

**B – VISION 2030: STUDENT ACHIEVEMENT**

**Discussion Item: Committee Report**

**CO-CURRICULUM**

6. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the Arleth Elementary School to host a STEM Fair on Thursday, June 8, 2017 from 7:00 pm to 8:00 pm in the school gymnasium.

**C – VISION 2030: GOVERNANCE**

**Discussion Item: Committee Report**

3. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the following job descriptions for Assistant Superintendent of Information, Technology, and Operations and Director of Pupil-Special Services, as below:

**ASSISTANT SUPERINTENDENT OF INFORMATION, TECHNOLOGY, AND OPERATIONS**

**Title:** Assistant Superintendent of Information, Technology and Operations

**Qualifications:**

1. New Jersey School Administrator Standard Certificate or Certificate of Eligibility
2. Doctoral degree preferred
3. Successful director, principal, or supervisor experience
4. Successful teaching experience
5. Knowledge of education law and regulations
6. Knowledge of information, technology, and operations laws, policies, regulations, and procedures
7. Knowledge of technology infrastructure, hardware, and software
8. Ability to organize and interpret data, analyze programs, write technical reports, make clear presentations, and advise and assist other professionals.
9. Proficiency with current developments and trends in educational technology and how curriculum and technology interface in education
10. Knowledge of school building operations

**Primary Function:** Oversees the implementation of all information and technology related policies, regulations, and procedures; and ensures the efficient operation of each school so as to remain in compliance with all federal, state, local, and district laws, regulations, policies, and procedures.

**Reports to:** Superintendent of Schools

**Major Duties and Responsibilities****Information and Technology:**

- Set vision and establish strategies for how technology can support the district in making data-driven decisions to support schools in improving the quality of education for their students.
- Oversee, manage, and support the district's information technology team. This includes providing team members with feedback, coaching, and support to ensure they provide outstanding support to schools and district staff.
- Develop long-range equipment and capital improvement plans in the areas of responsibility.
- Plan, coordinate, supervise, and evaluate the use of educational technology as tools to enhance instruction.
- Remain current with information and technology by attending conferences and reading journals and other publications.
- Analyze student and staff data. Provides leadership for instructional modifications and interventions that enhance student learning and staff development specific to technology.
- Oversee the coordination of district-wide data collection efforts through our technology systems.
- Make recommendations to Central Administration and Building Administrators regarding technology materials and activities.
- Follow district policies and procedures relative to the use of public funds and property.
- Work cooperatively with the School Business Administrator regarding accurate records, purchase order processing, and other related fiscal matters.
- Review and approve all system technology purchases to assure compatibility.
- Work with the Superintendent in preparation of the annual school district budget as it relates to technology and operations.

**Compliance:****Anti-Bullying Coordinator****EVVRS (Electronic Violence and Vandalism Reporting System)**

Review and confirm all EVVRS and HIB incidents entered into EWEG by SIS Manager and reported by principals. Review and enter all Reports of Suspension of Students with Disabilities entered into EWEG by SIS Manager and reported by principals. Prepare the Annual Report of Violence and Vandalism and HIB for October BOE Meeting.

**Civil Rights Compliance Report**

In cooperation with the SIS Manager, collect, complete and enter all information for annual state and federal reports. Prepare updates of progress. Note: The federal report is 1,000+ pages of data and text.

**Educational Stability Act Liaison and Office of Children and Families Out-of-Home Placement Liaison**

Coordinate the placement and transportation for all DCF and OCF placements in and out of the district. Prepare all letters for the payment of tuitions in and tuitions out of district. Provide the BA with all documentation for tuition contracts. Make all arrangements for placement and transportation within 5 days per code.

**District Homeless Liaison**

Collect all information and approve the homeless status of students in and out of district. Prepare all letters for payment of tuition in and tuition out. Provide the BA with all documentation for tuition contracts. Complete annual Homeless Reimbursement documents for NJDOE funding for out-of-state homeless students attending Sayreville schools.

**District Registrar**

Supervise the district process of enrolling new students to the district, including Kindergarten and preschool students, and the re-registration of all students annually.

**District Residency and Attendance Officer**

Review and determine residency eligibility. Supervise the Truant Officer and approve his/her travel expenditures.

**Additional Duties:**

- Participate in negotiations with bargaining units to formulate salary schedules, benefits, and terms/conditions of employment.
- Observe certified teaching and non-teaching staff members.
- Evaluate and complete the Annual Performance Review for the Director of Technology, SIS Manager, Confidential Secretary to the Assistant Superintendent of Information and Technology.
- Coordinate and facilitate all District Safety Committee Meetings.
- Maintain records related to safety meetings; annual fire/security inspections/drills and health inspections.
- Maintain good public relations with the community and utilize fully the community resources to enrich the learning program.
- Encourage teacher and parent participation in school related organizations and policies.
- Support school/community organizations.
- Maintain consistent lines of communication with the Superintendent, the Assistant Superintendent of Curriculum and Instruction and other administrators, making them aware of existing and potential problems.
- Assume the responsibility for the implementation and observances of all Board of Education policies and administrative procedures.
- Perform other related duties as may be assigned by the Superintendent of Schools and/or requested by the Board.

- Terms of Employment:** Twelve-month position.
- Evaluation Criteria:** In accordance with provisions of the Board's policy on Evaluation of Professional Personnel
- Approved by:** Sayreville Board of Education
- Adoption/Revision Date:** May 16, 2017

### **DIRECTOR OF PUPIL-SPECIAL SERVICES**

**Qualifications:**

Holds or is eligible for a New Jersey School District Administrator of Principal Certificate.

**Primary Function:**

Assumes responsibility for the thorough and efficient operation of the district's Special Services and Student Registration and Enrollment programs, and any other functions as directed by the Superintendent of Schools, and in accordance with State Law and established Board of Education policies.

**Reports to:**

Superintendent of Schools as directed in accordance with established Board of Education policies.

**Supervises:**

Special Education Teachers, Paraprofessionals, Speech and Language Therapists, Child Study Teams, Physical/Occupational Therapists, Special Education/Registration Secretaries and other personnel as designated by the Superintendent of Schools in accordance with established Board of Education policies.

**Major Duties and Responsibilities:**

1. Remain abreast of current developments, trends, and modifications related to the law in Special Education and related services.
2. Lead and coordinate all activities pertinent to compliance with the Individuals with Disabilities Act, and New Jersey statutes and regulations governing Special Education, specifically Title 6A, Chapter 14.
3. Plan and administer a program, which provides a free and appropriate public education (FAPE) for all classified students consistent with the requirements of state and federal law.
4. Serve as a consultant to administrators and the Board of Education.

5. Serve as a liaison to agencies that provide diagnostic and/or treatment services to children and parents.
6. Supervise and evaluate Special Education Teachers, Speech and Language Therapists, Psychologists, Social Workers, Learning Disability Teacher-Consultants, Physical/Occupational Therapists, Paraprofessionals, and Special Education and Student Registration/Enrollment Secretaries.
7. Coordinate the district-wide testing alternate proficiency assessment (APA) or Dynamic Learning Maps testing program, including the preparation of procedures for selection, ordering, distribution, administration and scoring of tests, and reporting and interpreting test results.
8. Lead and coordinate the district's special education and related services program, including academic, social and emotional counseling, and transition planning.
9. Serve as the Superintendent of School's representative at all county and state meetings relating to special education and students registration and enrollment.
10. Assist in the development of the district's annual budget for special services as directed by the Superintendent of Schools in accordance with existing Board of Education policies.
11. Prepare the required IDEA grant application, administer funded programs, and complete all required reports.
12. Prepare required Extraordinary Aide applications and submits them to the NJDOE.
13. Oversee the district Special Education Medicaid Initiative, ensure parental consent for eligible students, and the budgeted reimbursement of eligible services for them annually.
14. Supervise the enrollment and attendance of all pupils in preschool through 12th grade as directed by the Superintendent in collaboration with the building principal(s) and in accordance with established Board of Education policies.
15. Coordinate and direct the district's SRO and attendance officer to investigate student residency and truancy matters as directed by the Superintendent in collaboration with the building principal(s) and in accordance with established Board of Education policies.
16. Remain abreast of and continue to develop a knowledge of current developments and new trends in student enrollment, registration, and attendance.
17. Prepare and maintain student enrollment, registration, and attendance records and reports as required by law, state directives, and district policy and administrative regulation.
18. Coordinate the placement and transportation for all DCF and OCF placements in and out of the district. Prepare all letters for the payment of tuitions in and tuitions out of district. Provide the BA with all documentation for tuition contracts. Make all arrangements for placement and transportation within 5 days per code.
19. Collect all information and approve the homeless status of students in and out of district. Prepare all letters for payment of tuition in and tuition out. Provide the BA with all documentation for tuition contracts. Complete annual Homeless Reimbursement documents for NJDOE funding for out-of-state homeless students attending Sayreville schools.
20. Assist in upholding and enforcing school rules, administrative regulations and Board of Education policy.
21. Assist in the development of reasonable school rules/procedures and maintains order in a fair and just manner.
22. Performs other duties, which may be in the scope of his/her employment and certification(s) as may be assigned by the Superintendent of Schools under the authority of the Board of Education.

**Evaluated by:**

Superintendent of Schools according to Board of Education policy.

**Terms of Employment**

12 Month Position

**Date of Approval/Adoption by Sayreville Board of Education:** May 16, 2017

**D – VISION 2030: PERSONNEL****Discussion Item: Committee Report****Approval of Leave Requests and Modifications**

12. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the leaves of absence and modifications for school year 2016-17 as listed below. *Any changes made to previous approved dates are in **bold** type.*

<b>Staff</b>	<b>Position</b>	<b>Department or School</b>	<b>Type of Leave of Absence</b>	<b>Dates</b>
McCarthy, Marie	Special Education Teacher	SMS	Maternity	Extension 04/03/2017 through <b>06/30/2017</b>
Najjar, George	Health/Physical Education Teacher	Eisenhower Elementary School	Disability	Extension 03/16/2017 through <b>06/30/2017</b>

**Approval of New Hires and Modifications**

13. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the employment of the following personnel (Certificated) for school year 2017-18 at the salaries and assignments indicated below.

<b>Name</b>	<b>Location</b>	<b>Assignment</b>	<b>2017-18 Salary</b>	<b>Effective Dates</b>
*Giaquinto, Eugene (New Position)	District	Assistant Business Administrator	\$75,000	07/01/2017 through 06/30/2018

**Approval of Substitutes**

14. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the employment of the following (Certificated) personnel for school year 2016-17 and 2017-18 at the salaries and assignments indicated below.

<b>Name</b>	<b>Position</b>	<b>Pay Rate</b>	<b>Effective Date</b>
Cardoso, Rana	Substitute Teacher	\$85 per day	May 17, 2017
Cowan-Smith, Jouette	Substitute Teacher	\$95 per day	May 17, 2017
Fisher, LaShea	Substitute Teacher	\$85 per day	May 17, 2017
Kirkman, Christine	Substitute Teacher	\$85 per day	May 17, 2017
Reed, Delila	Substitute Teacher	\$85 per day	May 17, 2017
Ruzanski, Briana	Substitute Teacher	\$85 per day	May 17, 2017

15. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the employment of the following support personnel to the (Non-Certified) substitute list for school year 2016-17 and 2017-18.

Reyes, Claribel

**Approval of Coaches for the Sayreville Special Olympics Unified Sports Program**

16. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the staff members indicated below to work in the Sayreville Special Olympics Unified Sports Program from May 17, 2017 until June 16, 2017. Salaries will be offset from the FY 17 IDEA Grant Account 20-250-100-101-99.

<b>Name</b>	<b>School</b>	<b>Position</b>	<b>Season</b>	<b>Stipend</b>
Jessica Kelly	Arleth	Teacher/Advisor	2016-17 SY	\$1,000
Kara Duffy	Arleth	Coach	Summer Track and Field	\$1,000
Rachel Gelfand	Arleth	Coach	Summer Track and Field	\$1,000
Alyssa Garnett	Arleth	Coach	Summer Track and Field	\$1,000
Dana Giorgianni	Samsel	Teacher/Advisor	2016-17 SY	\$1,000
Amanda Wilkes	Samsel	Coach	Summer Track and Field	\$1,000
Vincent Mistretta	Samsel	Coach	Summer Track and Field	\$1,000
Eric Hall	SMS	Teacher/Advisor	2016-17 SY	\$1,000
Merritt Hoadley	SMS	Coach	Summer Track and Field	\$1,000
Marcus Ivy	SMS	Coach	Summer Track and Field	\$1,000
Deanna Loch	SWMHS	Teacher/Advisor	2016-17 SY	\$1,000
Richard Tola	SWMHS	Coach	Summer Track and Field	\$1,000
Julianne Rehan	SWMHS	Coach	Summer Track and Field	\$1,000

**Approval of Staff for Summer Enrichment Program**

17. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the appointment of personnel to work during the Summer Enrichment Program, to be held from July 3, 2017 through August 3, 2017, at the hourly rate, the number of hours and total compensation indicated in Attachment D.

**Approval of Professional Days**

18. The Superintendent recommends and so moves the Board of Education of Sayreville to approve the following professional days at the amounts listed in addition to mileage at the employee's respective contractually negotiated rate.

<b>Name</b>	<b>Professional Day</b>	<b>Date</b>	<b>Registration Fee</b>
Glock-Molloy, Eric	Cybersecurity & Cyber Incident Awareness	05/24/17	Free
Waranowicz, Michael	Cybersecurity & Cyber Incident Awareness	05/24/17	Free