

WARREN HILLS REGIONAL BOARD OF EDUCATION

July 10, 2019

6:30 p.m. – Executive Session

7:00 p.m. Regular Meeting

A. Call to Order - Mr. Corey Piasecki, Vice-President

B. Roll Call - Mrs. Donnamarie Palmiere, Business Administrator

Roll call was taken by Mrs. Donnamarie Palmiere. Members present were Joseph Bodenschatz Sam Knutson, Christine Pi, Christopher Cannavo, Lisa Marshall, Corey Piasecki, Paula Merrill and Eric Walls. Also present were Earl Clymer, Donnamarie Palmiere, Dennis Mack, Dawn Moore and Joe Roselli, Esq. Christopher Hamler was absent.

C. Executive Session- 6:30 p.m.

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) *Matters rendered confidential by Federal Law, State Law, or Court Rule*
- 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. Action may be taken.

Motion by Mr. Cannavo and seconded by Mr. Bodenschatz to enter into Executive Session at 6:35 p.m. with full board consent.

D. Reconvene: 7:20 p.m.

Motion by Mrs. Merrill and seconded by Mr. Cannavo to go into open session at 7:20 p.m. with full board consent.

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 by Mrs. Marshall and seconded by Mrs. Merrill to approve the Minutes of the June 25, 2019, Regular and Executive Session meetings.

MOTION: Lisa Marshall		SECOND: Pula Merrill		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz			X	
Christopher Cannavo	X			
Sam Knutson	X			
Lisa Marshall	X			
Paula Merrill	X			
Christine Pi	X			
Eric Walls	X			
Corey Piasecki			X	
Christopher Hamler				X

F. Communications – Mrs. Donnamarie Palmiere, Business Administrator

G. Superintendent’s Report – Earl C. Clymer, III

Mr. Clymer shared the following:

- Roof Project Update - A project meeting will be held on July 11, 2019 at 8:00 AM
- Excel Building Update – Project meeting to be scheduled by the Architect.
- Turf Field Update - Project meeting to be scheduled by Architect
- NJQSAC report from NJDOE - Summary Report from NJDOE
 - Instruction and Program – 80%
 - Fiscal Management – 88%
 - Governance – 100%
 - Operations – 95%
 - Personnel – 100%

H. Goals:

Warren Hills Regional School District Goals for 2018-2019 School Year

1. Implement and support strategies to improve student achievement for ALL students, including but not limited to, Advanced Placement, Vocational Education, Gifted & Talented, General Education and Special Education through course offerings, 1:1 technology initiative and enhanced PLCs.
2. Improve communication and involvement with the community at-large regarding district initiatives and events.

3. Ensure effective fiscal efficiency for the district through the budget development process.

Warren Hills Regional Board of Education Goals for 2018-2019 School Year

1. Support fiscal sustainability for the district budget through the budget development process.
2. Become a Certified Board -- improve understanding of financial operations for all members.
3. Increase student presentations at Board of Education meetings.

I. Committee Reports

Finance/Facilities

- Mrs. Merrill shared the following:
 - Security Office update
 - Excel and Dam update
 - Turf Field
 - AC Upgrade – the HS needs to upgrade electric; MS has a panel in the basement
 - Stipends for announcer/ticket takers
 - \$7500 to join Northwest NJ Consortium for Excellence Through Equity
 - Remind notification system is no longer free to schools
 - Custodial salaries

Personnel & Student Activities

- The following was shared:
 - Swim Team – going to Phillipsburg
 - Clubs & Sports are all running again this year
 - Genesis has a module to look into for athlete eligibility
 - Mr. Jones will be meeting with the band and athletics regarding concession stands
 - Oxford sports in MS
 - Oxford Superintendent reached out for a second meeting with Mr. Piasecki, Mr. Hamler and Mr. Clymer

Technology

- The following was shared:
 - 1:1 laptop initiative is going as planned
 - The Insurance option is about a \$30 cost to the district
 - 29 were damaged this past year
 - Parents paying a fine after several issues with the same student
 - Future Ready School Program – Phase 1 is complete; moving to Phase 2&3
 - Phase 2 – team needed
 - Phase 3 – bronze certification in the spring of 2020
 - Review of Acceptable Use Policies – sending #2361 to Board Attorney for review

- Social medial – tweets. Ms. Marshall asked if we have parameters
 - Community is misreading some of the tweets
 - Policy review is needed
 - Parameters need to be put in place
- BlackBoard system for notification system
- Chromebooks will be sent home with students

Education & Policy – did not meet.

J. Old Business

Mrs. Marshall questioned whether information was sent regarding the Plaque.

K. New Business

Mr. Piasecki stated that there was a Donaldson hearing and asked if any board member would like to make a motion. There were none.

L. Public Comment – concerning action items.

Public comment shall be governed by the Board of Education Bylaw 0167. There are two public comment opportunities. The first public comment is reserved for Action Items only, those items on the agenda the Board is voting on this evening. The second public comment is set aside for public comment on any school or school district issue that the public feels may be of concern to the residents of the school district. The first public comment is limited to three (3) minutes per person. The second public comment length is determined by the board as per policy.

Before making a public comment, participants are to state their name, place of residence, and group affiliation if appropriate.

The Board uses the public comment period as an opportunity to listen to citizen concerns, but please be aware that not all issues brought to a board meeting will be resolved this evening; rather, the Board will, in appropriate cases, delegate the authority to investigate the matter to the Superintendent or his designee.

Please let the record reflect that the Board of Education does not endorse your comments nor will the Board of Education be held liable for comments you make about a staff member or other person which the staff member or other person may consider defamatory and/or libelous, as that individual retains all rights to pursue any legal remedies against you.

None

M. ACTION ITEMS

I. PERSONNEL

Motion by Mr. Bodenschatz and seconded by Mr. Cannavo to accept the recommendation of the Superintendent to approve and adopt motions **I.1** through **I.14** as described below:

The Superintendent of Schools recommends action on the following:

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

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	Daniel Montgomery	Approve	Health & PE Teacher	\$60,695.00	Middle School	10/1/19	6/30/20	Step A-1, MA, Replaces Stanley Kubbishun
2	Kayla Parker	Rescind	Assistant Volleyball Coach	\$4,302.00	High School	7/10/19	7/10/19	Rescind board motion of 5/14/19, I. Personnel, #13 – Attachment L
3	Mary Kaye Bartek	Rescind	Builders Club Co-Advisor	\$1,750.00	Middle School	7/10/19	7/10/19	Rescind board motion of 6/25/19, I. Personnel, #14 – Attachment D
4	Christina Angebrandt	Approve	Builders Club Advisor	\$3,500.00	Middle School	7/10/19	6/30/20	Rescind board motion of 6/25/19 approving co-advisor
5	John Schaffer	Approve	Custodian	\$33,000.00, prorated	High School	7/16/19	6/30/20	All paperwork complete & on file
6	Elizabeth McKeown	Approve	7 th Grade Academy Planner	\$45.00/hour	Middle School	7/1/19	8/23/19	Not to exceed 3 hours
7	Geri McKelvey	Approve	MS Intramural Bowling Advisor	\$2,700.00	Middle School	9/1/19	6/30/20	Tier 5
8	Kristyn Sbriscia	Approve	ESY Substitute Nurse	\$45.00/hour	High School	7/11/19	8/23/19	As needed basis
9	Jeremy Onorato	Approve	1:1 Paraprofessional	\$25.19/hour	High School	8/26/19	6/30/20	Not to exceed 5.75 hours/day, 5 days/week, Step 1, BA, pending completion of all paperwork

*2. Motion to approve the following observations/internships/volunteers:

Code No.	Name	Position	Degree/Step No. of Hrs.	Salary/ Stipend	Location	Date Effective	Date Terminated	Discussion
1	Renee Hart	Administrative Internship	N/A	N/A	High School	Fall of 2019	Upon completion	Seton Hall University student under the direction of Mr. Kavcak
2	Amy Alpaugh	Volunteer	N/A	N/A	High School	Start of Season	End of Season	Volleyball Program

*3. Motion to approve salaries for the attached personnel list “A” tenured central office personnel for the 2019-2020 school year. (Attachment A)

*4. Motion to approve salaries for the attached personnel list “B” non-tenured central office personnel for the 2019-2020 school year. (Attachment B)

*5. Motion to approve salaries for the attached personnel list “C” custodial / maintenance staff for the 2019-2020 school year. (Attachment C)

*6. Motion to approve the following Independent Studies with a stipend of \$195.00 for the first student and \$100.00 stipend for each additional student in the same subject:

Course Name	Credits	Teacher	Block	Course Code	Room	Seats Available
Ind. Stdy – Civic Journalism	Full Year (5 credits)	McKinney	9	10000.78	Study Hall	10
Ind. Stdy – Architecture III	Full Year (5 credits)	Willis	9	10000.79	Study Hall	10

*7. Motion to approve Anthony Sbriscia as Director of Facilities for the 2019-2020 school year, with an annual salary of \$93,689.00.

*8. Motion to approve David Guth as School Security Program Director for the 2019-2020 school year, with an annual salary of \$69,409.00.

*9. Motion to approve Kevin Call as Head Athletic Trainer for the 2019-2020 school year, with an annual salary of \$106,284.00.

*10. Motion to approve Dennis Mack as Director of Human Resources for the 2019-2020 school year, with an annual salary of \$94,648.00.

*11. Motion to approve Timothy Jaw as Technology Coordinator for the 2019-2020 school year, with an annual salary of \$103,062.00.

*12. Motion to approve Dawn Moore, Assistant Superintendent for Curriculum & Instruction for the 2019-2020 school year, with an annual salary of \$141,440.00, as approved by the Executive County Superintendent of Schools.

*13. Motion to approve Donnamarie Palmiere, Business Administrator/Board Secretary for the 2019-2020 school year, with an annual salary of \$148,915.00, as approved by the Executive County Superintendent of Schools.

*14. Motion to approve revisions for the following job description as recommended by the Superintendent and Personnel Committee [Attachment D] with the statement added “additional duties as assigned.”:

Assistant Superintendent for Curriculum & Instruction

MOTION: Lisa Marshall		SECOND: Christopher Cannavo		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Christine Pi	X			
Eric Walls	X			
Christopher Cannavo	X	#10 & #12		
Lisa Marshall	X			
Paula Merrill	X			
Sam Knutson	X			
Corey Piasecki	X			
Christopher Hamler				X

II. Education and Policy

Motion by Mrs. Marshall and seconded by Mr. Cannavo to accept the recommendation of the Superintendent to approve and adopt motions **II.1** through **II.2**, as described below:

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

Code	Requested by:	Trip	Board of Education Cost	Discussion
1	Laura Muroski	8 th Grade Class Students – Math & Science Day @ Dorney Park	Substitutes & Nurse	\$67.00 student cost – Ticket and transportation

*2. Motion to approve the Warren Hills Regional School District joining the *Northwest New Jersey Consortia for Excellence Through Equity* for the 2019-2020 school year at a cost of \$7,500 for up to 5 staff members to attend professional development throughout the school year.

MOTION: Lisa Marshall		SECOND: Christopher Cannavo		
Name	Ayes	Nayes	Abstain	Absent
Corey Piasecki	X			
Lisa Marshall	X			
Christopher Cannavo	X			
Joseph Bodenschatz	X			
Sam Knutson	X			
Paula Merrill	X			
Christine Pi	X			
Eric Walls	X			
Christopher Hamler				X

III. BUDGET AND FINANCE

Motion by Mrs. Merrill and seconded by Mr. Cannavo to accept the recommendation of the Superintendent to approve and adopt motions **III.1** through **III.10** as described below:

*1. Motion to approve the bill list for the period June 26, 2019 through June 29, 2019, in the amount of \$522,047.21

*2. Motion to approve the following Special Education Tuition Contracts for the 2019-2020 extended and regular school year:

Student	School	Amount	Aide	Effective
6001523607	Celebrate the Children	\$73,179.00	\$27,000.00	9/5/19-6/30/19
3891762614	Roxbury High School	\$31,865.68	N/A	9/5/19-6/30/20
5895878105	Bonnie Brae	\$9,840.00	N/A	7/18/19 – 8/15/19
5895878105	Bonnie Brae	\$73,800.00	N/A	9/5/19 – 6/24/19

*3. Motion to approve the following individuals as American Sign Language Interpreters for the 2019-2020 school year:

Christina M. DiCosmo Tiffany Mosquera

*4. Motion to approve a Joint Transportation Agreement with Delaware Valley Regional High School for the 2019-2020 school year to provide various field/ athletic trips at the rate of \$79.00 per hour for the first four hours, then \$56.00 per hour for each additional hour billed in quarter hour increments, plus tolls and parking where applicable.

*5. Motion to approve a Joint Transportation Agreement with Franklin Township School District for the 2019-2020 school year to transport our combined student population as follows:

<u>Route</u>	<u>WH Cost</u>
WH11	\$19,730.59
WH17	\$19,730.59
WH18	\$19,730.59
WH40	\$19,730.59
WH19	\$19,730.59
WH5	\$19,730.59

*6. Motion to approve the renewal of the Student Accident Insurance for the period August 1, 2019 through July 31, 2020 in the amount of \$79,041.

*7. Motion to approve a one-year renewal with Waste Management at the current 18-19 rate for the 2019-2020 school year.

*8. Motion to approve settlement of Case No. 3:18-CV-03195 in the amount of \$82,000.00.

*9. Motion to authorize the Business Administrator to re-bid for the revised addition of a security office at the high school.

*10. Motion to approve the disposal of the following assets per district policy 7300,
Disposition of Property:

Desktop: 34
PC Laptops: 24
Mac Laptops: 23
Printers: 23
Projectors: 16
DVD Players: 2
Mics and Receivers: 2
Document Cameras: 1

MOTION: Paula Merrill		SECOND: Christopher Cannavo		
Name	Ayes	Nayes	Abstain	Absent
Paula Merrill	X		#1 - 051106	
Christopher Hamler				X
Sam Knutson	X		#1 - 050998/051090	
Corey Piasecki	X			
Joseph Bodenschatz	X			
Christopher Cannavo	X			
Lisa Marshall	X			
Christine Pi	X			
Eric Walls	X			

N. Public Comment

Mr. Arminio, WHR staff member, questioned #2 under Education and Policy, whether it is more for administrators and not for staff.

O. Adjourn

Motion by Mrs. Marshall and seconded by Mr. Cannavo to adjourn at 7:52 p.m. with full board consent.

Respectfully submitted,

Donnamarie Palmiere
Business Admin./Bd. Secretary

cz

7/10/2019

**Attachment: A
Tenured, Central Office Staff Position**

Sbriscia	Michele	Administrative Assistant to the Superintendent	Base	\$ 61,087
			ED & Policy Stipend	\$ 2,500
			Longevity	\$ 3,750
				<u>\$ 67,337</u>
Brandt-Phillipp	Rebecca	Payroll Specialist		\$ 58,997
Durham	Joanne	Accountant		\$ 67,021
Finn	Charlene	Benefits/Payroll Specialist		\$ 58,766

19-20 Salary

**Attachment: B
Non-Tenured, Central Office Staff with eligibility for tenure on the appropriate date:**

	Position	Eligible Tenure on:
Buhowski	Confidential Secretary to the Assistant Superintendent	9/29/2019
Hayes	Buildings & Grounds Secretary	7/2/2019

Non-Tenured, Central Office Staff

Zarra, Cheryl	Administrative Assistant to the School Business Administrator	\$ 66,970
Favino, Judith	Treasurer of School Monies	\$ 5,120

**ATTACHMENT C
CUSTODIAN**

19-20 Salary

		BASE	LONG	LEAD	IPM	BLACK SEAL	TOTAL
Bernard	Arnold	\$ 33,750					\$ 33,750
Nicole	Bogli	\$ 36,750				\$ 1,100	\$ 37,850
Scott	Carolus	\$ 38,250				\$ 1,100	\$ 39,350
Maureen	Eick	\$ 48,960	\$ 1,500	\$ 5,000		\$ 1,100	\$ 56,560
Jacob	Gilby	\$ 33,750					\$ 33,750
Lori	Johnson	\$ 36,750				\$ 1,100	\$ 37,850
Deborah	Kahutka	\$ 45,900	\$ 2,050				\$ 47,950
Rita	Katrensky	\$ 35,250				\$ 1,100	\$ 36,350
Corrie	Kutzler	\$ 36,750				\$ 1,100	\$ 37,850
Richard	Laubach	\$ 33,750					\$ 33,750
Deborah	Paulus	\$ 35,250					\$ 35,250
William	Phillips	\$ 55,080		\$ 5,000		\$ 1,100	\$ 61,180
Jonathan	Powers	\$ 39,780	\$ 1,500			\$ 1,100	\$ 42,380
James	Wallace	\$ 35,250		\$ 1,000		\$ 1,100	\$ 37,350

MAINTENANCE SKILLED WORKERS

			LONG	LEAD	IPM	BLACK SEAL	TOTAL
Michael	O'Connor	\$ 59,247					\$ 59,247
Richard	Riccardi	\$ 70,263	\$ 2,050			\$ 1,100	\$ 73,413
Nicholas	Tauriello	\$ 59,247				\$ 1,100	\$ 60,347

GROUNDS WORKERS

			LONG	LEAD	IPM	BLACK SEAL	TOTAL
Jerry	Bamford	\$ 56,610	\$2,050.00		\$1,100.00		\$ 59,760.00
Paul	Jacobson	\$ 38,250					\$ 38,250.00
Allen	Osmun	\$ 36,750					\$ 36,750.00

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ASSISTANT SUPERINTENDENT FOR CURRICULUM & INSTRUCTION**JOB TITLE:** ASSISTANT SUPERINTENDENT FOR CURRICULUM & INSTRUCTION

JOB GOAL: Assists the Superintendent of Schools by providing leadership and management in the ongoing planning, development, coordination, implementation, and evaluation of all guidance and aspects of instructional programs in the district. Provides leadership in the areas listed below to ensure all students are provided the opportunity for educational excellence. Provides leadership in the development of the district's guidance program; coordinates and supervises related activities. Evaluates existing programs and makes recommendations for improvements. Attends and contributes to Board of Education meetings as requested and directed by the Superintendent of Schools.

REPORTS TO: Superintendent of Schools**QUALIFICATIONS:**

1. Valid NJ School Administrator Certificate.
2. Minimum of an earned master's degree with a major in educational administration, special education or related field such as curriculum and supervision.
3. Minimum experience in teaching, curriculum development and school administration as determined by the board and the principles of guidance and counseling.
4. Demonstrated ability to work effectively in the areas of school administration and supervision of programs and staff.
5. Demonstrated leadership in school improvement, program development and curriculum integration and application of technology across the curriculum and to work with parents and community groups and agencies.
6. Strong leadership and communication skills.
7. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status.

PERFORMANCE RESPONSIBILITIES:

1. Supervision and Evaluation
 - a. Ensures coordination, articulation, and maintenance of district curricula and instructional vision for each subject and program area.
 - b. Coordinates, directs, and monitors the supervision and evaluation of all certificated and non-certificated guidance personnel and instructional personnel in compliance with State and local requirements.

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- c. Determines needs for additional instructional programs.
- d. Directly supervises and evaluates guidance and faculty and staff, as well as Administration and other district faculty as assigned.
- e. Collaborates with the Superintendent, Director of Human Resources and building principals in the recruitment, screening, employment, training, assignment, and evaluation of certificated and non-certificated guidance personnel and instructional personnel, to ensure hiring processes across the districts are consistent and result in the fair and appropriate selection of qualified instructional staff.

2. Curriculum and Instruction

- a. Plans, implements, and evaluates school district annual goals and objectives as they pertain to curriculum, instruction, assessment, and professional development.
- b. Oversees the implementation and management of the Gifted and Talented and School Enrichment Model.
- c. Keeps informed of all legal requirements governing instructional standards and ensures that all requirements under administrative code, State/Federal law and board policy are met.
- d. Facilitates comprehensive analysis of data to improve student achievement.
- e. Oversees the development, implementation, and evaluation of curriculum instruction and assessments.
- f. Stays apprised of curricular, instructional and assessment trends and best practices, and communicates such to district personnel.
- g. Recommends changes in the instructional program for the district to the Superintendent of Schools.
- h. Coordinates and directs the creation of all curriculum programs, guides, and materials for distribution among the instructional staff.
- i. Ensures both horizontal and vertical articulation of curriculum and programs; and, ensures that the implemented curriculum reflects the written curriculum.
- j. Maintains and regularly facilitates district curriculum and instruction committees to solicit input and involve instructional staff in the evaluation, revision, development, and implementation of curriculum.
- k. Submits, for Board adoption, all new course proposals, curriculum, related texts and materials.
- l. Maintains a curriculum webpage with comprehensive information for students, families, and the public regarding the district's instructional programs.
- m. Maintains a comprehensive and current list of approved instructional materials.
- n. Participates in the work of local, state and national curriculum study organizations and groups.
- o. Produces and updates the Five Year Curriculum Plan to be distributed to the staff as required.
- p. Oversees the development and effective delivery of the district's guidance program and the Peer Leadership Program.

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3. Student Achievement

- a. Oversees and assist with development of the master schedule, standardized testing procedures, reports and analyses including but not limited to honor roll, class rank, grade distribution and student transcripts.
- b. Continually monitors student achievement, using multiple sources of data, and recommends actions and initiatives to foster continuous improvement in student achievement.
- c. Formally reports to the Superintendent of Schools and Board of Education at least annually on student achievement measures, and recommends refinements and improvements in the instructional program to address areas of concern or opportunities for growth.
- d. Effectively communicates student achievement measures to the administration, instructional staff and to parents/guardians and the community at large; and, educates the entire school community about efforts and initiatives to improve student achievement.
- e. Ensures that appropriate Intervention & Referral Services and 504 Plans are available for students who are having difficulty in their classes and who have not been classified in need of special education.
- f. To develop and coordinate procedures for screening, diagnosis, referral, placement and provision of recommended services for students, including students in the Alternative Program and English as a second language.
- g. Provides oversight of the implementation of the alternative program. Facilitates enrollment of students into the alternative program and their return to regular programs.
- h. To establish and maintain the Career Development Program of the district.
- i. To establish and maintain the scholarship and senior awards programs of the district.
- j. To provide leadership as the District Testing Coordinator for all state testing.

4. Professional Development

- a. Supervises the development, implementation, and evaluation of staff development programs for professional and other instructional personnel.
- b. Ensures compliance with and documents records of all federal, state, and local professional development requirements, e.g. Affirmative Action Training, Sexual Harassment Training, Right to Know Training and refresher training for faculty and administration on the Marzano Evaluation Model.
- c. Reviews, monitors and approves all professional development workshops, conferences, or other experiences, both in- and out-of-district, related to instructional programs.

5. Grants

- a. Develops and submits to the State and Federal Governments grant and other federal/state grants pertaining to instruction, as assigned.
- b. Continually monitors grant programs and expenditures to ensure that all grant funds are appropriate and within grant program requirements and proper procurement procedures.

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- c. Regularly reports to the Superintendent of Schools regarding the status of federal, state and other grant programs.
 - d. Prepares and submits all required reports regarding state, federal and other grant programs.
 - e. To be informed of all legal requirements governing the guidance staff and of all potential sources for financial aid from state, federal and private sources.
6. Compliance with federal, state and local requirements and programs
- a. Ensures that all districts policies and regulations pertaining to the Assistant Superintendent of Curriculum & Instruction's job responsibilities are enacted and effectively communicated to appropriate instructional and administrative staff.
 - b. Attends or ensures district representation at state or other meetings and training sessions, and effectively communicates programs and requirements to appropriate district personnel.
 - c. Assumes responsibility for district compliance with regulations regarding guidance requirements and school health programs. Plans, develops and coordinates the district's system of health services.
 - d. Prepares and monitors annual and intermittent federal, state, and county reports regarding instructional programs and grants, as required, such as the New Jersey Quality Single Accountability Continuum (NJQSAC).
 - e. Supervises and coordinates home instruction for homebound or hospitalized students.
 - f. To establish and maintain liaison with educational and mental health community resources, agencies and groups to establish effective liaison and referral services with various offices and agencies both within and without the community that may provide specialized or professional help to students and their parents.
7. Budget
- a. Assists in the development of those sections of the budget that pertain to curriculum, instruction and assessment.
 - b. Prepares and administers, in collaboration with program leaders, the guidance department and instructional budget.
 - c. Monitors instructional program budgets and building budgets as they relate to the instructional program, ensuring that budgets reflect district program goals, needs, and directives.
 - d. Monitors and finds solutions to budgetary/curriculum/staffing disputes, if necessary, among program leaders and building principals.
 - e. Approves and coordinates the purchase of all instructional materials, including for newly created classrooms.
8. Communication and Public Relations
- a. Maintains positive, productive, and effective relationships with teachers and other instructional staff, Child Study Team, counselors, related services staff and administrators.

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- b. Maintains positive relationships with parents and students, and appropriate community groups; and, keeps such groups apprised of curricular and program goals and initiatives.
- c. Meets with parents/guardians regarding concerns for the education of their children and/or district programs.
- d. Interprets the objectives of the district's guidance program to parents, students, staff and the community.

9. Other

- a. Responds to emergencies and needs that arise, seven days a week, 24 hours a day as requested by the Superintendent.
- b. Reports regularly to the Superintendent on any developments, concerns, issues, or problems within the district coming to his/her attention and requiring the Superintendent's awareness and/or action.
- c. Oversees procedures and implementation of Random Drug Testing program at the high school and Random Voluntary Drug Testing program at the middle school.
- d. Performs all other duties assigned by the Superintendent.

EVALUATION: Performance of this position will be evaluated annually in accordance with the provisions in statute, administrative code, and Board policy on evaluation of certificated personnel.

TERMS OF EMPLOYMENT: 12 Months; salary to be determined by the Board.

ADOPTED: April 4, 2017

REVISED:

