teaching Positions

Board of Education and Administration discussed hiring the following as Summer School Teachers. Summer School will operate Monday through Thursday, July 5, 2016- August 11, 2016. The following teachers will work Monday through Thursday, 7:30 am to 10:30 am. They will receive \$2,400 per course.

Twp of Ocean BOE Work Meeting Minutes (continued) – June 28, 2016

Kathleen Friel – Math, Grades 7 & 8
Jon Houston -- Language Arts, Grade 8
Robert Klinger – Language Arts, Grade 6
Ian Schwartz – Language Arts, Grade 7

The following teacher will work Wednesday and Thursday, 2 hours a day, at a salary of \$800.00, for the course.

Meaghan McDavitt - PARCC Portfolio/Language Arts, Grade 12

9. Discussion: Summer 2016 - Student Computer Tech Assistant

Board of Education and Administration discussed hiring Thomas Gleason as a Student Computer Tech Assistant for the 2016 Summer months at a rate of \$9.00 per hour.

10. Discussion: Substitute Computer Techs

Board of Education and Administration discussed hiring Matthew Spector and Jonathan Zimmerman as Substitute Computer Techs at a rate of \$11.00 per hour.

11. Discussion: Assistant Superintendent of Schools/Curriculum & Instruction

Board of Education and Administration discussed the appointment of _____ to the position of Assistant Superintendent of Schools/Curriculum & Instruction for the Township of Ocean Board of Education, effective July 1, 2016, salary \$ _____. This appointment is subject to final review of contractual terms by the Board of Education attorney and approval by the Executive County Superintendent of Schools.

12. Discussion: Issuance of Contracts

Board of Education and Administrators discussed offering contracts to the following:

To fill vacancy positions

David Bucko	Science Teacher	\$65,415.00
	High School	BA+30/Step 11/12
	Actual Start & Effective Dates: Pending criminal history background check.	

(Mr. Bucko replaces Dr. Mastellone who will retire July 1, 2016.)

Cristy Molnar	Special Education Teacher /Part-time	\$32,543.00
	Wanamassa Elementary School	MA/Step 1
	Actual Start Date: September 1, 2016	
	Effective Date: September 1, 2016	

(Ms. Molnar replaces Alyssa Fiorillo who moved to a full-time position.)

To fill vacancy non-tenure track positions:

Nicholas Bock	Computer Technician/ Level I	\$37,500.00
	Technology Department, District-wide	
	Non-Tenure Track Position	
	Actual Start & Effective Dates: Pending criminal history background check.	

Twp of Ocean BOE Work Meeting Minutes (continued) – June 28, 2016

Rebecca Boomer Technology Assistant \$32,500.00
Technology Department, District-wide
Non-Tenure Track Position
Actual Start & Effective Dates: Pending criminal history
background check.
(Ms. Boomer replaces Susan Dilloian who moved to a twelve-month secretary
position.)

Sean O'Malley Computer Technician/ Level I \$37,500.00
Technology Department, District-wide
Non-Tenure Track Position
Actual Start & Effective Dates: Pending criminal history
background check.

Danielle Sloan Science Teacher \$54,515.00
Intermediate School BA/Step 1
Maternity Leave/Non-Tenure Track Position
Actual Start & Effective Dates: Pending criminal history
background check.
(Ms. Sloan replaces Melissa Gissubel who will be out on maternity leave for the 2016-2017
school year.)

13. Discussion: Revised Contracts

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

Maria Mosca From: Head Dispatcher/Transportation
To: Supervisor of Transportation \$75,000.00
Non-Tenure Track Position
Effective: September 1, 2016

Kristin Vona From: Special Education Teacher
Ocean Township Elementary School
To: Supervisor of Special Education/ \$94,500.00
Grades PreSchool-5 and Basic Skills/ Step I
Grades K-5
Effective Date: July 1, 2016

(This is a revision in job title/category, salary and work year/10 month to 12 month.)

14. Discussion: Retirement

Board of Education and Administration discussed the retirement of George Kistner, Custodian I,
Intermediate School effective September 1, 2016.

15. Discussion: Bus Drivers and Bus Aides for the 2016 Summer Months

Board of Education and Administration discussed hiring the following Bus Drivers and Bus Aides
to work during the 2016 Summer months:

Twp of Ocean BOE Work Meeting Minutes (continued) – June 28, 2016

Bus Drivers

John Abrams
Lisa Bisbee
Carol Brohmer
Linda Coakley
Maribeth Kohuloon
Marion Koval
Pamela Larsen
Anne Masi
Joe McGinnis
Gail Quinn
James Page
Michelle Piscopo
Cynthia Russo
Linda Sawicki
Anna Tesauro
William Witzigman
Helen Wyckoff

Bus Aides

Scott Broyles
Pamela Hellwege
Cindy Eager
Casey Norvilas – Mission I

16. **Discussion: Child Study Team - 2016 Summer Employment**

Board of Education and Administration discussed Child Study Team employment for Summer 2016 in accordance with the attached memorandum dated June 23, 2016.

17. **Discussion: 2016 Summer Skills Camp/Bridging the Gap Program/Grade 5/Intermediate School**

Board of Education and Administration discussed hiring the following teachers for the 2016 Summer Skills Camp/Bridging the Gap Program/Grade 5/Intermediate School. The program will run July 5 through 8, 2016, Tuesday – Friday and July 11, 2016 through July 21, 2016, Monday-Thursday, 4 hours per day, 8:15 am to 12:15 am. Teachers will be paid \$35.00 per hour.

Carolyn Beam
Jessica Fischer

Nicole Nagy
Janine Sterner

18. **Discussion: Summer Skills Camp/CAPS at OTES**

Skills Camp/CAPS (Core Academic Program of Skills) at Ocean Township Elementary School. The program will run July 5 through 8, 2016, Tuesday – Friday and July 11, 2016 through July 21, 2016, Monday-Thursday, 4 hours per day, 8:15 am to 12:15 am. Teachers will be paid \$35.00 per hour.

Julia Brenna-Hall
Gail Gall
Amy Goldsmith
Laura Hauschildt

Marlene Larkin
Sandra Normile
Brienne O'Rourke

PLANNING & CONSTRUCTION: Mr. Palutis

The following item(s) were discussed:

1. **Discussion: Update on Referendum Projects**

School Business Administrator gave an update on the Referendum Projects.

2. **Discussion: Change Order: Wayside Elementary School UV Equipment**

Board of Education and administration discussed a change order for Direct Digital Control Systems, Inc., per the recommendation by P.W. Moss & Associates, on the Wayside Elementary School UV Equipment purchase delay in the amount of \$957.45. (See attached)

TECHNOLOGY COMMITTEE: Mr. Dietrich

The following item(s) were discussed:

1. **Discussion: Computer Co-Operative Purchase**

Board of Education and administration discussed the purchase of 700 Dell Chromebook II including 1 year on-site service and accidental damage service from Ocean Computer Group in the amount of \$227,500.00 as per the attached quote #PW011646, NJ State Contract #89967.

2. **Discussion: Computer Co-Operative Purchase**

Board of Education and administration discussed the purchase Dell OptiPlex 5040 and 3040 Small Form Factor XCTO in the amount of \$52,126.00 as per the attached quote #CC011687, NJ State Contract #89967.

3. **Discussion: Computer Co-Operative Purchase**

Board of Education and administration discussed the purchase of the 6 Dell R430 Servers in the amount of \$23,988.00 as per the attached quote #PW011684, NJ State Contract #89967.

OLD BUSINESS:

- Discussed police action and possible drug issues at a home across the street from Wayside Elementary School.

NEW BUSINESS:

- Finance Committee to review facilities charges.

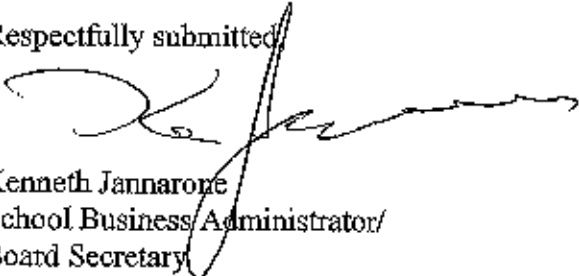
PUBLIC COMMENT:

- Batya Van Nostrand, resident, asked about teachers and their job actions.

ADJOURN MEETING: 8:03 p.m.

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

Respectfully submitted


Kenneth Jannarone
School Business Administrator/
Board Secretary

**MINUTES OF THE REGULAR MONTHLY MEETING
TOWNSHIP OF OCEAN
June 28, 2016**

CALL TO ORDER

The Board President, Joseph Hadden, called the Regular Monthly Meeting of the Township of Ocean Board of Education to order at 8:00 p.m. in the auditorium of the School District's Administration Building.

STATEMENT OF NOTICE

Adequate notice of the meeting to be held by the Township of Ocean Board of Education on Tuesday, June 28, 2016 at 8:00 p.m. has been provided in accordance with the requirements of Chapter 231, Public Laws, 1975.

1. Notice of the meeting was posted on the bulletin board in the lobby of the Administration Building, 163 Monmouth Road, Oakhurst, New Jersey, all Ocean Township District Schools and Transportation, and the School District Website www.oceanschools.org on January 7, 2016.
2. Notice of the meeting was transmitted to the Asbury Park Press on January 7, 2016 and The New Coaster Newspapers on January 7, 2016.
3. Notice of the meeting was filed with the Municipal Clerk, Township of Ocean and the Municipal Clerk, Village of Loch Arbour on January 7, 2016.

ROLL CALL

The following members were present: Mr. Steven Clayton, Mr. James Dietrich, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Sean Moore and Mrs. Sylvia Sylvia-Cioffi. Mr. Michael Palutis and Mrs. Denise Parlamas were absent.

PRESIDENT'S REPORT – No Report

STUDENT REPRESENTATIVES: No Report

SUPERINTENDENT'S REPORT – Dr. Stefankiewicz

Dr. Stefankiewicz reported on the following:

Dr Stefankiewicz presented approximately 18 plaques to retiring personnel in attendance out of a total of 29 retiring employees.

District HIB Summary Report

In support of the Anti-Bullying Bill of Rights and in accordance with Board of Education Policy 5512, the Superintendent is required to report to the public twice each year on acts of Harassment, Intimidation and Bullying. The information that I am providing this evening covers the reporting period from January 1, 2016 through June 30, 2016. This information includes the number, nature, effect, and mode of the incidents as well as disciplinary action taken. The report also includes training sessions for teachers and administrators as well as bullying prevention programs for students.

District Results
2 incidents of HIB

Nature of Incidents:

Race	1
Color	0
Religion	1
Ancestry	0
Origin	0
Gender	1
Sexual Orientation	0
Gender Identity & Expression	0
Mental, Physical or Sensory Disability	0
Other Distinguishing Characteristics	0

Mode of HIB Incidents:

Gesture	0
Written	1
Verbal	1
Physical	0
Electronic Communication	0

These actions resulted in both suspensions and detentions. All of the offenders were mandated to participate in counseling sessions. When necessary, counseling was provided for victims as well. Details of this report are provided in the attachments for tonight’s meeting. Public comment is invited.

PUBLIC COMMENTS-AGENDA: None

APPROVAL OF BILLS: Mr. Moore

Mr. Moore made a motion, seconded by Mrs. McGovern, for approval of the following paid items:

1. **APPROVAL OF BILLS**

Move for the approval of the following paid items:

Bills List	June 24, 2016	3,207,220.41
Payroll	May 27, 2016	2,123,378.11
Employer FICA & DCRP	May 27, 2016	44,713.43
Payroll	June 15, 2016	2,294,980.99
Employer FICA & DCRP	June 15, 2016	59,221.32
Payroll (10 Month)	June 21, 2016	1,665,147.87
Employer FICA & DCRP	June 21, 2016	20,159.10
	Total	<u>\$9,414,821.23</u>

Motion(s) carried: 7-0

COMMITTEE REPORTS:

The Board of Education and Superintendent welcomed all the new hires, especially Kelly Weldon and Kristin Vona

CO-CURRICULAR STUDENT ACTIVITIES: Mrs. McGovern

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

1. **NJSIAA Membership Resolution**

Move to approve the attached NJSIAA Membership Resolution for the 2016-2017 school year.

COMMUNITY LIAISON & COMMUNICATIONS: Mrs. Sylvia-Cioffi

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

1. **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 – June 14, 2016

2. **Policy(s)/Regulation(s)**

Move to approve the second and final reading of revisions of the following policy(s) and regulation(s):

Policy 2422 Health and Physical Education

Policy 5310 – Health Services (M)

Regulation – 5310 – Health Services (M)

Policy 5330.1 – *(new)* Administration of Medical Marijuana (M)

Regulation 5330.01 – *(new)* Administration of Medical Marijuana (M)

Policy 8462 – Reporting Potential/ Missing or Abused Children (M)

Regulation 8462 – Reporting Potential/ Missing or Abused Children (M)

3. **HIB Reports**

The Board of Education affirms the following Harassment, Intimidation, and Bullying (HIB) Incident Summary Report for the 2015-2016 school year. The report was previously provided to the Board by the Superintendent of Schools. The Board has reviewed the report and affirms the Superintendent’s decision.

HIB Report # 9 - Presented June 7, 2016

HIB Report # 10 – Presented June 28, 2016

4. **Donation of Backpacks and School Supplies for the 2016-2017 School Year**

Move to approve the request of Cedar Village at Ocean, an over 55 community, to donate backpacks filled with school supplies (pencils, crayons, pens, notebooks, etc.) to needy children, grades K-5, in our district. This is an entire community project and is titled “Stuff the Bus.”

Motion(s) carried: 7-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Moore

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

1. **Acceptance and Certification of Monthly Financial Reports**

The following resolution certifies that budget balances at the end of May were adequate to pay all remaining obligations of the 2015-2016 school year and that account groupings required by the State have adequate balances. The Board is also certifying that the independent reports of the Treasurer and the Business Office are in agreement.

RESOLUTION

Pursuant to N.J.A.C. 6:20-2.12 (d), the Township of Ocean Board of Education accepts the Board Secretary/School Business Administrator's Certification as of May 31, 2016 that no budgetary appropriations account has obligations and payments which in total exceed the amount appropriated by the Township of Ocean Board of Education; and

Pursuant to N.J.A.C. 6:20-2.12 (e), we the members of the Township of Ocean Board of Education, of the County of Monmouth, after having reviewed the final REPORT OF THE SECRETARY and upon consultation with the appropriate officials, certify that as of May 31, 2016 it is to the best of our knowledge that no major account or fund has been over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year; and

The Township of Ocean Board of Education hereby accepts the final Board Secretary's Report and Treasurer of School Monies Report, which said reports are in agreement for the month ending May 31, 2016.

2. **Transfers**

The following motion is to transfer monies from one account in the budget to another and provide the adequate balances referred to in the first motion.

Move for approval of the attached RESOLUTION dated, May 31, 2016 covering APPROPRIATION TRANSFERS in the 2015-2016 GENERAL FUND 10; said transfers shall result in no change in the total original Appropriations.

3. **Security Drill Reports for May 2016:**

Fire Drill

Ocean Township High School.....	May 16, 2016
Twp. of Ocean Intermediate School.....	May 20, 2016
Ocean Township Elementary School	May 23, 2016
Wanamassa Elementary School.....	May 20, 2016
Wayside Elementary School.....	May 11, 2016

Lockdown/Active Shooter Drill

Ocean Township High School.....	May 31, 2016
---------------------------------	--------------

Bus Evacuation Drill

Wayside Elementary School.....	May 12, 2016
Wanamassa Elementary School.....	May 12, 2016

Ocean Township Elementary School	May 12, 2016
Twp. of Ocean Intermediate School.....	May 12, 2016
Ocean Township High School.....	May 12, 2016

4. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated June 28, 2016.

5. **Shared Services – Deal School**

Move to approve the attached master shared services resolution between the Township of Ocean Board of Education and the Deal Board of Education. Addendum I and II detail the shared services scope of work for cafeteria and maintenance services. This agreement will be in place from July 1, 2016 to June 30, 2017.

6. **Nursing Services**

Move to approve part-time registered nursing services for 2016-2017 at Ocean Township High School, approximately 17.5 hours a week, and Township of Ocean Intermediate School, approximately 27.5 hours a week, provided through Monmouth-Ocean Education Services Commission at a rate of \$52 per hour.

7. **Tuition Contract:**

Move to approve of a tuition agreement in the amount of \$7,491.68, between Township of Ocean Board of Education, County of Monmouth, sending district, and Neptune Township School District, County of Monmouth, receiving district, for a homeless student from December 21, 2015 through June 20, 2016.

8. **Renewal of Food Service Management Contract**

Move to approve the renewal of the Food Service Management contract with Sodexo Food Services for the 2016-2017 school year. The proposed management fee is \$45,576; the Administrative Fee is \$66,990, this is a .5% increase. The minimum financial client guaranteed return for the food service program will be a surplus of \$16,967. The guarantee is limited to 100% of the management fee.

9. **Student Lunch Program Prices**

Move to approve the prices of the student lunch program for the 2016-2017 school year as follows: Breakfast \$1.75 and Adult meal will be \$3.85.

Deal School	Elementary Schls: K-5	Intermediate Schl: 6-8	High School: 9-12
\$3.10 - \$4.10	\$2.85	\$3.10 - \$4.10	\$3.35 - \$4.35

NOTE: The above prices would represent no increase from last year and continue a tiered pricing approach. The price will be variable depending on the cost of the meal served.

10. **State Contract Purchases**

Move to approve the purchase of district computer, maintenance, security cameras, equipment, and other budgeted items from the following vendors utilizing the State of New Jersey Purchasing Bureau contract on a year-long basis as needed/budgeted in the 2016-2017 school year:

Office Business Systems

Contract #70264

Dell Computers
Hewlett Packard

Contract #70256
Contract #70262

11. **Report of Awarded Contracts**

Move to approve that pursuant to PL 2015, Chapter 47 the Township of Ocean Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18 et. seq, NJAC Chapter 23 and Federal Uniform Administration Requirements 2CFR, Part 200. (See attached)

12. **Donation**

Move to approve a grant, submitted by Mr. Christopher Wilson, Supervisor of World Languages/Social Studies, from IACE Italian American Committee on Education, in the amount of \$2,000 to be used towards the salary of an Italian teacher for the 2016-2017 school year, as specified in the grant submission.

13. **Shared Services – Hope Academy**

Move to approve shared services resolution between the Township of Ocean Board of Education and Hope Academy Charter School maintenance Services. This agreement will be in place from July 1, 2016 thru June 30, 2017.

14. **Dishwashers**

Move to approve the Bid Award for dishwashers for the kitchens at the Ocean Twp. Elementary School, Ocean Twp. High School and Twp. of Ocean Intermediate School with E & A Restaurant Supply Co., Plainfield, NJ, for a total bid of \$99,893.00. (As per attached)

15. **Electronic Monument Signs**

Move to approve the Bid Award for Electronic Monument Signs to be installed at the Ocean Twp. High School and Twp. of Ocean Intermediate School with Golden Rule Signs., Louisville, KY, for a total bid of \$51,035.74. (As per attached)

16. **Resolution for Refunding Bond Ordinance:**

Move to approve the following resolution regarding Refunding Bond Ordinance:

REFUNDING BOND ORDINANCE OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF OCEAN IN THE COUNTY OF MONMOUTH, NEW JERSEY, PROVIDING FOR THE REFUNDING OF ALL OR A PORTION OF THE OUTSTANDING CALLABLE SCHOOL BONDS OF THE SCHOOL DISTRICT,

DATED SEPTEMBER 1, 2007, ISSUED IN THE ORIGINAL PRINCIPAL AMOUNT OF \$6,113,000, APPROPRIATING NOT TO EXCEED \$2,700,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$2,700,000 REFUNDING BONDS TO PROVIDE FOR SUCH REFUNDING. (See attached)

17. **Resolution for Determining Form and Other details of Bond Refunding:**

Move to approve the following resolution regarding determining form and other details of Bond Refunding School Bonds:

RESOLUTION DETERMINING THE FORM AND OTHER DETAILS OF NOT TO EXCEED \$2,700,000 PRINCIPAL AMOUNT OF REFUNDING SCHOOL BONDS OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF OCEAN IN THE COUNTY OF MONMOUTH, NEW JERSEY AND PROVIDING FOR THE SALE AND THE DELIVERY OF SUCH BONDS (See attached)

Motion(s) carried: 7-0

INSTRUCTION & EDUCATION: Dr. Marshall

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

1. **Overnight Trip Request**

Move to approve the following overnight trip request:

Group: DECA – Grades 9-12
 Number of Students: 10
 Date: Departure Time: November 9, 2016, 1:55 pm
 Return Time: November 13, 2016, 10:00 pm
 Destination: Epcot, Walt Disney World – Orlando, Florida
 Purpose: Disney Leadership Academy – Youth Education Series
 Transportation: *School bus to the airport, plane to Florida.
 Teacher Chaperones: Greg Colón
 Parent Chaperones: -0-
 Cost per pupil: \$712.00 per student (paid for by DECA store revenue and fundraising. Balance will be paid for by the students.)

*Plane reservations will be made after Board approval of this trip.

2. **Textbooks - 2016-2017 School Year**

Move to approve the purchase of the following textbooks for the 2016-2017 school year:

School	Subject/ Course	Proposed Book	Author/ Publisher	Copyright Date/*Price per book/Number of Books to be ordered
All Elementary Schools and Grade 5	ELA K-5	Wonders, Wonderworks, Wonder for E1, and Maravillas	McGraw/Hill	2017 25 student texts per classroom

*There are different programs involved in this purchase. The total cost for all programs is contained in the 2016-2017 approved school budget and it will be paid in two installments over a period of two years.

3. **Professional Development Activities – Staff**

Move to approve the attached memorandum dated June 24, 2016, re: Staff Professional Development Activities in accordance with District Policy 6471 and NJAC 6A:23B. The

attendance at said activities is fiscally prudent and will promote the delivery of instruction and/or will further the efficient operation of the district.

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

4. **Summer 2016 Extended School Year Special Education Program - Out of District Placements**

Move to approve out of district placements for the 2016 Summer Extended School Year Special Education Program in accordance with the attached memorandum dated June 24, 2016.

5. **Transportation-Summer 2016 Out of District-Extended School Year Special Education Program**

Move to approve transportation for the 2016 Summer – Out of District - Extended School Year Special Education Program in accordance with the attached memorandum dated June 17, 2016.

Motion(s) carried: 7-0

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Sylvia-Cioffi

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

1. **Assignment Transfers**

Move to approve the following staff assignment transfers effective, September 1, 2016:

Alyssa Fiorillo From: Elementary Teacher, Wanamassa Elementary School
To: Special Education Teacher, Wanamassa Elementary School

Tamara Fort From: Special Education Teacher, Wanamassa Elementary School
To: Elementary Teacher, Wanamassa Elementary School

2. **Revisions - Job Descriptions**

Move to approve revisions to the following job descriptions, copies attached.

Custodian
Director of School Counseling, Grades K-12
Supervisor of Special Education/Grades PreSchool-5 and Basic Skills/Grades K-5

3. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence for Cassie Della Pesca, Health & Physical Education Teacher, High School, as designated under FMLA and NJFLA, for a period of 12 weeks. Mrs. Della Pesca's last day of work will be September 2, 2016. Her unpaid family leave of absence will begin at the conclusion of her eligible sick leave, approximately September 26, 2016 and continue to December 16, 2016. Mrs. Della Pesca is expected to return to the classroom on December 19, 2016.

4. **Unpaid Family Leave of Absence**

Move to approve an unpaid family leave of absence, as designated under FMLA and NJFLA, for

a period of 10 weeks for Candice Kobil, Special Education Teacher, Wayside School. Mrs. Kobil's unpaid family leave of absence will begin at the conclusion of her eligible sick leave, approximately October 14, 2016 and continue through December 20, 2016. Mrs. Kobil's last day of work will be September 9, 2016. She is expected to return to work on December 21, 2016. While out on an unpaid family leave of absence, Mrs. Kobil will be responsible for paying the appropriate contribution towards her health insurance coverage.

5. **Unpaid Leave of Absence**

Move to approve an unpaid leave of absence, with the continuation of benefits, for Marc Hyndsman, Instructional Assistant, Intermediate School, during the period of September 1, 2016 – December 23, 2016. Mr. Hyndsman will return to work on January 3, 2017. While out on an unpaid leave of absence, Mr. Hyndsman will be responsible for paying the appropriate contribution towards his health insurance coverage.

6. **Summer Hours for District School Nurses**

Move to approve 2016 summer hours for District School Nurses in accordance with the attached memorandum dated June 10, 2016.

7. **Summer 2016 - Student Computer Tech Assistant**

Move to approve Thomas Gleason as a Student Computer Tech Assistant for the 2016 Summer months at a rate of \$9.00 per hour.

8. **Substitute Computer Techs**

Move to approve Matthew Spector and Jonathan Zimmerman as Substitute Computer Techs at a rate of \$11.00 per hour.

9. **Summer School Teaching Positions**

Move to approve Summer School Teachers for the period of July 5, 2016 – August 11, 2016 (Mondays through Thursday).

The following teachers will work Monday through Thursday, 7:30 am to 10:30 am. They will receive \$2,400 per course.

Kathleen Friel – Math, Grades 7 & 8
Jon Houston – Language Arts, Grade 8
Bob Klinger – Language Arts, Grade 6
Ian Schwartz – Language Arts, Grade 7

The following teacher will work Wednesday and Thursday, 2 hours a day, at a salary of \$800.00, for the course.

Meaghan McDavitt - PARCC Portfolio/Language Arts, Grade 12

10. **Instructional Assistants for the 2016 Special Education Extended School Year Program (ESY)**

Move to approve the following as Instructional Assistants for the 2016 Special Education Extended School Year (ESY) program. The program will run July 5, 2016 - August 11, 2016. The Instructional Assistants will work 5.5 hours per day, 7:45 am-1:15 pm, 4 days per week

(Monday – Thursday), at their hourly contractual rate of pay.

Pasquale Barone
Jenna Gilman

Daryl Ann Imperato
Mohammed Mongroo

11. **Substitute Teachers and Substitute Instructional Assistants for the 2016 Special Education Extended School Year Program (ESY)**

Move to approve the following Substitute Teachers and Substitute Instructional Assistants for the 2016 Special Education Extended School Year Program (ESY):

Substitute Teachers
Kathleen Andrewski
Algisa Bolin
Meghan Edson
Laura Hauschildt
Gina Plevier
Pamela Siciliano

Substitute Instructional Assistants
Sherryl Cesario
Elizabeth Gwynne
Stacy Kless
Christine Roventini
Dana Sherman

12. **Substitute Teachers for the 2016-2017 School Year**

Move to approve Substitute Teachers for the 2016-2017 school year in accordance with the attached list dated June 24, 2016.

13. **Instructional Assistant Substitutes for the 2016-2017 School Year**

Move to approve Instructional Assistant Substitutes for the 2016-2017 school year in accordance with the attached list dated June 24, 2016.

14. **Clerical Substitutes for the 2016-2017 School Year**

Move to approve Clerical Substitutes for the 2016-2017 school year in accordance with the attached memorandum dated June 24, 2016.

15. **Custodial Substitutes for the 2016-2017 School Year**

Move to approve the following Custodial Substitutes for the 2016-2017 school year.

Hugo Baez	Robert Kowana
Alex Brewer	Rich Miller
Michael Brown	Scott Pembleton
James Cazeau	Jorge Puello
Lisa Fiorentino	Nick Terranova
Zachary Gerard	Antonio Triscari
Kelvin Gutierrez	Sandra VanBrunt
Nick Haberstroh	Annie Varga
Brian Jones	Leandro Zaragoza

16. **Substitute Security Monitor for the 2016-2017 School Year**

Move to approve Michele LoConte, effective March 1, 2017, as a Substitute Security Monitor, for the 2016-2017 school year.

17. **2016-2017 Fall Coaching Assignments/Field Hockey**

Minutes of the Regular Monthly Meeting –
June 28, 2016 Continued:

Move to approve Fall Coaching Assignments/Field Hockey for the 2016-2017 school year in accordance with the attached memorandum dated June 9, 2016.

18. **Translator Service**

Move to approve Maria V. Cavadas of Paradoxx, LLC – Middletown, NJ to provide Portuguese translator services at an hourly rate of \$50.00 per hour.

19. **Issuance of Contracts**

Move to approve that contracts be issued to the following:

To fill vacancy positions

Patrick Arlea	English Teacher	\$57,015.00
	High School	BA/Step 3

Actual Start Date: September 1, 2016

Effective Date: September 1, 2016

(Mr. Arlea was previously approved at the work meeting of the Board held on May 24, 2016 pending criminal history background check and release from current employer. Clearance has been received and Mr. Arlea has been released from his current position. Mr. Arlea replaces Erica Andresen who resigned.)

David Bucko	Science Teacher	\$65,415.00
	High School	BA+30/Step 11/12
	Actual Start & Effective Dates: Pending criminal history background check.	

(Mr. Bucko replaces Dr. Mastellone who will retire July 1, 2016.)

Kyrsten Churchwell	English Teacher	\$54,515.00
	High School	BA/Step 1

Actual Start Date: September 1, 2016

Effective Date: September 1, 2016

(Ms. Churchwell was previously approved at the work meeting of the Board held on May 24, 2016 pending criminal history background check. Clearance has been received. Ms. Churchwell replaces Irene Gilman who will retire July 1, 2016.)

James Loizos	Attendance Officer/Security	\$32,500.00
	District-wide	

Non-tenure track position

Actual Start Date: September 1, 2016

Effective Date: September 1, 2016

(Mr. Loizos was previously approved at the work meeting of the Board held on June 14, 2016 pending criminal history background check. Clearance has been received. Mr. Loizos replaces Michele LoConte who will retire July 1, 2016.)

Katie McConnell	Science Teacher (Chemistry)	\$57,655.00
	High School	BA/Step 4-5

Actual Start Date: September 1, 2016

Minutes of the Regular Monthly Meeting –
June 28, 2016 Continued:

Effective Date: September 1, 2016

(Ms. McConnell was previously approved at the regular monthly meeting held on May 17, 2016 pending criminal history background check. Clearance has been received. Ms. McConnell replaces Roseann McCarthy who is retiring July 1, 2016.)

Cristy Molnar	Special Education Teacher /Part-time Wanamassa Elementary School	\$32,543.00 MA/Step 1
	Actual Start Date: September 1, 2016	
	Effective Date: September 1, 2016	

(Ms. Molnar replaces Alyssa Fiorillo who moved to a full-time position.)

Diane Stuppi	Twelve-Month Secretary High School	\$33,534.00 Step 1
	Actual Start Date: July 1, 2016	
	Effective Date: July 1, 2016	

(Mrs. Stuppi was previously approved at the work meeting of the Board held on June 7, 2016 pending criminal history background check and release from current employer. Clearance has been received and Mrs. Stuppi has been released from her current employer. Mrs. Stuppi replaces Deborah Leonard who will retire July 1, 2016.)

Elizabeth White	English As A Second Language Teacher High School	\$54,515.00 BA/Step 1
	Actual Start Date: September 1, 2016	
	Effective Date: September 1, 2016	

(Ms. White was previously approved at the work meeting of the Board held on May 24, 2016 pending criminal history background check. Clearance has been received. Ms. White replaces Susan Jarosiewicz who will retire July 1, 2016.)

Katelyn Zimmerman	Athletic Trainer High School	\$58,415.00 MA/Step 1
	Actual Start Date: September 1, 2016	
	Effective Date: September 1, 2016	

(Ms. Zimmerman was previously approved at the regular monthly meeting held on May 17, 2016 pending criminal history background check. Clearance has been received. Ms. Zimmerman replaces John Desimini who is transferring to the position of Health and Physical Education Teacher, TOIS.)

To fill vacancy non-tenure track positions:

Nicholas Bock	Computer Technician/ Level I District-wide Non-Tenure Track Position	\$37,500.00
	Actual Start & Effective Dates: pending criminal history background check.	

(This is a newly budgeted position.)

Rebecca Boomer	Technology Assistant Technology Department, District-wide	\$32,500.00
----------------	--	-------------

Non-Tenure Track Position
Actual Start & Effective Dates: Pending criminal history
background check.

(Ms. Boomer replaces Susan Dilloian who was hired to fill a twelve-month secretary
position.)

Jillian Ceravolo	Guidance Counselor	\$58,415.00
	High School	MA/Step 1
	One-year Maternity Leave Replacement	
	Non-Tenure Track Position	
	Actual Start Date: September 1, 2016	
	Effective Date: September 1, 2016	

(Ms. Ceravolo was previously approved at the regular monthly meeting held on May 17,
2016 pending criminal history background check and issuance of certification from the NJ
State Department of Education. Clearance has been received, certification has been issued.
Ms. Ceravolo replaces Mrs. Andrea Sarles who will be out on maternity leave for the 2016-
2017 school year.)

Sean O'Malley	Computer Technician/ Level I	\$37,500.00
	District-wide	
	Non-Tenure Track Position	
	Actual Start & Effective Dates: Pending criminal history background check.	

(This is a newly budgeted position.)

Danielle Sloan	Science Teacher	\$54,515.00
	Intermediate School	BA/Step 1
	Maternity Leave/Non-Tenure Track Position	
	Actual Start & Effective Dates: Pending criminal history background check.	

(Ms. Sloan replaces Melissa Gissubel who will be out on maternity leave for the 2016-2017
school year.)

20. **Revised Contracts**

Move to approve that revised contracts be issued to the following staff members:

Maria Mosca	From: Head Dispatcher/Transportation	
	To: Supervisor of Transportation	\$75,000.00
	Non-Tenure Track Position	
	Effective: September 1, 2016	

Kristin Vona	From: Special Education Teacher	
	Ocean Township Elementary School	
	To: Supervisor of Special Education/	\$94,500.00
	Grades PreSchool-5 and Basic Skills/	Step 1
	Grades K-5	
	Effective: July 1, 2016	

(This is a revision in job title/category, salary and work year/10 month to 12 month.)

21. **Retirement**

Move to approve the retirement of George Kistner, Custodian I, Intermediate School effective September 1, 2016.

22. **2016 Summer Skills Camp/Bridging the Gap Program/Grade 5/Intermediate School**

Move to approve the following teachers for the 2016 Summer Skills Camp/Bridging the Gap Program/Grade 5/Intermediate School. The program will run July 5 through 8, 2016, Tuesday – Friday and July 11, 2016 through July 21, 2016, Monday-Thursday, 4 hours per day, 8:15 am to 12:15 am. Teachers will be paid \$35.00 per hour.

Carolyn Beam
Jessica Fischer

Nicole Nagy
Janine Sterner

23. **Summer Skills Camp/CAPS at OTES**

Move to approve the following teachers for the 2016 Summer Skills Camp/CAPS (Core Academic Program of Skills) at Ocean Township Elementary School. The program will run July 5 through 8, 2016, Tuesday – Friday and July 11, 2016 through July 21, 2016, Monday-Thursday, 4 hours per day, 8:15 am to 12:15 am. Teachers will be paid \$35.00 per hour.

Julia Brenna-Hall
Gail Gall
Amy Goldsmith
Laura Hauschildt

Marlene Larkin
Sandra Normile
Brienne O'Rourke

24. **Bus Drivers and Bus Aides for the 2016 Summer Months**

Move to approve the following Bus Drivers and Bus Aides to work during the 2016 Summer months:

Bus Drivers

John Abrams
Lisa Bisbee
Carol Brohmer
Linda Coakley
Maribeth Kohuloon
Marion Koval
Pamela Larsen
Anne Masi
Joe McGinnis
Gail Quinn
James Page
Michelle Piscopo
Cynthia Russo

Linda Sawicki
Anna Tesauro
William Witzigman
Helen Wyckoff

Bus Aides

Scott Broyles
Pamela Hellwege
Cindy Eager
Casey Norvilas – Mission I

25. **Child Study Team - 2016 Summer Employment**

Move to approve Child Study Team employment for Summer 2016 in accordance with the attached memorandum dated June 23, 2016.

26. **2016 Summer Clerical Substitutes**

Move to approve Fran Pozerycki as a Clerical Substitute for the 2016 Summer months.

27. **Assistant Superintendent of Schools/Curriculum & Instruction**

Move to approve the appointment of Ms. Kelly Weldon to the position of Assistant Superintendent of Schools/Curriculum & Instruction for the Township of Ocean Board of Education, effective July 1, 2016, salary \$148,500.00, contract attached. Ms. Weldon's contract has been formally approved by the Executive County Superintendent of Schools.

28. **Resolutions**

Move to approve a resolution commending the following staff members, who are retiring from the Township of Ocean School District, in appreciation of their years of dedicated service:

Debbie Arbus – 1994-2016	Roseann McCarthy – 1999-2016
Marion Conrad – 2010-2016	John Nacarlo – 1971-2016
Robert Feeney – 1984-2016	Anne Pappayliou – 1986-2016
Irene Gilman – 1980-2016	Lisa Beth Parrella – 1991-2016
Eleanor Goslin – 1981-2016	Gale Phillips – 1994-2016
Diane Jamello – 1994-2016	Nydia Pola – 1984-2016
Susan Jarosiewicz – 1981-2016	Felix Puello – 1999-2015
Antonia Johnson – 2001-2016	Nancy Redding – 1991-2016
Loretta Kachmar-Will – 2006-2016	Patricia Rose – 1985-2016
Larry Knight – 2004-2015	Maria Stanton – 1988-2016
Deborah Leonard – 1986-2016	Deborah Sfraga – 2001-2016
Michele LoConte – 1994-2016	Arthur Wankmuller – 1974-2016
Donna Lynn Manning – 2000-2016	Donna Weldon – 1976-2016
Dr. Frank Mastellone – 1993-2016	
Kathryn Miller – 2003-2016	
Roger Mills – 2000-2016	

Motion(s) carried: 7-0

PLANNING & CONSTRUCTION: Mr. Dietrich

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

1. **Change Order: Wayside Elementary School UV Equipment**

Move to approve a change order for Direct Digital Control Systems, Inc., per the recommendation by P.W. Moss & Associates, on the Wayside Elementary School UV Equipment purchase delay in the amount of \$957.45. (See attached)

Motion(s) carried: 7-0

TECHNOLOGY: Mr. Dietrich

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

1. **Computer Co-Operative Purchase**

Move to table the purchase of 700 Dell Chromebook II including 1 year on-site service and accidental damage service from Ocean Computer Group in the amount of \$227,500.00 as per the attached quote #PW011646, NJ State Contract #89967.

2. **Computer Co-Operative Purchase**

Move to table the purchase Dell OptiPlex 5040 and 3040 Small Form Factor XCTO in the amount of \$52,126.00 as per the attached quote #CC011687, NJ State Contract #89967.

Motion(s) for items #1 & #2 were tabled: 7-0

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

3. **Computer Co-Operative Purchase**

Move to approve the purchase of the 6 Dell R430 Servers in the amount of \$23,988.00 as per the attached quote #PW011684, NJ State Contract #89967.

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

OLD BUSINESS: None

NEW BUSINESS:

- Mr. Clayton, Board of Education, discussed the meeting with the assemblywomen regarding a possible change in school funding.
- Board of Education thanked the administration for the excellent graduation ceremonies.

PUBLIC COMMENTS:

- Mrs. Carol Alto, parent, asked about the keyboarding classes at the Intermediate School. The administration discussed the adjustment made to the Technology curriculum. She also asked about the Benchmark tests for different class levels.
- Sandy Abdelaziz, parent, asked about status and the job actions previously carried out by the teachers union. The Board of Education stated their support for the Superintendent and their efforts in communicating with the union leadership.

Enter Executive Session – 9:07 p.m.

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

Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Personnel and Negotiations (TOEA). 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 1 hour and will not take action upon returning to work session.

Adjourn Executive Session 2 – 10:27 p.m.

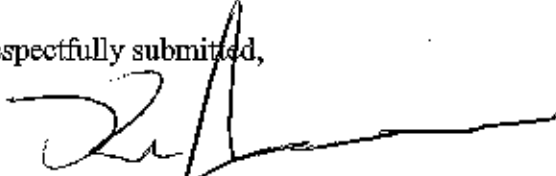
Approval: Motion offered by Mr. Hadden, seconded by Mr. Moore and carried 7-0.

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

ADJOURNMENT: 10:28 p.m.

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

Respectfully submitted,

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

Kenneth Jannarone
School Business Administrator/
Board Secretary

FINANCIAL, MANAGEMENT & RESOURCE SERVICES

ADDENDUM TO EXTEND AGREEMENT

This is an Addendum to an Agreement between Mission One Educational Staffing Services, LLC, a Delaware limited liability company, located at 800 North Kings Highway, Suite 405, Cherry Hill, New Jersey 08034 and the Ocean Township School District (the "District").

Whereas, the District and the Company entered into an Agreement whereby Company is to provide substitute staffing, to fill positions at the request of the District for a period ending June 30, 2016;

Whereas, District and Company are desirous of extending the term of the Agreement through June 30, 2017 with the provisions set forth below;

Now, Therefore, be it agreed between the parties, as follows:

1. The Term of the Agreement, as reflected in Paragraph 7, is hereby extended to June 30, 2017;
2. This Agreement will automatically renew for additional one (1) year periods unless either party provides written notice of termination at least ninety days prior to the end of the fiscal school year.
3. Except as specifically and explicitly set forth herein, all other terms of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first set forth below.

**MISSION ONE
EDUCATIONAL STAFFING SERVICE**

OCEAN TOWNSHIP SCHOOL DISTRICT

By _____
W. Andrew Hall, C.O.O.

By _____
Signature

Name and Title

Date _____

**2016-2017 Property & Casualty Insurance Proposal for:
Township of Ocean Board of Education**

(1) Coverage	(2)		(3)		(4)	(5)
	Exposure Basis	Expiring Annual Pricing	Exposure Basis	Expiring Rates applied to Renewal Exposures	07/01/2016-2017 Annual Renewal Pricing	07/01/2016-2017 Difference in Cost between Expiring Rates and Renewal Rates (\$) Change from Expiring Rates (%)
Commercial Package	Total Insured Values: \$162,376,032	NJSIG / MOCSSIF AM Best Rating: NR	Total Insured Values: \$170,222,882		NJSIG / MOCSSIF AM Best Rating: NR	
Premium:	# of Students: 3804	\$384,170	# of Students: 3707	\$389,413	\$391,234	
TRIA Premium:		\$0		\$0	\$0	
Miscellaneous Fees:	# of Vehicles: 92	\$0	# of Vehicles: 89	\$0	\$0	
Surcharges:		\$0		\$0	\$0	\$1,821
Subtotal Costs:		\$384,170		\$389,413	\$391,234	0 %
School Leader's E&O	# of Students: 3804	NJSIG / MOCSSIF AM Best Rating: NR	# of Students: 3707		NJSIG / MOCSSIF AM Best Rating: NR	
Premium:		\$75,657		\$73,728	\$73,738	
Surcharges:		\$0		\$0	\$0	\$10
Subtotal Costs:		\$75,657		\$73,728	\$73,738	0 %
Workers' Compensation & Employer's Liability	Total Estimated Payroll: \$42,143,153	NJSIG / MOCSSIF AM Best Rating: NR	Total Estimated Payroll: \$41,625,535		NJSIG / MOCSSIF AM Best Rating: NR	
Premium:		\$508,287		\$508,885	\$599,978	
Surcharges:		\$0		\$0	\$0	\$90,093
Subtotal Costs:		\$508,287		\$508,885	\$599,978	18 %
WC Supplemental Indemnity	Total Estimated Payroll: \$42,143,153	Federal Insurance Company AM Best Rating: A / XV	Total Estimated Payroll: \$41,625,535		Federal Insurance Company AM Best Rating: A / XV	
Premium:		\$16,151		\$15,953	\$17,889	
Surcharges:		\$0		\$0	\$0	\$1,936
Subtotal Costs:		\$16,151		\$15,953	\$17,889	12 %
Student Accident (Basic)	# of Students: 3342	Catlin Insurance Company, Inc. AM Best Rating: A / XV	# of Students: 3707		Catlin Insurance Company, Inc. AM Best Rating: A / XV	
Premium:		\$119,785		\$132,867	\$117,700	
Surcharges:		\$0		\$0	\$0	(\$15,167)
Subtotal Costs:		\$119,785		\$132,867	\$117,700	(11)%
Student Accident (Catastrophic)	# of Students: 3342	United States Fire Insurance Company AM Best Rating: A / XIII	# of Students: 3707		United States Fire Insurance Company AM Best Rating: A / XIII	
Premium:		\$9,264		\$10,276	\$11,765	
Surcharges:		\$0		\$0	\$0	\$1,489
Subtotal Costs:		\$9,264		\$10,276	\$11,765	14 %





**2016-2017 Property & Casualty Insurance Proposal for:
Township of Ocean Board of Education**

(1) Coverage	(2) Exposure Basis	(2) Expiring Annual Pricing	(3) Exposure Basis	(3) Expiring Rates applied to Renewal Exposures	(4) 07/01/2016-2017 Annual Renewal Pricing	(5) 07/01/2016-2017 Difference in Cost between Expiring Rates and Renewal Rates (5) Change from Expiring Rates (%)
Subtotal:		\$1,113,314		\$1,132,122	\$1,212,304	\$80,182 7 %
Service Fee		\$33,567		\$33,567	\$34,239	\$672 2 %
GRAND TOTAL:		\$1,146,881		\$1,165,689	\$1,246,543	\$80,854 7 %

Notes:

- 1) The insurer "NJSIG" stands for New Jersey Schools Insurance Group. "MOCSSIF" stands for Monmouth Ocean County Shared Services Insurance Fund, a sub-fund of NJSIG.
- 2) NJSIG is a non-profit school Joint Insurance Fund also known as a JIF.
- 3) The Catastrophic Student Accident coverage is up due to two student paralysis claims this year in the State of New Jersey.



Office of the School Business Administrator
Township of Ocean School District
July 12, 2016

REQUESTS FOR USE OF SCHOOL FACILITIES

Ocean Twp United Soccer Club

TOIS, Athletic Fields
Monday through Friday
July 13, 2016 through August 31, 2016
5:00 pm – 8:30 pm
Monday through Friday
September 1, 2016 through December 15, 2016
5:00 pm – 8:00 pm
Saturday and Sunday
September 1, 2016 through December 15, 2016
8:00 am – 5:00 pm
Purpose: Soccer Practice and Games
Use of Facility Fee: \$00.00

Ocean Twp United Soccer Club

OTHS, Turf Athletic Field
Saturday & Sunday
September 1, 2016 through November 30, 2016
11:00 am – 5:00 pm
Purpose: Soccer Games
Use of Facility Fee: \$00.00

Township of Ocean Recreation

TOIS, Gym
January 7, 14, 21, & 28, 2017, February 4, 11,
18, & 25, 2017
2:00 pm – 6:00 pm
Purpose: Youth Wrestling
Use of Facility Fee: \$00.00

INSTRUCTION & EDUCATION

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

Township of Ocean Schools



MEMORANDUM FOR: James Stefankiewicz, Ed. D.
FROM: Marion Conrad
RE: HIB Self-Assessment
DATE: June 24, 2016

Please present for Board Approval the following:

School Self-Assessment for Determining the HIB Grades

The self-assessments must be submitted for public comment and board approval before being submitted to the NJDOE.

Thank you.

<p>New Jersey Department of Education School Self-Assessment for Determining Grades under the <i>Anti-Bullying Bill of Rights Act</i> <i>July 1, 2015 - June 30, 2016</i></p>	
District Name: OCEAN TWP	
School Name: Ocean Township High School	
Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The school annually established HIB programs, approaches or other initiatives.	3
B. The school annually implemented and documented HIB programs, approaches or other initiatives.	3
C. The school annually assessed HIB programs, approaches or other initiatives.	3
D. The school's HIB programs, approaches or other initiatives were designed to create school-wide conditions to prevent and address HIB.	3
E. The school safety/school climate team (SS/SCT) identified patterns of HIB and reviewed school climate and school policies for the prevention of HIB.	3
SUB-TOTAL (possible 15)	
Core Element #2: Training on the BOE- approved HIB Policy (N.J.S.A. 18A:37-17b and c)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. School employees, contracted service providers and volunteers were provided training on the HIB policy.	3

B. The HIB policy training included instruction on preventing HIB on the basis of protected categories enumerated in the ABR and other distinguishing characteristics that may incite incidents of discrimination or HIB.	3
C. The HIB policy was discussed with students, in accordance with the district's process for these discussions.	3
SUB-TOTAL (possible 9)	9
Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)	
<i>Indicators</i>	
A. Each teaching staff member completed at least 2 hours of instruction in suicide prevention that included information on HIB, in each five-year professional development period.	3
B. Each teaching staff member completed at least 2 hours of instruction on HIB prevention, in each five-year professional development period.	3
C. The school anti-bullying specialist (ABS) was given time during the usual school schedule to participate in in-service training in preparation to act as the ABS.	3
D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	3
E. School building leaders have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	3
SUB-TOTAL (possible 15)	15
Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)	
<i>Indicators</i>	
A. The school provided ongoing, age-appropriate instruction on preventing HIB in accordance with the Core Curriculum Content Standards.	3

B. The school observed the "Week of Respect" during the week beginning with the first Monday in October of each year, recognizing the importance of character education by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)	6
Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The principal appointed a school anti-bullying specialist (ABS).	3
B. The ABS met at least two times per school year with the district anti-bullying coordinator (ABC).	3
C. The school safety/school climate team (SS/SCT) met at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	3
SUB-TOTAL (possible 9)	9
Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))	
During the 2015-2016 school year, was there at least 1 report of HIB?	Yes
<i>Option A Indicators</i>	<i>Score (0-3)</i>
A. The school implemented the district's procedure for reporting HIB that includes all required elements.	3
B. The school implemented the district's procedure for reporting new information on a prior HIB report.	3
SUB-TOTAL (possible 6)	6
Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))	
During the 2015-2016 school year, was there at least 1 report of HIB?	Yes
<i>Option A Indicators</i>	<i>Score (0-3)</i>

The school followed the BOE-approved policy on HIB investigation procedures, which provides for:

A. <u>Notification to parents of alleged offenders and alleged victims in each reported HIB incident.</u>	3
B. <u>Completion of the investigation within 10 school days of the written incident report.</u>	3
C. <u>Preparation of a written report on the findings of each HIB investigation.</u>	3
D. <u>Results of the investigation reported to the chief school administrator (CSA) within 2 school days of completion of the investigation.</u>	3
SUB-TOTAL (possible 12)	

Core Element #8: HIB Reporting (N.J.S.A. 18A:17-46)

<i>Indicators</i>	<i>Score (0-3)</i>
A. The school has a procedure for ensuring that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	3
SUB-TOTAL (possible 6)	
TOTAL SCORE (possible 78)	

<p>New Jersey Department of Education School Self-Assessment for Determining Grades under the <i>Anti-Bullying Bill of Rights Act</i> July 1, 2015 - June 30, 2016</p>	
District Name: OCEAN TWP	
School Name: Township of Ocean Intermediate School	
Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)	
Indicators	Score (0-3)
A. The school annually <u>established</u> HIB programs, approaches or other initiatives.	3
B. The school annually <u>implemented</u> and documented HIB programs, approaches or other initiatives.	3
C. The school annually <u>assessed</u> HIB programs, approaches or other initiatives.	3
D. The school's HIB programs, approaches or other initiatives were designed to create school-wide conditions to prevent and address HIB.	3
E. The school safety/school climate team (SS/SCT) identified patterns of HIB and reviewed school climate and school policies for the prevention of HIB.	2
SUB-TOTAL (possible 15)	
14	
Core Element #2: Training on the BOE- approved HIB Policy (N.J.S.A. 18A:37-17b and c)	
Indicators	Score (0-3)
A. School employees, contracted service providers and volunteers were provided <i>training</i> on the HIB policy.	3

<p>B. The HIB policy training included instruction on preventing HIB on the basis of protected categories enumerated in the ABR and other distinguishing characteristics that may incite incidents of discrimination or HIB.</p>	3
<p>C. The HIB policy was discussed with students, in accordance with the district's process for these discussions.</p>	3
<p>SUB-TOTAL (possible 9)</p>	9
<p>Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)</p>	
<p><i>Indicators</i></p>	
<p>A. Each teaching staff member completed at least 2 hours of instruction in suicide prevention that included information on HIB, in each five-year professional development period.</p>	3
<p>B. Each teaching staff member completed at least 2 hours of instruction on HIB prevention, in each five-year professional development period.</p>	3
<p>C. The school anti-bullying specialist (ABS) was given time during the usual school schedule to participate in in-service training in preparation to act as the ABS.</p>	2
<p>D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.</p>	2
<p>E. School building leaders have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.</p>	3
<p>SUB-TOTAL (possible 15)</p>	13
<p>Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)</p>	
<p><i>Indicators</i></p>	
<p>A. The school provided ongoing, age-appropriate instruction on preventing HIB in accordance with the Core Curriculum Content Standards.</p>	3
<p><i>Score (0-3)</i></p>	

B. The school observed the "Week of Respect" during the week beginning with the first Monday in October of each year, recognizing the importance of character education by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)	6
Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)	
<i>Indicators</i>	
A. The principal appointed a school anti-bullying specialist (ABS).	3
B. The ABS met at least two times per school year with the district anti-bullying coordinator (ABC).	3
C. The school safety/school climate team (SS/SCT) met at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	2
SUB-TOTAL (possible 9)	
Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))	
During the 2015-2016 school year, was there at least 1 report of HIB?	Yes
<i>Option A Indicators</i>	
A. The school implemented the district's procedure for reporting HIB that includes all required elements.	3
B. The school implemented the district's procedure for reporting new information on a prior HIB report.	3
SUB-TOTAL (possible 6)	
Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))	
During the 2015-2016 school year, was there at least 1 report of HIB?	Yes
<i>Option A Indicators</i>	
Score (0-3)	Score (0-3)

The school followed the BOE-approved policy on HIB investigation procedures, which provides for:

A. Notification to parents of alleged offenders and alleged victims in each reported HIB incident.	3
B. Completion of the investigation within 10 school days of the written incident report.	3
C. Preparation of a written report on the findings of each HIB investigation.	3
D. Results of the investigation reported to the chief school administrator (CSA) within 2 school days of completion of the investigation.	3
SUB-TOTAL (possible 12)	12

Core Element #8: HIB Reporting (N.J.S.A. 18A:17-46)

<i>Indicators</i>	<i>Score (0-3)</i>
A. The school has a procedure for ensuring that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	2
SUB-TOTAL (possible 6)	5
TOTAL SCORE (possible 78)	73

<p>New Jersey Department of Education School Self-Assessment for Determining Grades under the <i>Anti-Bullying Bill of Rights Act</i> July 1, 2015 - June 30, 2016</p>	
District Name: OCEAN TWP	
School Name: Ocean Township Elementary School	
Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)	
Indicators	Score (0-3)
A. The school annually established HIB programs, approaches or other initiatives.	3
B. The school annually implemented and documented HIB programs, approaches or other initiatives.	3
C. The school annually assessed HIB programs, approaches or other initiatives.	3
D. The school's HIB programs, approaches or other initiatives were designed to create school-wide conditions to prevent and address HIB.	3
E. The school safety/school climate team (SS/SCT) identified patterns of HIB and reviewed school climate and school policies for the prevention of HIB.	2
SUB-TOTAL (possible 15)	
14	
Core Element #2: Training on the BOE- approved HIB Policy (N.J.S.A. 18A:37-17b and c)	
Indicators	Score (0-3)
A. School employees, contracted service providers and volunteers were provided training on the HIB policy.	3

3	<p>B. The HIB policy training included instruction on preventing HIB on the basis of <u>protected categories</u> enumerated in the ABR and other <u>distinguishing characteristics</u> that may incite incidents of discrimination or HIB.</p>
3	<p>C. The HIB policy was <u>discussed</u> with students, in accordance with the district's process for these discussions.</p>
9	<p>SUB-TOTAL (possible 9)</p>
<p>Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)</p>	
<i>Score (0-3)</i>	<i>Indicators</i>
3	<p>A. Each teaching staff member completed at least 2 hours of <u>instruction in suicide prevention that included information on HIB</u>, in each five-year professional development period.</p>
3	<p>B. Each teaching staff member completed at least 2 hours of <u>instruction on HIB prevention</u>, in each five-year professional development period.</p>
3	<p>C. The school anti-bullying specialist (ABS) was given <u>time during the usual school schedule to participate in in-service training</u> in preparation to act as the ABS.</p>
2	<p>D. The members of the school safety/school climate team (SS/SCT) were provided with <u>professional development in effective practices of successful school climate programs or approaches</u>.</p>
3	<p>E. School building leaders have received <u>information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance</u>.</p>
14	<p>SUB-TOTAL (possible 15)</p>
<p>Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)</p>	
<i>Score (0-3)</i>	<i>Indicators</i>
3	<p>A. The school <u>provided ongoing, age-appropriate instruction on preventing HIB</u> in accordance with the Core Curriculum Content Standards.</p>

<p>B. The school observed the "Week of Respect" during the week beginning with the first Monday in October of each year, recognizing the importance of character education by providing age-appropriate instruction focusing on HIB prevention.</p>	<p>SUB-TOTAL (possible 6)</p>	<p>3</p>
<p>Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)</p>		
<p>Indicators</p>		
<p>A. The principal appointed a school anti-bullying specialist (ABS).</p>	<p>Score (0-3)</p>	<p>3</p>
<p>B. The ABS met at least two times per school year with the district anti-bullying coordinator (ABC).</p>	<p>3</p>	<p>3</p>
<p>C. The school safety/school climate team (SS/SCT) met at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.</p>	<p>3</p>	<p>3</p>
<p>SUB-TOTAL (possible 9)</p>		
<p>Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))</p>		
<p>During the 2015-2016 school year, was there at least 1 report of HIB?</p>		
<p><i>Option A Indicators</i></p>		<p>Yes</p>
<p>A. The school implemented the district's procedure for reporting HIB that includes all required elements.</p>	<p>Score (0-3)</p>	<p>3</p>
<p>B. The school implemented the district's procedure for reporting new information on a prior HIB report.</p>	<p>3</p>	<p>3</p>
<p>SUB-TOTAL (possible 6)</p>		
<p>Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))</p>		
<p>During the 2015-2016 school year, was there at least 1 report of HIB?</p>		
<p><i>Option A Indicators</i></p>		<p>Yes</p>
<p>Score (0-3)</p>		<p>Score (0-3)</p>

The school followed the BOE-approved policy on HIB investigation procedures, which provides for:

A. Notification to parents of alleged offenders and alleged victims in each reported HIB incident.	3
B. Completion of the investigation within 10 school days of the written incident report.	3
C. Preparation of a written report on the findings of each HIB investigation.	3
D. Results of the investigation reported to the chief school administrator (CSA) within 2 school days of completion of the investigation.	3
SUB-TOTAL (possible 12)	12
Core Element #8: HIB Reporting (N.J.S.A. 18A:17-46)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The school has a procedure for ensuring that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	2
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	3
SUB-TOTAL (possible 6)	5
TOTAL SCORE (possible 78)	75

<p>New Jersey Department of Education School Self-Assessment for Determining Grades under the <i>Anti-Bullying Bill of Rights Act</i> July 1, 2015 - June 30, 2016</p>	
District Name: OCEAN TWP	
School Name: Wanamassa Elementary School	
Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)	
Indicators	Score (0-3)
A. The school annually established HIB programs, approaches or other initiatives.	3
B. The school annually implemented and documented HIB programs, approaches or other initiatives.	3
C. The school annually assessed HIB programs, approaches or other initiatives.	2
D. The school's HIB programs, approaches or other initiatives were designed to create school-wide conditions to prevent and address HIB.	3
E. The school safety/school climate team (SS/SCT) identified patterns of HIB and reviewed school climate and school policies for the prevention of HIB.	2
SUB-TOTAL (possible 15)	
13	
Core Element #2: Training on the BOE- approved HIB Policy (N.J.S.A. 18A:37-17b and c)	
Indicators	Score (0-3)
A. School employees, contracted service providers and volunteers were provided training on the HIB policy.	3

<p>B. The HIB policy training included instruction on preventing HIB on the basis of <u>protected categories</u>, enumerated in the ABR and <u>other distinguishing characteristics</u> that may incite incidents of discrimination or HIB.</p>	3
<p>C. The HIB policy was <u>discussed</u> with students, in accordance with the district's process for these discussions.</p>	3
<p>SUB-TOTAL (possible 9)</p>	
<p>Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)</p>	
<p><i>Indicators</i></p>	
<p>A. Each teaching staff member completed at least 2 hours of <u>instruction in suicide prevention</u> that included information on HIB, in each five-year professional development period.</p>	3
<p>B. Each teaching staff member completed at least 2 hours of <u>instruction on HIB prevention</u>, in each five-year professional development period.</p>	3
<p>C. The school anti-bullying specialist (ABS) was given <u>time during the usual school schedule</u> to participate in <u>in-service training</u> in preparation to act as the ABS.</p>	3
<p>D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.</p>	3
<p>E. School building leaders have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.</p>	2
<p>SUB-TOTAL (possible 15)</p>	
<p>Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)</p>	
<p><i>Indicators</i></p>	
<p>A. The school provided ongoing, age-appropriate instruction on preventing HIB in accordance with the Core Curriculum Content Standards.</p>	3
<p><i>Score (0-3)</i></p>	

<p>B. The school observed the "Week of Respect," during the week beginning with the first Monday in October of each year, recognizing the importance of character education by providing age-appropriate instruction focusing on HIB prevention.</p>	<p>SUB-TOTAL (possible 6)</p>	<p>6</p>
<p>Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)</p>		
<p><i>Indicators</i></p>		
<p>A. The principal appointed a school anti-bullying specialist (ABS).</p>		<p>Score (0-3)</p>
<p>B. The ABS met at least two times per school year with the district anti-bullying coordinator (ABC).</p>		<p>3</p>
<p>C. The school safety/school climate team (SS/SCT) met at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.</p>		<p>2</p>
<p>SUB-TOTAL (possible 9)</p>		
<p>Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))</p>		
<p>During the 2015-2016 school year, was there at least 1 report of HIB?</p>		
<p>Yes</p>		
<p><i>Option A Indicators</i></p>		
<p>A. The school implemented the district's procedure for reporting HIB that includes all required elements.</p>		<p>Score (0-3)</p>
<p>B. The school implemented the district's procedure for reporting new information on a prior HIB report.</p>		<p>2</p>
<p>SUB-TOTAL (possible 6)</p>		
<p>Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))</p>		
<p>During the 2015-2016 school year, was there at least 1 report of HIB?</p>		
<p>Yes</p>		
<p><i>Option A Indicators</i></p>		
<p>Score (0-3)</p>		

The school followed the BOE-approved policy on HIB investigation procedures, which provides for:

A. <u>Notification to parents</u> of alleged offenders and alleged victims in each reported HIB incident.	2
B. <u>Completion</u> of the investigation within <u>10 school days</u> of the written incident report.	3
C. Preparation of a <u>written report</u> on the findings of each HIB investigation.	3
D. Results of the investigation reported to the chief school administrator (CSA) within <u>2 school days</u> of completion of the investigation.	3
SUB-TOTAL (possible 12)	11

Core Element #8: HIB Reporting (N.J.S.A. 18A:17-46)

<i>Indicators</i>	<i>Score (0-3)</i>
A. The school has a procedure for ensuring that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	3
SUB-TOTAL (possible 6)	6
TOTAL SCORE (possible 78)	71

<p>New Jersey Department of Education School Self-Assessment for Determining Grades under the <i>Anti-Bullying Bill of Rights Act</i> July 1, 2015 - June 30, 2016</p>		
District Name: OCEAN TWP		
School Name: Wayside Elementary School		
Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)		
Indicators		Score (0-3)
A. The school annually <u>established</u> HIB programs, approaches or other initiatives.		3
B. The school annually <u>implemented</u> and documented HIB programs, approaches or other initiatives.		3
C. The school annually <u>assessed</u> HIB programs, approaches or other initiatives.		3
D. The school's HIB programs, approaches or other initiatives were designed to create <u>school-wide conditions</u> to prevent and address HIB.		3
E. The school safety/school climate team (SS/SCT) <u>identified patterns</u> of HIB and <u>reviewed</u> school climate and school policies for the prevention of HIB.		3
SUB-TOTAL (possible 15)		15
Core Element #2: Training on the BOE- approved HIB Policy (N.J.S.A. 18A:37-17b and c)		
Indicators		Score (0-3)
A. School employees, contracted service providers and volunteers were provided <i>training</i> on the HIB policy.		3

B. The HIB policy training included instruction on preventing HIB on the basis of protected categories enumerated in the ABR and other distinguishing characteristics that may incite incidents of discrimination or HIB.	3
C. The HIB policy was discussed with students, in accordance with the district's process for these discussions.	3
SUB-TOTAL (possible 9)	9
Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. Each teaching staff member completed at least 2 hours of instruction in suicide prevention that included information on HIB, in each five-year professional development period.	3
B. Each teaching staff member completed at least 2 hours of instruction on HIB prevention, in each five-year professional development period.	3
C. The school anti-bullying specialist (ABS) was given time during the usual school schedule to participate in in-service training in preparation to act as the ABS.	3
D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	3
E. School building leaders have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	3
SUB-TOTAL (possible 15)	15
Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The school provided ongoing, age-appropriate instruction on preventing HIB in accordance with the Core Curriculum Content Standards.	3

<p>B. The school observed the "Week of Respect" during the week beginning with the first Monday in October of each year, recognizing the importance of character education by providing age-appropriate instruction focusing on HIB prevention.</p>	<p>SUB-TOTAL (possible 6)</p>	<p>3</p>
<p>Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)</p>		
<p><i>Indicators</i></p>		
<p>A. The principal appointed a school anti-bullying specialist (ABS).</p>	<p>Score (0-3)</p>	<p>3</p>
<p>B. The ABS met at least two times per school year with the district anti-bullying coordinator (ABC).</p>	<p>Score (0-3)</p>	<p>3</p>
<p>C. The school safety/school climate team (SS/SCT) met at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.</p>	<p>Score (0-3)</p>	<p>2</p>
<p>SUB-TOTAL (possible 9)</p>		
<p>Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A:37-15b(6)(a))</p>		
<p>During the 2015-2016 school year, was there at least 1 report of HIB?</p>		
<p><i>Option B Indicators</i></p>		
<p>A. The school has a process for ensuring that staff are implementing the district's procedure for reporting HIB that includes all required elements.</p>	<p>Score (0-3)</p>	<p>3</p>
<p>B. The school fosters a positive school climate that encourages reports of all concerning behaviors, including HIB, AND implements effective prevention strategies which resulted in no incidents of HIB.</p>	<p>Score (0-3)</p>	<p>3</p>
<p>SUB-TOTAL (possible 6)</p>		
<p>Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))</p>		
<p>During the 2015-2016 school year, was there at least 1 report of HIB?</p>		
<p>No</p>		

<i>Option B Indicators</i>		<i>Score (0-3)</i>
A. Responsible staff are knowledgeable about the process to notify parents of alleged offenders and alleged victims in each reported HIB incident and how to implement the process.		3
B. The school has a process in place to ensure completion of each investigation within 10 school days of the written incident report.		3
C. The school has a process in place to prepare a written report on the findings of each HIB investigation.		3
D. The school has a procedure for reporting the results of each investigation to the chief school administrator (CSA) within 2 school days of completion of the investigation.		3
	SUB-TOTAL (possible 12)	12
Core Element #8: HIB Reporting (N.J.S.A. 18A:17-46)		
<i>Indicators</i>		<i>Score (0-3)</i>
A. The school has a procedure for ensuring that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.		3
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.		3
	SUB-TOTAL (possible 6)	6
	TOTAL SCORE (possible 78)	77

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

Township of Ocean Schools



MEMORANDUM FOR: James Stefankiewicz, Ed. D.
FROM: Melody Ragle
RE: N.J.A.C. 6A:23B-1.2(c)3
DATE: June 24, 2016
CC: Marion Conrad, 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*
Tevar	Cara	Spanish	ACTFL** Annual Convention & World Languages Expo – Boston MA	11/18-20/2016	\$330***

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

**American Council on the Teaching of Foreign Language

***Substitute at \$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: July 8, 2016
CC: Kelly Weldon, Ken Jannarone

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

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

Last	First	Subject	Title	Date	FEE*
Gall	Gail	Reading Specialist	49th Rutgers Reading and Writing Conference - New Brunswick	10/28/2016	\$ 180.00
Epstein	Anne	Reading Specialist	49th Rutgers Reading and Writing Conference - New Brunswick	10/28/2016	\$ 180.00
Magrini	Norah	Reading Specialist	49th Rutgers Reading and Writing Conference - New Brunswick	10/28/2016	\$ 180.00
Sullivan	Patrick	Supervisor of Science	NJDOE STEM Partnership Professional Development - Mercer County College	8/1-4/2016	n/a
Labkovski	Shalom	Math	NJDOE STEM Partnership Professional Development - Mercer County College	8/1-4/2016	n/a
Miller	Sean	Technology	NJDOE STEM Partnership Professional Development - Mercer County College	8/1-4/2016	n/a
Smolensky	Nina	Science	NJDOE STEM Partnership Professional Development - Mercer County College	8/1-4/2016	n/a

SPECIAL SERVICES OFFICE
TOWNSHIP OF OCEAN SCHOOL DISTRICT
DATE: June 28, 2016

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent

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

RE: Addendum Out of District Extended School Year -2016

Please submit the following for board approval:

<u>School</u>	<u>Student</u>	<u>Classification</u>	<u>Tuition</u>
Harbor School	1	*ESERS *Plus One to One Aide	\$8,795.10 TBD

Effective: 7/5/2016

*Eligible for Special Education and Related Services

cc: M. Conrad
K. Jannarone
P. Rose

SPECIAL SERVICES OFFICE
TOWNSHIP OF OCEAN SCHOOL DISTRICT
DATE: July 6, 2016

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent

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

RE: Addendum Out of District Extended School Year 2016

Please submit the following for board approval:

<u>School</u>	<u>Student</u>	<u>Classification</u>	<u>Tuition</u>
Coastal Learning	1	*ESERS Plus 1:1 Aide	\$7,525.44 \$3,402.00

Effective: 7/7/2016

*Eligible for Special Education and Related Services

cc: M. Conrad
K. Jannarone
P. Rose

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

MONTH/YEAR: June 2016

STUDENT'S ID NUMBER	DATE SUSPENDED	DATE RE-ADMITTED	TYPE	LOCATION/ REASON
74916	06-08-2016	06-10-2016	In-School	TOIS – Fighting
73374	06-06-2016	06-09-2016	Out-of-School	High School – Accumulated Demerits
70999	06-06-2016	06-09-2016	Out-of-School	High School – Accumulated Demerits
72042	06-08-2016	06-14-2016	Out-of-School	High School – Insubordinate and disrespectful to a staff member
70799	06-08-2016	06-14-2016	Out-of-School	High School – Insubordinate and disrespectful to a staff member
72458	06-08-2016	06-14-2016	Out-of-School	High School – Accumulated Demerits
73297	06-08-2016	06-14-2016	Out-of-School	High School – Theft
74543	06-08-2016	06-13-2016	Out-of-School	TOIS – Continued Disobedience
76063	06-17-2016	09-06-2016	Out-of-School	TOIS – Inappropriate behavior
73958	06-08-2016	06-15-2016	Out-of-School	TOIS – Defiance toward teacher and another staff member

PERSONNEL

Personnel Office
 Township of Ocean School District
 July 8, 2016

MEMORANDUM TO:

James Stefankiewicz, Ed.D., Superintendent of Schools
Credit Reimbursement - Winter 2015 - Spring 2016

RE:

HIGH SCHOOL

Bosmans, John
 Bosmans, John
 Burns, Bridget
 Burns, Bridget
 Burns, Bridget
 Cocucci, Lisa
 Cocucci, Lisa
 Della Pesca, Cassie
 Della Pesca, Cassie
 Fischer, Steven
 Fischer, Steven
 Lauterwasser, Paolo
 Singer, Alisa
 Singer, Alisa
 Singer Alisa
 Soares, Jeffrey
 Soares, Jeffrey
 Yonelunas, Alanna

Course Title

Critical Issues & Theories Curr Design
 Technology for Instruction and Administration
 Issues/Techniques Research & Eval. II
 Seminar Child/Adolescent Intervention
 Advanced Consultation School Psychology
 Curriculum Leadership Inclusive School
 Supervision of Instruction in the Inclusive School
 Community Engagement
 Internship Experience
 Community Engagement
 Internship Experience
 Adv. Instr. Meth. In Special Ed.
 Examining & Applying School Leadership Practices - Sem 6
 Strategic Management Leading Learning Communities
 Examining & Applying School Leadership Practices - Sem 7
 Community Engagement
 Internship Experience
 Human Anatomy & Phys.

College

Thomas Edison
 Thomas Edison
 Fairleigh Dickinson
 Fairleigh Dickinson
 Fairleigh Dickinson
 Georgian Court
 Georgian Court
 American College of Education
 American College of Education
 American College of Education
 American College of Education
 Monmouth University
 NJEXCEL
 NJEXCEL
 NJEXCEL
 American College of Education
 American College of Education
 Ocean County College

Credits

3
 3
 3
 3
 3
 3
 3
 3
 3
 3
 3
 3
 6
 4
 4
 3
 3
 4

Reimbursement

\$ 1,209.00
 \$ 1,209.00
 \$ 1,209.00
 \$ 1,209.00
 \$ 1,209.00
 \$ 1,209.00
 \$ 1,209.00
 \$ 645.00
 \$ 645.00
 \$ 645.00
 \$ 645.00
 \$ 1,209.00
 \$ 1,190.58
 \$ 793.72
 \$ 793.72
 \$ 645.00
 \$ 645.00
 \$ 900.00

INTERMEDIATE SCHOOL

DeCotis, Valerie
 DeCotis, Valerie
 DeFilippis, Angelica
 DeValue, Suzanne
 DeValue, Suzanne
 Friel, Kathleen
 Friel, Kathleen

Course Title

Community Learners
 Standards-Driven Learning
 Internship Experience
 Research Applications in Education Technology II
 Using Integrated Software Across Curriculum
 Change: Curriculum Development & Program Improvement
 Advanced Special Projects

College

American College of Education
 American College of Education
 American College of Education
 New Jersey City University
 New Jersey City University
 Fairleigh Dickinson
 Fairleigh Dickinson

Credits

3
 3
 3
 3
 3
 3
 3

Reimbursement

\$ 645.00
 \$ 645.00
 \$ 705.00
 \$ 1,209.00
 \$ 1,209.00
 \$ 1,209.00
 \$ 1,209.00

Hoyle, Meghan	Curricular Leadership for Inclusive School	Georgian Court	3	\$	1,209.00
Hoyle, Meghan	Supervision of Instruction for Inclusive School	Georgian Court	3	\$	1,209.00
Satum, Michael	Computers/Curriculum Design	St. Peter's University	3	\$	1,209.00
Suit, Monk	Introduction to Educating Students w/Disabilities	Georgian Court	3	\$	1,209.00
Suit, Monk	Introduction to Learning Disabilities	Georgian Court	3	\$	1,209.00
Vigil, Jessica	Introduction to Graduate Studies	Grand Canyon University	2	\$	806.00
Vigil, Jessica	Introduction to Educational Research	Grand Canyon University	3	\$	1,209.00
Vigil, Jessica	Brain-Based Learning	Grand Canyon University	3	\$	1,209.00
Vigil, Jessica	Foundations in Autism Spectrum Disorders	Grand Canyon University	3	\$	1,209.00
Vigil, Jessica	Methods and Assessment for Autism Spectrum Disorders	Grand Canyon University	3	\$	1,209.00

WAYSIDE SCHOOL

	Course Title	College	Credits	Reimbursement
Brannigan, Brienne	Multisensory Reading III	Fairleigh Dickinson	3	\$ 1,209.00
Caruso, Lauren	Diagnosis & Correction of Learning Disabilities	Monmouth University	3	\$ 1,209.00
Gibbons, Ellen	Multisensory Reading III	Fairleigh Dickinson	3	\$ 1,209.00
Lee, Emily	Methods - Teaching Students with Disabilities	Monmouth University	3	\$ 1,209.00
Maurer, Jennifer	Wilson Certification Course Clinical: Practicum	St. Joseph's University	3	\$ 1,209.00

OCEAN TWP. ELEM. SCHOOL

	Course Title	College	Credits	Reimbursement
Argvelan, Lauryn	Strategies for Teaching Autism/Developmental Disabilities	Georgian Court	3	\$ 1,209.00
Argvelan, Lauryn	Comm/Social Skills Interventions for Autism	Georgian Court	3	\$ 1,209.00
Argvelan, Lauryn	Ethical and Professional Conduct	Georgian Court	3	\$ 1,209.00
Goldsmith, Amy	Multisensory Reading III	Fairleigh Dickinson University	3	\$ 1,209.00
Holmes, Maryann	Literature for Children and Youth	Georgian Court	3	\$ 1,209.00
Holmes, Maryann	Nature of the Reading Process	Georgian Court	3	\$ 1,209.00
Kelly, Sandra	Supervision of Instruction in Inclusive School	Georgian Court	3	\$ 1,209.00
Lopez-Matta, Nora	Classroom Management Workshop	NJCU	1	\$ 403.00
Lopez-Matta, Nora	Internship & Seminar	NJCU	2	\$ 806.00
Lopez-Matta, Nora	Applied Linguistics Emph Sec. Lang.	NJCU	3	\$ 1,209.00
Lopez-Matta, Nora	Historical & Cultural Background LEP Students	NJCU	3	\$ 1,209.00
Maggs, Mary	Multisensory Reading III	Fairleigh Dickinson University	3	\$ 1,209.00
Olson, Jessica	Curricular Leadership for Inclusive School	Georgian Court	3	\$ 1,209.00
O'Neill, Patrick	Curricular Leadership for Inclusive School	Georgian Court	3	\$ 1,209.00
O'Neill, Patrick	Supervision of Instruction in Inclusive School	Georgian Court	3	\$ 1,209.00
Vinegra, Christine	Advanced Foundations of Education	University of Scranton	3	\$ 1,209.00
Vinegra, Christine	Advanced Educational Psychology	University of Scranton	3	\$ 1,209.00

WANAMASSA SCHOOL
Brannigan, Barbara

Course Title
Multisensory Reading III

College
Fairleigh Dickinson University

Credits
3

Reimbursement
\$ 1,209.00

TOTAL PAGE 1 \$ 24,051.02
TOTAL PAGE 2 \$ 37,076.00
TOTAL PAGE 3 \$ 1,209.00
GRAND TOTAL \$ 62,336.02

Fairleigh Dickinson \$784.00
Monmouth University \$1,047.00
Georgian Court \$460.00
New Jersey City University \$537.00
American College of Education \$215.00
Thomas Edison \$695.00

St. Joseph's University \$697.00
University of Scranton \$495.00
St. Peter's University \$1,050.00
NIEXCEL \$198.43
Ocean County College \$225.00
Grand Canyon University \$565.50

ADDENDUM TO CREDIT REIMBURSEMENT LIST

COURSE TITLE

COURSE DESCRIPTION

Critical Issues in Curriculum Design & Evaluation

This course is designed to guide the student in the process of identifying and analyzing emerging and developing issues in curriculum design, development, implementation, and evaluation. Such issues may include academic standards, diversity, technology, testing and assessment, innovative programs, and state and federal legislation. Included are the identification of curriculum sources, how these sources influence trends, how these trends emerge and evolve, their impact on student achievement, and how professionals, particularly supervisors, curriculum developers, teacher-leaders, and teachers, can use these trends and issues to improve student learning.

Technology for Instruction & Administration

This course emphasizes the visionary leadership role of the principal as an instructional technologist, one who can thoughtfully and strategically provide direction to selection, use and evaluation of constantly changing technologies. Students assume a critical stance toward technology, its implications for effective school management and its impact on the teaching/learning process and the roles of teachers and learners.

Issues/Techniques Research & Eval. II

The second of a two-semester course that introduces the doctoral student to research methodology, and exemplary research in school psychology and related fields of child mental health and special education. Student will be exposed to topics including data collection and analysis, meta-analysis methods, statistical packages (e.g. SPSS and SYSTAT), program evaluation and outcome-based school psychological services, qualitative research, case study and single subject design.

Seminar Child/Adolescent Intervention

The practice and application of empirically supported psychoeducational and psychotherapeutic interventions with children, pre-school through high school. Takes a developmental and trans-actional perspective on children's learning and behavior problems. Students will be expected to bring case material from their field work placement to complement lecture and discussions.

Advanced Consultation School Psychology

This course will cover the major models of school-based consultation (e.g., mental health, behavioral, instructional, and ecological). Students will develop strong background knowledge in various models of psychological consultation, strengthen their problem solving skills as applied to indirect service provision, master specific techniques used in various consultative models, and practice applying their consultative skills to sample cases. Special attention will be paid to ethical issues as well as to issues pertaining to diversity and equity in psychological practice.

Curriculum Leadership for the Inclusive School

Emphasis upon student learning outcomes, NJ Core Curriculum Content Standards, 21st century learning and teaching, as well as professional development and best practice in curriculum design and delivery. Engage in personal and professional reflection on student diversity as it relates to instructional needs and curriculum and as framed by national and New Jersey professional standards for teachers and administrators and develop responsive instructional plans.

Supervision of Instruction in the Inclusive School

Study supervisory theory, models, and principles of effective instruction, curriculum and instructional leadership for inclusive schools. Emphasis on the relationship between effective supervision and student learning outcomes and the basis for staff professional development. Practice personal and professional reflection as it relates to instruction and as framed by national standards and the New Jersey Professional Standards for Schools.

Community Engagement

How can those within the community support the established teaching and learning goals set by the school? This course provides a foundation for developing relationships among stakeholders in the school community - students, school, parents, and the community at large - for the express goal of supporting student learning. In addition to examining research findings, students will explore family engagement, mutually beneficial community relationships, and student advocacy. This course culminates with a plan for continuing school improvement and professional growth.

Internship Experience

2

Adv. Instr. Meth. In Special Ed.

A focus on the physical and instructional dimensions of teaching to include research-based strategies and techniques for learners with special needs; effective instruction for students with disabilities across the content area; accommodations and adaptations; technology across the curriculum; as well as the learning implications of classroom organization and planning. This course requires demonstration that enrollees are able to evaluate, design, structure and implement instructional techniques and curriculum adaptations for students with learning problems.

Examining & Applying School Leadership Practices: School-Based Internship - Semester 6

This course provides a mentor-directed School-Based Internship and opportunities for: development and application of research-based knowledge and skills to authentic educational problems in school settings; systematic inquiry, observation and analysis of school leadership practices; field-based projects focused on examining and applying school leadership practices to improve schools, instruction and support, and learning for all students; and reflective practice for personal and professional development.

Strategic Management: Leading Learning Communities

This course focuses on developing the knowledge, skills, and competencies related to: understanding the political, social, economic, legal and cultural context of public education; the research, concepts and leadership strategies required for effective communication, community building, family involvement, and advocacy to support continuous school improvement and learning for all students; effective school organization and strategic management that focuses personnel, planning, use of data and technology, and resources on maximizing learning for all students; and effective district/school budget development and fiscal management that maximize use of allocated and external resources to optimize learning for all students.

Examining & Applying School Leadership Practices: Field-Based Internship - Semester 7

This course focuses on developing the knowledge, skills, and competencies related to: Theoretical and conceptual understanding of research-based school leadership practices for continuous improvement of districts, schools, programs, instruction and learning for all students; critical analysis and problem-solving; and systematic inquiry for continual in-depth examination of school leadership practices to stimulate critical analysis of observed school leadership practices and comparison to research-based practices, reflective practice for personal and professional development, and the ability to effectively apply research-based school leadership practices within varied contexts and situations.

Human Anatomy and Phys.	This course studies basic biochemistry, physiology, and history of the cell, of tissues, and of the integumentary system, skeletal, muscular, and nervous systems (excluding the autonomic nervous system). Dissection and laboratory instrumentation reinforce all lecture material.
Community of Learners	This course prepares students to implement strategies for building a learning community. An emphasis is placed on the application of the learner-centered principles, cooperative and problem-based learning strategies, and the promotion of integrated curriculum and critical thinking.
Standards-Driven Learning	This course focuses on the major theories, strategies, and applications utilized in P-12 standards-driven learning environments. Participants review and apply current literature and educational research studies concerning standards-based curriculum and implementation strategies and tools.
Internship Experience	This experience is designed to allow students the opportunity to engage in a variety of field experiences to enrich their professional growth, skills, knowledge, and attributes as school leaders. Students will apply academic learning to practice in the field and display occurrences through a series of projects. The internship experience represents an extended period of guided, professional practice during which the intern takes increasing responsibility for the learning of P-12 students while under the guidance of a self-selected and approved mentor and a faculty member.
Research Applications in Educational Technology	This course is the capstone of the program. The purpose of this course is to integrate the candidate's program of study into a practical manifestation to educational change and technology innovation. Each candidate, working closely with an advisor, completes the thesis in this course.
Using Integrated Software Across Curriculum	An integrated software package is one that combines word processing, data base management, paint, draw, spreadsheet and telecommunications capabilities into one package. The package is the starting point to use as a resource-based curriculum. New types of learning and assignments across the curriculum are explored. The goal is to develop candidates who know how to access resources to maintain state-of-the-art technological literacy. Each candidate will design an instructional project as part of this class.
Change: Curriculum Development & Program Improvement	Students will examine current research on educational change and collaborative strategies for increasing communication and engaging stakeholders in the change process. A primary focus of the course is to provide students with the skills needed in assessing the school culture, developing a vision and plan for school improvement. The course will focus on several change models and strategies, strategic planning, and the communication of the change process within the learning community.
Advanced Special Projects	Studies in the area of Mathematical Foundations.
Curricular Leadership for Inclusive School	Candidates study curriculum design, development, and evaluation for P-12 education with an emphasis upon student learning outcomes, NJCore Curriculum Content Standards, 21st century learning and teaching, as well as professional development and best practice in curriculum design and delivery. Candidates will engage in personal and professional reflection on student diversity as it relates to instructional needs and curriculum as framed by national and New Jersey professional standards for teachers and administrators and develop responsive instructional plans.

Supervision of Instruction in the Inclusive School	Candidates study supervisory theory, models, and principles of effective instruction, curriculum, and instructional leadership for inclusive schools. The course emphasizes the relationship between effective supervision and student learning outcomes and the basis for staff professional development. The practice of personal and professional reflection is an expected skill as it relates to instruction and as framed by the national standards and the New Jersey Professional Standards for School Leaders.
Introduction to Educating Students w/Disabilities	Study the philosophical, historical and legal foundations of special education. Review current research on the characteristics, nature, and causes of various disabilities that impact students' achievement as well as theories of intelligence, cognitive development, and cultural diversity.
Introduction to Learning Disabilities	Study learning disabilities from an historical perspective, as well as current LD definitions, identification practices, and prevalence. Learn to apply skills to work with colleagues within a school district to design IEPs to assist special needs students in the general education classroom to meet the requirements of New Jersey Core Curriculum Content Standards.
Introduction to Graduate Studies	This course is designed to prepare students for the graduate learning experience at Grand Canyon University. Students have opportunities to develop and strengthen the skills necessary to succeed as graduate students in the College of Education. Emphasis is placed on utilizing the tools for graduate success.
Introduction to Educational Research	This course provides teachers with an introduction to applied research in education across the major quantitative, qualitative, and action research traditions. Course work focuses on understanding the research process and its integrated components and evaluating published research reports from the perspective of a critical consumer. Teachers explore scientific reasoning and research design.
Brain-Based Learning	This course focuses on brain research (from neuroscience to the behavioral and cognitive sciences) that relates to teaching and learning and suggests ways that brain research can be translated into what teachers do in schools and classrooms. Teacher candidates will examine the inner workings of the brain and the effect on student learning, memory, and transfer. Specifically, the course explores the body of knowledge that represents the application of brain research to classroom practice, and how knowledge about the human brain can affect the curricular, instructional, and assessment decisions that teachers make every day.
Foundations in Autism Spectrum Disorders	This course orients autism spectrum disorder specialist candidates to the theoretical foundations of autism spectrum disorders (ASD). ASD specialist candidates will focus on the exceptional needs of students with ASD and teacher's responsibilities to determining eligibility and assessment. This course also examines diagnoses and implications of the school environment.
Methods and Assessment for Autism Spectrum Disorders	The focus of this course is to provide methods for improvement of instruction, based on assessment for students with autism spectrum disorders (ASD). ASD specialist candidates will center on instructional planning, adaptive practices, and intervention strategies established through assessment analysis.

Multisensory Reading III

This course is a continuation of training in the Orton-Gillingham technique taught in Multisensory II. The primary focus is helping teachers acquire expertise necessary for teaching upper level language skills (fourth grade level and above) including the relationship among phonology, decoding, word recognition, fluency, vocabulary and comprehension. This course considers the impact of Anglo-Saxon, Latin, and Greek influences on the development of English with emphasis on the effect of phonology, morphology, and orthographic rules and patterns (consonant le syllable; "e" and "y" endings rules) on spelling as well as morphological terms and structures including compounds, prefixes, roots, suffixes, and Greek combining forms.

Diagnosis and Correction of Learning Disabilities

Focuses on the legal and ethical foundations for assessment of school-age students. Strategies for the selection, administration, and scoring of formal and classroom-based educational and social assessments are addressed. Assessing students' levels of performance, interpreting results to enhance learner functioning and identifying service and programming options are explored. Collaboration with families and other professionals to assist in writing individual Education Plans (IEP) is addressed.

Methods - Teaching Students with Disabilities

Methods in the field of special education are emphasized. Focus on identifying and creating accommodations and modification to meet the needs of all students in special education and inclusive settings.

Wilson Certification Course Clinical: Practicum

This course, a supervised practicum, requires identifying and securing a practicum student in grades 4-12 with significant word level deficits, selected according to WRS practicum student selection criteria. Although not required, a second practicum student is highly recommended. The practicum entails successful delivery of a minimum of 60 Wilson Reading System (WRS) lessons and teaching mastery through WRS Step 4.2. A Wilson trainer observes the participant working with his/her student five times during the practicum via videoconferencing. Must demonstrate that the teaching plan is based on continuous assessment of the student's needs.

Strategies for Teaching Autism/Developmental Disabilities

Curriculum development and researchvalidated methods of instructing students with autism and developmental disabilities from early childhood through adolescence across ability levels will be reviewed. An overview of applied behavior analysis (ABA), its development, and application to Autism Spectrum Disorders including discrete trial, pivotal response, verbal behavior, natural environment teaching, incidental teaching, and use of functional analysis to develop behavior intervention plans will be presented. Application of basic principles of ABA to the classroom, including reinforcement, prompting, chaining, shaping, fading, stimulus control, generalization, and maintenance will be examined. Focus will also include review of additional educational approaches to teaching students with Autism and Developmental Disabilities, and the need for selecting research based treatments.

Comm/Social Skills Interventions for Autism

Typical and atypical language development with a focus on behavioral, biological, cognitive, and perceptual bases of language will be discussed. The use of augmentative communication devices (high and low-tech) and sign language with individuals with autism will be explored. Approaches for addressing social communication needs of students throughout the range of Autism Spectrum Disorder will be included.

Ethical and Professional Conduct	An examination of the requirements for professional and ethical behavior as specified by the Behavior Analyst Certification Board's BACB Professional Disciplinary and Ethical Standards and Guidelines for Responsible Behavior Analysts.
Literature and Children & Youth	Candidates will study and evaluate age-appropriate, multi-genre, multi-cultural, print and non-print literature for K-12 readers. Web-based resources on literature for children and youth will be reviewed to determine age-appropriate utilization of the Internet. Candidates will learn best practice techniques for incorporating literature in education and develop plans that meet needs and instructional objectives.
Nature of the Reading Process	Explore the history of literacy-related research and practice. Review facets of the reading and writing processes as well as the developmental, linguistic, and cultural factors that impact reading development. Develop lesson plans that clearly reflect the use of specific reading strategies and assessment measures and materials.
Classroom Management Workshop	This course improves and evaluates students' ability to create a learning environment that encourages both individual and group learning and conflict resolution among peers. It provides opportunities to role-play and analyze teaching decisions meant to prevent classroom disruptions, encourage student interest, make positive the experience of diversity in the classroom, and diffuse crises.
Internship and Seminar	This course is designed to continue the development of the reflective urban practitioner. It is used to help the education candidate analyze and evaluate his/her own student teaching experience and progress. Curriculum concerns of school systems involved are addressed in terms of the teaching experience. Special attention is devoted to methodology unique to the various subject areas, i.e., learning other languages, Science, Math, English, Social Studies, Art, Music and Health. Planning, implementing, assessing and managing unique instructional methods and activities such as field trips, laboratories, workshops, and other alternate learning sites are examined.
Applied Linguistics Emph Sec. Lang	This course examines the latest research on second language acquisition, similarities between first and second language, the interaction between first and second language and their respective environments, levels of communicative competence in second language learners, and the implications of language attitudes, socio-cognitive variables, and ethno-linguistic identity for curriculum planning and classroom.
Historical and Cultural Background of LEP Students	This course examines the acculturation of language minority students in American schools. Topics include: socialization and discourse practices that contribute to the variety of cognitive styles of ethnolinguistic and bilingual students; the psychological and social factors that facilitate development of or inhibit their self-image, as well as the ability to function within a culturally diverse society; the relationships between bilingualism and intelligence, socioeconomic factors and psycholinguistic processes that affect ways in which children develop literacy skills; psychological and pedagogical consequences of schooling, including bilingual programs, immersion, and submersion strategies; the concepts of "space" and "time" as being culturally imbedded and their relevance to the bilingual educational settings, and the role of assessment in bilingual schooling.

- Advanced Educational Psychology** This course is designed to take the educator beyond familiarity with basic psychological theories and principles to a level in which they can apply these theories to inform and improve their classroom performance.
- Advanced Foundations of Education** This course is intended to present the foundations of education in an integrated, multidisciplinary approach. It will trace the development of education both as an institution and in terms of the ideas that have shaped that institution. The goal is a thorough perspective on education as it is today.
- Computers/Curriculum Design** Application of computer in curriculum design, including areas such as instructional technology, research, communication with school community, and study skills; use of the internet in formulating inter-disciplinary learning units to meet the New Jersey Core Curriculum Content Standards in all areas. The evaluation of the use of technology in school curriculum.

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

RE: Change on Guide – Revised Contracts -- September 1, 2016

The following staff members have submitted proof of completion of their required courses. Therefore, a new notification of salary should be issued to the following teachers for September 1, 2016.

		YRS. OF EXP. AS OF <u>June, 2016</u>	PRESENT LEVEL/SALARY <u>2016-2017</u>	REVISED LEVEL/SALARY <u>September 1, 2016</u>
<u>HIGH SCHOOL</u>				
Della Pesca	Cassie	7	10 BA \$61,265.	10 BA+30 \$63,215.
Fischer	Steven	9	10 BA \$61,265.	10 BA+30 \$63,215.
McDavitt	Meaghan	1	2 BA+30 \$57,665.	2 MA \$59,615.
Soares	Jeffrey	5	6-7 BA \$57,855.	6-7 BA+30 \$59,805.
<u>INTERMEDIATE</u>				
DeFilippis	Angelica	3	4-5 BA \$57,655.	4-5 MA \$61,555.
DeValue	Suzanne	3	4-5 BA+30 \$59,605	4-5 MA \$61,555.
Friel	Kathleen	6	3 BA \$57,015.	3 MA \$60,915.
Siciliano	Thomas	9	10 BA+30 \$563,215.	10 MA \$65,165.
<u>OCEAN TWP. ELEMENTARY</u>				
Argyelan	Lauryn	3	4-5 BA+30 \$59,605.	4-5 MA \$61,555.
<u>WAYSIDE ELEMENTARY</u>				
Malerba	Andrea	2	6-7 BA \$57,8557.	6-7 BA+30 \$59,805.

Michaela Gemignani

1904 South Wanamassa Drive Ocean Township, New Jersey 07712 732-977-3252
mls.gemignani@gmail.com

Professional Summary

Dedicated educator with over 10 years of classroom experience following curricula, designing and assisting with lessons, fostering an environment conducive to learning, and collaborating with other professionals to provide the highest level of education for each student and to equip students with the skills for the 21st century.

Education

May, 2012 Masters of Education
Monmouth University, West Long Branch, New Jersey
May, 1998 Bachelor of Arts, Elementary Education/History
Kean University, Union, New Jersey

Certifications

- Certificate of Eligibility with Advanced Standing in Elementary Education K-8
- Certificate of Eligibility with Advanced Standing of Teacher of English as a Second Language

Teaching Experience

2010 – present Ocean Township High School, Ocean, New Jersey *Instructional Assistant/Job Coach*

- Implemented community-based instruction and provided positive behavior support and modification for students during transition from school to work in an off-site work environment
- Adapted and modified lesson plans to accommodate ELL students and students with IEPs and 504s
- Worked with students on the Autism spectrum and cognitive and emotional disabilities

2009 - 2010 Ocean Township Intermediate School, Ocean, New Jersey *ESL Long-term Substitute*

- Developed curriculum to align with 21st century skills and Common Core State Standards
- Assisted ACCESS testing and designed a variety of formal assessments
- Incorporated iPods and interactive websites and software to support content of lessons

2008 – 2009 Deal School, Deal, New Jersey *Pre-School Teacher*

- Differentiated instruction for specific needs of individual students including hands-on learning and learning through play to create an inviting learning environment
- Prepared engaging lessons by implementing various learning strategies including using manipulatives and cooperative learning groups and created motivating projects

2007-2008 Ocean Township School District, Ocean, New Jersey *Substitute Teacher*

- Supported ESL teachers in the summer school
- Use of knowledge base and teaching skills to implement and improvise when necessary to accomplish the goals of the lessons plans
- Augmented student learning through one-on-one instruction and provided small group instruction to students based on their changing needs within the large classroom setting

Selected Skills and Other Experiences

- Bilingual (German)
 - Conversational knowledge in Spanish
 - Certified Job Coach
- 2014-2015 University of Linz/Austria
- Observation, data collection and evaluation for research study "Blended Learning in Kindergarten"

Michaela Gemignani

1904 South Wanamassa Drive Ocean Township, New Jersey 07712 ☎ 732-977-3252 ☎
mla.gemignani@gmail.com

References

Mrs. Jacqui Castronovo *Current supervisor*
550 West Park Avenue
Oakhurst, New Jersey 07755

Phone: 732-531-5650
eMail: jcastronovo@oceanschools.org

Mrs. Susan Smith *Colleague at Ocean Township High School*
550 West Park Avenue
Oakhurst, New Jersey 07755

Phone: 732-531-5650
eMail: ssmith@oceanschools.org

Mrs. Marianne Wilensky *Director of Community Development/Onsite Supervisor for SLE program*
Township of Ocean
Department of Community Development
399 Monmouth Road
Oakhurst, New Jersey 07755

Phone: 732-531-5000 x 3350
eMail: mwilensky@oceantwp.org

Mrs. Susan Jarosiewicz *Colleague at Ocean Township High School*
550 West Park Avenue
Oakhurst, New Jersey 07755

Phone: 732-531-5650
eMail: sjarosiewicz@oceanschools.org

Mrs. Susan Malta *Colleague at Township of Ocean Intermediate School*
1200 West Park Avenue
Ocean, New Jersey 07712

Phone: 732-531-5630
eMail: smalta@oceanschools.org

Mrs. Linda Dexter *Former Colleague at Ocean Township High School*
221 Ampere Avenue
Oakhurst, New Jersey 07755

Phone: 732-531-4976

PLANNING & CONSTRUCTION

TECHNOLOGY