

**ROXBURY BOARD OF EDUCATION
42 N. HILLSIDE AVENUE
SUCCASUNNA, NEW JERSEY 07876**

SUPERINTENDENT EMPLOYMENT CONTRACT

THIS CONTRACT OF EMPLOYMENT is made and entered into this 8th day of May, 2023 by and between the **Roxbury Board of Education** with offices located at 42 North Hillside Avenue, Succasunna, New Jersey 07876 (hereinafter referred to as the “Board”),

and

Francis Santora, Ed. D., whose position is to be the Superintendent of Schools (hereinafter the “Superintendent”).

WITNESSETH

WHEREAS, the Board and the Superintendent believe that a written Contract of Employment is necessary to specifically describe their relationship and to serve as the basis of effective communication between them; and

WHEREAS, the Board offered Dr. Francis Santora the position of Superintendent, and he has accepted the Board's offer; and

WHEREAS, the Superintendent is the holder of an appropriate certificate as prescribed by the State Board of Education and as required by N.J.S.A. 18A:17-17; and

WHEREAS, the terms of this Contract of Employment have been approved by the County Executive Superintendent, and the Board approved the terms of this Contract of Employment by a vote of its members at a scheduled meeting on May 8, 2023, and has authorized the President of the Board to execute this Contract of Employment.

NOW, THEREFORE, the Board and the Superintendent, for the consideration herein specified, agree as follows:

1. TERM

The Board hereby agrees to employ Dr. Francis Santora as the Superintendent of the Roxbury Board of Education for the period beginning on July 1, 2023 or as soon thereafter as he is released from his current employer, expiring at midnight on June 30, 2027.

2. CERTIFICATION AND RESPONSIBILITIES

A. Certification

The Superintendent shall maintain a current and valid certificate issued by the New Jersey Department of Education for the position of Superintendent of Schools . In the

event the Superintendent's certificate issued by the Department of Education is revoked, this Contract of Employment is null and void as of the date of the certificate revocation.

The Superintendent further agrees to comply with all other legal requirements respecting the employment of a Superintendent of Schools.

B. Duties

The Superintendent shall have general supervision over the schools and all attendant powers and duties as set forth by law. The Superintendent shall:

- a. faithfully perform the duties of the Superintendent for the Board and serve as the chief school administrator and executive officer in accordance with the laws of the State of New Jersey, rules and regulations adopted by the State Board of Education, and policies which are adopted from time to time by the Board. The specific job description adopted by the Board, applicable to the position of Superintendent, is attached hereto and made a part hereof as Exhibit A. Both the Board and the Superintendent shall follow the job description;
- b. devote his full time, skills, labor' and attention to this employment during the terms of this Contract of Employment, provided that the Superintendent may, with prior notice to and prior approval of the Board, undertake short term consultative work, speaking engagements, writing, teaching, lecturing, or other professional duties and obligations which do not interfere with his full-time responsibilities as Superintendent. Should the Superintendent choose to engage in such outside activities on the weekends, on his vacation, or at other times when he is not required to be present in the district, he shall retain any honoraria paid;
- c. carry out the administration of instruction and business affairs of the district, with the assistance of staff, in accordance with the legal obligations required by law and the responsibilities as outlined above, including the job description;
- d. recommend the selection, placement, appointment, reappointment, non-renewal, and transfer of personnel, subject to the approval of the Board in accordance with the responsibilities as outlined above, and subject to applicable Board policies and directives;
- e. study and make recommendations with respect to all criticism and complaints, which the Board, either individually or collectively, may refer to him in accordance with the responsibilities outlined above;
- f. attend appropriate professional meetings and conferences as a representative of the Board. The expenses incurred in connection with such meetings shall be subject to the provisions herein regarding reimbursement for professional expenses incurred by the Superintendent;

- g. structure his working day and organization to ensure that all duties are performed, and obligations met;
- h. assume responsibility for the administration of the affairs of the School District, including but not limited to programs, personnel and fiscal operations, instructional programs, and all duties and responsibilities therein will be performed and discharged by the Superintendent or by staff at the Superintendent's direction;
- i. have a seat on the Board and the right to speak (but not vote) on all issues before the Board in accordance with applicable law. The Superintendent shall attend all regular and special meetings of the Board, and all committee meetings thereof, and shall serve as advisor to the Board and said committees on all matters affecting the School District. In the event that the Superintendent is issued a RICE Notice and he chooses to have the ensuing discussion in closed session, at a minimum, he shall be given the opportunity to address the Board in closed session and to bring a representative of his choosing;
- j. suggest, from time to time, regulations, rules, policies and procedures deemed necessary for compliance with law and/or for the well-being of the School District;
- k. perform all duties incident to the Office of the Superintendent and such other duties as may be prescribed by the Board from time to time. The Superintendent shall, at all times, adhere to all applicable federal and state statutes, rules, regulations, and executive orders, as well as district policies and regulations;
- l. report to the Board of Education and adhere to directions from the Board of Education consistent with the performance and legal obligations herein;
- m. consult with the Board Attorney as the Superintendent deems appropriate.

All duties assigned to the Superintendent should be appropriate to and consistent with the professional role and responsibilities of the Superintendent and shall be set by Board policy and in the Job Description for the Superintendent which may be modified from time to time, consistent with the intent set forth above..

3. PROFESSIONAL GROWTH OF SUPERINTENDENT

The Board encourages the continuing professional growth of the Superintendent through his participation as he might decide, in light of his responsibilities as the Superintendent, in the following ways:

- A.** The operations, programs, and other activities conducted or sponsored by local, state, and national school administrator and/or school board associations, including but not limited

- to, conferences, conventions and workshops.
- B.** Seminars and courses offered by public or private educational institutions;
 - C.** Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the Superintendent to perform his professional responsibilities for the Board;
 - D.** Visits to other institutions; and
 - E.** Other activities promoting the professional growth of the Superintendent.

Expenses for meals, lodging, registration and transportation for national and state conventions of recognized educational associations, workshops, seminars and institutes to enhance the Superintendent's knowledge and expertise in the field of education and administration shall be paid for/reimbursed by the Board in accordance with law and to a maximum reimbursement of up to Two Thousand Five Hundred (\$2,500.00) per Contract of Employment Year. Payments or reimbursements shall be made in accordance with OMB travel circular provisions, the general requirements of N.J.S.A. 18.A:11-12, Board policy, and upon prior approval of the Board. The Superintendent shall follow Board policy and applicable law in supplying the necessary documentation for reimbursement.

4. COMPENSATION

A. Salary

For the 2023-2024 school year, the Board shall pay the Superintendent an annual salary of Two Hundred Five Thousand Dollars (\$205,000). This salary shall be prorated accordingly with the start of employment date after July 1, 2023.

For the 2024-2025 school year, the Board shall pay the Superintendent an annual salary of Two and One-Half Percent (2.5%) over the Superintendent's 2023-2024 annualized salary.

For the 2025-2026 school year, the Board shall pay the Superintendent an annual salary of Two and One-Half Percent (2.5%) over the Superintendent's 2024-2025 salary.

For the 2026-2027 school year, the Board shall pay the Superintendent an annual salary of Two and One-Half Percent (2.5%) over the Superintendent's 2025-2026 salary.

The annual salary shall be paid to the Superintendent in accordance with the payroll schedule for other certified employees. Any increase in salary, with the exception of the additional Two and One-Half Percent (2.5%) set forth above in the 2024-2025, 2025-2026, and 2026-2027 school years, shall receive the prior written approval of the Executive County Superintendent, and shall follow the P.L.2007, c.53 public notice and

hearing requirements on the amended Contract of Employment.

B. Other Provisions

During the term of this Contract of Employment, including any extension thereof, the Superintendent shall not be reduced in compensation, including salary and benefits. Any adjustment in salary made during the life of this Contract of Employment shall be in the form of an amendment, shall not be deemed that the Board and the Superintendent have entered into a new Contract of Employment, and shall require the prior approval of the Executive County Superintendent.

5. BENEFITS

A. Vacation Days

The Superintendent shall be granted twenty-three (23) vacation days annually, calculated and prorated on an annualized basis, all of which shall be available to the Superintendent on July 1st of each Contract of Employment year. The Superintendent shall take vacation after giving the Board President reasonable notice. The Superintendent may not take vacation during the last two (2) weeks in August, the first two (2) weeks of the school year or the last ten (10) days of the school year. The Board, through its Business Office, shall be responsible for maintaining written documentation of the Superintendent's earned, used and accrued vacation days. If the Superintendent does not complete a Contract of Employment year, the number of vacation days shall be prorated at 1.91 vacation days per month for the completed months of service. If the Superintendent utilizes days in excess of this rate, compensation for those days shall be deducted from the Superintendent's last check.

If business demands prohibit the Superintendent from using all of his allotted vacation days in a given year, he may carry over up to seven (7) unused vacation days to be used during the next school year pursuant to law. Any vacation days carried over from the previous year that are not used shall be forfeited.

B. Holidays

The Superintendent shall be entitled to time off with pay for the following holidays, which shall not be charged against vacation time, provided they do not interfere with the School Calendar:

- | | |
|---------------------------|--------------------------------|
| Independence Day | Christmas Day |
| Labor Day | Day Before New Year's Day |
| Scheduled Jewish Holidays | New Year's Day |
| Columbus Day* | Martin Luther King's Birthday* |
| Thanksgiving Day | Presidents' Day* |
| Day After Thanksgiving | Good Friday |
| Day Before Christmas | Memorial Day |

*If included in the General School Calendar

C. Personal Days

The Superintendent shall be granted five (5) personal days annually, calculated and prorated on an annualized basis. All personal days shall be provided with pay, shall be used at the Superintendent's discretion and for personal matters which require absence during school hours. At the end of each Contract of Employment year, up to three (3) days of unused personal leave shall be converted to sick days and shall accumulate as provided by law. In no case shall the total number of sick days exceed fifteen (15) sick days for any Contract of Employment year. Any unused personal days that are not converted to sick days at the end of the school year shall not be cumulative.

D. Bereavement Leave

The Superintendent shall be provided with the following leaves of absences: three (3) bereavement days, with pay, upon the death of a spouse, parent, child, grandchild, grandparent, brother, sister, parent-in-law or member of the immediate household and one (1) day for other family situations or bereavement. Unused Bereavement Leave at the end of each Contract of Employment year shall not be cumulative.

E. Health Benefits

The Board shall provide the Superintendent with health benefits as detailed below. Pursuant to applicable law and regulation, the Superintendent shall contribute an amount toward payment of premiums. The contribution shall be made through payroll deduction.

- a. Medical Insurance: The Board shall provide the Superintendent and his eligible dependents with medical insurance under a plan provided by the Board as equivalent to the New Jersey Educators Health Plan in conformance with the requirements of P.L. 2020 c.44.
- b. Dental Insurance: The Board shall provide a dental plan to the Superintendent and his eligible dependents.
- c. Waiver of Insurance: If the Superintendent elects to opt out of the medical insurance coverage, the Board shall pay the Superintendent the applicable waiver amount as outlined below:

Single:	\$2,000
Parent/Child:	\$2,300
Employee/Spouse:	\$2,700
Family:	\$3,000

F. Sick Leave

The Superintendent shall be granted twelve (12) sick days annually, calculated and prorated on an annualized basis, all of which shall be available to the Superintendent on

July 1 st of each Contract of Employment year. The unused portion of such sick leave, at the end of any Contract of Employment year, shall be cumulative. Unused sick leave may be accumulated from year to year.

G. Membership Fees

The Board shall pay one hundred percent (100%) of the Superintendent's membership fees and/or charges to the New Jersey Association of School Administrators; Morris County Association of School Administrators, ASCD, and the American Association of School Administrators. Upon the prior approval of the Board, the Board shall pay up to Five Hundred Dollars (\$500.00) to other professional/civic groups and organizations which the Superintendent and the Board deem necessary to maintain and/or improve his professional skills.

H. Expense Reimbursement

The Board shall reimburse the Superintendent for expenses incurred for sustenance and travel for which he uses his personal vehicle, in the performance of the Superintendent's duties under this Contract of Employment in accordance with law. Mileage shall be paid from mileage vouchers according to "New Jersey Office of Management and Budget" rates per mile (currently \$0.47 per mile). The Superintendent shall be reimbursed for expenses up to a maximum amount of Two Thousand Four Hundred (\$2,400.00) Dollars per school year, and pursuant to Board policy, upon prior approval of the Board, and pursuant to N.J.S.A. 18A:11-12 and regulations promulgated thereunder.

I. Cellular Telephone

The Board shall provide the Superintendent with a cellular telephone for business related telephone calls, as well as de minimis personal use; and pay the monthly expenses associated with same. This equipment shall remain the property of the Board and shall be returned to the Board upon the Superintendent's separation from employment with the Board.

J. Professional Liability

The Board agrees that it shall defend, hold harmless and indemnify the Superintendent from any and all demands, claims, suits and actions, and legal proceedings brought against the Superintendent in his individual capacity or in his official capacity as agent and/or employee of the Board, provided the incident, which is the subject of any such demand, claim, suit, action or legal proceeding, arose while the Superintendent was acting within the scope of his employment. If, in the good faith opinion of the Superintendent, a conflict exists in regard to the defense of any claim, demand or action brought against him, and the position of the Board in relation thereto, the Superintendent may engage his own legal counsel, in which event the Board will indemnify the Superintendent for the cost of his legal defense. The Board further agrees to cover the Superintendent under the Board's liability insurance policies, including employment

practices liability coverage.

6. RETIREMENT OR SEPARATION FROM SERVICE

A. Accumulated Unused Sick Days

Upon the Superintendent's retirement, the Board will pay all unused, accumulated sick days earned while an employee of the Board, in accordance with law. Payment shall be calculated at the rate of 1/260th of the Superintendent's annual base salary at the time of retirement. Pursuant to N.J.S.A. 18A:30-3:5, payment shall not exceed \$15,000.00.

B. Accumulated Unused Vacation Days

Upon the Superintendent's separation from employment with the District or retirement from employment with the District, the Board shall reimburse the Superintendent for up to thirty (30) accumulated unused vacation days earned while an employee of the Board, in accordance with law. Payment shall be calculated at the Superintendent's daily rate of pay, based upon a 260-day work year, following his last day of employment. Payment by the Board to the Superintendent for his unused vacation days shall be made within 30 days of his separation from employment.

C. Payment to Estate

If the Superintendent dies before his Contract of Employment year is completed, payment for any accumulated unused vacation days due to the Superintendent shall be made to his estate in accordance with law.

7. EVALUATION

The Board shall evaluate the performance of the Superintendent in accordance with law. The Board and the Superintendent shall meet to review the Superintendent's performance and establish performance goals for the following school year. Each evaluation shall be in writing, a copy shall be provided to the Superintendent, and the Board and the Superintendent shall meet to discuss the findings. The evaluation shall include areas of commendation and recommendation and shall provide direction as to any aspects of performance that are in need of improvement. The evaluations shall be based upon the goals and objectives of the District and the Board of Education, the responsibilities of the Superintendent as set forth in his job description and provide for such other criteria as the State Board of Education shall by regulation prescribe. It shall be the Board's responsibility to ensure completion of the annual evaluation of the Superintendent. The Superintendent shall receive a copy of any backup forms utilized in the evaluation process. The evaluation format shall be developed and approved jointly by the Board and the Superintendent within ninety (90) days of the execution of this Contract of Employment. On or before June 30 of each school year, the Superintendent and the Board shall meet to review the evaluation format and to mutually determine the evaluation format to be used in the subsequent school year.

The parties also agree that the Board shall not hold any discussions or take any negative action regarding the Superintendent's employment unless the Superintendent is given notice at least forty-eight (48) hours in advance. In addition, the Board shall not hold any discussions with regard to the Superintendent's performance, or that may adversely affect the Superintendent's employment, in public session, unless the Superintendent requests that such discussions be held in public session pursuant to Open Public Meetings Act.

8. RENEWAL/EXTENSION OF CONTRACT OF EMPLOYMENT

Any renewal/extension of this Contract of Employment shall be by mutual agreement of the parties and must be set forth in a written agreement signed by the parties and upon the prior approval of the Executive County Superintendent.

9. TERMINATION OF CONTRACT OF EMPLOYMENT

This Contract of Employment may be terminated by:

- A. Mutual agreement of the parties;
- B. Unilateral termination by the Superintendent upon ninety (90) days written notice to the Board;
- C. Notification in writing by the Board to the Superintendent at least one hundred twenty (120) days prior to the expiration of this Contract of Employment, of the Board's intent not to renew this Contract of Employment;
- D. In the event that the Superintendent's certificate is revoked, this Contract of Employment shall become null and void as of the date of revocation; or
- E. Actions consistent with law.

10. COMPLETE AGREEMENT

This Contract of Employment embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the undersigned parties and the prior approval of the Executive County Superintendent.

11. MODIFICATION

The terms and conditions of this Contract of Employment shall not be modified except by the written consent of both Parties hereto and after review and approval by the Executive County Superintendent. Any amendments to this Contract of Employment shall not create a new Contract of Employment or Contract term but shall only constitute an amendment to the existing Contract of Employment.

12. CONFLICTS

In the event of any conflict between the terms, conditions, and provisions of the Board's policies, or any permissive state or federal law, then, unless otherwise prohibited by law, the terms of this Contract of Employment shall take precedence over the contrary provisions of the Board's policies or any such permissive law during the term of the Contract of Employment.

13. SAVINGS CLAUSE

If during the term of this Contract of Employment it is found that a specific clause of the Contract of Employment is contrary to federal or state law, the remainder of the Contract of Employment not affected by such a ruling shall remain in force.

WHEREAS, the Superintendent approves the terms and conditions of this Contract of Employment, and agrees to be bound by same; and


WHEREAS, this Contract of Employment has been approved by a vote of the Members of the Board of Education at its meeting of the 8th day of May, 2023, said action having been made a part of the official minutes of that meeting;

IN WITNESS WHEREOF, the parties set their hands and seals to this Contract of Employment effective on the day and year first above written.




Witness: Mary Kathy Kolbusch

Dated: 5/8/23




Dr. Francis Santora

Dated: 5/8/23



Witness: Joseph Mondanaro, BA
Board Secretary, Roxbury Board of Education

Dated: 5/8/23



Leo J. Coakley, President
Roxbury Board of Education

Dated: 5/8/23

Central Office Administration

Title: Superintendent

COA-1

Qualifications:

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

Reports to: Board of Education

Supervises: Every district employee

Job Goal:

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

Scope of Responsibility:

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

Performance Responsibilities:

1. Instructional Leadership
 - 1.1. Ensures that a system of thorough and efficient education, as defined in state law and code is available to all students.
 - 1.2. Ensures that the goals of the school system are reflected in its educational program and operations.
 - 1.3. Provides for the timely completion of annual district and school-level reporting and planning requirements including school report cards, pupil performance objectives and a quality assurance report to the public.
 - 1.4. Reviews with staff all curriculum guides and courses of study annually in accordance with a board adopted evaluation schedule. Recommends, for board adoption, curricula, courses, textbooks and time schedules.
 - 1.5. Ensures implementation and evaluation of all board-approved written curriculum for all subjects and inclusion of mandated programs and state core curriculum content standards.

- 1.6. Provides for curriculum articulation among grades and schools in the district and between/among constituent districts in a regional school system or sending-receiving agreement.
 - 1.7. Encourages staffs to develop programs, services and projects that reflect instructional diversity, alternatives and flexibility, while assuring an articulated, consistent education for all students.
 - 1.8. Ensures the effectiveness of the instructional program by measuring student achievement against state and local standards. Initiates program changes as necessary.
 - 1.9. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.
 - 1.10. Seeks out available sources for grant funding to support programs and projects.
 - 1.11. Keeps professionally current and informed on research-based educational practices.
 - 1.12. Reports to the board of education regarding educational programs and facilities of the district.
2. Personnel Administration
- 2.1. Mentors staff and demands high performance. Implements sound personnel practices.
 - 2.2. Directs and supervises the administrative staff and through them all district staff.
 - 2.3. Develops recruitment and retention procedures to assure well-qualified applicants for professional and nonprofessional positions. Participates in final candidate interviews, as appropriate, and recommends appointment, transfer, renewal and dismissal of all certified and noncertified staff to the board.
 - 2.4. Ensures that all staff is appropriately certified and is observed and evaluated annually in accordance with law and established procedures. Recommends certified and noncertified employees for contract renewal and/or tenure appointment.
 - 2.5. Suspends staff.
 - 2.6. Provides direction and serves as a resource for management representatives in negotiating with employee bargaining units.
 - 2.7. Supervises administration of collective bargaining agreements.
 - 2.8. Recommends and implements the district's professional development plan.
 - 2.9. Ensures that all teaching staff members fulfill continuing professional development and receive in-service training required by state/federal laws. Assumes responsibility for the maintenance of appropriate documentation in a central file and timely submission of all required reports.
3. Financial Management
- 3.1. Ensures that the budget implements the district's goals.
 - 3.2. Ensures implementation of board financial policies and district procedures. Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices.
 - 3.3. Initiates and supervises development of the annual budget, providing opportunity for staff input. Recommends budget and budget priorities for board approval and communicates the educational and monetary impact of the budget to the community.
 - 3.4. Ensures that the district develops and implements a multi-year (3-5 years) comprehensive maintenance plan.
 - 3.5. Oversees school facility management to provide safe, efficient and attractive buildings, with strong emphasis on preventative maintenance and custodial care. Ensures annual inspections of each school building for adherence to health and safety codes.
 - 3.6. Continually assesses business management practices to achieve efficiency.
 - 3.7. Ensures funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.

4. Student Services

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

5. School/Community Relations

- 5.1. Promotes community support of the schools. Interprets district programs and services, reports plans, events and activities of interest, and solicits community opinions regarding school and education issues.
- 5.2. Presents the district's NJ Quality Single Accountability Continuum report as dictated by code, to the community at a regular board of education meeting and submits required paperwork to the state through NJ Homeroom.
- 5.3. Identifies available community resources and linkages to social service agencies that support education and healthy child development.
- 5.4. Develops strategies to promote parental involvement in their children's education and provides opportunities for parent-teacher interaction.
- 5.5. Maintains contact and good relations with local media.
- 5.6. Ensures that district interests will be represented in meetings and activities of municipal and other governmental agencies.
- 5.7. Represents the school system and its interests in community organizations, activities and projects.

6. Board Responsibilities

- 6.1. Provides leadership in the implementation of the district's vision, mission, and goals.
- 6.2. Serves as a non-voting member of the board of education and a non-voting ex-officio member of all committees created by the board, to participate in discussions and serve as a resource. The Superintendent will not count toward the quorum of the committee.
- 6.3. Prepares and recommends short- and long-range plans for board approval and implements those plans when approved.
- 6.4. Attends all regular and special meetings of the board, and participates in a professional leadership role. Designates an administrative staff member to serve in his/her absence, when appropriate.
- 6.5. Knows board policy and respects the policymaking authority and responsibility of the board.
- 6.6. Recommends drafts of new policies or changes to the board. Establishes guidelines and processes for monitoring implementation of board policies.
- 6.7. Collects adequate and reliable information before making recommendations and decisions.

- 6.8. Prepares, in conjunction with the board president, agenda recommendations relative to all matters requiring board action, including all facts, information, options and reports needed to assure informed decisions. Provides advice and counsel to the board on matters before it.
 - 6.9. Provides a communication system to keep the board informed of district issues and critical information needed for decision-making.
 - 6.10. Anticipates potential problems. Recommends policies or courses of staff action.
 - 6.11. Keeps the board informed regarding development in other districts or at state and national levels that would be helpful to the district.
 - 6.12. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
 - 6.13. Fulfills all statutory obligations and implements the education law of the State of New Jersey and the administrative code of the New Jersey Department of Education.
 - 6.14. Advises the board of its responsibilities under the School Code of Ethics Act; Ensures the adoption of policies and procedures regarding required training for board members and the annual distribution, public discussion, and documentation of the Act and the Code of Ethics for School Board Members.
7. Policy Development
- 7.1. As chief school executive, carries out the policies of the board.
 - 7.2. Advises the board of the need for new, revised or deleted policies and prepares policy drafts for board approval.
 - 7.3. Supervises the effective implementation of all constitutional or statutory laws, state regulations, and board policies.
 - 7.4. Makes such rules, procedures/guidelines and forms and give such instructions to school employees and students as may be necessary to implement board policy.
 - 7.5. Supervises the efficient maintenance and dissemination of all board of education policy documents.
 - 7.6. Acts on own discretion if action is necessary in any matter not covered by board policy, reports such action to the board as soon as practicable and prepares draft policy for review, modifications if necessary, and adoption by the board.

Terms of Employment:

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

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

Annual Evaluation:

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

Approved by: Roxbury Township Board of Education

Revised: August 2014

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