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HASBROUCK HEIGHTS BOARD OF EDUCATION

Hasbrouck Heights, New Jersey 07604
Exhibit

File Code: 9180

Volunteer Application



Hasbrouck Heights Public Schools

"Community Values - Global Skills"

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

PLEASE NOTE: District Volunteers are required to maintain complete 100% confidentiality and professional discretion at all times.

Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Availability

During which hours are you available for volunteer assignments?

- | | |
|---|---|
| <input type="checkbox"/> Weekday mornings | <input type="checkbox"/> Weekend mornings |
| <input type="checkbox"/> Weekday afternoons | <input type="checkbox"/> Weekend afternoons |
| <input type="checkbox"/> Weekday evenings | <input type="checkbox"/> Weekend evenings |

Interests

Tell us in which areas you are interested in volunteering

- ☐ Media Center/shelving books
- ☐ Media Center/book repair/covering
- ☐ Media Center/cataloguing new materials
- ☐ Media Center assisting w/projects
- ☐ Media Center/maintenance & upkeep
- ☐ Classroom/duties & routines & organization
- ☐ Classroom special activities/projects
- ☐ Classroom extended learning through teacher generated lessons for enriched learners
- ☐ Classroom reading support/listening/sight words
- ☐ Classroom reinforcing learning skills

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

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Previous Volunteer Experience

Summarize your previous volunteer experience.

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Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Nature of Assignment

Please Note: Administration reserves the right to change the assignment of the building volunteer to best suit the needs of each learning atmosphere.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

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To be removed. **Bold to be added.**

ATTENDANCE PATTERNS

The Board of Education believes that the regular presence of assigned personnel is vital to the success of the district's educational program. Consistent absenteeism or tardiness **or misuse of sick time** is unacceptable and subject to disciplinary action.

The Superintendent shall develop and the board shall adopt a plan to encourage all staff to strive for excellent attendance and punctuality records. **In order to maintain a quality instructional program for all students at all schools, all employees are required to call the designated "absence line" and indicate the following information clearly BEFORE 6:30 AM ON THE FIRST DAY OF ABSENCE:**

- **Name;**
- **Date(s) of absence;**
- **Reason for absence (personal day, sick day, etc)**
- **School;**
- **Assigned job or grade or course;**
- **Indicate whether a substitute is needed.**

For 12 month employees, pre-approved vacation and personal time do not require a call into the "absence line".

These procedures should include a requirement that the staff member personally report all illness and request all leave at the earliest possible time. procedures shall be **are** in accordance with New Jersey statutes and district negotiated contracts. The Superintendent shall report on staff attendance and punctuality **regularly** at every regular monthly board meeting. Provisions shall be made for public acknowledgment of outstanding staff attendance records.

Date: May 22, 1990

Revised (First Reading): November 11, 2010

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.;
employment thereunder
N.J.S.A. 18A:29-14 Withholding increments; causes; notice of appeals
N.J.S.A. 18A:30 Leaves of absence.

ATTENDANCE PATTERNS

Legal References (continued)

N.J.A.C. 6:8-1.1 Words and phrases defined
N.J.A.C. 6:8-4.3(a)6iii, 6iv Evaluation of elements and standards (staff)

Montville Township Education Association v. Board of Education of the Township of Montville, 1984 S.L.D. (November 7)

City of Burlington Educational Association v. Board of Education of the City of Burlington, 1985 S.L.D. (July 1),
aff'd St. Bd. November 6, 1985

Manual for the Evaluation of Local School Districts (P.T.M. No. 700.7, revised July 1988.

To be removed. **Bold to be added.**

LEAVES

The board of education recognizes that certain absences are justifiable and will provide for employee absences authorized by law and consistent with contractual agreement.

A. Definition of unauthorized leave

Unauthorized leave is defined as nonperformance of those duties and responsibilities assigned by the district and its representatives including all duties and responsibilities as defined by statute, rules and regulations of the state board of education, policies of the board and administrative regulations of this school district. Such unauthorized leave may include but is not limited to collective refusals to provide service, unauthorized use of sick leave, unauthorized use of other leave benefits, nonattendance at required meetings and failure to perform supervisory functions at school-sponsored activities.

An employee is deemed to be on unauthorized leave at such time and on such occasions as the employee may absent himself/herself from required duties.

B. Disciplinary action

Unauthorized leave shall constitute a breach of contract and, therefore, may result in the initiation of dismissal procedures, loss of salary as described in regulation No. 4150, or such disciplinary action as may be deemed appropriate.

Beginning on the first day of unauthorized leave no warrant shall be drawn in favor of any employee who has not faithfully performed all duties prescribed.

C. Uncompensated leave

The board recognizes that in certain instances an employee may require extended leave for personal reasons and that the district could benefit from the return of that employee. For that reason, the board may award uncompensated leaves of absence for reasons other than those specified by statute.

The board reserves the right to specify the conditions when not otherwise covered by the terms of a negotiated agreement under which uncompensated leave may be taken.

D. Disciplinary action

Unauthorized leave shall constitute a breach of contract and may result in the initiation of dismissal procedures, loss of salary as described in regulation No. 4150, or other disciplinary action as may be deemed appropriate.

E. Verification of absence

The superintendent may require a physician's or other verification for an employee's claimed reason for absence in any situation in which it is believed that no valid grounds exist for the employee's claim for absence.

While the superintendent or principal may ask for a doctor's note at any time, a doctor's note is required AFTER the third consecutive sick day used.

Date: August 29, 1991

Revised (First Reading): November 11, 2010

Legal References: N.J.S.A. 18A:27-4 Powers of board of education to make rules governing employment of teacher, etc.; employment thereunder

N.J.S.A. 18A:30-1 et seq. Leaves of absence

CLASSROOM AIDES PARAPROFESSIONALS

Paraprofessional employment is on an annual basis, subject to satisfactory evaluative reports. Paraprofessionals who are hired after March 31, 2003 are not entitled to employee benefits. All Paraprofessionals hired before September 1, 2009 are expected to meet the criteria for "highly qualified": Holding an associate's degree or the equivalent of 60 credits or passing the appropriate PRAXIS for paraprofessionals. Paraprofessionals will have a maximum of one year from the date of hire to successfully pass the PRAXIS. Failure to do so will result in termination of employment. Effective September 1, 2009, all paraprofessionals who are hired must have an associate's degree or must have passed the PRAXIS to be considered for employment.

Teacher aides, paraprofessionals and teacher assistants shall be initially employed on a probationary basis. The probationary period will not entitle the new employee to any employee benefits. An aide shall be considered a per diem employee with the employment terminating on the last day of their service. An aide may be terminated by the superintendent of schools upon same day notification.

An aide shall remain in a probationary period until formally appointed to a regular position after a (90) ninety day review. Their services as an aide shall remain temporary and be dependent upon continued program need, satisfactory performance and good attendance.

The board, within its financial means, may hire **paraprofessionals** as recommended by the superintendent.

It is the responsibility of the classroom teacher to plan for any teacher aide's **paraprofessional's** constructive involvement with the class. The primary benefit must be to the **students**. pupils. **Paraprofessionals** shall be under the supervision of the classroom teacher.

All **paraprofessionals** shall be required to comply with the provisions of the law regarding health and security checks.

Date: August 29, 1991

Revised: November 23 1999

Revised (First Reading): November 11, 2010

Legal References: N.J.S.A. 18A:6-7.1 through -7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment

N.J.S.A. 18A:11-1 General mandatory powers and duties

N.J.S.A. 18A:16-2 through -5 Physical examinations; requirement ...

N.J.A.C. 6:8-4.3(a)6ii Evaluation of elements and standards (staff)er

N.J.A.C. 6:11-4.5 Paraprofessional approval

N.J.A.C. 6:29-2.3 Testing for tuberculosis infection

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

Manual for the Evaluation of Local School Districts (P.T.M. No. 700.7, revised July 1988)

Cross References: 3541/3541.1 Transportation; routes and services

3542 Food service

4212.4 Health examinations

4215/4216 Supervision; evaluation

5131 Conduct

6162.4 Community resources

Parental Transportation Contracts

All new transportation contracts will be based on the IRS mileage reimbursement rate, presently \$0.50 per mile. As appropriate, one or two round trip mileage calculations per day (to be predetermined at the outset of contract) will be utilized, dependent on whether parent transports one way or round trip. Calculation of reimbursement will be based only on days student is in attendance at school.

If IRS rate changes (increase or decrease), recalculation of rate will only be made at the anniversary date of the contract, based on the current rate at that time. All contracts presently in place will remain at their present rates and will only be adjusted in the event the IRS rate exceeds their present rate.

Parent or legal guardian will present the following documentation for transportation contract approval:

1. Copy of current driver's license. When license expires new copy must be presented.
2. Copy of current vehicle registration, for the vehicle that is used to transport the student. When registration expires, new copy must be presented.
3. Copy of insurance policy, including a rider detailing \$1,000,000 coverage for vehicle identified in #2 above.

Student attendance records will be verified on a monthly basis and reimbursement issued accordingly. Parent or guardian will need to sign prepared voucher in order to receive payment.

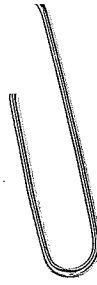
Contracts may only be issued when the parent or legal guardian is providing transportation. No other person may transport the student.

If a parent or legal guardian elects to discontinue the transportation contract, written notice must be provided to the Director of Special Services and the Business Administrator, no less than 10 business days prior to date of cancellation. This notification must include the reason for cancellation and whether school district provided transportation is being requested.

First Reading: November 11, 2010

CONTACT
November Facilities Listing

FACILITY REQUEST

DATE REQUESTED[illegible]

A handwritten lowercase letter 'c' in black ink, positioned at the bottom of the page.

D

Hasbrouck Heights Board of Education
Policies and Procedures
Student Activity Accounts

Deposits

All funds of any class, club or organization, activity, etc. or special group, shall be deposited with the school secretary at Euclid Elementary School, Lincoln School and the Faculty Treasurer at the Middle/High School. Until all funds are collected in full, the cash/checks shall be placed in a locked location at each perspective location.

1. Requests for deposits must be accompanied with the Student Activity Fund Transaction Request (Form A).
2. All deposits must designate the class, club, activity, etc., to which credit should be given. Each secretary/treasurer shall prepare the bank deposit ticket, make photo copies of all checks, and submit (via school custodian or other designated individual) to the Assistant to the Business Administrator in a sealed bank cash bag.
3. The Assistant to the Business Administrator will verify each deposit, deliver to the bank and make all appropriate bookkeeping entries.

Withdrawals

All funds of any class, club or organization, activity, etc. or special group, shall be requested through the school secretary at Euclid Elementary School, Lincoln School and the Faculty Treasurer at the Middle/High School. All responsible parties will verify the requested information.

1. Requests for withdrawals must be accompanied with the Student Activity Fund Transaction Request (Form A).
2. All withdrawals must specify to whom the order is requested.
3. All withdrawals must specify the reason for the withdrawal and accompanied by a receipt or bill showing the amount requested along with the required signatures of the advisor/teacher, school principal and secretary/treasurer.
4. Form A will then be submitted to the Assistant to the Business Administrator who will then verify information, prepare a check and either return the check to the designated secretary/treasurer at each school or the vendor to which the check is made payable.

If it becomes necessary for the requesting party to use their own personal credit card, prior verbal approval by the Business Administrator/Assistant to the Business Administrator shall be required. Each personal credit card request shall not exceed an amount of \$500. No reimbursement will be made without prior verbal approval by the designated Business Office representative. This policy shall pertain to Student Activity Funds only!

HASBROUCK HEIGHTS BOARD OF EDUCATION

Cash Receipt

Coin Total \$ _____

Check Total \$ _____ (Please make copies of checks and submit with cash receipt.)

Deposit Total \$ _____

Program Description: _____

Cash Disbursement	
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Disbursement Total \$_____ (Please include invoice or receipt.)

Payable To: Name: _____

Address: _____

Program Description: _____

School Name: _____ Date: _____

Requestor Signature: _____

Principal Signature: _____

Central Office Signature: _____

Please hand deliver to the Business Office, 201-393-8142

E

Hasbrouck Heights Board of Education
Hasbrouck Heights, New Jersey

Job Description: Human Resource Specialist

Qualifications:

- High School Diploma; courses in bookkeeping, accounting and business mathematics
- Minimum of two years experience in financial record keeping, especially in payroll/personnel related area
- Strong organizational skills
- Current and proficient knowledge of all standard office procedures and equipment.
- Computer literate on current district computers
- Ability to function as part of a cohesive office team by assuming varied responsibilities
- Ability to communicate clearly and effectively with the public and staff
- Such alternatives or additions to the above qualifications as the Board of Education may find appropriate and acceptable.

Reports To: Assistant to the School Business Administrator and School Business Administrator/Board Secretary

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

Responsibilities: The activities of the Human Resource Specialist include but are not limited to:

- Reviews payroll transactions for accuracy and completeness, verifies against appropriate documentation, and forwards for processing; inputs payroll data into computer for tracking, manipulation, and reporting purposes; and compiles and prepares specialized payroll reports for department. Researches payroll records to assist in the identification and resolution of problems, errors, or inadequacies of payroll information
- Records employee information such as personal data and compensation. Updates employee information. Examines employee files to answer questions from authorized individuals. Performs related functions such as:
 - a. Research and answer employee questions regarding pay policies
 - b. Prepare payroll actions and handle payroll errors
 - c. Act as liaison for communication and problem solving
 - d. Human Resource notices (W-4s and direct deposit requests)
 - e. Review salary changes, new hire information and status changes
- Compiles and processes payroll information including date entry of timesheets, deductions, and related data. May also be responsible for calculation of over time, incentive pay, shift differential etc. Prepares deductions for authorized and

- mandatory deductions. Enters data on hires, terminations, and wage adjustments. Prepares and maintains periodic payroll reports to include earnings, tax, and deduction summaries. Be the primary contact for employee payroll related questions, inquiries, and concerns
- Handles retirement paperwork
- Maintains all records pertaining to personnel attendance, leaves of absence, employment, etc.
- Maintains confidentiality relating to all district personnel information.
- Maintains confidentiality of sensitive correspondence, records and information.
- Handles all aspects of all new employee (including substitutes) paperwork in district, fingerprinting, certifications, criminal background checks, citizenship forms, W-4's, etc.
- Organizes job functions and work assignments to be able to effectively complete assignments within established time frames.
- Other responsibilities and duties which are appropriate and necessary to the position as directed by the Superintendent and/or School Business Administrator/Board Secretary.

Terms of Employment: Twelve month position with compensation in accordance with the negotiated agreement with the Superintendent or with the Hasbrouck Heights Board of Education.

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of non-certificated personnel.

Non Union Position

Approved:

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Hasbrouck Heights Board of Education
Hasbrouck Heights, New Jersey

To Be Removed; To Be Added

Job Description: Assistant to the Superintendent's Administrative Assistant

Qualifications:

- Graduate of Business/Secretarial School
- Strong organizational and typing skills
- Current and proficient knowledge of all standard office procedures and equipment
- Computer literate on current district computers
- Ability to assume a leadership role in directing the activities of other secretarial staff and making decisions concerning office operations
- Ability to communicate clearly and effectively with the public, staff and board members
- Ability to function as part of a cohesive secretarial team by assuming varied responsibilities in differing circumstances
- Such alternatives or additions to the above qualifications as the Board of Education may find appropriate and acceptable

Reports To: Superintendent of Schools

Job Goal: Assists the educational leader responsible for creating the conditions and climate that will best enable members of the school staff to develop an efficient program which provides for optimum development of the individual student.

Responsibilities: The activities of the Assistant to the Superintendent's Administrative Assistant include but are not limited to:

- Collects data and compiles reports as directed by the superintendent
- **Registers all new students and transfers out all district students – effective 10/22/10**
- Understands the importance and maintains complete confidentiality in all matters and prepares correspondence
- Assists in maintaining confidential personnel data, including evaluations, observations and personnel file information of all personnel
- Assists in serving as a in-person and phone receptionist for parents, students, staff, community members and outside professionals having contact with the Superintendent
- Assists in maintaining all records pertaining to personnel, files, attendance, leaves of absence, employment, etc.
- Assists in compiling data and prepares memos
- Performs clerical tasks
- Maintains confidentiality relating to all pupils/district personnel information
- Assist in the development of the monthly Superintendent's Report
- Handles all aspects of substitute's teachers in district, fingerprinting, registering, maintaining files, etc.
- Handles all new employee personnel paperwork in district, certifications, criminal background checks, citizenship forms, and W-4's
- District notary
- Other responsibilities and duties which are appropriate and necessary to the position as directed by the Superintendent of Schools

Terms of Employment: Twelve-month position with compensation in accordance with the negotiated agreement with the Superintendent

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of non-certificated personnel.

Approved: December 21, 2006

Revised: November 11, 2010