

FREEHOLD TOWNSHIP BOARD OF EDUCATION
June 11, 2019
Addendum to Regular Meeting Agenda

PERSONNEL SECTION

Please add the following name to agenda item #3:

RESIGNATION

3. The Superintendent recommends approval to accept the resignation of the following staff member for the 2018-2019 school year:

4. NAME: Colleen Cummings
 POSITION: Teacher – Eisenhower Middle School
 POSITION CONTROL#: 1200-024-IS-01
 ACCOUNT #: 11-130-100-101-10-000-024
 EFFECTIVE: June 30, 2019

Please add the following name to agenda item #5:

NEW EMPLOYMENT

5. The Superintendent recommends approval to issue a contract to the following staff member for the 2019-2020 school year. All employments are recommended pending State Department of Education approval of emergent employment for a period not to exceed 3 months pending completion of the criminal history background check as per NJSA 18A:6-7 et seq; 39-17 et seq; 6-4.13 et seq.

12. NAME: Brandon Ennis*
 POSITION: Teacher – Barkalow Middle School
 SALARY: \$60,082.00** GUIDE: B STEP: 5
 ACCOUNT #: 11-130-100-101-10-000-023
 EFFECTIVE: September 1, 2019 through June 30, 2020

*pending completion of necessary paperwork
**salary to be adjusted pending negotiations

Please add the following motion to the agenda:

JOB DESCRIPTIONS

20. The Superintendent recommends approval of the following job descriptions:

Manager of Information Systems

Qualifications:

1. College degree and technical training required. Masters degree preferred.
2. Certification as network engineer preferred.
3. Ability to train individuals in all technologies in the district.
4. Experience as a network administrator preferred.

5. Ability to collaborate with district and building administrators to guide decision making relative to technology.
6. Ability to effectively manage technology staff.

Reports to: Assistant Superintendent

Responsibilities:

1. Responsible for the installation and management of all local and wide area networks.
2. Reviews and recommends network changes and additions to the Assistant Superintendent.
3. Plans, organizes and manages the overall activities of the district technology systems and administrative network including the phone systems and all systems related to security.
4. Directs outside repair of equipment, as needed.
5. Responsible for troubleshooting both hardware and software, network and PC problems.
6. Performs day to day operational functions of the networks, including appropriate backups, startups, and power down to keep the system operating. In the event that the function is performed by a third party, ensures functions are being performed as contracted.
7. Keeps the Assistant Superintendent informed of system status and need for preventative and corrective maintenance.
8. Provides adequate security precautions to protect the integrity of the networks and data.
9. Coordinates responsibilities of technology staff relative to network and district hardware and systems repairs, chromebook management and keeps Assistant Superintendent informed of performance.
10. Plans for the efficient operation of hardware to meet district needs.
11. Creates and maintains district policies and procedures related to the use of instructional technology, integrated digital content and other online services.
12. Develops and maintains records documenting all network addresses and computer security, as well as standard operating procedures for technology, networks and systems.
13. Works with Assistant Superintendent to achieve district goals.
14. Assists in the development of the district's technology plan.
15. Provides leadership in the development of district policies related to networks, hardware and security.
16. Maintains an inventory of the district's computer equipment and a log of equipment maintenance activities.
17. Manages the sections of the budget that relate to technology, including quotes, expenditures, balances and transfers.
18. Ensures compliance with all licensing and copyright laws.
19. Ensures procedures for disaster recovery.
20. Collaborates with administrators to ensure needs are met in the areas of hardware and network.
21. Maintains and supports all existing administrative, student, and information systems.
22. Responsible for management of the Google Management Console as well as district learning management systems.

23. Serves as the liaison between the technology department and the curriculum department in planning and implementing the effective use of instructional technology across the curriculum.
24. Works collaboratively with principals, supervisors and teachers in developing the district's technology program to achieve the New Jersey Student Learning Standards.
25. Develops and coordinates support systems for end users relative to information technology in the district.
26. Provides appropriate training for users and writes/maintains resources related to district technology systems.
27. Keeps continually informed regarding technology and information systems management advances and advises administration of these developments, together with recommendations for possible implementation within the district.
28. Studies, evaluates, and, as appropriate, recommends to the Assistant Superintendent the adoption of new technology instruction materials, methods and programs and the purchase of computer hardware, software, network equipment and other instructional technology tools.
29. Responsible for the preparation and implementation of State mandated online assessments. This includes compliance with requirements for infrastructure, hardware, and network and management settings.
30. All other duties as assigned by the Superintendent.

Assistant Manager of Information Systems

Qualifications:

1. College degree and technical training required.
2. Certification/experience as network engineer preferred.
3. Ability to train individuals in all technologies in the district.
4. Experience with educational technology systems, including LMS, SIS and digital resources preferred.

Reports to: Manager of Information Systems

Responsibilities:

1. Responsible for troubleshooting both hardware and software, network and PC problems.
2. Assists with performing day to day operational functions of the networks, including appropriate backups, startups, and power down to keep the system operating.
3. Assists with development and maintenance of records documenting all network addresses and computer security, as well as standard operating procedures for technology and systems.
4. Assists in the development of the district's technology plan.
5. Assists with ensuring compliance with all licensing and copyright laws.
6. Assists with ensuring procedures for disaster recovery.
7. Responsible for account management to provide staff and students appropriate access to district systems, resources, and digital content.
8. Assists with management of the Google Management Console as well as district learning management systems.
9. Responsible for startup tasks related to online instructional programs for students and management of the same.

10. Assists in developing and managing the district's technology in-service education program.
11. Assists with development and coordination of support systems for end users relative to information technology in the district.
12. Manages exchange processes between staff and student data systems and secondary data systems in order to provide relevant, meaningful and usable data for instructional purposes.
13. Keeps continually informed regarding technology and information systems management advances and advises administration of these developments, together with recommendations for possible implementation within the district.
14. Responsible for maintaining and updating information on all central office webpages.
15. Responsible for district website design and content.
16. Prepares media, including photo and video, related to our schools for various needs.
17. Administrates district social media pages and initiates and oversees social media initiatives.
18. Assumes responsibilities of the Manager of Information Systems as needed in his/her absence.
19. Assists Manager of Information Systems with all network and systems related troubleshooting and maintenance.
20. Responds to and troubleshoots requests for technology assistance generated by ECLC staff.
21. Keeps the Manager of Information Systems informed of system status and need for preventative and corrective maintenance.
22. All other duties as assigned by the Superintendent.

CURRICULUM SECTION

Please replace the following to agenda item:

STUDENT TEACHER PLACEMENT

1. The Superintendent recommends approval of the following student teacher/practicum placements for the 2019-2020 and 2020-2021 school years:

<u>STUDENT</u>	<u>COOPERATING STAFF</u>	<u>DATES</u>
Robert Gramer (Montclair State University)	Kathleen Barth/ Tami Campfield	8/26/19 – 12/13/19
Carmine Fiumano (Montclair State University)	Julia Tibbett Daniel Crawford	8/26/19 – 5/1/20
Lauren Rodia (Georgian Court University)	Jennifer Maher/ Sonia Dantzler/ Richa Sharma	6/12/19 – 6/30/21