

**HASBROUCK HEIGHTS BOARD OF EDUCATION**  
**Thursday, April 23, 2015**  
**Regular Meeting Agenda (Final)**  
**Time: 8:00 p.m.**

**I. A. Meeting called to order at:**

**B. Announcement of adequate meeting:**

The New Jersey Open Public Meeting Law was enacted to insure the right to the public to have advance notice of and to attend the meetings of public bodies at which business affecting their interest is discussed or acted upon.

Pursuant to the New Jersey Open Public Meeting Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of this meeting to be given to the public and the press on **January 06, 2015**. Said notice was posted at the Hasbrouck Heights Municipal Building, Hasbrouck Heights Board of Education Office, Hasbrouck Heights Middle and High School, Euclid Elementary School and Lincoln Elementary School.

Notice of said meeting was published under legal notice in The Record.

**C. Roll Call**

**II. Flag Salute**

**III. Presentations**

**IV. Public Hearing on Resolutions to be acted upon this meeting.**

Residents are requested to state their names, addresses and subject matter. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the District are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

**V. Approval of Minutes March 26, 2015, (on file in business office)**

**VI. Correspondence and Report of School Business Administrator/Board Secretary**

**VII. Report of the Board President**

**VIII. Report of the Superintendent**

IX. Committee and Liaison Reports:

- A. Education
- B. Special Education
- C. Technology
- D. Facilities
- E. Recreation
- F. Finance
- G. Personnel
- H. Policy
- I. NJ/BCSBA
- J. Borough Council Liaison
- K. Faculty Liaison
- L. PTA Liaison

X. Resolutions:

Awards/Presentations:

None

Education Committee

- E04-01-15 Approve Monthly Superintendent Discipline Report
- E04-02-15 Approve Monthly Superintendent HIB Report
- E04-03-15 Approve Monthly District Calendar
- E04-04-15 Approve Program

Special Education Committee

- S04-01-15 Approve Special Services

Technology Committee

None

Facilities Committee

- B04-01-15 Approve Facilities Use

Recreation Committee

- R04-01-15 Approve Field Trip Calendar
- R04-02-15 Approve Fundraisers
- R04-03-15 Approve Program
- R04-04-15 Approve Fundraiser
- R04-05-15 Approve Spelling Bee
- R04-06-15 Approve Penn Relays
- R04-07-15 Approve Club Awareness

Finance Committee

- F04-01-15 Approve Financial Certification
- F04-02-15 Approve Actual Payroll for March
- F04-03-15 Approve Estimated Payroll for April
- F04-04-15 Approve Bill Authorization – April
- F04-05-15 Approve Board Secretary's Report
- F04-06-15 Approve Purchases
- F04-07-15 Approve Purchases

Personnel

P04-01-15	Approve Personnel Action
P04-02-15	Approve Personnel Action
P04-03-15	Approve Personnel Action
P04-04-15	Approve Personnel Action
P04-05-15	Approve Personnel Action
P04-06-15	Approve Personnel Action
P04-07-15	Approve Personnel Action
P04-08-15	Approve Personnel Action
P04-09-15	Approve Personnel Action
P04-10-15	Approve Personnel Action
P04-11-15	Approve Personnel Action

Policy Committee:

PL04-01-14	Approve Policies/Regulations
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XI. Old Business

XII. New Business

XIII. Open Public Hearing

Residents are requested to state their names, addresses and subject matter. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the District are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

XIV. Private Session (If necessary)

XV. Adjournment

*HASBROUCK HEIGHTS BOARD OF EDUCATION*  
**RESOLUTIONS – April 23, 2014 (Final)**

**Awards/Presentations:**

**RESOLUTIONS:**

**AWARDS:**

None

**EDUCATION COMMITTEE:**

**RESOLUTIONS:**

E04-01-15     Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2014 – 2015 school year:

Accept Monthly Discipline Report

E04-02-15     Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2014 – 2015 school year:

Accept Monthly Superintendent HIB Report and approves the actions recommended by the Superintendent for the following incidents:  
(if applicable)

2015 – HS – 11 through 12 (investigations)

2015 – MS – None

2015 – LS - None

2015 - ES – None

E04-03-15     Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2014-2015 school year:

The monthly district calendar

E04-04-15     Be it Resolved that the Hasbrouck Heights Board of Education approve the following program for the 2014-2015 school year:

HH Jr. Women's Club – 4<sup>th</sup> grade Foresters Project (Awareness of Arbor Day) for ES & LS @ no cost to district

SPECIAL EDUCATION COMMITTEE:

RESOLUTIONS:

S04-01-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following special services for the 2014 – 2015 school year:

Student #1513 – Psychological and Educational Evaluations @ \$1075 each – Dr. Balaban

Student #4001, 5727, 990098, & 20746 – Neurological evaluations @ \$450 each for a total of \$1800 – Dr. Lodak

Student #1000534 & 990054 – OT evaluations @ \$275 each for a total of \$550 – CCL Therapy

Student #20241 – Travel Training – BCSS at a cost not to exceed \$797

Student #1000417 – staff training on the “Maestro” device for a maximum of 6 hours not to exceed \$840 through BCSS

Student #1001014 – OT evaluation at a cost of \$275 – CCL Therapy

Student #4488 – OT evaluation at a cost of \$275 – CCL Therapy

Student #122 – after school para for choir not to exceed 8 hrs at \$18.85/hr starting March – May 2015

Student #1000809 – OT evaluation @ \$275 – CCL Therapy

Student #1000809 – Neurological evaluation @ \$450 – Dr. Lodak

TECHNOLOGY COMMITTEE:

RESOLUTIONS:

NONE:

FACILITIES COMMITTEE:

RESOLUTIONS:

B04-01-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for 2014-2015 school year:

Facilities Use (**Attachment A**)

RECREATION COMMITTEE:

RESOLUTIONS:

R04-01-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for 2014-2015 school year:

District Field Trip Calendar

R04-02-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following fundraisers for 2014-2015 school year:

5/6/15 – Girls Basketball – Chipolte give back night – A. Kistner

4/28/15 – 4/30/15 – Junior Beta Club Penny Wars – J. Muska

5/13/15 – Junior Beta Club Video Game Tournament – J. Muska

5/14/15 – Girls Basketball – Dress Down Day – A. Kistner

**5/16/15 – National Honor Society car wash – T. Kida & B. Medina**

R04-03-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for 2015-2016 school year:

Approve the 2015 Summer Enrichment Programs (**Attachment B**)

**R04-04-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for 2014-2015 school year:**

**6/12/15 – Torch Run – Grades Pre-k -12**

**R04-05-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for 2014-2015 school year:**

**5/26/15 – 5/29/15 – J. Muska to attend the Scripps National Spelling Bee in Oxon Hill, MD @ a cost not to exceed \$1,143**

**R04-06-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for 2014-2015 school year:**

**4/23/15 – 4/25/15 – track team to attend Penn Relays with coaches and chaperones with a Van cost not to exceed \$1,000**

**R04-07-15     Be it Resolved that the Hasbrouck Heights Board of Education approve the following for 2014-2015 school year:**

**Gay Straight Alliance club – “Selfies for Silence” – student to take selfies with club to support awareness. Selfies to be posted on school TV only in late May**

**FINANCE COMMITTEE:**

**RESOLUTIONS:**

F04-01-15     Be it resolved that the Hasbrouck Heights Board of Education pursuant to NJAC 6A:23-2.11-4 and upon consultation with district officials, certifies that to the best of its knowledge, no major account of funds have been over expended in violation of NJAC 6A:23-2.11(a) and that sufficient funds are available to meet the district’s needs.

F04-02-15     Be it Resolved that the Hasbrouck Heights Board of Education approve the actual payroll for the month of March 2015 in the amount of \$1,699,045.25 that the President of the Board, the School Business Administrator, and the Treasurer of School Funds be, and they hereby are, authorized to sign warrants up to and including the above.

F04-03-15     Be it Resolved that the Hasbrouck Heights Board of Education approve the estimated payroll for the month of April 2015 at \$1,400,000 and that the President of the Board, the School Business Administrator, and the Treasurer of School Funds be, and they hereby are, authorized to sign warrants up to and including the above \$1,400,000.

F04-04-15     Be it Resolved that the President of the Board and the Board Secretary are hereby authorized to sign warrants for supplies and materials received and services rendered to the Hasbrouck Heights School District for the month of April 2015

F04-05-15 Be it Resolved that the Board of Education approve the following reports in accordance with NJAC 6A:23-2.11 (a) and NJAC 6A:23-2. 11 (b) which are on file in the office of the Board Secretary:

Board Secretary's Report  
Treasurer's Report  
Monthly Fund Transfer Report  
March 2015

F04-06-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following purchases for the 2014 – 2015 school year:

Landscaping Services  
P. O. 501719 – Tree Land Nursery – April 2015 through November 2015 @ \$2,475/month and mulching at a onetime fee of \$1,475  
Quotes Received

Weed Control  
P. O. #501727 – Perennial Services, LLC \$6,958.88  
Quotes Received

F04-07-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following purchases for the 2014 – 2015 school year:

P. O. #501737 – Gale Cengage Learning – Online Resources: Social Studies @ \$15,206  
Quotes Received

P. O. #501739 - John A. Earl, Inc. – Floor Scrubbers for HS & ES @ \$7,611.30  
ED Data Bid #5749

#### PERSONNEL COMMITTEE:

#### RESOLUTIONS:

P04-01-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Bus Aide:**

A. Ellerbrock, K. Hughes, and D. VillaCampa as bus aides as needed at their para rates of \$18.85/hr



P04-02-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2015-2016 school year:

B. Jones – Lead Custodian @ ES effective 4/1/15 @ \$1,200 per year pro-rated

P04-03-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Leave of Absences:**

Amend P03-03-15 – B. Chapin – unpaid FMLA 9/2/15 – 11/20/15

K. Stevenson – paid sick leave – 4/13/15 – 4/27/15

P04-04-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Extra Pay:**

M. Bischoff – after school para for choir for student #122 @ \$18.85/hr not to exceed 8 hrs from March to May 2015

P04-05-15 Be it Resolved that upon the recommendation of the Superintendent of Schools, the Hasbrouck Heights Board of Education approve the following student teacher/practicum and/or field experience/observation placement for the 2015 – 2016 school year:

9/21/15 – 12/10/15 - C. Lezin – WPU with D. Cerneka @ ES

9/22/15 – 12/10/15 – K. Hernandez – WPU with V. DePalma 2 days per week @ LS

9/21/15 – 12/10/15 – C. Pereira – WPU with C. Rau - LS

P04-06-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2015-2016 school year:

Approve the Summer Keys staff (**Attachment C**)

P04-07-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Substitute Teachers:**

J. Castillo – County Certified @ \$13.91/hr\*

K. Gasparino – County Certified @ \$13.91/hr\*

\*Pending Paperwork

- P04-08-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Substitute Paraprofessionals:**

M. Lamourt @ \$10/hr\*

E. Molina @ \$10/hr\*

\*Pending Paperwork

- P04-09-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:**

**5/13/15 – 6/22/15 – C. Cuttita – Leave Replacement Teacher for J. Martello – LS @ a rate of \$150 per Diem**

- P04-10-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action: (Attachment D)**

**Approve new and/or revised job descriptions for:  
Superintendent, BA/Board Secretary, Elementary School Principal, Teacher,  
Substitute Teacher, HS Principal, and MS Principal**

- P04-11-15 Be it Resolved that upon the recommendation of the Superintendent of Schools, the Hasbrouck Heights Board of Education approve the following student teacher/practicum and/or field experience/observation placement for the 2014 – 2015 school year:

5/6/15 – 6/19/15 – S. Scalero – Duquesne University – OT observation hours @ LS & ES

POLICY COMMITTEE:

RESOLUTIONS:

PL04-01-15 Be it Resolved that the Hasbrouck Heights Board of Education approve first/second reading of the following new or revised policies/regulations/exhibits or by laws, attached to the minutes:

Policy #0134 – Board Self Evaluation (**First Reading**)

Policy #0152 – Board Officers (**First Reading**)

Policy #3212 – Attendance (Staff) (**First Reading**)

Policy #4212 – Attendance (Support Staff) (**First Reading**)

Policy #3218 – Substance Abuse (Staff) (**First Reading**)

Policy #4218 – Substance Abuse (Support Staff) (**First Reading**)

Policy #5200 – Attendance (Students) (**First Reading**)

Policy #5465 – Early Graduation (**First Reading**)

Policy #8630 – Bus Driver/Bus Aide Responsibility (**First Reading**)

Policy #8630 – Emergency School Bus Procedures (**First Reading**)

DATE REQUESTED

## FACILITY REQUEST

CONTACT

## ORGANIZATION

Apr-15

[illegible]

# Hasbrouck Heights Public School District

## 2015 Summer Enrichment Programs

## NEW YORK: A Contemporary, Cultural Experience.



*Do you have a curiosity about the amazing city in your own backyard? If you answered yes then this is the class for you.*

WHEN: July 6 – 10, 2015

COST: \$200/Student (10 Students Max)

TIME: NYC time: Approximately

8 am – 5 pm Time Varies (8 – 10 hour Days)

Where: Room 325 @ HHHS/ NEW YORK CITY.

Who: All High School Students welcome.

Teacher: Mr. Dan Pignatiello

Bring your lunch or buy in the city.

**YOU will walk A LOT.** When you are We plan on visiting the City should bring new experiences to the park day planned as well as a tour of will focus on movie and TV culture not in the City we will be in the well as discussing what we saw during

*Whenever spring comes to New  
York I can't stand the  
suggestion of the land that  
come blowing over the river  
from New Jersey and I've got  
to go. So I went.  
Jack Kerouac*

done walking you will walk some more. approximately **4** times. Each visit students. We have an all-day central Greenwich Village. The Central Park day associated with the park. When we are classroom planning our next visits as the previous visits. Possible Night Visit.

\* Permission slip required for trips to NYC/public transportation when necessary.



Grand Central Station: Home of the whispering wall.

Mr. Pignatiello

Last Year we visited the following places:

1. Pomander Walk
2. Central Park
3. Central Park Zoo
4. Metropolitan Museum
5. FAO Schwartz
6. Rockefeller Plaza
7. St. Patrick's Cathedral
8. Greenwich Village
9. NBC Studios Private Tour
10. Live taping of the Morning Show at WPIX 11
11. Tour of Panavision which is the number one supplier of Camera's for all movies and television shows on the east coast
12. Private discussion in a conference room at JP Morgan Chase at Wall street.
13. We saw the bull at wall street
14. Reflection pools at the 9/11 memorial.
15. The scholastic building in SOHO where we ate lunch on a rooftop veranda.
16. We rode our bicycles from 159<sup>th</sup> street down to Chelsea piers
17. We walked the entire High Line Park.
18. We rode are bicycles around the central park loop.
19. We witnessed tapings of shows "Flesh and Bone" and several live photo shoots in the city
20. We walked by Jane Lynch from "Glee"
21. We rented rowboats in central park.
22. Last but not least we walked tons and tons of miles.

The  
Hasbrouck Heights  
2015 Summer Music Program  
**Registration Form**  
Hasbrouck Heights High School  
365 Boulevard, Hasbrouck Heights  
New Jersey, 07604

The Hasbrouck Heights School Districts' Music Department will offer instrumental music lessons this summer to students entering grades 4 through 12.

There will be 20 group lessons for one half hour per day beginning Tuesday, June 23 through Thursday, July 23, 2015.

Lesson dates: 6/23, 6/24, 6/25, 6/26, 6/29, 6/30, 7/1, 7/2, 7/6, 7/7, 7/8, 7/9, 7/13, 7/14, 7/15, 7/16, 7/20, 7/21, 7/22, 7/23

There will be no classes on Friday, July 3<sup>rd</sup>.

Classes will be scheduled between the hours of 8am – 12pm.

Exact scheduling will depend on enrollment. You will be contacted with your child's schedule as soon as the registration is complete.

If you have any questions please contact Mr. Ascolese at [ascolesej@hhschools.org](mailto:ascolesej@hhschools.org)

- Please note: This is an enrichment program. Students are encouraged to attend all of the lessons in order to get the most from this course. However, students can still miss lessons due to vacation, etc. and still benefit from this program.
-



- *Please return this completed page along with the course tuition*

### **Parent Information**

My child \_\_\_\_\_ has my permission to attend the 2015 Summer Music Program at Hasbrouck Heights High School.

The cost of this 4 week (20 lessons) course is \$120.

Please return this completed form and \$120 check made payable to the:

### **Hasbrouck Heights Board of Education**

to Mr. Ascolese or Ms. Moroney by **Friday, June 12, 2015.**

My child has a scheduling conflict from \_\_\_\_\_ to \_\_\_\_\_. I understand that my child may only be at the school during their assigned lesson times.

- Please note that every effort to accommodate your time requests will be made. However, requests cannot be guaranteed due to the number of students, instrumentation and years of experience which are all taken into consideration during the scheduling process.

\_\_\_\_\_

(Parent or Guardian Signature)

Date

### **Student Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Instrument \_\_\_\_\_ Years Playing \_\_\_\_\_

Please include your email for scheduling information: \_\_\_\_\_

New Students – If you need to rent an instrument, please contact Mr. Ascolese ((201) 393-8170) or Ms. Moroney ((201) 288-2365) as soon as possible.

\_\_\_\_ I have (or will get) my own instrument.

\_\_\_\_ I will need to rent an instrument.

# HEIGHTS HOOPS

## BASKETBALL CAMP

**Date : June 23rd to - June 26th**  
**COST : \$65.00**

**AGES: ENTERING 3RD GRADE—9TH GRADE**  
**BOYS AND GIRLS WELCOME**

Location : Hasbrouck Heights High School  
Main Gym

Water and Gatorade will be sold during camp hours

**NOTE: PLEASE ARRIVE AT 8:30am**  
**TUESDAY JUNE 23RD FOR CHECK IN.**

- ♦ Daily Teaching Stations
- ♦ Controlled Games
- ♦ Experienced Coaches
- ♦ Camp T-Shirts

Days : Tuesday—Friday



Time: 9 am-12:30pm



Pre-Registration starts now!



### Camps Directors:

Head Boys Basketball Coach - Mike Cebula  
Head Girls Basketball Coach - Amanda Kistner

For more information please email :

CebulaMic@hhschools.org

KistnerA@hhschools.org



Child Name \_\_\_\_\_

Grade in Fall '15 \_\_\_\_\_

Circle a T-Shirt Size for your son/daughter:

YS      YM      YL      AM      AL

Parent Name \_\_\_\_\_

Emergency Contact # \_\_\_\_\_

Please indicate whether your child will be walking home  
or being picked up daily:

Walking Home

Picked Up

Parent Signature \_\_\_\_\_

### Make Checks Out To:

Hasbrouck Heights Basketball

### Mail To:

Mike Cebula  
Hasbrouck Heights High School  
Attn: Heights Hoops  
365 Boulevard  
Hasbrouck Heights, NJ 07604

## Heights Summer Tennis Camp



Through the cooperation of the Hasbrouck Heights Board of Education, Donna Ahman and Anthony Castora will be giving tennis lessons this summer at the high school tennis courts.

Lessons will include basic fundamentals, game play, strategies, and drills. Students will be grouped according to skill level: beginner, intermediate, and advanced players.

We try to minimize groups for each session to six players per court to maximize instructional time.

Sessions will consist of one and a half hours of instruction a day, twice a week. That will be a total of three hours per week.

The cost for each week will be \$45, and there will also be a one-time non-refundable registration fee of \$25.00 per child. Families who sign up more than one child will receive a discount for the lessons and will be charged half price for each additional child.

All equipment will be supplied, including racquets if students do not have their own. However, students must bring their own water bottles and have sneakers and appropriate clothing.

Ms. Donna Ahman and Mr. Anthony Castora have been involved with coaching and the summer tennis program for many years. Both bring along their expertise and wonderful teaching styles.

Summer tennis will begin on Monday, June 22, 2015 and run

through July 17, 2015 culminating with skills competitions and tournament play. Students pay only for the sessions they attend. Payment is due at the completion of each week attended. Checks are made payable to the HHBOE.

Registration forms and deposit for each child should be returned to Joan Catapane at the Board of Education office.

In the event of rain, lessons will be held in the high school gym. Also, any student who misses a lesson is encouraged to make it up at any other session.



Come make the summer enjoyable by learning a lifetime sport!

.....

**Return this portion** to Joan Catapane at the BOE office with your non-refundable deposit of \$25.00 per child. Please make the checks payable to: HHBOE.

Circle the session attending.

**Beginner**

Session (1) Mon. and Wed. 8:00-9:30

**Intermediate**

Session (2) Mon. and Wed. 9:30-11:00

**Advanced Players**

Session (3) Mon. and Wed. 11:00-12:30

**Intermediate**

Session (4) Tues. and Thurs. 8:00-9:30

**Beginner**

Session (5) Tues. and Thurs. 9:30-11:00

**Advanced Players**

Session (6) Tues. and Thurs. 11:00-12:30

Child's Name: \_\_\_\_\_

Child's Age: \_\_\_\_\_

Address: \_\_\_\_\_

Home number: \_\_\_\_\_

Cell number: \_\_\_\_\_

Primary Care Physician's Name and address: \_\_\_\_\_

Allergies or other health problems we should know:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# HASBROUCK HEIGHTS PUBLIC SCHOOLS

379 Boulevard

Hasbrouck Heights, New Jersey 07604

Mary Kildow, Ed.D.  
Interim Superintendent of Schools

Tel: (201) 393-8146  
Fax: (201) 288-0289

## KEYS Summer Child Care Program

March 2015

Dear Parents:

This summer the Hasbrouck Heights School District will once again sponsor a KEYS Summer Child Care Program. Students who are permanent residents of Hasbrouck Heights and are currently enrolled in kindergarten through fifth grade in the district, private or parochial elementary schools are eligible to attend. Children entering kindergarten at these schools in September 2015 will also be accepted into the program. The KEYS Summer Program will begin on Tuesday, June 23, 2015 and run through Friday, August 7, 2015, rain or shine.

Certified teachers along with support staff will conduct the program from 7:30 a.m. until 6:00 p.m. at the Hasbrouck Heights Middle/High School. You may enroll your child(ren) for as few as 2 days or up to 5 days, either from 7:30 a.m. to 4:30 p.m. or to 6:00 p.m. Please refer to the attached Weekly Fee Schedule for exact costs. Please also note the fees that will be charged if your child is picked up late from the program. The Board of Education has decided not to increase weekly fees this summer.

When completing your child's registration form, please include an email address that is checked on a daily basis, as this is how I will communicate with you throughout the summer.

The KEYS Summer Program includes water splash day, arts & crafts, computer fun, sports, story "hour", special lunch days, etc. A number of field trips are also planned. Children should bring their lunch daily. The program will provide a morning and afternoon snack. A schedule of daily events is attached.

Some of the trips planned for this summer include: Bow Tie Warner Movie Theatre, Bowling, Bowcraft Amusement Park, PowerHouse Studio, and Funtime Junction ([www.funtimejunction.com](http://www.funtimejunction.com)). Funtime Junction is a combination of softplay, rides and arcade games. We have also planned a new trip this summer to Turtle Back Zoo in West Orange, NJ.

Information regarding registration procedures and dates, weekly fees, and trip prices is attached. If your child will not be attending a scheduled trip, he/she may not attend KEYS that day as all staff will be attending all trips. **Please return your registration form with 50% payment by May 15, 2015, as final payment is due June 12, 2015. Please choose your weeks/days carefully as there will be no refunds after Summer KEYS has begun. If your child does not attend on a scheduled day, there will be no refunds for unused days. You may only switch days during a scheduled week, not between weeks.**

Sincerely,  
Joan Catapane, Keys Program Coordinator  
(201) 393-8146

**2015 KEYS SUMMER PROGRAM REGISTRATION FORM (4 PAGES)**  
**(Please complete one form per child – BLACK INK ONLY)**

Child's Name: \_\_\_\_\_ Gender: \_\_\_\_\_

Street Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Work or Cell Phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Work or Cell Phone: \_\_\_\_\_

Child Lives With: \_\_\_\_\_ Email Address: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Pick Up Authorization**

Name(s) and phone numbers of those authorized to pick up my child from the KEYS Program:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Medical Information**

1. Does he/she have a medical problem or chronic disease? If yes, please state problem:

\_\_\_\_\_

2. Is he/she on medication? If yes, please list medication:

\_\_\_\_\_

3. Are there any restrictions (physical, etc.)? If yes, please list restrictions:

\_\_\_\_\_

4. Does your child have any allergies to food or medication? If yes, what:

\_\_\_\_\_

5. Is there any other information about your child which should be known?

\_\_\_\_\_

## KEYS Summer Schedule

Child's Name: \_\_\_\_\_

Age: \_\_\_\_\_

### FEE SCHEDULE

	<u>Morning to 6:00 pm</u>			<u>Morning to 4:30 pm</u>		
	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	Additional	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	Additional
5 days per week	\$170	\$120	\$105	\$150	\$100	\$90
4 days per week	\$140	\$100	\$ 90	\$125	\$ 85	\$80
3 days per week	\$110	\$ 80	\$ 75	\$100	\$ 70	\$65
2 days per week	\$ 80	\$ 60	\$ 55	\$ 75	\$ 55	\$50

### Late Fees:

6 - 15 minutes = \$30.00

16 - 30 minutes = \$60.00

31 - 45 minutes = \$90.00

Please note that the above late pick-up fees will be charged on a daily basis. Repeated lateness in picking up your child may result in your child being excluded from the KEYS Summer program.

### Part 1 – STUDENT'S SCHEDULE AND WEEKLY FEES

1. Circle below the dates your child will attend the program for each week.
2. Dates in **bold** are field trips listed on the next page. If your child is not going on the trip, he/she may not attend the program that day.
3. Enter the total number of days circled for each week in the "TOTAL DAYS" column.
4. Find the weekly cost for the number of days circled from the FEE SCHEDULE above. Enter under WEEKLY FEE.
5. Add all the weekly fees and enter the total below.

		Monday	Tuesday	Wednesday	Thursday	Friday	Total Days	Weekly Fee
Week 1	6/23-6/26	22 No KEYS Program	23	24	<b>25</b>	26		\$
Week 2	6/29-7/3	29	30	1	2	3 No KEYS Program		\$
Week 3	7/6-7/10	6	7	8	<b>9</b>	10		\$
Week 4	7/13-7/17	13	14	15	16	<b>17</b>		\$
Week 5	7/20-7/24	20	21	22	<b>23</b>	24		\$
Week 6	7/27-7/31	27	28	29	<b>30</b>	31		\$
Week 7	8/3-8/7	3	4	<b>5</b>	6	7		\$

TOTAL FOR ALL WEEKS

\$ \_\_\_\_\_

## **Part 2 – Field Trip Fees and Parental Permission**

1. If your child is going on the field trip, enter “Yes” in the “Approval” column and enter the cost in the “FEE” column.
2. Add all the field trip fees and enter the total below.
3. If any trips are marked “Yes”, one parent or guardian must sign the “Permission Statement” below.

Date	Activity	Location	Cost	Approval	Fee
6/25/15	Bow Tie Warner Cinema	Ridgewood, NJ	\$10		\$
7/1/15	PowerHouse Studios	Paramus, NJ	\$12		\$
7/9/15	Bowler City	Hackensack, NJ	\$8		\$
7/17/15	Turtle Back Zoo	West Orange, NJ	\$9		\$
7/23/15	Bowcraft Amusement Park	Scotch Plain, NJ	\$17		\$
7/30/15	Funtime Junction	Fairfield, NJ	\$12		\$
8/5/15	Bow Tie Warner Cinema	Ridgewood, NJ	\$10		\$

TOTAL FEES FOR ALL FIELD TRIPS                      \$ \_\_\_\_\_

**Permission Statement:** I hereby give approval for my child to participate in the field trip(s) indicated “YES” above.

Parent of Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Part 3 – Tee Shirt Order**

All children will receive one free tee shirt.  
Please circle the child’s shirt size.

CHILD	SMALL	MEDIUM	LARGE
ADULT	SMALL	MEDIUM	LARGE

**Part 4 – Program Fee and Payment Summary**

1. Registration Fee		\$ <u>Eliminated</u>
2. Enter from Part 1 on Page 2	TOTAL FEE FOR ALL WEEKS	\$ _____
3. Enter from Part 2 on Page 3	TOTAL FEE FOR ALL FIELD TRIPS	\$ _____
4. Add all fees above (lines 2 & 3)	TOTAL AMOUNT DUE	\$ _____

**Pay Schedule**

One half (50%) - TOTAL AMOUNT DUE (line #4 above) - <b>WITH REGISTRATION</b>	\$ _____
One half (50%) – FINAL PAYMENT – <b>DUE JUNE 12, 2015</b>	\$ _____

**Part 5 – Pull Out Programs**

If your child will also attend another program or activity during the day(s) he or she is scheduled to be at the KEYS Program, please give details below. Indicate the name, date, and time of the additional program(s) that the student will be attending.

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**Send or hand-deliver NO LATER THAN FRIDAY, MAY 15, 2015:**

1. Registration Form (4 pages)
2. Payment of 50%

**SEND TO:**

Hasbrouck Heights Board of Education  
Attn: KEYS Summer Program  
379 Boulevard  
Hasbrouck Heights, NJ 07604



### **KEYS Summer Program Calendar of Events**

#### **June, 2015**

<b>June 22</b>	<b>No Summer KEYS Program</b>
June 23	First day of Summer KEYS
June 24	Ice Pop Day
<b>June 25</b>	<b>Movie Theatre Trip (movie TBD)</b>
June 26	Water Splash Day (Bring/wear bathing suit, towel and flip flops)
June 29	Heights Colors Day
June 30	Pizza Lunch

#### **July, 2015**

<b>July 1</b>	<b>Power House Studios Trip</b>
<b>July 2</b>	Water Splash Day (Bring/wear bathing suit, towel and flip flops)
<b>July 3</b>	<b>No Summer KEYS Program</b>
July 6	Freeze Dance
July 7	Make Your Own Ice Cream Sundae
July 8	Wear Your Favorite Sports Team Jersey
<b>July 9</b>	<b>Bowler City Trip</b>
July 10	Water Splash Day (Bring/wear bathing suit, towel and flip flops)
July 13	Hula Hoop Challenge
July 14	Connect Four Challenge
July 15	McDonald's Lunch
July 16	Water Splash Day (Bring/wear bathing suit, towel and flip flops)
<b>July 17</b>	<b>Turtle Back Zoo Trip</b>
July 20	Jump Rope Challenge
July 21	Halloween in July
July 22	Carvel Day
<b>July 23</b>	<b>Bowcraft Amusement Park Trip</b>
July 24	Crazy Hair Day
July 27	American Idol Day
July 28	Bring Your Favorite Board Game
July 29	Burger King Lunch
<b>July 30</b>	<b>Funtime Junction Trip</b>
July 31	Water Splash Day (Bring/wear bathing suit, towel and flip flops)

#### **August, 2015**

August 3	Water Splash Day (Bring/wear bathing suit, towel and flip flops)
August 4	Bubble Day
<b>August 5</b>	<b>Movie Theatre Trip (movie TBD)</b>
August 6	Pizza Lunch
August 7	Last Day of Summer KEYS

**HASBROUCK HEIGHTS PUBLIC SCHOOLS**  
**379 Boulevard**  
**Hasbrouck Heights, New Jersey 07604**

Mary Kildow, Ed.D.  
Interim Superintendent of Schools

Tel: (201) 393-8146  
Fax: (201) 288-0289

**Summer KEYS Staff**  
**2015**

Teachers

Donna Dussault – Teacher-in-charge (\$29.60 per hour)  
Theresa Grillo - \$28.60 per hour  
Eileen Drago - \$28.60 per hour  
MaryAnn McCann - \$28.60 per hour

Assistants - \$14.30 per hour

Donna Villacampa  
Sabina Valente  
Leanne Shenloogian

Nurse

TBD

Student Helpers

Connor Gillespie - \$9.00  
Nicolette Goodman - \$8.75  
Laura DePalma - \$9.00  
Promise Dada - \$8.75  
Frank Altamura - \$8.63  
Kimberly Tomaszewski - \$8.63  
Danielle Capone - \$8.63  
Christy McCann - \$8.63  
Justin McCann - \$8.63  
Olivia Palmer - \$8.38  
Melissa Morales - \$8.63  
Nicole Inglesby - \$8.38

Substitutes – (Teachers \$28.60 per hour; Assts. \$14.30 per hour; Student Helpers \$8.38 per hour)

Nancy Vanni – teacher  
Roseann Kammerer - teacher  
Kevin Harris – student helper  
Amanda Ortiz – student helper  
Brendan Hines – student helper  
Matthew DeMarco – student helper  
Melanie Wexler – student helper  
Meg Maguire – student helper  
Peter Innis – student helper

**Hasbrouck Heights Board of Education**  
**Hasbrouck Heights, New Jersey**

ATTACHMENT D

**TITLE: SUPERINTENDENT**

**QUALIFICATIONS:**

1. Valid New Jersey School Administrator Certificate or eligibility.
2. An earned master's degree with a major in educational administration, special education or related field such as curriculum and supervision.
3. Central office, school administration and teaching experience as determined by the board.
4. Demonstrated success with curriculum, personnel management, school finance and strategic planning.
5. Strong leadership and communication skills.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO:** Board of Education

**SUPERVISES:** Every district employee

**JOB GOAL:**

To inspire, lead, guide, and direct every member of the administrative, instructional, and support services staff in setting and achieving the highest standard of excellence and to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency and a minimum of waste so that each student enrolled in the district may be provided with an appropriate and effective education.

**SCOPE OF RESPONSIBILITY:**

Leadership and management responsibilities of the superintendent shall extend to all activities of the district, to all phases of the educational program, to all aspects of the financial operation, to all parts of the physical plant, and to the conduct of such other duties as may be assigned by the board. The superintendent may delegate these duties together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.

**PERFORMANCE RESPONSIBILITIES:**

Instructional Leadership

1. Ensures that a system of thorough and efficient education, as defined in state law and code is available to all students.
2. Ensures that the goals of the school system are reflected in its educational program and operations.
3. Provides for the timely completion of annual district and school-level reporting and planning requirements including school report cards, pupil performance objectives and a quality assurance report to the public.
4. Reviews with staff all curriculum guides and courses of study annually in accordance with a board adopted evaluation schedule. Recommends, for board adoption, curricula, courses, textbooks and time schedules.

5. Ensures implementation and evaluation of all board-approved written curriculum for all subjects and inclusion of mandated programs and state core curriculum content standards.
6. Provides for curriculum articulation among grades and schools in the district and between/among constituent districts in a regional school system or sending-receiving agreement.
7. Encourages staffs to develop programs, services and projects that reflect instructional diversity, alternatives and flexibility, while assuring an articulated, consistent education for all students.
8. Ensures the effectiveness of the instructional program by measuring student achievement against state and local standards. Initiates program changes as necessary.
9. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.
10. Seeks out available sources for grant funding to support programs and projects.
11. Keeps professionally current and informed on research-based educational practices.
12. Reports to the board of education regarding educational programs and facilities of the district.

#### Personnel Administration

1. Mentors staff and demands high performance. Implements sound personnel practices.
2. Directs and supervises the administrative staff and through them all district staff.
3. Develops recruitment and retention procedures to assure well-qualified applicants for professional and nonprofessional positions. Participates in final candidate interviews, as appropriate, and recommends appointment, transfer, renewal and dismissal of all certified and noncertified staff to the board.
4. Ensures that all staff is appropriately certified and is observed and evaluated annually in accordance with law and established procedures. Recommends certified and noncertified employees for contract renewal and/or tenure appointment.
5. Suspends staff.
6. Provides direction and serves as a resource for management representatives in negotiating with employee bargaining units.
7. Supervises administration of collective bargaining agreements.
8. Recommends and implements the district's professional development plan.
9. Ensures that all teaching staff members fulfill continuing professional development and receive in-service training required by state/federal laws. Assumes responsibility for the maintenance of appropriate documentation in a central file and timely submission of all required reports.

#### Financial Management

1. Ensures that the budget implements the district's goals.
2. Ensures implementation of board financial policies and district procedures. Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices.
3. Initiates and supervises development of the annual budget, providing opportunity for staff input. Recommends budget and budget priorities for board approval and communicates the educational and monetary impact of the budget to the community.
4. Ensures that the district develops and implements a multi-year (3-5 years) comprehensive maintenance plan.
5. Oversees school facility management to provide safe, efficient and attractive buildings, with strong emphasis on preventative maintenance and custodial care. Ensures annual inspections of each school building for adherence to health and safety codes.
6. Continually assesses business management practices to achieve efficiency.

7. Ensures funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.

#### Student Services

1. Ensures that a system of free appropriate special education and/or related services is available to all pupils with educational disabilities.
2. Develops and oversees the delivery of the district's intervention and referral services for pupils who are experiencing difficulties in their classes and who have not been classified as in need of special education.
3. Develops, in consultation with the school physician, a plan for the provision of school nursing services to be adopted by the board.
4. Confers annually with the administrator of each nonpublic school located in the district to plan for nursing services that may be made available pursuant to law and submits an annual written report to the executive county superintendent.
5. Develops and implements policies and procedures related to missing children and the reporting of allegations of child abuse and neglect.
6. Implements a board-approved program of guidance and counseling services.
7. Ensures access to public education for homeless students in accordance with state and federal law and administrative code.

#### School/Community Relations

1. Promotes community support of the schools. Interprets district programs and services, reports plans, events and activities of interest, and solicits community opinions regarding school and education issues.
2. Presents the district's quality assurance report annually to the community at a regular board of education meeting by October 30 and submits a copy to the executive county superintendent by November 15.
3. Identifies available community resources and linkages to social service agencies that support education and healthy child development.
4. Develops strategies to promote parental involvement in their children's education and provides opportunities for parent-teacher interaction.
5. Maintains contact and good relations with local media.
6. Ensures that district interests will be represented in meetings and activities of municipal and other governmental agencies.
7. Represents the school system and its interests in community organizations, activities and projects.

#### Board Responsibilities

1. Provides leadership in the implementation of the district's vision, mission, and goals.
2. Serves as a non-voting member of the board of education and a non-voting *ex-officio* member of all committees created by the board, to participate in discussions and serve as a resource. The CSA will not count toward the quorum of the committee.
3. Prepares and recommends short- and long-range plans for board approval and implements those plans when approved.
4. Attends all regular and special meetings of the board, and participates in a professional leadership role. Designates an administrative staff member to serve in his/her absence, when appropriate.
5. Knows board policy and respects the policymaking authority and responsibility of the board.

6. Recommends drafts of new policies or changes to the board. Establishes guidelines and processes for monitoring implementation of board policies.
7. Collects adequate and reliable information before making recommendations and decisions.
8. Prepares, in conjunction with the board president, agenda recommendations relative to all matters requiring board action, including all facts, information, options and reports needed to assure informed decisions. Provides advice and counsel to the board on matters before it.
9. Provides a communication system to keep the board informed of district issues and critical information needed for decision-making.
10. Anticipates potential problems. Recommends policies or courses of staff action.
11. Keeps the board informed regarding development in other districts or at state and national levels that would be helpful to the district.
12. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
13. Fulfills all statutory obligations and implements the education law of the State of New Jersey and the administrative code of the New Jersey Department of Education.
14. Advises the board of its responsibilities under the School Code of Ethics Act; Ensures the adoption of policies and procedures regarding required training for board members and the annual distribution, public discussion, and documentation of the Act and the Code of Ethics for School Board Members.

#### Policy Development

1. As chief school executive, carries out the policies of the board.
2. Advises the board of the need for new, revised or deleted policies and prepares policy drafts for board approval.
3. Supervises the effective implementation of all constitutional or statutory laws, state regulations, and board policies.
4. Makes such rules, procedures/guidelines and forms and give such instructions to school employees and students as may be necessary to implement board policy.
5. Supervises the efficient maintenance and dissemination of all board of education policy documents.
6. Acts on own discretion if action is necessary in any matter not covered by board policy, reports such action to the board as soon as practicable and prepares draft policy for review, modifications if necessary, and adoption by the board.

#### **TERMS OF EMPLOYMENT:**

Twelve months; Appointed for a period of 3-5 years; Serves in accordance with the terms of the contract between the board and the superintendent.

Salary to be determined by the board, with approval by the executive county superintendent consistent with NJDOE regulations.

#### **ANNUAL EVALUATION:**

Performance of this job will be evaluated annually by April 30 in accordance with NJ State law and the provisions of the board's policy on evaluation of the superintendent.

Approved:

## LEGAL REFERENCES:

<u>N.J.S.A. 13:1f-19 et seq.</u>	<u>School Integrated Pest Management Act</u>
<u>N.J.S.A. 18A:6-7.1-7.5</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:7A-10</u>	Evaluation of performance of each school
<u>N.J.S.A. 18A:7A-11</u>	Annual report of local school district; contents; annual report of commissioner; report of improvement of basic skills
<u>N.J.S.A. 18A:7A-14.3-14.5</u>	Alternate program of evaluation and monitoring
<u>N.J.S.A. 18A:7E</u>	School report card and efficiency programs
<u>N.J.S.A. 18A:7F</u>	<u>Comprehensive Educational Improvement and Financing Act</u>
<u>N.J.S.A. 18A:12-21</u>	<u>School Ethics Act</u>
<u>N.J.S.A. 18A:12-24</u>	School officials; prohibited conduct
<u>N.J.S.A. 18A:16-1</u>	Officers and employees in general
<u>N.J.S.A. 18A:16-1.3</u>	Notification of dismissal for cause of non-tenured certificated employee
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:17-15-21</u>	Appointment of superintendents; terms
<u>N.J.S.A. 18A:17-24.1-24.9</u>	Superintendents and school business administrators shared by two or more districts; approval
<u>N.J.S.A. 18A:17-46</u>	Act of violence; report by school employee; notice of action taken; annual report
<u>N.J.S.A. 18A:27-4.1</u>	Appointment, transfer, removal, or renewal of officers and employees; exception
<u>N.J.S.A. 18A:36-24 et seq.</u>	Missing and abused children
<u>N.J.S.A. 18A:37</u>	Discipline of pupils
<u>N.J.S.A. 34:5A</u>	<u>N.J. Worker and Community Right to Know Act</u>
<u>N.J.S.A. 52:17B-9.8a,-9.8c et al</u>	Missing child defined; marking of missing; child's record; notification of requests for marked records; marking of missing child's birth certificate; notification of requests for copy of marked certificate
<u>N.J.A.C. 6A:5</u>	Regulatory equivalency and waiver
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:8</u>	Standards and assessment
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
See particularly:	
<u>N.J.A.C. 6A:9-3</u>	Professional standards for teachers and school leaders
<u>N.J.A.C. 6A:9-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9-12</u>	Requirements for administrative
certification <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:9-17.4</u>	District reporting responsibility
<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:26-2</u>	Educational facilities; long range
facilities plan <u>N.J.A.C. 6A:26-3</u>	Educational facilities; capital project
review <u>N.J.A.C. 6A:27</u>	Transportation
<u>N.J.A.C. 6A:30</u>	Evaluation of the performance of school districts
<u>N.J.A.C. 6A:32</u>	School operations
<u>N.J.A.C. 6A:32-3.2</u>	Requirements for the code of ethics for school board members and charter school board of trustee members
<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>	Supervision of instruction, observation and evaluation of non-tenured teaching staff members
<u>N.J.A.C. 6A:32-7.3</u>	Pupil records
<u>N.J.A.C. 12:100-4.2</u>	Occupational Safety & Health Standards Adoption by reference

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

29 CFR 1910.1030 - Bloodborne Pathogens Standard,

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

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

29 CFR 1910.1450 - Occupational Exposure to Hazardous Chemicals in Laboratories Standard



**Hasbrouck Heights Board of Education**  
**Hasbrouck Heights, New Jersey**

**TITLE: SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY**

**QUALIFICATIONS:**

1. Valid New Jersey School Business Administrator Certificate or eligibility.
2. Minimum experience as determined by the board.
3. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements.
4. Knowledge of accepted business practices in school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, school plant operations and facility planning.
5. Demonstrated organizational, communication and interpersonal skills.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO:** Superintendent/Board of Education

**SUPERVISES:** All custodial, maintenance, food service and transportation personnel and business operations staff.

**JOB GOAL:**

To supervise, manage and coordinate the business affairs of the district efficiently and effectively to ensure that educational support services help to achieve the educational goals of the district with the available financial resources.

**PERFORMANCE RESPONSIBILITIES:**

**Budget and Finance**

1. Assists the superintendent in the preparation of the annual school budget and is responsible for the administration of all phases of the budget throughout the year.
2. Serves as general accountant for the board. Keeps accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and board policy.
3. Assumes responsibility for the audit of all claims, invoices and demands against the board, presents them for board approval and arranges for payment.
4. Collects fees and other moneys due to the board and deposits funds.
5. Serves as the official purchasing agent of the board and is responsible for establishing procedures for the acquisition of supplies and equipment for the district in accordance with law and board policies.
6. Administers the insurance/risk management program.
7. Oversees the preparation of the payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits. Is responsible for implementing hospitalization, major medical and other types of board-approved employee benefit plans.
8. Is responsible for investment of board funds in accordance with statute and board policy.

### Facilities/Operations

1. Oversees the operation and maintenance of all school facilities and supervises custodial, grounds and maintenance services. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
2. Assists the superintendent in the development and implementation of a multi-year (3-5 years) comprehensive maintenance plan and the district's long-range facilities master plan.
3. Is responsible for the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations; and supervises food service personnel.
4. Is responsible for the safe, efficient operation of the student transportation program; ensures proper maintenance of district-owned buses; reviews routes; and handles the business aspects of contracted transportation services.
5. Assists the superintendent in projection of facility needs and oversees all construction programs. Helps develop educational standards for sites, buildings and equipment; prepares cost data; and cooperates with architect and construction supervisor during construction programs.
6. Acts as the agent of the board in site acquisitions and sale/lease of property and is responsible for scheduling the use of school buildings and grounds by authorized groups in accordance with board policies.
7. Files with the executive county superintendent a report listing the name and social security number of each bus driver or substitute driver and certification of a valid school bus driver's license and criminal background check

### Record Keeping

1. Assists the superintendent and the board in developing and updating policies for all aspects of the school business operation.
2. Safeguards and maintains all records and papers of the board, and devises a system of acceptable recording and filing to guarantee the safety and availability of all reports, minutes of meetings, contracts, communications and publications, and such other documents as the board may place in the secretary's custody.
3. Is responsible for the retention and destruction of public documents in accordance with state law and retention schedules and serves as the records management officer.

### Board Relations/Elections

1. Notifies all board members of regular and special meetings. Calls special meetings whenever requested by the board president or by a petition signed by a majority of the board. Attends all board meetings
2. Records all proceedings of board meetings; prepares the official meeting minutes and handles all correspondence of the board.
3. Performs duties related to school elections as required by law and works cooperatively with the county board of elections, the county clerk and district board of elections in facilitating all regular and special school elections.
4. Presides at the annual reorganization meeting of the board until such time as a president is elected. Administers the oath of office to newly elected board members.

### Reporting Requirements

1. Annually develops and transmits to the executive county superintendent of schools, on or before February 1, a list of names of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements.

2. Notifies the executive county superintendent of the names of newly elected or appointed board members to obtain the state-required Financial and Personal/Relative Disclosure Statements and informs the executive county superintendent of new administrators or supervisors appointed after the April 30 filing date.
3. Prior to the annual submission to the executive county superintendent, checks that the completed disclosure forms have been reviewed to assure that both required forms have been filed; that all questions have been answered or indicated as not being applicable; and that each copy is signed by an original signature.
4. Provides to the executive county superintendent the names of all persons on the February 1 list of school officials and all newly elected or appointed persons who have failed to file as required under the law.
5. Notifies the New Jersey School Boards Association of the names of newly-elected or appointed school board members in a timely manner to ensure the fulfillment of training required by the School Ethics Act.

#### Miscellaneous Provisions

Performs such other duties as may be prescribed by law or assigned by the superintendent or the board.

#### **TERMS OF**

**EMPLOYMENT:** Twelve months. Contract terms, Salary to be set 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: April 23, 2015

#### **LEGAL REFERENCES:**

\*Effective September, 1991 a school board secretary who performs regulated functions as described in N.J.A.C. 6A:9-12.3 (d) must be certified as a school business administrator. In accordance with N.J.A.C. 6A:9-12.3 (j), a board secretary who lacks certification but was assigned prior to September 1, 1991 to perform business administration functions shall be permitted to retain his/her position in the district but will be required to meet requirements for the provisional certificate in order to seek employment in a new position in another district.

N.J.S.A. 13:1F-19 et seq.

School Integrated Pest Management Act

N.J.S.A. 18A:4-14

Uniform system of bookkeeping for all school districts

N.J.S.A. 18A:6-7.17.5

Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception

N.J.S.A. 18A:7F

Comprehensive Educational Improvement and Financing Act

N.J.S.A. 18A:7G

Education Facilities Construction and Financing Act

N.J.S.A. 18A:12

School Ethics Act

N.J.S.A. 18A:16-1

Officers and employees in general

N.J.S.A. 18A:16-2

Physical examinations; requirement

N.J.S.A. 18A:17-1

Removal, etc., of secretaries, assistant secretaries, school business administrators and business managers during terms of office

N.J.S.A. 18A:17-2

Tenure of secretaries, assistant secretaries, school secretarial and clerical employees

<u>N.J.S.A. 18A:17-5</u>	Appointment of secretary; terms; compensation; vacancy
<u>N.J.S.A. 18A:17-6</u>	Bond of secretary
<u>N.J.S.A. 18A:17-7</u>	Secretary to give notices and keep minutes, etc.
<u>N.J.S.A. 18A:17-8</u>	Secretary; collection of tuition and auditing of accounts
<u>N.J.S.A. 18A:17-9</u>	Secretary; report of appropriations, etc.
<u>N.J.S.A. 18A:17-10</u>	Secretary; annual report
<u>N.J.S.A. 18A:17-11</u>	Secretary; taking oaths
<u>N.J.S.A. 18A:17-12</u>	Secretary; annual financial report to the commissioner
<u>N.J.S.A. 18A:17-12.1-12.2</u>	Secretary; retirement or pension; amount
<u>N.J.S.A. 18A:17-13</u>	Assistant and acting secretaries; appointment, powers and duties
<u>N.J.S.A. 18A:17-14</u>	Clerks in the secretary's office
<u>N.J.S.A. 18A:17-14.1</u>	Appointment of school business administrator; may act as secretary; duties; etc.
<u>N.J.S.A. 18A:17-14.2</u>	Qualifications
<u>N.J.S.A. 18A:17-14.3</u>	Secretary or business manager appointed school administrator; tenure
<u>N.J.S.A. 18A:17-24.1-24.9</u>	Superintendents and school business administrators shared by two or more school districts; approval
<u>N.J.S.A. 18A:18A</u>	Public School Contract Law
<u>N.J.S.A. 18A:19</u>	Expenditure of Funds; Audit and Payment of Claims
<u>N.J.S.A. 18A:21</u>	Capital projects
<u>N.J.S.A. 18A:22</u>	Budget and Appropriations
<u>N.J.S.A. 18A:23-4</u>	Preparation and distribution of synopsis or summary
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:33</u>	Facilities in general
<u>N.J.S.A. 18A:39</u>	Transportation to and from schools
<u>N.J.S.A. 19:60</u>	School election
<u>N.J.S.A. 34:5A-1 et seq.</u>	<u>N. J. Worker and Community Right to Know Act</u>
<u>N.J.S.A. 47:1A</u>	Public access to government records
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
See particularly:	
<u>N.J.A.C. 6A:9-3.4</u>	Professional standards for school leaders
<u>N.J.A.C. 6A:9-12.3</u>	Authorization
<u>N.J.A.C. 6A:9-12.7</u>	School business administrator
<u>N.J.A.C. 6A:9-14</u>	Acting Administrators
<u>N.J.A.C. 6A:9-16</u>	Required professional development for school leaders
<u>N.J.A.C. 6A:16 -1.3 and 3.1</u>	Prohibition of substance smoking and tobacco use on school grounds
<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:25</u>	Qualified zone academy bonds
<u>N.J.A.C. 6A:26</u>	Educational facilities
<u>N.J.A.C. 6A:26-2</u>	Long range facilities plans
<u>N.J.A.C. 6A:26-3</u>	Capital project review
<u>N.J.A.C. 6A:26A</u>	District comprehensive maintenance plans
<u>N.J.A.C. 6A:27</u>	Student transportation
<u>N.J.A.C. 6A:30</u>	Evaluation of the performance of school districts
<u>N.J.A.C. 6A:32</u>	District operations

<u>N.J.A.C. 6A:32-3.2</u>	Requirements for the code of ethics for district board of education members and charter school board of trustees
<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:32-6.1</u>	Requirements of physical examinations
<u>N.J.A.C. 8:59-11.1 et. seq.</u>	<u>N. J. Worker and Community Right to Know Act</u>
<u>N.J.A.C. 12:100-4.2</u>	Safety and health standards for public employees occupational exposure to blood-borne pathogens

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

29 CFR 1910.1030 Bloodborne Pathogens Standard

Manual for the Evaluation of Local School Districts

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

**Hasbrouck Heights Board of Education**  
**Hasbrouck Heights, New Jersey**

ATTACHMENT D

**Job Description - Principal Elementary School K-5**

**Qualifications:**

1. NJ Administration and Supervision Certificate
2. A Master's Degree from an accredited college or university.
3. Such alternatives or additions to the above qualifications as the Board of Education may find appropriate and acceptable.

**Reports To:** Superintendent of Schools

**Supervises:** All Staff assigned to building

**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.

Assist in creating an environment for excellence which will result in greater student self-esteem and performance.

**Responsibilities:** The activities of the Principal include but are not limited to:

- Responsible for the management and daily operation of the Elementary School program for grades K-5
- Interprets and enforces state statutes, administrative code and Board of Education policy
- Provides instructional leadership in curriculum assessment and program development in coordination with district staff
- Identifies staff in-service needs and participates in the planning of appropriate programs in consultation with district staff
- Cooperates with district level supervisors and coordinator to insure proper continuity and consistency of program
- Participates in the selection and supervision of school personnel and serves as evaluation team leader or member
- Recommends the assignment or transfer of personnel
- Approves the master teaching schedule and all special schedules
- Supervises the development of the school activities calendar
- Keeps the Superintendent informed of ~~events and activities as warranted~~ **school activities and needs and works cooperatively with central office staff on matters relating to the school and the district**
- Prepares or supervises the preparation of reports appropriate to the school's administration
- **Conducts periodic observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement when appropriate**
- Establishes procedures for security and accountability of the use of all school facilities, property and equipment for educational purposes under the jurisdiction of the Board of Education

- ~~Directs pupil accounting procedures~~ **Ensures the proper collection, safekeeping, and accounting of school activity funds**
- Assumes responsibility for the health, safety and orderly conduct of students
- Insures that student record keeping procedures comply with district policy, and establishes procedures for safe storing and integrity of those records
- Serves as Summer School Principal, responsible for all aspects inherent to the position including but not limited to staffing, registration, course offerings and advertising
- Annually notifies parents of the availability of test results and provides opportunities for parental review
- **Acts as a liaison between the school, home and community; interprets policies, programs and activities; and encourages broad community participation in the affairs of the school. Communicates information to parents and the community that is required by law or administrative code.**
- Participates in the preparation of the school budget and monitors the expenditure of school monies
- Strives to maintain effective communication with parents, teachers and students and participates in the organization and administration of the public relations program for the school
- Serves as a member on committees as directed by the Superintendent
- Delegates responsibility to personnel where and when appropriate
- Schedules and conducts meetings of the school faculty for effective operation of the school in accomplishing stated goals and objectives of the district, and for staff professional growth
- Assumes responsibility for person professional growth and development through membership and participation in the affairs of professional organizations
- Provides leadership in the growth and improvement of his/her area of assigned responsibility. Leadership means not only successfully administering existing programs, but actively initiating the district's response to a perceived need
- **Stays familiar with the policy manual as adopted and updated by the school board, implements the policies, and reports to the board via the superintendent on policies that may need to be modified in order to improve student achievement.**
- **Is responsible for implementing the policy on harassment, bullying and intimidation (HIB), in which the role of the principal is that "the investigation shall be initiated by the principal or the principal's designee within one school day of the report." The investigation is actually "conducted" by the HIB specialist. When receiving and responding to reports of HIB, the role of the school principal is as follows:**
  - a. **Receive verbal reports of all acts of harassment, intimidation, or bullying on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;**
  - b. **The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and**
  - c. **All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable in-**

**formation that a student had been subject to harassment, intimidation, or bullying**

- Other responsibilities and duties which are appropriate and necessary to the position as directed by the Principal

**Terms of Employment:** Twelve month position with compensation according to the Hasbrouck Heights Principal's/Supervisors negotiated agreement.

**Evaluation:** Performance of this job will be evaluated in accordance with the provisions of the Board's policy #4116 on evaluations of ~~certificated personnel~~ **principals**.

Approved: March 27, 2003

Revised: April 23, 2015



**Hasbrouck Heights Board of Education**  
**Hasbrouck Heights, New Jersey**

ATTACHMENT D

**Job Description:** Teacher

**Qualifications:**

- NJ Teacher certificate
- Such alternatives or additions to the above qualifications as the Board of Education may find appropriate and acceptable.

**Reports To:** Principal

**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.

Assist in creating an environment for excellence which will result in greater student self-esteem and performance.

**Responsibilities:** The activities of the teacher include but are not limited to:

- ~~• Plans and prepares for teaching assignment by developing long range, unit and daily plans that take into account student needs, interest and abilities~~
- ~~• Instructs students effectively by employing instructional methods and materials that are most appropriate for meeting stated objectives~~
- ~~• Creates a classroom environment that is conducive to learning~~
- ~~• Guides the learning process toward the achievement of curriculum goals and in harmony with the goals, establishes clear objectives for all lessons, units, projects; and communicates these objectives to students~~
- ~~• Evaluates and reports pupil progress on a regular basis~~
- **Works to achieve state core curriculum content standards and district educational goals and objectives by promoting active learning in the classroom using board-adopted curriculum and other appropriate learning activities.**
- **Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.**
- **Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.**
- **Plans class activities and lesson presentations that are age-appropriate for the class and meet the individual needs, interests and ability levels of all pupils.**
- **Monitors pupil academic progress and personal growth toward stated objectives of instruction.**
- Recognizes the learning disabilities of students on a regular basis, seeking the assistance of district specialists as needed
- Maintains clear and accurate records of pupil progress and attendance as required by the school and district
- Consults with colleagues, students and/or parents on a regular basis
- Supports and participates in home-school association meetings and programs
- Assists the administration in implementing all policies and/or rules governing student life and conduct; and, for the classroom, develops reasonable rules of classroom behavior and procedure and maintains order in the classroom in a fair and just manner
- Assumes a constructive role in curriculum development

**Hasbrouck Heights Board of Education**  
**Hasbrouck Heights, New Jersey**

**TITLE:           SUBSTITUTE TEACHER**

**QUALIFICATIONS:**

1. Valid New Jersey Substitute Teacher Instructional Certificate.
2. Ability to maintain a positive learning environment.
3. Strong interpersonal and communication skills.
4. Ability to follow lesson plans, left by the permanent teacher.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO:**           Principal

**SUPERVISES:**           Pupils, and when assigned, a classroom aide

**JOB GOAL:**

1. To manage a classroom in the absence of the regular teacher.
2. To deliver lesson presentations in a way that is age-appropriate for the class.

**PERFORMANCE RESPONSIBILITIES:**

Duties Upon Arrival

1. Reports to office upon arrival at school.
2. Checks for messages or materials requiring immediate attention.
3. Requests clarification of school rules and procedures, if necessary.
4. Arrives in the classroom on schedule to greet students and remains in the assigned classroom so that students are effectively supervised.

Implements lesson plans and classroom learning activities

1. Maintains discipline and classroom control in order to promote active learning in the classroom while teaching the outlined lesson and implementing the lesson plan(s).
2. Maintains as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned.
3. Delivers lesson presentations in a way that is age-appropriate for the class and meets the individual needs, interests and ability levels of all pupils.
4. Budgets class time effectively.

Student well-being

1. Ensures the adequate supervision to assure health, welfare, and safety of all students.
2. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
3. Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as reasonably possible.

4. Follows the schedule during the school day and remains in the assigned classroom until all students have been dismissed for the day.
5. Follows all policies, rules and procedures established for regular teachers and which good teaching practice dictates.
6. Completes evaluation report form at the end of the day and checks out with authorized personnel prior to leaving at the end of the day.
5. Determines if his/her services will be required for the next school day, following the district protocol for making substitute teacher assignments.

Professional responsibilities and record-keeping

1. Maintains and respects the confidentiality of student and school personnel information.
2. Cooperates with other professional staff members.
3. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
4. Collects and places students' papers in an appropriate location.
5. Returns instructional materials, equipment and keys to proper place.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Models non-discriminatory practices in all areas.
3. Performs other duties within the scope of his/her employment and certification as may be assigned.

**TERMS OF**

**EMPLOYMENT:**

Daily salary to be determined by the board.

**ANNUAL EVALUATION**

Performance of this job will be evaluated in accordance with New Jersey State law and the provisions of the board's policy on evaluation of substitute teachers.

Approved: April 23, 2015

**LEGAL REFERENCES:**

N.J.S.A. 7F

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

N.J.S.A. 18A:6-10

N.J.S.A. 18A:16-2

N.J.S.A. 18A:25-2

N.J.S.A. 18A:25-4

N.J.S.A. 18A:26-1

N.J.S.A. 18A:26-1.1

N.J.S.A. 18A:26-2

N.J.S.A. 18A:27

Comprehensive Educational Improvement and Financing Act

Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception

Dismissal and reduction in compensation of persons under tenure in public school system

Physical examinations; requirement

Authority over pupils

School register; keeping

Citizenship of teachers, etc.

Residence requirement prohibited

Certificates required; exception

Employment and contracts

<u>N.J.S.A.</u> 18A:28-3	No tenure for noncitizens
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:28-8	Notice of intention to resign required
<u>N.J.S.A.</u> 18A:37	Discipline of pupils
<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 licensure and standards
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:9-3.3	Professional standards for teachers
<u>N.J.A.C.</u> 6A:9-5	General certification policies
<u>N.J.A.C.</u> 6A:9-8	Requirements for instructional certificate
<u>N.J.A.C.</u> 6A:9-9.2	Elementary school
<u>N.J.A.C.</u> 6A:9-9.3	Elementary school with subject matter specialization
<u>N.J.A.C.</u> 6A:9-15	Required professional development for teachers
<u>N.J.A.C.</u> 6A:16	Programs to support student development
<u>N.J.A.C.</u> 6A:32	School district operations
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:32-4	Employment of teaching staff
<u>N.J.A.C.</u> 6A:32-4.4	Evaluation of tenured teaching staff members
<u>N.J.A.C.</u> 6A:32-4.5	Evaluation of nontenured teaching staff members
<u>N.J.A.C.</u> 6A:32-5.1	Standards for determining seniority
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations
<u>N.J.A.C.</u> 6A:32-7	Student records
<u>N.J.A.C.</u> 6A:32-8	Attendance and pupil accounting

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

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

**Hasbrouck Heights Board of Education**  
**Hasbrouck Heights, New Jersey**

ATTACHMENT D

**Job Description - Principal High School**

**Qualifications:**

1. NJ Administration and Supervision Certificate
2. A minimum of five years of teaching experience in grades K-12
3. A Master's Degree from an accredited college or university.
5. Such alternatives or additions to the above qualifications as the Board of Education may find appropriate and acceptable.

**Reports To:** Superintendent of schools

**Supervises:** Staff as directed by the Building Principal

**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.

Assist in creating an environment for excellence which will result in greater student self-esteem and performance.

**Responsibilities:** The activities of the Principal include but are not limited to:

- Responsible for the management and daily operation of the High School program
- Assists in providing leadership for the development, implementation and evaluation of instructional programs
- Assists in conducting ongoing needs assessment and providing leadership determining long- and short-term goals and objectives.
- Assists in providing for staff development of assigned personnel
- Assists in assigning all students in such a way that will encourage their optimum growth
- Assists in supervising and evaluating the performance of all assigned personnel and entering into mutually agreed accountability factors with teachers which relate to the total cognitive, psychomotor and affective growth of the child
- Properly completes all observations and evaluations of assigned staff members.
- Assists in carrying out a program of community relations as a means of interpreting and furthering the school program
- Assists in developing a school plan and organizational procedures for the health, safety and conduct of students
- Assists in administering the instructional materials budget according to the school priorities
- Assists in being responsible for identifying and reporting conditions and required up-keep of building and grounds
- Assists in being responsible for the administration of district policy and state and federal laws
- Assists in coordinating the development and implementation of federal and state funded programs
- Provides individual and group counseling to students when applicable
- Assists in administering the collective bargaining contract at the school site
- Will perform in such a manner that the goals of the district will be optimally achieved and performs other duties as assigned
- Assists in the development of programs and procedures relating to student discipline and attendance and to be responsible for the implementation and management of such programs

- Assists in the monitoring of the standardized testing procedure to assure optimum testing condition for students and test security as required
- Assists in the development of a program for controlling the building and all activities which are scheduled to use the facility
- Participated in Pupil Assistance Meeting (PAC)
- Oversees the daily attendance of all students
- Implements the discipline policy.
- Submits all required reports in a complete and timely manner.
- Coordinates the High School substitute scheduling of class coverage
- Coordinates commencement ceremonies and all award ceremonies
- Coordinates and develops student handbook and course of study guide for the High School
- Coordinates the collection of fees for all extracurricular activities
- Oversees the test program in high school
- Keeps superintendent abreast of all major incidents that occur, especially those that require police intervention; parent concerns and/or involvement with outside agencies
- **Is responsible for implementing the policy on harassment, bullying and intimidation (HIB), in which the role of the principal is that "the investigation shall be initiated by the principal or the principal's designee within one school day of the report." The investigation is actually "conducted" by the HIB specialist. When receiving and responding to reports of HIB, the role of the school principal is as follows:**
  - a. Receive verbal reports of all acts of harassment, intimidation, or bullying on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
  - b. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
  - c. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying
- 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 according to the Hasbrouck Heights Principal's/Supervisors negotiated agreement.

**Evaluation:** Performance of this job will be evaluated in accordance with the provisions of the Board's policy # 4116 on evaluations of certificated personnel.

Approved: March 27, 2003  
 Revised: March 31, 2010  
 Revised: April 23, 2015

**Hasbrouck Heights Board of Education**  
**Hasbrouck Heights, New Jersey**

ATTACHMENT D

**Job Description - Principal Middle School**

**Qualifications:**

1. NJ Administration and Supervision Certificate
2. A Master's Degree from an accredited college or university.
3. Such alternatives or additions to the above qualifications as the Board of Education may find appropriate and acceptable.

**Reports To:** Superintendent of schools

**Supervises:** All Staff assigned to building

**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.

Assist in creating an environment for excellence which will result in greater student self-esteem and performance.

**Responsibilities:** The activities of the Principal include but are not limited to:

- Responsible for the management and daily operation of the Middle School program
- Interprets and enforces state statutes, administrative code and Board of Education policy
- Provides instructional leadership in curriculum assessment and program development in coordination with district staff
- Identifies staff in-service needs and participates in the planning of appropriate programs in consultation with district staff
- Cooperates with district level supervisors and coordinator to insure proper continuity and consistency of program
- Participates in the selection and supervision of school personnel and serves as evaluation team leader or member
- Recommends the assignment or transfer of personnel
- Approves the master teaching schedule and all special schedules
- Supervises the development of the school activities calendar
- Keeps the Superintendent informed of events and activities as warranted
- Prepares or supervises the preparation of reports appropriate to the school's administration.
- Submits all required reports in a complete and timely manner.
- Establishes procedures for security and accountability of the use of all school facilities, property and equipment for educational purposes under the jurisdiction of the Board of Education
- Directs pupil accounting procedures
- Assumes responsibility for the health, safety and orderly conduct of students
- Insures that student record keeping procedures comply with district policy, and establishes procedures for safe storing and integrity of those records
- Serves as Summer School Principal, responsible for all aspects inherent to the position including but not limited to staffing, registration, course offerings and advertising
- Annually notifies parents of the availability of test results and provides opportunities for parental review
- Participates in the preparation of the school budget and monitors the expenditure of school monies
- Strives to maintain effective communication with parents, teachers and students and participates in the organization and administration of the public relations program for the school

- Serves as a member on committees as directed by the Superintendent
- Delegates responsibility to personnel where and when appropriate
- Schedules and conducts meetings of the school faculty for effective operation of the school in accomplishing stated goals and objectives of the district, and for staff professional growth
- Assumes responsibility for person professional growth and development through membership and participation in the affairs of professional organizations
- Provides leadership in the growth and improvement of his/her area of assigned responsibility. Leadership means not only successfully administering existing programs, but actively initiating the district's response to a perceived need
- Coordinates the Middle School substitute scheduling of class coverage
- Coordinates commencement ceremonies and all award ceremonies
- Coordinates and develops student handbook and course of study guide for the Middle School
- **Is responsible for implementing the policy on harassment, bullying and intimidation (HIB), in which the role of the principal is that "the investigation shall be initiated by the principal or the principal's designee within one school day of the report." The investigation is actually "conducted" by the HIB specialist. When receiving and responding to reports of HIB, the role of the school principal is as follows:**
  - a. Receive verbal reports of all acts of harassment, intimidation, or bullying on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
  - b. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
  - c. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying
- Other responsibilities and duties which are appropriate and necessary to the position as directed by the Principal

**Terms of Employment:** Twelve month position with compensation according to the Hasbrouck Heights Principal's/Supervisors negotiated agreement.

**Evaluation:** Performance of this job will be evaluated in accordance with the provisions of the Board's policy # 4116 on evaluations of certificated personnel.

Approved: March 27, 2003  
 Revised: March 31, 2010  
 Revised: April 23, 2015