

WARREN HILLS REGIONAL BOARD OF EDUCATION

May 13, 2025

6:30 p.m. – Executive Session

7:00 p.m. Regular Meeting

A. Call to Order – Alfred Coscia, President

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

Roll call was taken by Mrs. Donnamarie Palmiere. Members present were Alfred Coscia, Molly Fraumeni, Amy Kemp, Lisa Marshall, Paula Merrill and Corey Piasecki. Also present was Earl Clymer, Donnamarie Palmiere, Dennis Mack and Board Attorney Marc Zitomer. Thomas Dufner and Erik Heller were absent.

B. Executive Session- 6:35 p.m.

WHEREAS, the Open Public Meetings Act, N.J.S.A.10:4-11, permits the board of education to meet in closed session to discuss certain matters.

BE IT THEREFORE RESOLVED, that the Warren Hills Regional Board of Education adjourns to closed session to discuss:

- 1) *Matters rendered confidential by Federal Law, State Law, or Court Rule*
- 2) *Pending Litigation*
- 3) *Personnel Matters*
- 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 Mr. Coscia and seconded by Mr. Piasecki to go into Executive Session at 6:35 p.m. with full board consent.

D. Reconvene: 6:55 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, New Jersey Herald 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

- April 29, 2025 Regular & Executive Session Meetings

Motion by Mrs. Marshall and seconded by Mrs. Fraumeni to approve the minutes of the April 29, 2025 Regular Meeting & Executive Session Meeting.

MOTION: Lisa Marshall		SECOND: Molly Fraumeni		
Name	Ayes	Nays	Abstain	Absent
Thomas Dufner				X
Molly Fraumeni	X			
Jean Hansen	X			
Erik Heller				X
Lisa Marshall	X			
Paula Merrill	X			
Corey Piasecki	X			
Amy Kemp	X			
Alfred Coscia	X			

E. Communications – Mr. Earl C. Clymer, III, Superintendent of Schools
None

F. Student Liaison Report – Louden Heller
None

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

- NJSLA Make-ups
- AP testing
- Reminder - Schools Closed on Friday May 23rd and Monday May 26th - Memorial Day

H. Presenter(s):
None

I. Goals:

Warren Hills Regional School District Goals for 2024-2025 School Year

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. Implementation of the *Cluster Curriculum Project* and the *Curriculum Monitoring and Assessment Plan* to more closely evaluate student performance and achievement related to NJ State Learning Standards, standardized and in-house assessments, including but not limited to, benchmark assessments, semester 1 and semester 2 final assessments and teacher-generated in-class assessments.

District Goal 2: To implement best practices and strategies to enhance the Culture and Climate of district school buildings in collaboration with student, faculty and administrative stakeholders. Practices and strategies will include but are not limited to, in-house professional development programs, the District Mental Health Team (DMHT), SCAIP initiative, the Nurtured Heart Approach and the DREAMS Program.

District Goal 3: To implement best practices and strategies to educate students, parents and faculty on the use of AI generators and related tools for education, while implementing and strengthening sound practices and protocols to minimize the potential of security breaches related to district-wide data and personal

Warren Hills Board of Education Board Goals for 2024-2025:

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

Committee	Date	Discussion
Finance, Facilities & Transportation	No meeting held	By Chair: P. Merrill
Education, Policy & Technology	No meeting held	By Chair: L. Marshall
Personnel & Student Activities	May 8, 2025	By Chair: M. Fraumeni
Negotiations	No meeting held	By Chair: T. Dufner

K. Old Business

Mrs. Marshall has been designated as the representative for Warren Hills on Sussex County Ed Services Commission.

L. New Business

Mr. Clymer administratively adds the following item Code #19 under Personnel #1:

19	David Sbriscia	Approve	Coach - Head Boys Cross Country	\$4,429.00	MS	Start of 25-26 Season	End of Season	Tier 4 Step 4
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Mrs. Marshall asked when the student elections for student representative on the board happen. She was told they normally occur in September and reminded the board that a training may need to be scheduled.

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.

No Public Comment

N. ACTION ITEMS

I. PERSONNEL

Motion by Mrs. Hansen and seconded by Mrs. Fraumeni to accept the recommendation of the Superintendent to approve and adopt motions I. 1 to I.17 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	Jeffery Balas	Approve	HS Special Education	\$98,980.00	HS	08-21-25	06-30-26	Involuntary Transfer from MS to HS
2	Tara Steele	Approve	HS Mathematics	\$66,580.00	HS	08-21-25	06-30-26	Involuntary Transfer from MS to HS

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
3	Christian Semenowitz	Approve	Coach - Assistant Boys Soccer	\$5,607.00	HS	Start of 25-26 Season	End of Fall Season	Tier 3 Step 3
4	Joseph Macho	Approve	Coach - Head Football	\$10,014.00	HS	Start of 25-26 Season	End of Fall Season	Tier 1 Step 4
5	Marshall Cuomo	Approve	Coach - Asst Football	\$7,865.00	HS	Start of 25-26 Season	End of Fall Season	Tier 1 Step 4
6	Louis Vanorskie	Approve	Coach - Asst Football	\$7,865.00	HS	Start of 25-26 Season	End of Fall Season	Tier 1 Step 4
7	Michael Howey	Approve	Coach - Asst Football	\$7,865.00	HS	Start of 25-26 Season	End of Fall Season	Tier 1 Step 4
8	Adam Latham	Approve	Coach - Asst Football	\$7,865.00	HS	Start of 25-26 Season	End of Fall Season	Tier 1 Step 4
9	Bailey Bevins	Approve	Coach - Asst Football	\$5,582.00	HS	Start of 25-26 Season	End of Fall Season	Tier 1 Step 2
10	Patrick Kablis	Approve	Summer Weight Room Supervisor	\$47.00/hr	HS	06-16-25	06-30-25	Not to exceed a total of 32 hours. Payment via submission of completed timesheets.
11	Kenneth Kurpat	Approve	Summer Weight Room Supervisor	\$47.00/hr	HS	06-16-25	06-30-25	Not to exceed a total of 32 hours. Payment via submission of completed timesheets.
12	Patrick Kablis	Approve	Summer Weight Room Supervisor	\$47.00/hr	HS	07-07-25	08-15-25	Not to exceed a total of 160 hours. Payment via submission of completed timesheets.
13	Kenneth Kurpat	Approve	Summer Weight Room Supervisor	\$47.00/hr	HS	07-07-25	08-15-25	Not to exceed a total of 160 hours. Payment via submission of completed timesheets.
14	Kristen Ciborski	Approve	Substitute Secretary	\$16.00/hr	District	05-14-25	06-30-25	Pending receipt of required documents
15	Kristen Ciborski	Approve	Substitute 1:1 Paraprofessional	\$23.00/hr	District	05-14-25	06-30-25	Pending receipt of required documents
16	Brian Eick	Approve	Substitute Teacher	\$130.00/day	District	05-14-25	06-30-25	Pending receipt of required documents
17	Scott Esposito	Approve	Substitute Teacher	\$130.00/day	District		05-01-25	Rescind Substitute Teacher
18	Stephanie VanAlstine	Accept	Teacher	\$79,480.00	HS	05-14-25	05-13-25	Resignation
19	David Sbriscia	Approve	Coach - Head Boys Cross Country	\$4,429.00	MS	Start of 25-26 Season	End of Season	Tier 4 Step 4

*2. Motion to approve the employment of the attached personnel list “A” of tenured, certificated teaching staff for the 2025-2026 school year. (Attachment A)

*3. Motion to approve the employment of the attached personnel list “B” non-tenured, certificated teaching staff with eligibility for tenure on the appropriate date for the 2025-26 school year. (Attachment B)

*4. Motion to approve the employment of the attached personnel list “C” non-tenured, certificated teaching staff for the 2025-2026 school year. (Attachment C)

*5. Motion to approve the employment of the attached personnel list “D” of School Security Personnel for the 2025-2026 school year. (Attachment D)

*6. Motion to approve the employment of the attached personnel list “E” Technology personnel for the 2025-2026 school year. (Attachment E)

*7. Motion to approve the employment of the attached personnel list “F” tenured secretaries for the 2025-2026 school year. (Attachment F)

*8. Motion to approve the employment of the attached personnel list “G” non-tenured, secretaries with eligibility for tenure on the appropriate date for the 2025-2026 school year. (Attachment G)

*9. Motion to approve the employment of the attached personnel list “H” non-tenured secretaries for the 2025-2026 school year. (Attachment H)

*10. Motion to approve the employment of the attached personnel list “I” of Custodial/Grounds/ Maintenance Personnel for the 2025-2026 school year. (Attachment I)

*11. Motion to approve the employment of the attached personnel list “J” of tenured, certificated administrative staff for the 2025-2026 school year. (Attachment J)

*12. Motion to approve the employment of the attached personnel list “K” of non-tenured, certificated administrative staff for the 2025-2026 school year. (Attachment K)

*13. 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	Jonathan Wood	Volunteer - Marching Band	N/A	N/A	District	05-20-25	End of Fall Season	Pending receipt of required documents

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

Code	Name	Title	Location	Cost/Mileage	Date & Discussion
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1	C Hough	“Brick by Brick” A Leaders Guide to Building SEL in Schools	St. Elizabeth’s University 2 Convent Road Morristown NJ	N/A	May 7, 2025
2	T Downs	R.A.D. Instructor Certification	Princeton NJ	N/A	May 19, 20 and 21, 2025
3	K Tomasino	“Brick by Brick” A Leaders Guide to Building SEL in Schools	Rowan University 201 Mullica Hill Rd Glassboro NJ	Mileage	May 28, 2025
4	M Devine	WCCSE Spring Meeting	WHRSD Board Office	N/A	May 27, 2025
5	J Solecitto	WCCSE Convention	Harmony Township NJ	N/A	May 29, 2025
6	J Solecitto	Field Trip	Martin Guitar Nazareth PA	N/A	May 13, 2025

*15. 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	22928782	Maternity Leave of Absence	Teacher	HS	8-20-25	17	9-16-25	9-16-25	N/A	on or about 12-08-25	
2	54945662	Maternity Leave of Absence	Teacher	HS	8-20-25	31	10-6-25	10-6-25	N/A	on or about 01-05-26	
3	76086420	Maternity Leave of Absence	BCBA	District	9-15-25	12	10-1-25	10-1-25	N/A	on or about 12-22-25	

*16. Resolved, that the Board hereby reduces employee I.D. #2317 from full time status (1.0) to (.5) status, pursuant to N.J.S.A. 18A: 28-9, effective July 1, 2025, for reasons of efficiency and economy and be it further

Resolved, that, as a tenured employee, employee I.D. #2317 shall be placed on the District’s preferred eligibility list in the order of seniority for reemployment should the position become a 1.0 position in the future.

*17. Motion to approve the following Job Descriptions (Attachment “L”):

- Accounts Payable Specialist
- Administrative Assistant to the School Business Administrator

- Confidential Administrative to the Superintendent and Business Administrator
- Benefits/Payroll Specialist
- Personnel/Payroll Specialist

Approval of Personnel Motions

MOTION: Jean Hansen		SECOND: Molly Fraumeni		
Name	Ayes	Nays	Abstain	Absent
Thomas Dufner				X
Molly Fraumeni	X			
Jean Hansen	X			
Erik Heller				X
Lisa Marshall	X			
Paula Merrill	X			
Corey Piasecki	X			
Amy Kemp	X			
Alfred Coscia	X			

II. EDUCATION AND POLICY

Motion by Mrs. Marshall and seconded by Mrs. Kemp 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 –2024-2025 - None
 HS – 2024-2025 - None

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

Code	Requested by:	Trip	Board of Education Cost	Discussion
1	N Labrit-Petrewski S Montero J Cagnassola	HS Theater Group	Transportation	WHRHS Drama Club
2	D Detrick M Cuomo	The College of NJ	Transportation	Finals of CTF - Cyber Security Competition & Summit for Teachers
3	N Silvis H Ranali J Balas	Meadow Breeze Park	Transportation	8th Grade Alternative Learning Community
4	J Jessen J Swick B Merritt R Hart	Merrill Creek	Transportation	Excel Students
5	J Locasto	Warren Hills Regional High School	Transportation	MD Class

Code	Requested by:	Trip	Board of Education Cost	Discussion
6	J Locasto	Warren Hills Regional Middle School	Transportation	MD Class
7	J Solecitto M Bartek	Duke Farms	Transportation	Gifted & Talented
8	G Hrabovecky R Moreno	Merrill Creek	Transportation	ESL
9	N Labrit-Petrewski S Montero J Cagnassola	HS Theater Group	Transportation	WHRHS Drama Club
10	N Labrit-Petrewski S Montero J Cagnassola	HS Theater Group	Transportation	WHRHS Drama Club

Approval of Education & Policy Motions

MOTION: Lisa Marshall		SECOND: Amy Kemp		
Name	Ayes	Nays	Abstain	Absent
Thomas Dufner				X
Molly Fraumeni	X			
Jean Hansen	X			
Erik Heller				X
Lisa Marshall	X			
Paula Merrill	X			
Corey Piasecki	X			
Amy Kemp	X			
Alfred Coscia	X			

III. BUDGET AND FINANCE

Motion by Mr. Piasecki and seconded by Mrs. Merrill to accept the recommendation of the Superintendent to approve and adopt motions III. 1 through III. 8 as amended and described below:

*1. The Warren Hills Regional Board of Education approves the March, 2025 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 March, 2025; 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 April 30, 2025 through May 13, 2025, in the amount of \$2,081,608.05.

*3. Motion to approve Student Activities bill list for the period March 1, 2025 through March 31, 2025 in the amount of \$15,575.58.

*4. Motion to approve Cafeteria bill list for the period of January 1, 2025 through March 31, 2025 in the amount of \$181,502.86.

*5. Motion to approve transfers in the amount of \$84,136.51 for the month of March, 2025.

*6. Motion to approve the following 2025-2026 Municipal Schedule of Taxes:

2025-2026 Municipal Tax Schedule

<u>Due Dates</u>	<u>Franklin Twp</u>	<u>Mansfield Twp</u>	<u>Washington Borough</u>	<u>Washington Twp</u>
7/15/2025	\$ 323,219.63	\$ 631,303.38	\$ 492,274.13	\$ 701,968.75
8/15/2025	\$ 325,571.50	\$ 635,895.57	\$ 495,855.48	\$ 707,075.46
9/15/2025	\$ 323,219.67	\$ 631,303.42	\$ 492,274.17	\$ 701,968.75
10/15/2025	\$ 323,219.67	\$ 631,303.42	\$ 492,274.17	\$ 701,968.75
11/15/2025	\$ 323,219.67	\$ 631,303.42	\$ 492,274.17	\$ 701,968.75
12/15/2025	\$ 323,219.67	\$ 631,303.42	\$ 492,274.17	\$ 701,968.75
1/15/2026	\$ 323,219.67	\$ 631,303.42	\$ 492,274.17	\$ 701,968.75
2/15/2026	\$ 579,783.84	\$1,132,417.27	\$ 883,029.86	\$1,259,175.04
3/15/2026	\$ 323,219.67	\$ 631,303.42	\$ 492,274.17	\$ 701,968.75
4/15/2026	\$ 323,219.67	\$ 631,303.42	\$ 492,274.17	\$ 701,968.75
5/15/2026	\$ 323,219.67	\$ 631,303.42	\$ 492,274.17	\$ 701,968.75
6/15/2026	\$ 323,219.67	\$ 631,303.42	\$ 492,274.17	\$ 701,968.75
Total	\$4,137,552.00	\$8,081,347.00	\$6,301,627.00	\$8,985,938.00

*7. Motion to approve Home/Bedside Instruction Agreement with Saint Clare’s Hospital for Student #6202407808, commencing April 7, 2025 until April 11, 2025, in the amount of \$55.00 per hour for a total of 5 hours per week.

*8. Motion to accept, with gratitude, the donation of \$180.00 from Andrew Noreen (parent) through AT&T, a Benevity foundation partner, to the Warren Hills High School Best Buddies Student Activity Account, pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

Approval of Budget & Finance Motions

MOTION: Corey Piasecki		SECOND: Paula Merrill		
Name	Ayes	Nays	Abstain	Absent
Thomas Dufner				X
Molly Fraumeni	X			
Jean Hansen	X			
Erik Heller				X
Lisa Marshall	X		#7 and ck # 063001	
Paula Merrill	X			
Corey Piasecki	X			
Amy Kemp	X			
Alfred Coscia	X			

O. Public Comment

Mrs. Reiss reported that she was satisfied with the new football coach appointment and also mentioned the need for replacement jerseys.

Q. Adjournment 7:15 p.m.

Approval to Adjourn

Motion by Mr. Coscia and seconded by Mr. Piasecki to adjourn at 7:15 p.m. with full board consent.

Respectfully submitted,

Donnamarie Palmiere
Business Administrator/Board Secretary

**Warren Hills Regional Board of Education
2025-2026 Renewal List**

WHREA WHRAA

Attachment "A"				Tenured, Certificated Teaching Staff:			
Tenured, Certificated Teaching Staff:				Tenured, Certificated Teaching Staff:			
Employee Name	Guide	Step	Salary	Employee Name	Guide	Step	Salary
Andreoli, Noelle	M	16	\$ 97,200	Jessen, Jennifer	B +15	16	\$ 93,150
Angebrandt, Christina	B +15	9	\$ 75,675	Kablis, Emily	BA	14	\$ 85,950
Annechiarico, Theresa	M	16	\$ 97,200	Kablis, Patrick	M	16	\$ 97,200
Apostol, Lori	B +15	16	\$ 93,150	Karabinus, Stephanie	M	16	\$ 97,200
Arminio, Brittany	M +15	14	\$ 94,050	Kavcak, Kimberly	BA	16	\$ 91,125
Arminio, Michael	M +15	14	\$ 94,050	Kerr, Laurie	M +45	16	\$103,275
Balas, Deana	M	12	\$ 87,105	Klinder, Shannon	M	16	\$ 97,200
Balas, Jeffrey	M +30	16	\$101,250	Kubbishun, Lee Ann	M +45	16	\$103,275
Bamford, Joseph	BA	7	\$ 68,850	Kurpat, Kenneth	M +45	16	\$103,275
Barillari, Salvatore	BA	12	\$ 81,030	Labrit-Petrewski, Nicole (.5)	M	15	\$ 47,243
Bartek, Mary Kaye	M +45	16	\$103,275	LaFrance, Jacqueline	B +15	16	\$ 93,150
Besser, Joseph	M +45	16	\$103,275	Latino, Nicole	BA	12	\$ 81,030
Best, Amanda	M +45	16	\$103,275	Legora, Gina	M +15	16	\$ 99,225
Borrelli, Meredith	M +15	16	\$ 99,225	Longo, Jodi	M	16	\$ 97,200
Brigode-Katstra, Linda	M	10	\$ 82,185	Loro, Alison	M	16	\$ 97,200
Bublitz, Megan	BA	10	\$ 76,110	Lutz, Jeremy	M	16	\$ 97,200
Burstein, Brigitte	M +45	16	\$103,275	Makoski, Abigail	M +45	16	\$103,275
Chiara, Carmello	BA	13	\$ 83,490	Manfra, Toni	M +45	16	\$103,275
Chiara, Kristen	B +15	15	\$ 90,435	McGann, Michele	M +45	16	\$103,275
Connelly, Kelsey	M +45	8	\$ 83,340	McGeehan, Meghan	M +30	16	\$101,250
Cornec, Alda	M	16	\$ 97,200	McKeown, Elizabeth	M +45	16	\$103,275
Cramer, Geri	M +45	16	\$103,275	Mendes, Cesar	BA	16	\$ 91,125
Cuomo, Marshall	M	10	\$ 82,185	Miksch, Danielle	M	16	\$ 97,200
Curran, Thomas	M	16	\$ 97,200	Miraglia, Tasjaana	BA	8	\$ 71,190
deBoer, Genevieve	M	8	\$ 77,265	Montgomery, Daniel	M	7	\$ 74,925
Dell Elba, Matthew	M	9	\$ 79,725	Muffley, Tammy	M	16	\$ 97,200
DeStefano, Risa	M +15	16	\$ 99,225	Muroski, Laura	M +45	16	\$103,275
Detrick, Daryl	M +45	16	\$103,275	Nevola, Robin	M	8	\$ 77,265
Devine, Margaret	M +45	16	\$103,275	Nicolosi, Elizabeth	M	16	\$ 97,200
DiCosmo, Ilona D.	M +15	16	\$ 99,225	Nordmark, Joshua	B +15	16	\$ 93,150
Downs, Timothy	M +45	16	\$103,275	Nothnagel, Nicole	M	11	\$ 84,645
Edmonds, Jodi	BA	16	\$ 91,125	Nunnenkamp, Trisha	M +15	16	\$ 99,225
Eilenberger, Kim	M +45	16	\$103,275	O'Brien, Patrick	M +45	16	\$103,275
Eisner, Ari	M	16	\$ 97,200	Okladek, Jill	M +45	16	\$103,275
Fisher, Zachary	M +15	9	\$ 81,750	O'Neal, Catherine	M +45	16	\$103,275
Flora, Maureen	M	16	\$ 97,200	O'Neill, Jesse	M +45	16	\$103,275
Flowers, Courtney	M +30	16	\$101,250	Paulus, Tara	BA	15	\$ 88,410
Forsythe, Maria	B +15	16	\$ 93,150	Piancone, Michael	M +45	16	\$103,275
Fretz, Sharon	M +15	16	\$ 99,225	Potter, Josephine	B +30	16	\$ 95,175
Gaffney, Michelle	M +45	16	\$103,275	Pysker, Lisa	M +15	16	\$ 99,225
Garofalo, Ingrid	M	16	\$ 97,200	Quinto, Michael	B +15	16	\$ 93,150
Giamoni, Jennifer	M +15	16	\$ 99,225	Rader, Jessica	M +15	16	\$ 99,225
Graf, Jason	M	16	\$ 97,200	Ranalli, Hope	M +45	16	\$103,275
Green, Craig	M +30	16	\$101,250	Reichard, Sarah	M +30	14	\$ 96,075
Guikema, Shawna	M	16	\$ 97,200	Ricardo-Regan, Gina	M +45	16	\$103,275
Harris, Gabriela	M +15	15	\$ 96,510	Rokosny, Debra	B +15	16	\$ 93,150
Heine, John	M +30	16	\$101,250	Ross, Lyandra	M +45	12	\$ 93,180
Helle, Alexandra	M	15	\$ 94,485	Russak, Ellen	M +45	16	\$103,275
Hickerson, Cedric	M	16	\$ 97,200	Russell, Jennifer	M +30	16	\$101,250
Hoffman, Courtney	M +15	16	\$ 99,225	Sbriscia, David	M	15	\$ 94,485
Hosbach, Jarrett	M	16	\$ 97,200	Sbriscia, Kristyn	B +15	12	\$ 83,055
Jacobson, Alivya	BA	10	\$ 76,110	Sigona, Vittoria	B +15	16	\$ 93,150

**Warren Hills Regional Board of Education
2025-2026 Renewal List
WHREA WHRAA**

Attachment

"A"

Tenured, Certificated Teaching Staff:

Employee Name	Guide	Step	Salary
Silvis, Nicole	M +15	16	\$ 99,225
Slack, Adam	M +45	16	\$103,275
Slane, Laura	M +15	16	\$ 99,225
Smith, Lisa Ann	B +15	10	\$ 78,135
Smith, Mark	M +45	16	\$103,275
Smith, Patricia	BA	8	\$ 71,190
Smola, Renee	M +45	16	\$103,275
Solecitto, Jacqueline	M	16	\$ 97,200
Togno, Laura	BA	12	\$ 81,030
Tomasino, Kimberly	M +30	14	\$ 96,075
Tooker, Elise	M	10	\$ 82,185

Tenured, Certificated Teaching Staff:

Employee Name	Guide	Step	Salary
Tuxhorn, Elena	BA	12	\$ 81,030
Tyburczy, Christine	B +15	16	\$ 93,150
Viglianco, Nancy	B +30	16	\$ 95,175
Weisenstein, Lisa	M +30	16	\$101,250
White, Allison	M	16	\$ 97,200
Wight, Heather	M +45	16	\$103,275
Willis, Jeremy	BA	16	\$ 91,125
Wilson, Theresa	M +45	16	\$103,275
Yanoff, Cheryl	M	14	\$ 92,025
Zavacki, Timothy	M +15	16	\$ 99,225

Attachment

"B"

Non-Tenured, Certificated Teaching Staff with eligibility for tenure on the appropriate date:

Employee Name	Guide	Step	Salary	Tenure Eligibility Date
Bendorf, Tarra	BA	15	\$ 88,410	10/2/2025
Biamonte, Elizabeth	M +45	6	\$ 78,990	8/24/2025
Falzarano-Alves, LeeAnn	M +15	16	\$ 99,225	9/2/2025
Pryslak, Amanda	BA	6	\$ 66,840	1/4/2026

Attachment

"C"

Non-Tenured, Certificated Teaching Staff:

Employee Name	Guide	Step	Salary
Ciasulli, Nadine	B +15	15	\$ 90,435
Dell Elba, Chelsae	M +30	10	\$ 86,235
Dock, Christina	M +30	12	\$ 91,155
Ehasz, Nichole	B +15	15	\$ 90,435
Golda-Poirier, Stephanie	B	10	\$ 76,110
Haffling, Christine	M +15	11	\$ 86,670
Hrabovecky, Gloria	M +15	16	\$ 99,225
Kurpat, Elizabeth	M +45	8	\$ 83,340
Lamond, Jack	M	5	\$ 71,550
Lamport, Caroline	M	5	\$ 71,550
Latham, Adam	M	14	\$ 92,025
Leontaris, Joanna	M +45	14	\$ 98,100
Locasto, Joelynn	M	7	\$ 74,925

Non-Tenured, Certificated Teaching Staff:

Employee Name	Guide	Step	Salary
Maury, Jessica	M	7	\$ 74,925
Montero, Salvatore	BA	3	\$ 64,725
Moreno, Ruban	M	6	\$ 72,915
Morpeth, Kayliegh	BA	3	\$ 64,725
Padilla, Carmen	B +15	16	\$ 93,150
Polakowski, Alexandra (.5)	M	5	\$ 35,775
Quinn, Constance	M	15	\$ 94,485
Semenowitz, Christian	B +15	9	\$ 75,675
Small, Leilanie	M	14	\$ 92,025
Steele, Tara	BA	8	\$ 71,190
Ternosky, Janessa	BA	3	\$ 64,725
Thompson, Megan	M	3	\$ 70,800
Toth, Samantha	M +45	10	\$ 88,260

**Warren Hills Regional Board of Education
2025-2026 Renewal List
WHREA WHRAA**

Attachment: "D"

School Security Personnel

Employee Name	Step	Salary	Employee Name	Step	Salary
Andoldi, Steven	9	\$ 39,841	Hibbett, Robert	9	\$ 39,841
Bifano, Steven	10	\$ 40,541	Mikaliunas, Heather	4	\$ 36,341
Duart, Joseph	9	\$ 39,841	Tiger, Jodie	10	\$ 40,541
Falzone, Maureen	8	\$ 39,141	Tighe, Steven	9	\$ 39,841
Faulborn, Margaret	2	\$ 34,941			

School Security Personnel - Part-time Hourly

Employee Name	Step	Hrly Rate	Hours (Not to exceed)
Romanowski, Keith	5	\$25.44	5.5
Frey, Amanda	3	\$24.48	5
Ghilon, Stephanie	5	\$25.44	3
McDonald, Raymond	4	\$24.96	4
Waide, Kevin	3	\$24.48	5.75
Padilla, Joshua	3	\$24.48	4

Attachment: "E"

Technology Personnel

Employee Name	Salary
Fox, William	\$ 111,667
Daniello, Darrin	\$ 62,870
Smith, Ronald	\$ 54,535

Attachment: "F"

Tenured, Secretarial Staff:

Employee Name	Guide	Step	Salary	Position
Bracey, Jean	SEC	18	\$ 56,987	12 mos. Secretarial Staff
Brennan, Carol	SEC	18	\$ 56,987	12 mos. Secretarial Staff
Comerro-Page, Christina	SEC	18	\$ 56,987	12 mos. Secretarial Staff
Conaboy, Michelle	SEC	8	\$ 26,308	12 mos. Secretarial Staff (Part-time)
DiMaio, Janice	SEC	11	\$ 50,392	12 mos. Secretarial Staff
Fulse, Holly	SEC	18	\$ 56,987	12 mos. Secretarial Staff
Parfit, Lori	SEC	18	\$ 56,987	12 mos. Secretarial Staff
Sarte, Sherry	SEC	18	\$ 56,987	12 mos. Secretarial Staff
Watts, Elaine	10 mo SEC	14	\$ 45,261	10 mos. Secretarial Staff

Attachment: "G"

Non-Tenured, Secretarial Staff with eligibility for tenure on the appropriate date:

Employee Name	Guide	Step	Salary	Position	Tenure Eligibility Date
Bourenko, Shawnee	SEC	4	\$ 45,232	12 mos. Secretarial Staff	7/19/2025
Bugge, Lindsay	SEC	6	\$ 46,209	12 mos. Secretarial Staff	10/20/2025
Johnson, Brooke	SEC	7	\$ 47,013	12 mos. Secretarial Staff	5/9/2026

Attachment: "H"

Non-Tenured, Secretarial Staff:

Employee Name	Guide	Step	Salary	Position
Terrell, Toni	SEC	6	\$ 46,209	12 mos. Secretarial Staff

**Warren Hills Regional Board of Education
2025-2026 Renewal List
WHREA WHRAA**

Attachment: "I"

Custodial / Grounds / Maintenance:

Employee Name	Guide	Step	Base Salary	Longevity	Lead	Black Seal	Sm. Eng Repair	Total Salary
Arnold, Bernard	CUST	11	\$ 44,213					\$ 44,213
Bogli, Nicole	CUST	15	\$ 47,973			\$1,200		\$ 49,173
Eick, Maureen	CUST	OG1	\$ 55,809	\$ 1,500	\$5,000	\$1,200		\$ 63,509
Espostio, Scott	CUST	11	\$ 44,213					\$ 44,213
Gonzalez, Jenny	CUST	11	\$ 44,213					\$ 44,213
Johnson, Brian	CUST	5	\$ 39,758					\$ 39,758
Johnson, Lori	CUST	15	\$ 47,973			\$1,200		\$ 49,173
Kahutka, Deborah	CUST	20	\$ 52,673	\$ 2,050				\$ 54,723
Laferriere, Tristan	CUST	9	\$ 42,388					\$ 42,388
Lane, Miller	CUST	4	\$ 39,758					\$ 39,758
Paulus, Deborah	CUST	13	\$ 46,093					\$ 46,093
Phillips, William	CUST	OG2	\$ 62,082		\$5,000	\$1,200		\$ 68,282
Schaffer, Amy	CUST	4	\$ 39,758					\$ 39,758
Schaffer, John	CUST	11	\$ 44,213					\$ 44,213
Vigo, Jose	CUST	7	\$ 40,958					\$ 40,958
Zoubir, Abdelatif	CUST	9	\$ 42,388					\$ 42,388

Maintenance Skilled Workers:

Employee Name	Guide	Step	Base Salary	Longevity	Lead	Black Seal	Sm. Eng Repair	Total Salary
O'Connor, Michael	MAINT	20	\$ 67,673					\$ 67,673
McGarry, Patrick	MAINT	OG2	\$ 77,645					\$ 77,645
Tauriello, Nicholas	MAINT	20	\$ 67,673			\$1,200		\$ 68,873

Grounds Workers:

Employee Name	Guide	Step	Base Salary	Longevity	Lead	Black Seal	Sm. Eng Repair	Total Salary
Bamford, Jerry	GROUNDSD	OG2	\$ 63,650	\$ 2,050		\$1,200	\$ 1,200	\$ 68,100
Gilby, Jacob	GROUNDSD	6	\$ 45,358					\$ 45,358
Walker, Phillip	GROUNDSD	8	\$ 46,588					\$ 46,588

Custodial - Part-time Hourly

Employee Name	Step	Hrly Rate	Black Seal	Hours (Not to Exceed)
Beam, Robert	4	\$ 19.11	\$ 1,200	4
Henderson, John	4	\$ 19.11		4

**Warren Hills Regional Board of Education
2025-2026 Renewal List
WHREA WHRAA**

Attachment: "J"

Tenured, Administrative Staff:

Employee Name	Salary	Position
Kavcak, Christopher	\$146,667	High School Principal
Remondelli, Nicholas	\$138,476	Middle School Principal
Barker, Glenn	\$127,386	High School Assistant Principal
Cacchio, Robert	\$120,152	Middle School Assistant Principal
Brown, Amanda	\$122,990	Supervisor of World Language/Health/PE/Fine Arts
Dennison, Keith	\$122,990	Supervisor of English and Social Studies
Apple, Heather	\$122,990	Supervisor of Math and Science
Rowlin, Mary Louise	\$144,340	Director of Special Services
Jones, Michael	\$133,338	Athletic Director

Attachment: "K"

Non-Tenured, Administrative Staff:

Employee Name	Salary	Position
Hough, Christine	\$145,120	Director of School Counseling Services

WARREN HILLS REGIONAL

TITLE: ACCOUNTS PAYABLE SPECIALIST

QUALIFICATIONS:

1. High School diploma; supplemented by payroll, bookkeeping, accounting and general computer knowledge.
2. Minimum experience as determined by the board.
3. Effective bookkeeping skills and demonstrated proficiency in data processing and use of automated office equipment and software packages.
4. Experience with an accounting information system.
5. Good interpersonal and communication skills.
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: School Business Administrator

JOB GOAL:

To perform all requisite secretarial and clerical services concerned with the operation of the office of the Business Administrator including

PERFORMANCE RESPONSIBILITIES:

- Process purchase orders and vouchers in accordance with district purchasing manual and procedures
 - Verification of all required signatures needed to complete the purchase order process
 - Disperse Purchase orders to vendors for processing and signature requirements
 - Notify original school/department of processed purchase order and maintain copies of all district wide purchase orders
- Responsible for examination of claims against the Board of Education to be processed for payment
 - Verification of receipts of goods and services and accuracy of invoice
 - Ensure all district purchasing is compliant with the Public School Contracts Law
 - Correspond with vendors to resolve issues or discrepancies
- Responsibility of data entry of claims for payment as prescribed by state accounting procedures
 - Prepare bill list on a monthly basis for board approval
 - Prepare checks for payment
- Monthly analysis of open purchase order list to ensure that orders are being processed on a timely basis
- Assists in the preparation of records for annual audit.
- Responsible for annual preparation of the IRS 1099 forms
- Assist with Graduate Course Reimbursement tracking and payment
- Responsible for Aid in Lieu payments for transportation
- Maintain vendor files including NJ Business Registrations, W-9, Political Disclosure and Iran
- Prepare/copy documents for E-rate
- Process Free and Reduced Lunch Applications and maintain the Master Eligibility List
- Assists in completing and filing annual reports in connection with the school lunch program. File monthly reports with the Department of Agriculture all in accordance with the new SNEARS program. Perform income verifications and file necessary state reports with the appropriate agencies.

- Assist with the preparation of the board agenda as necessary
- Keep track of Fixed Assets
- Handles payment of athletic officials including setting them up as vendors with necessary 1099 paperwork.
- Maintain confidentiality of sensitive correspondence, records and information
- Assists the Administrative Assistant to the BA with specific tasks as need and requested
- Performs other duties as needed or assigned by the Business Administrator/Board Secretary

WARREN HILLS REGIONAL

TITLE: ADMINISTRATIVE ASSISTANT TO THE SCHOOL BUSINESS ADMINISTRATOR

QUALIFICATIONS:

1. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements
2. Knowledge of accepted business practices, laws and regulations governing school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, school plant operations and facility planning, or is willing and able to study and attend training to gain this knowledge
3. Minimum experience as determined by the board
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
5. Demonstrated organizational, communication and interpersonal skills

REPORTS TO: Business Administrator / Board Secretary

JOB GOAL:

To perform all requisite secretarial and clerical services concerned with the operation of the office of the Business Administrator including assistance to professional staff, non-professional staff and the public.

PERFORMANCE RESPONSIBILITIES:

Budget and Finance

- Assist the School Business Administrator in providing support services essential to the preparation, administration, supervision & control of the district budget, as well as with all financial reporting, and with day-to-day procedural problems encountered by the business office staff.
- Assists in keeping accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and board policy.
- Assists the BA in auditing claims, invoices and demands against the board.
- Assists the BA in collecting tuition fees and other moneys due to the board.
- Assists in procurement of supplies and equipment for the district in accordance with law and board policies.
- Oversee and participate in the efficient operation of all accounts payable and accounts receivable functions for the district.
- Billing, collection & recording funds for tuition, facility use, transportation, state aid, tax revenues and other cash receipts.
- Maintain purchase orders, verify complete orders and prepare payments to vendors on timely basis. Correspond with vendors to resolve issues or discrepancies.

- Manage petty cash accounts.
- Prepare budget transfers for Board and or State approval.
- Prepare/supervise monthly reconciliation of general fund bank account.
- Trace errors and record adjustments to correct missing or incorrect transactions.
- Prepare records for annual audit and participate in the audits of the district's accounts, including special revenue funds (grants) reports.
- Prepare and enter year end adjusting & closing entries, yearend accounts receivable analysis and year end assessment of accounts payable and encumbrances.
- Check contracts and leases to which the Board of Education may from time-to-time become a party.
- Assists in administering the district's insurance/risk management program.
- Assists the BA in keeping records of the investment of board funds in accordance with statute and board policy.
- Assists in management of Student Activities Accounts, make deposits, issue checks and reconcile monthly. Prepare required reports for board agenda and for schools.
- Assists in management of Cafeteria Account, make deposits, issue checks and reconcile monthly. Prepare required reports for board agenda and for schools.
- Assists in maintaining scholarship accounts in collaboration with the guidance department including charts for miscellaneous scholarships. Prepare checks for colleges as needed.
- Gather information and prepare E-Rate forms required for reimbursement.
- Responsible for assisting in Graduate Course Reimbursement tracking and payment.
- Preparing documents and records for retention/destruction/scanning.

Facilities and Operations

- Assists in the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations.
- Assists in the preparation of all transportation contracts with contractors, obtain signatures and file packets with county office. Prepare joint transportation contracts, as needed, with various municipalities and file same with the county office. Maintain charts of all transportation costs.

Record Keeping/Reporting

- Assists the BA / board secretary in maintaining the records and papers of the board, and makes public records available for public inspection.
- Maintains a log of general correspondence and drafts responses to inquiries.
- Attends meetings and training sessions, representing the school district and accurately recording items that must be handled by the district.

- Assists in preparing and updating the annual list (on or before February 1) of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements.
- Prior to the annual submission to the executive county superintendent, assists in checking that the completed disclosure forms to assure that both required forms have been filed; that all questions have been answered or indicated as not being applicable; and that each copy is signed by an original signature.

Board Responsibilities

- Advertises for board meetings and bids as requested from the Business Administrator.
- When assigned, attends district school board meetings and speaks on assigned topics.
- Assists in assembling board agenda, preparing the official meeting minutes and aids in handling correspondence of the board.
- Assists in preparing the list of the names of all persons on the February 1 list of school officials and all newly elected or appointed persons who have failed to file as required under the law.

Miscellaneous

- Performs such other duties as may be assigned by the business administrator and/or superintendent.

TERMS OF EMPLOYMENT: Twelve months. Contract terms and salary to be determined by the board.

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: XXXXX

Legal References:

Note: Refer to Business Administrator/Board Secretary for a more comprehensive list

N.J.S.A. 18A:4-14	Uniform system of bookkeeping for all school districts
N.J.S.A. 18A:67.1-7.5	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:12	School Ethics Act
N.J.S.A. 18A:161	Officers and employees in general
N.J.S.A. 18A:171	Removal, etc., of secretaries, assistant secretaries, school business administrators and business managers during terms of office
N.J.S.A. 18A:172	Tenure of secretaries, assistant secretaries, school business administrators, business managers and secretarial and clerical employees
N.J.S.A. 18A:1713	Assistant and acting secretaries; appointment, powers and duties
N.J.S.A. 18A:1714	Clerks in the secretary's office
N.J.S.A. 18A:18A	Public School Contract Law
N.J.S.A. 18A:19	Expenditure of Funds; Audit and Payment of Claims
N.J.S.A. 18A:22	Budget and Appropriations
N.J.S.A. 18A:33	Facilities in general
N.J.S.A. 18A:39	Transportation to and from schools
N.J.S.A. 19:60	School election

N.J.S.A. 47:1A	Public access to government records
N.J.A.C. 6A:9-12.7	School business administrator
N.J.A.C. 6A:23	Finance and business services
N.J.A.C. 6A:26	Educational facilities
N.J.A.C. 6A:26-2	Long range facilities plans
N.J.A.C. 6A:26-3	Capital project review
N.J.A.C. 6A:26A	District comprehensive maintenance plans
N.J.A.C. 6A:27	Student transportation
N.J.A.C. 6A:30	Evaluation of the performance of school districts
N.J.A.C. 6A:32	District operations
N.J.A.C. 6A:32-3.2	Requirements for the code of ethics for district board of education members and charter school board of trustees

WARREN HILLS REGIONAL

TITLE: **Confidential** 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 1st 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

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 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. Perform monthly SMID compliance check for accuracy. Identified errors are to be shared with the Personnel/Payroll Specialist and the Benefits/Payroll Specialist for immediate remediation/correction, if necessary.
 - h. File will be uploaded to the NJ Smart site upon notification from Personnel/Payroll Specialist and/or Benefits/Payroll Specialist that errors have been addressed successfully and file can be uploaded for successful acceptance by NJ Smart.
 - i. Responsible for successful uploading of annual SMID Report to NJDOE through NJDOE 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.
 - j. Processing evaluations for all district employees
 - k. CSI Database – Personnel data entry including demographic, certificate entry and uploading of all scanned documents
 - l. 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.

WARREN HILLS REGIONAL

- 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.
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
Revised: April 29, 2025

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1-7.5
N.J.S.A. 18A:16-1
N.J.S.A. 18A:16-2
N.J.S.A. 18A:17-2

N.J.S.A. 18A:17-24
N.J.A.C. 6A:32-6

WARREN HILLS REGIONAL

Criminal history record
Officers and employees
in general Physical
examinations;
requirements

Tenure of secretarial and clerical
employees Clerks in
superintendent's office
School employee physical Examinations

8 U.S.C.A. 1100 et seq.

Immigration Reform and Control Act of 1986

WARREN HILLS REGIONAL

TITLE: BENEFITS/PAYROLL SPECIALIST

QUALIFICATIONS:

1. High School diploma; supplemented by payroll, bookkeeping, accounting and general computer knowledge.
2. Minimum experience as determined by the board.
3. Effective bookkeeping skills and demonstrated proficiency in data processing and use of automated office equipment and software packages.
4. Experience with a human resources information system.
5. Good interpersonal and communication skills.
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: School Business Administrator

JOB GOAL:

To assist in the administration of the district's payroll and benefits program, with a high degree of responsibility, discretion and confidentiality, in addition to routine work necessary for the smooth and efficient administration of the payroll and benefits program.

PERFORMANCE RESPONSIBILITIES:

1. Provide new employees with benefit forms and process same.
2. Process various applications pertaining to NJ pension systems such as enrollments, withdrawals, retirements, transfers, purchases, etc.
3. Complete forms relating to unemployment requests. Process payments from unemployment account.
4. Complete quarterly reports including, WR30 and Pension.
5. Handle payroll agency payments including tax payments, Aflac, Prudential, NJEA and OMNI.
6. Determine eligibility of employee benefit enrollment changes, terminations and monthly bill payments.
7. Using federal guidelines determine COBRA eligibility, send information to eligible dependent and process enrollments.
8. Review "Waiver of Health Benefits" option and maintain eligibility and payment schedule.
9. Run open enrollment period each year.
10. Annually notify employees per federal/state requirements.
11. Act as liaison between employee and insurance consultant. Field and investigate claim problems and refer when necessary.
12. Handle Leave of Absences.
13. Participate in new teacher orientation activities by scheduling representatives to speak about benefits. Attend such meetings to answer employee questions.
14. Maintain Workers Compensation reporting and records.
15. Prepare and distribute 1095C forms.
16. Track part-time employees' hours for ACA compliance.
17. Maintain and update Position control roster and Job Codes.
18. **Collect, prepare and submit in a timely and accurate manner any and all Department of Labor data.**
19. **Ensure all personnel data is entered, in a timely and accurate manner, in CSI to guarantee a successful upload of the annual and required Student Information System (SMID and employee information).**

20. Remedy any and all errors, in a timely and accurate manner, on monthly SMID report checks facilitated and shared by the Confidential Administrative Assistant to the Superintendent and Business Administrator.
21. Manage the Ameriflex Cobra and FSA accounts.
22. Assist in payroll processing.
23. Handle attendance(Frontline/Aesop) when needed.
24. Prepares, prints and distributes all district purchase orders.
25. Review agenda personnel section prior to board meetings.
26. Performs such other duties as may be assigned by the business administrator and/or superintendent.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the board.

ANNUAL EVALUATION:

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

Adopted: June 20, 2017

Revised: ????

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:6-7.1	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; requirement
<u>N.J.S.A.</u> 18A:17-2	Tenure of secretarial and clerical employees
<u>N.J.S.A.</u> 18A:4-14, -14.1	Uniform system of bookkeeping for school districts
<u>N.J.S.A.</u> 18A:34-2	Care and keeping of textbooks and accounting
<u>N.J.A.C.</u> 6A:23-2	Double-entry bookkeeping and GAAP accounting in local school districts
<u>N.J.A.C.</u> 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: PERSONNEL/PAYROLL SPECIALIST

QUALIFICATIONS:

1. High School diploma; supplemented by payroll, bookkeeping, accounting and general computer knowledge.
2. Minimum experience as determined by the board.
3. Effective bookkeeping skills and demonstrated proficiency in data processing and use of automated office equipment and software packages.
4. Experience with a human resources information system.
5. Good interpersonal and communication skills.
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: School Business Administrator

JOB GOAL:

To assist in the administration of the district's payroll program, with a high degree of responsibility, discretion and confidentiality, in addition to routine work necessary for the smooth and efficient administration of the payroll program.

PERFORMANCE RESPONSIBILITIES:

- Review personnel section of board agenda prior to board meetings and check board minutes for salary change authorization.
- Enter personnel and payroll information into the in-house computer system.
- Receive, check, calculate and enter timesheets for payroll and prepare same including verification of budget codes
- Process payroll checks and distribute checks to employees.
- Set up and maintain direct deposit system. Transfer information to ACH dept. at bank.
- Set-up and maintain employee attendance system in Aesop and CSI. Calculate employee allotments, process employee absence requests, maintain comp time records, annual employee notifications, personal and sick day payments and comp time records.
- Maintain sick bank records and send forms annually to encourage new enrollments.
- Prepare quarterly reports for Federal taxes, NJ taxes, PA State, PA Local and BZ-Multiple worksite report.
- Prepare annual reports for all payroll taxes.
- Prepare and distribute W-2 forms.
- **Collect, prepare and submit in a timely and accurate manner any and all Department of Labor data.**
- **New Jersey SMARTS**

- Ensure all personnel data is entered, in a timely and accurate manner, in CSI to guarantee a successful upload of the annual and required Student Information System (SMID and employee information).
- Remedy any and all errors, in a timely and accurate manner, on monthly SMID report checks facilitated and shared by the Confidential Administrative Assistant to the Superintendent and Business Administrator.
- Provide new employees with employment forms and ensure timely and accurate entry into all required systems.
- Prepare various materials such as letters, records and reports as needed.
- Open and respond, in a timely and accurate manner, to routine correspondence associated with duties.
- Report newly hired employees, in a timely and accurate manner, through NJ new hire website.
- Complete verification of employment forms as requested and authorized.
- Verify bank schedule versus employee pay dates and prepare fiscal year pay schedules for timesheet submission.
- Update and maintain various forms. Keep inventory of all forms ordered through outside sources.
- Performs such other duties as may be assigned by the

TERMS OF

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

ANNUAL

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

Adopted: June 20, 2017

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:6-7.1	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; requirement
<u>N.J.S.A.</u> 18A:17-2	Tenure of secretarial and clerical employees
<u>N.J.S.A.</u> 18A:4-14, -14.1	Uniform system of bookkeeping for school districts
<u>N.J.S.A.</u> 18A:34-2	Care and keeping of textbooks and accounting
<u>N.J.A.C.</u> 6A:23-2	Double-entry bookkeeping and GAAP accounting in local school districts
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations

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