WARREN HILLS REGIONAL BOARD OF EDUCATION

April 4, 2017

6:30 p.m. – Executive Session

7:00 p.m. Regular Meeting

A. Call to Order - Mrs. Lisa Marshall

B. Roll Call - Mrs. Estrella Molinet

<table>
<thead>
<tr>
<th>Linda Feller</th>
<th>Christopher Hamler</th>
<th>Patrick O’Malley</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Knittel</td>
<td>Richard Havrisko</td>
<td>Richard Young</td>
</tr>
<tr>
<td>Kathleen Halpin</td>
<td>Paula Merrill</td>
<td>Lisa Marshall</td>
</tr>
</tbody>
</table>

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.

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 21, 2017, Regular and Executive Session meetings:

(Motion___________________ Second___________________/Yes______ No______ Abstain____)

F. Communications – Mrs. Estrella Molinet

G. Public Comment – concerning action items.

H. Student Report – Student Representatives

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

J. Board of Education Goals for the 2016-2017 School Year

- Research and assess strategies to improve student achievement for ALL students, e.g. Advanced Placement, Vocational Education, Special Education, Gifted & Talented, General Education etc.
  - Supplemented by Center for Public Education Checklist
- Improve communication from the Board of Education to the community at large, specifically educating stakeholders on Board roles, responsibilities, and limitations
- 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

<table>
<thead>
<tr>
<th>Committee</th>
<th>Date</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget &amp; Finance</td>
<td>April 4, 2017</td>
<td>By Chair: Mr. O’Malley</td>
</tr>
<tr>
<td>Buildings &amp; Grounds</td>
<td>No meeting held</td>
<td>By Chair: Mr. Havrisko</td>
</tr>
<tr>
<td>Education &amp; Policy</td>
<td>April 4, 2017</td>
<td>By Chair: Mrs. Marshall</td>
</tr>
<tr>
<td>Personnel</td>
<td>March 28, 2017</td>
<td>By Chair: Mrs. Halpin</td>
</tr>
<tr>
<td>Student Activities &amp; Transportation</td>
<td>No meeting held</td>
<td>By Chair: Mr. Hamler</td>
</tr>
<tr>
<td>Technology</td>
<td>No meeting held</td>
<td>By Chair: Mr. Young</td>
</tr>
</tbody>
</table>
L. Old Business

M. New Business

N. Action Items

I. Personnel

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

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Name</th>
<th>Nature of Action</th>
<th>Position</th>
<th>Salary</th>
<th>Location</th>
<th>Date Effective</th>
<th>Date Terminated</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>George DiGrande</td>
<td>Approve</td>
<td>Head Football Coach</td>
<td>$9,722 - Step 4</td>
<td>High School</td>
<td>4/5/17</td>
<td>N/A</td>
<td>Pending receipt of background check</td>
</tr>
<tr>
<td>2</td>
<td>Joseph Duart</td>
<td>Approve</td>
<td>Security Personnel</td>
<td>$16/hour</td>
<td>High School</td>
<td>3/2/17</td>
<td>6/30/17</td>
<td>6:00 – 10:00 p.m.</td>
</tr>
</tbody>
</table>

(Motion______________ Second______________ /Yes____ No____ Abstain____)

*2. Motion to approve the following adjustments, stipends:

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Name</th>
<th>Position</th>
<th>Degree/Step No. of Hrs.</th>
<th>Salary/Stipend</th>
<th>Location</th>
<th>Date Effective</th>
<th>Date Terminated</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Andrew Oakley</td>
<td>Home Instructor</td>
<td>N/A</td>
<td>$41/hour</td>
<td>High School</td>
<td>4/5/17</td>
<td>6/30/17</td>
<td>English teacher</td>
</tr>
</tbody>
</table>

(Motion______________ Second______________ /Yes____ No____ Abstain____)

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

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Name</th>
<th>Position</th>
<th>Degree/Step No. of Hrs.</th>
<th>Salary/Stipend</th>
<th>Location</th>
<th>Date Effective</th>
<th>Date Terminated</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jennifer Cagnassola</td>
<td>Volunteer</td>
<td>N/A</td>
<td>N/A</td>
<td>Middle School</td>
<td>4/5/17</td>
<td>6/30/17</td>
<td>Dorney Park trip</td>
</tr>
<tr>
<td>2</td>
<td>Peter Braxton</td>
<td>Volunteer</td>
<td>N/A</td>
<td>N/A</td>
<td>Middle School</td>
<td>4/5/17</td>
<td>6/30/17</td>
<td>Dorney Park trip</td>
</tr>
<tr>
<td>3</td>
<td>Christine O'Leary</td>
<td>Volunteer</td>
<td>N/A</td>
<td>N/A</td>
<td>Middle School</td>
<td>4/5/17</td>
<td>6/30/17</td>
<td>Dorney Park trip</td>
</tr>
<tr>
<td>4</td>
<td>Elizabeth Garabed</td>
<td>Volunteer</td>
<td>N/A</td>
<td>N/A</td>
<td>Middle School</td>
<td>4/5/17</td>
<td>6/30/17</td>
<td>Dorney Park trip – pending receipt of background check</td>
</tr>
<tr>
<td>5</td>
<td>Jeanette Nolan</td>
<td>Volunteer</td>
<td>N/A</td>
<td>N/A</td>
<td>Middle School</td>
<td>4/5/17</td>
<td>6/30/17</td>
<td>Dorney Park trip</td>
</tr>
<tr>
<td>6</td>
<td>Lisa Fama</td>
<td>Volunteer</td>
<td>N/A</td>
<td>N/A</td>
<td>Middle School</td>
<td>4/5/17</td>
<td>6/30/17</td>
<td>Dorney Park trip</td>
</tr>
</tbody>
</table>

April 4, 2017
<table>
<thead>
<tr>
<th>Code No.</th>
<th>Name</th>
<th>Position</th>
<th>Degree/Step No. of Hrs.</th>
<th>Salary/ Stipend</th>
<th>Location</th>
<th>Date Effective</th>
<th>Date Terminated</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Vikki Primiani</td>
<td>Volunteer</td>
<td>N/A</td>
<td>N/A</td>
<td>Middle School</td>
<td>4/5/17</td>
<td>6/30/17</td>
<td>Dorney Park trip</td>
</tr>
<tr>
<td>8</td>
<td>Donna Torkos</td>
<td>Volunteer</td>
<td>N/A</td>
<td>N/A</td>
<td>Middle School</td>
<td>4/5/17</td>
<td>6/30/17</td>
<td>Dorney Park trip</td>
</tr>
<tr>
<td>9</td>
<td>Erik Heller</td>
<td>Volunteer</td>
<td>N/A</td>
<td>N/A</td>
<td>Middle School</td>
<td>4/5/17</td>
<td>6/30/17</td>
<td>Dorney Park trip</td>
</tr>
<tr>
<td>10</td>
<td>Carrie Smith-Heller</td>
<td>Volunteer</td>
<td>N/A</td>
<td>N/A</td>
<td>Middle School</td>
<td>4/5/17</td>
<td>6/30/17</td>
<td>Dorney Park trip</td>
</tr>
<tr>
<td>11</td>
<td>Tami Phelps</td>
<td>Volunteer</td>
<td>N/A</td>
<td>N/A</td>
<td>Middle School</td>
<td>4/5/17</td>
<td>6/30/17</td>
<td>Dorney Park trip</td>
</tr>
<tr>
<td>12</td>
<td>Kirsten Goodnick</td>
<td>Volunteer</td>
<td>N/A</td>
<td>N/A</td>
<td>Middle School</td>
<td>4/5/17</td>
<td>6/30/17</td>
<td>Dorney Park trip</td>
</tr>
<tr>
<td>13</td>
<td>Eveliz Dorman</td>
<td>Volunteer</td>
<td>N/A</td>
<td>N/A</td>
<td>Middle School</td>
<td>4/5/17</td>
<td>6/30/17</td>
<td>Dorney Park trip</td>
</tr>
<tr>
<td>14</td>
<td>Lily Epstein</td>
<td>Volunteer</td>
<td>N/A</td>
<td>N/A</td>
<td>Middle School</td>
<td>4/5/17</td>
<td>6/30/17</td>
<td>Dorney Park trip</td>
</tr>
<tr>
<td>15</td>
<td>Jennifer Schwartz</td>
<td>Volunteer</td>
<td>N/A</td>
<td>N/A</td>
<td>Middle School</td>
<td>4/5/17</td>
<td>6/30/17</td>
<td>Dorney Park trip</td>
</tr>
<tr>
<td>16</td>
<td>D'Audra Thompson</td>
<td>Volunteer</td>
<td>N/A</td>
<td>N/A</td>
<td>Middle School</td>
<td>4/5/17</td>
<td>6/30/17</td>
<td>Dorney Park trip</td>
</tr>
<tr>
<td>17</td>
<td>Darryl Wright</td>
<td>Volunteer</td>
<td>N/A</td>
<td>N/A</td>
<td>Middle School</td>
<td>4/5/17</td>
<td>6/30/17</td>
<td>Dorney Park trip</td>
</tr>
<tr>
<td>18</td>
<td>Gina Rosseland</td>
<td>Volunteer</td>
<td>N/A</td>
<td>N/A</td>
<td>Middle School</td>
<td>4/5/17</td>
<td>6/30/17</td>
<td>Dorney Park trip</td>
</tr>
<tr>
<td>19</td>
<td>Barbara Jordan</td>
<td>Volunteer</td>
<td>N/A</td>
<td>N/A</td>
<td>Middle School</td>
<td>4/5/17</td>
<td>6/30/17</td>
<td>Dorney Park trip</td>
</tr>
<tr>
<td>20</td>
<td>Samuel Monico</td>
<td>Volunteer</td>
<td>N/A</td>
<td>N/A</td>
<td>High School</td>
<td>4/5/17</td>
<td>6/30/17</td>
<td>Robotics Program</td>
</tr>
<tr>
<td>21</td>
<td>John Skorski</td>
<td>Consultant</td>
<td>N/A</td>
<td>N/A</td>
<td>High School</td>
<td>4/5/17</td>
<td>6/30/17</td>
<td>As needed basis for the Cheerleading Program pending receipt of background check</td>
</tr>
<tr>
<td>22</td>
<td>John Bruce</td>
<td>College student observation</td>
<td>N/A</td>
<td>N/A</td>
<td>High School</td>
<td>4/20/17</td>
<td>4/21/17</td>
<td>At the request of Christopher Kaveak</td>
</tr>
<tr>
<td>23</td>
<td>Christy Hoover</td>
<td>College student observation</td>
<td>N/A</td>
<td>N/A</td>
<td>High School</td>
<td>4/5/17</td>
<td>Upon completion</td>
<td>At the request of Annette Walters</td>
</tr>
</tbody>
</table>

(Motion_________________________ Second_________________________/Yes____ No____ Abstain____)
4. Motion to approve the following Amended Leave of Absence:

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Employee ID Number</th>
<th>Reason</th>
<th>Position</th>
<th>Location</th>
<th>Leave Start Date</th>
<th>Sick Days to be used</th>
<th>Unpaid FMLA Start Date</th>
<th>Unpaid NJFLA Start Date</th>
<th>Unpaid Leave without Benefits</th>
<th>Return Date</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>53034716</td>
<td>Paternity Leave [NJFLA]</td>
<td>Physics Teacher</td>
<td>High School</td>
<td>On or about 05/12/2017</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>On or about 5/19/17</td>
<td>Intermittent Days</td>
</tr>
</tbody>
</table>

(Motion________________ Second ________________/Yes_____ No_____ Abstain______)  

5. Motion to create the following positions and approve the attached job descriptions for the 2017-2018 school year:

Assistant Superintendent for Curriculum and Instruction [“Attachment A”]
Assistant Superintendent of Personnel and Special Education [“Attachment B”]  

(Motion_____________ Second______________/Yes____ No_____ Abstain______)  

II. Education and Policy

1. 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:

   6630 – Athletic Fund
   (Motion________________ Second__________________/Yes____ No_____ Abstain____)

2. Motion to acknowledge the administrative decision regarding the following HIB case:

   MS – 16-17 – None
   HS - 16-17 – None
   (Motion________________ Second__________________/Yes____ No_____ Abstain____)

3. Motion to approve the following travel and conference request:

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Name</th>
<th>Title</th>
<th>Location</th>
<th>Cost/Mileage</th>
<th>Date and Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Earl Clymer, III</td>
<td>NJASA Spring Conference</td>
<td>Atlantic City, NJ</td>
<td>$525. Registration, Accommodations, Mileage &amp; Incidental</td>
<td>May 17-19, 2017</td>
</tr>
<tr>
<td>2</td>
<td>Geri McKelvey</td>
<td>NIAAA Summer Leadership Institute</td>
<td>Brewster, MA</td>
<td>$760. Registration, Accommodations, Mileage &amp; Incidental</td>
<td>June 26-29, 2017</td>
</tr>
<tr>
<td>Code No.</td>
<td>Name</td>
<td>Title</td>
<td>Location</td>
<td>Cost/Mileage</td>
<td>Date and Discussion</td>
</tr>
<tr>
<td>---------</td>
<td>---------------</td>
<td>--------------------------------------------</td>
<td>--------------</td>
<td>------------------------------------------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>3</td>
<td>Daryl Detrick</td>
<td>2017 Annual Computer Science Workshop</td>
<td>Baltimore, MD</td>
<td>$475. Registration, Accommodations, Mileage &amp; Incidents</td>
<td>July 8 – 11, 2017</td>
</tr>
<tr>
<td>4</td>
<td>Amy Kline</td>
<td>Sheep Boot Camp for Agriculture Teachers</td>
<td>Sunbury, PA</td>
<td>$550. Registration, Accommodations, Mileage &amp; Incidents</td>
<td>June 2-4, 2017</td>
</tr>
</tbody>
</table>

(Motion________________ Second________________ /Yes____ No_____ Abstain______)

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Requested by:</th>
<th>Trip</th>
<th>Board of Education Cost</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jennifer Giacomo</td>
<td>Debate Team to participate in a mock trial with senior citizens</td>
<td>Transportation</td>
<td>Community Service</td>
</tr>
<tr>
<td>2</td>
<td>Jesse O'Neill</td>
<td>U.S. History I classes to local history site tours</td>
<td>Transportation + 4 substitutes &amp; a nurse</td>
<td>AAFTL - Two separate days</td>
</tr>
<tr>
<td>3</td>
<td>Laura Muroski</td>
<td>8th Grade Students - Math &amp; Science Day</td>
<td>Substitute &amp; Nurse</td>
<td>$60/student/as per AAFTL</td>
</tr>
<tr>
<td>4</td>
<td>Diane DeVivo</td>
<td>Women in Stem Computer Science Day</td>
<td>Transportation &amp; 2 substitutes</td>
<td>AAFTL</td>
</tr>
<tr>
<td>5</td>
<td>Amy Kline</td>
<td>WHR FFA to NJ FFA Dairy Management &amp; Evaluation</td>
<td>None</td>
<td>$9/student</td>
</tr>
</tbody>
</table>

(Motion________________ Second________________ /Yes____ No_____ Abstain______)

III. Budget and Finance

*1. The Warren Hills Regional Board of Education approves the February, 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), 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, 2017; in compliance with N.J.A.C. 6A:23A-16.10(c), 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______)

April 4, 2017
2. Motion to approve transfers in the amount of $183,262.40 for the month of February, 2017.
(Motion_____________ Second_____________/Yes______No______Abstain______)

3. Motion to approve Change Order No. 5 with DeSapio Construction Company for the Toilet Room Renovations at Warren Hills Regional High School and Middle School for a credit in the amount of $3,000 representing the unused allowance.
(Motion_____________ Second_____________/Yes______No______Abstain______)

4. Motion to approve a Joint Resolution for Participation of Transportation Services with Sussex County Regional Transportation Cooperative for the 2017-2018 school year, including a 4% administration fee.
(Motion_____________ Second_____________/Yes______No______Abstain______)

5. Motion to approve the Flood Plain Hazard Survey and application with Fraytak, Veisz, Hopkins & Guthrie, P.C., in the amount of $22,000, in reference to a dam and stream associated with the flood plain adjacent to the district offices.
(Motion_____________ Second_____________/Yes______No______Abstain______)

6. Motion to accept an incentive reward from Rutgers University for completing the 2015-2016 NJ MS Risk and Protective Factor Survey in the amount of $250.00, pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.
(Motion_____________ Second_____________/Yes______No______Abstain______)

7. Motion to approve Professional Education Services, Inc. to perform educational instruction services for Student #2966411866, commencing March 27, 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 St. Clare’s Hospital to provide home/bedside instruction services for Student #3463936643, commencing March 29, 2017, and continuing until further notice, at the rate of $55.00 per hour, not to exceed a total of 1 hour per day.
(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:
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. Convene to Second Executive Session ___________ p.m.
   (Motion_________ Second_________ /Yes____ No____ Abstain____)

R. Reconvene ___________ p.m.
   (Motion_________ Second_________ /Yes____ No____ Abstain____)

S. Adjournment ___________ p.m.
   (Motion_________ Second_________ /Yes____ No____ Abstain____)

*Roll Call
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 aspects of the instructional programs in the district. Provides leadership in the areas listed below to ensure all students are provided the opportunity for educational excellence. 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.
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.
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 instructional personnel in compliance with State and local requirements.
   c. Determines needs for additional instructional programs.
   d. Directly supervises and evaluates 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 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.

3. Student Achievement

   a. Continually monitors student achievement, using multiple sources of data, and recommends actions and initiatives to foster continuous improvement in student achievement.
   b. 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.
c. 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.

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.
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.

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. 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).

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 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.
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.

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. 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:
WARREN HILLS REGIONAL

DRAFT

ASSISTANT SUPERINTENDENT FOR PERSONNEL AND SPECIAL EDUCATION

JOB TITLE: ASSISTANT SUPERINTENDENT FOR PERSONNEL AND SPECIAL EDUCATION

JOB GOAL: Assists the Superintendent of Schools by providing leadership and management in the ongoing planning, development, coordination, implementation, and evaluation of all aspects of the Special Education instructional programs in district. Provides leadership in the areas listed below to ensure all special education students are provided the opportunity for educational excellence and are challenged to perform in the least restrictive environment. 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 and Special Education endorsement
2. Broad knowledge of educational disabilities and their impact on student learning, child growth and development, psychology of exceptional children and systems for the delivery of Child Study Team and related services.
3. Successful experience in the administration of student services and/or special education and demonstrated ability to work effectively with parents, community groups, agencies and local school district personnel.
4. Experience in Career and Technical Education preferred.
5. Demonstrated ability to work effectively in areas of personnel management, school administration and program evaluation, development, and implementation.
6. Demonstrated leadership in school improvement, program development and curriculum integration and application of technology across the curriculum.
7. Strong leadership and communication skills.
8. Able to perform essential functions with/without reasonable accommodation.
9. Required criminal history background check and medical clearance.
10. Proof of U.S. citizenship or legal resident alien status.

PERFORMANCE RESPONSIBILITIES:

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

c. Determines needs for additional or altered Special Education programs.

d. Directly supervises and evaluates Special Education 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 special education instructional personnel, to ensure hiring processes across the districts are consistent and result in the fair and appropriate selection of qualified instructional staff.

f. Will coordinate trainings and oversee investigations related to the New Jersey Anti-Bullying Legislation for Harassment, Intimidation and Bullying.

2. Curriculum and Instruction

a. Plans, implements, and evaluates school district annual goals and objectives as they pertain to special education curriculum, instruction, assessment, and professional development.

b. Oversees the implementation and management of the CST Cluster Model with sending school districts.

c. Keeps informed of all legal requirements governing special education and ensures that all requirements under administrative code, State/Federal law and board policy are met.

d. Approves the master teaching schedule and classroom assignments for Special Education programs.

e. Establishes procedures for placement, evaluation, assignment, and reappraisal of students through special education.

f. Facilitates comprehensive analysis of data to improve student achievement.

g. Oversees the development, implementation, and assessment of special education curriculum.

h. Will create, implement and oversee appropriate special education programs at the Excel building.

i. Stays apprised of special education curricular and instructional trends and best practices, and communicates such to district personnel.

j. Recommends changes in the special education instructional program for the district to the Superintendent of Schools.

k. Coordinates and directs the creation of all special education curriculum programs, guides, and materials for distribution among the instructional staff.

l. Ensures both horizontal and vertical articulation of special education curriculum and programs; and, ensures that the implemented curriculum reflects the written curriculum.

m. Maintains and regularly facilitates district curriculum and instruction committees with regards to special education to solicit input and involve instructional staff in the evaluation, revision, development, and implementation of curriculum.

n. Submits, for Board adoption, all new special education course proposals, curriculum, related texts and materials.
o. Maintains a special education curriculum webpage with comprehensive information for students, families, and the public regarding the district’s special education programs.

p. Maintains a comprehensive and current list of approved special education instructional materials.

q. Interprets the objectives of the district’s related services program to parents, students, staff and the community.

r. Oversees the development of Special Education summer programs.

s. Oversees admissions process regarding special education issues.

3. Student Achievement

a. Continually monitors student achievement, using multiple sources of data, and recommends actions and initiatives to foster continuous improvement in student achievement.

b. 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.

c. 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.

d. Ensures that appropriate Intervention & Referral Services are available for students who are having difficulty in their classes and who have not been classified in need of special education.

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 Anti-Bullying Training.

c. Reviews, monitors and approves all professional development workshops, conferences, or other experiences, both in- and out-of-district, related to Special Education.

5. Grants

a. Develops and submits to the State and Federal Governments Individuals with Disabilities Education Act (IDEA) 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.

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.
6. **Compliance with federal, state and local requirements and programs**

   a. Ensures that all districts policies and regulations pertaining to the Assistant Superintendent of Special Education’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 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 special education programs and grants, as required, such as the New Jersey Quality Single Accountability Continuum (NJQSAC), and Individuals with Disabilities Act (IDEA).

7. **Budget**

   a. Assists in the development of those sections of the budget that pertain to special education curriculum and instruction.
   
   b. Prepares and administers, in collaboration with program leaders, the special education instructional budget.
   
   c. Monitors special education program budgets and building budgets as they relate to the special education 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 special education 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.
   
   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.

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. 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: