Board members are their community’s representatives. They are responsible for ensuring that the education provided to the students is the best the community can afford. The Chief School Administrator (Superintendent) is the educational expert, responsible for advising the Board, managing the staff and keeping the community informed.

The Board and the Chief School Administrator aid each other in the effective management of the school system.
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RUNNEMEDE SCHOOL DISTRICT

The Runnemede School District is a District Factor “B” Group that serves over 860 students in the Pre-kindergarten through eighth grade. When graduating the eighth grade students move on to Triton Regional High School for grades nine through twelve. The Runnemede Public Schools make every effort to provide rewarding educational experiences for all of our children. Our goal is to provide each student the opportunity to reach their full potential in a safe and healthy learning environment.

RESOURCES

The following items may be found on our school website:
www.runnemedeschools.org

BOARD OF EDUCATION TAB:
Policy Manual
Meeting Dates
Previous Minutes

QUICK LINKS:
School Calendar
Budget – Contains detail of Superintendents contract
Parent Compact

The following websites are informational:

Roberts Rules for Effective School Board Meeting:
www.jimslaughter.com
Planning The Effective Board Meeting
ROLE OF BOARD MEMBER

School Board Members are state officials. They are empowered by state law to perform a state function – governing the public schools at the local level. Their powers are derived from the legislature and not from the people of their community. They are representatives of their community to the state.

The role of a board of Education is not to run the schools but to see that they are well run. In order to accomplish this, a board makes policies. Policies are the written expression of the board’s desires for the district’s students. A board of education is a policy-making body.

Board members have no legal status other than that of any citizen except when sitting with other board members in a legally constituted meeting. As individuals, board members cannot make decisions for the board, take actions for the board or speak for the board, unless the board has authorized them to do so.

Board members represent their entire community, not just the area in which they live or their particular supporters. Board members have a responsibility to listen to all citizens and to explain to those with a special point of view the needs of the school system as a whole. Above all, board members are responsible for and to the students in the schools. Every policy they approve, every action they take needs to be based on what is best for the education of those students.

Training:

The School District Accountability Act requires training for first-term school board members and charter school trustees in their first, second and third years of office, as well as for reappointed/re-elected members.

The following mandated training programs are required:

Governance I: New Board Members - New Board Member Orientation Conference
Governance II: 1st Term, 2nd full year of service
Governance III: 1st Term, 3rd full year of service
Governance IV: Reelected/Reappointed Board Members in the first year of any succeeding term – Legal Update and Anti-Bullying Bill of Rights

NJSBA offers two ways for Board Members to fulfill their state mandated training requirement: In- person and web-based. Choose the training program that best fits your learning style. Completion of either course satisfies the requirements of the School District Accountability Act.
BOARD RESPONSIBILITIES
12-MONTH AGENDA PLANNING

JANUARY

☐ Board reorganization (November elections)
☐ In-house orientation for new board members (November elections)
☐ Review the requirements of Superintendent contract renewal
  (For contracts expiring July 1st see 1BA:17-15)
☐ Review preliminary budget numbers

FEBRUARY

☐ Meet with NJSBA Representative to review superintendent and
  board evaluation process and set timelines for completion
☐ CSA provides update on progress toward achievement of
  district goals & objectives
☐ Board provides update on progress toward achievement of
  Board goals and Professional Development Improvement Plan
☐ Report on teachers meeting definition of Highly Qualified or
  evidence of progress toward same
☐ Update on capital projects

MARCH

☐ Hold budget hearing / adopt budget

APRIL

☐ Financial Disclosure forms to the Ethics Commission
☐ Approve the School Health Nursing Services Plan
☐ Approve the Comprehensive Equity Plan

MAY

☐ Board reorganization (April elections)
☐ In-house orientation for new board members (April elections)
☐ Complete online CSA evaluation forms (all non-conflicted board members) once CSA has completed his/her goals portion
☐ Complete online board self-evaluation form
☐ Approve written curriculum that clearly and specifically aligns with the most recent State Board adopted version
☐ End of Year Staff Review (All staff: Non-tenured, Tenured, & Administration)
☐ Report on compliance of submitting Financial Disclosure Statements to the Ethics Commission
☐ Act on personnel recommendations
☐ Review Board Member mandatory training requirements

JUNE

☐ Schedule Closed Session meeting to organize superintendent evaluation narrative (Rice superintendent)
☐ CSA provides end-of-the-year report on district goals
☐ Board provides end-of-the-year report on board of education goals
☐ Review and revise as necessary the Superintendent evaluation instrument for upcoming year based on goals and objectives
☐ Finalize the Superintendent’s Evaluation and conduct closed session summary conference (Rice superintendent) before June 30
☐ Board Annual Goal Setting Retreat
☐ Board Code of Ethics Discussion with NJSBA Representative
☐ Review results of compiled Board Self-Evaluation

Revised 2013
JULY

☐ Superintendent develops Action Plans to achieve District Goals
☐ Board develops Action Plans to achieve Board Goals
☐ Review and approve staff development plans for next year and the connection to student achievement
☐ Review the district Mentoring Plan
☐ Approve Board Professional Development Improvement Plan
☐ Review curriculum writing process and the connection to increased student achievement

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AUGUST

☐ Review progress of all students at key grade levels in mastering the Common Core State Standards (CCSS) and on the performance of student subgroups on state tests
☐ Approve personnel recommendations
☐ Annual review of student code of conduct
☐ Annual review of Memorandum of Agreement (MOA) and law enforcement operations for alcohol, other drugs, weapons and safety.

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SEPTEMBER

☐ Board of Education approves District & BOE Goals
☐ Superintendent presents Action Plans for achievement of District Goals
☐ Approve the Comprehensive Maintenance Plan
☐ Approve the Long Range Facility Plan
☐ Approve the Safety and Security Plan

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OCTOBER

☐ Public hearing of the Violence and Vandalism Report
☐ Develop budget parameters focusing on student achievement based on strategic planning goals and/or district annual goals
☐ Update on curriculum writing / pilots / cycle
☐ CSA provides update on progress toward achievement of district goals and objectives
☐ Board provides update on progress toward achievement of Board goals and Professional Development Improvement Plan
☐ NJSBA Workshop

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NOVEMBER

☐ Board election (November elections)
☐ Approve submission of the OSAC Statement of Assurance (SOA)
☐ Review audit report / approve and oversee the corrective action plan if needed
☐ Review and/or approve Technology Plan

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DECEMBER

☐ Review budget priorities, ensure planned purchase of materials and curriculum development support student achievement
☐ Negotiations begin if teachers contract ends in June of upcoming year

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Revised 2013
BOARD GOVERNANCE

1. Who is the spokesperson for the board? - *The Board President (VP when the President is absent or unavailable)

2. How the Board leadership is selected (President, Vice President)? - *During the reorganization meeting the President and Vice President are elected by the Board as a whole/vote.*

3. Who/How is the Board agenda set? - *Agenda items are determined by the Business Administrator, Superintendent and Board President*

4. What is the agenda order of items? - *The agenda items follow the established template. Enclosed example of the template is within this document.*

5. What happens at the Board Reorganization meeting? - *Newly elected Board Members are sworn in and the election of the Board President and Vice President occur.*

6. Who can contact the Board attorney(s) with questions? - *The Board President, Superintendent and Business Administrator.*

7. What information is confidential? - *Anything that deals with personnel, students, contracts and litigation.*

8. When should a Board member expect to receive Board meeting materials and how will you receive them? - *Materials will be received no later that the Friday prior to the scheduled Board meeting.*

9. How should a Board Member respond to staff or public complaints? - *Direct the person(s) to the appropriate staff member or administrator. Limit your interaction to directing the individual and let the administrative team and support staff do their jobs.*

10. Does the Board have a chain of command? - *A Board member should direct his/her concern, suggestion or comments to the Board President. If the Board President is absent or unavailable direct all concerns to the Vice President. Board members are strongly encouraged not to call the Business Administrator, Superintendent or other Administrators directly. It is the responsibility of the Board to write and approve Board Policies not to micro manage. It is the job of the Superintendent and his/her Administrative team to manage the district.*
11. When and how does the Board conduct the CSA/Superintendent evaluation? - *The Board will conduct a midpoint assessment (January) of the progress of the Superintendent's Goals/Objectives for the current school year. The final evaluation document must be completed by June 30 of said year.*

12. When and how does the Board conduct the Board Self-Evaluation? - *This evaluation is completed in the spring of each school year.*

13. Where can a Board Member find a listing of the common educational acronyms? - *A complete list of the common acronyms will be provided each year by the Superintendent/Board Office.*
CODE OF ETHICS
N.J.S.A.18A12-24.1

A SCHOOL BOARD MEMBER SHALL ABIDE BY THE FOLLOWING CODE OF ETHICS
FOR
SCHOOL BOARD MEMBERS:

1. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and
court pertaining to schools. Desired changes shall be brought about only through legal and
ethical procedures.

2. I will make decisions in terms of the educational welfare of children and will seek to develop
and maintain public schools that meet the individual needs of all children regardless of their
ability, race, creed, sex, or social standing.

3. I will confine my board action to policy making, planning, and appraisal, and I will help to frame
policies and plans only after the board has consulted those who will be affected by them.

4. I will carry out my responsibility, not to administer the schools, but, together with my fellow
board members, to see that they are well run.

5. I will recognize that authority rests with the board of education and will make no personal
promises nor take any private action that may compromise the board.

6. I will refuse to surrender my independent judgment to special interest or partisan political
groups or to use the schools for personal gain or for the gain of friends.

7. I will hold confidential all matters pertaining to the schools which, if disclosed, would
needlessly injure individuals or the schools. In all other matters, I will provide accurate
information and, in concert with my fellow board members, interpret to the staff the
aspirations of the community for its school.

8. I will vote to appoint the best qualified personnel available after consideration of the
recommendation of the chief administrative officer.

9. I will support and protect school personnel in proper performance of their duties.

10. I will refer all complaints to the chief administrative officer and will act on the complaints at
public meetings only after failure of an administrative solution.
Agenda Process

The Agenda Process:

➢ Organizes the business of the Board
➢ Serves as the basis for information needs
➢ Serves as a planning tool
➢ Informs the public
➢ Provides continuous and useful flow of information
➢ Keeps surprises out of meetings

The Agenda is developed by:

➢ The Superintendent and Board President together

Items are placed on the Agenda by:

➢ Committee recommendation
➢ Board President
➢ Superintendent

To get an item on the Agenda:

➢ Contact the Committee Chair
➢ Contact the Board President
➢ Contact the Superintendent

Agenda Structure:

➢ Informational Items
➢ Action Items
BOARD MEETING AGENDA

Mission Statement & Goals of Runnemede Board of Education

I. Call Meeting to Order & Reading of Sunshine Law
II. Pledge of Allegiance
III. Roll Call – Board Members and acknowledged presence of Administration
IV. Approval of Minutes from previous meeting/meetings
   A. Regular meeting
   B. Executive Session
   C. Special Meeting
   D. Reorganization Meeting
V. Approval of Financial Report from BA (Business Administrator)
VI. Presentations: From students , Administration, Staff or Community
VII. Correspondence for BOE from a source that will or will not be voted on by the BOE
VIII. Recognition of Citizens: Public comment on AGENDA ITEMS ONLY
IX. Reports:
   A. Board Secretary/Business Administrator
   B. Superintendent
   C. Principals
   D. Curriculum Supervisor
   E. Nurses
   F. Special Education
   G. Building & Grounds Supervisor
X. Other Reports
   A. PTA
   B. BOE Committees: Camden County Ed. Services, NJSBA, Black Horse Pike Regional School
      District, Negotiations, any other Ad Hoc Committees
XI. Unfinished Business: anything from a previous meeting that was not formally voted on
XII. New Business
   A. Property & Transportation
      1. Facility Use
      2. Field Trips
      3. Transportation for Students
   B. Personnel
      1. Hiring or termination of staff
      2. Accepting resignations
      3. Extending leaves of absence
      4. Course reimbursement
      5. Contract agreements
   C. Finance:
      1. Transfers & Appropriations/Revenue Adjustments; Cash Reports; Treasurers Report;
         Board Secretary’s Report; Receipt Report
      2. Professional Development workshops for Staff and Board Members
      3. Payment of Bills
      4. Contract for: Out of district tuitions for students & vendors
D. Curriculum
   1. Approval Core Curriculum Standards, textbooks, and materials and any changes in any of our current curricula for the district
   2. HIB (Harassment, Intimidation and Bullying) Report
   3. Placement of College Students for: Mentoring, Student Teaching, Practicum Field Experience
   4. School Calendar

XIII. Recognition of citizens & Staff on any NON AGENDA ITEMS

XIV. Executive Session (Closed session for Board Members, Superintendent and BA only)
     Confidential matters pertaining to:
     A. Information affecting funding
     B. Individual privacy
     C. Collective Bargaining
     D. Real property acquisitions or leases
     E. Tactics & techniques for safety
     F. Investigation of law violations
     G. Pending litigation
     H. Employment issues
     I. Deliberations

XV. Future Board & Committee Meetings

XVI. Adjournment or Recess
## RUNNEMEDE SCHOOL DISTRICT
### District Goals
#### 2017-2018 School Year

<table>
<thead>
<tr>
<th>GOALS</th>
<th>ACTION STEPS</th>
<th>EVIDENCE</th>
</tr>
</thead>
</table>
| **CURRICULUM** | • Utilize benchmark scores to drive instruction and address identified needs 3-5 times annually  
• Continue efforts to become a School of Character through school long initiatives / activities - submitting application in December 2017  
• Utilize monthly grade level meetings and administrative observations to review, improve, and modify curriculum throughout the year. | |
| **PROPERTY, TRANSPORTATION, AND FINANCE** | • Provide transportation services for day to day operations and look for opportunities to increase revenue while supporting other schools  
• Continue to evaluate and enhance food service offerings  
• Maintain school facilities through budgeting, internal audits, and day to day upkeep | |
| **PERSONNEL** | • Job embedded professional development through literacy consultant and technology integration specialist  
• Bi-Monthly grade level meetings focused on turn-keying professional development that staff attend outside of district  
• Provide opportunities for staff members to model and observe other teachers and classroom environments | |
| **POLICY / PUBLIC RELATIONS** | • Continue to utilize sustainable school committee in implementing long range plan and submit application (3x’s annually)  
• Educate stakeholders on what a sustainable school would be and incorporate into daily practices.  
• Work with municipality (police and fire) on ensuring implementation of proper procedures within the school  
• Evaluate current procedures and practices, ensuring the safety and security of all staff and students  
• Utilize outside consultants (NJSIG, Architect, and NJSBA) to identify needs within the district | |
<table>
<thead>
<tr>
<th>GOALS</th>
<th>ACTION STEPS</th>
<th>EVIDENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal #1</strong>&lt;br&gt;To promote communication and involvement with the school board and community engagement</td>
<td>• Bi-Monthly Meet and Greet and input from the community prior to Board Meeting&lt;br&gt;• Website Updates to Include Bio / Picture&lt;br&gt;• Community Workshops / Activities</td>
<td></td>
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<tr>
<td><strong>Goal #2</strong>&lt;br&gt;Each board member takes initiative to participate in all aspects of Board Member Responsibilities</td>
<td>• Earn 5 or more NJSBA credits annually&lt;br&gt;• Complete annual governance trainings&lt;br&gt;• Evaluate superintendent promptly each year</td>
<td></td>
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<tr>
<td><strong>Goal #3</strong>&lt;br&gt;Continue to revise and implement policies and programs that promote a sustainable school district.</td>
<td>• Establish a sustainable school committee that develops long range goals (five year plan) as well as formulating attainable small annual benchmarks or sub goals.&lt;br&gt;• Educate all stakeholders on what a sustainable school would be and begin to incorporate into daily practices.&lt;br&gt;• A bi-annual progress update on sustainable benchmarks</td>
<td></td>
</tr>
<tr>
<td>*GOAL - Submit application to be certified as a Green School by the end of Year 5&lt;br&gt;Year 1 - 2016-2017&lt;br&gt;Year 2 - 2017-2018</td>
<td></td>
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<tr>
<td><strong>Goal #4</strong>&lt;br&gt;Safety and Security</td>
<td>• Continue to enhance safety and security for district facilities&lt;br&gt;• Continue to work with architect, Superintendent, building principals, and administrative team</td>
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<tr>
<td>GOALS</td>
<td>ACTION STEPS</td>
<td>EVIDENCE</td>
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<tr>
<td>GOAL #1 Curriculum &amp; Instruction</td>
<td>• Rigorous and relevant lesson/assessment planning</td>
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<td></td>
<td>• Further develop independent learners/thinkers</td>
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<td></td>
<td>• Monitor student learning through informal and formal observations</td>
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<td></td>
<td>• Modifying the curriculum to meet the needs of exceptional learners</td>
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<td></td>
<td>• Technology - Google Applications utilized by staff</td>
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<tr>
<td></td>
<td>• Individualized professional development plans</td>
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<tr>
<td></td>
<td>• Using data to identify gaps in curriculum and instruction</td>
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<tr>
<td>GOAL #2 Sustainability “Go Green”</td>
<td>• Go Green Classroom Checklist</td>
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<td></td>
<td>• Increasing paperless initiatives</td>
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<td></td>
<td>• Revise / Modify curriculum to include sustainability</td>
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<td></td>
<td>• Continuing the Sustainable Schools application process</td>
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<tr>
<td>GOAL #3 Character Education</td>
<td>• Bucket Filling Philosophy</td>
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<td></td>
<td>• Integrating acceptance across the student population</td>
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<tr>
<td></td>
<td>• Continuing to work towards State School of Character status</td>
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<td></td>
<td>• Continue to recognize staff through respective school Character Education programs</td>
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<tr>
<td>GOAL #4 Communication</td>
<td>• Realtime, Blackboard Connect, Remind App</td>
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<td></td>
<td>• Attendance/Tardiness correspondence</td>
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<td></td>
<td>• Explore new tools to use for parent communication</td>
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<td></td>
<td>• Website Enhancements</td>
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<tr>
<td></td>
<td>• Continued use of Facebook</td>
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</tbody>
</table>
Board of Education

SUPERINTENDENT

Administration Office Personnel

Technology Coordinator

IT Support

CST

Supervisor of Special Education

Principals

Certificated Staff (Teachers, Guidance, Librarian, Nurse)

Support Staff (Secretaries, Aides, Playground Aides)

Supervisor of Curriculum & Instruction

Maintenance & Custodians

Food Service

School Business Admin. / Board Secretary

Business Office

Transportation

Lunch Aides

Copy Clerk

1110 - ORGANIZATIONAL CHART
# A Sampling of NJSBA Field Services Programs

## Board Governance:
- Board Effectiveness & Team Charter
- Board Oversight & Appraisal
- Boards Role in Budget Development
- Boards Role in Curriculum
- Boards Role in Finance
- Boards Role in Policy
- CAPA Process
- Committee Effectiveness & Roles
- Conflict Resolution
- Continuous Improvement
- Consensus Building/"Getting to Yes"
- Dealing with Difficult People
- Education Reform Initiatives
- Effective Meetings
- Ethics
- Goal-Setting/Using Data Effectively
- Listening Skills
- Governance by Policy
- Norms
- Parliamentary Procedure
- Roles & Responsibilities
- Starting Right / Board-Building
- Strategies for Success
- Student Achievement
- 12 Common Mistakes
- Transitioning to a New Superintendent
- Work Styles

## Communications:
- Effective Year Round Communications
- Key Communicators
- Public/Community Engagement

## Evaluations:
- The Evaluation Process
- Board Self-Evaluation (Feedback)
- Superintendent/CSA Evaluation

## Fee-Based Services:
1. Superintendent Search
2. Strategic Planning
3. Focus Group Facilitation

## Call Your Field Service Representative

<table>
<thead>
<tr>
<th>Field Service Representatives*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Jane Kerchner, Director</strong></td>
</tr>
<tr>
<td>609-279-5263 • <a href="mailto:jkerchner@njsba.org">jkerchner@njsba.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alfred Annunziata</th>
<th>Charlene Peterson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bergen</td>
<td>Essex, Hudson &amp; Morris</td>
</tr>
<tr>
<td>609-498-5122</td>
<td>609-218-2186</td>
</tr>
<tr>
<td><a href="mailto:annunziata@njsba.org">annunziata@njsba.org</a></td>
<td><a href="mailto:cpeterson@njsba.org">cpeterson@njsba.org</a></td>
</tr>
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<table>
<thead>
<tr>
<th>Jesse Adams Jr.</th>
<th>Gwen Thornton</th>
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<tr>
<td>Burlington, Hunterdon-partial &amp; Mercer</td>
<td>Hunterdon-partial, Middlesex, Somerset &amp; Union</td>
</tr>
<tr>
<td>609-218-2194</td>
<td>609-218-2190</td>
</tr>
<tr>
<td><a href="mailto:jadams@njsba.org">jadams@njsba.org</a></td>
<td><a href="mailto:gthornton@njsba.org">gthornton@njsba.org</a></td>
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<tr>
<th>Theresa Lewis</th>
<th>Kathy Wiescoff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camden, Gloucester &amp; Salem</td>
<td>Monmouth &amp; Ocean-partial</td>
</tr>
<tr>
<td>609-462-3253</td>
<td>609-218-2193</td>
</tr>
<tr>
<td><a href="mailto:tlewis@njsba.org">tlewis@njsba.org</a></td>
<td><a href="mailto:kwiescoff@njsba.org">kwiescoff@njsba.org</a></td>
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<thead>
<tr>
<th>Robynn Meehan</th>
<th>Charlene Zsomb</th>
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<tbody>
<tr>
<td>Passaic, Sussex &amp; Warren</td>
<td>Atlantic, Cape May, Cumberland, Ocean-partial</td>
</tr>
<tr>
<td>609-498-4603</td>
<td>609-273-8860</td>
</tr>
<tr>
<td><a href="mailto:meeihan@njsba.org">meeihan@njsba.org</a></td>
<td><a href="mailto:ozsomb@njsba.org">ozsomb@njsba.org</a></td>
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* Burlington, Hunterdon-partial & Mercer FSR position temporarily vacant.
## Salary Guides - Teachers
### 2016 - 2019

<table>
<thead>
<tr>
<th>Step</th>
<th>Year 1 2016 - 2017</th>
<th>Year 2 2017 - 2018</th>
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### Additional Salary Adjustments
- **BA + 15** $1,100
- **MA** $2,000
- **MA+15** $2,600
- **MA+30** $3,400

Longevity = $250 at 30= years. Annual Base + $250.
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<th>YEAR 3</th>
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OG = Ontario Government
### Administrative Secretary (12 mos)

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Middle School Secretary = Salary Guide + $4,000

Year 18+ = Salary Guide + $100 each additional year

### Custodial Salary Guide (12 Months)

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Maintenance Staff & Shift Supervisor = Salary Guide + $1000

Year 18+ - Salary Guide + $100 each additional year

### Hourly Employee Guide

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<td>Cafeteria / Playground Aide</td>
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<td>Lunch Aides</td>
<td>Food Service (5.5 hr position)</td>
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<td>Office Aide / Copy Clerk</td>
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<tr>
<td>Secretary (Hourly)</td>
<td>School Secretary</td>
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<td>$18</td>
</tr>
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