

SUMMIT BOARD OF EDUCATION

MISSION STATEMENT

The Summit Board of Education operates with the commitment to excellence and the expectation that each student will strive to excel beyond the NJ Core Curriculum Standards, which set forth a minimum level of achievement for all students at all grade levels. The Summit Public Schools, in partnership with the community, will support and sustain an excellent system of learning that engages all students in compelling work; educates them to their highest intellectual, creative, and individual potential; promotes pride in diversity; and results in responsible and productive citizens of the highest integrity and quality.

MEETING AGENDA

**Thursday, March 15, 2018 – 7:00 PM
Summit High School Library/Media Center**

- I. Call to Order and Flag Salute**
- II. Open Public Meetings Act, Chapter 231, P.L. 1975 Announcement
Board Secretary**

In accordance with the requirements of the Open Public Meetings Act, I wish to announce that:

“The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meeting of bodies at which any business affecting their interests is discussed or acted upon. Notices announcing the date, time and place for this Meeting were sent to all concerned individuals, associations and sent to Union County Local Source in accordance with Chapter 231, P.L. 1975.”

III. Roll Call

Board Members	Present	Absent
Mr. Richard Hanley, President		
Ms. Debra McCann, Vice President		
Mr. Chris Bonner		
Mr. David Dietze		
Ms. Donna Miller		
Ms. Vanessa Primack		
Ms. Peggy Wong		

Others Present:

Mr. June Chang, Superintendent of Schools
Dr. Jane Kachmar-Desonne, Dir. of SES
Ms. Jennifer McCann, Dir. of Elementary Education

Mr. Louis J. Pepe, RSBA, Asst. Superintendent/BS
Dr. Matthew Block, Dir. of Human Resources
Ms. Kathy Sarno, CPA, Asst. Business Administrator

April Meetings

Special Budget Meeting

Monday, April 9, 2018 - 6:30 PM
City Hall Council Chambers

Regular Meeting

Thursday, April 19, 2018 - 7:00 PM
Summit H.S. Library/Media Center

www.summit.k12.nj.us

**SUMMIT BOARD OF EDUCATION MEETING AGENDA
MARCH 15, 2018**

IV. Presentations and Discussions

V. President's Announcements (7:10 – 7:20)

VI. Superintendent's Report (7:20 – 7:30)

A. Approval to affirm the Superintendent's decision following receipt of reports of Harassment, Intimidation and Bullying:

1/09/18- 73
1/11/18- 74
1/12/18- 75
1/16/18- 76
1/26/18- 77
1/25/18- 78

B. Approval to review the following reports of Harassment, Intimidation and Bullying:

1/26/18- 79

C. Suspensions

Summit High School

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
2/01/2018	5455006231	1
2/02/2018	4151123107	6
2/09/2018	2130299131	1
2/09/2018	9047452544	4
2/27/2018	4993125865	3
2/28/2018	6019619850	1.5

Lawton C. Johnson Summit Middle School

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
2/16/2018	3519912387	1
2/16/2018	9974701646	1 in-school
2/23/2018	9974701646	1

Motion by _____, seconded by _____

CB DD DMc DM VP PW RH

VII. Committee Reports (7:30 – 8:00)

- A. Education Committee
- B. Operations Committee
- C. Policy Committee
- D. Communications Committee

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- E. Negotiations Committee
- F. Liaison Reports

VIII. Public Discussion (8:00 – 8:20)

- A. Questions/Comments on Items on the Agenda
- B. Questions/Comments on Items not on the Agenda

REMAINDER OF MEETING (8:20 – 8:50)

IX. Approval of Board Minutes

- A. Approval of the minutes of the following meeting:
 - 1. February 15, 2018 (Regular & Executive)

Motion by _____, seconded by _____
CB DD DMc DM VP PW RH

X. School Board Operation

- A. Approval of travel for staff members (as per attached)
- B. Approval of the following Gottesman Family Foundation Parenting Institute expenditures:
 - 1. Summit Board of Education reimbursement for Middle School Coffee set-ups on 1/26, 2/02 and 2/09/18 in the amount of \$225.00
- C. Approval of agreement with Hayley M. Cohen, MD, Child, Adolescent & Adult Psychiatry, 28 Millburn Avenue, Suite 3, Springfield, NJ 07081 for school evaluations as needed at a cost of \$725 each for the 2017-2018 school year
- D. Approval of contract with Bartky HealthCare Center, LLC, 513 W. Mount Pleasant Avenue, Suite 325, Livingston, NJ 07039 for psychiatric evaluation services as needed at a cost of \$1,200 each for the 2017-2018 school year
- E. Approval of summer projects completed at Summit H.S. previously authorized through withdrawal of capital reserve as awarded to:
 - 1. Cifelli & Son General Contractors, 4 Coppola Street, Nutley, NJ 07110 for removal and replacement of concrete sidewalk and installation of belgian block curbing as per 2015 Ed Data Bid #6888 at a cost of \$32,865
 - 2. A-Able Fence Builders, 28 Lakeside Avenue, West Orange, NJ 07052 for removal

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and replacement of existing fencing along driveway sidewalk at a cost of \$10,700

NOTE: Additional quote obtained for fencing from Dean Weiss Landscape, LLC

F. Approval of Tuition Contract with Washington Academy, 25 North 7th Avenue, Belleville, NJ 07109 for student #9677974979 to attend for the 2017-2018 school year beginning March 5, 2018 at a cost of \$57,729.60 (pro-rated)

G. Approval of contract with Association Mathematics Teachers of New Jersey, P.O. Box 264, Bay Head, NJ 08742 for "PD on Demand" at a cost of \$10,500
NOTE: to be paid with Title II funds

H. Approval of 2016-2017 Per Pupil costs for Tuition Adjustment Purposes:

Preschool/K	\$10,521
Elementary Grades 1-5	\$13,841
Middle School Grades 6-8	\$13,853
High School Grades 9-12	\$14,667
Learning and/or Lang. Disability	\$15,598
Preschool Disability - PT	\$75,025

I. Approval for the following transportation arrangement with Morris County Educational Services Commission for the 2017-2018 School Year, effective March 5, 2018:

Student ID	School	Route	Contractor
#9677974979	Washington Academy	CN-875	Jaris Transportation

Approval for the transportation contract with Morris County Educational Services Commission for the 2017-2018 School Year in accordance and subject to the CPI increase of 0.30% as listed below:

Contractor	Route #	Aide Per Diem Rate	Annual Cost
Jaris Transportation	CN-875		\$12,399.82

J. ADOPTION OF THE TENTATIVE BUDGET 2018-2019

BE IT RESOLVED that the tentative budget be approved for the 2018-2019 School Year and sent to the Executive County Superintendent of Schools in accordance with the statutory deadline for review and approval:

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	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2018-2019 Total Expenditures	\$69,323,704	\$ 1,480,005	0	\$70,803,709
Less Anticipated Revenues	4,973,523	1,480,005	0	6,453,528
Local Tax Levy to be Raised	\$64,350,181	0	0	\$64,350,181

And to advertise said tentative budget in the Local Source in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that the public hearing be held in City Hall Council Chambers, 512 Springfield Avenue, Summit, New Jersey on April 9, 2018 at 7:00 PM for the purpose of conducting a public hearing on the budget for the 2018-2019 school year.

NOTE: Figures subject to change up to the time of adoption of this resolution based on state aid figures or other adjustments

Motion by _____, seconded by _____
 CB DD DMc DM VP PW RH

XI. Personnel

- A. Approval to appoint the following new staff, pending criminal history review and ability to obtain appropriate NJ certification:
 - 1. Lara Drewes, Long-Term Leave Replacement Counselor, Summit High School, \$225/day, effective April 6, 2018 through June 30, 2018

- B. Approval to appoint the following substitute teachers, pending criminal history review and ability to obtain NJ substitute teacher credentials:
 - 1. Karen Miranda, \$100/day as a Teacher Substitute, \$15/hour as a Clerical Substitute, effective March 16, 2018
 - 2. Catherine Westdyk, \$100/day, effective March 16, 2018
 - 3. Maybell Cromwell, \$80/day, effective March 16, 2018
 - 4. Erika Vaughn, \$100/day, effective Mary 16, 2018

- C. Approval of the following Change of Assignment:
 - 1. Clare Mustafa, from Long-Term ESL Substitute Teacher, Jefferson Elementary School, to Long-Term ESL Substitute Teacher, Jefferson Primary Center and

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- Wilson Primary Center, \$225/day, effective April 23, 2018 for the remainder of the 2017-2018 school year, with two overlap days at \$100/day
2. Christina Owens, from Substitute Teacher, District, to Long-Term Substitute Inclusion Aide, Washington Elementary School, \$189.40/day, effective February 21, 2018, until the return of the staff member on leave
 3. Molly Maher, from full-day Substitute Teacher, District, to .5 Inclusion Aide, Summit High School, Aide-Step-2, \$16,970 (prorated), effective March 5, 2018 through June 30, 2018, Ms. Maher will remain on the Substitute Teacher list
- D. Approval to appoint the following support staff, pending criminal history review:
1. Lynnette Diaz, Guidance Secretary, Summit High School, Secretary-Category-5-Step-N, \$52,058, effective July 1, 2018
- E. Approval of maternity/family leave for the following staff:
1. Lauren Ponzio, Chemistry Teacher, Summit High School, paid leave, effective December 18, 2017 through February 22, 2018, and unpaid leave, effective February 23, 2018 through March 16, 2018, and unpaid/childcare leave effective March 17, 2018 through April 30, 2018 (adjusted from the December 14, 2017 agenda)
- F. Approval to accept the resignation for the purpose of retirement of the following staff:
1. Karen J. Cotter, Instructional Facilitator, Lawton C. Johnson Summit Middle School, effective July 1, 2018
 2. Eunice Churchill, Secretary, Summit High School, effective July 1, 2018
 3. Jamie W. Walter, Special Education Teacher, Lawton C. Johnson Summit Middle School, effective July 1, 2018
 4. Dr. Jane Kachmar-Desonne, Director of Special Education Services, District, effective July 1, 2018
 5. Kathleen Branchflower, Grade 5 Teacher, Lincoln-Hubbard Elementary School, effective July 1, 2018
- G. Approval to pay, Katarina Kovalcik, for 10 unused vacation days at \$177.85/day for a total of \$1,778.50
- H. Approval to appoint, Colin Breivogel, as the advisor for the Math Counts Competition Team, Lawton C. Johnson Summit Middle School, at the curriculum rate of \$48/hour, up to \$2,532.00, (funded by the SEF)
- I. Approval to appoint Ian James to work as a volunteer Tennis Coach for the 2017-2018 school year
- J. Approval of the following 2017-2018 salary adjustments due to advanced degrees earned, for the following staff members, effective February 1, 2018:

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1. Barbara Slezak - MA+30-Step-21
 2. Amy Wysoczynski - MA-Step-5 (adjusted from the January 18, 2018 agenda)
- K. Approval to pay the following staff for the Lincoln-Hubbard Elementary School, After-School Activity Programs:
1. Tom Simmons - \$1,575 - Floor Hockey
 2. Carole Stubeck - \$ 525 - Mindfulness
 3. Valerie Smith - \$ 525 - Junior Bakers
 4. Chelsea Jordan - \$ 525 - Junior Bakers
- L. Approval of the following staff to conduct In-District Educational Evaluations at the rate of \$375/evaluation, for the 2017-2018 school year:
1. Megan Goodwin - LDT-C
 2. Kendall Black - LDT-C
- M. Approval to appoint Stefanie Jurista as Lawton C. Johnson Summit Middle School, Extended Day Program Teacher, at the curriculum rate of \$48/hour, up to 35 hours, effective February 26, 2018 through April 15, 2018, (funded by Title I)
- N. Approval to grant authorization to Summit staff member Caitlin Loston, MA, BCBA, to have access to Summit Public School Staff for the purpose of administering a survey that asks questions about their experience with, knowledge of, and feelings toward different types of people, and how people act in certain social situations. Ms. Loston is seeking her Doctoral degree from the School of Psychology at Fairleigh Dickinson University.
- O. Approval to pay the following staff members for their roles in assisting with the Lawton C. Johnson Summit Middle School 2017-2018 Spring Musical, *Once Upon a Mattress*. Funds will be provided in the form of a check from the Lawton C. Johnson Summit Middle School Student Activities Account, made payable to the Summit Board of Education:
1. Michael Gleason (Trumpet) \$ 300
 2. Ben Carapezza (Bass) \$ 300
- P. Approval to pay the following musicians for their roles in assisting with the Lawton C. Johnson Summit Middle School 2017-2018 Spring Musical, *Once Upon a Mattress*. Funds will be provided in the form of a check from the Lawton C. Johnson Summit Middle School Student Activities Account, made payable to the Summit Board of Education:
1. Amanda Mordenn (Flute) \$ 300
 2. Mary Saylor (Keyboard) \$1,000
 3. Bernadette Burke (Keyboard) \$ 400
 4. Joseph Pagani (Harp) \$ 400

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- 3. Bernadette Burke (Keyboard) \$ 400
- 4. Joseph Pagani (Harp) \$ 400
- Q. Approval to appoint Beverly Cashen, Home Instruction Tutor, District, \$50/hour, effective March 5, 2018

- R. Approval of the following staff members as Title I Mentors, Summit High School, to be paid at the curriculum rate of \$48/hour:
 - 1. Elizabeth Berberich
 - 2. Christine Bohan
 - 3. Colleen Cregg
 - 4. Jamie Farber
 - 5. Daniel Healy
 - 6. Brianna Kane
 - 7. Loren MacTaggart
 - 8. William O'Regan
 - 9. Scott Petrillo
 - 10. Jennifer Renn
 - 11. Christine Stelmach
 - 12. Ashley Sularz

- S. Approval of the Collective Bargaining Agreement between the Board of Education of the City of Summit and the Summit Supervisors Association (July 1, 2018 to June 30, 2021)

- T. Approval to suspend the following job descriptions:
 - 1. Director of Elementary Education
 - 2. Director of Secondary Education

- U. Approval of job description for Director of Curriculum and Instruction/Education

- V. Approval of job description for Assistant Director of Curriculum and Instruction/Education

- W. Approval of change of title, Jennifer McCann, from Director of Elementary Education, to Director of Curriculum and Instruction/Education, effective immediately

Motion by _____, seconded by _____
CB DD DMc DM VP PW RH

XII. Policies

First Reading

P5111 Eligibility of Resident/Nonresident Students (Revised)

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P8454 Management of Pediculosis (Revised)

Motion by _____, seconded by _____
CB DD DMc DM VP PW RH

XIII. Finance

Upon the recommendation of the Business Administrator to the Superintendent:

A. Approval of the March Bills List as listed below:

1. Regular Bills	Fund 10	\$ 814,174.31
2. Special Revenue	Fund 20	\$ 159,162.03
3. Capital Projects	Fund 30	\$ - 0 -
4. Enterprise Fund	Fund 60	\$ - 0 -
Sub Total All Funds		\$ 973,336.34
5. Food Service	Fund 61	\$ 148,255.62
Total All Bills		\$1,121,591.96

B. Approval of the monthly payroll for February 2018 - \$4,845,636.82

C. Approval of budget adjustments and line item transfers for January 2018

D. Approval of Secretary and Treasurer's Report for January 2018

E. Monthly Budgetary Line Item Status Certification:

Resolved, that the Board Secretary for the Summit Board of Education certifies that pursuant to NJAC 6A:23A-16.10 (c) 3, as of January 2018 that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of NJAC 6A:23A-16.10(a); and

Further Be It Resolved, that the Summit Board of Education certifies that pursuant to NJAC 6A:23A-16.10(c) 4 that after review of the board secretary's and treasurer's monthly financial reports and the advice of district officials, we have no reason to doubt that no major account or fund has been over-expended in violation of NJAC 6A:23A-16.10 (b).

Motion by _____, seconded by _____
CB DD DMc DM VP PW RH

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XIV. Closed Session

The Summit Board of Education may hold an Executive Session to discuss appropriate matters. Closed session minutes will be reviewed periodically to determine the appropriateness of their release. There may or may not be action as a result of this session.

1. Personnel - Evaluations of Non-Represented Staff

Motion by _____, seconded by _____, and carried to move to Executive Session at _____ PM.

Roll Call

CB DD DMc DM VP PW RH

Motion by _____, seconded by _____, and carried to reconvene to public session at _____ PM.

Roll Call

CB DD DMc DM VP PW RH

XV. Adjourn

Motion by _____, seconded by _____, and carried to adjourn the meeting at _____ PM.

Roll Call

CB DD DMc DM VP PW RH

Summit Board of Education Approval of Travel and Related Expense Reimbursement Form

SUMMIT PUBLIC SCHOOLS

14 Beekman Terrace, Summit, NJ 07901

Board of Education Meeting Date:

15-Mar-18

NOTES:

1. All reimbursable expenses listed below are in compliance with NJOMB Circular letter 06-02 or OMB Circular A-87 unless noted otherwise.
2. Any "Other Expenses" listed under reimbursable Expenses below will be explained under "Explanation".

Types of Travel

Staff Training & Seminar
 Conventions/Conference
 Regular District Business
 Retreat

Code

1
 2
 3
 4

*** Reimbursable Expenses**

Staff	Type of Travel	Location of Travel	Occurrences	Grant Funded	Date(s) of Travel	Travel / Mileage	Parking	Tolls	Lodging Nights	Lodging Costs	Meal Exp.	Other Exp.	Conference
M. Cebula	1	New Brunswick, NJ	1		2/22/2018							175.00	Creating Mathematical Stations 6-12
B. Carapezza	1	New Brunswick, NJ	1		2/22/2018							175.00	Creating Mathematical Stations 6-12
T. Ramsay	1	New Brunswick, NJ	1		2/22/2018							175.00	Creating Mathematical Stations 6-12
J. Finnen	1	New Brunswick, NJ	1		2/22/2018							175.00	Creating Mathematical Stations 6-12
C. Moretz	2	New York, NY	3		4/19/18 - 4/21/18	47.24	18.00				36.00		Learning & the Brain Spring Conference
D. Tobey	2	Washington, DC	4		4/22/18 - 4/25/18	132.06			3	1,201.96	241.50	425.00	2018 National Council of Supervisors of Math Annual Conference
M. O'Connor	2	Atlantic City, NJ	3		4/15/18 - 4/18/18	77.50			2	178.00	160.00	375.00	Power School User Group Conference 2018
D. Orr	2	Atlantic City, NJ	3		4/15/18 - 4/18/18	77.50			2	178.00	160.00	375.00	Power School User Group Conference 2018
A. Sipes	2	Atlantic City, NJ	3		4/15/18 - 4/18/18	77.50			2	178.00	160.00	275.00	Power School User Group Conference 2018
L. Pepe	2	Austin, TX	3		2/7/2018 - 2/10/2018	115.84	72.00	3.10					ASBC International Annual Leadership Meeting
A. Lyle	1	Piscataway, NJ	1		4/10/2018							185.00	AMTNJ/Rutgers DIMACS Workshop
B. Kane	1	New Brunswick, NJ	1		3/16/2018							150.00	Good Ideas in Teaching Pre-Calculus
A. Gentil	1	New Brunswick, NJ	1		3/16/2018							150.00	Good Ideas in Teaching Pre-Calculus
J. Kachmar-Desonne	1	Trenton, NJ	2	IDEA	4/26/18 & 4/30/18							395.00	School Administrator Mentor Training
T. Marrero	3	Dayton, OH	3		4/22/18 - 4/24/18	299.30							Miami University/University of Dayton Counselor Visit Program
A. Grill	3	Storrs, CT	3		4/22/18 - 4/24/18	106.64					107.00		University of Connecticut Forum
K. Black	1	New Providence, NJ	1	IDEA	3/15/2018	1.55						185.00	Woodcock Johnson IV - Tests of Achievement
C. Allian	1	New Brunswick, NJ	1		3/16/2018							150.00	Good Ideas in Teaching Pre-Calculus
D. Healy	1	New Brunswick, NJ	1		3/16/2018							150.00	Good Ideas in Teaching Pre-Calculus

* Or as determined in accordance with board of education travel policy.

X

Prepared by: Kathy Sarro
 Assistant Business Administrator

SUMMIT JOB DESCRIPTION

Central Office Administration

TITLE: DIRECTOR OF CURRICULUM AND INSTRUCTION / EDUCATION

QUALIFICATIONS:

1. Valid School Administrator/Principal Certificate or eligibility**
2. Teaching certification
3. Experience as a school-building level administrator and teacher with experience in curriculum development and school administration as determined by the board
4. Demonstrated ability to work effectively in the areas of personnel management, school administration and supervision of programs and staff
5. Strong leadership and communication skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Superintendent

SUPERVISES: Assigned administrative personnel and instructional staff

JOB GOAL:

To assist the Superintendent by providing leadership to the professional staff to plan, implement, articulate and evaluate all instructional programs and curricula.

PERFORMANCE RESPONSIBILITIES:

1. Assists the Superintendent in supervising the district's instructional programs and school services.
2. Evaluates the operation of the schools and makes recommendations to the Superintendent for changes in policy as necessary.
3. Assists with the preparation and administration of the instructional accounts of the school budget.
4. Provides leadership and guidance in process of curriculum planning, coordination and evaluation.
5. **Assumes the responsibilities for administering schools in the district at the direction of the Superintendent.**
6. Assists in the planning and administration of staff development including developing a professional development plan for professional personnel.
7. Develops and administers in-service programs for professional staff based on district priorities for instructional improvement.
8. Plans and directs curricular work during the summer.
9. Attends and coordinates principals' meetings and seeks their input on instructional issues affecting the schools in order to ensure consistency among the elementary schools.
10. Assists the Superintendent in the supervision and evaluation of principals, supervisors, coordinators and teachers.
11. Complete the observation and evaluation of third year, non-tenured staff and other staff as directed by the Superintendent.
12. Assists the Superintendent, in conjunction with other Central Office Administrators in the negotiation and administration of the collective bargaining agreement, as it pertains to curriculum and instruction.

13. Supervises the Gifted and Talented Program.
14. Develops and implements all title grants for the schools as assigned
15. Calls and coordinates meetings of principals and teachers to discuss topics and address questions affecting the instructional program.
16. Supervises the implementation of the district testing program and provides an annual report to the Board of Education on the test results.
17. Supervises and evaluates the district Basic Skills instruction and the ESL/Bilingual Program.
18. Prepares drafts of needed board policies and administrative rules for the Superintendent's review and/or board action.
19. Participates in the selection and recommendation for adoption of all textbooks, virtual materials and other supplementary instructional materials.
20. Collects, compiles, analyzes and reports data to inform decisions and oversees the training of administrators and teachers on the use of data to drive instruction.
21. Creates, manages, and maintains databases for longitudinal examinations of data
22. Establishes necessary procedures for referral and cooperative planning with other children's services agencies.
23. Maintains liaison with professional, civic, volunteer and other community agencies and groups having an interest in the schools.
24. Attends board meetings and prepares such reports for the board as the Superintendent may request.
25. Evaluates the performance of administrative personnel in accordance with law, code and board policy.
26. Performs other related duties as may be assigned or directed by the Superintendent and/or requested by the board.

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.</u> 18A:67.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
through -7.5	
<u>N.J.S.A.</u> 18A:7F	Comprehensive Educational Improvement and Financing Act
<u>N.J.S.A.</u> 18A:161	Officers and employees in general
<u>N.J.S.A.</u> 18A:162	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:1716	Appointment and removal of Director
<u>N.J.S.A.</u> 18A:1717	Certificate required
<u>N.J.S.A.</u> 18A:1722	Director; duties
<u>N.J.S.A.</u> 18A:1723	Suspension of Director
<u>N.J.S.A.</u> 18A:21-34	School Ethics Act
<u>N.J.S.A.</u> 18A:27-10	Nontenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15

<u>N.J.S.A.</u> 18A:285	Tenure of teaching staff members
<u>N.J.A.C.</u> 6A:5	Regulatory equivalency and waiver
<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
<u>N.J.A.C.</u> 6A:9	Professional standards
See particularly:	
<u>N.J.A.C.</u> 6A:9-3	Professional standards for teachers and school leaders
<u>N.J.A.C.</u> 6A:9B-5	General certification policies
<u>N.J.A.C.</u> 6A:9B-11.3	Authorization
<u>N.J.A.C.</u> 6A:9B-13	Acting administrators
<u>N.J.A.C.</u> 6A:9C-3	Required professional development for teachers and school leaders
<u>N.J.A.C.</u> 6A:10 <u>et seq.</u>	Educator effectiveness
See particularly:	
<u>N.J.A.C.</u> 6A:10-2	Evaluation of teaching staff members
<u>N.J.A.C.</u> 6A:10-6	Evaluation of teaching staff members other than teachers and principals
<u>N.J.A.C.</u> 6A:10-8	Evaluation of chief school administrators
<u>N.J.A.C.</u> 6A:14	Special education
<u>N.J.A.C.</u> 6A:15	Bilingual education
<u>N.J.A.C.</u> 6A:16	Programs to support student development
<u>N.J.A.C.</u> 6A:17	Students at risk of not receiving a public education
<u>N.J.A.C.</u> 6A:23	Finance and business services
<u>N.J.A.C.</u> 6A:26	Educational facilities
<u>N.J.A.C.</u> 6A:27	Student transportation
<u>N.J.A.C.</u> 6A:28	School operations
<u>N.J.A.C.</u> 6A:30	Evaluation of the performance of school districts
<u>N.J.A.C.</u> 6A:32-5.1	Standards for determining seniority
<u>N.J.A.C.</u> 6A:32-7	Student records
<u>N.J.A.C.</u> 8:59-11.1 <u>et seq.</u>	N. J. Worker and Community Right to Know Act
<u>N.J.A.C.</u> 12:100-4.2	Adoption by reference

Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.

Bloodborne Pathogen Standard, 29 CFR 1910.1030

Individuals With Disabilities Education Act, 20 U.S.C. 1400 et seq., (IDEA), reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

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.

SUMMIT JOB DESCRIPTION

Central Office Administration

TITLE: ASSISTANT DIRECTOR OF CURRICULUM AND INSTRUCTION /
EDUCATION

QUALIFICATIONS:

1. Valid School Administrator/Principal Certificate/ or eligibility**
2. Teaching certification
3. Experience as a school-building level administrator and teacher, as well as curriculum development and school administration as determined by the board
4. Demonstrated ability to work effectively in the areas of personnel management, school administration and supervision of programs and staff
5. Strong leadership and communication skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Director of Curriculum and Instruction / Education

SUPERVISES: Assigned instructional personnel.

JOB GOAL:

To assist the Director of Curriculum and Instruction/ Education in providing meaningful contributions in the areas of instruction and curriculum planning and implementation at all grade levels.

PERFORMANCE RESPONSIBILITIES:

1. Assists the Director of Curriculum and Instruction/Education in supervising the district's instructional programs and school services.
2. Assists with the evaluation and the operation of the district's schools and makes recommendations to the Superintendent for changes in policy as necessary.
3. Assists with the preparation and administration of the middle and high school instructional accounts of the school budget.
4. Provides leadership and guidance in process of curriculum planning, coordination and evaluation.
5. Assists in the planning and administration of an effective system for the recruitment, selection, evaluation and staff development including developing a professional development plan.
6. Develops and administers in-service programs for professional staff based on district priorities for instructional improvement.
7. Plans and directs curricular work during the summer.
8. Attends meetings with principals and seeks their input on instructional issues to ensure consistency.
9. Assists the Director of Curriculum and Instruction / Education in the supervision and evaluation of middle and high school principals, supervisors, coordinators and teachers as assigned.
10. Complete the observation and evaluation of second year non-tenured staff and the staff as assigned by the Director of Curriculum and Instruction / Education.
11. Serves the coordinator of the Gifted and Talented Program.
12. Assists with the development and implementation of all title grants as assigned
13. Coordinates the implementation of the district testing program and provides an annual report to the Board

of Education on the test results as assigned.

14. Participates in the supervision and evaluation of the district's Basic Skills instruction and the ESL/Bilingual Program as assigned.
15. Prepares drafts of needed board policies and administrative rules as assigned.
16. Participates in the selection and recommendation for adoption of textbooks, virtual materials and other supplementary instructional material.
17. Collects, compiles, analyzes and reports data to inform decisions and leads the training of administrators and teachers on the use of data to drive instruction.
18. Creates, manages, and maintains databases for longitudinal examinations of data
19. Establishes necessary procedures for referral and cooperative planning with other children's services agencies.
20. Maintains liaison with professional, civic, volunteer and other community agencies and groups having an interest in the schools.
21. Attends board meetings and prepares such reports for the board as the Director of Curriculum and Instruction / Education may request.
22. Evaluates the performance of personnel in accordance with law, code and board policy.
23. Performs other related duties as may be assigned or directed by the, Director of Curriculum and Instruction 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.

Approved by: _____

Date: _____

Revised: _____

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:67.1 through -7.5	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:7F	Comprehensive Educational Improvement and Financing Act
<u>N.J.S.A.</u> 18A:161	Officers and employees in general
<u>N.J.S.A.</u> 18A:162	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:1716	Appointment and removal of Director
<u>N.J.S.A.</u> 18A:1717	Certificate required
<u>N.J.S.A.</u> 18A:1722	Director; duties
<u>N.J.S.A.</u> 18A:1723	Suspension of Director
<u>N.J.S.A.</u> 18A:21-34	School Ethics Act
<u>N.J.S.A.</u> 18A:27-10	Nontenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15
<u>N.J.S.A.</u> 18A:285	Tenure of teaching staff members
<u>N.J.A.C.</u> 6A:5	Regulatory equivalency and waiver
<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
<u>N.J.A.C.</u> 6A:9	Professional standards
See particularly:	
<u>N.J.A.C.</u> 6A:9-3	Professional standards for teachers and school leaders
<u>N.J.A.C.</u> 6A:9B-5	General certification policies
<u>N.J.A.C.</u> 6A:9B-11.3	Authorization

<u>N.J.A.C. 6A:9B-13</u>	Acting administrators
<u>N.J.A.C. 6A:9C-3</u>	Required professional development for teachers and school leaders
<u>N.J.A.C. 6A:10 et seq.</u>	Educator effectiveness
See particularly:	
<u>N.J.A.C. 6A:10-2</u>	Evaluation of teaching staff members
<u>N.J.A.C. 6A:10-6</u>	Evaluation of teaching staff members other than teachers and principals
<u>N.J.A.C. 6A:10-8</u>	Evaluation of chief school administrators
<u>N.J.A.C. 6A:14</u>	Special education
<u>N.J.A.C. 6A:15</u>	Bilingual education
<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:23</u>	Finance and business services
<u>N.J.A.C. 6A:26</u>	Educational facilities
<u>N.J.A.C. 6A:27</u>	Student transportation
<u>N.J.A.C. 6A:28</u>	School operations
<u>N.J.A.C. 6A:30</u>	Evaluation of the performance of school districts
<u>N.J.A.C. 6A:32-5.1</u>	Standards for determining seniority
<u>N.J.A.C. 6A:32-7</u>	Student records
<u>N.J.A.C. 8:59-11.1 et seq.</u>	N. J. Worker and Community Right to Know Act
<u>N.J.A.C. 12:100-4.2</u>	Adoption by reference

Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.

Bloodborne Pathogen Standard, 29 CFR 1910.1030

Individuals With Disabilities Education Act, 20 U.S.C. 1400 et seq., (IDEA), reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

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.