

**DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
MARCH 2, 2020
WORKSHOP MEETING AGENDA**

**LINCOLN ROOSEVELT SCHOOL - AUDITORIUM
34 NORTH HILLSIDE AVENUE, SUCCASUNNA, NJ 07876**

CALL TO ORDER: 6:30 P.M.

PUBLIC SESSION: 7:30 P.M.

SPEAKER REQUEST AT BOARD OF EDUCATION MEETINGS

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

ACCESS AGENDA & EXHIBITS
ONLINE:



I. MEETING CALLED TO ORDER

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

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

Roxbury Register – Newspaper

Daily Record – Newspaper

Roxbury Website – <http://www.roxbury.org/domain/43>

Municipal Clerk

Roxbury Public Library

The notice of tonight's meeting and a copy of tonight's agenda have 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 March 2, 2020 regarding personnel matters, student matters, negotiations and attorney client privilege.

IV. PUBLIC SESSION

V. PLEDGE OF ALLEGIANCE

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VI. CORRESPONDENCE

VII. PRESENTATIONS

1. Osmo as an Instructional Tool - presented by Dr. Seipp, Mrs. Lynn Diaz, and Ms. Kira Westbroek
2. What's new with SEL in Roxbury - presented by Dr. Seipp
3. Calendar Committee: School Start Date - presented by Ms. Radulic, Ms. Arms, and Ms. Friscia

VIII. STUDENT REPRESENTATIVE'S COMMENTS

IX. BOARD PRESIDENT'S COMMENTS

X. SUPERINTENDENT'S REPORT

XI. BUSINESS ADMINISTRATOR'S REPORT

XII. MINUTES

1. Minutes of the Executive Session of February 10, 2020
2. Minutes of the Regular Meeting of February 10, 2020
3. Minutes of the Executive Session of February 19, 2020
4. Minutes of the Special Meeting of February 19, 2020

XIII. 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

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

XV. ACTION ITEMS

A. **Finances** (*Resolutions 1-14*)

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.

TRANSFERS

- *1. RESOLVED, that the Roxbury Township Board of Education approve the January 2020 list of transfers between accounts as presented. Approval by the County Office is not required except as noted on the list.

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SECRETARY'S REPORT

- *2. RESOLVED, that the Roxbury Township Board of Education approve the Board Secretary's Report for January 2020.

TREASURER'S REPORT

- *3. RESOLVED, that the Roxbury Township Board of Education approve the Treasurer's Report for January 2020.

MONTHLY FINANCIAL CERTIFICATION OF THE BOARD SECRETARY AND BOARD OF EDUCATION

- *4. 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 January 2020 that no major accounts and fund balances in the 2019/2020 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.

TRAVEL REQUESTS

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

	<i>Name</i>	<i>Workshop Title</i>		<i>Place</i>	<i>Date of Workshop</i>	<i>Registration Fee</i>	<i>Total Estimated Expenses</i>
1	McCabe, Danielle	Governance III - Student Achievement	4	online	2/1/2020 thru 12/31/2020	\$0.00	\$0.00
2	Turner, Karisa	BLS Instructor Training Course	4	East Stroudsburg, PA	12/30/2019	\$125.00	\$125.00
3	Rehman, Teresa	2020 Statewide Assessment District Test Coordinator and District Tech Coordinator Trng	4	Whippany, NJ	2/26/2020	\$0.00	\$9.80
4	Iurato, Arcangelo	2020 Statewide Assessment District Test Coordinator and District Tech Coordinator Mtg	4	Whippany, NJ	2/26/2020	\$0.00	\$9.80
5	Poisseroux, William	2020 NEC Electrical Code Update Seminar	4	Parsippany, NJ	3/12/2020 3/13/2020	\$699.00	\$699.00

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6	Oakes, Gwendolyn	School Bus Driver Seminar, Create a Smooth and Safe Ride	4	Morris Hills, NJ	3/14/2020	\$20.00	\$20.00
7	Gottfried, Michael*	AOPA - 9th Grade Training	4 S-1	Frederick, MA	3/19/2020 3/20/2020 3/21/2020 3/22/2020	\$250.00	\$854.25
8	Glenn, Denise*	AOPA - 9th Grade Training	4	Frederick, MA	3/19/2020 3/20/2020 3/21/2020 3/22/2020	\$250.00	\$854.25
9	Sciancalepore, Nicholas	NJASP Spring Conference 2020	4	Edison, NJ	3/20/2020	\$125.00	\$148.45
10	Webber, Kurt	NJVVMF Annual Interdisciplinary Forum: From the Frontline to Headline: Media and the Vietnam War	4 S-1	Holmdel, NJ	3/20/2020	\$75.00	\$116.71
11	Lutz, Jillian	NGSS-aligned Engineering Challenges, Grades K-5	4	Bloomfield, NJ	3/27/2020	\$150.00	\$171.21
12	Tunstead, Elena	NGSS-Aligned Engineering Challenges, Grades K-5	4 S-1	Bloomfield, NJ	3/27/2020	\$150.00	\$172.26
13	Danielson, Michelle	Analyzing and Constructing Salary Guides	4	Trenton, NJ	3/27/2020	\$149.00	\$186.45
14	Giordano, Tessa	AOTA Annual Conference & Expo	4	Boston, MA	3/28/2020	\$230.00	\$230.00
15	Mondanaro, Joseph	SAIF Regional Safety Seminar on Inappropriate Behavior	4	Phillipsburg, NJ	3/31/2020	\$0.00	\$32.90
16	Loeb, Jessica	IXL Live	4 S-1	Parsippany, NJ	4/2/2020	\$75.00	\$78.75
17	Farina, Kimberly	IXL Live	4 S-1	Parsippany, NJ	4/2/2020	\$75.00	\$78.75
18	Muller, Amy	IXL Live	4 S-1	Parsippany, NJ	4/2/2020	\$75.00	\$83.75
19	Radulic, Loretta	Human Resources: New Requirements, Best Practices, and the Law	4	Online Webinar	4/14/2020	\$40.00	\$0.00
20	Lynch, Danielle	Youth Mental Health Certification Course	4	Mt. Arlington, NJ	4/25/2020	\$45.00	\$51.65
21	Bellardino, Alyssa	Youth Mental Health Certification Course	4	Mt. Arlington, NJ	4/25/2020	\$45.00	\$54.94
22	Korovich, Kelly	2020-2021 Mini-College Fair Consortium	4	Kinnelon, NJ	4/29/2020	\$0.00	\$15.12
23	DelRusso, Stefanie	Youth Mental Health First Aid	4	Fair Lawn, NJ	5/8/2020	\$150.00	\$174.78
24	Cadena, Meaghan	Mental Health First Aid	4 S-1	Fair Lawn, NJ	5/8/2020	\$150.00	\$171.07
25	Darling, Samantha	Changing the ADHD Brain	4 S-1	Parsippany, NJ	5/13/2020	\$169.99	\$180.35
26	Trautz, Caryn	Changing the ADHD Brain	4 S-1	Parsippany, NJ	5/13/2020	\$169.99	\$180.35
27	Palanchi, Kristin	NJ Teachers of English to Speakers of Other Languages/NJ Bilingual Educators	4 S-1	New Brunswick, NJ	5/27/2020	\$234.00	\$256.75
28	Del Rosario, Monica	NJ TESOL Conference	4 S-3 T-3	New Brunswick, NJ	5/27/2020 5/28/2020 5/29/2020	\$279.00	\$363.42

*Mt. Arlington Representative votes

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29	Caivano, Roxana	Book Expo America	4 S-2	NYC, NY	5/28/2020 5/29/2020	\$75.00	\$138.00
30	LaPara, Angela	NJTESOL Spring Conference 2020	4 S-3 T-3	New Brunswick, NJ	5/29/2020	\$234.00	\$260.67
31	Arms, Victoria	Teacher's College June Reading Institute	4 T-2	New York, NY	6/29/2020 6/30/2020 7/1/2020 7/2/2020 7/3/2020	\$850.00	\$1,076.75
32	McNemar, Theresa	June Reading Institute	4 T-2	New York, NY	6/29/2020 6/30/2020 7/1/2020 7/2/2020 7/3/2020	\$850.00	\$1,090.05
33	Manney, Lynn	Teacher's College Summer Institute	4 T-2	New York, NY	6/29/2020 6/30/2020 7/1/2020 7/2/2020 7/3/2020	\$850.00	\$1,082.20
34	Lamont, Kelly	Elevate - Take Teaching to New Heights	4	East Rutherford, NJ	7/16/2020	\$100.00	\$136.90
35	Cope, Katie	Elevate! NJ	4	East Rutherford, NJ	7/17/2020	\$100.00	\$126.95
36	Carroll, Stacey	Teacher's College August Writing Institute	4 T-2	New York, NY	8/3/2020 8/4/2020 8/5/2020 8/6/2020 8/7/2020	\$850.00	\$1,106.70
37	Goodyear, Sarah	TC Summer Institute August Reading Institute	4 T-2	New York, NY	8/10/2020 8/11/2020 8/12/2020 8/13/2020 8/14/2020	\$850.00	\$1,106.65
38	Rex, Jean	Writing Institute	4 T-2	New York, NY	8/3/2020 8/4/2020 8/5/2020 8/6/2020 8/7/2020	\$850.00	\$1,314.65
39	Start, Kurtis	August Writing Institute	4 T-2	New York, NY	8/3/2020 8/4/2020 8/5/2020 8/6/2020 8/7/2020	\$850.00	\$1,405.65
40	Olcott, Nicole	Teacher's College Summer Institute	4 T-2	New York, NY	8/10/2020 8/11/2020 8/12/2020 8/13/2020 8/14/2020	\$850.00	\$1,069.20
41	Kim, Erica	TC Summer Institute August Reading Institute	4 T-2	New York, NY	8/10/2020 8/11/2020 8/12/2020 8/13/2020 8/14/2020	\$850.00	\$982.60

Notes: *Approved 2/10/2020 (XV.A.3) revision to registration fee.
 1-State/Federal policy requirements, 2-State curricular requirements, 3-State Initiatives, 4-Individual job requirements, T2-paid for by Title II funding, T3 paid for by Title III funding. Substitute coverage is indicated by "S" followed by the number of days for which a substitute is needed.

APPROVAL OF SETTLEMENT AGREEMENT

6. RESOLVED, upon the recommendation of the Superintendent of Schools and Board Attorney, that the Settlement Agreement and Release in the matter of Docket MRS-L-2502-17 be approved and the Business Administrator is authorized to sign the same on behalf of the Board.

CONTRACTS

- *7. RESOLVED, that the Roxbury Township Board of Education approve a contract with Matheny Medical and Educational Center with an address at 65 Highland Avenue, Peapack, New Jersey to provide occupational therapy services for the 2019/2020 school year. Therapy services will be provided 90 minutes per week at the rate of \$95.00 per hour not to exceed \$2,850.00.

APPROVAL OF PAYMENT APPLICATION

8. RESOLVED, that the Roxbury Township Board of Education approve the following payment to the following contractor:

	Contractor	Project	Payment No.	Amount
1	D&E Window and Door, LLC	EMS Window Replacement	7 - Final	51,143.89

APPROVAL OF PURCHASES

- *9. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Cisco phones for the district from CoreBTS, Inc. with an address at 4419 Solutions Center, PO Box 774419, Chicago, IL in the amount of \$42,940.21 as per Quote Q-03025 This purchase is being made through NASPO Value Point NJ Cisco Contract #87720, Master Agreement #AR-233 (14-19).

REJECTION OF BIDS

10. A Notice to Bidders for sealed proposals for the Jefferson Elementary School and Eisenhower Middle School Roof Replacement project was advertised in accordance with the provisions of the Public Contracts Law N.J.S.A. 18A:18A-1. Proposals were received, opened and read publicly at 11:00 a.m. on Wednesday, February 19, 2020, by the School Business Administrator at the Board of Education Office, 42 North Hillside Avenue, Succasunna, New Jersey as follows:

Bidders	Base Bid Single Overall Lump Sum Bid	Alternate Bid A-1 Removal of ACM Soffit Panels (ADD)	
Barrett Roofs, Inc. 21 Ise St., South Hackensack, NJ	\$1,966,000	\$50,000	\$2,016,000
Billy Contracting & Restoration, Inc. 12 Maple Ave., Pine Brook, NJ	\$1,518,000	\$25,000	\$1,543,000
Integrity Roofing, Inc. 1385 Witherspoon St., Rahway, NJ	\$2,168,340	\$42,000	\$2,210,340

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Jottan, Inc. P.O. Box 166, Florence, NJ	\$2,043,667	\$35,169	\$2,078,836
Mak Group, LLC 40 Summit Ave., Clifton, NJ	\$1,829,758	\$125,000	\$1,954,758
D.A. Nolt, Inc. 53 Cross Keys Rd., Berlin, NJ	\$2,604,908	\$56,506	\$2,661,414
Northeast Roof Maintenance, Inc. 649 Catherine St., Perth Amboy, NJ	\$1,688,000	\$159,600	\$1,847,600
Patwood Roofing Company 3 Peckman Road, Little Falls, NJ	\$1,789,000	\$35,000	\$1,824,000
USA General Contractors Corp. 980 Dehart Place, Elizabeth, NJ	\$1,962,000	\$27,000	\$1,989,000
VMG Group 288 Cox Street, Roselle, NJ	\$2,038,000	\$109,000	\$2,147,000

RESOLVED, that in conjunction with the recommendations of the Project Architect, SSP Architectural Group, and the Board's legal counsel, the Roxbury Township Board of Education reject all proposals for the Jefferson Elementary School and Eisenhower Middle School Roof Replacement project for the reasons indicated below:

Low bidder, Billy Contracting & Restoration, Inc. withdrew their bid.
Next lowest bidder, Northeast Roof Maintenance, Inc. is rejected due to a material defect.
Next lowest bidder, Patwood Roofing Company, is rejected due to a material defect.
Next lowest bidder, Mak Group, LLC and all remaining bids are rejected due to being over budget.

Bids are available for review at the Board Office during regular business hours.

BE IT FURTHER RESOLVED, that the Roxbury Township Board of Education authorizes the Business Administrator to conduct another Request for Bids for the Jefferson Elementary and Eisenhower Middle School Roof Replacement project in accordance with the terms of the Public Contract Law.

APPROVAL OF DISPOSAL OF PROPERTY

*11. WHEREAS several attempts have been made to sell the property listed below through GovDeals online auction without success and Board Policy 7300-Disposition of Property allows for property to be declared scrap and waste, and

WHEREAS, it is appropriate to scrap this vehicle due to no transmission, rotted body, age, and no longer viable for repair, now therefore be it

RESOLVED, that the Roxbury Township Board of Education approve the declaration of a 2006 Thomas EF 54-passenger school bus, VIN #1T88P4E2471278774 as scrap and waste for disposal.

COMMUNITY SCHOOL

- *12. RESOLVED, that the instructors listed below be appointed for the 2019/2020 Roxbury Community School Course Offerings. All expenses will be paid out of collected tuitions and employment is dependent upon sufficient enrollment. Teachers/Instructors receive a percentage of tuition based on enrollment and agreement with the Community School.

Instructor	Tuition	Program / Location / Dates
FLO Yoga and Wellness	\$45/Participant	Intro to Yoga Series / Kennedy School / April-May 2020
FLO Yoga and Wellness	\$45/Participant	Intro to Yoga Series / Kennedy School / June 2020

- *13. RESOLVED, that the instructors listed below be appointed for the 2020/2021 Roxbury Community School Course Offerings. All expenses will be paid out of collected tuitions and employment is dependent upon sufficient enrollment. Teachers/Instructors receive a percentage of tuition based on enrollment and agreement with the Community School.

Instructor	Tuition	Program / Location / Dates
FLO Yoga and Wellness	\$70/Student	Kids FLO: Yoga and Mindfulness Camp (Ages 4-6) Kennedy School / July-August 2020
FLO Yoga and Wellness	\$75/Student	Kids FLO: Yoga and Mindfulness Camp (Ages 7-9) Kennedy School / July-August 2020
Trinity Martial Arts	\$49/Participant	Krav Maga / Nixon School / April-May 2020
Voice Coaches	\$15/Participant	Getting Paid to Talk / Roxbury HS / August 2020

APPROVAL OF DISPOSAL OF TEXTBOOKS

- *14. RESOLVED, that textbooks listed below for the Roxbury Township School District, which have been identified to be outdated, etc., be disposed of according to Regulation 7300.3, Disposition of Personal Property.

Organized by title:

	Textbook Title	Publisher	Copyright	ISBN	No. of Copies	School
1	AGS Geometry	AGS Publishing	2001	0-7854-2221-8	15	RHS
2	AGS Geometry	AGS Publishing	2005	0-7854-3829-7	17	RHS

B. Education (Resolutions 1-5)

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.

SCHOOL CALENDAR FOR THE 2021/2022 SCHOOL YEAR

- *1. RESOLVED, that the school calendar be adopted for the 2021/2022 school year as presented. (Exhibit E1)

HIB REPORT

- *2. RESOLVED, that the Roxbury Township Board of Education affirms the Superintendent's decisions provided in the Harassment, Intimidation, and Bullying Report for the 2019/2020 school year, ending as of February 6, 2020 for Incident Nos. 18 through 23.
- *3. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2019/2020 school year, beginning February 7, 2020 and ending February 27, 2020 for Incident Nos. 24 through 31.

FIELD TRIPS

- 4. RESOLVED, that staff and students be approved for participation in the following educational events as per Board policy, with the understanding that dates are subject to change due to inclement weather, scheduling conflicts, etc.

Organized by School, then by Date of Trip:

	School	Date of Trip	Faculty Sponsor	Group	# of Students	Trip Destination	Location	Purpose
1	EMS	2020-06-03 (Wed)	P.Moskowitz, E.Tucker	Sports Statistics & STEAM	40	TD Bank Ballpark	Bridgewater, NJ	Trip will supplement & provide real-life connections to classroom studies
2	JES	2020-06-01 (Mon)	S.Carroll	Gr. 4	92	Lincoln Roosevelt Elem School	Succasunna, NJ	Orientation to 5th Grade
3	KES	2020-04-03 (Fri)	A.Davis, L.Deeb	REACH	7	Fuddruckers	Succasunna, NJ	Reward trip earned through class's behavioral-support program
4	NES	2020-06-01 (Mon) [Rain date 2020-06-08 (Mon)]	S.Ralston	Gr. 1	44	Turtle Back Zoo	West Orange, NJ	Trip will enhance students' studies of science standards learned in class involving the habitats & behaviors of animals
5	NES	2020-05-07 (Thu)	L.Brajer, S.Cassella, J.Molnar, A.Scales	Kindergarten	52	Growing Stage Theater	Netcong, NJ	To see a live theater performance of Dr. Seuss's "Go Dog, Go!", which relates to the students' author study on Dr. Seuss
* 6	RHS	2020-03-17 (Tue); 2020-03-18 (Wed); 2020-04-23 (Thu); 2020-05-05 (Tue)	F.Caccavale	Structural Design/ Fabrication	12-15	Habitat for Humanity	121 Main St., Succasunna, NJ	Students will be helping the community by utilizing skills learned in class on a local, large-scale residential construction site
* 7	RHS	2020-03-20 (Fri)	C.Forlenza, J.Koch	AT/PT Academy	37	Roxbury HS	In-school field trip	Students enrolled in Sports Medicine programs in surrounding districts will be invited to RHS to attend an interactive learning program on athletic training & physical therapy hosted by Roxbury AT/PT students
* 8	RHS	2020-03-27 (Fri)	S.Baker, C.Hubbard, L.Schmidt	Junior AP and A-Level English	~150	Park Theater	Union City, NJ	To see the musical "Frankenstein"; students will have completed the study of the novel

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* 9	RHS	2020-04-22 (Wed) [Rain date 2020-04-23 (Thu)]	R.Dunn, M.Fagan, M.Gottfried	Geophysical Science	120	Mohican Outdoor Center	Blairstown, NJ	To observe geologic/ meteorologic processes that supplement labs performed in class involving rocks & minerals; weathering & erosion; and folding & faulting. Trip also coincides w/ the 50th annivers. of Earth Day.
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5. RESOLVED, that staff and students be approved for participation in the following community-based instructional events as per Board policy, with the understanding that dates are subject to change due to inclement weather, scheduling conflicts, etc.

Organized by Group, then by Trip Destination:

	School	Faculty Sponsor	Group	# of Students	Trip Destination	Location	Date(s) of Trip
1	EMS	T.Martino	TIDES	3	Roxbury Diner	Succasunna, NJ	3/25/20 (Wed); 5/27/20 (Wed); 6/17/20 (Wed)
* 2	RHS	D.Rose	TIDES	5	Weis Supermarket	Flanders, NJ	4/22/20 (Wed); 5/27/20 (Wed)

C. Personnel (Resolutions 1-15)

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 DESCRIPTIONS

- *1. RESOLVED, that the Roxbury Township Board of Education approve the revised job description for Director for Planning/Research & Evaluation. (Exhibit HR1)

RESIGNATIONS, RETIREMENTS, TERMINATIONS

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

Organized by Name

	Name	Loc	Position	Action	Final day of employment	Discussion
1	Balzer, Jo Anne	FES	Special Education Paraprofessional	Rescind appointment	--	Declined position app'd 1/27/20 C.8.2
2	Castillo, Stephanie	NES	Special Education Paraprofessional	Rescind appointment	--	Declined position app'd 1/27/20 C.8.5

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3	Chmura, Lois	EMS	Cafeteria / Lunchroom Aide	Resignation for retirement	3/31/20	
* 4	Corliss, Lisa	RHS	Special Education Teacher (VISTA)	Resignation for personal reasons	4/19/20	
* 5	Decot, Diane	TR	Bus Driver	Resignation for retirement	6/30/20	
6	Happe, Julia	NES	Gr. 4 Teacher	Resignation for personal reasons	6/30/20	
* 7	Santucci, Mary	TR	Bus Driver	Resignation for retirement	6/30/20	
8	Scudder, Suzanne	EMS	Special Education Teacher	Resignation for personal reasons	10/31/20	

LEAVES OF ABSENCE

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

	Name	Loc.	Position	Leave Start Date	Paid Leave	Unpaid FMLA/ NJFLA [^]	Return Date	Discussion
1	Bremer, Jaclyn	JES	Gr. 1 Teacher	10/15/19	Using 36 sick then 5 personal days	FMLA/ NJFLA	5/11/20	Amends Return Date of 3/16/20 app'd 11/18/19.
* 2	Belfiore, Christina	RHS	School Counselor	4/9/20 or sooner if nec	Using available sick days	FMLA/ NJFLA	11/16/20	
3	Wade, Jessica	JES	Special Education Paraprof	2/20/20	N/A	N/A	Upon release by physician	
4	Weaver, Dennis	LRS	Special Education Teacher	4/20/20	N/A	FMLA/NJFLA	5/18/20	Amends Return Date of 5/15/20 app'd 2/10/20.

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

4. RESOLVED, that Employee Number 4164 is placed on administrative leave with pay retroactive to February 27, 2020 through October 31, 2020 in accordance with the provisions of NJSA 18A:6-8.3.

APPOINTMENTS

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

Organized by Name

	Name	Loc	Position	Salary Guide / Step	Salary	Start Date	End Date	Discussion
1	Diorio, Danny	FES	PE Teacher	19/20 BA Step 7	\$56,497 prorated	5/1/20	6/30/20	Replacement in position TCH.FRA.PEH.NA.01
2	Turner, Karisa	EMS	H/PE Teacher	19/20 BA Step 1 of 1-2	\$54,017 prorated	2/26/20	6/30/20	Replacement in position TCH.EMS.PEH.NA.02.

APPOINTMENTS - HOURLY EMPLOYEES

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

	Name	Loc	Position	Guide / Step	Hourly Rate	Hrs / Day	Days / Wk	Days / Year	Annual Salary	Start Date	End Date	Discussion
1	Cintron, Kelly	EMS	Special Education Paraprof	REA Paraprof Step 6	\$18.05	5.9	5	185	\$19,702 prorated	3/3/20	6/30/20	RC Program replacement in position AID.SPE.PT. NA.66
* 2	Feller, Jeffrey	RHS	Special Education Paraprof	REA Paraprof Step 9	\$20.00	5.75	5	185	\$21,275 prorated	3/3/20	6/30/20	One-one replacement in position AID.SPE.PT. NA.42
3	Gaydos, Jennifer	NES	Special Education Paraprof	REA Paraprof Step 6	\$18.05	5.75	5	185	\$19,201 prorated	3/3/20	6/30/20	One-one replacement in position AID.SPE.PT. NA.06
4	Johnston, Michele	FES	Special Education Paraprof	REA Paraprof Step 9	\$20.00	5.75	5	185	\$21,275 prorated	3/3/20	6/30/20	RC Program replacement in position AID.SPE.PT. NA.84
^ Employment start date is pending completion of documentation in accordance with the law or district policy.												

APPOINTMENTS - LEAVE REPLACEMENTS

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

	Name	Loc	Position	Salary	Start Date	End Date	Discussion
* 1	LaBadie, Keith	RHS	Leave-repl School Counselor	19/20 Leave Replacement Teacher Rate Bd. aprvd 5/6/19: \$54,000 prorated	4/20/20 or sooner if nec	6/30/20	Non-tenure track. Replacement in position TCH.RHS.GUI.NA.02
2	Uccello, Vanessa	JES	Leave-repl Gr. 1 Teacher	19/20 Leave Replacement Teacher Rate Bd. aprvd 5/6/19: \$54,000 prorated	10/15/19	5/8/20	Amends <i>End Date</i> of 3/13/20 app'd 9/16/19. Non-tenure track. Replacement in position TCH.JEF.GR1.NA.03
* 3	Vignali, Dominic	RHS	Leave-repl School Counselor	19/20 Leave Replacement Teacher Rate Bd. aprvd 5/6/19: \$54,000 prorated	3/16/20 or sooner if nec	6/30/20	Related to Placeholder app'd 2/10/20. Non-tenure track. Replacement in position TCH.RHS.GUI.NA.01

APPOINTMENTS - ATHLETICS

- *8. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2019/2020 school year:

Grouped by Sport, then organized by Name

19/20 Coaching Appts										
	POSIT- ION LOC	POSITION	ASSIGN- MENT	SEASON	19/20 LAST NAME	19/20 FIRST NAME	19/20 Base Stipend	# of Consec Yrs thru 19/20 Season	19/20 Longevity Stipend	19/20 TOTAL Stipend
1	RHS	Lacrosse - Girls'	Asst Coach	Spring	Shulkowski^	Deborah	\$ 5,409	1	\$ -	\$ 5,409
2	RHS	Outdoor Track - Boys'	Asst Coach	Spring	Roman	Daniel	\$ 5,127	1	\$ -	\$ 5,127
3	RHS	Outdoor Track - Girls'	Asst Coach	Spring	Stellingwerf	Kaitlin	\$ 5,127	1	\$ -	\$ 5,127
4	RHS	Softball	Asst Coach	Spring	Smarz	Alan	\$5,409	1	\$ -	\$ 5,409

^Pending receipt of County Substitute Credential.

- *9. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2019/2020 school year. A Certification for School Volunteer form has been signed and is on file:

Grouped by Sport, then organized by Name

19/20 Specialized Athletic Consultants							
	Name	Position	Sport	Season	Loc of Sport	Payment	Discussion
1	Boyd, Joshua	Specialized Consultant	Baseball	Spring	RHS	\$1,000	Payment to be paid by RHS Baseball Parent Booster Club.
2	Murray, Kevin	Specialized Consultant	Baseball	Spring	RHS	Volunteer- basis	
3	Roumes, Ryan	Specialized Consultant	Baseball	Spring	RHS	Volunteer- basis	

APPOINTMENTS - SUBSTITUTES

10. RESOLVED, that the Roxbury Township Board of Education approve the following on an as needed basis:

	<i>Name</i>	<i>Loc.</i>	<i>Position</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
* 1	Diorio, Danny	District	Substitute Teacher	19/20 Sub Rate Bd. aprvd 5/6/19	4/1/20#	4/30/20	#Start date is pending completion of documentation in accordance with the law or district policy.
* 2	Livingston, William	District	Substitute Teacher	19/20 Sub Rate Bd. aprvd 5/6/19	2/11/20	6/30/20	Retroactive appointment prior to and after leave replacement assignment
* 3	Burgoyne, Shauna	District	Substitute Teacher, Paraprofessional and Secretary	19/20 Sub Rate Bd. aprvd 5/6/19	3/3/20	6/30/20	
* 4	Mayer, Cynthia	District	Substitute Teacher, Paraprofessional and Secretary	19/20 Sub Rate Bd. aprvd 5/6/19	3/3/20	6/30/20	
* 5	Petrakian, Jodi	District	Substitute Teacher, Paraprofessional and Secretary	19/20 Sub Rate Bd. aprvd 5/6/19	3/3/20	6/30/20	

- *11. RESOLVED, that Ms. Rosemary Bowers be approved to serve as the Registered Nurse on the Roxbury High School Rox-THON club's trip to Penn State in State College, PA from Friday, February 21, 2020 through Sunday, February 23, 2020 at a total payment of \$1,065.00. This resolution amends and supersedes in its entirety Resolution XV.C.9 approved on February 10, 2020.

MENTORING

12. 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>Instr. Cert.</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	Turner, Karisa	EMS	CE#	n/a	Richman, Margery	3/2/20	6/26/20	16	\$293
#Out-of-state reciprocity; mentoring terms based on mentoring reqs for CEAS.									

STIPENDS - STAFF DEVELOPMENT

13. RESOLVED, that the Roxbury Township Board of Education approve the following personnel as instructors of staff development taking place after school hours:

	Name	Loc.	Salary Guide / Step	Salary	Term	Discussion
*1	Kovarik, Karen	District	2017-2020 REA Contract for Teaching Staff Development	Not to exceed \$296	Four 2-hour sessions^ 3/18/20, 3/25/20, 4/1/20, 4/8/20	Course title: G Suite for Dummies
^Session must meet minimum participant requirement to run.						

COMMUNITY SCHOOL

- *14. RESOLVED, that the instructors listed below be appointed for the 2019/2020 Roxbury Community School Course Offerings. All expenses will be paid out of collected tuition and employment is dependent upon sufficient enrollment. Teachers/Instructors receive a percentage of tuition based on enrollment and agreement with the Community School.

Instructor	Fees		Program / Location / Dates
	Compensation	Tuition	
Reiser, Jeannette	\$40/Student	\$50/Student	Tone, Stretch, Meditate Roxbury High School April-May 2020
Reiser, Jeannette	\$40/Student	\$50/Student	Tone, Stretch, Meditate Roxbury High School May-June 2020

- *15. RESOLVED, that the instructors listed below be appointed for the 2020/2021 Roxbury Community School Course Offerings. All expenses will be paid out of collected tuition and employment is dependent upon sufficient enrollment. Teachers/Instructors receive a percentage of tuition based on enrollment and agreement with the Community School.

Instructor	Fees		Program / Location / Dates
	Compensation	Tuition	
Goodwin, James	\$25/Hour	\$100/Student	Summer Strings Roxbury High School July 2020
Rodgers, Susanna			
Hoopes, Casey	\$25/Hour	\$35/Student	TREP\$ / Jefferson School April-June 2020
Saul, Joanne	\$25/Hour	\$35/Student	TREP\$ / Kennedy School April-June 2020

March 2, 2020

E. Executive Session

*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 March 16, 2020 at 6:30 at Lincoln Roosevelt School, 34 North Hillside Avenue, Succasunna, New Jersey; 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, and matters covered by attorney client privilege during the aforementioned Executive Sessions; 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.

- XVI. PUBLIC COMMENTS – There is a three-minute time limit, per Board Policy.
- XVII. BOARD MEMBER COMMENTS
- XVIII. EXECUTIVE SESSION – (IF NECESSARY)
- XIX. PUBLIC SESSION – (IF NECESSARY)
- XX. ADJOURNMENT

Roxbury Township School District

DRAFT 2021/2022 School Calendar

(presented as EXHIBIT E1 @ 3/2/2020 Board Mtg)

Emergency Day Calendar

There are five (5) Emergency Days built into this calendar. If the number of Emergency Days used is more than five (5), additional School Days will be scheduled the week of Spring Break, beginning with Mon. 4/11; Tues. 4/12; Wed. 4/13; and then Th. 4/14.

July 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6 ^T _E	7 ^T _E	8 ^T _E	9 ^T	10
11	12 ^T _E	13 ^T _E	14 ^T _E	15 ^T _E	16 ^T	17
18	19 ^T _E	20 ^T _E	21 ^T _E	22 ^T _E	23 ^T	24
25	26 ^T _E	27 ^T _E	28 ^T _E	29 ^T _E	30 ^T	31

Students: 0 Teachers: 0

Jul:	
6-30 ^T	Title I Summer School
6-29 ^E	Extended School Year (M-Th)

August 2021						
Su	Mo	Tu	We	Th	Fr	Sa
1	2 ^F	3 ^F	4 ^F	5 ^F	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24*	25*	26*	27	28
29	30 [Ⓟ]	31 [Ⓟ]				

Students: 0 Teachers: 2

Aug:	
2-5 ^E	Extended School Year (M-Th)
24-26*	New Teacher Orientation
30-31 [Ⓟ]	No School for Students, PD for Staff

September 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Students: 19 Teachers: 19
Subtotal: 19 Subtotal: 21

Sept:	
1	FIRST DAY OF SCHOOL FOR STUDENTS
6	Labor Day- No School
7	Rosh Hashana- No School
16	Yom Kippur- No School

October 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11 [Ⓟ]	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Students: 20 Teachers: 21
Subtotal: 39 Subtotal: 42

Oct:	
11 [Ⓟ]	Columbus Day- No School for Students, PD for Staff

November 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Students: 18 Teachers: 18
Subtotal: 57 Subtotal: 60

Nov:	
4-5	NJEA Convention- No School
24	Early Dismissal for Students & Staff
25-26	Thanksgiving Break- No School

December 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Students: 17 Teachers: 17
Subtotal: 74 Subtotal: 77

Dec:	
23	Early Dismissal for Students & Staff
24-31	Winter Break- No School

January 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 [Ⓟ]	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Students: 20 Teachers: 21
Subtotal: 94 Subtotal: 98

Jan:	
17 [Ⓟ]	Martin Luther King Day- No School for Students, PD for Staff

February 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7 [Ⓟ]	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Students: 18 Teachers: 18
Subtotal: 112 Subtotal: 116

Feb:	
7 [Ⓟ]	Emergency Day built in - No School; will become a School Day if one (1) emergency day is used on or before Feb 1
21	Presidents' Day- No School

March 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 [Ⓟ]	19
20	21	22	23	24	25	26
27	28	29	30	31		

Students: 22 Teachers: 22
Subtotal: 134 Subtotal: 138

Mar:	
18 [Ⓟ]	Emergency Day built in - No School; will become a School Day if two (2) emergency days are used on or before Mar 14

April 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 [Ⓟ]	19 [Ⓟ]	20	21	22	23
24	25	26	27	28	29	30

Students: 14 Teachers: 14
Subtotal: 148 Subtotal: 152

April:	
11-14	Spring Break- No School
15	Good Friday- No School
18 [Ⓟ]	Emergency Day built in - No School; will become a School Day if four (4) emergency days are used on or before Apr 5
19 [Ⓟ]	Emergency Day built in - No School; will become a School Day if three (3) emergency days are used on or before Apr 5

May 2022						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 [Ⓟ]	28
29	30					

Students: 19 Teachers: 19
Subtotal: 167 Subtotal: 171

May:	
27 [Ⓟ]	Emergency Day built in - No School; will become a School Day if five (5) emergency days are used on or before May 23
30	Memorial Day- No School

June 2022						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16 [Ⓟ]	17 [Ⓟ]	18
19	20 [Ⓟ]	21	22	23	24	25
26	27	28	29	30		

Students: 13 Teachers: 14
Subtotal: 180 Subtotal: 185

June:	
16 [Ⓟ]	Early Dismissal for Students, Full Day for Staff
17 [Ⓟ]	LAST DAY OF SCHOOL FOR STUDENTS- Early Dismissal for Students, Full Day for Staff
20 [Ⓟ]	LAST DAY FOR STAFF- Full Day for Staff

Central Office Administration

Title: Director for Planning/Research & Evaluation

COA-7

Qualifications:

1. Valid New Jersey School Administrator and/or Principal Certificate or eligibility
2. Minimum of an earned master's degree with a major in educational administration, special education or related field such as curriculum and supervision
3. Minimum experience in teaching, curriculum development and school administration as determined by the board
4. Demonstrated ability to work effectively in the areas of school administration and supervision of programs and staff
5. Strong leadership and communication skills
6. Required criminal history background check and proof of US citizenship or legal resident alien status

Reports to: Superintendent

Job Goal: To assist the Superintendent by providing leadership to the instructional design, development and implementation of instruction that embodies research-based progressive instruction and learning through collaborative instructional and curricular innovation, including new course development, course revision, online courses, faculty training/support, and service reliability and consistency.

Performance Responsibilities:

1. Assists the Superintendent in building capacity to support the development and implementation of 21st century pedagogy and technology. To include, but not limited to:
 - a. Virtual and blended professional and student learning
 - b. Inquiry-based instructional models
 - c. Inquiry-based staff collaboration and professional learning communities
 - d. Building university relationships
 - e. Hybrid assessment
 - f. Examination of mind frames and ethics of grading
 - g. Collaboration with administration and staff on the development of whole-child learning
 - h. Project and problem-based learning through constructivist principles
 - i. Building a culture of professional research principles and reflection
 - j. Evaluation and design of instructional space
 - k. Data analysis for professional learning and program evaluation
 - l. Work with appropriate stakeholders on long-term district goals
2. Works collaboratively and effectively with faculty and administration to provide pedagogical and technical consulting to design, develop and implement instructional content, course and projects that enrich teaching and learning through the use of research-based instructional models, hybrid and traditional courses, including the integration of student learning outcomes.

Central Office Administration

Title: Director for Planning/Research & Evaluation

COA-7

3. Formulates and provides professional development programs alongside the Curriculum and Instruction Team to support faculty in the design, development and delivery of curriculum and instruction, future-minded communication, cognitive and interactive media, research-based course design for both local and distance learning opportunities.
4. Collaborates with the Technology Department and supervisors to ensure adequate infrastructure and relevant professional development to meet goals for research based progressive instruction.
5. Develop and support 21st century programs to enhance learning in innovative ways.
6. Collaborates with the district’s leadership team to foster a district-wide culture that enhances strategies and initiatives designed to facilitate future-minded learning.
7. Conducts observations across content areas of appropriate staff members with emphasis on building capacity with instruction that embodies research-based teaching and learning.
8. Maintains knowledge of and communicates current research findings and forecasts related to the effective use of instruction in the district’s educational programs.
9. Maintains ongoing awareness of best practices, emerging instructional technology that may be adopted as new and emerging instructional media, technologies, pedagogies and practices.
10. Performs other related duties as may be assigned by the Superintendent and/or requested by the Board.

Terms of Employment: Twelve months - Salary to be determined by the Board.

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: November 11, 2017

Revised: March 2, 2020

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