

WARREN HILLS REGIONAL BOARD OF EDUCATION

October 17, 2017

6:30 p.m. – Executive Session

7:00 p.m. Regular Meeting

- A. Call to Order - Mrs. Lisa Marshall
- B. Administration of oath of office – Eric Walls
- C. Roll Call - Mrs. Estrella Molinet

Joseph Bodenschatz	Richard Havrisko	Paula Merrill
Kathleen Halpin	Jennifer Knittel	Eric Walls
Christopher Hamler	Lisa Marshall	Richard Young

D. 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) *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.

E. Reconvene: 7:00 p.m.

(Motion _____ Second _____)

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

F. Motion to approve the Minutes of the September 19, 2017 and October 3, 2017, Regular and Executive Session meetings.

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

G. Communications – Mrs. Estrella Molinet

H. Public Comment – concerning action items.

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

- FFA Presentation

J. Goals:

Warren Hills Regional Board of Education Goals for 2017-2018 School Year

1. Gain a better understanding of all line item transfers and the monthly Board Secretary and Treasurer of School Monies financial reports.
2. Develop a Resolution for one of the next two New Jersey School Boards Association Delegate Assemblies that addresses controls on out-of-district expenses to school districts.
3. Establish a two-pronged Board of Education training plan:
 - For each newly elected or appointed member, see Policy 0144-Board Member Orientation and Training and
 - For the full Board of Education with the objectives of 2.a) earning additional certifications and 2.b) improved understanding of financial operations for all members.

K. Committee Reports

Committee	Date	Discussion
Budget & Finance	No meeting held	By Chair: Mr. Young
Buildings & Grounds	October 16, 2017	By Chair: Mr. Havrisko
Education & Policy	October 17, 2017	By Chair: Mrs. Marshall
Personnel	October 11, 2017	By Chair: Mrs. Halpin
Student Activities & Transportation	No meeting held	By Chair: Mr. Hamler
Technology	No meeting held	By Chair: Mr. Young
Negotiations	No meeting held	By Chair: Mr. Young
Wall of Fame	monthly	By Chair: Mr. Havrisko

L. Old Business

1. District Goals
2. Crosswalk buttons
3. ADA Door Access

M. New Business

N. ACTION ITEMS

I. PERSONNEL

***1. Motion to amend the following Leave of Absence:**

Code No.	Employee	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	53018594	Maternity Leave	Biology Teacher	High School	10/13/17	49	1/4/18	1/4/18	N/A	On or about 3/1/18	N/A

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

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

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	Laurie Macko	Accept	Special Services Secretary	\$51,070	Middle School	10/31/17	10/31/17	Resignation
2	Megan Bublitz	Approve	Head Girls Lacrosse Coach	\$5,772	High School	10/18/17	End of Season	Tier 3, Step 1
3	Jodie Tiger	Approve	School Resource Personnel	\$30,635, prorated	High School	11/01/17	6/30/18	Step 2 – Replaces Kathy Staples
4	Glenn Barker	Approve	School Safety Specialist	N/A	District	10/18/17	6/30/18	As per A3347 State of New Jersey Legislation
5	Rebecca Billera	Approve	Counseling Internship	N/A	Middle School and High School	1/02/18	5/31/18	Centenary University student under the direction of Lee Turkowski & Christopher Kavcak
6	John Coker	Approve	Social Studies Department Observations	N/A	Middle School and High School	10/18/17	12/18/17	Centenary University student under the direction of Lee Turkowski, Christopher Kavcak & Keith Dennison
7	Sachel Bise	Approve	English Department Observations	N/A	Middle School and High School	10/18/17	12/18/17	Centenary University student under the direction of Lee Turkowski, Christopher Kavcak & Keith Dennison
8	Maxwell Nauta	Approve	Athletic Department Observation	N/A	High School	10/18/17	12/18/17	Centenary University student under the direction of Geri McKelvey
9	Jill Darin	Approve	Substitute Teacher	\$85/day	District	10/18/17	6/30/18	Pending receipt of background check
10	Marie Betro	Approve	Substitute Teacher	\$85/day	District	10/18/17	6/30/18	Pending receipt of background check
11	Amy Alpaugh	Approve	Substitute Teacher	\$85/day	District	10/18/17	6/30/18	All paperwork complete and on file

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
12	Samantha Anastasio	Approve	Substitute Teacher	\$85/day	District	10/18/17	6/30/18	Pending receipt of background check
13	Trey Jarman	Approve	HS Senior Project Observation	N/A	High School	10/16/17	10/19/17	Under the direction of Mrs. Voight & Mr. Kavcak

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

II. EDUCATION AND POLICY

*1. Motion to accept the annual Vandalism & Violence Report for the school year 2016-2017 as reported by the Superintendent.

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

*2. Motion to approve the **second and final reading** of the following revised policies for inclusion in the district's policy manual, as recommended by the Education and Policy Committee and the Superintendent:

- 2700 P** Services to Non-Public School Students
- 7100 P&R** Long-Range Facilities Planning
- 7101 P&R** Educational Adequacy of Capital Projects
- 7102 P&R** Site Selection and Acquisition
- 7130 P** School Closing
- 7300 P** Disposition of Property
- 7300.1 R** ABOLISHED Disposition of Instructional Property
- 7300.2 R** Disposition of Land
- 7300.3 R** Disposition of Personal Property
- 7300.4 R** Disposition of Federal Property

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

*3. Motion to approve the **first reading** of the following revised policies for inclusion in the district's policy manual, as recommended by the Education and Policy Committee and the Superintendent:

- 0176 P** Collective Bargaining and Contract Approval/Ratification
- 1620 P** Administrative Employment Contracts
- 3124 P** Employment Contract
- 3141 P** Resignation
- 3410 P** Compensation
- 4124 P** Employment Contract
- 4431 P** Uncompensated Leave
- 9191 P** Booster Clubs

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

*4. Motion to approve the following job descriptions as recommended by the Superintendent and Personnel Committee [Attachments A - C]:

- A. Superintendent of Schools
- B. Board Secretary/Business Administrator
- C. Treasurer of School Monies

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

*5. Motion to acknowledge the administrative decision regarding the following HIB cases:

MS – 17-18 – 00

HS - 17-18 – 03

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

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

Code	Requested by:	Trip	Board of Education Cost	Discussion
1	Mary Louise Rowlin	MD/AU Program classes, Riding with Heart, Pittstown, NJ	Busses & Nurse +\$150./hour fee	Four weeks, once a week, 2 hours - Curriculum
2	Mary Louise Rowlin	MD/AU Program classes – Pocono Environmental Center	Busses & Nurse + tickets	\$12/ticket – 30 people - Curriculum
3	Jennifer Giamoni & Timothy Downs	Debate Team -2018 Harvard University Model Congress	Substitute + Transportation	\$700/student for registration, transportation at site, hotel & 2 dinners – Debate Team Competition
4	Mary Louise Rowlin & Crystal Donovan	MD/AU Programs Life Skills Classes – Shop-Rite	Bus & Substitutes	Substitute coverage for one block only - Curriculum
5	Mary Louise Rowlin & Crystal Donovan	MD/AU Programs Community Based Instruction – Rockaway Mall	Bus & Substitutes	Curriculum
6	Nicole Silvis, Leeann Kubbishun, John Heine & Hope Ranalli	MS Alternative Classes Community Based Instruction – Mackey’s Orchard	N/A	Transportation paid by club
7	Nicole Silvis & Hope Ranalli	MS Alternative Classes Community Based Instruction – Camp Mohican	N/A	Transportation paid by club
8	Ari Eisner & Adam Slack	First Robotics Competition – North Brunswick High School	Transportation	Competition

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

*7. Motion to approve the following travel and conference request:

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
1	Amy Kline	National Association of Agriculture Educators Convention	Nashville, TN	All costs paid by FFA Alumni	December 5-8, 2017
2	Margaret Devine	NJ Association of School Librarians Fall Conference	Long Branch, NJ	\$150. Registration, mileage, lodging & incidentals	November 16-17, 2017
3	Annette Walters	NJASA Legal Workshop	Trenton, NJ	\$150. Registration + Mileage	October 4, 2017

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
4	Daryl Detrick	NJDOE Standards Committee	Montclair, NJ	Substitute + Mileage	November 17 & December 15, 2017

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

*8. Motion to approve the submission of the New Jersey Quality Single Accountability Continuum (NJQSAC) Statement of Assurance (SOA) for the 2017-2018 school year to the New Jersey Department of Education.

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

III. BUDGET AND FINANCE

*1. The Warren Hills Regional Board of Education approves the August, 2017 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 August, 2017; 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. The Warren Hills Regional Board of Education approves the September, 2017 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 September, 2017; 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 _____)

*3. Motion to approve the bill list for the period August 1, 2017 through August 31, 2017, including August, 2017 payrolls, in the amount of \$3,084,646.58.
 (Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*4. Motion to approve the bill list for the period September 1, 2017 through September 30, 2017, including September, 2017 payrolls, in the amount of \$3,995,958.00.
 (Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*5. Motion to approve transfers in the amount of \$768,900.03 for the month of August, 2017.
 (Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*6. Motion to approve transfers in the amount of \$33,047.61 for the month of September, 2017.
 (Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*7. Motion to approve Professional Education Services, Inc. to provide educational instruction services for student #4082962236 currently at High Focus Centers, commencing October 3, 2017 and continuing until further notice, at the rate of \$41.00 per hour, not to exceed a total of 2 hours per day.
 (Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*8. Motion to approve Professional Education Services, Inc. to provide educational instruction services for student #2966411866 currently at High Focus Centers, commencing October 16, 2017 and continuing until further notice, at the rate of \$41.00 per hour, not to exceed a total of 2 hours per day.
 (Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*9. Motion to approve the following Special Education Tuition Contracts for the 2017-2018 school year:

Student	School	Amount	Effective
5164612461	Sage Day	\$58,230.00, prorated	10/24/2017
8794126255	Stepping Stone School	\$22,036.68	10/02/2017 to half time

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

*10. Motion to approve the disposition of the district's obsolete 2002 Bluebird 54 passenger bus, Vin No. 1HVBVAAN01H380800 for \$500.00, pursuant to Policy 7300, DISPOSITION OF PROPERTY.
 (Motion _____ Second _____ /Yes _____ No _____ Abstain _____)

*11. Motion to accept a donation of 90 uncut keys for the high school Keychain Defense Options class from Washington One Stop, pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

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

*12. Motion to approve the following Resolution for Renewal of Membership with School Alliance Insurance Fund for the period July 1, 2017 through July 1, 2020:

WHEREAS, the **Warren Hills Regional School District**, hereafter referred to as "**Educational Facility**" is a member of the School Alliance Insurance Fund, hereinafter referred to as "**Fund**"; and

WHEREAS, said renewal membership terminates as of July 1, 2017 at 12:01 a.m. standard time, unless earlier renewed by agreement between the **Educational Facility** and the **Fund**; and

WHEREAS, the **Educational Facility** is afforded the following types of coverages:

- Package - Property, Boiler & Machinery, General and Auto Liability,
- Environmental Impairment Liability
- Excess Liability (AL/GL)
- School Leaders Professional Liability
- Excess Liability (SLPL)

WHEREAS, the **Educational Facility** desires to renew said membership;

NOW THEREFORE, BE IT RESOLVED as follows:

1. The **Educational Facility** agrees to renew its membership in the **Fund** for a period of three years beginning July 1, 2017, and ending July 1, 2020 at 12:01 a.m. eastern standard time, and to be subject to the coverages, operating procedures, bylaws, and other organizational and operational documents of the **Fund** presently existing or as from time to time amended by the **Fund** and/or the Department of Banking and Insurance.

2. The **Educational Facility's** Business Official, Estrella Molinet, is hereby appointed as the **Educational Facility's** Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the **Fund** the **Educational Facility's** renewal of its membership.

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

*13. Motion to approve the following resolution for renewal of membership with New Jersey Schools Insurance Group for the period July 1, 2017 through July 1, 2020:

WHEREAS, N.J.S.A. 18A:18B-1, et seq., enables boards of education to join with other boards of education in school board insurance trusts for the purpose of forming self-insurance pools;

WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is a joint insurance fund authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

WHEREAS, the Warren Hills Regional School District, herein after referred to as the “Educational Institution,” has resolved to apply for and/or renew its membership with NJSIG;

WHEREAS, the Educational Institution certifies that it has not defaulted on a claim, and has not been cancelled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to NJSIG;

WHEREAS, the Educational Institution desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and,

WHEREAS, the Educational Institution finds that the best and most efficient way of securing this protection and services is by cooperating with other boards of education in the State of New Jersey.

NOW THEREFORE, BE IT RESOLVED, THAT:

- 1) This agreement is made by and between NJSIG and the Educational Institution;
- 2) The Educational Institution joins with other boards of education in organizing and becoming members of NJSIG pursuant to N.J.S.A. 18A:18B-3(a), for a period of three years, beginning on July 1, 2017, and ending July 1, 2020 at 12:01 a.m.;
- 3) In consideration of membership in NJSIG, the Educational Institution agrees that for those types of coverage in which it participates, the Educational Institution shall jointly and severally assume and discharge the liabilities of each and every member of NJSIG to such agreement arising from their participation in NJSIG. By execution hereof the full faith and credit of the Educational Institution is pledged to the punctual payment of any sums which shall become due to NJSIG in accordance with the bylaws thereof, the plan of risk management, this Agreement and any applicable statute or regulation;
- 4) The Educational Institution and NJSIG agree that NJSIG shall hold all monies paid by the Educational Institution to NJSIG as fiduciaries for the benefit of NJSIG claimants all in accordance with applicable statutes and/or regulations;
- 5) NJSIG shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1, et seq. and such other statutes and regulations as may be applicable;
- 6) By adoption and signing of this resolution, the Educational Institution is hereby joining NJSIG in accordance with the terms of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership, effective the date indicated below, for the types of insurance as indicated in the Insurance Binder issued by NJSIG;

7) The Educational Institution hereby ratifies and affirms the bylaws and other organizational and operational documents of NJSIG, and as from time to time amended by NJSIG and/or the State of New Jersey, Department of Banking and Insurance, in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith;

8) The Educational Institution agrees to be a participating member of NJSIG for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership, including, but not limited to the NJSIG's Plan of Risk Management;

9) The Educational Institution under its obligations as a member of NJSIG agrees to allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of NJSIG including the plan of risk management;

10) If NJSIG, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the Educational Institution agrees to reimburse NJSIG for all such reasonable expenses, fees and costs on demand;

11) The Business Administrator is hereby authorized in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq., to execute such contracts and documentation with NJSIG as is necessary to effectuate this resolution; and,

12) The Business Administrator is directed to send a certified copy of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership to NJSIG.

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

O. Public Comment

P. 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:

- 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.

Q. Reconvene _____ p.m.
(Motion _____ Second _____)

R. Adjourn _____ p.m.
(Motion _____ Second _____)

***Roll Call**

WARREN HILLS REGIONAL

TITLE: SUPERINTENDENT OF SCHOOLS**QUALIFICATIONS:**

1. Valid New Jersey School Administrator Certificate or eligibility.
2. An earned master's degree with a major in educational administration, special education or related field such as curriculum and supervision.
3. Central office, school administration and teaching experience as determined by the board.
4. Demonstrated success with curriculum, personnel management, school finance and strategic planning.
5. Strong leadership and communication skills.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Board of Education

SUPERVISES: Every district employee

JOB GOAL:

To inspire, lead, guide, and direct every member of the administrative, instructional, and support services staff in setting and achieving the highest standard of excellence and to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency and a minimum of waste so that each student enrolled in the district may be provided with an appropriate and effective education.

SCOPE OF RESPONSIBILITY:

Leadership and management responsibilities of the superintendent shall extend to all activities of the district, to all phases of the educational program, to all aspects of the financial operation, to all parts of the physical plant, and to the conduct of such other duties as may be assigned by the board. The superintendent may delegate these duties together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.

PERFORMANCE RESPONSIBILITIES:Instructional Leadership

1. Ensures that a system of thorough and efficient education, as defined in state law and code is available to all students.
2. Ensures that the goals of the school system are reflected in its educational program and operations.
3. Provides for the timely completion of annual district and school-level reporting and planning requirements including school report cards, pupil performance objectives and a quality assurance report to the public.
4. Reviews with staff all curriculum guides and courses of study annually in accordance with a board adopted evaluation schedule. Recommends, for board adoption, curricula, courses, textbooks and time schedules.
5. Ensures implementation and evaluation of all board-approved written curriculum for all subjects and inclusion of mandated programs and state core curriculum content standards.
6. Provides for curriculum articulation among grades and schools in the district and between/among constituent districts in a regional school system or sending-receiving agreement.
7. Encourages staffs to develop programs, services and projects that reflect instructional diversity,

alternatives and flexibility, while assuring an articulated, consistent education for all students.

8. Ensures the effectiveness of the instructional program by measuring student achievement against state and local standards. Initiates program changes as necessary.
9. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.
10. Seeks out available sources for grant funding to support programs and projects.
11. Keeps professionally current and informed on research-based educational practices.
12. Reports to the board of education regarding educational programs and facilities of the district.

Personnel Administration

1. Mentors staff and demands high performance. Implements sound personnel practices.
2. Directs and supervises the administrative staff and through them all district staff.
3. Develops recruitment and retention procedures to assure well-qualified applicants for professional and nonprofessional positions. Participates in final candidate interviews, as appropriate, and recommends appointment, transfer, renewal and dismissal of all certified and noncertified staff to the board.
4. Ensures that all staff is appropriately certified and is observed and evaluated annually in accordance with law and established procedures. Recommends certified and noncertified employees for contract renewal and/or tenure appointment.
5. Suspends staff.
6. Provides direction and serves as a resource for management representatives in negotiating with employee bargaining units.
7. Supervises administration of collective bargaining agreements.
8. Recommends and implements the district's professional development plan.
9. Ensures that all teaching staff members fulfill continuing professional development and receive in-service training required by state/federal laws. Assumes responsibility for the maintenance of appropriate documentation in a central file and timely submission of all required reports.

Financial Management

1. Ensures that the budget implements the district's goals.
2. Ensures implementation of board financial policies and district procedures. Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices.
3. Initiates and supervises development of the annual budget, providing opportunity for staff input. Recommends budget and budget priorities for board approval and communicates the educational and monetary impact of the budget to the community.
4. Ensures that the district develops and implements a multi-year (3-5 years) comprehensive maintenance plan.
5. Oversees school facility management to provide safe, efficient and attractive buildings, with strong emphasis on preventative maintenance and custodial care. Ensures annual inspections of each school building for adherence to health and safety codes.
6. Continually assesses business management practices to achieve efficiency.
7. Ensures funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.

Student Services

1. Ensures that a system of free appropriate special education and/or related services is available to all pupils with educational disabilities.

2. Develops and oversees the delivery of the district's intervention and referral services for pupils who are experiencing difficulties in their classes and who have not been classified as in need of special education.
3. Develops, in consultation with the school physician, a plan for the provision of school nursing services to be adopted by the board.
4. Confers annually with the administrator of each nonpublic school located in the district to plan for nursing services that may be made available pursuant to law and submits an annual written report to the executive county superintendent.
5. Develops and implements policies and procedures related to missing children and the reporting of allegations of child abuse and neglect.
6. Implements a board-approved program of guidance and counseling services.
7. Ensures access to public education for homeless students in accordance with state and federal law and administrative code.

School/Community Relations

1. Promotes community support of the schools. Interprets district programs and services, reports plans, events and activities of interest, and solicits community opinions regarding school and education issues.
2. Presents the district's quality assurance report annually to the community at a regular board of education meeting by October 30 and submits a copy to the executive county superintendent by November 15.
3. Identifies available community resources and linkages to social service agencies that support education and healthy child development.
4. Develops strategies to promote parental involvement in their children's education and provides opportunities for parent-teacher interaction.
5. Maintains contact and good relations with local media.
6. Ensures that district interests will be represented in meetings and activities of municipal and other governmental agencies.
7. Represents the school system and its interests in community organizations, activities and projects.

Board Responsibilities

1. Provides leadership in the implementation of the district's vision, mission, and goals.
2. Serves as a non-voting member of the board of education and a non-voting *ex-officio* member of all committees created by the board, to participate in discussions and serve as a resource. The CSA will not count toward the quorum of the committee.
3. Prepares and recommends short- and long-range plans for board approval and implements those plans when approved.
4. Attends all regular and special meetings of the board, and participates in a professional leadership role. Designates an administrative staff member to serve in his/her absence, when appropriate.
5. Knows board policy and respects the policymaking authority and responsibility of the board.
6. Recommends drafts of new policies or changes to the board. Establishes guidelines and processes for monitoring implementation of board policies.
7. Collects adequate and reliable information before making recommendations and decisions.
8. Prepares, in conjunction with the board president, agenda recommendations relative to all matters requiring board action, including all facts, information, options and reports needed to assure informed decisions. Provides advice and counsel to the board on matters before it.
9. Provides a communication system to keep the board informed of district issues and critical information needed for decision-making.

10. Anticipates potential problems. Recommends policies or courses of staff action.
11. Keeps the board informed regarding development in other districts or at state and national levels that would be helpful to the district.
12. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
13. Fulfills all statutory obligations and implements the education law of the State of New Jersey and the administrative code of the New Jersey Department of Education.
14. Advises the board of its responsibilities under the School Code of Ethics Act; Ensures the adoption of policies and procedures regarding required training for board members and the annual distribution, public discussion, and documentation of the Act and the Code of Ethics for School Board Members.

Policy Development

1. As chief school executive, carries out the policies of the board.
2. Advises the board of the need for new, revised or deleted policies and prepares policy drafts for board approval.
3. Supervises the effective implementation of all constitutional or statutory laws, state regulations, and board policies.
4. Makes such rules, procedures/guidelines and forms and give such instructions to school employees and students as may be necessary to implement board policy.
5. Supervises the efficient maintenance and dissemination of all board of education policy documents.
6. Acts on own discretion if action is necessary in any matter not covered by board policy, reports such action to the board as soon as practicable and prepares draft policy for review, modifications if necessary, and adoption by the board.

TERMS OF EMPLOYMENT:

Twelve months; Appointed for a period of 3-5 years; Serves in accordance with the terms of the contract between the board and the superintendent.

Salary to be determined by the board, with approval by the executive county superintendent consistent with NJDOE regulations.

ANNUAL EVALUATION:

Performance of this job will be evaluated annually by April 30 in accordance with NJ State law and the provisions of the board's policy on evaluation of the superintendent.

Approved by:

Date:

Revised:

LEGAL REFERENCES:

N.J.S.A. 13:1f-19 et seq.

N.J.S.A. 18A:6-7.1-7.5

N.J.S.A. 18A:7A-10

N.J.S.A. 18A:7A-11

N.J.S.A. 18A:7A-14.3-14.5

N.J.S.A. 18A:7E

N.J.S.A. 18A:7F

N.J.S.A. 18A:12-21

N.J.S.A. 18A:12-24

School Integrated Pest Management Act

Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception

Evaluation of performance of each school

Annual report of local school district; contents; annual report of commissioner; report of improvement of basic skills

Alternate program of evaluation and monitoring

School report card and efficiency programs

Comprehensive Educational Improvement and Financing Act

School Ethics Act

School officials; prohibited conduct

<u>N.J.S.A. 18A:16-1</u>	Officers and employees in general
<u>N.J.S.A. 18A:16-1.3</u>	Notification of dismissal for cause of non-tenured certificated employee
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:17-15-21</u>	Appointment of superintendents; terms
<u>N.J.S.A. 18A:17-24.1-24.9</u>	Superintendents and school business administrators shared by two or more districts; approval
<u>N.J.S.A. 18A:17-46</u>	Act of violence; report by school employee; notice of action taken; annual report
<u>N.J.S.A. 18A:27-4.1</u>	Appointment, transfer, removal, or renewal of officers and employees; exceptions
<u>N.J.S.A. 18A:36-24 et seq.</u>	Missing and abused children
<u>N.J.S.A. 18A:37</u>	Discipline of pupils
<u>N.J.S.A. 34:5A</u>	<u>N.J. Worker and Community Right to Know Act</u>
<u>N.J.S.A. 52:17B-9.</u> 8a,-9.8c et al	Missing child defined; marking of missing; child's record; notification of requests for marked records; marking of missing child's birth certificate; notification of requests for copy of marked certificate
<u>N.J.A.C. 6A:5</u>	Regulatory equivalency and waiver
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:8</u>	Standards and assessment
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
See particularly:	
<u>N.J.A.C. 6A:9-3</u>	Professional standards for teachers and school leaders
<u>N.J.A.C. 6A:9-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9-12</u>	Requirements for administrative certification
<u>N.J.A.C. 6A:9-15</u>	Required professional development for teachers
<u>N.J.A.C. 6A:9-16</u>	Required professional development for school leaders
<u>N.J.A.C. 6A:9-17.4</u>	District reporting responsibility
<u>N.J.A.C. 6A:14</u>	Special education
<u>N.J.A.C. 6A:15</u>	Bilingual education
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:17</u>	Students at risk of not receiving a public education
<u>N.J.A.C. 6A:23</u>	Finance and business services
<u>N.J.A.C. 6A:26</u>	Educational facilities
<u>N.J.A.C. 6A:26-2</u>	Educational facilities; long range facilities plan
<u>N.J.A.C. 6A:26-3</u>	Educational facilities; capital project review
<u>N.J.A.C. 6A:27</u>	Transportation
<u>N.J.A.C. 6A:30</u>	Evaluation of the performance of school districts
<u>N.J.A.C. 6A:32</u>	School operations
<u>N.J.A.C. 6A:32-3.2</u>	Requirements for the code of ethics for school board members and charter school board of trustee members
<u>N.J.A.C. 6A:32-4.4</u>	Evaluation of tenured teaching staff members
<u>N.J.A.C. 6A:32-4.5</u>	Supervision of instruction, observation and evaluation of non-tenured teaching staff members
<u>N.J.A.C. 6A:32-7.3</u>	Pupil records
<u>N.J.A.C. 12:100-4.2</u>	Occupational Safety & Health Standards Adoption by reference

42 U.S.C. 12101 et seq - Americans with Disabilities Act (ADA)

29 CFR 1910.1030 - Bloodborne Pathogens Standard,

20 U.S.C. 1400 et seq., Individuals With Disabilities Education Act (IDEA), reauthorized 1997, P.L. 105-17
(formerly the Education for All Handicapped Act)

20 U.S.C.A. 6301 et seq - No Child Left Behind Act of 2001, P. L. 107-110,

29 CFR 1910.1450 - Occupational Exposure to Hazardous Chemicals in Laboratories Standard

WARREN HILLS REGIONAL

TITLE: SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

QUALIFICATIONS:

1. Valid New Jersey School Business Administrator Certificate or eligibility.
2. Minimum experience as determined by the board.
3. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements.
4. Knowledge of accepted business practices in school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, school plant operations and facility planning.
5. Demonstrated organizational, communication and interpersonal skills.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Superintendent/Board of Education

SUPERVISES: All custodial, maintenance, food service and transportation personnel and business operations staff.

JOB GOAL:

To supervise, manage and coordinate the business affairs of the district efficiently and effectively to ensure that educational support services help to achieve the educational goals of the district with the available financial resources.

PERFORMANCE RESPONSIBILITIES:

Budget and Finance

1. Assists the superintendent in the preparation of the annual school budget and is responsible for the administration of all phases of the budget throughout the year.
2. Serves as general accountant for the board. Keeps accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and board policy.
3. Assumes responsibility for the audit of all claims, invoices and demands against the board, presents them for board approval and arranges for payment.
4. Collects fees and other moneys due to the board not payable directly to the treasurer of school moneys, deposits funds or transmits such funds to the treasurer for deposit.
5. Serves as the official purchasing agent of the board and is responsible for establishing procedures for the acquisition of supplies and equipment for the district in accordance with law and board policies.
6. Administers the insurance/risk management program.
7. Oversees the preparation of the payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits. Is responsible for implementing hospitalization, major medical and other types of board-approved employee benefit plans.
8. Is responsible for investment of board funds in accordance with statute and board policy.

Facilities/Operations

1. Oversees the operation and maintenance of all school facilities and supervises custodial, grounds and maintenance services. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
2. Assists the superintendent in the development and implementation of a multi-year (3-5 years) comprehensive maintenance plan and the district's long-range facilities master plan.
3. Is responsible for the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations; and supervises food service personnel.
4. Is responsible for the safe, efficient operation of the student transportation program; ensures proper maintenance of district-owned buses; reviews routes; and handles the business aspects of contracted transportation services.
5. Assists the superintendent in projection of facility needs and oversees all construction programs. Helps develop educational standards for sites, buildings and equipment; prepares cost data; and cooperates with architect and construction supervisor during construction programs.
6. Acts as the agent of the board in site acquisitions and sale/lease of property.
7. Files with the executive county superintendent a report listing the name and social security number of each bus driver or substitute driver and certification of a valid school bus driver's license and criminal background check

Record Keeping

1. Assists the superintendent and the board in developing and updating policies for all aspects of the school business operation.
2. Safeguards and maintains all records and papers of the board, and devises a system of acceptable recording and filing to guarantee the safety and availability of all reports, minutes of meetings, contracts, communications and publications, and such other documents as the board may place in the secretary's custody.
3. Is responsible for the retention and destruction of public documents in accordance with state law and retention schedules and serves as the records management officer.
4. Responds to requests for information in accordance with the New Jersey Right to Know Law [OPRA].

Board Relations/Elections

1. Notifies all board members of regular and special meetings. Calls special meetings whenever requested by the board president or by a petition signed by a majority of the board. Attends all board meetings
2. Records all proceedings of board meetings; prepares the official meeting minutes and handles all correspondence of the board.
3. Performs duties related to school elections as required by law and works cooperatively with the county board of elections, the county clerk and district board of elections in facilitating all regular and special school elections.
4. Presides at the annual reorganization meeting of the board until such time as a president is elected. Administers the oath of office to newly elected board members.

Reporting Requirements

1. Annually develops and transmits to the executive county superintendent of schools, on or before February 1, a list of names of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements.

2. Notifies the executive county superintendent of the names of newly elected or appointed board members to obtain the state-required Financial and Personal/Relative Disclosure Statements and informs the executive county superintendent of new administrators or supervisors appointed after the April 30 filing date.
3. Prior to the annual submission to the executive county superintendent, checks that the completed disclosure forms have been reviewed to assure that both required forms have been filed; that all questions have been answered or indicated as not being applicable; and that each copy is signed by an original signature.
4. Provides to the executive county superintendent the names of all persons on the February 1 list of school officials and all newly elected or appointed persons who have failed to file as required under the law.
5. Notifies the New Jersey School Boards Association of the names of newly-elected or appointed school board members in a timely manner to ensure the fulfillment of training required by the School Ethics Act.

Miscellaneous Provisions

Performs such other duties as may be prescribed by law or assigned by the superintendent or the board.

TERMS OF

EMPLOYMENT: Twelve months. Contract terms, Salary to be set by the board.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by:

Date:

Revised:

LEGAL REFERENCES:

*Effective September, 1991 a school board secretary who performs regulated functions as described in N.J.A.C. 6A:9-12.3 (d) must be certified as a school business administrator. In accordance with N.J.A.C. 6A:9-12.3 (j), a board secretary who lacks certification but was assigned prior to September 1, 1991 to perform business administration functions shall be permitted to retain his/her position in the district but will be required to meet requirements for the provisional certificate in order to seek employment in a new position in another district.

N.J.S.A. 13:1F-19 et seq.

N.J.S.A. 18A:4-14

N.J.S.A. 18A:6-7.17.5

N.J.S.A. 18A:7F

N.J.S.A. 18A:7G

N.J.S.A. 18A:12

N.J.S.A. 18A:16-1

N.J.S.A. 18A:16-2

N.J.S.A. 18A:17-1

N.J.S.A. 18A:17-2

N.J.S.A. 18A:17-5

N.J.S.A. 18A:17-6

N.J.S.A. 18A:17-7

N.J.S.A. 18A:17-8

N.J.S.A. 18A:17-9

School Integrated Pest Management Act

Uniform system of bookkeeping for all school districts

Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception

Comprehensive Educational Improvement and Financing Act

Education Facilities Construction and Financing Act

School Ethics Act

Officers and employees in general

Physical examinations; requirement

Removal, etc., of secretaries, assistant secretaries, school business administrators and business managers during terms of office

Tenure of secretaries, assistant secretaries, school secretarial and clerical employees

Appointment of secretary; terms; compensation; vacancy

Bond of secretary

Secretary to give notices and keep minutes, etc.

Secretary; collection of tuition and auditing of accounts

Secretary; report of appropriations, etc.

N.J.S.A. 18A:17-10	Secretary; annual report
N.J.S.A. 18A:17-11	Secretary; taking oaths
N.J.S.A. 18A: 17-12	Secretary; annual financial report to the commissioner
N.J.S.A. 18A:17-12.1-12.2	Secretary; retirement or pension; amount
N.J.S.A. 18A:17-13	Assistant and acting secretaries; appointment, powers and duties
N.J.S.A. 18A:17-14	Clerks in the secretary's office
N.J.S.A. 18A:17-14.1	Appointment of school business administrator; may act as secretary; duties; etc.
N.J.S.A. 18A:17-14.2	Qualifications
N.J.S.A. 18A:17-14.3	Secretary or business manager appointed school administrator; tenure
N.J.S.A. 18A:17-24.1-24.9	Superintendents and school business administrators shared by two or more school districts; approval
N.J.S.A. 18A:18A	Public School Contract Law
N.J.S.A. 18A:19	Expenditure of Funds; Audit and Payment of Claims
N.J.S.A. 18A:21	Capital projects
N.J.S.A. 18A:22	Budget and Appropriations
N.J.S.A. 18A:23-4	Preparation and distribution of synopsis or summary
N.J.S.A. 18A:28-5	Tenure of teaching staff members
N.J.S.A. 18A:33	Facilities in general
N.J.S.A. 18A:39	Transportation to and from schools
N.J.S.A. 19:60	School election
N.J.S.A. 34:5A-1 et seq.	N. J. Worker and Community Right to Know Act
N.J.S.A. 47:1A	Public access to government records
N.J.A.C. 6A:7	Managing for equality and equity in education
N.J.A.C. 6A:9	Professional licensure and standards
See particularly:	
N.J.A.C. 6A:9-3.4	Professional standards for school leaders
N.J.A.C. 6A:9-12.3	Authorization
N.J.A.C. 6A:9-12.7	School business administrator
N.J.A.C. 6A:9-14	Acting Administrators
N.J.A.C. 6A:9-16	Required professional development for school leaders
N.J.A.C. 6A:16 -1.3 and 3.1	Prohibition of substance smoking and tobacco use on school grounds
N.J.A.C. 6A:17	Students at risk of not receiving a public education
N.J.A.C. 6A:23	Finance and business services
N.J.A.C. 6A:25	Qualified zone academy bonds
N.J.A.C. 6A:26	Educational facilities
N.J.A.C. 6A:26-2	Long range facilities plans
N.J.A.C. 6A:26-3	Capital project review
N.J.A.C. 6A:26A	District comprehensive maintenance plans
N.J.A.C. 6A:27	Student transportation
N.J.A.C. 6A:30	Evaluation of the performance of school districts
N.J.A.C. 6A:32	District operations
N.J.A.C. 6A:32-3.2	Requirements for the code of ethics for district board of education members and charter school board of trustees
N.J.A.C. 6A:32-4.4	Evaluation of tenured teaching staff members
N.J.A.C. 6A:32-4.5	Evaluation of nontenured teaching staff members
N.J.A.C. 6A:32-6.1	Requirements of physical examinations
N.J.A.C. 8:59-11.1 et. seq.	N. J. Worker and Community Right to Know Act
N.J.A.C. 12:100-4.2	Safety and health standards for public employees occupational exposure to bloodborne pathogens
8 U.S.C.A. 1100 et seq. Immigration Reform and Control Act of 1986,	

29 CFR 1910.1030 [Bloodborne Pathogens Standard](#)

[Manual for the Evaluation of Local School Districts](#)

[No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et seq.](#)

<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:17-31	Treasurers of school moneys; who to act
<u>N.J.S.A.</u> 18A:17-32	Bond of treasurer
<u>N.J.S.A.</u> 18A:17-33	Compensation
<u>N.J.S.A.</u> 18A:17-34	Receipt and disposition of moneys
<u>N.J.S.A.</u> 18A:17-35	Records of receipts and payments
<u>N.J.S.A.</u> 18A:17-36	Accounting, monthly and annual reports
<u>N.J.S.A.</u> 18A:19	Expenditure of funds; audit and payment of claims
<u>N.J.S.A.</u> 18A:24-59	Payment of principal and interest of obligations
<u>N.J.A.C.</u> 6A:23-2.5	Minimum bond requirements for treasurer of school moneys