

# **Work Session**

## **Attachments**

**December 19, 2017**

Office of the Superintendent  
Township of Ocean School District  
December 15, 2017

MEMORANDUM FOR: All Members of the Board

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

RE: **Miscellaneous Information**

1. **On the Calendar**

December 19, 2017

- 6:15 pm - Disciplinary Hearing – Student Matter (Executive Session/Closed) – Superintendent's Office
- 7:00 pm - Executive Session (Closed) – Superintendent's Office
- 7:30 pm - Work Meeting– Superintendent's Office
- 8:00 pm - Regular Monthly Meeting– Auditorium
  - Mrs. Gina Hagerman, Assistant Principal and Supervisor of Spartan Schools, High School and Greg Colón, Career Pathways Coordinator, High School will be in attendance to provide an update on the CTE Program
- Board of Education Holiday Get-Together

December 26, 2017 – No Meeting

January 2, 2018

- 8:00 pm - Re-organization Meeting – Auditorium  
(No Work Meeting)

**COMMUNITY LIAISON AND  
CO-CURRICULAR STUDENT ACTIVITIES**

## DUTIES OF SCHOOL BUSINESS ADMINISTRATOR/ BOARD SECRETARY

### 1320 DUTIES OF SCHOOL BUSINESS ADMINISTRATOR/ BOARD SECRETARY DUTIES OF SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

#### Qualifications:

1. Certification from the New Jersey State Department of Education as a School Business Administrator.
2. Knowledge of GAPP accounting procedures and all other business related functions.
3. At least five years of prior school business administrative or equivalent business experience.

#### Reports To:

Superintendent of Schools as School Business Administrator and to Board as Board Secretary.

#### Performance Responsibilities as School Business Administrator/ Board Secretary

##### Essential Job Functions:

1. Insure that all school purchasing is being properly completed in regard to state and federal laws and that a proper quality of goods are purchased at the most economic prices.
2. Draw up all specifications in regard to items on bid and oversee all bid openings, contract structure, and delivery requirements.
3. Supervise the purchase order flow and approve proper purchase orders.
4. Oversee the operations of the maintenance department and be directly responsible for the actions of the supervisor of buildings and grounds.
5. Screen all work orders to determine their validity, necessity, and cost; approve proper work orders.
6. To act as Board representation during the negotiation process for all negotiating units.



## DUTIES OF SCHOOL BUSINESS ADMINISTRATOR/ BOARD SECRETARY

7. Provide adequate notice of all public meetings of the Board to the members and to those requesting notice in accordance with law. N.J.S.A. 10:4-8d, 10:4-19; 18A:10-4, 18A:17-7
8. Record the minutes of all proceedings of the Board and the results of annual or special school elections. N.J.S.A. 18A:17-7
9. Perform all duties concerning the conduct of school elections as it pertains to current law.
10. Collect tuition fees and other moneys due the Board and transmitting them to the Treasurer of School Moneys. N.J.S.A. 18A:17-8
11. Examine and audit all accounts and demands against the Board, present them to the Board at its meetings, indicating the Board's approval, and send them to the Treasurer for payment. N.J.S.A. 18A:17-8, 18A:19-4
12. Keep accounts of the district's financial transactions including a correct detailed accounting of all expenditures. N.J.S.A. 18A:17-8
13. Report to the Board at each regular meeting, but not more often than once per month, the amount of the total appropriations and cash receipts for each account, and the amounts of warrants against each account, and the amounts of orders or contractual obligations incurred and chargeable against each. N.J.S.A. 18A:17-9
14. Insure that the accounts of the Board, as projected until the end of the school year, will have balances in monies that will satisfy the requirements of GAPP accounting and keep the Board of Education in a solvent state.
15. Keep all contracts, records, and documents belonging to the. N.J.S.A. 18A:17-9
16. Give the Board a detailed report of its financial transactions at the close of each fiscal year and file a copy with the County Superintendent. N.J.S.A. 18A:17-10
17. Reporting to the Commissioner annually the amount of unpaid school debt, the interest rate payable, the dates of issue, and the due dates of bonds or other indebtedness. N.J.S.A. 18A:17-12



## DUTIES OF SCHOOL BUSINESS ADMINISTRATOR/ BOARD SECRETARY

18. Prepare a summary of the annual audit and recommendations prior to the meeting of the Board to act thereon and supplying copies of the summary to interested persons. N.J.S.A. 18A:23-4
19. Act as secretary at all meetings of the Board and its committees; maintain the permanent record of all minutes.
20. Perform such other duties as may be required by the Board or Superintendent.

### Auxiliary Job Functions

1. Supervise the accounting department in regard to record keeping, state reports, and financial statements. Oversee the of the Assistant School Business Administrator in regards to Accounts receivable, payables, payroll functions, bond and coupon payments and transfers, and all other Accounting office functions and procedures.
2. Oversee the operations of the food service management company in regard to their contract. Determine the need for cafeteria equipment purchases and bring proposals to the Board for approval.
3. File proper state aid reports in regard to food service operations and keep appropriate books and records. Reimburse service management company for valid cafeteria expenses, including payroll reimbursement and food expenses.
4. Establish procedures for the student activity funds, keep required books and records, and oversee the student activity operation.
5. Oversee the custodial operations of all schools in the district, with the Superintendent of Schools and the school Principal.
6. Oversee the operations of the transportation department and be directly responsible for the actions of the transportation supervisor.
7. Oversee the operation of the Technology Department and be directly responsible for the actions of the Network Manager. Oversee the Network Manager in regards to technology purchasing, budget, network management and all other operational technology functions and procedures.



## DUTIES OF SCHOOL BUSINESS ADMINISTRATOR/ BOARD SECRETARY

### Terms of Employment

Twelve month year. Salary and work year to be established by the Board.

### Evaluation

Performance of this job will be evaluated annually in accordance with Policy 1330.

Adopted: 21 December 1982

Revised: 16 February 1999, 19 December 2017



## 7510 USE OF SCHOOL FACILITIES

The Board of Education believes that the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational programs of the schools. Therefore, the Board reserves the right to limit and/or deny requests based on their impact on efficient building utilization and maintenance.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Superintendent, except when the Board reserves the right to withdraw permission after it has been granted.

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

1. School Related and Education Related Organizations

This category includes teacher organizations, parent organizations, alumni groups, any Township of Ocean municipal departments and other organizations directly related to the school.

- A. As a general policy there will be no charge for educational programs or regularly scheduled meetings. However, approval may be granted with custodial charges when such action is considered necessary
- B. Extensive programs, unusual programs, or moneymaking programs may be approved with cost to the organization in view of purpose and facility requirements.

2. School Age Service Groups

This category shall include Youth Organizations whose membership and leadership consists of a two-thirds majority of Ocean Township residents, Little League, "Pop" Warner, American Youth Football, Soccer Association and other similar organizations.

- A. Extensive programs, unusual programs, or moneymaking programs may be approved with cost to the organization in view of purpose and facility requirements.

3. Community Related Groups

This category refers to organizations in the Township of Ocean whose membership and Leadership consists of a two-thirds majority of Ocean Township residents that are interested in using the building to put on a program. This category also includes





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organizations as the Lions, Kiwanis, Rotary, Optimists, Elks, Eastern Star, Women's Club, Masonic Organizations, political, charitable, religious and other similar organizations.

A. Extensive programs, unusual programs, or moneymaking programs may be approved with cost to the organization in view of purpose and facility requirements.

4. Non Profit Civic and Service Groups

This category refers to: School age service groups and community groups not consisting of a majority of Ocean Township residents. It includes political, charitable, religious and other similar organizations.

5. Commercial Organizations (For Profit)

A. Facilities may be approved for local groups.

B. Approval may be granted for local organizations based on consideration of purpose, value to community school, etc.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used except by a qualified operator.

The Board shall require that all users of school facilities comply with policies of this Board and the rules and regulations of this district. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such regulations.

6. Fees

Charges for the use of school facilities shall be based on the priority of the activity, and personnel/supervision cost.

A. First priority activities will not be charged for facility use. Custodial fees and maintenance fees will be waived unless determined to be extensive, unusual or money making activities.

B. Second and third priority infrequent activities will not be charged a facility use fee. Frequent and regular usage will incur a flat seasonal facility fee. However, charges may include the appropriate custodian and maintenance fee coverage rate.



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- C. Fourth priority activities will be charged a non-profit rate for facility use. Charges will also include the appropriate custodian and maintenance fee coverage rate.
- D. Fifth priority activities will be charged a profit rate for facility use. Charges will also include the appropriate custodian and maintenance fee coverage rate.

The Board shall develop regulations and a fee schedule for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree in writing to be bound by these regulations.

Adopted: 21 September 1976

Revised: 17 July 1990, 26 June 2001, 29 June 2004, 17 August 2004, 21 June 2013,  
19 December 2017



# REGULATION

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### R 7510 USE OF SCHOOL FACILITIES

The Board of Education and the Administration welcome the use of school facilities by community organizations. The Township of Ocean Board of Education reserves the right to reject any and/or all applications for the use of school facilities and to approve only those applications that are in the best interest of the Township of Ocean School District.

Organizations desiring to use school facilities will first check the availability of the facilities for the date required with the school building principal. Application is then to be made on the regular Board of Education form obtainable from the principal's office or on the district website. Applications, when completed, shall be returned to the building principal's office.

Application must be made at least one (1) month prior to the date of the proposed use. In addition priority will be assigned by the dates. (See: APPLICATION PROCEDURE: Item A)  
(Note: chief school administrator/designee can waive this requirement)

It shall be required that, at all times, at least one custodian be present who will represent the District to enforce its Rules and Regulations. Custodians are representatives of the District in the care and operation of buildings. Organizations will heed the requests of custodian for the enforcement of regulations.

The organizations shall be responsible for all damage claims to school property.

Organizations are responsible for reimbursing the school district for all expenses incurred for clean up of the areas used.

Failure to comply with the rules and regulations of the Township of Ocean School District will result in the denial of the use of the district facilities for future occasions.

#### INSURANCE:

The Board shall, in all instances, require a certificate of insurance to be filed with this application. The limits of the policy shall be \$1,000,000 bodily injury and property damage combined single limit of liability. The Board of Education shall be named as an "additional insured" on all certificates of insurance.

Organizations will hold the Township of Ocean Board of Education harmless from any and all bodily injury and/or property damage resulting from the organizations use of facilities.

#### TYPES OF ACTIVITIES PROHIBITED:

- A. Smoking is prohibited in all areas of the all school buildings and grounds.



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- B. NO alcoholic beverages may be sold or consumed in a school facility or on school property.
- C. No one may enter the building unless admitted by a member of the school staff.
- D. School facilities are not available on Holidays or when schools are closed due to inclement weather.

### APPLICATION PROCEDURE:

- A. First priority groups may schedule events at any time. Second priority groups will be given the opportunity to schedule events each year from May 1-15. Third priority groups will be given the opportunity to schedule events each year from May 16 to June 10. Fourth priority groups will be given the opportunity to schedule events each year from June 11-30. After June 30, facilities will be available on a first come first served basis.
- B. Applicant obtains the required building use forms at the office of the principal of the school for which the request is made or on the district website.
- C. The application is to be completed and presented with the required insurance certificate to the principal for review and considerations for approval. Any flyers or advertisements that may be issued as a result of the use, must be submitted for district approval.
- D. The principal forwards the approved application/permit and related completed documents to the Superintendent/designee.
- E. The request is reviewed and a fee is established by the Superintendent/designee per Board policy.
- F. The Board of Education reserves the right to grant alternate facilities for use by the applicant.

### PERMITS:

- A. The application, once signed and approved by the Superintendent/building principal or designee, shall constitute a permit authorizing the requisitioner for use of the facilities.



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- B. A copy of the permit is sent to the applicant, a copy is retained by the Superintendent/designee, and a copy is sent to the school for which the request is made.
- C. All permits shall be revocable and shall not be considered as a lease, and the Board of Education, or its authorized agent, may reject any application or cancel any permit.
- D. Permits shall be available for inspection at all times during facility use by authorized representatives of the Board.
- E. Permits issued for any continuing, extensive yearly programs shall be subject to suspension in the event that the allocated space is required for school use or other use deemed necessary by the Board or its authorized agent. Every attempt shall be made to avoid or minimize such suspension.
- F. Should the holder of a permit wish to cancel a reserved date, the Superintendent/building principal or designee must be notified at least five (5) business days prior to the time of the meeting or performance. Otherwise all charges will be applicable.
- G. The individual making application will be designated as the responsible person and the organization will be held responsible for any liability, property or material damage.
- H. Only those areas designated in the application may be used.

### RULES GOVERNING YOUTH ACTIVITIES:

- A. Appropriate supervision ratios must be maintained. The Board of Education reserves the right to dictate specific adult-youth supervision ratios.
- B. Adult supervisors shall be familiar with policies and regulations of the Township of Ocean Board of Education governing facility use.
- C. No Youth activity shall be permitted unless properly supervised by authorized persons. Future facility use may be denied if proper adult supervision is not provided.



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- D. Responsibility extends to the land and building in which the particular activity is located. Supervision is not limited to activity participants. Supervision extends to outsiders who may have to be removed from the building.
- E. Traffic control shall be maintained and limited to the facility authorized.
- F. Activity shall be limited to authorized areas. Roaming shall not be allowed. Entrance and exits shall be controlled.
- G. Equipment usage shall be limited to authorized issue. Classrooms, desk contents, room libraries, displays and equipment shall not be disturbed. Area lighting, equipment storage, blackboards, tack-boards, and furniture arrangements shall not be changed without special permission.
- H. Unless otherwise noted, area cleanliness and furniture placement shall be the responsibility of the permit holder.

### FEE SCHEDULE AND PROCEDURE:

Charges for the use of school facilities shall be based on the priority of the activity, and personnel/supervision cost.

- A. First priority activities will not be charged for facility use. Custodial fees will be waived unless determined to be extensive, unusual or money making activities.
- B. Second and third priority infrequent activities will not be charged a facility use fee. However, frequent and regular use will incur a flat fee of \$150 per season. Activities that qualify for the fee will be notified before each season. Charges may include the appropriate custodian and maintenance fee coverage rate.
- C. Fourth priority activities will be charged a non-profit rate for facility use. Charges will also include the appropriate custodian and maintenance fee coverage rate.
- D. Fifth priority activities will be charged a profit rate for facility use. Charges will also include the appropriate custodian and maintenance fee coverage rate.

### FEE SCHEDULE – DAILY RATE:



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AREA	PROFIT	NONPROFIT	
		½ Day (4 Hrs.)	Full Day (up to 8 hours)
Auditorium (HS & TOIS)*	940	225	325
Auditorium (all other)*	740	125	225
Library	160	75	125
Gymnasium (HS & TOIS)	540	105	185
Gymnasium (all others)	340	85	145
Cafeteria with kitchen** (OTES, TOIS & HS)	340	105	185
Cafeteria without kitchen	200	85	145
Classrooms (each)	150	60	100
Grounds/Fields***	240	100	175
Specialty	The Board reserves the right to make adjustments to the policy in the case of a special event.		

\* May be charged additional fee if School Lighting Technician is required.

\*\* District personnel are required to utilize kitchen equipment and appropriate fee will be charged to the group.

\*\*\* Excludes High School Stadium

### HIGH SCHOOL STADIUM\*

TIME FRAME	PROFIT	NONPROFIT
2 hours – weekday	600	200
2 hours – weekend	750	250
4 hours – weekday	900	300
4 hours – weekend	1,125	375
8 hours – weekday	1,800	600
8 hours – weekend	2,250	750
Light usage charge	25/hour	25/hour
Specialty	The Board reserves the right to make adjustments to the policy in the case of a special event.	



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- \* May be charged additional fee if School Personnel is required for rest rooms, lights or press box usage.

### OTHER CONDITIONS:

- A. The board superintendent/building principal in conjunction with the custodial supervisor reserves the right to determine the number of custodians required to service facility use.
- B. All groups using indoor facilities or field facilities may be assessed on additional fee for cleaning up the area when conditions require, as a result of the group's use.
- C. Due to liability concerns cafeteria with kitchen usage may only be used with the utilization of the trained cafeteria staff. Groups will be responsible for payment at the staff's regular hourly rate of pay.
- D. **Faculty, activity directors, and coaches employed by the Township of Ocean School District may receive a discount on facility rentals in the amount of \$250 per week, if participants are 30 or less, and/or \$475 per week, if participants are more than 30. A reduction in this fee may occur if scholarships/aid are given to Township of Ocean students. A 'Reduction in Fee' request must be submitted to the Superintendent/designee for review.**

Adopted: 29 June 2004

Revised: 17 August 2004, 21 June 2013, 24 June 2014, 19 December 2017





**TOWNSHIP OF OCEAN BOARD OF EDUCATION  
WORK MEETING MINUTES  
December 12, 2017**

**CALL TO ORDER**

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

**STATEMENT OF ADEQUATE NOTICE**

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

**ROLL CALL OF ATTENDANCE**

Present: Mr. Steven Clayton, Mr. James Dietrich, Mrs. Janice Fuller, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis and Mrs. Denise Parlamas.

Mr. John Stuppi 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 Mrs. Parlamas 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), Litigation (Township of Ocean versus Loch Arbour) 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. The Board of Education will be in executive session for approximately 30 minutes and will take action upon returning to work session.

Adjourn Executive Session – 7:18 p.m.

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

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

**PRESIDENT'S REPORT:** No Report

**VICE-PRESIDENT'S REPORT:** Michael Palutis

The following item(s) were discussed:

- End of the year Board of Education get together.

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

The following item(s) were discussed:

- Discussed the presentation the Board of Education was going to see at the Board of Education meeting of December 12<sup>th</sup>.

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

The following item(s) were discussed:

- Write-In results from the November election were distributed.
- Budget from the Principals and department heads due this week. Supervisor's budget meetings have started and the Board of Education will start their budget review meetings in January.

Break at 9:10 pm and Back at 9:15 pm.

**PUBLIC COMMENT:** None

**COMMITTEE REPORTS:**

**Twp of Ocean BOE Work Meeting Minutes (continued) – December 12, 2017**

**COMMUNITY LIAISON, & CO-CURRICULAR STUDENT ACTIVITIES:** Mrs. Fuller

The following item(s) were discussed:

1. **Discussion: Policies and Regulations**

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

Policy 0152 - Board Officers

Policy 0171 – Duties of Board President and Vice Presidents

Policy 1320 – Duties of School Business Administrator/Board Secretary

Policy 7510 – Use of School Facilities

Regulation 7510 – Use of School Facilities

The Board of Education discussed the possible change in bylaws regarding the Vice President position. A straw poll was taken regarding proceeding to further discuss the bylaw changes (4-4: Mr Hadden, Dr. Marshall, Mrs. McGovern and Dr. Dietrich voted no)

2. **Discussion: “A Uniform State Memorandum of Agreement”**

Board of Education and Administration discussed the update to “A Uniform State Memorandum of Agreement” between the Township of Ocean Board of Education and the Township of Ocean Police Department for the 2017-2018 school year. The signed agreement will be submitted to the County Superintendent of Schools and the Monmouth County Prosecutor’s Office pending approval by the Board.

*Strategic Planning Goal 4: School Climate & Culture, Objective 5, Activity 15*

3. **Discussion: Board of Education Meeting Schedule for January 2018-December 2018**

Board of Education and Administration discussed their meeting schedule for the period of January 2018-December 2018, copy of a proposed schedule is attached.

4. **Discussion: Parent Request to Have Their Child Finish Their Senior Year at OTHS**

Board of Education and Administration discussed the request of parents to allow their child to remain enrolled at the Ocean Township High School for 2017-2018 school year. The family has moved out of District and it is the student’s (#72533) senior year. The request is being made in-line with District policy 5111 – Eligibility of Resident/Non-Resident Pupils.

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

4. **Approval of Minutes**

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

Work Meeting/Executive Session Minutes – December 5, 2017

*Strategic Plan Goal 6: Community Outreach*

Motions carried on item #5: 8-0

**Twp of Ocean BOE Work Meeting Minutes (continued) – December 12, 2017**

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

The following item(s) were discussed:

1. **Discussion: Tuition Contract**

Board of Education and administration discussed a tuition contract with Asbury Park School District for MVE (McKinney Vento Eligible), homeless, children attending Township of Ocean schools.

<u>Student</u>	<u># of Days</u>	<u>Grade</u>	<u>Period of Time</u>	<u>Tuition Revenue</u>
7838989129	95	3	9/6/17-2/5/18	\$8,870.15

4. **Discussion: Tuition Contract**

Board of Education and administration discussed the following tuition contract for an MVE (McKinney Vento Eligible), homeless, Township of Ocean student attending Berkeley Township schools.

<u>Student</u>	<u># of Days</u>	<u>Grade</u>	<u>Period of Time</u>	<u>Tuition Cost</u>
2245280529	125	4	11/30/17-6/15/18	\$18,886.00

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

2. **Student Evaluation**

Move to approve a contract for basic functional behavior assessment services with Interactive Kids. The contract for services will be in effect for 2017-2018, approximately 12-14 hours, at \$150 per hour, (travel time in excess of 1 hour) for an expected cost of \$2,100.

3. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated December 12, 2017.

*Strategic Plan Goal 5: Finances, Objective 2*

5. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated November 14, 2017.

*Strategic Plan Goal 5: Finances, Objective 2*

Motion carried on items #2, #3 and #5: 8-0

**INSTRUCTION & EDUCATION:** Dr. Marshall

The following item(s) were discussed:

1. **Discussion: Township of Ocean Intermediate School Master Schedule Committee Proposal**

Larry Kostula, Principal, Christopher Amato and James Maliff, Assistant Principals, Township of Ocean Intermediate School will be in attendance to discuss the Intermediate School Master Schedule Committee Proposal.

*Strategic Planning Goal 1: Student Success, Objective 5*

**Twp of Ocean BOE Work Meeting Minutes (continued) – December 12, 2017**

**2. Discussion: Alternate Placement – Out of District**

Board of Education and Administration discussed an agreement with Class Academy for the placement of an Ocean Township High School tenth grade student (#73248) at their high school. Class Academy is part of the Monmouth County Vocational School District. Placement will begin January 2, 2018 and is expected to continue through June 2018. The tuition for the seat will be \$604.00 per month.

**3. Discussion: Extension to School Counseling Internship**

Board of Education and Administration discussed the request of Kasey O'Connor, a graduate student from Monmouth University, to extend her School Counseling Internship to cover the period of January 2018- May 2018 in accordance with the attached memorandum dated December 5, 2017. (Ms. O'Connor was previously Board approved to complete 300 hours of internship at the high school during the period of September 2017- December 2017.)

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

**4. Revision of Cost to Out of District Private Tuition for the 2017-2018 School Year**

Move to approve a revision of cost for an out of district private tuition placement in accordance with the attached memorandum dated November 17, 2017.

**5. Professional Development Activities – Staff**

Move to approve the attached memorandum dated December 8, 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.

*Strategic Plan Goal 1: Student Success, Objective 1, Activities 9 & 16*

**6. Suspension Report**

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

Motions carried on items #4 thru #6: 8-0

**LEGISLATIVE:** No Report

**NEGOTIATIONS:** No Report

**PERSONNEL:** Mrs. Parlamas

The following item(s) were discussed:

**1. Discussion: Revisions to Job Descriptions**

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

Assistant Network Manager

**Twp of Ocean BOE Work Meeting Minutes (continued) – December 12, 2017**

Assistant Superintendent of Schools, Teaching and Learning  
Computer Lab Assistant  
Computer Technician – Level I  
Computer Technician – Level II  
Help Desk Technician  
Network Manager  
Student Information System Manager  
Technology Assistant

**2. Discussion: Unpaid Family Leave of Absence**

Board of Education and Administration discussed the request of Kathel Willms, Instructional Assistant, Ocean Township High School, to take an unpaid family leave of absence, as designated under FMLA and NJFLA, beginning at the conclusion of her eligible sick leave, approximately April 16, 2018 and continuing for a period of 10 weeks. Mrs. Willms' last day of work will be March 1, 2018. She is expected to return to work September 1, 2018. While out on an unpaid family leave of absence, Mrs. Willms' will be responsible for paying the appropriate contribution towards her health insurance coverage.

**3. Discussion: Unpaid Family Leave of Absence**

Board of Education and Administration discussed the request of Katie McConnell, Science Teacher, Ocean Township High School, to take an unpaid family leave of absence, as designated under FMLA and NJFLA, beginning at the conclusion of her eligible sick leave, approximately April 23, 2018 and continuing for a period of 9 weeks. Mrs. McConnell's last day of work will be March 16, 2018. She is expected to return to work on September 2018. While out on an unpaid family leave of absence, Mrs. McConnell will be responsible for paying the appropriate contribution towards her health insurance coverage.

**4. Discussion: Unpaid Leave of Absence**

Board of Education and Administration discussed the request of Lauren Garofalo, Elementary Teacher, Ocean Township Elementary School to take an unpaid leave of absence, with the continuation of benefits, during the period of February 5, 2018 through June 30, 2018. Mrs. Garofalo is expected to return to work September 1, 2018. (Mrs. Garofalo is currently out on an unpaid family leave of absence. The Board approved unpaid family leave began on November 3, 2017 and will end on February 2, 2018.)

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

**5. Revised Contract**

Move to approve that a revised contract be issued to the following staff member effective January 1, 2018:

Jessica Fischer	From: Basic Skills Teacher, Part-time	
	Township of Ocean Intermediate School/Grade 5	
	To: Special Education Teacher, Part-time	\$37,420.00*
	Wanamassa Elementary School	MA/Step 3
		Prorated

(This is a revision in assignment from that of Elementary Teacher to that of Special Education Teacher, a location change and a salary change. \*The salary noted above reflects an increase as a result of Mrs. Fischer going from 15 hours a week to that of 21.5 hours a

**Twp of Ocean BOE Work Meeting Minutes (continued) – December 12, 2017**

week. Mrs. Fischer replaces Cristy Molnar who resigned.)

**6. Substitute Teachers**

Move to approve Substitute Teachers for the 2017-2018 school year in accordance with the attached memorandum dated December 8, 2017.

**7. Revision to Resignation Date**

Move to revise the resignation date for Charmain Beverette, Special Education Teacher, Wayside Elementary School to December 15, 2017. (Ms. Beverette's resignation date was previously approved, at the November 7, 2017 work meeting, effective December 31, 2017.)

Motions carried on items #5 thru #7: 8-0

**PLANNING & CONSTRUCTION: Mr. Palutis**

The following item(s) were discussed:

**1. Discussion: Referendum Sound System Award**

Board of Education and administration discussed the award of custom sound system for Ocean Township High School and Black Box Theater utilizing the ESCNJ Co-Op #65 MCESCCPS, Bid #MRESC 17/18-19, Cooperative Purchasing Contract to the following:

Open Systems Integrators Inc., Manalapan NJ, Sound System Equipment .....\$38,130.00

**TECHNOLOGY COMMITTEE: Mr. Dietrich**

The following item(s) were discussed:

**1. Discussion: District Technology and Board Docs Software**

Kelly Weldon, Assistant Superintendent, Teaching & Learning; Patrick O'Neill, Supervisor of Education Technology Innovation, Grades K-12; and Michael Hall, District Network Manager, were in attendance to discuss District Technology and Board Docs Software.

**OLD BUSINESS:** None

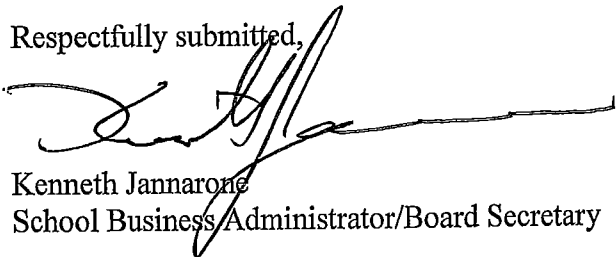
**NEW BUSINESS:** None

**PUBLIC COMMENT:** None

**ADJOURN MEETING: 10:41 p.m.**

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

Respectfully submitted,



Kenneth Jannarone  
School Business Administrator/Board Secretary

## **FINANCIAL MANAGEMENT & RESOURCE SERVICES**

Office of the School Business Administrator  
Township of Ocean School District  
December 19, 2017

**REQUESTS FOR USE OF SCHOOL FACILITIES**  
**In Accordance with Policy #7510**

**Township of Ocean**

TOIS, Gym, Wrestling Room

December 23, 2017

7:30 am – 1:30 pm

Purpose: Wrestling Tournament

Group 2 School Age Service Groups

Facility Fee: \$00.00

Custodial Reimbursement: \$240.00



## **INSTRUCTION & EDUCATION**

**Office of the Assistant Superintendent of  
Teaching and Learning**

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**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:** December 15, 2017  
**CC:** Kelly Weldon, Ken Jannarone

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

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

Last Name	First Name	Subject	Workshop	Date	Fee*
Abramson	Nicole	Music	NJ Music Educator's Convention - E. Brunswick	2/22-23/2018	\$170.00**^
O'Neill	Traci	1st Grade	Yoga and Mindfulness in the Classroom - Eatontown	1/17/18	\$219.99**
Tevar	Cara	Spanish	Making Best Use of Free Google Tools, Apps, etc. - BER	2/13/18	\$249.00**
Lauterwasser	Paola	Spanish	Making Best Use of Free Google Tools, Apps, etc. - BER	2/13/18	\$249.00**
Limardo	Hankarlos	Phys Ed	NJAHPERD*** Annual Convention - Long Branch	2/26/18	\$70.00**
Kernizan	Helen	Music	NJ Music Educator's Convention (Guest Clinician) - E. Brunswick	2/22-23/2018	\$85.00**^
Abramson	Nicole	Music	American Young Voices Teacher Workshop - Newark	1/24/18	**
Wynes	Nichole	Supervisor Math & Business	Developing PBL Lessons/Activities - Toms River North HS	1/16/18	n/a
DePasquale	Anthony	Director of Guidance	District Test Coordinator Training - Monroe	3/5/18	n/a
Weldon	Kelly	Asst Supt of Teaching & Learning	Techspo 18 - Atlantic City (Presenter)	1/25/18	n/a
D'Ambrosio	Jayne	Guidance	Using Evidence-Based Social Emotional Learning to Improve Emotional Regulation & Problem Solving - Fanwood	1/9/18	n/a

\*Registration fees are supported by local professional development funds and Grant Funds

\*\*Substitute at rate of \$85per day

\*\*\*NJ Assn of Health Physical Education Recreation and Dance



Monmouth County Arts High & Middle School  
154 Main Street, Suite 102, Matawan, NJ 07747  
Phone: 732-566-2787 Fax: 732-566-2005 Email: info@artsandedcenter.org

**SCHOOL DISTRICT PARTICIPATION AGREEMENT**  
**School Year 2017-18**

**DEADLINE FOR RETURN: July 31, 2017**

District: Township of Ocean (Monmouth County)

**MONMOUTH COUNTY ARTS HIGH SCHOOL - Please initial Your Participation Below**

**Grades 9-12, 14-week program, January – May**

  X   \$845 per student, includes round-trip transportation.

       \$730 per student, without transportation.

**MONMOUTH COUNTY ARTS MIDDLE SCHOOL - Please initial Your Participation Below**

**Grades 6, 7 & 8, 12-week program, February – May**

  X   \$830 per student, includes round-trip transportation.

       \$730 per student, without transportation.

The School District agrees to allow the students to attend if they pass the audition / portfolio review and are students in good standing.



The School District agrees to fund a maximum of   10   students.

\_\_\_\_\_  
Superintendent's or Authorized Signature

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Date



# Township of Ocean Schools

Assistant Superintendent  
Office of Teaching and Learning

## **SPARTAN MISSION:**

*Meeting the needs of all students with a proud tradition of academic excellence.*

MEMORANDUM: James Stefankiewicz, Ed.D.  
FROM: Melody Ragle  
RE: Board Approval  
DATE: December 15, 2017  
CC: Kelly Weldon, Ken Jannarone

Please be advised all curricula below is now aligned to the New Jersey Student Learning Standards. The units of study have not changed; only the standards to which they align have changed. This curricula is posted on the district website, [www.oceanschools.org](http://www.oceanschools.org) under the Board Members' link and is awaiting approval.  
<http://www.oceanschools.org/cms/One.aspx?portalId=20292925&pageId=30005271>

<u><b>ART</b></u>	<u><b>Social Studies</b></u>	<u><b>World Languages</b></u>
Grades Kdg to 5 Art	Kdg Social Studies	Elementary World Language Grades 1-4
	Grade 1 Social Studies	World Language - Grade 5
<u><b>Gifted and Talented</b></u>	Grade 2 Social Studies	6th Grade French
Gifted and Talented	Grade 3 Social Studies	6th Grade Italian
	Grade 4 Social Studies	6th Grade Spanish
<u><b>English as a Second Language</b></u>	Grade 5 Social Studies	7th Grade French
Prek-k ESL	Grade 6 Social Studies	7th Grade Italian
Grades 1 - 2 ESL	Grade 7 Social Studies	7th Grade Spanish
Grades 3 to 5 ESL	Ancient World History - Gr 8	8th Grade French
Grades 6 to 8 ESL	US History I	8th Grade Italian
	US History I Honors	8th Grade Spanish
<u><b>Math</b></u>	US History II	French I
Kdg Math	US History III	French II
Grade 1 Math	American Legal System	French III
Grade 2 Math	Current Global Issues	French IV Advanced
Grade 3 Math	History Of Sports in American Culture	French IV Conversation And Composition
Grade 4 Math	Holocaust And Modern Day Genocide	Italian I
Grade 5 Math	Modern World History	Italian II

*Home of the Spartans!*  
*#spartanlegacy*





# Township of Ocean Schools

Assistant Superintendent  
Office of Teaching and Learning

## ***SPARTAN MISSION:***

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<b><u>Math Cont.</u></b>	<b><u>Social Studies Cont.</u></b>	<b><u>World Language Cont.</u></b>
Probability Statistics	Mythology And World Religions	Italian III
Business Management		Italian IV Advanced
AP Statistics	<b><u>Science</u></b>	Italian IV Conversation And Composition
	Anatomy and Physiology	Spanish I
<b><u>Technology</u></b>	Astronomy	Spanish II
Broadcast Media	Discovery Science	Spanish III
Live Broadcast and Event Productions	Earth and Environmental Science	Spanish IV Advanced
MakerSpace I	Forensic Science	Spanish IV Conversation And Composition
Maker Space II	Marine Science	
TV Productions		
Intro to Multi Media Productions - 8th	<b><u>Guidance</u></b>	
Computer Finance - 7th	Guidance Prek - 2	
Computer Applications - 6th	Guidance 3 - 5	
<b><u>Health and Phys Ed</u></b>		
Grade 6 - 8 Health		
Grade 6 - 8 Phys Ed		
Grade 9 Health		
Grade 10 - Health - Driver Education		
Grade 11 Health		
Grade 12 Health		
Grades 9 - 12 Physical Education		

*Home of the Spartans!*  
*#spartanlegacy*

