

WARREN HILLS REGIONAL BOARD OF EDUCATION

April 4, 2023

6:30 p.m. – Executive Session

7:15 p.m. Regular Meeting

A. Call to Order – Molly Fraumeni, President

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

Roll call was taken by Mrs. Donnamarie Palmiere. Members present were Joseph Bodenschatz, Christopher Cannavo, Alfred Coscia, Thomas Dufner, Molly Fraumeni, Jean Hansen, Lisa Marshall, Paula Merrill (leaves at 7:00 p.m.) and Corey Piasecki (arrives at 7:25 p.m.). Also present were Earl Clymer, Dennis Mack, Donnamarie Palmiere and Board Attorney, Marc Zitomer. Student Representative, Sydney White was present for the public meeting.

C. Executive Session- 6:32 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*
- 4) *Matters of Attorney/Client Privilege*
- 5) *Confidential Student 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.

Approval to go into Executive Session

Motion by Mrs. Hansen and seconded by Mrs. Marshall to go into Executive Session at 6:32 p.m. with full board consent.

D. Reconvene: 7:25 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, Oxford and Washington.

Pledge of Allegiance

Approval of Board Minutes

- March 14, 2023 Regular & Executive Session Meetings

Motion by Mrs. Hansen and seconded by Mr. Piasecki to approve the minutes of the March 14, 2023 Regular and Executive Session Meeting as amended.

MOTION: Jean Hansen		SECOND: Corey Piasecki		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz	X			
Alfred Coscia	X			
Thomas Dufner	X			
Jean Hansen	X			
Lisa Marshall	X			
Paula Merrill				X
Corey Piasecki	X			
Christopher Cannavo	X			
Molly Fraumeni	X			

E. Communications – Mr. Earl C. Clymer, III, Superintendent of Schools

Mr. Clymer reported that the board received an email from a parent of a student from Washington Township and Mr. Kavcak has responded.

F. Student Liaison Report – Sydney White

Ms. White reported that the students met with Mr. Barker and Mrs. Rader. Lunches have improved after their meeting with Maschio's. They discussed repainting of the arrows in the High School parking lots. They also discussed the NJSLA testing. Students participated in the blood drive today.

G. Superintendent's Report – Mr. Earl C. Clymer, III

- Mr. Zitomer to present BOE HIB Training
- Reminder - Spring Break Dates - April 6 - 14
- Robotics Competition
- *Anastasia*
- QSAC Visit March 27, 2023
- Lifelines (EmPower) meeting
 - 2 Administrative Meetings/Trainings
 - School Readiness Survey of approximately 30 Faculty & Staff
 - 2nd Admin meeting to review survey results

- 2022-2023 Scholar Athletes
 - NJSIAA - Gabriella Fama
 - Skyland Conference - Female - Lana Clesca
 - Skyland Conference - Male - Ryan Connelly
 - H/W/S Female - Kelly McDermott
 - H/W/S Male - Christopher Whitehead

H. Presenter(s):

Board of Education HIB Training - Mr. Marc Zitomer, Esq.

I. Goals:

Warren Hills Board of Education District Goals for 2022-2023:

District Goal 1: Provide resources to faculty, implement best practices and strategies with tiered systems of support focused on improving areas of weakness and enhancing areas of strength to increase student achievement in core content tested areas across the district under the New Jersey Student Learning Assessment (NJSLA) and the New Jersey Graduation Proficiency Assessment (NJGPA).

District Goal 2: To ensure best practices related to diversity, equity & inclusion within the WHRSD are followed in regards to hiring practices, curriculum implementation and policy development in collaboration with all school/community stakeholders and to share concerns and recommendations with appropriate committee(s) of the Board of Education.

District Goal 3: To create, implement and enhance established programs, provide resources, and offer support to students, parents, faculty & staff related to Mental Health Awareness in collaboration with local and state agencies, including but not limited to, the use of the Nurtured Heart Approach, the DREAMS Program and the Warren County Prosecutor's Office Restorative Justice program.

Warren Hills Board of Education Board Goal for 2022-2023:

1. Provide support to the administration, faculty and staff in the pursuit and achievement of the district goals.
2. Increase student presentations at Board of Education Meetings.

Under District Goal 1 – Testing has been completed and QSAC is also completed except for the facility walk-thru.

Under District Goal 3 - EmPower

I. Committee Reports

Committee	Date	Discussion
Finance, Facilities & Transportation		By Chair: Mr. Piasecki
Education, Policy & Technology	March 23, 2023	By Chair: Mr. Bodenschatz
Personnel & Student Activities	March 21, 2023	By Chair: Mrs. Marshall
Negotiations	April 3, 2023	By Chair: Mrs. Fraumeni

Mr. Bodenschatz reported that the Education, Policy & Technology committee met on March 23rd and had a discussion on class rank and the top ten students. They discussed recognizing more students for their achievements. Mrs. Marshall added that updated job descriptions were on the agenda.

Mr. Piasecki reported that Negotiations met on April 3rd to discuss future negotiations including items for discussion and clarification.

J. Old Business

None

K. New Business

Daryl Detrick will be speaking at the Warren County School Boards meeting on May 11th at Hawk Point.

L. Public Comment

Public comment shall be governed by the Board of Education Bylaw 0167 which is available on our website. There are two public comment opportunities. The first public comment is reserved for Action Items only, those items on the agenda the Board is voting on this evening. The second public comment is set aside for public comment on any school or school district issue that the public feels may be of concern to the residents of the school district. The first public comment is limited to three (3) minutes per person. The second public comment length is determined by the board as per policy. Before making a public comment, participants are to state their name, place of residence, and group affiliation if appropriate.

The Board will not respond to questions or comments until the initial public participation section of the agenda is complete. At that time, the Board or Administration will respond, as it sees fit, or it may defer responding, if at all, to a future meeting or to a response by written communication. The Board will then hear any additional comments that may come as a result of the Board's response. Participants may also be directed to follow the chain of command with the question or concern. While the Board will try to respond to as many questions or concerns as possible, participants who submit a multitude of questions should understand that it is unlikely that all of their questions will be answered and may be referred to further dialogue with the administration.

None

M. ACTION ITEMS

I. PERSONNEL

Motion by Mrs. Marshall and seconded by Mrs. Hansen to accept the recommendation of the Superintendent to approve and adopt motions I.1 through I.4, as amended and described below:

*1. Motion to approve/accept the following appointments / resignations / retirements as recommended by the Superintendent:

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	Jacqueline Arguello	Accept	Secretary - 12 month	\$43,070.00	MS	4-14-23	4-14-23	Resignation
2	Dawn Peluso	Approve	Substitute Teacher	\$130.00/day	District	4-17-23	6-30-23	Pending receipt of required paperwork
3	Constance Quinn	Approve	Substitute Teacher	\$130.00/day	HS	3-30-23	6-30-23	Pending receipt of required paperwork
4	Constance Quinn	Approve	Chemistry Teacher	\$76,268.00 Pro-Rated	HS	4-5-23	6-30-23	Long-Term Substitute Teacher
5	Kristin Ciborski	Approve	Paraprofessional	\$24.08/hour	MS	4-5-23	6-30-23	Increase from 4.5 hours/day to 5.75 hours/day
6	Jamie Young	Approve	Paraprofessional	\$26.98/hour	MS	4-5-23	6-30-23	Increase from 4.5 hours/day to 5.75 hours/day
7	Jonathan Carlile	Approve	Asst. Coach Baseball	\$3,000.00	MS	3-23-23	End of Season	ESSER II Pending receipt of required paperwork
8	Erica (Russell) Chesniak	Approve	Field Hockey Head Coach	\$7,404.00	HS	Start of Season	End of Season	Tier 3 - Step 3 Pending receipt of required paperwork
9	Madeline Call	Approve	Field Hockey Assistant Coach	\$4,302.00	HS	Start of Season	End of Season	Tier 3 - Step 1 Pending receipt of required paperwork

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

Code No.	Name	Position	Degree/Step/ # of Hours	Salary/Stipend	Location	Date Effective	Date Terminated	Discussion
1	Savannah Pels	5 hours of observation	N/A	N/A	MS	4-05-23	05-31-23	Under direction of WCCC and Nicholas Remondelli
2	Gia Vitale	4 hours of in-classroom observation	N/A	N/A	HS	4-05-23	5-31-23	Under direction of Kutztown University and Keith Dennison
3	Nick Bruno	in-classroom observation	N/A	N/A	HS	4-05-23	5-31-23	Under direction of The College of New Jersey and Timothy Zavacki

*3. Motion to approve the following medical / maternity leave of absence:

Code No.	Employee	Reason	Position	Location	Leave Start Date	Paid Days to be used	Unpaid FMLA Start Date	Unpaid NJFLA Start Date	Unpaid Leave without benefits	Return Date	Discussion
1	68473750	Maternity Leave/ Child Care Leave	Math Teacher	HS	on or about 08-24-23	31	on or about 10-9-23	on or about 10-9-23	N/A	on or about 1-8-24	
2	18541912	Maternity Leave/ Child Care Leave	Guidance	HS	on or about 8-24-23	7	9-5-23	9-5-23	N/A	on or about 10-16-23	
3	50259233	Maternity Leave/ Child Care Leave	School Nurse	HS	on or about 05-1-23	20	8-24-23	8-24-23	11-30-23	on or about 03-1-24	

*4. Motion to approve the following Job Descriptions, per the recommendation of the Superintendent:

- Athletic Coach - Attachment "A"
- Curriculum Supervisor - Attachment "B"
- Paraprofessional - Attachment "C"

Approval of Personnel Motions

MOTION: Lisa Marshall		SECOND: Jean Hansen		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz	X			
Alfred Coscia	X		#1 Code 3 & Code 4	
Thomas Dufner	X			
Jean Hansen	X			
Lisa Marshall	X			
Paula Merrill				X
Corey Piasecki	X			
Christopher Cannavo	X			
Molly Fraumeni	X			

II. EDUCATION AND POLICY

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

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

MS – 2022-2023 - 036
 HS - 2022-2023 — ~~010, 011~~

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

Code	Requested by:	Trip	Board of Education Cost	Discussion
1	Cedric Hickerson	Moravian University & WCCC	Transportation	Juniors - College Tours
2	Margaret Devine Kevin Horn	North Hunterdon High School Annandale NJ	Transportation	Warren - Hunterdon Academic Meet Competition
3	Jacqueline Solecitto Laura Muroski	Clean Ocean Action Summit, Highlands NJ	Transportation & \$100 Deposit that is returned	G&T 7 and Science 8
4	Adam Slack Scott Mosher	Stabler Arena 124 Goodman Drive Bethlehem PA	Transportation	US Robotics
5	Adam Slack Mark Smith	Kentucky Exposition Center 937 Phillips Lane Louisville KY 40209	Transportation, Meals, Lodging, NASP IBO & NASP Bullseye Registration Fees	NASP Archery Team
6	Heather Heslin	High School	Transportation	MD Students
7	Jeremy Willis - Aaron Feldman	Yankee Baseball Game Yankee Stadium, NY	N/A	HS Baseball Coaches/Players Diamond Booster Club
8	Patricia Smith	Rutgers School of Environmental Biological Sciences 65 Sheepfold Lane New Brunswick NJ	Transportation	FFA Spring CDE's

Approval of Education & Policy Motions

MOTION: Scott Bodenschatz		SECOND: Lisa Marshall		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz	X			
Alfred Coscia	X			
Thomas Dufner	X			
Jean Hansen	X			
Lisa Marshall	X			
Paula Merrill				X

Corey Piasecki	X			
Christopher Cannavo	X			
Molly Fraumeni	X			

III. BUDGET AND FINANCE

Motion by Mr. Piasecki and seconded by Mrs. Hansen to accept the recommendation of the Superintendent to approve and adopt motions III. 1 through III. 14 as amended and described below:

*1. The Warren Hills Regional Board of Education approves the February, 2023 Board Secretary and Treasurer's Report as follows:

BE IT RESOLVED that the Board Secretary, pursuant to N.J.A.C. 6A:23A-16.10(c)3, does hereby certify that as of the date of this report, no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(a);

BE IT FURTHER RESOLVED that the Warren Hills Regional Board of Education accepts the monthly financial report of the Secretary and the Treasurer for the month of February, 2023; in compliance with N.J.A.C. 6A:23A-16.10(c)4, that the Board of Education certifies that no major account has been over expended 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.

*2. Motion to approve the bill list for the period March 14, 2023 through April 4, 2023, in the amount of \$3,086,186.77.

*3. Motion to approve Student Activities bill list for the period February 1, 2023 through February 28, 2023 in the amount of \$8,900.21.

*4. Motion to approve Athletic bill list for the period February 1, 2023 through February 28, 2023 in the amount of \$3,910.00.

*5. Motion to approve transfers in the amount of \$477,756.58 for the month of February, 2023.

*6. Motion to approve the following Special Education Tuition Contract for the 2022-2023 regular school year:

Student	School	Amount	Aide	Effective
2825760871	Green Brook Academy	\$26,537.49 (\$465.57 per diem)	N/A	3/20/23-6/21/22
3501662512	Hunterdon Preparatory School	\$19,419.85 (\$329.15 per diem)	N/A	3/14/23-6/13/23
1693675379	Warren Glen Academy	\$15,452.50 (\$309.05 per diem)	N/A	3/28/23-6/19/23

*7. Motion to approve Home/Bedside Instruction Agreement with Saint Clare's Hospital for Student #4501220283, commencing March 24, 2023 until further notice, in the amount of \$55.00 per hour for a total of 5 hours per week.

*8. Motion to approve Home/Bedside Instruction Agreement with LearnWell for Student #2106117896, commencing March 30, 2023 until further notice, in the amount of \$55.50 per hour for a total of 10 hours per week and an additional 33% for administrative and preparation costs.

*9. Motion to approve the Warren Hills Regional Board of Education to join the Sussex County Educational Services Commission as a member district effective July 1, 2023.

WHEREAS the Warren Hills Regional Board of Education will receive member rates as attached, as needed, effective July 1, 2023,

THEREFORE, BE IT RESOLVED that the Warren Hills Regional Board of Education will serve as a representative to Sussex County Educational Services Commission and Business Administrator, Donnamarie Palmiere, will serve as the alternate representative, effective July 1, 2023.

*10. Motion to approve the closing of the escrow account for the John N. Lee Memorial Scholarship as per the wishes of the family representative, Joanne D. Lee of Washington, NJ.

*11. The Warren Hills Regional Schools Board of Education authorizes Design Resources Group Architects, AIA, Inc. of 270 Davidson Avenue, Suite 303., Somerset, NJ 08873, to make any required updates, as required by NJDOE, to the district's LRFP and to make any subsequent project submissions (including but not limited to: Rod Grants, project

applications, schematic drawings, educational specifications, etc.) to the New Jersey Department of Education on behalf of the Warren Hills Regional School Board of Education for the following projects:

Warren Hills Regional Board of Education Building - AHU replacement
 Warren Hills Regional Excel Building - Boiler Replacement
 Warren Hills Regional Middle School – HVAC upgrades
 Warren Hills Regional High School – Boilers, HVAC upgrades & UV replacement

*12. Motion to accept the FFA FY 2023 Case Grant in the amount of \$3,545.35.

*13. Motion to submit the FY 2023 NJSIG Safety Grant in the amount of \$2,100.00 to be used for Security & Building updates.

*14. Motion to accept, with gratitude, the following donations from Terry Lawton, pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS:

Student Activity Scholarship Account	\$100.00
Student Activity Band Account	\$ 50.00

Approval of Budget & Finance Motions

MOTION: Corey Piasecki		SECOND: Jean Hansen		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz	X			
Alfred Coscia	X			
Thomas Dufner	X			
Jean Hansen	X			
Lisa Marshall	X		# 7	
Paula Merrill				X
Corey Piasecki	X			
Christopher Cannavo	X			
Molly Fraumeni	X			

O. Public Comment
 None

P. Second Executive Session 8:15 p.m.

Motion by Mrs. Marshall and seconded by Mr. Piasecki to go into Executive Session at 8:15 p.m. with full board consent.

Reconvene: 8:45 p.m

Additional Resolutions

*Motion by Mrs. Marshall and seconded by Mr. Cannavo to approve the following resolution:

Resolved, that the Board affirms the finding of HIB in case number HS 2022-23-02 heard during this evening's closed session; and

Be it further resolved that the parents shall be provided with a written decision along with information about their right of appeal.

MOTION: Lisa Marshall		SECOND: Chris Cannavo		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz	X			
Alfred Coscia	X			
Thomas Dufner	X			
Jean Hansen	X			
Lisa Marshall	X			
Paula Merrill				X
Corey Piasecki	X			
Christopher Cannavo	X			
Molly Fraumeni	X			

*Motion by Mrs. Hansen and seconded by Mrs. Marshall to approve the following resolution:

Resolved, that the Board affirms the finding of HIB in case number HS 2022-23-04 heard during this evening's closed session; and

Be it further resolved that the parents shall be provided with a written decision along with information about their right of appeal.

MOTION: Jean Hansen		SECOND: Lisa Marshall		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz	X			
Alfred Coscia	X			
Thomas Dufner	X			
Jean Hansen	X			
Lisa Marshall	X			
Paula Merrill				X
Corey Piasecki	X			
Christopher Cannavo	X			
Molly Fraumeni	X			

Q. Adjournment 8:49 p.m.

Approval to Adjourn

Motion by Mrs. Hansen and seconded by Mrs. Marshall to adjourn at 8:49 p.m. with full board consent.

Respectfully submitted,

Donnamarie Palmiere
Business Administrator/Board Secretary

TITLE: ATHLETIC COACH

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate or eligibility* or County Substitute Certificate**
2. Minimum experience as determined by the board
3. Demonstrated knowledge of the sport, sports training and conditioning, injury prevention and management and the principles of human growth and development
4. Ability to maintain a positive learning environment and high standards of conduct for athletes
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**Current employment by a board of education is required if coaching or instruction will take place during any part of the school day including recess.*

*** Upon approval of the executive county superintendent, a holder of a county substitute certificate may be employed for a designated sports season.*

REPORTS TO: ~~Athletic Director/Principal~~ Director of Athletics & Student Activities

SUPERVISES: All team members

JOB GOAL:

To provide leadership in the development and improvement of the sport program by developing athletes' knowledge, skills, sportsmanship, and motivation to excel.

PERFORMANCE RESPONSIBILITIES:

Coaching/Athletic Events

1. Coach individual participants in the skills necessary for success in the sport involved.
2. Assumes responsibility for team members under his/her supervision; promotes good sportsmanship and enforces all rules and regulations.
3. Complies with board-adopted emergency medical procedures for all practice sessions and competitive levels.
4. Assumes responsibility for the selection of team members and verifies their eligibility according to established physical and academic requirements of eligibility for participation in each sport;
5. Plans and schedules a regular program of practice in season and attends all contests of the assigned sport.
6. Oversees the safety conditions of the facility or area in which the assigned sport is conducted at all times that students are present.
7. Assumes responsibility for all team equipment during practice and contests and assists in the distribution and collection of athletic gear.

Administrative

1. Assists the athletic director in making arrangements for athletic competitions and related transportation.
2. Recommends the purchase of equipment, supplies and uniforms as appropriate.
3. Obtains written parent permission for students to participate and files team member records with the athletic director.
4. Assists the athletic director in the preparation and administration of the athletic program budget; prepares

a budget for the assigned sport.

1. Upholds and enforces school rules, administrative regulations and board policy and all NJSIAA rules and regulations governing sports.
2. Performs other duties which may be within the scope of his/her employment and certification as may be assigned.

TERMS OF

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

ANNUAL

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

Approved by:

Date:

Revised:

LEGAL REFERENCES:

<u>N.J.S.A. 2A:62A-6</u>	Athletic officials; immunity
<u>N.J.S.A. 5:17</u>	Athletic code of conduct, permitted, youth sports events defined
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:25-2</u>	Authority over pupils
<u>N.J.S.A. 18A:26-2</u>	Certificates required; exception
<u>N.J.S.A. 18A:27-1</u>	Appointment of teaching staff members; vote required
<u>N.J.S.A. 18A:27-2</u>	Employment without certificate prohibited
<u>N.J.S.A. 18A:27-4</u>	Power of boards of education to make rules governing employment of teacher, etc.; employment there under
<u>N.J.A.C. 6A:7</u>	Managing equality and equity in education
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
<u>See particularly:</u>	
<u>N.J.A.C. 6A:9-5.19</u>	Athletics personnel
<u>N.J.A.C. 6A-16</u>	Programs to support student development
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 6A:32-9</u>	Athletic Procedures

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

Krupp v. Bd. of Ed. of the Union County Reg. H.S. District #1, 278 N.J. Super. 31 (App. Div. 1994)

McLouglin V. Bd. of Ed. of the Twp. of Middletown, 96 N.J.A.R. 2d. (EDU) 466, aff'd St. Bd. 97 N.J.A.R. 2d (EDU) 250

WARREN HILLS REGIONAL

Attachment B

TITLE: CURRICULUM SUPERVISOR

QUALIFICATIONS:

1. Valid New Jersey Supervisor Certificate and teaching certificate in one or more of the assigned curriculum areas.
2. Minimum experience and education as determined by the board.
3. Demonstrated educational leadership.
4. Ability to maintain a positive learning environment and high standards for students.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: ~~Director of Curriculum and Instruction~~ Superintendent and/or Designee

SUPERVISES: Assigned teaching staff

JOB GOAL:

To provide leadership in the development, implementation and coordination of the district's curriculum with the standards required by the State of New Jersey in order to develop the knowledge and skills that are conducive to lifelong learning.

PERFORMANCE RESPONSIBILITIES:

Administrative

1. Provides leadership in the development of the 7-12 instructional program and achievement of state core curriculum content standards and district goals and objectives.
2. Works cooperatively with teachers in planning and providing a comprehensive educational program.
3. Reviews lesson plans and/or curriculum maps to ensure that they are prepared in a timely fashion and implement the curriculum required by the State and approved by the Board of Education.
4. Prepares and administers the departmental budgets and requisitions program supplies and equipment, and educational materials.
5. Facilitates vertical and horizontal articulation opportunities.

~~6.~~

Operations

1. Supervises the care, maintenance and storage of all equipment, supplies and educational materials and maintains a current inventory.
2. Promotes good school-community relations and support through effective communication regarding the district's programs. As assigned, makes presentations and provides programs in order to keep the community informed.
3. Upholds and enforces school rules, administrative regulations and board policy.
4. Performs other duties which may be within the scope of his/her employment and certification as may be assigned.

Move to p. 2 as indicated.

Personnel

1. Provides leadership in the selection, assignment and evaluation of appropriate staff.
2. Schedules and facilitates curriculum meetings and encourages staff to participate in professional development opportunities.
3. Attends relevant meetings and workshops to develop and maintain professional competence, and communicates information gleaned at these meetings to other staff.
4. Serves as a resource to assigned staff.

*

TERMS OF

EMPLOYMENT:

Salary and work year to be determined by the board of education.

ANNUAL

EVALUATION:

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

Approved by:

Date:

Revised:

* Performs other duties as assigned by The Superintendent within the scope of his/her Employment and Certification

LEGAL REFERENCES:

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

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

N.J.S.A. 18A:6-10

Dismissal and reduction in compensation of persons under tenure in public school system

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

Physical examinations; requirement

N.J.S.A. 18A:25-2

Authority over pupils

N.J.S.A. 18A:26-1

Citizenship of teachers, etc.

N.J.S.A. 18A:26-1.1

Residence requirement prohibited

N.J.S.A. 18A:26-2

Certificates required; exception

N.J.S.A. 18A:27

Employment and contracts

N.J.S.A. 18A:28-3

No tenure for noncitizens

N.J.S.A. 18A:28-5

Tenure of teaching staff members

N.J.S.A. 18A:28-8

Notice of intention to resign required

N.J.A.C. 6A:7

Managing equality and equity in education

N.J.A.C. 6A:9

Professional licensure and standards

See particularly:

N.J.A.C. 6A:9-3

Professional standards for teachers and school leaders

N.J.A.C. 6A:9-5

General certification policies

N.J.A.C. 6A:9-8

Requirements for instructional certificate

N.J.A.C. 6A:9-9

Instructional certificates

N.J.A.C. 6A:9-12.3

Authorization

N.J.A.C. 6A:9-12.6

Supervisor

N.J.A.C. 6A:9-14

Acting administrators

N.J.A.C. 6A:9-15

Required professional development for teachers

N.J.A.C. 6A:9-16

Required professional development for school leaders

N.J.A.C. 6A-16

Programs to support student development

N.J.A.C. 6A:32-4

Employment of teaching staff

N.J.A.C. 6A:32-4.4

Evaluation of tenured teaching staff members

N.J.A.C. 6A:32-4.5

Evaluation of nontenured teaching staff members

N.J.A.C. 6A:32-5.1

Standards for determining seniority

N.J.A.C. 6A:32-6

School employee physical examinations

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

WARREN HILLS REGIONAL

TITLE: PARAPROFESSIONAL**QUALIFICATIONS:**

1. High School Diploma; successful completion of Paraprofessional praxis test; college-level coursework in education or related field*
2. Minimum experience as determined by the board
3. Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities
4. Good oral and written communication skills
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status

*In programs funded with federal Title I funds, or in district-wide Title I districts, all paraprofessionals (teaching assistants) hired after January 8, 2002 must complete at least two years of college, obtain an associate's degree or higher, or pass an evaluation to demonstrate the knowledge and ability to assist in teaching reading, writing, and math.

REPORTS TO:*Supervisor*~~Director~~ of Special Education/Classroom Teacher**SUPERVISES:**

Assists in the supervision of classroom activities under the direction and supervision of the certified classroom teacher, Director of Special Education, principal or other designated certified personnel.

JOB GOAL:

To promote the achievement of students' educational goals and learning objectives by providing supplemental and clerical services to assist the classroom teacher.

PERFORMANCE RESPONSIBILITIES:

1. Assists the classroom teacher in the delivery of an effective instructional program.
2. Works with individual students or small groups of students to reinforce learning of material or skills introduced by the teacher.
3. Operates and cares for equipment used in the classroom for instructional purposes.
4. Helps students master equipment or instructional materials assigned by teacher.
5. Distributes and collects workbooks, papers and other materials for instruction. Checks notebooks, corrects papers, monitors testing and make-up work, as assigned by the teacher.
6. Guides independent study, enrichment work, and remedial work assigned by the teacher.
7. Assists with the supervision of students during emergency drills, assemblies, play periods and field trips.
8. Helps the teacher to plan and maintain bulletin board and other classroom learning displays.
9. Reads to students, listens to students read, and participates in other forms of oral communication with students.
10. Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
11. Performs clerical duties related to the instructional program including attendance reports, collection

of money, duplication of materials, and distribution and return of notices to home.

12. Helps ~~very young~~ students with their clothing, snack time routine, and toileting activities.
13. Participates in in-service training as assigned
14. Reinforce student behavioral objectives, as per the IEP.
15. Reinforce student academic objectives, as per the IEP.
16. Assist with arrival and dismissal of students in the classroom. Assure that they are in place and ready to learn when the starting bell rings.
17. Monitor and escort students as needed from place to place during the school day as indicated by the classroom teacher or CST.
18. Assist students in daily classroom routines, distribute materials, and collect materials at the beginning and end of each period.
19. Prepare and duplicate materials needed for instruction when not involved in class activities as needed by the classroom teacher.
20. Assist with record maintenance, relating to BCBA tracking sheets and any other behavior logs, as directed.
21. Communicate via email with your students' case manager and/or primary teacher when questions or concerns arise.
22. If a parent approaches you as a paraprofessional, ~~please~~ refer them to the teacher and/or case manager.
23. Performs other related duties as assigned.

Model Behavior

- Respect and maintain confidentiality of student interactions and records, as legally bound per the non-disclosure agreement signed by all paraprofessionals.
- Respect diverse personal and cultural backgrounds of students and staff.
- Maintain a positive rapport with students in your class.
- Effectively model appropriate problem solving and conflict resolution.
- Maintain a schedule of punctuality. Come to class on time and do not leave early. This includes monitoring lunch, physical education, and elective classes.
- Demonstrate a curiosity regarding instructional strategies as they relate to students. Participate in class activities to help engage your students.
- Follow the district dress code. Exceptions in some settings to be permitted at the supervisor's discretion.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the board of education.

**ANNUAL
EVALUATION:**

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

Approved by:

Date:

Revised:

LEGAL REFERENCES:

<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record; employee in regular contact with pupils, grounds for disqualification from employment
<u>N.J.S.A. 18A:16-1</u>	Officers and employees
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.A.C. 6A:9-7</u>	Paraprofessional approval
<u>N.J.A.C. 6A:14-4.1(e)</u>	General requirements
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations

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, Title I Part a, Section 1119;

Qualifications for teachers and paraprofessionals, 20 U.S.C.A. 6301 et seq.

Title I Paraprofessionals Draft Non-Regulatory Guidance, November 15, 2002