MINUTES OF
THE REGULAR MEETING OF THE
MILLBURN BOARD OF EDUCATION
Monday, March 24, 2025

The Board of Education of the Township of Millburn in the County of Essex, New Jersey convened in regular session on Monday, March 24, 2025 at the Education Center of the School District, 434 Millburn Avenue, Millburn, NJ

A. CALL TO ORDER

Board President Kris Heinrichs called the meeting to order at 7:03 PM.

Present:	Ms. Bhathena	Mr. Bigman	Mr. Finkelstein (arrived at 7:06pm)
	Mr. Heinrichs	Mr. Lawrence	Ms. Longley Richards
	Mr. Reddy (left at 9:45pm)	Ms. Shivani (arrived at 7:05pm)	

Absent: Mr. Farashuddin

Also Present: Dr. Kathryn Diskin, Superintendent
Mr. John Connolly, Assistant Superintendent
Ms. Cheryl Schneider, Business Administrator
Mr. Zachary Glatt, Student Representative
Mr. Jackson Ruddy, Student Representative (left at 9:00pm)

Approximately 135 members of the public, staff and press.

B. ANNOUNCEMENT OF MEETING NOTICE

Mr. Heinrichs read the following announcement:

On May 20, 2024, a notice of this meeting was transmitted to the Board of Education and a copy of the notice was posted at the Education Center bulletin board. Copies were also transmitted to the Millburn-Short Hills Item, the Star-Ledger, the Millburn-Short Hills Independent Press, TAPinto Millburn Short Hills, the Township Clerk and members of the Township Committee, the Presidents of the PTO and Civic Associations, and the Public Library.

E. MINUTES

Ms. Bhathena moved and Ms. Longley Richards seconded approval of the minutes of the Regular Public Meeting of March 10, 2025.

The minutes were approved by a voice vote 7 to 0.

Ms. Longley Richards moved and Mr. Reddy seconded approval of the Closed Minutes of the Meeting of March 10, 2025. (session 1)

The minutes were approved by a voice vote 7 to 0.

Ms. Bhathena moved and Mr. Lawrence seconded approval of the Closed Minutes of the Meeting of March 10, 2025. (session 2)

The minutes were approved by a voice vote 7 to 0.

F. PRESENTATION

1. High School Assessment/Grading Update [District Goal 1]

Mr. Connolly presented an update on assessments including guidelines, observations and a comparison to Semester 1 grades in 2023-2024. Mr. Connolly also talked about the impact of test corrections and anticipated refinements going forward.

Board members had the opportunity to comment and ask questions of Mr. Connolly.

2. Millburn Organizational Enhancements

Mr. Heinrichs opened by commenting on the work done and the set up for successes going forward.

Dr. Diskin gave a presentation of recommendations for organizational enhancements.

Board members commented on the structure changes and the recommended enhancements.

G. BOARD PRESIDENT'S REPORT

None

Student Representative Report

Mr. Glatt and Mr. Ruddy gave their student representative report and commented on their positive personal experiences with Dr. Miron as MHS Principal.

H. SUPERINTENDENT'S REPORT

The Superintendent report is attached to the official minutes of this meeting.

I. BOARD COMMITTEE REPORTS

1. Negotiations Committee Report

Mr. Heinrichs gave his committee report from the meeting of March 17, 2025.

2. Finance and Facilities Committee Report

Mr. Lawrence gave his committee report from the meeting of March 20, 2025.

Board members asked about the Subscription busing rate increases.

3. Joint Facilities Committee Report

Mr. Bigman gave his committee report from the meeting of March 18, 2025.

4. Governance Committee Report

Ms. Shivani gave her committee report from the meeting of March 19, 2025.

Ms. Shivani commented on the policy being considered for abolishment.

J. ADMINISTRATOR REPORTS

1. Assistant Superintendent Report

   The Assistant Superintendent report is attached to the official minutes of this meeting.

2. Business Administrator Report

   The Business Administrator report is attached to the official minutes of this meeting.

K. PUBLIC COMMENTS

Mr. Heinrichs opened the meeting for public comments. Members of the public made statements or asked questions about:

- Policy changes while in litigation on related topic
- Disregard for student rights
- Student qualified for exemption under policy being abolished
- Expressing admiration and praise for Dr. Jessica Siegel's leadership
- Sharing appreciation for Ms. Gina Watts for her support and being an amazing administrator
- Request for open gym at MHS during lunch

Public Comments continued:

- Organizational changes
- Current elementary structure is successful
- Delay vote on organization changes to allow for community input
- Supervisors and leadership changes
- Pathways at the Middle School
- District changes – time for commentary / community feedback
- Importance of student interests beyond grades

Mr. Reddy commented on the timing of the organizational changes and hiring the best candidates.

Ms. Shivani agreed with comments regarding the Department Chairs. They are fabulous teachers.

L. DISCUSSION

None

M. BOARD ACTION ITEMS (Roll Call Votes)

1. Instruction Agenda Items

Mr. Lawrence moved and Mr. Reddy seconded approval to move Instructional Agenda Items M.1.a. through M.1.g. in consent agenda format. The Board unanimously approved by voice vote, 8 to 0.

Ms. Shivani moved and Mr. Finkelstein seconded approval of the following Instructional Agenda Items in consent agenda format:

a. Resolve to review/affirm the Superintendent's recommendation of the HIB investigation(s) for the period of 3/2/25 - 3/15/25. These report summaries are outlined in the confidential reports shared with the Board of Education members and on file in the Superintendent's office.

b. Resolve to approve Professional Development Requests / Staff Conferences as per policy 6471 requiring prior approval of travel reimbursement expenses.

c. Resolve to accept the funding in the amount of $16,000.00 provided by the NJDOE for Learning Ally Audiobook Solution Licenses.

d. Resolve to approve service contracts with AA East, LLC DBA All Shifts All for the 2025-2026 SY for Substitute Nursing Services.

Instruction Agenda Items continued:

e. Resolve to approve an agreement with Frontline Technologies Group LLC, (DBA Frontline Education) to provide unlimited usage for all internal employees for the 2025-2026 school year for:

IEP DIRECT- Annual Cost $24,830.60
504 Program Management $ 1,099.75

f. Resolve to approve an agreement with Frontline Technologies Group LLC, dba Frontline Education of Philadelphia, PA to provide Applicant Tracking and Absence and Substitute Management systems for the 2025-2026 School Year, at an annual cost of $32,064.29.

g. Resolve to approve a master Collaborative Educational Service contract with Education Services Commission of NJ (ESCNJ) for a five-year renewal agreement for the period of July 1, 2025 through June 30, 2030. for Professional Support Services.

The items passed by the following roll call vote:

Yes:	Ms. Bhathena	Mr. Bigman	Mr. Finkelstein
	Mr. Heinrichs	Mr. Lawrence	Ms. Longley Richards
	Mr. Reddy	Ms. Shivani	
Absent:	Mr. Farashuddin		

2. Personnel Agenda Items

Mr. Lawrence moved and Mr. Reddy seconded approval to move Personnel Agenda Items M.2.a. and M.2.b. in consent agenda format. The Board unanimously approved by voice vote, 8 to 0.

Ms. Shivani moved and Ms. Longley Richards seconded approval of the following Personnel Agenda Items in consent agenda format:

a. Resolve to approve the Personnel Report dated March 24, 2025.

b. Resolve to approve the District Organizational Chart, effective July 1, 2025, as on file in the office of the Business Administrator.

The Personnel Report Items were approved by the following roll call vote:

Yes:	Ms. Bhathena	Mr. Bigman	Mr. Finkelstein
	Mr. Heinrichs	Mr. Lawrence	Ms. Longley Richards
	Mr. Reddy	Ms. Shivani	
Absent:	Mr. Farashuddin		

Personnel Agenda Items continued:

Dr. Diskin acknowledged the retirement of Mr. Andrew Pearl, Ms. Donna Fraus, and Dr. William Miron.

Dr. Diskin commented that Department Chairs were offered the opportunity to move into Supervisor positions in the organizational chart.

3. Business Agenda Items

Mr. Finkelstein moved and Mr. Bigman seconded approval to move Business Agenda Items M.3.a. through M.3.n. in consent agenda format. The Board unanimously approved by voice vote, 8 to 0.

Ms. Bhathena moved and Mr. Lawrence seconded approval of the following Business Agenda Items in consent agenda format:

a. Resolve to approve the Budget Transfers of February, 2025.

b. Resolve to approve Treasurer of School Moneys report for period ending February 28, 2025.

c. Resolve Approval and Certification of Board Secretary's Report for period ending, February 28, 2025. The Board Secretary certifies that no budgetary line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10 (a) been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

d. Resolve Certification that pursuant to N.J.A.C. 6A:23A-16.10(c)4 that after review of the board secretary's and treasurer's monthly financial reports for the period ending February 28, 2025, and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of NJAC 6A:23A-16.10(b). and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

e. Resolve to approve Bill Schedule #10 in the amount of $11,946,420.62 dated March 24, 2025.

f. WHEREAS, the Millburn Township School District applies for annual funding through the Schools and Libraries Program of the Universal Service Fund, more commonly known as the "E-Rate" Program, which provides discounts to eligible entities to help them afford telecommunications and internet access services; and

WHEREAS, it is anticipated that the E-Rate Program will fund approximately 40% of the total
and the District will be responsible for 60% of the total cost of the eligible services; and

WHEREAS, the Millburn Township School District posted FCC 470 Form #250008015 in accordance with E-Rate Program rules to initiate the competitive bidding process to solicit bids from vendors; and

WHEREAS, Administration has reviewed the bids that were received for each of the services and hereby recommend that the Board approve the awards as follows:

- New Data Core and Professional Services to Graybar of Bala Cynwyd, PA, SPIN 14305070 for the 2025-26 school year at a cost of $43,458.93
- Network Digital Optics to Graybar of Bala Cynwyd, PA, SPIN 14305070 for the 2025-26 school year at a cost of $4,031.20
- Palo Alto Firewall license renewals for a three-year period to CDW of Vernon Hills, IL, SPIN 14300588, at a total cost of $308,000
- Cisco firewall license renewals to CDI/Ahead of New York, NY, SPIN 143037234 for the 2025-26 at a cost of $2,233.05.
- Purchase of Meraki license renewals for a three-year period to SHI of Somerset, NJ SPIN 143012572, at a total cost of $178,463.22
- Purchase of Uninterruptible Power Supplies (UPS) to CDW of Vernon Hills, IL, SPIN 14300588 for the 2025-26 school year at a cost of $36,685.00

NOW, THEREFORE, BE IT RESOLVED, that the Millburn Township School District has considered the recommendation and hereby authorizes the School Business Administrator to award the services as recommended.

Business Agenda Items continued:

g. Resolve to accept a donation from Deerfield School PTO to Deerfield School in the amount of $12,000.00 to be used towards the purchase and installation of new doors.

h. Resolve to approve a purchase agreement with Academy Construction, Inc. for the following:

• MHS Loading Dock Repairs	$ 23,575.00
• Wyoming Elementary Floor Replacement	$ 57,573.31
• Millburn High School Athletics Room Renovation	$ 32,105.70
• Glenwood Elementary Painting	$ 10,292.50
• Washington Band Practice Room Soundproofing	$149,500.00
• MHS Auditorium Vestibule Renovations	$ 8,560.00

These Contracts were procured through Ed Data Contracts #12203 and 11656 and through HCESC-SER-22-15.

i. Resolve to approve a purchase agreement with In-Line Heating and Air Conditioning Company for the Purchase and Installation of a New Rooftop HVAC Unit and associated ductwork at a cost of $148,196.00 and a replacement of four additional rooftop units at a total cost of $200,960.00 at Millburn High School.

These Contracts were procured through ESCNJ Bid # ESCNJ 23/24-23

j. Resolve to approve a purchase agreement with Northeastern Interior Services LLC for the following:

• Deerfield Elementary Painting	$ 86,428.50
• Washington Elementary Painting	$ 63,677.00
• Wyoming Wall Repairs and Painting	$ 19,731.00

These Contracts were procured through Hunterdon County Educational Services Commission Bid # HCESC-SER-20F

k. Resolve to approve a purchase agreement with Shaw's Complete Security for door replacements at Deerfield Elementary School at a total cost of $35,314.08.

This contract was procured through the Ed Data Contract # 12740 – Locksmith Services.

Business Agenda Items continued:

l. Resolve to approve a purchase agreement with Siemen's Industry, Inc. for Building Automation Controls Integration for HVAC Upgrades/Boiler Replacement projects at Millburn High School, Millburn Middle School, Wyoming Elementary, South Mountain Elementary, and Washington Elementary at a total cost of $165,420.00.

This contract was procured as a time and material bid that was Board approved June 22, 2023 for a period through July 31, 2025.

m. Resolve to approve a purchase agreement with Guardian Fence Company, Inc. for the Millburn High School Chiller Noise Reduction Project at a total cost of $42,800.00.

This contract was procured through the New Jersey Cooperative Purchasing Alliance (Bergen Bids) BC-BID-24-07.

n. Resolve to approve a purchase agreement with TGG Flooring for asbestos abatement at Washington School for a total cost of $24,516.00.

This contract was procured through the Educational Services Commission of New Jersey NJ State Approved Co-op #65MCESCCPS, Bid #23/24-14.

The items passed by the following roll call vote:

Yes:	Ms. Bhathena	Mr. Bigman	Mr. Finkelstein
	Mr. Heinrichs	Mr. Lawrence	Ms. Longley Richards
	Mr. Reddy	Ms. Shivani	
Absent:	Mr. Farashuddin		

4. Policy Agenda Items

Ms. Shivani moved and Mr. Finkelstein seconded approval to move policy M.3.a.in a first reading and abolishment.

First Reading and Abolish Policy

a. Policy 2425.1 - Independent Study - Physical Education (M) (Abolished)

Ms. Bhathena asked about a statement during public comments regarding the policy and a legal case.

Ms. Shivani indicated that this was reviewed in Governance and this policy was abolished in other districts.

Policy Agenda Items continued:

Ms. Bhathena made a motion to table Policy Agenda Item M.4.a. until after Executive Session meeting and Mr. Reddy seconded.

The motion to table policy agenda item M.4.a. passed by a vote of 5 to 3.

N. OLD BUSINESS

None

O. NEW BUSINESS

None

P. PUBLIC COMMENTS

- Policy 2425.1 and use in Middle School
- Acknowledge Mr. Robert Baum and All-State fencer
- Budget based on organizational changes
- When will budget be publicly advertised?
- Major changes made without informing the public
- Thank you to Board and Dr. Diskin for student-centered changes

Q. BOARD MEMBER COMMENTS

Ms. Schneider clarified the questions on the budget regarding the organizational changes.

Mr. Finkelstein commented that the Board is sympathetic to students and trying to help all kids at all levels. We are moving in the direction of creating more opportunities including at the Middle School level.

Ms. Bhathena commented that it is great to give access, but want to guarantee the student has a safety net. Ms. Bhathena suggested that the opportunity to exceed in math should begin in elementary.

Ms. Longley Richards commented on the alignment across schools of curriculum and that the new structure will help us align across schools.

Mr. Reddy commented on tracking and creating lanes.

Mr. Bhathena noted that some students receive lessons outside of school. If we can bring Programs in school earlier it will address a potential equity issue.

Mr. Bigman commented on the dedication, passion and care from our staff and teachers. Mr. Bigman noted we appreciate and owe gratitude to everyone who comes together every day on behalf of our students.

Board Member Comments continued:

Mr. Heinrichs encouraged everyone to try and find the facts on topics brought up in public comments and on social media. The Board works very hard to try and do the right thing and the Board ethics should not be questioned.

Ms. Shivani echoed Mr. Heinrichs comments that the Board acts with the best interest of all student in mind.

R. RESOLUTION TO HOLD CLOSED MEETING

At 9:40pm Ms. Bhathena moved and Ms. Shivani seconded the resolution by the Millburn Board of Education that on Monday, March 24, 2025 during the regular public meeting on that date, this body shall meet at the Education Center, 434 Millburn Avenue, Millburn, New Jersey, for a discussion pursuant to Section 7b of the Open Public Meetings Act. A general description of the matter(s) to be discussed is as follows:

1. Confidential Matters by Law or Court Order
2. Collective Bargaining/Negotiations
3. Personnel Matters

The discussion on these topics will be disclosed to the public at the next public meeting of the Board or as soon thereafter as the circumstances and nature of the subject permits.

The resolution passed unanimously by voice vote of 8-0.

The Board convened in executive session at 9:46 PM and returned to this public session at 10:50pm.

Ms. Shivani moved and Mr. Finkelstein seconded to take the motion from the table for approval to move policy M.4.a. in first reading and abolishment. The motion passed by voice vote of 7-0.

First Reading and Abolish Policy

b. Policy 2425.1 - Independent Study - Physical Education (M) (Abolished)

Ms. Shivani commented that the Board discussed the policy and feels it should be abolished since the topic is covered in Policy 5460.

The motion to abolish Policy M.4.a. passed by the following roll call vote:

Yes:	Ms. Bhathena	Mr. Bigman	Mr. Finkelstein
	Mr. Heinrichs	Mr. Lawrence	Ms. Longley Richards
	Ms. Shivani		
Absent:	Mr. Farashuddin	Mr. Reddy	

S. ADJOURNMENT

At 10:50pm, Ms. Bhathena moved and Mr. Lawrence seconded to adjourn the meeting. The motion passed by unanimous voice vote, 7 to 0.

Cheryl Schneider
Business Administrator

MILLBURN TOWNSHIP PUBLIC SCHOOLS

Superintendent Report
Dr. Kathryn Diskin
Board of Education Meeting
March 24, 2025

Principal Search Update

The Principal search is underway with our first set of internal candidates interviewing on March 27th.

March Music in our Schools

- I had the opportunity to attend the HS Musical Big Fish, a very touching and moving musical telling the story of the reconnection of a father and his son. Congratulations to the amazing cast - from a character on stilts to mermaids and circus performers! Farewell to all of our senior actors, but especially to the leads, John Allyn as Edward (the father), and Ben Seifer, as Will (the son).
- Mark your calendar for the annual MHS Pops Concert, this Thursday, March 27 @ 7:30!

- ***Autism Awareness Month***

Every April, schools throughout New Jersey participate in schoolwide and community activities to commemorate Autism Awareness Month. In support and recognition of students with autism spectrum disorder (ASD), the New Jersey Department of Education's (NJDOE) Office of Special Education (OSE) is promoting awareness of ASD during the month of April as an opportunity for educators, students, and parents to learn more about ASD. Schools are encouraged to take part in fostering ASD awareness to promote understanding and acceptance for individuals with ASD in their schools and surrounding communities. It also encourages schools to celebrate the diversity, and unique contributions individuals with ASD make daily in the classroom. There will be a variety of activities going on in our schools to recognize this month. One coming up is:

- ***Autism Awareness Baseball Game and Polar Plunge***

The Millers Baseball Team and the Unified Club are holding their 9th annual Autism/Neurodiversity Acceptance Game and Polar Plunge (Ice Bucket Dump) on Thursday, April 3 vs. Columbia to celebrate Autism/Neurodiversity Awareness Acceptance and Support Month! 3:15pm Polar Plunge/ 4:00pm Game.

This is a fundraiser for two causes important to Coach Askins and Coach Chapman. It's a joint Autism related fundraiser, $10 per raffle ticket. Coach Askins will be raising money for Unified Sports, Coach Chapman is raising money for the Teamwork Unlimited Foundation. The Millers will be participating in the Teamwork Unlimited Autism Awareness Tournament later in April. Four randomly selected donors will have the honor of dumping ice water on their favorite coaches. We will randomly select donors to dump ice water on their favorite coaches! Reach out to Mr. Askins to find out how to donate!

Pomptonian Healthy School Lunch Challenge

Congratulations to Jake Esarey Elmgart named the Super Grand Prize Winner in Pomptonian's Healthy School Lunch Challenge! The judges were truly impressed by Jake's creativity, attention to detail, and deep understanding of healthy cooking. He fully embraced the challenge and went above and beyond. As the Super Grand Prize Winner, Jake will receive the following honors:

- A banner celebrating his achievement, which we recommend displaying in the cafeteria
- His winning meal, Spicy Smoky Chicken Apple Bowls, featured in the cafeteria
- A vertical garden for the school

MILLBURN TOWNSHIP PUBLIC SCHOOLS

Assistant Superintendent Report
Mr. John Connolly
Board of Education Meeting
March 24, 2025

March 12 Staff Professional Development

K-4 elementary teachers collaborated with their colleagues and building administrators to review data from recent math and literacy screening assessments and make learning plans informed by the data. At Washington school, grade 5 teachers worked in subject-area groups to create mini-units for NJSLA test preparation. The focus was on power standards, and test-taking strategies were incorporated so that students felt well prepared for the exam.

Middle School English, Social Studies, and Special Education teachers engaged in professional learning with a representative from the New Jersey State Holocaust Commission. Teachers explored resources from the United States Holocaust Memorial Museum Curator's Corner, primary sources including Shoa Foundation's "I Witness" and "Salvaged Pages," and a plethora of other resources available on the state Holocaust Education Website. Using these materials, teachers worked on cross-disciplinary grade-level teams to develop lessons and adaptive learning activities for a variety of middle school students.

Middle school science teachers collaborated in a professional learning session to create a standardized Science CER (Claim-Evidence-Reasoning) rubric, ensuring consistency in grading and clear expectations for students. The rubric details four performance levels for claims, evidence, and reasoning, assisting students in enhancing their scientific writing and critical thinking skills. By utilizing this tool, students receive structured

feedback, which fosters their ability to construct well-supported scientific arguments and improves their overall understanding of inquiry-based learning.

Middle school math teachers collaborated during a professional learning session to review updates on the math pilot, ensuring alignment with instructional goals and student needs. The session focused on evaluating progress, refining implementation strategies, and establishing a clear timeline for next steps. By creating a structured plan, teachers can effectively support student learning, enhance mathematical understanding, and ensure a smooth transition to the new resources.

High school teachers continued collaborating within their departments to refine practices aligned with the Grading and Assessment Guidelines.

Wellness Week

Thank you to our district Wellness Team, school teams, and nurses for organizing Wellness Week activities at our schools. Students and staff enjoyed wellness walks, bracelet making, gratitude shamrocks, and more.

Respectfully submitted,
John Connolly

BUSINESS ADMINISTRATOR'S REPORT

BOE MEETING

March 24, 2025

On tonight's agenda there are additional approvals for spring and summer projects as we have been seeing on the past few agendas. Some of these projects such as the HVAC projects and automation controls, are related to referendum projects and the state grant projects scheduled for this summer with the associated funding.

Resolution M3.f is for contracts procured through the Federal E-rate program that provides 40% of the funding for eligible data access services. E-rate funding is available in two categories, category 1, which covers external connections like internet access, and category 2 which covers internal connections and infrastructure. We take advantage of category 1 annually but the category 2 funding is allocated on a fixed, five-year budget with the current cycle ending in FY2025. In other words, if we did not take advantage of the remaining category 2 funding this year, we would lose the funding. Of the approximately $570,000 in projects being approved in resolution M.3.f, we will receive close to $230,000 refunding through the E-rate commitment.

Resolution M.3.k. is for door replacements at Deerfield School, an ongoing project. The Deerfield PTO has generously donated towards the cost of the current project under consideration. Thank you to the Deerfield PTO and the entire Deerfield Community for the continued support and enhancements at Deerfield School.

And as mentioned in the Finance and Facilities minutes, the committee has recently reviewed the Subscription Busing program. With the continued higher cost of transportation contracts, which are increasing again for next year, the Board is considering increasing the cost of subscription busing by $100 next year to a cost of $1,595 per student. While, the Board aims to maintain this as a self-sustaining program, the Board has been subsidizing the program over the past few years, with the current year subsidy being approximately $150,000. If there was no increase to the subscription rate, the deficit would be approximately $190,000 next year, as Mr. Lawrence indicated. With the $100 increase for 25-26, the subsidy should be reduced to approximately $50,000 for next year based on the current ridership and routes. A resolution to approve the 25-26 rates of $1,595 is anticipated to be on the next Board agenda with the 25-26 subscription enrollment applications available shortly after the rates are set.

MILLBURN TOWNSHIP PUBLIC SCHOOLS

For the month of: March, 2025

Department/School: BUSINESS OFFICE

Name of Employee	Sick	Personal	Vacation	Other
Andrews, Patricia	27	26(.5pm)		
Baker, Paula	6			
Geller, Mary Ann	14		17, 28	
Huang, Michelle			14(.5pm) 17(.5am)	
Knipe, Daniel	3			24, 25, 26 Professional Days
Lauton, Tom				
Marcketta, Michael	24 thru 28			
Marzullo, Anna Maria			5(.5pm)	
Montagna, Marcelo	4(.5pm), 28		24	
Ortega, Jady	11, 27			
Rios, Lyanna	11(.5am), 14(.5am) 17, 18, 21(am), 24(pm), 25(am)	3	26, 27, 28	
Schneider, Cheryl	14			
Walz, Michael			21(.5pm) 27	

Signature of Reporting Secretary:_____

Signature of Department/School Administrator:_____

Millburn Township Public Schools
Millburn, New Jersey

PERSONNEL REPORT
Public Meeting of Monday, March 24, 2025

"The Superintendent recommends the Board of Education approve the following Personnel items including the emergent employment of the following employees (indicated by*) conditional upon the final approval by the New Jersey Department of Education, and the Board further authorizes the submission of an application for emergency hiring pursuant to NJSA 18A:6-71, et. Seq., NJSA 18A:6.4.13, et. Seq."

	NAME	ASSIGNMENT	EFFECTIVE	DETAIL
1.	**Approval to Hire New Certified Staff Member:**			
	Subramanian, Ishaan	Computer Science Teacher (HS)	25/26 SY	$61,406. /yr. * BA/BS; Step 2-3
2.	**Approval to Hire New Interim Staff Member & needed Transition Time:**			
	Starrs, Peter	Business Administrator/ Board Secretary (Interim) (Ed. Ctr.)	7/1/2025 – 6/30/2026	$220,000. /yr.
			Up to 15 transition days Prior to start date (7/1/2025)	$846. /day (Timesheets Required)
3.	**Approval of New Long Term Substitute Teacher:**			
	Qurbanali, Mansuor	English Teacher Long Term Substitute (HS)	3/25 – 6/25/2025	$60,906. /yr. (to be pro-rated)
4.	**Approval of New Maintenance/Grounds Personnel:**			
	Morrison, Joseph B., Jr.	Groundskeeper (District-wide)	TBC	$43,000. /yr. * (pro-rated)
5.	**Approval of High School 6th Period Coverage for World Language (Spanish- Timesheets Required):**			
	Price, Gislene	Spanish Business (1A)	3/28 – 6/25/2025	$90.25. /day *
	Quezada, Dolores	Spanish Business (2B)	3/28 – 6/25/2025	$49.12. /day *
6.	**Approval of Middle School 6th Period Coverage for English (No Timesheets Required):**			
	Bryan, Melissa	English Prd. 1	3/21 – 4/25/2025	$1,787.80 * (20 days)

***rates after June 30, 2024 are based on 23-24 contracts and subject to ongoing negotiations.**

Millburn Township Public Schools
Millburn, New Jersey

PERSONNEL REPORT
Public Meeting of Monday, March 24, 2025

"The Superintendent recommends the Board of Education approve the following Personnel items including the emergent employment of the following employees (indicated by*) conditional upon the final approval by the New Jersey Department of Education, and the Board further authorizes the submission of an application for emergency hiring pursuant to NJSA 18A:6-71, et. Seq., NJSA 18A:6.4.13, et. Seq."

NAME	ASSIGNMENT	EFFECTIVE	DETAIL
Hillen, Melissa	English Prd. 2	3/21 – 4/25/2025	$1,353.40 * (20 days)
Pellegrino, Madeline	English Prd. 4	3/21 – 4/25/2025	$1,136. * (20 days)
Kirk, Mary Lou	English Prd. 5	3/21 – 4/25/2025	$1,852. * (20 days)
Infanger, Lois	English Prd. 7	3/21 – 4/25/2025	$1,852. * (20 days)

7. **Approval of Leave Date Adjustments:**

Prata, Melissa	SPED Teacher (MS)	24/25 SY	**Sick Utilization:** 4/28 – 5/7/2025 **Benefit End Date:** 5/31/2025 **CRLOA:** w/o pay or benefits 5/8/2025 – 6/18/2026 **RTW:** 26/27 SY
Romeo, Alexa	World Language Teacher (Spanish) (MS)	24/25 SY	**Sick Utilization:** 5/27 – 6/25/2025 **FMLA:** w/pay & benefits 8/27 – 11/26/2025 **RTW:** 12/1/2025 (25/26 SY)

***rates after June 30, 2024 are based on 23-24 contracts and subject to ongoing negotiations.**

Millburn Township Public Schools
Millburn, New Jersey

PERSONNEL REPORT
Public Meeting of Monday, March 24, 2025

"The Superintendent recommends the Board of Education approve the following Personnel items including the emergent employment of the following employees (indicated by*) conditional upon the final approval by the New Jersey Department of Education, and the Board further authorizes the submission of an application for emergency hiring pursuant to NJSA 18A:6-71, et. Seq., NJSA 18A:6.4.13, et. Seq."

NAME	ASSIGNMENT	EFFECTIVE	DETAIL
Cavalieri, Brittany	English Teacher (HS)	24/25 SY	**Sick Utilization:** 3/27 – 4/28/2025 **FMLA:** w/o pay; w/benefits 4/29 – 6/25/2025 (24/25 SY) 8/27 – 10/1/2025 (25/26 SY) **Benefit End Date:** 10/31/2025 **CRLOA:** w/o pay or benefits 10/3/2025 – 6/18/2026 **RTW:** 26/27 SY
8. Approval for Unpaid Leaves of Absence:			
Luciano, Renee	School Secretary (MS)	24/25 SY	**Unpaid Leave of Absence:** w/o pay or benefits **Benefit End Date:** 3/31/2025 3/18 – 6/25/2025 **RTW:** 25/26 SY
Carrara, Kathleen	Paraprofessional (WY)	24/25 SY	**Unpaid Leave of Absence:** w/o pay or benefits 3/21 – 6/25/2025 **Benefit End Date:** 3/31/2025 **RTW:** 25/26 SY
9. Approval of Separation Agreement:			
Employee ID # 2357	Separation	7/1/2025	$73,860.
10. Approval of Coach:			
Travers, Kristen	Asst. Track Coach (HS)	Spring 24/25 SY	$4,862. * Cat. B; Step 1

***rates after June 30, 2024 are based on 23-24 contracts and subject to ongoing negotiations.**

Millburn Township Public Schools
Millburn, New Jersey

PERSONNEL REPORT
Public Meeting of Monday, March 24, 2025

"The Superintendent recommends the Board of Education approve the following Personnel items including the emergent employment of the following employees (indicated by*) conditional upon the final approval by the New Jersey Department of Education, and the Board further authorizes the submission of an application for emergency hiring pursuant to NJSA 18A:6-71, et. Seq., NJSA 18A:6.4.13, et. Seq."

NAME	ASSIGNMENT	EFFECTIVE	DETAIL
11. Approval for Certified Staff Member to perform College Internship in School Administration:			
Edwards, Kendall	Internship (Ed. Ctr.)	May – July 2025 (150 hrs.)	Montclair Univ. Mentor: J. Sowa
12. Approval of Additional Hours for Student Support for Extra Curricular Activity – MMS Play (Timesheets Required – originally approved on PR of 2/10/2025):			
Mezaros, Charles	Paraprofessional (MS)	2/11 – 3/23/2025	$34.80. /hr. * Student # 18747 (add'l 12 hrs.)
13. Approval for Temporary Change of Position:			
Braunstein, Jillian	Spanish (HS)	3/27 – 6/25/2025	**From:** $18,822.40. /yr. * MA+30; Step 11 (.20 FTE) **To:** $75,289.60. /yr. * MA+30; Step 11 (.80 FTE)
14. Approval for Change of Positions:			
Nunes, Amanda	**From:** Long Term Substitute (Guidance Counselor) **To:** Secretary Long Term Sub. (MS)	3/14 – 6/25/2025	**From:** $60,906. /yr. **To:** $43,160. /yr. (III-10) (pro-rated)
Starita, Robert	**From:** Dept. Chair (10 mo.) **To:** Supervisor of C & I for Mathematics/Business (6-12), (12 mo.) (HS)	7/1/2025	**From:** $117,935. /yr. Dept. Chair - Step 13 **To:** $128,147. /yr. Supervisor; Step 6 (12 mo.)

***rates after June 30, 2024 are based on 23-24 contracts and subject to ongoing negotiations.**

Millburn Township Public Schools
Millburn, New Jersey

PERSONNEL REPORT
Public Meeting of Monday, March 24, 2025

"The Superintendent recommends the Board of Education approve the following Personnel items including the emergent employment of the following employees (indicated by*) conditional upon the final approval by the New Jersey Department of Education, and the Board further authorizes the submission of an application for emergency hiring pursuant to NJSA 18A:6-71, et. Seq., NJSA 18A:6.4.13, et. Seq."

NAME	ASSIGNMENT	EFFECTIVE	DETAIL
Doney, Jennifer	**From:** Instructional Supervisor (10.5 mo.) **To:** Supervisor of Curriculum & Instruction (PK-5), (12 mo.)	7/1/2025	**From:** $114,148. /yr. Supervisor; Step 8 **To:** $135,020. /yr. Supervisor; Step 9
Siegel, Jessica	**From:** English Dept. Chair (10 mo.)(MAA) **To:** Classroom Teacher (MEA) (10 mo.) (HS)	7/1/2025	**From:** $124, 595. /yr. Dept. Chair; Step B **To:** $118,747. /yr. * PhD; Step A
Gontier, Frank	**From:** World Lang. Dept. Chair (10 mo.) (MAA) **To:** Classroom Teacher (10 mo.) (MEA) (HS)	7/1/2025	**From:** $121,624. /yr. Dept. Chair; Step 15 **To:** $115, 750. /yr. * MA+30; Step A
Watts, Gina	**From:** Social Studies Dept. Chair (10 mo.) (MAA) **To:** Classroom Teacher (10 mo.) (MEA) (HS)	7/1/2025	**From:** $153,853. /yr. Dept. Chair; Step A **To:** 143,853. /yr. * MA+30; Off Guide
Cocchiaro, Gina	**From:** Science Dept. Chair (10 mo.) (10 mo.) (MAA) **To:** Classroom Teacher (MEA) (10 mo.)	7/1/2025	**From:** $121,624. /yr. Dept. Chair; Step 15 **To:** 115,750. /yr. * MA+30; Step A

15. Approval to Abolish the Following Positions and Job Descriptions effective 7/1/2025:

- Instructional Supervisor (PK-5), (10.5 mo.)
- Department Chair (9-12), (10 mo.)

***rates after June 30, 2024 are based on 23-24 contracts and subject to ongoing negotiations.**

Millburn Township Public Schools
Millburn, New Jersey

PERSONNEL REPORT
Public Meeting of Monday, March 24, 2025

"The Superintendent recommends the Board of Education approve the following Personnel items including the emergent employment of the following employees (indicated by*) conditional upon the final approval by the New Jersey Department of Education, and the Board further authorizes the submission of an application for emergency hiring pursuant to NJSA 18A:6-71, et. Seq., NJSA 18A:6.4.13, et. Seq."

NAME	ASSIGNMENT	EFFECTIVE	DETAIL

- Director of Music (PK-12), (12 mo.)
- Guidance Counselor - High School (12 mo.)
- Title I. Guidance Counselor
- Director of Special Services (12 mo.)

16. **Approval to Create the Following New Positions and Job Descriptions effective 7/1/2025:**
See Attachment # 1 (A – H)

1A) Supervisor of Curriculum and Instruction (PK-5), (12 mo.)

- For Mathematics/Science/Instructional Technology
- For English Language Arts/Library Media

1B) Supervisor of Curriculum and Instruction (6-12), (12 mo.)

- For Mathematics/Business
- For Science & Technology
- For English Language Arts/Library Media

1C) Supervisor of Curriculum and Instruction (PK-12) (12 mo.)

- For World Language & ESL
- For Social Studies

1D) Supervisor of Curriculum and Instruction for Visual and Performing Arts (PK-12) & H/PE

(PK-5), (12 mo.)

1E) Assistant Principal - Elementary (10.5 mo.)

1F) School Counselor - Elementary (10 mo.)

1G) Assistant Superintendent - Student Support and Special Services (PK - 12), (12 mo.)

1H) Director of Student Personnel Services/Guidance (PK-12), (12 mo.)

***rates after June 30, 2024 are based on 23-24 contracts and subject to ongoing negotiations.**

Millburn Township Public Schools
Millburn, New Jersey

PERSONNEL REPORT
Public Meeting of Monday, March 24, 2025

"The Superintendent recommends the Board of Education approve the following Personnel items including the emergent employment of the following employees (indicated by*) conditional upon the final approval by the New Jersey Department of Education, and the Board further authorizes the submission of an application for emergency hiring pursuant to NJSA 18A:6-71, et. Seq., NJSA 18A:6.4.13, et. Seq."

NAME	ASSIGNMENT	EFFECTIVE	DETAIL

17. Approval to Revise the Following Job Descriptions effective 7/1/2025:
See Attachments # 2 (A- E)

2A) School Counselor - High School (10 mo.)

2B) School Counselor, College & Career - High School (10 mo. + 25 days)

2C) School Counselor - Middle School (10 mo.)

2D) School Counselor - Middle School (10 mo. + 25 days)

2E) Director(s) of Curriculum and Instruction (12 mo.)

- For Mathematics & Business
- For STEM (Science & Technology)
- For English Language Arts/Library
- For Humanities, World Language & ESL

18. Approval of NJSLA Skills & SEL Parent Program 2024-2025 SY (Office of Curriculum & Instruction):
See Attachment # 3

19. Approval for Return to Work from Leave:			
Gross, Zachary	Librarian/Media Specialist (MS)	4/21/2025	Return from leave confirmed
20. Separations:			
Pezik, Debra	School Secretary (Hartshorn)	7/1/2025	Retirement 28 yrs.
Horowitz, Sheryl	School Nurse (GW)	7/1/2025	Retirement 26 yrs.

***rates after June 30, 2024 are based on 23-24 contracts and subject to ongoing negotiations.**

Millburn Township Public Schools
Millburn, New Jersey

PERSONNEL REPORT
Public Meeting of Monday, March 24, 2025

"The Superintendent recommends the Board of Education approve the following Personnel items including the emergent employment of the following employees (indicated by*) conditional upon the final approval by the New Jersey Department of Education, and the Board further authorizes the submission of an application for emergency hiring pursuant to NJSA 18A:6-71, et. Seq., NJSA 18A:6.4.13, et. Seq."

NAME	ASSIGNMENT	EFFECTIVE	DETAIL
Pearl, Andrew	World Language Teacher (Spanish) (MS)	7/1/2025	Retirement 27 yrs.
Fraus, Donna	Elementary Teacher (DF)	7/1/2025	Retirement 26 yrs.
Gewirtz, Allison	Elementary Teacher (WY)	7/1/2025	Resignation
Berger, Audra	Instructional Supervisor (DF)	7/1/2025	Resignation
Miron, William	Principal (HS)	7/1/2025 – 2/15/2026	Leave of Absence w/pay & Benefits
		3/1/2026	Retirement 44 yrs. of service

***rates after June 30, 2024 are based on 23-24 contracts and subject to ongoing negotiations.**

Attachment 1A.
1.23.1 (0300)

Millburn Township Public Schools
Job Description

TITLE: **Supervisor of Curriculum and Instruction (PK-5) (12 mo.)**

for Mathematics/Science/ Instructional Technology PK-5 (12 mo.)
Content areas include, but are not limited to: Mathematics, Strategies Intervention, and Related Arts as assigned.

for English Language Arts/Library Media, PK-5 (12 mo.)
Content areas to include, but not limited to: English Language Arts, Strategies Intervention, and Related Arts as assigned.

REQUIREMENTS:

1. Valid New Jersey Administrative Certificate with Supervisor endorsement.
2. Valid New Jersey Teaching Certificate to teach the related content area.
3. Successful teaching experience of five years in a public school environment in the related content area.
4. Demonstrated leadership in curriculum, program development, integration of technology, and professional development.
5. Prior supervisory and administrative experience preferred.
6. Required criminal history background check, proof of U.S. citizenship or legal resident alien status, and NJ residency or waiver within one year of employment.
7. Meets alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Curriculum and Instruction for the related content area.

JOB GOAL: The Supervisor of Curriculum and Instruction is responsible for ensuring the curriculum meets or exceeds the state standards and that teachers have access to the curriculum and are well-versed in the content. Additionally, ensure continuity and consistency of the curriculum, instruction, materials, and assessment are in place across the District. The Supervisor will annually assist in providing a program evaluation for the assigned content areas.

PERFORMANCE RESPONSIBILITIES FOR THE CONTENT AREA(S) NAMED ABOVE:

1. Implements a cycle of curriculum revision to ensure the curriculum meets or exceeds the state standards. Provide teachers access to the curriculum and any training as needed. Additionally, ensure the curriculum is implemented with fidelity across the district.
2. Ensure instructional methods are age-appropriate for the lesson and that staff can use a variety of instructional strategies including best practices.
3. Establish a regular presence in the elementary schools, build relationships with the staff, and engage in feedback regarding the curriculum and instruction implementation.
4. Assist in the orientation of new teachers and provide follow-up support in the classroom.

5. Provide formal and informal staff observations. Provides summative evaluations per state regulations and district policies as assigned.
6. Work with Supervisors and Administrators to support horizontal and vertical articulation across the District.
7. Maintain inventories for the resources and equipment associated with the content area. Recommends new or replacement resources and coordinates those purchases with the Director as needed.
8. Plan and participate in professional development and in-service programs as directed.
9. Implement the professional improvement plans and recommendations as specified in the observations and/or evaluation reports as requested.
10. Serves as the contact person for assigned content area questions, after the teacher.
11. Provide professional development for the content area and assist with PD for other content areas as needed.
12. Assist with the hiring and induction of new staff and provide assistance when planning for personnel transitions.
13. Provide data-supported feedback on the effectiveness of the content area program(s) to the Director annually.
14. Assist in the development of the budget for related content area
15. Assists principal or designed to develop master schedule and project staffing needs.
16. Perform additional or alternate duties as assigned.

SALARY RANGE: Per the Millburn Administrator Association agreement.

TERMS OF EMPLOYMENT: 12-month position affiliated with M.A.A.

EVALUATION: The performance of this job will be evaluated annually following New Jersey State law and the provisions of the Board's policy on the evaluation of certificated staff. The annual evaluation is performed by the Director of Curriculum and Instruction for the related content area.

Board Approved: March 24, 2025

Revised:

Attachment 1B
1.23.2 (0300)

Millburn Township Public Schools
Job Description

TITLE: **Supervisor of Curriculum and Instruction (6-12) (12 mo.)**

for Mathematics/Business, 6-12 (12 mo.)
Content areas include, but are not limited to: Mathematics/Business and Related Arts/Strategies Intervention as assigned.

for Science and Technology, 6-12 (12 mo.)
Content areas to include, but not limited to: Science, Educational Technology, and Related Arts as assigned.

for English Language Arts/Library Media, 6-12 (12 mo.)
Content areas to include, but not limited to: English Language Arts and Related Arts/Strategies Intervention as assigned.

REQUIREMENTS:

1. Valid New Jersey Administrative Certificate with Supervisor endorsement.
2. Valid New Jersey Teaching Certificate to teach the related content area.
3. Bachelors or Masters degree in the content area.
4. Successful teaching experience of five years in a public school environment in the related content area.
5. Demonstrated leadership in curriculum, program development, integration of technology, and professional development.
6. Prior supervisory and administrative experience preferred.
7. Required criminal history background check, proof of U.S. citizenship or legal resident alien status, and NJ residency or waiver within one year of employment.
8. Meets alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Curriculum and Instruction for the related content area.

JOB GOAL: The Supervisor of Curriculum and Instruction Department, is responsible for ensuring the curriculum meets or exceeds the state standards and that teachers have access to the curriculum and are well-versed in the content. Additionally, ensure continuity and consistency of the curriculum, instruction, materials, and assessment are in place across the District. The Supervisor will annually assist in providing a program evaluation for the assigned content areas.

PERFORMANCE RESPONSIBILITIES FOR THE CONTENT AREA(S) NAMED ABOVE:

1. Implement a cycle of curriculum revision to ensure the curriculum meets or exceeds the state standards. Provide teachers access to the curriculum and any training as needed. Additionally, ensure the curriculum is implemented with fidelity across the district.

2. Ensure instructional methods are age-appropriate for the lesson and that staff can use a variety of instructional strategies including best practices.
3. Establish a regular presence in the middle and high schools, build relationships with the staff, and engage in feedback regarding the curriculum and instruction implementation.
4. Assist in the orientation of new teachers and provide follow-up support in the classroom.
5. Provide formal and informal staff observations. Provides summative evaluations per state regulations and district policies as assigned.
6. Work with Supervisors and Administrators to support horizontal and vertical articulation across the District.
7. Maintain inventories for the resources and equipment associated with the content area. Recommends new or replacement resources and coordinates those purchases with the Director as needed.
8. Plan and participate in professional development and in-service programs as directed.
9. Implement the professional improvement plans and recommendations as specified in the observations and/or evaluation reports as requested.
10. Serves as the contact person for the assigned content area questions, after the teacher.
11. Provide professional development for the content area and assist with PD for other content areas as needed.
12. Assist with the hiring and induction of new staff and provide assistance when planning for personnel transitions.
13. Provide data-supported feedback on the effectiveness of the content area program(s) to the Director annually.
14. Assist in the development of the budget for related content area
15. Assists principal or designed to develop master schedule and project staffing needs.
16. Perform additional or alternate duties as assigned.

SALARY RANGE: Per the Millburn Administrator Association agreement.

TERMS OF EMPLOYMENT: 12-month position affiliated with M.A.A.

EVALUATION: The performance of this job will be evaluated annually following New Jersey State law and the provisions of the Board's policy on the evaluation of certificated staff. The annual evaluation is performed by the Director of Curriculum and Instruction for the related content area.

Board Approved: March 24, 2025

Revised:

Millburn Township Public Schools
Job Description

TITLE: **Supervisor of Curriculum and Instruction (PK-12) (12 mo.)**

for World Language and ESL, PK-12 (12 mo)
Content areas include, but are not limited to: World Language, ESL, and Related Arts as assigned.

for Social Studies, PK-12 (12 mo.)
Content areas to include, but not limited to: Social Studies and Related Arts as assigned.

REQUIREMENTS:

1. Valid New Jersey Administrative Certificate with a Supervisor endorsement.
2. Valid New Jersey Teaching Certificate to teach the related content area.
3. Bachelors or Masters degree in the content area.
4. Successful teaching experience of five years in a public school environment in the related content area.
5. Demonstrated leadership in curriculum, program development, integration of technology, and professional development.
6. Prior supervisory and administrative experience preferred.
7. Required criminal history background check, proof of U.S. citizenship or legal resident alien status, and NJ residency or waiver within one year of employment.
8. Meets alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Curriculum and Instruction for the related content area.

JOB GOAL: The Supervisor of Curriculum and Instruction is responsible for ensuring the curriculum meets or exceeds the state standards and that teachers have access to the curriculum and are well-versed in the content. Additionally, ensure continuity and consistency of the curriculum, instruction, materials, and assessment are in place across the District. The Supervisor will annually assist in providing a program evaluation for the assigned content areas.

PERFORMANCE RESPONSIBILITIES FOR THE CONTENT AREA(S) NAMED ABOVE:

1. Implements a cycle of curriculum revision to ensure the curriculum meets or exceeds the state standards. Provide teachers access to the curriculum and any training as needed. Additionally, ensure the curriculum is implemented with fidelity across the district.
2. Ensure instructional methods are age-appropriate for the lesson and that staff can use a variety of instructional strategies including best practices.
3. Establish a regular presence in the middle and high schools, build relationships with the staff, and engage in feedback regarding the curriculum and instruction implementation.
4. Assist in the orientation of new teachers and provide follow-up support in the classroom.

5. Provide formal and informal staff observations. Provides summative evaluations per state regulations and district policies as assigned.
6. Work with Supervisors and Administrators to support horizontal and vertical articulation across the District.
7. Maintain inventories for the resources and equipment associated with the content area. Recommends new or replacement resources and coordinates those purchases with the Director as needed.
8. Plan and participate in professional development and in-service programs as directed.
9. Implement the professional improvement plans and recommendations as specified in the observations and/or evaluation reports as requested.
10. Serves as the contact person for assigned content area questions, after the teacher.
11. Provide professional development for the content area and assist with PD for other content areas as needed.
12. Assist with the hiring and induction of new staff and provide assistance when planning for personnel transitions.
13. Provide data-supported feedback on the effectiveness of the content area program(s) to the Director annually.
14. Assist in the development of the budget for related content area
15. Assists principal or designed to develop master schedule and project staffing needs.
16. Perform additional or alternate duties as assigned.

SALARY RANGE: Per the Millburn Administrator Association agreement.

TERMS OF EMPLOYMENT: 12-month position affiliated with M.A.A.

EVALUATION: The performance of this job will be evaluated annually following New Jersey State law and the provisions of the Board's policy on the evaluation of certificated staff. The annual evaluation is performed by the Director of Curriculum and Instruction for the related content area.

Board Approved: March 24, 2025

Revised:

Millburn Township Public Schools
Job Description

TITLE: **Supervisor of Curriculum and Instruction (12 mo.)**

For Visual and Performing Arts, PK-12 & Health & Phys. Ed., PK-5
Content areas to include, but not limited to: Art/Music/Dance/Theater (PK-12), Health and Physical Education (PK-5), and Related Arts as assigned.

REQUIREMENTS:

1. Valid New Jersey Administrative Certificate with a Supervisor endorsement.
2. Valid New Jersey Teaching Certificate to teach the related content area.
3. Bachelors or Masters degree in the content area.
4. Successful teaching experience of five years in a public school environment in the related content area.
5. Demonstrated leadership in curriculum, program development, integration of technology, and professional development.
6. Prior supervisory and administrative experience preferred.
7. Required criminal history background check, proof of U.S. citizenship or legal resident alien status, and NJ residency or waiver within one year of employment.
8. Meets alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent

JOB GOAL: The Supervisor of Curriculum and Instruction is responsible for ensuring the curriculum meets or exceeds the state standards and that teachers have access to the curriculum and are well-versed in the content. Additionally, ensure continuity and consistency of the curriculum, instruction, materials, and assessment are in place across the District. The Supervisor will annually assist in providing a program evaluation for the assigned content areas.

PERFORMANCE RESPONSIBILITIES FOR THE CONTENT AREA(S) NAMED ABOVE:

1. Implement a cycle of curriculum revision to ensure the curriculum meets or exceeds the state standards. Provide teachers access to the curriculum and any training as needed. Additionally, ensure the curriculum is implemented with fidelity across the district.
2. Ensure instructional methods are age-appropriate for the lesson and that staff can use a variety of instructional strategies including best practices.
3. Establish a regular presence in the schools, build relationships with the staff, and engage in feedback regarding the curriculum and instruction implementation.
4. Attend and have a visible presence at performances for the supervised content areas.
5. Assist in the orientation of new teachers and provide follow-up support in the classroom.
6. Provide formal and informal staff observations. Provide summative evaluations per state regulations and district policies as assigned.
7. Work with Supervisors and Administrators to support horizontal and vertical articulation across the District.

8. Take the lead in working with Elementary Principals when creating the related arts shared schedules and project staffing needs among the elementary schools.
9. Maintain inventories for the resources and equipment associated with the content area. Recommends new or replacement resources and coordinates those purchases with the Assistant Superintendent as needed.
10. Plan and participate in professional in-service programs as directed.
11. Implement the professional improvement plans and recommendations as specified in the observations and/or evaluation reports as requested.
12. Serves as the contact person for assigned content area questions, after the teacher.
13. Provide professional development for the content area and assist with PD for other content areas as needed.
14. Assist with the hiring and induction of new staff and provide assistance when planning for personnel transitions.
15. Provide data-supported feedback on the effectiveness of the content area program(s) to the Assistant Superintendent annually.
16. Assist in the development of the budget for related content area
17. Assists the Principals in developing master schedules and to project staffing needs.
18. Perform additional or alternate duties as assigned.

SALARY RANGE: Per the Millburn Administrator Association agreement.

TERMS OF EMPLOYMENT: 12-month position affiliated with M.A.A.

EVALUATION: The performance of this job will be evaluated annually following New Jersey State law and the provisions of the Board's policy on the evaluation of certificated staff. The annual evaluation is performed by the Assistant Superintendent

Board Approved: March 24, 2025

Revised:

Attachment 1E

1.05.2 (0232)

MILLBURN TOWNSHIP PUBLIC SCHOOLS
Job Description

TITLE: **Assistant Principal - Elementary School (10.5 mo.)**

QUALIFICATIONS:

- New Jersey Administrative Certificate with Principal endorsement.
- Minimum of five years of teaching experience and/or such alternatives as the Board of Education may find appropriate and acceptable.
- Demonstrated leadership capability in the areas of curriculum, staff development, and student discipline.
- Ability to work and communicate effectively with students, staff, and parents/guardians.
- Required criminal history background check, proof of U.S. citizenship or legal resident alien status, and NJ residency or waiver within one year of employment.

REPORTS TO: School Principal

JOB GOAL: To assist the Principal in providing leadership and supervision focused on student learning, school safety, and providing a welcoming and inclusive school environment.

PERFORMANCE RESPONSIBILITIES:

School Leadership:

1. Assists the Principal in duties related to providing high-quality instruction, supervision, evaluation, and the overall administration of the school.
2. Assists in providing staff development and ongoing staff learning by teaching, modeling, and coaching in the use of a variety of instructional strategies.
3. Assists in organizing and implementing staff development activities in support of specific district and building goals.
4. Assists partnering with the Curriculum and Instruction office to ensure consistency and continuity of learning within the classrooms.
5. Serves as building administrator in the absence of the Principal.
6. Makes recommendations to the Principal for changes in policies, personnel practices, and other matters that may result in a more effective school administration.
7. Assists in coordinating the services of the Department of Special Services and acts as a liaison between that department and the school administration.
8. Assists as the chairperson of I&RS, tiered system of supports, and 504 accommodations.

9. Assists with the extracurricular programs, assembly programs during and after school hours, and the assignment of faculty members to support school functions.
10. Assists in the scheduling process and management of the student information system.
11. Assists in screening and hiring personnel.
12. Assists in developing the master schedule.
13. Assists working with colleagues across the district to coordinate activities and promote program articulation.

Supervision of Students and Student Discipline:

1. Assists in maintaining high standards of student conduct and providing corrective actions.
2. Assists in the planning and supervision of activities to promote pupil and employee health and safety.
3. Serves as a School Anti-Bullying Specialist and a member of the School Safety Team as assigned.
4. Assists in the supervision of the cafeteria/playground staff during lunch hours and at arrival and dismissal.
5. Knows when to deescalate or escalate student discipline matters and how to turn them into learning opportunities as appropriate.
6. Supervises the reporting and monitoring of student attendance and provides timely letters and follow-up per the district student attendance policy.
7. Communicates with parents/guardians related to student matters.

Supervision of Faculty and Staff:

1. Conducts staff observations and evaluations following state regulations and district policies as assigned.
2. Ensures staff have the resources and materials to meet the teacher's instructional needs.
3. Assists the Principal in coordinating transportation, custodial, cafeteria, and other support services.

Recordkeeping and Reporting:

1. Assists in maintaining all records and data applicable to pupil progress.
2. Assists in the preparation of required reports of violence, vandalism, substance abuse, and other events.
3. Assists in the coordination and supervision of special programs funded by the state or federal government.
4. Coordinates the requisition of supplies, textbooks, and equipment, conducts inventories, maintains records, and reviews receipts and purchase orders for such material.

Other:

1. Plans and supervises procedures designed to promote safety and welfare, including inspections, fire and safety drills, and following school regulations and statutes.
2. Assists in implementing the local and state testing and assessment program and serves as the building testing coordinator.
3. Assists in the orientation of new students and teachers.
4. Performs such other duties as may be assigned.

SALARY RANGE: Per the Millburn Administrators Association (MAA) agreement.

TERM OF EMPLOYMENT: Ten and a half (10.5) month work year, affiliated with MAA.

EVALUATION: The performance of this job will be evaluated annually following New Jersey State law and the provisions of the Board's policy on the evaluation of certificated staff. The annual evaluation is performed by the Principal.

Approved by the Millburn Township Board of Education: March 24, 2025

Attachment 1F
2.01.6 (3101)

Millburn Township Public Schools
Job Description

TITLE: **School Counselor - Elementary**

REQUIREMENTS:

1. Valid New Jersey School Counselor Certificate or School Social Worker Certificate
2. Master's degree in School Counseling or Master of School Social Work
3. Ability to effectively communicate and work well with students, staff, parents and community members.
4. Strong analytical, communication, writing, and interpersonal skills.
5. Ability to exhibit professionalism, confidentiality, and appropriate decorum in all situations.
6. The criminal history background check, proof of U.S. citizenship or legal resident alien status, and NJ residency or waiver within one year of employment are all required.
7. Meets alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Student Personnel Services/Guidance

JOB GOAL: To provide support services that promote all students' social, emotional, and academic growth. Promote student success by providing a prevention and intervention comprehensive school counseling program and by partnering with parents/guardians and school staff.

POSITION RESPONSIBILITIES:

1. Provide appropriate leadership that engages all stakeholders in delivering programs and services to help students succeed in school.
2. Implement a developmental elementary school counseling curriculum
3. Participates in classroom guidance lessons in each teacher's classroom.
4. Provide resources to teachers to facilitate their instruction of counseling content and to infuse that content into the regular education curriculum.
5. Guide individuals and groups of students through the development of educational, personal, and social goals and life skill goals.
6. Participate in student placement, serve as a resource for faculty, and conduct conferences with teachers and/or parents.
7. Conduct or provide parent education programs.
8. Work with students in small group settings on social skills development, peer relationships, study skills, and emotional well-being.
9. Confer with administrators and faculty on matters of student discipline and provide appropriate counseling to students.

10. Provide a responsive service consisting of prevention and/or intervention activities to meet students' immediate and future needs.
11. Consult with parents, teachers, administrators, and supporting agencies regarding the social and emotional needs of all students.
12. Update and maintain confidential student records and obtain necessary releases of information.
13. Develop local resource lists for community support for students and families.
14. Make referrals to outside and/or community agencies and other school support Services as needed.
15. Assists in implementing the local and state testing and assessment program and serves as the building testing coordinator.
16. Serves as a School Anti-Bullying Specialist and a member of the School Safety Team as assigned.
17. Serves as a member of student support committees such as I&RS, 504, NJTSS.
18. Assist in orientation of new students to school procedures and social/extracurricular opportunities.
19. Assists in supervision of students at lunch/recess, arrival and dismissal as needed.
20. Perform additional duties as assigned.

SALARY RANGE: Per the Millburn Education Association agreement.

TERMS OF EMPLOYMENT: 10-month position affiliated with M.E.A.

EVALUATION: The performance of this job will be evaluated annually following New Jersey State law and the provisions of the Board's policy on the evaluation of certificated staff. The annual evaluation is performed by the Director of Student Personnel Services/Guidance with input from the Principal.

Board Approved: March 24, 2025

Revised:

Attachment 1G
1.01.3 (0495)

MILLBURN TOWNSHIP PUBLIC SCHOOLS
Job Description

TITLE: ASSISTANT SUPERINTENDENT - STUDENT SUPPORT AND SPECIAL SERVICES

QUALIFICATIONS:

1. School Administrator Certification is required.
2. Master's Degree required; additional degrees/coursework desirable.
3. Knowledge of current laws, rules, and regulations governing special education.
4. Demonstrated knowledge, skills, and abilities in communication skills
5. Demonstrates the qualities of leadership necessary to affect change.
6. Five years experience in public school special education programs.
7. Criminal history background check, proof of U.S. citizenship or legal resident alien status, and NJ residency or waiver within one year of employment are all required.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

JOB GOALS:

1. Supervises the Department of Special Services, School Counseling, Nursing, and PreSchool.
2. Responsible for the development, direction, coordination, and evaluation of student programs and services, speech services, school social work, psychological services, student support services, and special education services for children with special needs.
3. Responsible for ensuring Special Education Services comply with NJ Administrative Code and Regulations.
4. Makes recommendations to the Superintendent of Schools concerning policies, Special Education Services, Student Support Services, and Intervention Programs.

PERFORMANCE RESPONSIBILITIES:

Special Education:

1. Provide leadership in ensuring the Special Education programs are effective, efficient and are meeting the needs of our students as well following statutes and codes required.
2. Improve existing programs and develop new programs as needed.

3. Recommend policies and programs essential to support students with special needs.
4. Develop procedures for referral, securing records, reports, screening, placement, evaluation, assignment, and reappraisal of students within the special education services.
5. Evaluate, on an ongoing basis, the total special education program, curricula, procedures, and individual students' needs and achievements.
6. Supervise and coordinate the activities of the child study teams.
7. Develop and maintain accurate and complete individual records of all children receiving special services or enrolled in special classes.
8. Assist in recruitment, selection, and recommendation for hiring/discipline/dismissal of any special services personnel.
9. Collaborate and meet with the District SEPAC (special education parent advisory committee).
10. Conduct regular meetings with staff, parents, and community stakeholders.
11. Keep informed of all legal requirements governing special education in order to ensure compliance.
12. Assume responsibility for special education data needed for state reporting.
13. Develop and write the IDEA Grant and submit it in a timely fashion.
14. Implement, with the Business Administrator, the SEMI federal grant program (if applicable).
15. Supervise the preparation of attendance reports and similar data necessary for the reimbursement of funds, collection of tuition for out-of-district students, and similar fiscal matters.
16. Develop budget recommendations and provide expenditure control on established budgets for special services.
17. Maintain cooperative relationships with state, county, and local agencies providing services to students and families with special needs.
18. Recommend, with the Special Services Supervisors, the placement and transfer assignments of all special services staff.
19. Develop and/or implement and/or recommend in-service programs that would enhance the functioning of the department.

Student Support Services:

1. Guide the development, implementation, and evaluation of a district-wide vision and plan for a Multi-Tiered System (NJTSS) of Support including but not limited to intervention & referral services (I&RS) by providing training, consultation, and program evaluation.
2. Recommend and coordinate professional growth opportunities for building staff and administrators to improve NJTSS programming for students.

3. Ensure effective coordination of services so that special education and identified struggling students have an opportunity to participate in Academic Support Programs (NJTSS), including basic skill improvement and health and wellness programs.
4. Ensure we have effective prevention and crisis intervention supports and programs available to all students. This is completed in collaboration with the Director of Student Personnel Services/Guidance and Principals.

School Counseling (Guidance):

1. Provide leadership to the K-12 school counseling program to ensure comprehensive and student-centered service, support, and communication regarding the program.
2. Provide program development and implementation to support the Director of Student Personnel Services/Guidance and building administrators to ensure the implementation of a comprehensive school counseling program.
3. Supervise and Evaluate the Director of Student Personnel Services/Guidance
4. Work with the Director of Student Personnel Services/Guidance on all Counseling Department personnel matters and changes and oversee HIB matters..

Nursing/Health Services:

1. Ensure the district Nurses are aware of current school health office-related requirements, ordering of nurse office supplies, and maintenance of equipment.
2. Annually appoint the Lead Nurse/Wellness Coordinator and ensure that he/she is coordinating a comprehensive Health and Wellness program within the district.
3. Assist the building Principals in the hiring of building-based school nurses and coordinate the Nurse Substitutes.
4. Coordinate with the Business Administrator the annual appointment of the school physician.

Preschool:

1. Maintain the vision and goals of the Preschool program.
2. Provide direct oversight of the outreach, operations, curriculum implementation, professional development, and community support as enrollment increases.
3. Oversee PK funding requirements and the budget.
4. Implement the tuition-paying PreSchool Program, including recommending the program fees and enrollment process through the lottery.

Other:

1. Coordinate staff/administration responses to student suicidal ideation.
2. Work with staffing agencies to provide related services or program continuity when necessary.
3. Serve as the District Homeless Liaison.

4. Serve as the District DCPP Liaison.
5. Develop and maintain the process for district student Home Instruction.

TERMS OF EMPLOYMENT: Twelve-month unaffiliated position

EVALUATION: The performance of this job will be evaluated annually following New Jersey State law and the provisions of the Board's policy on the evaluation of certificated staff. The annual evaluation is performed by the Superintendent..

SALARY RANGE: Determined by the Board of Education upon the recommendation of the Superintendent.

Board approval: March 24, 2025

Attachment 1H

1.06.2 (0506)

MILLBURN TOWNSHIP PUBLIC SCHOOLS
Job Description

TITLE: Director of Student Personnel Services/Guidance (PK-12)

REQUIREMENTS:
1. Director of School Counseling Services certificate (preferred) or a Principal certificate and School Counselor certificate.
2. Minimum of 5 years of counseling experience.
3. Broad knowledge of child growth and development and the principles of individual and group guidance counseling.
4. Knowledge of best practices for comprehensive PK-12 school counseling/guidance services.
5. Knowledge of the NJTSS (NJ Tiered System of Student Supports).
6. Demonstrated ability to effectively administer student services and work with parents, community groups, and agencies.
7. Strong Leadership and communication skills.
8. Required criminal history background check, proof of U.S. citizenship or legal resident alien status, and NJ residency or waiver within one year of employment.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent of Student Support and Special Services

JOB GOAL:
The Director shall direct, implement, supervise, and evaluate a comprehensive PK-12 School Counseling Program and programs providing Student Support Services. The Director will utilize the skills of leadership, supervision, administrative support, and the available resources of the District and elsewhere to achieve and maintain standards of excellence for our students and community established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:
Student Support Services:
1. Serves as the district coordinator of Harassment, Intimidation and Bullying (HIB), SEL, 504, I&RS.

2. Implements and monitors the NJ Tiered System of Supports (NJTSS) framework with building-level stakeholders.
3. Provides feedback of the intervention programs, interventionist staffing, and scheduling to the Building Principals and his/her supervisor.
4. Identifies and addresses the needs of special populations through special school counseling programs and other activities (i.e., at-risk youth, disaffected students, students making the transition from eighth to ninth grade and 5th to sixth grades).
5. Coordinates with the building administrators and the counseling department regarding the home instructor/teacher grading and assessment practices for general education students receiving home instruction.
6. Provides professional development regarding the programs and for the staff associated with support services as needed.
7. Maintains communications with offices, agencies, and resources that provide specialized help to students and parents.
8. Provides a data-focused annual report regarding the intervention programs and makes any recommendations regarding those programs and services.

School Counseling:

1. Supervises and coordinates the development, implementation, and evaluation of a school counseling program that is comprehensive in scope, preventive in design, and developmental in nature.
2. Ensures the continued development and effective delivery of the district's counseling program.
3. Ensures the implementation of NJ State laws and regulations, Board policies, and school procedures in the School Counseling department.
4. Compiles, updates, and disseminates a comprehensive description of the school counseling program, including policies, procedures, and other components.
5. Participates in the development and implementation of in-service programs.
6. Supervises the work of school counselors in grades PK-12 in conjunction with the building administrators and ensures that the counseling program is meeting student needs and maintaining best practices.
7. Collaboratively evaluates the performance of guidance staff assigned to each school.
8. Supervises the application process (for post-high school education, armed services, scholarships, etc.) and ensures the timely submission of high-quality documents.
9. Supports the Counselors in establishing relationships with Colleges/Universities for the High School Counseling Department in the admission process.
10. Evaluate and recommend improvement in the purpose, design, and implementation of the district Social Emotional Learning (SEL) practices.
11. Ensures that appropriate records are maintained by counselors to track student progress, note counseling services provided, and generate necessary NJ State and District reports.

12. Supervise the delivery of counseling and guidance services which may include but are not limited to:
    a. Career exploration
    b. Annual comprehensive transcript reviews
    c. Student scheduling/course selection and planning for future years
    d. Course schedule change requests
    e. Monitoring student grades/course completion
    f. Progress toward cohort graduation
    g. Course/class enrollment
13. Compiles, updates, and disseminates a comprehensive description of the school counseling program, including policies, procedures, and other components.
14. Organize and supervise a system for regularly disseminating guidance information for students and families, including publications and in-person events.
15. Ensure the counselors provide parental outreach services and programs to support students during the entire school experience.
16. Provides professional development for School Counseling staff as needed.
17. Responsible for hiring, and induction of counselors.
18. Work collaboratively with building and district-level administrators to develop a fiscally responsible budget for the Guidance Department.
19. Serves as District Testing Coordinator.
20. Collects, analyzes, and assembles data-focused reports for:
    a. The high school AP and other course enrollment data
    b. College applications and enrollments
    c. The overall Comprehensive School Counseling program

<u>Master Schedules (PK-12)</u>

1. Monitors the preparation of the school master schedules and sets deadlines for draft and final schedule completion in coordination with School Principals, the Data Manager, and the Curriculum and Instruction office.
2. Works closely with the building Principal/designee in the design and implementation of their master schedules, ensuring efficiency of scheduling/course offerings/staff use.
3. In collaboration with each Principal, reports data to the Superintendent on course enrollment figures with regard to the number of sections and staffing needed.
4. Works with the district's Principals and Directors of Curriculum and Instruction to coordinate elementary, middle, and high school programs of study.

Performs such other tasks as assigned.

SALARY RANGE: Per the Millburn Administrator Association agreement.

TERMS OF EMPLOYMENT: Twelve-month MAA affiliated position

EVALUATION: The performance of this job will be evaluated annually following New Jersey State law and the provisions of the Board's policy on the evaluation of certificated staff. The annual evaluation is performed by the Assistant Superintendent of Student Support and Special Services

Board approval: March 24, 2025

Attachment 2A
2.01.1 (3101)

Millburn Township Public Schools
Job Description

TITLE: **SCHOOL COUNSELOR – HIGH SCHOOL**

QUALIFICATIONS:

1. Holds, or is eligible for, a New Jersey Educational Services Certificate with an endorsement for Student Personnel Services and a Master's Degree with a major in guidance, counseling or psychology.
2. Criminal history background check, proof of U.S. citizenship or legal resident alien status, and NJ residency or waiver within one year of employment are all required.

REPORTS TO: Director of Student Personnel Services/Guidance

JOB GOAL: To promote student success by supporting their academic, career, and social/emotional development through a comprehensive school counseling program.

PERFORMANCE RESPONSIBILITIES:

1. Registers and orients new students and their parents to school procedures and the school's varied opportunities for learning.
2. Aids students in course and subject selection.
3. Maintains student records and protects their confidentiality.
4. Aids students in progressing to overcome educational impediments.
5. Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health, and emotional adjustments.
6. Works to discover and develop special abilities for students.
7. Examines records relevant to a student's progress throughout high school and conducts parent and teacher conferences as necessary.
8. Acts as liaison between students, teachers and parents, and with specialists such as school psychologists, learning disabilities specialists, social workers and speech therapists to maximize learning.
9. Secures yearly teacher ratings of students' performance and assists in preparing necessary reports.
10. Provides information for parents and students on summer school programs, tutoring services, youth employment opportunities, and volunteer programs.
11. Interprets the guidance program to the community.
12. Serves as a member of 504 and MultiTiered Intervention Services Committees for students in their caseload. (formerly Intervention and Referral Services)
13. Serves as a School Anti-Bullying Specialist and a member of the School Safety Team.
14. Assists in implementing the local and state testing and assessment program and serves as the building testing coordinator.
15. Performs other related duties as may be assigned.

TERMS OF EMPLOYMENT: 10 months

EVALUATION: The performance of this job will be evaluated annually following New Jersey State law and the provisions of the Board's policy on the evaluation of certificated staff. The annual evaluation is performed by the Director of Student Personnel Services/Guidance with input from the Principal.

Revised: 5/02, 3/24/25

Attachment 2B
2.01.7 (3101)

Millburn Township Schools
Job Description

TITLE: School Counselor, College and Career - High School

QUALIFICATIONS:

1. School Counseling Services Endorsement
2. Minimum of 5 years of High School Counseling experience
3. Thorough knowledge of child growth and development, the psychology of children, and the principles of individual and group counseling
4. Demonstrated ability to effectively provide student counseling services, work with parents, and liaison with college admissions staff
5. Strong leadership, communication, writing, and presentation skills

Criminal history background check, proof of U.S. citizenship or legal resident alien status, and NJ residency or waiver within one year of employment are all required.

REPORTS TO: Director of Student Support Services/Guidance

JOB GOAL: Working in conjunction with the High School Counseling Department, the College and Career Counselor (CCC) will coordinate the overall process, information sharing, and support for all students post high school plans including colleges, technical schools, military, and other career paths. The CCC will provide information, workshops, events, publications, and other resources, and appropriate ways to support students and families to explore and prepare for post-graduation options. The main focus will be on the college admissions process.

PERFORMANCE RESPONSIBILITIES:

The College and Career Counselor will evaluate and modify current initiatives and implement new programs based on observed or requested needs, particularly in light of shifting college policies and priorities.

Program of Services for Students and Families:

1. Provide programs for parents/guardians and students at each grade level regarding the college admission and college search process including but not limited to: Financial Aid Night, College Night, Senior Family Night, Junior Family Night, Coffee with Counselors (grade 9), Spilling the Tea (grade 10), College Admission Panel, College Essay Writing Workshops, and other programming as appropriate

2. Provide programs for parents/guardians and students regarding alternative post-graduation paths including technical schools, military, and other career paths
3. Provide communication to students, families, and the school community regarding the college and career programs and services using multiple methods including the school website, school communication tools, social media, and in-person presentations
4. Provide access and guidance for students and staff to use our college data platform
5. Provide mock admissions interviews for seniors
6. Engage and present with stakeholders such as the PTO and others
7. Present at BOE meetings regarding the college and career program, placement data, and other college and career topics
8. Respond to student and parent inquiries about the college process and career programs

Department/Office Management:

1. Provide assistance to students and parents with urgent needs in the absence of a co-worker.
2. Provide appropriate leadership with the counseling staff in the area of college and career readiness to support them support students
3. Serve as a professional and positive role model for students through both personal and professional interactions with students, parents/guardians, school visitors, and other district employees within the school setting
4. Maintain own professional competence and continuous improvement through in-service education and other professional growth activities
5. Manage our college data platform (Naivance) including maintenance, updates, rollovers, training of students and staff, and communicating features and benefits.
6. Update and maintain the counseling website
7. Ensure the counseling staff, students, and families aware of scholarship opportunities and how to access them
8. Maintain an ongoing working relationship with the Child Study Team to best meet the needs of the students related to courses and post-graduation.
9. Respond to requests for meetings from supporting organizations
10. Promotes strategies to increase appropriate student course enrollment to boost chances for college acceptances and enrollment
11. Develop and update all written materials (grade-level student guides)
12. Provide a Fall, Winter, and Spring college newsletter supporting students and families
13. Maintain communication and updates with Colleges
    a. Meet with college admission representatives
    b. Attend college admission webinars and live events
    c. Attend in-person college visits
14. Update school counselors on admissions trends and updated college information
15. Review college resources and sites to keep up-to-date on college updates. Some resources include: listservs daily, Journal of College Admissions quarterly, HSCW report weekly, NACAC website and NJACAC
16. Update the School Profile annually and as needed in consultation with the Principal
17. Present Class outcomes/college date to the Board of Education
18. Meet with the Principal and VP regularly to discuss needs and concerns from students, parents, staff, administrators, and the community
19. Meet with administrators and department chairs to discuss curriculum input from an admissions perspective
20. Mentor new counselors and update them on the college process throughout the year
21. Provide support to counselors for junior conferences

22. Provide teacher support for letter of recommendation writing and submission
23. Maintain and protect the confidentiality of student records in keeping with the college application process and any information requested and/or required by post-secondary institutions
24. Attend all Millburn College and Career events
25. Assists in implementing the local and state testing and assessment program and serves as the building testing coordinator
26. Serves as a School Anti-Bullying Specialist and a member of the School Safety Team
27. Other related duties as assigned

College and Career Counselor additional responsibilities stipend during the July & August:

1. Plan and coordinate the Fall college and career programs
2. Maintain college representative communication and relationships while promoting Millburn and students
3. Provide individual appointments, as well as drop-in hours, for students and families as requested to assist with the college planning and application process
4. Communicate with students, parents, and the school community regarding the college and career program and available summer hours
5. Provide updates for our counseling staff regarding college trends and specific college communications
6. Ensure our college data platform is up-to-date with data and access
7. Performs other responsibilities as needed or as assigned by the Principal
8. Other related duties as assigned

TERMS OF EMPLOYMENT: 10-month position affiliated with M.E.A.

Additional 25 work days in July and August for a $10,000. stipend. (Paid over 10 months in same fiscal year) (1 additional sick day)

EVALUATION: The performance of this job will be evaluated annually following New Jersey State law and the provisions of the Board's policy on the evaluation of certificated staff. The annual evaluation is performed by the Director ofDirector of Student Support Services/Guidance with input from the Principal.

Board Approved: July 30, 2024
Revised: 3/24/25

Millburn Township Schools
Job Description

TITLE: **School Counselor - Middle School**

QUALIFICATIONS:

1. Valid New Jersey Educational Services Certificate and School Counselor Endorsement or eligibility
2. Demonstrated ability to communicate and work effectively with students, their parents/guardians, and staff
3. Criminal history background check, proof of U.S. citizenship or legal resident alien status, and NJ residency or waiver within one year of employment are all required.

REPORTS TO: Director of Student Personnel Services/Guidance

JOB DESCRIPTION:

As a member of the school community, the guidance counselor's role is to support and guide students in their personal, social, and academic growth. The guidance counselor will also serve as a student advocate and act as the liaison between the home and school.

PERFORMANCE RESPONSIBILITIES:

Assistance to Students:

1. Provide individual/small group counseling to meet the educational, personal, emotional, and social needs of the student(s)
2. Coordinate and assist with the implementation of the annual 6th grade & new student orientation
3. Assist with the development and implementation of informational programs for students and parents/guardians
4. Onboard and counsel new students and process all academic records according to district policy and departmental procedures
5. Organize, monitor, and maintain student records and communicate information to appropriate faculty and staff
6. Serve as a member of 504 and MultiTiered Intervention Services Committee. (formerly Intervention and Referral Services)
7. Implement programs based on current school/student needs for personal/social development
8. Make appropriate referrals for students based on their individual needs to support services (in-district, out-of-district, and/or community agencies)
9. Take an active role as a member of grade-level teams
10. Attend Team Meetings and maintain accurate meeting minutes regarding student discussions
11. Maintain a professional office environment
12. Provide interim assistance to students and parents with urgent needs
13. Ensure implementation of established district policies and departmental procedures relative to pupil records, academic planning, student scheduling, and data management

14. Maintains professional competence through in-service education and other professional growth activities
15. Assist with planning and coordinating school day and evening special presentations related to guidance, including but not limited to Dialogue Nights and Career Day.
16. Assists in implementing the local and state testing and assessment program and serves as the building testing coordinator.
17. Serves as a School Anti-Bullying Specialist and a member of the School Safety Team.
18. Perform additional tasks and responsibilities as assigned.

TERMS OF EMPLOYMENT: 10-month position affiliated with M.E.A.

EVALUATION: The performance of this job will be evaluated annually following New Jersey State law and the provisions of the Board's policy on the evaluation of certificated staff. The annual evaluation is performed by the Director of Student Personnel Services/Guidance with input from the Principal.

Board Approved: November 11, 2024
Revised: 3/24/25

Attachment 2D
2.01.9 (3101)

Millburn Township Schools
Job Description

TITLE: **School Counselor - Middle School (+ 25 Days)**

QUALIFICATIONS:

- Valid New Jersey Educational Services Certificate and School Counselor Endorsement or eligibility
- Demonstrated ability to communicate and work effectively with students, their parents/guardians, and staff
- Criminal history background check, proof of U.S. citizenship or legal resident alien status, and NJ residency or waiver within one year of employment are all required.

REPORTS TO: Director of Student Personnel Services/Guidance

JOB DESCRIPTION:

As a member of the school community, the role of the guidance counselor is to support and guide students with their personal, social, and academic growth. The guidance counselor will serve as a student advocate and act as the liaison between the home and school.

PERFORMANCE RESPONSIBILITIES:

Assistance to Students:

1. Provide individual/small group counseling to meet the educational, personal, emotional, and social needs of the student(s)
2. Coordinate and assist with the implementation of the annual 6th grade & new student orientation
3. Assist with the development and implementation of informational programs for students and parents/guardians
4. Onboard and counsel new students and process all academic records according to district policy and departmental procedures
5. Organize, monitor, and maintain student records and communicate information to appropriate faculty and staff
6. Serve as a member of 504 and MultiTiered Intervention Services Committee (formerly Intervention and Referral Services)
7. Implement programs based on current school/student needs for personal/social development
8. Make appropriate referrals for students based on their individual needs to support services (in-district, out-of-district, and/or community agencies)
9. Take an active role as a member of grade-level teams
10. Attend Team Meetings and maintain accurate meeting minutes regarding student discussions
11. Maintain a professional office environment
12. Provide interim assistance to students and parents with urgent needs
13. Ensure implementation of established district policies and departmental procedures relative to pupil records, academic planning, student scheduling, and data management

14. Maintains professional competence through in-service education and other professional growth activities
15. Assist with planning and coordinating school day and evening special presentations related to guidance, including but not limited to Dialogue Nights and Career Day
16. Assists in implementing the local and state testing and assessment program and serves as the building testing coordinator.
17. Serves as a School Anti-Bullying Specialist and a member of the School Safety Team
18. Perform additional tasks and responsibilities as assigned

Additional Responsibilities of MS Guidance Counselor Receiving Stipend ($10,000*):

1. Identify and address areas of growth and development for the Guidance Department
2. Oversee in collaboration with building administration the development of the Master Schedule
3. Coordinate with building administration the placement process for teachers
4. Oversee and coordinate the Guidance Department, including planning and coordinating Dialogue Nights, Career Day, and other guidance presentations, as needed.
5. Identify and coordinate programs to address student needs (Examples: lunch bunch, FLEX, Student Support, and Peer Tutoring)
6. Collaborate on the development of the building schedule and any necessary adjustments
7. Assist the Building Testing Coordinator in preparing for any upcoming testing
8. Welcome and onboard new families during the summer.
9. Plan and coordinate 6th Grade Transition Day
10. Plan and oversee the scheduled new student and incoming 6th-grade student open house days before the start of school
11. Support 6th Grade Orientation
12. Assist the 504 Coordinator
13. Work an additional 25 days during the summer (in addition to the MEA Agreement)
14. Perform additional tasks and responsibilities as assigned

TERMS OF EMPLOYMENT: 10-month position affiliated with M.E.A.
*paid over the 10 months following the 25 summer days

EVALUATION: The performance of this job will be evaluated annually following New Jersey State law and the provisions of the Board's policy on the evaluation of certificated staff. The annual evaluation is performed by the Director of Student Personnel Services/Guidance with input from the Principal.

Board Approved: November 11, 2024
Revised: 3/24/25

Millburn Township Public Schools
Job Description

TITLE: **Director of Curriculum and Instruction**

for Mathematics and Business, K-12 (0519)
Content areas include, but are not limited to: Mathematics, Math Strategies, Business, and Financial Literacy. Related Arts as assigned.

for STEM (Science and Technology), K-12 (0529)
Content areas to include, but not limited to: Science, Educational Technology, Engineering, Robotics, and Health & PE. Related Arts as assigned.

for English Language Arts/Library, K-12 (0514)
Content areas to include, but not limited to: English Language Arts, Strategies Intervention, and Library Media. Related Arts as assigned.

for Humanities, World Language, and ESL, K-12 (0528)
Content areas to include, but not limited to: Social Studies, World Language, English as a Second Language, and Visual Arts/Dance/Theater. Related Arts as assigned.

REQUIREMENTS:

1. Valid New Jersey Principal Certificate or certificate of eligibility.
2. Successful teaching experience of five years in a public school environment.
3. Demonstrated leadership in curriculum, program development, integration of technology, and professional development.
4. Prior supervisory and administrative experience preferred.
5. Required criminal history background check, proof of U.S. citizenship or legal resident alien status, and NJ residency or waiver within one year of employment.
6. Meets alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent

JOB GOAL: The Director, within the Curriculum and Instruction office, is responsible for instructional leadership in the following areas but not limited to professional development, testing, curriculum, instruction development, articulation, observations, and evaluations. The Director will collaborate with district administration, faculty, staff, and other district stakeholders to accomplish the position's and district's goals. The Director will annually provide a program evaluation and assessment and make recommendations for the assigned areas.

PERFORMANCE RESPONSIBILITIES FOR THE CONTENT AREA(S) NAMED ABOVE:

Instructional Supervision:

1. Provide direction and leadership in the design, development, implementation, articulation, maintenance, and evaluation of the content programs assigned.
2. Supervise staff members with Principals and assist building administration with observations and annual evaluations.

3. Establish and maintain a presence in each school building to build relationships, view teaching and learning, and engage with instructional staff.
4. Work with the school-level administration to assist with team meetings and departmental meetings.
5. Work with content area personnel and assist with curriculum design to ensure effective instruction.
6. Provide feedback on the effectiveness of the program(s) and supervision.
7. Work collaboratively with Administration, Principals, Instructional Supervisors, Supervisors, and Department Chairs in the development, implementation, and outcomes of school and district goals and objectives.
8. Facilitate and lead meetings with Administrators, Instructional Supervisors, and Department Chairs.
9. Supervise the Instructional Supervisors, and Department Chairs within the content area.
10. Provide annual summative evaluations for Instructional Supervisors, and Department Chairs with the Principals.
11. Monitor and ensure the curriculum is implemented effectively district-wide to provide continuity and consistency of programming and instruction K-12.

Curriculum and Development:

1. Provide leadership in developing, monitoring, and improving short and long-term plans, articulating curriculum revisions, and updating textbooks/resources within the content area.
2. Provide an annual program evaluation and assessment for the Assistant Superintendent for C&I, including items such as (not limited to):
    a. Short and long-term planning
    b. Professional development
    c. Evaluation and interpretation of state and local assessment data
    d. Materials and Resources inventory and updates
    e. Recommendations or other items as needed
3. Responsible for building a cohesive K-12 curriculum, ensuring curriculum alignment in the subject areas assigned, and utilizing and maintaining the curriculum framework and platform.
4. Ensure enrichment and intervention programs are supporting students in the content area.
5. Develop, coordinate, implement, and oversee curriculum writing with Instructional Supervisors, Department Chairs, and Teachers.
6. Make recommendations for the Curriculum and Instruction budget.
7. Work collaboratively with Administration, Principals, Instructional Supervisors, Supervisors, Department Chairs, and Teachers to achieve the goals of the State Curriculum Standards, including integrating instructional technology within content areas.
8. Develop and implement curriculum programming to differentiate instruction to address student needs, such as strategies, interventions, gifted and talented, multilingual learners, etc., within implementing the New Jersey Tiered System of Support Framework.

Professional Development:

1. Work collaboratively with the Administration to develop, plan, facilitate, and implement new staff orientation, pre-tenure academy, after-school professional development, summer professional development, district professional development days, and professional development for content areas.
2. Work with administration and teachers to develop district-wide Professional Development Plans.
3. Work collaboratively with the Assistant Superintendent in planning, developing, conducting, facilitating, and turnkey professional development programming and professional development budget.
4. Remain up-to-date on the curricular areas, current curriculum/instruction research, and best practice recommendations; and lead professional development and study of the same.

Assessment:

1. Provide leadership in developing, implementing, and improving assessment practices with continuity and consistency.
2. Oversee, train, and implement a data warehouse and assessment management system in conjunction with the areas of responsibility.

3. Provide professional development for the assessment framework.
4. Utilize data to analyze and monitor progress of student performance and the effectiveness of programming.
5. Provide recommendations for instructional/curricular changes based on assessment data.
6. Responsible for reporting results of state and local assessment data as directed.

Administration and Operations:

1. Assist in District decision-making for program, supervision, and district goal setting.
2. Serves as District co-coordinator of Gifted and Talented.
3. Work collaboratively with Administration, Principals, Instructional Supervisors, Supervisors, Department Chairs, and Teachers in the development, implementation, and outcomes of school and district goals and objectives.
4. Supports the development and facilitation of federal grant programs.
5. Collaborate in recruiting and selecting personnel within the content area as directed.
6. Develop, update, and maintain the district-level C&I web page and the C&I resource website.
7. Work collaboratively with the Assistant Superintendent planning, participating, conducting, and facilitating informational and educational sessions, and presentations, for the Board of Education, parent groups, and community.
8. Directors of Curriculum and Instruction will be responsible for one of the following:
    a. District Coordinator of G&T
    b. Middle School Coordinator for H&PE
    c. District Coordinator of Professional Development
    d. District Coordinator of Culture, Climate, and Belonging
9. Perform other duties as assigned.

TERMS OF EMPLOYMENT: 12-month position affiliated with M.A.A.

EVALUATION: Will be evaluated by the Assistant Superintendent

Board Approved: July 30, 2024

Revised: 3/24/25

MMS NJSLA Skills*			
	Name	# Hours	Rate/hr. **
Middle School After School NJSLA Skills Support Program	Kirk, Marylou	25	$65.00
Middle School After School NJSLA Skills Support Program	Klymko, Lyndsay	50	$65.00
Middle School After School NJSLA Skills Support Program	McQuaide, Amy	25	$65.00
Middle School After School NJSLA Skills Support Program	Zale, Allison	50	$65.00

* Title I Federal Funds

South Mountain School Parent SEL Series*		
Name	# Hours	Rate/hr. **
Beck, Elizabeth	8	$65.00

* Title I Federal Funds

***rates after June 30, 2024 are based on 23-24 contracts and subject to ongoing negotiations.**