

**Work Session**

**Attachments**

**MARCH 16, 2017**

Office of the Superintendent  
Township of Ocean School District  
March 10, 2017

MEMORANDUM FOR: All Members of the Board  
FROM: James Stefankiewicz, Ed.D., Superintendent of Schools  
RE: **Miscellaneous Information**

1. **On the Calendar**

March 14, 2017

- 6:15 pm - Disciplinary Hearing (Closed)
- 7:00 pm - Executive Session (Closed)
- 7:30 pm - Work Meeting

March 18, 2017 (Saturday)

- 9:30 am - 11:30 am – Intermediate School  
Future Chefs Culinary Competition sponsored by Sodexo. District finalists, Grades 3-5, will compete in the final challenge of the culinary competition. The winner of this event will be entered into the National Competition!

March 21, 2017

- 6:00 pm - Disciplinary Hearing (Closed)
- 7:00 pm - Executive Session (Closed)
- 7:30 pm - Work Meeting
- 8:00 pm - Regular Monthly Meeting
  - Greg Colón, Career Pathways Coordinator, High School and representatives from Georgian Court will be in attendance for an “*Articulation Agreement Ceremony*” for the Career Pathways Program.

March 28, 2017 - No Meeting

2. **The C108 News/Volume 1~Edition 3~March 1, 2017** - copy attached.



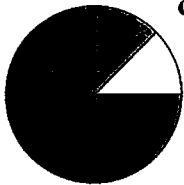
# THE C108 NEWS

Volume 1 ~ Edition 3 ~ March 1, 2017

## Introduction To Art

By: Mojan Nassiripour

Mrs. DeCotis is the art teacher. She is a nice lady. She came to OTHS from OTIS. We made color wheels and metal drawings. I got to trace a mermaid and shaded it in. It looks really nice. My favorite color is red.



## Lunch at Vic's

By: Ryan Green



Vic's Restaurant is a family restaurant that opened in 1947! The owner's name is Vic Giunco. We had a nice lunch there on Friday, February 24<sup>th</sup>. I had chicken fingers and french fries. I really enjoyed eating lunch with my classmates. I would love to go there again on Bus #50!

## Post Office Visit



By: Nick Racioppi

On Friday, February 24<sup>th</sup>, we visited the Allenhurst Post Office. We mailed letters to our parents. In the letters we told our parents about what we were learning in school. Mr. Jim gave us a tour. We saw the mailboxes where people go to collect their mail. The zip code for Allenhurst is 07711. We got to ask Mr. Jim questions about the post office. The price of a stamp is 49 cents. Our class took a picture in front of the post office. We had a great time.



## Digital Photography

By: Tyler Chasey

In Digital Photography, we take pictures of things around the school. We take pictures inside and outside. We take pictures of people in the hallways. I take pictures of trees, when we go outside.



Mr. Zupko is my teacher. I like this class because I enjoy taking pictures. It is fun!

## Birthday Corner

By: Nicholas DosSantos

FEBRUARY

2/2 – Ryan Green

2/22 - Mrs. Edie Minott

There are  
*no*  
birthdays in  
March!





# THE C108 NEWS

Volume 1 ~~~ Edition 3 ~~~ March 1, 2017



## STUDENT SPOTLIGHT

My name is *Rebecca Dunn*.

My birthday is on October 6<sup>th</sup>.

I live in Wayside, New Jersey.

My pet dog's name is Maggie.

I am in the 11<sup>th</sup> grade and I am 17 years old.

~~~~~  
These are my *favorite* things:

Food: Grapes

Sport: Running

Subject: Art

TV Show: Disney Channel

Song: Black Magic by Little Mix

Movie: Tangled



~~~~~  
**UPCOMING EVENTS!**

Police Dept. ~~~ Fire Dept. ~~~ Francis Asbury Manor

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

## 0155 BOARD COMMITTEES

The Board of Education authorizes the creation of committees of Board members charged to conduct studies, make recommendations to the Board, and act in an advisory capacity. Committees are not authorized to take action on behalf of the Board.

An ad hoc committee may be created and charged at any time by the President or a majority of the Board members present and voting. The President shall appoint members to any committee so created and charged; members shall serve until the committee is discharged.

Committees shall consist of no more than **four** ~~three~~ Board members. The President shall serve as ex officio member on all Board committees **at his discretion. The Board President shall appoint members to each committee.** A member may request or refuse appointment to a committee; a member's refusal to serve on any one committee shall not prejudice his or her appointment to another committee.

A chairperson shall be appointed by the President and shall report to the Board for the committee.

Committee meetings may be called at any time by the committee chairperson or when a meeting is requested by two members of the committee. Committee meetings shall not be open to the public, except that a majority of the committee or the chairperson may open the meeting to the public or invite persons whose knowledge or expertise may be useful to the committee. **The chair may seek to have a standing member of the community as a part of their committee. A fair and equitable process will be established to solicit interested members of the community by the committee chair. Formal board approval of the committee member is required on a year to year basis.**

**Community members of any committee shall not be given access to information that is not fully public record at that time.**

Adopted: 20 January 1976

Revised: 17 July 1990, 21 March 2017



## 5466 GRADUATION AND YEARBOOK FEES

The Board of Education recognizes that the cost of graduation ceremonies, if any, directly paid by graduating pupils and the cost of a yearbook directly paid by the graduating pupil may create a financial hardship for the parent, legal guardian or other person having legal custody of the graduating pupil.

The Board of Education will not exclude from the graduation ceremony any pupil who is unable to pay the fees required of the graduating pupil to participate in the graduation ceremony because of financial hardship for the parent, legal guardian or other person having legal custody of the graduating pupil.

**The Board of Education will permit a current or former member of the Township of Ocean Board of Education to hand the high school diploma to their child during the child's high school graduation ceremony.**

Furthermore, the Board will pay the cost for a graduating pupil to purchase a yearbook if the graduating pupil is unable to pay the fees required because of financial hardship for the parent, legal guardian or other person having legal custody of the graduating pupil.

In determining financial hardship, the criteria will be the same as the Statewide eligibility standards established by the State Board of Education for free and reduced price meals under the State School Lunch Program.

N.J.S.A. 18A:7C-5.1

Adopted: 25 November 1997

Revised: 21 March 2017



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

**CALL TO ORDER**

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

**STATEMENT OF ADEQUATE NOTICE**

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

**ROLL CALL OF ATTENDANCE**

Present: Mr. Steven Clayton, Mr. James Dietrich, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis, Mrs. Denise Parlamas, Mr. John Stuppi and Mrs. Sylvia Sylvia-Cioffi.  
Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator and Dr. James Stefankiewicz, Superintendent of Schools.

**Enter Executive Session – 7:02 p.m.**

*Approval: Motion offered by Mr. Dietrich, seconded by Mrs. Sylvia-Cioffi and carried 9-0.*

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

**Adjourn Executive Session – 7:20 p.m.**

*Approval: Motion offered by Mrs. McGovern seconded by Mrs. Parlamas and carried 9-0.*

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

**PRESIDENT'S REPORT:** Mr. Dietrich

Mr. Dietrich discussed the following item(s):

- District sports teams and future policy exploration.
- Reminder of the Future Chefs competition on March 18<sup>th</sup>.

**VICE PRESIDENT'S REPORT:** Mr. Palutis

Mr. Palutis discussed the following item(s):

- Strauss Esmay link for Board of Education policy search was demonstrated on web.

**SUPERINTENDENT'S REPORT:** Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Superintendent's twitter feed now on front page of the website.

**SCHOOL BUSINESS ADMINISTRATOR'S REPORT:** Mr. Jannarone

Mr. Jannarone discussed the following item(s):

- Board of Education training requirements for the 2017 calendar year.

**PUBLIC COMMENT:**

- Cindy White, parent, raised her concern regarding the elementary student redistribution plan the Board of Education has been discussing. The Superintendent discussed the tentative plan regarding the elementary school boundaries and the possible small adjustment.



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

**COMMITTEE REPORTS:**

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

**STUDENT ACTIVITIES:** Mrs. Sylvia-Cioffi

The following item(s) were discussed:

1. **Discussion: Policies**

Board of Education and Administration discussed the following policies:

Policy 0155 – Board Committees

Policy 5466 – Graduation and Yearbook Fees

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

2. **Approval of Minutes**

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

Work Meeting/Executive Session Minutes – February 28, 2017

Work Meeting/Strategic Planning – March 1, 2017

Motion(s) on item #2 carried: 9-0

**FINANCIAL MANAGEMENT & RESOURCE SERVICES:** Mrs. McGovern

The following item(s) were discussed:

1. **Discussion: Budget 2017-2018**

Board of Education and administration continued budget discussions for the 2017-2018 budget. Items for discussion were health benefits, utilities, athletics, tax levy cap, waivers and a follow-up discussion of elementary enrollment distribution and class size.

2. **Discussion: Jointure Agreement**

Board of Education and Administration discussed the Township of Ocean School District in a transportation jointure agreement with Neptune City School District, with the Township of Ocean Board of Education to act as host as follows:

<u>Joiner District</u>	<u>Destination</u>	<u>Duration</u>	<u>Joiner Cost</u>
Neptune City School Dist.	Bridge Academy, Lawrenceville	2/27/17-6/16/17	\$11,034.14

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

3. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated March 7, 2017.

4. **Additional - Use of Facilities**

Move to approve the use of facilities according to the attached list dated March 7, 2017.

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

Motion(s) for items #3 & 4 carried: 9-0

**INSTRUCTION & EDUCATION:** Dr. Marshall

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

1. **Professional Development Activities – Staff**

Move to approve the attached memorandum dated March 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.

2. **Youth Art Month (March) 2017 Endorsement**

Move to approve the Youth Art Month (March) 2017 Endorsement, copy attached.

Motions carried: 9-0

**NEGOTIATIONS:** No Report

**PERSONNEL:** Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: New Job Description**

Board of Education and Administration discussed the following new job description, copy attached:

Head Custodian – High School and Intermediate School

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

2. **Substitute Teachers**

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

3. **Issuance of Contracts**

Move to approve that contracts be issued to the following:

**To fill vacancy non-tenure track positions:**

Kathi Kotowski	Instructional Assistant, Part-time	\$19,119.00
	Township of Ocean Intermediate School	Step 1
	Non-Tenure Track Position	Prorated
	Actual Start Date: March 8, 2017	
	Effective Date: April 1, 2017	

(Ms. Kotowski replaces Andrea Kelly who was hired full-time.)

Kalpiti Shah	Computer Technician/ Level I	\$37,500.00
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**Twp of Ocean BOE Work Meeting Minutes (continued) – March 7, 2017**

Technology Department, District-wide Prorated  
Non-Tenure Track Position  
Actual Start & Effective Dates: Pending criminal history  
background check.

(Mr. Shah replaces Mr. Sheppard who resigned.)

**4. Resignation – Makerspace Club Advisor, OTES**

Move to approve the resignation of Patrick O’Neill, Makerspace Advisor, Ocean Township Elementary School, effective February 27, 2017.

**5. Resignation – School Safety Patrol Advisor, OTES**

Move to approve the resignation of Patrick O’Neill, School Safety Patrol Advisor, Ocean Township Elementary School, effective February 27, 2017.

**6. Revised Stipend for School Safety Patrol Advisors, OTES, for the 2016-2017 School Year**

Move to approve a revision to the stipend for Jonathan Molinelli and Kevin Ruane, School Safety Patrol Advisors, Ocean Township Elementary School in accordance with the attached memorandum dated March 3, 2017.

Motions for items #2 thru #6 carried: 9-0

**PLANNING & CONSTRUCTION:** Mr. Palutis

**1. Discussion: Change Order: OTHS Unit Ventilator Replacement Project**

Board of Education and Administration discussed a change order in the amount of \$3,880.05 for Kappa Construction, per the recommendation by P.W. Moss Construction Manager & Solutions Architecture. The final allowance credit back to the district will be in the amount of \$49,494.95, for the OTHS Unit Ventilator Replacement Project. As per attached.

**TECHNOLOGY COMMITTEE:** No Report

**OLD BUSINESS:** None

**NEW BUSINESS:**

- Board of Education discussed honoring the outgoing Township of Ocean municipal employees.

**PUBLIC COMMENT:** None

**ADJOURN MEETING: 9:58 p.m.**

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

Respectfully submitted,

  
Kenneth Jannarone  
School Business Administrator/Board Secretary

## **FINANCIAL MANAGEMENT & RESOURCE SERVICES**

# Township of Ocean Board of Education Capital Outlay

## 2017 - 2018 Budget Work Papers

School	Dept.	Acct #	Acct Desc	17-18 Proposed	cuts	17-18 Final	Description	Priority
HS	O & M	12-000-2400-73002-01-27	SCH ADM NON INS EQ SHS	10,000	10,000	-	Assistant Principal / Athletic Office Redesign	3
HS	O & M	12-000-2400-73002-01-27	SCH ADM NON INS EQ SHS	4,967		4,967	Automated Attendance / Security System	2
HS	O & M	12-000-2400-73002-01-27	SCH ADM NON INS EQ SHS	8,228		8,228	Toro Workman GTX Utility Cart (Golf Cart)	3
HS	O & M	12-000-2400-73002-01-27	SCH ADM NON INS EQ SHS	16,563		16,563	Spring Floor For Gymnastics	2
HS	O & M	12-000-2400-73002-01-27	SCH ADM NON INS EQ SHS	8,927		8,927	Wrestling Mat 42' x 42' x 1-5/8"	2
HS	O & M	12-000-2400-73002-01-27	SCH ADM NON INS EQ SHS				Carpeting for Main Library, Computer Lab & Office, As Per Gary	2
HS	O & M	12-000-2400-73002-01-27	SCH ADM NON INS EQ SHS	175,000		175,000	*\$175,000. Replace Intercom System, As Per Gary	3
HS	O & M - Capital	12-000-2630-73002-01-27	OP & MAINT, OTHS	15,630		15,630	Install Well - Varsity Soccer Field	2
HS	O & M - Capital	12-000-2630-73002-01-27	OP & MAINT, OTHS	52,389		52,389	HS Bleachers - Seats	3
HS	O & M - Capital	12-000-2630-73002-01-27	OP & MAINT, OTHS	23,766		23,766	HS Bleachers - Rails	3
HS	O & M - Capital	12-000-2630-73002-01-27	OP & MAINT, OTHS	15,300		15,300	Installation of Home Ec Cabinets	2
HS	O & M	12-000-2400-73002-01-27	SCH ADM NON INS EQ SHS	20,000		20,000	Display Cases / Entryway Showcases	3
HS	O & M - Capital	12-000-2610-73002-01-27	OP&MAINT EQUIP SHS	12,500		12,500	Installation of stairwell treads	2
<b>Subtotal High School:</b>				<b>\$ 363,270</b>	<b>\$ 327,373</b>	<b>\$ 35,897</b>		
TOIS	O & M - Capital	12-000-2610-73002-06-27	OP & MAINT, TOIS	14,000		14,000	New exit doors #33 near main office	3
TOIS	O & M - Capital	12-000-2610-73002-06-27	OP & MAINT, TOIS	46,300		46,300	New lockers and benches for boys and girls lockers	2
TOIS	O & M - Capital	12-000-2610-73002-06-27	OP & MAINT, TOIS	20,000		20,000	New Café Ceiling, Lights and install	3
TOIS	O & M - Capital	12-000-2610-73002-06-27	OP & MAINT, TOIS	10,000		10,000	4 New interior doors for 5th grade locker rooms	3
TOIS	O & M - Capital	12-000-2610-73002-06-27	OP & MAINT, TOIS	20,000		20,000	6/7/8 Art Room cabinets	2
TOIS	O & M - Capital	12-000-2620-73002-06-27	OP & MAINT, TOIS	11,000		11,000	New floor scrubber	2
TOIS	O & M - Capital	12-000-2630-73002-06-27	OP & MAINT, TOIS	23,766		23,766	TOIS - New Exterior Bleachers	2
TOIS	O & M - Capital	12-000-2610-73002-06-27	OP & MAINT, TOIS	12,780		12,780	New LED stage lighting system	2
TOIS	TOIS	12-000-2610-73002-06-00	OP&MAINT EQUIP INT	3,000		3,000	key card entry system for main and 5th entrances	3
<b>Subtotal Intermediate School:</b>				<b>\$ 160,846</b>	<b>\$ 71,000</b>	<b>\$ 89,846</b>		
WAY	O & M - Capital	12-000-2610-73002-06-27	OP & MAINT, WAY	125,000		125,000	New windows for both courtyards, 1 new door	3
WAY	O & M - Capital	12-000-2620-73002-06-27	OP & MAINT, WAY	11,000		11,000	New floor scrubber	3
WAY	WAY	12-000-2630-73002-06-00	OP&MAINT EQUIP WAN	50,000		50,000	Additional parking needed opposite the kindergarten playground.	2
WAY	WAY	12-000-2610-73002-06-00	OP&MAINT EQUIP WAY	198,000		198,000	Enclose the area next to the Nurse's office to make an office. The nurse will also need additional outside windows out the front of the building.	3
<b>Subtotal Wayside School:</b>				<b>\$ 384,000</b>	<b>\$ 384,000</b>	<b>\$ -</b>		

# Township of Ocean Board of Education Capital Outlay 2017 - 2018 Budget Work Papers

School	Dept.	Acct #	Acct Desc	17-18 Proposed	cuts	17-18 Final	Description	Priority
OTES	O & M - Capital	12-000-2610-73002-02-27	OP&MAINT EQUIP OTE	100,000		100,000	3 stairwell exits doors, and windows to top of 2nd floor	3
OTES	O & M - Capital	12-000-2610-73002-02-27	OP&MAINT EQUIP OTE	42,631		42,631	New Roof - MOVE TO CAPITAL RESERVE	3
OTES	O & M - Capital	12-000-2610-73002-02-27	OP&MAINT EQUIP OTE	15,000		15,000	Replacement of exit doors #11; hallway to playgrd, and #20; parent drop off	3
OTES	OTES	12-000-2630-73002-02-00	OP&MAINT EQUIP OTE	19,999		19,999	Playground Equipment	2
<b>Subtotal OTE School:</b>				<b>\$ 177,630</b>		<b>\$ 157,631</b>		
WAN	O & M - Capital	12-000-2630-73002-04-27	OP&MAINT EQUIP:WANNA	7,700		7,700	Guard rails along parking lot and playground	2
WAN	WAN	12-000-2610-73002-04-00	OP&MAINT EQUIP WAN	5,000		5,000	classroom updated to office for supervisor	3
<b>Subtotal Wanamassa School:</b>				<b>\$ 12,700</b>		<b>\$ 7,700</b>		
Admin.	O & M - Capital	12-000-2630-73000-10-27	EQUIP - GROUNDS DEPT.	14,375		14,375	Synthetic turf sweeper, 48" sweep	3
Admin.	O & M - Capital	12-000-2630-73000-10-27	EQUIP - GROUNDS DEPT.	15,000		15,000	Used 4x4 P/U to replace 1993 Chevy	2
Admin.	O & M - Capital	12-000-2630-73000-10-27	EQUIP - GROUNDS DEPT.	5,000		5,000	Western plow to replace 1993 plow for replacement vehicle	2
Admin.	O & M - Capital	12-000-2630-73000-10-27	EQUIP - GROUNDS DEPT.	30,784		30,784	Toro Infield Pro 5040 for all play diamonds	2
Admin.	O & M - Capital	12-000-2630-73000-10-27	EQUIP - GROUNDS DEPT.	125,000		125,000	New storage bldg for admin bldg maintenance yard	3
Admin.	O & M - Capital	12-000-2400-73002-10-25	GEN ADM EQUIP	9,000		9,000	Time clocks for night custodians	2
Admin.	O & M - Capital	12-000-2630-73202-10-27	OP & MAINT, ADM. BLDG.	9,000		9,000	Installation of lower lever stairwell treads	3
Admin.	O & M - Capital	12-000-2630-73202-10-27	OP & MAINT, ADM. BLDG.	6,300		6,300	Installation of 2nd floor stairwell treads	3
Admin.	O & M - Capital	12-000-2630-73202-10-27	OP & MAINT, ADM. BLDG.	6,850		6,850	Installation of new auditorium doors	3
Admin.	O & M - Capital	12-000-2630-73202-10-27	OP & MAINT, ADM. BLDG.	8,900		8,900	Installation of new carpet squares in auditorium	3
Admin.	O & M - Capital	12-000-2630-73202-10-27	OP & MAINT, ADM. BLDG.	9,500		9,500	Installation of new main entrance doors	3
Transp	Bus. Off.	12-000-2700-73302-10-25	BUSES	291,000		291,000	3 - 54 Passenger Buses	1
Transp	Bus. Off.	12-000-2700-73302-10-25	EQUIP - Transportation	20,000		20,000	Outside red light cameras	1
Transp	O & M - Capital	12-000-2630-73000-10-27	EQUIP - GROUNDS DEPT.	11,958		11,958	Transportation Gas Pumps	1
<b>Subtotal Administrative:</b>				<b>\$ 562,667</b>		<b>\$ 179,925</b>		
<b>CAPITAL OUTLAY TOTAL:</b>				<b>\$ 1,661,113</b>		<b>\$ 1,124,929</b>		
HS	O & M	12-000-2400-73202-01-27	SCH ADM NON INS EQ SHS	16,563		16,563	Spring Floor For Gymnastics	
HS	O & M	12-000-2400-73202-01-27	SCH ADM NON INS EQ SHS	8,927		8,927	Wrestling Mat 42' x 42' x 1-5/8"	
Admin.	O & M - Capital	12-000-2610-73002-01-27	OP&MAINT EQUIP SHS	2,000		2,000	AED Gym	
Admin.	O & M - Capital	12-000-2610-73002-01-27	OP&MAINT EQUIP SHS	7,920		7,920	Wall Pads for new Gym	
Admin.	O & M - Capital	12-000-2610-73002-04-27	OP&MAINT EQUIP WAN	2,000		2,000	AED Gym	

**Township of Ocean Board of Education  
Capital Outlay  
2017 - 2018 Budget Work Papers**

School	Dept.	Acct #	Acct Desc	17-18 Proposed	cuts	17-18 Final	Description	Priority
Admin.	O & M - Capital	12-000-2610-73202-04-27	OP&MAINT EQUIP WAN	7,920		7,920	Wall Pads for new Gym	
HS	O & M	12-000-2400-73202-01-27	SCH ADM NON INS EQ SHS	18,430		18,430	NGE Wrestling Gymnastics Mat Hoist Storage System	
HS	O & M	12-000-2400-73202-01-27	SCH ADM NON INS EQ SHS	143,313		143,313	*\$143,313. Misc. Fitness Equipment	
HS	O & M	12-000-2400-73202-01-27	SCH ADM NON INS EQ SHS	3,266		3,266	GT Pro Score Table	
HS	O & M	12-000-2400-73202-01-27	SCH ADM NON INS EQ SHS	2,515		2,515	Da-Lite 70124EL Ceiling Recessed Motorized Screen	
HS	O & M	12-000-2400-73202-01-27	SCH ADM NON INS EQ SHS	2,100		2,100	Mobile Media Storage Cabinet	
HS	O & M	12-000-2400-73202-01-27	SCH ADM NON INS EQ SHS	2,045		2,045	Fixed Media Storage Cabinet	
HS	O & M	12-000-2400-73202-01-27	SCH ADM NON INS EQ SHS	3,343		3,343	Rehearsal Resource Center	
HS	O & M	12-000-2400-73202-01-27	SCH ADM NON INS EQ SHS	4,263		4,263	Sound System w/ Blue Tooth Adapter for Dance Studio	
HS	O & M	12-000-2400-73202-01-27	SCH ADM NON INS EQ SHS	17,598		17,598	Sound System for Music Technology Lab	
HS	O & M	12-000-2400-73202-01-27	SCH ADM NON INS EQ SHS	3,200		3,200	Yamaha Modular Music Lab System	
HS	O & M	12-000-2400-73202-01-27	SCH ADM NON INS EQ SHS	7,500		7,500	Sound Panels for Band Room. *Past quote of \$7500. based on measurements of current room. Will need to be adjusted & increased significantly when new measurements are available.	
HS	O & M	12-000-2400-73202-01-27	SCH ADM NON INS EQ SHS	5,434		5,434	Rear Traveler Curtain	
WAN	WAN	12-000-2630-73202-04-00	OP&MAINT EQUIP WAN	50,000		50,000	Playground Equipment	
				<b>308,337</b>		<b>308,337</b>		

**POSSIBLE REFERENDUM ITEMS**

**Township of Ocean Board of Education  
Budget Work Papers 2017-2018  
Technology Budget**

School	Dept.	Acct #	Acct Desc	15-16 Actual	16-17 Current	17-18 Proposed	cuts	Final	17-18 Final	Increase \$	Increase %	Description
District Wide	Technology	11-000-2500-4201-01-19	R&M - ARC COMM.	44,513	21,620	50,597	10,000	40,597	18,977	18,977	87.8%	Replace old and outdated cameras - repairs to radios an telephones
District Wide	Technology	11-190-1000-54001-01-19	TECH CONTRACTED SERV	185,995	219,970	240,870	1,950	238,920	18,950	18,950	8.6%	Licensing and consultant fees
District Wide	Technology	11-190-1000-42038-01-19	REPAIR & MAINT DIST WIDE	38,707	39,500	41,000		41,000	1,500	1,500	3.8%	Repair of computer equipment
District Wide	Technology	11-190-1000-61006-01-19	REG INSTR TECH SUP			33,172		33,172	33,172	33,172	#DIV/0!	Misc supplies for repairs and cables, headphones etc..
District Wide	Technology	11-190-1000-51008-01-19	REG INSTR TECH SUP	508,056	410,817	468,050	195,050	273,000	-137,817	-137,817	-33.5%	ChromeBook Laptop Computers +12 carts
HS	Technology	11-190-1000-61006-01-19	REG INSTR TECH SUP			210,000	190,000	20,000	20,000	20,000	#DIV/0!	High School Teacher laptops to be replaced. Devices now 5 1/2 yrs old + CST special services
HS	Technology	11-190-1000-61006-01-19	REG INSTR TECH SUP			187,500	118,500	69,000	69,000	69,000	#DIV/0!	Aging computers - HS A144, TOIS room 610 and all Libraries
HS	Technology	11-190-1000-61006-01-19	REG INSTR TECH SUP			21,798		21,798	21,798	21,798	#DIV/0!	Projectors, smart document cameras, UPS batteries and replacement printers
HS	Technology	12-000-2400-73202-01-19	SCH ADM NON INS EQ SHS			9,360		9,360	9,360	9,360		File storage - Photography
OTES	Technology	12-000-2400-73202-02-19	SCH ADM NON INS EQ OTE			26,500		26,500	26,500	26,500		Video Surveillance and Storage Replacement & Firewall
WAN	Technology	12-000-2400-73202-04-19	SCH ADM NON INS EQ WAN	39,767	59,266	26,500		26,500	-32,766	-32,766		Video Surveillance and Storage Replacement & Firewall
WAY	Technology	12-000-2400-73202-05-19	SCH ADM NON INS EQ WAY	19,237	19,500	2,500		2,500	-17,000	-17,000		Firewall
TOIS	Technology	12-000-2400-73202-05-19	SCH ADM NON INS EQ TOIS	19,237		2,500		2,500	2,500	2,500		Firewall
Admin	Technology	12-000-2400-73202-10-19	SCH ADM NON INS EQ ADMIN		51,606	460,623	444,000	16,623	-34,983	-34,983		Telephone System / with classroom phones
				<b>\$ 855,513</b>	<b>\$ 822,279</b>	<b>\$ 1,780,970</b>	<b>\$ 959,500</b>	<b>\$ 821,470</b>	<b>\$ (809)</b>		<b>-0.1%</b>	

**\$ 855,513    \$ 822,279    \$ 1,780,970    \$ 959,500    \$ 821,470    \$ (809)    -0.1%**

HS and Wan	Technology	11-190-1000-61006-01-19	REG INSTR TECH SUP		0	196,223		196,223				Referendum items for the new additions
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**\*\*NOTE - Current budget amount does not include 5 year 1.2 million lease purchase.**



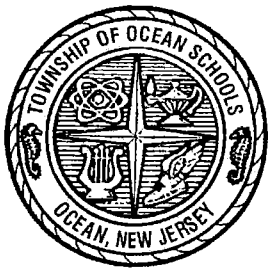
**Township of Ocean School District  
2017 - 2018 Budget Workpapers  
Personnel Budget**

School	Dept.	Acct #	Acct Desc	17-18 Proposed	cuts	17-18 Final	Description	Priority	Ben	Ben
Admin.	Special Ed	11-209-1000-10101-01-00	BD-TOHR SAL SPEC ED	57,000	57,000	-	1 New Special Education Teacher HS BD Class	2	1	0
Admin.	Special Ed	11-000-2190-10406-00-00	CST COORDINATOR/SUPER SAL	80,000	80,000	-	New Full Time BCBA Behaviorist - District Wide	2	1	0
Admin.	Special Ed	11-000-2170-10601-00-00	EXTRAORDINARV:TCHADSAL	25,000	25,000	25,000	1 New Special Education Instr Aide TOIS 1:1	2	1	1
Admin.	Special Ed	11-204-1000-10601-06-00	LLD AIDE SAL SPEC ED TOIS	100,000	75,000	25,000	4 New Special Education Instr Aide TOIS Classroom	2	4	1
Admin.	Special Ed	11-000-2130-10409-01-00	NURSE	30,000	30,000	30,000	1 Part Time Nurse Special ED HS	3	0	0
Admin.	Special Ed	11-000-2130-10409-04-00	NURSE	30,000	30,000	30,000	1 Part Time Nurse Special ED Wanamassa	2	0	0
Admin.	Special Ed	11-000-2160-10101-00-00	RELATED SERVICES	42,000	12,000	30,000	1 (2.5 Days) Occupational Therapist	2	1	0
				\$ 364,000	\$ 224,000	\$ 140,000				
HS	NEW EMPLOYEE	11-402-1000-10415-01-00	ATHL COACH SAL INTRA HS	5,000	5,000	-	Intramural Advisors	3	0	0
HS	NEW EMPLOYEE	11-402-1000-10414-01-00	ATHL COACH SAL SHS	5,000	5,000	-	Assistant Basketball Coach	3	0	0
HS	NEW EMPLOYEE	11-402-1000-10414-01-00	ATHL COACH SAL SHS	5,000	5,000	-	Assistant Wrestling Coach	3	0	0
HS	NEW EMPLOYEE	11-401-1000-10416-01-00	CO CURR ADVRSAL SHS	5,000	5,000	-	Mock Trial	2	0	0
HS	NEW EMPLOYEE	11-401-1000-10416-01-00	CO CURR ADVRSAL SHS	5,000	5,000	5,000	Assistant Band Director	2	0	0
HS	Existing Employee	11-000-2180-10422-01-04	GUIDANCE SAL SHS	60,000	55,000	5,000	Full Time SAC	2	1	0
HS	NEW EMPLOYEE	11-000-2180-10422-01-04	SAL SHS	18,000	54,615	(54,615)	Retiring Science not replaced	3	1	0
HS	NEW EMPLOYEE	11-000-2660-11011-00-00	OJM SECUR GUARD SAL EXTRA	-	18,000	-	Additional Security Guard	1	1	1
HS	Existing Employee	11-000-2660-11011-00-00	OJM Head Custodian	35,000	20,000	(20,000)	Combine Head custodian HS and TOIS			
HS	NEW EMPLOYEE	11-000-2660-11011-00-00	OJM Custodian for new addition	138,000	35,000	35,000	Additional Custodian to clean the new addition also pt Wan			
				\$ 138,000	\$ 167,615	\$ (29,615)				
OTES	New Employee	11-401-1000-10416-02-00	CO CURR SAL OTE	500	(1,000)	1,500	Art Club	2	0	0
OTES	New Employee	11-401-1000-10416-02-00	CO CURR SAL OTE	500	(1,000)	1,500	Book Club	2	0	0
OTES	New Employee	13-422-1000-10101-02-04	SALARIES-TEACHER SUMMER SCHOOL	6,720	6,720	6,720	Summer School Program - STEM	2	0	0
OTES	New Employee	11-120-1000-10101-02-01	TCHR 1/5 SAL	2,000	2,000	2,000	After School Help & Homework Teacher ELL	2	0	0
OTES	New Employee	11-120-1000-10101-02-01	TCHR 1/5 SAL	57,000	57,000	-	Additional 2nd grade teacher and section	3	1	0
OTES	New Employee	11-120-1000-10101-02-01	TCHR 1/5 SAL SELFCONT READING SPECIALIST	921	921	-	Compensation for Reading Specialist for days worked in the summer.	3	0	0
				\$ 67,641	\$ 55,921	\$ 11,720				
TOIS	NEW EMPLOYEE	11-402-1000-10414-06-00	ATHL COACH SAL INT	5,000	5,000	5,000	6/7 Field Hockey Coach	2	0	0
TOIS	NEW EMPLOYEE	11-401-1000-10416-06-00	CO CURR SAL INT	5,000	5,000	-	Makerspace Afterschool Program Advisor Stipend	3	0	0
TOIS	NEW EMPLOYEE	11-401-1000-10416-06-00	CO CURR SAL INT	5,000	5,000	-	Science Club Advisor	3	0	0
TOIS	NEW EMPLOYEE	11-401-1000-10416-06-00	CO CURR SAL INT	5,000	5,000	-	Summer Band Program	2	0	0
TOIS	Existing Employee	11-120-1000-10101-02-01	TCHR intermediate school	273,075	273,075	(273,075)	Reduction of a team			-5
TOIS	Existing Employee	11-120-1000-10101-02-01	TCHR intermediate school	163,845	163,845	(163,845)	3 Other positions not replaced (2 ben)			-2
TOIS	NEW EMPLOYEE	11-000-2180-10422-06-04	GUIDANCE SAL INT	60,000	60,000	-	Full Time 5th Grade Counselor & SAC	3	0	0
TOIS	NEW EMPLOYEE	11-000-2130-10409-06-00	NURSE	60,000	60,000	-	2nd Full Time Nurse	3	1	0
TOIS	Existing Employee	11-120-1000-10101-02-01	Secretary	46,779	46,779	(46,779)	Will not replace a retiring secretary			-1
TOIS	NEW EMPLOYEE	13-422-1000-10101-06-56	SALARIES-TEACHER SUMMER SCHOOL	10,170	10,170	10,170	5th Grade Summer Enrichment Program	2	0	0
TOIS	New Employee	11-120-1000-10101-02-01	TCHR SAL SELFCONT READING SPECIALIST	921	921	-	5th Grade Reading Specialist - Comp Day per diem rate	3	0	0
				\$ 151,091	\$ 619,620	\$ (468,529)				
WAN	New Employee	11-120-1000-10101-04-01	TCHR 1/5 SAL SELFCONT READING SPECIALIST	901	901	-	Compensation for Reading Specialist for days worked in the summer.	3	0	0
WAY	New Employee	11-000-2400-10302-05-00	ADM-PRINCIPAL SAL WAY	100,000	100,000	-	Assistant Principal	3	1	0

**Township of Ocean School District  
2017 - 2018 Budget Workpapers  
Personnel Budget**

School	Dept.	Acct #	Acct Desc	17-18 Proposed	cuts	17-18 Final	Description	Priority	Ben	Ben
WAY	New Employee	11-190-1000-10602-05-00	KINDERGARTEN INSTR AIDES	120,000	120,000	-	6 Kindergarten Aides Due to the current enrollment, the nurse needs assistance. Either a nurse part-time or a full-time secretary.	3	0	0
WAY	New Employee	11-000-2130-10409-05-00	NURSE	30,000	30,000	-		3	0	0
WAY	Existing Employee	11-120-1000-10101-05-01	TCHR 1/5 SAL SELFCONT	57,000	54,615	(54,615)	Ell teacher not replaced	2	1	0
WAY	New Employee	11-120-1000-10101-05-01	TCHR 1/5 SAL SELFCONT	920	920	-	Due to current enrollment in third grade (131) need an additional teacher.	2	1	0
WAY	New Employee	11-120-1000-10101-05-01	TCHR 1/5 SAL SELFCONT READING SPECIALIST	920	920	-	Compensation for Reading Specialist for days worked in the summer.	0	0	0
				\$ 307,920	\$ 362,535	\$ (54,615)				
Admin.	New Employee	11-000-2910-27001-10-25	GROUP HEALTH INSURANCE	300,000	440,000	(140,000)	Benefits - New Personnel		15	-7

**\$ 1,693,553 \$ 1,870,592 \$ (177,039)**



## AGREEMENT

MASTER SHARED SERVICES AGREEMENT  
BETWEEN THE TOWNSHIP OF OCEAN BOARD OF EDUCATION AND  
THE BOROUGH OF DEAL BOARD OF EDUCATION  
FOR SHARING CAFETERIA SERVICES AND MAINTENANCE SERVICES  
JULY 1, 2017 THROUGH JUNE 30, 2018

Agreement made this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between the **Township of Ocean Board of Education** (hereinafter "Ocean"), 163 Monmouth Road, Oakhurst, New Jersey, 07755 and the **Borough of Deal Board of Education** (hereinafter "Deal"), 201 Roseld Avenue, Deal, New Jersey, 07723;

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

**WHEREAS**, Deal 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 Deal to enter into such Shared Services Agreement; and

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

**WHEREAS**, Ocean and Deal desire to enter into this Agreement; and

**WHEREAS**, each party to this Agreement have approved the execution of this Agreement by Resolution adopted on \_\_\_\_\_ and \_\_\_\_\_;

**NOW, THEREFORE THE PARTIES AGREE AS FOLLOWS:**

1. Joint Cooperation. Ocean and Deal shall provide, in cooperation with and on behalf of the other any desired service authorized by law (including, but not limited to Cafeteria

Services and Maintenance Services) as detailed in Addendum I and II 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 (Cafeteria Services) and Addendum II (Maintenance Services) are hereby incorporated into this agreement.** Upon passage by both parties, these Services Resolutions 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. <sup>1</sup>Term 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 Deal 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.

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<sup>1</sup> 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 Borough of Deal, that the Agreement is economically beneficial to the constituencies of each municipality.

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

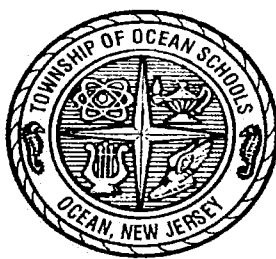
By: \_\_\_\_\_  
James Dietrich  
Board President

ATTEST:

BOARD OF EDUCATION OF THE  
BOROUGH OF DEAL

By: \_\_\_\_\_  
Pia Lordi  
School Business Administrator

By: \_\_\_\_\_  
Board President



March 1, 2017

## **ADDENDUM I CAFETERIA 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 Cafeteria Services to the Deal School beginning July 1, 2017 and ending June 30, 2018. Cafeteria services will begin September 2017 as per the Deal school calendar. Renewal of this agreement for the subsequent year will be discussed and decided upon on or about March 31, 2018.

Deal School will pay the Township of Ocean an administration fee in the amount of **\$5,500** for the 2017-2018 school year. Said fee will cover costs incurred by the Township of Ocean, such as but not limited, to transportation of meals, paperwork and other administrative duties.

- All terms as per the “Agreement for local education agencies consolidating school meal programs” must be signed and agreed to by both districts as per the department of education child nutrition.
- The initial outlay of equipment has been absorbed by the Township of Ocean Board of Education. The Ocean Township school district will maintain ownership of this equipment.
- The Deal School students lunch and snack milk charges will be determined by the Ocean Township Board of Education. Adult lunches and a la cart item pricing will also be determined.
- Menus will be developed by the Ocean Township food service vendor (currently Sodexo) and will include at least the following: (examples attached)
  - Menus are Nutrition Based
  - Meet or Exceed Nutrition Guidelines
  - Variety of Offerings
  - Hot and Cold lunch options each day
  - A la Carte items daily
  - Faculty menu
  - Catering menu
  - Classroom Celebration Menu
- All Food will be prepared by a trained chef ensuring the highest quality. All staff regularly attend safety trainings and a third party conducts an annual food and physical safety audit.



Cafeteria Services: Scope of Work – continued

- Deal school parents will have access to a Point of Sale System this system will be provided at no additional charge and will provide at least the following:
  - Sync with Student Database
  - Allows Students and Staff to have lunch accounts
    - Account allows for deposits
    - By using pin number students can withdraw from their account eliminating the need for cash each day/week.
    - On-site cash register for collection of monies
  - Money can be added at the register using cash, check or money order (no fee)
- Deal school parents will also have access to a online system this system will provide at least the following:
  - Parents can create online account to view and monitor their children's lunch purchases and deposits
  - Enables parents to put money on account online using either online check or credit card (user fee)
- Ocean Township and Deal School will be responsible for all collection of monies. Delinquent accounts will ultimately be the responsibility of the Deal School.
- Deal school has phased out the current process of their teachers taking lunch orders (counts) eliminating this duty for the instructional staff.
- Ocean Township food service employees will be responsible for general cleaning of the kitchen and the purchasing of cleaning supplies.
- Deal school will be responsible for regular detailed cleaning of the kitchen, serving and eating areas to include floors, tables etc...
- Ocean Township will supply one on site food service employee and supervision / administration of the program as needed.
- Deal school will continue to distribute the household free/reduced-price meal eligibility applications and will provide the collected application to Ocean Township.
- Ocean Township will be responsible for processing the applications including determining eligibility, notifying applicants, completing verification requirements, providing a hearing official, and updating eligibility changes.
- Ocean Township will be responsible for maintaining and storing of Department of Education Child Nutrition program records and free/reduced lunch price meal applications. All records will be retained until such time that the NJ department of archive records management authorizes disposal.



## **ADDENDUM II 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 Deal School beginning July 1, 2017 and ending June 30, 2018. Renewal of this agreement for the subsequent year will be discussed and decided upon on or about March 31, 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** – Deal School will submit work orders to Ocean Township for routine maintenance items. The Ocean Township current electronic work order system will be installed and requests will be initiated by Deal School electronically and follow the same process as 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 Deal 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. Deal 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 Deal School for their evaluation and consideration.

Office of the School Business Administrator  
Township of Ocean School District  
March 14, 2017

## **REQUEST FOR USE OF SCHOOL FACILITIES**

### **Learning Link**

OTHS, Library, Office  
June 28, & 29, 2017  
5:00 pm – 8:00 pm  
July 12, 13, 17, 20, 24, & 27, 2017, August 2, 3,  
7, 10, 14, 17, 21, & 24, 2017  
5:00 pm – 9:00 pm  
Purpose: SAT, ACT Tutoring, State Exams  
Use of Facility Fee: \$1,440.00

### **Internatl Barbershop Harmony Society**

OTHS, Auditorium  
April 7, 2017  
5:30 pm – 9:45 pm [set-up]  
April 8, 2017  
12:00 pm – 4:30 pm [show]  
Purpose: Annual Spring Concert  
Use of Facility Fee: \$200.00  
Custodial reimbursement: \$225.00

### **OTAYF**

OTHS, Cafeteria  
March 26, 2017  
9:00 am – 2:00 pm  
Purpose: Football and Cheer Registration  
Use of Facility Fee: \$0.00

### **Township of Ocean**

OTHS, Auditorium  
March 20, & 22, 2017  
6:00 pm – 10:00 pm  
Purpose: Public Meeting  
Use of Facility Fee: \$0.00

## **INSTRUCTION & EDUCATION**

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

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**Township of Ocean Schools**



MEMORANDUM FOR: James Stefankiewicz , Ed. D.

FROM: Janet Forino

DATE: March 10, 2017

RE: Leila Jerusalem – The College Board

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Please present for Board Approval at the next scheduled board meeting that Leila Jerusalem, Senior Project Specialist at The College Board in New York City be able to observe some Science classes at Ocean Township High School on Tuesday, April 4, 2017.

“The purpose of my visit would be to observe the NYC area AP WE pioneer teachers to see if you might be willing to allow her to visit your classroom. As you know, being in our pilot phase, I have a lot to learn about how the program works (or doesn’t work) in classrooms. I hope for the opportunity to be able to connect with you firsthand. Our intention is for this visit to be casual and informal and a learning opportunity. An AP with WE Service “moment” (field work, students planning their service in the classroom, students discussing the topic, students doing an lesson or activity) during our visit would be especially valuable. I intend for this to be a low key, low pressure visit with a quick discussion with you about the program.”

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

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**Township of Ocean Schools**



MEMORANDUM FOR: James Stefankiewicz , Ed. D.

FROM: Janet Forino

DATE: March 10, 2017

RE: Student Observers

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Please present for Board Approval at the next scheduled board meeting the student teachers listed below to fulfill their hours during a one-day visit after Monday, March 27, 2017.

Matthew Yard  
Monmouth U  
OTHS  
Christa Teter

Simon Cruz  
Monmouth U  
OTHS  
Tara O'Neill

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

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**Township of Ocean Schools**



MEMORANDUM FOR: James Stefankiewicz Ed. D.  
FROM: Janet Forino  
DATE: March 10, 2017  
RE: Jayne D'Ambrosio – Administrative Internship

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Ms. Jayne D'Ambrosio, Guidance Counselor, is requesting Board Approval to perform a 300 hour Administrative Internship beginning March 27, 2017 over the next six months in order to fulfill requirements for her Master's Degree in Educational Leadership. Larry Kostula and James Maliff have agreed to be her mentors.

Ms.D'Ambrosio plans on fulfilling these hours before and after schools hours and during prep periods. Ms. D'Ambrosi is aware that these hours will not conflict in anyway with her contracted hours at the Township of Ocean Intermediate School.

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

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**Township of Ocean Schools**



MEMORANDUM FOR: James Stefankiewicz , Ed. D.  
FROM: Janet Forino  
DATE: March 10, 2017  
RE: Meghan Hoyle – Administrative Internship

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Ms. Meghan Hoyle, Special Education Teacher, is requesting Board Approval to perform a 300 hour Administrative Internship beginning March 27, 2017 over the next six months in order to fulfill requirements for her Master's Degree in Educational Leadership. James Maliff has agreed to be her mentor.

Ms. Hoyle plans on fulfilling these hours before and after schools hours and during prep periods. Ms. Hoyle is aware that these hours will not conflict in anyway with her contracted hours at the Township of Ocean Intermediate School.



**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:** March 10, 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*
Hecker	Megan	Spec Ed	Wilson Foundations Level 2 & 3 - New Grange	5/4&5/2017	\$1,075.00**
Cartaya	Michele	Social Studies	Women's Leadership Conference - Monroe	3/30&31/2017	\$325.00**
Johnson	Caricella	Music	Music Educators National Conference - Atlantic City	4/6&7/2017	**
Sabia	Meghan	8th grade	Strat and Tech Tools to Support PBL - Eatontown	6/1/2017	**
Steckhahn	Rich	1st Grade	The Road to Disproportionality - Monmouth University	3/20/2017	**
O'Neill	Patrick	Supv of Ed Tech & Innovation	Building the Technology Plan for Digital Learning - Monroe	3/23/2017	n/a
Schwartz	David	CST	Child Traumatic Stress - Rutgers	3/28/2017	n/a
Weldon	Kelly	Asst. Supt of C&I	Garden State Summit - Google for Education (presenter) - Georgian Court	6/07/2017	n/a

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

\*\*Substitute rate @ \$85 per day

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

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**Township of Ocean Schools**



MEMORANDUM FOR: James Stefankiewicz Ed. D.  
FROM: Janet Forino  
DATE: March 10, 2017  
RE: Ashley Klimik – Administrative Internship

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Ms. Ashley Klimik, Social Studies teacher, is requesting Board Approval to perform a 300 hour Administrative Internship over the six months in order to fulfill requirements for her Master's Degree in Educational Leadership. Mr. Larry Kostula has agreed to be her mentor.

Ms. Klimik plans on fulfilling these hours before and after schools hours and during prep periods. Ms. Klimik is aware that these hours will not conflict in anyway with her contracted hours at the Township of Ocean Intermediate School.

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

**MONTH/YEAR: February /2017**

<b>STUDENT'S ID NUMBER</b>	<b>DATE SUSPENDED</b>	<b>DATE RE-ADMITTED</b>	<b>TYPE</b>	<b>LOCATION/ REASON</b>
74338	02/06/2017	02/13/2017	Bus	TOIS - Physical aggression
77079	02/06/2017	02/10/2017	Out-of-School	High School - Fighting
71319	02/06/2017	02/10/2017	Out-of-School	High School - Fighting
74511	02/08/2017	02/09/2017	Out-of-School	High School - Insubordination
71708	02/08/2017	02/13/2017	Out-of-School	High School - Insubordination
75799	02/09/2017	02/13/2017	Out-of-School	High School - Demerits
74513	02/15/2017	02/21/2017	Out-of-School	High School - Threat to a staff member
74511	02/15/2017	02/21/2017	Out-of-School	High School - Threat to a staff member
74970	02/21/2017	02/24/2017	Out-of-School	High School - Insubordination
73369	02/21/2017	02/23/2017	Out-of-School	TOIS - Physical altercations with other students - fighting
72018	02/24/2017	TBD	Out-of-School	High School - Terroristic threat
73245	02/27/2017	TBD	Out-of-School	High School - Dangerous weapon on school property
73369	02/07/2017	02/09/2017	In-School	TOIS - Physical altercation
74174	02/06/2017	02/08/2017	In-School and Bus	TOIS - Aggressive behavior

## PERSONNEL

## **ASSISTANT SUPERINTENDENT OF SCHOOLS, TEACHING AND LEARNING**

**Title:** Assistant Superintendent of Schools, Teaching and Learning

**Department:** Administration

**Reports To:** Superintendent of Schools

**Supervises:** Assigned administrative personnel

### **Position, Purpose & Objective:**

To determine the needs of the district in the area of curriculum coordination and articulation K-12 and to provide leadership in correcting deficiencies and in improving the entire instructional program of the district. To assist the superintendent by providing leadership to the professional staff to plan, implement, articulate and evaluate all instructional programs and school district operations.

### **Qualifications:**

1. Master's degree in Curriculum Development or School Administration
2. Three years' successful teaching experience
3. Three years' successful administrative experience
4. School Administrator's Certificate
5. Successful experience in the area of curriculum development or related activity.
6. Strong leadership and communication skills
7. Such alternatives to the above qualifications as the Board may find appropriate

### **Essential Job Functions:**

There are six main categories of responsibility within this position: Curriculum, Instruction, Health & Safety, Professional Development, Assessment and Technology.

### **Curriculum & Instruction**

1. Provide leadership in the development of a correlated and integrated program of instruction for kindergarten through 12<sup>th</sup> grade in all areas of instruction.
2. Evaluate the effectiveness of the existing structure for curriculum leadership development and recommend improvements if needed.
3. Work with principals, department supervisors and coordinators to establish a program for the on-going development and evaluation of curriculum.
4. Keep abreast of developments in curriculum and furnish leadership in determining their appropriateness for inclusion in the district's program.
5. Coordinate the overall curriculum program into a comprehensive whole.
6. Interpret the present curriculum and proposed curriculum changes to the board, the administration, the staff and the public.
7. Keep administrators and supervisors informed about revisions to Core Curriculum Content Standards and adjusts curriculum accordingly.
8. Determine that curriculum has been approved for all programs in the district and that all programs are approved by the Board annually.

## Assistant Superintendent, Teaching and Learning (continued)

9. Assume responsibility for reviewing and evaluating the results of district-wide testing programs and for other evaluative measures used by the schools for the purpose of correcting program weaknesses demonstrated by such testing programs.
10. Evaluates the performance of administrative personnel in accordance with law, code and board policy.
11. Maintains a district wide database of staff observations and PIPS.
12. Maintains a district wide database for all educational leaves.
13. Maintains district wide database for all field trips.
14. Develops the district's mentoring plan and submits that plan to the county office for approval.
15. Holds monthly meetings with district department supervisors.
16. Completes and submits ESSA reports.
17. Prepare and submit the ESSA Application which includes funding for Title 1 as well as additional sub-grants and completing budgetary and reporting requirements including the annual consolidated application, amendments and final reports.
18. Interpreting assessment and Adequate Yearly Progress (AYP) information.
19. Establishing eligibility of Title I schools and allocation of funds.
20. Planning for district professional development, parental involvement activities, and other district-wide instructional progress.
21. Implementing and monitoring school improvement programs (as appropriate): school choice, supplemental education services (SES), parental notification, etc.
22. Responsible for the preparation, submission and distribution of the School Report Card.
23. Assists with the preparation and administration of the instructional accounts of the school budget.

### **State and Federal Reports/Applications**

1. Prepare and submit the ESSA application which includes:
  - Title I, Part A: Improving Basic Programs Operated by Local Education agencies.
  - Title I, Part A: School Improvement.
  - Title II, Part A: Teacher and Principal Training & Recruiting Fund.
  - Title II, Part D: Enhancing Education Through Technology.
  - Title III, Part A: Grants and Sub-Grants for English Language Acquisition and Language Enhancement.
  - Title IV, Part A: Safe and Drug-Free Schools & Communities Act.
  - Title V, Part A: Innovation Programs.
2. Complete fiscal reports and close out reports for all ESSA Sub-Grants.

### **Health & Safety**

1. Develops Nursing Services Plan in conjunction with district nursing staff.
2. Establishes a schedule of Health and Safety meetings.
3. Arranges CPR re-certification for nurses and teachers.
4. Acts as district wide supervisor of nursing.
5. Coordinates the disposal of bio-hazardous wastes (sharps).
6. Coordinates calibration of diagnostic equipment.
7. Facilitates the development of the school physician's standing orders.
8. Completes Annual Written Performance Reports and observations for all nurses.

Assistant Superintendent, Teaching and Learning (continued)

9. Coordinates the development of the health services / clinical budget.
10. Oversees the Administration of the Harassment, Intimidation & Bullying Law.

**Professional Development**

1. Develops the mandated district plan for professional development and submits that plan to the county for approval.
2. Coordinates in-service programs for professional staff.
3. Develops summer professional development programs for staff.
4. Ensures alignment of all professional development activities with the Professional Development Standards for NJ Educators and the New Jersey Core Curriculum Content Standards.
5. Oversees efforts of the School Improvement Panel.

**Assessment**

1. Acts as District Test Coordinator for all required State Testing.
2. Coordinates the administration of the Cognitive Abilities Test in grades 3 and 5.
3. Facilitates mandated assessment training at all schools.
4. Coordinates building level test coordinators.
5. Develops the district wide testing schedule.
6. Interprets, analyzes and communicates assessment results to all stakeholders.
7. Provides resources for kindergarten screening.
8. Maintains electronic files of all test results.
9. Facilitates the distribution of individual student reports and all section rosters to each school and grade.
10. Coordinate the completion of the Violence, Vandalism and Substance Abuse Report.

**Technology**

1. Develops new and innovating ways to utilize technology-aided instruction.
2. Supervises the Network Manager and Supervisor of Educational Technology.
3. Facilitates the purchasing of technology through local funds and federal grants.
4. Develops programs for technology in-service programs
5. Coordinates the annual technology survey and the multi-year technology plan.
6. Acts as a member of the district technology committee.
7. Oversees the establishment of school based technology committees.
8. Coordinates all aspects of the district's technology including network management, educational technology and student information management.

**Auxiliary Job Functions:**

1. Coordinate the selection of textbooks for the district in cooperation with building principal's and subject area supervisors/coordinators.
2. Induction program for new teachers and orientation of substitute teachers.
3. Facilitates placement of junior practicum and student teaching candidates.
4. Facilitates the mentor-training program.
5. Maintains liaison with professional, civic, volunteer and other community agencies and groups having an interest in the schools.
6. Attends board meetings and prepares such reports for the board as the superintendent may request.

Assistant Superintendent, Teaching and Learning (continued)

7. Participates in the hiring process of new teachers; conducts with the superintendent the final interview of a candidate being recommended for hire.
8. Assists in the planning and administration for the recruitment, selection, evaluation and staff development for professional personnel.
9. Assumes the responsibilities for administering the district in the absence of the superintendent.
10. Perform such other tasks and assume such other responsibilities as may be assigned by the Superintendent.

**Terms of Employment:**

1. Twelve-month year
2. Work year to be established by the Board
3. Salary to be established by the Board
3. Criminal history background check required

**Evaluation:**

Performance of this job will be evaluated annually by the Superintendent of Schools in accordance with the provisions of the Board's policy of evaluation of administrative personnel.

**Source:** Regular Board Meeting

**Date:** December 21, 1982

June 22, 1999

December 01, 2009

May 17, 2016

March 2017



## **SUPERVISOR OF EDUCATIONAL TECHNOLOGY & INNOVATION, GRADES K-12**

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

**Department:** Applied Technology Grades 6-12  
Educational Technology Specialists, Grades K-12  
Media Specialists, Grades K-12

**Reports to:** Assistant Superintendent of Schools, Teaching and Learning  
Building Principals

**Supervises:** Applied Technology Teachers (OTHS & TOIS), Media Specialists/Librarians, and Educational Technology Specialists.

### **Position, Purpose and Objective:**

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

### **Qualifications:**

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

### **Essential Job Functions**

1. Curriculum
  - To coordinate department curriculum on all levels and to prepare and revise same as necessary.
  - Responsible for the formulation and submission of the District's Technology Plan.
2. Curriculum Leadership
  - To institute innovative techniques and design in-service programs.
  - To conduct departmental meetings and stimulate participation by teachers in curriculum and other professional meetings.
  - To serve as consultant to teachers, K-12.
  - To plan, coordinate, and implement technological advancement in all schools.
  - To assist in the coordination of technological advancement for employees throughout the district.

## **Supervisor of Elementary and Secondary Education (Continued)**

- To lead the District Technology Committee meetings.
  - To work with the Network Manager and the Student Information Manager in all common areas of educational technology.
  - To supervise the overall function of the Applied Technology Department (Grades K-12)
  - To supervise and direct Media Specialists/Librarians (Grades K-12)
  - To supervise and direct Educational Technology Specialist (Grades K-12)
3. Program Evaluation
    - To evaluate the programs and to make recommendations for curriculum improvement based on analysis of test results.
  4. Staff Selection
    - To assist in the recruitment, screening, hiring, assignment and dismissal of personnel to the Educational Technology Department.
  5. Supervision and Evaluation of Teaching Staff
    - To supervise and evaluate teachers.
    - To recommend teacher assignment.
    - To supervise student teachers.
  6. Budget Preparation
    - To prepare educational technology budget as per input from the Technology Committee and subject supervisors.
  7. Dissemination of Information
    - To disseminate information regarding the programs to teachers, administration, Board of Education and the community.
    - To interpret the instructional program to parents at principals' requests.
    - To maintain and upgrade as needed, the Safety manual for the Applied Technology Department.
  8. Professional Growth
    - Participate in professional development programs.
    - To keep abreast of new developments in the field and to disseminate appropriate information to staff.
    - To provide in-service training as directed by the Assistant Superintendent of Schools, Teaching and Learning
  9. Coordination with Other Disciplines
    - To cooperate with other supervisors in articulation of programs among subjects and grade levels.
  10. To perform all related duties required for the efficient supervision of the departments.
  11. To perform all other responsibilities as required by the Assistant Superintendent of Schools, Teaching and Learning.

### **Auxiliary Job Function**

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

## **Supervisor of Elementary and Secondary Education (Continued)**

### **Terms of Employment:**

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

**Evaluation:** Performance of this position will be evaluated annually by the Assistant Superintendent of Schools, Teaching and Learning in accordance with Board of Education policy on evaluation of administrative personnel.

Source: Regular Board Meeting  
Date: Created/December 20, 2016  
March 2017

## **SUPERVISOR OF ENGLISH AND SOCIAL STUDIES, GRADES K-5**

**Title:** Supervisor of English and Social Studies, Grades K-5

**Department:** English Language Arts Literacy, Grades K-5  
Social Studies, Grades K-5

**Reports To:** Assistant Superintendent of Schools, Teaching and Learning  
Elementary School Principals  
Intermediate School Principals

**Supervises:** All certified elementary staff, K-5

### **Position, Purpose & Objective:**

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

### **Qualifications:**

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

### **Essential Job Functions:**

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

Supervisor of English and Social Studies, Grades K-5 (Continued)

6. Dissemination of Information

- To disseminate information regarding English Language Arts Literacy and Social Studies programs to the staff, administration, Board of Education and the community concerning the elementary programs.

7. Professional Growth

- To keep abreast of new developments in the field.

8. Coordination with Other Disciplines

- To cooperate with other elementary coordinators in correlation of programs.

9. To perform all other responsibilities as required by the Assistant Superintendent of Schools, Teaching and Learning.

**Auxiliary Job Functions:**

1. Supplies and Equipment

- To maintain inventory records and distribute supplies and equipment to elementary staff.

2. Staff Selection

- To participate in hiring of new English Language Arts Literacy and Social Studies teachers at the request of the building principal.

**Terms of Employment:**

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

**Evaluation:**

Performance of this position will be evaluated annually by the Assistant Superintendent of Schools, Teaching and Learning in accordance with the Board of Education's policy on evaluation of administrative personnel.

**Source:** Regular Board Meeting

**Date:** December 21, 1982

January 19, 1999

December 01, 2009

April 26, 2011

December 20, 2016

March 2017

## **SUPERVISOR OF HUMANITIES, GRADES 6-12**

**Title:** Supervisor of Humanities, Grades 6-12

**Departments:** English Language Arts Literacy, Grades 6-12  
Visual & Performing Arts, Grades 9-12  
Basic Skills ELA, Grades 9-12

**Reports to:** Assistant Superintendent of Schools, Teaching and Learning  
Building Principals

**Supervises:** All certified department staff as assigned.

### **Position, Purpose & Objective:**

To improve and coordinate instruction in English Language Arts Literacy, Grades 6-12, Visual & Performing Arts, Grades 9-12 and Basic Skills ELA, Grades 9-12.

### **Qualifications:**

1. Teacher's Certificate in English
2. Supervisor's Certificate
3. Minimum of three years teaching experience in English
4. Ability to assume leadership and responsibilities inherent in the position of Supervisor
5. Effective oral and written communication and interpersonal skills
6. Ability to work collaboratively with teachers
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Supervises and Coordinates 6-12 Programs in the following NJ State Core Curriculum Content Areas or Mandated Programs:

- English/Language Arts/Literacy
- Visual and Performing Arts
- Basic Skills ELA, Grades 9-12

### **Essential Job Functions:**

1. Curriculum
  - To coordinate department curriculum on all levels and to prepare and revise same as necessary.
2. Curriculum Leadership
  - To institute innovative techniques and design in-service programs.
  - To conduct departmental meetings and stimulate participation by teachers in curriculum and other professional meetings.
  - To serve as consultant to teachers, 6-12.
3. Program Evaluation
  - To evaluate the programs and to make recommendations for curriculum improvement based on analysis of test results.

## Supervisor of Humanities (Continued)

4. Staff Selection
  - To assist in the recruitment, screening, hiring, assignment and dismissal of personnel.
5. Supervision and Evaluation of Teaching Staff
  - To supervise and evaluate teachers.
  - To recommend teacher assignment.
  - To supervise student teachers.
6. Budget Preparation
  - To prepare department budget under supervision of building principals.
7. Dissemination of Information
  - To disseminate information regarding the programs to teachers, administration, Board of Education and the community.
  - To interpret the instructional program to parents at principals' requests.
8. Professional Growth
  - Participate in professional development programs.
  - To keep abreast of new developments in the field and to disseminate appropriate information to staff.
9. Coordination with Other Disciplines
  - To cooperate with other supervisors in articulation of programs among subjects and grade levels.
10. To perform all related duties required for the efficient supervision of the departments.
11. To perform all other responsibilities as required by the Assistant Superintendent of Schools, Teaching and Learning.

### **Essential Job Functions: Basic Skills ELA, Grades 9-12**

- A. Supervisor of Basic Skills Improvement Plan, 9-12
  1. Conduct and coordinate district-wide "Needs Assessment" for Academic Success Program (Basic Skills) candidates and oversee the parental notification process for students to be included in program.
  2. Conduct meetings with Basic Skills teachers collaborating, supervising and evaluating to insure that Title I program requirements are met and implemented successfully.
  3. Conduct ongoing observations and evaluations of teachers and instructional assistants delivering instruction.

### **Auxiliary Job Functions:**

1. Program Evaluation
  - To supervise and make recommendations regarding testing program.
2. Textbooks, Supplies and Equipment
  - To maintain inventory records and distribute supplies and equipment to teachers, 6-12.
  - To inspect departmental areas and to ensure adherence to proper safety precautions.
  - To supervise the selection and purchase of textbooks and materials for each Curriculum area.

Supervisor of Humanities (Continued)

**Terms of Employment:**

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

**Evaluation:**

Annually by the Assistant Superintendent of Schools, Teaching and Learning in conjunction with building principals in accordance with the Board of Education policy on evaluation of Administrative Personnel.

**Source:** Regular Board Meeting

**Date:** May 21, 2002  
December 01, 2009  
April 26, 2011  
March 2017



## **SUPERVISOR OF SPECIAL EDUCATION, GRADES PreSCHOOL-5**

**Title:** Supervisor of Special Education, Grades PreSchool-5

**Departments:** Special Education, Grades PreSchool-5,  
Basic Skills, Grades K-5

**Reports to:** Assistant Superintendent of Schools, Special Services  
Assistant Superintendent of Schools, Teaching and Learning  
Building Principals

**Supervises:** All certified departmental staff

### **Position, Purpose & Objective:**

To improve and coordinate instruction in Special Education, Grades PreSchool-5 and Basic Skills, Grades K-5

### **Qualifications:**

1. Certification in an area of Special Education
2. Supervisor's Certificate
3. Minimum of three years experience working in Special Education and/or Elementary Education
4. Ability to assume leadership and responsibilities inherent in the position of Supervisor
5. Effective oral and written communication and interpersonal skills
6. Ability to work collaboratively with teachers, child study team members and parents.
7. Such alternative to the above qualifications as the Board may find appropriated and acceptable

### **Supervises and Coordinates Grades PreSchool-5 in the following NJ State Core Curriculum Content Areas or Mandated Programs:**

- Special Education, Grades PreSchool-5
- Basic Skills, Grades K-5

### **Essential Job Functions Special Education**

1. Special Education PreSchool-5
  - Ensures that Individual Education Programs for classified students PreSchool-5 residing in the district, and determination of such complies with federal, state and local mandates.
  - To provide appropriate education experiences for all classified students.
  - Knowledge of local, state and federal laws governing special education services.
2. Curriculum Leadership
  - To institute innovative techniques and design in-service programs.
  - To conduct departmental meetings and stimulate participation by teachers in curriculum and other professional meetings.

## Supervisor of Special Education, Grades PreSchool-5 (Continued)

- To serve as consultant to teachers, PreSchool-5.
- 3. Program Evaluation
  - To evaluate PreSchool-5 programs in Special Education & Basic Skills K-5 to make recommendations for program improvement based on analysis of test results.
- 4. Staff Selection
  - To assist in the recruitment, screening, hiring, assignment and dismissal of personnel assigned to the Special Education & Basic Skills Departments .
- 5. Supervision and Evaluation of Teaching Staff
  - To supervise and evaluate teachers.
  - To recommend teacher assignment.
  - To supervise student teachers.
- 6. Budget Preparation
  - To prepare department budget under supervision of Assistant Superintendent, Special Services and building principals.
- 7. Dissemination of Information
  - To disseminate information regarding Special Education program to the staff, Administration, Board of Education and the community concerning Special Services programs.
  - To interpret Special Education Programs to parents at principal's request.
- 8. Coordination with Other Disciplines
  - To cooperate with other supervisors in the articulation of programs among subjects and grade levels.
- 9. To perform all related duties required for the efficient supervision of the department.
- 10. To perform all other responsibilities as required by the Assistant Superintendent of Schools, Special Services and Assistant Superintendent, Teaching and Learning.
- 11. Coordinates activities for the Special Education Program & Basic Skills Program - Review/Monitoring including the one-site visit.

### **Essential Job Functions: Basic Skills K-5**

#### A. Supervisor of Basic Skills Improvement Plan, K-5

1. Conduct and coordinate district-wide "Needs Assessment" for Academic Success Program (Basic Skills) candidates and oversee the parental notification process for students to be included in program.
2. Conduct meetings with Academic Success Program (Basic Skills) teachers collaborating, supervising and evaluating to insure that Title I program requirements are met and implemented successfully.
3. Conduct ongoing observations and evaluations of teachers and instructional assistants delivering instruction.

### **Auxiliary Job Functions:**

1. Program Evaluation

Supervisor of Special Education, Grades PreSchool-5 (Continued)

- To supervise and make recommendations regarding testing program.
- 2. Textbooks, Supplies and Equipment
  - To supervise the selection and purchase of textbooks and materials for each curriculum area.
  - To maintain inventory records and distribute supplies and equipment to staff, PreSchool-5.
  - To inspect departmental areas and to ensure adherence to proper safety precautions.
- 3. Professional Growth
  - Participate in professional development programs.
  - To keep abreast of new developments in the field and to disseminate appropriate information to staff.

**Terms of Employment:**

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

**Evaluation:**

Annually by the Assistant Superintendent of Schools/Special Services and/or the Assistant Superintendent of Schools, Teaching and Learning in conjunction with building principals in accordance with the Board of Education policy on evaluation of Administrative Personnel.

**Source:** Regular Board Meeting

**Date:** May 17, 2016 (Created)  
June 28, 2016  
March 2017

## **SUPERVISOR OF SPECIAL EDUCATION, GRADES 6-12**

**Title:** Supervisor of Special Education, Grades 6-12

**Department:** Special Education, Grades 6-12  
Basic Skills, Grades 6-8

**Reports to:** Assistant Superintendent of Schools, Special Services  
Assistant Superintendent of Schools, Teaching and Learning  
Building Principals

**Supervises:** All certified departmental staff

**Position, Purpose & Objective:**

To improve and coordinate instruction in Special Education, Grades 6-12 and Basic Skills, Grades 6-8.

**Qualifications:**

1. Certification in an area of Special Education
2. Supervisor's Certificate
3. Minimum of three years experience working in Special Education
4. Ability to assume leadership and responsibilities inherent in the position of Supervisor
5. Effective oral and written communication and interpersonal skills
6. Ability to work collaboratively with teachers, child study team members and parents
7. Such alternative to the above qualifications as the Board may find appropriate and acceptable

**Supervises and Coordinates Grades 6-12 in the following NJ State Core Curriculum Content Areas or Mandated Programs:**

- Special Education, Grades 6-12
- Basic Skills, Grades 6-8

**Essential Job Functions: Special Education 6-12**

1. Special Education 6-12
  - Ensures that Individual Education Programs for classified students grades 6-12 residing in the district, and determination of such complies with federal, state and local mandates.
  - To provide appropriate education experiences for all classified students.
  - Knowledge of local, state and federal laws governing special education services.
2. Curriculum Leadership
  - To institute innovative techniques and design in-service programs.
  - To conduct departmental meetings and stimulate participation by teachers in curriculum and other professional meetings.
  - To serve as consultant to teachers, 6-12.

## Supervisor of Special Education , Grades 6-12 (Continued)

3. Program Evaluation
  - To evaluate 6-12 programs in Special Education & Basic Skills and to make recommendations for program improvement based on analysis of test results.
4. Staff Selection
  - To assist in the recruitment, screening, hiring, assignment and dismissal of personnel assigned to the Special Education and Basic Skills Departments.
5. Supervision and Evaluation of Teaching Staff
  - To supervise and evaluate teachers.
  - To recommend teacher assignment.
  - To supervise student teachers.
6. Budget Preparation
  - To prepare department budget under supervision of the Assistant Superintendent, Special Services and building principals.
7. Dissemination of Information
  - To disseminate information regarding Special Education program to the staff, Administration, Board of Education and the community concerning Special Services programs.
  - To interpret Special Education Programs to parents at principal's request.
8. Coordination with Other Disciplines
  - To cooperate with other supervisors in the articulation of programs among subjects and grade levels.
9. To perform all related duties required for the efficient supervision of the department.
10. To perform all other responsibilities as required by the Assistant Superintendent of Schools, Special Services and Assistant Superintendent, Teaching and Learning.
11. Coordinates activities for the Special Education Program and Basic Skills Program Review/Monitoring including the one-site visit.

### **Essential Job Functions: Basic Skills 6-8**

#### **A. Supervisor of Basic Skills Improvement Plan, 6-8**

1. Conduct and coordinate district-wide "Needs Assessment" for Academic Success Program (Basic Skills) candidates and oversee the parental notification process for students to be included in program.
2. Conduct meetings with Academic Success Program (Basic Skills) teachers collaborating, supervising and evaluating to insure that Title I program requirements are met and implemented successfully.
3. Conduct ongoing observations and evaluations of teachers and instructional assistants delivering instruction.

### **Auxiliary Job Functions:**

1. Program Evaluation
  - To supervise and make recommendations regarding testing program.
2. Textbooks, Supplies and Equipment
  - To supervise the selection and purchase of textbooks and materials for each curriculum area.
  - To maintain inventory records and distribute supplies and equipment to staff, Grades 6-12.

Supervisor of Special Education , Grades 6-12 (Continued)

- To inspect departmental areas and to ensure adherence to proper safety precautions.
3. Professional Growth
- Participate in professional development programs.
  - To keep abreast of new developments in the field and to disseminate appropriate information to staff.

**Terms of Employment:**

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

**Evaluation:**

Annually by the Assistant Superintendent of Schools, Special Services and/or the Assistant Superintendent of Schools, Teaching and Learning in conjunction with building principals in accordance with the Board of Education policy on evaluation of Administrative Personnel.

**Source:** Regular Board Meeting

**Date:** June 26, 2001  
December 01, 2009  
October 16, 2012  
January 31, 2017  
March 2017

Personnel Office  
 Township of Ocean School District  
 March 10, 2017

**MEMORANDUM TO:**  
**RE:**

James Stefankiewicz, Ed.D., Superintendent of Schools  
Credit Reimbursement – Summer 2016 - Fall 2016

**HIGH SCHOOL**

Course Title	College	Credits	Reimbursement
Burns, Bridget	Fairleigh Dickinson University	3	\$ 1,233.00
Burns, Bridget	Fairleigh Dickinson University	3	\$ 1,233.00
Burns, Bridget	Fairleigh Dickinson University	3	\$ 1,233.00
Cocucci, Lisa	Georgian Court	3	\$ 1,233.00
Cocucci, Lisa	Georgian Court	3	\$ 1,233.00
Della Pesca, Cassie	American College of Education	3	\$ 645.00
Della Pesca, Cassie	American College of Education	3	\$ 215.00
Garrity, Alma	Southern New Hampshire University	3	\$ 1,233.00
Garrity, Alma	Southern New Hampshire University	3	\$ 1,233.00
Goldfarb, Matthew	American College of Education	3	\$ 705.00
Goldfarb, Matthew	American College of Education	3	\$ 705.00
Kulat, Ryan	Nova Southeastern	3	\$ 1,233.00
Yonelunas, Alanna	Caldwell College	3	\$ 1,233.00

**INTERMEDIATE SCHOOL**

Course Title	College	Credits	Reimbursement
Decotis, Valerie	American College of Education	3	\$ 645.00
Decotis, Valerie	American College of Education	3	\$ 645.00
Decotis, Valerie	American College of Education	3	\$ 645.00
Decotis, Valerie	American College of Education	3	\$ 645.00
Decotis, Valerie	American College of Education	3	\$ 645.00
Decotis, Valerie	American College of Education	1	\$ 215.00
Decotis, Valerie	American College of Education	3	\$ 645.00
Gorga, Kathryn	Edinboro University	3	\$ 1,233.00
Gorga, Kathryn	Edinboro University	3	\$ 1,233.00
Gorga, Kathryn	Edinboro University	3	\$ 1,233.00
Vigil-Mackintosh, Jessica	Grand Canyon University	3	\$ 1,233.00
Vigil-Mackintosh, Jessica	Grand Canyon University	3	\$ 1,233.00
Vigil-Mackintosh, Jessica	Grand Canyon University	3	\$ 1,233.00
Vigil-Mackintosh, Jessica	Grand Canyon University	3	\$ 1,233.00

Vigil-Mackintosh, Jessica	Communication Strategies and Assistive Tech for Autism Spectrum Disorders	Grand Canyon University	3	\$	1,233.00
Vigil-Mackintosh, Jessica	Capstone in Autism Spectrum Disorders	Grand Canyon University	3	\$	1,233.00

**WAYSIDE SCHOOL**

Course Title	College	Credits	Reimbursement
Nature of the Reading Process	Georgian Court	3	\$ 1,233.00
Literature for Children & Youth	Georgian Court	3	\$ 1,233.00
Methods of Research for Leadership in the Inclusive School	Georgian Court	3	\$ 1,233.00
Introduction to Learning Disabilities	Georgian Court	3	\$ 1,233.00
Literacy Strategies	Monmouth University	3	\$ 1,233.00

**OCEAN TWP. ELEM. SCHOOL**

Course Title	College	Credits	Reimbursement
Multi-Sensory Reading 4	Fairleigh Dickinson Universit	3	\$ 1,233.00
Introduction to Learning Disabilities	Georgian Court	3	\$ 1,233.00
Foundations of Child Development	American College of Education	3	\$ 705.00
Child Growth & Development	American College of Education	3	\$ 705.00
Language - Action Research Project I	New Jersey City University	3	\$ 1,233.00
Art of Latin America	New Jersey City University	3	\$ 1,233.00

**WANAMASSA SCHOOL**

Course Title	College	Credits	Reimbursement
Strategies for Development of Literacy	Georgian Court	3	\$ 1,233.00
Accommodations & Modifications for Successful Inclusion	Georgian Court	3	\$ 1,233.00

**TOTAL PAGE 1**  
**TOTAL PAGE 2**  
**GRAND TOTAL**

\$ 26,083.00  
 \$ 17,439.00  
 \$ 43,522.00



Monmouth University	\$1,004.00	New Jersey City University	\$554.10
American College of Education	\$235.00	Edinboro University	\$531.00
Georgian Court	\$823.00	Grand Canyon University	\$515.00
Fairleigh Dickinson	\$692.00	Caldwell University	\$890.00
NOVA Southeastern	\$895.00	Southern New Hampshire	\$627.00

**ADDENDUM TO CREDIT REIMBURSEMENT LIST**  
**COURSE TITLE**      **COURSE DESCRIPTION**

History & Systems      Assessment of the historic development and current status of systematic paradigms in psychology. The influence of classical and contemporary philosophy will be considered in terms of paradigmatic development and the critical evaluation of psychological theory, and psychology's place as a "special science" or a natural.

Pediatric Psychology      This course focuses on the relationship between physical and mental health in children and adolescents, from a biopsychosocial approach. Developmental disabilities, pervasive developmental disorders, chronic illnesses, failure to thrive, and delayed development are among the topics covered. Assessment and treatment will be emphasized along with the mental health impact of physical, developmental, and medical disorders on the child, the family, and schooling.

Advanced Practicum I      Supervised training experiences at FDU's Center for Psychological Services. Doctoral students are supervised by faculty on two or more child, adolescent or adult treatment and/or testing cases during the course. Practicum encompasses approximately 100 hours of training.

Methods of Research for Leaders in the Inclusive Schools      Examine the evolution of educational administration theory including the development of philosophical thought from the classical to the contemporary focus on student performance and organizational goal attainment required of school leaders in the 21st century. Evaluate the model of schools as open, social, and complex learning organizations and develop a useful model for understanding schools and leadership and for guiding administrative action. Explore the theoretical relationship between individual leadership style, school culture and climate, the success of the individual, student achievement, and effectiveness of the organization. Emphasis on motivation, decision-making and communications.

Professional Communities of Practice	This course focuses on the identification and implementation of research-based strategies to develop vibrant and meaningful professional learning communities (PLCs) with the primary goal of increasing student achievement. Students will learn about the importance of developing a common professional language that can be used to identify and solve both school management and instructional challenges. In addition, students will use converging research evidence in identifying the characteristics of effective PLCs and common obstacles to establishing them. This course also provides a solid foundation for establishing structures and routines that make a thriving professional learning community possible.
Capstone Experience for Educational Leadership	The Capstone Experience is designed for candidates to demonstrate and document the impact of their knowledge and competencies gained throughout and as a result of the Educational Leadership program.
Modern British Literature	This course will explore the modernist movement in 20th century British fiction through the works of three of its most prominent practitioners James Joyce, D.H. Lawrence, and Virginia Woolfe, as well as selected works by other writers. The course will examine the birth of the modern aesthetic in literature not only as a response to the alienation and despair resulting from World War I but also as a reaction to the enormous impact made by the ideas of such thinkers as Darwin, Freud, Marx and Nietzsche. Various modernist writing techniques, including stream-of-consciousness, episodic narrative and radical experimentation with punctuation, will also be studied.
Seminar in American Literature	This course uses a thematic approach to explore works by American writers. The specific selections and authors vary each term according to the theme. This is an upper-level course involving close reading, analysis and writing in seminar format.
Principles of Human Learning	Students explore theories and principles shaping the understanding of learning and motivation. Classic and current theories of cognition and motivation will be examined in relation to real world relevance. Students will gain an overview of neurology and its influence on human development, including cultural and individual perspectives about learning.
School and Community Issues	This course examines the relationship between the educator and the community. Students will explore topics of substance abuse; obesity; mental health nutrition; communicable diseases and economics issues faced by the community-at-large. The course will focus on methods to form partnerships between programs and communities, practicing ethical standards as determined by laws within the healthcare industry. In addition, students learn methods of outreach and dissemination of information to support the needs of the community.
Economics in the Middle and Secondary Curriculum	In this course teachers licensed to teach social sciences will develop a sound foundation in the principles of economics and their applications in the world in which we live. It is expected that the teachers will plan motivating lessons to teach these principles at the middle and secondary levels. Economics also help to provide a framework for the study of history and current events.

Ecology	Introduces students to principles of ecology. Lecture topics include energy flow and mineral cycling, comparative ecosystem ecology detailing selected aquatic and terrestrial ecosystems, and population dynamics emphasizing growth, regulation and social systems.
Strengthening Literacy	This course prepares students to implement a school-wide leadership initiative to improve a comprehensive range of literacy skills. Specific principles and theories of reading instruction are evaluated in relation to currently employed practice so teachers can immediately strengthen instruction. Students examine the scientific research base underlying different models of reading instruction. Special attention is given to curriculum mapping, alignment, and the development of an implementation plan to strengthen literacy.
Curriculum & Instructional Design for Multicultural Classrooms	This course assists students in developing rigorous, appropriate curriculum and instruction. Multiculturalism, culturally relevant pedagogy, differentiated instruction, and thematic, interdisciplinary unit planning are emphasized. Using a curricular framework, students plan, evaluate, reflect on, and adapt curricula experiences that build successful learning environments for all learners including English language learners.
Assessment Strategies for Improving Learner Outcome	This course develops competencies in utilizing formative and summative assessment practices and data to inform and guide curriculum development and instruction. Classroom and school-based assessment tools provide teachers with the knowledge and skills required to meet the needs of diverse learners. Embracing assessment is the first step toward "data-based" decision making in education.
Diverse Learners	This course reviews data related to the effectiveness of educational initiatives emphasizing evidence-based instructional design models used to assess and instruct students with diverse learning needs. Special attention is given to inclusion of traditionally underrepresented learner populations, i.e.: special education, LEP, economically disadvantaged, and ethnic minorities.
Community Engagement	How can those within the community support the established teaching and learning goals set by the school? This course provides a foundation for developing relationships among stakeholders in the school community - students, school, parents, and the community at large - for the express goal of supporting student learning. In addition to examining research findings, students will explore family engagement, mutually beneficial community relationships, and student advocacy. The course culminates with a plan for continuing school improvement and professional growth.
Capstone Experience for Curriculum and Instruction	The Capstone Experience is designed for candidates to demonstrate and document the impact of their knowledge and competencies gained throughout and as a result of the Curriculum and Instruction program.

Learning with Technology	This course examines the use of computer technology for managing 21st century classrooms and providing differentiated instructions to 21st century learners. Learners will evaluate their own use and their school district's use of technology and develop action plans for integration and change.
Appraisal Techniques	This course is designed as an overview of assessing individual differences through the usage of group tests and measurements. Competencies will be developed in the areas of selecting, administering, and interpreting group intelligence, aptitude, achievement, interest and personality instruments. Current research involving assessment relative to educational, social and industrial settings will be examined.
Media and Materials in Art Therapy	This course addresses non-verbal and verbal communications by examining symbolic representation. The course will explore therapeutic aspects of a range of art media and the use of art in the process of therapy. The capacity to gain self-awareness and understanding of others is explored and related to the student's professional and clinical development.
International Art Therapy	This course explores international Art Therapy, definitions of Art Therapy around the world, and practice around the world. This course introduces students to current international programs and education in Art Therapy and related practice that have impacts on contemporary thinking in Art Therapy.
Applied Behavior Analysis & Autism Spectrum Disorders	The focus of this course is to provide autism spectrum disorders (ASD) specialist candidates with advanced knowledge of applied behavior analysis in regards to accommodations for students with ASD. ASD specialist candidates will focus on assessing individual needs, tools for intervention, and evaluating strategies and student progress.
Policy & Ethics in Autism Spectrum Disorders	Autism spectrum disorders (ASD) specialist candidates acquire knowledge of legal policy and ethical practices associated with students with ASD. This course focuses on rights and responsibilities, trends, and advocacy for students with ASD. ASD specialist candidates will also focus on creation and delivery of individualized education plans.
Leadership & Collaboration in Autism Spectrum Disorders	Autism spectrum disorders (ASD) specialist candidates acquire a repertoire of skills that enable them to lead and collaborate in an environment focused on students with ASD. ASD specialist candidates develop techniques for professional learning and evidence-based practices centered on learner growth for students with ASD. This course also focuses on mentoring opportunities and community collaboration.
Life Skills and Transitions for Autism Spectrum Disorders	This course focuses autism spectrum disorders (ASD) specialist candidates on life skills and transitions for students with ASD. ASD specialist candidates will focus on development of individualized education plans and planning for independent living.
Communication Strategies and Assistive Tech for Autism Spectrum Disorders	This course explores functional communication training and specific strategies to promote effective communication behaviors or skills of students with ASD. In addition, ASD specialist candidates survey assistive technology in relation to enhancing communication of students with autism spectrum disorders.

<p>Capstone in Autism Spectrum Disorders</p>	<p>The capstone course provides ASD specialist candidates the opportunity to create a portfolio project that synthesizes major elements of the professional studies program.</p>
<p>Nature of the Reading Process</p>	<p>Explore the history of literacy-related research and practice. Review facets of the reading and writing processes as well as the developmental, linguistic, and cultural factors that impact reading development. Develop lesson plans that clearly reflect the use of specific reading strategies and assessment measures and materials.</p>
<p>Literature for Children &amp; Youth</p>	<p>Evaluate age-appropriate, multi-genre, multi-cultural, print and non-print literature for K-12 readers. Review Web-based resources on literature for children and youth and determine age-appropriate use of the internet. Learn best practices for incorporating literature in education and develop plans that meet needs and instructional objectives.</p>
<p>Methods of Research for Leaders in Inclusive Schools</p>	<p>Study the various techniques and strategies of educational research,. Emphasis on understanding and interpreting research and the formulation of problems and/or topics for developing into individual projects as part of an applied thesis or action research. Engage in reflection on research as it relates to the needs of diverse students, curriculum planning and implementation, and state and national standards.</p>
<p>Introduction to Learning Disabilities</p>	<p>Study learning disabilities from an historical perspective, as well as current LD definitions, identification practices, and prevalence. Learn to apply skills to work with colleagues within a school district to design IEPs to assist special needs students in the general education classroom to meet the requirements of New Jersey Core Curriculum Content Standards.</p>
<p>Literacy Strategies</p>	<p>Explores word identification and vocabulary research and instructional strategies for all learners including those from culturally diverse backgrounds. Individual and group instructional techniques in the area of Phonemic awareness, phonics, word recognition, vocabulary, and fluency are explored in environments that promote collaboration and self-regulation. Instructional teaching strategies and techniques for coaching colleagues and paraprofessionals are practices in real settings.</p>
<p>Multi-Sensory Reading 4</p>	<p>A continuation of the training techniques in the Orton Gillingham techniques taught in Multi-Sensory Reading 3 with continued study of upper-level language skills. Consists of lecture, supervised practicum, group seminars, and individual conferences between teacher and supervisor.</p>
<p>Foundations of Child Development</p>	<p>Focused on development, this course will explore classic theories of child development while investigating emerging theories in the field. This course establishes an understanding of current practices and concerns relating how they influence a child's environment and future learning experiences.</p>

**Child Growth and Development** This course will address the traditional stages of development from infancy through early childhood. Concepts will address developmental milestones, domains of thought, and related theories of growth.

**Language - Action Research Project I** This course provides an overview of action research models and options and culminates with the selection of a research topic on a specific research problem related to second language acquisition. A review of the literature will be completed. Students will select topics, subjects and an approved methodology for their project and will plan their data collection during this semester.

**Art of Latin America** The art historical examination of Latin American painting, sculpture, architecture, crafts, and other visual media from the 16th century to the 21st century, focusing on visual artistic developments in Mesoamerica, Central America, South America, and the Caribbean, as well as studying manifestations of Latina/o art in the United States.

**Strategies for Development of Literacy** Study research-based literacy instruction for students with disabilities, including reading, writing, literature, listening, speaking, grammar, handwriting, spelling, and print, and non-print media. Emphasis on designing individualized instruction based on students' assessed performance, skill needs, and abilities.

**Accommodations and Modifications for Successful Inclusion** Successful inclusion is the result of the effective use of collaboration. In this course, candidates learn appropriate accommodations and modifications for children with disabilities and how they are educated in the general education classroom. Candidates will become familiarized with the collaboration theory and practice as it applies to the provision of accommodations and modifications for children with disabilities. Candidates will apply the skills acquired during this course to work with colleagues within the school district to design IEPs that meet the needs of the special needs student in the general education classroom. Current practices for consultation and collaboration as well as instructional strategies will be addressed.

SUBSTITUTES FOR BOARD APPROVAL

March 10, 2017

Ayub, Momna	K-12
Balsamo, Alexandra	K-8