

Work Session

Attachments

June 13, 2017

Office of the Superintendent
Township of Ocean School District
June 9, 2017

MEMORANDUM FOR: All Members of the Board

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

RE: **Miscellaneous Information**

1. **On the Calendar**

June 13, 2017

- 7:00 pm - Executive Session (Closed)
- 7:30 pm - Work Meeting

June 20, 2017

- 6:00 pm – Finance Committee Meeting
- 7:00 pm – Executive Session (Closed)
- 7:30 pm – Work Meeting
- 8:00 pm – Regular Monthly Meeting

June 21, 2017

Graduation Ceremonies

- 2:00 pm – Intermediate School 8th Grade Graduation at OTHS Albert Carelli Field

For Your Information – Early Dismissal for Eighth Grade Students

As in the past and as part of the 2016-2017 school calendar, eighth grade students will be dismissed at 11:00 am on the day of graduation, June 21, 2017.

- In-between ceremonies, light refreshments - beverages and snacks - will be served in the Ocean Township Elementary School library for parents with dual graduations.

- 4:30 pm – High School Graduation at OTHS Albert Carelli Field

- **Parking directions for graduation ceremonies:** We have spoken with Gary Tattersall, Director of Facilities. Mr. Tattersall and the employees from the Grounds and Maintenance Department will be directing traffic at the graduation ceremonies. Mr. Tattersall indicated the following, “you should pull into the high school driveway and drive straight back, through the side parking lot, until you can’t go any further. Please have your parking permit displayed or easily accessible. Please show it to the gentlemen directing traffic, they will guide you to designated parking for Board members.” Thank you.

June 27, 2017 – No Meeting

Office of the Superintendent of Schools

Township of Ocean Schools



MEMORANDUM FOR: All Non-Professional Staff Members

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

A handwritten signature in black ink, appearing to be "JS", located to the right of the "FROM:" line.

DATE: June 8, 2017

RE: Employment Opportunity

POSITION: Asst. Dispatcher/Bus Driver

- QUALIFICATIONS:**
1. Possess a CDL Class B Drivers License with Passenger, Air Brake, P & S endorsements in good standing with a valid medical certificate & current criminal history background clearance.
 2. Subject to pre-employment and random DOT drug & alcohol testing.
 3. Ability to operate Transportation routing software with strong general computer skills.
 4. Prior experience as dispatcher/bus driver in transportation field in a public school setting preferred.
 5. Interpersonal skills using professionalism, tact, patience & courtesy.
 6. Such alternatives to the above qualifications as the Board of Education may find appropriate & acceptable.

SALARY: Salary to be determined by the Board of Education

APPLICATION DEADLINE: Qualified candidates should notify the Personnel Office in writing at 163 Monmouth Rd. Oakhurst, NJ 07755 by the end of the business day, Monday June 19, 2017, 4:30 pm.

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: June 9, 2017

RE: Anticipated Employment Opportunities/2017-2018 School Year

POSITION:

- Full Time Instructional Assistant

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' 2017-2018 Salary Guide.

APPLICATION DEADLINE: Qualified candidates should apply on line at <http://www.applitrack.com/ocean/onlineapp> by the end of the day, Monday, June 19, 2017.

*Culturally Diverse and Bilingual candidates encouraged to apply.

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



New Jersey School Boards Association

NOVEMBER ELECTIONS: IMPORTANT DATES

2017 School Board Candidacy & Election Dates

Legislation, (P.L. 2011, c.202), signed by Governor Christie on Jan. 17, 2012 gives communities the option to change the date of the annual school board member election to November. Please check with your local board of education office to confirm the date of the 2017 Annual School Election in your community.

CANDIDACY

May 16, 2017

Term begins for newly appointed board members in Type I districts (those with appointed boards) other than cities of the first class (those with a population of more than 150,000).

July 31, 2017

4 p.m. is the deadline for candidates to file nominating petitions with the county clerk.

August 4, 2017

Deadline for filing objections to Nomination Petitions for School Election Candidates with the county clerk

August 10, 2017

Deadline for Determination of Petition Challenge for School Election Candidates by the county clerk

August 10, 2017

Last day to amend a defective petition. The candidate may amend the petition to remedy the defect at any time before the date, but generally may not add signatures. The candidate may add his or her own signature if necessary to provide verification of the signatures on the petition, but only if the petition already contains ten valid signatures.

August 14, 2017

Deadline for Filing in Superior Court to Protect School Election Candidate's Rights.

August 14, 2017 – 3 p.m.

Drawing of Ballot Position for School Election Candidates by the County Clerk

September 8, 2017

Last day for a candidate to withdraw from the election. A signed, written notice must be filed with the county clerk.

November 7, 2017 - Annual School Election

NOTE: Board members must undergo criminal history record checks through the New Jersey Department of Education within 30 days of election or appointment.

January 1 – January 7, 2018

Newly elected board members are sworn in at annual board organizational meetings

January 31 – February 6, 2018

Last day to file Personal-Relative and Financial Disclosure forms with the Executive County Superintendent and Board Secretary.

For newly elected or newly appointed school board members, the deadline is 30 days after taking office.

CAMPAIGN CONTRIBUTIONS AND EXPENDITURES

The New Jersey Election Law Enforcement Commission is the regulatory agency regarding campaign contributions. ELEC conducts Treasurer Training seminars.

Information about the seminars and all manuals and reporting forms can be found on the ELEC website at www.elec.state.nj.us. Questions about campaign contributions should be directed to ELEC at (609) 292-8700.

- School board candidates who receive any contribution (including their own funds), regardless of the amount, must appoint a treasurer and open a campaign bank account for the purpose of receiving contributions and making expenditures. This action must take place no later than the date on which that candidate first receives any contribution or makes or incurs any expenditure in connection with an election.
- No later than 10 days after appointing a treasurer and opening a campaign bank account, a candidate must file a Certificate of Organization and Designation of Campaign Treasurer and Depository form with the New Jersey Election Law Enforcement Commission. This form lists the candidate, chairperson (if one is appointed), treasurer and bank or depository information.

CAMPAIGN REPORTING SCHEDULE

WHO IS REQUIRED TO FILE

Individual candidate: Those expecting to spend more than

\$5,100, or who receive more than \$300 in contributions from any one source or any cash contributions.

Joint campaigns: The reporting thresholds for candidates conducting a joint campaign are \$9,700 for two candidates and \$14,000 for three or more candidates.

October 9, 2017 – Last day to file the 29-Day Pre-Election Report
October 27, 2017 – Last day to file the 11-Day Pre-Election Report
November 27, 2017 – Last day to file the 20-Day Post-Election

Report

April 15, 2018 – Last day to file first quarterly report for a candidate planning to participate in a future election. If a candidate does not plan to participate in a future election, the candidate must certify the 20-day post-election report as the final election fund report.

October 25, 2017 – November 7, 2017 – Any contribution in excess of \$1,600 from any one source received between these dates must be reported within 48 hours of receipt. A similar reporting obligation is applicable for certain expenditures of more than \$1,600 made in this timeframe.

NOTES: When an election deadline falls on a weekend, it is automatically moved to the following Monday.

The Commissioner of Education has the authority to make certain changes to the school board member election and budget development calendar. NJSBA will update the Candidate Kit as necessary.

New Jersey School Boards Association

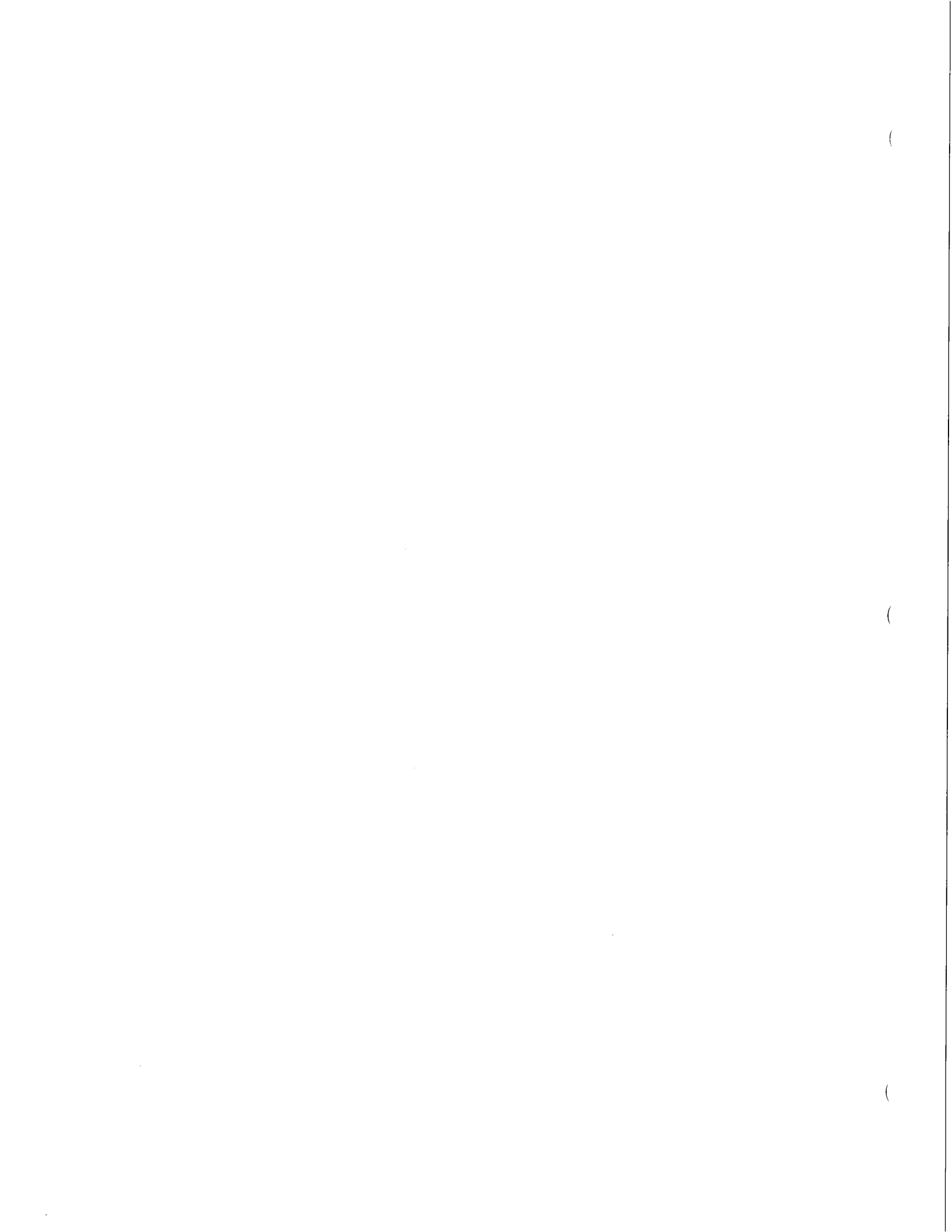
BOARD ETHICS TRAINING

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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.**

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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.

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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.

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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:12-24.1

- 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.**

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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.**

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**School Ethics Act N.J.S.A. 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.A. 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.

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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.

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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!**

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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)

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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

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES**

June 6, 2017

CALL TO ORDER

Mr. Michael Palutis, Vice 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. Palutis 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 (Arrived 8:50 pm), Mr. James Dietrich (Arrived 8:14 pm), Mr. Joseph Hadden (Left 9:14 pm), Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis, Mrs. Denise Parlamas, Mr. John Stuppi (Left at 10:48 pm) and Mrs. Sylvia Sylvia-Cioffi.

Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator; Dr. James Stefankiewicz, Superintendent of Schools; Ms. Kelly Weldon, Asst. Superintendent-Curriculum/Instruction, Mr. Larry Kostula, Principal-Intermediate School and Mr. Christopher Amato, Vice Principal, Intermediate School-5th Grade.

Enter Executive Session #1 – 7:02 p.m.

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

Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Personnel (Agenda), Litigation (Loch Arbour versus Township of Ocean), 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 take action upon returning to work session.

Adjourn Executive Session #1 – 7:37 p.m.

Approval: Motion offered by Mr. Dietrich, seconded by Mrs. McGovern and carried 7-0.

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

PRESIDENT'S REPORT: No Report

VICE PRESIDENT'S REPORT: Mr. Palutis

- Mr. Dietrich was detained due to the high school sports awards.

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- I-Steam School Board workshop
- High school graduation tickets – for Board of Education members
- Change in 5th grade schedule. Mr. Amato and Mr. Kostula, TOIS administrators, discussed the proposed schedule for 2017-2018 school year regarding lunch, recess, and other class schedules. The Board of Education discussed the schedule with the administrators.
- Superintendent introduced Pat O'Neill, Supervisor of Technology & Innovation-Grades K-12; Mike Huston (Media Specialist), Christopher Ippolito, Applied Technology Teacher-OTHS; Kelly Weldon, Asst. Superintendent and Jamie Doyle (Elementary Technology Specialist). They showed a video regarding the new educational technology in the district. Each talked about their job responsibilities and how they support teachers and technology. They discussed their shared technology vision of the district for the future.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: No Report

PUBLIC COMMENT:

Twp of Ocean BOE Work Meeting Minutes (continued) – June 6, 2017

- Paul Mayerowitz, resident, discussed the length of the lunch period and the scheduling at the Township of Ocean Intermediate School.

COMMITTEE REPORTS:

COMMUNITY LIAISON, COMMUNICATIONS & CO-CURRICULAR

STUDENT ACTIVITIES: Mrs. Sylvia-Cioffi

The following item(s) were discussed:

1. **Discussion: Policy**

Board of Education and Administration discussed a first reading of the following policy:

Policy 5111.01 – *(New)* Tuition for Non-Resident Students

The Board of Education spoke about the outreach to parents regarding the proposed policy.

2. **Discussion: Donation of Backpacks and School Supplies for the 2017-2018 School Year**

Board of Education and Administration discussed 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.”

3. **Discussion: District Strategic Plan**

Board of Education and Administration discussed and provide feedback on the District’s Strategic Plan Goals Action Plans, copy attached.

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

4. **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 – May 23, 2017

Regular Meeting/Minutes – May 23, 2017

Motion on item #4 carried: 8-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

The following item(s) were discussed:

1. **Discussion: Professional Services Resolution**

Board of Education and Administration discussed the award of this contract to the following:

Awarded to:

Smolin Lupin Certified Public Accountants

Duration:

July 1, 2017 to January 1, 2018

Nature and Type of Contract

Auditors

Twp of Ocean BOE Work Meeting Minutes (continued) – June 6, 2017

Amount of Contract: \$35,500

Note: Peer review has been received

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

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

2. **Use of Facilities**

Move to approve use of facilities according to the attached list dated June 6, 2017.

Motions for item #4 carried: 8-0

INSTRUCTION & EDUCATION: Dr. Marshall

Dr. Marshall made a motion, seconded by Mrs. Sylvia-Cioffi, for the following items:

1. **Professional Development Activities – Staff**

Move to approve the attached memorandums (2) dated May 26, 2017 and June 2, 2017 re: Staff Professional Development Activities in accordance with District Policy 6471 and NJAC 6A:23B. The attendance at said activities is fiscally prudent and will promote the delivery of instruction and/or will further the efficient operation of the district.

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

Motion on item carried: 8-0

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: Salaries for the 2017-2018 School Year Non-Represented Employees**

Board of Education and Administration discussed salaries for Non-Represented Employees for the 2017-2018 school year in accordance with the attached list.

2. **Discussion: Issuance of Contract**

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

TwP of Ocean BOE Work Meeting Minutes (continued) – June 6, 2017

Scott Pembleton Custodian I \$33,835.00
 Location: To be determined
 Actual Start & Effective Dates: July 1, 2017
(Mr. Pembleton is replacing Frank Carson)

3. Discussion: Summer 2017 - Maintenance/Grounds Employment

Board of Education and Administration discussed hiring Thomas Collins, John Dupuis, Michael McMahon and Michael Pembleton (each 5 days a week/full-time), in the Maintenance/Grounds Department, beginning June 26, 2017 through August 2017. Rate of pay; over 3 years Summer Maintenance/Grounds Department experience \$150. per diem; 3 years or less \$125. per diem.

4. Discussion: Unpaid Family Leave of Absence

Board of Education and Administration discussed the request of Libby Landman, Special Education Teacher, Ocean Township High School to take an unpaid family leave of absence, as designated under FMLA and NJFLA, from September 1, 2017 through November 24, 2017. While out on an unpaid family leave of absence, Mrs. Landman will be responsible for paying the appropriate contribution towards her health insurance coverage. Mrs. Landman is expected to return to the classroom on November 27, 2017.

5. Discussion: Employee Transfer

Board of Education and Administration discussed the following employee transfer, effective September 1, 2017:

Michelle Morgan From: Computer Lab Assistant
 Wayside Elementary School
 To: Computer Lab Assistant
 Ocean Township High School

6. Discussion: Resignation

Board of Education and Administration discussed the resignation of Gilbert Unger, Instructional Assistant, Ocean Township Elementary School effective June 22, 2017.

7. Discussion: Fall Coaching Assignments for the 2017-2018 School Year

Board of Education and Administration discussed Fall Coaching Assignments for the 2017-2018 school year in accordance with the attached memorandum dated June 1, 2017.

Mrs. Parlamas made a motion, seconded by Mrs. Sylvia, for the following items:

8. Renewal of a Non-Tenured Custodian

Move to approve the renewal of Michael Brown, a non-tenured Custodian I at the Township of Ocean Intermediate School for the fixed term of July 1, 2017 – June 30, 2018, salary \$33,835.00. (Mr. Brown went under contract with the District effective June 1, 2017. His renewal and salary are being approved for the 2017-2018 school year.)

9. Referendum Construction Management Stipend

Move to approve a referendum construction management stipend, for the remaining referendum construction schedule, effective June 1, 2017 for the following employees:

Twp of Ocean BOE Work Meeting Minutes (continued) – June 6, 2017

Gary Tattersall, Director of Facilities	\$2,000.00 per month
John Bosmans, Maintenance Department	\$2,500.00 per month

Motions on items #8 and #9 carried: 8-0

PLANNING & CONSTRUCTION: Mr. Palutis

The following item(s) were discussed:

1. **Discussion: Referendum Construction Management**

Board of Education and Administration discussed the expiration of the Construction Management contract.

TECHNOLOGY COMMITTEE: No Report

The following item(s) were discussed:

OLD BUSINESS: None

NEW BUSINESS:

- Board of Education discussed Board members going paperless for the Board meeting and using Chromebooks. The administration and technology committee will investigate.

PUBLIC COMMENT:

- Gino Dellomo, resident, asked about the Loch Arbour issue. The Board of Education discussed how nothing has changed regarding the students and the Board of Education budget. Mr. Dellomo also discussed an app for students to report bullying incidents.
- Emily Halsey, student, discussed encouraging more girls to be involved in Maker Space programs.
- Gino Dellomo, resident, talked about the hand washing and the school water fountains.
- Thomas Lavin, student, talked about the computer coding in the earlier grade levels.

Enter Executive Session # 2 – 10:47 p.m.

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

Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Negotiation (Superintendent's Contract). 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.

Mr. Stuppi left the room and did not return.

School Business Administrator left the room at 10:48 pm.

Adjourn Executive Session – 11:16 p.m.

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

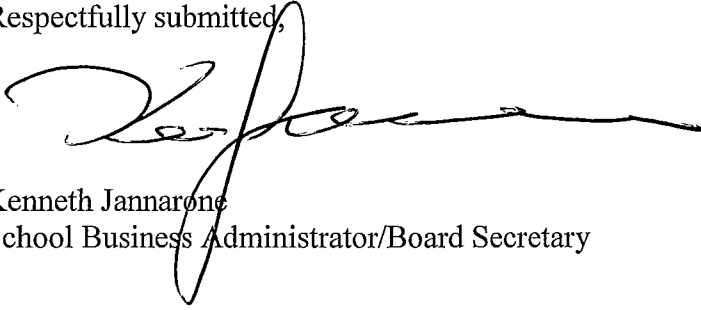
Move for the approval to adjourn from Executive Session.

School Business Administrator returned.

ADJOURN MEETING: 11:17 p.m.

There being no further business Mrs. McGovern made a motion, seconded by Mrs. Parlamas, that the meeting be adjourned and go back into Executive Session. This motion carried: 7-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Kenneth Jannarone', written over a large, stylized loop that extends upwards and to the left.

Kenneth Jannarone
School Business Administrator/Board Secretary

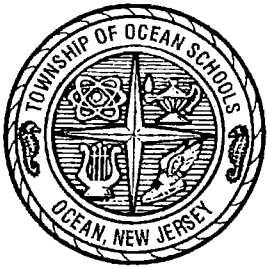
FINANCIAL MANAGEMENT & RESOURCE SERVICES

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

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

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

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



AGREEMENT

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

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

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

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

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

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

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

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

NOW, THEREFORE THE PARTIES AGREE AS FOLLOWS:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ATTEST:

BOARD OF EDUCATION OF THE
TOWNSHIP OF OCEAN

By: _____
Kenneth Jannarone
School Business Administrator/
Board Secretary

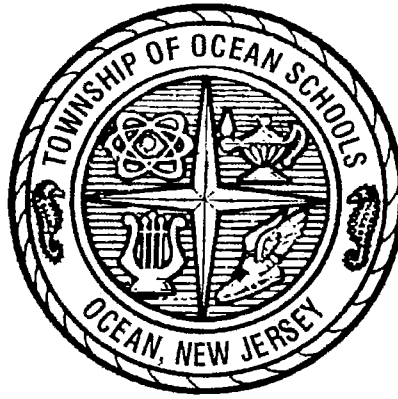
By: _____
James Dietrich
Board President

ATTEST:

HOPE ACADEMY CHARTER SCHOOL

By: _____
Donna Torres
School Business Administrator/
Board Secretary

By: _____
Board President



ADDENDUM I MAINTENANCE SERVICES

Service Resolution Scope of Work

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

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

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

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

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

RECITALS

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

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

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

I. RESPONSIBILITIES OF M-OESC

A. Qualifications of Personnel

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

B. Personnel Records Inspection

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

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

C. Service

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

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

D. Place of Performance

M-OESC shall provide services primarily:

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

E. Insurance

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

F. Payment of Contractor

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

G. Equal Opportunity Employment

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

II. RESPONSIBILITIES OF SCHOOL

A. Payment for Services

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

B. Insurance

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

C. Equipment and Supplies

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

III. BILLING AND COMPENSATION

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

IV. ADDITIONAL TERMS

A. Term and Termination

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

B. Governing Law

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

C. Relationship to Parties

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

D. Assignment

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

E. Modification of Terms

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

F. Notices

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

G. Entire Agreement

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

DATE _____

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

DATE _____

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

DATE _____

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

DATE _____

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

Office of the School Business Administrator
Township of Ocean School District
June 13, 2017

REQUESTS FOR USE OF SCHOOL FACILITIES

Ocean Township League of Women Voters

Admin Bldg., Auditorium
October 19, 2017 [BOE Positions]
October 26, 2017 [State Legislators]
6:30 pm – 10:00 pm
Purpose: Candidates Forum
Use of Facility Fee: \$0.00

Ocean Waves Travel Baseball

Admin Bldg., Athletic Field
June 9, 2017
5:00 pm – 8:00 pm
June 11, 2017
2:00 pm – 6:00 pm
Purpose: Baseball Games
Use of Facility Fee: \$0.00

Relevant Church

OTHS, Cafeteria
June 4, 18, & 25, 2017, July 2, 9, 16, 23, & 30,
2017, August 6, 13, 20, & 27, 2017
8:00 am – 10:00 pm
Purpose: Church Services
Use of Facility Fee: \$1,680.00
Custodial Reimbursement: \$3,600.00

Ocean Township AYF

OTHS, Cafeteria
June 17, 2017
9:00 am – 1:00 pm
Purpose: Football registration
Use of Facility Fee: \$0.00
Custodial reimbursement: \$180.00

INSTRUCTION & EDUCATION

Proposal for Half-Days for PARCC Testing

Township of Ocean Intermediate School

The following points address the reasons why we believe that TOIS should be on a half-day schedule during PARCC testing:

*Testing could be completed in only 3 half days for grades 6,7,8 (2 sections each day, Wednesday, Thursday, Friday of the week). Fifth grade would have one section on Monday (full day), one section on Tuesday (full day) and complete the rest of the testing on the Wednesday, Thursday and Friday half days. Monday and Tuesday would be full days of instruction for grades 6,7,8.

*We are the only school that tests ALL of their students. Dismissing all students at 12:30 could therefore be facilitated easily.

*There would be no coverage issues. Teachers would have their lunch and prep after the students are dismissed at 12:30. This was a problem this year as we scrambled to cover testing situations as a result of absent teachers. This would not be a problem if we tested on a half day as we would have many eligible staff to cover testing situations.

*Pre-planning for coverage under the current system would be eliminated as all staff would be available during the entire testing period. This would mean that guidance counselors would be able to keep more closely to their regular schedules during the planning for PARCC.

*There will be less loss to instructional time as normal operations would resume after only 3 days and not 5. Students struggle to stay attentive on full days after testing.

*All elementary schools, the fifth grade, and the high school have half-days scheduled for conferences and/or testing (also for high school exams in January).

*Tech Department would be assigned for only 3 days not 5 (except for fifth grade). Other schools could move up their schedules for less distraction as well.

**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 9, 2017
CC: Kelly Weldon, Ken Jannarone

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

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

Last	First	Subject	Title	Date	FEE*
Weldon	Kelly	Asst Supt of Teaching & Learning	AchieveNJ - Monmouth U	8/2/17	n/a
Hanley	Ann	AP ELA	AP Summer Institute - Ocean County College	8/7-10/2017	\$999.00
Kaszuba	Dawn	Principal	2017 Career Pathways – Summer Institute - Monroe	6/28&29/2017	n/a
Colon	Greg	Business	2017 Career Pathways – Summer Institute - Monroe	6/28&29/2017	n/a
Hagerman	Gina	Asst Principal	2017 Career Pathways – Summer Institute - Monroe	6/28&29/2017	n/a
Gasser-Sebastian	Kristin	Computers	Project Lead the Way - Design & Modeling - Bucknell University	7/24-28/2017	\$1,700.00

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

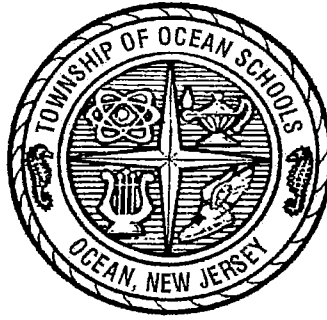
** Substitute rate @ \$25 per day

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

MONTH/YEAR: May /2017

STUDENT'S ID NUMBER	DATE SUSPENDED	DATE RE- ADMITTED	TYPE	LOCATION/ REASON
75314	05/01/2017	05/02/2017	In-School	TOIS – Cyber Bullying
72358	05/01/2017	05/02/2017	In-School	TOIS – Cyber Bullying
74916	05/02/2017	05/03/2017	In-School	TOIS – Tardiness to class
74979	05/05/2017	05/08/2017	In-School	TOIS – Disrespectful and defiant behavior towards a teacher
76229	05/05/2017	05/08/2017	In-School	TOIS – Hitting another student
76308	05/05/2017	05/08/2017	In-School	TOIS - Disrespectful and defiant behavior towards a teacher
74916	05/10/2017	05/11/2017	In-School	TOIS – Tripping a classmate
71668	05/10/2017	05/12/2017	In-School	TOIS – Disrespectful behavior towards a teacher
73265	05/12/2017	05/16/2017	In-School	TOIS – Inappropriate physical contact
72080	05/16/2017	05/18/2017	In-School	TOIS – Inappropriate physical contact
76003	05/19/2017	05/22/2017	In-School	TOIS – Disrespectful and defiant behavior towards a teacher
75078	05/03/2017	TBD	Out-of-School	High School – Defiance and insubordination
75426	05/04/2017	05/05/2017	Out-of-School	High School – Demerits
74512	05/10/2017	05/15/2017	Out-of-School	High School – Continued defiance and insubordination
74916	05/19/2017	05/24/2017	Out-of-School	TOIS – Threatening a classmate
74330	05/22/2017	05/30/2017	Out-of-School	TOIS – Threatening a classmate
74511	05/23/2017	05/26/2017	Out-of-School	High School – continued extreme defiance
73804	05/31/2017	06/05/2017	Out-of-School	TOIS – Threat towards another student

PERSONNEL



CONTRACT OF EMPLOYMENT

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

TOWNSHIP OF OCEAN BOARD OF EDUCATION

in Monmouth County (hereinafter "the Board")

with offices located at

163 Monmouth Road, Oakhurst, New Jersey 07755

and

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

PREAMBLE

WITNESSETH

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

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

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

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

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

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

ARTICLE I

EMPLOYMENT

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

ARTICLE II

CERTIFICATION

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

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

ARTICLE III

DUTIES

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

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

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

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

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

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

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

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

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

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

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

ARTICLE IV

SALARY AND BENEFITS

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

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

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

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

2018-2019 School Year \$189,625

2019-2020 School Year \$194,366

2020-2021 School Year \$198,253

2021-2022 School Year \$202,218

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

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

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

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

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

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

E. Health Benefits:

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

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

F. Vacation Leave:

1. The Superintendent shall be entitled to an annual vacation of 20 working days

per year, prorated. All of the vacation days shall be available for the Superintendent's use on July 1st of each year of the Contract.

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

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

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

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

H. Personal Leave. The Superintendent shall be entitled to 3 personal days, to attend

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

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

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

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

L. Professional Liability. The Board agrees that it shall defend, hold harmless, and indemnify the Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent in his individual capacity or in his official

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

ARTICLE V

ANNUAL EVALUATION

A. The Board shall evaluate the performance of the Superintendent at least once a year in accordance with statutes, regulations and Board policy relating to Superintendent evaluation. Each annual evaluation shall be in writing and shall represent a majority of the Board. A copy of the evaluation shall be provided to the Superintendent, and the Superintendent and the Board shall meet to discuss the findings. The Board may meet in closed session to discuss the evaluation and the Superintendent's performance where a *Rice* notice has been served upon the Superintendent, giving notice that the Superintendent's employment will be discussed in closed session, and the Superintendent has not requested that the meeting be conducted in public. The evaluations shall be based upon the criteria adopted by the Board, the goals and objectives of the district, which shall include encouragement of student achievement, the responsibilities of the Superintendent as set forth in the job description for the position of Superintendent, the district's placement on the NJQSAC continuum (with respect to those DPRs

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

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

C. The parties also agree that the Board shall not hold any discussions regarding the Superintendent's employment, unless the Superintendent is given written notice at least 48 hours in advance. In addition, the Board shall not hold any discussions with regard to the Superintendent's performance, or that may adversely affect the Superintendent's employment, in public session, unless the Superintendent requests that such discussions be held in public session,

pursuant to the Open Public Meetings Act.

ARTICLE VI

TERMINATION OF EMPLOYMENT CONTRACT

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

- (1) failure to possess/obtain proper certification;
- (2) revocation or suspension of the Superintendent's certificate, in which case this Contract shall be null and void as of the date of revocation, as required by *N.J.S.A.* 18A:1715.1;
- (3) forfeiture under *N.J.S.A.* 2C: 51-2;
- (4) mutual agreement of the parties;
- (5) notification in writing by the Board to the Superintendent, at least 90 calendar days prior to the expiration of this Contract, of the Board's intent not to renew this Contract; or
- (6) misrepresentation of employment history, educational and professional credentials, and criminal background.

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

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

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

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

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

ARTICLE VII

RENEWAL - NON RENEWAL

This Employment Contract shall automatically renew for a term of **Five (5)** calendar years,

expiring July 1, **2027**, unless either of the following occurs:

A. the Board by contract reappoints the Superintendent for a different term allowable by law;

B. the Board notifies the Superintendent in writing, prior to January 31st, that he will not be reappointed at the end of the current term, in which case his employment shall cease upon the expiration of this Contract; or

C. in accordance with such laws and regulation that would require nullification of this Contract.

ARTICLE VIII

COMPLETE AGREEMENT

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

ARTICLE IX

SAVINGS CLAUSE

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

ARTICLE X

RELEASE OF PERSONNEL INFORMATION

PERSONNEL RECORDS

The Superintendent shall have the right, upon request, to review the contents of his personnel file and to receive copies at Board expense of any documents contained therein. He shall be entitled

to have a representative accompany him during such review. At least once every year, the Superintendent shall have the right to indicate those documents and/or other materials in his file that he believes to be obsolete or otherwise inappropriate to retain; and, upon final approval of the Board, such documents identified by him shall be destroyed.

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

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

SUPERINTENDENT

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

James Dietrich, Board President

Date: _____

Date: _____

WITNESS:

County Executive Superintendent:

Kenneth Jannarone, Board Secretary

Date: _____

Date: _____



TOWNSHIP OF OCEAN SCHOOL DISTRICT

INDIVIDUAL EMPLOYMENT CONTRACT

Between:

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

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

AND:

Denise Ricciardi

hereinafter, referred to as "Employee".

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

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

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

6. **TERMINATION.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9. PROFESSIONAL DEVELOPMENT AND ASSOCIATIONS.

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

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

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

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

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

State law.

11. **MISCELLANEOUS.** If during the term of this contract, it is found that a specific clause of the contract is illegal as a result of the passage of a federal or state law or as a result of a court decision, the remainder of the contract not affected by such ruling shall remain in force.
12. **PROVISIONS.** The provisions of this contract shall continue in effect beyond the termination date as the policy of the Board, unless and until any provisions are modified by formal action of the Board.

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

DATE

James Dietrich, President
Township of Ocean Board of Education

DATE

Denise Ricciardi
Assistant Superintendent for Special Services

DATE

Kenneth Jannarone
Board Secretary



TOWNSHIP OF OCEAN SCHOOL DISTRICT

INDIVIDUAL EMPLOYMENT CONTRACT

Between:

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

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

AND:

Kelly Weldon

hereinafter, referred to as "Employee".

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

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

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

6. **TERMINATION.**

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

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

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

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

2017 – 2018 \$ 151,470

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

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

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

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

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

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

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

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

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

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

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

9. PROFESSIONAL DEVELOPMENT AND ASSOCIATIONS.

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

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

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

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

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

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

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

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

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

DATE

James Dietrich, President
Township of Ocean Board of Education

DATE

Kelly Weldon
Assistant Superintendent for Curriculum and Instruction

DATE

Kenneth Jannarone
School Business Administrator/ Board Secretary



TOWNSHIP OF OCEAN SCHOOL DISTRICT
INDIVIDUAL EMPLOYMENT CONTRACT

Between:

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

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

AND:

Kenneth Jannarone

hereinafter, referred to as "Employee".

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

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

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

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

6. **TERMINATION.**

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

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

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

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

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

2017 – 2018 \$ 186,045

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

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

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

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

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

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

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

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

9. PROFESSIONAL DEVELOPMENT AND ASSOCIATIONS.

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

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

11. **Car Allowance**

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

11 **MISCELLANEOUS.**

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

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

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

DATE

James Dietrich, President
Township of Ocean Board of Education

DATE

Kenneth Jannarone
School Business Administrator/ Board Secretary

DATE

Witness



Ocean Township High School

Est. 1965

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

James Stefankiewicz, Ed.D.
Superintendent of Schools

Gina Hagerman
Assistant Principal

Michael Lambusta
Assistant Principal

Samuel Fierra
Director of School Counseling

H. Rusty Todd
Director of Athletics & Student Activities

Dawn C. Kaszuba
Principal

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent of Schools

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

DATE: June 8, 2017

RE: Head Girls Soccer Coach

I would like to recommend Cassie Della Pesca for the position of Head Girls Soccer Coach for the 2017-2018 school year.

Mrs. Della Pesca is a highly qualified candidate for the position and a list of these qualifications are noted on the attached biography.

Mrs. Della Pesca should be placed on the Group II, Year 3 Athletic Program Salary Guide and receive \$6,365.00 for the 2017-2018 school year.

If possible, I would like for the position to be approved at the workshop meeting on Tuesday, June 13, 2017 as kids will be out of school for the summer during the June 20, 2017 public meeting.

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

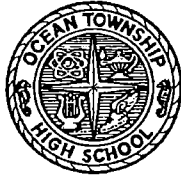
HRT: tpc

Home of the Spartans!



Cassie Della Pesca – Head Girls Soccer Coach – OTHS

- Highly knowledgeable in soccer having played high school, collegiately and has coached in the past, including 2 year as at Ocean Township (2014, 2016)
- Has worked as a soccer trainer with kids ranging in age from 6-15 years old
- Great interpersonal skills and effective time management and organizational skills
- Had a strong plan for preseason, in season and postseason practice and game preparation
- Good communication skills
- Familiar with our policies and procedures as a coach
- Teacher in the physical education department at OTHS



Ocean Township High School

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

James Stefankiewicz, Ed.D.
Superintendent of Schools

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

Dawn C. Kaszuba
Principal

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent of Schools

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

DATE: June 9, 2017

RE: Junior Varsity Field Hockey Coach

I would like to recommend Crystal Walker for the position of Junior Varsity Field Hockey Coach for the 2017-2018 school year.

Ms. Walker is a highly qualified candidate for the position and served as the varsity assistant coach last season.

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

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

HRT: tpc

