

Work Session

Attachments

November 22, 2016

Office of the Superintendent
Township of Ocean School District
November 18, 2016

MEMORANDUM FOR: All Members of the Board

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

RE: **Miscellaneous Information**

1. **On the Calendar**

November 22, 2016

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

November 29, 2016 – No Meeting

December 6, 2016

- 6:00 pm - Disciplinary Hearing (Pending Board attorney's availability – may be moved to December 13, 2016.)
- 7:00 pm - Executive Session (Closed)
- 7:30 pm - Work Meeting
 - Smolin, Lupin & Co. Auditors
(to present annual audit)

December 13, 2016

- 7:00 pm – Executive Session (Closed)
- 7:30 pm - Work Meeting
 - Solutions Architecture and P.W. Moss & Associates will be in attendance to give update on construction projects.

December 20, 2016

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

December 27, 2016 – No Meeting

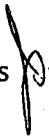
January 3, 2017 – Re-organization Meeting
(No Work Meeting)

Office of the Superintendent of Schools

Township of Ocean Schools



MEMORANDUM FOR: All Professional Staff Members

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

DATE: November 17, 2016

RE: Employment Opportunity/January 1, 2017

POSITION: Supervisor of English Language Arts Literacy - Social Studies –
Grades K-5 and Library K-8

- QUALIFICATIONS:**
1. Teacher's Certificate in English and/or Elementary
 2. Supervisor's Certificate
 3. Minimum of three years teaching experience in English Language Arts Literacy
 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

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

- APPLICATION DEADLINE:**
- Qualified candidates should apply on line at <http://www.applitrack.com/ocean/onlineapp> by the end of the day, Monday, November 28, 2016.

*Culturally Diverse and Bilingual candidates encouraged to apply.

Office of the Superintendent of Schools
Township of Ocean Schools



MEMORANDUM FOR: All Professional Staff Members

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

DATE: November 17, 2016

RE: Employment Opportunity/February 1, 2017

POSITION: Special Education Teacher – High School

QUALIFICATIONS:

- Special Education certificate required
- Highly Qualified in Secondary Math required

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

APPLICATION DEADLINE:

- Qualified candidates should apply on line at <http://www.applitrack.com/ocean/onlineapp> by the end of the day, Monday, November 28, 2016.
- Existing staff members who desire a transfer may file a request in the form of a letter of intent along with any updated documents to the Superintendent by the closing date.

*Culturally Diverse and Bilingual candidates encouraged to apply.

COMMUNITY LIAISON & COMMUNICATIONS COMMITTEE

3282 USE OF SOCIAL NETWORKING SITES

The Board of Education has a strong commitment to quality education and the well-being of all pupils, as well as the preservation of the school district's reputation. The Board believes staff members must establish and maintain public trust and confidence and be committed to protecting all pupils attending the school district. In support of the Board's strong commitment to the public's trust and confidence, the Board holds all staff members to the highest level of professional responsibility.

The Commissioner of Education has determined inappropriate conduct outside a staff member's professional responsibilities may determine them as unfit to discharge the duties and functions of their position. Staff members should be advised communications, publications, photographs, and other information appearing on social networking sites deemed inappropriate by the Board could be cause for dismissal of a non-tenured staff member or to certify tenure charges against a tenured staff member to the Commissioner of Education.

Staff members are advised to be concerned and aware such conduct deemed inappropriate may include, but is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other form of electronic communication that is directed and/or available to pupils or for public display or publication.

While the Board respects the right of staff members to use social networking sites, staff members should recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. It is important that a staff member's use of these sites does not damage the reputation of the school district, employees, pupils, or their families. Staff members who utilize, post or publish images, photographs, or comments on social networking sites, blogs, or other forms of electronic communication outside their professional responsibilities shall ensure their use, postings, or publications are done with an appropriate level of professionalism and are appropriate conduct for a school staff member. Staff members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public even without their knowledge or consent.

The school district strongly encourages all staff members to carefully review the privacy settings on social networking sites they use and exercise care and good judgment when posting content and information on such sites. Staff members should adhere to the following guidelines, which are consistent with the district's workplace standards on



USE OF SOCIAL NETWORKING SITES

harassment, pupil relationships, conduct, professional communication, and confidentiality.

When using personal social networking sites, school staff members:

1. Should not make statements that would violate any of the district's policies, including its policies concerning discrimination or harassment;
2. Must uphold the district's value of respect for the individual and avoid making defamatory statements about the school district, employees, pupils, or their families;
3. May not disclose any confidential information about the school district or confidential information obtained during the course of his/her employment, about any individual(s) or organization, including pupils and/or their families;
4. Shall not use social networking sites to post any materials of a sexually graphic nature;
5. Shall not use social networking sites to post any materials which promote violence;
6. Shall not use social networking sites which would be detrimental to the mission and function of the district;
7. Are prohibited from using their school district title as well as adding references to the district in any correspondence including, but not limited to, e-mails, postings, blogs, and social networking sites unless the communication is of an official nature and is serving the mission of the district. This prohibition also includes signature lines and personal e-mail accounts;
8. Shall not post updates to their status on any social networking sites during ~~normal working hours~~ **teaching periods or other assigned times** including posting of statements or comments on the social networking sites of others during school time unless it involves a school project. ~~Employees must seek approval from the Superintendent of Schools for such use~~ **However, teaching staff may post updates to their status on social media sites during their duty free lunch or break periods;** and



USE OF SOCIAL NETWORKING SITES

9. Shall not post or publish any information the Commissioner of Education would deem to be inappropriate conduct by a school staff member.

The Policy of this district is to maintain a level of professionalism both during and after the school day. Any publication through any means of electronic communication which is potentially adverse to the operation, morale, or efficiency of the district, will be deemed a violation of this Policy. If the Board or Superintendent believes that a staff member's activity on any social networking site violates the district's policies, the Board or Superintendent may request that the employee cease such activity. Depending on the severity of the incident, the staff member may be subject to disciplinary action.

This Policy has been developed and adopted by this Board to provide guidance and direction to staff members on how to avoid actual and/or the appearance of inappropriate conduct toward pupils and/or the community while using social networking sites.

Adopted: 21 August 2012

Revised: 22 December 2016



4282 USE OF SOCIAL NETWORKING SITES

The Board of Education has a strong commitment to quality education and the well-being of all pupils, as well as the preservation of the school district's reputation. The Board believes staff members must establish and maintain public trust and confidence and be committed to protecting all pupils attending the school district. In support of the Board's strong commitment to the public's trust and confidence, the Board holds all staff members to the highest level of professional responsibility.

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The school district strongly encourages all staff members to carefully review the privacy settings on social networking sites they use and exercise care and good judgment when posting content and information on such sites. Staff members should adhere to the following guidelines, which are consistent with the district's workplace standards on harassment, pupil relationships, conduct, professional communication, and confidentiality.



USE OF SOCIAL NETWORKING SITES

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2. Must uphold the district's value of respect for the individual and avoid making defamatory statements about the school district, employees, pupils, or their families;
3. May not disclose any confidential information about the school district or confidential information obtained during the course of his/her employment, about any individual(s) or organization, including pupils and/or their families;
4. Shall not use social networking sites to post any materials of a sexually graphic nature;
5. Shall not use social networking sites to post any materials which promote violence;
6. Shall not use social networking sites which would be detrimental to the mission and function of the district;
7. Are prohibited from using their school district title as well as adding references to the district in any correspondence including, but not limited to, e-mails, postings, blogs, and social networking sites unless the communication is of an official nature and is serving the mission of the district. This prohibition also includes signature lines and personal e-mail accounts;
8. Shall not post updates to their status on any social networking sites during ~~normal working hours~~ **assigned times** including posting of statements or comments on the social networking sites of others during school time unless it involves a school project. ~~Employees must seek approval from the Superintendent of Schools for such use~~ **However, support staff may post updates to their status on social media sites during their lunch or break periods;** and
9. Shall not post or publish any information the Commissioner of Education would deem to be inappropriate conduct by a school staff member.



POLICY

OCEAN TOWNSHIP
BOARD OF EDUCATION

Support Staff
4282/Page 3 of 3
USE OF SOCIAL NETWORKING SITES

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Adopted: 21 August 2012

Revised: 20 December 2016



**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
November 15, 2016**

CALL TO ORDER

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

STATEMENT OF ADEQUATE NOTICE

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

ROLL CALL OF ATTENDANCE

Present: Mr. Steven Clayton (Arrived at 7:30 pm), Mr. James Dietrich, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Sean Moore, Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Cioffi (Arrived at 7:40 pm).

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

Enter Executive Session – 7:02 p.m.

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

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

Adjourn Executive Session – 7:23 p.m.

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

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

PRESIDENT'S REPORT: Mr. Hadden

Mr. Haddon discussed the following item(s):

- Congratulated Board of Education members, who were re-elected and the newly elected member. He also thanked Mr. Moore for his outstanding service to the Board of Education.

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Superintendent discussed the students that signed up for the cardiac testing in cooperation with St. Barnabas.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

Mr. Jannarone discussed the following item(s):

- Follow-up regarding Seman-Tov letter addressing concerns about bus maintenance.
- Rain garden installed at the high school by Rutgers and the high school science department. (see pictures)
- New micro phones were installed in the auditorium meeting room.

PUBLIC COMMENT: None

COMMITTEE REPORTS:

CO-CURRICULAR STUDENT ACTIVITIES: No Report

COMMUNITY LIAISON & COMMUNICATIONS: Mrs. Sylvia-Cioffi

The following item(s) were discussed:

1. **Discussion: REPORT ON THE ANNUAL SCHOOL ELECTION**

The Board of Education and Administration discussed the preliminary results of the Annual School Election held, for the Township of Ocean and Village of Loch Arbour, on November 8, 2016. The unofficial results of the election (pending certification from Monmouth County Board of Elections) are as follows:

FOR MEMBERS OF THE BOARD OF EDUCATION FOR THREE (3) YEAR TERMS

Sylvia Sylvia	5,676*
Amy McGovern	5,378*
John Stuppi.....	5,102*
James Sintic	4,670
(Write-Ins).....	73

*Successfully elected to a seat on the Board of Education

Note: Preliminary totals do not include absentee and provisional ballots.

2. **Discussion: Policies & Regulations:**

Board of Education and Administration discussed the second and final reading of revisions to the following policies and regulations:

- Policy 0167 – Public Participation – Board Meetings
- Policy 0168 – Recording Board Meetings – ByLaw
- Policy 2431 – Athletic Competition (M)
- Policy 5460 – High School Graduation (M)

3. **Discussion: Policies & Regulations:**

Board of Education and Administration discussed Policy 3282 “Use of Social Networking Sites” regarding certified and support staff.

4. **Discussion: Approval of Minutes:**

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

Work Meeting/Executive Session Minutes – November 1, 2016

Superintendent discussed Policy 3282 regarding electronic communication.

FINANCIAL MANAGEMENT & RESOURCE SERVICES: No Report

INSTRUCTIONAL & EDUCATION: Dr. Marshall

The following item(s) were discussed:

Twp of Ocean BOE Work Meeting Minutes (continued) – November 15, 2016

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

Board of Education and Administration discussed the attached memorandums (2) dated November 9, 2016 re: Staff Professional Development Activities in accordance with District Policy 6471 and NJAC 6A:23B. The attendance at said activities is fiscally prudent and will promote the delivery of instruction and/or will further the efficient operation of the district.

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

2. **Discussion: Suspension Report**

Board of Education and Administration discussed the District's Suspension Report for the month of October 2016, copy attached.

3. **Discussion: Participation Agreement for the 2016-2017 School Year**

Board of Education and Administration discussed an agreement with the Arts & Education Center for high school students, grades 9-12 and intermediate students, grades 6-8 to participate, during the 2016-2017 school year, in a program sponsored by the Monmouth County Arts High and Middle School. The program for high school students will run for 14-weeks during the period of January 2017 – May 2017 at a cost of \$830.00 per student. The program for intermediate students will run 12-weeks during the period of February 2017 – May 2017 at a cost of \$815.00 per student. Student costs include round- trip transportation. Attached is a copy of the participation agreement.

4. **Discussion: Student Teachers**

Board of Education and Administration discussed Student Teachers for the 2016-2017 school year in accordance with the attached memorandum dated November 9, 2016.

5. **Discussion: Student Observers**

Board of Education and Administration discussed Student Observers for the 2016-2017 school year in accordance with the attached memorandum dated November 9, 2016.

6. **Discussion: Revision to Out of District Private Tuition for the 2016-2017 School Year**

Board of Education and Administration discussed a revision to out of district private tuition for the 2016-2017 school year in accordance with the attached memorandum dated November 9, 2016.

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. **Discussion: Custodial Substitutes**

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

Jaime Da'vila
Jason Francis

Twp of Ocean BOE Work Meeting Minutes (continued) – November 15, 2016

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

Board of Education and Administration discussed hiring Substitute Teachers for the 2016-2017 school year in accordance with the attached list dated November 9, 2016.

3. Discussion: Volunteer Coach

Board of Education and Administration discussed using Timothy Patterson as a Volunteer Indoor Track Coach/High School for the 2016-2017 school year.

4. Discussion: Issuance of Contract

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

To fill a replacement/non-tenure track position:

Alexandra Augustine	Spanish Teacher	\$54,515.00
	Twsp. of Ocean Intermediate School	BA/Step 1
	One-year Unpaid Leave of Absence/ Replacement	prorated
	Non-Tenure Track Position	
	Actual Start and Effective Dates: Pending issuance of certification from the NJ State Department of Education.	

(Ms. Augustine replaces Mrs. Rhonda Gulotta who will be out on an unpaid leave of absence for the remainder of the 2016-2017 school year.)

5. Discussion: Clerical Substitute

Board of Education and Administration discussed hiring Gail Rosewater as a Clerical Substitute for the 2016-2017 school year.

6. Discussion: Retirements

Board of Education and Administration discussed the following retirements:

Eleanor Hughes, Supervisor of Reading/Language Arts, Social Studies, K-5/Library K-8, effective January 1, 2017

Nancy Parker, Special Education Teacher, High School, effective February 1, 2017

7. Discussion: Unpaid Leave of Absence

Board of Education and Administration discussed the request of Robyn Ferragina, an Instructional Assistant at the Township of Ocean Intermediate School to take an unpaid leave of absence, with the continuation of benefits, during the period of Thursday, February 2, 2017 through Wednesday, May 17, 2017. Ms. Ferragina's last day of work will be Wednesday, February 1, 2017. She is expected to return to work on Thursday, May 18, 2017. While out on an unpaid leave of absence, Ms. Ferragina will be responsible for paying the appropriate contribution towards her health insurance coverage.

8. Discussion: District Administrator – Medical Leave

Board of Education and Administration discussed a medical leave for Christine Picerno, Supervisor of Math, Science, K-5/Enrichment, K-8 for the period of November 14, 2016 through January 13, 2017. Ms. Picerno is expected to return to work on Tuesday, January 17, 2017.

Twp of Ocean BOE Work Meeting Minutes (continued) – November 15, 2016

PLANNING & CONSTRUCTION: Mr. Palutis

The following item(s) were discussed:

1. **Discussion: Referendum Construction Walk-Thru**

Committee chairperson gave an update on the recent referendum construction walk-thru on Thursday, November 10th.

TECHNOLOGY COMMITTEE: Mr. Dietrich

The following item(s) were discussed:

1. **Discussion: District Technology Meetings**

Committee chairperson gave an update on various district technology meetings.

OLD BUSINESS: None.

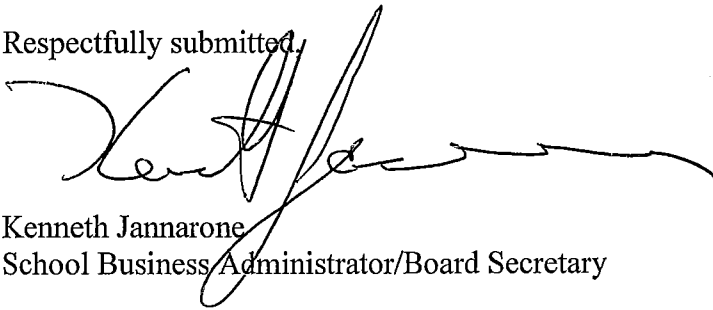
NEW BUSINESS: None

PUBLIC COMMENT: None

ADJOURN MEETING: 8:00 p.m.

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

Respectfully submitted,



Kenneth Jannarone
School Business Administrator/Board Secretary

**MINUTES OF THE REGULAR MONTHLY MEETING
TOWNSHIP OF OCEAN
November 15, 2016**

CALL TO ORDER

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

STATEMENT OF NOTICE

Adequate notice of the meeting to be held by the Township of Ocean Board of Education on Tuesday, July 26, 2016 at 8:00 p.m. has been provided in accordance with the requirements of Chapter 231, Public Laws, 1975.

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

ROLL CALL

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

PRESIDENT'S REPORT – No Report

STUDENT REPRESENTATIVES: Sydney Burger & Maxwell Hoyle

The following item(s) were reported:

- Gave report on the fall sports records and achievements and the upcoming winter sports. Student activities were also discussed: Student Council blood drive, Drama club presentation, Ocapalooza and Key Club food drive.

SUPERINTENDENT'S REPORT – Dr. Stefankiewicz

Dr. Stefankiewicz reported on the following:

- Superintendent gave update on the Strategic Planning process and the meeting scheduled for Wednesday, November 30th at 7:00 pm, with follow-up meetings of January 19, 2017 and March 1, 2017.
- Superintendent discussed the cardiac and concussion screenings being given by St. Barnabas for all high school athletes.
- Superintendent congratulated and thanked Kathy Hackler for the difficult achievement of obtaining National Board Certification as a teacher.

PUBLIC COMMENTS-AGENDA:

- Carol Alto, parent, asked about the cardiac screening event coming up.

- Marvin Meller, resident, asked about the arts program and who pays for the program. Superintendent discussed the program details and cost to the district.

APPROVAL OF BILLS: Mr. Moore

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

1. **APPROVAL OF BILLS**

Move for the approval of the following paid items:

Bills List	November 15, 2016	2,949,321.58
Payroll	October 28, 2016	2,041,617.28
Employer FICA & DCRP	October 28, 2016	36,838.78
Payroll	November 15, 2016	2,209,397.55
Employer FICA & DCRP	November 15, 2016	<u>51,514.53</u>
	Total	<u>\$7,288,689.72</u>

Motion(s) carried: 9-0 (Mrs. Parlamas recused herself on the G&P Parlamas bills)

COMMITTEE REPORTS:

CO-CURRICULAR STUDENT ACTIVITIES: No Report

COMMUNITY LIAISON & COMMUNICATIONS: Mrs. Sylvia-Cioffi

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

1. **REPORT ON THE ANNUAL SCHOOL ELECTION**

The Board of Education and Administration will discuss the preliminary results of the Annual School Election held, for the Township of Ocean and Village of Loch Arbour, on November 8, 2016. The unofficial results of the election (pending certification from Monmouth County Board of Elections) are as follows:

FOR MEMBERS OF THE BOARD OF EDUCATION FOR THREE (3) YEAR TERMS

Sylvia Sylvia.....	5,676*
Amy McGovern.....	5,378*
John Stuppi.....	5,102*
James Sintic.....	4,670
(Write-Ins).....	73

*Successfully elected to a seat on the Board of Education

Note: Preliminary totals do not include absentee and provisional ballots.

2. **HIB Report**

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

HIB Report # 3 - Presented November 1, 2016
HIB Report # 4 – Presented November 15, 2016

3. **Policies & Regulations**

Move to approve the second and final reading of revisions to the following policies and regulations:

Policy 0167 – Public Participation – Board Meetings
Policy 0168 – Recording Board Meetings – ByLaw
Policy 2431 – Athletic Competition (M)
Policy 5460 – High School Graduation (M)

4. **Approval of Minutes:**

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

Work Meeting/Executive Session Minutes – November 1, 2016

Motion(s) on items #2 thru #4 carried: 9-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Clayton

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

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

The following resolution certifies that budget balances at the end of October were adequate to pay all remaining obligations of the 2016-2017 school year and that account groupings required by the State have adequate balances. The Board is also certifying that the independent reports of the Treasurer and the Business Office are in agreement.

RESOLUTION

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

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

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

2. **Transfers**

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

Move for approval of the attached RESOLUTION dated, October 31, 2016 covering APPROPRIATION TRANSFERS in the 2016-2017 GENERAL FUND 10; said transfers shall result in no change in the total original Appropriations.

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

Fire Drill

Ocean Township High School..... October 13, 2016
 Twp. of Ocean Intermediate School October 14, 2016
 Ocean Township Elementary School October 17, 2016
 Wanamassa Elementary School October 26, 2016
 Wayside Elementary School..... October 17, 2016

Evacuation/Bomb Threat Drill

Ocean Township High School..... October 25, 2016
 Twp. of Ocean Intermediate School October 6, 2016
 Ocean Township Elementary School October 5, 2016
 Wanamassa Elementary School October 7, 2016
 Wayside Elementary School..... October 6, 2016

4. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated November 15, 2016.

5. **Transportation Cooperative with MOESC: 2016-2017**

Move to approve the Transportation Cooperative with MOESC as lead agency utilizing Jays, Klarr, Seman-Tov and Seashore for the non-public school routes as follows:

Route #	Destination	# Days	Cost Per Annum	Contractor	# of Students
HG8	Hillel Grammar	180	\$21,211.20	Seman-Tov	29
HG10	Hillel Grammar	180	18,673.20	Seman-Tov	27
HG11	Hillel Grammar	180	30,317.40	Seman-Tov	46
HH6	Hillel HS	180	26,420.40	Seman-Tov	53
HH7	Hillel HS	180	22,428.00	Seman-Tov	58
HHS3	Hillel HS & Grammar	180	3,504.60	Seman-Tov	7
IL4	Ilan HS	180	7,880.40	Seman-Tov	12
CT174	CBA/Leo/Oak Hill	180	33,409.80	Jays	44
RS/TH1	Ranney	180	29,111.40	Seman-Tov	37
SRB71	St. Rose HS/Grammar	180	10,857.60	Klarr	13
DES71	Deal ES	180	17,335.80	Seman Tov	19
SJER7	St. Jerome	180	19,906.20	Seashore	24
YKT2	Yeshiva Keter Torah Gr K-4	180	7,853.40	Jays	9
YKT1	Yeshiva Keter Torah 5-8	180	2,907.00	Seman-Tov	4

6. Transportation Cooperative with MOESC: 2016-2017

Move to approve the Transportation Cooperative with MOESC as lead agency utilizing D.A.G., Durham, First Student, Safe Transit and Vamvas Trans for the special education school routes as follows:

Route #	Destination	# Days	Cost	Contractor	# of Students
6060	CPC Elementary	180	\$34,171.20	D.A.G.	2
4247	CPC Adolescent	180	15,073.20	First Student	1
5057	Educational Academy	180	10,638.00	Hartnett	1
4062	Alpha School	180	15,301.80	First Student	1
4062	Alpha School	180	4,845.60	First Student	Aide only
E6106	BCC/Collier HS	11	1,051.05	Safe Transit	1
4057	Defino ES	8	2,131.44	Vamvas Trans	2
4057	Defino ES	172	22,913.84	Vamvas Trans	3
E6182	Twp Ocean Intermed	100	18,270.00	Durham	1

7. Transportation Cooperative with MOESC: 2016-2017

Move to approve the Transportation Cooperative with MOESC as lead agency utilizing Durham, Jays, Seman Tov, Vamvas and Z&S for the vocational school routes as follows:

Route #	Destination	# Days	Cost	Contractor	# of Students
V515	High Tech HS	180	\$20,802.60	Durham	6
V3028	Career Ctr-CPC Shuttle	180	3,969.00	Vamvas	1
V635	Communications HS	180	9,176.40	Jays	4
V707	Communications HS	180	39,690.00	Seman Tov	15
V609	Hazlet Vocational PM	180	42,525.00	Vamvas	10
V624	Hazlet Vocational AM	180	9,885.60	Vamvas	3
V640	Aberdeen Voc -AM	180	20,908.80	Vamvas	4
V716	AberdeenVoc -PM	180	16,300.80	Z&S	3

8. Acceptance of Non-Public Security Aid Program

Move to approve the Township of Ocean Board of Education to accept the 2016-2017 New Jersey Nonpublic School Security Aid Program allocations for the district for a total amount of \$42,850.00 and each nonpublic school allocation is as follows:

Hillel High School	\$ 9,200.00
Hillel Yeshiva of the Shore Area	\$22,050.00
Ilan High School	\$ 7,000.00
Yeshiva at the Jersey Shore	\$ 4,600.00
DISTRICT TOTAL	\$42,850.00

9. Acceptance of Non-Public Nursing

The Move to approve the Township of Ocean Board of Education acceptance of 2016-2017 New Jersey Nonpublic School Nursing allocations in the District total amount of \$77,130.00 and each nonpublic school allocation as follows:

Hillel High School	\$16,560.00
Hillel Yeshiva of the Shore Area	\$39,690.00
Ilan High School	\$12,600.00
Yeshiva at the Jersey Shore	\$ 8,280.00
DISTRICT TOTAL	\$77,130.00

10. **Tuition Contract**

Move to approve the following tuition contract with Neptune Township School District for a homeless child attending Ocean Township High School:

<u>Student</u>	<u># of Days</u>	<u>Grade</u>	<u>Period of Time</u>	<u>Tuition Cost</u>
JP	161	9	10/24/16-6/21/17	\$14,988.10

11. **Ice Rental**

Move to approve rental agreement for use of the ice facility at the Jersey Shore Arena for high school ice hockey team practices and meets for the 2016-2017 season for an approximate cost of \$22,000.
(As per attached)

Motion(s) carried: 9-0

INSTRUCTION & EDUCATION: Dr. Marshall

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

1. **Trip Requests**

Move to approve the following trip requests:

Group: Italian Students/Grade 8
 Number of Students: 47
 Date: Tuesday, December 13, 2016
 Departure Time: 8:00 am
 Return Time: 2:30 pm
 Destination: Gran Café I' Aquila
 Philadelphia, PA
 Purpose: "Made in Italy" bread and the art of gelato making
 Transportation: District School Bus
 Teacher Chaperones: 2 (Denise Amato and Sue Fischer)
 Parent Chaperones: -0-
 Cost per student: \$20.00 (paid for by student)

Group: Social Studies Students/Grades 10, 11 & 12/
 The Holocaust & Modern Genocides Course
 Number of Students: 35
 Date: Wednesday, December 7, 2016
 Departure Time: 6:30 am
 Return Time: 7:30 pm
 Destination: United States Holocaust Memorial Museum
 Washington, DC
 Purpose: View the Permanent Exhibition: The Holocaust and the Museum,

reflect in the museum's memorials, and learn ways to prevent genocide.

Transportation: 1 Bus (Raritan Valley Charter Bus)
Teacher Chaperones: 5 (Dean Athans, Allison Connolly, Jean Collins, Susan Russo and Barbara Ohlott-Wiener)
Parent Chaperones: -0-
Cost per student: No cost to student (the cost will be covered by Kean University as part of their partnership agreement with our District)

2. Overnight Trip Requests

Move to approve the following overnight trip requests:

Group: Wrestling Team
Number of Students: 12-14
Date: Departure Date/Time: Friday, December 16, 2016/3:15 pm
Return Date/Time: Sunday, December 18, 2016/ 7:30 pm or later
Destination: Bob Carpenter Center, University of Delaware
Purpose: *24th Annual Beast of the East Varsity Wrestling Tournament
Newark, Delaware (Wrestling begins 8:30 am on Saturday the 17th and concludes around 5:30 pm on Sunday the 18th.)
Transportation: Private (Student wrestlers will be driven to the tournament by either a coach or a parent. Parents will sign permission slips.)
Teacher Chaperones: Wrestling Coaches
Parent Chaperones: -0-
Cost per student: \$100.00 per room/per night at the Embassy Suites (The team obtained six rooms, one for coaches and five rooms for the student wrestlers. The rooms will be paid for out of the Student Activities wrestling account.)

(*The last time our wrestlers attended this tournament was in 2013. This tournament is regarded as the best high school wrestling tournament in the country.)

Group: Golf Team (itinerary is attached)
Number of Students: 5
Date: Departure Time: Wednesday, April 12, 2017, 6:00 am
Return Time: Saturday, April 15, 2017 late afternoon
Destination: The Palmetto High School Championship
Purpose: Myrtle Beach, South Carolina
Transportation: Mode of transportation will be the responsibility of the parent and student golfer.
Teacher Chaperone: 1 – Ryan Kulat (Golf Coach)
Parent Chaperones: To be determined (A parent is required to accompany each student golfer.)
Cost per student: *\$305.00 for rooms (Payment will be the responsibility of the student golfers and parents attending.)

(*The cost of the tournament is \$250.00 per student golfer. This fee will be paid for through fundraising. Any remaining balance will be paid for by the students. Additionally, if there is fundraising money remaining, it will be put towards the total balance of the rooms.)

3. **Suspension Report**

Move to approve the District's Suspension Report for the month of October 2016.

4. **Professional Development Activities – Staff**

Move to approve the attached memorandums (2) dated November 9, 2016 re: Staff Professional Development Activities in accordance with District Policy 6471 and NJAC 6A:23B. The attendance at said activities is fiscally prudent and will promote the delivery of instruction and/or will further the efficient operation of the district.

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

5. **Participation Agreement for the 2016-2017 School Year**

Move to approve an agreement with the Arts & Education Center for high school students, grades 9-12 and intermediate students, grades 6-8 to participate, during the 2016-2017 school year, in a program sponsored by the Monmouth County Arts High and Middle School. The program for high school students will run for 14-weeks during the period of January 2017 – May 2017 at a cost of \$830.00 per student. The program for intermediate students will run 12-weeks during the period of February 2017 – May 2017 at a cost of \$815.00 per student. Student costs include round-trip transportation. Attached is a copy of the participation agreement.

6. **Student Teachers**

Move to approve Student Teachers for the 2016-2017 school year in accordance with the attached memorandum dated November 9, 2016.

7. **Student Observers**

Move to approve Student Observers for the 2016-2017 school year in accordance with the attached memorandum dated November 9, 2016.

8. **Revision to Out of District Private Tuition for the 2016-2017 School Year**

Move to approve a revision to out of district private tuition for the 2016-2017 school year in accordance with the attached memorandum dated November 9, 2016.

Motion(s) carried: 9-0 (Dr. Marshall abstained on item #6, having to do with Monmouth University)

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

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

1. **Retirements**

Move to approve the following retirements:

Eileen Glynn, Art Teacher, High School, effective February 1, 2017

Eleanor Hughes, Supervisor of Reading/Language Arts, Social Studies, K-5/Library K-8
effective January 1, 2017

Nancy Parker, Special Education Teacher, High School, effective February 1, 2017

Danita Reynolds, English as a Second Language Teacher, Wayside School, effective

July 1, 2017

2. **Revision to an Unpaid Family Leave of Absence**

Move to approve a revision to an unpaid family leave of absence, as designated under FMLA and NJFLA, for Janine Sterner, Special Education Teacher, Intermediate School/Fifth Grade Wing. The revision reflects an earlier return to work date. Mrs. Sterner's unpaid family leave of absence will begin at the conclusion of her eligible sick leave, November 16, 2016 and continue through February 15, 2017. She is expected to return to work on February 16, 2017. While out on an unpaid family leave of absence, Mrs. Sterner will be responsible for paying the appropriate contribution towards her health insurance coverage. (Mrs. Sterner's leave was originally approved at the August 30, 2016 regular monthly meeting with an approximate start date of December 8, 2016 and a return date of March 13, 2017.)

3. **Unpaid Family Leave of Absence**

Move to approve for Melissa Morano, Speech Language Specialist, Wayside Elementary and High School, one week of unpaid family leave, as designated under FMLA, for the period of February 22 through February 24, 2017, and twelve weeks unpaid family leave, as designated under FMLA and NJFLA, for the period beginning February 27, 2017 through May 26, 2017. Mrs. Morano's last day of work will be January 27, 2017. She is expected to return to work on May 30, 2017. While out on an unpaid family leave of absence, Mrs. Morano will be responsible for paying the appropriate contribution towards her health insurance coverage.

4. **Unpaid Leave of Absence**

Move to approve an unpaid leave of absence, with the continuation of benefits, for Robyn Ferragina, an Instructional Assistant at the Township of Ocean Intermediate School during the period of Thursday, February 2, 2017 through Wednesday, May 17, 2017. Ms. Ferragina's last day of work will be Wednesday, February 1, 2017. She is expected to return to work on Thursday, May 18, 2017. While out on an unpaid leave of absence, Ms. Ferragina will be responsible for paying the appropriate contribution towards her health insurance coverage.

5. **Custodial Substitutes**

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

Jaime Da'vila
Jason Francis

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

Move to approve Substitute Teachers for the 2016-2017 school year in accordance with the attached list dated November 9, 2016.

7. **Volunteer Coach**

Move to approve Timothy Patterson as a Volunteer Indoor Track Coach/High School for the 2016-2017 school year.

8. **Issuance of Contract**

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

To fill a replacement/non-tenure track position:

Alexandra Augustine	Spanish Teacher	\$54,515.00
	Intermediate School	BA/Step 1
	One-year Unpaid Leave of Absence/ Replacement	Prorated
	Non-Tenure Track Position	
	Actual Start and Effective Dates: Pending issuance of certification from the NJ State Department of Education.	

(Ms. Augustine replaces Mrs. Rhonda Gulotta who will be out on an unpaid leave of absence for the remainder of the 2016-2017 school year.)

9. **Clerical Substitute**

Move to approve Gail Rosewater as a Clerical Substitute for the 2016-2017 school year.

10. **District Administrator – Medical Leave**

Move to approve a medical leave for Christine Picerno, Supervisor of Math, Science, K-5/Enrichment, K-8 for the period of November 14, 2016 through January 13, 2017. Ms. Picerno is expected to return to work on Tuesday, January 17, 2017.

Motion(s) carried: 9-0

PLANNING & CONSTRUCTION: No Report

TECHNOLOGY: Mr. Dietrich

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

1. **Revised Non-Public Technology Initiative**

Move to approve the revised 2016-2017 New Jersey Nonpublic School Technology Initiative Program allocations in the district total amount of \$19,656.00 and each nonpublic school allocation as follows:

Hillel High School	\$ 4,628.00
Hillel Yeshiva of the Shore Area	11,466.00
Ilan High School	1,170.00
Yeshiva at the Jersey Shore	<u>2,392.00</u>
DISTRICT TOTAL	\$19,656.00

Motion(s) carried: 9-0

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENTS:

- Carol Alto, parent, asked about trip for Italian Club and the equity with other clubs.
- Marwin Meller, resident, congratulated re-elected Board of Education members and the newly elected member. He thanked long standing Board of Education member, Sean Moore, for his many years of service.
- George Poniros, resident, raised his concerns regarding the wrestling team practicing in the cafeteria at

Minutes of the Regular Monthly Meeting –
November 15, 2016 Continued:

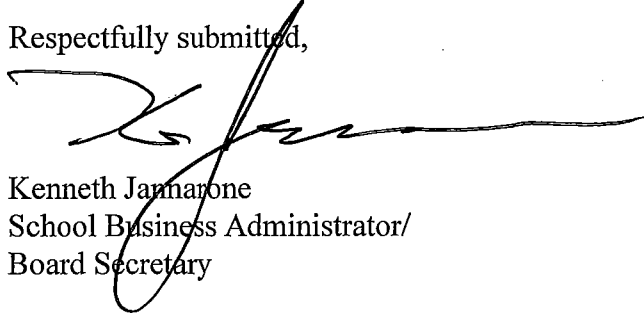
the high school.

- Dan Bender, parent, also raised his concerns regarding the wrestling team holding practice in the high school cafeteria.

ADJOURNMENT: 8:35 p.m.

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

Respectfully submitted,



Kenneth Jannarone
School Business Administrator/
Board Secretary

FINANCIAL MANAGEMENT & RESOURCE SERVICES

Office of the School Business Administrator
Township of Ocean School District
November 22, 2016

REQUESTS FOR USE OF SCHOOL FACILITIES

Township of Ocean DHS

OTES, Classrooms, Gymnasium, Playground
June 26,27, & 28, 2017, August 14, & 15, 2017

7:00 am – 4:30 pm

Summer Camp Set-Up and Breakdown

July 5, 2017 through August 11, 2017

Monday through Friday

7:00 am – 6:00 pm

Purpose: Summer Recreation & Summer Project Extend

Use of Facility Fee: \$0.00

INSTRUCTION & EDUCATION

**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: November 18, 2016
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	Registration Fee
Ippolito	Christopher	Digital Media	NCSS* Conference - Goethe Institute - Washington DC	December 1 & 2, 2016	Will not be seeking reimbursement

*National Council of Social Studies

**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
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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 Name	First Name	Subject	Workshop	Date	Registration Fee*
Pennington	Elise	Art	NAEA** Convention – New York	March 2 – 4, 2017	\$360.00

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

**National Assn of Art Educators

**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: November 18, 2016
CC: Kelly Weldon, Ken Jannarone

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

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

Last	First	Subject	Title	Date	FEE*
Petro	Christine	Algebra	Best Practices for Improving Classroom Management for Children with Special Needs - ERIC	12/2/16	\$169.00**
Maltese	Amanda	Math Supervisor	AMTNJ**** Conference - West Windsor	12/9/16	\$205.00
Fiedler	Jennifer	Math	AMTNJ**** Conference - West Windsor	12/8/16	\$205.00**
Shernius	Julie	English	Strengthen Your Writing Instruction - New Brunswick	1/12/17	\$245.00**
Kay	Tami	Instructional Aide	ABA for Teachers & Paraprofessionals Beyond the Basics - RPDA***	6/6/17	**
Steckhahn	Amy	LLD	ABA for Teachers & Paraprofessionals Beyond the Basics - RPDA***	6/6/17	**
Paterno	Elizabeth	Spec Ed	Inclusion Don't's and Do Betters - Monmouth U	1/23/17	**
Nagy	Nicole	ELA	Inclusion Don't's and Do Betters - Monmouth U	1/23/17	**
Haynes	Meghan	5th Grade	Inclusion Don't's and Do Betters - Monmouth U	1/23/17	**
Pierson	Patty	Kdg	Multi-Sensory Teaching - Brookdale	5/5/17	**
Churchwell	Kyrsten	ELA	Visit Toms River School district to meet counselors of Freshman Academy	12/19/16	**
Hecker	Megan	ELA	Strategies and Technology Tools to Support PBL, Collaboration and Student Inquiry - RPDA***	6/1/17	**

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

**Substitute rate @ \$85 per day

***Regional Professional Development Academy

****Assn of Math Teachers in New Jersey

Last	First	Subject	Title	Date	FEE*
Wild	Samantha	Guidance	Sugar & Spice vs Puppy Dog Tails - Monmouth U	2/27/17	**
Steckhahn	Amy	LLD	Teaching Activities of Daily Living to Individuals with Autism – RPDA***	5/23/17	**
Paterno	Elizabeth	Spec Ed	Trials, Tribulations and Triumphs of a Rose that Grew in Concrete - Monmouth U	12/5/16	**
Petro	Christine	Algebra	Visit Toms River School district to meet counselors of Freshman Academy	12/19/16	**
Steckhahn	Amy	LLD	WebQuests - Inquiry-Base Activities for Differentiation – RPDA***	5/31/17	**
Sain	Tara	Science	Visit Colts Neck MS – Science Labs	11/29/2016	**
Hope	Rosemary	Science	Visit Colts Neck MS – Science Labs	11/29/2016	**
Peragallo	Julie	Science	Visit Colts Neck MS – Science Labs	11/29/2016	**
Ryan	Doreen	Principal	Effective IEP Development: Practical Applications - Trenton	12/15/16	n/a
Castronovo	Jacqui	Supervisor of Spec Ed	Inclusion Don't's and Do Betters - Monmouth U	1/23/17	n/a
Maltest	Amanda	Math Supervisor	The Road to Disproportionality - Monmouth U	3/20/17	n/a
Castronovo	Jacqui	Supervisor of Spec Ed	The Road to Disproportionality - Monmouth U	3/20/17	n/a
Sullivan	Patrick	Supervisor of Science	Visit Colts Neck MS – Science Labs	11/29/2016	n/a
Maliff	James	Asst Principal	Visit Colts Neck MS – Science Labs	11/29/2016	n/a
Weldon	Kelly	Asst Supt of Curriculum & Instruction	Visit Colts Neck MS – Science Labs	11/29/2016	n/a

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

**Substitute rate @ \$85 per day

***Regional Professional Development Academy

****Assn of Math Teachers in New Jersey

PERSONNEL

**SUPERVISOR OF ENGLISH LANGUAGE ARTS
LITERACY AND SOCIAL STUDIES, K-5 AND LIBRARY K-8**

Title: Supervisor of English Language Arts Literacy and Social Studies, K-5 and Library K-8

Department: Elementary Education

Reports To: Assistant Superintendent of Schools/Curriculum and Instruction
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 principal

Supervisor of Elementary Education Reading/Lang. Arts/Social Studies (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/Curriculum and Instruction

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/Curriculum of Instruction 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 2016



Ocean Township High School

Est. 1965

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

James Stefankiewicz, Ed.D.
Superintendent of Schools

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

Dawn C. Kaszuba
Principal

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent of Schools

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

DATE: November 16, 2016

RE: Assistant Wrestling Coach (Half Season)

I would like to recommend Dan Lopes for the position of Assistant Wrestling Coach for the 2016-2017 school year. This position will be for a half year concluding on 1/7/17, as Mr. Lopes will be entering the Police Academy on 1/9/17.

I will advertise for a half year coach commencing on 1/9/17.

Mr. Lopes was a wrestling coach at OTHS during the 2015-2016 school year and is a certified substitute in the Ocean Township School District.

Mr. Lopes should be placed on the Group 1, Year 5 Athletic Program Salary Guide and receive \$3,125.50 (1/2 of the full stipend of \$6,249.00) for the 2016-2017 school year.

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

HRT:tpc



Home of the Spartans!

SUBSTITUTES FOR BOARD APPROVAL

November 18, 2016

Augustine, Alexandra	5-8
Costello, Ellen	K-12
Gleason, Daniel	Coach
Greenspan, Jan	K-5
Watson, Emily	K-12