

REGULAR MEETING

ATTACHMENTS

MARCH 21, 2017

**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 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 chairperson 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 community member is required on a year to year basis.

Community members appointed to any committee shall serve with no remuneration or benefit of any kind and shall not be given access to information that is not fully public record at that time.

The chairperson will distribute copies of this policy to the committee and community members must sign an acknowledgement that they have received and have read this policy on a yearly basis.

Adopted: 20 January 1976

Revised: 17 July 1990, 21 March 2017



POLICY

OCEAN TOWNSHIP
BOARD OF EDUCATION

Students

5466/Page 1 of 1

GRADUATION AND YEARBOOK FEES

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 16, 2017**

CALL TO ORDER

Mr. Kenneth Jannarone, School Business Administrator, adjourned the meeting at 6:15 p.m., in the office of the Superintendent at the District Administration Building, 163 Monmouth Road, Oakhurst, N.J., due to lack of quorum.

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 and Mr. John Stuppi.

Mrs. Sylvia Sylvia-Cioffi was absent.

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

Enter Executive Session – 7:02 p.m.

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

Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Personnel (Agenda) and Litigation (Loch Arbour versus Township of Ocean). 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 – 7:21 p.m.

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

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

PRESIDENT'S REPORT: Mr. Dietrich

Mr. Dietrich discussed the following item(s):

- Future Chefs competition, Saturday, March 18th, at 9:30 am.
- Reported that he spoke with Sean Moore, former Board of Education member, about change of policy regarding graduation procedures.

VICE PRESIDENT'S REPORT: Mr. Palutis

Mr. Palutis discussed the following item(s):

- Technology issues regarding Chromebooks and loaners for students will be reviewed in committee.

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Superintendent discussed the weather for the week and school closings.
- Presentation for the Wonders Program on April 18th.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

Twp of Ocean BOE Work Meeting Minutes (continued) – March 16, 2017

Mr. Jannarone discussed the following item(s):

- Upcoming 4 day NJ Department of Agriculture SOARS audit/review including Wanamassa Elementary and Deal School starting Monday, March 20th.
- IDEA Special Education Federal Grant Funds audit coming in May.

PUBLIC COMMENT: None

COMMITTEE REPORTS:

COMMUNITY LIAISON, COMMUNICATIONS & CO-CURRICULAR

STUDENT ACTIVITIES: Mr. Palutis

The following item(s) were discussed:

1. **Discussion: Policies**

Board of Education and Administration discussed first reading of revisions to the following policies:

Policy 0155 – Board Committees

Policy 5466 – Graduation and Yearbook Fees

Mr. Palutis made a motion, seconded by Mrs. Parlamas, 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 – March 7, 2017

Motion(s) on item #2 carried: 8-0

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 the capital outlay budget, personnel budget, technology budget and tax levy cap status.

2. **Discussion: Shared Services – Deal School**

Board of Education and Administration discussed the attached master shared services resolution between the Township of Ocean Board of Education and the Deal Board of Education. Addendum I and II detail the shared services scope of work for cafeteria and maintenance services. This agreement will be in place from July 1, 2017 to June 30, 2018.

3. **Discussion: Renewal of Food Service Management Contract**

Board of Education and Administration discussed the renewal of the Food Service Management contract with Sodexo Food Services for the 2017-2018 school year. The proposed management fee is \$46,350; the Administrative Fee is \$67,980, this is a 1.5% increase. The minimum financial client guaranteed return

Twp of Ocean BOE Work Meeting Minutes (continued) – March 16, 2017

for the food service program will be a surplus of \$15,810. The guarantee is limited to 100% of the management fee.

4. Discussion: Student Lunch Program Prices

Board of Education and Administration discussed the prices of the student lunch program for the 2017-2018 school year as follows: Breakfast \$1.75 and Adult meal will be \$3.85.

Deal School	Elementary Schools	Intermediate School	High School
\$3.10	\$2.85	\$3.10 - \$4.00	\$3.35 - \$4.25

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

5. Discussion: Professional Services Resolutions

Board of Education and Administration discussed the following Therapy Contract.

Awarded to:	BAYADA Home Health Care. Inc.
Duration:	April 3, 2017 to June 21, 2017
Nature and Type of Contract:	In-School Nursing Care & Transportation to and from
Amount of Contract:	\$54.00/hour RN Services-2 days/wk \$44.00/hour LPN Services-2 days/wk

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

6. Discussion: Cooperative Purchasing Services for the 2017-2018 School Year

Board of Education and Administration discussed the Educational Data Services (EDS) Cooperative Purchasing Program, at a fee of \$11,940 for the following supplies:

Office & Computer	Copy Duplicator	Science
Industrial Arts	Fine Arts	Physical Education
Health	Audio/Visual	Athletic
Custodial	Family & Consumer Science	

Note: By participating in this cooperative purchasing program the district realized a savings.

8. Discussion: Professional Services Resolution

Board of Education and administration discussed the following Consultant Contract:

Twp of Ocean BOE Work Meeting Minutes (continued) – March 16, 2017

Awarded to:	Interactive Kids, Inc.
Duration:	April 3, 2017 to June 21, 2017
Nature and Type of Contract:	Special Staff Training
Amount of Contract:	\$150.00/hour w/\$35.00 travel

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

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

7. Use of Facilities

Move to approve the use of facilities according to the attached list dated March 16, 2017.

Motion(s) for item #7 carried: 8-0 (Mr. Clayton abstained on Township application, Mrs. McGovern abstained on AYF application)

INSTRUCTION & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. Discussion: Classroom Observation

Board of Education and Administration discussed the request of Leila Jerusalem, Senior Project Specialist at the College Board in New York City to observe Science classes at Ocean Township High School on Tuesday, April 4, 2017 in accordance with the attached memorandum dated March 10, 2017.

2. Discussion: Student Observers

Board of Education and Administration discussed Student Observers in accordance with the attached memorandum dated March 10, 2017

3. Discussion: Administrative Internship

Board of Education and Administration discussed the request of Mrs. Jayne D’Ambrosio, Guidance Counselor, Township of Ocean Intermediate School to perform 300 hours of Administrative Internship in accordance with the attached memorandum dated March 10, 2017. Mr. Larry Kostula, Principal and Mr. James Maliff, Assistant Principal at the Township of Ocean Intermediate School will mentor Mrs. D’Ambrosio. The internship hours will not conflict with Mrs. D’Ambrosio’s contractual hours.

4. Discussion: Administrative Internship

Twp of Ocean BOE Work Meeting Minutes (continued) – March 16, 2017

Board of Education and Administration discussed the request of Mrs. Meghan Hoyle, Special Education Teacher, Township of Ocean Intermediate School to perform 300 hours of Administrative Internship in accordance with the attached memorandum dated March 10, 2017. Mr. James Maliff, Assistant Principal, Township of Ocean Intermediate School will mentor Mrs. Hoyle. The internship hours will not conflict with Mrs. Hoyle's contractual hours.

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

5. Professional Development Activities – Staff

Move to approve the attached memorandum dated March 10, 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.

6. Suspension Report

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

7. Administrative Internship

Move to approve Ms. Ashley Klimik, Social Studies Teacher, Township of Ocean Intermediate School to perform 300 hours of Administrative Internship (beginning March 6, 2017), in accordance with the attached memorandum dated March 10, 2017. Mr. Larry Kostula, Principal, Township of Ocean Intermediate School will mentor Ms. Klimik. The internship hours will not conflict with Ms. Klimik's contractual hours.

Motions on item(s) #5 thru #7 carried: 8-0

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. Discussion: Revised Contract

Board of Education and Administration discussed offering a revised contract to the following employee effective April 1, 2017:

John Fornicola	From: Head Custodian Township of Ocean Intermediate School	
	To: Head Custodian High School and Intermediate School	\$79,500.00* Non-Represented Prorated

(This is a revision in job title and salary. Mr. Fornicola is currently the Head Custodian at the Intermediate School. His position is being revised, under the new job description, to include the position of Head Custodian at the High School also. Mr. Fornicola replaces Ira James at the high school. *Salary revision reflects a base of \$77,000.00 plus a \$2,500.00 stipend for the dual Head Custodian assignment.)

Twp of Ocean BOE Work Meeting Minutes (continued) – March 16, 2017

2. Discussion: Job Descriptions

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

- Assistant Superintendent, Teaching and Learning
- Supervisor of Educational Technology and Innovation, Grades K-12
- Supervisor of English and Social Studies, Grades K-5
- Supervisor of Humanities, Grades 6-12
- Supervisor of Special Education, Grades PreSchool-5
- Supervisor of Special Education, Grades 6-12

3. Discussion: Credit Reimbursement – Summer 2016 and Fall 2016

Board of Education and Administration discussed credit reimbursement for staff who completed courses during the Summer 2016 and Fall 2016, in accordance with the attached list dated March 10, 2017.

4. Discussion: Retirement

Board of Education and Administration discussed the retirement of Susan M. MacDonald, Instructional Assistant, Wanamassa Elementary School effective July 1, 2017.

5. Discussion: Instructional Assistant/After School Activity

Board of Education and Administration discussed hiring MaryAnn Rogers, an Instructional Assistant, to provide aide support to a high school student with disabilities who will be participating in extra help after school. Ms. Rogers will shadow the student after school in accordance with the teacher's extra help schedule beginning March 22, 2017 through June 20, 2017. Ms. Rogers will be paid at her hourly contractual rate.

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

6. Employee Suspension

Move to approve the suspension, without pay, of employee number 7461 beginning March 9, 2017 and continuing until further notice.

7. Revised Contract

Move to approve that a revised contract be issued to the following employee effective March 16, 2017.

Cristy Molnar	Special Education Teacher, Part-time	\$34,214.00*
	Wanamassa Elementary School	Prorated

(*This is a revision in work hours from 19.5 hrs. to 20.5 hrs. a week and a revision in salary.)

8. Substitute Teachers

Move to approve Substitute Teachers for the 2016-2017 school year in accordance with the attached list dated March 10, 2017.

9. Instructional Assistant/Extra-Curricular Activity

Twp of Ocean BOE Work Meeting Minutes (continued) – March 16, 2017

Move to approve Lee-Ann Gutierrez, an Instructional Assistant, to provide aide support to a high school student with disabilities attending International Night on Friday, March 17, 2017. Ms. Gutierrez will shadow the student from 6:00 pm - 9:00 pm. Ms. Gutierrez will be paid at her hourly contractual rate.

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

PLANNING & CONSTRUCTION: Mr. Palutis

The following item(s) were discussed:

1. **Discussion: Referendum Projects**

The School Business Administrator gave an update on the ongoing referendum projects and also discussed the sound amplification project to be discussed further and placed on the agenda for approval on the March 21st meeting.

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS:

- The Superintendent gave an update on Strategic Planning notes from the 3rd meeting held on March 1st and their distribution.
- Elementary student redistribution plan was discussed at the Ocean Township Elementary School PTA meeting.

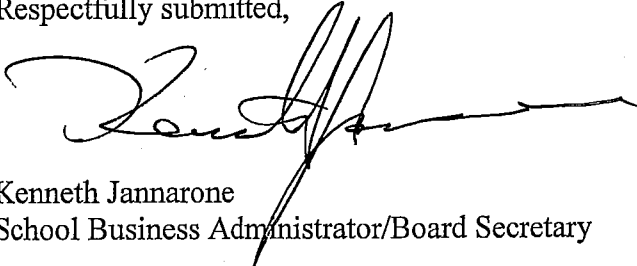
NEW BUSINESS: None

PUBLIC COMMENT: None

ADJOURN MEETING: 10:44 p.m.

There being no further business Mrs. Parlamas made a motion, seconded by Mrs. McGovern, that the meeting be adjourned. This motion carried: 8-0.

Respectfully submitted,



Kenneth Jannarone
School Business Administrator/Board Secretary

FINANCIAL MANAGEMENT RESOURCE SERVICES COMMITTEE

Twp of Ocean BOE Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406
02/28/2017

Current Cycle : February

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000161	BT: FEB-001	11-190-1000-61006-05-33	GEN SUP - GIFTED&TAL.	02/07/2017	GSTONE	\$2,426.00	(\$1,336.00)	\$1,090.00
	BT: FEB-001	11-190-1000-89001-05-33	DUES & FEES - GIFTED&TAL	02/07/2017	GSTONE	\$2,725.00	\$1,336.00	\$4,061.00
					Total for Adjustment # 000161		\$0.00	
000162	BT: FEB-002	11-190-1000-61006-01-23	REG INSTR SCI SUP SHS	02/07/2017	GSTONE	\$22,450.00	(\$700.00)	\$21,750.00
	BT: FEB-002	11-190-1000-89001-01-23	DUES & FEES - SCIENCE	02/07/2017	GSTONE	\$1,420.00	\$700.00	\$2,120.00
					Total for Adjustment # 000162		\$0.00	
000163	BT: FEB-003	11-000-2400-61006-10-25	ADM-OFF SUPP DISTWIDE	02/16/2017	GSTONE	\$9,638.00	(\$640.00)	\$8,998.00
	BT: FEB-003	11-000-2400-89002-06-05	DUES: SHAPP'IRIO TOAA	02/16/2017	GSTONE	\$1,000.00	\$640.00	\$1,640.00
					Total for Adjustment # 000163		\$0.00	
000164	BT: FEB-004	11-212-1000-61006-01-21	MD INSTR SUPP SHS	02/16/2017	GSTONE	\$2,826.00	\$1,000.00	\$3,826.00
	BT: FEB-004	11-212-1000-64001-02-21	MD INSTR TXTBKS OTES	02/16/2017	GSTONE	\$1,000.00	(\$1,000.00)	\$0.00
					Total for Adjustment # 000164		\$0.00	
000170	BT: FEB-005	11-204-1000-10641-00-00	LLD AIDE SUBS	02/24/2017	GSTONE	\$28,000.00	\$29,000.00	\$57,000.00
	BT: FEB-005	11-209-1000-10601-06-00	BD AIDE SAL SPEC ED INT	02/24/2017	GSTONE	\$29,009.00	(\$29,000.00)	\$9.00
					Total for Adjustment # 000170		\$0.00	
Total Current Appropriation Adjustments							\$0.00	

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

REQUESTS FOR USE OF SCHOOL FACILITIES

DSN (Deal Sephardic Network)

OTHS, Auditorium

April 4, & 5, 2017

5:00 pm – 8:00 pm

Purpose: Dance Recital

Use of Facility Fee: \$400.00



INTER-LOCAL SERVICES AGREEMENT

SUMMER RECREATION SCHOOL BUS

RENTAL AGREEMENT

This contract is entered into this ____ day of **March, 2017** by and between Township of Ocean Board of Education, a body politic, with offices at 163 Monmouth Road, Oakhurst, NJ 07755 ("the Board") and the Township of Ocean, a body politic, with offices at 399 Monmouth Road, Oakhurst, NJ 07755 ("Township").

IT IS AGREED:

1. The Board will rent a maximum of eight 54-passenger school buses to the Township Recreation Department for use during their summer camp program.
2. This agreement will be in effect for the period from June 22, 2017 to August 18, 2017.
3. The Township will pay a flat fee of \$8,000. to the Board by September 1, 2017.
4. All dispatching services (Parent phone calls, routing etc.) will be handled by the Township recreation department.
5. The Township agrees to utilize its own fuel. However, if the need arises the Township will reimburse the Board for fuel used from our Transportation yard.
6. The Township agrees to reimburse the Board for any towing services that become necessary due to breakdown.
7. The Board mechanic is on duty from Monday thru Friday until 3:00 p.m. and the Board will be responsible for regular maintenance on said vehicles.
8. The Township will be responsible to direct their drivers to complete a daily pre-trip inspection and notify the Board of potential mechanical problems by copy of this form.
9. All bus drivers utilized will be employed by the Township during the term of the agreement and the Township will only employ licensed CDL drivers with passenger endorsement and air brakes certification to operate the rented vehicles.

10. Any moving violation occurring during the rental period will be the responsibility of the Township and the individual contracted driver.
11. The Township acknowledges their auto liability insurance as primary coverage including comprehensive and collision. The Township will provide the Board with a certificate of insurance naming the Board of Education as additional insured before **June 22, 2017** and shall list the following coverage limits:
 - a) Automobile Liability - \$1,000,000 liability limits
 - b) Workers' Compensation
 - c) General Liability – with minimum limits of \$1/\$2 Million
 - d) Umbrella Liability – with minimum limits of \$5,000,000
12. The Township agrees to indemnify and hold harmless the Board for any claim involving any of the buses included in this agreement while under Township control.
13. This agreement has been duly authorized as an inter-local service pursuant to NJSA 40:8A-1.

ATTEST:

Township of Ocean

Vincent G. Buttiglieri,
Municipal Clerk

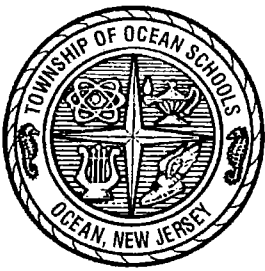
Christopher Siciliano
Mayor

ATTEST:

Township of Ocean Board of Education

Kenneth Jannarone,
School Business Administrator

James Dietrich
Board President



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

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

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

10. Disputes. The parties agree that in the event a dispute arises as to the interpretation of this Agreement or a Services Resolution pursuant to this Agreement, the Business Administrators of Ocean and 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.

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

11. Efficiency and Public Benefit. The parties concur that this Agreement is undertaken for the benefit of the general public of the Township of Ocean and the 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

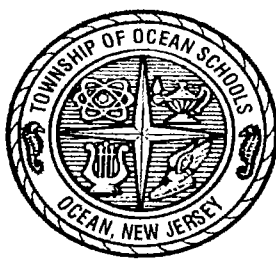
By: _____
James Dietrich
Board President

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.



"The Educated Way to Purchase"

www.ed-data.com

Township of Ocean B/E
163 Monmouth Rd
Oakhurst, NJ 07755

January 13, 2017

Dear Board of Education:

For the past **5 years** the Educational Data Services Cooperative Bidding Management Program has produced a total district dollar savings to date of **\$1,382,824**.

- In a comparison of our Cooperative Bid pricing with *National Coops, Regional Ed Svc. Commission Coops and State Coops*, Ed-Data's Cooperative Bidding efforts resulted in **savings of 41-59%**.
- In a comparison of our Cooperative Bid pricing with *State Contract* pricing, Ed-Data's Cooperative Bidding efforts resulted in **savings of 54-66%**.

For the **2016 - 2017 School Year** the district realized savings of **\$291,272**.
The savings consist of the following:

- General Classroom, Office and Computer, and Copy Duplicator Supplies: **\$161,568** or **52%** below state contract, National Coop or Regional Ed Services Commission pricing.
- Other Categories where applicable including (Science, I/A, Fine Art, Phys Ed, Health, AV, Athletic, Custodial, etc.) **\$129,703**.

Not included in the above savings are the clerical savings derived from our **online order entry procurement management system, customer service support, and customized district accounting software intergration to download, encumber and print all district purchase orders**, along with the elimination of all bid advertisements, bid mailings, bid openings and bid analysis.

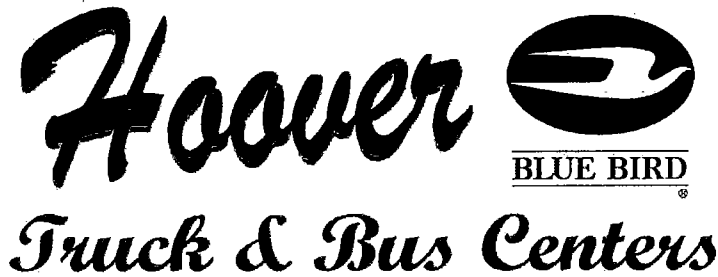
Ed-Data has also been included by NJ School Boards as part of their "Best Practices for NJ School Districts".

Thank you for making this the most effective and largest active district cooperative and shared services program of its kind in the state!!

Sincerely,

A handwritten signature in black ink, appearing to be 'Alan Wohl', written in a cursive style.

Alan Wohl
Educational Data Services, Inc.



Flanders
 149 Gold Mine Rd.
 Flanders, NJ 07836
 973-347-4210
 F 973-347-0170

Cinnaminson
 1504 Mainline Rd
 Cinnaminson, NJ 08077
 856-773-4600
 F 856-773-4610

Toms River
 1784 Route 9
 Toms River, NJ 08755
 732-341-2128
 F 732-341-8854

Mailing Address
 PO Box 719
 Flanders, NJ 07836

<http://www.hoovertruckcenters.com>

**PROPOSAL TO TOWNSHIP OF OCEAN
 SCHOOL DISTRICT**

**2018 Model Year 54 Passenger Blue Bird T3FE Type D School Bus
 with Diesel Engine and Air Brakes as per Bid Item #10 in
 the Educational Services Commission of New Jersey
 Cooperative Bid #ESCNJ 16/17-35 Opened on 10/20/2016**

Unit Base Price.....\$89,990.00

Optional Equipment Additions:

<u>Blue Bird Feature</u>	<u>Description</u>	<u>MSRP Less 20% Discount As Bid</u>
<u>Chassis</u>		
07814-00	Loom Protection for Battery Cables, Complete	\$17.36
40000-14	14,600# Front Axle	\$200.00
40004-13	14,600# Front Spring Suspension	\$406.40
40005-12	21,000# Rear Spring Suspension	\$226.80
40049-05	EZ Grip Parking Brake Cover	\$8.00
40070-06	Air Brakes, 5" Front, 7" Rear	\$886.40
40081-19	Air Dryer, Bendix AD-IP	\$526.40
40097-04	Tilt/Telescope Steering Column	Standard
40098-01	Cruise Control	Standard
40111-02	Synthetic Transmission Fluid	Standard
40111-08	Extended Life Anti-Freeze	Included
40141-03	Standard Battery Compartment	Standard
40142-01	Battery Disconnect Switch	\$193.20
40168-01	750 Watt Block Heater	\$173.20
40179-29	CUMMINS Diesel Engine, ISB, 200 HP/520 Ft-Lb	Standard
40241-01	60 Gallon Fuel Tank Mounted BFR in ROH	Standard
40280-01	Transmission Temperature Gauge	Standard
40280-02	Ammeter	\$100.00
40354-14	Hankook Mud & Snow Tires, 11R x 22.5	\$440.00
40411-01	Front Tow Hooks	Included
40432-14	Allison 2500 PTS Transmission	Standard

Body

COLORADO RACKING TEST

		Standard	
	Driver Heater/Defrost System	Standard	
00989-05	5/8" Marine Grade Plywood Floor, Screwed Down	Included	
01485-07	Body Insulation	Standard	
02330-01	White Roof	Included	
02836-11	3-Point Driver Seat Belt, Orange	Included	
30030-26	Safe Fleet Roof Hatches	Included	
30060-21	Rear Heater, 80,000 BTU	Included	
30155-01	Driver Dome Light	Included	
30331-01	Fused Circuit Protection	Included	
31202-29	Tinted Windows	Included	
00505-05	Fuel Tank Door; Spring Loaded with Key Lock		\$25.36
03470-10	77" Interior Headroom	Standard	
30109-01	Pre-Trip Exterior Light Test	Standard	
30195-12	16 Lamp "Universal" Exterior Light Monitor	Included	
30328-02	Full Loom on Body Harness		\$260.00
30481-01	Remote Controlled Rearview Mirrors		\$102.80
30482-06	Heated Mirrors with 15 Minute Timer		\$393.20
30758-01	4 Wheel Alignment Certification from Blue Bird	No Charge	
30797-01	Right Hand Driver's Seat Armrest		\$41.40
30960-05	304 Stainless Steel Entrance Door Stepwell		\$693.60
30978-04	Air Powered Entrance Door		\$380.00
30981-03	Entrance Door Locking System		\$81.20
30102-15	LED Clearance & Marker Lights	Standard	
30103-10	LED ID Lights	Standard	
30105-10	LED Intermediate Lights	Standard	
30117-32	LED Side / Front Directionals, with Shields		\$140.00
30117-34	LED Side / Rear Directionals with Shields		\$140.00
30158-07	Single Control Dome Lights	Standard	
30185-02	Sleeping Child Check System by Doran		\$160.00
30222-04	Emergency Override Switch for Warning Lights		\$18.64
30260-21	Radio with AM / FM / USB / MP3 / PA		\$566.40
30269-06	Eight (8) Interior Ceiling Speakers		\$166.80
30269-12	Outside Public Address Horn Speaker		\$54.60
40097-03	All Buses Keyed Alike		\$10.68
06266-01	Premium Undercoating		\$433.60
30384-03	Undercoat Fuel Tank, All Sides		\$244.00
30385-05	Paint All Rubrails Full Width - Black		\$240.00
30430-07	3M "Diamond Grade" 2.0" Side Reflective Vinyl		\$193.20
30430-08	3M "Diamond Grade" 1.75" Rear Reflective Vinyl		\$106.80
30906-02	Overhead Driver's Storage Compartment w/ Lock		\$153.20
03315-01	2-Piece Curved and Tinted Windshield	Standard	
00600-00	Heavy Duty Rubber Fenders at Rear Wheelhouse		\$173.20
00605-00	Heavy Duty Rubber Fenders at Front Wheelhouse		<u>\$160.00</u>
	Total MSRP Less 20% of Additions		\$8,116.44

Aftermarket Additions

Rostra Pedestrian Sensor System with 6 Sensors
Total of Aftermarket Additions

Cost x 1.2

Markup As Bid

\$1,758.00

\$1,758.00

Base Bid	\$89,990.00
Total MSRP Less 20% of Additions	\$8,116.44
Total of Aftermarket Additions	<u>\$1,758.00</u>
Total Cost of Bus	\$99,864.44
Lettered, Prepared, Inspected, and Delivered	

Respectfully Submitted,

Ken Koenig
Hoover Truck Centers

INSTRUCTION & EDUCATION

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

Township of Ocean Schools



MEMORANDUM FOR: James Stefankiewicz , Ed. D.

FROM: Janet Forino

DATE: March 10, 2017

RE: Leila Jerusalem – The College Board

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**

Township of Ocean Schools



MEMORANDUM FOR: James Stefankiewicz , Ed. D.

FROM: Janet Forino

DATE: March 10, 2017

RE: Student Observers

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**

Township of Ocean Schools



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

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'Ambrosio 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: Janet Forino
DATE: March 10, 2017
RE: Meghan Hoyle – Administrative Internship

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 17, 2017
CC: Kelly Weldon, Ken Jannarone

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

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

Last Name	First Name	Subject	Workshop	Date	Fee
Stefankiewicz	Jim	Superintendent	ASCD Conference on Teaching Excellence - Denver CO	6/30-7/2/2017	\$363.00

*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 17, 2017
CC: Kelly Weldon, Ken Jannarone

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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*
Marrone	Karen	Math/Business	Mastering Quickbooks Level 1 - Eatontown	4/24&25/2017	\$549.95**

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

**Substitute rate @ \$85 per day

PERSONNEL

HEAD CUSTODIAN
High School and Intermediate School

Title: Head Custodian – High School and Intermediate School

Department: Maintenance and Grounds

Reports To: School Business Administrator
Building Principal
Director of Facilities

Supervises: All custodians under his/her authority

Position Purpose & Objective:

To oversee the custodial operations of individual school facilities and ensure a safe, clean, and comfortable school environment; to carry out administrative tasks required to maintain and operate the building to the required standards.

Qualifications:

1. Applicant must possess leadership potential and the ability to work well with others.
2. Ability to read and write, and to follow written and oral instructions.
3. Valid New Jersey drivers license.
4. Be physically able-bodied.
5. Be adaptable to working around children.
6. Have the necessary skills in the position/minimum experience in plant operation and maintenance; cleaning methods and procedures; repairs; security; heating and ventilation as determined by the board.
7. Have a Black Seal Boiler License or in the process of applying for one.
8. Pass the required physical and mental examinations.
9. Exemplary conduct and behavior.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
11. Demonstrate knowledge of fire/safety laws and proper handling of hazardous materials.
12. Supervisory ability.

Essential Job Functions:

1. To supervise the general cleaning and minor repair of the buildings.
2. To support in the keeping of the building and grounds in a clean and sanitary condition.
3. To establish a written checklist for each shift to follow, and to monitor successful completion of their work.
4. To make efficient use of the student holiday and vacation periods in order to thoroughly clean the buildings as well as to wax, polish and accomplish needed maintenance work.
5. To meet with the Director of Facilities monthly for a walk through inspection of each building, and to attend monthly meetings for other required Head Custodian duties.
6. To follow up, by written memo on the status all of the items noted during the inspection.
7. Schedule all necessary shift coverage, overtime, substitute coverage.
8. Review, approve and personally submit all work orders to the building Principal for approval.

Head Custodian High School & Intermediate School (continued)

9. Be responsible for all paperwork, record keeping and memo's.
10. To insure the inspection of the school buildings on Saturdays, Sundays and all legal holidays as often during the day as the care of the buildings or their heating and cooling apparatus may require.
11. To provide reports on the absence of all personnel under his/her supervision to the Office of the Superintendent of Schools.
12. To be responsible for the maintenance and inventory of all tools and other properties entrusted to his/her care.
13. Conduct periodic inspections and tests of all electrical installations, kitchen equipment, etc. to ensure their safe condition and operation.
14. To assist in the planning with administrators for a summer maintenance and repair program, and to implement and complete said program in each school building.
15. To be able to estimate the amount of supplies, such as light bulbs, cleaning supplies that will be needed for the budget for the following year.
16. Monitors and regulates heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
17. Plans and oversees all maintenance and repair work in the building.
18. Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance and operation are enforce.
19. To assume other duties and responsibilities as directed by the School Business Administrator, the Director of Facilities, and the Building Principal.

Auxiliary Job Functions:

Terms of Employment:

1. Twelve-month work year in accordance with their individual employment contract.
2. Hours to be assigned by the School Business Administrator and the Superintendent of Schools.
3. Work year to be established by the Board.
4. Non-affiliated position. Salary to be determined by the Board.
5. Criminal history background check required.

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of support personnel by the Director of Facilities.

Source: Regular Board Meeting

Date: December 9, 2003
October 18, 2005
December 01, 2009
March 21, 2017

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 12th 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 21, 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 21, 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 21, 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 21, 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.

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

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, 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 21, 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 21, 2017

Personnel Office
 Township of Ocean School District
 March 10, 2017

MEMORANDUM TO: James Stefankiewicz, Ed.D., Superintendent of Schools
RE: Credit Reimbursement – Summer 2016 – Fall 2016

HIGH SCHOOL	Course Title	College	Credits	Reimbursement
Burns, Bridget	History & Systems	Fairleigh Dickinson University	3	\$ 1,233.00
Burns, Bridget	Pediatric Psychology	Fairleigh Dickinson University	3	\$ 1,233.00
Burns, Bridget	Advanced Practicum I	Fairleigh Dickinson University	3	\$ 1,233.00
Cocucci, Lisa	Methods Research Leader Inclusive Schools	Georgian Court	3	\$ 1,233.00
Cocucci, Lisa	Org. Leadership Theory in Inclusive School	Georgian Court	3	\$ 1,233.00
Della Pesca, Cassie	Professional Communities of Practice	American College of Education	3	\$ 645.00
Della Pesca, Cassie	Capstone Experience for Educational Leadership	American College of Education	3	\$ 215.00
Garrity, Alma	Modern British Literature	Southern New Hampshire University	3	\$ 1,233.00
Garrity, Alma	Seminar in American Literature	Southern New Hampshire University	3	\$ 1,233.00
Goldfarb, Matthew	Principles of Human Learning	American College of Education	3	\$ 705.00
Goldfarb, Matthew	School and Community Issues	American College of Education	3	\$ 705.00
Kulat, Ryan	Economics in Middle and Secondary School	Nova Southeastern	3	\$ 1,233.00
Yonelunas, Alanna	Ecology	Caldwell College	3	\$ 1,233.00

INTERMEDIATE SCHOOL

INTERMEDIATE SCHOOL	Course Title	College	Credits	Reimbursement
Decotis, Valerie	Strengthening Literacy	American College of Education	3	\$ 645.00
Decotis, Valerie	Curriculum & Instruction Design For Multicultural Classroom	American College of Education	3	\$ 645.00
Decotis, Valerie	Assessment Strategies for Improving Learner Outcome	American College of Education	3	\$ 645.00
Decotis, Valerie	Diverse Learners	American College of Education	3	\$ 645.00
Decotis, Valerie	Community Engagement	American College of Education	3	\$ 645.00
Decotis, Valerie	Capstone Experience for Curriculum and Instruction	American College of Education	1	\$ 215.00
Decotis, Valerie	Learning with Technology	American College of Education	3	\$ 645.00
Gorga, Kathryn	Appraisal Techniques in the Helping Professions	Edinboro University	3	\$ 1,233.00
Gorga, Kathryn	Media and Materials in Art Therapy	Edinboro University	3	\$ 1,233.00
Gorga, Kathryn	International Art Therapy	Edinboro University	3	\$ 1,233.00
Vigil-Mackintosh, Jessica	Applied Behavior Analysis & Autism Spectrum Disorders	Grand Canyon University	3	\$ 1,233.00
Vigil-Mackintosh, Jessica	Policy & Ethics in Autism Spectrum Disorders	Grand Canyon University	3	\$ 1,233.00
Vigil-Mackintosh, Jessica	Leadership & Collaboration in Autism Spectrum Disorders	Grand Canyon University	3	\$ 1,233.00
Vigil-Mackintosh, Jessica	Life Skills & Transitions for Autism Spectrum Disorders	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 SCOOL	Course Title	College	Credits	Reimbursement
O'Rourke, Brienne	Nature of the Reading Process	Georgian Court	3	\$ 1,233.00
O'Rourke, Brienne	Literature for Children & Youth	Georgian Court	3	\$ 1,233.00
O'Rourke, Brienne	Methods of Research for Leadership in the Inclusive School	Georgian Court	3	\$ 1,233.00
O'Rourke, Brienne	Introduction to Learning Disabilities	Georgian Court	3	\$ 1,233.00
Schiavone, Caroline	Literacy Strategies	Monmouth University	3	\$ 1,233.00

OCEAN TWP. ELEM. SCHOOL	Course Title	College	Credits	Reimbursement
Goldsmith, Amy	Multi-Sensory Reading 4	Fairleigh Dickinson Universit	3	\$ 1,233.00
Holmes, Maryann	Introduction to Learning Disabilities	Georgian Court	3	\$ 1,233.00
Klohr, Robin	Foundations of Child Development	American College of Education	3	\$ 705.00
Klohr, Robin	Child Growth & Development	American College of Education	3	\$ 705.00
Lopez-Matta, Nora	Language - Action Research Project I	New Jersey City University	3	\$ 1,233.00
Lopez-Matta, Nora	Art of Latin America	New Jersey City University	3	\$ 1,233.00

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

TOTAL PAGE 1	\$	26,083.00
TOTAL PAGE 2	\$	17,439.00
GRAND TOTAL	\$	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.

Capstone in Autism Spectrum Disorders	The capstone course provides ASD specialist candidates the opportunity to create a portfolio project that synthesizes major elements of the professional studies program.
Nature of the Reading Process	Explore the history of literacy-related research and practice. Review facets of the reading and writing processes as well as the developmental, linguistic, and cultural factors that impact reading development. Develop lesson plans that clearly reflect the use of specific reading strategies and assessment measures and materials.
Literature for Children & Youth	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.
Methods of Research for Leaders in Inclusive Schools	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.
Introduction to Learning Disabilities	Study learning disabilities from an historical perspective, as well as current LD definitions, identification practices, and prevalence. Learn to apply skills to work with colleagues within a school district to design IEPs to assist special needs students in the general education classroom to meet the requirements of New Jersey Core Curriculum Content Standards.
Literacy Strategies	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.
Multi-Sensory Reading 4	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.
Foundations of Child Development	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.

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 17, 2017

Caucino, Carlee	K-8
Keeling, Lee	K-4
Wolf, Robyn	K-4

PLANNING & CONSTRUCTION

Project: TOWNSHIP OF OCEAN BOARD OF EDUCATION - 2014 REFERENDUM PROJECTS - HIGH SCHOOL UNIT VENTILATOR REPLACEMENT PROJECT	
Job No.: DOE PROJECT # 3810-030-15-2000	
CM	P.W. MOSS & ASSOCIATES - RICK TAKAKJY (PWIM) - (AUTHOR)
ARCHITECT	SOLUTIONS ARCHITECTURE (SA) - THOMAS STRAUSSER
MEP E	JOHN & URBAN ENGINEERS (J&U) - MARK LONERGAN, KEVIN MORAN
STRUCT. E	MPP ENGINEERS, INC. (MPP) - SCOTT MCCONNELL, HIRAL SANGHVI
CIVIL E.	ANDERSON CONSULTING, INC. (AC) - PAUL ANDERSON
OWNER	TOWNSHIP OF OCEAN BOARD OF EDUCATION (OTBOE) - GARY TATTERSALL
GC	KAPPA CONSTRUCTION, CORP. (KCC) - GUS KAMARATOS, ELLEN KAMARATOS, PHIL KAMARATOS

REQUESTS FOR CHANGE ORDERS						
Change Order Requests						
NUMBER	DATE	TRADE	DESCRIPTION	ORIGINAL AMOUNT	FINAL AMOUNT	COMMENTS
ALLOWANCE RECONCILIATION						
G-1	CONTRACT	GC	GENERAL ALLOWANCE			
G-2	CONTRACT	GC	VCT & BASE REPLACEMENT (150 sf x \$8.50)	(\$45,000.00)	(\$45,000.00)	
G-3	CONTRACT	GC	CONCRETE SLAB SAW CUT, REMOVE & INFILL (50 l.f. x \$18.00)	(\$1,275.00)	(\$1,275.00)	
G-4	CONTRACT	GC/MC	2" DOMESTIC HOT WATER PIPING (50 l.f. x \$40.00)	(\$900.00)	(\$900.00)	
G-5	CONTRACT	GC/MC	4" X 4" VERTICAL METAL PIPE ENCLOSURES (25 l.f. x \$18.00)	(\$2,000.00)	(\$2,000.00)	
G-6	CONTRACT	GC/MC	FIN TUBE ENCLOSURES (25 l.f. x \$50.00)	(\$450.00)	(\$450.00)	
G-7	CONTRACT	GC/MC	2" PIPE INSULATION (100 l.f. x \$25.00)	(\$1,250.00)	(\$1,250.00)	
			TOTAL CONTRACT ALLOWANCE WORK	(\$2,500.00)	(\$2,500.00)	
				(\$53,375.00)	(\$53,375.00)	
CHANGE ORDER REQUESTS						
ADDITIONAL SCOPE OF WORK						
PCO #1	09/01/2017	GC/EC	INSTALLATION OF TWO (2) ADDITIONAL CONDENSATE PUMPS FOR PROPER DRAINAGE.	\$2,403.10	\$2,043.20	
PCO #2	09/01/2017	EC	ROOM #140 & #141 ADDITIONAL ELECTRICAL WORK FOR NEW MECHANICAL WORK	\$528.54	\$445.15	
PCO #3	09/01/2017	EC	COMPUTER ROOM ADDITIONAL ELECTRICAL WORK FOR NEW MECHANICAL WORK	\$755.56	\$641.70	
PCO #4	09/01/2017	GC	PROVIDE AND INSTALL FIVE (5) END CAPS FOR EXISTING CASEWORK	\$880.65	\$750.00	
			ADDITIONAL SCOPE OF WORK SUBTOTAL	\$4,567.85	\$3,880.05	
			FINAL ALLOWANCE RECONCILIATION	(\$48,807.15)	(\$49,494.95)	CREDIT