

**Work Session**

**Attachments**

**June 14, 2016**

Office of the Superintendent  
Township of Ocean School District  
June 10, 2016

MEMORANDUM FOR: All Members of the Board

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

RE: **Miscellaneous Information**

1. **On the Calendar**

June 14, 2016

- 7:00 pm – Executive Session (Closed)
- 7:30 pm - Work Meeting
  - Kelly Weldon, Principal, High School and the Superintendent will give a presentation to the Board regarding the CTE Grant program.
  - Liz Docimo and Jeff Hannaway, from Sodexo, will be in attendance to discuss with the Board the food service program for the 2016-2017 school year.

June 20, 2016 –

**Graduation Ceremonies**

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

**For Your Information – Early Dismissal for Eighth Grade Students**

As in the past and as part of the 2015-2016 school calendar, eighth grade students will be dismissed at 11:00 am on the day of graduation, June 20, 2016.

- In-between ceremonies, light refreshments - beverages and snacks - will be served in the Ocean Township Elementary School library for parents with dual graduations.
- 4:30 pm – High School Graduation at OTHS Albert Carelli Field

June 21, 2016 – No Meeting

June 28, 2016

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

2. **Parking Permit** – Please find attached your parking permit for the Intermediate and High School Graduations.

3. **Enrollment for the Month of May** – attached.

**TOWNSHIP OF OCEAN SCHOOL DISTRICT**  
**ENROLLMENT FOR THE 2015-2016 SCHOOL YEAR**  
**OUT OF DISTRICT**

<b>TUITION STUDENTS REGISTERED</b>	<b>Sep.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>Jan.</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
Alpha School	1	1	1	1	1	1	1	1	1	
Arc of Monmouth County										
Bancroft	1	1	1	1	1	1	1	1	1	
Best Academy		1	1	1	1	1				
BCSSD Lumberton Campus	1	1	1	1	1					
Bonnie Brae										
Cambridge School	1	1	1	1	1	1	1	1	1	
Center School										
Children's Center (Mon. & Ocean)	7	7	7	7	7	7	7	7	7	
Children's Home										
Coastal South	3	3	3	3	4	5	5	5	5	
CPC Beh'l	3	4	5	5	5	4	4	4	4	
Collier	3	4	4	4	4	4	4	4	4	
Crossroads	2	1	1							
DCF Regional						1	1			
Ernst E. May										
East- Mt										
Education Academy	1	1	1	1	1	1	1	1	1	
Frank Defino Elementary										
Harbor School	3	3	3	3	3	3	3	3	3	
Hawkswood	4	4	4	4	4	4	4	4	4	
Hunterdon Prep										
Jackson Day Program	1									
Middlesex YDC	1	1	1							
Lewis School	1	1	1	1	1	1	1	1	1	
MOESC – Best Academy										
Neptune Regional Deaf -Summerfield	1	1	1	1	1	1	1	1	1	
New Road School										
Oakwood	2	1	1	1	1	1	1	1	1	
Regional Day/Jackson										
Rugby	4	4	3	3	2	2	2	2	2	
Schroth (Ladacin)	2	2	2	3	3	3	3	3	3	
Bayshore Center for autism	7	7	7	6	6	6	5	5	6	
Search Day Marlboro Program	2	2	2	2	2	2	2	2	2	
Search Day Program	1	1	1	1	1	1	1	2	2	
Shore Regional										
Somerset Hills										
Woodcliffe										
Woodcliff part-time										
YCS, Ernst M. May Academy										
<b>TOTAL TUITION STUDENTS</b>	<b>52</b>	<b>52</b>	<b>52</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>48</b>	<b>48</b>	<b>49</b>	

**END OF THE MONTH ENROLLMENT  
OCEAN TOWNSHIP ELEMENTARY SCHOOL  
2015- 2016 SCHOOL YEAR**

<b>GRADE</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>Jan.</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
<b>KINDERGARTEN</b>										
Mary Pat Murphy	22	22	22	22	22	22	22	21	21	
Lauren Pembleton	22	21	21	20	20	20	20	21	21	
Linda Thorne	21	22	22	21	20	20	20	20	20	
<b>TOTAL KINDERGARTEN</b>	<b>65</b>	<b>65</b>	<b>65</b>	<b>63</b>	<b>62</b>	<b>62</b>	<b>62</b>	<b>62</b>	<b>62</b>	
<b>FIRST GRADE</b>										
Joanne Kobil	15	15	15	15	15	15	15	15	15	
Ashley Oberson	17	17	17	17	17	17	17	17	17	
Rich Steckhahn	16	16	16	17	17	17	17	17	17	
Anne Wagar	16	15	15	14	14	14	14	14	15	
<b>TOTAL FIRST</b>	<b>64</b>	<b>63</b>	<b>63</b>	<b>63</b>	<b>63</b>	<b>63</b>	<b>63</b>	<b>63</b>	<b>64</b>	
<b>SECOND GRADE</b>										
Christina Conti	18	17	16	16	16	17	17	17	17	
Diane Iamello	18	18	18	18	18	17	17	18	18	
Marlene Larkin	19	18	18	18	18	18	18	18	18	
Donna Weldon	19	19	19	19	19	19	19	19	19	
<b>TOTAL SECOND</b>	<b>74</b>	<b>72</b>	<b>71</b>	<b>71</b>	<b>71</b>	<b>71</b>	<b>71</b>	<b>72</b>	<b>72</b>	
<b>THIRD GRADE</b>										
Sandra Kelly	18	18	18	18	18	18	18	18	18	
Jospeh Lang	18	18	18	18	17	17	17	17	17	
Erin Leahy	18	18	18	17	17	18	17	17	17	
Laura Trigani	19	19	19	19	19	18	18	18	18	
<b>TOTAL THIRD</b>	<b>73</b>	<b>73</b>	<b>73</b>	<b>72</b>	<b>71</b>	<b>71</b>	<b>70</b>	<b>70</b>	<b>70</b>	
<b>FOURTH GRADE</b>										
Maryann Holmes	21	21	21	21	20	20	20	20	20	
Mary Maggs	22	22	22	22	22	22	22	21	21	
Patrick O'Neil	22	22	22	22	22	22	22	22	22	
Kevin Ruane	22	22	22	22	22	23	23	23	23	
<b>TOTAL FOURTH</b>	<b>87</b>	<b>87</b>	<b>87</b>	<b>87</b>	<b>86</b>	<b>87</b>	<b>87</b>	<b>86</b>	<b>86</b>	
<b>SPECIAL EDUCATION</b>										
Lauryn Argyelan	6	6	6	6	6	6	6	6	6	
Tara Calarino	5	5	5	5	5	5	5	5	5	
Michael Hicks	7	7	7	8	8	8	7	8	8	
Christine Vinegra	4	4	4	4	4	4	4	4	4	
<b>TOTAL SPECIAL ED.</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>22</b>	<b>23</b>	<b>23</b>	
<b>Pre-School</b>										
Stacey Hughes - AM	7	8	9	9	9	8	8	8	8	
Stacey Hughes - PM	2	3	3	3	3	3	3	3	3	
Dana Rossback - AM	7	7	7	7	8	9	9	11	11	
Dana Rossback - PM	13	12	12	12	12	12	12	12	12	
<b>TOTAL PRE-SCHOOL</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>31</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>34</b>	<b>34</b>	
<b>GRAND TOTAL</b>	<b>414</b>	<b>412</b>	<b>412</b>	<b>410</b>	<b>408</b>	<b>409</b>	<b>407</b>	<b>410</b>	<b>411</b>	



**END OF THE MONTH ENROLLMENT  
WANAMASSA ELEMENTARY SCHOOL  
2015-2016 SCHOOL YEAR**

<b>GRADE</b>	<b>Sep.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>Jan.</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
<b>KINDERGARTEN</b>										
Laura Chrepta	19	19	19	19	19	19	19	19	19	
Lisa Parella	18	17	18	19	19	19	19	16	16	
<b>TOTAL KINDERGARTEN</b>	<b>37</b>	<b>36</b>	<b>37</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>35</b>	<b>35</b>	
<b>FIRST GRADE</b>										
Lorraine Ernst	18	18	18	18	18	18	18	18	18	
Kristin Poniros	18	18	18	18	18	18	18	18	18	
Stacey Tetto	21	20	20	20	20	20	20	20	20	
<b>TOTAL FIRST</b>	<b>57</b>	<b>56</b>	<b>56</b>	<b>56</b>	<b>56</b>	<b>56</b>	<b>56</b>	<b>56</b>	<b>56</b>	
<b>SECOND GRADE</b>										
Barbara Brannigan	20	20	20	20	20	20	20	20	20	
Noreen Cavaliere	20	20	20	20	20	20	20	20	20	
Beth Meehan	15	15	15	15	14	15	15	15	15	
<b>TOTAL SECOND</b>	<b>55</b>	<b>55</b>	<b>55</b>	<b>55</b>	<b>54</b>	<b>55</b>	<b>55</b>	<b>55</b>	<b>55</b>	
<b>THIRD GRADE</b>										
Stacey Forgash	22	22	22	22	22	22	22	22	22	
Danielle Hartz	21	22	21	21	21	21	21	21	21	
Donna Manning	19	19	19	19	19	20	20	21	21	
<b>TOTAL THIRD</b>	<b>62</b>	<b>63</b>	<b>62</b>	<b>62</b>	<b>62</b>	<b>63</b>	<b>63</b>	<b>64</b>	<b>64</b>	
<b>FOURTH GRADE</b>										
Carin Francisco	19	19	19	19	19	19	19	19	19	
Patty Pierson	17	17	17	17	17	17	17	17	17	
Ryan Pringle	18	18	18	18	18	18	18	18	18	
<b>TOTAL FOURTH</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	
<b>SPECIAL ED.</b>										
Larisa Aliseo (Pre-school)	8	8	8	8	8	9	8	8	9	
M. DeGennaro - AM (Pre-school)	4	5	5	5	5	4	7	7	7	
M. DeGennaro - PM (Pre-School)	7	7	7	7	7	8	8	8	8	
Katie Kenny	5	5	5	5	6	6	6	7	7	
<b>TOTAL SPECIAL ED.</b>	<b>24</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>29</b>	<b>30</b>	<b>31</b>	
<b>GRAND TOTAL</b>	<b>289</b>	<b>289</b>	<b>289</b>	<b>290</b>	<b>290</b>	<b>293</b>	<b>295</b>	<b>294</b>	<b>295</b>	

END OF THE MONTH ENROLLMENT  
WAYSIDE ELEMENTARY SCHOOL  
2015-2016 SCHOOL YEAR

GRADE	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
<b>KINDERGARTEN</b>										
Debbie Arbus	17	17	17	17	17	17	17	18	18	
Megan Grace	17	17	17	16	16	16	16	16	15	
Sandra Normile	18	18	18	18	18	18	18	18	18	
Brienne O'Rourke	16	17	17	17	17	18	18	18	18	
Jennife Rapuano	17	17	17	17	17	17	18	17	17	
Marleigh Velba	16	17	17	17	17	17	16	17	17	
<b>TOTAL KINDERGARTEN</b>	<b>101</b>	<b>103</b>	<b>103</b>	<b>102</b>	<b>102</b>	<b>103</b>	<b>103</b>	<b>104</b>	<b>103</b>	
<b>FIRST GRADE</b>										
Nicole Belasco	20	20	20	20	20	20	20	20	20	
Tammy Garrett	22	22	22	22	21	22	21	21	21	
Brienne Johnson	21	21	20	20	20	20	20	21	21	
Allison Kotch	21	21	21	21	21	21	21	21	20	
Mary Kubaska	21	21	21	21	21	21	21	21	21	
Traci O'Neill	21	20	20	20	21	21	21	21	21	
<b>TOTAL FIRST</b>	<b>126</b>	<b>125</b>	<b>124</b>	<b>124</b>	<b>124</b>	<b>125</b>	<b>124</b>	<b>125</b>	<b>124</b>	
<b>SECOND GRADE</b>										
Carolyn Beam	21	21	20	20	21	21	21	20	20	
Cindy Buck	21	21	21	21	21	21	21	21	21	
Mary Ann Burkett	21	21	20	20	20	20	21	21	21	
Leslie Kelly	21	22	22	22	21	21	21	21	21	
Karolanne Konefal	21	20	20	21	21	21	21	19	19	
Lisa Mazza	21	21	22	22	22	22	22	22	21	
<b>TOTAL SECOND</b>	<b>126</b>	<b>126</b>	<b>125</b>	<b>126</b>	<b>126</b>	<b>126</b>	<b>127</b>	<b>124</b>	<b>123</b>	
<b>THIRD GRADE</b>										
Lisa Houllier	22	21	21	21	21	21	20	20	20	
Melissa McHugh	22	22	22	21	22	22	22	22	22	
Lena Milling	20	20	20	20	19	19	19	19	20	
Gale Phillips	21	21	21	21	21	21	21	21	21	
Maria Schiraldi	21	21	21	21	21	21	21	21	21	
<b>TOTAL THIRD</b>	<b>106</b>	<b>105</b>	<b>105</b>	<b>104</b>	<b>104</b>	<b>104</b>	<b>103</b>	<b>103</b>	<b>104</b>	
<b>FOURTH GRADE</b>										
Leann Bishop	20	20	20	20	20	20	20	21	20	
Denise DeSane	21	21	21	21	21	21	21	21	21	
Meghan Doyle	22	22	21	22	22	22	22	22	22	
Patrick McGorty	21	21	20	19	19	20	20	20	20	
Kristin McKenna	19	20	20	20	20	20	19	20	19	
Linda Pickelny	22	22	22	22	22	22	22	22	23	
<b>TOTAL FOURTH</b>	<b>125</b>	<b>126</b>	<b>124</b>	<b>124</b>	<b>124</b>	<b>125</b>	<b>124</b>	<b>126</b>	<b>125</b>	
<b>SPECIAL EDUCATION</b>										
Christine James - AM (Pre-school)	7	8	8	8	8	9	9	10	10	
Amy Volek - Am (pre-school)	13	14	14	14	14	14	13	13	14	
Christine James - PM (Pre-school)	11	11	10	10	11	12	12	11	11	
Amy Volek - PM (Pre-school)	5	5	5	5	5	5	6	6	6	
Nicole Gubitos (Pre-School)	5	7	7	7	7	8	8	9	9	
Elizabeth House	6	6	6	5	6	6	6	6	6	
Jennifer Castelo	9	9	9	9	9	9	10	10	10	
Kimberly Gifford	8	8	9	9	7	7	6	6	6	
Amy Steckhahn	6	5	5	5	5	5	6	8	9	
<b>TOTAL SPECIAL ED.</b>	<b>70</b>	<b>73</b>	<b>73</b>	<b>72</b>	<b>72</b>	<b>75</b>	<b>76</b>	<b>79</b>	<b>81</b>	
<b>GRAND TOTAL</b>	<b>654</b>	<b>658</b>	<b>654</b>	<b>652</b>	<b>652</b>	<b>658</b>	<b>657</b>	<b>661</b>	<b>660</b>	

**END OF THE MONTH ENROLLMENT  
TOWNSHIP OF OCEAN INTERMEDIATE SCHOOL  
2015-2016 SCHOOL YEAR**

GRADE	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	March	Arpil	May	June
<b>FIFTH GRADE HOMEROOMS</b>										
Kathleen Bellezza	24	24	24	23	23	22	22	23	23	
Susan English	25	25	25	26	26	26	26	26	26	
Meghan Haynes	24	23	23	24	24	24	23	23	23	
John Kelsey	26	27	27	27	26	26	26	26	26	
Michael Palermo	23	23	23	23	23	23	23	23	23	
Debra Perkins	24	24	24	24	24	24	24	24	23	
Jeffrey Reisler	25	25	25	25	25	25	25	25	25	
Jennifer Ruland	23	23	23	23	23	23	23	23	23	
Michelle Shappirio	24	24	24	24	24	24	24	24	24	
Lynne Thomasey	25	24	25	25	25	25	26	26	26	
Jennifer Tuohy	25	25	25	25	25	25	25	25	25	
<b>TOTAL FIFTH</b>	<b>268</b>	<b>267</b>	<b>268</b>	<b>269</b>	<b>268</b>	<b>267</b>	<b>267</b>	<b>268</b>	<b>267</b>	
<b>SIXTH GRADE</b>	<b>269</b>	<b>269</b>	<b>266</b>	<b>267</b>	<b>265</b>	<b>266</b>	<b>266</b>	<b>268</b>	<b>266</b>	
<b>SEVENTH GRADE</b>	<b>272</b>	<b>273</b>	<b>272</b>	<b>273</b>	<b>273</b>	<b>272</b>	<b>271</b>	<b>272</b>	<b>271</b>	
<b>EIGHTH GRADE</b>	<b>276</b>	<b>277</b>	<b>277</b>	<b>277</b>	<b>279</b>	<b>278</b>	<b>277</b>	<b>280</b>	<b>279</b>	
<b>GRAND TOTAL</b>	<b>1085</b>	<b>1086</b>	<b>1083</b>	<b>1086</b>	<b>1085</b>	<b>1083</b>	<b>1081</b>	<b>1088</b>	<b>1083</b>	

**END OF THE MONTH ENROLLMENT  
HIGH SCHOOL  
2015-2016 SCHOOL YEAR**

GRADE	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	March	Arpil	May	June
<b>NINTH GRADE</b>	<b>311</b>	<b>312</b>	<b>314</b>	<b>315</b>	<b>312</b>	<b>311</b>	<b>312</b>	<b>313</b>	<b>312</b>	
<b>TENTH GRADE</b>	<b>293</b>	<b>292</b>	<b>291</b>	<b>290</b>	<b>290</b>	<b>290</b>	<b>289</b>	<b>289</b>	<b>288</b>	
<b>ELEVENTH GRADE</b>	<b>302</b>	<b>300</b>	<b>301</b>	<b>301</b>	<b>302</b>	<b>302</b>	<b>297</b>	<b>297</b>	<b>297</b>	
<b>TWELFTH GRADE</b>	<b>318</b>	<b>317</b>	<b>317</b>	<b>317</b>	<b>316</b>	<b>318</b>	<b>316</b>	<b>314</b>	<b>314</b>	
<b>GRAND TOTAL</b>	<b>1224</b>	<b>1221</b>	<b>1223</b>	<b>1223</b>	<b>1220</b>	<b>1221</b>	<b>1214</b>	<b>1213</b>	<b>1211</b>	

**END OF THE MONTH  
GRAND TOTALS  
2015-2016 SCHOOL YEAR**

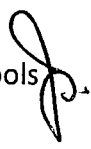
<b>SCHOOL TOTALS</b>	<b>Sep.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>Jan.</b>	<b>Feb.</b>	<b>March</b>	<b>Arpil</b>	<b>May</b>	<b>June</b>
OTES	414	412	412	410	408	409	407	410	411	
WANAMASSA	289	289	289	290	290	293	295	294	295	
WAYSIDE	654	658	654	652	652	658	657	661	660	
INTERMEDIATE SCHOOL	1085	1086	1083	1086	1085	1083	1081	1088	1083	
HIGH SCHOOL	1224	1221	1223	1223	1220	1221	1214	1213	1211	
<b>GRAND TOTAL - ALL SCHOOLS</b>	<b>3666</b>	<b>3666</b>	<b>3661</b>	<b>3661</b>	<b>3655</b>	<b>3664</b>	<b>3654</b>	<b>3660</b>	<b>3660</b>	
<b>COMBINED ON ROLL ALL SCHOOLS/BY GRADE LEVEL</b>										
Kindergarten	203	204	205	203	202	203	203	201	200	
First Grade	247	244	243	243	243	244	243	244	244	
Second Grade	255	253	251	252	251	252	253	251	250	
Third Grade	241	241	240	238	237	238	236	237	238	
Fourth Grade	266	267	265	265	264	266	265	266	265	
Fifth Grade	268	267	268	269	268	267	267	268	267	
Sixth Grade	269	269	266	267	265	266	266	268	266	
Seventh Grade	272	273	272	273	273	272	271	272	271	
Eighth Grade	276	277	277	277	279	278	277	280	279	
Ninth Grade	311	312	314	315	312	311	312	313	312	
Tenth Grade	293	292	291	290	290	290	289	289	288	
Eleventh Grade	302	300	301	301	302	302	297	297	297	
Twelfth Grade	318	317	317	317	316	318	316	314	314	
Special Ed - OTES	51	52	53	54	55	55	54	57	57	
Special Ed./Wanamassa	24	25	25	25	26	27	29	30	31	
Special Ed /Wayside	70	73	73	72	72	75	76	79	81	
<b>TOTAL COMBINED ON ROLL ALL SCHOOLS/BY GRADE LEVEL</b>	<b>3666</b>	<b>3666</b>	<b>3661</b>	<b>3661</b>	<b>3655</b>	<b>3664</b>	<b>3654</b>	<b>3666</b>	<b>3660</b>	

**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:** June 9, 2016

**RE:** Employment Opportunity/2016-2017 School Year  
**ONE YEAR LEAVE REPLACEMENT – NON-TENURED TRACK POSITION**

**POSITION:** ESL Teacher – Wayside School

**QUALIFICATIONS:**

- Teacher of English as a Second Language 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, June 20, 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.

**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:** June 9, 2016

**RE:** Employment Opportunity/SUMMER SKILLS CAMP/Bridging the Gap Program  
TOIS – 5<sup>th</sup> Grade

**POSITION:** (4) Elementary School K-6 Teachers  
4 HOURS PER DAY  
July 5, 6, 7 & 8, 2016  
Tuesday – Friday  
July 11, 2016 thru July 21, 2016  
Monday - Thursday

**QUALIFICATIONS:**

- NJDOE Elementary certificate required
- Training in direct instruction multi-sensory reading approach (e.g. Orton-Gillingham) preferred

**SALARY:** \$35 per hour

**APPLICATION DEADLINE:** Candidates interested in applying for these positions should notify the Personnel Office in writing as soon as possible on or before the end of the business day, Monday, June 20, 2016, 4:30 pm.

## **COMMUNITY LIAISON & COMMUNICATIONS COMMITTEE**

## 2422 HEALTH AND PHYSICAL EDUCATION

### M

~~The Board of Education will provide a comprehensive health education program aligned with the New Jersey Department of Education Core Curriculum Content Standards. This program will be a coordinated sequential curriculum at all grade levels, with instructional units appropriate to the age, growth and development, and maturity of pupils.~~

~~The Superintendent will develop and recommend to the Board a program of health education designed for pupils to master the Cumulative Progress Indicators of the Department of Education's Comprehensive Health Education and Physical Education Core Curriculum Content Standards.~~

### Staffing

~~Except as provided below for human sexuality and family life education, courses in health education will be taught by teachers whose certification qualifies them to teach health education. Teachers of the human sexuality and family life, substance use and abuse, and HIV prevention programs will be offered specific in-service training.~~

### Excusal

~~Any pupil whose parent(s) or legal guardian(s) presents to the school principal a signed statement that any part of the instruction in health, human sexuality and family life education, or sex education program is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from the portion of the course in which such instruction is being given, and no penalties as to credit or graduation shall result.~~

### Community Involvement

~~The Superintendent will ensure the program is aligned with the New Jersey Department of Education's Core Curriculum Content Standards. The programs of instruction for human sexuality and family life education will be developed through appropriate consultation and in participation with teachers, school administrators, parent(s) or legal guardian(s), appropriate age school pupils, physicians, members of the clergy, and representative members of the community. Such consultation shall continue, as appropriate, as the program is continually evaluated and revised.~~

### Human Sexuality and Family Life Education





# POLICY

## OCEAN TOWNSHIP BOARD OF EDUCATION

Program

2422/Page 2 of 8

### HEALTH AND PHYSICAL EDUCATION (M)

~~All pupils will learn the biological, cultural, and psychological aspects of human sexuality and family life. The Board will adopt a coordinated, sequential human sexuality and family life education program aligned with the New Jersey Department of Education's Core Curriculum Content Standards. Any education that is given as part of any planned course, curriculum or other instructional program and that is intended to impart information or promote discussion or understanding in regard to human sexual behavior, sexual feelings and values, human sexuality and reproduction, pregnancy avoidance or termination, HIV infection or sexually transmitted diseases, and any materials including, but not limited, to handouts, speakers, notes or audiovisuals presented on school property concerning methods for the prevention of acquired immune deficiency syndrome (HIV/AIDS), other sexually transmitted diseases and of avoiding pregnancy, will stress that abstinence from sexual activity is the only completely reliable means of eliminating the sexual transmission of HIV/AIDS and other sexually transmitted diseases and of avoiding pregnancy.~~

~~The Board will include in its human sexuality and family life curriculum instruction on reasons, skills and strategies for remaining or becoming abstinent from sexual activity. Any instruction concerning the use of contraceptives or prophylactics, such as condoms, will also include information on their failure rates for preventing pregnancy, HIV and other sexually transmitted diseases in actual use among adolescent populations and shall clearly explain the difference between risk reduction through the use of such devices and risk elimination through abstinence. In addition, the human sexuality and family life curriculum will stress the importance of avoiding intravenous drug use.~~

~~A copy of the complete district human sexuality and family life education curriculum and all instructional materials shall be available for public inspection in each school in the district prior to its use in any classroom. The parent(s) or legal guardian(s) of each pupil enrolled in the program shall receive annually an outline of the curriculum and a list of instructional materials for that pupil's grade along with notice of the availability for review of the complete curriculum and all materials.~~

~~The human sexuality and family life program may be taught by district personnel certified to teach biology, comprehensive science, elementary grades, health, health and physical education, home economics, nursery school, psychology, or special education classes, and the school nurse. The program may utilize the contributions of such community resource persons as parent(s) or legal guardian(s), physicians, the clergy, attorneys, school social workers, school psychologists, and law enforcement personnel. The Board encourages the utilization of teachers in other disciplines through an interdisciplinary approach.~~



~~Use and Abuse of Alcohol, Tobacco, and Other Drugs~~

~~All students will learn the physical, mental, emotional and social effects of the use and abuse of alcohol, tobacco, and other drugs. The Board will adopt a coordinated, sequential human sexuality and family life education program aligned with the New Jersey Department of Education's Core Curriculum Content Standards.~~

The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Department of Education Core Curriculum Content Standards (CCCS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the CCCS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community. The mission of the CCCS for comprehensive health and physical education is knowledge of health and physical education concepts and skills to empower students to assume lifelong responsibility to develop physical, social, and emotional wellness.

The CCCS incorporate New Jersey statutes related to health and well-being of students in New Jersey schools. The following statutes incorporated into the CCCS include, but are not limited to, the following requirements:

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires instruction in accident and fire prevention. Regular courses of instruction in accident prevention and fire prevention shall be given in every public and private school in New Jersey. Instruction shall be adapted to the understanding of students at different grade levels.
2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires instruction on breast self-examination. The Board of Education shall operate an educational program for students in grades seven through twelve with instruction in breast self-examination. The instruction shall take place as part of the district's implementation of the CCCS in Comprehensive Health and Physical Education and the comprehensive health and physical education curriculum framework shall provide school districts with sample activities that may be used to support implementation of the instructional requirement.



3. **Bullying Prevention Programs (N.J.S.A. 18A:37-17)** requires the establishment of bullying prevention programs. The school district is encouraged to establish bullying prevention programs and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement, and community members. To the extent funds are appropriated for these purposes, the school district shall: (1) provide training on the school district's Harassment, Intimidation, or Bullying Policy to school employees and volunteers who have significant contact with students; and (2) develop a process for discussing the district's Harassment, Intimidation, or Bullying Policy with students. Information regarding the school district Policy against harassment, intimidation, or bullying shall be incorporated into the school's employee training program.
4. **Cancer Awareness (N.J.S.A. 18A:40-33)** requires the development of a school program on cancer awareness. The Commissioner of Education, in consultation with the State school Boards, shall develop a cancer awareness program appropriate for school-aged children.
5. **Dating Violence Education (N.J.S.A. 18A:35-4.23a)** requires instruction regarding dating violence in grades seven through twelve. The school district shall incorporate dating violence education that is age appropriate into the health education curriculum as part of the district's implementation of the CCCS in Comprehensive Health and Physical Education for students in grades seven through twelve. The dating violence education shall include, but not be limited to, information on the definition of dating violence, recognizing dating violence warning signs, and the characteristics of healthy relationships.
6. **Domestic Violence Education (N.J.S.A. 18A:35-4.23)** allows instruction on problems related to domestic violence and child abuse. The Board of Education may include instruction on the problems of domestic violence and child abuse in an appropriate place in the curriculum of elementary school, middle school, and high school students. The instruction shall enable students to understand the psychology and dynamics of family violence, dating violence, and child abuse; the relationship of alcohol and drug use to such violence and abuse; the relationship of animal cruelty to such violence and abuse; and to learn methods of nonviolent problem-solving.



7. **Gang Violence Prevention (N.J.S.A. 18A:35-4.26)** requires instruction in gang violence prevention for elementary school students. A Board of Education that operates an educational program for elementary school students shall offer instruction in gang violence prevention and in ways to avoid membership in gangs. The instruction shall take place as part of the district's implementation of the CCCS in Comprehensive Health and Physical Education and the comprehensive health and physical education curriculum framework shall provide the school district with sample materials that may be used to support implementation of the instructional requirement.
8. **Health, Safety, and Physical Education (N.J.S.A. 18A:35)** requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week. Every student, except Kindergarten students, attending the public schools, insofar as he or she is physically fit and capable of doing so, as determined by the medical inspector, shall take such courses, which shall be a part of the curriculum prescribed for the several grades. The conduct and attainment of the students shall be marked as in other courses or subjects, and the standing of the student in connection therewith shall form a part of the requirements for promotion or graduation. The time devoted to such courses shall aggregate at least two and one-half hours each school week, or proportionately less when holidays fall within the week.
9. **Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1)** requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines. Instructional programs on the nature of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances, as defined in Section 2 of P.L.1970, c.226 (C.24:21-2), and their physiological, psychological, sociological, and legal effects on the individual, the family, and society shall be taught in the public school and in each grade from Kindergarten through grade twelve in a manner adapted to the age and understanding of the students. The programs shall be based upon the curriculum guidelines established by the Commissioner of Education and shall be included in the curriculum for each grade in such a manner as to provide a thorough and comprehensive treatment of the subject.



10. **Lyme Disease Prevention (N.J.S.A. 18A:35-5.1)** requires the development of Lyme disease curriculum guidelines. The guidelines shall emphasize disease prevention and sensitivity for victims of the disease. The Commissioner of Education shall periodically review and update the guidelines to insure that the curriculum reflects the most current information available.
11. **Organ Donation (N.J.S.A. 18A:7F-4.3)** requires information relative to organ donation to be given to students in grades nine through twelve. The goals of the instruction shall be to:
  - a. **Emphasize the benefits of organ and tissue donation to the health and well-being of society generally and to individuals whose lives are saved by organ and tissue donations, so that students will be motivated to make an affirmative decision to register as donors when they become adults.**
  - b. **Fully address myths and misunderstandings regarding organ and tissue donation.**
  - c. **Explain the options available to adults, including the option of designating a decision-maker to make the donation decision on one's behalf.**
  - d. **Instill an understanding of the consequences when an individual does not make a decision to become an organ donor and does not register or otherwise record a designated decision-maker.**

The instruction shall inform students that, beginning five years from the date of enactment of P.L.2008, c.48 (C.26:6-66 et al.), the New Jersey Motor Vehicle Commission will not issue or renew a New Jersey driver's license or personal identification card unless a prospective or renewing licensee or card holder makes an acknowledgement regarding the donor decision pursuant to Section 8 of P.L.2008, c.48 (C.39:3-12.4). The Commissioner of Education, through the non-public school liaison in the Department of Education, shall make any related instructional materials available to private schools educating students in grades nine through twelve, or any combination thereof. Such schools are encouraged to use the instructional materials at the school; however, nothing in N.J.S.A.



18A:7F-4.3 shall be construed to require such schools to use the materials.

12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program. The Department of Education in consultation with the advisory committee shall develop and establish guidelines for the teaching of sexual assault prevention techniques for utilization by local school districts in the establishment of a sexual assault prevention education program. Such program shall be adapted to the age and understanding of the students and shall be emphasized in appropriate places of the curriculum sufficiently for a full and adequate treatment of the subject.
13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence. Any sex education that is given as part of any planned course, curriculum, or other instructional program and that is intended to impart information or promote discussion or understanding in regard to human sexual behavior, sexual feelings and sexual values, human sexuality and reproduction, pregnancy avoidance or termination, HIV infection or sexually transmitted diseases, regardless of whether such instruction is described as, or incorporated into, a description of "sex education," "family life education," "family health education," "health education," "family living," "health," "self esteem," or any other course, curriculum program, or goal of education, and any materials including, but not limited, to handouts, speakers, notes, or audiovisuals presented on school property concerning methods for the prevention of acquired immune deficiency syndrome (HIV/AIDS), other sexually transmitted diseases, and of avoiding pregnancy, shall stress that abstinence from sexual activity is the only completely reliable means of eliminating the sexual transmission of HIV/AIDS and other sexually transmitted diseases and of avoiding pregnancy.
14. Suicide Prevention (N.J.S.A. 18A:6-111) requires instruction in suicide prevention in public schools. Instruction in suicide prevention shall be provided as part of any continuing education that public school teaching staff members must complete to maintain their certification; and inclusion of suicide prevention awareness shall be



included in the CCCS in Comprehensive Health and Physical Education.

15. **Cardiopulmonary Resuscitation** (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires instruction in the use of automated external defibrillator for students. Instruction shall be provided in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student in a public school that includes grades nine through twelve prior to graduation as part of the district's implementation of the CCCS in Comprehensive Health and Physical Education. The instruction provided shall be modeled from an instructional program established by the American Heart Association, American Red Cross, or other nationally recognized association and shall include a hands-on learning component.
16. **Other Statutory or Administrative Codes.** The Board will incorporate into its health and physical education curriculum any other requirements of the New Jersey Department of Education's CCCS in Comprehensive Health and Physical Education.

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.

A copy of the CCCS for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

~~N.J.S.A. 18A:35-1 et seq.; 18A:35-4 et seq.; 18A:40A-1 et seq.~~  
~~N.J.A.C. 6A:7-1.7~~

~~Cross-reference: Policy Guide Nos. 5310, 5250, 5350, 5530, 7430, 8451, 8453~~

Adopted: 30 June 1981

Revised: 17 May 1988, 17 July 1990, 26 August 1997, 23 July 2002, July 2005, 28 June 2016



## 2431 ATHLETIC COMPETITION (M)

### M

The Board of Education recognizes the value of a program of athletic competition for both boys and girls as an integral part of the total school experience. Game activities and practice sessions provide opportunities to learn the values of competition and good sportsmanship. Programs of athletic competition, both intrascholastic and interscholastic, offer students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that offered by the class or school or school district alone, and an opportunity for career and educational development.

For purpose of this ~~P~~policy, the program of athletic competition includes all activities relating to competitive sports contests, games, or events or sports exhibitions **and any cheerleading program or activity in the school district** involving individual students or teams of students of this district when such events occur within or between separate schools within this district or with any schools outside this district.

### Eligibility Standards

A student who wishes to participate in a program of athletic competition must submit, on a form provided by the district, the signed consent of his/her parent(s) ~~or legal guardian(s)~~. The consent of the parent(s) ~~or legal guardian(s)~~ of a student who wishes to participate in a program of athletic competition **will** ~~must~~ include an acknowledgment of the physical hazards that may be encountered in the **activity** sport.

Student participation in athletic competition shall be governed by the following eligibility standards:

For School Districts with High School Students **and NJSIAA Athletics**

1. To be eligible for participation in the interscholastic athletic program of a New Jersey State Interscholastic Athletic Association (NJSIAA) member school all high school students must meet, at a minimum, all the eligibility requirements of the Constitution, Bylaws, and Rules and Regulations of the NJSIAA. These include a Concussion Policy Acknowledge form and





Consent to Random Steroid Testing from signed off by the parent/guardian and student/athlete.

## For High School Students **and NJSIAA Athletics**

2. Home schooled children are not eligible to participate in the high school interscholastic athletic program of this district.
3. The expectations at the freshman athletic level is to develop and refine basic skills and learn the rules of the sport; determine the students' continued involvement in the sport; and to provide playing time to all participants at the coaches' discretion.
4. The placement of freshman players on the junior varsity or varsity level shall be recommended by the head coach(s) with the advice and approval of the Athletic Director. The Athletic Director can deny the advancement of a freshman athlete if the move is not in the best interest of the student-athletes or detrimental to the specific sport program.
5. Notice of these eligibility requirements shall be given to the students.

## For Middle School Students

1. A student in grades 6 through 8 is eligible for participation in the school district sponsored athletic/sports program if they have successfully met the requirements in the preceding marking period.
2. Home schooled children in grades 6 through 8 are not eligible to participate in the school sponsored athletic/sports program of this district.

## For All Students

1. A student in any grade must maintain a satisfactory record of attendance to be eligible for participation in the school district sponsored athletic/sports program.
2. A student who is absent with an unexcused absence for a school day may not participate in the school district sponsored athletic/sports programs the afternoon or evening of that school day. It is the discretion of the school principal to allow participation for unforeseen excused absences.



3. A student who is serving an out-of-school suspension may not participate in the school district sponsored athletic/sports programs while serving the suspension.
4. A student in any grade who fails to observe school rules for student conduct may forfeit his/her eligibility for participation in school district sponsored athletic/sports programs **of athletic competition**.

Notice of these eligibility requirements shall be given to students.

## ~~Health Requirements~~ **Required Examinations – Interscholastic or Intramural Team or Squad**

~~Good physical condition, freedom from injury, and full recovery from illness are prerequisites to participation in school district sponsored athletic/sports program and practice for such competition. HIV status shall not be screened as a part of athletic physicals or reported in school health records.~~

Students enrolled in grades six to twelve must receive a medical examination, **in accordance with the provisions of N.J.S.A. 18A:40-41.7**, prior to participation ~~on a in~~ school-sponsored interscholastic or intramural ~~programs of athletic team or squad~~ competition **and any cheerleading program or activity**.

~~The~~ An examination of each candidate for a school athletic squad or team shall be conducted within 365 days prior to the first **day of official practice session in an athletic season** with examinations being conducted at the medical home of the student. The “medical home” is defined as a health care provider and that provider’s practice site chosen by the student’s parent(s) or legal guardian(s) for the provision of health care. If a student does not have a medical home, the school district shall provide ~~the this~~ examination at the school physician’s office or other comparably equipped facility. Since ~~the school physician is a “health care provider”,~~ The parent may choose either the school physician or their own private physician to provide this medical examination. **The medical examination required prior to participation shall be in accordance with the requirements as outlined in N.J.A.C. 6A:16-2.2(h)1 and Regulation 2431.2 and shall be documented using the Pre-participation Physical Evaluation form required by the Department of Education.**

~~The medical examination shall be conducted in accordance with N.J.S.A. 6A:16-2.2(h)1 and 2 and Regulation 2431.2. The medical report shall include a determination~~



~~concerning the student's participation on an athletic team or squad from the examining physician, nurse practitioner/clinical nurse specialist, or physician's assistant. The medical report shall be provided to the school physician for their approval if the school physician did not provide the medical examination.~~

~~If the student's medical examination was completed more than sixty days prior to the first practice session, the student must provide a health history update of medical problems experienced since the last medical examination in accordance with N.J.A.C. 6A:16-2.2(h)4. This health history must be completed and signed by the parent(s) or legal guardian(s).~~

~~The school district will provide written notification to the parent(s) or legal guardian(s), signed by the school physician, stating approval of the student's participation in the athletics, based solely on the medical report, or the written reasons for the school physician's disapproval of the student's participation. The school physician's signature on the notification indicates the medical report complies with the requirements of N.J.A.C. 6A:16-2.2(h)5.~~

**Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.** The health findings of this medical examination shall be maintained as part of the student's health record.

~~The medical examination conducted to determine the fitness of a candidate for athletic competition and the health history update must include, as a minimum, the respective medical history information and physical assessments set forth in rules of the State Board of Education and incorporated in their entirety in regulations implementing this policy.~~

#### Emergency Procedures

**Athletic coaches shall be trained in first aid to include sports-related concussion and head injuries, the use of a defibrillator, the identification of student athletes who are injured or disabled in the course of any athletic program or activity, and any other first aid procedures or other health related trainings required by law or the Superintendent.** ~~CPR, first aid, concussion awareness, and all newly hired coaches will need to complete a "Fundamentals of Coaching" course. Coaches will also need to identify athletes who are injured or disabled in the course of any athletic activity.~~



The Superintendent shall prepare and present to the Board for its approval procedures for the emergency treatment of injuries and disabilities that occur in the course of any **program or** athletic activity. Emergency procedures shall be reviewed by the Board not less than once in each school year and shall be disseminated to appropriate staff members.

## Interscholastic Standards

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board adopts the Constitution, Bylaws, Rules, and Regulations of the New Jersey State Interscholastic Athletic Association as Board policy and shall review such rules on a regular basis to ascertain they continue to be in conformity with the objectives of this Board.

The Superintendent shall annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics that includes a complete schedule of athletic events and shall inform the Board of changes in that schedule.

N.J.S.A. 2C:21-11

N.J.S.A. 18A:11-3 et seq.

N.J.A.C. 6A:7-1.7; 6A:16-1.4; 6A:16-2 et seq.

Adopted: 15 January 1985

Revised: 18 September 1984, 17 September 1985, 17 July 1990, 19 April 1993, 25 June 1996, 19 August 1997, 18 December 2001, 24 June 2003, 7 November 2006, 15 May 2012, 19 November 2013, 28 January 2014, 28 June 2016



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM

R 2431.2/Page 1 of 7

**Medical Examination ~~Prior to Determine Fitness for Participation in Athletics on~~  
a School-Sponsored Interscholastic or Intramural Team or Squad (M)**

**R 2431.2 MEDICAL EXAMINATION PRIOR TO DETERMINE FITNESS  
FOR PARTICIPATION IN ATHLETICS ON A SCHOOL-  
SPONSORED INTERSCHOLASTIC OR  
INTRAMURAL TEAM OR SQUAD**

**M**

- A. Students are required to receive medical examinations in accordance with the provisions of N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.2(f). Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility.**

**The school district shall ensure students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and prior to participation on a school-sponsored interscholastic or intramural team or squad for students in grades six through twelve.**

~~A medical examination conducted to determine the fitness of a pupil in grades six through twelve for participation in a school-sponsored interscholastic or intramural athletic team or squad shall include, as a minimum, the following:~~

- 1. ~~Health History Questionnaire Required Medical Examination~~**
  - a. The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season and shall be conducted by a licensed physician, advanced practice nurse (APN), or physician assistant (PA).**
  - b. The physical examination shall be documented using the Preparticipation Physical Evaluation (PPE) form developed jointly by the American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine and is available online at, <http://www.state.nj.us/education/students/safety/health/records/athleticphysicalsform.pdf>, in accordance with N.J.S.A. 18A:40-41.7.**



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM

R 2431.2/Page 2 of 7

### **Medical Examination Prior to Determine Fitness for Participation in Athletics on a School-Sponsored Interscholastic or Intramural Team or Squad (M)**

- (1) Prior to performing a preparticipation physical examination, the licensed physician, APN, or PA who performs the student-athlete's physical examination shall complete the Student-Athlete Cardiac Screening professional development module and shall sign the certification statement on the PPE form attesting to the completion, pursuant to N.J.S.A. 18A:40-41.d.

    - (a) If the PPE form is submitted without the signed certification statement and the school district has confirmed that the licensed physician, APN, or PA from the medical home did not complete the module, the student-athlete's parent may obtain a physical examination from a physician who can certify completion of the module or request that the school physician provides the examination.
  - (2) The medical report shall indicate if a student is allowed or not allowed to participate in the required sports categories and shall be completed and signed by the original examining physician, APN, or PA.
  - (3) An incomplete form shall be returned to the student's medical home for completion unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.
- c. Each student whose medical examination was completed more than ninety days prior to the first day of official practice in an athletic season shall provide a health history update questionnaire completed and signed by the student's parent. The completed health history update questionnaire shall include information listed below as required by N.J.S.A. 18A:40-41.7.b. The completed health history update questionnaire shall be reviewed by the school nurse and, if applicable, the school athletic trainer and shall include information as to whether, in the time period since the date of



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM

R 2431.2/Page 3 of 7

### **Medical Examination ~~Prior to Determine Fitness for Participation in Athletics on~~ a School-Sponsored Interscholastic or Intramural Team or Squad (M)**

**the student's last preparticipation physical examination, the student has:**

- (1) Been advised by a licensed physician, APN, or PA not to participate in a sport;**
  - (2) Sustained a concussion, been unconscious, or lost memory from a blow to the head;**
  - (3) Broken a bone or sprained, strained, or dislocated any muscles or joints;**
  - (4) Fainted or blacked out;**
  - (5) Experienced chest pains, shortness of breath, or heart racing;**
  - (6) Had a recent history of fatigue and unusual tiredness;**
  - (7) Been hospitalized, visited an emergency room, or had a significant medical illness;**
  - (8) Started or stopped taking any over the counter or prescribed medications; or**
  - (9) Had a sudden death in the family, or whether any member of the student's family under the age of fifty has had a heart attack or heart trouble.**
- d. The school district shall provide to the parent written notification signed by the school physician stating approval of the student's participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the student's participation.**
- e. The Board of Education will not permit a student enrolled in grades six to twelve to participate on a school-sponsored interscholastic or intramural team or squad unless the student submits a PPE form signed by the licensed physician, APN, or PA who performed the physical examination and, if applicable,**



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM

R 2431.2/Page 4 of 7

### **Medical Examination ~~Prior to Determine Fitness for Participation in Athletics on~~ a School-Sponsored Interscholastic or Intramural Team or Squad (M)**

**a completed health history update questionnaire, pursuant to N.J.S.A. 18A:40-41.7.c.**

**f. The school district shall distribute to a student-athlete and his or her parent the sudden cardiac arrest pamphlet developed by the Commissioner of Education, in consultation with the Commissioner of Health, the American Heart Association, and the American Academy of Pediatrics, pursuant to N.J.S.A. 18A:40-41.**

**(1) A student-athlete and his or her parent annually shall sign the Commissioner-developed form that they received and reviewed the pamphlet, and shall return it to the student's school pursuant to N.J.S.A. 18A:40-41.d.**

**(2) The Commissioner shall update the pamphlet, as necessary, pursuant to N.J.S.A. 18A:40-41.b.**

**(3) The Commissioner shall distribute the pamphlet, at no charge, to all school districts and nonpublic schools, pursuant to N.J.S.A. 18A:40-41.b.**

~~A health history questionnaire must be completed as part of the required medical examination. The medical history questionnaire will be completed and signed by the parent(s) or legal guardian(s) of the pupil, to determine whether the pupil:~~

- ~~a. Has been medically advised not to participate in any sport, and the reason for such advice;~~
- ~~b. Is under physician's care and the reasons for such care;~~
- ~~c. Has experienced loss of consciousness after an injury;~~
- ~~d. Has experienced a fracture or dislocation;~~
- ~~e. Has undergone any surgery;~~
- ~~f. Takes any medication on a regular basis, the names of such medication, and the reasons for such medication, and the reasons for such medication;~~
- ~~g. Has allergies including, but not limited to: hives, asthma, or reactions to bee stings;~~





# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM

R 2431.2/Page 5 of 7

### Medical Examination **Prior** to Determine Fitness for Participation in Athletics on a School-Sponsored Interscholastic or Intramural Team or Squad (M)

- ~~h. — Has experienced frequent chest pains or palpitations;~~
- ~~i. — Has a recent history of fatigue and undue tiredness;~~
- ~~j. — Has a history of fainting with exercise; and~~
- ~~k. — Has a history of a family member who died suddenly.~~
- ~~l. — Has a history of any past health events required to be reported to the examining physician, advanced practice nurse, or physician's assistant.~~

#### ~~2. — Report of Health Findings of the Medical Examination~~

~~The report of health findings of the medical examination for pupils in grades six through twelve participating in a school-sponsored interscholastic or intramural athletic team or squad shall be documented on the Preparticipation Physical Examination Form approved by the Commissioner of Education to determine whether the pupil had or currently has any of the following conditions since their last physical:~~

- ~~a. — Injuries;~~
- ~~b. — Chronic or ongoing illness;~~
- ~~c. — Prescribed medication;~~
- ~~d. — Allergies;~~
- ~~e. — Head related injuries;~~
- ~~f. — Heart related conditions;~~
- ~~g. — Eye, ear, nose, mouth, or throat conditions;~~
- ~~h. — Neuromuscular/orthopedic condition; and~~
- ~~i. — General or exercise related conditions.~~

#### ~~3. — Medical Report Determination~~

~~The medical report shall include a determination concerning the pupil's participation from the examining physician, advanced practice nurse, or physician's assistant which includes, at a minimum, the following normalities:~~

- ~~a. — Measurement of weight, height, and blood pressure,~~



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM

R 2431.2/Page 6 of 7

### Medical Examination ~~Prior to Determine Fitness for Participation in Athletics on~~ ~~a School-Sponsored Interscholastic or Intramural Team or Squad (M)~~

- ~~b. Examination of the skin to determine the presence of infection, scars of previous surgery or trauma, jaundice, and purpura;~~
- ~~c. Examination of the eyes to determine visual acuity, use of eyeglasses or contact lenses and examination of the sclera for the presence of jaundice;~~
- ~~d. Examination of the ears to determine the presence of or chronic infection, perforation of the eardrum, and gross hearing loss;~~
- ~~e. Examination of the nose to assess the presence of deformity which may affect endurance;~~
- ~~f. Assessment of the neck, back, and spine to determine range of motion, the presence of pain associated with such motion, and abnormal curvature of the spine;~~
- ~~g. Examination of chest contour;~~
- ~~h. Auscultation and percussion of the lungs;~~
- ~~i. Assessment of the heart with attention to the presence of murmurs, noting rhythm and rate;~~
- ~~j. Assessment of the abdomen with attention to the possible presence of hepatomegaly, splenomegaly, or abnormal masses;~~
- ~~k. Examination of upper and lower extremities to determine abnormal mobility or immobility, deformity, instability, muscle weakness or atrophy, surgical scars, and varicosities.~~
- ~~l. Examination of the testes to determine presence and descent of both testes, abnormal masses or configurations, or hernia;~~
- ~~m. Assessment of physiological maturation; and~~
- ~~n. Neurological examination to assess balance and coordination~~

~~The medical report shall indicate whether the pupil is allowed or disallowed to participate in a program of athletic competition and must be completed and signed by the original examining physician, advanced practice nurse, or physician's assistant. A form that is incomplete shall be returned to the pupil's medical home for completion. A pupil that does not have a completed Athletic Preparticipation Physical Examination Form shall not be permitted to participate.~~

#### ~~B. Health History Update~~

~~Each pupil whose medical examination was completed more than sixty days prior to the first practice session of the athletic competition shall provide a health history update of medical problems experienced since the last medical~~



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM

R 2431.2/Page 7 of 7

### Medical Examination **Prior** to Determine Fitness for Participation in Athletics on a School-Sponsored Interscholastic or Intramural Team or Squad (M)

~~examination. The health history update, completed and signed by the pupil's parent(s) or legal guardian(s), shall include the following information;~~

- ~~1. Hospitalizations and operations;~~
- ~~2. Illnesses~~
- ~~3. Injuries~~
- ~~4. Care administered by a physician of medicine or osteopath, advanced practice nurse, or physician's assistant and~~
- ~~5. Medications.~~

#### ~~C. Written Notification to Parent/Legal Guardian~~

~~The school district will provide written notification to the parent(s) or legal guardian(s), signed by the school physician, stating approval of the pupil's participation in a program of athletic competition based solely on the medical report, or the reasons for the school physician's disapproval of the pupil's participation.~~

Adopted: March 1993, December 2001

Revised: 17 January 2014, 28 June 2016



## 5310 HEALTH SERVICES (M)

### M

The Board of Education shall develop and adopt the following written policies, procedures, and mechanisms in accordance with N.J.A.C. 6A:16-2.1(a) for the provision of health, safety, and medical emergency services, and shall ensure staff are informed as appropriate:

1. The review of immunization records for completeness pursuant to N.J.A.C. 8:57-4.1 through 4.20 (Policy and Regulation 5320);
2. The administration of medication to students in the school setting in accordance with N.J.A.C. 6A:16-2.1(a)2. (Policy and Regulation 5330);
3. The review of Do Not Resuscitate (DNR) orders received from the student's parent or medical home (Policy 5332);
4. The provision of health services in emergency situations, including:
  - a. The emergency administration of epinephrine via Epi-pen auto-injector pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);
  - b. The emergency administration of glucagon pursuant to N.J.S.A. 18A:40-12.14 (Policy and Regulation 5338);
  - c. The care of any student who becomes injured or ill while at school or participating in school-sponsored functions (Policy and Regulation 8441);
  - d. The transportation and supervision of any student determined to be in need of immediate medical care (Policy and Regulation 8441); and
  - e. The notification to parents of any student determined to be in need of immediate medical care (Policy and Regulation 8441); **and**



- f. The establishment and implementation of an emergency action plan for responding to a sudden cardiac event, including the use of an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41b (Policy and Regulation 5300).**
5. The treatment of asthma in the school setting in accordance with the provisions of N.J.A.C. 6A:16-2.1(a)5 (Policy 5335);
6. ~~The~~ Administration of student medical examinations, pursuant to N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, and N.J.A.C. 6A:16-2.2 (Policy and Regulation 5310);
7. Utilization of sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. 12:100-4.2, Safety and Health Standards for Public Employees, and in compliance with 29 CFR 1910.1030, Public Employees Occupational Safety and Health Program (PEOSH) Bloodborne Pathogens Standards;
8. Provision of nursing services to nonpublic schools located in the school district as required by N.J.S.A. 18A:40-23 et seq. and N.J.A.C. 6A:16-2.5 (Policy and Regulation 5306);
9. Self-administration of medication by a student for asthma or other potentially life-threatening allergic reaction pursuant to N.J.S.A. 18A:40-12.3, 12.5, and 12.6, and the self-management and care of a student's diabetes as needed pursuant to N.J.S.A. 18A:40-12.15;
10. Development of an individual healthcare plan and individualized emergency healthcare plan for students with chronic medical conditions, including **life-threatening allergies, diabetes, and asthma**, ~~and diabetes, asthma, and life-threatening allergies~~, requiring special health services in accordance with N.J.S.A. 18A:40-12.11.c, 12.12, 12.13, and 12.15; and N.J.A.C. 6A:16-2.3(b)3xii (Policies and Regulations 5331 and 5338 **and Policy 5335**); and
11. Management of food allergies in the school setting and the emergency administration of epinephrine to students for anaphylaxis pursuant to N.J.S.A. 18A:40-12.6a through 12.6d.



The Board of Education shall annually adopt the school district's nursing services plan at a regular meeting.

The Board of Education shall comply with the following required health services as outlined in N.J.A.C. 8A:16-2.2:

1. Immunization records shall be reviewed and updated annually pursuant to N.J.A.C. 8:57-4.1 through 4.24.
2. A Building Principal or designee shall not knowingly admit or retain in the school building any student whose parent has not submitted acceptable evidence of the child's immunization, according to the schedule specified in N.J.A.C. 8:57-4, Immunization of Pupils in School.
3. The school district shall perform tuberculosis tests on students using methods required by and when specifically directed to do so by the New Jersey Department of Health based upon the incidence of tuberculosis or reactor rates in specific communities or population groups pursuant to N.J.S.A. 18A:40-16.
4. The school district shall immediately report by telephone to the health officer of the jurisdiction in which the school is located any communicable diseases identified as reportable pursuant to N.J.A.C. 8:57-1, whether confirmed or presumed.
5. Each school in the district shall have and maintain for the care of students at least one nebulizer in the office of the school nurse or a similar accessible location pursuant to N.J.S.A. 18A:40-12.7.
6. Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility pursuant to N.J.S.A. 18A:40-4.
7. The findings of ~~the medical~~ **required** examinations as ~~required~~ under 8.b., c., d., and e. below shall include the following components:
  - a. Immunizations pursuant to N.J.A.C. 8:57-4.1 through 4.24;



- b. Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;
  - c. Health screenings including height, weight, hearing, blood pressure, and vision; and
  - d. Physical examinations.
8. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and 6. above and
- a. Prior to participation on a school-sponsored interscholastic athletic team or intramural athletic team or squad for students enrolled in any grades six to twelve in accordance with N.J.A.C. 6A:16-2.2(h)1;
  - b. Upon enrollment in school in accordance with N.J.A.C. 6A:16-2.2(h)2;
  - c. When applying for working papers in accordance with N.J.A.C. 6A:16-2.2(h)3;
  - d. For the purposes of the comprehensive Child Study Team evaluation pursuant to N.J.A.C. 6A:14-3.4 in accordance with N.J.A.C. 6A:16-2.2(h)4 and
  - e. When a student is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 in accordance with N.J.A.C. 6A:16-2.2(h)5.
9. **Each school shall have available and maintain an AED, pursuant to N.J.S.A. 18A:40-41a.a(1) and (3), and in accordance with N.J.A.C. 6A:16-2.2(i).**
109. The Board of Education shall make accessible information regarding the New Jersey FamilyCare Program to students who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.



# POLICY

## OCEAN TOWNSHIP BOARD OF EDUCATION

Students  
5310/Page 5 of 5  
HEALTH SERVICES (M)

- 1140. Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.
- 1241. The Board of Education shall ensure that students receive health screenings as outlined in N.J.A.C. 6A:16-2.2(kl).
- 1312. The school nurse or designee shall screen to ensure hearing aids worn by students who are deaf and/or hard of hearing are functioning properly. The school nurse or designee will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist students hear are functioning properly.

N.J.S.A. 18A:40-4 et seq.

N.J.A.C. 6A:16-1.3; **6A:16-2.1**; 6A:16-2.2 et seq.

Adopted: 15 February 1977

Revised: 22 December 1980, 17 July 1990, 15 October 1991, 25 November 1997,  
15 January 2002, 21 December 2001, 11 November 2008, 16 December  
2014, 28 June 2016





# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

STUDENTS  
R 5310/Page 1 of 11  
HEALTH SERVICES (M)

### R 5310 HEALTH SERVICES (M)

#### M

##### A. Definitions – N.J.A.C. 6A:16-1.3

1. Advanced practice nurse (**APN**) – means a person who holds a current license as nurse practitioner/clinical nurse specialist from the State Board of Nursing.
2. Certified ~~s~~School ~~n~~Nurse – means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an Educational Services Certificate, school nurse or school nurse/non-instructional endorsement from the Department of Education pursuant to **N.J.A.C. 6A:9B-12.3 and 12.4** ~~N.J.A.C. 6A:9-13.3 and 13.4~~.
- ~~33. Medical Examination – means the assessment of an individual's health status.~~
34. Medical ~~h~~Home – means a health care provider, including New Jersey FamilyCare providers as defined by N.J.S.A. 30:4J-12 and the provider's practice site chosen by the student's parent for the provision of health care.
- ~~45. Non-certified ~~n~~Nurse – means a person who holds a current license as a professional nurse from the State Board of Nursing and is employed by a ~~district~~ Board of Education or nonpublic school, and who is not certified as a school nurse by the Department of Education.~~
5. **Parent** – means the natural parent(s), adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.
6. **Physician assistant (PA)** – means a health care professional licensed to practice medicine with physician supervision.



76. **Physical Examination** – means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse, or **physician assistant**. The term includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.
87. **School Physician** – means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Examiners who works under a contract or as an employee of the school district. The physician is also referred to as the medical inspector as per N.J.S.A. 18A:40-1.

B. Medical Examinations – General Conditions

1. Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility pursuant to N.J.S.A. 18A:40-4.
2. The findings of required examinations under **DE**. through **G**. below shall include the following components:
  - a1. Immunizations pursuant to N.J.A.C. 8:57-4.1 through 4.24;
  - b2. Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;
  - c3. Health screenings including height, weight, hearing, blood pressure, and vision; and
  - d4. Physical examinations.
3. **Each school shall have available and maintain an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41a.a(1) and (3), that is:**
  - a. **In an unlocked location on school property, with an appropriate identifying sign;**





# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

STUDENTS  
R 5310/Page 4 of 11  
HEALTH SERVICES (M)

2. ~~The medical examination shall include a health history questionnaire completed and signed by the parent.~~

a. ~~The report of health findings of the medical examination for participation shall be documented on the Athletic Preparticipation Physical Examination Form approved by the Commissioner of Education to determine whether the student had or currently has any of the following since their last physical:~~

- ~~(1) Injuries;~~
- ~~(2) Chronic or ongoing illness;~~
- ~~(3) Need for prescribed medication;~~
- ~~(4) Allergies;~~
- ~~(5) Head-related conditions;~~
- ~~(6) Heart-related conditions;~~
- ~~(7) Eye, ear, nose, mouth, or throat conditions;~~
- ~~(8) Neuromuscular/orthopedic conditions; or~~
- ~~(9) General or exercise-related conditions.~~

b. ~~The medical report shall include a determination concerning the student's participation that includes, at a minimum, the following normalities:~~

- ~~(1) Measurement of weight, height, and blood pressure;~~
- ~~(2) Examination of the skin to determine the presence of infection, scars from previous surgery or trauma, jaundice, a rash, and purpura;~~
- ~~(3) Examination of the eyes to determine visual acuity, use of eyeglasses or contact lenses, and examination of the sclera for the presence of jaundice;~~
- ~~(4) Examination of the ears to determine the presence of acute or chronic infection, perforation of the eardrum and gross hearing loss;~~
- ~~(5) Examination of the nose to assess the presence of deformity which may affect endurance;~~
- ~~(6) Assessment of the neck, back, and spine to determine range of motion, the presence of pain associated with such motion, and abnormal curvature of the spine;~~



- ~~(7) Examination of chest contour;~~
  - ~~(8) Auscultation and percussion of the lungs;~~
  - ~~(9) Assessment of the heart with attention to the presence of murmurs, noting rhythm and rate;~~
  - ~~(10) Assessment of the abdomen with attention to the possible presence of hepatomegaly, splenomegaly, or abnormal masses;~~
  - ~~(11) Examination of upper and lower extremities to determine abnormal mobility or immobility, deformity, instability, muscle weakness or atrophy, surgical scars and varicosities;~~
  - ~~(12) Examination of the testes to determine the presence and descent of testes, abnormal masses, or configurations, or hernia;~~
  - ~~(13) Assessment of physiological maturation; and~~
  - ~~(14) Neurological examination to assess balance and coordination.~~
- e. ~~The medical report shall indicate if a student is allowed or disallowed to participate in the required sports categories and shall be completed and signed by the original examining physician, advanced practice nurse, or physician's assistant.~~
- d. ~~An incomplete A form shall be returned to the student's medical home for completion unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.~~
2. The physical examination shall be documented using the Preparticipation Physical Evaluation (PPE) form developed jointly by the American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine and is available online at <http://www.state.nj.us/education/students/>



safety/health/records/athleticphysicalsform.pdf in accordance with N.J.S.A. 18A:40-41.7.

- a. Prior to performing a preparticipation physical examination, the licensed physician, APN, or PA who performs the student-athlete's physical examination shall complete the Student-Athlete Cardiac Screening professional development module and shall sign the certification statement on the PPE form attesting to the completion, pursuant to N.J.S.A. 18A:40-41d.
    - (1) If the PPE form is submitted without the signed certification statement and the school district has confirmed that the licensed physician, APN, or PA from the medical home did not complete the module, the student-athlete's parent may obtain a physical examination from a physician who can certify completion of the module or request that the school physician provides the examination.
  - b. The medical report shall indicate if a student is allowed or not allowed to participate in the required sports categories and shall be completed and signed by the original examining physician, APN, or PA.
  - c. An incomplete form shall be returned to the student's medical home for completion unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.
3. Each student whose medical examination was completed more than ninety days prior to the first day of official practice in an athletic season shall provide a health history update questionnaire completed and signed by the student's parent. The completed health history update questionnaire shall include information listed below as required by N.J.S.A. 18A:40-41.7.b. The completed health history update questionnaire shall be reviewed by the school nurse and, if



applicable, the school athletic trainer and shall include information as to whether, in the time period since the date of the student's last preparticipation physical examination, the student has:

- a. Been advised by a licensed physician, APN, or PA not to participate in a sport;
  - b. Sustained a concussion, been unconscious, or lost memory from a blow to the head;
  - c. Broken a bone or sprained, strained, or dislocated any muscles or joints;
  - d. Fainted or blacked out;
  - e. Experienced chest pains, shortness of breath, or heart racing;
  - f. Had a recent history of fatigue and unusual tiredness;
  - g. Been hospitalized, visited an emergency room, or had a significant medical illness;
  - h. Started or stopped taking any over the counter or prescribed medications; or
  - i. Had a sudden death in the family, or whether any member of the student's family under the age of fifty has had a heart attack or heart trouble.
4. The school district shall provide to the parent written notification signed by the school physician stating approval of the student's participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the student's participation.
  5. The Board of Education will not permit a student enrolled in grades six to twelve to participate on a school-sponsored interscholastic or intramural team or squad unless the student submits a PPE form signed by the licensed physician, APN, or



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

STUDENTS  
R 5310/Page 8 of 11  
HEALTH SERVICES (M)

**PA who performed the physical examination and, if applicable, a completed health history update questionnaire, pursuant to N.J.S.A. 18A:40-41.7.c.**

- 6. The school district shall distribute to a student-athlete and his or her parent the sudden cardiac arrest pamphlet developed by the Commissioner of Education, in consultation with the Commissioner of Health, the American Heart Association, and the American Academy of Pediatrics, pursuant to N.J.S.A. 18A:40-41.**

**a. A student-athlete and his or her parent annually shall sign the Commissioner-developed form that they received and reviewed the pamphlet, and shall return it, to the student's school pursuant to N.J.S.A. 18A:40-41.d.**

**b. The Commissioner shall update the pamphlet, as necessary, pursuant to N.J.S.A. 18A:40-41.b.**

**c. The Commissioner shall distribute the pamphlet, at no charge, to all school districts and nonpublic schools, pursuant to N.J.S.A. 18A:40-41.b.**

- ~~3. Each student whose medical examination was completed more than sixty days prior to the first practice session shall provide a health history update of medical problems experienced since the last medical examination. This shall be completed and signed by the parent. The health history update shall include the following information:~~

~~a. Hospitalization/operations;~~

~~b. Illnesses;~~

~~c. Injuries;~~

~~d. Care administered by a physician of medicine or osteopathy, advanced practice nurse, or physician's assistant; and~~

~~e. Medications.~~

- ~~4. Each school district shall provide to the parent written notification signed by the school physician stating approval of the student's participation in athletics based upon the medical report or the~~





# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

STUDENTS  
R 5310/Page 9 of 11  
HEALTH SERVICES (M)

~~reasons for the school physician's disapproval of the student's participation.~~

5. ~~A student who does not have a completed Athletic Pre-participation Physical Examination Form shall not be permitted to participate.~~

### D. Medical Examinations - Upon Enrollment in School

1. The school district shall ensure that students receive medical examinations upon enrollment in school. **The school district requires a parent to provide within thirty days of enrollment entry-examination documentation for each student** ~~parent shall be required to provide examination documentation of each student within thirty days of enrollment in the school.~~
2. When a student transfers to another school, the sending school district shall ensure the entry-examination documentation is forwarded to the receiving school district pursuant to N.J.A.C. 6A:16-2.4(d).
3. Students transferring into this school district from out-of-State or out-of-country may be allowed a thirty-day period to obtain entry examination documentation.
4. The school district shall notify parents through its website or other means about the importance of obtaining subsequent medical examinations of the student at least once during each developmental stage:; at early childhood (pre-school through grade three), pre-adolescence (grades four through six), and adolescence (grades seven through twelve).

### E. Medical Examinations - When Students Apply for Working Papers

1. Pursuant to N.J.S.A. 34:2-21.7 and 21.3, **34:2-21.8(3)**, the school district may provide for the administration of a medical examinations for a student pursuing a certificate of employment.
2. The school district shall not be held responsible for the costs for examinations at the student's medical home or other medical provider(s).



F. Medical Examinations - For the Purposes of the Comprehensive Child Study Team Evaluation Pursuant to N.J.A.C. 6A:14-3.4

1. The school district shall ensure that students receive medical examinations for the purposes of the comprehensive Child Study Team evaluation pursuant to N.J.A.C. 6A:14-3.4.

G. Medical Examinations - When a Student is Suspected of Being Under the Influence of Alcohol or Controlled Dangerous Substances pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3

1. If a student who is suspected of being under the influence of alcohol or controlled dangerous substances is reported to the certified school nurse, the certified school nurse shall monitor the student's vital signs and general health status for emergent issues and take appropriate action pending the medical examination pursuant to N.J.A.C. 6A:16-4.3.
2. No school staff shall interfere with a student receiving a medical examination for suspicion of being under the influence of alcohol or controlled dangerous substances pursuant to N.J.A.C. 6A:16-4.3.

H. Health Screenings

The Board of Education shall ensure that students receive health screenings in accordance with N.J.A.C. 6A:16-2.2(1k).

1. Screening for height, weight, and blood pressure shall be conducted annually for each student in Kindergarten through grade twelve.
2. Screening for visual acuity shall be conducted biennially for students in Kindergarten through grade ten.
3. Screening for auditory acuity shall be conducted annually for students in Kindergarten through grade three and in grades seven and eleven pursuant to N.J.S.A. 18A:40-4.



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

STUDENTS  
R 5310/Page 11 of 11  
HEALTH SERVICES (M)

4. Screening for scoliosis shall be conducted biennially for students between the ages of ten and eighteen pursuant to N.J.S.A. 18A:40-4.3.
5. Screenings shall be conducted by a school physician, school nurse, or other school personnel properly trained.
6. The school district shall **notify** ~~provide for the notification of~~ the parent of any student suspected of deviation from the recommended standard.

Adopted: August 1995

Revised: 21 December 2004, 11 November 2008, 16 December 2014, 28 June 2016



NEW

Students

5330.01/Page 1 of 2

ADMINISTRATION OF MEDICAL MARIJUANA (M)

## 5330.01 ADMINISTRATION OF MEDICAL MARIJUANA

M

The Board of Education, in accordance with the requirements of N.J.S.A. 18A:40-12.22, must adopt a Policy authorizing parents, guardians, and primary caregivers to administer medical marijuana to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event. The parent of a qualifying student patient requesting the administration of medical marijuana to the student while on school grounds, aboard a school bus, or attending a school-sponsored event must comply with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. and Policy and Regulation 5330.01.

A student enrolled in the school district must be authorized to engage in the medical use of marijuana and the primary caregiver, who may be the parent, must be authorized to administer medical marijuana to a qualifying student patient in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. The student and the primary caregiver must complete the registration process to obtain a Registry Identification Card from the New Jersey Department of Health in accordance with the requirements of N.J.S.A. 24:6I-4.

The parent of the student authorized to engage in the medical use of marijuana must submit a written request with supporting documentation to the Principal requesting approval to have a primary caregiver assist in the administration of medical marijuana to the student while on school grounds, aboard a school bus, or attending a school-sponsored event. The Principal, in consultation with the school nurse, the school physician, and the Superintendent of Schools, will review each request and upon approval will inform the parent in writing of the approval with details for the administration of medical marijuana to the qualifying student patient. The medical use of marijuana by a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event will only be authorized after the written approval from the Principal is provided to the parent.

Medical marijuana may only be administered to the qualifying student patient while the student is on school grounds, aboard a school bus, or attending a school-sponsored event by the primary caregiver in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. The prescribed medical marijuana must be in the possession of the primary caregiver at all times, except during the administration process. The primary caregiver shall comply with the requirements of the Principal's written approval for the administration of medical



# POLICY

## OCEAN TOWNSHIP BOARD OF EDUCATION

*NEW*

Students

5330.01/Page 2 of 2

### ADMINISTRATION OF MEDICAL MARIJUANA (M)

**marijuana to the qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event.**

**All health records related to the administration of medical marijuana to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event shall be maintained in accordance with the requirements of N.J.A.C. 6A:16-2.4 and N.J.A.C. 6A:32-7.4.**

**No person shall be subject to arrest or prosecution for constructive possession, conspiracy, or any other offense for simply being in the presence or vicinity of the medical use of marijuana as authorized under N.J.S.A. 24:6I-1 et seq. or N.J.S.A. 18A:40-12.22. No custodial parent, guardian, or person who has legal custody of a qualifying student patient who is a minor shall be subject to arrest or prosecution for constructive possession, conspiracy, or any other offense for assisting the minor in the medical use of marijuana as authorized under N.J.S.A. 24:6I-1 et seq. or N.J.S.A. 18A:40-12.22.**

**N.J.S.A. 18A:40-12.22**

**N.J.S.A. 24:6I-1 et seq.**

**N.J.A.C. 6A:16-2.4; 6A:32-7.4**

**Adopted: 28 June 2016**



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

*NEW*

STUDENTS

R 5330.01/Page 1 of 6

ADMINISTRATION OF MEDICAL MARIJUANA (M)

### **R 5330.01 ADMINISTRATION OF MEDICAL MARIJUANA**

**M**

A custodial parent, guardian, or person having legal custody of a student requesting the administration of medical marijuana to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event must comply with the procedures and requirements of N.J.S.A.18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. and this Regulation.

#### **A. Definitions**

**For the purposes of this Policy:**

1. "Bona fide physician-patient relationship" means a relationship in which the physician has ongoing responsibility for the assessment, care, and treatment of a qualifying student patient's debilitating medical condition.
2. "Certification" means a statement signed by a physician with whom a qualifying student patient has a bona fide physician-patient relationship, which attests to the physician's authorization for the patient to apply for registration for the medical use of marijuana.
3. "Marijuana" has the meaning given in Section 2 of the "New Jersey Controlled Dangerous Substances Act," N.J.S.A. 24:21-2.
4. "Medical use of marijuana" means the acquisition, possession, transport, or use of marijuana or paraphernalia by a registered qualifying student patient as authorized by the New Jersey Compassionate Medical Marijuana Act (Act).
5. "Parent" means the custodial parent, guardian, or person who has legal custody of a qualifying student patient who may also be the primary caregiver registered and provided a Registry Identification Card by the New Jersey Department of Health to administer medical marijuana to a student in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A 24:6I-4.
6. "Physician" means a person licensed to practice medicine and surgery pursuant to Title 45 of the Revised Statutes with whom the qualifying student patient has a bona fide physician-patient relationship and who



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

*NEW*

STUDENTS

R 5330.01/Page 2 of 6

### ADMINISTRATION OF MEDICAL MARIJUANA (M)

is the primary care physician, hospice physician, or physician responsible for the ongoing treatment of a qualifying student patient's debilitating medical condition, provided; however, that the ongoing treatment shall not be limited to the provision of authorization for a qualifying student patient to use medical marijuana or consultation solely for that purpose.

7. "Primary caregiver" or "caregiver" means a resident of the State who:
  - a. Is at least eighteen years old;
  - b. Has agreed to assist with a registered qualifying student patient's medical use of marijuana, is not currently serving as primary caregiver for another qualifying patient, and is not the qualifying student patient's physician;
  - c. Has never been convicted of possession or sale of a controlled dangerous substance, unless such conviction occurred after the effective date [Oct. 1, 2010] of the Act and was for a violation of Federal law related to possession or sale of marijuana that is authorized under the Act;
  - d. Has registered with the Department of Health pursuant to N.J.S.A. 24:6I-4 and has satisfied the criminal history record background check requirement of N.J.S.A. 24:6I-4; and
  - e. Has been designated as primary caregiver on the qualifying student patient's application or renewal for a Registry Identification Card or in other written notification to the Department of Health.
8. "Qualifying student patient" means a resident of the State who is a student enrolled and attending school in this school district who has been provided with a certification by a physician pursuant to a bona fide physician-patient relationship and has been issued a Registry Identification Card by the New Jersey Department of Health for medical use of marijuana in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A 24:6I-4.
9. "Qualifying patient" means a resident of the State who has been provided with a certification by a physician pursuant to a bona fide physician-patient relationship.



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

*NEW*

STUDENTS  
R 5330.01/Page 3 of 6  
ADMINISTRATION OF MEDICAL MARIJUANA (M)

10. **“Registry Identification Card” means a document issued by the Department of Health that identifies a person as a registered qualifying student patient or primary caregiver.**

### **B. Registration – Qualifying Student Patient and Primary Caregiver**

1. **A qualifying student patient must be authorized to engage in the medical use of marijuana and the primary caregiver must be authorized to assist the qualifying student patient with the medical use of marijuana pursuant to the provisions of N.J.S.A. 24:6I-1 et seq.**
2. **A qualifying student patient and their primary caregiver must complete the registration process in accordance with the provisions of N.J.S.A. 24:6I-4 and any other requirements of the New Jersey Department of Health.**
3. **The qualifying student patient’s parent shall be responsible to immediately inform the Principal of any change in the status of the student’s Registry Identification Card that would deem the Registry Identification Card null and void due to any reason outlined in N.J.S.A. 24:6I-4e or for any other reason.**
4. **The qualifying student patient’s primary caregiver shall be responsible to immediately inform the Principal of any change in the status of any primary caregiver’s Registry Identification Card that would deem the Registry Identification Card null and void due to any reason outlined in N.J.S.A. 24:6I-4e or for any other reason.**

### **C. Submission for Authorization for Administration of Medical Marijuana**

1. **A parent of a qualifying student patient requesting the administration of medical marijuana to the student while on school grounds, aboard a school bus, or attending a school-sponsored event must submit a written request to the Principal with a copy of a current New Jersey Department of Health Registry Identification Cards for the qualifying student patient and the primary caregiver and a copy of the physician’s order or prescription indicating dosage information and the method of administration for the medical marijuana to the**





*NEW*

STUDENTS  
R 5330.01/Page 4 of 6  
ADMINISTRATION OF MEDICAL MARIJUANA (M)

**qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event.**

**The Principal may request the parent provide additional documentation from the physician that the medical marijuana must be administered during the time of the day when the student is on school grounds, aboard a school bus, or attending a school-sponsored event and the medical marijuana cannot be administered and/or will not be effective during alternate times when the student is not on school grounds, aboard a school bus, or attending a school-sponsored event.**

- a. The parent's written request and all supporting documentation must be submitted to the Principal at least five school days before the first day of the requested administration.**
- 2. The Principal shall review the submitted Registry Identification Cards and supporting documentation with the school physician, the school nurse, and the Superintendent of Schools.**
- 3. Upon review and approval of the documentation submitted by the parent, the Principal will inform the parent or primary caregiver, if the parent is not the primary caregiver, in writing with the following information:**
  - a. The location (school, office, etc.) where the primary caregiver shall report to administer the medical marijuana;**
  - b. The school staff member(s) who the primary caregiver must see to coordinate the administration of medical marijuana;**
  - c. The time the primary caregiver shall report to administer the medical marijuana;**
  - d. The specific location where the medical marijuana shall be administered to the student; and**
  - e. A copy of Policy and Regulation 5330.01 – Administration of Medical Marijuana.**



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

*NEW*

STUDENTS

R 5330.01/Page 5 of 6

### ADMINISTRATION OF MEDICAL MARIJUANA (M)

4. In the event the Principal, after consultation with the school nurse, school physician, and Superintendent, has a question or concern regarding the Registry Identification Cards or supporting documentation submitted by the parent, the Principal or school physician will contact the parent with the question or concern.
5. The administration of medical marijuana on school grounds, aboard a school bus, or at a school-sponsored event, pursuant to N.J.S.A. 18A:40-12.22, will only be authorized after the approval required by Policy and Regulation 5330.01.

#### **D. Administration of Medical Marijuana**

1. The medical marijuana shall only be administered by the primary caregiver and at the approved location, times, and method as indicated in the parent's request that was approved in writing by the Principal.
2. In accordance with the provisions of N.J.S.A. 18A:40-12.22.b.(5), medical marijuana cannot be administered to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event by smoking or other form of inhalation.
3. The prescribed medical marijuana must always be in the possession of the primary caregiver and may not be in the possession of the qualifying student patient at any time on school grounds, aboard a school bus, or at a school-sponsored event.
4. The Principal, after consultation with the school nurse, school physician, and the Superintendent, will determine a specific location for the administration of the medical marijuana to the qualifying student patient.
  - a. The Principal will designate a private area, if possible, for the primary caregiver to administer the medical marijuana to the qualifying student patient. The amount of privacy provided for the administration will depend on the approved method of administration and the designated location. The location may be a nurse's office, a private office, a private restroom facility, or any other location appropriate for the approved method of administration.



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

*NEW*

STUDENTS

R 5330.01/Page 6 of 6

### ADMINISTRATION OF MEDICAL MARIJUANA (M)

5. The primary caregiver shall report to the approved location prior to the scheduled time for the administration of medical marijuana to the qualifying student patient. The primary caregiver must show the Registry Identification Card and a second form of identification which shall be a photograph identification.
6. The Principal or supervising school staff member of a school-sponsored event may designate a school staff member to escort the primary caregiver to the qualifying student patient at the designated time to the designated location for the administration.
7. The Principal may designate a school staff member to observe the administration of the medical marijuana on school grounds, aboard a school bus, or at a school-sponsored event.
8. The primary caregiver shall assist in the administration of medical marijuana to the qualifying student patient in accordance with the method and dosage prescribed by the physician and included in the parent's request to the Principal.
9. The qualifying student patient shall return to his/her class or event as soon as possible after the administration.
10. The primary caregiver will be escorted outside the school building, away from the school bus, or away from the school-sponsored event, if applicable, by a school staff member after the administration.
  - a. The qualifying student patient and/or primary caregiver may be asked to remain at the location of the administration by the school staff member in the event the student needs some additional time after the administration and before returning to their class or event.
11. The primary caregiver shall be responsible for the security of the medical marijuana on school grounds, aboard a school bus, or at a school-sponsored event before, during, and after the administration. At no time shall the qualifying student patient have the medical marijuana in their possession except during the administration process by the primary caregiver.

Adopted: 28 June 2016



## REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN (M)

### 8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

#### M

The Board of Education recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board of Education adopts this Policy pursuant to the requirements of N.J.S.A. 18A:36-24 and 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns to provide for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. 18A:36-24 and 18A:36-25 et seq., N.J.A.C. 6A:16-11.1, and N.J.S.A. 9:6-8.10.

Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE or **to any other telephone number designated by the appropriate child welfare authorities**. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

The person having reason to believe that a child may be missing or may have been abused or neglected may inform the Principal or other designated school official(s) prior to notifying designated child welfare authorities if the action will not delay immediate notification. The person notifying designated child welfare authorities shall inform the Principal or other designated school official(s) of the notification, if such had not occurred prior to the notification. Notice to the Principal or other designated school official(s) need not be given when the person believes that such notice would likely endanger the reporter or student involved or when the person believes that such disclosure would likely result in retaliation against the student or in discrimination against the reporter with respect to his or her employment.

The Principal or other designated school official(s) upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.



## REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN (M)

School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.

The district designates the Superintendent as the school district's liaison to designated child welfare authorities to act as the primary contact person between the school district and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The district designates the Superintendent or designee as the school district's liaison to law enforcement authorities to act as the primary contact person between the school district and law enforcement authorities, pursuant to N.J.A.C. 6A:16-6.2(b)1, consistent with the Memorandum of Understanding, pursuant to N.J.A.C. 6A:16-6.2(b)13.

An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C. 6A:16-11.1(a)9.

The or interns on the district's policy and procedures for reporting allegations of missing, abused, or neglected child situations. All new school district employees, volunteers, or interns working in the district shall receive the required information and training as part of their orientation.

There shall be no reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing, abused, or neglected child situation pursuant to N.J.S.A. 9:6-8.13.

Any employee, volunteer, or intern with reasonable cause to suspect or believe **that** a student has attempted or ~~contemplated~~ **completed** suicide, shall report **the such** information to the Department of **Human Services, Division of Mental Health and Addiction Services** ~~Children and Families, Division of Child Protection and Permanency~~, in a form and manner prescribed by the Division of **Mental Health and Addiction Services** ~~Child Protection and Permanency~~ pursuant to N.J.S.A. 30:9A-24.a.

N.J.S.A. 18A:36-24; 18A:36-25 et seq.  
N.J.A.C. 6A:16-11.1

Adopted: 21 November 1989

Revised: 17 July 1990, 15 October 1991, 17 October 1995, 4 November 2008,  
26 August 2014, 28 June 2016



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

OPERATIONS

R 8462/Page 1 of 6

### REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN (M)

#### R 8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN (M)

#### M

##### A. Definitions

1. An "abused child" as defined in N.J.S.A. 9:6-8.9, is a child under the age of eighteen years whose parent, or other person having his/her custody and control:
  - a. Inflicts or allows to be inflicted upon such child physical injury by other than accidental means which causes or creates a substantial risk of death, or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ;
  - b. Creates or allows to be created a substantial or ongoing risk of physical injury to such child by other than accidental means which would be likely to cause death or serious protracted disfigurement, or protracted loss or impairment of the function of any bodily organ;
  - c. Commits or allows to be committed an act of sexual abuse against the child;
  - d. Or a child whose physical, mental, or emotional condition has been impaired or is in imminent danger of becoming impaired as the result of the failure of his/her parent, or other person having his/her custody and control, to exercise a minimum degree of care (1) in supplying the child with adequate food, clothing, shelter, education, medical, or surgical care though financially able to do so or though offered financial or other reasonable means to do so, or (2) in providing the child the proper supervision or guardianship, by unreasonably inflicting or allowing to be inflicted harm, or substantial risk thereof, including the infliction of excessive corporal punishment or using excessive physical restraint under circumstances which do not indicate that the child's behavior is harmful to himself/herself, others or property, or by any other act of similarly serious nature requiring the aid of the court;
  - e. Or a child who has been willfully abandoned by his/her parent guardian, or other person having his/her custody and control; or



## REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN (M)

- f. Or a child who is in an institution as defined under N.J.S.A. 9:6-8.21 and (1) has been so placed inappropriately for a continued period of time with the knowledge that the placement has resulted and may continue to result in harm to the child's mental or physical well-being, or (2) has been willfully isolated from ordinary social contact under circumstances which indicate emotional or social deprivation.
  - 1. A child shall not be considered abused under N.J.S.A. 9:6-8.9 if the acts or omissions described therein occur in a day school as defined in N.J.S.A. 9:6-8.21.
  - 2. An "Intern" means a post-secondary student or graduate student in a professional field gaining supervised practical experience.
- B. Indications of Child Abuse and/or Neglect
- 1. The suspicion of child abuse and/or neglect may be based on the complaints of the child or on the direct observations of the employee, volunteer, or intern. A person should suspect child abuse and/or neglect when certain conditions appear to be present. The conditions may be, but are not limited to, whenever:
    - a. There is evidence of physical injury to a student not likely to have been caused by an accident, regardless of the student's explanation of the injury;
    - b. A student complains of having been injured or having been sexually molested, with or without external signs of physical injury;
    - c. A student appears to be malnourished;
    - d. A student's general condition indicates a persistent want of care, such as clothing inadequate for the weather, inadequate hygiene, lack of sleep, decayed and broken teeth, and the like;
    - e. A student complains of or indicates by other means that he/she has been subjected to threats or emotional abuse;
    - f. A student is excessively apprehensive, fearful, withdrawn, or aggressive;



## REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN (M)

- g. A student is afraid to go home after school or arrives to school unreasonably early;
- h. A parent or the caretaker of a child admits having abused the child;
- i. The removal from school by the parent, or other person having custody and control of the child that may be an indicator of additional grievous abuses; or
- j. School district personnel have any other reason to believe that a child has been subject to child abuse and/or neglect, to include but not be limited to, physical abuse, sexual abuse, neglect, educational abuse, and educational neglect.

### C. Notification Requirements for School District Employees, Volunteers or Interns

1. Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children.
  - a. The person having reason to believe that a child may be missing or may have been abused or neglected may inform the Principal or other designated school official(s) prior to notifying designated child welfare authorities if the action will not delay immediate notification.
  - b. The person notifying designated child welfare authorities shall inform the Principal or other designated school official(s) of the notification, if such had not occurred prior to the notification.
    - (1) Notice to the Principal or other designated school official(s) need not be given when the person believes the notice would likely endanger the reporter or student involved or when the person believes the disclosure would likely result in retaliation against the student or in discrimination against the reporter with respect to his or her employment.
2. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE or to any other telephone number





## REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN (M)

**designated by the appropriate child welfare authorities.** If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

### D. School District's Notification to Law Enforcement

1. The Principal or other designated school official(s) upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities of incidents of potentially missing, abused, or neglected child situations.
  - a. Notification procedures to child welfare authorities and law enforcement authorities regarding alleged incidents of missing, abused, or neglected children shall be consistent with the Memorandum of Agreement between education and law enforcement authorities pursuant to N.J.A.C. 6A:16-6.2(b)13.
  - b. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district.
    - (1) The notification to appropriate law enforcement authorities on behalf of a student attending a receiving school shall be made to the law enforcement authorities identified in the receiving school's Memorandum of Agreement as required by N.J.A.C. 6A:16-6.2(b)13.
2. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

### E. School District Cooperation with Designated Law Enforcement Authorities

1. The school district will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children.
  - a. Accommodations shall be made permitting the child welfare and law enforcement investigators to interview the student in the presence of the Principal or other designated school official(s).



## REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN (M)

- (1) If the student is intimidated by the presence of the school representative, the student shall be requested to name an employee, volunteer, or intern working in the school district, whom he or she feels will be supportive, and who will be allowed to accompany the student during the interview.
- b. District administrative and/or supervisory staff members will assist designated child welfare and law enforcement authorities in scheduling interviews with any employee, volunteer, or intern working in the school district who may have information relevant to the investigation.
- c. In accordance with N.J.A.C. 6A:16-11.1(a)5.iii., the district will release all records of the student who is the subject of the investigation that are deemed to be relevant to the assessment or treatment of a potentially missing, abused, or neglected child pursuant to N.J.S.A. 18A:36-19, N.J.S.A. 9:8-8.40 and allowable under the Family Education Rights and Privacy Act (FERPA), 34 CFR Part 99.
- d. In accordance with N.J.A.C. 6A:16-11.1(a)5.iv., the district will ensure the maintenance, security, and release of all confidential information about potential missing, abused, or neglected child situations is in accordance with N.J.S.A. 18A:36-19, N.J.S.A. 9:8-8.40, and N.J.A.C. 6A:32-7.
  - (1) All information regarding allegations of potentially missing, abused, or neglected children reported to authorities about an employee, volunteer, or intern working in the school district shall be considered confidential and may be disclosed only as required in order to cooperate in investigations pursuant to N.J.A.C. 6A:16-11.1(a)2. and 3. or by virtue of a Court Order. Records pertaining to such information shall be maintained in a secure location separate from other employee personnel records and accessible only to the Superintendent or designee.
- e. In accordance with N.J.A.C. 6A:16-11.1(a)5.v., the district will release the student to child welfare authorities while school is in



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

OPERATIONS

R 8462/Page 6 of 6

### REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN (M)

session when it is necessary to protect the student or take the student to a service provider.

- (1) Such removal shall take place only after the Principal, or other designated school official(s) has been provided, either in advance or at the time removal is sought, with appropriate documentation that the child welfare authority has already removed, or has appropriate authority to remove, the student from his or her home, as specified in N.J.S.A. 9:6-8.27 through 8.30.

- f. The district will cooperate in the transfer of a student who has been removed from his or her home by designated child welfare authorities for proper care and protection pursuant to N.J.S.A. 9:6-8.28 and 8.29 to another school.

#### F. Due Process Rights of a School Employee, Volunteer, or Intern Named As a Suspect

1. An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights.
2. Temporary reassignment or suspension of an employee, volunteer, or intern working in the school district named as a suspect pursuant to N.J.A.C. 6A:16-11.1.(a)2 shall occur only if there is reason to believe that the life or health of the alleged victim or other student is in jeopardy due to continued contact between the employee, volunteer, or intern and the student.
3. All references to a notification to the designated child welfare authorities of a potential missing, abused, or neglected child situation involving a school district employee, shall be removed from the employee's personnel records immediately following the receipt of an official notice from child welfare authorities that the allegation was unfounded pursuant to N.J.S.A. 18A:6-7a.

Adopted: October 1995

Revised: 11 November 2008, 26 August 2014, 28 June 2016



**TOWNSHIP OF OCEAN BOARD OF EDUCATION**  
**WORK MEETING MINUTES**  
**June 2, 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, Mr. James Dietrich, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis, and Mrs. Denise Parlamas. Mr. Sean Moore and Mrs. Sylvia Sylvia-Cioffi were absent.

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

**Enter Executive Session – 7:01 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/Negotiations (TOEA). 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 1 hour and will not take action upon returning to work session.

**EXECUTIVE SESSION:**

- The Board of Education discussed the TOEA job action that is continuing. The Board of Education reviewed the rejection of the offer to the TOEA of the ½ day before the Christmas break. The Board of Education agreed to go back to the union with an offer and ask what it is that they want to end the job action.

**Adjourn Executive Session – 8:02 p.m.**

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

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

**PUBLIC COMMENT:** None

**COMMITTEE REPORTS:** None

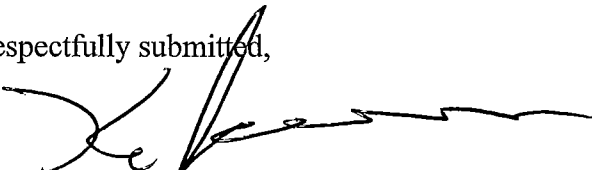
**OLD BUSINESS:** None

**NEW BUSINESS:** None

**ADJOURN MEETING: 8:03 p.m.**

There being no further business, Mrs. McGovern made a motion, seconded by Mr. Dietrich, that the meeting be adjourned. This motion carried 7-0.

Respectfully submitted,

  
Kenneth Jannarone  
School Business Administrator/  
Board Secretary

**TOWNSHIP OF OCEAN BOARD OF EDUCATION  
WORK MEETING MINUTES  
June 7 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. James Dietrich, Mr. Joseph Hadden, Dr. David Marshall, Mr. Sean Moore, Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi. Mr. Steven Clayton and Mrs. Amy McGovern were absent.

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

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

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

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

**Adjourn Executive Session – 8:02 p.m.**

*Approval: Motion offered by Mrs. Sylvia-Cioffi, seconded by Mr. Moore and carried 7-0.*

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

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

Mr. Hadden discussed the following item(s):

- Graduation Board of Education speakers are to be decided.
- Discussed the Mandated Training NJ School Boards offers to Board members

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

Dr. Stefankiewicz discussed the following item(s):

- Tickets for Graduation ceremonies are available.
- Professional Development Day on Friday, June 3<sup>rd</sup> and Elementary Training for the new reading program.
- Prom went well, only minor traffic accident in the parking lot. Post Prom went well.

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

Mr. Jannarone discussed the following item(s):

- Follow-up on Board discussion regarding meetings audio posted on the website. Quotes for microphones for the auditorium were also discussed.

**PUBLIC COMMENT:** None

**COMMITTEE REPORTS:**

**Twp of Ocean BOE Work Meeting Minutes (continued) – June 7, 2016**

**CO-CURRICULAR STUDENT ACTIVITIES:** Mrs. Mc Govern

The following item(s) were discussed:

1. **Discussion: NJSIAA Membership Resolution**

Board of Education and Administration discussed the attached NJSIAA Membership Resolution for the 2016-2017 school year.

**COMMUNITY LIAISON & COMMUNICATIONS:** Mrs. Sylvia-Cioffi

The following item(s) were discussed:

1. **Discussion: Notice: School Board Election - 2016**

School Board Candidacy Kit has been released by the New Jersey School Boards Association. Candidacy petitions are due to the Monmouth County Clerk by July 25, 2016, at 4:00p.m. for the November 7, 2016 Board of Education Member election. Further information can be found at [www.oceanschools.org](http://www.oceanschools.org).

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

2. **Approval of Minutes:**

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

Work Meeting/Executive Session Minutes – May 24, 2016

Motion(s) on item #2 carried: 7-0

**FINANCIAL MANAGEMENT & RESOURCE SERVICES:** Mr. Moore

The following item(s) were discussed:

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

The Board of Education and administration discussed the attached master shared services resolution between the Township of Ocean Board of Education and the Deal Board of Education. Addendum I, II, and III detail the shared services scope of work for cafeteria, maintenance and technology services respectively. This agreement will be in place from July 1, 2016 to June 30, 2017.

The Board discussed the increasing of fees to cover all costs incurred by the district.

2. **Discussion: Tuition Contract:**

Board of Education and Administration discussed of a tuition agreement in the amount of \$7,491.68, between Township of Ocean Board of Education, County of Monmouth, sending district, and Neptune Township School District, County of Monmouth, receiving district, for a homeless student from December 21, 2015 through June 20, 2016.

3. **Discussion: State Contract Purchases**

The Board of Education and Administration discussed the purchase of district computer, maintenance, security cameras, equipment, and other budgeted items from the following vendors utilizing the State of

**Twp of Ocean BOE Work Meeting Minutes (continued) – June 7, 2016**

New Jersey Purchasing Bureau contract on a year-long basis as needed/budgeted in the 2016-2017 school year:

Office Business Systems  
Dell Computers  
Hewlett Packard

Contract #70264  
Contract #70256  
Contract #70262

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

**4. Grant**

Move to approve the acceptance of the grant award for the FY 2017 Career Pathways Competitive Grant, #17E00026, through the New Jersey State Department of Education in the amount of \$100,000 (equaling \$500,000 total for 5 years).

A complete Grant Program presentation will take place at the next work meeting.

**5. Resolution for Refunding Bond Ordinance:**

Move to approve the following resolution introduced on first reading regarding Refunding Bond Ordinance:

**REFUNDING BOND ORDINANCE OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF OCEAN IN THE COUNTY OF MONMOUTH, NEW JERSEY, 21 PROVIDING FOR THE REFUNDING OF ALL OR A PORTION OF THE OUTSTANDING CALLABLE SCHOOL BONDS OF THE SCHOOL DISTRICT, DATED SEPTEMBER 1, 2007, ISSUED IN THE ORIGINAL PRINCIPAL AMOUNT OF \$6,113,000, APPROPRIATING NOT TO EXCEED \$2,700,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$2,700,000 REFUNDING BONDS TO PROVIDE FOR SUCH REFUNDING.**

BE IT ORDAINED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF OCEAN IN THE COUNTY OF MONMOUTH, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The Board of Education of the Township of Ocean in the County of Monmouth, New Jersey (the "School District") is hereby authorized to refund all or a portion of the outstanding callable school bonds of the School District issued in the original principal amount of \$6,113,000 and dated September 1, 2007 (the "2007 Bonds"). The 2007 Bonds maturing on or after September 1, 2018 (the "2007 Refunded Bonds") may be redeemed at the option of the School District in whole or in part on any date on or after September 1, 2017 (the "Redemption Date") at a redemption price equal to 100% of such Refunded Bonds.

Section 2. In order to finance the cost of the purpose described in Section 1 hereof, negotiable refunding bonds (the "Refunding Bonds") are hereby authorized to be issued in the aggregate principal amount not to exceed \$2,700,000 pursuant to N.J.S.A. 18A:24-61 *et seq.*

Section 3. An aggregate amount not exceeding \$85,000 for items of expense listed in and permitted under N.J.S.A. 18A:24-61.4 has been included in the aggregate principal amount of Refunding Bonds authorized herein.

Section 4. The purpose of the refunding is to incur an interest cost savings for the School District.

**Twp of Ocean BOE Work Meeting Minutes (continued) – June 7, 2016**

Section 5. Supplemental debt statements have been prepared and filed in the offices of the Ocean Township Clerk, the Loch Arbour Village Clerk (collectively, the “Constituent Municipalities”) and the Business Administrator/Board Secretary and in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey as required by law. Such statement shows that the gross debt of the Constituent Municipalities as defined in the Local Bond Law and the school debt of the Board of Education is increased by the amount the Refunding Bond authorization exceeds the amount of the proposed Refunded Bonds.

Section 6. No Local Finance Board approval is required as the issuance of the Refunding Bonds will comply with the requirements of N.J.A.C. 5:30-2.5.

Section 7. The Board President, the Superintendent, the Business Administrator/Board Secretary and other appropriate representatives of the School District are hereby authorized to prepare such documents, to publish such notices and to take such other actions as are necessary or desirable to enable the School District to prepare for the sale and the issuance of the Refunding Bonds authorized herein and to provide for the redemption of the 2007 Bonds referred to in Section 1 hereof.

Section 8. This bond ordinance shall take effect immediately after final adoption.

Motion(s) for items #4 and #5 carried: 7-0

**INSTRUCTIONAL & EDUCATION:** Dr. Marshall

The following item(s) were discussed:

1. **Discussion: Overnight Trip Request**

Board of Education and Administration discussed the following overnight trip request:

Group:	DECA – Grades 9-12
Number of Students:	10
Date:	Departure Time: November 9, 2016, 1:55 pm Return Time: November 13, 2016, 10:00 pm
Destination:	Epcot, Walt Disney World – Orlando, Florida
Purpose:	Disney Leadership Academy – Youth Education Series
Transportation:	*School bus to the airport, plane to Florida.
Teacher Chaperones:	Greg Colón
Parent Chaperones:	-0-
Cost per pupil:	\$712.00 per student (paid for by DECA store revenue, and fundraising. Balance will be paid for by the students.)

\*Plane reservations will be made after Board approval of this trip.

2. **Discussion: Textbooks - 2016-2017 School Year**

Board of Education and Administration discussed the purchase of the following textbooks for the 2016-2017 school year:

School	Subject/ Course	Proposed Book	Author/ Publisher	Copyright Date/*Price per book/Number of Books to be ordered
All Elementary Schools and	ELA K-5	Wonders, Wonderworks,	McGraw/Hill	2017



**Twp of Ocean BOE Work Meeting Minutes (continued) – June 7, 2016**

Grade 5		Wonder for E1, and Maravillas		25 student texts per classroom
---------	--	----------------------------------	--	-----------------------------------

\*There are different programs involved in this purchase. The total cost for all programs is contained in the 2016-2017 approved school budget and it will be paid in two installments over a period of two years.

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

### 3. Professional Development Activities – Staff

Move to approve the attached memorandums (2) dated May 20<sup>th</sup> and June 3, 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.

#### **4. Settlement Agreement & Release**

Move to approve a Settlement Agreement and Release for student number 15-16-03.

### **5. Scholastic Scope Magazine – Representative Visitation**

Move to approve Kristen Lewis, a representative from Scholastic Scope Magazine, to observe Christa Teter's Language Arts Classes at the Intermediate School, one day between the period of June 8, 9, or 10, 2016.

Motion(s) for items #3 thru #5 carried: 7-0

**NEGOTIATIONS:** No Report

**PERSONNEL:** Mrs. Parlamas

The following item(s) were discussed:

## **1. Discussion: Work Week Schedule for Summer 2016 – Administrators**

Board of Education and Administration discussed adjusting, for the 2016 Summer months, the work hours and work week schedule for Administrators.

## 2. Discússion: Assignment Transfers

Board of Education and Administration discussed assignment transfers for the following staff members effective, September 1, 2016:

Alyssa Fiorillo From: Elementary Teacher, Wanamassa Elementary School  
To: Special Education Teacher, Wanamassa Elementary School

Tamara Fort      From: Special Education Teacher, Wanamassa Elementary School  
                          To: Elementary Teacher, Wanamassa Elementary School

3. **Discussion: Job Description**

Board of Education and Administration discussed revising the following job description, copy attached.

Custodian

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

Board of Education and Administration discussed the request of Cassie Della Pesca, Health & Physical Education Teacher, High School, to take an unpaid family leave of absence, as designated under FMLA and NJFLA, for a period of 12 weeks. Mrs. Della Pesca's last day of work will be September 2, 2016. Her unpaid family leave of absence will begin at the conclusion for her eligible sick leave, approximately September 26, 2016 and continue to December 16, 2016. Mrs. Della Pesca is expected to return to the classroom on December 19, 2016.

5. **Discussion: Clerical Substitute for the 2016-2017 School Year**

Board of Education and Administration discussed hiring Michele LoConte, effective March 1, 2017, as a Clerical Substitute for the 2016-2017 school year.

6. **Discussion: Substitute Security Monitor for the 2016-2017 School Year**

Board of Education and Administration discussed hiring Michele LoConte, effective March 1, 2017, as a Substitute Security Monitor, for the 2016-2017 school year.

7. **Discussion: 2016 Summer Clerical Substitutes**

Board of Education and Administration discussed hiring Fran Pozerycki as a Clerical Substitute for the 2016 Summer months.

8. **Discussion: Issuance of Contract**

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

**To fill a vacancy position:**

James Loizos	Attendance Officer/Security	\$32,500.00
	District-wide	
	Non-tenure track position	
	Actual Start & Effective Dates: Pending	
	criminal history background check.	

(Mr. Loizos replaces Michele LoConte who will retire July 1, 2016.)

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

Board of Education and Administration discussed the request of Marc Hyndsman, Instructional Assistant, Intermediate School to take an unpaid leave of absence, with the continuation of benefits, during the period of September 1, 2016 – December 23, 2016. Mr. Hyndsman will return to work on January 3, 2017. While out on an unpaid leave of absence, Mr. Hyndsman will be responsible for paying the appropriate contribution towards his health insurance coverage.

14. **Discussion: Clerical Substitute for the 2016-2017 School Year**

Board of Education and Administration discussed hiring Deborah Leonard, effective March 1, 2017, as a Clerical Substitute for the 2016-2017 school year.

15. **Discussion: Summer 2016 - Maintenance/Grounds Employment**

**Twp of Ocean BOE Work Meeting Minutes (continued) – June 7, 2016**

Board of Education and Administration discussed hiring Thomas Collins (4 days aweek/full time), Michael Pembleton and Michael McMahon (each 5 days a week/full-time), in the Maintenance/ Grounds Department, beginning June 27, 2016 through August 2016. Rate of pay; over 3 years Summer Maintenance/Grounds Department experience \$150. per diem; 3 years or less \$125. per diem.

16. **Discussion: New Job Description - Makerspace After School Program (Non-Athletic Advisor) Elementary Level, Grades 3-5**

Board of Education and Administration discussed creating the following new job description:

Makerspace - After School Program (Non-Athletic Advisor)/Elementary Level, Grades 3-5

17. **Discussion: 2016 Summer School Facilitator – Virtual High School and Traditional Summer School Grades 6-8**

Board of Education and Administration discussed hiring Derek Tranchina, Mathematics Teacher, Intermediate School, as the 2016 Summer School Facilitator - Virtual High School and Traditional Summer School Grades 6-8. Mr. Tranchina will work June 23, 2016 through August 19, 2016. His salary will be \$5,000.00.

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

9. **Retirement**

Move to approve the retirement of Kathryn Miller, Director of School Counseling, effective August 1, 2016.

10. **Issuance of Contracts**

Move to approve that contracts be issued to the following:

**To fill vacancy positions:**

Ashley Reamer	Language Arts Teacher	\$55,715.00
	Intermediate School	BA/Step 2
	Actual Start & Effective Dates: Pending criminal history background check and release from current employer.	

(Ms. Reamer replaces Anne Pappayliou who will retire July 1, 2016).

Diane Stuppi	Twelve-Month Secretary	\$33,534.00
	High School	Step 1
	Actual Start & Effective Dates: Pending criminal history background check and release from current employer.	

(Mrs. Stuppi replaces Deborah Leonard who will retire July 1, 2016.)

11. **Instructional Assistant/Chorus**

Move to approve Darryl Ann Imperato, an Instructional Assistant at the Intermediate School, to provide aide support to an Intermediate School student with disabilities during the Spring Chorus program on June 1, 2016 (from 7 pm to approximately 8:30 pm), and for Chorus practices, on June 8<sup>th</sup> and 9<sup>th</sup> ( from 2:30-3:15pm), for the graduation performance. Ms. Imperato will be paid at her hourly contractual rate.

**Twp of Ocean BOE Work Meeting Minutes (continued) – June 7, 2016**

**18. Unpaid Leave of Absence**

Move to approve an unpaid leave of absence, without the continuation of benefits, for Elizabeth Wallace, ESL Teacher, Wayside School for the 2016-2017 school year, (September 1, 2016 – June 30, 2017.) Ms. Wallace's last day of work will be June 21, 2016. She is expected to return to the classroom on September 1, 2017.

**19. Unpaid Leave of Absence**

Move to approve an extension to an unpaid leave of absence, with the continuation of benefits, for Douglas Rhoades, Bus Driver, Transportation Department for the period of June 1, 2016 through June 30, 2016. While out on the unpaid leave of absence, Mr. Rhoades will be responsible for paying the appropriate contribution towards his health insurance coverage. (Mr. Rhoades was previously approved at the May 17, 2016 regular monthly meeting, to take an unpaid leave of absence for the period of May 12, 2016 through May 31, 2016.)

**20. Issuance of Contracts**

Move to approve that contracts be issued to the following:

**To fill a vacancy position:**

Dean Athans	Social Studies Teacher	\$58,415.00
	High School	MA/Step 1
	Actual Start Date: September 1, 2016	
	Effective Date: September 1, 2016	

(Mr. Athans replaces Joseph Vassallo who resigned. Mr. Athans was previously approved, at the May 17, 2016 regular monthly meeting, pending criminal history background check, clearance has been received.)

**To fill a replacement/non-tenure track position:**

Allison Schultz	English Teacher	\$55,715.00
	High School	BA/Step 2
	One-year Maternity Leave Replacement	
	Non-Tenure Track Position	
	Actual Start: September 1, 2016	
	Effective Dates: September 1, 2016	

(Ms. Schultz replaces Laura Terlecksky who will be out on maternity leave of absence for the 2016-2017 school year.)

Motion(s) for items #9 thru #11 and #18 thru #20 carried: 7-0

**PLANNING & CONSTRUCTION:** No Report

**TECHNOLOGY COMMITTEE:** No Report

**OLD BUSINESS:** None

**NEW BUSINESS:**

- The Board of Education discussed the possible addition of exit interviews for staff members that are separating from the district.

**Twp of Ocean BOE Work Meeting Minutes (continued) – June 7, 2016**

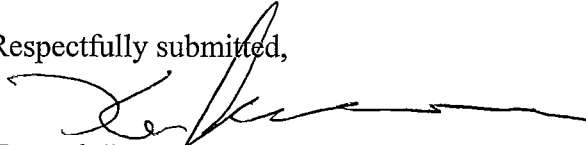
**PUBLIC COMMENT:**

- David Progorsky, student, asked about Deal School and Shared Services. He also asked about exit interviews and personnel department of the school district..

**ADJOURN MEETING: 8:40 p.m.**

There being no further business Mrs. Sylvia-Cioffi made a motion, seconded by Mr. Moore, that the meeting be adjourned. This motion carried 7-0.

Respectfully submitted,



Kenneth Jannarone  
School Business Administrator/  
Board Secretary

## **FINANCIAL, MANAGEMENT & RESOURCE SERVICES**

## CONTRACT FOR SCHOOL NURSING SERVICES

This AGREEMENT is made and entered into this 1st day of September 2016 by **Monmouth Ocean Educational Services Commission**, located at 900 Hope Road, Tinton Falls, New Jersey 07712 (hereinafter referred to **M-OESC**) and the **BOARD OF EDUCATION – OCEAN TOWNSHIP School District** (hereinafter referred to as **SCHOOL**).

### RECITALS

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

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

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

### I. RESPONSIBILITIES OF M-OESC

#### A. Qualifications of Personnel

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

#### B. Personnel Records Inspection

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

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

C. Service

**M-OESC** shall provide a nurse to **Ocean Twoship High School** and **Township of Ocean Intermediate School** for days per week (as noted in Letter D) with the approval of **M-OESC**. The Nurse will provide basic nursing services to **SCHOOL'S** students. **SCHOOL** acknowledges and understands that Nurse is a private sub-contractor, and substitution of nursing services can be arranged under this contract, provided sufficient notice is given by school and/or subcontractor nurse.

D. Place of Performance

**M-OESC** shall provide services primarily (1:1) Nursing Services/Substitute Nursing Services / Field Trip Nursing Services throughout the 2015-2016 school year on an as needed basis.

- Ocean Township High School at approximately 17.5 hours per week, not to exceed 630 hours.
- Township of Ocean Intermediate School at approximately 27.5 hour per week, not to exceed 990 hours.
- Nurses can and will be moved to other Township of Ocean schools at the district's discession.

E. Insurance

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

F. Payment of Contractor

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

G. Equal Opportunity Employment

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



## II. RESPONSIBILITIES OF SCHOOL

### A. Payment for Services

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

### B. Insurance

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

### C. Equipment and Supplies

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

## III. BILLING AND COMPENSATION

A. **SCHOOL** agrees to compensate **M-OESC** at a rate of **\$52.00/hour for Registered Nurse (RN) services and \$42.00/hour for LPN (students being transported will be billed a minimum of one (1) hour per trip)**

B. **M-OESC** shall forward to **SCHOOL** an itemized bill on a monthly basis.

C. **SCHOOL** agrees that the fees paid to **M-OESC** as outlined in Section A will be automatically increased at each anniversary of the Agreement's effective date, without any notice or formal amendment required under the Agreement. This does not prohibit **SCHOOL** or **M-OESC** from negotiating additional services or adjustments to Section A during each then current contract term.

D. **SCHOOL** agrees to pay submitted bills within thirty (30) days of receipt.

#### IV. **ADDITIONAL TERMS**

##### A. Term and Termination

This Agreement shall come into effect beginning on **September 1, 2016** and shall remain in effect until **June 30, 2017**. This Agreement may be extended upon the written consent of each party outlining the terms and time for extension.

##### B. Governing Law

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

##### C. Relationship to Parties

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

##### D. Assignment

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

##### E. Modification of Terms

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

##### F. Notices

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

##### G. Entire Agreement

This writing evidences the entire Agreement between **M-OESC** and **SCHOOL**, there are no prior written or oral promises or representations incorporated herein.

This Agreement may be executed in any number of Amendments or counterparts, each which will be given full effect under this Agreement.

DATE\_\_\_\_\_

BY:\_\_\_\_\_  
Board President  
**Monmouth-Ocean Educational  
Services Commission**

DATE\_\_\_\_\_

BY:\_\_\_\_\_  
Kathleen Mandeville, SBA  
**Monmouth-Ocean Educational  
Services Commission**

DATE\_\_\_\_\_

BY:\_\_\_\_\_  
Joseph Hadden, Board President  
**OCEAN TOWNSHIP  
School District  
Board of Education**

DATE\_\_\_\_\_

BY:\_\_\_\_\_  
Kenneth Jannarone, SBA  
**OCEAN TOWNSHIP  
School District  
Board of Education**

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

Type	Company Name	Description	Bd Approval	Start Date	Duration	Amount
Contracted Serv	Invo Healthcare	Ther-Physical-15hrs-wk/ Occupa-40hrs-wk	6/23/15		7/1/15-8/13/15	\$79/hr
Contracted Serv	Invo Healthcare	Speech Therapist (32 hrs/wk)	9/1/15		9/8/15-12/22/15	\$79/hr
Contracted Serv	Mission One Educa Staffing	Bus Aides-special Ed	6/23/15	Immediatedly	thru 6/30/16	current rate
Contracted Serv	MOESC (No Stdnt-2015-16)	Best Academy: 1 Student	10/20/15		9/1/15-6/30/16	\$43,000.00
Contracted Serv	MOESC	Title I N/P Instructional Serv	8/25/15		9/1/15-6/30/16	
Contracted Serv	MOESC	N/P Technology Initiative Prog	8/25/15		9/1/15-6/30/16	\$14,190.00
Contracted Serv	MOESC	Nurses: High School & Intermediate	8/25/15		9/1/15-6/30/16	\$51/hr
Contracted Serv	MOESC	N-P Txtbook Purchasing (5 yr agree)	7/29/14		7/1/14-6/30/20	
Contracted Serv	MOESC	Coordinated Transportation	4/22/14		7/1/13-6/30/18	\$41,752.00
Contracted Serv	MOESC	Crossroads	8/25/15		2015-2016	n/a
Professional Serv	PW Moss & Associates	Contrucon Manager - Referendum Projs	3/18/15		Completion/Projects	\$352,000.00
Professional Serv	Kenney, Gross, Kovats & Parton	Labor Relations Counsel	5/17/16		Jul2016-Jun2017	\$135/hr
Professional Serv	Cleary, Giacobbe, Alfieri, Jacobs	School Board Attorney	5/17/16		Jul2016-Jun2017	\$135/hr
Professional Serv	Cleary, Giacobbe, Alfieri, Jacobs	Special Services Education Counsel	5/17/16		Jul2016-Jun2017	\$135/hr
Professional Serv	Lmolini Lupin CPA's	Auditing Services	5/17/16		Jul2016-Jun2017	\$35,000.00
Professional Serv	The Daniels Group	Health Insurance Consulting Serv	5/17/16		Jul2016-Jun2017	\$60,000.00
Professional Serv	The Daniels Group	Express Scripts-Pricing Contract	5/17/16		Jul2016-Jun2017	
Professional Serv	Connor Strong Co., Inc.	Property & Casualty Consulting Serv	5/17/16		Jul2016-Jun2017	\$33,567.00
Professional Serv	Education Data Services	Cooperative Purchasing/Right to Know	4/19/15		2016-2017	\$11,940.00
Rental	Chamber of Commerce (3yr)	Office Space	8/11/15	9/1/15	9/1/15-8/31/18	\$816/mo
Rental	Camp David	Summer Camp Rental	10/20/15		2016-2018	\$225,912.00
Rental - Buses	Twp of Ocean Recreation Camp	Summer Camp-2015 (Buses)	3/15/16		Jul-Aug 2016	\$8,000.00
Rental	JCC Jersey Shore	Pool Rental 2015-2016	9/29/15		Season(Nov-Feb)	\$17,000.00
Rental	Jersey Shore Arena(Athletic Comm)	Ice Rink Rental 2015-2016	9/29/15		11/1/15-4/1/2020	HrRate/SeeContr
Shared Serv	Deal Bd of Ed	Cafeteria-Maintenance-Technology	6/23/15	7/1/15	Jul2015-Jun2016	
Shared Serv	County of Monmouth	Various Services	5/20/14		Jul2014 - Sept2018	
Shared Serv	Ocean Twp Little League	Baseball Field - 163 Monmouth Rd	2/16/16		2016 Spring Season	
Shared Serv	Twp of Ocean	Custodial/Maintenance	8/21/12		Sept2012-Sept2015	
Shared Serv	Hope Academy Charter School	Maintenance Service	6/17/15		Jul2015-Jun201	\$50/hr
Shared Serv	Shore Regl HS	Ice Hockey	4/22/16		2016-2018	\$16,500/yr
Shared Serv	NJSBAIG/MOCSSIF	Insurance	5/19/16		2014-2017	\$1,113,287.00
Transportation	Michael Loori	Bus Service	6/23/15		9/1/15-6/30/16	\$148,403.37
Transportation	West Long Branch Bd of Ed	Jointure	12/15/15		9/2/15-6/13/16	\$12,117.60
Transportation	Deal Bd of Ed	Jointures (ESY & Reg Sch)	12/15/15		9/8/15-6/20/16	\$1,506.49

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

Type	Company Name	Description	Bd Approval	Start Date	Duration	Amount
Transportation	Neptune Twp Bd of Ed	Jointures (Middletown Voc)	12/15/15		9/8/15-6/20/16	\$13,615.70
Transportation	Red Bank Reg!Bd of Ed	Jointures (Red Bank Reg)	12/15/15		9/6/15-6/16/16	\$1,019.00
Special Prof'l Serv	Sodexo	Food Service	6/27/11		6/10/12-6/9/15	\$66,660.00
Special Prof'l Serv	Jersey State Controls	HVAC			7/1/11-6/30/16	\$51,780.00
Special Prof'l Serv	First Vehicle Services	Bus Maintenance & Management	6/21/11		7/1/11-6/30/16	
Special Prof'l Serv	Central Boiler Repair Co.	Boiler Cleaning & Main	6/22/15		2015-2016	\$7,735.00
Special Prof'l Serv	Recapture Technologies	E-Rate Contract Awards (Asstd)		3/18/2014	1-3-5 years	\$13,500.00
SPECIAL	Monmouth University	Federal Work Study Program- 2yr	12/15/15	1/1/2014	2014-2016	N/A
SPECIAL	Monmouth University	Affiliation Agreement: SPL	11/18/15		9/1/15-8/31/16	N/A
SPECIAL	HCEC	Cooperative Pricing Agreement	3/15/16		1 year	
SPECIAL	MRESC	Cooperative Pricing Agreement	12/15/15		2015-2020	
Volunteers-Medical	Seaview Orthopaedic	Football Games	7/15/15		2015-2016	
Volunteers-Medical	Prof'l Orthopedic Associates	Football Games	7/15/15		2015-2016	

Office of the School Business Administrator  
Township of Ocean School District  
June 14, 2016

## **REQUESTS FOR USE OF SCHOOL FACILITIES**

### **DSN Community Center**

TOIS, Athletic Field  
September 11, 18, & 25, 2016, October 9, & 30,  
2016, November 6, 13, 20, & 27, 2016  
9:00 am – 3:00 pm  
Purpose: Flag Football  
Use of Facility Fee: \$675.00

### **Twp of Ocean DHS**

Wana, Gym, 2 Classrooms, Playground  
October 3, 4, 10, & 12, 2016, November 10, &  
11, 2016, December 26, 27, 28, 29, & 30, 2016,  
January 2, & 16, 2017, February 20, 2017, April  
10, 11, 12, 13, 14, & 17, 2017  
7:00 am – 6:00 pm  
Purpose: Holiday Care  
Use of Facility Fee: \$0.00  
Custodial reimbursement: \$4,160.00

### **Twp of Ocean DHS**

TOIS, Gym, Wrestling Room  
Mondays & Thursdays [Wrestling Room]  
November 7, 2016 through February 16, 2017  
6:00 pm – 9:00 pm  
Thursdays [Gym]  
November 9, 2016 through February 16, 2017  
6:45 pm – 9:00 pm  
Purpose: Biddy Wrestling  
Use of Facility Fee: \$0.00

### **Twp of Ocean DHS**

TOIS, Gym, Wrestling Room  
December 3, 10, 17, 2016, January 7, 14, 21, &  
28, 2017, February 4, 11, & 18, 2017  
8:00 am – 2:00 pm  
Purpose: Biddy Wrestling Matches  
Use of Facility Fee: \$0.00

### **Relevant Church**

OTHS, Auditorium, 3 Classrooms  
June, 5, 19, & 26, 2016, July 3, 10, 17, 24, & 31,  
2016, August 7, 14, 21, & 28, 2016  
October 7, 14, 21, & 28, 2014  
8:00 am – 1:00 pm  
Purpose: Church Service  
Use of Facility Fee: \$3,840.00  
Custodial reimbursement: \$3,600.00

### **Twp of Ocean DHS**

Wayside, Gym, Auditorium, Playground  
February 17, 2017, June 2, 2017  
7:00 am – 6:00 pm  
Purpose: Holiday Care  
Use of Facility Fee: \$0.00

### **Twp of Ocean DHS**

TOIS, Gym, Music Room, Classrooms  
September 2016 through June 2, 2017  
2:30 pm – 6:00 pm  
Purpose: After School Care  
Use of Facility Fee: \$0.00

### **Twp of Ocean DHS**

TOIS, Gym  
Fridays, November 2016 through March 2017  
6:45 pm – 8:00 pm  
December 2, & 16, 2016, January 6, 13, 20, &  
27, 2017, February 3, & 10, 2017  
6:45 pm – 8:00 pm  
Purpose: Youth Indoor Soccer  
Use of Facility Fee: \$0.00

**Twp of Ocean DHS**

TOIS, Gym

Tuesdays & Wednesdays, November 29, 2016  
through March 1, 2017

6:45 pm – 9:00 pm

Fridays, December 2, 2016 through March 3,  
2017

8:00 pm – 9:00 pm

Saturdays, January 7, 2017 through March 4,  
2017

8:00 am – 2:00 pm

Purpose: Youth Basketball Practices & Games

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: Janet Forino  
DATE: June 10, 2016  
RE: Student Observer

---

Jaclyn Kelly  
Monmouth U  
4 hours  
OTES  
Lauren Argylan

Sophia Louros  
Fairfield University  
4 hours  
OTHS  
Dina Kowaliwskyj

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



**MEMORANDUM**

**FOR:**

James Stefankiewicz, Ed. D.

**FROM:**

Melody Ragle

**RE:**

N.J.A.C. 6A:23B-1.2(c)3

**DATE:**

June 10, 2016

**CC:**

Marion Conrad, 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*
Colon	Greg	Business Education	Building Capacity for Career Pathways Summer Institute - Middlesex County College	6/27-30/2016	n/a
Weldon	Kelly	Principal	Building Capacity for Career Pathways Summer Institute - Middlesex County College	6/27-30/2016	n/a
Picerno	Christine	Supv Math/Science	NJPSA Conference - Long Branch	10/21-22/2016	\$245

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

**MONTH/YEAR: May 2016**

<b>STUDENT'S ID NUMBER</b>	<b>DATE SUSPENDED</b>	<b>DATE RE-ADMITTED</b>	<b>TYPE</b>	<b>LOCATION/ REASON</b>
71613	05-05-2016	05-06-2016	In-School	TOIS – “Pantsing” another student
74970	05-06-2016	05-09-2016	In-School	TOIS – Shoving students
71819	05-10-2016	05-12-2016	In-School	TOIS – Striking a student
74174	05-11-2016	05-12-2016	In-School	TOIS – Punching another student
76601	05-12-2016	05-13-2016	In-School	TOIS – Slapping another student
72080	05-16-2016	05-17-2016	In-School	TOIS – Aggressive behavior directed towards another student
75731	05-16-2016	05-17-2016	In-School	TOIS – Disrespectful behavior towards a staff member
73556	05-20-2016	05-23-2016	In-School	TOIS – Inappropriate and hurtful behavior towards a classmate
73568	05-23-2016	05-24-2016	In-School	TOIS – Continued disrespectful behavior in the classroom
72950	05-25-2016	05-26-2016	In-School	TOIS – Engaging in a physical altercation with another student
71875	05-26-2016	05-27-2016	In-School	TOIS – Engaging in a physical altercation with another student
74970	05-13-2016 05-16-2016	05-17-2016	Out-of-School In-School	TOIS – Punching another student
73374	05-05-2016	05-09-2016	Out-of-School	High School - Defiance
72638	05-06-2016	05-11-2016	Out-of-School	High School – Threatening language to administration
74089	05-12-2016	05-16-2016	Out-of-School	Wanamassa – Endangering the safety of other students
53625	05-16-2016	05-18-2016	Out-of-School	High School – Theft
75731	05-17-2016	06-01-2016	Out-of-School	TOIS – Assault on a student
	05-18-2016	05-19-2016	Out-of-School	TOIS – Punching another student
75078	05-18-2016	05-23-2016	Out-of-School	TOIS – Pushed a teacher
70379	05-18-2016	05-23-2016	Out-of-School	High School – Accumulated demerits
70593	05-26-2016	06-02-2016	Out-of-School	High School – Violation of Board of Education Policy 5530

## PERSONNEL

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

---

**Township of Ocean Schools**



MEMORANDUM FOR: James Stefankiewicz, Ed. D.

FROM: Marion Conrad

RE: Nurses' Summer Hours

DATE: June 10, 2016

CC: Ken Jannarone

Please present for the Board's approval.

The Office of Curriculum and Instruction requests the hours noted below for our school nurses to review the files of new registrations and send notices home to parents of those with incomplete records.

Nurse	School	Hours (not to exceed)
Patti Intveld	Ocean Twp Elementary	10
Audrey Case	Wayside Elementary	13
Karen Kasyjanski	Ocean Twp Intermediate	4
Carolann Parise	Ocean Twp High School	4

That is a maximum of 31 hours at \$35 per hour.

Thank you.



# Ocean Township High School

Est. 1965

550 West Park Avenue  
Oakhurst, NJ 07755  
[www.oceanschools.org](http://www.oceanschools.org)  
732-531-5650

**James Stefankiewicz, Ed.D.**  
Superintendent of Schools

**Gina Hagerman**  
Assistant Principal

**Michael Lambusta**  
Assistant Principal

**Kathryn S. Miller**  
Director of School Counseling

**H. Rusty Todd**  
Director of Athletics & Student Activities

**Kelly E. Weldon**  
Principal

**MEMORANDUM FOR:** Dr. Stefankiewicz, Superintendent of Schools

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

**DATE:** June 9, 2016

**RE:** Fall Coaching Recommendations

Attached are my recommendations for the assistant field hockey positions for the 2016-2017 school year. I have included a bulleted biography for all "new" coaching recommendations for the fall 2016-2017 school year.

If you have any questions, please do not hesitate to contact me.

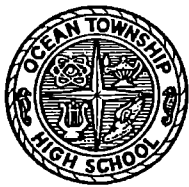
<u>Name</u>	<u>Position</u>	<u>Group</u>	<u>Year</u>	<u>Salary</u>
Denise D'Esposito	Field Hockey-Frosh	II	5	\$5,886.00
Andrea Kahikina	Field Hockey- JV	II	1	\$4,985.00
Crystal Walker	Field Hockey-Varsity Asst.	II	1	\$4,985.00
Meghan Haynes	Volunteer Field Hockey			

HRT:tpc

*Home of the Spartans!*

50<sup>th</sup> Anniversary





## Ocean Township High School

Est. 1965

550 West Park Avenue  
Oakhurst, NJ 07755  
[www.oceanschools.org](http://www.oceanschools.org)  
732-531-5650

**James Stefankiewicz, Ed.D.**  
Superintendent of Schools

**Gina Hagerman**  
Assistant Principal

**Michael Lambusta**  
Assistant Principal

**Kathryn S. Miller**  
Director of School Counseling

**H. Rusty Todd**  
Director of Athletics & Student Activities

**Kelly E. Weldon**  
Principal

### New Coaching Recommendations for the 2016-2017 Fall Season

#### Andrea Kahikina – JV Field Hockey Coach

- Social Studies Teacher at OTHS
- Currently coaches JV Girls Lacrosse at OTHS
- High School and College playing experience in field hockey
- Positive rapport with OTHS students
- Familiar with our coaching policies and procedures

#### Crystal Walker – Varsity Assistant Field Hockey Coach

- Reading and Language Arts Teacher at TOIS
- Currently coaches JV Softball at OTHS
- Played 4 years of varsity field hockey at Wall
- Current Drama Director at TOIS
- Familiar with our extra-curricular policies and procedures

*Home of the Spartans!*

50<sup>th</sup> Anniversary



## **ATTENDANCE OFFICER/SECURITY**

**Title:** Attendance Officer/Security

**Department:** Attendance Office

**Reports to:** Superintendent  
School Business Administrator  
Building Principals  
Assistant Principals  
Head Security Monitor

**Supervises:** N/A

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

To monitor student attendance to minimize tardiness and truancy problems that inhibit access to educational opportunities in accordance with law, regulations and Board policies. To Assist in the maintenance of safe school environment for students and staff.

### **Qualifications:**

1. High School diploma.
2. Valid New Jersey driver's license.
3. Knowledge of child welfare and compulsory education laws and regulations and minimum experience as determined by the Board.
4. Demonstrated ability to work successfully with children and adults, and sensitivity to cultural diversity.
5. Retired Law Enforcement Officer with a Class A Training Certificate.
6. 20 year Law Enforcement Service or other Certified Retirement.
7. State of New Jersey Certified Retired Law Enforcement permit to carry.
8. Certified experience in Security Field public or private sector.
9. Familiar with Emergency management procedures.
10. CPR, Basic First Aide, and AED Certified.
11. Knowledge of security measures, fire prevention, and crowd control.
12. Aptitude and competence for assigned responsibilities.
13. Ability to maintain order and to work with groups and individuals on matters of security and crisis management.
14. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### **Essential Job Functions/Attendance Officer:**

1. Maintains daily contact with all schools to monitor undocumented absences and excessive tardiness; confers with parents and makes home calls when necessary to advise parents of their legal responsibility regarding school attendance.
2. Provides information to students regarding absenteeism and tardiness to gain their



#### Attendance Officer/Security (continued)

- cooperation and enhance their understanding of attendance responsibility.
3. Confers regularly with building principals, school nurses, teachers and child study team members regarding students who are chronically absent/tardy.
4. Checks student personnel file before any investigation or action and confers with the appropriate administrator.
5. Participates in individual or group counseling sessions whenever requested by an administrator or counselor.
6. Participates in case conferences as requested.
7. Attends Family Court when cases are presented, using the services of the school attorney when appropriate.
8. Send out Department of Education State of new Jersey letters to parents warning them that a Court complaint will be filed if student's attendance does not improve.
9. Serves as liaison between Family Court and the school system in cases where students have been delinquent outside of school.
10. Serves as liaison between the schools, the parents, the courts, community agencies, and police authorities.
11. Investigates new enrollees and their addresses and reports information to the Superintendent.
12. Make apartment visits to all Living with a Resident families.
13. Investigates challenges to students' legal residence in accordance with law and Board policy.
14. Make before and after school residency investigations.
15. Make evening house/apartment visits with police for residency verification.
16. Performs all duties specified in state law, administrative code and in accordance with Board policy and procedures.
17. Either independently or upon the direction of the Superintendent or Building Principal, visits residences of pupils to verify domicile or illness or any other identified concerns related to attendance, illness or residency status.
18. Performs other related duties as may be assigned by the Superintendent or his/her designee.

#### **Auxiliary Job Functions/Attendance Officer:**

1. Moves about the community during school hours and provides immediate services to students who are on the street or in public places.
2. Provides to the Superintendent a monthly and a year end report of all activities.
3. Organize and control Student Profile Sheets for the high school.
4. Report overcrowded apartment to Housing Inspector.
5. Attend Kindergarten registration and do an apartment/house residency check at that time for Living with a Resident registrations.

#### **Essential Job Functions/Security:**

1. Assists District's Head Security Monitor with the implementation of the District's security plan and security-related policies and regulations. Also will assist in the evaluation of the district's security program on a continuing basis and recommends changes as necessary.
2. Patrols and supervises hallways, restrooms, locker rooms, parking areas, entrances and outside grounds to protect against illegal entry, acts of violence, vandalism, illegal drug activity, arson, theft and to ensure compliance with NJ Statutes and district policy regarding smoking and conduct.
3. Conducts regular inspections of windows, doors, and other points of entry to ensure

#### Attendance Officer/Security (continued)

that they are secure.

4. Reports any acts of vandalism, defacement of school property or evidence of deliberate littering.
5. Checks all student hall passes.
6. Checks student parking passes.
7. Checks identification of pupils, staff, and visitors entering the school.
8. Enforces parking regulations in both lots.
9. Monitors all incoming and outgoing traffic on school premises during school hours, (students, faculty and visitors).
10. Records maintenance requests and fuel for patrol vehicle.
11. Assists visitors by giving directions and needed explanations.
12. Maintains radio communication with discipline office.
13. Charges and secures communications equipment on a daily basis.
14. Provides for building security by ensuring entrances are closed and locked.
15. Assists in stopping disturbances and undue distractions on school grounds.
16. Detains unauthorized persons; calls for police assistance in accordance with the District's security plan/crisis management plan.
17. Participates in the district's/school's emergency and crisis management plan as assigned.
18. Notifies police, fire department, or other appropriate authority of any situation requiring immediate attention.
19. Records all observations and conditions, and reports unusual occurrences or property damage to superiors and documents rule violations.
20. Submits written reports of all incidents of vandalism, violence, illegal drug activity, and security violations.
21. Maintains an awareness of at-risk situations and students.
22. Engages all visitors/strangers particularly after 2pm.
23. Supervises 3:15 pm late bus students.
24. Directs hall security monitors as needed.
25. Assists Head Security Monitor and Administration with logistical concerns in the event of a crisis.
26. Assists with the implementation of the district's security plan and security-related policies and regulations. Assists in the evaluation of the district's security program on a continuing basis and recommends changes as necessary.
27. Assists with identifying professional development activity needs for security personnel and makes provisions for the appropriate training. Assists the Head Security Monitor in advising administrators on security measures.

#### **Terms of Employment:**

1. Ten-month year.
2. Work year to be established by the Board.
3. Work Hours to be determined by the Superintendent or designee.

Attendance Officer/Security (continued)

4. Salary to be established by the Board.
5. Criminal history background check required.

**Evaluation:**

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

**Source:** Work Meeting

**Date:** June 14, 2016

**Makerspace After-School Program (Non-Athletic Advisor)**  
**Elementary Level, Grades 3-5**

**Title:** Makerspace After- School Program (Non-Athletic Advisor) – Elementary Level,  
Grades 3-5

**Reports To:** Director of Athletics and Student Activities/Grades 5-12  
Building Principal

**Position Purpose & Objective:**

Makerspace After-School Program is open to All 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Grade Students to support the STEAM (Science, Technology, Engineering, Arts, and Mathematics) initiative. A makerspace is not solely a science lab, woodshop, computer lab or art room, but it may contain elements found in all of these familiar spaces. Therefore, it must be designed to accommodate a wide range of activities, tools and materials. Diversity and cross-pollination of activities are critical to the design, making and exploration process, and they are what set makerspaces and STEAM labs apart from single-use spaces.

**Qualifications:**

1. Township of Ocean School District Faculty Member.
2. Valid New Jersey Instructional Certificate or Certificate of Eligibility.
3. Demonstrates knowledge of the particular activity and able to sustain student interest in the activity.
4. Promotes development, strong interpersonal and communication skills among the young students who are participating in the activity.
5. Demonstrates good organizational skills, dependability, and leadership skills.

**Essential Job Functions:**

1. 10 (1 hour) monthly sessions – with activities designed to meet the interest of ALL students/
2. Responsible for creating activities based on the Makerspace principles open to all learners.
3. Manage and maintain monthly attendance records with sign-in and sign-out sheets that must be shared with the building principal. These records must indicate parent- pick-up, busing or project extend.
4. Compose and generate monthly activity permission slips.
5. Monthly notices to inform parents that their child has been selected to attend that month's program
6. Parent communication
7. Student reflection survey after each monthly program. (Done monthly to gauge student feedback)
8. Reach out to local Community Clubs and Organizations for supplies and/or donations.
9. Grants can be written for additional funding.
10. Responsible for maintaining and storing Makerspace equipment and supplies.
11. Performs such other duties and responsibilities as may be directed by the Director of Athletics and Student Activities/Grades 5-12, the Building Principal, and/or the Superintendent of Schools.

**Auxiliary Job Functions:**

Should follow the following program design when making session plans

1. Four (4) Makerspace Clubs, one at each building (Wayside, Wanamassa, OTES, Grade 5)
2. At least Ten (10) sessions minimum per year (1 initial meeting and 9 Makerspace sessions)
3. ALL students will have the opportunity to partake. The first 50/75 students who submit

Makerspace After School Program, Elementary Level, Grades 3-5 (Continued)  
Non-Athletic Advisor

permission slips will be selected. To ensure that all students have an opportunity to participate the advisors will rotate students so that as many students as possible have the opportunity to participate.

**Terms of Employment:**

1. Ten month (school year)
2. Salary - stipend position.  
Stipend is in accordance with the current schedule as found in the Agreement between the Township of Ocean Board of Education and the Township of Ocean Education Association/Non-Athletic Program salary guide, Group IV
3. Criminal history background check required.

**Evaluation:** Performed annually by Director of Athletics and Student Activities, Grades 5-12 and/or Elementary Building Principal

**Source:** Work Meeting

**Date:** June 14, 2016

# Alyssa J. Clark

68 Secretariat Court  
Tinton Falls, New Jersey 07724  
610-442-7453  
alyssaclark55@gmail.com

---

## EDUCATION

- 2012 **Gettysburg College:** Bachelor of Science in Music Education, Cum Laude  
Grade Point Average: 3.52
- 2011 **IES Abroad Music Program** Vienna, Austria: Semester abroad

## CERTIFICATION

- 2012 Pennsylvania K-12 Music Education
- 2012 New Jersey K-12 Music Education

## EXPERIENCE

- 2014-Present **Music Instructor at Manasquan Music Dance Arts Studio**  
*Flute, Guitar, Ukulele Instructor*
- 2012-Present **Music Teacher at Wall Intermediate School**  
*General Music and Guitar grades 6-8, Flute Ensemble, Guitar Club*
- 2012-2014 **Advisor of Fellowship of Christian Athletes**  
*Wall Intermediate School Club*
- 2012 **Student Teacher at Bermudian Springs High School/Elementary School**  
*Concert band, jazz band, world music- Grades 9-12, Band- Grade 4*
- 2012 **Student Teacher at W.G. Rice Elementary School**  
*General Music- Grades K-3*
- 2011 **Student Teacher at Gettysburg Area High School & Gettysburg Middle School**  
*High school and middle school mixed choirs and orchestras*
- 2011 **Music Education & English Intern in Vienna, Austria**  
*Hegelgasse Gymnasium/School, ages 13-18*
- 2011 **PMEA Region V Professional Development Student Host/Coordinator**
- 2011 **Drum Major, Bullets Marching Band**
- 2011 **Gettysburg College Jazz Ensemble European Tour, France & Switzerland**
- 2010 **First Presbyterian Church Summer Intern with the Middle School Youth Group**
- 2009-Present **Private Flute Instructor**

## AWARDS

- 2012 Robert F. Zellner Music Education Award
- 2010 Gettysburg College Mellon Grant Recipient
- 2008-2012 Parker B. Wagnild Scholarship Recipient
- 2008-2012 Dean's Scholarship Recipient

## ACTIVITIES

- 2012-Present **Colt's Neck Community Band**  
*Flute, Saxophone, and Bassoon player*
- 2008-2011 **Music Ensembles at the Sunderman Conservatory**  
*Wind Symphony, Symphony Orchestra, Jazz Band, Marching Band, Chamber Ensembles, Pit Orchestra*
- 2009-2012 **Alpha Phi Omega, National Co-Ed Service Fraternity**
- 2008-2012 **Jazz Appreciation Society, Secretary/Treasurer 2010-2011, President 2011-2012**

## PROFESSIONAL ORGANIZATIONS

- 2012-Present **New Jersey Music Educators Association (NJMEA)**
- 2011-2012 **Central Pennsylvania Friends of Jazz**
- 2008-2012 **Pennsylvania Music Educators Association (PMEA), Collegiate Chapter President 2011**
- 2008-Present **National Association for Music Education**

## TECHNOLOGY

Microsoft Office, Finale, Sibelius, Garage Band

## INTERESTS

Tennis, Running, Travel, Swimming, Reading, Skiing, Community Service

**FRANCESCO DIMICELI JR.**  
E-mail: francescojr731@gmail.com

2 Springbrook Drive  
Jackson, NJ 08527

Telephone: (732) 367-9909  
Mobile: (732) 991-5339

### **SUMMARY**

Ambitious Middle School Math Teacher with exceptional ability to create and deliver compelling and engaging lesson plans by incorporating/infusing real world STEM experience. Quickly develops connections with students, parents, and staff. Strong advocate for all students, and provides opportunities for students to be successful.

### **EDUCATION/CERTIFICATION**

NJ State Certification/Certificate of Eligibility - Teacher of Mathematics  
M.S. Occupational Safety and Health Engineering, N.J.I.T., Newark, NJ – May 2000  
B.S. Industrial Engineering, N.J.I.T., Newark, NJ – October 1997

### **PROFESSIONAL DEVELOPMENT**

PARCC Math Data Analysis Workshop  
Student Survey Discussion Panel Participant/Contributor – Monmouth University  
Managing Cultural Diversity Workshop/Training  
Advanced Level Training for Microsoft Office Programs - Word, Excel, Power Point, and Access  
BLS/CPR/AED Certification (Current)

### **PROFESSIONAL EXPERIENCE**

**Township of Ocean Intermediate School (TOIS), Ocean, NJ: September 2015 – Present**  
**8<sup>th</sup> Grade Mathematics (Pre-Algebra and Algebra 1) Teacher:**

- Achieved 2 Highly Effective and 1 Effective Summative Lesson Ratings on teacher observations performed by Township of Ocean Schools Mathematics Supervisor, TOIS Assistant Principal, and TOIS Principal.
- Created highly engaging, technology-based lessons using current tools/programs covering all required curriculum and Common Core Standards.
- Delivered differentiated instruction using a variety of pedagogical strategies, including visual, auditory, reading, and kinesthetic.
- Collaborated through Math Department PLC and 8<sup>th</sup> Grade Team meetings to assure uniformity in curriculum, track trends in students' development, identified strategies for students that need additional support, detected opportunities for leveling adjustments, and schedule planning.

**Covanta Energy, Morristown, NJ / Conshohocken, PA:**  
**Health and Safety Coordinator:**

**April 2010 – July 2015**

- Reviewed accident and incident data, developed statistical analysis of causal factors, and communicated with all levels of employees and management to mitigate risk.
- Created/Provided all required OSHA, industry, and company specific health and safety training.
- Co-wrote and co-produced the STEP-UP Safety Leadership, Monthly Safety Awareness Campaign, and Monthly Safety Initiative - customized Behavior-Based Safety programs.
- Created/Delivered Safety Leadership Workshop at 2012 National VPPPA Conference.

(Independent) Safety Consultant, NJ / PA / DE:

August 2005 – April 2010

***Safety Consultant – Construction Industry/Petrochemical:***

- Provided safety training, new hire orientations, and weekly toolbox meetings for all employees, including union and non-union workers of various trades.
- Created project specific safety plans to eliminate safety hazards, achieve site compliance, and improve overall working conditions, including Ventilation Plans, Hazard Communication Inventories, and Audit/Inspection Plans.
- Cooperatively managed injury/illness cases with company/contractor corporate safety management, project management safety professionals, and customer safety representatives to ensure proper communication and minimize project logistics impact.

AMERICAN REF-FUEL COMPANY, Newark, NJ

September 2002 - July 2004

***Safety and Training Supervisor:***

- Developed and provided detailed compliance and industry-specific safety training to all levels of employees including management personnel, hourly employees, and temporary workers.
- Created and implemented the Safety Action Item Database to track all corrective actions that stem from safety communication avenues and delegate responsibility to all employees.
- Led all major accident/incident investigations to identify root causes, and formulate corrective actions to prevent reoccurrence.

TYCO TELECOMMUNICATIONS (US) INC., Clark, NJ

May 1999 - May 2002

***Environmental, Health, and Safety Manager:***

- Developed/refined and delivered training packages to comply with Corporate Safety and regulatory requirements as well as key topics to address trends observed for the facility.
- Wrote, produced, and directed the Contractor Safety Orientation video, which decreased orientation time by 20-25 minutes and ensured critical regulatory topics were incorporated.
- Created the Near Miss and Safety Inspection Program and provided hazard identification training, which increased hazard reporting by 500%.

**PROFESSIONAL HONORS/AWARDS/VOLUNTEER WORK**

NIOSH Scholarship for Occupational Safety and Health Engineering

Dean's list - Spring 1996, Fall 1996, Spring 1997

Coach/Strength and Conditioning Trainer – U14 Girls Soccer

Knights of Columbus Member – Council # 6201, Jackson, NJ



# NICOLE FARINA

51 Stonehenge Drive  
Wayside, New Jersey 07712  
(732) 865-3784

---

## EDUCATION

2002 Kean University  
MA – Educational Administration  
Supervisor / Principal Certification

Union, NJ

1995 William Paterson University  
BA – Elementary Education  
BA – Psychology

Wayne, NJ

## OBJECTIVE

To obtain a position as an Elementary School Teacher

## EXPERIENCE

2014 - Present Wayside Elementary School Wayside, NJ

### ***Class Size Reduction Teacher – First Grade***

- Work collaboratively with first grade teachers.
- Perform benchmark tests to assess student performance and areas of weakness.
- Work with the first grade teachers to develop activities to provide extra support in skill areas.
- Teach Orton-Gillingham approach to reading instruction to students during Workshop time and with Intervention Groups.

2007-2008 Wayside Elementary School Wayside, NJ

### ***Class Size Reduction Teacher – Second Grade***

- Worked collaboratively with second grade teachers.
- Performed pre and post benchmark tests to assess student performance and areas of weakness.
- Worked with the second grade teachers to develop activities to provide extra support in skill areas.

2002 – 2003 Wilson Elementary School Sayreville, NJ

### ***Class Size Reduction Teacher – Second Grade***

- Used objective data to assess student performance and areas of weakness.
- Worked with the second grade teachers to develop activities to provide extra support in skill areas.
- Accumulated a variety of data necessary to the class reduction report card.
- Participated on the Language Arts Committee.

1998-2002 Arthur M. Pico School Number Eight

Belleville, NJ

### ***Second Grade Teacher***

- Responsible for classroom instruction in all subject areas.
- Worked collaboratively with the Inclusion Teacher.
- Responsible for development and design of student yearbook.
- Created an electronic database for student's grade and attendance.
- Teacher Representative for the Home and School Association.
- Participated on the Holistic Scoring and the Math Curriculum Committees.

1997-1998 Baker Elementary School

Kennesaw, GA

### ***Third Grade Teacher***

- Incorporated motivational experience into everyday curriculum.
- Implemented a variety of methods of instruction to compliment student's needs.
- Language Arts Contact for the Third Grade Team.
- Piloted of the nine week report card.

1996-1997 Brumby Elementary School

Marietta, GA

### ***Second Grade Teacher***

- Responsible for classroom instruction in all subjects areas.
- Utilized multi-intelligences in a stimulating classroom setting.
- Science Contact for the Second Grade Team.
- Participated in a pilot of the New State Gifted Criteria.

# Libby Landman

131 Walnut Ave, Lakewood, NJ 08701

732-979-3686 • [Landmanl@kean.edu](mailto:Landmanl@kean.edu)

---

## CERTIFICATION

New Jersey Teacher Certification, expected December 2015

Endorsements: History & Students with Disabilities K-12

Highly Qualified: History K-12

## EDUCATION

B.A. in History, Dual Teacher Certification for **Teacher of Students with Disabilities and K-12 History**,  
Kean University, Union, NJ, December 2015

A.A. Liberal Arts, Ocean County College, Toms River, NJ, 2012

## RELEVANT TEACHING EXPERIENCE

**Special Education History Student Teacher**, Resource Room and In Class Support Teacher, Toms River  
High School East, Toms River, NJ, Fall 2015

- Created and implemented engaging lesson plans aligned with the New Jersey Common Core Curriculum Standards for U.S. History I and II
- Incorporated technology into lessons using Kahoot.it, Socrative, chrome books, and PowerPoint
- Created Google Classroom for resource room
- Developed behavior and motivational plans to ensure positive and productive atmosphere
- Adapted lesson plans and provided modifications for all learners and those with IEP
- Collaborated with teachers in collaboration classes to include technology in their lessons and to create behavior plans
- Assisted students with reading comprehension and writing skills in collaboration classes
- Demonstrated commitment to continued learning through participation in professional development opportunities, staff and departmental meetings

**History Student Teacher**, Grade 7, Central Regional Middle School, Bayville, NJ, Spring 2015

- Planned and taught engaging lessons aligned with the New Jersey Common Core Curriculum Standards, using technology, crafts, music, cooperative group work, and hands on activities to engage students.

**Observation**, Grades 6 and 8, Helen A. Fort Middle School, Pemberton, NJ, Spring 2014

- Observed 30 hours of math, language arts, and social studies classes

**Substitute Teacher**, short term and long term positions at various private schools in Ocean County,  
Preschool through grade 8, 2010-2011

- Maintained classroom management
- Implemented teachers' lesson plans

### **OTHER RELATED EXPERIENCE**

**Day Camp Counselor, various camps, Camp Orah, Camp Shalshelles, ages preschool through grade 6, Summers 2003-2009**

- Assisted and led a safe and warm environment for children ages 3-12
- Planned and implemented educational lessons and activities
- Taught self-help skills such as, toilet training, feeding, and eating

**Tutor, 3<sup>rd</sup> grade child, 2008**

- Weekly tutoring for 3<sup>rd</sup> grade child
- Improved her grades from a B- to an A

### **HONORS AND PROFESSIONAL AFFILIATIONS**

**Dean's List**

**James G. Loizos**  
**1628 Melville Street, Oakhurst, New Jersey 07755**  
**(732) 433-3224 jloizos216@yahoo.com**

## **EXPERIENCE**

### **Police Officer, Township of Ocean Police Department, Oakhurst, New Jersey**

**March 1995 to March 2016**

- Deter, Detect, and properly resolve criminal activity, motor vehicle violations, respond to calls for service, and other situations that require police action
- Maintain order and keep the peace through enforcement of laws and social norms
- Responsible for providing stringent inspection and measures to curb criminal activities
- Complete reports documenting crimes and other incidents
- Respond and assist in all fire and first aid calls for service

### **Detective, Township of Ocean Police Department, Oakhurst, New Jersey**

**January 2002 to October 2012**

- Investigate any and all crimes that need further investigation after patrol documentation
- Complete all required documentation including arrest and court paperwork
- Investigate all juvenile crimes including but not limited to sexual assaults, and child abuse
- Interview and document all victim witness statements
- Interrogate and document all suspects of crimes
- Testify for all Grand Jury Municipal and Superior Court Trials
- Document and Track all Megan's Law Offenders

### **Dispatcher, Township of Ocean Police Department, Oakhurst, New Jersey**

**March 1991 to March 1995**

- Responsible for answering all incoming phone calls to the police department, dispatching officers to calls for service, and monitoring officers on all calls including motor vehicle stops

### **Kozicky Real Estate, 45 SH35, Eatontown, N.J. March 1986 - March 1991**

- Sales Associate: Sale and Lease of Residential and Commercial Properties

### **Township of Ocean Board of Education January 1985 - March 1991**

- Assistant Wrestling Coach/ Long Term Substitute Teacher

## **TRAINING**

*Child Abuse Multi-disciplinary Team: - 4/05/2012*  
*Mental Health Initiative Training: 11/01/2010*  
*Gang Investigative Training: 10/09/2009*  
*ERD Diver 1 Training: 09/08/2009*  
*Bias Crime Training: 08/19/2009*  
*Alcotest Certification: 08/06/2008*  
*Computer/Cyber Crimes Training: 05/01-02/2008*  
*Sudden Infant /Death Syndrome Training: 05/22/2008*  
*Sexual Assault Response Team Training: 10/22/2007, 11/20/2002*  
*Internet Safety: 06/18/2007*  
*Multidisciplinary Team Training: 11/29/2006, 11/18/2004*  
*Realizing Potential and Changing Lives: 11/17/2006*

*S.C.U.B.A. Rescue Diving Training: 03/23/2007*  
*Surface Ice Rescue Training: 03/10/2007, 02/24/2997*  
*Safe Schools Symposium: 10/04/2005*  
*S.W.A.T./Sniper Symposium: 01/19/2005*  
*REID Advanced School of Interview and Interrogation: 10/27/2003*  
*D.A.R.E. Program Certification: 03/04-03/18/2003*  
*Top Gun Narcotics School: 06/06-06/13/2003*  
*Crime Prevention School: 03/04-03/08/2002*  
*Domestic Preparedness: 02/16/2002*  
*S.W.A.T. 1 Basic Tactics and Operations: 04/01-04/05/2001*  
*Investigating Water Related Deaths: 02/07/1999*  
*Interviewing Victims of Child Abuse: 10/15/1998*  
*S.W.A.T. High Speed Room Entries: 06/29/1998*  
*Breathylzer Training: 04/13-04/17/1998*

## **AWARDS**

**Exceptional Service:** 01/14/1996  
**Honorable Service:** 09/12/2012, 06/21/2010, 04/2006  
**Unit Citations:** 08/13/2013, 11/11/2006, 12/2005, 03/08/2002, 1996, 09/17/1998  
**Investigative Excellence:** 05/23/2011, 11/16/2010, 11/11/2010, 06/26/2009, 07/2008, 10/31/2006  
**Commendation Certificates:** 04/05/2011, 05/02/2012, 08/13/2013

## **EDUCATION**

**Monmouth County Police Academy Basic Police Course, Freehold, New Jersey**  
March 1995 to June 1995

**Maecom School of Real Estate Eatontown, New Jersey**  
January 1986 to March 1986

**North Carolina State University, Raleigh, North Carolina**  
September 1980 to December 1985

**Ocean Township High School, Oakhurst, New Jersey**  
September 1976 to June 1980

**Voluntary Duties:** Honor Guard, Ocean Township/Monmouth County Emergency Response Teams, Ocean Township/Monmouth County S.C.U.B.A. Teams, Megan's Law Officer, Motor Unit, and Bicycle Unit.

# Dana Sherman

24 Conaskonk Drive  
Ocean, NJ 07712  
(732-233-7010)

danasherman89@gmail.com

## Objective

To obtain a position with a full-time teaching position in an elementary school setting that will continuously reaffirm my passion, devotion, and enthusiasm for teaching as well as provide new perspectives on learning, and to assist in future career path decisions with growth opportunities.

## Education

**Monmouth University**  
Graduate School of Education  
Master of Science in Education: Special Education  
Graduation Date: January 2015  
**Arizona State University**  
Mary Lou Fulton Teachers College  
Bachelor of Arts: Early Childhood Education  
Graduation Date: May 2011

## Related Work Experience

**Wayside Elementary School, April 2012-Present December 2015-Present (Ocean, NJ)**

*One-to-one aide to a student with multiple disabilities (December 2015-Present)*

- Helps support student with instructional tasks, behavior management, activities of daily living (i.e. toileting, dressing, hygiene, etc.), social skills, and task redirection

**Wayside Elementary School, April 2012-December 2015 (Ocean, NJ)**

*Instructional Assistant (September 2012-Present)*

- Reinforce lessons within a full-day preschool, disabled classroom and implement behavior plans
- Assess student needs, capabilities, physical limitations, behavior issues
- Utilize individualized, specific adaptive teaching techniques while maintaining a creative curriculum setting
- Assist in planning and development of classroom materials, curriculum, content, and timing for differentiated student's expected outcomes
- Record, analyze, and evaluate data regarding student fluency skills, pre-readiness reading skills, and negative behavioral data
- Assume the full role of teacher during absence
- Continuing education through training having attended a professional development workshop on toileting children with autism

*Long Term Substitute (April 2012- September 2012)*

- Collaborated with classroom teacher to successfully instruct, assist, and reinforce students lesson plans and learning activities

**Kyrene de la Esperanza, January 2011-November 2011 (Phoenix, AZ)**

*Student Teacher (October 2011-November 2011)*

- Taught a full-day kindergarten classroom of twenty-one students under school based mentor, Lynn Price
- Led centers on math, science, and social studies complimenting hands-on curriculum
- Facilitated small group instruction in prewriting, pre-readiness, and emergent reading skills including phonemic awareness and phonics

*Student Intern (January 2011-May 2011)*

- Assisted with full-day kindergarten classroom, twenty-one students
- Managed production of weekly bulletin for parents regarding class projects and events

## Certifications & Training

- CPR certified by the American Heart Association
- Completed AED instructional course
- Fulfilled all required SMART Board Technology training
- Attended professional workshops including Positive Classroom Management and Behavioral Management Techniques

## Attributes

- Talent for designing age-appropriate lesson and learning activities that teach fundamental

academic, behavioral, and socialization skills

- Uses strong communication and interpersonal skills to cultivate -all working relationships