

DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
APRIL 3, 2023

REGULAR MEETING AGENDA
LINCOLN ROOSEVELT SCHOOL
34 North Hillside Avenue, Succasunna, NJ 07876

CALL TO ORDER: 6:30 P.M.

PUBLIC SESSION: 7:30 P.M.

SPEAKER REQUEST AT BOARD OF EDUCATION MEETINGS

*Anyone wishing to speak about agenda or non-agenda items at a meeting of the Roxbury Township Board of Education must follow these procedures. Located on the front table will be forms entitled, **Speaker Request Form**. Please fill one out indicating your name and address and the agenda item or topic you wish to discuss. After completing the form, return it to the Assistant Business Administrator. Thank you for your cooperation.*

ACCESS AGENDA & EXHIBITS
ONLINE:



I. MEETING CALLED TO ORDER

The Roxbury Township Board of Education is meeting in a Regular Session for discussion on business before the Board tonight.

The New Jersey Open Public Meetings Law was enacted to insure the public's right to have advance notice of and to attend meetings of public bodies at which business affecting their interest is discussed or acted upon. In accordance with the provisions of the Act, the Board has caused written notice of this meeting and copies of its agenda to be transmitted to:

Roxbury Register - Newspaper	Municipal Clerk
Daily Record - Newspaper	Roxbury Public Library
Star Ledger - Newspaper	
Roxbury Website – https://www.roxbury.org/domain/83	

The notice of tonight's meeting has been posted in the Board's Business office.

II. ROLL CALL

III. RESOLUTION TO MEET IN EXECUTIVE SESSION

RESOLVED, that the Roxbury Township Board of Education hold an Executive Session on

April 3, 2023

April 3, 2023 regarding personnel matters, student matters, negotiations and attorney client privilege.

IV. ROLL CALL

V. PUBLIC SESSION

VI. PLEDGE OF ALLEGIANCE

VII. PRESENTATIONS

- Student Spotlight ~ Roxbury High School Wrestler & State Champion, Luke Stanich - Mr. Stuart Mason and Mr. Daniel Roman.

VIII. CORRESPONDENCE

IX. STUDENT REPRESENTATIVE'S COMMENTS

X. BOARD PRESIDENT'S COMMENTS

XI. SUPERINTENDENT'S REPORT

XII. BUSINESS ADMINISTRATOR'S REPORT

XIII. MINUTES

1. Minutes of the Regular Meeting of March 20, 2023.
2. Minutes of the Executive Session of March 20, 2023.
3. Minutes of the Special Meeting of March 30, 2023.
4. Minutes of the Special Meeting Executive Session of March 30, 2023.

XIV. COMMITTEE REPORTS

Each Committee Chair will advise the full board of the last committee meeting, and the next committee meeting, and any other comments you believe are important for the full board to know.

- A. COMMUNITY RELATIONS/SHARED SERVICES
- B. EDUCATION
- C. FACILITIES
- D. FINANCE
- E. PERSONNEL
- F. POLICIES/GOVERNANCE
- G. NEGOTIATIONS
- H. SUSTAINABILITY

XV. PUBLIC COMMENTS – Action Items – There is a three-minute time limit, per Board Policy.

XVI. ACTION ITEMS

A. Finances (*Resolutions 1-12*)

BILLS LIST

- *1. RESOLVED, that the Roxbury Township Board of Education approve the March 2023 bills list totaling \$1,102,662.50.

STUDENT ACTIVITY ACCOUNTS

- *2. RESOLVED, that the Roxbury Township Board of Education approve the Student Activity Accounts monthly bills lists for the month of March 2023 as follows:

Roxbury High School	\$32,368.22	Franklin School	\$0.00
Athletics	\$812.00	Kennedy School	\$0.00
Eisenhower Middle School	\$11,392.70	Jefferson School	\$0.00
Lincoln Roosevelt School	\$4,450.00	Nixon School	\$0.00

TRAVEL REQUESTS

- *3. RESOLVED, that the Roxbury Township Board of Education approve unavoidable travel costs as presented which are educationally necessary and fiscally prudent and are related to and within the scope of the employee’s current responsibilities and promotes the delivery of instruction or furthers the efficient operation of the school district. The reimbursements are in compliance with the state travel reimbursement guidelines as established by the Department of Treasury and Board of Education policy in accordance with N.J.A.C. 6A-23B-1.1 et seq.

	<i>Name</i>	<i>Workshop Title</i>		<i>Place*</i>	<i>Date of Workshop</i>	<i>Registration Fee</i>	<i>Total Estimated Expenses</i>
1.	Bednarcik, Sarah	National Concert & Band Festival	4 S-3	Indianapolis, IN	3/30-4/3/23	\$0	\$0
2.	Conrad, Jeffrey	National Concert & Band Festival	4 S-3	Indianapolis, IN	3/30-4/3/23	\$0	\$0
3.	Hachey, Patrick	National Concert & Band Festival	4 S-3	Indianapolis, IN	3/30-4/3/23	\$0	\$0
4.	Miller, Dominick	National Concert & Band Festival	4	Indianapolis, IN	3/30-4/3/23	\$0	\$0
5.	Monaghan, Mark	National Concert & Band Festival	4 S-3	Indianapolis, IN	3/30-4/3/23	\$0	\$0
6.	Sweer, Ryan	National Concert & Band Festival	4 S-3	Indianapolis, IN	3/30-4/3/23	\$0	\$0
7.	Ferrare, Lisa	Partnering to Address New Jersey’s Educator Shortage	4	Montclair, NJ	4/11/23	\$0	\$0
8.	Arcieri, Brianna	19th Annual School Counselor Conference at Kean University	4	Union, NJ	4/21/23	\$35.00	\$54.27
9.	Cicchino, Ashley	19th Annual School Counselor Conference at Kean University	4	Union, NJ	4/21/23	\$35.00	\$41.49
10.	Redwood, Barbara	Sage Alliance Resource Fair	4	Boonton, NJ	4/21/23	\$0	\$15.04
11.	Vergara, Alexis	Sage Alliance Resource Fair	4	Boonton, NJ	4/21/23	\$0	\$15.79

12.	Lomuntad, Caroline	NJSCA School Counselor Conference	4	Union, NJ	4/21/23	\$35.00	\$40.55
13.	LaCapra, Gina	Suicide Prevention	4	Morristown, NJ	4/26/23	\$0	\$4.04
14.	LaMonica, Christina	New Jersey Special Education Annual Summit	4	Monroe, NJ	4/28/23	\$125.00	\$192.89
15.	DeBarros, Joel	NJASA/NJAPSA Spring Leadership Conference 2023	4	Atlantic City, NJ	5/18/23	\$250.00	\$383.58
16.	Gallagher, Amy	Blazing the Trail: Creating a Culture of Engagement & Collaboration in a Changing Educational Landscape	4	Monroe Township, NJ	4/28/23	\$125.00	\$172.47
17.	Bauder, Yanina	NJASBO Administrative Assistants	4	Whippany, NJ	5/23/23	\$125.00	\$125.00
18.	Karl, Stephanie	NJASBO Accounts Payable	4	Whippany, NJ	5/23/23	\$125.00	\$125.00
19.	Harrison Calderon, Jessica	NJSMA Membership PD Day	4 S-1	Mountain Lakes, NJ	6/6/23	\$0	\$13.91
20.	Forlenza, Corey	PBL Project Slice	4 S-1	Denville, NJ	6/7/23	\$0	\$0
21.	Seipp, Charles	NJCIE Inclusion Leadership Conference	4	Montclair, NJ	6/9/23	\$0	\$0
1-State/Federal policy requirements, 2-State curricular requirements, 3-State Initiatives, 4-Individual job requirements, T2-paid for by Title II funding, T3 paid for by Title III funding. Substitute coverage is indicated by "S" followed by the number of days for which a substitute is needed.							

APPROVAL OF PURCHASES

- *4. RESOLVED, that the Roxbury Township Board of Education approve the purchase of concrete curbing and sidewalk replacement at Roxbury High School from Crossroads Pavement Maintenance, LLC, 512 Newark Pompton Turnpike, Pompton Plains, NJ in the amount of \$49,125.00 and funded through Maintenance Reserve account.
- *5. RESOLVED, that the Roxbury Township Board of Education approve the purchase of painting services for the Gym at Roxbury High School from NJ/SB Construction, 12 William Lane, Ocean, NJ in the amount of \$54,225.00 and funded through the Maintenance Reserve account.
- *6. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Social Studies materials "Social Studies Alive!" from TCI, 1049 El Monte Ave Ste C #607, Mountain View, CA in the amount of \$182,316.76.

CONTRACTS

- *7. RESOLVED, that the Roxbury Township Board of Education approve a contract with Tri-County Behavioral Care LLC, 191 Woodport Road Suite 206, Sparta, NJ to provide In-District Counseling services to Roxbury Township Public Schools effective April 1, 2023, through June 14, 2023. The total amount is not to exceed \$15,000.00 and is funded through ESSER II.

AUTHORIZATION FOR THE PURCHASE OF SUPPLY SERVICES (NATURAL GAS) FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE

- *8 WHEREAS, the Roxbury Township Board of Education has determined to move forward with the EMEX Reverse Auction in order procure natural gas for the Roxbury Township Board of

Education; and

WHEREAS, the Local Government Electronic Procurement Act (P.L. 2018, c. 156) (the "Act") authorizes the purchase of natural gas supply service for public use through the use of an online auction service; and

WHEREAS, the Roxbury Township Board of Education will utilize the online auction services of EMEX, LLC, a division of Mantis Innovation, an approved vendor pursuant to the Act; and

WHEREAS, EMEX, LLC, a division of Mantis Innovation, is compensated for all services rendered through the participating supplier that a contract is awarded to; and

WHEREAS, the auction will be conducted pursuant to the Act; and

WHEREAS, if the auction achieves a price of \$0.813/therm or less for a 12 month term, a price of \$0.8288/therm or less for an 18 month term, a price of \$0.8209/therm or less for a 24 month term; a price of \$0.8244/therm or less for a 36 month term; Roxbury Township Board of Education may award a contract to the winning supplier for the selected term.

NOW THEREFORE BE IT IS RESOLVED, that the Business Administrator of the Roxbury Township Board of Education be and he hereby is authorized to execute on behalf of the Roxbury Township Board of Education any natural gas contract proffered by the participating supplier that submits the winning bid in the EMEX Reverse Auction if the auction achieves a price of \$0.813/therm or less for 12 month term, a price of \$0.8288/therm or less for an 18 month term, a price of \$0.8209/therm or less for a 24 month term, a price of \$0.8244/therm or less for a 36 month term; Roxbury Township Board of Education may award a contract to the winning supplier for the selected term.

AUTHORIZATION FOR THE PURCHASE OF SUPPLY SERVICES (ELECTRICITY) FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE

*9 WHEREAS, the Roxbury Township Board of Education has determined to move forward with the EMEX Reverse Auction in order procure electricity for the Roxbury Township Board of Education; and

WHEREAS, the Local Government Electronic Procurement Act (P.L. 2018, c. 156) (the "Act") authorizes the purchase of electricity supply service for public use through the use of an online auction service; and

WHEREAS, the Roxbury Township Board of Education will utilize the online auction services of EMEX, LLC, a division of Mantis Innovation, an approved vendor pursuant to the Act; and

WHEREAS, EMEX, LLC a division of Mantis Innovation, is compensated for all services rendered through the participating supplier that a contract is awarded to; and

WHEREAS, the auction will be conducted pursuant to the Act; and

WHEREAS, if the auction achieves a price of \$0.099/kWh or less for a 12 month term, a price of \$0.0967/kWh or less for an 18 month term, a price of \$0.101/kWh or less for a 24 month term; Roxbury Township Board of Education may award a contract to the winning supplier for the selected term.

NOW THEREFORE BE IT IS RESOLVED, that the Business Administrator of the Roxbury Township Board of Education be and he hereby is authorized to execute on behalf of the Roxbury Township Board of Education any electricity contract proffered by the participating supplier that submits the winning bid in the EMEX Reverse Auction if the auction achieves a price of \$0.099/kWh or less for 12 month term, a price of \$0.0987/kWh or less for an 18 month term, a price of \$0.101/kWh or less for a 24 month term; Roxbury Township Board of Education may award a contract to the winning supplier for the selected term.

SCHOOL BUS EMERGENCY EVACUATION DRILLS

- *10. RESOLVED, that the Roxbury Township Board of Education approve the School Bus Emergency Evacuation Drill Reports listed below. All Emergency Evacuation Drill Reports are available at the Administration Building during normal working hours.

Evacuation Drill # 2				
<i>Date of Drill</i>	<i>Time of Day</i>	<i>School Name Supervisor of Drill</i>	<i>Location of Drill</i>	<i>Route Number</i>
3/27/2023	7:15 AM	Roxbury High School Mr. W. Crispino, Vice Principal	1 Bryant Drive, Succasunna	RHS01-RHS27 MTH13-MTH15, MHC15
3/27/2023	7:45 AM	Eisenhower Middle School Mr. Robert Katz, Director of Transportation	47 Eyland Ave, Succasunna	EMS01-EMS21, MHC20
3/22/2023	8:20 AM	Lincoln Roosevelt School Mr. C. Argenziano, Principal	34 N Hillside Ave, Succasunna	LR01-LR06 & LR08-LR19
3/22/2023	8:50 AM	Franklin School Mr.B. Hamer, Principal	8 Meeker St, Succasunna	FES01-FES03 & FES05-FES12
3/27/2023	8:50 AM	Jefferson School Mrs. M. Cosgrove, Principal	35 Cornhollow Rd, Succasunna	JES01-JES03, JES05-JES07, JES09, JES11 & JES13-JES14
3/21/2023	8:50 AM	Kennedy School Mrs. N. Acevedo, Principal	20 Pleasant Hill Rd, Succasunna	KES01, KES02, KES04, KES06, KES09 & KES10
3/28/2023	8:50 AM	Nixon School Mrs. D. Lynch, Principal	275 Mt. Arlington Blvd, Landing	NES02-NES08 & NES10-NES11
3/20/2023	8:20 AM	Mt. Arlington Public School Mr. J. Grillo, Principal	235 Howard Blvd, Mt. Arlington	MTMN1-MTM6
3/23/2023	8:20 AM	Edith Decker School Mr. J. Grillo, Principal	446 Howard Blvd, Mt. Arlington	MTD7-MTD9, MTDPK
3/23/2023	7:45 AM	St. Therese School Mr. T. Dunnigan, Principal	135 Main Street, Succasunna	STS01-STS04

ACCEPTANCE OF DONATION

- *11. RESOLVED, that the Roxbury Township Board of Education approve the donation from Staples The Office Superstore, LLC, 281 Route 10 E, Succasunna, NJ of 308 School Supply Kits. This donation is valued at \$1,540.00.

APPROVAL OF DISPOSAL OF PROPERTY

- 12. RESOLVED, that the Roxbury Township Board of Education approve the discontinued use of the piano at Nixon Elementary School. This item has been identified as obsolete, broken and/or no longer functioning, if unsellable, items will be discarded.

B. Education (Resolutions 1-12)

The following motions recommended by the Superintendent and School Business Administrator are non-controversial, a matter of routine business and will be voted on by one motion.

HIB REPORT

- *1. RESOLVED, that the Roxbury Township Board of Education affirms the Superintendent's decisions provided in the Harassment, Intimidation, and Bullying Report for the 2022/2023 school year, ending as of March 17, 2023 for Incident Nos. 52 through 54.
- *2. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2022/2023 school year, beginning March 18, 2023 and ending March 31, 2023 for Incident Nos. 55 through 59.

FIELD TRIPS / COMPETITIONS

- 3. RESOLVED, that the Roxbury Township Board of Education approve staff and students for participation in **community-based instructional trip requests** as listed, with the understanding that dates are subject to change due to inclement weather, scheduling conflicts, etc.

Organized by "School":

	School	Group	Trip Destination	Location	Estimated # of Students	Faculty Sponsor
1	EMS	VISTA	Dollar Tree	Succasunna, NJ	11	T.Martino
2	EMS	VISTA	Mayo Performing Arts Center	Morristown, NJ	11	T.Martino
3	EMS	VISTA	Shops near & around Main Street	Hackettstown, NJ	11	T.Martino
4	EMS	VISTA	Walgreen's Shopping Center & Downtown Denville	Denville, NJ	11	T.Martino
* 5	RHS	VISTA	CVS	Ledgewood, NJ	7	K.Gangemi / C.Jones
* 6	RHS	VISTA	Mayo Performing Arts Center	Morristown, NJ	7	K.Gangemi / C.Jones
* 7	RHS	VISTA	Roxbury Diner	Succasunna, NJ	6	K.Gangemi / C.Jones
* 8	RHS	VISTA	Roxbury Twp Police Dept	Ledgewood, NJ	7	K.Gangemi / C.Jones
* 9	RHS	VISTA	Shops near & around Main Street	Hackettstown, NJ	6	K.Gangemi / C.Jones

- 4. RESOLVED, that the Roxbury Township Board of Education approve staff and students for participation in **day field trip requests** as listed, with the understanding that dates are subject to change due to inclement weather, scheduling conflicts, etc.

Organized by "School":

	School	Group	Trip Destination	Location	Estimated # of Students	Faculty Sponsor
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1	EMS	EMS Spanish (Multicultural) Club; RHS French Club	Red Bulls Arena	Harrison, NJ	40	W.Burkat; M.Cordeiro
2	EMS	Gr. 7 & 8 Music, Art, Theater	CCM	Randolph, NJ	~90	J.Blewitt; J.Harrison Calderon; R.Hagemann
3	LRS	Gr. 6	Horseshoe Lake	Succasunna, NJ	250	C.Argenziano
4	LRS	Gr. 5	Horseshoe Lake	Succasunna, NJ	260	C.Argenziano
5	LRS	Gr. 6 Band	Eisenhower MS	Succasunna, NJ	75	K.Barry; S.Bream
* 6	RHS	Rox-THON	Goryeb Children's Hospital	Morristown, NJ	32	M.Gottfried; M.Richman
* 7	RHS	French (Levels III & IV)	Culinary Institute of America	Hyde Park, NY	~40	W.Burkat

5. RESOLVED, that the Roxbury Township Board of Education approve staff and students for participation in **overnight field trip requests** as listed.

	School	Group	Trip Destination	Location	Estimated # of Students	Faculty Sponsor(S) & Chaperones(C)	Total Estimated Expenses
* 1	RHS	Honors Wind Symphony Band	National Concert Band Festival	Indianapolis, IN	38	J.Conrad(S)(C); S.Bednarcik(C); P.Hachey(C); M.Monaghan(C); R.Sweer(C); D.Miller(C) #	\$8,000 for Charter Bus #
* 2	RHS	Robotics	George R. Brown Convention Center	Houston, TX	15	M.Taylor(S)(C); S.Connelly(S)(C)	\$5,000 Entry fee
# Amends Chaperones & Total Estimated Expenses aprvd 12/12/22, XVI.B.3.2.							

OUT-OF-DISTRICT PLACEMENTS/SERVICES - 2022/2023

6. RESOLVED, that the Roxbury Township Board of Education approve 2022/2023 Extended School Year and 2022/2023 School Year Out-Of-District Placements/Services listed below:

File Number	School or Provider	Total Cost	Dates
212055	Morris School District	\$26,936.86	3/2/23-6/30/23
210338	Sage Alliance	\$21,817.89	3/20/23-6/30/23

CURRICULUM WRITING

7. RESOLVED, that the courses listed below be approved for curriculum writing as indicated from June 16, 2023 through June 30, 2023 for the 2022/2023 school year. Unless otherwise noted, proposed hours provided is the total amount allotted for the grade level or grade span shown.

Organized by Grade Level

	Course	School/Course Level	Grade Level	Course Duration (FY, Sem, Q)	New, Revision, or Rewrite	Proposed hours
1	School Counseling	Elem	K	FY	Revision	10
2	School Counseling	Elem	1	FY	Revision	10
3	School Counseling	Elem	2	FY	Revision	10
4	School Counseling	Elem	3	FY	Revision	10
5	School Counseling	Elem	4	FY	Revision	10
6	School Counseling	Elem	5	FY	Revision	10
7	School Counseling	Elem	6	FY	Revision	10
* 8	Microbiology	RHS	10 - 12	Sem	New	17.5

- *8. RESOLVED, that the Roxbury Township Board of Education approve up to twenty (20) teachers to work on curriculum development projects at the REA contractual rate of \$46 an hour not to exceed \$16,500. Work is to be completed from June 16, 2023 through June 30, 2023. This work includes previously approved curriculum revisions that were not completed in the Summer of 2022.
9. RESOLVED, that the course listed below be approved for curriculum writing for the 2023/2024 school year as indicated. This resolution amends and supersedes Resolution XVI.B.7, Exhibit E-1, Row No. 44 approved on February 13, 2023.

	Course	School/Course Level	Grade Level	Course Duration (FY, Sem, Q)	New, Revision, or Rewrite	Proposed hours
* 1	Pilot Pathway II	RHS	11 - 12	FY	New	35

APPROVAL OF INDEPENDENT STUDY PROJECTS - RHS

- *10. RESOLVED, that the Roxbury Township Board of Education accepts the Independent Study Projects for classes at Roxbury High School listed below to be completed in the 2022/2023 school year.

Student	Research Focus	Credits
205986	Techniques of Advanced Art	2.5

EXTRACURRICULAR CLUB AGREEMENTS

- *11. RESOLVED, that the following extracurricular club, previously approved by the Roxbury Township Board of Education at its meeting of June 7, 2021 for Year One of its two-year trial during the 2021/2022 school year, be approved instead for Year One of its two-year trial effective September 1, 2023 through June 30, 2024.

Extracurricular Clubs Two-year trial basis Year 1 as of 2023/2024		
	School	Club Name
1	RHS	e-Sports Club

- *12. RESOLVED, that authorization to establish Year One of the following extracurricular club on a two-year trial basis be approved effective September 1, 2023 through June 30, 2024.

Extracurricular Clubs Two-year trial basis Year 1 as of 2023/2024		
	School	Club Name
1	RHS	Academy for Sports Medicine Club

C. Policies (Resolutions 1)

The following motion recommended by the Superintendent and School Business Administrator is non-controversial, a matter of routine business and will be voted on by one motion.

- *1. RESOLVED, that the Roxbury Township Board of Education approve the following for first reading:

	Policy/Regulation Number	Policy/Regulation Title	Exhibit Number
a	Regulation 8441 Revised	Care of Injured and Ill Persons (M)	P1

D. Personnel (Resolutions 1-12)

The following motions recommended by the Superintendent and School Business Administrator are non-controversial, a matter of routine business and will be voted on by one motion.

(NOTE: Approval of these resolutions authorizes the Superintendent to submit to the County Superintendent applications for emergent hiring and the candidate’s attestation that he/she has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et. seq., N.J.S.A. 18A:39-17 et. seq., or N.J.S.A. 18A:6-4.13 et. seq. for those candidates listed below. All appointments are pending verification of employment history pursuant to New Jersey P.L. 2018, c. 5 (N.J.S.A. 18A:6-7.6, et. seq.); contingent upon receipt of proper certification; and all salary placements are pending receipt of college transcripts verifying degree status.)

RESIGNATIONS, RETIREMENTS, TERMINATIONS

- 1. RESOLVED, that the Roxbury Township Board of Education approve the following:

	Name	Loc	Position	Action	Final day of employment	Discussion
1	Glazer, Bethann	KES	Permanent Substitute Teacher	Resignation for personal reasons	3/26/23	Amends <i>Final day</i> aprvd 3/20/23, XVI.D.1.2 given appt as Leave-Repl Teacher in 4/3/23, XVI.D.5.1.

REASSIGNMENTS / TRANSFERS

- 2. RESOLVED, that the Roxbury Township Board of Education approve the reassignment and change in salary for the staff members listed below:

	Name	Former Assignment & Loc.	New Assignment & Loc.	Pay Rate	Effective Date	Discussion
1	Agresta, Lauren	Substitute Teacher (exceeds 20 consecutive days) LRS	Leave-repl Special Education Teacher (RC) LRS TCH.SPE.RES.NA.42	\$300.00 per diem	4/3/23 thru 6/15/23	Non-tenure track replacement in position TCH.SPE.RES.NA.42

LEAVES OF ABSENCE

3. RESOLVED, that the Roxbury Township Board of Education approve the following:

	Employee	Leave Start Date	Paid Leave	Unpaid FMLA/ NJFLA ^	Return Date	Discussion
1	12429	1/9/23	Using available sick days	n/a	Upon release by physician	Amends Return Date aprvd 12/12/22, XVI.C.6.2.
2	19794	3/27/23	Using available sick then personal days	FMLA/NJFLA	Start of 24/25 SY	Amends Leave Start Date aprvd 1/23/23, XVI.D.4.5.
3	20124	4/17/23	Using 18 sick then 2 personal days	FMLA	Upon release by physician	
4	21855	3/17/23	n/a	FMLA	4/3/23	Amends Return Date aprvd 3/20/23, XVI.D.3.5.

^Leave becomes unpaid when sick/personal days depleted or released by physician, whichever occurs first.

APPOINTMENTS - LEAVE REPLACEMENTS

4. RESOLVED, that the Roxbury Township Board of Education approve the following non-tenure track positions:

	Name	Loc	Position	Salary	Start Date	End Date	Discussion
1	Weiss, Danielle	JES	Leave-repl Gr. 3 Teacher	\$300.00 per diem	4/17/23	6/15/23	Replacement in position TCH.JEF.GR3.NA.02

^ Employment start date is pending completion of documentation in accordance with the law or district policy.

5. RESOLVED, that the Roxbury Township Board of Education amend the start dates for previously approved appointments:

	Name	Loc	Position	Salary Guide / Step	Salary	Start Date	End Date	Prior BOE Aprvl	Discussion
1	Glazer, Bethann	KES	Leave-repl Gr. 4 Teacher	22/23 Board approved Sub Rate	\$300.00 per diem	3/27/23	6/15/23	3/20/23	Non-tenure track replacement in position TCH.KEN.GR4.NA.01.

APPOINTMENTS - HOURLY EMPLOYEES

6. RESOLVED, that the Roxbury Township Board of Education approve the following staff members:

	Name	Loc	Position	Guide / Hourly	Start Date	End	Discussion
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				Step	Rate		Date	
1	Kinney, Minsu	LRS	Special Education Paraprofessional	REA Paraprof Step 9	\$20.28	4/4/23	6/30/23	RC Program replacement in position AID.SPE.PT.NA.04; not to exceed 29.5 hrs/wk
* 2	Zapata, Diana	TR	Transportation Bus Aide	N/A	\$16.50	4/4/23	6/30/23	P/T replacement in position AID.BUS.TRN.NA.01

^ Employment start date is pending completion of documentation in accordance with the law or district policy.
 ^^ Employment start date is pending release from current employer.
 # 10-month employees shall start on the first day of the 2022-23 calendar for this bargaining unit / employee group.

7. RESOLVED, that the Roxbury Township Board of Education amend the start dates for previously approved appointments:

	Name	Loc	Position	Salary Guide / Step	Salary	Start Date	End Date	Prior BOE Aprvl	Discussion
1	Riboldi, Denise	LRS	Special Education Paraprof	REA Paraprof Step 11	\$21.48	3/21/23	6/30/23	3/6/23	RC Program replacement in position AID.SPE.PT.NA.35; not to exceed 29.5 hrs/wk
2	Rome, Angel	KES	Special Education Paraprof	REA Paraprof Step 10	\$20.88	3/21/23	6/30/23	2/13/23	BD Program replacement in position AID.SPE.PT.NA.34; not to exceed 29.5 hrs/wk

APPOINTMENTS - SUBSTITUTES

8. RESOLVED, that the Roxbury Township Board of Education approve the following non-tenure track positions on an as needed basis:

	Name	Loc.	Position	Salary	Start Date	End Date	Discussion
* 1	Hrynio, Lindsay	District	Substitute Nurse	22/23 Board approved Sub Rate	4/04/23	6/30/23	
* 2	Kika, Joseph	District	Substitute Teacher, Paraprofessional and Secretary	22/23 Board approved Sub Rate	4/04/23	6/30/23	
* 3	Sedlock, Robert	District	Substitute Teacher, Paraprofessional and Secretary	22/23 Board approved Sub Rate	4/04/23 [^]	6/30/23	
* 4	Spaldo, Debra	District	Substitute Teacher, Paraprofessional and Secretary	22/23 Board approved Sub Rate	4/04/23	6/30/23	
* 5	Swanick, Thomas	District	Substitute Teacher, Paraprofessional and Secretary	22/23 Board approved Sub Rate	4/04/23	6/30/23	
6	Weiss, Danielle	JES	Substitute Teacher	22/23 Board approved Sub Rate	3/31/23	4/16/23	1 transition day prior to & payable w/ Leave-repl assignment in BOE 4/3/23, XVI.D.4.1.

^ Employment start date is pending completion of documentation in accordance with the law or district policy.

APPOINTMENTS - TITLE I SUMMER SCHOOL PROGRAM

9. RESOLVED, that the Roxbury Township Board of Education approve the appointment of the staff listed below for the 2023 Title I Summer School Program. This program will run according to Resolution XVI.B.7 approved January 23, 2023, and Resolution XVI.B.8 approved March 20, 2023. At this time, employment and payment are contingent upon the status of school closures and enrollment numbers.

	<i>Name</i>	<i>Position</i>	<i>Hourly Rate #</i>	<i>Not to exceed:</i>	<i>Start</i>	<i>End</i>	<i>Discus sion</i>
1	Arms, Victoria	Teacher, Gr. 3	\$40	20 hrs/wk	7/5/23	7/31/23	^
2	Blessing, Kelly	Summer Staff Co-Trainer	\$42	1 hr	7/5/23	7/31/23	+
3	Curado, Sandra	Substitute for Summer School Coordinator	\$45	20 hrs/wk	7/5/23	7/31/23	
4	Demarest, Karen	Teacher, ELL	\$40	20 hrs/wk	7/5/23	7/31/23	
5	Derendal, Lyndsay	Substitute Teacher	\$40	20 hrs/wk	7/5/23	7/31/23	
		Substitute Paraprofessional	\$20 (NJ certification held)				
6	Gauthier, Nicole	Teacher, Kindergarten	\$40	20 hrs/wk	7/5/23	7/31/23	^
7	Hornung, Desiree	Substitute Nurse	\$45	20 hrs/wk	7/5/23	7/31/23	
8	Kim, Erica	Substitute Teacher	\$40	20 hrs/wk	7/5/23	7/31/23	
9	Krog, Deborah	Substitute Teacher	\$40	20 hrs/wk	7/5/23	7/31/23	
10	Leavy, Jennifer	Summer Staff Co-Trainer	\$42	1 hr	7/5/23	7/31/23	+
11	Leonard, Catherine	Substitute Nurse	\$45	20 hrs/wk	7/5/23	7/31/23	
12	Martini, Ann	Teacher, PE/Kinesthetic Learning	\$40	20 hrs/wk	7/5/23	7/31/23	
13	McInnes, Cathy	Teacher, Gr. 1	\$40	20 hrs/wk	7/5/23	7/31/23	^
14	Meaney, Courtney	Teacher, Gr. 1	\$40	20 hrs/wk	7/5/23	7/31/23	^
15	Olcott, Nicole	Substitute Teacher	\$40	20 hrs/wk	7/5/23	7/31/23	
16	Renn, Christi	Teacher, PreK	\$40	20 hrs/wk	7/5/23	7/31/23	^
17	Rex, Jean	Substitute Teacher	\$40	20 hrs/wk	7/5/23	7/31/23	
18	Sheplak-Lewis, Jacqueline	Teacher, Gr. 2	\$40	20 hrs/wk	7/5/23	7/31/23	^
19	Sobestanovich, Kelsey	Teacher, Gr. 2	\$40	20 hrs/wk	7/5/23	7/31/23	^
20	Tunstead, Elena	Teacher, Gr. 4	\$40	20 hrs/wk	7/5/23	7/31/23	^
21	Wilson, Brenda	Teacher, Kindergarten	\$40	20 hrs/wk	7/5/23	7/31/23	^
22	Yodice, Victoria	Nurse	\$45	20 hrs/wk	7/5/23	7/31/23	
# To be paid from Title I funds. ^ Grade-level assignment may change based upon enrollment. + Training by Co-Trainer to be completed; followed by an additional hour of training by other Co-Trainer.							

SALARY ADJUSTMENTS - CERTIFICATED STAFF

10. RESOLVED, that the Roxbury Township Board of Education approve the following teaching assignments for the staff indicated below for the 2022/2023 school year, with the understanding that these assignments are subject to change based on scheduling adjustments:

	Name	Loc	Program/ Class	Extra Blocks assigned:	Effective	Salary Guide / Step	Adtl. Salary not to exceed	Discussion
*	1 Basso, Gregory	RHS	Algebra I OCR, Block 5	1 block on B days w/in A/B day schedule @ RHS	4/4/23-6/14/23	22/23 MA+30 Step 21	\$3,369	^
*	2 Damelio, Kellie	RHS	SUMMIT PE, Block 8	1 block on B days w/in A/B day schedule @ RHS	4/4/23-6/14/23	22/23 MA+30 Step 16-17	\$2,833	^
*	3 Fagan, Margaret	RHS	SUMMIT Biology, Block 1	1 block on A days w/in A/B day schedule @ RHS	4/4/23-6/14/23	22/23 MA+30 Step 23	\$3,583	^
*	4 Gibson, Ryan	RHS	Algebra I ICR, Block 3CD	1 block on A days w/in A/B day schedule @ RHS	4/4/23-6/14/23	22/23 BA+30 Step 11-13	\$2,451	^
*	5 Hughes, David	RHS	SUMMIT Culinary, Block 5	1 block on B days w/in A/B day schedule @ RHS	4/4/23-6/14/23	22/23 MA+30 Step 18	\$2,945	^
	6 Maiello, Erin	EMS	Supplemental Reading, Period 2	1 period on B days w/in A/B day schedule @ EMS	4/4/23-6/14/23	22/23 MA Step 23	\$2,248	#
*	7 Thompson, Carie	RHS	SUMMIT PE, Block 4	1 block on A days w/in A/B day schedule @ RHS	4/4/23-6/14/23	22/23 MA+30 Step 16-17	\$2,833	^
^ Coverage for position TCH.SPE.RES.NA.05. # Student needs.								

MENTORING

11. RESOLVED, that the Roxbury Township Board of Education approve the mentoring assignments indicated below. The number of weeks shown encompasses weeks when school is in session; and when the novice teacher and mentor are present at school to collaborate:

Novice Teacher				Mentoring Term in Roxbury				
	Name	Loc	No. of weeks of mentoring completed to date	Mentor	Start Date	End Date	No. of Wks	Fee
*	1 Kong, Kristina	RHS	n/a	Zengel, Renee	8/25/22	3/17/23	28 #	\$513 #
*	2 Kong, Kristina	RHS	28	Gluck, Caitlin	4/3/23	4/21/23	2	\$37
	3 Weiss, Danielle	JES	28	Kim, Erica	4/17/23	4/28/23	2	\$37
# Amends terms aprvd 9/19/22, XVI.E.20.5.								

CURRICULUM WRITING

12. RESOLVED, that the staff listed below be approved to write curriculum from June 16, 2023 through June 30, 2023 for the 2022/2023 school year as indicated at a salary of \$46 per hour per course, not to exceed thirty-five (35) hours per course. This work includes previously approved curriculum revisions that were not completed in the Summer of 2022. Unless otherwise noted, proposed hours provided is the total amount allotted for the grade level or grade span shown.

Grouped by "School/Course Level", then organized by "Course".

	Course	School/ Course Level	Grade Level	Course Duration (FY, Sem, Q)	New, Revision, or Rewrite	Proposed hours	Teachers to be Board-approved to write
1	School Counseling	Elem	K	FY	Revision	10	Ashley Cicchino; Stefanie DelRusso
2	School Counseling	Elem	1	FY	Revision	10	Ashley Cicchino; Stefanie DelRusso
3	School Counseling	Elem	2	FY	Revision	10	Ashley Cicchino; Stefanie DelRusso
4	School Counseling	Elem	3	FY	Revision	10	Ashley Cicchino; Stefanie DelRusso
5	School Counseling	Elem	4	FY	Revision	10	Ashley Cicchino; Stefanie DelRusso
6	School Counseling	Elem	5	FY	Revision	10	Ashley Cicchino; Stefanie DelRusso
7	School Counseling	Elem	6	FY	Revision	10	Ashley Cicchino; Stefanie DelRusso
* 8	AP Comparative Governments and Politics	RHS	10 - 12	FY	New	35	James Connolly
* 9	Engineering Drafting and Design I	RHS	9 - 12	FY	Rewrite	20	Jean Tom
* 10	Engineering Drafting and Design II	RHS	9 - 12	FY	Rewrite	20	Jean Tom
* 11	Expressions Dance Ensemble	RHS	9 - 12	FY	Rewrite	20	Kristina Kong
* 12	Fusion Dance Ensemble	RHS	9 - 12	FY	Rewrite	20	Kristina Kong
* 13	Introduction to Structural Design	RHS	10 - 11	FY	New	35	Frank Caccavale
* 14	Microbiology	RHS	10 - 12	Sem	New	17.5	Laurie Terranova
* 15	Structural Design and Fabrication	RHS	11 - 12	FY	Revision	15	Frank Caccavale
* 16	Synergy Dance Ensemble	RHS	9 - 12	FY	Rewrite	20	Kristina Kong

E. Executive Session Special Meetings

- *1. WHEREAS, Chapter 231, P.L. 1975, also known as the Sunshine Law, authorizes a public body to meet in Executive Session under certain limited circumstances; and

WHEREAS, said law requires the Board of Education to adopt a resolution at a public meeting before it can meet in such an Executive Session; and

WHEREAS, the Board of Education is anticipating to hold Special Meetings on April 11, April 12, April 13, April 17, April 18, April 19 and April 20, 2023 at 6:00 p.m. and;

WHEREAS, the Board of Education intends to discuss personnel matters pertaining to Superintendent search in Special Meetings on April 11, April 12, April 13, April 17, April 18, April 19 and April 20, 2023;

NOW THEREFORE, BE IT RESOLVED, that the Roxbury Township Board of Education expects to discuss personnel matters covered by attorney client privilege during the aforementioned Executive Session; and

BE IT FURTHER RESOLVED, that the public portion of the aforementioned Roxbury Township Board of Education Special Meeting will commence at 6:00 p.m. followed by closed session of the Board. No Formal action will be taken.

F. Executive Session Regular Meeting

*1. WHEREAS, Chapter 231, P.L. 1975, also known as the Sunshine Law, authorizes a public body to meet in Executive Session under certain limited circumstances; and

WHEREAS, said law requires the Board of Education to adopt a resolution at a public meeting before it can meet in such an Executive Session; and

WHEREAS, the Board of Education is anticipating to hold a Regular Meeting on April 24, 2023 at 6:30 p.m. and;

WHEREAS, the Board of Education intends to discuss matters in Executive Session at this meeting;

NOW THEREFORE, BE IT RESOLVED, that the Roxbury Township Board of Education expects to discuss personnel, student matters, negotiations and matters covered by attorney client privilege during the aforementioned Executive Session; and

BE IT FURTHER RESOLVED, that the public portion of the aforementioned Roxbury Township Board of Education Regular Meeting will commence at 7:30 p.m.

XVII. PUBLIC COMMENTS – There is a three-minute time limit, per Board Policy.

XVIII. BOARD MEMBER COMMENTS

XIX. EXECUTIVE SESSION - (IF NECESSARY)

XX. PUBLIC SESSION – (IF NECESSARY)

XXI. ADJOURNMENT

REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

OPERATIONS
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CARE OF INJURED AND ILL PERSONS (M)

R 8441 CARE OF INJURED AND ILL PERSONS (M)

M

A. Injuries and/or Illness Requiring Immediate Attention

These regulations apply when a student, staff member, visitor, or other person on school grounds or during a school-sponsored event, activity, or field trip is injured or becomes suddenly ill. A school staff member shall take charge under these circumstances until the school nurse or another medical professional arrives on the scene.

1. The injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, to the Principal or designee.
2. If it is evident the illness or injury is serious and immediate medical attention may be required, emergency medical assistance shall be immediately summoned by a telephone call to 911.
3. The injured or ill person shall be examined for any obvious injuries or health problems.
4. The injured or ill person shall be checked for the presence of a necklace or bracelet that identifies a particular medical problem.
5. The injured or ill person shall not be moved, except as may be necessary to remove the person from a dangerous environment.
6. The injured or ill person should be made as comfortable as possible, without moving him/her.
7. No food or liquid should be given to the injured or ill person except on the orders of the school nurse or another **emergency** medical professional.
8. The injured or ill person shall be informed when emergency medical assistance has been contacted.

B. Emergency First Aid Procedures



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

OPERATIONS
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CARE OF INJURED AND ILL PERSONS (M)

1. The school nurse or other **emergency** medical professional will administer emergency first aid to an injured student, staff member, or visitor.
2. In the event the school nurse or other medical professional is not available or before the school nurse or other medical professional arrives, the school staff member or other adult in charge may administer basic first aid to the injured or ill person until the school nurse or other trained medical professional arrives.
 - a. Trauma kits are available in every school.
 - b. The school nurse will develop, in consultation with the school physician, basic emergency first aid procedures in the event a school staff member may be in the position to provide emergency first aid to an injured or ill person until the school nurse or other medical professional arrives on the scene.
 - c. The school nurse will make such basic emergency first aid procedures available to school staff members.

Adopted: 14 October 2013

Revised: 15 August 2016

Revised: **TBD**

