

WARREN HILLS REGIONAL SCHOOL DISTRICT

District Policy

0143 - BOARD MEMBER ELECTION AND APPOINTMENT

Section: Bylaws

Date Created:

Date Edited: 9/22/26

The election and appointment of Board of Education members will be conducted in strict compliance with law.

A vacancy in the membership of a regional Board of Education shall be filled in accordance with N.J.S.A. 18A:13-11. A vacancy shall be filled from the constituent districts represented by the former incumbents in the same manner as vacancies in the membership of Boards of Education of Type II districts having elected Boards of Education are filled.

A vacancy in the membership of a Board of Education shall be filled as follows:

1. By the Executive County Superintendent, if the vacancy is caused by:
 - a. The absence of candidates for election to the school Board; or
 - b. The removal of a member because of lack of qualifications; or
 - c. The failure of the Board to appoint a person to a vacancy within sixty-five days following its occurrence; or
 - d. Two or more candidates qualified by law for membership on the Board receiving an equal number of votes in a special runoff election.
2. By the Executive County Superintendent, to a number sufficient to make up a quorum of the Board if, by reason of vacancies, a quorum is lacking;
3. By special election within sixty days of the annual school election, if:
 - a. Two or more candidates qualified by law for membership on the school Board receive an equal number of votes in the annual school election; or

- b. The annual election is disqualified due to improper election procedures.
- 4. By the Commissioner of Education if there is a failure to elect a member at the annual school election due to improper campaign practices; or
- 5. By a majority vote of the remaining members of the Board of Education after the vacancy occurs in all other cases.

The Board Secretary shall promptly notify the President of a vacancy to be filled by the Board. The President shall inform all other Board members.

The Board Secretary will give public notice of the vacancy and invite any qualified person to apply for the vacancy by a date certain. The Board shall require candidates to submit a resume along with a cover letter expressing the person's reasons for seeking the seat. The Board will publicly announce the names of the candidates who applied for the open seat after the filing deadline.

The Board Secretary will notify the candidates of the format of the interviews and date, time and location of them prior to the meeting where the interviews will take place. Candidates will also be provided with this policy or a link to it.

In considering candidates who have expressed an interest in a vacancy, the Board of Education may interview candidates in public or executive session. The order of the candidates shall be determined randomly at the meeting. The candidates who are not being interviewed shall be required to wait in a separate room during the interviews of the other candidates, without access to their phones or other communication equipment, so that they do not hear the questions and answers. Once a candidate has been interviewed, he or she will be required to return to the waiting area until all interviews are complete. Once all of the candidates have been interviewed, they will be asked to return to the main meeting room.

The Board may convene into closed session to discuss the qualifications and interviews of each candidate, if interviews were conducted in public session. The Board must vote to appoint a candidate to a vacancy in public session. Before the Board President calls for nominations, he or she shall explain to the public the substance of the closed-session deliberations. The Board shall open the floor for public comment specifically on the candidates, the process and/or the closed session deliberations.

The Board President will then call for nominations. Each nomination must receive a second in order to be considered for the vote. Once all of the potential candidates have been nominated with a second, the Board President will ask for a motion to close the nominations.

After the nominations are closed, the Board Secretary will then call the roll on the nominated candidates. Upon being called in the roll, each Board member shall state the name of the nominated candidate who he/she wishes to fill the vacant seat.

If a candidate receives the votes of a majority of the remaining Board members, he/she will be elected to the vacancy. In the event no candidate receives a majority vote of the remaining Board members, another election process shall be conducted between the two candidates (three if the tie is at second place) receiving the highest number of votes. The Board shall retain the option to ask additional questions of the candidates to assist in the decision-making process. If additional questions are asked, the format and setup shall be the same as the initial interview.

If after successive rounds of voting, the Board is deadlocked and no candidate receives a majority of the remaining Board members, the Board may choose to re-advertise the vacancy and attempt to fill the vacancy at a future meeting.

N.J.S.A. 18A:12-11; 18A:12-15

Adopted: 17 July 2012

Revised: 10 December 2019; 25 April 2024; 22 January 2026

Policy 9181 Proposed Redline

Athletic and Co Curricular Activity Volunteers

~~Deleted language~~

Added language

DISTRICT POLICY

~~9181 VOLUNTEER ATHLETIC COACHES AND CO-CURRICULAR ACTIVITY ADVISORS/ASSISTANTS~~ATHLETIC AND CO-CURRICULAR ACTIVITY VOLUNTEERS

Section: Community

Date Created: October 2009

Date Edited: ~~January 2025~~[Insert Date]

~~P9181 VOLUNTEER ATHLETIC COACHES AND CO-CURRICULAR ACTIVITY ADVISORS/ASSISTANTS~~ATHLETIC AND CO-CURRICULAR ACTIVITY VOLUNTEERS

The Board of Education recognizes that the services of ~~volunteer athletic coaches and co-curricular activity advisors/assistants~~athletic and co-curricular activity volunteers bring unique skills to the district, enrich the athletic and co-curricular ~~program~~programs, assist district ~~coaching and co-curricular staff members~~coaches and co-curricular activity staff members in the performance of their duties, and enhance the relationship between the school district and the community. Therefore, the Board authorizes ~~a program for the utilization of volunteer athletic coaches and co-curricular activity advisors/assistants~~the use of athletic and co-curricular activity volunteers in the district.

For the purposes of this Policy, ~~"volunteer athletic coach and co-curricular activity advisor/assistant" is a person who is not paid by the Board of Education. The volunteer assists under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for the school activity.~~an "athletic or co-curricular activity volunteer" is an individual who is not paid by the Board of Education and who provides assistance to a school-sponsored athletic program or co-curricular activity. A volunteer shall serve only under the direction and direct supervision of an appropriately certified or licensed school district employee.

A volunteer serves solely in a support capacity and shall not act as the person in charge of an athletic program, co-curricular activity, team, group, practice, event, or student. Responsibility for the supervision and instruction of students shall remain with the coach, advisor, assistant coach, assistant advisor, or other school district employee assigned by the Board.

The Director of Athletics and Student Activities (DASA) ~~will~~shall be responsible for the recruitment and screening of ~~volunteer athletic coaches and co-curricular activity advisors/assistants and their assignment~~athletic and co-curricular activity volunteers and for their recommendation, assignment, and oversight. The district is not obligated to ~~utilize the proffered services of a volunteer whose abilities or interests~~accept or use the services of any volunteer whose abilities, conduct, availability, or interests do not serve the needs of the school district, as determined by the Superintendent.

~~These volunteers~~Volunteers must be persons of known character, responsibility, and integrity. ~~and must~~Each volunteer must be recommended by the Superintendent and approved by the Board of Education ~~prior to assuming any responsibilities~~before assuming any volunteer duties or having contact with students in a volunteer capacity.

The DASA ~~will prepare and promulgate~~shall establish and communicate rules of conduct and expectations for ~~volunteer athletic coaches and volunteer co-curricular activity advisors/assistants~~athletic and co-curricular activity volunteers. Each ~~volunteer athletic coach and co-curricular activity advisor/assistant will be given~~volunteer shall receive a copy of this Policy and acknowledge receipt prior to beginning the volunteer assignment.

The following guidelines shall govern the service of ~~a volunteer athletic coach and volunteer co-curricular activity advisor/assistant~~athletic and co-curricular activity volunteers:

- ~~1. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants~~Volunteers may serve only under the direction and immediate supervision of a head ~~and/or coach~~coach, assistant coach, activity advisor, ~~or assistant employed by the Board~~assistant activity advisor, or other appropriate school district employee assigned by the Board.

2. ~~The Head Coach will provide the DASA with the final summary of the season and notes in regards to the volunteer for their specific sport. All reviews must be turned in by the end of the season to the Athletic Director.~~ Volunteers shall clearly understand their assigned duties and responsibilities and shall not perform services outside those duties. All duties must be assigned by the supervising district employee and approved by the DASA.
3. ~~Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must clearly understand their duties and responsibilities and perform no services outside those duties, as directed by the head coach and approved by the DASA.~~ Volunteers shall serve only in a support capacity. They shall not independently supervise, instruct, discipline, transport, or assume responsibility for students.
4. ~~Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants serve only in a support capacity and only head or assistant coaches or activity advisors or assistants employed by the Board are responsible for the supervision and instruction provided to students participating in athletic programs or co-curricular activities.~~ Volunteers shall not act as the person in charge of an athletic program, co-curricular activity, team, practice, competition, performance, meeting, trip, or other student activity.
5. Volunteers may be present on the sideline, bench, practice area, locker room area, performance area, or other restricted area only when specifically authorized by the DASA and while under the direct supervision of the designated district employee. Authorization shall be documented as part of the volunteer approval process.
6. ~~Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants~~ Volunteers shall respect the individuality, dignity, privacy, and worth of each student.
7. ~~Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants are not permitted access to student records.~~ Volunteers shall not be permitted access to confidential student records.
8. ~~Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must exercise discretion and shall not disclose any confidential student matters the coach or activity advisor or assistant employed by the Board becomes aware of as a result of their volunteer responsibilities.~~ Volunteers shall exercise appropriate discretion and shall not disclose any confidential student or district information learned as a result of their volunteer responsibilities.
9. ~~Volunteer athletic coaches are not permitted to assist with any athletic or extra-curricular activity that a family member is participating. The DASA may determine if the volunteer can assist in another level of the program that would allow their involvement without direct contact with immediate family members.~~ An athletic volunteer shall not assist directly with a team or activity in which an immediate family member participates. The DASA may determine whether the volunteer may assist at another level of the program that does not involve direct contact with the immediate family member.
10. ~~Volunteers are not to be present during the tryout process. Expectations and responsibilities of volunteers will be provided by the DASA.~~ Volunteers shall not participate in or be present during the student tryout or selection process unless specifically authorized by the Superintendent based upon extenuating circumstances.
11. ~~Volunteer athletic coaches must consult with the DASA regarding any matters or questions regarding their duties, responsibilities and/or assignment.~~ Volunteers shall consult with the DASA or designated supervising employee regarding any questions about their duties, responsibilities, conduct, assignment, or permitted access.
12. The head coach or activity advisor shall provide the DASA with an end-of-season or end-of-activity summary regarding each volunteer assigned to the program. The summary shall be submitted no later than the conclusion of the season or activity.
13. ~~Volunteer athletic coaches and co-curricular activity advisors/assistants shall receive no financial remuneration from the Board.~~ Volunteers shall receive no salary, stipend, or other financial remuneration from the Board.
14. ~~Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent with such action to be recommended to the Board by the Superintendent at the next Board Meeting following relief of duties.~~ A volunteer may be immediately relieved of volunteer responsibilities, with or without cause, by the Superintendent. The Superintendent shall report and recommend the action to the Board at the next Board meeting following the volunteer's removal.
15. ~~A two-year grace period from the date of graduation shall be enforced for applicants wanting to volunteer in athletics and or co-curricular activities.~~ A two-year waiting period from the date of graduation shall apply to graduates seeking to serve as athletic or co-curricular activity volunteers.

16. Each sport ~~will~~shall be limited to no more than three volunteers per season. The DASA may request additional volunteers through the Superintendent ~~to~~for the Board of Education ~~additional volunteers for~~to consider when extenuating or emergent circumstances exist.

~~All school volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must:~~

~~All school volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must:~~

VOLUNTEER APPROVAL CHECKLIST

Before an athletic or co-curricular activity volunteer may begin an assignment, the following requirements must be completed and documented:

- ☐ A completed Warren Hills Volunteer Approval Form signed by all required parties
- ☐ Recommendation by the supervising head coach, activity advisor, or appropriate district employee
- ☐ Review and recommendation by the DASA
- ☐ Recommendation by the Superintendent
- ☐ Approval by the Board of Education
- ☒ ~~Obtain a criminal history record check to be reimbursed by the Board;~~
- ☐ Completion of a criminal history record check, with the cost reimbursed by the Board
- ☐ Completion of SafeSport training or comparable training approved by the Superintendent
- ☐ Review and acknowledgment of all applicable district policies, regulations, procedures, and rules of conduct
- ☐ Completion of applicable heat, hydration, student safety, emergency response, and injury prevention training
- ☒ ~~Completion of WHI Volunteer Approval Form must be signed by all parties indicated and approved by the BOE prior to the start of the volunteer assignment;~~
- ☐ Completion of all required medical clearances, documentation, and Mantoux clearance
- ☒ ~~Sign a waiver for workers' compensation if required by the school district's insurance company;~~
- ☐ Execution of a workers' compensation waiver, if required by the district's insurance carrier
- ☒ ~~Provide all required medical clearances, documentation and Mantoux clearance-~~
- ☐ Identification of the volunteer's assigned duties and responsibilities
- ☐ Identification of the district employee who will directly supervise the volunteer
- ☐ Identification of any authorized access to sidelines, benches, practice areas, locker room areas, performance areas, or other restricted areas
- ☐ Written acknowledgment that the volunteer serves only in a support capacity and shall not act as the person in charge
- ☐ Receipt and acknowledgment of this Policy

A volunteer shall not begin an assignment, participate in a practice or activity, enter a restricted area, or have contact with students in a volunteer capacity until every applicable requirement has been completed and final Board approval has been granted.

N.J.S.A. 18A:6-7.1; 18A:6-7.2

Adopted: October 20, 2009

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