

Hunterdon County Clerk's Office

71 MAIN STREET, HALL OF RECORDS BLDG.
PO BOX 2900
FLEMINGTON, N.J. 08822-2900



LISA MENA
DEPUTY COUNTY
CLERK
908-788-1378

CLERK'S OFFICE
GENERAL
908-788-1221

LINDA MARTORANO
ASSISTANT DEPUTY
COUNTY CLERK
908-788-1217

FAX
908-782-4068

MARY H. MELFI
COUNTY CLERK / REGISTER OF DEEDS
908-788-1214
countyclerk@co.hunterdon.nj.us
www.co.hunterdon.nj.us/countyclerk.htm

February 2021

Dear School Board Member Candidate:

Please find all information necessary to file your petition as a candidate for School Board Member in the Annual School Election which will be held on Tuesday, November 2, 2021. The Petition is due in my office no later than 4 p m, Monday, July 26, 2021. Petitions may be filed during normal business hours Monday-Friday from 8:30am-3:30pm until the filing deadline of 4pm on Monday, July 26th. Please check our office for any additional hours. Notary services are available on-site at no charge to notarize your petition if needed.

Included in packet:

The Nominating Petition

Electronic Individual Nominating Petition for Annual School Election

<https://nj.gov/state/elections/assets/pdf/candidate/2021-school-board-individual-1signature.pdf>

Electronic Joint Nominating Petition for Annual School Election

<https://nj.gov/state/elections/assets/pdf/candidate/2021-school-board-joint-1signature.pdf>

N.J.S.A. 19:60-9 Bracketing of Candidates

Key School Board Dates

Listing of the School Business Administrators/contact information

New Jersey School Board Association Video Series for Candidates Information

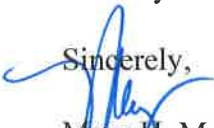
A Year in the Life of a School Board Member

Campaign Reporting Requirements

Please feel free to contact me at (908)788-1214 or via email at countyclerk@co.hunterdon.nj.us. if you have any questions. You may also contact your local Business Administrator. The Public School Directory is available for viewing at <https://www.co.hunterdon.nj.us/pdf/schools/Directory.pdf>.

Thank you for your interest in serving your community.

Sincerely,


Mary H. Melfi
County Clerk

NOVEMBER SCHOOL ELECTION NOMINATING PETITION

All candidates are required by law to comply with the provisions of "The New Jersey Campaign Contributions and Expenditures Reporting Act," N.J.S.A. 19:44A-1 et seq. For further information, please call the Election Law Enforcement Commission, (609) 292-8700.

To: Mary H. Melfi, Hunterdon County Clerk

NOMINATING STATEMENT:

We, the undersigned, are qualified voters of _____ School District of _____ (Municipality) in Hunterdon County, New Jersey.

We hereby endorse the person(s) hereinafter named as candidate(s) for membership on the Board of Education representing (Name of Municipality) _____ for the (Full or Unexpired) _____ term of (Number of Years) _____ years, and we hereby request that the name of said candidate(s) be printed on the official ballot to be used at the ensuing election for the Board of Education to be held during the General Election on November 3, 2020.

| NAME OF CANDIDATE(S) | RESIDENCE AND POST OFFICE ADDRESS | EMAIL |
|----------------------|-----------------------------------|-------|
| | | |
| | | |
| | | |

A. SIGNATORIES:

(At least ten signatures, one of which may be the candidate's, are required to nominate a candidate.) We, the undersigned petitioners, hereby certify that the said candidate(s) listed above is/are legally qualified under the laws of the State to be elected a member of the _____ Board of Education.

| | PRINTED NAME | ADDRESS | SIGNATURE |
|-----|--------------|---------|-----------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ |
| 6. | _____ | _____ | _____ |
| 7. | _____ | _____ | _____ |
| 8. | _____ | _____ | _____ |
| 9. | _____ | _____ | _____ |
| 10. | _____ | _____ | _____ |
| 11. | _____ | _____ | _____ |
| 12. | _____ | _____ | _____ |

C. VERIFICATION:

_____ being duly sworn upon his/her oath, deposes and says that he/she satisfies the age, citizenship and in-state residency requirements and that the above petition is signed by each of the signers thereof in his/her own handwriting; that the said signers are, to deponent's best knowledge and belief, legally qualified to vote at the school district election at which the candidate shall be voted for, and that the said petition is prepared and filed in absolute good faith for the sole purpose of endorsing the candidate therein named and placing the candidate's name on the official ballot in order to secure his/her election as a member of the Board of Education.

SWORN OR AFFIRMED AND SUBSCRIBED BEFORE ME THIS _____

(Signature of person circulating petition)

_____ DAY OF _____ 20____ NOTARY'S SIGNATURE

IMPORTANT NOTE: NOMINATING PETITION CONTINUED ON REVERSE SIDE

D-1. CANDIDATE'S ACCEPTANCE/OATH OF ALLEGIANCE: *(Please attach additional copies of this page only for EACH candidate.)*

I, _____, the candidate for membership on the Board of Education named in the foregoing petition, do hereby certify that I am qualified to be a member of the _____ Board of Education; that I consent to stand as a candidate for election and, if elected, agree to accept and qualify into that office. I further affirm and declare that I am not disqualified as a voter pursuant to N.J.S.A. 19:4-1.

I further do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey and that I will bear true faith and allegiance to the same and to the Governments established in the United States and in this State, under the authority of the people. "So help me God".

SWORN OR AFFIRMED AND SUBSCRIBED BEFORE ME THIS

____ DAY OF _____, 20____

SIGNATURE OF CANDIDATE

NOTARY'S SIGNATURE

PRINTED OR TYPREWRITTEN NAME OF CANDIDATE

* No individual is required to swear that part of an oath which states "So help me God" and may instead state "I do solemnly, sincerely and truly declare and affirm."

D-2. CANDIDATE'S ACCEPTANCE/OATH OF ALLEGIANCE: *(Please attach additional copies of this page only for EACH candidate.)*

I, _____, the candidate for membership on the Board of Education named in the foregoing petition, do hereby certify that I am qualified to be a member of the _____ Board of Education; that I consent to stand as a candidate for election and, if elected, agree to accept and qualify into that office. I further affirm and declare that I am not disqualified as a voter pursuant to N.J.S.A. 19:4-1.

I further do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey and that I will bear true faith and allegiance to the same and to the Governments established in the United States and in this State, under the authority of the people. "So help me God".

SWORN OR AFFIRMED AND SUBSCRIBED BEFORE ME THIS

____ DAY OF _____, 20____

SIGNATURE OF CANDIDATE

NOTARY'S SIGNATURE

PRINTED OR TYPREWRITTEN NAME OF CANDIDATE

* No individual is required to swear that part of an oath which states "So help me God" and may instead state "I do solemnly, sincerely and truly declare and affirm."

D-3. CANDIDATE'S ACCEPTANCE/OATH OF ALLEGIANCE: *(Please attach additional copies of this page only for EACH candidate.)*

I, _____, the candidate for membership on the Board of Education named in the foregoing petition, do hereby certify that I am qualified to be a member of the _____ Board of Education; that I consent to stand as a candidate for election and, if elected, agree to accept and qualify into that office. I further affirm and declare that I am not disqualified as a voter pursuant to N.J.S.A. 19:4-1.

I further do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey and that I will bear true faith and allegiance to the same and to the Governments established in the United States and in this State, under the authority of the people. "So help me God".

SWORN OR AFFIRMED AND SUBSCRIBED BEFORE ME THIS

____ DAY OF _____, 20____

SIGNATURE OF CANDIDATE

NOTARY'S SIGNATURE

PRINTED OR TYPREWRITTEN NAME OF CANDIDATE

* No individual is required to swear that part of an oath which states "So help me God" and may instead state "I do solemnly, sincerely and truly declare and affirm."

QUALIFICATIONS:

Candidates filing a nominating petition for board membership must meet the following qualifications:

- He/She is a citizen of the United States of America.
- He/She must be at least 18 (eighteen) years of age to qualify for office.
- He/She must be able to read and write.
- He/She has been a resident of the municipality from which he/she is to be elected for at least one year preceding the date of the election.
- He/She is not disqualified as a voter pursuant to N.J.S.A. 19:4-1.
- He/She is not disqualified from membership for the conviction of crimes pursuant to N.J.S.A. 18A:12-1*
- He/She is a registered voter in the district.

Within 30 days of election or appointment to the board, a member must undergo a criminal history background investigation through the New Jersey Department of Education.

No board of education member shall be directly or indirectly involved in any contract with, or claim against, the board.

DESIGNATION: (optional)

The above candidate(s), having been endorsed for the office mentioned in this petition, does/do hereby request that there be printed opposite his/her/their name(s) on the General Election ballot the following designation. This designation may contain no more than three words that convey the principles which the candidate(s) represent(s). The designation must not contain the name, or a derivative or any part thereof used as a noun or an adjective, of any political party that is entitled to participate in a primary election.

Must not exceed three words

Completed nominating petitions shall be filed with the County Clerk on or before 4:00 p.m. on July 27, 2020. The County Clerk's office is located at Hall of Records, 71 Main Street, Flemington, NJ 08822 and the days, dates and business hours during which the office is open to receive petitions are: Monday - Friday 8:00 am to 4:45 pm. Notary services are available.

Received by: _____

HUNTERDON COUNTY CLERK/DESIGNEE

At: _____

TIME

DATE

INDIVIDUAL NOMINATING PETITION FOR ANNUAL SCHOOL ELECTIONS

Certain County Clerks require the use of a County specific nominating petition. Please note that the Governor signed into law (S-2433/A-4037) that allows for an electronic process for the collection of petition signatures and their submission for elections during the duration of the COVID-19 public health emergency. School Board candidates should check with their respective County Clerk about filing requirements. Please contact your County Clerk for details.

To: _____, County Clerk of _____ County.

NOMINATING STATEMENT:

I, the undersigned, am a qualified voter of _____ School District of _____ (Municipality) in _____ (County), New Jersey. I hereby endorse _____ (Name of Candidate), whose address is _____ (residence and post office address), as a candidate for membership on the Board of Education representing _____ (Name of Municipality), _____ (Name of County), for the _____ (Full or Unexpired) term of _____ (Number of Years) years, and I hereby request that the name of said candidate be printed on the official ballot to be used at the ensuing election for the Board of Education to be held _____.

Candidate:

| | | |
|--|-----------|----------|
| _____ (Name)* | | |
| Residential Address | City | Zip Code |
| Post Office Address | City | Zip Code |
| Email Address** | Telephone | |
| Term of Office: (Select One)* <input type="checkbox"/> Full Term <input type="checkbox"/> Unexpired Term <input type="checkbox"/> Number of Years | | |
| Designation: (Optional. No more than three words that convey the principles which the candidate represents, but no designation may contain the name, or a derivative or any part thereof, used as a noun or an adjective, of any political party that is entitled to participate in a primary election.) | | |

Required pursuant to N.J.S.A. 19:60-5 **Required pursuant to N.J.S.A. 19:3-4

SIGNATURE SHEET:

Signature

Name

Residence Address (Number, Street, City, Zip Code)

JOINT/BRACKET NOMINATING PETITION FOR ANNUAL SCHOOL ELECTIONS

Certain County Clerks require the use of a County specific nominating petition. Please note that the Governor signed into law (S-2433/A-4037) that allows for an electronic process for the collection of petition signatures and their submission for elections during the duration of the COVID-19 public health emergency. School Board candidates should check with their respective County Clerk about filing requirements. Please contact your County Clerk for details.

To: _____, County Clerk of _____ County.

NOMINATING STATEMENT:

I, the undersigned, am a qualified voter of the _____ School District of _____ (Municipality) in _____ (County), New Jersey. I hereby endorse the following as candidates for membership on the above named Board of Education and I hereby request that the names of said candidates be printed on the official ballot to be used at the ensuing election for the Board of Education to be held _____.

Candidate One:

| | | |
|---|-----------------|----------------|
| _____ (Name)* | | |
| Residential Address _____ | City _____ | Zip Code _____ |
| Post Office Address _____ | City _____ | Zip Code _____ |
| Email Address** _____ | Telephone _____ | |
| Term of Office: (Select One)* ____ Full Term ____ Unexpired Term ____ Number of Years | | |

*Required pursuant to N.J.S.A. 19:60-5 **Required pursuant to N.J.S.A. 19:3-4

Candidate Two:

| | | |
|---|-----------------|----------------|
| _____ (Name)* | | |
| Residential Address _____ | City _____ | Zip Code _____ |
| Post Office Address _____ | City _____ | Zip Code _____ |
| Email Address** _____ | Telephone _____ | |
| Term of Office: (Select One)* ____ Full Term ____ Unexpired Term ____ Number of Years | | |

*Required pursuant to N.J.S.A. 19:60-5 **Required pursuant to N.J.S.A. 19:3-4

Candidate Three:

| | | |
|---|-----------|----------|
| (Name)* | | |
| Residential Address | City | Zip Code |
| Post Office Address | City | Zip Code |
| Email Address** | Telephone | |
| Term of Office: (Select One)* ____ Full Term ____ Unexpired Term ____ Number of Years | | |

*Required pursuant to N.J.S.A. 19:60-5 **Required pursuant to N.J.S.A. 19:3-4

Candidate Four:

| | | |
|---|-----------|----------|
| (Name)* | | |
| Residential Address | City | Zip Code |
| Post Office Address | City | Zip Code |
| Email Address** | Telephone | |
| Term of Office: (Select One)* ____ Full Term ____ Unexpired Term ____ Number of Years | | |

*Required pursuant to N.J.S.A. 19:60-5 **Required pursuant to N.J.S.A. 19:3-4

Designation: (Optional. No more than three words that convey the principles which the candidate represents, but no designation may contain the name, or a derivative or any part thereof, used as a noun or an adjective, of any political party that is entitled to participate in a primary election.)

SIGNATURE SHEET:

| |
|--|
| Signature |
| Name |
| Residence Address (Number, Street, City, Zip Code) |

KeyCite Yellow Flag - Negative Treatment
Proposed Legislation

New Jersey Statutes Annotated Title 19. Elections Subtitle 17. Absentee Voting Chapter 60. **School Elections, Generally**

N.J.S.A. 19:60-9

19:60-9. **School** election ballots; form and contents

Effective: May 30, 2018

Currentness

The ballot for a **school** election shall be a single or blanket form of ballot, upon which shall be printed in bold-faced type the words "OFFICIAL **SCHOOL** ELECTION BALLOT" or "OFFICIAL SPECIAL **SCHOOL** ELECTION BALLOT," as appropriate.

Any public question which is to be submitted to the voters at a **school** election shall be printed in a separate space below or to the right of, as the county clerk shall determine, the listing of **candidates** in the election.

In the columns in which are listed the titles of the offices to be filled at a **school** election and the names of **candidates** for those offices, the title of and the names of **candidates** for the office of member of the regional **board** of education shall appear above the title of and the names of **candidates** for the office of member of the local **board** of education. With respect to either office, in the event that one or more persons are to be elected to membership thereon for a full term and one or more persons are to be elected to membership thereon to fill an unexpired term, the ballots shall designate which of the **candidates** to be voted for is to be elected for a full term and which for an unexpired term. In all cases in which one or more persons are to be elected for an unexpired term, the ballots shall indicate the duration of that unexpired term.

The names of two or more **candidates** for any given term who have notified the secretary of the **board**, or the county clerk if the annual **school** election is to be held in November, in writing that they wish to be bracketed together with their chosen designation, if any, shall appear as a group in the appropriate location on the ballot, depending on whether the **candidates** are to be elected to fill an expired or an unexpired term.

All public questions to be voted upon at a **school** election by the voters of more than one municipality shall be placed first before any question to be voted upon at that election by the voters of a single municipality. When the public question to be voted upon by the voters of a regional **school** district is the amount of money to be raised for the use of the regional **schools** of the district, the amount of money determined to be the constituent municipality's share thereof may be identified on the ballot pursuant to N.J.S.18A:13-17.

Every county clerk shall have ready for the printer a copy of the contents of official ballots required by law to be printed for use at a **school** election, as follows: in the case of the annual April **school** election, not later than the 17th day preceding that election; in the case of any special **school** election, not later than two business days following receipt by the clerk of official notice of the complete content of the ballot to be voted upon at that election; and in the case of the annual November **school** election, in accordance with the provisions of R.S.19:14-1.

The ballots for an annual **school** election to be held simultaneously with the general election shall be in accordance with the provisions of chapter 14 of Title 19 of the Revised Statutes.

At an annual **school** election held simultaneously with the general election, the names of the **candidates** for the office of member of the **board** of education shall appear on the ballot separately from the names of **candidates** for other offices whenever possible. Any proposals for additional funds pursuant to paragraph (9) of subsection d. of section 5 of P.L.1996, c. 138 (C.18A:7F-5) shall appear on the ballot near the names of the **candidates** for the office of member of the **board** of education whenever possible.

Credits

L.1995, c. 278, § 9, eff. March 14, 1996. Amended by L.2001, c. 26, § 2, eff. March 8, 2001; L.2011, c. 202, § 37, eff. Jan. 17, 2012; L.2018, c. 20, § 4, eff. May 30, 2018.

N. J. S. A. 19:60-9, NJ ST 19:60-9

Current with laws through L.2019, c. 270 and J.R. No. 22

End of Document

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HUNTERDON COUNTY
KEY SCHOOL BOARD ELECTION DATES

2021

***On or Before Monday, July 26th by 4pm** – Deadline to file petition with County Clerk

***On or Before Thursday, August 9^h** – Deadline for County Clerk to file determination of objection to a petition

***Monday, August 9th** – Ballot draw for position –County Clerk’s office

***Tuesday, August 24th** - Deadline for a candidate to withdraw from Ballot

***Tuesday, August 31th** - Deadline to new candidate to file petition for vacancy

Any appointment to a School Board after the 3rd Monday in July shall not be required to run for office during that calendar year.

N.J.S.A.18A:12-15 (signed into law 12/27/13)

f. By a majority vote of the remaining members of the board after the vacancy occurs in all other cases.

Each member so appointed shall serve until the organizational meeting following the next annual election unless the member is appointed to fill a vacancy occurring within the 60 days immediately preceding such election if the annual election is held in April, or occurring after the third Monday in July if the election is held in November, to fill a term extending beyond such election, in which case the member shall serve until the organizational meeting following the second annual election next succeeding the occurrence of the vacancy, and any vacancy for the remainder of the term shall be filled at the annual election or the second annual election next succeeding the occurrence of the vacancy, as the case may be.¹

(cf: P.L.1996, c.153, s.1.)

Hunterdon County School Districts – Business Administrators

| <i>DISTRICTS</i> | <i>PHONE</i> | <i>FAX</i> | <i>NAME</i> | <i>E-MAIL ADDRESS</i> |
|------------------------|---------------------|-------------------|--------------------------|--|
| Alexandria Twp. | 996-6811, x2222 | 996-3375 | Brian McCarthy | mccarthy@alexandriaschools.org |
| Bethlehem Twp. | 479-6336, x1231 | 479-1021 | Beverly Vlietstra (Int.) | SBA@btschools.org |
| Bloomsbury Borough | 479-4414, x1 | 479-1631 | Tim Mantz | tmantz@bbyes.org |
| Califon Borough | 832-2828, x213 | 832-2537 | Cheryl Zarra | czarra@califonschool.org |
| Clinton-Glen Gardner | 735-4460 | 735-5895 | Bernadette Wang | bwang@cpsnj.org |
| Clinton Twp. | 236-7235, x515 | 236-7645 | Mark Kramer (Int.) | mkramer@ctsdnj.org |
| Delaware Twp. | 609-397-3179, x409 | 609-397-0057 | Susan Joyce | joycesusan@dtk8nj.org |
| Del. Valley Reg. HS | 996-2727, x7228 | 996-4527 | Teresa Barra | teresabarra@dvrhs.k12.nj.us |
| East Amwell Twp. | 782-5821 | 782-1298 | Heidi Gara | hgara@eastamwell.org |
| Flemington-Raritan | 284-7570 | 284-7514 | Stephanie Voorhees | svoorhees@frsd.k12.nj.us |
| Franklin Twp. | 735-7929, x211 | 735-0368 | Patricia Martucci | pmartucci@fthschool.org |
| Frenchtown Borough | 996-2727, x7228 | 996-3599 | Teresa Barra | teresabarra@dvrhs.k12.nj.us |
| Hampton Borough | 537-4101, x110 | 537-6871 | Marci Krasny | mkrasny@hamptonpublicschool.org |
| High Bridge Borough | 638-6552, x1 | 638-5779 | John Jennings | jenningsj@hbschools.org |
| Holland Twp. | 995-2401, x6333 | 995-2011 | Brian McCarthy | bmcca@hollandschool.org |
| Hunterdon Central Reg. | 284-7110 | 284-7242/ 7315 | Gymlyn Corbin | gcorbin@hcrhs.org |
| Hunterdon Co. ESC | 908-439-4280, x4501 | 975-3753 | Corinne Steinmetz | csteinmetz@hunterdonesc.org |
| Hunterdon Co. Voc. | 908-284-1444, x2203 | 806-4839 | Corinne Steinmetz | csteinmetz@hcvsd.org |
| Kingwood Twp. | 996-2941, x516 | 996-0075 | Michele McCann | mmccann@kingwoods.school.org |
| Lebanon Borough | 236-2448, x112 | 236-7670 | Patricia Duell | tduell@lebanonschool.org |
| Lebanon Twp. | 638-4521, x162 | 638-5511 | Abby Postma | apostma@lehtwpk8.org |
| Milford Borough | 995-4349 | 995-4310 | Michele McCann | Milford SBA (milford.sba@milfordpublicschool.com) |
| No. Hunterdon-Voorhees | 735-2846, x5102 | 735-6914 | Katie Blew | kblew@nhweb.net |
| Readington Twp. | 534-2885 | 349-3042 | Jason Bohm | jbohm@readington.k12.nj.us |
| So. Hunterdon Reg. | 609-397-0323 | 609-397-2508 | Kerry Sevilis | kerry.sevilis@shrsd.org |
| Tewksbury Twp. | 439-2010, x4232 | 439-2655 | Lori Tirone | ltirone@tewksburyschools.org |
| Union Twp. | 238-6005 | 735-6657 | Patricia Martucci | pmartucci@uniontwpschool.org |
| Changes | | | | |

(Updated 9/23/2020)

Lisa DeLong, Executive County Business Official (ECBO)

e-mail- lisa.delong@doe.nj.gov

New Jersey School Board Association Video Series for Candidates

<https://www.njsba.org/news-publications/press-releases/running-for-school-board-ten-things-you-should-know/>

TRENTON, July 24, 2018—NJSBA's video series, "Ten Things Every School Board Candidate Should Know before Taking Office," contains important information for school board candidates—and prospective candidates.

Topics include the Board Member Code of Ethics, criminal history record checks for newly elected board members, the Sunshine Law, the school board's role as a policy-making body, mandated training, and professional development.

Experts from NJSBA's Legal and Labor Relations Services Department delve into these and other issues with Ray Pinney, host of "Education Matters."

The Ten Things Every School Board Candidate Should Know Before Taking Office

Episode 1: [Conflicts of Interest](#)

Episode 2: [The Sunshine Law](#) (Open Public Meetings Act)

Episode 3: [The Oath of Office](#)—What It Means

Episode 4: [Training Requirements for School Board Members](#)

Episode 5: [Criminal Background Checks](#)

Episode 6: [The Code of Ethics for School Board Members](#)

Episode 7: [Nepotism](#)

Episode 8: [Financial and Personnel Disclosure Forms and Other Filings](#)

Episode 9: [The Role of the School Board: Policy and Goal-Setting](#)

Episode 10: [Services and Resources for Board Members](#)

The New Jersey School Boards Association is a federation of the state's local boards of education and includes the majority of New Jersey's charter schools as associate members. NJSBA provides training, advocacy and support to advance public education and promote the achievement of all students through effective governance.

A Year in the Life of a School Board

Mark your calendar to be ready for a busy year

While every school board in New Jersey deals with its own particular issues, there are certain tasks and responsibilities that all boards share. Many of these are as predictable as the seasons. The schedule below will help you understand what your board should and will be doing — and when.

The timing on the following activities is suggested, not required, except where noted.

JANUARY

- Board reorganization (after November elections)*
- District in-house orientation for new board members (for districts with November elections)
- Board Code of Ethics discussion with NJSBA representative *(for districts with November elections)
- Review mandatory training requirements for board members (for newly sworn in as well as existing members)
- Review requirements of the superintendent contract renewal for contracts expiring July 1.* (Superintendents must be given 30 days notice for each year of a contract duration.) See *N.J.S.A. 18A:17-15*. Title 18 A is the section of state law governing public education.
- For new board members, financial disclosure forms are due to the School Ethics Commission within 30 days of joining the board*
- Review preliminary budget numbers with superintendent/chief schools administrator (CSA) and board administrator

FEBRUARY

- CSA provides an update on progress toward achievement of district goals and objectives
- Board provides public update on progress toward achievement of board goals and professional development improvement plan
- CSA reports on teachers meeting definition of highly qualified or evidence of progress toward same
- CSA/BA provide update on capital projects
- Meet with NJSBA representative to review superintendent and board evaluation process and set timelines for completion

MARCH

- Hold public budget hearing / adopt budget (April elections)*
- Suggested: Public hearing of the Violence, Vandalism and Bullying Report. (By law a board must have a public hearing twice yearly; once between Sept. 1 - Jan. 1 and again between Jan. 1 - June 30.)

APRIL

- Financial disclosure forms to the Ethics Commission for board members elected in April and for all continuing board members*
- Hold public budget hearing / adopt budget (November elections)*
- Approve the school health nursing services plan
- Approve the comprehensive equity plan

MAY

- Board reorganization (if April elections held)*
- In-house orientation for new board members (April elections)
- Review mandatory training requirements for board members (April elections)
- Board Code of Ethics discussion with NJSBA representative *(for districts with April elections)
- Complete online CSA evaluation forms* (all non-conflicted board members) once CSA has completed his/her goals portion.
- Complete online board self-evaluation form
- Approve written curriculum that clearly and specifically aligns with the most recent State Board adopted version
- End-of-year staff review report to board by CSA (All staff: non-tenured, tenured, and administration)
- Report on compliance of submitting financial disclosure statements to the School Ethics Commission
- Act on personnel recommendations of CSA

JUNE

- Schedule closed-session meeting (all non-conflicted board members) to review board members' evaluations and organize the overall superintendent evaluation narrative (Provide "Rice" notice to superintendent. "Rice" refers to the case that led to the legally-required process of notifying school employees when matters affecting their employment will be discussed privately by the school board.)
- CSA provides end-of-the-year report on district goals
- Board provides end-of-the-year report on board of education goals
- Review and revise as necessary the superintendent evaluation instrument for upcoming year based on goals and objectives
- Finalize the superintendent's evaluation and conduct closed session summary conference (all non-conflicted board members); provide Rice notice to superintendent.*
- Board annual goal-setting retreat
- Review results of compiled board self-evaluation
- Board should request contract analysis from NJSBA labor relations staff, for employee contracts ending in June of the upcoming year.

JULY

- Board of education approves district and board of education goals
- Superintendent develops action plans to achieve district goals
- Board develops action plans to achieve board goals
- Review and approve staff development plans for next year and the connection to student achievement
- Review the district mentoring plan
- Approve board professional development improvement plan
- Review curriculum writing process and the connection to increased student achievement

AUGUST

- Review progress of all students at key grade levels in mastering the current education standards and on the performance of student subgroups on state tests
- Approve any additional personnel recommendations for coming school year
- Annual review of student code of conduct
- Annual review of memorandum of agreement (MOA) and law enforcement operations for alcohol, other drugs, weapons and safety

SEPTEMBER

- Board approves district and board of education goals
- Superintendent presents action plans for achievement of district goals
- Approve the comprehensive maintenance plan
- Approve the long range facility plan
- Approve the safety and security plan
- Board plans for negotiations for employee contracts ending in June of upcoming year

OCTOBER

- Public hearing of the Violence, Vandalism and Bullying Report (suggested for this month; by law a board must have a public hearing twice yearly; once between Sept. 1- Jan.1 and again between Jan 1- June 30).
- Develop budget parameters focusing on student achievement based on strategic planning goals and/or district annual goals
- Update on curriculum writing/pilots/cycle
- CSA provides update on progress toward achievement of district goals and objectives
- Board provides update on progress toward achievement of board goals and Professional Development Improvement Plan
- Attend NJSBA Workshop

NOVEMBER

- Board election (November elections)
- Approve submission of the NJQSAC Statement of Assurance*
- Review audit report / approve and oversee the corrective action plan if needed* (Audit report must be approved by board no later than five months after the end of the previous school year.)
- Review and/or approve Technology Plan

DECEMBER

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

* Required

**Campaign Reporting Requirements:
Contact the Election Law Enforcement Commission (ELEC)**

All candidates for school board office must comply with the provisions of the New Jersey Campaign Contributions and Expenditures Reporting Act. For further information, contact the Election Law Enforcement Commission (ELEC).

- Toll free: **1-888-313-3532**
- **Web site:** www.elec.state.nj.us (for downloadable reporting forms and other information).
- **FAX:** 1-609-633-9854