# Schedules and Attachments

**FEBRUARY 2016**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 7, 2017</td>
<td>Agenda Session</td>
<td>7:30 PM</td>
<td>Admin Bldg. Conf Room</td>
</tr>
<tr>
<td>February 14, 2017</td>
<td>Regular Meeting</td>
<td>7:00 PM</td>
<td>OBHS – Main TV Auditorium</td>
</tr>
</tbody>
</table>
### 2016-17 Budget Transfer #7 Through 1/31/2017
**February 14, 2017 Board Meeting**

<table>
<thead>
<tr>
<th>Description</th>
<th>Account Number</th>
<th>Amount</th>
<th>Description</th>
<th>Account Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Private Schools</td>
<td>11-000-100-566-00-700</td>
<td>15,225.00</td>
<td>Charter School</td>
<td>10-000-100-560-00-000</td>
<td>15,225.00</td>
</tr>
<tr>
<td>Support Svcs.-Purch Prof Tech Svcs</td>
<td>11-000-218-390-00-000</td>
<td>3,135.00</td>
<td>Instr. Supplies OBHS Guidance</td>
<td>11-190-100-610-01-010</td>
<td>3,135.00</td>
</tr>
<tr>
<td>Salaries-Sec Spec Services</td>
<td>11-000-219-105-00-000</td>
<td>50,000.00</td>
<td>Salaries-Other Prof Staff Spec Services</td>
<td>11-000-219-104-00-072</td>
<td>50,000.00</td>
</tr>
<tr>
<td>Misc. Purch Svcs.-Special Svcs.</td>
<td>11-000-219-592-00-000</td>
<td>500.00</td>
<td>Supplies-Special Svcs.</td>
<td>11-000-219-610-00-000</td>
<td>500.00</td>
</tr>
<tr>
<td>Improv. Instruction-Supplies</td>
<td>11-000-221-600-00-000</td>
<td>1,000.00</td>
<td>Improv. Instruction-Membership Fees/Dues</td>
<td>11-000-221-800-00-000</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Contr. Svcs. &amp; Repairs</td>
<td>11-000-261-420-03-105</td>
<td>69,000.00</td>
<td>Purch. Property Svcs.</td>
<td>11-000-262-440-00-000</td>
<td>69,000.00</td>
</tr>
<tr>
<td>Transportation-Fuel</td>
<td>11-000-270-615-00-144</td>
<td>45,000.00</td>
<td>Transportation-Contr. Svcs. Spec. Ed.</td>
<td>11-000-270-514-00-576</td>
<td>40,000.00</td>
</tr>
<tr>
<td>Unemployment Insurance</td>
<td>11-000-291-250-00-000</td>
<td>25,000.00</td>
<td>DCRP Contribution</td>
<td>11-000-291-232-00-000</td>
<td>16,087.00</td>
</tr>
<tr>
<td>Salaries-Teachers Grade 1-5</td>
<td>11-120-100-101-12-000</td>
<td>260,000.00</td>
<td>Salaries-Nurses</td>
<td>11-000-213-100-00-000</td>
<td>130,000.00</td>
</tr>
<tr>
<td>Reg. Prog. Instructional Supplies</td>
<td>11-190-100-610-00-004</td>
<td>105,000.00</td>
<td>Admin. Info. Tech. Purch. Prof. Svcs.</td>
<td>11-000-252-600-00-000</td>
<td>105,000.00</td>
</tr>
<tr>
<td>Supplies-Spec Ed LD</td>
<td>11-204-100-610-00-000</td>
<td>6,100.00</td>
<td>Supplies-Spec Ed RC Shoprite</td>
<td>11-213-100-610-00-100</td>
<td>8,000.00</td>
</tr>
<tr>
<td>Supplies-Spec Ed PSDF</td>
<td>11-216-100-610-00-000</td>
<td>1,900.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undist. Exp Req Maint</td>
<td>12-000-261-730-03-000</td>
<td>1,000.00</td>
<td>Equip-Admin Info Tech.</td>
<td>12-000-252-730-00-000</td>
<td>1,000.00</td>
</tr>
<tr>
<td><strong>FUND 20</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title III Immigrant-Hourly Salaries</td>
<td>20-245-100-100-00-211</td>
<td>500.00</td>
<td>Title III Immigrant-Purch. Prof. Svcs.</td>
<td>20-245-200-300-00-000</td>
<td>500.00</td>
</tr>
<tr>
<td><strong>TOTAL FROM</strong></td>
<td></td>
<td>583,360.00</td>
<td><strong>TOTAL TO</strong></td>
<td></td>
<td>583,360.00</td>
</tr>
</tbody>
</table>
### Summary of Out-of-District Placements and Transportation Requests
#### 2016-2017 School Year — February 2017

<table>
<thead>
<tr>
<th>Student ID #</th>
<th>School</th>
<th>Tuition</th>
<th>Starting</th>
<th>Termination</th>
</tr>
</thead>
<tbody>
<tr>
<td>808206</td>
<td>Sage Day School</td>
<td>$55,980.00</td>
<td>1/26/17</td>
<td></td>
</tr>
<tr>
<td>LAST NAME</td>
<td>FIRST NAME</td>
<td>DEGREE</td>
<td>STEP</td>
<td>SALARY</td>
</tr>
<tr>
<td>-----------</td>
<td>------------</td>
<td>--------</td>
<td>------</td>
<td>----------</td>
</tr>
<tr>
<td>DRUST</td>
<td>HELEN</td>
<td>MA</td>
<td>6</td>
<td>57,582.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAST NAME</td>
<td>FIRST NAME</td>
<td>DEGREE</td>
<td>STEP</td>
<td>SALARY</td>
</tr>
<tr>
<td>---------------</td>
<td>------------</td>
<td>--------</td>
<td>------</td>
<td>---------</td>
</tr>
<tr>
<td>PUVALOWSKI</td>
<td>KIM</td>
<td>MA+45</td>
<td>6</td>
<td>62,313.00</td>
</tr>
<tr>
<td>POLESCHUK</td>
<td>NELLIE</td>
<td>MA+45</td>
<td>6</td>
<td>62,313.00</td>
</tr>
<tr>
<td>RICCI</td>
<td>GINA</td>
<td>MA</td>
<td>6</td>
<td>57,582.00</td>
</tr>
<tr>
<td>EMSLIE</td>
<td>JUDITH</td>
<td>MA</td>
<td>6</td>
<td>57,582.00</td>
</tr>
<tr>
<td>GONCALVES</td>
<td>TANIA</td>
<td>MA+30</td>
<td>5</td>
<td>58,921.00</td>
</tr>
<tr>
<td>LAST NAME</td>
<td>FIRST NAME</td>
<td>DEGREE</td>
<td>STEP</td>
<td>SALARY</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------</td>
<td>--------</td>
<td>------</td>
<td>---------</td>
</tr>
<tr>
<td>DYAS</td>
<td>MANDY</td>
<td>BA</td>
<td>1</td>
<td>47,243.00</td>
</tr>
</tbody>
</table>

Admin Correction
OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

Job Description

JOB TITLE: Technology Support Person (Extracurricular)
REPORTS TO: Building Principal

JOB GOAL: Provide Technology support to the school administration, staff and students; perform basic troubleshooting; communicate with assigned building technician and/or technology staff using appropriate district procedures; track technology-related issues to ensure satisfactory outcome; assist staff with the integration of technology into instruction by modeling and offering support.

QUALIFICATIONS:

1. A valid New Jersey Teacher Certification.
2. Technology experience which may be demonstrated by any combination of the following:
   a. Completion of technology training/in-service or college/graduate credits.
   b. Experience teaching with technology and knowledge of the district’s software applications.
   c. Demonstrated achievement in using advanced technology applications in use in his/her classroom.
3. A basic understanding of the district network and how it works.
4. The ability to understand/solve technology-related issues and the dedication to bring problems to a successful resolution.
5. Current knowledge and understanding of “best practices” in technology education (21st Century Skill Sets) and the ability to convey that knowledge to others.
6. The willingness to share implementation ideas with colleagues and support them in the use of those ideas.
7. Must be working full time in the assigned facility.
8. Provide technology support to the school administration, staff and students by performing basic and preliminary troubleshooting; relay technology issues to technology staff and follow up with service request if necessary; track issues to ensure favorable disposition; facilitate the use of technology as a teaching and learning tool in assigned school.

PERFORMANCE RESPONSIBILITIES:

1. Provides first-level Help Desk support to the building:
   a. Investigate and report malfunctions.tech issues to appropriate technology staff via appropriate district methods.
   b. Oversee building technology implementations.
   c. Track reported issues to a favorable disposition; follow up as needed.
2. Maintain records and reports as required.
3. Stay current with technology trends and practices by attending seminars and in-service programs.
4. Provides feedback and input in the development and implementation of a school-based technology
plan which demonstrates evidence of 21st Century Skill Sets and best practices in technology. Coordinate efforts with building principal, building staff, and district administration.

5. Serves as a technology integration resource for staff and students; assist teachers in the creation and execution of technology projects that are linked to student performance in relation to the district’s approved curriculum.

6. Provide mini-training sessions in the use of technology during PLCs, faculty meetings, etc., which support the district’s technology implementations and/or at the principal’s request.

7. Coach and model technology use for staff.

8. Evaluate the importance of technology in the school setting in order to offer recommendations for future technology acquisitions and implementations as they relate to the school and the district.

9. Participate in Technology Roundtable on a regular basis.

TERMS OF EMPLOYMENT:

- Ten-month school year (Extra- and co-curricular)/Stipend position
- Terms and conditions per negotiated agreement

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such person may not be eligible.

Proposed: May 22, 2003
Adopted: May 29, 2003
Revised: February 14, 2017

Legal References:

- N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
- N.J.S.A. 18A:16-1 Officers and employees in general
- N.J.S.A. 18A:27-10 Non-tenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15
- N.J.A.C. 6A:9B-1.1 Professional Licensure
- N.J.A.C. 6A:9B-9.1 Endorsements on the Instructional Certificate
- N.J.A.C. 6A:9B-12.1 Endorsements on the Educational Services Certificate
- N.J.A.C. 6A:8.1 Standards and Assessment
- N.J.A.C. 6A:10-6.1 Evaluation of Teaching Staff Members other than Teachers and Principals
OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

Job Description

TITLE: DIRECTOR OF TRANSPORTATION

QUALIFICATIONS:

1. Valid Class B Commercial Driver’s License 49 C.F.R. §300 et seq. and excellent driving record.
2. All required endorsements including but not limited to Passenger (P) and School Bus (S).
3. Bachelor’s Degree Preferred.
4. Minimum school transportation experience and completion of transportation supervisory courses provided by the State of New Jersey Department of Education Bureau of Pupil Transportation as determined by the Administration.
5. Knowledge of state laws and regulations governing school bus construction, maintenance and operation, and pupil transportation.
6. Demonstrated skills in transportation software (preferably Transfinder), personnel management, route scheduling, fleet maintenance and cost containment.
7. Required criminal history background check, proof of U.S. citizenship or legal resident alien status, and proof of New Jersey residence.
8. Completed successfully F.M.C.S.A. Part 382.603 Drug and Alcohol training and testing.

REPORTS TO: School Business Administrator/Superintendent

SUPERVISES: Assistant Director of Transportation, bus drivers, substitute drivers, bus aides, mechanics, and assigned clerical staff.

JOB GOAL: To oversee the operation of the school transportation program and to ensure the safe and efficient transport of pupils to curricular and extracurricular activities.

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for the safe and efficient operation of the school transportation program.
2. Ensures compliance with all laws, regulations and board policy related to school transportation.
3. Prepares all bus routes; determines bus stops, pick-up times; and ensures compliance with bus capacity limitations.
4. Recruits, trains and supervises the performance of all transportation personnel, and makes recommendations regarding their employment, promotion and release.
5. Coordinates authorized transportation services for community groups in accordance with board policy.
6. Evaluates methods for transporting students attending a special education or vocational school outside the district and nonpublic school students. Recommends the use of a CTSA (coordinated transportation services agency) as appropriate.

7. Works with the Business Administrator to formulate specifications for transportation contracts with private vendors as necessary.


9. Maintains all district-owned vehicles; develops a plan for preventive maintenance; and oversees operations in the bus garage.

10. Prepares and administers the transportation budget in coordination with Business Office.

11. Promotes the safety of pupils through pre-service and regularly-scheduled in-service training of bus drivers and substitute drivers.

12. Periodically inspects all board-operated buses for cleanliness and proper maintenance.

13. Works cooperatively with principals to make arrangements for bus emergency evacuation drills at all schools.

14. Responds to transportation inquiries by the public and handles all complaints.

15. Prepares all transportation records and reports as required by law, code or board policy.

16. Ensures the timely state inspection of all board-operated buses.

17. Advises the superintendent on road conditions for decisions on school closing during inclement weather.

18. Conducts an annual cost analysis of the transportation operation; develops recommendations for future equipment and personnel needs.

19. Maintains an individual and permanent file on each board-owned vehicle as required under law and makes them available for inspection upon request.

20. Performs other duties that may be within the scope of his/her employment as may be assigned by the Superintendent and/or Business Administrator under the authority of the Board of Education.

**TERMS OF EMPLOYMENT:**

Non-Bargaining Unit position. Salary and work year to be determined by the Board of Education.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job with or without reasonable accommodations, made in accordance with applicable law. is made to their known limitations. If reasonable accommodation cannot be made because it would cause the employer undue hardship, such person may not be eligible.
EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of noncertified staff.

PROPOSED: April 26, 2005
ADOPTED: May 3, 2005
REVISED: February 14, 2017

Legal References:

N.J.S.A. 27:1B-25
N.J.A.C. 6:3-4A.4
N.J.A.C. 6:3-9.1 et seq.
N.J.A.C. 6:8-4.9(a)5
N.J.A.C. 6A:27
49 U.S.C.A. §3701 et seq.
49 C.F.R. §300 et seq.

Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception; requirements for bus drivers
Physical examinations; requirement
Cost of transportation over hazardous routes; designation as separate budget line item; authority of commissioner to cut line item restricted
Authority over pupils
Transportation to and from schools
State aid to counties and municipalities
Requirements of physical examinations
School ethics commission
Transportation contracts
Student transportation
Commercial Motor Vehicle Act of 1986
Commercial Drivers Licenses


Employee/supervisor training, 49 C.F.R. 382.1202, 1203 school bus drivers,

**Old Bridge Township Public Schools**

**2017-2018 School Year**

- **September 2017 (15 days)**
  - Labor Day: 4
  - Schools Open: 7
  - Staff In-Service: 5, 6, 22
  - Rosh Hashanah: 21-22
  - Yom Kippur: 30

- **October 2017 (22 days)**
  - Columbus Day: 9
  - PLC Day: 9

- **November 2017 (15 days)**
  - Election Day: 7
  - NJEA Conv.: 9, 10
  - Veteran’s Day: 11
  - Early Dismissal: 22
  - Thanksgiving: 23, 24

- **December 2017 (16 days)**
  - Early Dismissal: 22
  - Christmas: 25
  - Winter Recess: 26-29

- **January 2018 (21 days)**
  - New Year’s Day: 1
  - PLC Day: 10
  - Dr. Martin Luther King: 15

- **February 2018 (19 days)**
  - PLC Day: 14
  - President’s Day: 19

- **March 2018 (21 days)**
  - PLC: 14
  - Good Friday: 30

- **April 2018 (16 days)**
  - Easter: 1
  - Passover: 7
  - Spring Break: 2-6

- **May 2018 (22 days)**
  - Memorial Day: 28

- **June 2018 (16 days)**
  - Last Day of School*: 22
  - OBHS Graduation: 26

---

*Calendar reflects 181 instructional days for students, plus two (2) emergency closing days in 2017-2018. Unused days will be returned at the end of the school year. Additional emergency closing days, if needed, will be made up in the following order: Jan. 15, Feb. 19, Apr. 6, & Apr. 5. Any additional days shall be made up at the discretion of the board.

---

**Kindergarten and First Grade Registration for September 2018:**

- Registration will take place during the month of February 2018.
- *Children registering for Kindergarten must be 5 years of age by October 1, 2018
- *Children registering for First Grade must be 6 years of age by October 1, 2018

---

**Calendar Notes:**

- Opening and Closing of Schools
- School Closed
- Early Dismissal
- School Closed for Students Only
- Inservice Day
- PLC Day Early Dismissal

---

**Proposed:** 2.7.17, REV 2.13.17

**Adopted:**

**Amended:**