

WARREN HILLS REGIONAL BOARD OF EDUCATION

March 15, 2016

6:30 p.m. – Executive Session

7:00 p.m. Regular Meeting

A. Call to Order - Mr. Richard Havrisko

B. Roll Call - Mrs. Estrella Molinet

Daniel Brundage	Kathleen Halpin	Lisa Marshall
Linda Feller	Christopher Hamler	Richard Young
	Donna Golda	Richard Havrisko

EXECUTIVE SESSION- 6:30 p.m. (If Necessary)

WHEREAS, the Open Public Meetings Act, N.J.S.A.10:4-11, permits the board of education to meet in closed session to discuss certain matters.

BE IT THEREFORE RESOLVED, that the Warren Hills Regional Board of Education adjourns to closed session to discuss:

- 1) *Superintendent’s Harassment, Intimidation and Bullying (“HIB”) update/recent matters and investigations, if any; and*
- 2) *Pending Litigation*
- 3) *Personnel Matters*

BE IT FURTHER RESOLVED, that the Warren Hills Regional Board of Education reserves the right to discuss such other matters rendered confidential by law should the need arise; and BE IT FURTHER RESOLVED, the minutes of this closed session be made public when the need for confidentiality no longer exists.

C. Convene to Executive Session _____ p.m.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

D. RECONVENED: 7:00 p.m.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

President’s Announcement: Adequate notice of this meeting in accordance with the Open Public Meeting Act has been given by posting one copy of a Notice of Meeting in the Warren Hills Regional Board of Education Office, by mailing copies to *The Express-Times, Warren-Reporter, Newark Star-Ledger* and to the municipal clerks in the Borough of Washington and Townships of Franklin, Mansfield and Washington.

Our Mission Statement

The Warren Hills Regional School District challenges and empowers a dynamic, diverse student body in a supportive learning environment by providing academic and co-curricular opportunities to become successful, productive members of the global community.

Pledge of Allegiance

E. Motion to approve the Minutes of the March 1, 2016, Regular and Executive Session meetings:

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

F. Communications – Mrs. Estrella Molinet

G. Citizens Participation – concerning action items.

H. Student Report – Student Council Representatives:

Middle School

Kharissa Muhammad

Christopher Fluta

High School

Amanda Elbassiouny

Samantha Thompson

I. Superintendent’s Report – Dr. Gary R. Bowen

Recognition/Presentation - Peer Leadership Group – Jennifer Giamoni, Advisor

Progress Report of District Goals for the 2015-2016 School Year

- *Review, research, assess, and recommend fiscal efficiencies in the instructional and operational / non-instructional components or the 2016-2017 district budget.*
- *The middle school Gifted & Talented program for grades 7-8 will be reviewed, assessed, researched for optimal methodologies resulting in recommendations for modification as may be appropriate.*
- *Resources in time and outside expert consultation will be made available to the Middle and High School Bell Schedule (EBD) committees so that each may fully and fairly consider future modifications to their respective daily instructional schedules in grades 7-8 and 9-12 independently. (Goal Completed January 2016)*

Good News and Progress

- This year's annual Prism Concert theme was *Once Upon A Time* and featured performances by the concert band, jazz band, choir, and student-led vocal and instrumental ensembles. The groups performed "Prism" style from various locations around the perimeter of the auditorium. In addition to the band and choir performances, the Drama Club performed a sneak-peak of their upcoming spring production, *Guys and Dolls*. Proceeds from the concert helped support the band's trip to Music in the Parks, an annual competition held at Hershey Park.

- Corinne Antonelli's **animated film *Small Fry*** won another award. Her film was named **BEST HIGH SCHOOL FILM** at this year's RTF MediaFest at Rowan University. She was honored at this year's film festival March 4, 2016 at the King Auditorium of Bozorth Hall at Rowan University. The RTF Department Chair Dr. Keith Brand and Dean of the College of Communication and Creative Arts Dr. Lorin Arnold presented her with a prize and certificate at the event. This is the first time we entered this festival and her film was selected from hundreds of entries. [Update: Corinne Antonelli's film, "Small Fry" that was selected as a finalist in this year's Delta Moon Student Film Festival did not win for best film, but it was one of only 23 films to be accepted in the festival over 400 submissions. This was a great accomplishment for her.]
- Two more Warren Hills film students won awards at the **Radio, Television & Film MediaFest** at Rowan University! Congratulations to Holly Grobholz and Ann Marie Ciulla for their film "Hue." Their film won **BEST HIGH SCHOOL NEW MEDIA PROJECT** at this year's festival. They will also be honored in a ceremony at Rowan University. If you see them, please feel free to congratulate them as they worked very hard on this project.
- The **Advanced Placement United States Government and Politics** class traveled to the **New Jersey Supreme Court** on February 29, 2016 to observe the judiciary at work. In particular, they observed oral arguments in front of the Supreme Court. Prior to the start of arguments, Associate Justice Anne Patterson greeted our students and spoke to them about what they were going to witness, what their plans for post-secondary education are, and how their chosen majors can lead them into a successful career in law. She also individually greeted and welcomed each student. The point of law argued was relevant to all of the students' lives: Do cell phone call records require a search warrant if they are part of a grand jury investigation? Oral arguments lasted two hours, and the Warren Hills students represented our district well. Students were attentive and demonstrated exemplar courtroom decorum. As he adjourned the court for a brief recess the Chief Justice of New Jersey, Stuart Rabner, recognized and thanked Warren Hills' students from the bench. It was a wonderful day and the students were talking about the merits of the legal arguments and question for the rest of the day.
- The **New Jersey FFA Association** held the Horticultural Exposition Friday, March 11, 2016 and Saturday, March 12, 2016 at Mercer County Community College. Visitors viewed 775+ high/middle school student horticulture and floral entries in 100 classes. All entries were designed by agricultural education students throughout the State.
- Ninth grade Horizons student Jason Teets won two awards for his poetry submitted to the Scholastic Art & Writing Awards. Jason received a Silver Key for his poem *Hope* and an Honorable Mention for his poem *Apocalypse*.
- Concert Band students assisted in the annual **Warren County 6th Grade All Star Band** day and performance on March 2, 2016 at the high school. This All Star Band is a collection of the most outstanding sixth grade band students from each school in Warren County. These county students were selected based on an audition and participated in both a rehearsal at Warren Hills, as well as a concert on the same night. The host school rotates every 3 years, with Warren Hills proud to host and assist this year.
- Streak Nation hosted a **Senior Citizen Technology Forum** on Wednesday, February 24, 2016 in the high school library. Members of Streak Nation, Key Club and our Computer Science classes worked together to provide technology help to the senior citizens of our community. Many seniors brought their own tablets, laptops and cell phones, while others used the resources in the high school library. Both the senior citizens and our students thoroughly enjoyed their time together and have requested more classes in the future.
- A recent **musical Library Showcase** featured Ryan Connors, Warren Hills Alumni, along with a couple of his band mates of Dynamo, who performed in the high school library and talked about music and making a living as a musician. The band tours the United States and their music fuses jazz, rock, and funk with elements of soul and R&B.
- Another high school **Library Showcase** was held on Thursday, February 25, 2016, *Undoing Hatred through Understanding*. The Warren Hills Human Rights Club and the Warren Hills Gay/Straight Alliance explained the Pyramid of Hate and its devastating effects. Students had an opportunity to participate in the Pyramid of Hate Clothesline project, which will be showcased in the library.
- The **Warren Hills Chapter of Best Buddies** offered a Library Showcase presentation, *People's First Language: Spread the Word to End the R-Word* which talked about changing the conversation by eliminating the demeaning use of the R-word from today's popular speech and replace it with RESPECT. Best Buddies presented this Library Showcase on March 4, 2016 for National Day of Awareness to promote tolerance, acceptance, and inclusion. The goal was to create awareness a more accepting world for people with intellectual disabilities, and for people who may appear to be different but who have unique talents to share with the world.

- Senator Doherty's office presented us with a Senate Resolution recognizing the students' efforts with the **Traffic Awareness Project** from the Driver Education classes. His Constituent Liaison, Dawn Higgins, presented this honor February 24, 2016.
- **World Language** teachers in the entire **Warren Hills cluster** assembled on March 25, 2016 for a workshop on "Teaching in the Target Language" by Ms. Laura McClintock, a session that addressed best practices and methods for instructing our courses in the target language, regardless of the age or level of the learner. Research shows that this means of instruction is most effective and how we learn our first language. Participants role played students learning French and experienced a variety of engaging activities, as well as opportunities to reflect and brainstorm.
- The **MS International Club** ran it's 3rd annual festival on March 11th after school. Students enjoyed international foods, time to visit with friends, volleyball and basketball, watching a movie and enjoying karaoke! Thank you to all the staff who helped and especially to those who contributed the delicious international foods!
- The **MS MD program** had a donation of twenty tickets for our students, staff, nurse, and bus drivers who attended the Big Apple Circus on Thursday, 3/3/16. This was a wonderful community based instructional trip for our students and we thank those at the circus, who made this possible.
- **Members of the Warren County Prosecutors Office** recently spent time in small group settings with our 8th grade students to review topics on drug and alcohol awareness and prevention. This was a good reminder and reinforcement of information presented to students through the 7th grade Health curriculum, especially before they move on up to the high school level. We thank the presenters and members of the Municipal Alliance for their efforts to bring this important program to our students.
- **Currently our Builders Club** is collecting donations in the "Pennies for Patients" fundraiser to support leukemia research, while our NJHS is running a drive to collect needed items for our service troops stationed abroad. We are proud of our students efforts in helping others!
- **Over 45 middle school students** were recently recognized for displaying the character trait of "Responsibility." We congratulate them and are proud to have so many extremely responsible students in our middle school!

J. Committee Reports

Committee	Date	Discussion
Budget & Finance	3/14/16	By Chair: Mrs. Golda
Buildings & Grounds	3/8/16	By Chair: Mr. Havrisko
Education & Policy	3/15/2016	By Chair: Mrs. Marshall
Personnel	No meeting held	By Chair: Mr. Havrisko
Student Activities & Transportation	No meeting held	By Chair: Mr. Brundage
Technology	No meeting held	By Chair: Mr. Young

K. Action Items

I. Personnel

***1. Motion to approve/accept the following appointments / adjustments / resignations / retirements:**

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	Patrick Murphy	Resignation	Director of Plants & Facilities	N/A	District	3/11/16	5/10/16	
2	Karen Jurkowski	Resignation	School Nurse	N/A	High School	6/30/16	6/30/16	
3	Jeremy Willis	Appoint	Technology Education Teacher	\$2,600	High School	9/1/15	6/30/16	Fifth preparation assignment per WHREA, Article VIII, A.9.
4	Kevin Call	Appoint	Head Athletic Trainer	\$96,382	District	7/1/15	6/30/16	Retroactive to July 1, 2015
5	Courtney Zywicki	Appoint	Social Studies Teacher	\$255.61 per diem	High School	On about 4/7/16	6/30/16	Maternity Replacement Laura Filan
6	William Adams	Appoint	Substitute Driver	As Assigned	District	3/16/16	6/30/16	Not included in WHREA-CBA: Weekdays \$19/ hour, Weekends \$19.50 /hour Midday \$20.50/hour
7	Joseph Werner	Approve	Centenary College Student	N/A	High School	TBD	N/A	6 Hours of Observation required for Centenary College student
8	Kimber Barr	Approve	Volunteer Softball Coach	N/A	Middle School	3/16/16	6/30/16	Background Check Complete & On File

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

***2. Motion to approve the following Leave of Absence:**

Code No.	Name	Reason	Position	Location	Leave Start Date	Sick Days to be used	Unpaid FMLA Start Date	Unpaid NJFLA Start Date	Unpaid Leave without Benefits	Return Date	Discussion
1	Laura Filan	Maternity Leave	Social Studies Teacher	High School	On or about 04/11/2016	30.5 Available	05/23/2016 [Half Day]	5/23/2016 [Half Day]	N/A	09/01/16	Revision to 1/19/16 motion

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

***3. Motion to approve the following job descriptions [Documents 1 & 2]:**

- School Security Personnel
- District News and Information Coordinator

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

II. Education and Policy

*1. Motion to approve the 2016-2017 School Year Calendar. [Attachment A]

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*2. Motion to authorize the submission of the 2016-2018 Comprehensive Equity Plan and to maintain compliance with all applicable laws, codes and regulations governing equity in education including but not limited to: N.J.S.A. 18A:36-20; N.J.S.A.10:5; N.J.A.C.6A:7; Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990; Individuals with Disabilities Education Act (I.D.E.A.) of 1997.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*3. Motion to affirm the administrative decision regarding the following HIB case:

MS - 011

HS - None

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*4. Motion to approve the following field trip requests in accordance with Policy 2340:

Code	Requested by:	Trip	Board of Education Cost	Discussion/Destination
1	Adam Slack & Mark Smith	Archery Club to compete in Regional Tournament	Substitutes & Transportation	Keansburg High School
2	Kathleen Morgan	Middle School French Classes to Zimmerli Art Museum & Dining at Sophie's Bistro	Substitute & Transportation	New Brunswick & Somerset, NJ, not to exceed \$30 per student cost [Transportation paid by board] – Learning About French Art & Tasting French Cuisine
3	Barbara Russo & Michael Perruso	Middle School Chorus Club & Jazz Band Music in the Parks Competition	Substitutes	Dorney Park -\$54 per student cost – Transportation + Admission
4	Nicole Silvis, Vittoria Busardo & Josephine Potter	HS & MS Student Councils to attend NJASC Spring Awards Ceremony	Substitutes	Great Adventure, Jackson, NJ - Not to exceed \$60 per student cost - Transportation
5	Nicole Silvis, Hope Ranalli & Michael Arminio	8 th grade ALC students to participate in problem solving & confidence building activities	Substitute & Transportation	Overnight trip to Camp Mohican, Blairstown, NJ -\$15 per student cost for meals
6	Kimberly Roost, Richard Patricia & Vittoria Busardo	Fine Art Students to Warren County Teen Arts Festival	Substitutes & Transportation	Washington, NJ - Students will display art work and view other Warren County students' art work

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*5. Motion to approve the following travel and conference requests:

Code	Name	Title	Location	Cost/Mileage	Date and Discussion
1	Earl C. Clymer	NJASA Spring Leadership Conference	Atlantic City, New Jersey	Registration - \$525 Lodging -\$210 Plus Mileage, Meals and Incidentals.	May 11 – 13, 2016
3	Lourdes Garcia	2016 Bilingual Educators Spring Conference	New Brunswick, NJ	\$59 Membership Renewal, \$229 Registration + Mileage	June 3, 2016

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

III. Budget and Finance

*1. The Warren Hills Regional Board of Education approves the February, 2016 Board Secretary and Treasurer’s Report as follows:

BE IT RESOLVED that the Board Secretary, pursuant to N.J.A.C. 6A:23A-16.10(c)3, does hereby certify that as of the date of this report, no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(a);

BE IT FURTHER RESOLVED that the Warren Hills Regional Board of Education accepts the monthly financial report of the Secretary and the Treasurer for the month of February, 2016; in compliance with N.J.A.C. 6A:23A-16.10(c)4, that the Board of Education certifies that no major account has been overexpended in violation of N.J.A.C. 6A:23A-16.10(b), and that as of this report sufficient funds are available to meet the District’s financial obligation for the remainder of the year.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*2. Motion to approve the bill list for the period February 17, 2016 through March 11, 2016 in the amount of \$2,321,494.02.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*3. Motion to approve transfers in the amount of \$428,210.64 for the month of February.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*4. Motion to approve Student Activity Transactions for the month February, 2016.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*5. Motion to approve a Related Services Contract with Morris-Union Jointure Commission to be administered at the Developmental Learning Center [DLC] in New Providence, for Student 03-16 for the 2015-2016 school year for the period February 2, 2016 through June 13, 2016, for 30-minute sessions per week, at a rate of \$245.00 per hour.
 (Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*6. Motion to approve an Agreement with Saint Clare’s Hospital for tutoring services for student 2017071 for one hour per day at the rate of \$55.00 per hour, as may be required for the remainder of the 2015-2016 school year.
 (Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*7. Motion to approve submittal of the preliminary tentative 2016-2017 budget to the Executive County Superintendent for advertising and compliance review with QSAC and Core Content Standards as follows:

	Budget	Local Tax Levy
General Fund	\$36,753,305	\$20,646,591
Special Revenue	547,440	
Debt Service	2,173,009	
Total Base Budget	\$39,473,754	

A transfer from the Capital Reserve account to the Capital Projects account in the amount of \$1,388,000 will fund the capital projects included in the preliminary tentative 2016-2017 budget above.

(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*8. Motion to approve a tuition contract with Oxford Township School District to accept 85 regular education students to attend Warren Hills Regional High School for the 2016-2017 school year at a tuition rate of \$15,717 per student.
 (Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

L. Citizens Participation

M. Second Executive Session

EXECUTIVE SESSION (If Necessary)

WHEREAS, the Open Public Meetings Act, N.J.S.A.10:4-11, permits the board of education to meet in closed session to discuss certain matters.

BE IT THEREFORE RESOLVED, that the Warren Hills Regional Board of Education adjourns to closed session to discuss:

BE IT FURTHER RESOLVED, that the Warren Hills Regional Board of Education reserves the right to discuss such other matters rendered confidential by law should the need arise; and BE IT FURTHER RESOLVED, the minutes of this closed session be made public when the need for confidentiality no longer exists.

N. Convene to Second Executive Session _____ p.m.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

O. Reconvene _____ p.m.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

P. Adjournment _____ p.m.
(Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

***Roll Call**

WARREN HILLS REGIONAL BOARD OF EDUCATION

DRAFT

Job Description

DRAFT

SCHOOL SECURITY PERSONNEL

Administrative Regulations

TITLE: SCHOOL RESOURCE / SECURITY PERSONNEL

- QUALIFICATIONS:**
1. High School Diploma, or equivalency
 2. Experience in law enforcement/emergency service or experience and training in a school security-related field or any equivalent combination of experience that would provide the noted knowledge, skills and abilities.
 3. Possess knowledge of, and ability to apply standard security procedures and related best practices
 4. Possess the ability to acquire knowledge of School Board policies and procedures
 5. Excellent human relations, leadership, and communication skills
 6. Provide evidence that health is adequate to fulfill the job functions and responsibilities, in accordance with current code and statute.
 7. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.
 8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: School Security Program Director (District)

JOB GOAL: Under the supervision of the School Security Program Director, the School Resource/Security Office personnel perform duties to assist school administrators in prevention of personal injury, property loss and disruption of the educational process to ensure a safe, secure and orderly school environment for students, faculty, staff and visitors. A primary responsibility of this position is to maintain a high level of visibility at the school for arrival of students, staff and visitors.

- PERFORMANCE RESPONSIBILITIES:**
1. Maintains a high level of visibility at main entrance of school.
 2. Monitor all public entrance and egress at main entrance of the school;
 3. Prevents all unauthorized persons from entering school building, routes or detains them, or calls administration and/or police for assistance as necessary;
 4. Assists principal and staff with any security related issues;
 5. Prepares written documentation of security related incidents as necessary;
 6. Collaborates with and assists public safety personnel (police, fire, EMS) who respond to calls on school grounds;
 7. Participates in the conduct of fire drills, lockdown drills, and other emergency building evacuation drills;
 8. Performs other duties related to the student activity as assigned by the School Security Program Director.

ESSENTIAL
TECHNICAL &
MOTOR SKILLS

1. Ability to manipulate controls necessary to operate video security equipment and two-way radios;
2. Ample computer literacy for the purpose of completing and filing reports; monitoring and securing surveillance video, and other computer-based requirements of the position
3. Sufficient endurance to monitor hallways and/or stairwells throughout the school day as may be assigned;
4. Sufficient mobility and dexterity to respond quickly to intrusion which may involve measures to detain individuals as trained.

SALARY

In accordance with the current Collective Bargaining Agreement between the WHREA and the Warren Hills Board of Education

EVALUATION:

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

BOARD APPROVED: _____ DATE: _____

REVISED: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

Legal References:

- | | |
|----------------------------|--|
| <u>N.J.S.A.</u> 18A:6-7.1 | Criminal history record; employee in regular contact with students; grounds for disqualification from employment |
| <u>N.J.S.A.</u> 18A:16-1 | Officers and employees |
| <u>N.J.S.A.</u> 18A:16-2 | Physical examinations; requirement |
| <u>N.J.S.A.</u> 18A:25-2 | Authority over students |
| <u>N.J.S.A.</u> 18A:26-1 | Citizenship of teachers, etc. |
| <u>N.J.S.A.</u> 18A:26-1.1 | Residence requirement prohibited |
| <u>N.J.S.A.</u> 18A:26-2 | Certificates required; exception |
| <u>N.J.S.A.</u> 18A:27-1 | Appointment of teaching staff members; vote required |
| <u>N.J.S.A.</u> 18A:27-4 | Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder |
| <u>N.J.A.C.</u> 6A:7 | Managing equality and equity in education |
| <u>N.J.A.C.</u> 6A:9 | Professional licensure and standards |
| See particularly: | |
| <u>N.J.A.C.</u> 6A:9-6.2 | Provisional certificate |
| <u>N.J.A.C.</u> 6A:9-8.2 | Requirements for the provisional certificate |
| <u>N.J.A.C.</u> 6A:32-6 | School employee physical examinations |
- Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

WARREN HILLS REGIONAL SCHOOL DISTRICT
DRAFT **DRAFT**
JOB DESCRIPTION

TITLE: **DISTRICT NEWS & INFORMATION COORDINATOR**

QUALIFICATIONS:

1. High school diploma required, college course work in communications, preferred
2. Excellent writing and communication skills
3. Computer expertise and knowledge of publishing programs; e.g., Quark Photo Programs, Internet Programs; i.e., Microsoft Front Page, etc.
4. Ability to work with the school staff to promote a positive profile of the District, successful efforts of the students, staff and school community.
5. Knowledge of web page development.
6. Familiarity with various media and methods which schools utilize to improve public awareness.
7. Recognition that these efforts will require time beyond the contractual day
8. Required criminal history background check and proof of U.S. legal citizenship or legal resident alien status

REPORTS TO: Building Principal(s) or Designee

JOB GOALS: Advise the Superintendent, district and building administrators and other employees on effective internal and external communication practices including media contact. Establish/maintain positive working relationships with area media and high quality standards for District publications.

PERFORMANCE RESPONSIBILITIES:

1. Publishes a regular District newsletter and distributes to all employees and residents. Contributes and/or supports the Streak, WINGS, and other publications as needed.
2. Contributes to the district website – Board agenda, minutes, policies, WHR calendar, budget materials and curriculum guides.
3. Writes and distributes press releases with photos when appropriate with prior administrative review.
4. Supports communication efforts of individual schools both in school-to-home communications and communications with the media and community.
5. Exercises professional judgment on the most effective methods for communicating policies, practices.
6. Provides experienced, professional counsel to the district when sensitive communication questions arise.

7. Maintains clipping files, notebook of media coverage, including issues of published items and submit these to the administration/Board of Education at the close of each school year for archiving.
8. Creates a list of media contacts including telephone numbers/e-mail addresses.
9. Arranges media coverage for school events.
10. Takes photographs of celebratory events when provided reasonable notification in advance by the given stakeholders, e.g. coaches, advisors, administrators, etc.
11. Gathers public relations materials from the schools, administration, staff and the BOE for use in self-written press releases, promotional materials, district publications and the district website.
12. Coordinates district-wide publications such as Principal's Newsletters, annual school budget brochures, calendars, etc.
13. Creates and maintains a directory of community groups and community members who have expressed interest in the educational affairs of our district.
14. Attends school activities as needed or requested by the building administration.
15. Assists the Athletic Director's office with the database of senior citizen "Blue Streak Pass Holders" and coordinates an annual mailing to this group with schedules and an up-date letter.
16. Develops lines of communication with parents of children in constituent and sending districts promoting the positive educational/social experiences for students of our middle/high schools.
17. Works with district Strategic Planning Committees by providing information on progress to parents, students and staff.
18. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

Twelve (12) month availability with concentration throughout the student school year

SALARY:

Annual stipend to be recommended by the Superintendent to the Board of Education for approval

EVALUATION:

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

Board Approval Date: _____

Warren Hills Regional Public Schools 2016-2017 SCHOOL YEAR

DRAFT

July						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Student Days		185	
September	19	February	18
October	20	March	23
November	18	April	16
December	17	May	22
January	20	June	12

January 20 / 94						
S	M	T	W	T	F	S
1	H	3	4	5	6	7
8	9	10	11	12	13	14
15	H	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

H=Holiday; T=Teachers Only; R=Recess; \ = 1/2 Day Recess

August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	T	T			

August	29	New Staff Orientation
August	TBD	7th & 9th Grade Orientation
August	30	1st day for staff
August	31	Full Staff
September	5	School Closed-Labor Day
September	6	First Day for Students
September	15/22	HS/MS BTSN (early dismissal)
October	10	School Closed Students - Teachers Only
October	26	Half Day Students AM, Teacher Inst. PM
November	10,11	NJEA Convention - School Closed
November	23	Half Day Session
November	24-25	Thanksgiving Break - School Closed
December	23	Start Holiday Recess - Half Day
December	23-30	Holiday Recess
January	2	Holiday
January	16	Martin Luther King Day - School Closed
January	25	Half Day Students AM, Teacher Inst. PM
February	17-20	Presidents Weekend - School Closed
March	8	Half Day Students AM, Teacher Inst. PM
April	14	Holiday
April	17-19	Spring Recess - School Closed
May	17	Half Day Students AM, Teacher Inst. PM
May	30	Memorial Day - School Closed
June	12-15	Half Day Students AM, Teacher Inst. PM
June	16	Graduation Day (Last Day Students)

February 18 / 112						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	R	18
19	H	21	22	23	24	25
26	27	28				

September 19 / 19						
S	M	T	W	T	F	S
		-	-	T	R	3
4	H	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

March 23 / 135						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October 20 / 39						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	T	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 16 / 151						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	H	15
16	R	R	R	20	21	22
23	24	25	26	27	28	29
30						

November 18 / 57						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	R	R	12
13	14	15	16	17	18	19
20	21	22	23	H	R	26
27	28	29	30			

May 22 / 173						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	H	30	31			

School Calendar is subject to change if deemed necessary.

IMPORTANT:

In the event the district uses the majority of scheduled emergency closing days, the following days will be added back as school days:

Presidents' Friday

Followed by Spring Recess

Beginning with April 19, 18, 17 as needed

Check District website for updates at www.warrenhills.org

December 17 / 74						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	R	R	R	R	31

June 12 / 185						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	R	R	R	R	24
25	R	R	R	R	R	