

DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
OCTOBER 16, 2023

REGULAR MEETING AGENDA
LINCOLN ROOSEVELT SCHOOL
34 N. 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 ensure 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

Daily Record - Newspaper

Star Ledger - Newspaper

Roxbury Website – <https://www.roxbury.org/domain/83>

Municipal Clerk

Roxbury Public Library

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 October 16, 2023, regarding personnel matters, student matters, negotiations and attorney client privilege.

October 16, 2023

- IV. ROLL CALL
- V. PUBLIC SESSION
- VI. PLEDGE OF ALLEGIANCE
- VII. PRESENTATIONS
- 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 September 18, 2023.
2. Minutes of the Executive Session of September 18, 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

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.

A. Finances (*Resolutions 1-23*)

DISTRICT GOALS

- *1. RESOLVED, that the Roxbury Township Board of Education accept the District Goals for the 2023/2024 school year.

District Goals for 2023/2024:

1. **Student Achievement/Professional Development-** Enhance an active, inclusive, and multifaceted learning experience that maximizes each student's potential and empowers individual achievement.
2. **Portrait of a Graduate-** To assess, review and revise the Portrait of a Graduate.
3. **Sustainability-** To implement innovative programs to support students' sustainability.
4. **Health & Wellness-** Continue to develop an economically viable, safe, collaborative atmosphere for students, staff and community members to inspire all learners and support their mental wellness to increase a readiness to be able to learn and meaningfully participate in the greater school community.
5. **Culture & Climate/Community-** To foster an inclusive and collaborative culture and climate with internal and external stakeholders.

BILLS LIST

- *2. RESOLVED, that the Roxbury Township Board of Education approve the October 2023 bills list totaling \$3,487,696.21 as presented.

TRANSFERS

- *3. RESOLVED, that the Roxbury Township Board of Education approve the September 2023 list of transfers between accounts as presented. Approval by the County Office is not required except as noted on the list.

SECRETARY'S REPORT

- *4. RESOLVED, that the Roxbury Township Board of Education approve the Board Secretary's Report for September 2023.

TREASURER'S REPORT

- *5. RESOLVED, that the Roxbury Township Board of Education approve the Treasurer's Report for September 2023.

MONTHLY FINANCIAL CERTIFICATION OF THE BOARD SECRETARY AND BOARD OF EDUCATION

*6. RESOLVED, that the Roxbury Township Board of Education, pursuant to N.J.S.A. 18A:19-4, does certify that no line item account has encumbrances and expenditures which in total exceed the line item appropriation, and

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 18A:17-9 and N.J.S.A. 18A:17-36, after review of the Board Secretary’s and Treasurer’s monthly financial reports for the month of September 2023 that no major accounts and fund balances in the 2023/2024 budget have been over expended and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

STUDENT ACTIVITY ACCOUNTS

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

Roxbury High School	\$8,640.80	Franklin School	\$0
Athletics	\$1,842.00	Kennedy School	\$0
Eisenhower Middle School	\$0	Jefferson School	\$0
Lincoln Roosevelt School	\$0	Nixon School	\$0

TRAVEL REQUESTS

*8. 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 further 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.

	Name	Workshop Title		Place*	Date of Workshop	Registration Fee	Total Estimated Expenses
1.	Douglas, Diane	Helping Youth Thrive, Teaching Sex Ed	4 S-1	New Brunswick, NJ	10/4/23	\$0	\$31.49
2.	Urban, Allie	Helping Youth Thrive, Teaching Sex Ed	4 S-1	New Brunswick, NJ	10/4/23	\$0	\$31.49
3.	Buckler, Jennifer	NJSCA Fall Conference	4	Edison, NJ	10/13/23	\$109.00	\$127.05
4.	Iuvone, Erica	NJ Science Convention	4 S-2	Princeton, NJ	10/17/23, 10/18/23	\$0	\$0
5.	Wetreich, Deborah	Cornerstone: Working With Families, The Burdens we carry	4	West Orange, NJ	10/17/23	\$0	\$21.62
6.	LaCapra, Gina	The Morris County Education Partnership - Energize and Thrive Workshop/Trauma Related	4	Morristown, NJ	10/18/23	\$0	\$14.48
7.	Trokan, Matt	Ethical Issues and Educational Impact of AI	4	Denville, NJ	10/19/23	\$75.00	\$84.48

8.	Stoyanov, Aubrey	NNJOSA Workshop Series	4	Wayne, NJ	10/21/23, 11/18/23, 1/27/24, 3/16/24, 4/20/24	\$130.00	\$196.92
9.	McGinley, Birsen	Transition Coordinators Network Meeting	4	Holmdel, NJ	10/25/23, 1/10/24, 5/15/24	\$0	\$166.67
10.	McGinley, Birsen	NJDOE: Community of Practice for Educators Who Work in Programs for 18-21 Year Olds	4	Wayne, NJ	10/26/23, 1/30/24, 4/30/24	\$0	\$90.53
11.	Trokan, Matt	New Jersey Social Studies Supervisors' Association - Fall 2023 Meeting	4	Monroe, NJ	10/27/23	\$0	\$45.26
12.	LaCapra, Gina	Instructional Rounds - Visiting Mt. Olive H.S. Guidance Department	4	Mt. Olive, NJ	11/3/23	\$0	\$4.42
13.	Argenziano, Chris	2023 International Forum	4	Washington, DC	11/5-11/7/23	\$624.00	\$1,574.46
14.	Zegar, Christopher	2023 International Forum	4	Washington, DC	11/5-11/7/23	\$599.00	\$1,548.52
15.	Kelly, Megan	Instructional Round and Observation of Preschool at Pascack Valley H.S.	4 S-1	Hillsdale, NJ	11/7/23	\$0	\$0
16.	Kroog, Barbara	Instructional Round and Observation of Preschool at Pascack Valley H.S.	4 S-1	Hillsdale, NJ	11/7/23	\$0	\$43.05
17.	Amico, Karin	Genesis User Group Meeting	4	Montville, NJ	11/14/23	\$0	\$20.40
18.	Connelly, Sheila	Genesis User Group Meeting	4	Montville, NJ	11/14/23	\$0	\$20.40
19.	Demova, Bohdanka	Model UN RUMUN - Rutgers	4 S-2	New Brunswick, NJ	11/16-11/19/23	\$160.00	\$782.30
20.	Trokan, Matt	Diversity, Equity, and Inclusion - Engineering Inclusion	4	Denville, NJ	11/16/23	\$75.00	\$84.48
21.	Hopper, JoEllen	Rutgers - Gender, Sexuality, and Colonialism	4 S-1	New Brunswick, NJ	11/17/23	\$35.00	\$35.00
22.	Mann, Monica	Morris County Directors of Guidance Fall Meeting	4	Randolph, NJ	11/17/23	\$0	\$4.04
23.	Mann, Monica	Navigating Guidance, Requirements and Best Practices for Risk and Threat Assessment Teams	4	Monroe, NJ	11/17/23	\$149.00	\$196.18
24.	Fiscina, Jeff	Conquer Mathematics - Administrators/Supervisors	4	Pompton Plains, NJ	11/28/23	\$180.00	\$206.32
25.	Hancock, Jessie	New Jersey Branch International Dyslexia Association 38th Annual Fall Conference	4 S-1	Somerset, NJ	12/1/23	\$210.00	\$218.46
26.	LaCapra, Gina	Instructional Rounds - Visiting Butler H.S. Guidance Department	4	Butler, NJ	12/1/23	\$0	\$29.80
27.	Caivano, Roxana	NJ Association of School Librarians	4 S-2	Atlantic City, NJ	12/3-12/5/23	\$250.00	\$396.74
28.	Mann, Monica	Counselor Lunch/Workshop at FDU	4	Florham Park, NJ	12/7/23	\$0	\$25.60
29.	Trokan, Matt	Bringing Back the Joy to Teaching	4	Denville, NJ	12/7/23	\$75.00	\$84.48
30.	Maher, Chelsea	Lincoln Tech Field Trip with the SDF Class	4	Mahwah, NJ	1/5/24	\$0	\$0

31.	Hachey, Patrick	Melodies Performance at the ACDA Eastern Division Conference	4 S-2	Providence, RI	2/28-3/1/24	\$315.00	\$315.00
32.	Salyerds, R. Daniel	Melodies Performance at the ACDA Eastern Division Conference	4 S-2	Providence, RI	2/28-3/1/24	\$0	\$0
33.	Sweer, Krista	Melodies Performance at the ACDA Eastern Division Conference	4 S-2	Providence, RI	2/28-3/1/24	\$315.00	\$315.00
34.	Hopper, JoEllen	Rutgers - New Histories of the American Soldier during WWII	4 S-1	New Brunswick, NJ	3/1/24	\$35.00	\$68.28
35.	Hopper, JoEllen	Rutgers - The Historical Roots of Islamophobia	4 S-1	New Brunswick, NJ	4/12/24	\$35.00	\$68.28
36.	Hachey, Patrick	Roxbury Choir Dept. Overnight Field Trip to Heritage Music Festival	4 S-2	Boston, MA	4/25-4/28/24	\$0	\$0
37.	Salyerds, R. Daniel	Roxbury Choir Dept. Overnight Field Trip to Heritage Music Festival	4 S-2	Boston, MA	4/25-4/28/24	\$0	\$0
37.	Speronza, Jane-Frances	Roxbury Choir Dept. Overnight Field Trip to Heritage Music Festival	4 S-2	Boston, MA	4/25-4/28/24	\$0	\$0
38.	Sweer, Krista	Roxbury Choir Dept. Overnight Field Trip to Heritage Music Festival	4 S-2	Boston, MA	4/25-4/28/24	\$0	\$0
39.	Wenarsky, Courtney	Rutgers - The Boggs Center - CBI Networking	4 S-3	Online	10/10/23, 10/18/23, 11/1/23	\$0	\$0
40.	Wenarsky, Courtney	Rutgers - The Boggs Center - Understanding Aggressive Behavior	4 S-1	Online	12/8/23	\$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.							

CONTRACTS

- *9. RESOLVED, that the Roxbury Township Board of Education approve a contract with Horizon Staffing Resources, 198 Route 9 North, Suite 107, Manalapan, NJ to provide a full range of staffing services including Registered Nurses, Licensed Practical Nurses, Certified Nurse assistants, Health Aides, Paraprofessionals as well as other clinical and non-clinical temporary staff members on an as-needed and as-requested basis. The agreement will commence on July 1, 2023, and expire on June 30, 2024.

APPROVAL OF PURCHASES

- *10. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Zonar services for the Transportation Department from Zonar Systems, Inc., 18200 Cascade Ave S., Seattle, WA using BuyBoard Purchasing Cooperative Contract #696-23 in the amount of \$44,660.52.
- *11. RESOLVED, that the Roxbury Township Board of Education approve the purchase of architectural and engineering design services to complete the installation of the generators from Solutions Architecture, LLC, 96 Pompton Avenue #2, Verona, NJ in the amount of \$73,800.00 and funded through ARP ESSER.

RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF ROXBURY IN THE COUNTY OF MORRIS, NEW JERSEY APPOINTING A LESSOR RELATING TO THE LEASE PURCHASE OF TECHNOLOGY EQUIPMENT IN AN AMOUNT NOT TO EXCEED \$500,000, AND DETERMINING RELATED MATTERS IN CONNECTION THEREWITH

- *12. WHEREAS, The Board of Education of the Township of Roxbury in the County of Morris, New Jersey (the "Board") seeks to purchase technology equipment (the "Project") at a cost not to exceed \$500,000; and

WHEREAS, the Board intends to finance such Project through a tax-exempt, lease purchase financing in an aggregate amount not exceeding \$500,000 (the "Lease Purchase Financing"); and

WHEREAS, the Board sought quotes through the Hunterdon County Educational Services Commission for such Lease Purchase Financing; and

WHEREAS, the Board, on May 25, 2023, received quotes for the Lease Purchase Financing; and

WHEREAS, the quote of TD Equipment Financing, Inc. was the most advantageous quote to the Board; and

WHEREAS, the Board seeks to execute a lease purchase agreement (the "Lease") for the Lease Purchase Financing with TD Equipment Financing, Inc. in its capacity as lessor and in accordance with its quote as set forth below; and

WHEREAS, the Board desires to set forth the basic financial terms to be incorporated into the Lease and authorize the preparation, the execution and the delivery of the Lease and certain other agreements necessary or incidental to the transactions contemplated thereby;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF ROXBURY IN THE COUNTY OF MORRIS, NEW JERSEY, as follows:

SECTION 1. The Board hereby approves to finance the acquisition and installation of the Project and other related costs and hereby awards the financing to TD Equipment Financing, Inc. (as defined above). The interest rate per annum, the principal maturities and the other terms of the financing shall be as described in the Lease and shall be consistent with the quote submitted by TD Equipment Financing, Inc. on May 25, 2023 (the "Quote"). In accordance with the Quote the interest rate shall be 4.22% or as indexed in the Quote.

SECTION 2. The Board hereby authorizes (i) the execution and the delivery of the Lease and other related documents, including an Escrow Agreement, and (ii) the performance by the Board of its obligations under the Lease and the Escrow Agreement, both to be dated the date of respective closing. The Board further authorizes and directs the Board President (or in every instance where the Board President is authorized to execute a document under this Resolution the same such authority shall also be given to the Vice President), the Business Administrator, the Assistant Business Administrator or the Superintendent to approve any non-material changes, additions or deletions to the Lease and the Escrow Agreement as may be necessary in the judgment of the Board's Bond Counsel. The Lease sets forth, among other things, the lease payments of the Board and

their respective amounts. In all respects, the Lease shall be consistent with the terms of this Resolution.

SECTION 3. In exchange for its authorization and execution of the Lease, the Board will receive an aggregate amount not to exceed \$500,000, which will be used to finance the Project and other related costs. Lease payments under the Lease may occur on one or more dates, provided that the final lease payment shall not extend beyond August 1, 2026.

SECTION 4. The Board President, the Business Administrator, the Assistant Business Administrator and/or the Superintendent are hereby authorized and directed to execute and to deliver on behalf of the Board each of the agreements referred to in Section 2 of this Resolution and such other agreements and certificates as may be necessary to complete the transaction contemplated by the Lease and the Board President, the Business Administrator, the Assistant Business Administrator and/or the Superintendent are hereby authorized and directed to take, on behalf of the Board, such other actions as shall be necessary and appropriate to accomplish the lease purchase financing of the Project in accordance with the terms of the Lease and this Resolution and pursuant to the terms of the agreements and the instruments authorized to be prepared hereby and to accomplish the performance of the obligations of the Board in respect thereof.

SECTION 5. The Board hereby covenants that it will comply with any conditions subsequently imposed by the Internal Revenue Code of 1986, as amended (the "Code"), in order to preserve the exemption from taxation of interest on the Lease, including, if necessary, the requirement to rebate all net investment earnings on the gross proceeds above the yield on the Lease. The Lease will be designated as "qualified tax-exempt obligations" for purposes of section 265(b)(3)(B)(ii) of the Code.

SECTION 6. The Board reasonably expects to reimburse its expenditure of Project costs paid prior to the issuance of the Lease with proceeds of the Lease. This resolution is intended to be and hereby is a declaration of the Board's official intent to reimburse the expenditure of Project costs paid prior to the issuance of the Lease with the proceeds of the Lease, in accordance with Treasury Regulations §150-2. The maximum principal amount of the Lease expected to be issued to finance the Equipment is \$500,000. The Project costs to be reimbursed with the proceeds of the Lease will be "capital expenditures" in accordance with the meaning of Section 150 of the Code. No reimbursement allocation will employ an "abusive arbitrage device" under Treasury Regulations §1.148-10 to avoid the arbitrage restrictions or to avoid the restrictions under Sections 142 through 147, inclusive, of the Code. The proceeds of the Lease used to reimburse the Board for Project costs, or funds corresponding to such amounts, will not be used in a manner that results in the creation of "replacement proceeds", including "sinking funds", "pledged funds" or funds subject to a "negative pledge" (as such terms are defined in Treasury Regulations §1.148-1), of the Lease or another issue of debt obligations of the Board, other than amounts deposited into a "bona fide debt service fund" (as defined in Treasury Regulations §1.148-1). All reimbursement allocations will occur not later than 18 months after the later of (i) the date the expenditure from a source other than the Lease is paid, or (ii) the date the Project is "placed in service" (within the meaning of Treasury Regulations §1.150-2) or abandoned, but in no event more than 3 years after the expenditure is paid.

SECTION 7. This Resolution shall take effect immediately upon its adoption.

APPROVAL OF SUBMISSION OF GRANTS

13. WHEREAS, the Roxbury Township Public Schools has been afforded the opportunity to apply for the Sustainable Jersey for Schools and the NJEA grant for Jefferson Elementary School for a proposal entitled "Outdoor Classroom" in the amount of \$2,000.00.

NOW THEREFORE, BE IT RESOLVED, that the Roxbury Township Board of Education approve the submission of the grant application for the "Outdoor Classroom" as authorized by the Business Administrator.

- *14. WHEREAS, the Roxbury Township Public Schools has been afforded the opportunity to apply for the Sustainable Jersey for Schools and the NJEA grant for Eisenhower Middle School for a proposal entitled "Seeds of Sustainability" in the amount of \$2,000.00.

NOW THEREFORE, BE IT RESOLVED, that the Roxbury Township Board of Education approve the submission of the grant application for the "Seeds of Sustainability" as authorized by the Business Administrator.

- *15. WHEREAS, the Roxbury Township Public Schools has been afforded the opportunity to apply for the Sustainable Jersey for Schools and the NJEA grant for Roxbury High School for a proposal entitled "Piloting Sustainability with Drones" in the amount of \$2,000.00.

NOW THEREFORE, BE IT RESOLVED, that the Roxbury Township Board of Education approve the submission of the grant application for the "Piloting Sustainability with Drones" as authorized by the Business Administrator.

16. WHEREAS, the Roxbury Township Public Schools has been afforded the opportunity to apply for the Sustainable Jersey for Schools and the NJEA grant for Roxbury Public Schools K-4 for a proposal entitled "Renewable Readings - Stories on Sustainability" in the amount of \$10,000.00.

NOW THEREFORE, BE IT RESOLVED, that the Roxbury Township Board of Education approve the submission of the grant application for the "Renewable Readings - Stories on Sustainability" as authorized by the Business Administrator.

- *17. WHEREAS, the Roxbury Township Public Schools has been afforded the opportunity to apply for the JetBlue Foundation grant to support aviation education and STEM initiatives in the amount of \$50,000.00.

NOW THEREFORE, BE IT RESOLVED, that the Roxbury Township Board of Education approve the submission of the JetBlue Foundation grant application as authorized by the Business Administrator.

APPROVAL OF THE UNIFORM STATE MEMORANDUM OF AGREEMENT BETWEEN EDUCATION AND LAW ENFORCEMENT OFFICIALS

- *18. RESOLVED, that the Roxbury Township Board of Education approve the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials for

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2023/2024, and submission of the Agreement to the Roxbury Township Police Department, County Prosecutor and County Superintendent of Schools.

APPROVAL OF THE MEMORANDUM OF UNDERSTANDING - LIVE STREAM VIDEOS SHARING BETWEEN THE ROXBURY TOWNSHIP SCHOOL DISTRICT AND THE ROXBURY TOWNSHIP POLICE DEPARTMENT

- *19. RESOLVED, that the Roxbury Township Board of Education approve the Memorandum of Understanding with the Roxbury Township Police Department regarding Live Stream Videos Sharing for the 2023/2024 school year.

COMPREHENSIVE GUIDANCE AND ACADEMIC COUNSELING PROGRAM

- *20 RESOLVED, that the Comprehensive Guidance and Academic Counseling Program be approved for Roxbury High School for the 2023/2024 school year.

SCHOOL NURSING SERVICE PLAN

- *21. RESOLVED, that the Roxbury Township Board of Education approve the 2023/2024 School Nursing Service Plan.

APPROVAL OF SERVICE PROVIDER

- *22. RESOLVED, that the Roxbury Township Board of Education approve the CPR-AED-Heartsaver training to be provided by instructor Dale Cropley for staff taking place after school hours during the 2023/2024 school year. Total cost not to exceed \$1,080.00.

APPROVAL OF DISPOSAL OF PROPERTY

- *23. RESOLVED, that the Roxbury Township Board of Education approve the discontinued use of the Technology Equipment listed in Exhibit F-1. These items have been identified as obsolete, broken, and/or no longer functioning, if unsellable, items will be discarded.

B. Education (Resolutions 1-10)

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 acknowledges receipt of the district's Student Safety Data System (SSDS) Report submitted to the New Jersey Department of Education for its Report Period 2 for the 2022/2023 school year. This report certifies both incident data collected from September 1, 2022 through June 30, 2023; and Harassment, Intimidation, and Bullying trainings and programs completed from July 1, 2022 through June 30, 2023.

- *2. RESOLVED, that the Roxbury Township Board of Education affirms the Superintendent's decisions provided in the Harassment, Intimidation, and Bullying Report for the 2023/2024 school year, ending as of September 15, 2023 for Incident Nos. 1 and 2.
- *3. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2023/2024 school year, beginning September 16, 2023 and ending October 13, 2023 for Incident Nos. 3 through 9.

FIELD TRIPS / COMPETITIONS

- 4. 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	Estimated # of Students	Trip Destination	Location	Faculty Sponsor
* 1	RHS	SUCCESS	12	Circle Bowl & Entertainment	Ledgewood, NJ	C.Wenarsky
* 2	RHS	SUCCESS	12	Pinspiration	Randolph, NJ	C.Wenarsky
* 3	RHS	SUCCESS	12	Randolph Diner	Randolph, NJ	C.Wenarsky
* 4	RHS	SUCCESS	12	Turtle Back Zoo	West Orange, NJ	C.Wenarsky
* 5	RHS	SUCCESS; VISTA	20	Mt. Olive HS	Flanders, NJ	K.Gangemi; B.McGinley; C.Wenarsky
* 6	RHS	VISTA	8	Anthony Francos Pizzeria & Ristorante	Succasunna, NJ	K.Gangemi
* 7	RHS	VISTA	8	Dollar Tree & Spirit Halloween	Succasunna, NJ	K.Gangemi
* 8	RHS	VISTA	8	Grilled Cheese Gourmet	Kenvil, NJ	K.Gangemi
* 9	RHS	VISTA	8	Rockaway Townsquare Mall	Rockaway, NJ	K.Gangemi
* 10	RHS	VISTA	8	Walgreens Shopping Center & Downtown Denville	Denville, NJ	K.Gangemi

- 5. RESOLVED, that the Roxbury Township Board of Education approve staff and students for participation in **same-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	Estimated # of Students	Trip Destination	Location	Faculty Sponsor
1	EMS	Music/Choir	~40-50	Sony Hall	New York, NY	J.Harrison Calderon
2	FES	Gr. 4	63	Sterling Hill Mining Museum	Ogdensburg, NJ	J.Dranoff; S.Drury; M.Gallagher; A.Steinmetz
3	JES	Gr. 1	68	Turtle Back Zoo	West Orange, NJ	M.Cosgrove
4	KES	Gr. K	47	Tranquility Farms	Andover, NJ	M.Gardner; K.Sabella; V.Uccello

5	KES	REACH	~5	Tranquility Farms	Andover, NJ	N.Marek; A.Somers
6	LRS	REACH	~6	Tranquility Farms	Andover, NJ	E. Neumann; A.Somers
7	LRS	Gr. 5 Chorus	~85	Roxbury HS Auditorium	Succasunna, NJ	E.Ng
8	LRS	5	~250	Liberty Science Center	Jersey City, NJ	T.North
9	LRS	Gr. 5 Chorus	~85	Roxbury HS Auditorium	Succasunna, NJ	E.Ng
10	NES	Gr. 3	54	Waterloo Village Historic Site	Stanhope, NJ	J.Rex
11	NES	Gr. 2	33	Mayo Performing Arts Center	Morristown, NJ	K.Start
12	NES	Gr. 1	73	Turtle Back Zoo	West Orange, NJ	S.Ralston
13	RCS	PreK	25 max	Roxbury Public Library	Succasunna, NJ	E.Maio; A.Rhodes; S.Spicka
* 14	RHS	Contemporary World Issues	4	Ramapo College	Mahwah, NJ	R.Hamade
* 15	RHS	Tomorrow's Teachers	~8-10	Jefferson, Lincoln Roosevelt, & Eisenhower Schools	Succasunna, NJ	D.Burleigh; J.Fiscina
* 16	RHS	Gr. 11 & 12 Classic Sounds Honors	41	Cali School of Music, Montclair State University	Montclair, NJ	P.Hachey; R.Salyerds; K.Sweeer
* 17	RHS	TYC; Tomorrow's Teachers	21	Liberty Science Center	Jersey City, NJ	B.Kroog
* 18	RHS	Gr. 9-12, Restorative Justice/Leadership	40	Kean University	Union, NJ	D.Burleigh; M.Hall
* 19	RHS	AP World History	50	Metropolitan Museum of Art	New York, NY	B.Demova
* 20	RHS	Structural Design/Fabrication	25	Universal Technical Institute	Bloomfield, NJ	F.Caccavale
* 21	RHS	Structural Design/Fabrication	25	Lincoln Tech	Mahwah, NJ	F.Caccavale
* 22	RHS	Child Development	~58	Roxbury Public Library	Succasunna, NJ	M.Kelly; B.Kroog

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

	School	Group	Estimated # of Students	Trip Destination	Location	Faculty Sponsor(S) & Chaperones(C)	Total Estimated Expenses to District
1	RHS	Academic Decathlon	16	Hyatt Regency	New Brunswick, NJ	B.Demova(S)(C); TBD(C)	\$7,017 plus Sub Coverage for 2 staff for 2 days
2	RHS	Melodies	35	American	Providence,	P.Hachey(C);	\$630 plus

				Choral Directors Association Eastern Division Conference	RI	D.Miller(C); R.Salyerds(C); K.Sweeer(S)(C)	Charter Bus transportation & Sub Coverage for 3 staff for 2 days
3	RHS	Roxbury Classic Sounds Honors; Roxbury Chorale; Roxbury Concert Choir; Roxbury Treble Choir; Roxbury Revelation; Roxbury Vocal Jazz; Roxbury Melodies; Roxbury Glee Club	130	World Strides Heritage Music Festival	Boston, MA	P.Hachey(S)(C); D.Miller(C); R.Salyerds(C); J.Speronza(C); K.Sweeer(C)	Sub Coverage for 4 staff for 2 days

OUT-OF-DISTRICT PLACEMENT/SERVICES - 2023/2024

- *7. RESOLVED, that the Roxbury Township Board of Education approve the 2023/2024 Extended School Year and 2023/2024 School Year Out-Of-District Placements/Services listed below:

<i>File Number</i>	<i>School or Provider</i>	<i>Total Cost</i>	<i>Dates</i>
211280	Roxbury Community School	\$10,000.00	8/23/23-6/13/24
209047	Bergen County Special Services School District	\$6,270.00	8/30/23-6/13/24
212253	Mountain Lakes Board of Education - Lake Drive School	\$74,844.48	9/26/23-6/18/24

APPROVAL OF SENIOR OPTION AND INDEPENDENT STUDY PROJECTS - RHS

- *8. RESOLVED, that the Roxbury Township Board of Education accepts the Senior Option Projects for the classes at Roxbury High School listed below to be completed in the 2023/2024 school year.

Student	Research Focus	Credits
206062	Computer Science/Advanced Programming	5
206008	Library Promotional Video Series	5

- *9. 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 2023/2024 school year.

Student	Research Focus	Credits
211882	History of Italian Literature & Politics	5
207186	French for Life, Culture, and Career	5

COMPREHENSIVE EQUITY PLAN

*10 RESOLVED, that the Roxbury Township Board of Education approve the school district's Affirmative Action Team to develop and conduct an assessment of the school district's needs for achieving equity in educational programs, as per Policy 1523- Comprehensive Equity Plan. This is in preparation for the district's submission of its Comprehensive Equity Plan for School Years 2024-2025, 2025-2026, and 2026-2027 to the Morris County Office of Education.

C. Policies (Resolution 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:

	<i>Policy/Regulation Number</i>	<i>Policy/Regulation Title</i>	<i>Exhibit Number</i>
a	Policy 0168.01 New	Live Streaming of Public Board Meetings	P1
b	Policy and Regulation 1642.01 New	Sick Leave	P2 & P3
c	Policy and Regulation 2419 New	School Threat Assessment (M)	P4 & P5
d	Policy and Regulation 3432 Abolished	Sick Leave	P6 & P7
e	Policy and Regulation 4432 Abolished	Sick Leave	P8 & P9
(M) = Mandated by law or monitoring standards			

D. Personnel (Resolutions 1-16)

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.)

JOB DESCRIPTION

*1. RESOLVED, that the Roxbury Township Board of Education approve the revised job description for Bus Driver Trainer (CMS-9A). (Exhibit JD1)

RESIGNATIONS, RETIREMENTS, TERMINATIONS

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Action</i>	<i>Final day of employment</i>	<i>Discussion</i>
* 1	Ayala, Jeanette	TR	Bus Driver	Resignation for personal reasons	10/20/23	
* 2	Poggi, Kevin	RHS	H/PE Teacher	Resignation for retirement purposes	6/30/24	
3	Serna, Viviana	JES	Special Education Paraprof	Resignation for personal reasons	9/26/23	

3. RESOLVED, that the appointment of Employee No. 7669 be rescinded for the 2023 - 2024 school year in accordance with N.J.A.C. 12:17-9.11 with a final day of employment as June 30, 2023.

LEAVES OF ABSENCE

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Leave Start Date</i>	<i>Paid Leave</i>	<i>Unpaid FMLA/ NJFLA ^</i>	<i>Return Date</i>	<i>Discussion</i>
* 1	Hall, Melissa	RHS	Asst Principal	10/12/23	Using available days	FMLA if needed	Upon release by physician	
* 2	Izquierdo, Maria Elena	RHS	Spanish & ESL Teacher	9/22/23	Using available sick & personal days through 10/20/23	FMLA/NJFLA	12/18/23	
3	Sellari, Kayla	LRS	Gr. 6 Math Teacher	1/2/24 or sooner if nec	Using available sick days	FMLA/NJFLA	5/20/24	
* 4	Urban, Alexandra	RHS	H/PE Teacher	12/14/23	Using available sick days	FMLA if needed	Upon release by physician	

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

APPOINTMENTS

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Salary Guide / Step</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
* 1	Cipolla, Toniaanne	RHS	Special Education Paraprof	REA Paraprof Step A	\$19.00 hourly	10/17/23	6/30/24	RC Program replacement in position AID.SPE.PT.NA.32; not to exceed 29.5 hrs/wk

2	Farina, Nicole	LRS	Special Education Paraprof	REA Paraprof Step A	\$19.00 hourly	10/17/23	6/30/24	LLD Program replacement in position AID.SPE.PT.NA.41; not to exceed 29.5 hrs/wk
* 3	Koval, Margaret	RHS	Special Education Paraprof / Job Coach	REA Paraprof Step G	\$23.25 hourly	11/1/23	6/30/24	RC Program replacement in position AID.SPE.PT.NA.58; working 3 days/wk payable by timesheets
4	Lopez, Alejandra	NES	Special Education Paraprof	REA Paraprof Step A	\$19.00 hourly	10/17/23	6/30/24	LLD Program replacement in position AID.SPE.PT.NA.44; not to exceed 29.5 hrs/wk
* 5	O'Brien, James	Dist	Security Officer Trainer	N/A	\$5,000	10/16/23	6/30/24	10-month stipend to provide training as needed; payable in equal semi-monthly installments
6	Puopolo, Tiffany	FES	Special Education Paraprof	REA Paraprof Step A	\$19.00 hourly	10/17/23	6/30/24	RC Program replacement in position AID.SPE.PT.NA.03; not to exceed 29.5 hrs/wk
7	Wing, Kathleen	JES	School Counselor & ABS	23/24 MA Step 1-2	\$61,825 prorated	11/8/23	6/30/24	Tenure-track replacement in position TCH.DS.GUI.NA.03.
^ 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.								

6. 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	Granata, Giuseppa	RHS	Permanent Substitute Teacher (0.8)	N/A	\$160.00 per diem	9/19/23	6/30/24	8/21/23	Tenure-track replacement in position TCH.SUB.PERM.RHS.02; not to exceed 4 days / wk
* 2	Kalodner, Isabel	RHS	English Teacher	23/24 BA Step 1-2	\$56,425 prorated	9/26/23	6/30/24	8/21/23	Tenure-track replacement in position TCH.RHS.ENG.NA.13. Start date ends appt as TST app'd 9/18/23, XV.D.11.1.
3	Kovach, Michael	EMS	Special Education Teacher (RC)	23/24 BA Step 1-2	\$56,425 prorated	9/29/23	6/30/24	8/21/23	Tenure-track replacement for position TCH.SPE.RES.NA.37. Start date ends appt as TST app'd 9/18/23, XV.D.11.3.

APPOINTMENTS - SUBSTITUTES

- *7. 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	Andrews, Michelle	District	Substitute Teacher, Paraprofessional, Secretary	23/24 Board approved Sub Rate	10/17/23	6/30/24	

2	Galdi, Lisa	District	Substitute Teacher, Paraprofessional, Secretary	23/24 Board approved Sub Rate	10/17/23	6/30/24	
3	Kurbansade, Robin	District	Substitute Teacher, Paraprofessional, Secretary	23/24 Board approved Sub Rate	10/17/23	6/30/24	
4	McCabe, Christine	District	Substitute Teacher, Paraprofessional, Secretary	23/24 Board approved Sub Rate	10/17/23	6/30/24	
5	Mooney, Corinne	District	Substitute Nurse	23/24 Board approved Sub Rate	10/17/23	6/30/24	
6	Robinson, Kathleen	District	Substitute Secretary	23/24 Board approved Sub Rate	11/1/23	6/30/24	
^ Start date is pending completion of documentation in accordance with the law or district policy.							

APPOINTMENTS - EXTRACURRICULAR

8. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2023/2024 school year.

23/24 Club Appts							
	POS LOC	POS TYPE	POSITION	ASSIGN-MENT	NAME	23/24 TOTAL Stipend	Discussion
1	RHS	CLUB	French	Co-Advisor	Kane, John	\$ 925	

9. RESOLVED, that the Roxbury Township Board of Education approve the following identified district nurses as indicated on an as needed basis during the 2023/2024 school year to provide nursing services/coverage for Early Act and Rox Buddies meetings.

	Name	Loc	23/24 Hourly Rate	Start Date	End Date
1	Hornung, Desiree	EMS	\$58.82	10/17/23	6/13/24
* 2	Hrynio, Lindsay	RHS	\$47.46	10/17/23	6/13/24
* 3	Katinsky, Jaclyn	RHS	\$51.35	12/11/23	6/13/24
4	Kocoski, Sanja	KES	\$45.24	10/17/23	6/13/24
5	Kovacs, Rachelle	LRS	\$51.55	10/17/23	6/13/24
* 6	Schmidt, Diane	DIST	\$40.71	10/17/23	6/13/24
* 7	Suarez, Rachael	RHS	\$46.43	10/17/23	12/8/23
* 8	Warden, Maureen	NES	\$58.82	10/17/23	6/13/24
9	Wisner, Megan	FES	\$56.05	10/17/23	6/13/24
* 10	Yodice, Victoria	DIST	\$40.71	10/17/23	6/13/24
11	Zenna, Kathryn	JES	\$62.88	10/17/23	6/13/24

CURRICULAR SERVICES PAYMENT

- *10. RESOLVED, that the Roxbury Township Board of Education approve Employee No. 7272 and Employee No. 5921 to each receive a payment of \$105 for curricular services provided for one hour each day on July 13, 2023; August 4, 2023; and August 21, 2023.

SALARY ADJUSTMENTS

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

	Name	Loc	Position	Salary Guide / Step	Salary	Start Date	End Date	Discussion
1	Perez, Cynthia	LRS	Secretary to the Principal	REA Secty Grade IV Step 6	\$58,850	7/1/23	6/30/24	Add Longevity \$250 to Base salary \$58,600 app'd 9/5/23

SALARY ADJUSTMENTS - CERTIFICATED STAFF

- *12. RESOLVED, that the Roxbury Township Board of Education approve the following teaching assignments for the staff indicated below for the 2023/2024 school year, with the understanding that these assignments are subject to change based on scheduling adjustments:

	Name	Loc of Prog/ Class	Program/ Class	Extra Blocks assigned:	Effective	Salary Guide / Step	Adtl. Salary not to exceed	Discussion
1	Bedoya, Judy	RHS	Spanish III B, Block 7CD	1 block on B days w/in A/B day schedule @ RHS	10/17/23-12/15/23	23/24 MA+30 Step 17-18	\$2,821	Coverage for position TCH.RHS.WL.SP.07.
2	Christiansen, Emily	RHS	ESL (Beginner), Block 1	1 block on A days w/in A/B day schedule @ RHS	10/17/23-12/15/23	23/24 MA Step 7-8	\$2,149	
3	Filoramo, Joseph	RHS	Spanish III B, Block 8	1 block on B days w/in A/B day schedule @ RHS	10/17/23-12/15/23	23/24 MA+30 Step 12-14	\$2,591	
4	LaPara, Angela	RHS	ESL (High Beginner), Block 3CD	1 block on A days w/in A/B day schedule @ RHS	10/17/23-12/15/23	23/24 MA Step 22	\$3,235	
5	Saavedra, Julieth	RHS	Spanish for Heritage & Adv. Lang. Learners, Block 6	1 block on B days w/in A/B day schedule @ RHS	10/17/23-12/15/23	23/24 MA+30 Step 17-18	\$2,821	

STIPENDS - ADMINISTRATORS' INNOVATIVE PROJECTS

13. RESOLVED, that the following Roxbury Administrators' Association members have been approved by the Superintendent of Schools for the following proposed Innovative Projects for the 2023/2024 school year. Payment of the stipend indicated will be made in the final payroll in June 2024 upon completion of the said project and approval of the Superintendent.

	<i>Name</i>	<i>Innovative Project</i>	<i>Stipend for 23/24 per RAA 2023-2027 Contract</i>
1	Bellardino, Alyssa	MTSS District Handbook	\$900
2	Cosgrove, Melissa	Rain Garden Project	\$900
* 3	Crispino, William	High School Bell Schedule Committee	\$900
4	DeBarros, Joel	Special Services Informational Podcasts	\$900
5	Fiscina, Jeffrey	Roxbury Secondary Math Monthly Newsletter	\$900
6	Gallagher, Paul	New Jersey School of Character	\$900
* 7	Gallagher, Amy	Child Study Team Handbook	\$900
* 8	Hall, Melissa	Student Inclusivity Committee/ Inclusivity Summit 2024	\$900
9	Kelly, Erika	Self-Paced Parent Academies: Elementary Mathematics	\$900
10	Lynch, Danielle	Promoting Social Success	\$900
* 11	Mann, Monica	Digital Program of Studies on Website (Year 2 of 2)	\$900
* 12	Mason, Stuart	Unified Inclusive Physical Education (EMS & RHS)	\$900
13	Mawn, Matthew	Roxbury's First Drone Obstacle Course Competition!	\$900
* 14	Miller, Dominick	Impact of Student Choice in Assessment	\$900
* 15	Schmidt, Eric	ELA ISL at EMS	\$900
* 16	Trokan, Matthew	Building Capacity for Spanish-Speaking Students and Families (continued)	\$900
17	Zegar, Christopher	RTI - Increasing supports in Tier 1 and Tier 2	\$900

MENTORING

14. 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:

<i>Novice Teacher</i>				<i>Mentoring Term in Roxbury</i>				
	<i>Name</i>	<i>Loc</i>	<i>No. of weeks of mentoring completed to date</i>	<i>Mentor</i>	<i>Start Date</i>	<i>End Date</i>	<i>No. of Wks</i>	<i>Fee</i>
* 1	Kalodner, Isabel	RHS	n/a	Gluck, Caitlin	10/13/23 ^	5/22/24 ^	30	\$1,000
2	Kovach, Michael	EMS #	n/a	Trautz, Caryn	10/6/23 #	5/17/24 #	30	\$550 #
3	Roddy, Heather	KES	n/a	DiLorenzo, Sarah	8/28/23	6/13/24	23/24 SY	n/a

^ Amends *Start Date* and *End Date* aprvd 8/21/23, XV.E.18.3.
Amends *Location, Start Date, End Date,* and *Fee* aprvd 8/21/23, XV.E.18.4.

COMMUNITY SCHOOL

15. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2023/2024 Roxbury Community School B.A.S.E.S. Program. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	Name	Loc	Title	Hourly Rate	Start Date	End Date	Discussion
1	Ciccarella, Elaine	K-4	Non-Certified	\$22.00	10/17/23	6/30/24	Not to exceed 29.5 hrs/wk with various district positions
2	Iuvone, Erica	K-4	Certified	\$35.00	10/17/23	6/30/24	
3	Palanchi, Kristin	K-4	Certified	\$35.00	10/17/23	6/30/24	

16. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2023/2024 Roxbury Community School Ski Program. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	Name	Loc	Title	Hourly Rate	Start Date	End Date	Discussion
1	Demova, Bohdanka	RHS	Ski Club Co-Advisor	\$28.00	1/1/24	3/15/24	
2	Gibson, Ryan	EMS	Ski Club Co-Advisor	\$28.00	1/1/24	3/15/24	
3	Osbun, Jamie	LRS	Ski Club Co-Advisor	\$28.00	1/1/24	3/15/24	
4	Rodgers, Susanna	LRS	Ski Club Co-Advisor	\$28.00	1/1/24	3/15/24	

E. 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 November 13, 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

Recycling						
Description	Manufacturer	Model		Serial #	Asset Tag #	Quantity
monitors	Dell					4
Desktops	Dell	Optiplex 390		DCF65V1	57	1
Desktops	Dell	Optiplex 390		DC725V1	213	1
Desktops	Dell	Optiplex 390		6N821R1	891	1
Desktops	Dell	Optiplex 390		DC175V1	886	1
Desktops	Dell	Optiplex 390		6N811R1	887	1
Desktops	Dell	Optiplex 390		6N7Y0R1	888	1
Desktops	Dell	Optiplex 390		DCZY4V1	889	1
Desktops	Dell	Optiplex 390		DD3Q4V1	882	1
Desktops	Dell	Optiplex 3010		DV1JVP1	2554	1
Desktops	Dell	Optiplex 390		DCY25V1	362	1
Desktops	Dell	Optiplex 7010		7RBYZ12		1
Desktops	Dell	Optiplex 7010		C237GZ1	4273	1
Desktops	Dell	Optiplex 7020		DVS4V62	765	1
Desktops	Dell	Optiplex 990		296CC2S	1306	1
Desktops	Dell	Optiplex 990		5YMH1R1	649	1
Desktops	dell	optiplex 7010		2237GX1	541	1
Desktops	Dell	Optiplex 990		2G9POR1	648	1
Desktops	Dell	Optiplex 745		1J8LGC1	1359	1
Desktops	Dell	Precision T3600		FJ1YDX1	806	1
Desktops	Dell	Precision T3600		Fj1ZDX2		1
Printer	HP	Laserjet 1320			20342	1
Printer	HP	4350			20397	1
Printer	Xerox	6180			21622	1
Printer	Xerox	6180			20252	1
Printer	Xerox	6180			20394	1
Printer	Xerox	6180			21588	1
USB Microphones	Blue	Snowball Mics		na	na	115
virtual reality 3d headset	retrak	utopia 360	na	na	na	8
Epson Brightlink 696 Interactive Projector	Epson	Brightlink 696		2019 X3VJ740625L	na	1
AIPhone	Cisco	IS-IPMV		na	na	2
Acer Keyboards and LCD Covers	Acer			na	na	50
various cables	na	na	na	na	na	2 boxes
Disc Publisher	Microboards	GX-2	na	na	195	1
Projector	Epson	PL95		2018	2933	1
Projector	Epson	PL95		2018	3375	1
Projector	Epson	PL95		2018	2677	1
Projector	Epson	PL95		2018	2063	1
Projector	Epson	PL95		2018	2876	1
Projector	Epson	83c			005169	1
wifi usb adapter	Belkin	N300		2012 na	na	6
hammer drill	Milwaukee	lok-tor	?	na	na	1
Chromebook	Dell	11		2016	37556000033413	1
Chromebook	Dell	11		2016	37556000100386	1
Chromebook	Dell	11		2016	37556000033827	1
Chromebook	Dell	11		2016	37556000033751	1
Chromebook	Dell	11		2016	37556000033991	1
Chromebook	Dell	11		2016	37556000032050	1
Chromebook	Dell	11		2016	37556000032019	1
Chromebook	Dell	11		2016	37556000032076	1
Chromebook	Dell	11		2016	37556000031052	1
Chromebook	Dell	11		2016	37556000032803	1
Chromebook	Dell	11		2016	37556000033066	1
Chromebook	Dell	11		2016	37556000031706	1
Chromebook	Dell	11		2016	37556000031656	1
Chromebook	Dell	11		2016	37556000032332	1
Chromebook	Dell	11		2016	37556000032357	1
Chromebook	Dell	11		2016	37556000031979	1

Chromebook	Dell	11	2016		37556000030260	1
Chromebook	Dell	11	2016		37556000030187	1
Chromebook	Dell	11	2016		37556000032233	1
Chromebook	Dell	11	2016		37556000033082	1
Chromebook	Dell	11	2016		37556000031995	1
Chromebook	Dell	11	2016		37556000030849	1
Chromebook	Dell	11	2016		37556000032464	1
Chromebook	Dell	11	2016		37556000032704	1
Chromebook	Dell	11	2016		37556000033835	1
Chromebook	Dell	11	2016		37556000033694	1
Chromebook	Dell	11	2016		37556000032167	1
Chromebook	Dell	11	2016		37556000031714	1
Chromebook	Dell	11	2016		37556000031904	1
Chromebook	Dell	11	2016		37556000030153	1
Chromebook	Dell	11	2016		37556000031086	1
Chromebook	Dell	11	2016		37556000028827	1
Chromebook	Dell	11	2016		37556000030179	1
Chromebook	Dell	11	2016		37556000033629	1
Chromebook	Dell	11	2016		37556000030377	1
Chromebook	Dell	11	2016		37556000031912	1
Chromebook	Dell	11	2016		37556000032670	1
Chromebook	Dell	11	2016		37556000031649	1
Chromebook	Dell	11	2016		37556000031763	1
Chromebook	Dell	11	2016		37556000032530	1
Chromebook	Dell	11	2016		37556000032662	1
Chromebook	Dell	11	2016		37556000032407	1
Chromebook	Dell	11	2016		37556000031680	1
Chromebook	Dell	11	2016		37556000033736	1
Chromebook	Dell	11	2016		37556000032035	1
Chromebook	Dell	11	2016		37556000032290	1
Chromebook	Dell	11	2016		37556000033314	1
Chromebook	Dell	11	2016		37556000030450	1
Chromebook	Dell	11	2016		37556000033660	1
Chromebook	Dell	11	2016		37556000030500	1
Chromebook	Dell	11	2016		37556000100378	1
Chromebook	Dell	11	2016		37556000030328	1
Chromebook	Dell	11	2016		37556000030997	1
Chromebook	Dell	11	2016		37556000031342	1
Chromebook	Dell	11	2016		37556000031664	1
Chromebook	Dell	11	2016		37556000032472	1
Chromebook	Dell	11	2016		37556000031946	1
Chromebook	Dell	11	2016		37556000033843	1
Chromebook	Dell	11	2016		37556000030211	1
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hard drive	sandisk	z400 128gb		na	na	6
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Power supply	dell	d250ad			na	7
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POLICY

BYLAWS
0168.01/page 1 of
Live Streaming of
Public Board Meetings

0168.01 LIVE STREAMING OF PUBLIC BOARD MEETINGS

The Board recognizes the value of live streaming regular and special Board of Education public meetings and, from time-to-time, other public meetings of the Board and its committees. Therefore, the Board, at its sole discretion, may live stream in real time all or any portion of public meetings.

The Board approved written minutes is the official record of the meeting. The live streaming of any public Board meeting or other video recorded Board meeting produced by the District is not the official record of the meeting.

The Board, at its sole discretion, may: ~~d~~Discontinue the streaming of a meeting at any time by majority vote of the Board members in attendance at a public Board meeting if streaming becomes impractical due to equipment malfunction, operator unavailability, if the streaming is creating any impediment to conducting the meeting in an orderly fashion.

Any discontinuance of streaming of a meeting for any reason shall not be cause for termination of the meeting nor for any challenge of the validity of any action taken by the Board after streaming is discontinued, but the audio recording will continue as dictated by Policy 0168. Streaming is solely intended for the convenience of the public and is not essential to the function of the Board.

The agenda for the meeting will contain a notification that all or a portion of the meeting is being streamed live for the purpose of public access. In addition, the presiding officer will announce the meeting or portions of the meeting will be live-streamed.

Any live steaming broadcasting of a public Board meeting may contain a notification disclaiming responsibility for statements made by those in attendance at the meeting.



POLICY

BYLAWS
0168.01/page 2 of 2
Live Streaming of
Public Board Meetings

The Board directs the administration to keep the unedited recording of a public Board meeting that has been live streamed for at least one year or until the public Board meeting minutes have been approved by the Board, whichever is the longer time period. Such recordings for meetings other than public Board meetings shall be kept for at least six months from the meeting date 45 days or until either summary or verbatim transcripts have been approved as minutes, whichever is longer, after which time they may be erased only if permission is granted by the New Jersey Department of State, Division of Archives and Record Management. All such recordings will be erased or destroyed in compliance with laws and rules for destruction of public records.

Public comment periods are reserved for individuals who are in-person at a Board meeting. A member of the public present at a Board meeting may address the Board in accordance with law and Board policy and procedures. However, members of the public who are not present at the meeting and are watching live streaming of the meeting will not be able permitted to participate in the meeting being live streamed.

The live streamed video and audio is intended to include Board members, district personnel and members of the public who address the Board in accordance with Board policy and procedures. Students who address the Board may be included in the live streaming unless their parent requests otherwise in advance. Live streaming will not purposely include members of the audience other than as previously stated, but such members may be included incidentally and there shall be no claim against the Board for such inclusion.

Adopted: TBD



POLICY

ADMINISTRATION
1642.01/page 1 of 3
Sick Leave

1642.01 SICK LEAVE

The Board of Education shall grant sick leave in accordance with N.J.S.A. 18A:30-2. All persons holding any office, position, or employment in the school district, who are steadily employed by the Board or who are protected by tenure in their office, position, or employment under the provisions of this or any other law, except persons in the classified service of the civil service under Title 11, Civil Service, of the Revised Statutes shall be allowed sick leave in accordance with N.J.S.A. 18A:30-2.

Pursuant to N.J.S.A. 18A:30-1.a., sick leave is defined as the absence from an employee's post of duty, for any of the following reasons:

1. The employee is personally ill or injured;
2. For diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
3. For the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
4. Absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member:
 - a. Medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence;
 - b. Services from a designated domestic violence agency or other victim services organization;



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- c. Psychological or other counseling;
 - d. Relocation; or
 - e. Legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;
5. The death of a family member for up to seven days;
 6. To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;
 7. The school or place of care of a child of the employee is closed by order of a public official or because of a state of emergency declared by the Governor due to an epidemic or other public health emergency;
 8. The employee has been exposed to a contagious disease or is quarantined for the disease in the employee's immediate household.

N.J.S.A. 18A:30-1, this Policy, and Regulation 1642.01 shall not supersede any law providing collective bargaining rights for school district employees, and shall not reduce, diminish, or adversely affect an employee's collective bargaining rights pursuant to N.J.S.A. 18A:30-1.b.

The Board reserves the right to require of any employee who claims sick leave sufficient proof in accordance with N.J.S.A. 18A:30-4 and Section C. of Regulation 1642.01.



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The Superintendent or designee will prepare rules for the administration of N.J.S.A. 18A:30-1, N.J.S.A. 18A:30-4, this Policy, and Regulation 1642.01, which shall be binding on all employees.

The Superintendent or designee will submit to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified. The willful misuse of sick leave may be subject to discipline.

29 U.S.C. 2601 et seq.
N.J.S.A. 18A:30-1; 18A:30-2; 18A:30-4

Adopted: **TBD**



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A. Definitions – N.J.S.A. 18A:30-1.c. and 18A:30-4.i.

1. “Certified Domestic Violence Specialist” means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals.
2. “Child” means a biological, adopted or foster child, stepchild or legal ward of an employee, child of a domestic partner or civil union partner of the employee.
3. “Designated domestic violence agency” means a county-wide organization whose primary purpose is to provide services to victims of domestic violence and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express purpose of providing the services.
4. “Domestic or sexual violence” means stalking, any sexually violent offense, as defined in N.J.S.A. 30:4-27.26, or domestic violence as defined in N.J.S.A. 2C:25-19 and N.J.S.A. 17:29B-16.
5. “Family member” means a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of the employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.
6. “Health care professional” means any person licensed under Federal, State, or local law or the laws of a foreign nation, to provide health care services, or any other person who has been authorized to provide health care by a licensed health care professional including, but not limited to, doctors, nurses, and emergency room personnel.



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7. “Supervisor” means the building or district administrative staff member designated by the Superintendent who is responsible for supervising the employee.
- B. Eligibility for Sick Leave – N.J.S.A. 18A:30-1
1. Sick leave is defined as the absence from an employee's post of duty, for any of the following reasons:
 - a. The employee is personally ill or injured;
 - b. For diagnosis, care, or treatment of, or recovery from, an employee’s mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
 - c. For the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
 - d. Absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member:
 - (1) Medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence;
 - (2) Services from a designated domestic violence agency or other victim services organization;
 - (3) Psychological or other counseling;
 - (4) Relocation; or



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- (5) Legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;
 - e. The death of a family member for up to seven days;
 - f. To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;
 - g. The school or place of care of a child of the employee is closed by order of a public official or because of a state of emergency declared by the Governor, due to an epidemic or other public health emergency; or
 - h. The employee has been exposed to a contagious disease or is quarantined for the disease in the employee's immediate household.
2. N.J.S.A. 18A:30-1, Policy 1642.01, and this Regulation shall not supersede any law providing collective bargaining rights for school district employees and shall not reduce, diminish, or adversely affect an employee's collective bargaining rights.
- C. Physician's Certificate Required for Sick Leave – N.J.S.A. 18A:30-4
- 1. In case of sick leave claimed due to personal illness or injury, the Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.



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2. If an employee's need to use sick leave as defined pursuant to N.J.S.A. 18A:30-1 and B. above is foreseeable, the Board requires advance notice, not to exceed seven calendar days, as determined by the Superintendent, prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and the employee shall make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the Board.
3. If the reason for the leave is not foreseeable, the Board of Education requires an employee to give notice of the intention as soon as practicable, provided the Board of Education has notified the employee of this requirement.
4. The Board may prohibit an employee from using foreseeable sick leave on certain dates, and require reasonable documentation if sick leave that is not foreseeable is used during those dates.
5. In case of sick leave claimed for three or more consecutive days, the Board may require reasonable documentation that the leave is being taken for a purpose permitted pursuant to N.J.S.A. 18A:30-1.a. and B.1. above.
6. If the leave is permitted under N.J.S.A. 18A:30-1.a.(2) or (3) and B.1.b. or c. above, documentation signed by a health care professional who is treating the employee or the family member of the employee indicating the need for the leave and, if possible, the number of days of leave, shall be considered reasonable documentation.
7. If the leave is permitted under N.J.S.A. 18A:30-1.a.(4) and B.1.d. above because of domestic or sexual violence, any of the following shall be considered reasonable documentation of the domestic or sexual violence:
 - a. Medical documentation;
 - b. A law enforcement agency record or report;
 - c. A court order;



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- d. Documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense;
 - e. Certification from a certified Domestic Violence Specialist or a representative of a designated domestic violence agency or other victim services organization; or
 - f. Other documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or family member in dealing with the domestic or sexual violence.
8. If the leave is permitted under N.J.S.A. 18A:30-1.a.(7) and B.1.g. above, a copy of the order of the public official or the determination by the health authority shall be considered reasonable documentation.

D. Sick Leave Charges

- 1. A sick leave day once commenced may be reinstated as a working day only with the approval of the Superintendent or designee.
- 3. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.
- 4. An employee scheduled for a sick leave absence on a day on which the schools do not open because of an emergency will not be charged with a sick leave day.

E. Readmission After Disability

- 1. An employee absent on sick leave, covered under N.J.S.A. 18A:30-1.a.(1); (2); and (8) and B.1.a.; b.; and h., for more than five consecutive working days who wishes to return to work shall submit the signed statement of their physician or institution indicating the employee's fitness to perform their duties.



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2. The Board may, at its discretion, require the employee submit to an examination by a physician or institution designated by the Board to confirm the information submitted by the employee’s physician or institution.
 - a. The Board shall bear the cost of the examination if the examination is performed by a physician or institution designated by the Board.
 3. If the results of the examination conducted pursuant to paragraph E.2. above are inconsistent with the statement of the employee’s physician in E.1. above, the employee and the Board shall agree to a third physician or institution to conduct the examination. The Board shall bear the cost of this third examination.
- F. Accumulation of Sick Leave
1. If any employee requires in any school year less than the specified number of days of sick leave with pay allowed, all days of such minimum sick leave not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years in accordance with N.J.S.A. 18A:30-3.
- G. Exhaustion of Sick Leave
1. The Superintendent or designee shall monitor employee accumulated sick leave and charge an employee’s accumulated sick leave.
 - a. Sick leave will be charged, first, to the sick leave newly available in the employee’s current contract year and, when that sick leave entitlement is exhausted, to the employee’s accumulated sick leave.
- H. Records
1. The personnel file of each person employed by this district will include an accurate record of the employee’s use and accumulation of sick leave days.



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- a. The Superintendent or designee will maintain the employee's record of accumulated sick leave in accordance with Policy 1642.01 and this Regulation.
2. Each employee's attendance record will record the reason for any absence.

Issued: **TBD**



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2419 SCHOOL THREAT ASSESSMENT TEAMS

The Board of Education shall establish a threat assessment team at each school in the district pursuant to N.J.S.A. 18A:17-43.4. The purpose of a threat assessment team shall be to provide school teachers, administrators, and other staff with assistance in identifying students of concern, assessing those students' risk for engaging in violence or other harmful activities, and delivering intervention strategies to manage the risk of harm for students who pose a potential safety risk, to prevent targeted violence in the school, and ensure a safe and secure school environment that enhances the learning experience for all members of the school community.

Threat assessment teams established pursuant to N.J.S.A. 18A:17-43.4.a., this Policy, and Regulation 2419 must be multidisciplinary in membership and, to the extent possible, must include the following individuals:

1. A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;
2. A teaching staff member;
3. A Principal or other senior school administrator;
4. A safe schools resource officer or school employee who serves as a school liaison to law enforcement; and
5. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440, in the event that the school safety specialist is not already a school administrator or school employee required to be a part of the threat assessment team pursuant to N.J.S.A. 18A:17-43.4.

Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined to be appropriate by the team.



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Nothing contained in N.J.S.A. 18A:17-43.4 shall be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the effective date pursuant to N.J.S.A. 18A:17-43.3 (August 1, 2022).

This Policy and Regulation 2419, pursuant to N.J.S.A. 18A:17-43.5, are aligned with the Guidance on the Establishment of Behavioral Threat Assessment and Management Teams (BTAM) 2023 (Guidance) developed by the New Jersey Department of Education (NJDOE) pursuant to N.J.S.A. 18A:17-43.6.

The school district shall structure the threat assessment teams to best meet the needs and resources available, which may include school-based teams and/or district-level teams.

The Superintendent or designee will build a behavioral threat assessment and management program that will: establish a multi-disciplinary team; define prohibited and concerning behaviors; create a central reporting mechanism; define a threshold for law enforcement intervention; establish threat assessment procedures; develop risk management options; create and promote safe school climates; and conduct training for all stakeholders.

The threat assessment and management process will include: the threat assessment team's actions when first learning of a new report or threat; screening the case; gathering information; organizing and analyzing information; making the assessment; developing and implementing a case management/intervention plan; re-assessing and case monitoring; and documenting and closing the case.

When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an Individualized Education Program (IEP) or 504 Plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws.

Each member of the threat assessment team must attend training in accordance with N.J.S.A. 18A:17-43.4, this Policy, and Regulation 7440 that is consistent with the Guidance developed by the NJDOE pursuant to N.J.S.A. 18A:17-43.6. Training must be coordinated with the New Jersey Department of Education, Office of School Preparedness and Emergency Planning (OSPEP). The training



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shall ensure the threat assessment team is able to accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. The training shall, at a minimum, include training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.

Should a threat assessment team become aware of an allegation of HIB when considering or conducting assessments, they must follow Policy 5512 – Harassment, Intimidation, or Bullying for addressing allegations of HIB in alignment with the Anti-Bullying Bill of Rights Act.

Should a threat assessment team become aware of a bias-related act, the team should implement Policy and Regulation 8465 – Bias Crimes and Bias-Related Acts on reporting bias-related acts to law enforcement in accordance with the Memorandum of Agreement Between Education and Law Enforcement Officials and Policy and Regulation 9320 – Cooperation With Law Enforcement Agencies.

Questions and concerns about Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) protections often arise as part of the threat assessment planning process. The threat assessment teams must understand how to balance the safety of the school with the privacy of individual students. These laws should not be an impediment to threat assessment and management.

N.J.S.A. 18A:17-43.3; 18A:17-43.4; 18A:17-43.5; 18A:17-43.6

Guidance on the Establishment of Behavioral Threat Assessment and Management Teams (BTAM) 2023

Adopted: **TBD**



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R 2419 SCHOOL THREAT ASSESSMENT TEAMS

A. Definitions

1. “Aberrant behavior” means behavior atypical for the person or situation and causes concern for the safety or well-being of those involved. Aberrant behavior for an individual involves actions, statements, communications, or responses that are unusual for the person or situation; or actions which could lead to violence toward self or others; or are reasonably perceived as threatening or causing concern for the well-being of the person.
2. “Behavioral Threat Assessment and Management (BTAM)” means a proactive approach to identify, assess, and provide appropriate interventions and resources for individuals who display a behavior that elicits concern for the safety of themselves or others. (U.S. Secret Service National Threat Assessment Center.)
3. “Concerning behavior” means an observable behavior that elicits concerns in bystanders regarding the safety of an individual or those around them. Behaviors that may elicit concern can include unusual interests in violent topics, conflicts between classmates, increased anger, increased substance use, or other noteworthy changes in behavior (e.g., depression or withdrawal from social activities). Some concerning behaviors may be defined as prohibited behaviors and should trigger an immediate response. Prohibited behaviors can include threats, weapons violations, and other aggressive or violent behavior. Concerning behavior does not necessarily imply or predict that an individual or group will become violent. Instead, it serves as an indicator that the student may be in need of intervention or increased supports. Proactive intervention and de-escalation are key and should be part of any approach to violence prevention.



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4. “Concerning communication” means unusual, bizarre, threatening, or violent communication made by an individual or a group that elicit concerns for the safety or wellbeing of the individual or others. Concerning communication may allude to violent intentions, violence as a means to solve a problem, justifying violent acts, unusual interest in weapons, personal grievances, or other inappropriate interests. Concerning communications may also allude to hopelessness or suicide. Concerning communications may be made in the form of written or oral statements, gestures, or visual/electronic media. Communications may be considered concerning regardless of whether a direct verbal threat is expressed. Concerning communication does not necessarily imply or predict that an individual or group will become violent. Instead, it serves as an indicator that the student may be in need of intervention or increased supports. Proactive intervention and de-escalation are key and should be part of any approach to violence prevention.
5. “Multidisciplinary Threat Assessment Team” means a team composed of highly trained school personnel with diverse positions, backgrounds, and experience. The team will receive reports about a concerning person and situations, gather additional information, assess the risk posed to the community, and develop intervention and management strategies to mitigate any risk of harm.
6. “Targeted violence” means a premeditated act of violence directed at a specific individual, group, or location regardless of motivation and generally unrelated to other criminal activity.

B. Multidisciplinary Threat Assessment Team

1. Threat Assessment Team Members
 - a. In accordance with N.J.S.A. 18A:17-43.4, the threat assessment team established by the Board of Education shall be multidisciplinary in membership and, to the extent possible, must include the following individuals:

- (1) A Principal or other senior school administrator;



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- (2) A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;
 - (3) A safe-schools resource officer or school employee who serves as a school liaison to law enforcement;
 - (4) The school safety specialist (designated pursuant to N.J.S.A. 18A:17-43.3); and
 - (5) A teaching staff member.
- b. Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined to be appropriate by the team. If a student has an Individualized Education Program (IEP), 504 plan, and/or functional behavioral assessment (FBA) plan, the threat assessment team must consult with the appropriate staff or team to determine whether the reported behavior is already part of known baseline behavior or is already being managed under the student’s IEP, 504 plan, or FBA plan and addressed in a manner that is required by N.J.A.C. 6A:14 and all other Federal and State special education laws.
- c. The district may choose to name the threat assessment team in a manner that suits the school community needs.
2. Threat Assessment Team Structure
- a. The district can structure the threat assessment teams to best meet the needs and resources available. This may include:
 - (1) School-Based Teams: The district may opt to develop teams for each school comprised of those members fulfilling the assigned roles identified in the law in each of its schools.



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- (2) District-Level Team: The district may choose to develop one central team designated to serve each school in cases where staffing at individual schools is not sufficient to meet the membership requirements of the law. In such cases, the district may choose to operate smaller teams trained in the threat assessment process in each school, which can screen cases to determine which situations to refer to the District-Level Team. If the district uses this model, the district must ensure representation of those staff members from the involved school as identified by the law to the fullest extent possible when conducting an assessment.

- (3) District-Level Team and School-Based Teams: The district may have one central team that provides oversight, consistency, and accountability for all threat assessment processes including threats impacting the entire district. School-Based Teams address cases in each school building, while ensuring all information is shared with the District-Level Team.

C. Building a K-12 Behavioral Threat Assessment and Management Program

The district shall implement the following steps in developing a Behavioral Threat Assessment and Management Program.

- 1. Step 1: Establish a Multidisciplinary Team
 - a. Identify team membership pursuant to N.J.S.A. 18A:17-3.4.
 - b. Designate a team leader.
 - c. Establish team procedures and protocols.
 - d. Meet on a regular basis and as needed.



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2. Step 2: Define Prohibited and Concerning Behaviors
 - a. Establish policy defining prohibited behaviors
 - (1) These definitions should be included in the code of student conduct policy and shared with staff, parents, and students.
 - b. Identify other behaviors for screening or intervention.
 - c. Define threshold for intervention.
 - (1) The threshold should be relatively low so that teams can identify individuals in distress before the behavior escalates into a violent behavior.
3. Step 3: Create a Central Reporting Mechanism
 - a. Establish one or more anonymous reporting mechanisms.
 - (1) Examples include a mobile application, a dedicated email address or phone number, or on the district website.
 - b. Provide training and guidance to encourage reporting.
 - (1) Students, teachers, staff, school resource officers, and parents should be provided awareness training and guidance on recognizing behaviors of concern, their roles and responsibilities in reporting the behavior, and how to report the information.
 - c. Ensure availability to respond.
 - d. Utilize an Initial Report to collect the threat, concerning behavior, etc.
4. Step 4: Define Threshold for Law Enforcement Intervention
 - a. Most reports can be handled by the School-Based Team.



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- b. Establish which behaviors should be referred for law enforcement intervention (e.g., physical violence, threats of violence, etc.).
5. Step 5: Establish Threat Assessment Procedures
- a. Decide how to document cases.
 - b. Create procedures to screen reports, gather information, make assessments, and decide on interventions.
 - c. Develop/adapt threat assessment forms to organize information around the 11 Investigative Questions referenced in D.4. below.
6. Step 6: Develop Risk Management Options
- a. Identify all available resources for creating individualized management plans.
 - (1) The resources and supports the student needs will differ depending on the information gathered during the assessment.
 - (2) Resources to assist the student could take the form of peer support programs or therapeutic counseling to enhance social learning or emotional competency, life skills classes, tutoring in specific academic subjects, or mental health care. Most programs and supports will be available within the school, but the team may need to also access community resources to assist with the managing the student. Identify resources to assist targets/victims.
 - (3) Make efforts to address the safety of any potential targets by altering or improving security procedures for schools or individuals and providing guidance on how to avoid the concerning person.



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- b. Establish points of contact for all resources.
- 7. Step 7: Create and Promote Safe School Climates
 - a. Assess current school climate.
 - (1) Anti-Bullying Bill of Rights Act (N.J.S.A. 18A:37-21) requires the school safety team in each school in the district “...to develop, foster, and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues...” and to “review and strengthen school climate and the policies of the school.
 - b. Enhance current school climate.
 - c. Strengthen students’ connectedness.
 - (1) Encourage teachers and staff to build positive, trusting relationships with students by actively listening to students and taking an interest in what students say.
 - d. Break down “codes of silence” and help students feel empowered to come forward and share concerns and problems with a trusted adult.
 - e. Identify clubs or teams at school students can join or encourage students to start their own special interest group.
- 8. Step 8: Conduct Training for all Stakeholders
 - a. The training is for new threat assessment team members, refresher training, and professional development. This includes training on the screening and threat assessment forms and procedures.



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- b. Training must be coordinated with the New Jersey Department of Education (NJDOE), Office of School Preparedness and Emergency Planning (OSPEP) to ensure that the threat assessment team is able to accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. This training includes training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.
- c. Awareness training for students, teaching staff members, and all school staff members regarding the recognition of concerning or aberrant behavior in an individual that may represent a threat to the school community.
 - (1) Requests for awareness training can be coordinated by the district’s School Safety Specialists through the OSPEP.
- d. Training for parents and other community stakeholders to anonymously report dangerous, violent, or unlawful activity to the district or school.

D. Threat Assessment and Management Process

The district shall implement the following steps in the threat assessment and management process.

- 1. Step 1: Receive a Report of Concern
 - a. When the threat assessment team first learns of a new report of a threat or aberrant or concerning behavior, the team (or one member of the team) should collect initial intake information about the behavior, the concerning person (i.e., the person who engaged in the threatening behavior; the person to be assessed), and other information that is readily available.



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2. Step 2: Screen the Case
 - a. Screen for imminency (of the threat or concerning behavior) and whether there is a need for a full threat assessment.
 - (1) If the threat assessment team believes the report does present an imminent danger or safety concern, immediately notify law enforcement. Once the emergency has been contained, the team should complete a full threat assessment and make all necessary notifications (i.e., anyone that is or may be directly impacted).
 - b. If the team does not believe the report presents an imminent danger or safety concern, determine if there is a need for full threat assessment. If not, document the initial report and screening.
 - c. If there is a need for a threat assessment, the team shall proceed with a full threat assessment using the steps outlined in D.3. through 8. below.
 - d. The district’s Title IX Coordinator must be notified immediately if a report involves sexual harassment, sexual assault, dating violence, stalking, or a domestic violence assault, or if engagement in these actions is uncovered when gathering additional information during the threat assessment process. Notifying the district’s Title IX Coordinator is completed parallel to the threat assessment process and does not stop a team from moving forward with gathering information and initiating risk management strategies.
3. Step 3: Gather Information from Multiple Sources
 - a. Gather information about the person displaying the concerning behavior and situation from various sources. These sources can include, but are not limited to, teachers, coaches, parents, and peers.



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4. Step 4: Organize and Analyze
 - a. Organize and analyze information using the 11 Investigative Questions detailed in the U.S. Secret Service and U.S. Department of Education threat assessment guide. The form is comprised of 11 investigative questions adapted from the U.S. Secret Services and U.S. Department of Education Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates and can be found at www.secretservice.gov/nod/2559.

5. Step 5: Make the Assessment
 - a. Make an assessment about whether the individual of concern poses a threat of violence or self-harm, or if they are otherwise in need of intervention.

6. Step 6: Develop and Implement a Case Management/Intervention Plan
 - a. Develop and implement a case management plan to reduce risk.
 - b. As needed, refer individual of concern to the local mental health authority or healthcare provider for evaluation and/or treatment.
 - c. As needed, refer individual of concern for a full and individual evaluation (FIE) for special education services.

7. Step 7: Re-Assess (Case Monitoring)
 - a. Monitor, re-evaluate, and modify plan as needed to ensure that the identified intervention(s) is effective, and the individual of concern no longer poses a threat of violence or self-harm.
 - b. Re-assessing the person of concern, going through the assessment questions again.



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- c. If there are still concerns, the team shall continue to monitor, adjust plan, and re-assess as needed until there is no longer a concern of harm to self and/or others, and the individual is on a better path.
- 8. Step 8: Document and Close the Case
 - a. When the team’s assessment is that the concerning person no longer poses a threat of violence or self-harm, the team can close the case or place it on the in-active status.
 - b. The threat assessment team should be sure to document the case, including scheduling any future dates to check-in or follow-up, as needed.
 - c. The documentation should be stored in a confidential file, with only authorized personnel having access.
- E. Training
 - 1. Each member of the threat assessment team must attend training in accordance with N.J.S.A. 18A:17-43.4. The district may also choose to provide awareness training to school community members on the threat assessment process. The awareness training is also outlined as part of one of the steps of the Building a K-12 Behavior Threat Assessment and Management Program.
 - 2. Threat assessment team membership:
 - a. In accordance with N.J.S.A. 18A:17-43.4, the NJDOE shall provide training through the New Jersey School Safety Specialist Academy. All threat assessment team members must receive training consistent with the training and guidelines provided by the NJDOE. The school safety specialist, is a member of the threat assessment team and will assist in ensuring this training is provided to school staff in coordination with OSPEP.



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School Threat Assessment Teams

- b. Each new threat assessment team member must complete training by the OSPEP, which shall include training sessions as instructed by *Ontic/SIGMA as part of the Bureau of Justice Assistance (BJA) STOP School Violence Grant Program*.
 - c. The district shall determine membership on the threat assessment team in accordance with N.J.S.A. 18A:17-43.4, including adding and ensuring the training of new members, as needed. The district must ensure all threat assessment team members attend the required initial training and refresher training provided by OSPEP to advance their competency in conducting assessments.
 - (1) These trainings will be offered through the OSPEP for both in person and online platforms.
 - (2) Refresher training will be developed and facilitated by the OSPEP and will be made available through in-person and online platforms, as necessary.
3. Awareness Training for Other School Community Stakeholders
- a. Request for awareness training for school staff members should be directed to the OSPEP email at school.security@doe.nj.gov, which will provide training or coordinate sessions with approved instructors from the U.S. Department of Homeland Security National Threat Evaluation and Reporting Office’s Certified Master Training Program.
- F. Other Considerations
- 1. Individualized Education Program (IEP) or 504 Plans
 - a. The district is required by law to meet the needs of students with special needs, who are afforded disciplinary protections not provided to the general education population, to reduce exclusionary practices for special



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School Threat Assessment Teams

education students. When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an IEP or 504 plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant or concerning behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws. Working with the IEP team or 504 team, the threat assessment team shall determine if the behavior is part of known baseline behavior, or is already being managed under the student’s IEP, 504 plan, or FBA plan. If the behavior is not consistent with baseline behaviors or is not able to be effectively managed through current programming, then a threat assessment would need to be conducted. A special education representative must be part of the team and shall engage throughout the process.

2. Allegations of Harassment, Intimidation, & Bullying (HIB) or Bias-Related Acts
 - a. Should the threat assessment team become aware of an allegation of HIB when considering or conducting assessments, they must follow Policy 5512 for addressing allegations of HIB in alignment with the Anti-Bullying Bill of Rights Act. Additionally, during the threat assessment process, it is important to recognize that the student may need remedial services (e.g., counseling) to address behavior that may have prompted the need for the threat assessment and to ensure their well-being.
 - b. Should a threat assessment team become aware of a bias-related act, they should implement Policy and Regulation 8465 on reporting bias-related acts to law enforcement in accordance with the Memorandum of Agreement Between Education and Law Enforcement Officials and Policy and Regulation 9320.



REGULATION

PROGRAM
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School Threat Assessment Teams

3. Information Sharing
 - a. The Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) are two Federal laws protecting the privacy of an individual’s personal records. FERPA refers specifically to educational records while HIPAA refers to medical records. Questions and concerns about FERPA and/or the HIPAA protections often arise as part of the threat assessment planning process. It is critical that threat assessment teams understand how to balance the safety of the school with the privacy of individual students. These laws should not be an impediment to threat assessment and management.
 - b. Threat assessment teams should consult with the Board Attorney on these elements as needed.
4. Family Education Rights & Privacy Act (FERPA) – Educational Records
 - a. FERPA is a Federal law that protects the privacy of student education records. FERPA does, however, authorize school officials to disclose information without consent in emergency situations where the health and/or safety of students is at risk. Relevant information can be released to law enforcement, public health, and medical officials, as well as other schools in the event a student transfers or matriculates. The U.S. Department of Education would not find a school in violation of FERPA for disclosing FERPA-protected information under the health or safety exception as long as the school had a rational basis, based on the information available at the time, for making its determination that there was an articulable and significant threat to the health or safety of the student or other individuals.
5. Health Insurance Portability and Accountability Act (HIPAA) – Medical and Mental Health Records



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School Threat Assessment Teams

- a. HIPAA protects the confidentiality of information in health records. Confidentiality is held by the patient, not the mental health provider. In cases where HIPAA applies, the following strategies below may assist threat assessment teams in eliminating potential barriers to critical data collection:
 - (1) Ask permission from the student and parent to disclose medical records;
 - (2) Provide information to health and mental professionals; and
 - (3) Ask about duty to warn or duty to protect.
 - b. Additionally, medical and mental health providers may disclose protected health information when disclosure:
 - (1) Is necessary to prevent or lessen a serious and imminent threat to health or safety of patient or others and is to someone reasonably able to prevent or lessen the threat; and
 - (2) May include disclosure to law enforcement, or others who can mitigate the threat and disclosure must be consistent with applicable law and standards of ethical conduct.
6. Record Keeping
- All documentation from the threat assessment process must be maintained in a confidential and secure location. Maintaining records and preserving evidence throughout the process, assists in the establishment of a legal and behavioral justification for the intervention. Records may be electronic or paper and must be maintained in accordance with record retention rules established by the Department of Treasury.

Adopted: **TBD**



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
3432/Page 1 of 2
SICK LEAVE

3432 SICK LEAVE

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~~The Board of Education shall grant sick leave, in accordance with law, to teaching staff members absent from work because of personal disability or quarantine. Each steadily employed employee eligible for sick leave will be entitled annually to the number of paid sick leave days negotiated with the employee's majority representative or provided in this policy.~~

-

~~An employee who has been employed in the district at least twelve months and for at least one thousand two hundred fifty hours in the previous twelve months is eligible for sick leave under the Federal Family and Medical Leave Act. When any such employee with a serious health condition has exhausted his/her entitlement to paid sick leave, personal leave and vacation time the Board will grant additional, unpaid sick leave until the total amount of the employee's sick leave, both paid and unpaid, is equal to twelve work weeks in any twelve month period. "Serious health condition" means an illness, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential care facility or continuing treatment by a health care provider. When medically necessary, unpaid sick leave granted under this paragraph may be taken intermittently or on a reduced leave schedule.~~

-

~~The Board will consider the application of any eligible employee for an extension of sick leave when the employee has exhausted all statutory entitlements to sick leave.~~

-

~~The Board reserves the right to require of any employee who claims sick leave, sufficient proof, including a physician's certification, of the employee's illness or disability. As a minimum, no day will be considered to be a sick leave day on which the employee has engaged in or prepared for other gainful employment, has participated in a work stoppage, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.~~

-

~~The Superintendent will prepare rules for the administration of the Board's policy on sick leave, which shall be binding on all employees.~~

-

~~The Superintendent will submit to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified. The willful misuse of sick leave will be considered a serious infraction and is subject to discipline.~~

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29 U.S.C. 2601 et seq.

N.J.S.A. 18A:30-1 et seq.



POLICY

ROXBURY TOWNSHIP
BOARD OF EDUCATION

Teaching Staff Members
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SICK LEAVE

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Adopted: 14 October 2013

ABOLISHED



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

TEACHING STAFF MEMBERS
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SICK LEAVE

R 3432 SICK LEAVE

~~A. Eligibility for Sick Leave~~

~~1. Each person steadily employed by this district will be paid in full, to the limit of his/her entitlement, for days on which the employee is absent from work because of:~~

~~a. Personal disability due to the employee's illness or injury,~~

~~b. The employee's exclusion from school by the school district's medical authorities on account of a contagious disease, or~~

~~c. The employee's having been quarantined for a contagious disease in his/her immediate household.~~

~~2. Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee:~~

~~a. Has engaged in or prepared for gainful employment with an employer other than the Board,~~

~~b. Has participated in a concerted work stoppage, or~~

~~c. Has engaged in any activity, vocational or avocational, that clearly refutes the employee's claim of disability or quarantine.~~

~~B. Notification Procedures (AESOP)~~

~~1. An employee who anticipates a day of disability should make every reasonable effort to so notify the Building Principal no later than the day before the absence, to allow sufficient time for the securing of substitute services.~~

~~2. Notice of the disability should include a reasonable estimate of the duration of the disability.~~

~~3. An employee who becomes aware of his/her disability on the morning of the absence must record the absence on the AESOP attendance management program and document the absence. If in the event the~~



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ROXBURY TOWNSHIP
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TEACHING STAFF MEMBERS
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~~illness occurs one half hour prior to the contractual reporting time, the employee must contact the Building Principal/immediate supervisor to report the absence also.~~

- ~~4. An employee who becomes disabled during the school day must so inform the Building Principal/immediate supervisor as promptly as possible and request permission to leave the school premises.~~
- ~~5. In all instances, the employee himself/herself should call the Principal to report sick leave. An agent may be appointed to call in sick leave only when the employee is so incapacitated as to make a personal call inadvisable or impossible.~~

~~C. Sick Leave Charges~~

- ~~1. A sick leave absence commences when the absence is called in pursuant to paragraph B. An employee who leaves school early because of a disability will not be charged with a sick leave day provided the absence commences after the hour of 10:00 a.m. appropriate half-day mark specific to the employees place of work.~~
- ~~2. A sick leave day once commenced may be reinstated as a working day only with the approval of the Superintendent.~~
- ~~3. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.~~
- ~~4. An employee scheduled for a sick leave absence on a day on which the schools do not open because of an emergency (such as a snow day) will not be charged with a sick leave day.~~

~~D. Verification of Sick Leave~~

- ~~1. An employee absent for reasons of disability more than three consecutive working days shall submit the signed statement of his/her physician indicating:
 - ~~a. The reason for the employee's absence, as personally known to the physician; and~~~~



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TEACHING STAFF MEMBERS
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SICK LEAVE

b. ~~If the employee is not immediately returning to work, the anticipated duration of the employee's disability.~~

e. ~~In the event, the employee does not provide the duration of absence, the Superintendent or designee will recommend to the Board of Education an absence window of up to sixty (60) days. This recommendation will reoccur at each window's conclusion in order to ensure the continuity of instruction and an appropriate educational environment is sustained. Should an employee's banked sick time not be sufficient to cover the window of approval, the approval will curtail at the exhaustion of such bank and the employee will be moved to unpaid leave. This clause does not excuse employees from complying with the aforementioned D.1.b, rather it establishes a mechanism to approve absence in the event he/she does not comply.~~

2. ~~The Board may, at its discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.~~

3. ~~If the results of the examination conducted pursuant to paragraph D2 are inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's disability on days claimed for sick leave.~~

E. ~~Readmission After Disability~~

1. ~~An employee who wishes to return to work after sick leave of more than three consecutive working days shall submit the signed statement of his/her physician indicating the employee's fitness to perform his/her duties.~~

2. ~~The Board may, at its discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.~~

3. ~~If the results of the examination conducted pursuant to paragraph E2 are inconsistent with the statement of the employee's physician, the two~~



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ROXBURY TOWNSHIP
BOARD OF EDUCATION

TEACHING STAFF MEMBERS
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SICK LEAVE

~~examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's fitness to return to service.~~

~~F. Exhaustion of Sick Leave~~

- ~~1. The Superintendent or designee will monitor each employee's sick leave bank and charge the employee's bank of accumulated sick leave with sick leave days in accordance with Policy No. 3432 and this regulation.~~
- ~~2. When it is apparent that an employee on extended sick leave will utilize the last sick leave day to which he/she is entitled, the AESOP attendance management program will so inform the employee.~~
- ~~3. An employee who anticipates an extended period of disability may apply to the Board for a disability leave of absence pursuant to Policy No. 3431.~~
- ~~4. Employees are reminded that sick leave extensions and disability leaves of absence are not entitlements and will be granted or denied by the Board on a case by case basis.~~
- ~~5. Employees will receive no compensation or benefits during an unpaid leave of absence, except the continuation of health insurance coverage for which the employee must recompense the district.~~

~~G. Accumulation of Sick Leave~~

- ~~1. Sick leave will be charged, first, to the sick leave newly available in the employee's current contract year (dependent upon the respective employee's contract as appropriate) and, when that sick leave entitlement is exhausted, to the employee's bank of accumulated sick leave.~~
- ~~2. At the beginning of each contract year, days of sick leave newly available but unused in the prior contract year will be carried forward and credited to a full-time employee's bank of sick leave.~~
- ~~3. The unused sick leave of part-time employees will be accumulated on the basis of hours of work rather than days of work.~~



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

TEACHING STAFF MEMBERS
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SICK LEAVE

- a. ~~At the close of each school year, the number of sick leave days not used by a part time employee will be multiplied by the number of hours the employee worked in each day or, if the employee worked irregular hours, the average number of hours in each contract day.~~
- b. ~~At the beginning of the following school year, the total number of hours accumulated will be divided by the number of hours, or average number of hours, to be worked in each contract day. The result constitutes the number of accrued sick leave days the employee may claim when he/she has exhausted the sick leave days available in the current contract year.~~
- c. ~~When a part time employee, continuously employed in the district, is employed full time, his/her accumulated sick leave hours will be divided by the number of hours in a full working day, and the dividend will be multiplied by the number of days he/she worked each week as a part time employee. The product will be divided by five, the number of days in a full time week. The resulting number, rounded up to the next full day, represents the number of accrued sick leave days in the employee's sick leave bank.~~

H. ~~Records~~

- 1. ~~The personnel file of each person employed by this district will include an accurate record of the employee's attendance in accordance with Policy No. 3212.~~
- 2. ~~Each employee's attendance record will record the reason for any absence.~~
- 3. ~~The attendance record will include the number of accumulated unused sick leave days in the employee's sick leave bank.~~

~~Issued: 14 October 2013
Revised: 19 December 2016~~



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Support Staff
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SICK LEAVE

4432 SICK LEAVE

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~~The Board of Education shall grant sick leave, in accordance with law, to support staff members absent from work because of personal disability or quarantine. Each steadily employed employee eligible for sick leave will be entitled annually to the number of paid sick leave days negotiated with the employee's majority representative or provided in this policy.~~

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~~An employee who has been employed in the district at least twelve months and for at least one thousand two hundred fifty hours in the previous twelve months is eligible for sick leave under the Federal Family and Medical Leave Act. When any such employee with a serious health condition has exhausted his/her entitlement to paid sick leave, personal leave, and vacation time the Board will grant additional, unpaid sick leave until the total amount of the employee's sick leave, both paid and unpaid, is equal to twelve work weeks in any twelve month period. "Serious health condition" means an illness, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential care facility or continuing treatment by a health care provider. When medically necessary, unpaid sick leave granted under this paragraph may be taken intermittently or on a reduced leave schedule.~~

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~~The Board will consider the application of any eligible employee for an extension of sick leave when the employee has exhausted all statutory entitlements to sick leave.~~

-

~~The Board reserves the right to require of any employee who claims sick leave sufficient proof, including a physician's certification, of the employee's illness or disability. As a minimum, no day will be considered to be a sick leave day on which the employee has engaged in or prepared for other gainful employment, has participated in a work stoppage, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.~~

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~~The Superintendent will prepare rules for the administration of the Board's policy on sick leave, which shall be binding on all employees.~~

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~~The Superintendent will submit to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified. The willful misuse of sick leave will be considered a serious infraction and is subject to discipline.~~

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29 U.S.C. 2601 et seq.

N.J.S.A. 18A:30-1 et seq.



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ROXBURY TOWNSHIP
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Support Staff
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Adopted: 14 October 2013

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ROXBURY TOWNSHIP BOARD OF EDUCATION

SUPPORT STAFF
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R 4432 SICK LEAVE

~~A. Eligibility for Sick Leave~~

~~1. Each person steadily employed by this district will be paid in full, to the limit of his/her entitlement, for days on which the employee is absent from work because of:~~

~~a. Personal disability due to the employee's illness or injury;~~

~~b. The employee's exclusion from school by the school district's medical authorities on account of a contagious disease; or~~

~~c. The employee's having been quarantined for a contagious disease in his/her immediate household.~~

~~2. Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee:~~

~~a. Has engaged in or prepared for gainful employment with an employer other than the Board;~~

~~b. Has participated in a concerted work stoppage; or~~

~~c. Has engaged in any activity, vocational or avocational, that clearly refutes the employee's claim of disability or quarantine.~~

~~B. Notification Procedures (AESOP)~~

~~1. An employee who anticipates a day of disability should make every reasonable effort to so notify his/her immediate supervisor no later than the day before the absence, to allow sufficient time for the securing of any substitute services that may be required.~~

~~2. Notice of the disability should include a reasonable estimate of the duration of the disability.~~

~~3. An employee who becomes aware of his/her disability on the morning of the absence must record the absence on the AESOP attendance management program and document the absence. If in the event the~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

SUPPORT STAFF
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SICK LEAVE

~~illness occurs one half hour prior to the contractual reporting time, the employee must contact the Building Principal/immediate supervisor to report the absence also.~~

~~4. An employee who becomes disabled during the school day must so inform the Building principal/immediate supervisor as promptly as possible and request permission to leave the school premises.~~

~~5. In all instances, the employee should call personally to report sick leave. An agent may be appointed to call in sick leave only when the employee is so incapacitated as to make a personal call inadvisable or impossible.~~

~~C. Sick Leave Charges~~

~~1. A sick leave absence commences when the absence is called in pursuant to paragraph B.~~

~~a. An employee who leaves school early because of a disability will not be charged with a sick leave day provided the absence commences after the appropriate half day mark specific to the employees place of work.~~

~~b. A school bus driver who reports a disability after the morning bus runs are completed will be charged only one half a sick leave day.~~

~~2. A sick leave day once commenced may be reinstated as a working day only with the approval of the Superintendent.~~

~~3. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.~~

~~4. An employee scheduled for a sick leave absence on a day on which the schools do not open because of an emergency (such as a snow day) will not be charged with a sick leave day.~~

~~D. Verification of Sick Leave~~

~~1. An employee absent for reasons of disability more than three consecutive working days shall submit the signed statement of his/her physician indicating:~~



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~~a. The reason for the employee's absence, as personally known to the physician, and~~

~~b. If the employee is not immediately returning to work, the anticipated duration of the employee's disability.~~

~~2. The Board may, at its discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.~~

~~3. If the results of the examination conducted pursuant to paragraph D2 are inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's disability on days claimed for sick leave.~~

~~E. Readmission After Disability~~

~~1. An employee who wishes to return to work after sick leave of more than three consecutive working days shall submit a signed statement of his/her physician indicating the employee's fitness to perform his/her duties.~~

~~2. The Superintendent or designee may, in his/her discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.~~

~~3. If the results of the examination conducted pursuant to paragraph D2 is inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's fitness to return to service.~~

~~F. Exhaustion of Sick Leave~~

~~1. The Superintendent or designee will monitor each employee's sick leave bank and charge the employee's bank of accumulated sick leave with sick leave days in accordance with Policy No. 4432 and this regulation.~~



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ROXBURY TOWNSHIP
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SICK LEAVE

2. ~~When it is apparent that an employee on extended sick leave will utilize the last sick leave day to which he/she is entitled, the AESOP attendance management program will so inform the employee.~~

3. ~~An employee who anticipates an extended period of disability may apply to the Board for a disability leave of absence, during which the employee will receive no compensation or benefits, pursuant to Policy No. 4431.~~

4. ~~Employees are reminded that sick leave extensions and disability leaves of absence are not entitlements and will be granted or denied by the Board on a case by case basis.~~

G. ~~Accumulation of Sick Leave~~

1. ~~Sick leave will be charged, first, to the sick leave newly available in the employee's current contract year and, when that sick leave entitlement is exhausted, to the employee's bank of accumulated sick leave.~~

2. ~~At the beginning of each contract year, dependent upon the respective employee's contract, the appropriate days of sick leave newly available but unused in the prior contract year will be carried forward and credited to a full time employee's bank of sick leave.~~

3. ~~The unused sick leave of part-time employees will be accumulated on the basis of hours of work rather than days of work.~~

a. ~~At the close of each contract year, the number of sick leave days not used by a part-time employee will be multiplied by the number of hours the employee worked in each day or, if the employee worked irregular hours, the average number of hours in each contract day.~~

b. ~~At the beginning of the following contract year, the total number of hours accumulated will be divided by the number of hours, or average number of hours, to be worked in each contract day. The result constitutes the number of accrued sick leave days the employee may claim when he/she has exhausted the sick leave days available in the current contract year.~~



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ROXBURY TOWNSHIP
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SUPPORT STAFF
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SICK LEAVE

~~e. — When a part-time employee, continuously employed in the district, is employed full-time, his/her accumulated sick leave hours will be divided by the number of hours in a full working day, and the dividend will be multiplied by the number of days he/she worked each week as a part-time employee. The product will be divided by five, the number of days in a full-time week. The resulting number, rounded up to the next full day, represents the number of accrued sick leave days in the employee's sick leave bank.~~

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H. — Records

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1. — ~~The personnel file of each person employed by this district will include an accurate record of the employee's attendance in accordance with Policy No. 4211.~~
 2. — ~~Each employee's attendance record will record the reason for any absence.~~
 3. — ~~The attendance record will include the accumulated unused sick leave in the employee's sick leave bank.~~
- -

Issued: 14 October 2013



Central Management Support

Title: Bus Driver Trainer

CMS-9A

Qualifications:

1. Current Roxbury School Transportation Staff, valid CDL with endorsements and criminal history clearance
2. Completion of Train the Trainer School Bus Driver Course
3. Excellent Interpersonal Skills and Public Speaking
4. Proficient in Google Applications
5. Minimum 10 years School Transportation Experience

Reports to: Director of Transportation

Job Goal: Through a cooperative effort with the Director of Transportation, assist with the development and implementation of the school district’s driver training and student safety program to ensure the safe and efficient transportation of pupils.

Performance Responsibilities:

Overall Responsibilities:

1. Research and remain current on required NJ State training for all bus drivers.
2. Prepare and present monthly safety meetings.
3. Training will occur in a group setting, virtually and/or behind the wheel.
4. Trains all new bus drivers and ensures all staff is in compliance with NJ State laws, regulations and Roxbury Transportation procedures and policies.
5. Leads the Roxbury Transportation Student Safety Program annually.
6. Accompany Director of Transportation on test drives with potential new hires.
7. Ongoing collaboration with the Director of Transportation on building and maintaining a high level safety and training program.
8. Maintain training records for the department..
9. Performs any other duties as requested by the Director of Transportation.

Terms of Employment:

Additional hourly compensation based on current hourly wage

Annual Evaluation:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the Board’s policy on evaluations.

Approved by: Roxbury Township Board of Education

Adopted: June 8, 2020

Revised: October 16, 2023