

Work Session

Attachments

May 10, 2016

Office of the Superintendent
Township of Ocean School District
May 6, 2016

MEMORANDUM FOR: All Members of the Board

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

RE: **Miscellaneous Information**

1. **On the Calendar**

May 10, 2016

- 7:00 pm – Executive Session (Closed)
- 7:30 pm - Work Meeting
 - Representatives from Johnson Controls will be in attendance to review the guaranteed energy savings lease.

May 17, 2016

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

May 24, 2016

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

May 31, 2016 – No Meeting

June 7, 2016

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

June 14, 2016

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

June 21, 2016 – No Meeting

June 28, 2016

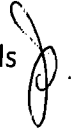
- 7:00 pm – Executive Session (Closed)
- 7:30 pm – Work Session
- 8:00 pm – Regular Monthly Meeting

2. **Reminder – Graduation 2016 Response Forms.** Please return your graduation response forms on or before May 17, 2016.

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: May 4, 2016

RE: Employment Opportunity/July 1, 2016

POSITION: Assistant Superintendent of Schools/Curriculum & Instruction

QUALIFICATIONS:

- Master's Degree in Curriculum Development or School Administration
- Three years' successful teaching experience
- Three years successful administrative experience
- School Administrator's Certificate
- Successful experience in the area of curriculum development or related activity
- Strong leadership and communication skills
- Experience as principal a plus

Applicants should include letter of interest, resume, copy of certificate and three letters of reference.

SALARY: To be determined by the Board of Education

APPLICATION DEADLINE:

- Qualified candidates should apply on line at <http://www.applitrack.com/ocean/onlineapp> by the end of the day, Friday, May 13, 2016.

*Culturally Diverse and Bilingual candidates encouraged to apply.

Office of the Superintendent of Schools

Township of Ocean Schools



MEMORANDUM FOR: All Professional Staff Members

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

DATE: May 4, 2016

RE: Employment Opportunity/July 1, 2016

POSITION: Supervisor of Special Education/Basic Skills PreK-4

QUALIFICATIONS:

- Certification in an area of Special Education
- Supervisor's Certificate
- BCBA certification a plus
- Minimum of three years experience working in Special Education
- Understanding of basic skills instruction
- Ability to assume leadership and responsibilities inherent in the position of Supervisor
- Effective oral and written communication and interpersonal skills
- Ability to work collaboratively with teachers, child study team members and parents
- Elementary experience preferred
- Such alternative to the above qualifications as the Board may find appropriate and acceptable

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


APPLICATION DEADLINE: Qualified candidates should apply on line at <http://www.applitrack.com/ocean/onlineapp> by the end of the day, Friday, May 13, 2016.

*Culturally Diverse and Bilingual candidates encouraged to apply.

Office of the Superintendent of Schools
Township of Ocean Schools



MEMORANDUM FOR: All Non-Professional Staff Members

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

DATE: May 4, 2016

RE: Employment Opportunity/2016-2017 School Year

POSITION: Transportation Supervisor

QUALIFICATIONS:

1. Valid CDL Drivers License with P, S and Air Brake Endorsements in good standing with a valid medical certificate and current criminal history background clearance.
2. Subject to pre-employment and random DOT drug & alcohol testing.
3. High school graduate required with transportation certification courses preferred.
4. Excellent interpersonal skills using professionalism, confidentiality, tact, patience and courtesy.
5. Experience with coordination of transportation for public, non-public, vocational, special education and extracurricular activities.
6. Experience with routing software (Transfinder), surveillance and fuel monitoring software a plus.
7. Preparation of budget, DRTRS, jointure agreements, coordinating agency applications, and other mandated documents.
8. Negotiate contracts and ensures compliance with federal, state and local requirements.
9. Such alternatives to the above qualifications as the Board of Education may find appropriate & acceptable.

SALARY: Salary to be determined by the Board of Education

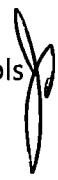
APPLICATION DEADLINE: Qualified candidates should notify the Personnel Office in writing at 163 Monmouth Rd. Oakhurst, NJ 07755 by the end of the business day, Tuesday, May 31, 2016, 4:00 pm.

*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: May 5, 2016

RE: Employment Opportunity/June 23, 2016 through August 19, 2016

POSITION:

- Summer School Facilitator – Virtual High School and Traditional Summer School Grades 6 – 8 and Algebra I
 - **Salary - \$5,000**

QUALIFICATIONS:

- Supervisor's Certification Required
- Must be proficient in computer skills and online learning applications

APPLICATION DEADLINE: Qualified candidates interested in applying for these positions should notify the Personnel Office in writing on/or before the end of the day, Monday, May 16, 2016, 4:30 pm.

COMMUNITY LIAISON & COMMUNICATIONS

**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
May 3, 2016**

CALL TO ORDER

Mr. Joseph Hadden, President, called the meeting to order at 6:30 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, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi. Mr. Sean Moore was absent

Staff in attendance – Mr. Jannarone, School Business Administrator; Dr. Stefankiewicz, Superintendent of Schools; Dr. Denise Ricciardi, Asst. Supt. of Special Services; Ms. Kelly Weldon, Principal-Ocean Township High School; Gina Hagerman, Asst. Principal-Ocean Township High School and Danielle Pantaleo, Board Attorney.

Enter Executive Session – 6:32 p.m.

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

Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Personnel (Agenda), Litigation (Loch Arbour versus Township of Ocean) and Student Matters (Student Discipline Hearing and 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 1 hour and will take action upon returning to work session.

Adjourn Executive Session – 7:30 p.m.

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

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

PRESIDENT'S REPORT: Mr. Hadden

Mr. Hadden discussed the following item(s):

- Discussed the graduation ceremonies

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Discussed Robotic competition that OTHS students will be attending next month.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

Mr. Jannarone discussed the following item(s):

- Discussed the High School parking lot lights that were added by the Maintenance Department.
- 3.3 million energy lease will be reviewed next week with representative from Johnson Controls

PUBLIC COMMENT: None

COMMITTEE REPORTS:

CO-CURRICULAR STUDENT ACTIVITIES: No Report

COMMUNITY LIAISON & COMMUNICATIONS: Mrs. Sylvia-Cioffi

Twp of Ocean BOE Work Meeting Minutes (continued) – May 3, 2016

The following item(s) were discussed:

1. **Discussion: Policies**

Board of Education and Administration discussed the first reading of revision to policies and regulations:

Regulation 3126 – Induction Program for Provisional Teachers (*new*)

Policy 3221 – Evaluation of Teachers (M)

Regulation 3221 – Evaluation of Teachers (M)

Policy 3222 – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)

Regulation 3222 – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)

Policy 3223 – Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals (M)

Regulation 3223 – Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals (M)

Policy 3224 – Evaluation of Principals, Vice Principals and Assistant Principals (M)

Regulation 3224 – Evaluation of Principals, Vice Principals and Assistant Principals (M)

Policy 3431.1 – Family Leave (M)

Policy 4431.1 – Family Leave-Support (M)

Policy 5337 – Service Animals (*new*)

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

2. **Approval of Minutes:**

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

Work Meeting/Executive Session Minutes – April 19, 2016

Regular Meeting – April 19, 2016

Budget Hearing Minutes – April 26, 2016

Motion(s) for items #2 carried: 8-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

The following item(s) were discussed:

1. **Discussion: Approval of Petty Cash for 2016-2017**

Board of Education and administration discussed the approval of the following Petty Cash accounts:

1.	Board Secretary's Office	\$150.00
2.	Accounting Office	150.00
3.	Transportation Office	150.00
4.	High School	150.00
5.	Intermediate School	150.00
6.	OT Elementary School	150.00
7.	Wanamassa Elem. School	150.00
8.	Wayside Elem. School	150.00

Twp of Ocean BOE Work Meeting Minutes (continued) – May 3, 2016

9. Maintenance/Grounds 200.00

2. Discussion: School Funds Investor for the 2016-2017 School Year

Board of Education and administration discussed the School Business Administrator/Board Secretary and/or the Assistant School Business Administrator/Assistant Board Secretary be approved as the School Funds Investor for the 2016-2017 school year pursuant to NJSA 17:12B-24.

3. Discussion: Qualified Purchasing Agent 2016-2017

Board of Education and administration discussed to designate Kenneth Jannarone as Qualified Purchasing Agent and to set the bid threshold in accordance with NJSA 18A:18A-3a and NJAC 5:34-5, currently \$40,000. The qualified purchasing agent is also authorized for the purchase of goods and services entered into on behalf of the state by the Division of Purchase and Property utilizing various vendors that have State Contracts. The purchasing agent shall make known to the Board the commodity/service, vendor and state contract number utilized.

4. Discussion: Director of Facilities

Board of Education and administration discussed to designate Gary Tattersall as the: Integrated Pest Management Coordinator, Right to Know Officer, AHERA Coordinator, Asbestos Management Officer and Indoor Air Quality Management Officer.

5. Discussion: Textbooks

Board of Education and administration discussed the renewal of existing textbooks used for the district's curriculum.

6. Discussion: Curriculum/Standard Adoption

Board of Education and administration discussed the Board of Education approval for the renewal of existing curriculum in support of the NJ Core Curriculum Content Standards and the Common Core State Standards:

Fine and Performing Arts	Health & Physical Education
Language Arts Literacy	Mathematics
Science	Social Studies
World Languages	Technological Literacy
Career Education	Gifted and Talented
Pre-School	English Language Learners

7. Discussion: Custodian of Government Records

Board of Education and administration discussed the appointment of the School Business Administrator/Board Secretary as the "Custodian of Government Records" in accordance with the Public Access to Government records Law P.L.2001,C.404 amendment to the Right-to-Know Law (N.J.S.A.47A:1A-2 et seq.) for the 2016-2017 school year.

8. Discussion: Amendment of NCLB Submission

Board of Education and administration discussed submission of an amendment for 2016 NCLB Carry Over funds (FY 2014-2015 Final Report), for Title II Part A in the amount of \$1,915.00. This notification is required under NCLB compliance regulations.

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

Twp of Ocean BOE Work Meeting Minutes (continued) – May 3, 2016

9. Use of Facilities

Move to approve the use of facilities according to the attached list dated May 3, 2016.

Motion(s) for items #9 carried: 8-0

INSTRUCTIONAL & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. Discussion: Class Trip

Board of Education and Administration discussed the following class trip:

Group:	Italian Club/OTHS
Number of Students:	45
Date:	Thursday, June 9, 2016
	Departure time: 2:30 pm
	Return time: 10:00 pm
Destination:	EATALY, NYC (Italian food hall offering imported groceries and multiple eateries.)
Purpose:	Working Lesson/Culture, Food and Language
Transportation:	1 Bus (Durham)
Teacher Chaperones:	3 (Dr. Angela Barone, Dr. Regina Basilone and Cristina Pesce)
Parent Chaperones:	0
Cost per pupil:	\$30.00 (paid for by student)

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

2. Professional Development Activities – Staff

Move to approve the attached memorandum dated April 29, 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.

3. Cancellation to Out of District Private Tuition for the 2015-2016 School Year

Move to approve a cancellation to out of district private tuition for the 2015-2016 school year in accordance with the attached memorandum dated April 20, 2016.

4. Student Suspension

BE IT RESOLVED THAT the Board of Education approves the following
WHEREAS, Student ID No. 71708 has been duly noticed and afforded the opportunity to participate in a hearing before the Board of Education, and has been afforded certain due process rights; and

Twop of Ocean BOE Work Meeting Minutes (continued) – May 3, 2016

WHEREAS, Student was advised of their right to appeal to the Commissioner of Education; and,
WHEREAS, Student participated in a hearing before the Board of Education, which took place on May 3, 2016, and has been afforded certain due process rights; and

WHEREAS, the preponderance of the evidence indicated that he/she engaged in prohibited conduct on April 6, 2016 and that said behavior constitutes good cause for further discipline.

NOW, THEREFORE, BE IT RESOLVED THAT Student ID No. 71708 will be suspended and placed in an interim alternative placement for the remainder of the semester ending June 30, 2016.

BE IT FURTHER RESOLVED THAT upon the recommendations of the Principal and Superintendent, Student ID No. 71708 will attend and complete any counseling program recommended by his individualized academic program to the satisfaction of the District Administration.

BE IT FURTHER RESOLVED THAT Student ID No. 71708 will be excluded from participating in all Ocean Township High School extracurricular school activities and is not permitted on any school property or at any other school function without prior approval of the Superintendent during the period ending June 30, 2016.

Motion(s) for items #2, 3, 4 carried: 8-0

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

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

Board of Education and Administration discussed hiring the following Clerical Substitutes for the 2016 Summer months:

Roxanne Andrus
Michelle Morgan
Laura Pembleton
Margie Seager
Karen Wegrzyniak

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

Board of Education and Administration discussed the request of Jennifer Rapuano, Kindergarten Teacher, Wayside School, to take an unpaid family leave of absence, as designated under FMLA and NJFLA, for a period of 4 weeks. Mrs. Rapuano's unpaid family leave of absence will begin September 1, 2016 and end on September 29, 2016. Mrs. Rapuano's last day of work will be June 21, 2016. She is expected to return to the classroom on September 30, 2016. While out on an unpaid family leave of absence, Mrs. Rapuano will be responsible for paying the appropriate contribution towards her health insurance coverage.

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

Board of Education and Administration discussed the request of Rhonda Gulotta, World Language Teacher, Intermediate School, to take an unpaid family leave of absence, as designated under FMLA and NJFLA, for a period of 12 weeks. Mrs. Gulotta's last day of work will be Friday, May 27, 2016. Mrs. Gulotta's unpaid family leave of absence will begin September 1, 2016 and continue through

Twp of Ocean BOE Work Meeting Minutes (continued) – May 3, 2016

November 18, 2016. Mrs. Gulotta is expected to return to the classroom on Monday, November 21, 2016. While out on an unpaid family leave of absence, Mrs. Gulotta will be responsible for paying the appropriate contribution towards her health insurance coverage.

4. Discussion: Unpaid Leave of Absence

Board of Education and Administration discussed the request of Paige VanGombos, Part-time English as a Second Language Teacher, Wayside School, to take an unpaid leave of absence for the 2016-2017 school year.

5. Discussion: Revised Contract

Board of Education and Administration discussed issuing a revised contract to the following employee effective September 1, 2016.

To fill a vacancy position

John Desimini	From: Athletic Trainer – High School	\$79,345.00
	To: Health and Physical Education Teacher	
	Intermediate School	

(The revised contract reflects a position and location change.)

6. Discussion: Issuance of Contracts

Board of Education and Administration discussed issuing contracts to the following:

To fill vacancy positions:

Dean Athans	Social Studies Teacher	\$58,415.00
	High School	MA/Step 1
	Actual Start & Effective Dates: Pending	
	criminal history background check.	

(Mr. Athans replaces Joseph Vassallo who resigned.)

Vincenzo Franze	Health & Physical Education Teacher	\$23,879.00
	Part-time	BA/Step 2
	Intermediate School	
	Actual Start Date: September 1, 2016	
	Effective Date: September 1, 2016	

Katelyn Zimmerman	Athletic Trainer	\$58,415.00
	High School	MA/Step 1
	Actual Start & Effective Dates: Pending criminal	
	history background check.	

(Ms. Zimmerman replaces John Desimini who is transferring to the position of Health and Physical Education Teacher, TOIS.)

7. Discussion: Assignment Transfer

Board of Education and Administration discussed the transfer of Christine James from Special Education Teacher, Wayside Elementary School to Elementary Classroom Teacher, Wayside Elementary School effective September 1, 2016. (The transfer fills a vacancy position. Ms. James replaces Marleigh Velba who resigned.)

Twp of Ocean BOE Work Meeting Minutes (continued) – May 3, 2016

8. Discussion: Supervisory Reorganization

Board of Education and Administration discussed the plan to reorganize the responsibilities of several Supervisors.

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

9. Retirement

Move to approve the retirement of Marion Conrad, Assistant Superintendent/Curriculum & Instruction, effective July 1, 2016.

10. Instructional Assistant Substitute

Move to approve Kathi Kotowski as an Instructional Assistant Substitute for the 2015-2016 school year.

11. Substitute Security Guard

Move to approve John Keating as a Substitute Security Guard for the 2015-2016 school year.

12. Instructional Assistant/Extracurricular Activity

Move to approve MaryAnn Rogers, an Instructional Assistant at the High School, to provide aide support to a high school student with disabilities on April 21, 2016. Mrs. Rogers will accompany the student to the "Mr. Spartan Contest," an extracurricular night-time activity, for a total of 2 hours and 45 minutes, (6:45 pm – 9:30 pm). Mrs. Rogers will be paid at her hourly contractual rate.

13. Instructional Assistants/Extracurricular Activity

Move to approve Katherine Porter, an Instructional Assistant at the Township of Ocean Intermediate School, to provide aide support for an intermediate school student with disabilities participating in Spring Track beginning April 27, 2016 through late May 2016. Ms. Porter will shadow the student/Spring Track team member after school and on weekends, in accordance with the Spring Track program's practice and meet schedule. She will be paid at her hourly contractual rate. (At the February 16, 2016, regular monthly meeting, Mr. JoseMaria Olaguera was approved to shadow this student from March 14, 2016 through late May 2016. Mr. Olaguera finished with the assignment on April 26, 2016.)

14. Summer 2016 – Student Office Assistant

Move to approve Cynthia Vitolo, a 2016 graduate of Monmouth University, to work as a Student Office Assistant beginning May 3, 2016 through August 2016. Ms. Vitolo will be paid at the rate of \$9.00 per hour. (Ms. Vitolo has been working in the District as part of our agreement with Monmouth University's Federal Work-Study (FWS) program. As a graduate of the university, Ms. Vitolo is no longer eligible under the work study program.)

15. Retirement

Move to approve the retirement of Loretta Kachmar-Will, Supervisor of Special Projects, effective July 1, 2016.

Motions for items #9 thru #15 carried: 8-0

The Board of Education spoke with regret regarding the retirements.

PLANNING & CONSTRUCTION: No Report

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS: None

NEW BUSINESS: None

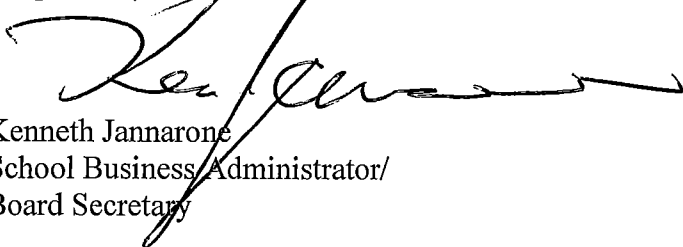
PUBLIC COMMENT:

- Mike Ridello, parent at OTES, asked about the student cancellation for out of district placement. He also discussed his concerns about bus aids and student behavior on the buses. The administration discussed the role of bus drivers, bus cameras, and security guards regarding student behavior on the buses.
- Kindergarten class sizes and the hands on teaching approach were also discussed.

ADJOURN MEETING: 8:21p.m.

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

Respectfully submitted,



Kenneth Jannarone
School Business Administrator/
Board Secretary

FINANCIAL, MANAGEMENT & RESOURCE SERVICES

TOWNSHIP OF OCEAN BOARD OF EDUCATION
SCHEDULE OF TAX PAYMENTS FROM MUNICIPALITIES
2016-2017 FISCAL YEAR

MONTH	OCEAN TOWNSHIP			LOCH ARBOUR		
	Current Fund	Debt Service	Total	Current Fund	Debt Service	Total
Jul-16	\$ 4,951,243.67		\$ 4,951,243.67	\$ 167,585.33		\$ 167,585.33
Aug-16	\$ 4,951,243.65	\$ 924,288.41	\$ 5,875,532.06	\$ 167,585.35	\$ 29,414.34	\$ 196,999.69
Sep-16	\$ 4,951,243.67		\$ 4,951,243.67	\$ 167,585.33		\$ 167,585.33
Oct-16	\$ 4,951,243.67		\$ 4,951,243.67	\$ 167,585.33		\$ 167,585.33
Nov-16	\$ 4,951,243.67		\$ 4,951,243.67	\$ 167,585.33		\$ 167,585.33
Dec-16	\$ 4,951,243.67		\$ 4,951,243.67	\$ 167,585.33		\$ 167,585.33
Jan-17	\$ 4,951,243.67		\$ 4,951,243.67	\$ 167,585.33		\$ 167,585.33
Feb-17	\$ 4,951,243.65	\$ 2,469,370.59	\$ 7,420,614.24	\$ 167,585.35	\$ 78,584.66	\$ 246,170.01
Mar-17	\$ 4,951,243.67		\$ 4,951,243.67	\$ 167,585.33		\$ 167,585.33
Apr-17	\$ 4,951,243.67		\$ 4,951,243.67	\$ 167,585.33		\$ 167,585.33
May-17	\$ 4,951,243.67		\$ 4,951,243.67	\$ 167,585.33		\$ 167,585.33
Jun-17	\$ 4,951,243.67		\$ 4,951,243.67	\$ 167,585.33		\$ 167,585.33
TOTALS	\$ 59,414,924.00	\$ 3,393,659.00	\$ 62,808,583.00	\$ 2,011,024.00	\$ 107,999.00	\$ 2,119,023.00
From A4F	\$ 59,414,924.00	\$ 3,393,659.00	\$ 62,808,583.00	\$ 2,011,024.00	\$ 107,999.00	\$ 2,119,023.00
						\$ 64,927,606.00

INSTRUCTION & EDUCATION

Township of Ocean Public Schools

Annual Written Performance Report

Name: _____

School: _____

Department: Special Education
Instructional Assistant

Job Description	N/A	Never	Occasionally	Almost Always	Always
Clerical:					
Assists in taking attendance, marking papers and tests, etc.					
Assists by working with students on assignments and by helping to prepare materials					
Supportive Role/Instruction:					
Partake in teacher led lessons by asking questions to help clarify concepts					
Review reading, math, spelling assignments, etc.					
Assists in conducting classroom activities					
Assisting in supervising the students prior to the start of the school day or at the conclusion of the day					
Working under the direction of the classroom teacher					
Assists the students in meeting the requirements of his/her program					
Assists in the supervision of the student					
Assists the student in moving through the school					
Accompanies class on field trips and assists with the supervision of the students					
Assists in preparing teaching materials					
Discipline:					
Assists teacher in enforcing classroom and school rules					
Assists in handling behavior problems					
Bus:					
Walks up and down aisle to ensure students and their belongings are accounted for.					
Assists in the supervision of the students while loading and unloading the school bus					
Physical Needs, Feeding, and Bathroom:					
Follows teacher instructed plans					
Assists in taking care of the physical needs of the special education and non-special education pupils, including putting on and taking off outerwear					
Aids physically handicapped children, particularly those that rely upon appliances and prosthetics					
Miscellaneous:					
Attends any essential staff meetings as requested by Administration					
Performs additional duties as assigned by the supervisor or principal					

Comments:

I have read and discussed the information contained in this Annual Written Performance Report with my Principal/Supervisor and was given the opportunity to ask questions about its content.

Instructional Assistant's Signature and Date

Evaluator's Signature and Date



Ocean Township High School

Department of Athletics and Activities

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent of Schools
FROM: H. Rusty Todd, Athletic Director
RE: Golf Trip

Description:

The golf team has qualified for the NJSIAA Tournament on May 16, 2016 at Running Deer Golf and Country Club.

Reason for Trip:

In qualifying for the tournament, we are required to report to the course on the day of the tournament at 8:00am. By bus, this trip takes over two hours even before traffic. Being able to have a parent supervised overnight trip to stay in a nearby hotel will not only be a great team building experience, but also give the team an opportunity to be well rested and ready for the tournament.

As stated, we need to arrive at the course by 8:00am for registration and to begin warming up. This means we need to leave no later than 6:00am. This has been a difficult process for us in the past with being up earlier than normal, to falling back asleep on a long bus ride to the course. This is a tough process to then be ready to compete in the biggest tournament of the year.

Payment/Cost:

The cost of the hotel is \$67.00 for the night at the Wingate Hotel by Wyndham in Vineland. The responsibility for payment will be on the players and parents attending.

Mode of Travel:

As we are a small team, and we have required a parent to accompany each golfer, the responsibility for travel will be on the parent and golfer. Those driving will meet in a location and travel down in caravan and carpool style.

Itinerary:

Sunday, May 15, 2016:

- 3:00 pm- Leave Ocean Township High School for Running Deer
- 5:00 pm - Arrive at Wingate Hotel and check in
- 8:30pm - Team Dinner
- 10:00pm - Lights out

Home of the Spartans!





Ocean Township High School

Department of Athletics and Activities

Monday, May 16, 2016

- 7:00am - Wake up and go to breakfast
- 8:00am - 9:00am – Registration and warm up
- 9:00am - 2:00 pm Tournament
- 2:00pm - Lunch
- 3:00pm - Travel back to Ocean Township.

Home of the Spartans!



**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: May 6, 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	High Quality Partnership Summit - West Windsor - NJDOE	5/26/16	Grant**
Ippolito	Chris	Applied Technology	High Quality Partnership Summit - West Windsor - NJDOE	5/26/16	Grant**
Lambusta	Michael	Asst Principal	High Quality Partnership Summit - West Windsor - NJDOE	5/26/16	Grant
Steckhahn	Amy	LLD	Motivating Disaffected Disinterested and Depressed Students – RPDA***	6/9/16	n/a**

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

**Substitute Pay of \$85 per day

***Regional Professional Development Academy

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

Township of Ocean Schools



MEMORANDUM FOR: James Stefankiewicz , Ed. D.

FROM: Janet Forino

DATE: May 6, 2016

RE: Student Observer – May 11 – May 27, 2016

Amanda Auen
Monmouth University
20 hours
TOIS
Christa Teter

PERSONNEL

ASSISTANT SUPERINTENDENT OF SCHOOLS/CURRICULUM & INSTRUCTION

Title: Assistant Superintendent of Schools/Curriculum & Instruction

Department: Administration

Reports To: Superintendent of Schools

Supervises: Assigned administrative personnel

Position, Purpose & Objective:

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

Qualifications:

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

Essential Job Functions:

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

Curriculum & Instruction

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

Assistant Superintendent/Curriculum & Instruction (continued)

testing programs and for other evaluative measures used by the schools for the purpose of correcting program weaknesses demonstrated by such testing programs.

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

State and Federal Reports/Applications

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

Health & Safety

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

10. Oversees the Administration of the Harassment, Intimidation & Bullying Law.

Professional Development

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

Assessment

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

Technology

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

Auxiliary Job Functions:

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

Assistant Superintendent/Curriculum & Instruction (continued)

the final interview of a candidate being recommended for hire.

8. Assists in the planning and administration for the recruitment, selection, evaluation and staff development for professional personnel.
9. Assumes the responsibilities for administering the district in the absence of the superintendent.
10. Perform such other tasks and assume such other responsibilities as may be assigned by the Superintendent.

Terms of Employment:

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

Evaluation:

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

Source: Regular Board Meeting
Date: December 21, 1982
June 22, 1999 (Revised)
December 01, 2009 (Revised)
May 17, 2016 (Revised)

**SUPERVISOR OF SPECIAL EDUCATION/GRADES PreK-4
AND
BASIC SKILLS/GRADES K-4**

Title: Supervisor of Special Education/Grades PreK-4 and Basic Skills/Grades K-4

Departments: Special Education PreK-4, Child Study Team & Speech PreK-4 and
Basic Skills, K-4

Reports to: Assistant Superintendent of Schools/Special Services
Assistant Superintendent of Schools/Curriculum & Instruction
Building Principals

Supervises: All certified departmental staff

Position, Purpose & Objective:

To improve and coordinate instruction in Special Education PreK-4, Child Study Team and Other Auxiliary Services (ie. Speech, physical therapy, occupational therapy, etc) and Basic Skills, K-4

Qualifications:

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

Supervises and Coordinates PreK-4 in the following NJ State Core Curriculum Content Areas or Mandated Programs:

- Special Education

Essential Job Functions Special Education

1. Special Education PreK-4
 - Ensures that Individual Education Programs for classified students Pre-K-4 residing in the district, and determination of such complies with federal, state and local mandates.
 - To provide appropriate education experiences for all classified students.
 - Knowledge of local, state and federal laws governing special education services.
2. Curriculum Leadership
 - To institute innovative techniques and design in-service programs.
 - To conduct departmental meetings and stimulate participation by teachers in

Supervisor of Special Education/Grades PreK-4 and
Basic Skills/Grades K-4 (continued)

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

Essential Job Functions: Basic Skills K-4

A. Supervisor of Basic Skills Improvement Plan, K-4

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

Supervisor of Special Education/Grades PreK-4 and
Basic Skills/Grades K-4 (continued)

Auxiliary Job Functions:

1. Program Evaluation
 - To supervise and make recommendations regarding testing program.
2. Textbooks, Supplies and Equipment
 - To supervise the selection and purchase of textbooks and materials for each curriculum area.
 - To maintain inventory records and distribute supplies and equipment to staff, Pre-K-4.
 - To inspect departmental areas and to ensure adherence to proper safety precautions.
3. Professional Growth
 - Participate in professional development programs.
 - To keep abreast of new developments in the field and to disseminate appropriate information to staff.

Terms of Employment:

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

Evaluation:

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

Source: Regular Board Meeting

Date: May 17, 2016 (Created)

**SUPERVISOR WORLD LANGUAGES/ GRADES 1-12
SOCIAL STUDIES/GRADES 6-12
(Supervisor of World Cultures)
AND
ENGLISH AS A SECOND LANGUAGE/GRADES K-12**

Title: Supervisor World Languages/Grades 1-12, Social Studies/Grades 6-12 (Supervisor of World Cultures) and English as a Second Language/Grades K-12

Departments: World Languages 1-12, Social Studies 6-12 and ESL K-12

Reports to: Assistant Superintendent of Schools/Curriculum & Instruction
Building Principals

Supervises: All certified department staff as assigned

Position, Purpose & Objective:

To improve and coordinate instruction in World Languages 1-12, Social Studies 6-12 and ESL K-12

Qualifications:

1. Teacher's Certificate in a World Language or Social Studies.
2. Supervisor's Certificate.
3. A major in a Foreign Language.
4. Minimum of three Years teaching experience in World Languages and/or Social Studies.
5. Ability to assume leadership and responsibilities inherent in the position of Supervisor
6. Effective oral and written communication and interpersonal skills.
7. Ability to work collaboratively with teachers.
8. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

Supervises and Coordinates 1-12 Programs in the following NJ State Core Curriculum Content Areas or Mandated Programs:

- World Language 1-12
- Social Studies 6-12
- ESL K-12

Essential Job Functions World Language, 1-12; Social Studies 6-12; and ESL K-12

1. Curriculum
 - To coordinate department curriculum on all levels and to prepare and revise same as necessary
2. Curriculum Leadership
 - To institute innovative techniques and design in-service programs.
 - To conduct departmental meetings and stimulate participation by teachers in curriculum and other professional meetings.

Supervisor Foreign Languages (continued)

- To serve as consultant to teachers
- 3. Program Evaluation
 - To evaluate the 1-12 programs in World Language and the 6-12 programs in Social Studies and K-12 programs in ESL to make recommendations for curriculum improvement based on analysis of test results.
- 4. Staff Selection
 - To assist in the recruitment, screening, hiring, assignment and dismissal of personnel to the World Language Department, Social Studies Department and ESL Department
- 5. Supervision and Evaluation of Teaching Staff
 - To supervise and evaluate teachers.
 - To recommend teacher assignment.
 - To supervise student teachers.
- 6. Budget Preparation
 - To prepare department budget under supervision of building principal.
- 7. Dissemination of Information
 - To disseminate information regarding the programs to teachers, administration, Board of Education and the community.
 - To interpret the instructional program to parents at principals' requests.
- 8. Professional Growth
 - Participate in professional development programs.
 - To keep abreast of new developments in the field and to disseminate appropriate information to staff.
- 9. Coordination with Other Disciplines
 - To cooperate with other supervisors in the articulation of programs among subjects and grade levels.
- 10. To perform all related duties required for the efficient supervision of the departments.
- 11. To perform all other responsibilities as required by the Assistant Superintendent of Schools.

Essential Job Functions to ESL:

1. Prepare and submit the English As A Second Language Three-Year Program Plan which includes preparation of a waiver for Bilingual Education classes, Bilingual Plan/ESL, LEP Exit Report and Immigrant Count.
2. Prepare and maintain the English As A Second Language budget and complete all closeout and inventory reports as per state and federal directives.
3. Conduct meetings with English As A Second Language teachers collaborating, supervising and evaluating to ensure that program requirements are met and implemented successfully.
4. Conduct ongoing observations and evaluations of teachers and instructional assistants delivering instruction
5. Conduct and coordinate district-wide pre and post testing of all ESL students in language proficiency as well as reading, writing and math
6. Oversee Access Testing & other State mandated testing related to ESL students.

Supervisor Foreign Languages (continued)

Auxiliary Job Functions:

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

Terms of Employment:

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

Evaluation:

Annually by the Assistant Superintendent of Schools/Curriculum and Instruction in conjunction with building principals in accordance with the Board of Education policy on evaluation of Administrative Personnel.

Source: Regular Board Meeting

Date: December 17, 1985

June 22, 1999

December 01, 2009

April 26, 2011

May 17, 2016 (Revised)

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

Township of Ocean Schools



MEMORANDUM FOR: James Stefankiewicz, Ed. D.

FROM: Melody Ragle

RE: Curriculum Work

DATE: May 6, 2016

CC: Marion Conrad

Please present for approval the attached list of teachers assigned to complete curriculum writing in the time frame indicated in the time allotted.

Thank you.

Curriculum Writing
Summer 2016

SUBJECT	COURSE/RATIONALE	SCHOOL	Total Hours	Phase 1 June 22 - June 30	Phase 2: July 5 - July 22
WL	French II/Align to new WL Standards	HS	5	Pamela Lister	
WL	Modified Spanish/Align to new WL Standards	HS	5	Paola Lauterwasser	
WL	Spanish Conversation & Comp/Align to new WL Stan	HS	5	Paola Lauterwasser	
WL	Italian Conversation & Comp/Align to new WL Stan	HS	2.5	Regina Basilone	
			2.5	Valeria Anderson	
WL	5th Grade WL/Align to new WL Standards	TOIS	5	Joe Palumbo	
Science	6th Grade Science/NGSS Transition	TOIS	7	Nina Smolensky	
			7	Tara Sain	
			7	Eileen Mervine	
Science	7th Grade Science/NGSS Transition	TOIS	6	Julie Peragallo	
Science	8th Grade Science/NGSS Transition	TOIS	6	Angelica DeFilippis	
Science	Biology/NGSS Transition	HS	6	Christina DeMuro	
			6	Elizabeth Sylvester	
			6	Dina Kowaliwskyj	
Science	Chemistry/NGSS Transition	HS	10	Krista Carton	
Applied Tech	Maker Space II/New Course	HS	20	Chris Ippolito	
Applied Tech	Live Broadcast & Event Productions/New Course	HS	20	Chris Ippolito	
Business	Business Management/New Course	HS	20	Kara Clark (10 hours)	Kara Clark (10 hours)
Math	Algebra I Part I/New Course	HS	10	Mark DeSomma	
Math	Algebra I Part II/New Course	HS	10	Mark DeSomma	
SE	Career Management I/Revision	HS	10	Nichole Cavallaro	
SE	Career Management II/New Course	HS	20	Nichole Cavallaro	
SE	Financial Technology/Revise Curriculum due to full semester course	HS	10	Eric Rutan	
ELA	Tomorrow's Teachers/New Course	HS	20	Tara O'Neil	
ELA	English I/Curriculum Update, benchmark, summer reading, portfolio	HS	5	Michele Conklin	
ELA	English II/Curriculum Update, benchmark, summer reading, portfolio	HS	5		Tara O'Neill
ELA	English III/Curriculum Update, benchmark, summer reading, portfolio	HS	5		Tara O'Neill
ELA	English IV/Curriculum Update, benchmark, summer reading, portfolio	HS	5	Lisa Hanna	
ELA	Language Arts Test Prep/align curriculum	HS	5	Meaghan McDavitt	
ELA	Grade 7/Curriculum Update, benchmark, summer reading, portfolio	TOIS	5	Ian Schwartz	
ELA	Grade 8/Curriculum Update, benchmark, summer reading, portfolio	TOIS	5	Mardi Durand	

Curriculum Writing
Summer 2016

SUBJECT	COURSE/RATIONALE	SCHOOL	Total Hours	Phase 1 June 22 - June 30	Phase 2: July 5 - July 22
ELA	Grade 6/Curriculum Update, benchmark, summer reading, portfolio	TOIS	5	Crystal Walker	
VPA	Ceramics 3/New Course	HS	20	Morgan Devlin	
VPA	Computer Art 3/New Course	HS	20	Jeffrey Leute	
VPA	Performance Production/New Course	HS	20	Chelsea Gower	
VPA	Acting 2/Curriculum and Benchmark Development	HS	5	Chelsea Gower	
VPA	Computer Art 2/Revise Curriculum to 5 credit course	HS	5	Jeffrey Leute	
	Total Hours Requested		336		