

WARREN HILLS REGIONAL BOARD OF EDUCATION

August 26, 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, Thomas Dufner, Molly Fraumeni (arrives 6:47 p.m.), Jean Hansen, Erik Heller, Amy Kemp, Lisa Marshall, Paula Merrill (arrives 6:40 p.m.) and Corey Piasecki. Also present were Earl Clymer, Donnamarie Palmiere, Dennis Mack and Board Attorney, Marc Zitomer.

C. Executive Session- 6:30 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 6:32 p.m. with full board consent.

D. Reconvene: 7:00 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

- August 12, 2025 Regular & Executive Session Meetings

Motion by Mrs. Merrill and seconded by Mrs. Fraumeni to approve the minutes of the August 12, 2025 Regular Meeting & Executive Session Meeting.

MOTION: Paula Merrill		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
None

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

- Opening of School
Positive - Both Buildings
- QSAC Review - 2025 - 2026
- NJSLA Adaptive Fall Test
- MS Test Coordinator Posting
- NJGPA Assessment Results
- Teach AG Challenge Day

H. Presenter(s): NJGPA Results Report - Mr. Clymer

I. Goals:

Motion by Mrs. Fraumeni and seconded by Mrs. Marshall to accept the Warren Hills Regional 2025-2026 District Goals and Board Goals with full board consent.

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

District Goal 1:

To increase the percentage of students who are *graduation ready* on the NJGPA-Adaptive, Math & ELA assessments, utilizing the *Curriculum Monitoring and Assessment Plan* and the *Annual School Plan* to more closely evaluate student growth.

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 by facilitating at least 2 in-district programs.

District Goal 3:

To implement the *Structured English Instruction Program* by providing certificated faculty with in-house Professional Development time and resources to complete the 15-hour, self-paced training program no later than May 29, 2026, with a successful completion rate of greater than 95% of certificated teaching staff and non-certificated teaching staff.

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

Board Goal 1:

Support the administration, Faculty and staff district achievement by monitoring student growth, professional development, and school climate initiatives. The Board will ensure these initiatives are implemented with fidelity and reviewed for effectiveness.

Board Goal 2:

Support, recognize and celebrate student achievements by highlighting academic, extracurricular, and personal successes. The Board seeks to foster a positive culture that values both student growth and staff contributions.

J. Committee Reports

Committee	Date	Discussion
Finance, Facilities & Transportation	August 21, 2025	By Chair: P. Merrill
Education, Policy & Technology	August 21, 2025	By Chair: L. Marshall
Personnel & Student Activities	No meeting held	By Chair: M. Fraumeni
Negotiations	No meeting held	By Chair: T. Dufner

Mrs. Kemp reported that the Finance, Facilities & Transportation committee met and discussed the following:

- Audit
- Preliminary 26-27 Budget
- Health benefits
- Projects – comp gym expected to be done by September 9th
- Winter track will not run the 25-26 year.

Mrs. Marshall reported that the Education, Policy & Technology committee met and discussed the following:

- Policy alert 235 to be reviewed and then discussed
- G&T put on hold
- Course of Study – priority to get on agenda as soon as possible
- Expanded electives into 9th grade and staggered elective courses
- Discussed adding two courses – AP Business/financial literacy
- Senior Release internship – potential for CTE (credit)
- IEP legislative update effective 26-27
- NJSLA & NAEP
- AP Testing – Summer Institute is helping

K. Old Business

None

L. New Business

Mrs. Marshall attended the Sussex County Ed Services meeting and reported that they are expanding their program.

Mr. Clymer is administratively adding Motion *6 under I. Personnel.

*6. Motion to authorize the Superintendent to hire faculty, staff and advisors for the start of the 2025-2026 school year. The Board will not unreasonably withhold approval at the next board of education meeting.

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.6 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	Stephanie Golda-Poirier	Approve	Teacher	\$1,550.00 per semester	MS	8-26-25	6-30-26	Stipend for Travel, per contract
2	Salvatore Montero	Approve	Teacher	\$1,550.00 per semester	MS	8-26-25	6-30-26	Stipend for Travel, per contract
3	Matthew Dell Elba	Approve	Teacher	\$1,550.00 per semester	HS	8-26-25	6-30-26	5th preparation, per contract
4	Toni Manfra	Approve	Teacher	\$1,550.00 per semester	HS	8-26-25	6-30-26	5th preparation, per contract
5	Jenna Wyckoff	Approve	Coach - Head Field Hockey	\$3,567.00	MS	Start of Season	End of Season	Tier3 Step 1; Pending receipt of all required documents
6	Mark Smith	Approve	Teacher	\$47.00/hr	HS	8-18-25	8-21-25	Curriculum Review; Not to exceed 5 hrs; Submission of timesheet
7	Nichole Nuzzi	Approve	Paraprofessional	\$29.98/hr	HS	08-21-25	06-30-26	AIDE HR BA, Step 2 - Pending receipt of required documents
8	Laila Southard	Approve	Paraprofessional	\$29.98/hr	HS	08-21-25	06-30-26	AIDE HR BA, Step 2 - Pending receipt of required documents

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
9	Jonathon Slack	Approve	Athletic - Event Staff	Per Approved Athletic Fee Schedule	District	8-27-25	6-30-26	Submission of Timesheet
10	Nicholas Springer	Approve	Athletic - Event Staff	Per Approved Athletic Fee Schedule	District	8-27-25	6-30-26	Submission of Timesheet
11	Salvatore Montero	Approve	Advisor HS Chorus Club	\$4,223	HS	8/25/25	6-12-26	Tier 1
12	Salvatore Montero	Approve	Advisor HS Chorus Director (Spring)	\$3,605	HS	8/25/25	6-12-26	1 production Tier 2
13	Salvatore Montero	Approve	Advisor MS Chorus Director (Fall/Winter)	\$3,605	MS	8/25/25	6-12-26	1 production Tier 2
14	Salvatore Montero	Approve	Advisor Select MS Chorus Club	\$2,781	MS	8/25/25	6-12-26	Tier 5
15	Kayleigh Morpeth	Approve	Advisor MS Jazz Ensemble	\$2,987	MS	8/25/25	6-12-26	Tier 4
16	Cedric Hickerson	Approve	Advisor HS Junior Class	\$3,399	HS	8/25/25	6-12-26	Tier 3
17	Patricia Smith	Rescind	Advisor FFA MS	\$2,781	MS	08/25/25	06-12-26	Rescind 8-12-2025 Approval
18	Patricia Smith	Approve	Advisor FFA Co-Advisor MS	\$1,390.50*	MS	08/25/25	06-12-26	* 50% of Tier 5
19	Lisa Smith	Approve	Advisor FFA Co-Advisor MS	\$1,390.50*	MS	08/25/25	06-12-26	* 50% of Tier 5
20	Adam Slack	Approve	Advisor - Assistant for Archery	\$2,112	HS	08/25/25	06-12-26	Tier 1
21	Joanna Leontaris	Approve	Advisor - HS Key Club	\$3,399	HS	08/25/25	06-12-26	Tier 3
22	Cheryl Yanoff	Approve	Tutoring	\$47.00/hr	District	07/01/25	08/15/25	Math Tutoring - Billed to Belvidere
23	Danielle Miksch	Approve	Peer Tutoring	\$47.00/hr	HS	08/25/25	06-12-26	Submission of Time Sheets
24	Kelsey Connelly	Approve	Peer Tutoring	\$47.00/hr	HS	08/25/25	06-12-26	Submission of Time Sheets
25	Heather Wight	Approve	Testing Coordinator	\$1,000.00	HS	08/25/25	06-12-26	SAT Testing Coordinator
26	Geri Cramer	Approve	Testing Coordinator	\$4,000.00	MS	08/25/25	06-12-26	NJSLA Spring Testing Coordinator
27	MaryAnn Strohl-McKinney	Approve	Substitute Teacher	\$130.00/day	District	08/25/25	06-12-26	Pending receipt of required documents
28	Brooke Johnson	Accept	Secretary	\$47,013.00	MS	08-31-25	08-31-25	Resignation

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
29	Michael Clancy	Rescind	Event Staff	\$40.00/hr	District	08/25/25		Rescind Approval - Failure to provide required documents
30	Michael Clancy	Rescind	Substitute Security	\$20.00/hr	District	08/25/25		Rescind Approval - Failure to provide required documents

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

Code	Name	Title	Location	Cost/Mileage	Date & Discussion
1	K Dennison	NJDOE Teach NJ Guidance Update Workshop	Somerset County NJDOE Office Somerville NJ 08876	N/A	August 7, 2025

*3. Motion to approve the following staff members for Summer 2025 IEP Meetings at the Contracted Rate \$47.00. Submission of Approved Timesheets.

Kenneth Kurpat, Jennifer Jessen, Nicole Nothnagel, Chelsae Dell Elba

*4. Motion to approve Job Descriptions as recommended by the Personnel and Student Activities Committee and the Superintendent:

- Assistant Principal - Attachment A
- Secretary 10 & 12 Month Positions - Attachment B
- Secretary to Director of Special Services - Attachment C

*5. 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	Heather Roldan	Field Experience	150 hrs	N/A	District	9-2-25	12-15-25	Pending receipt of required documents; Under the supervision of E. Clymer

*6. Motion to authorize the Superintendent to hire faculty, staff and advisors for the start of the 2025-2026 school year. The Board will not unreasonably withhold approval at the next board of education meeting.

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. Merrill to accept the recommendation of the Superintendent to approve and adopt motions II.1 through II.3, as amended and described below:

*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 & R #2430 - Co-Curricular Activities**
- R #5511 - Dress and Grooming**
- R #5600 - Student Code of Conduct**
- P #7320 - Disposition of Property**
- P #9163 - Spectator Code of Conduct *as amended***

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

- MS –2025-2026 - None
- HS – 2025-2026 - None

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

Code	Requested by:	Trip	Board of Education Cost	Discussion
1	P Smith	National FFA Convention Indianapolis IN	N/A	FFA
2	S Reichard N Silvis	The College of New Jersey Ewing NJ	Transportation	Student Council - Fall
3	S Reichard N Silvis	The College of New Jersey Ewing NJ	Transportation	Student Council - Winter

Approval of Education & Policy Motions

MOTION: Lisa Marshall		SECOND: Paula Merrill		
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 Mrs. Kemp and seconded by Mr. Piasecki to accept the recommendation of the Superintendent to approve and adopt motions III. 1 through III. 9 as amended and described below:

*1. The Warren Hills Regional Board of Education approves the July, 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 revised monthly financial report of the Secretary and the Treasurer for the month of July, 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 overexpended 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 August 13, 2025 through August 26, 2025, in the amount of \$ 917,560.59.

*3. Motion to approve Student Activities bill list for the period July 1, 2025 through July 31, 2025 in the amount of \$3,777.15.

*4. Motion to approve transfers in the amount of \$339,712.00 for the month of July 2025.

*5. Motion to approve the following Special Education Tuition Contracts for the 2025-2026 extended and regular school year:

Student	School	Amount	Aide	Related Services	Effective
9124718805	Morris-Union Jointure Commission – DLC	\$61,031.00	\$76,569.00	N/A	6/25/25-6/30/26

*6. Motion to approve Transportation Contracts with the NJ Department of Children and Families, Office of Education, for the 2025-2026 school year to transport Warren Hill Regional Students #4924140597 and #6584158772 to the DCF Regional School, Warren Campus in Port Murray, NJ, at a cost of \$75.00 a day per student.

*7. Motion to approve Change Order No. 12 for the HS HVAC Upgrades in the amount of \$5,273.99 for additional costs associated with supplying 208 volts power supply to 9 UV LEV’s. This Change Order becomes part of and in conformance with the existing contract.

*8. Motion to approve the attached list of Use of Facilities for the 2025-2026 school year. [Attachment D]

*9. Motion to accept, with gratitude, the donation of 2 Jersey Tactical Corp. Emergency Response Lockers worth \$2,600.00 from the At-Ease Foundation for the Warren Hills Regional High School & Middle School pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

Approval of Budget & Finance Motions

MOTION: Amy Kemp		SECOND: Corey Piasecki		
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			

O. Public Comment

Several members of the public commented on the loss of winter track.

P. Second Executive Session 7:46 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) *Personnel Matters*

2) *Matters of Attorney/Client Privilege*

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 7:45 p.m.

Motion by Mrs. Fraumeni and seconded by Mrs. Merrill to go into Executive Session at 7:46 p.m. No action will be taken.

Reconvene: 8:22 p.m.

Q. Adjournment 8:22 p.m.

Approval to Adjourn

Motion by Mrs. Fraumeni and seconded by Mr. Piasecki to adjourn at 8:22 p.m. with full board consent.

Respectfully submitted,

Donnamarie Palmiere
Business Administrator/Board Secretary

WARREN HILLS REGIONAL

TITLE: ASSISTANT PRINCIPAL

QUALIFICATIONS:

1. Valid New Jersey Principal Certificate or eligibility
2. Minimum of five years teaching experience
3. Master's Degree in related educational field
4. Demonstrated leadership capability in the areas of curriculum and staff development
5. Strong interpersonal and communication skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal

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

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

PERFORMANCE RESPONSIBILITIES:

School Leadership

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

Student discipline, supervision of students

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

Record-keeping, reporting and scheduling

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

WARREN HILLS REGIONAL

Interaction with school staff

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

Other

1. Assists in the planning and supervision of activities to promote student and employee health and safety.
2. **Performs other duties within the scope of employment, as assigned by the Superintendent and/or designee.**
3. ~~Performs such other duties as may be assigned by the principal, assistant superintendents or superintendent.~~

TERMS OF

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

ANNUAL

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

Revised: November 14, 2017

LEGAL REFERENCES:

<u>N.J.S.A.</u> 13:1f-19	School integrated pest management act
<u>N.J.S.A.</u> 18A:6-1	Corporal punishment of pupils
<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment: exception
<u>N.J.S.A.</u> 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:17-46	Act of violence; report by school employee; notice of action taken; annual report
<u>N.J.S.A.</u> 18A:25-2	Authority over pupils
<u>N.J.S.A.</u> 18A:25-4	School register; keeping
<u>N.J.S.A.</u> 18A:25-5	Annual report; filing and penalty for failure to file
<u>N.J.S.A.</u> 18A:25-6	Suspension of assistant superintendent, principals and teachers
<u>N.J.S.A.</u> 18A:26-1	Citizenship of teachers, etc.
<u>N.J.S.A.</u> 18A:26-1.1	Residence requirements prohibited
<u>N.J.S.A.</u> 18A:26-2	Certificates required; exception
<u>N.J.S.A.</u> 18A:27	Employment and contracts
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:37	Discipline of pupils
<u>N.J.S.A.</u> 18A:40	Promotion of health and prevention of disease
<u>N.J.S.A.</u> 18A:40A	Substance abuse
<u>N.J.S.A.</u> 18A:41-1 <u>et seq.</u>	Fire drills and fire protection
<u>N.J.A.C.</u> 6A:7	Managing for equality and equity in education
<u>N.J.A.C.</u> 6A:8	Standards and assessment

WARREN HILLS REGIONAL

<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
<u>N.J.A.C. 6A:9-3</u>	Professional standards for teachers and school leaders
<u>N.J.A.C. 6A:9-5</u>	General certification policies
<u>N.J.A.C. 6A:9-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9-9</u>	Instructional certificates
<u>N.J.A.C. 6A:9-12.3</u>	Authorization
<u>N.J.A.C. 6A:9-12.5</u>	Principal
<u>N.J.A.C. 6A:9-14</u>	Acting administrators
<u>N.J.A.C. 6A:9-15</u>	Required professional development for teachers
<u>N.J.A.C. 6A:9-16</u>	Required professional development for school leaders
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:17</u>	Students at risk of not receiving a public education
<u>N.J.A.C. 6A:27-11.2</u>	Evacuation drills and safety education
<u>N.J.A.C. 6A:30</u>	Evaluation of the school district
<u>N.J.A.C. 6A:32</u>	School district operations
<u>N.J.A.C. 6A:32-4</u>	Employment of teaching staff
<u>N.J.A.C. 6A:32-4.4</u>	Evaluation of tenured teaching staff members
<u>N.J.A.C. 6A:32-4.5</u>	Evaluation of nontenured teaching staff members
<u>N.J.A.C. 6A:32-5.1</u>	Standards for determining seniority
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 6A:32-7</u>	Student records
<u>N.J.A.C. 6A:32-8</u>	Attendance and pupil accounting

Manual for the Evaluation of Local School Districts

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

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

WARREN HILLS REGIONAL

TITLE: SECRETARY - 10 and 12-Month positions

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum experience as determined by the board
3. Good word processing skills
4. Knowledge of automated office equipment and efficient office procedures
5. Good telephone skills and ability to communicate effectively
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Designated Supervisor

JOB GOAL:

To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office.

PERFORMANCE RESPONSIBILITIES:

1. Receives and routes incoming calls and correspondence.
2. Performs usual office routines.
3. Types correspondence, notices and reports.
4. Maintains a well-organized up to date filing system.
5. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
6. Arranges meetings, prepares agendas and handles followup activities as necessary.
7. Assists, logs in, and directs visitors to the schools.
8. Maintains confidentiality as required and appropriate.
9. Performs other tasks related to the efficient operation of the office as assigned.

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.

Approved by:

Date:

Revised:

LEGAL REFERENCES:

<u>N.J.S.A. 18A:67.1</u>	Criminal history record
<u>N.J.S.A. 18A:161</u>	Officers and employees in general
<u>N.J.S.A. 18A:162</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:172</u>	Tenure of secretarial and clerical employees
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations

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

WARREN HILLS REGIONAL

TITLE: Secretary to the ~~Supervisor~~ **Director** of Special ~~Education~~ **Services**

REPORTS TO: ~~Supervisor~~ **Director** of Special ~~Education~~ **Services**

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 secretarial and clerical responsibilities necessary for an efficient and effective special education department office that assists Special ~~Education~~ **Services** Administrator(s) and supervisor(s) in the performance of their responsibilities. Assists ~~Supervisor~~ **Director** of Special ~~Education~~ **Services** in matters related to personnel.

PERFORMANCE RESPONSIBILITIES

1. Perform secretarial and clerical tasks of a varied nature, some of which may be unique to the assigned office, i.e. Special Education and related services, requiring a thorough knowledge of the rules and regulations of the schools and school district.
2. Be responsible for compilation of documents needed for special education programs, services, budget, planning and preparation.
3. Keep confidential all correspondences, reports and other documents relating to special education and district matters.
4. Demonstrate willingness to substitute for other secretaries as needed and/or requested.
5. Handle mail and correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.
6. Ensure that all communications from the office meet proper written and oral English standards.
7. Greet visitors and answer telephone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters.
8. Maintain an efficient and well-organized electronic and paper data collection and filing systems, including confidential files.
9. Arrange appointments and maintain schedule for ~~Supervisor~~ **Director** of Special ~~Education~~ **Services**
10. Assists ~~Supervisor~~ **Director** of Special ~~Education~~ **Services** in the preparation of reports and documents by gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and transmitting or distributing final products.

WARREN HILLS REGIONAL

11. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required District and State data collections, and the completion of the administrator's responsibilities.
12. Arrange meeting details, prepare agendas and materials, and handle follow-up activities.
13. Maintain financial records for the accounts and budgets assigned to the Special Education department, preparing and monitoring purchase orders, checking in purchased materials, maintaining balances, and performing other bookkeeping tasks.
14. Order and maintain office supplies and provide for the maintenance and repair of equipment.
15. Assist the administrator in handling interruptions and emergencies.
16. Process all administrator appointments and new hires.
17. Enroll them in the Special Education Medicaid Initiative (SEMI).
18. Run reports of Special Education accounts to justify spending and preventing any overage.
19. Process and prepare all petty cash for department and complete paperwork to substantiate spending and requests.
- ~~20. Process all non-tenured and tenured evaluations for all district employees.~~
21. Track all outgoing actions, memos and transfer requests that are either sent out or received from ~~Supervisor~~ **Director** of Special Education. **Services**
22. Assist in other duties designated by the Superintendent and/or ~~Supervisor~~ **Director** of Special Education. **Services**
23. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
24. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
25. Attend required staff meetings and serve, as appropriate, on staff committees.
26. 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.
27. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.
28. 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.
29. Provide clerical support in the labor negotiations process including, but not limited to: typing of: proposals, typing of minutes of board strategy sessions, typical of strategy memoranda and preparation of spreadsheets costing out board proposals.
30. 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.

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.

WARREN HILLS REGIONAL

Adopted: June 20, 2017
Revised: August 15, 2017
Revised: March 19, 2019
Revised: June 11, 2019

LEGAL REFERENCES:

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

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

**WARREN HILLS REGIONAL SCHOOL DISTRICT USE OF FACILITIES
2025-2026**

ORGANIZATIONS	MONTH(S) OF USE	COI UP TO DATE	501C3 COMPLIANT
HUNTERDON RED DEVILS CHEER	NOVEMBER 2025	YES	
NJ STARZ	AUGUST & NOVEMBER 2025	YES	
NJ WEST SOCCER	JULY 2025	YES	
PANTHERS FOOTBALL	OCTOBER 2025		
PDA YOUTH SOCCER LEAGUE	AUGUST 2025	YES	
STREAKS RECREATION CHEERLEADING ASSOC	JULY 2025 - FEBRUARY 2026	YES	
STREAKS WRESTLING CLUB	JULY 2025 - MARCH 2026	YES	
WARREN UNITED SOCCER	AUGUST - NOVEMBER 2025	YES	
WTYA- (SOFTBALL, LACROSSE, BASKETBALL, FIELD HOCKEY)	AUGUST 2025 - JUNE 2026	YES	