

**Warren Hills Regional  
Board of Education  
Regular Meeting  
November 14, 2017**

The Warren Hills Regional Board of Education met in Regular Meeting on November 14, 2017 at 6:35 p.m. in the Board Meeting Room.

**A. Call to Order**

The meeting was called to order by Lisa Marshall, President

**B. Roll Call**

Roll call was taken by Estrella Molinet. Members present were Joseph Bodenschatz, Kathleen Halpin, Christopher Hamler, Richard Havrisko, Jennifer Knittel, Lisa Marshall, Paula Merrill, Eric Walls and Richard Young. Also present were Earl Clymer, Estrella Molinet, Dawn Moore and Annette Walters.

**C. Executive Session**

Moved by Kathleen Halpin and seconded by Jennifer Knittel to go into Executive Session at 6:35 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.

**D. Reconvene**

Moved by Kathleen Halpin and seconded by Paula Merrill to reconvene into open session at 7:13 p.m.

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 Kathleen Halpin and seconded by Paula Merrill to approve the Minutes of October 17, 2017, Regular and Executive Session meetings.

MOTION: Kathleen Halpin		SECOND: Paula Merrill		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz	X			
Kathleen Halpin	X			
Christopher Hamler	X			
Richard Havrisko	X			
Jennifer Knittel	X			
Lisa Marshall	X			
Paula Merrill	X			
Eric Walls	X			
Richard Young	X			

**F.** Communications – Mrs. Molinet read a thank you card from WHPTSA

**G.** Public Comment – Mr. Cannavo made a correction to #I.20, should be high school.

**H.** Superintendent’s Report – Earl C. Clymer, III

**Middle School:** Santino Mammaro – 8<sup>th</sup> Grade peer Leader

Congratulations to the MS Field Hockey team who won their third (3) straight championship and completed a second consecutive season without allowing an opponent to score a goal.

The Salute to Veterans program was held on November 3, 2017 and was a great success. Thank you to Mr. Perruso for planning and hosting this event which welcomed 54 veterans to the MS. Of the 54 veterans there were 4 Purple Heart recipients and 3 Bronze Star recipients.

Students of the Month for September and October were announced.

The MS students and clubs have been participating in fundraising and community support activities. The students have supported the Rolling Thunder organization to provide money and goods for our veterans. The MS students and faculty played in a volleyball tournament to raise money for Hurricane Relief and the Student Council hosted a “pink out” to raise cancer awareness and funds for the Lucy Fund.

**High School:**

Congratulations to our journalism classes for producing their first edition of *The Streak*. Our students produced a 16-page newspaper, featuring news about our school, our community and National Storylines. Our students and advisors are responsible for the

entire product and this was a great edition. Our students have begun work on an online version, so we are ensuring we are preparing students for journalism in the 21<sup>st</sup> century.

Congratulations to our newest NHS inductees. The fall we inducted 10 members to this prestigious organization which honors students for their commitment to scholarship, leadership, service and character.

Thank you to our Key Club and our students for organizing our Fall blood drive. We were able to do our part to help save lives in the area.

Congratulations to our Fall Sports teams for their season!

Our Field Hockey team finished another successful season

HWS Champions

Sectional Champions

Group Runner-up

Rebecca Sigman broke the school record for goals in a game, scoring 5 in the state semi-final contest

The talent was recognized in the conference and the county

5 girls were named to 1<sup>st</sup> team all-Conference, 4 to 1<sup>st</sup> team all-county.

Congratulations to our Cheerleading Program for their success this fall

Varsity Competition Team won the Skyland Conference Championship competition, placed 1<sup>st</sup> at North Hunderton's Spooktacular and placed 1<sup>st</sup> at Hunterdon Central's Competitions. The team placed 3<sup>rd</sup> at the UCA Northeast Regionals and earned a bid to Nationals.

The JV Competition Team placed 1<sup>st</sup> at North Hunderton's Spooktacular and placed 1<sup>st</sup> at Hunterdon Central's Competitions. The team placed 1<sup>st</sup> at the UCA Northeast Regionals and earned a bid to Nationals.

The Gameday Team placed 1<sup>st</sup> at North Hunderton's Spooktacular and placed 1<sup>st</sup> at Hunterdon Central's Competitions. The team placed 4<sup>th</sup> at the UCA Northeast Regionals and earned a bid to Nationals.

Lexi Westley will be competing in the Cross Country Meet of Champions this Saturday. She has set course records and school records over the course of this season. Her accolades include a sectional championship and a 4<sup>th</sup> place finish in the group meet.

**Superintendent's Report:**

Paper Tigers Presentation – 11/09/17 – Thank you to Ms. Walters for arranging the program

Anti-Bullying Presentation on November 16<sup>th</sup> – Keith Deltano – HS & MS

US ARMY ISTEAM Presentation November 16<sup>th</sup> – HS

Genesis Grade Module App email to parents – Bogus app!

School Alliance Insurance Fund (SAIF) Award.

**Discipline/Suspension Reports: October 1 – 31, 2017**

MS –ISD 9; OSS 0

HS – ISD 13; OSS 3

**I. 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.

**J. Committee Reports**

Finance Committee met and discussed the following:

- Defeat of separate proposal
- 1:1 on hold
- 2018-19 budget calendar – system open for input
- Purchase order report
- Bill list

Education and Policy Committee met tonight and discussed the Program of Studies. The next meeting will be November 28<sup>th</sup>.

Technology committee met on October 18<sup>th</sup>. Mr. Jaw reviewed the following:

- Interview process
- Policies process
- Budget impacts
- Initiative on hold for now
- Website project
- Developing checklist of items when staff leave and on maternity leave to get equipment back

Mr. Havrisko discussed Wall of Fame.

**K. Old Business**

1. District Goals
2. Crosswalk buttons
3. ADA door access – motion on agenda

**L. New Business**

**M. ACTION ITEMS** – Mr. Clymer recommended all personnel items.

**I. PERSONNEL**

Motion by Kathleen Halpin and seconded by Paula Merrill to accept the recommendation of the Superintendent to approve and adopt motions **I.1** through **I.4**, as described below:

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	Patricia Ross	Accept	Paraprofessional	\$25.46/hour	High School	11/14/17	11/14/17	Resignation
2	Thomas Curran	Approve	Teacher Mentor	\$440, prorated	High School	10/16/17	3/01/18	Mentoring Amanda Orenstein Biology
3	Jeffrey Balas	Approve	Assistant Boys Baseball Coach	\$6,883	High School	Spring Season	End of Season	Tier 3, Step 4
4	Sarah Kaufman	Approve	Assistant Softball Coach	\$4,302	High School	Spring Season	End of Season	Tier 3, Step 1
5	Renee Smola	Approve	Assistant Softball Coach	\$6,883	High School	Spring Season	End of Season	Tier 3, Step 4
6	Craig Green	Approve	Head Softball Coach	\$5,432	Middle School	Spring Season	End of Season	Tier 3, Step 4
7	Michael Howey	Approve	Assistant Boys Track	\$5,444	High School	Spring Season	End of Season	Tier 3, Step 3
8	Josephine Potter	Approve	Assistant Girls Track	\$6,883	High School	Spring Season	End of Season	Tier 3, Step 4
9	Elise Tooker	Approve	Assistant Girls Track	\$4,874	High School	Spring Season	End of Season	Tier 3, Step 2
10	Daniel Diveny	Approve	Head Boys Track	\$5,432	Middle School	Spring Season	End of Season	Tier 3, Step 4
11	Kimberly Kavcak	Approve	Head Girls Track	\$5,432	Middle School	Spring Season	End of Season	Tier 3, Step 4
12	Paul Irzinski	Approve	Assistant Boys & Girls Track Coach	\$3,700	Middle School	Spring Season	End of Season	Tier 3, Step 3
13	Robert Miller	Approve	Assistant Boys Lacrosse	\$4,874	High School	Spring Season	End of Season	Tier 3, Step 2
14	Jennifer Cavo	Approve	Assistant Girls Lacrosse	\$6,883	High School	Spring Season	End of Season	Tier 3, Step 4
15	David Garcia	Approve	Head Boys Bowling	\$4,769	High School	Winter Season	End of Season	Tier 4, Step 1
16	Adam Zimmer	Approve	Assistant Bowling Coach	\$3,601	High School	Winter Season	End of Season	Tier 4, Step 1, pending receipt of background check
17	Jennifer Feldman	Approve	Head Girls Bowling Coach	\$5,419	High School	Winter Season	End of Season	Tier 4, Step 2

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
18	Anthony Cancelliere	Approve	Assistant Boys Tennis Coach	\$3,601	High School	Spring Season	End of Season	Tier 4, Step 1, pending receipt of background check
19	Zachary Fisher	Approve	Assistant Wrestling Coach	\$1,500	High School	Winter Season	End of Season	Tier 2, Step 1, split position
20	Robert Hibbett	Approve	Part-time School Resource Personnel	\$14,967.50, prorated	Middle School	11/15/17	6/30/18	4 hours/day – replaces Jodi Tiger
21	Joanne Huffman	Approve	Home Instructor	\$41/hour	District	11/15/17	6/30/18	Mathematics certified
22	Zachary Fisher	Approve	Replacement Substitute Teacher	\$260.56/day	District	11/15/17	6/30/18	Social Studies replacement substitute – Replaces 23446974
23	Marie Zengel	Approve	Substitute Teacher	\$85/day	District	11/15/17	6/30/18	All paperwork complete & on file
24	Amanda Berezny	Approve	Substitute Teacher	\$85/day	District	11/15/17	6/30/18	All paperwork complete & on file
25	Dana Pellegrino-Heath	Approve	Substitute Teacher	\$85/day	District	11/15/17	6/30/18	All paperwork complete & on file
26	Patricia Mercer	Approve	Substitute Teacher	\$85/day	District	11/15/17	6/30/18	All paperwork complete & on file
27	David Mercer	Approve	Substitute Teacher	\$85/day	District	11/15/17	6/30/18	All paperwork complete & on file
28	Ralph Avard	Approve	Substitute Teacher	\$85/day	District	11/15/17	6/30/18	Pending receipt of archived background check
29	Heather Marsh	Approve	Substitute Teacher	\$85/day	District	11/15/17	6/30/18	All paperwork complete & on file
30	Susan Morris	Approve	Substitute Teacher	\$85/day	District	11/15/17	6/30/18	All paperwork complete & on file
31	Joseph Colontone	Approve	Substitute Teacher	\$85/day	District	11/15/17	6/30/18	All paperwork complete & on file
32	Frank Grosso	Approve	Substitute Driver	\$19/hour [weekday] \$19.50/hour [weekend] \$20.50/hour [mail run]	District	11/15/17	6/30/18	Pending receipt of background check
33	Larisa Dowling	Approve	Observations	N/A	Middle School	1/3/18	1/19/18	Fairleigh Dickinson University student under the direction of Mr. Turkowski
34	Kristina Polachak	Approve	Counseling Internship	N/A	High School	1/3/18	6/30/18	Centenary University student under the direction of Mr. Kavcak
35	Jessica McKeown	Approve	Observations	N/A	Middle School	11/15/18	12/22/17	E. Stroudsburg University student under the direction of Mr. Turkowski

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
36	James Graziani	Approve	Observations	N/A	Middle School	2/1/18	12/2018	Centenary University student under the direction of Mr. Turkowski
37	Nathan Kline	Approve	Volunteer	N/A	High School	11/15/17	6/30/18	FFA Volunteer
38	Kevin Petto	Approve	Volunteer	N/A	High School	11/15/17	End of Season	Swimming Volunteer
39	Megan Bublitz	Approve	Volunteer	N/A	Middle School	11/15/17	End of Season	Girls Basketball Volunteer
40	Emma Sloan	Approve	WHR Student for Fencing Program	N/A	Out of district	11/15/17	End of Season	Hackettstown High School Fencing Program

2. Motion to amend 1.19 to change from middle school to high school.

MOTION: Kathleen Halpin		SECOND: Paula Merrill		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Kathleen Halpin	X			
Christopher Hamler	X			
Richard Havrisko	X			
Jennifer Knittel	X			
Lisa Marshall	X			
Paula Merrill	X			
Eric Walls	X			
Richard Young	X			

3. Motion to accept an amendment to move the job descriptions from Education and Policy to Personnel.

MOTION: Kathleen Halpin		SECOND: Paula Merrill		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Kathleen Halpin	X			
Christopher Hamler	X			
Richard Havrisko	X			
Jennifer Knittel	X			
Lisa Marshall	X			
Paula Merrill	X			
Eric Walls	X			
Richard Young	X			

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

- A. Principal
- B. Assistant Principal

MOTION: Kathleen Halpin		SECOND: Paula Merrill		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Kathleen Halpin	X			
Christopher Hamler	X			
Richard Havrisko	X			
Jennifer Knittel	X			
Lisa Marshall	X			
Paula Merrill	X			
Eric Walls	X			
Richard Young	X			

## II. Education and Policy

Motion by Jennifer Knittel and seconded by Paula Merrill to accept the recommendation of the Superintendent to approve and adopt motions **II.1** through **II.6**, as described below:

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:

- 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

2. 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:

- 2360 P** Use of Technology
- 3283 P&R** Electronic Communication Between Teaching Staff Members and Students
- 3431 P** Uncompensated Leave
- 4410 P** Compensation
- 4283 P&R** Electronic Communication Between Support Staff Members and Students
  - Robotic Telepresence Parent Agreement

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

- MS – 17-18 – 003, 004, 005, 006, 007 & 008
- HS - 17-18 – 003, 004, 005 & 006

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



Code	Requested by:	Trip	Board of Education Cost	Discussion
1	Heather Heslin & Maylin Ramirez	MD Program classes to Shop-Rite on various dates	Busses, Nurse & Substitutes	Curriculum
2	Sharon Fretz & Julia Henning	Outdoors Unlimited Club to Camelback Ski Area	N/A	\$100/student, Transportation paid by club
3	Sharon Fretz, Adam Slack & Susan Rader	Outdoors Unlimited Club to Whiteface Mt., Lake Placid, NY	N/A	\$420/student, Transportation paid by club
4	Toni Manfra	Unified Club [formerly Best Buddies] Leadership Conference	Substitute	Paid from 11-402-100-500-3415-05
5	Margaret Devine & Kevin Horn	HS Horizons to Warren/Hunterdon Academic Meet [WHAM]	Transportation	Competition
6	Hope Ranalli	8 <sup>th</sup> grade students to visit Warren Tech in a.m.	N/A	Warren Tech pays transportation
7	Margaret Devine & Kevin Horn	Young Writers Conference @ District office	Transportation & Substitutes	Paid from 11-190-100-580-1220-02
8	Vittoria Busardo	NJASC state officer meeting	Substitute	Club pays transportation
9	Emily Kablis	NJASC state officer meeting	Substitute	Club pays transportation

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

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
1	Earl Clymer, Annette Walters & 6 board members	NJ School Boards Annual Workshop	Atlantic City, NJ	\$1400. Registration + hotel & incidentals	October 23, 24, 25 & 26, 2017
2	Dawn Moore, Lee Turkowski, Michael Perruso & Jacqueline Gibbs	NJ Association for Gifted Children (NJAGC)	Bridgewater, NJ	\$184. Registration each + Mileage	March 23, 2018 – Paid through Title II Funds
3	Heather Apple	NJPSA Workshop	Monroe Township, NJ	\$149. Registration + Mileage	November 17, 2017
4	Nicole Latino, Elena McCormick, Lyandra Ross & Meghan McGeehan	Social Studies Articulation	WHRHS Library	Substitutes	December 7, 2017
5	Margaret Devine	NJ Association for Gifted Children (NJAGC)	West Windsor, NJ	Mileage	March 23, 2018 Registration paid by Horizons
6	Dawn Moore	NJPSA Legal Workshop	Voorhees High School	\$150. Registration + Mileage	November 17, 2017 – Paid through Title II Funds
7	Debra Rokosny	Educator's Conference for Holocaust	Lincroft, NJ	\$50. Registration + Substitute	Title II funds
8	Brigitte Burstein, Jessica Clark & Jesse Damiano	Next Generation Science Standards	New Brunswick, NJ	\$595. Registration each + Mileage	January 9 & 10, 2018 Paid through Title II funds
9	Nicholas Remondelli	Creating a Successful Makerspace Classroom	Monroe Twsp., NJ	\$149. Registration + Mileage	November 15, 2017 Paid through Title II funds

6. Motion to approve the Warren Hills Regional School District Goals for the 2017-2018 school year.

MOTION: Jennifer Knittel		SECOND: Paula Merrill		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Kathleen Halpin	X			
Christopher Hamler	X			
Richard Havrisko	X			
Jennifer Knittel	X			
Lisa Marshall	X			
Paula Merrill	X			
Eric Walls	X			
Richard Young	X			

### III. Budget and Finance

Motion by Richard Young and seconded by Paula Merrill to accept the recommendation of the Superintendent to approve and adopt motions **III.1** through **III.11**, as described below:

1. Motion to approve the purchase order list dated October 1, 2017 through October 31, 2017 in the amount of \$174,529.30.

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

Student	School	Amount	Effective
6212422760	Burlington County Special Services	\$47,791.00	09/06/2017

3. Motion to approve agreement with Brookfield Schools/Summit Oaks Program for home instruction for Student No. 4678373254, commencing October 30, 2017, and continuing until further notice, at the rate of \$41.00 per hour for a maximum of 5 hours per week.

4. Motion to approve agreement with Learn by Doing, Inc. to conduct a full day professional development training session/workshop on November 30, 2017 entitled "*Albert.io's* Data Features to Monitor Student Learning and Achievement in the Advanced Placement Program" in the amount of \$2,250.00, to be paid from account #20-271-200-320-0000-01 [Title IIA Funds].

5. Motion to approve Change Order No. 1 with Iron Mountain Mechanical, LLC, for the HVAC work in connection with the Toilet Room Renovations at Warren Hills Regional High School and Middle School for a credit in the amount of \$1,000.00 for unused allowance.

6. Motion to approve Change Order No. 1 with Iron Mountain Mechanical, LLC for the plumbing work in connection with the Toilet Room Renovations at Warren Hills Regional High School and Middle School for a credit in the amount of \$3,500.00 for unused allowance.

7. Motion to approve Change Order No. 1 with Wespol Construction and Metal Distributors, LLC, for the partial roof replacement at Warren Hills Regional High School and Middle School for a credit in the amount of \$48,000.00 for unused allowance.

8. Motion to approve the Annual Required Maintenance Budget Amount Worksheet [Form M-1] and the FY 2017-2018 Comprehensive Maintenance Plan.

9. Motion to approve a Rental Agreement with Centenary University for use of their pool for the high school swim team, commencing November 6, 2017 through February 9, 2018, in the amount of \$7,675.00.

10. Motion to approve Translucent Security, LLC Estimate Number JC071917 to furnish and install the high school and middle school barrier free door operators at a cost of \$25,474.80.

11. Motion to approve an agreement with E-Rate Partners, LLC, for Funding Year 2018 (July 1, 2018 to June 30, 2019) in the amount of \$3,400.00.

MOTION: Richard Young		SECOND: Paula Merrill		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Kathleen Halpin	X			
Christopher Hamler	X			
Richard Havrisko	X			
Jennifer Knittel	X			
Lisa Marshall	X			
Paula Merrill	X			
Eric Walls	X			
Richard Young	X			

N. Public Comment - None

**O. Second Executive Session**

Moved by Kathleen Halpin and seconded by Jennifer Knittel to go into Executive Session at 8:08 p.m. as indicated below:

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.

**P. Reconvene**

Moved by Jennifer Knittel and seconded by Paula Merrill to reconvene into open session at 9:25 p.m.

Motion by Kathleen Halpin and seconded by Jennifer Knittel to accept Integrity Consulting Group as insurance healthcare benefit brokers effective December 1, 2017.

MOTION: Kathleen Halpin		SECOND: Jennifer Knittel		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Kathleen Halpin	X			
Christopher Hamler	X			
Richard Havrisko	X			
Jennifer Knittel	X			
Lisa Marshall	X			
Paula Merrill	X			
Eric Walls	X			
Richard Young	X			

**Q. Adjourn**

Moved by Christopher Hamler and seconded by Jennifer Knittel to adjourn at 9:30 p.m.

Respectfully submitted,

Estrella M. Molinet  
Business Administrator/Bd. Sec'y.

dmg

WARREN HILLS REGIONAL

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**TITLE:** PRINCIPAL

**QUALIFICATIONS:**

1. Valid New Jersey Principal Certificate or eligibility
2. Minimum experience as determined by the board
3. Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development and school improvement
4. Strong interpersonal, communication and technological skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Assistant Superintendent

**SUPERVISES:** All certified and noncertified staff assigned to the school

**JOB GOAL:**

To provide leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development and achievement of each pupil.

**PERFORMANCE RESPONSIBILITIES:**

School Leadership

1. Assumes responsibility for the management of the school in accordance with law, administrative code and board policies and regulations.
2. Exercises leadership in school-level planning for improvement of instruction.
3. Establishes and maintains an effective learning climate in the school.
4. Keeps the assistant superintendents informed of school activities and needs and works cooperatively with central office staff on matters relating to the school and the district.
5. Exercises leadership in developing a culture and climate to positively affect team building leading to improved outcomes for students.

Curriculum and Instruction

1. Assists in the selection of appropriate instructional materials and monitors delivery of the instructional program.
2. Plans, organizes, supervises and budgets for building level programs and activities.

Supervision and evaluation of school staff

1. Interviews, recommends for appointment, assigns, supervises and evaluates the performance of school employees and assists them in achievement of their job goals.
2. Conducts observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement when appropriate.
3. Conducts staff meetings as necessary for the proper functioning of the school.

### Office management and administrative efficiency

1. Prepares and submits the school's budget requests and monitors the expenditure of funds.
2. Establishes and maintains an efficient office system to support the administrative functions of the school.
3. Ensures the safekeeping of student and personnel files and other confidential records and documents; and the destruction of public records in accordance with law and regulations.
4. Reports incidents of violence, vandalism, HIB and substance abuse. Works cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment. Ensures the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code.
5. Prepares or supervises the preparation of all reports, records and other paperwork required or appropriate to the school's administration.

### Scheduling

1. Collaborates with the district designee to develop and maintain a master schedule for the academic program.
2. Approves the master teaching schedule and classroom assignments.
3. Plans, schedules and supervises fire and other emergency drills as required by law and board policy.

### Contact with students

1. Is responsible for the supervision of arrival and dismissal of schools.
2. Interacts appropriately with students during the school day.
3. Maintains high standards of student conduct and enforces discipline as necessary in accordance with board policy and the students' rights to due process.

### Contact with Parents, Guardians, and the local community

1. Attends special events held to recognize student achievement and other school-sponsored activities and functions. Speaks with clarity, authority and appropriate earnestness at such events.
2. Acts as a liaison between the school, home and community; follows policies, programs and activities; and encourages broad community participation in the affairs of the school. Communicates information to parents and the community that is required by law or administrative code.
3. Notifies immediately the parent or guardian and the chief school administrator to arrange for an immediate examination by a physician of any pupil suspected of being under the influence of alcohol or other drugs or of using anabolic steroids.

### Implements policies that are adopted by the school board

1. Stays familiar with the policy manual as adopted and updated by the school board, implements the policies, and reports to the board via the assistant superintendents on policies that may need to be modified in order to improve student achievement.
2. Specifically for implementing the policy on harassment, bullying and intimidation (HIB), the role of the principal is that "the investigation shall be initiated by the principal or the principal's designee within one school day of the report." The investigation is actually "conducted" by the HIB specialist. When receiving and responding to reports of HIB, the role of the school principal will include:
  - a. Receive verbal reports of all acts of harassment, intimidation, or bullying on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
  - b. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and

- c. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

Other

1. Assumes responsibility for his/her continuing professional growth and development by attendance at professional meetings, memberships in professional organizations, enrollment in advanced courses and by reading professional journals and other publications.
2. Performs other duties which may be assigned or required by law, code, regulation or board policy.

**TERMS OF EMPLOYMENT:** Work year and salary to be determined by the board

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with New Jersey State law and the provisions of the board's policy on evaluation of certified staff.

Approved by:

Date:

Revised:

**LEGAL REFERENCES:**

<u>N.J.S.A. 13:1F-19 et. seq.</u>	School integrated pest management
<u>N.J.S.A. 18A:6-1</u>	Corporal punishment of pupils
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A. 18A:16-1</u>	Officers and employees in general
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<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:25-2</u>	Authority over pupils
<u>N.J.S.A. 18A:25-4</u>	School register; keeping
<u>N.J.S.A. 18A:25-5</u>	Annual report; filing and penalty for failure to file
<u>N.J.S.A. 18A:25-6</u>	Suspension of assistant superintendents, principals and teachers
<u>N.J.S.A. 18A:26-1</u>	Citizenship of teachers
<u>N.J.S.A. 18A:26-1.1</u>	Residence requirement prohibited
<u>N.J.S.A. 18A:26-2</u>	Certificates required
<u>N.J.S.A. 18A:26-10</u>	Suspension of certificate for wrongful cessation of performance of duties
<u>N.J.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:37</u>	Discipline of pupils
<u>N.J.S.A. 18A:40</u>	Promotion of health and prevention of disease
<u>N.J.S.A. 18A:40A</u>	Substance abuse
<u>N.J.S.A. 18A:41-1 et seq.</u>	Fire drills and fire protection
<u>N.J.S.A. 18A:46-5.1</u>	Basic child study team services; provision by boards of education and state operated programs
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>See particularly:</u>	
<u>N.J.A.C. 6A:7-1.6</u>	Professional Development
<u>N.J.A.C. 6A:8</u>	Standards and assessment
<u>See particularly:</u>	
<u>N.J.A.C. 6A:8-3.1</u>	Implementation of the Core Curriculum Standards
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards

<u>See particularly:</u>	
<u>N.J.A.C. 6A:9-3</u>	Professional standards for teachers and school leaders
<u>N.J.A.C. 6A:9-5</u>	General certification policies
<u>N.J.A.C. 6A:9-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9-9</u>	Instructional certificates
<u>N.J.A.C. 6A:9-12.3</u>	Authorization
<u>N.J.A.C. 6A:9-12.5</u>	Principal
<u>N.J.A.C. 6A:9-14</u>	Acting administrators
<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: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:24-4.1 et. seq.</u>	Implementation of whole school reform model
<u>N.J.A.C. 6A:24-4.4</u>	School-based budgets
<u>N.J.A.C. 6A:24-5</u>	Supplemental programs and services
<u>N.J.A.C. 6A:24-6</u>	Implementation of required programs in secondary schools
<u>N.J.A.C. 6A:26A</u>	Comprehensive maintenance plans
<u>N.J.A.C. 6A:27-11.2</u>	Evacuation drills and safety education
<u>N.J.A.C. 6A:28-3</u>	Filing of disclosure statements
<u>N.J.A.C. 6A:30</u>	Evaluation of the school district
<u>N.J.A.C. 6A:32</u>	School district operations
<u>See particularly:</u>	
<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>	Evaluation of nontenured teaching staff members
<u>N.J.A.C. 6A:32-5.1</u>	Standards for determining seniority
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 6A:32-7</u>	Student records
<u>N.J.A.C. 6A:32-12.2</u>	School-level planning
<u>N.J.A.C. 6A:32-13</u>	Student behavior
<u>N.J.A.C. 12:100-4.2</u>	Adoption by reference

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

Bloodborne Pathogen Standard, 29 CFR 1910.1030

8 U.S.C.A. 1100 et seq.      Immigration Reform and Control Act of 1986,

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.

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



WARREN HILLS REGIONAL

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**TITLE:** ASSISTANT PRINCIPAL

**QUALIFICATIONS:**

1. Valid New Jersey Principal Certificate or eligibility
2. Minimum experience as determined by the board
3. Demonstrated leadership capability in the areas of curriculum and staff development
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Principal

**SUPERVISES:** All certified and noncertified school staff as assigned by, or in the absence of the principal.

**JOB GOAL:** To assist the principal in providing school wide leadership.

**PERFORMANCE RESPONSIBILITIES:**

School Leadership

1. Collaborate with the principal as an instructional leader to develop student achievement goals and to create, implement and monitor plans to achieve those goals, in accordance with state guidelines and mandates.
2. Assists the principal in duties related to the selection of personnel, instruction, supervision, evaluation and the overall administration of the school.
3. Serves as building administrator in the absence of the principal.
4. Assists in the conducting of safety inspections and safety drill practice activities.
5. Assists the principal in coordinating transportation, custodial, cafeteria and other support services.
6. Greets and interacts with parents and visitors in the absence of or in addition to the school principal.
7. Shares the responsibility to enforce and implement all district/administrative directives and Board of Education policies.

Student discipline, supervision of students

1. Assists in maintaining high standards of student conduct and enforcing discipline policies.
2. Assists in coordinating supervision of the cafeteria during lunch hours.
3. Provides guidance to individual students, and works to resolve individual behavioral problems.
4. Attends school events/functions outside the instructional day as assigned by the principal.

Record-keeping, reporting and scheduling

1. Supervises the reporting and monitoring of student attendance, and works with available resources to resolve issues and concerns.
2. Assists in the preparation of required reports of violence, vandalism, substance abuse, HIB and possession of firearms.
3. Performs such record-keeping and reporting functions as the principal may direct.

# WARREN HILLS REGIONAL

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## Interaction with school staff

1. Supervises teachers and departments as assigned by the superintendent.
2. Assists in coordination and supervision of assembly programs and assignment of faculty members to assist at school functions, duties, testing, etc.
3. Makes recommendations to the principal for changes in policies, personnel practices and other such matters that may result in a more effective school administration.

## Other

1. Assists in the planning and supervision of activities to promote student and employee health and safety.
2. Performs such other duties as may be assigned by the principal, assistant superintendents or superintendent.

## **TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board.

## **ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with New Jersey State law and the provisions of the board's policy on evaluation of certified staff.

Approved by:

Date:

Revised:

## **LEGAL REFERENCES:**

<u>N.J.S.A.</u> 13:1f-19	School integrated pest management act
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<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment: exception
<u>N.J.S.A.</u> 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
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<u>N.J.S.A.</u> 18A:25-5	Annual report; filing and penalty for failure to file
<u>N.J.S.A.</u> 18A:25-6	Suspension of assistant superintendent, principals and teachers
<u>N.J.S.A.</u> 18A:26-1	Citizenship of teachers, etc.
<u>N.J.S.A.</u> 18A:26-1.1	Residence requirements prohibited
<u>N.J.S.A.</u> 18A:26-2	Certificates required; exception
<u>N.J.S.A.</u> 18A:27	Employment and contracts
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:37	Discipline of pupils
<u>N.J.S.A.</u> 18A:40	Promotion of health and prevention of disease
<u>N.J.S.A.</u> 18A:40A	Substance abuse

## WARREN HILLS REGIONAL

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<u>N.J.S.A. 18A:41-1 et seq.</u>	Fire drills and fire protection
<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
<u>See particularly:</u>	
<u>N.J.A.C. 6A:9-3</u>	Professional standards for teachers and school leaders
<u>N.J.A.C. 6A:9-5</u>	General certification policies
<u>N.J.A.C. 6A:9-8</u>	Requirements for instructional certificate
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<u>N.J.A.C. 6A:32-7</u>	Student records
<u>N.J.A.C. 6A:32-8</u>	Attendance and pupil accounting

Manual for the Evaluation of Local School Districts

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

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