

WARREN HILLS REGIONAL BOARD OF EDUCATION

October 17, 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

Joseph Bodenschatz	Christopher Cannavo	Alfred Coscia
Thomas Dufner	Molly Fraumeni	Jean Hansen
Lisa Marshall	Paula Merrill	Corey Piasecki

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

**D. Reconvene:** 7:15 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**

- September 26, 2023 Regular & Executive Session Meetings

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

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

**F. Student Liaison Report** – Bailey E. Asbury

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

**H. Presenter(s):** Peer Leaders, Mrs. Giamoni - "Respect Week"

**I. Goals:**

**Warren Hills Board of Education District Goals for 2023-2024:**

District Goal 1:

Provide faculty & staff with resources, best practices and strategies and tiered systems of support through vertical articulation for grades 6&7 and 8&9. Analyses of common in-district assessments and standardized testing data will focus on increasing student achievement in Math and ELA on the New Jersey Graduation Proficiency Assessment (NJGPA).

District Goal 2:

To implement best practices and strategies to enhance the Culture and Climate of district school buildings in collaboration with local and state agencies, including but not limited to, in-house professional development programs, the District Mental Health Team (DMHT), SCAIP initiative, the Nurtured Heart Approach, the DREAMS Program and Restorative Justice techniques.

District Goal 3:

To implement strategies and tools to enhance and protect district technology data, information, and applications from emerging technology issues such as cybersecurity and the appropriate use of artificial intelligence in schools.

**Warren Hills Board of Education Board Goal for 2023-2024:**

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

**J. Committee Reports**

<b>Committee</b>	<b>Date</b>	<b>Discussion</b>
Finance, Facilities & Transportation	October 10, 2023	By Chair: Mr. Corey Piasecki
Education, Policy & Technology	October 10, 2023	By Chair: Mr. Scott Bodenschatz
Personnel & Student Activities	October 10, 2023	By Chair: Mrs. Lisa Marshall
Negotiations	No Meeting Held	By Chair: Mrs. Molly Fraumeni

**K. Old Business**

**L. New Business**

**M. 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.

## **N. Public Hearing on Superintendent Contract**

## **O. ACTION ITEMS**

### **I. PERSONNEL**

\*1. Resolved, that the Board hereby rescinds Mr. Clymer's current employment contract, with his approval, and enters into a new three-year employment contract for the term July 1, 2023 through June 30, 2026 at an initial annual salary of \$201,000.00 commencing on October 18, 2023. (Attachment A)

\*2. 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	Grace Ladd	Approve	Paraprofessional	\$28.23/hr Pro-rated	MS	Immediate upon submission of all paperwork	6-30-24	Aide HR BA - Step 2 - 5.75 hours/day - Pending receipt of required paperwork
2	John Henderson Jr	Approve	Substitute Custodian	\$16.25/hr	District	10-18-23	6-30-24	Pending receipt of required paperwork
3	Salvatore Montero	Approve	Teacher - Music	\$46.00/hr	HS	8-25-23	11-15-23	Percussion Instructor for Marching Band Rehearsals, Games and Competitions
4	Janice Swick	Approve	Licensed Professional Counselor	\$80,000.00 Prorated	Excel	10-18-23	6-30-24	Salary paid through ESSER Grant Funds
5	Kerry Briggs	Approve	Substitute Driver	\$27.00/hr	District	10-18-23	6-30-24	Pending receipt of required paperwork
6	Susan Clarke	Approve	Substitute Teacher	\$130.00/day	District	10-17-23	10-17-23	Terminate Substitute Teacher Status
7	Kelly Hayes	Approve	Secretary - Facilities	\$23.78/hr	District	8-10-23	6-30-24	Additional hours as needed
8	Jennifer Giamoni	Approve	Teacher	\$46.00/hr	HS	8-1-23	8-15-23	Peer Leader Training - not to exceed 15 hours
9	Alexandra Polakowski	Approve	Teacher	\$46.00/hr	HS	8-1-23	8-15-23	Peer Leader Training - not to exceed 15 hours
10	Christine Tybureczy	Approve	Chaperone - Archery	\$31.00/hr	HS	Start of Season	End of Season	2023-2024 School Year

\*3. 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	Ivan Podobed	Observation	N/A	N/A	HS	10-18-23	12-31-23	Under the direction of WCCC, C Kavcak & A Brown
2	Samantha Lopez	Observation	N/A	N/A	HS	10-18-23	12-31-23	Under the direction of WCCC, C Kavcak & C Flowers
3	Aleah Kita	Observation	N/A	N/A	HS	10-18-23	12-31-23	Under the direction of WCCC, C Kavcak & K Dennison

\*4. Motion to approve the following travel and conference requests:

Code	Name	Title	Location	Cost/Mileage	Date & Discussion
1	Craig Green	World Softball Coaches Convention	Mohegan Sun Uncausville CT	\$145.00 Registration, Mileage	January 12, 2024
2	Renee Smola	World Softball Coaches Convention	Mohegan Sun Uncausville CT	\$145.00 Registration, Mileage	January 12, 2024
3	Aaron Feldman	Annual Baseball Conference	Mohegan Sun Uncausville CT	\$175.00 Registration, Mileage	January 11-13, 2024
4	Vittoria Sigona	AENJ Conference 2023	Hyatt Regency New Brunswick NJ Rutgers University	\$225 Registration, Mileage	October 30-31, 2023
5	Margaret Devine	NJASL Annual Conference	Hard Rock Hotel Conference Center Atlantic City NJ	\$250 Registration, Mileage, Accommodations/Meals	December 3, 4, 5, 2023
6	David Sbriscia	NJAHPE Lake Conference	Johnsonburg Camp & Retreat Center Johnsonburg NJ	\$99 Registration, Mileage	October 17, 2023 Note: Title II Funds
7	Craig Green	NJAHPE Lake Conference	Johnsonburg Camp & Retreat Center Johnsonburg NJ	\$99 Registration, Mileage	October 17, 2023 Note: Title II Funds

8	Mark Smith	NJTEEA 2023 Conference	Rutgers University Conklin Hall 175 University Avenue Newark NJ 07103	\$175 Registration, Mileage	October 27, 2023
9	Timothy Zavacki	NJTEEA 2023 Conference	Rutgers University Conklin Hall 175 University Avenue Newark NJ 07103	\$175 Registration, Mileage	October 27, 2023
10	Heather Heslin	41st Annual Autism Conference	Harrah's Atlantic City Conference Center 777 Harrahs Blvd Atlantic City NJ 08401		No Cost to District - Funded by Greenwich Autism Alliance
11	Amanda Best	41st Annual Autism Conference	Harrah's Atlantic City Conference Center 777 Harrahs Blvd Atlantic City NJ 08401		No Cost to District - Funded by Greenwich Autism Alliance

\*5. Motion to approve the updated job description for the Confidential Administrative Assistant to the Superintendent and Business Administrator. (Attachment B)

\*6. 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	93637874	Family Medical Leave	Para-professional	MS	10-01-23	0	10-01-23	NA	NA	on or about 10-26-23	

## Approval of Personnel Motions

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

## II. EDUCATION AND POLICY

\*1. Motion to approve the **SECOND READ** of the following revised policies & regulations for inclusion in the district's policy manual, as recommended by the Education and Policy Committee and the Superintendent:

**P #1540 - Administrator Code of Ethics**

**P&R #5410 - Promotion & Retention**

\*2 Motion to approve the **FIRST READ** of the following revised policies & regulations for inclusion and removal in the district's policy manual, as recommended by the Education and Policy Committee and the Superintendent:

<b>P 1524</b>	<b>School Leadership Councils (Abolished)</b>
<b>P &amp; R 1642.01</b>	<b>Sick Leave (New)</b>
<b>P 2270</b>	<b>Religion in the Schools (Revised)</b>
<b>P &amp; R 2419</b>	<b>School Threat Assessment Teams (M) (New)</b>
<b>P 3161</b>	<b>Examination for Cause (Revised)</b>
<b>P &amp; R 3212</b>	<b>Attendance (M) (Revised)</b>
<b>P 3324</b>	<b>Right of Privacy (Revised)</b>
<b>P &amp; R 3432</b>	<b>Sick Leave (Abolished)</b>
<b>P 4161</b>	<b>Examination for Cause (Revised)</b>
<b>P &amp; R 4212</b>	<b>Attendance (M) (Revised)</b>
<b>P 4324</b>	<b>Right of Privacy (Revised)</b>
<b>P &amp; R 4432</b>	<b>Sick Leave (Abolished)</b>
<b>P &amp; R 5111</b>	<b>Eligibility of Resident/Nonresident Students (M) (Revised)</b>
<b>P &amp; R 5116</b>	<b>Education of Homeless Children and Youths (Revised)</b>
<b>P &amp; R 5460.02</b>	<b>Bridge Year Pilot Program (M) (Abolished)</b>
<b>P 6361</b>	<b>Relations With Vendors for Abbott Districts (Abolished)</b>
<b>P 8500</b>	<b>Food Services (M) (Revised)</b>
<b>P 8540</b>	<b>School Nutrition Programs (M) (Abolished)</b>
<b>P 8550</b>	<b>Meal Charges/Outstanding Food Service Bill (M) (Abolished)</b>

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

HS - 2023-2024 -003

MS - 2023-2024 - 0

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

Code	Requested by:	Trip	Board of Education Cost	Discussion
1	D Balas	Kean University 1000 Morris Avenue Union NJ	Transportation	Leadership Conference for DECA Leaders & Advisors
2	J Horber A Oakley G deBoer	Busch Campus Center 604 Bartholomew Rd Piscataway NJ 08854	Transportation	Garden State Scholastic Press Assoc Annual Fall Press Day
3	M Gurdineer C Yanoff M McGann	Rockaway Townsquare Mall 301 Mt Hope Ave Rockaway NJ 07866	Transportation	MD/AU Classes

Code	Requested by:	Trip	Board of Education Cost	Discussion
4	D Rokosny K Dennison	Richard J Hughes Justice Complex, Market Street, Trenton NJ	Transportation	AP US Government & Politics Class
5	N Nothnagel V Sigona J Russell A Polakowski J deBoer	Grounds for Sculpture 80 Sculptors Way Hamilton Twp NJ 08619	Transportation	Fine Art Department
6	A Eisner A Slack	Picatinny Arsenal 213 N-15 Wharton NJ 07885	Transportation	US First Robotics
7	A Eisner A Slack	Mt Olive High School 18 Corey Road Flanders NJ 07836	Transportation	US First Robotics
8	A Eisner A Slack	North Brunswick Twp HS 98 Raider Road North Brunswick NJ 08902	Transportation	US First Robotics
9	J Graf J Horber S Montero S Senesie	J Birney Crum Stadium 2027 Linden St Allentown PA 18104	Transportation	WHRSD Marching Band Registration Fee paid with sponsorship Funds

\*5. Motion to approve the School Self-Assessment Program to Determine Grades under the Anti-Bullying Bill of Rights Act and to submit the grades to the NJDOE. (Attachment C)

\*6. Motion to approve the following resolution for school bus emergency evacuation drills pursuant to the New Jersey Administrative Code (N.J.A.C. 6A:27-11.2):

**WHEREAS**, school administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school and;

**WHEREAS**, the school bus driver and bus aide shall participate in the emergency exit drills, and;

**WHEREAS**, drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity, and;

**WHEREAS**, drills shall be documented in the minutes of the local Board of Education at the first board meeting following the completion of the emergency exit drill;

So be it resolved that the Board of Education acknowledges that a school bus emergency evacuation drill was held on **OCTOBER 3rd, 2023** between 7:30 a.m. – 9:00 a.m. at the Warren Hills Regional Middle and High Schools. This drill was supervised by Robert Cacchio, Warren Hills Regional Middle School Assistant Principal, and Susan Rader, Warren Hills Regional High School Assistant Principal, and included the following bus routes: GST bus routes 1, 2, 5, 11, 17, 18, 19, 35, 40, 61SP, 62SP; Snyder Bus routes



Sh2, Sh3, Sh4, Sh6, Sh7, 1, 2, 3, 4, 6, 7, 9, 12, 13, 14AB, 15AB, 16, 20, 21, 22, 23, and 25SP, 26 & 27; Krapf Bus routes WH10, WH29 & WH8 and Shuttle.

### Approval of Education & Policy Motions

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

### III. BUDGET AND FINANCE

\*1. The Warren Hills Regional Board of Education approves the September, 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 revised monthly financial report of the Secretary and the Treasurer for the month of September, 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 September 27, 2023 through October 17, 2023, in the amount of \$4,090,933.62.

\*3. Motion to approve Student Activities bill list for the period September 1, 2023 through September 30, 2023 in the amount of \$3,249.11.

\*4. Motion to approve Athletic bill list for the period July 1, 2023 through September 30, 2023 in the amount of \$2,935.00.

\*5. Motion to approve Cafeteria bill list for the period of July 1, 2023 through September 30, 2023 in the amount of \$18,076.96.

\*6. Motion to approve transfers in the amount of \$430,888.84 for the month of September, 2023.

\*7. Motion to approve the 2024-2025 Budget Calendar. (Attachment D)

\*8. Be It Resolved, to approve a contract with Murray Paving and Concrete, LLC for JOC Contract No: #ESCNJ 18-19-66 under ESCNJ State Approved Coop #65MCESCCPS for supplemental work on Administration Building Parking Lot at a cost of \$32,130.27.

\*9. Be It Resolved, to approve a withdrawal from Capital Reserve for the supplemental work for the Administration Building Parking Lot in the amount of \$32,130.27.

\*10. Motion to accept, with gratitude, a donation 45 youth-size skirts valued at \$280.00 from Coleman Truline General Contraction for the Middle School Field Hockey Program pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

\*11. Motion to accept, with gratitude, the following donations from Future Streaks Basketball for High School Basketball Programs pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS:

Girls Basketball	\$2,000.00
Boys Basketball	\$2,000.00

\*12. Motion to approve the following Revised Special Education Tuition Contract for the 2023-2024 regular school year:

Student	School	Amount	Aide	Related Services	Effective
5611642836	Sussex County Ed Services Commission - Northern Hills Academy	\$53,945.00	\$14,527.5	\$4,022.30	9/7/23-6/30/24

## Approval of Budget & Finance Motions

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

### O. Public Comment

### P. Second Executive Session (If Necessary)

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

### Q. Adjournment \_\_\_\_\_ p.m.

### Approval to Adjourn

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

### \*Roll Call



PHILIP D. MURPHY  
Governor

TAHESHA L. WAY  
Lt. Governor

**State of New Jersey**  
DEPARTMENT OF EDUCATION  
Warren County Office of Education  
1501 Route 57  
Washington, New Jersey 07882  
Tele: (908) 689-0497  
Fax: (908) 689-1457

ANGELICA ALLEN-MCMILLAN  
Acting Commissioner

ROSALIE S. LAMONTE, PH.D.  
Interim Executive County  
Superintendent

October 2, 2023

Ms. Molly Fraumeni  
Warren Hills Regional Board of Education  
89 Bowerstown Road  
Washington, New Jersey 07882

Dear Ms. Fraumeni:

I have reviewed the employment contract for Earl Clymer, Superintendent, in accordance with N.J.S.A. 18A:7-8(j) and to determine compliance with the standards adopted by the Commissioner of Education at N.J.A.C. 6A:23A-3.1. Based upon my review, I have determined that those provisions of the contract subject to my review are in compliance with applicable laws and regulations. Therefore, I approve the contract for a period commencing on July 1, 2023 through June 30, 2026. The approved base salary will be \$56,574 for the period July 1, 2023 through October 17, 2023; \$140,829 for the period October 18, 2023, through June 30, 2024; \$207,000 for the 2024-2025 school year, and \$213,000 for the 2025-2026 school year.

If there are any changes to the terms of this contract, you will need to submit it to the Warren Executive County Superintendent, for review and approval prior to the required public notice and hearing of such changes.

Kindly submit a copy of the signed contract once it is executed.

Sincerely,

A handwritten signature in blue ink that reads "Rosalie S. Lamonte".

Rosalie S. Lamonte, Ph.D.  
Interim Executive County Superintendent

RSL:kmd  
c: Earl Clymer, Superintendent  
Donnamarie Palmiere, School Business Administrator

**EMPLOYMENT CONTRACT**  
**SUPERINTENDENT OF SCHOOLS**

**THIS EMPLOYMENT CONTRACT** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023 by and between the **WARREN HILLS BOARD OF EDUCATION**, County of Warren, with offices located at 89 Bowerstown Road, Washington, New Jersey (hereinafter referred to as the "Board"), and Earl C. Clymer, III (hereinafter Mr. Clymer or "the Superintendent").

**WHEREAS**, the Board and Mr. Clymer are parties to an employment contract dated July 1, 2019 through June 30, 2024; and

**WHEREAS**, the parties have mutually agreed to rescind that contract and enter into a new three (3) year contract retroactive to July 1, 2023; and

**WHEREAS**, the Board and Mr. Clymer wish to embody in this contract the terms and conditions of their new agreement;

**NOW, THEREFORE**, the Board and Mr. Clymer for the consideration herein specified, agree as follows:

**1. EMPLOYMENT TERM**

The Board, in consideration of the promises herein contained hereby employs, and the Superintendent hereby accepts employment as Superintendent, for a term commencing July 1, 2023 and ending June 30, 2026.

**2. CERTIFICATION**

Mr. Clymer represents that he possesses all appropriate certification required to serve in the position of Chief School Administrator in the State of New Jersey. The Parties hereto agree that in the event the Superintendent's certification is permanently revoked, all provisions of this Employment Agreement shall be

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E.C.-\_\_\_\_\_

M.F. \_\_\_\_\_

null and void as of the date of the revocation, and if the Superintendent is lawfully precluded from performing his duties by any Judgment, Order or direction of any court of competent jurisdiction or the Commissioner of Education, all provisions of this Employment Agreement shall terminate and the Superintendent's employment shall cease.

### **3. SUPERINTENDENT RESPONSIBILITIES**

In consideration of the employment, salary and fringe benefits established hereby, the parties hereby agree to the following duties, including, but not limited to:

A. The Superintendent shall be the chief executive and administrative officer of the Board and shall have general supervision over all aspects, including fiscal operations and instructional programs of the district. He shall faithfully perform the duties of Superintendent in accordance with the Laws of the State of New Jersey, Regulations adopted by the State Board of Education, existing Board Policies and those which are adopted by the Board from time-to-time. The specific job description adopted by the Board, applicable to the position of Superintendent, and which may be amended by the Board from time to time, is incorporated by reference into this Contract and shall be followed by the Superintendent.

B. To devote his full time, skills, labor and attention to this employment during the term of this contract. Should the Superintendent wish to engage in any outside employment, the prior written permission of the Board is required.

C. To carry out the duties as may be assigned to him by the Board pertaining to the office of Superintendent and to make reports to the Board as may be required. While the Board does not intend to do so, if it substantially and materially increases the duties of the Superintendent by assigning him the duties or responsibilities of another position or title, the parties agree to engage in good faith discussions regarding additional compensation for the increased workload. Any additional compensation shall be reflected in an addendum to this contract and such addendum shall be subject to Executive County Superintendent approval.

D. The Superintendent shall attend regular and special meetings of the Board without additional compensation and any other committee meetings and/or other meetings which are relevant to his job function. These meetings may be scheduled in the early weekday mornings and/or evenings and in special situations, on weekends.

E. The Superintendent shall attend those county, regional and State meetings that are necessary for him to keep informed of current matters affecting the Board.

**4. COMPENSATION**

- For the 2023-24 school year, the Board shall pay the Superintendent an annual salary of Two Hundred and One Thousand dollars (\$201,000.00) which shall not be retroactive to July 1, 2023, but shall commence upon the approval of this contract by the Board and shall be prorated for the balance of the school year.
- For the 2024-25 school year the Board shall pay the Superintendent an annual salary of Two Hundred and Seven Thousand dollars (\$207,000.00).
- For the 2025-26 school year the Board shall pay the Superintendent an annual salary of Two Hundred and Thirteen Thousand dollars (\$213,000.00).

The annual salary rate shall be paid to the Superintendent in accordance with the schedule of salary payments in effect for other administrative staff (24 pay periods during calendar year). Any adjustment to the Superintendent's compensation is subject to the review and approval of the Executive County Superintendent.

E.C. \_\_\_\_\_

M.F. \_\_\_\_\_

5. VACATION LEAVE

The Superintendent shall be granted twenty (20) vacation days annually, all of which shall be available to the Superintendent on July 1<sup>st</sup> of each year, but shall be considered earned on a monthly pro-rata basis. Except as otherwise provided in the holiday leave section, the spring recess and winter recess do not constitute time off for the Superintendent unless he uses his vacation or personal time. The Superintendent may carry over his unused vacation days from one year to the next. Except in the Superintendent's final year of employment, any unused carry over vacation days not utilized by June 30 of the next school year are forfeited. During summer recess, the Superintendent shall use discretion and notify in writing the Board President and Business Administrator of the vacation schedule.

Upon separation from employment, the Superintendent shall be paid for up to twenty (20) unused, earned accumulated vacation days. The per diem rate for unused vacation days shall be calculated as 1/260<sup>th</sup> of the Superintendent's final salary. The Board shall make any such payment within thirty (30) days after the Superintendent's last day of employment. In the event of the Superintendent's death, payment for his unused accumulated vacation days shall be made to his estate.

The Board, through its Business Administrator, shall be responsible for maintaining written documentation of the Superintendent's earned, used and accrued vacation days. The Board President and Superintendent shall periodically review the Superintendent's leave record to ensure its accuracy.

In accordance with N.J.S.A. 18A:30-9.1, vacation days not taken in a given year because of duties directly related to a state of emergency declared by the Governor may accumulate at the discretion of the Board pursuant to a plan established by the Board until such time as the Superintendent uses the accumulated vacation.



6. **HOLIDAYS**

The Superintendent shall be entitled to the following paid holidays

Independence Day  
Labor Day  
NJEA Convention Day (1 Day)  
Thanksgiving (2 Days)  
Winter Holiday (3 Days)  
Christmas Day (1 Day)  
New Years Day  
Martin Luther King Day  
Presidents' Day Holiday  
Good Friday  
Spring Holiday (3 Days)  
Memorial Day  
Open Holidays (1 Day)

7. **SICK LEAVE**

The Superintendent shall be granted twelve (12) days sick leave annually. The unused portion of such leave, at the end of each school year, shall be cumulative. Upon retirement from a State or locally administered retirement system and so long as the Superintendent has at least ten (10) years of service in the District, the Board shall pay the Superintendent for accumulated, unused sick days at his per diem rate in the final year of his contract up to a maximum of Fifteen Thousand Dollars (\$15,000.00). Accumulated unused sick leave compensation shall not be paid to the Superintendent's estate or beneficiaries in the event of death prior to retirement. Any payment due to the Superintendent hereunder shall be made within thirty (30) days of his last day of employment.

8. **PERSONAL LEAVE**

The Superintendent shall be granted five (5) days of absence for personal matters which require absence during school hours, to be used at the Superintendent's discretion upon prior oral or written notice to the Board President. Up to three (3) unused personal days shall convert to sick days at the conclusion of each school year, subject to 18A: 30-7. All other unused personal days shall be forfeited.

E.C. \_\_\_\_\_

M.F. \_\_\_\_\_

9. **BEREAVEMENT LEAVE**

The Superintendent shall be entitled to the following leave with pay per incident: (i) five (5) days will be granted in case of the death of the Superintendent's immediate family, which, for purposes of this Contract shall include the following: husband, wife, child, father, mother, domestic partner/civil union partner and any other member of the immediate household. (ii) three (3) days will be granted for the death of the Superintendent's brother, sister, father-in-law, mother-in-law. (iii) two (2) days will be granted in case of the death of the Superintendent's brother-in-law, sister-in-law, grandchild, grandparent.

10. **HEALTH INSURANCE**

The Board shall provide, as part of the Superintendent's compensation, the following health insurance and the Superintendent shall contribute to the cost of same in accordance with law.

A. **Major Medical/Hospitalization.** The Board shall provide the Superintendent a medical insurance program with full family coverage under the School Employees Health Benefits program or equivalent provided by the Board.

B. **Dental Care.** The Board shall provide the Superintendent a dental insurance program with full family coverage through the dental plan provided by the Board.

C. **Co-pays & Deductibles.** The Superintendent shall be responsible for all co-pays and deductibles for the health and prescription coverage set forth in #1-2, supra.

11. **JOB RELATED EXPENSES**

The Board shall reimburse the Superintendent for business related mileage in accordance with the NJOMB Circular and board policy.

**12. REIMBURSEMENT FOR PROFESSIONAL DUES, CONFERENCES AND WORKSHOPS**

- A. The Board shall pay for the Superintendent's annual dues in the New Jersey Association of School Administrators and American Association of School Administrators; and for other professional development related to his position in the District. Such other professional development costs shall be subject to prior Board approval. The Superintendent shall follow Board policy in supplying the necessary documentation for reimbursement.
- B. The Superintendent may attend the New Jersey School Boards Annual Workshop, as well as, one annual conference sponsored by New Jersey Association of School Administrators, provided that attendance at such conference(s) do not interfere with his duties as Superintendent. Subject to prior approval of the Board, the Superintendent may attend such other conferences, seminars and workshops as are related to his position in the District and which are deemed to be fiscally prudent. The Board shall grant the Superintendent professional release time to attend same. If approved, all such reasonable conference costs shall be reimbursed subject to the provisions of N.J.S.A. 18A:11-12 and the OMB circulars and regulations. Reimbursement shall occur only upon presentation of a duly executed voucher with supporting documentation and a report to the Board.
- C. The Superintendent may subscribe to appropriate educational and/or professional publications within the limit set in the annual budget.

**13. DISABILITY INSURANCE REIMBURSEMENT**

The Board shall reimburse the Superintendent, annually in an amount up to one thousand five hundred dollars (\$1,500.00) for his payment of premiums towards a disability insurance policy.

E.C. \_\_\_\_\_

M.F. \_\_\_\_\_

14. **CELL PHONE & LAPTOP**

The Board shall provide the Superintendent with a laptop and cell phone for school district use. Incidental personal use shall be permitted.

15. **INDEMNIFICATION**

The Board shall defend, hold harmless and indemnify the Superintendent in accordance with the applicable State Law.

16. **ANNUAL EVALUATION**

A. **District Goals and Objectives.** Within sixty (60) days of the execution of this contract, or on a mutually acceptable date, the parties shall meet to establish the district's goals and objectives for the ensuing school year. Said goals and objectives shall be reduced to writing and shall be among the criteria by which the Superintendent is evaluated, as hereinafter provided. On or prior to August 1<sup>st</sup> of each succeeding school year, or a mutually acceptable date, the parties will meet to establish the district's goals and objectives for the next succeeding school year, in the same manner and with the same effects heretofore described.

B. **Evaluation.** The Board shall evaluate the performance of the Superintendent at least once per year, on or before June 30. It shall be the Board's responsibility to ensure completion of the annual evaluation of the Superintendent. The Superintendent's annual evaluation shall be in writing, shall include areas of commendation and recommendation, and shall provide direction as to any aspects of performance in need of improvement. Before final Board action, a copy shall be provided to the Superintendent, and the Superintendent and the Board shall meet to discuss the findings. The annual evaluation shall be based upon the goals and objectives of the district, the responsibilities of the Superintendent as set forth in the job description for the position of Superintendent, and such other criteria as the State Board of Education shall by regulation prescribe. The Superintendent shall receive a copy of any backup forms utilized in the process. In

E.C. \_\_\_\_\_

M.F. \_\_\_\_\_

the event that the Board determines that the performance of the Superintendent is unsatisfactory in any respect, it shall describe in writing and in reasonable detail the specific instances of unsatisfactory performance. The evaluation shall include specific recommendations for improvement in all material instances where the Board deems performance to be unsatisfactory. The Superintendent also shall have the right to respond in writing to the evaluation; this response shall also become a permanent attachment to the evaluation in question. The final draft of the annual evaluation shall be adopted by the Board by June 30 of each year of this Contract.

17. **RELEASE OF PERSONNEL INFORMATION**

The Board acknowledges and agrees that disclosure of personnel information is governed by the Open Public Records Acts, codified at N.J.S.A. 47:1A-1, *et seq.*, Executive Order No. 11 (November 15, 1974), Executive Order No. 21 (July 8, 2002), Executive Order No. 26 (August 13, 2002), and case law interpreting them.

All information related to the Superintendent's performance, evaluation or any discipline which the public is not otherwise entitled to access under law is deemed confidential and shall not be released to the public absent a written release by the Superintendent, or by a lawful order of a court of competent jurisdiction, or pursuant to a rule of a court of competent jurisdiction.

The Superintendent shall have the right, upon request, to review the contents of his personnel file and to receive copies at Board expense of any documents contained therein. He shall be entitled to have a representative accompany him during such review. At least once every year, the Superintendent shall have the right to indicate those documents and/or other materials in his file that he believes to be obsolete or otherwise inappropriate to retain; such documents identified by him shall be destroyed upon approval of the majority of the full membership of the Board, consistent with the New Jersey Destruction of Public Records Law.

E.C. \_\_\_\_\_

M.F. \_\_\_\_\_

No material derogatory to the Superintendent's conduct, service, character or personality shall be placed in his personnel file unless he has had an opportunity to review the material. The Superintendent shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The Superintendent shall also have the right to submit a written answer to such material.

**18. TERMINATION OF EMPLOYMENT CONTRACT**

This Employment Contract may be terminated by:

- (a) mutual agreement of the parties; or
- (b) unilateral termination by the Superintendent upon ninety (90) days written notice to the Board; or
- (c) notification in writing by the Board to the Superintendent on or before April 1, 2026 of the Board's intent not to renew this Contract; or
- (d) in the event that the Superintendent's certificate is revoked or suspended, this Contract shall automatically terminate and become null and void as of the date of the revocation or loss of certification; or
- (e) Tenure dismissal for unbecoming conduct, incapacity, inefficiency or other just cause in accordance with N.J.S.A. 18A:6-10 and N.J.S.A. 18A: 17-15 et seq.

The Superintendent shall notify the Board, in writing, of its obligations set forth in paragraph (c) thirty days prior to the notification obligation. This section shall in no way impair the Board's obligation to timely notify the Superintendent in accordance with this Contract.

**19. COMPLETE AGREEMENT**

This contract embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the undersigned parties. Any modifications to this Contract must have prior approval of the Executive County Superintendent.

E.C. \_\_\_\_\_

M.F. \_\_\_\_\_

**20. CONFLICTS**

In the event of any conflict between the terms, conditions and provisions of this Contract and the provisions of the Board's policies or any permissive federal or State law, the terms of this Contract shall take precedence over the contrary provisions of the Board's policies or any such permissive law, unless otherwise prohibited by law.

**21. SAVINGS CLAUSE**

If, during the term of this Contract, it is found that a specific clause of the Contract is illegal in federal or State law, the remainder of this Contract not affected by such a ruling shall remain in force.

**22. COUNTERPARTS**

This Contract may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

**23. MISCELLANEOUS**

The Board shall not hold any discussions regarding the Superintendent's employment, unless the Superintendent is given written notice at least 48 hours in advance, is given the opportunity to address the Board in closed session, and is permitted to have a representative of his choosing speak on his behalf. In addition, the Board shall not hold any discussions with regard to the Superintendent's performance, or that may adversely affect the Superintendent's employment, in public session, unless the Superintendent requests that such discussions be held in public session, pursuant to the Open Public Meetings Act.

IN WITNESS WHEREOF, they set their hands and seals to this Contract effective on the day and year first above written.

SUPERINTENDENT

WARREN HILLS BOARD OF EDUCATION

\_\_\_\_\_  
Earl C. Clymer, III

\_\_\_\_\_  
Molly Fraumeni, Board President

Date:

Date:

WITNESS:

WITNESS:

\_\_\_\_\_  
{print name & sign}

\_\_\_\_\_  
Donnamarie Palmiere, Bd. Sec.

Date:

Date:





## WARREN HILLS REGIONAL

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**TITLE:** Administrative Assistant to the Superintendent and Business Administrator

**REPORTS TO:** Superintendent

### **QUALIFICATIONS:**

1. High school diploma or equivalent training
2. Minimum experience as determined by the board
3. Experience with technology and software applications
4. Knowledge of automated office equipment and efficient office procedures
5. Ability to communicate effectively through written language and oral presentations
6. Required criminal history check and proof of U.S. citizenship or resident alien status

**JOB GOAL:** Performs confidential administrative responsibilities necessary for an efficient and effective office that assists the Superintendent of Schools, Human Resources Director and Business Administrator.

### **PERFORMANCE RESPONSIBILITIES**

1. Hold as confidential, all aspects of the job designated confidential by the Superintendent, HR Director, and Business Administrator.
2. Perform confidential administrative and clerical tasks of a varied nature, some of which may be unique to the assigned office, requiring a thorough knowledge of the rules and regulations of the schools and school district.
3. Assist the Superintendent and maintain the **BOE Agenda** including but not limited to:
  - a. Proper formatting, cohesiveness, and appearance
  - b. Updates as submitted from various departments
  - c. Send out to BOE Members according to schedule
  - d. Posting of Agenda and 1<sup>st</sup> Reads on WH Webpage
4. **Board of Education Meetings:**
  - a. Prepare all documents for meeting as needed
  - b. Prepare and set up BOE meeting room as necessary
5. Assist the Superintendent in preparing and maintaining all **Policy and Regulation Data** including but not limited to updating WH Policy & Regulation Webpage via Strauss Esmay website to ensure successful, proper and current WH Policy & Regulations.
6. Liaison with **Warren County Education Office** working with staff and County Superintendent to ensure confidentiality and proper delivery of any and all required documents, certifications, extracts and miscellaneous paperwork.
7. **HIB:**
  - a. Work directly with HIB coordinators and principals to receive reports
  - b. Maintain all district HIB records
  - c. Prepare and send out all final HIB documents and letters accordingly

## WARREN HILLS REGIONAL

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8. **Student Safety Data** – Maintain and update NJ DOE Homeroom Student Safety Data program (SSDS) on behalf of District:
  - a. Data Entry of Discipline Incidents & Student Report 51400 as received from each School.
  - b. Data Entry of Programs and Trainings as received from HIB Specialists of from each School.
9. **Human Resource Responsibilities** including but not limited to the following:
  - a. Monitor applications submitted through the [hr@warrenhills.org](mailto:hr@warrenhills.org) email account.
  - b. Job Postings including emails to staff, review and maintenance of WH Employment Opportunities webpage for accuracy and relevance.
  - c. Ensure all candidates (including all volunteers, interns and student observations) complete and submit all required paperwork, including but not limited to Employment applications, NJ Educator Certification paperwork, Licenses, Criminal History Approvals, vaccination requirements, physical forms, and forms as required by NJ State Statute (ie State of NJ Sexual Misconduct/Child Abuse Disclosure)
  - d. Schedule potential candidate interviews and/or Blue Form appointments.
  - e. Maintain Job Descriptions in both paper and electronic formats
  - f. Maintain all personnel files to ensure compliance with NJDOE and QSAC requirements.
  - g. Responsible for successful uploading of annual SMID Report to NJ DOE through NJ DOE Homeroom website – working in District's CSI Personnel Database Reporting with assistance and cooperation of Payroll and Benefits Specialist positions to ensure proper and correct data entry.
  - h. Processing evaluations for all district employees
  - i. **CSI Database** – Personnel data entry including demographic, certificate entry and uploading of all scanned documents
  - j. Maintain scanned documents in CSI database
10. **Curriculum** - Responsible for compilation of documents needed for programs, services, planning and preparation, including but not limited to:
  - a. Assists the Superintendent with the preparation of the Professional Development Plans and Mentor Plans
  - b. Assists the Superintendent and maintains District Observations/ Evaluations data base for Administrators.
  - c. Assists and organizes data for Annual Curriculum Improvement Contracts, In-Services and summer workshops, such as agendas, rosters, sign-in sheets, timesheets, surveys, etc.
  - d. Assists and organizes data for New Staff Orientation, New Staff Monthly meetings, Mentor training/workshops, letters, agendas, rosters, handouts, surveys, etc.
  - e. Review and prepare annual trainings as required of all staff through use of on-line program (ie Vector Solutions or like program)
11. Keep confidential all correspondences, reports and other documents relating to district and personnel matters.
12. Handle mail and correspondence of the office, responding to routine requests for information, word processing, proofing letters and responses.

## WARREN HILLS REGIONAL

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13. Ensure that all communications from the office meet proper written and oral English standards.
14. Greet visitors and answer telephone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters.
15. Maintain an efficient and well-organized electronic and paper data collection system and process including confidential files.
16. Arrange meetings as needed including agenda and materials as well as handle follow-up activities.
17. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
18. Maintain a safe working condition and operate databases, programs, websites, and other various equipment and programs necessary to successfully perform all job functions and responsibilities.
19. Attend required staff meetings and serve, as appropriate, on staff committees.
20. Keep informed about school and district activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office.
21. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.
22. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines. Violation of confidentiality may result in termination.
23. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
24. Performs other duties as assigned by the Superintendent or Business Administrator.

### 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.

Adopted: November 15, 2016

Revised: August 15, 2017

Revised: August 17, 2021

### LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:6-7.1-7.5	Criminal history record
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirements
<u>N.J.S.A.</u> 18A:17-2	Tenure of secretarial and clerical employees
<u>N.J.S.A.</u> 18A:17-24	Clerks in superintendent's office
<u>N.J.A.C.</u> 6A:32-6	School employee physical Examinations

# New Jersey Department of Education

## School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act*

**School Name:** Warren Hills Regional High School  
**District Name:** Warren Hills Regional School District  
**School Year:** July 1, 2022 - June 30, 2023



**School Name:** Warren Hills Regional High School

**District Name:** Warren Hills Regional School District

**School Year:** July 1, 2022 - June 30, 2023

**Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)**

Indicators	Score (0-3)
A. The school annually <i>established</i> HIB programs, approaches or other initiatives.	3
B. The school annually <i>implemented</i> and documented HIB programs, approaches, or other initiatives.	3
C. The school annually <i>assessed</i> HIB programs, approaches or other initiatives.	3
D. The school's HIB programs, approaches or other initiatives were designed to <i>create school-wide</i> conditions to prevent and address HIB.	3
E. The school safety/school climate team (SS/SCT) <i>identified patterns</i> of HIB and <i>reviewed</i> school climate and school policies for the prevention of HIB.	3
SUB-TOTAL (possible 15)	15

**Core Element #2: Training on the BOE-approved HIB Policy and Procedures (N.J.S.A. 18A:37-17b and c)**

Indicators	Score (0-3)
A. School employees, contracted service providers and volunteers were provided <i>training</i> on the HIB policy.	2
B. The HIB policy training included instruction on preventing HIB on the basis of <i>protected categories</i> enumerated in the ABR and <i>other distinguishing characteristics</i> that may incite incidents of discrimination or HIB.	3
C. The HIB policy was <i>discussed</i> with students, in accordance with the district's process for these discussions.	3
SUB-TOTAL (possible 9)	8

**School Name:** Warren Hills Regional High School

**District Name:** Warren Hills Regional School District

**School Year:** July 1, 2022 - June 30, 2023

**Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)**

Indicators	Score (0-3)
A. Each teaching staff member completed at least 2 hours of <i>instruction in suicide prevention that included information on HIB</i> , in each five-year professional development period.	3
B. Each teaching staff member completed at least 2 hours of <i>instruction on HIB prevention</i> , in each five-year professional development period.	3
C. The school anti-bullying specialist (ABS) was given <i>time during the usual school schedule</i> to participate in in-service training in preparation to act as the ABS.	3
D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	3
E. School building leaders* have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	3
SUB-TOTAL (possible 15)	15

**Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)**

Indicators	Score (0-3)
A. The school <i>provided ongoing, age-appropriate instruction</i> on preventing HIB in accordance with the New Jersey Student Learning Standards.	3
B. The school observed the <i>"Week of Respect,"</i> during the week beginning with the first Monday in October of each year, <i>recognizing the importance of character education</i> by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)	6



**School Name:** Warren Hills Regional High School

**District Name:** Warren Hills Regional School District

**School Year:** July 1, 2022 - June 30, 2023

**Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)**

Indicators	Score (0-3)
A. The principal <i>appointed</i> a school anti-bullying specialist (ABS).	3
B. The ABS <i>met</i> at least two times per school year with the district anti-bullying coordinator (ABC).	3
C. The school safety/school climate team (SS/SCT) <i>met</i> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	3
SUB-TOTAL (possible 9)	9

**Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))**  
**Option A**

Indicators	Score (0-3)
A. The school <i>implemented</i> the district's procedure for reporting HIB that includes all required elements.	3
B. The school <i>implemented</i> the district's procedure for reporting new information on a prior HIB report.	3
SUB-TOTAL (possible 6)	6

**School Name:** Warren Hills Regional High School

**District Name:** Warren Hills Regional School District

**School Year:** July 1, 2022 - June 30, 2023

**Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))**

**Option A**

Indicators	Score (0-3)
A. <i>Notification</i> to parents of alleged offenders and alleged victims in each reported HIB incident.	3
B. <i>Completion</i> of the investigation within 10 school days of the written incident report.	3
C. Preparation of a <i>written report</i> on the findings of each HIB investigation	3
D. Indicator D. Results of the investigation reported to the chief school administrator (CSA) within <i>2 school days</i> of completion of the investigation.	3
SUB-TOTAL (possible 12)	12

**Core Element #8: HIB Reporting (N.J.S.A. 18A:17- 46)**

Indicators	Score (0-3)
A. The school has a <i>procedure</i> for <i>ensuring</i> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	3
SUB-TOTAL (possible 6)	6

TOTAL SCORE (possible 78)

77

**School Name:** Warren Hills Regional High School

**District Name:** Warren Hills Regional School District

**School Year:** July 1, 2022 - June 30, 2023

### Preliminary Determination

Did your school district's policy permit the use of a preliminary determination for reports of HIB during the 2022-2023 school year? Yes

During the 2022-2023 school year, how many times was a preliminary determination made in your school that an incident or complaint was outside the scope of the definition of HIB and did not need to be investigated as HIB? 1

# New Jersey Department of Education

## School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act*

**School Name:** Warren Hills Regional Middle School

**District Name:** Warren Hills Regional School District

**School Year:** July 1, 2022 - June 30, 2023



**School Name:** Warren Hills Regional Middle School

**District Name:** Warren Hills Regional School District

**School Year:** July 1, 2022 - June 30, 2023

**Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)**

Indicators	Score (0-3)
A. The school annually <i>established</i> HIB programs, approaches or other initiatives.	3
B. The school annually <i>implemented</i> and documented HIB programs, approaches, or other initiatives.	3
C. The school annually <i>assessed</i> HIB programs, approaches or other initiatives.	3
D. The school's HIB programs, approaches or other initiatives were designed to <i>create school-wide</i> conditions to prevent and address HIB.	3
E. The school safety/school climate team (SS/SCT) <i>identified patterns</i> of HIB and <i>reviewed</i> school climate and school policies for the prevention of HIB.	3
SUB-TOTAL (possible 15)	15

**Core Element #2: Training on the BOE-approved HIB Policy and Procedures (N.J.S.A. 18A:37-17b and c)**

Indicators	Score (0-3)
A. School employees, contracted service providers and volunteers were provided <i>training</i> on the HIB policy.	2
B. The HIB policy training included instruction on preventing HIB on the basis of <i>protected categories</i> enumerated in the ABR and <i>other distinguishing characteristics</i> that may incite incidents of discrimination or HIB.	3
C. The HIB policy was <i>discussed</i> with students, in accordance with the district's process for these discussions.	3
SUB-TOTAL (possible 9)	8

**School Name:** Warren Hills Regional Middle School

**District Name:** Warren Hills Regional School District

**School Year:** July 1, 2022 - June 30, 2023

**Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)**

Indicators	Score (0-3)
A. Each teaching staff member completed at least 2 hours of <i>instruction in suicide prevention that included information on HIB</i> , in each five-year professional development period.	3
B. Each teaching staff member completed at least 2 hours of <i>instruction on HIB prevention</i> , in each five-year professional development period.	3
C. The school anti-bullying specialist (ABS) was given <i>time during the usual school schedule</i> to participate in in-service training in preparation to act as the ABS.	3
D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	3
E. School building leaders* have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	3
SUB-TOTAL (possible 15)	15

**Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)**

Indicators	Score (0-3)
A. The school <i>provided ongoing, age-appropriate instruction</i> on preventing HIB in accordance with the New Jersey Student Learning Standards.	3
B. The school observed the “ <i>Week of Respect</i> ,” during the week beginning with the first Monday in October of each year, <i>recognizing the importance of character education</i> by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)	6



**School Name:** Warren Hills Regional Middle School

**District Name:** Warren Hills Regional School District

**School Year:** July 1, 2022 - June 30, 2023

**Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)**

Indicators	Score (0-3)
A. The principal <i>appointed</i> a school anti-bullying specialist (ABS).	3
B. The ABS <i>met</i> at least two times per school year with the district anti-bullying coordinator (ABC).	3
C. The school safety/school climate team (SS/SCT) <i>met</i> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	3
SUB-TOTAL (possible 9)	9

**Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))**  
**Option A**

Indicators	Score (0-3)
A. The school <i>implemented</i> the district's procedure for reporting HIB that includes all required elements.	3
B. The school <i>implemented</i> the district's procedure for reporting new information on a prior HIB report.	3
SUB-TOTAL (possible 6)	6

**School Name:** Warren Hills Regional Middle School

**District Name:** Warren Hills Regional School District

**School Year:** July 1, 2022 - June 30, 2023

**Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))**

**Option A**

Indicators	Score (0-3)
A. <i>Notification</i> to parents of alleged offenders and alleged victims in each reported HIB incident.	3
B. <i>Completion</i> of the investigation within 10 school days of the written incident report.	3
C. Preparation of a <i>written report</i> on the findings of each HIB investigation	3
D. Indicator D. Results of the investigation reported to the chief school administrator (CSA) within <i>2 school days</i> of completion of the investigation.	3
SUB-TOTAL (possible 12)	12

**Core Element #8: HIB Reporting (N.J.S.A. 18A:17- 46)**

Indicators	Score (0-3)
A. The school has a <i>procedure</i> for <i>ensuring</i> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	3
SUB-TOTAL (possible 6)	6

TOTAL SCORE (possible 78)

77

**School Name:** Warren Hills Regional Middle School

**District Name:** Warren Hills Regional School District

**School Year:** July 1, 2022 - June 30, 2023

### Preliminary Determination

Did your school district's policy permit the use of a preliminary determination for reports of HIB during the 2022-2023 school year? Yes

During the 2022-2023 school year, how many times was a preliminary determination made in your school that an incident or complaint was outside the scope of the definition of HIB and did not need to be investigated as HIB? 1

**WARREN HILLS REGIONAL  
2024-2025 BUDGET  
PROPOSED TIMELINES  
10/17/23**

October/November 2023

- Discussion with Administrative Council on master schedule and major initiatives for the 2024-2025 budget.
- BA and Superintendent will meet and discuss direction for the 2024-2025 budget including timelines, initiatives and general information.

November 2023

- Review audit from 2022-23.
- Meet with Principals/Directors/Supervisors to discuss guidelines for the preliminary 2024-2025 budget.
- Solicit statistical information and trend data needed for 24-25 budget.
- Receive from Superintendent proposed initiatives that may need funding in 24-25 budget.
- Open Budget Prep in CSI and meet with any stakeholders that need additional training in the software.
- Principals/Directors/Supervisors enter budget data into CSI software.
- Receive Enrollment projections for 2024-2025 year from sending and regional districts and Demographic study.

December 2023

- Superintendent and Business Administrator to meet with Principals/Directors/Supervisors to review budgets individually during the early weeks of December.
- Salaries & Benefit information added to budget software.

January 2024

- School Business Administrator prepares preliminary budget and reviews with Superintendent.
- Tax information collected from regional district tax offices.

February 2024

- Tuition Rates & Tuition Adjustments finalized
- Preliminary Budget presented to Finance Committee mid-February.
- Adjustments made if needed to preliminary budget.
- Preliminary Budget entered into the DOE software when it becomes available (Around Feb 15).
- State Aid figures released late February or early March.
- Budget reviewed with full board prior to submission to County Office.
- Governor's Address
- Anticipated Release of State Aid

March 2024

- Board of Education approves submission of the 2024-2025 budget to the County Office

April/May 2024

Public Hearing Dates TBD

***IMPORTANT DATES:***

Budget Software & Manual  
Tax Information from tax assessor's  
Governor's Address  
Expected State Aid figures

***Approximate***

January 2024  
January 2024  
February 2024  
February 2024

***BUDGET WORK SESSION DATES:***

***TBD***

***Approve Budget for submission to  
County Office***

***TBD***

***Public Hearing on 2024-2025 Budget***

***TBD***

***Note: Dates are proposed and subject to change due to NJDOE timelines  
And NJDOE software/State Aid release.***