

Revised 1
DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
JUNE 8, 2020
WORKSHOP MEETING AGENDA

VIRTUAL

CALL TO ORDER: 6:00 P.M.

PUBLIC SESSION: 6:00 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. PUBLIC SESSION

IV. PLEDGE OF ALLEGIANCE

V. CORRESPONDENCE

VI. PRESENTATIONS

1. Roxbury High School Valedictorian/Salutatorian

- Valedictorian - Lauren Tom
- Salutatorian - Sarah Attieh

2. Educators of the Year

School	Staff Member	Assignment
2019/2020 Educators of the Year		
Roxbury High School	Sharon Baker	English Teacher
Eisenhower Middle School	Geri Esposito	Student Assistance Coordinator
Lincoln/Roosevelt School	Elizabeth Bonis	Grade 6 Math Teacher
Franklin School	Russell Redmond	Physical Education/Health Teacher
Jefferson School	Stephanie Friscia	Grade 4 Teacher
Kennedy School	Brenda Wilson	In-Support of Learning Teacher
Nixon School	Jennifer Molnar	LLD Teacher

3. Roxbury High School Ice Hockey Team - Halvorsen Division Champions

Head Coach: Jon Benbow Assistant Coaches: Sean Reilly, Chris Sannipoli, Jeff Kuper

Forwards

#9 Nick Hefferle (12), Captain	#16 Joe Carey (12)	#4 Kevin Keane (12), Captain
#18 Nick Thomas (11)	#15 Brian Westergaard (11)	#17 Nick Falco (9)
#7 Jake Kooyenga (11)	#19 Joe Eible (11)	#8 Steven Keane (10)
#5 Randy DePalma (11)	#10 Tristan Tantillo (11)	#11 Michael Gallagher (12)
#14 Jake Calanni (9)	#44 Anthony Diana (11)	

Defensemen

#21 Ethan Barooah (12)	#22 Kyle Jenkins (11), Captain	#2 Chase McGowan (10)
#25 Joe DiDomenico (10)	#24 Derik Woudenberg (11)	#6 Gavin Woudenberg (9)

Goalies

#30 Chris Catania (12)	#31 Ryan Callahan (11)
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4. Roxbury High School and Eisenhower Middle School 2020 Performing Arts Achievements

ACDA All Eastern Honor Choir

Omar Abdallah	Taylor Bailey	Brendan Coulthurst
Laurel Cousineau	Justin Kurbansade	Seth Lines
Matthew Malsbury	Cristian Marrero	Amanda Melchers
Gabriela Mutone	Joseph Negron	David Petrov
Mackenzey Reilly	Emily Rheinhardt	

New Jersey All-State Choir

Omar Abdallah	Taylor Bailey	Marisa Brinkman
Steven Burns	Laurel Cousineau	Heather Doherty
Jacob Hachey	Justin Kurbansade	Joshua Lemma
Julia Malczynski	Matthew Malsbury	Cristian Marrero
Amanda Melchers	Gabriela Mutone	Joseph Negron
Serah Njoroge	Sheryl Peng	David Petrov
Olivia Rebernik	Mackenzey Reilly	Emily Rheinhardt
Spencer Scalamoni		

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Region I Senior Honor Choir (North Jersey)

Alex Brinkman
Heather Doherty
Joseph Negron
Eliana Tumminello

Marisa Brinkman
Cristian Marrero
Eric Nieves

Andrew Darling
Gabi Mutone
Sheryl Peng

Region I Junior Honor Choir (North Jersey)

Olivia Hachey

Isabella Negron

New Jersey All State Orchestra

Zachary Solano

New Jersey All State Band

Zachary Solano

Region I Senior Honor Band (North Jersey)

Jonathan Fragale
Jessica Miller
Andrew Wilson

Paulie Kemmerer
Nick Morris

Christian Maroulis
Zachary Solano

Region I Junior Honor Band (North Jersey)

Nicholas Andrade

Brennan Andrews

Justin Masi (EMS)

Region I Junior Honor Jazz Band (North Jersey)

Justin Masi (EMS)

VII. STUDENT REPRESENTATIVE'S COMMENTS

VIII. BOARD PRESIDENT'S COMMENTS

IX. SUPERINTENDENT'S REPORT

X. BUSINESS ADMINISTRATOR'S REPORT

XI. MINUTES

1. Minutes of the Executive Session of May 11, 2020
2. Minutes of the Regular Meeting of May 11, 2020

XII. 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

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

XIV. ACTION ITEMS

A. Finances (Resolutions 1-20)

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.

TRAVEL REQUESTS

- *1. 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.

	Name	Workshop Title		Place	Date of Workshop	Registration Fee	Total Estimated Expenses
1	Urban, Marybeth	Strategies for Comprehension Webinar	4	Virtual	3 sessions to be viewed at leisure	\$169.00	\$169.00
2	Cicchino, Ashley	ASCA @ Home: An Extraordinary Event for Extraordinary Times	4	Virtual	6/29/2020 6/30/2020 7/1/2020 7/2/2020		
3	Perez, Jennifer*	NCI Blended Renewal	4	Newark, NJ	6/9/2020 6/10/2020	\$1090.00	\$1090.00
4.	Somers, Alexis*	Non-Violent Crisis Intervention Instructor Training	4	Elizabeth, NJ	6/10/2020 6/11/2020 6/12/2020	\$3,450.00	\$3,472.54

Notes: *If in-person session is held, attendance will require employee to follow all safety and social distancing protocols. 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.

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

- *2. 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 June 2, 2020, received quotes for the Lease Purchase Financing; and

WHEREAS, the quote of US Bancorp Government Leasing & Finance, Inc. ("US Bancorp") 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 US Bancorp 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 US Bancorp (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 US Bancorp on June 2, 2020 (the "Quote"). In accordance with the Quote the interest rate shall be 1.38% 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 July 1, 2022.

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.

CONTRACTS

3. RESOLVED, that the Roxbury Township Board of Education approve a contract with the Educational Services Commission of Morris County to provide the Professional Support/Non-Public services as listed below. The term of this contract is July 1, 2020 to June 30, 2021.

Occupational Therapy Services
Physical Therapy Services
Speech Services
Non-public Nursing Services
Chapter 192/193
Non-public IDEA-B Services

- *4. RESOLVED, that the Roxbury Township Board of Education approve a Joint Transportation Agreement with the Educational Services Commission of Morris County for the 2020/2021 school year. The Commission agrees to transport public, nonpublic, and special education pupils on established routes as assigned in writing by the Board for each day that school is in session during the 2020/2021 school year.
- *5. RESOLVED, that the Roxbury Township Board of Education approve a contract with Tri-County Behavioral Care with offices at 172 Woodport Road, Suite E, Sparta New Jersey and 3155 Rt 10 East, Suite LL100, Denville, New Jersey to provide School Clearance Assessment (SCA) at a cost of \$100.00 each and/or Substance Evaluation & Treatment (SET) services at a cost of \$50.00 each. This agreement will be in effect for the 2020 Extended School Year and the 2020/2021 School Year.
- *6. RESOLVED, that the Roxbury Township Board of Education approve a contract with J and B Therapy, LLC with offices at P.O. Box 151, Augusta, New Jersey for services including but not limited to: occupational, physical and/or speech therapy services, behavioral support services, psychological services, social work services, home instruction services and reading specialist services. This agreement will be in effect from July 1, 2020 through June 30, 2021.

ADDENDUM 1 TO SERVICE AGREEMENT

- *7. WHEREAS, the Roxbury Township Board of Education (hereinafter referred to as "District") and Pritchard Industries, Inc. (hereinafter referred to as "Contractor") are parties to a services agreement, dated July 1, 2020 pursuant to which the Contractor provides custodial and management services to the District; and the Parties as of July 2, 2020, desire to amend the aforesaid Agreement;

Now, therefore, in consideration of the promises contained herein and for other good and valuable consideration, the Parties hereto agree as follows:

1. The Contractor will provide an additional four and one half (4.5) additional Custodial Full Time Equivalent (FTEs) effective July 2, 2020. Thereby increasing the Full TIME Equivalent (FTEs) count from 27.0 Custodial, 7.0 Head Custodial, 2.0 Management and 1.0 Clerical to 31.5 Custodial, 7.0 Head Custodial, 2.0 Management and 1.0 Clerical FTEs. For a total of 41.5 FTEs.

June 8, 2020

2. Effective July 2, 2020, the Annualized Contract Price for 2020-2021 (Year One) will be increased from Two Million One Hundred Forty-Seven Thousand, Two Hundred Twenty-Eight Dollars and Seventy-Three Cents (\$2,147,228.73) to an Amended and Adjusted Annualized Contract Price of Two Million Three Hundred Seventy-Eight Thousand, Three Hundred Thirty Dollars and Forty-Nine Cents (\$2,378,330.49). See Schedule A Pricing.
 - a) The monthly billing amount from July 1, 2020 through June 30, 2021 will increase to One Hundred Ninety-Eight Thousand, One Hundred Ninety-Four Dollars and Twenty-One Cents (\$198,194.21).
3. Schedule A - Pricing calculation is deleted and replaced with the Schedule A contained in this addendum.

This Amendment is effective July 2, 2020 and thereafter, unless otherwise amended. All other terms and conditions contained in the Agreement and the previous Addendum shall remain unchanged and in full force and effect.

NOW, THEREFORE BE IT RESOLVED, that the Roxbury Township Board of Education approve the amendment to the Agreement as stated above.

APPROVAL OF PURCHASES

- *8. RESOLVED, that the Roxbury Township Board of Education approve the purchase of one (1) 2021 Thomas 39 passenger C2 school bus, with wheelchair lift, totaling \$122,858.31 from H.A. DeHart & Son. This purchase is being made through the Hunterdon County Educational Services Commission Cooperative Purchasing Bid #17-01B. This purchase is being funded by Capital Outlay.
- *9. RESOLVED, that the Roxbury Township Board of Education approve the purchase of four (4) 2021 Micro Bird 29 passenger school buses, totaling \$300,210.24 from Hoover Truck and Bus Centers. This purchase is being made through the Educational Data Services Commission of NJ Purchasing Bid #ESCNJ 19/20-22. This purchase is being funded by Capital Outlay.

APPROVAL OF FUND COMMISSIONER

- *10. RESOLVED, that the Roxbury Township Board of Education, County of Morris, State of New Jersey, appoint Mr. Joseph Mondanaro as the School Alliance Insurance Fund Commissioner; and

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to the School Alliance Insurance Fund and the Fund Commissioner.

TRANSFER TO CAPITAL RESERVE ACCOUNT

- *11. WHEREAS, N.J.S.A. 6A:23A-14.4 permits a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Roxbury Township Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

WHEREAS, the Roxbury Township Board of Education has determined that up to \$4,000,000 may be available for such purpose of transfer,

NOW THEREFORE BE IT RESOLVED by the Roxbury Township Board of Education that it hereby authorizes the district's School Business Administrator to make a transfer not to exceed \$4,000,000 consistent with all applicable laws and regulations.

TRANSFER TO MAINTENANCE RESERVE ACCOUNT

- *12. WHEREAS, N.J.S.A. 6A:23A-14.4 permits a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Roxbury Township Board of Education wishes to deposit anticipated current year surplus into a Maintenance Reserve account at year end, and

WHEREAS, the Roxbury Township Board of Education has determined that up to \$1,000,000 may be available for such purpose of transfer,

NOW THEREFORE BE IT RESOLVED by the Roxbury Township Board of Education that it hereby authorizes the district's School Business Administrator to make a transfer not to exceed \$1,000,000 consistent with all applicable laws and regulations.

APPROVAL OF DISBURSEMENT OF HEALTH CARE STIPEND

- *13. RESOLVED, that the Roxbury Township Board of Education approve the disbursement of the health care stipend pool per the Roxbury Education Association Contract Agreement.

TUITION RATES - 2020/2021 SCHOOL YEAR

- *14. RESOLVED, that the Roxbury Township Board of Education approve the following annual tuition rates for students attending the Roxbury Township School District from other districts or at the request of parents for the 2020/2021 school year.

Preschool - Kindergarten	\$14,157	Autism	\$29,909
Grades 1-5	\$15,588	Multiple Disabled	\$32,964
Grades 6-8	\$15,769	Behavioral Disabilities	\$25,411
Grades 9-12	\$17,157	Preschool Disabilities - Part Time	\$16,083
Learning/Language Disabilities (LLD)	\$24,176	Preschool Disabilities - Full Time	\$20,423

ACCEPTANCE OF GRANT FUNDS - ESEA

- *15. RESOLVED, that the Roxbury Township Board of Education approve the acceptance of the FY21 Elementary and Secondary Education Consolidated Subgrant Grant funds as shown below for the July 1, 2020 to June 30, 2021 school year.

Title I Total	\$198,789
Title II Part A	\$52,880
Title III	\$18,062
Title III - Immigrant	\$0.00
Title IV	\$14,599
Total Allocation	\$284,330

ACCEPTANCE OF GRANT FUNDS - IDEA

- *16. RESOLVED, that the Roxbury Township Board of Education approve the acceptance of the FY 2021 IDEA Basic and Preschool Grant Awards as shown below for the July 1, 2020 to June 30, 2021 school year.

Basic Grant (Ages 3-21)	\$850,379
Basic Grant Nonpublic Share	\$53,059
Preschool Grant (Ages 3-5)	\$40,477
Preschool Grant Nonpublic Share	\$0.00

APPROVAL OF DISPOSAL OF PROPERTY

- *17. RESOLVED, that the Roxbury Township Board of Education approve disposal of the items listed in Exhibit F-1. This equipment has been identified by the Director of Technology as obsolete, broken and/or no longer functioning. If unable to be sold in 'as is' condition, these items will be disposed of by means of recycling as per Regulation 7300, Disposition of Personal Property. (Exhibit F1)

MEMBERSHIP IN THE NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION

- *18. RESOLVED, that the Roxbury Township Board of Education, County of Morris, State of New Jersey, as provided for in Chapter 172 Laws 1979 (N.J.S.A. 18A:11-3, et seq.) herewith enrolls Roxbury High School as a member of the New Jersey State Interscholastic Athletic Association to participate in the approved interschool athletic program sponsored by the NJSIAA.

This resolution to continue in effect until or unless rescinded by the Board of Education and shall be included among those policies adopted annually by the Board. Pursuant to N.J.S.A. 18A:11-3 in adopting this resolution, the Board of Education adopts as its own policy and agrees to be governed by the Constitution Bylaws and Rules and Regulations of the NJSIAA.

Administration Responsibility - The Association must rely upon the voluntary compliance by its member schools in enforcing the eligibility standards set forth in Bylaws, Article V. Toward that end, the Principal in each member school has the affirmative obligation to report to the NJSIAA any violations of these standards. The fact that a school has disclosed that there has been an eligibility violation will not relieve the affected school of sanctions that may be imposed against it pursuant to Article X of the Bylaws, including the forfeiture of games or events. However, the failure to disclose an eligibility violation may be grounds for imposing additional sanctions upon the offending school.

In addition, a school must maintain a status of "Member in Good Standing" as outlined in the Principal's Affidavit to remain eligible for NJSIAA activities and tournaments.

COMMUNITY SCHOOL

- *19. 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
Annette Buzzelli	\$99/Student	Aerobics / Kennedy School September-December 2020
Annette Buzzelli	\$99/Student	Aerobics / Kennedy School January-March 2021
Annette Buzzelli	\$99/Student	Aerobics / Kennedy School March-June 2021

- *20. 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
	Compensation	Tuition	
Bouvier, Chris	\$25/per half hour	\$27/per half hour	Applied Music Program Roxbury High School July 2020-June 2021
Euphonic Works			
Brown, Kelly			
Choi, Dan			
Malloy, Daniel			
Raquet, Ryan			
Rosa, Elizabeth			
Soriano, Joseph			
Thornton, Schuyler			
Vetiero, Justin			
Zimmer, Joshua			

B. Education (Resolutions 1-8)

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

HIB REPORT

- *1. RESOLVED, that the Roxbury Township Board of Education affirms the Superintendent's decisions provided in the Harassment, Intimidation, and Bullying Report for the 2019/2020 school year, ending as of May 7, 2020.
- *2. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2019/2020 school year, beginning May 8, 2020 and ending June 4, 2020.

OUT-OF-DISTRICT PLACEMENTS/SERVICES - 2019/2020

- *3. RESOLVED, that the Roxbury Township Board of Education approve the 2019/2020 Out-of-District Placements/Services listed below:

<i>File Number</i>	<i>School or Provider</i>	<i>Total Cost</i>	<i>Dates</i>
210557	The Calais School	\$17,437.00	4/6/20-6/30/20
208873	Bergen County Special Services	\$742.50	5/15/20-6/30/20

OUT-OF-DISTRICT PLACEMENTS/SERVICES - 2020/2021

- *4. RESOLVED, that the Roxbury Township Board of Education approve the 2020/2021 Out-of-District Placements/Services listed below:

<i>File Number</i>	<i>School or Provider</i>	<i>Total Cost</i>	<i>Dates</i>
203573	Cornerstone Day Schools, LLC	\$12,812.30	7/6/20-9/3/20
210247	Sage Day at Boonton	\$64,620.00	9/2/20-6/30/21
210502	Bergen Center for Child Development	\$118,508.00	7/1/20-6/30/21
108981	Hunterdon Preparatory School	\$56,563.50	7/6/20-6/30/21
202105	New Beginnings	\$127,982.28	7/6/20-6/30/21
206907	Banyan School	\$63,478.50	7/1/20-6/30/21

EXTRACURRICULAR CLUB AGREEMENTS

- *5. RESOLVED, that the Roxbury Township Board of Education and the Roxbury Education Association hereby agree to settle the negotiation concerning the new club at Nixon Elementary School in partnership with Roxbury High School as follows:

Effective July 1, 2020, a new club, Rox Buddies to replace Bigs and Littles after the ending of the partnership with Big Brothers and Sisters. No additional trial period will be required. The stipend for the advisor to Rox Buddies at Nixon Elementary School will be \$1,885 beginning with the 2020-2021 school year.

- *6. RESOLVED, that the Roxbury Township Board of Education and the Roxbury Education Association hereby agree to settle the negotiation concerning the new club at Roxbury High School as follows:

Effective July 1, 2020, the stipend for an advisor to Equal Rights Advocacy Club at Roxbury High School will be \$2,259 beginning the 2020-2021 school year.

AUTHORIZATION TO ESTABLISH SPORT

- *7. RESOLVED, that authorization to establish Year Three of the following sport on a three-year trial basis be approved effective September 1, 2020 through June 30, 2021.

New Sports Three-year trial basis Year 3 as of 2020/2021				
	<i>School</i>	<i>Sport</i>	<i>Yr 1 of Trial (18/19) aprvd on:</i>	<i>Yr 2 of Trial (19/20) aprvd on:</i>
1	RHS	Girls' Gymnastics	6/18/18	5/20/19

TITLE I SUMMER SCHOOL PROGRAM

8. RESOLVED, that the Roxbury Township Board of Education approve its 2020 Title I Summer School Program for qualifying students from Franklin and Nixon Elementary Schools as follows. This resolution amends and supersedes in its entirety Resolution XV.B.6 approved on January 27, 2020; and is in accordance with the district's Flexible Instruction Day plan that was approved May 11, 2020:

2020 Title I Summer School Program - July 6, 2020 - July 30, 2020

Four Days per Week: Monday - Thursday,

Students- 9:00 AM - 12:00 PM; Teachers- 8:30 AM - 12:30 PM

Location: Virtual

In addition to the program dates, teachers are required to be available at least one day (not to exceed 4 hours) prior to July 6, 2020.

Eleven (11) Teachers	\$35/hour (not to exceed 16 hours/week)
One (1) Summer Staff Trainer	\$37/hour (not to exceed 2 hours)
One (1) Summer School Coordinator	\$40/hour (not to exceed \$6,000)

C. Policies (Resolution 1)

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.

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

	<i>Policy/Regulation Number</i>	<i>Policy/Regulation Title</i>	<i>Exhibit Number</i>
a	Policy & Regulation 5330 (Revised)	Administration of Medication (M)	P1 & P2

D. Personnel (Resolutions 1-17)

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 job description for Bus Driver Trainer CMS-9A. (Exhibit HR1)

RESIGNATIONS, RETIREMENTS, TERMINATIONS

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

Organized by Name

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Action</i>	<i>Final day of employment</i>	<i>Discussion</i>
1	Bosseler, Jessica	LRS	Special Education Paraprofessional	Resignation for personal reasons	6/30/20	
2	Cafaro, Emily	EMS	Gr. 7 Science Teacher	Resignation for personal reasons	6/30/20	
* 3	Campbell, Charles	RHS	Security Guard (12mo)	Resignation for personal reasons	6/30/20	
4	Congdon, Julie	LRS	Permanent Substitute Teacher	Resignation for personal reasons	6/30/20	To accept position as 5th Grade Teacher
5	Fryer, Toni	FES	Gr. 1 Teacher	Resignation for personal reasons	6/30/20	
6	Gentle, Tara	FES	Special Education Paraprofessional	Resignation for personal reasons	6/30/20	
* 7	Harrington, Geraldine	RHS	School Counselor	Resignation for retirement	6/30/20	
8	Reingold, Michele	NES	Special Education Paraprofessional	Resignation for personal reasons	6/30/20	

LEAVES OF ABSENCE

3. 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	Evans, Danielle	NES	SLS	9/1/20	Using available sick days	FMLA/NJFLA	1/14/21	
* 2	Lugo, Israel	TRAN	Bus Driver	6/15/20	Using available sick days	FMLA	Upon release by physician	
3	Weaver, Dennis	LRS	Special Education Teacher	4/14/20	N/A	FMLA/NJFLA	5/26/20	Amends <i>Return Date</i> of 5/18/20 app'd 4/27/20.

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

ANNUAL REAPPOINTMENTS

*4. RESOLVED, that the Roxbury Township Board of Education reappoint the following staff members for the 2020-2021 school year as indicated.

	<i>Name</i>	<i>Position</i>	<i>Start Date</i>	<i>End Date</i>	<i>20/21 Salary</i>	<i>Tenured?</i>
1	Mondanaro, Joseph	Business Administrator/Board Secretary	7/1/20	6/30/21	\$138,848	Non-tenured
2	Seipp, Charles	Assistant Superintendent for Curriculum & Instruction	7/1/20	6/30/21	\$162,830	Tenured

APPOINTMENTS

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

Organized by Name

	<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	Burkat, Walter	EMS, RHS	French Teacher	19/20 MA Step 2 of 1-2	\$58,917 prorated	5/18/20	6/30/20	Amends <i>Start Date</i> app'd 3/16/20.
2	Congdon, Julie	LRS	Gr. 5 Teacher	19/20 BA+15 Step 8 of 8-10^	\$60,703^	9/1/20	6/30/21	New position- TCH.LR.GR5.NA.08
3	Cook, Christopher	FES	Gr. 1 Teacher	19/20 BA Step 1 of 1-2^	\$54,017^	9/1/20	6/30/21	Replacement in position TCH.FRA.GR.1.NA.02.
* 4	Katinsky, Jaclyn	RHS	School Nurse	19/20 BA Step 13 of 13-14^	\$62,147^	9/1/20	6/30/21	Replacement in position NRS.RHS.NRS.NA.02.
5	Montano, Ashley	NES	Gr. 1 Teacher	19/20 BA Step 1 of 1-2^	\$54,017^	9/1/20	6/30/21	New section TCH.NIX.GR1.NA.03 replacing TCH.NIX.GR4.NA.03
* 6	Sliwinski, Wojciech	RHS	Business Teacher	19/20 BA+15 Step 6^	\$58,272^	9/1/20	6/30/21	Replacement in position TCH.RHS.BUS.NA.04.
* 7	Wildermuth, Adele	RHS	Business Teacher	19/20 BA+15 Step 10 of 8-10^	\$60,703^	9/1/20	6/30/21	Replacement in position TCH.RHS.BUS.NA.05

^Step & salary pending completion of negotiations.

APPOINTMENTS - LEAVE REPLACEMENTS

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Ackerman, Alexis	FES	Leave-repl Special Education Teacher (LLD)	\$54,000 prorated ^	9/1/20	10/31/20	Non-tenure track. Replacement in position TCH.SPE.LLD.NA.04
2	Van Dongen, Diane	FES, NES	Leave-repl Music Teacher	\$54,000 ^	9/1/20	6/30/21	Non-tenure track. Replacement in position TCH.DS.MUS.VO.01

^ 20/21 Leave Replacement Teacher Rate Bd. aprvd 5/11/20

APPOINTMENTS - HOURLY EMPLOYEES

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Guide / Step</i>	<i>Hourly Rate</i>	<i>Hrs / Day</i>	<i>Days / Wk</i>	<i>Days / Year</i>	<i>Annual Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
* 1	Oakes, Gwendolyn	TR	Bus Driver Trainer	Teamster Step 7 ^	\$34.35 ^	n/a	n/a	n/a	Not to exceed \$4,500	7/1/20	6/30/21	Provides training as needed

^Step & hourly rate pending completion of negotiations.

SUMMER 2020 EMPLOYMENT OF EDUCATIONAL SERVICES PERSONNEL

8. RESOLVED, that the following staff be appointed to work as described below at the per diem rate indicated pending completion of negotiations.

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Effective during July 2020 and August 2020 for a total time period not to exceed:</i>	<i>Per Diem Rate based on 19/20 Base salary</i>	<i>Discussion</i>
* 1	Kenny, Jennifer	RHS	Student Assistance Counselor	Fifteen (15) days	\$414.52	
2	Palmieri, Kristen	KES	School Social Worker	Twenty (20) days	\$319.82	
* 3	SanEmeterio, Stefanie	RHS	School Counselor	Fifteen (15) days	\$405.49	
4	Sciancalepore, Nicholas	NES	School Psychologist	Twenty (20) days	\$335.13	
5	Ventricelli, Kathryn	JES, NES	LDT-C	Twenty (20) days	\$434.66	

APPOINTMENTS - TITLE I SUMMER SCHOOL PROGRAM

9. RESOLVED, that the Roxbury Township Board of Education approve the following. At this time, employment and payment is contingent upon the status of school closures and enrollment numbers:

	<i>Name</i>	<i>Position</i>	<i>Salary Guide / Step</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Maurer, Jennifer	Title I Summer School Coordinator, K-4	n/a	\$40/hr, not to exceed \$6,000	5/1/20	7/30/20	Salary to be paid from Title I funds.

10. RESOLVED, that the Roxbury Township Board of Education approve the appointment of the staff listed below for the 2020 Title I Summer School Program for the term beginning July 6, 2020 through July 30, 2020, four (4) days weekly (Monday - Thursday), for four (4) hours per day (8:30 AM - 12:30 PM). This program will run according to the Flexible Instruction Day plan that was approved May 11, 2020. In addition to the program dates, teachers are required to be available at least one day (not to exceed 4 hours) prior to July 6, 2020. At this time, employment and payment is contingent upon the status of school closures and enrollment numbers.

Organized by Position, then Name:

	<i>Name</i>	<i>Position</i>	<i>Hourly Rate#</i>	<i>Maximum Hours/Wk</i>
1	Jose, Joyce	Teacher, Kindergarten^	\$35/hr	16
2	Wilson, Brenda	Teacher, Kindergarten^	\$35/hr	16
3	McInnes, Cathy	Teacher, Gr. 1^	\$35/hr	16
4	Start, Kurtis	Teacher, Gr. 1^	\$35/hr	16

5	Vaccacio, Kathleen	Teacher, Gr. 2^	\$35/hr	16
6	Gauthier, Nicole	Teacher, Gr. 2^	\$35/hr	16
7	Olcott, Nicole	Teacher, Gr. 3^	\$35/hr	16
8	Arms, Victoria	Teacher, Gr. 3^	\$35/hr	16
9	Tunstead, Elena	Teacher, Gr. 4^	\$35/hr	16
10	Demarest, Karen	Teacher, ELL	\$35/hr	16
11	Martini, Ann	Teacher, PE/Kinesthetic Learning	\$35/hr	16
#To be paid from Title I funds.				
^Grade-level assignment may change based upon enrollment.				

APPOINTMENTS - 2020 EXTENDED SCHOOL YEAR (ESY) PROGRAM

- *11. RESOLVED, that the Roxbury Township Board of Education approve the appointment of staff members listed in Exhibit HR3 for the 2020 Extended School Year Program for the term beginning July 6, 2020 through August 6, 2020, four (4) days weekly (Monday - Thursday). This program will run according to the Flexible Instruction Day plan that was approved May 11, 2020. At this time, employment and payment is contingent upon the status of school closures and enrollment numbers.

CURRICULUM WRITING

12. RESOLVED, that the individuals listed in attached Exhibit No. HR2 be approved to write curriculum for the 2020/2021 school year as indicated at a salary of \$46 per hour per course, not to exceed thirty-five (35) hours per course by August 31, 2020.

STIPENDS - ADMINISTRATORS' INNOVATIVE PROJECTS

13. RESOLVED, that the Superintendent of Schools recognizes that the following Roxbury Administrators' Association members have completed and met the criteria objectives established for the Innovative Project shown for the 2019/2020 school year; and approves payment prior to June 30, 2020 of the stipend indicated for achievement of each said project.

	Name	Innovative Project	Stipend per RAA 2017-2020 Contract
1	Cosgrove, Melissa	Parent Engagement in Wellness Initiative	\$681
2	Gallagher, Paul	Responsive Classroom - Phase 1 of Schoolwide Implementation	\$681
* 3	Gallagher, Amy	Special Services Website Update	\$681
* 4	Glenn, Denise	Gearing the GAELS to Go Green	\$681
* 5	Lutz, Jillian	K-5 Math Instruction Re-Imagined	\$681
6	Lynch, Danielle	Be Kind to Yourself	\$681
* 7	Mason, Stuart	The Gaels Way: Play It Forward	\$681
* 8	Miller, Dominick	Principal's Academy	\$681
* 9	Omegna, Elizabeth	(Alludo Badge) Remediative and Reflective Discipline	\$681
* 10	Rehman, Teresa	Cybersecurity & Digital Citizenship Website	\$681
* 11	Trokan, Matthew	Increasing Digital Media Literacy for Roxbury Staff and Students	\$681

STIPEND FOR THE MANAGEMENT OF TRANSPORTATION JOINTURE AGREEMENT

- *14. RESOLVED, that the Roxbury Board of Education approves a stipend in the amount of \$15,000 payable in equal semi-monthly installments commencing July 1, 2020 through June 30, 2021 to Janine Byrnes for managing the transportation jointure agreements. The stipend is funded by the revenue generated by the Board's 2020 - 2021 school year transportation jointure agreements established with other school districts.

MENTORING

15. 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 Burkat, Walter	EMS, RHS	CE	26 (20 in Franklin Twp 1/2019-6/2019; 6 in Roxbury 5/2020-6/2020)	Filoramo, Joseph	9/1/20	10/2/20	4	\$133	
	2 Turner, Karisa	EMS	CE#	16 (in Roxbury 3/2020 - 6/2020)	Richman, Margery	9/1/20	12/11/20	14	\$257	

#Out-of-state reciprocity; mentoring terms based on mentoring reqs for CEAS.

ATHLETIC EVENT WORKERS

- *16. RESOLVED, that the staff listed below be approved for employment as Athletic Event Workers for the 2020-2021 school year at the salaries indicated (please note, administrators are not included in this list):

Professional teaching staff
Support staff

	<i>Event</i>	<i>Salary per Event</i>
1	Announcer	\$85
2	Crowd Control	\$70
3	Parking	\$52
4	Scoreboard- sub-varsity	\$50
5	Scoreboard- varsity	\$75
6	Site Manager	\$95
7	Ticket Clerk	\$80
8	Ticket Seller / Taker	\$60
9	Varsity Football Videographer	\$100
10	Varsity Official	NJAC Fees

COMMUNITY SCHOOL

- *17. 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	
Boccuti, Gregory	\$25/per half hour	\$27/per half hour	Applied Music Program Roxbury High School July 2020 - June 2021
Conrad, Jeffrey			
Hachey, Patrick			
Harrison Carlderon, Jessica			
Perrone, Shannon			
Salyerds, R. Daniel			
Sweer, Krista			
Sweer, Ryan			
Wason, Devin	\$25/per half hour	\$27/per half hour	Applied Music Program Roxbury High School July 20, 2020 - June 2021
Hunter, Sarah			

E. Negotiations (Resolution 1)

APPROVAL OF CONTRACT AGREEMENT BETWEEN THE ROXBURY TOWNSHIP BOARD OF EDUCATION AND THE ROXBURY EDUCATION ASSOCIATION, INC.

- *1. **RESOLVED, that the Roxbury Township Board of Education ratifies the Contract Agreement between it and the Roxbury Education Association, Inc. covering the period from July 1, 2020 through June 30, 2023. The Contract Agreement has recently been ratified by the Roxbury Education Association, and**

BE IT FURTHER RESOLVED, that the Board President is authorized and directed to execute the final Collective Bargaining Agreement.

F. 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 June 22, 2020 at 6:00 p.m. remotely; and

June 8, 2020

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 6:00 p.m.

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

XVI. BOARD MEMBER COMMENTS

XVII. RESOLUTION TO MEET IN EXECUTIVE SESSION

RESOLVED, that the Roxbury Township Board of Education hold an Executive Session on June 8, 2020 regarding personnel matters, student matters, negotiations and attorney client privilege.

XVIII. PUBLIC SESSION – (IF NECESSARY)

XIX. ADJOURNMENT

Description	Manufacturer	Model	Serial #	Asset Tag #	Quantity	Working Condition
Desktop	Dell	Optiplex 990	1WK7YR1	1636	1	No
4-port 3-com (EMS)	3-com	3CNJ100	WESYAFA83C	N/A	1	No
Old surge protector (EMS)	QVS	N/A	N/A	N/A	1	No
Mobile Computing Station 2.0	Dell	K001002	4900	807	1	Yes
Laptop	Dell	Latitude 2120	14FVRS1	2306	1	Yes (Wiped)
Laptop	Dell	Latitude 2110	5WMMH6P1	303	1	Yes (Wiped)
Laptop	Dell	Latitude 2110	8WMMH6P1	307	1	Yes (Wiped)
Laptop	Dell	Latitude 2110	FWMH6P1	301	1	Yes (Wiped)
Laptop	Dell	Latitude 2110	GVMH6P1	297	1	Yes (Wiped)
Laptop	Dell	Latitude 2110	9VMH6P1	302	1	Yes (Wiped)
Laptop	Dell	Latitude 2110	BVMH6P1	288	1	Yes (Wiped)
Laptop	Dell	Latitude 2110	6VMH6P1	292	1	Yes (Wiped)
Laptop	Dell	Latitude 2110	3WMMH6P1	305	1	Yes (Wiped)
Laptop	Dell	Latitude 2110	CWMH6P1	306	1	Yes (Wiped)
Laptop	Dell	Latitude 2110	J2X7DN1	2327	1	Yes (Wiped)
Laptop	Dell	Latitude 2110	9WMMH6P1	308	1	Yes (Wiped)
Laptop	Dell	Latitude 2110	7WMMH6P1	286	1	Yes (Wiped)
Laptop	Dell	Latitude 2110	FVMH6P1	298	1	Yes (Wiped)
Server	Dell	PowerEdge R710	26C1SK1	N/A	1	Yes (Wiped)
Server	Dell	PowerEdge 2950	HLQGGC1	N/A	1	Yes (Wiped)
Server	Dell	PowerEdge R710	B3FYWQ1	N/A	1	Yes (Wiped)
Server	Dell	PowerEdge R710	G5C1SK1	N/A	1	Yes (Wiped)
Switch	Cisco	Catalyst 3560-X	FDO1710Z16F	N/A	1	Yes (Wiped)
Switch	Cisco	Catalyst 3560-X	FDO1710R158	3495	1	Yes (Wiped)
Switch	Cisco	Catalyst 3560-X	FDO1710R168	N/A	1	Yes (Wiped)
Switch	Cisco	Catalyst 3560-X	FDO1710R16U	3481	1	Yes (Wiped)
Switch	Cisco	Catalyst 3560-X	FDO1748R2PU	4280	1	Yes (Wiped)
Switch	Cisco	Catalyst 3560-X	FDO1716Z1EH	N/A	1	Yes (Wiped)
Switch	Cisco	Catalyst 3560-X	FDO1710R159	4072	1	Yes (Wiped)
Switch	Cisco	Catalyst 3750-X	FDO1628R121	N/A	1	Yes (Wiped)
Switch	Cisco	Catalyst 3750	CAT1043ZG7K	N/A	1	Yes (Wiped)
Switch	Cisco	Catalyst 3750	CAT1029RGU8	N/A	1	Yes (Wiped)
Switch	Cisco	Catalyst 3560 48 Port	FDO1218X18L	N/A	1	Yes (Wiped)
Switch	Cisco	Catalyst 3560 48 Port	FDO1117X0UT	N/A	1	Yes (Wiped)
Switch	Cisco	Catalyst 3560 48 Port	CAT0938Z68W	3494	1	Yes (Wiped)
Switch	Cisco	2800 Series	FTX1217A47F	N/A	1	Yes (Wiped)
Switch	Cisco	PIX-515E	N/A	2274	1	Yes (Wiped)
Switch	Cisco	Catalyst 3560 24 Port	CAT0829R0YH	1464	1	Yes (Wiped)
Switch	Cisco	Catalyst 3560 48 Port	CAT0847R0XM	1325	1	No (No boot)
Desktop	Dell	Optiplex 990	1WG7YR1	1686	1	No (No HD, Power Supply or RAM)
Switch	Cisco	Catalyst 3750	CAT1007N1D8	N/A	1	Yes
Printer	Dell	2330dn	H6J9SG1	005244/3890	1	No
Printer	HP	LaserJet 1300	CNCK041914	002735/1411	1	No
Desktop	Dell	Optiplex 390	DCZ25V1	3191/828	1	No (No boot, No HD or RAM)
Desktop	Dell	Optiplex 390	DCFV4V1	3183/822	1	No (Bad Power, No HD)

Phone	Cisco	7912	INM08321H5R	N/A	1	No (Missing handset)
Phone	Cisco	7940	INM0930261C	N/A	1	No
Phone	Cisco	7961	INM09473UE4	N/A	1	No
Switch	Cisco	Catalyst 3750	FOC1217Y4EW	N/A	1	Yes
Switch	Cisco	Catalyst 3750-X	FDO1716Z1U5	3715	1	Yes (Wiped)
Switch	Cisco	Catalyst 3750-X	FDO1716H1WD	805	1	Yes (Wiped)
Router	Cisco	2911	FTX1822AHFM	4270	1	Yes (Wiped)
Router	Cisco	2911	FTX1822AHF8	4258/1118	1	Yes (Wiped)
Router	Cisco	2911	FTX1822AHFK	4332/2247	1	Yes (Wiped)
Monitors	Dell	N/A	N/A	N/A	40	Yes
Desktop	Dell	Optiplex 3010	FT1JPV1	2352	1	Yes (Wiped)
Desktop	Dell	Optiplex 390	55CJ1R1	2452	1	Yes (Wiped)
Desktop	Dell	Optiplex 390	FQW2LS1	2274	1	Yes (Wiped)
Desktop	Dell	Optiplex 390	FQW1LS1	2361	1	Yes (Wiped)
Desktop	Dell	Optiplex 390	FQMYKS1	2360	1	Yes (Wiped)
Desktop	Dell	Optiplex 390	DD3T4V1	839	1	Yes (Wiped)
Desktop	Dell	Optiplex 390	DCX15V1	207	1	Yes (No HD or RAM)
Desktop	Dell	Optiplex 990	956CC2S	1556	1	Yes (Wiped)
Desktop	Dell	Optiplex 7010	FPHC9X1	N/A	1	Yes (Wiped)
Desktop	Dell	Optiplex 990	65DWYQ1	N/A	1	Yes (Wiped)
Desktop	Dell	Optiplex 990	H13LB2S	N/A	1	Yes (Wiped)
Desktop	Dell	Optiplex 390	DBMR4V1	1318	1	Yes (No HD or RAM)
Desktop	Dell	Optiplex 390	DBKV4V1	1408	1	Yes (No HD or RAM)
Desktop	Dell	Optiplex 390	DC105V1	N/A	1	Yes (Wiped)
Desktop	Dell	Precision T3600	FJ2TDX1	N/A	1	No (No HD)
Desktop	Dell	Precision T3600	FJ1XDX1	N/A	1	No (No HD)
Desktop	Dell	Optiplex 960	11Y6WL1	799	1	Yes (Wiped)
Laptop	Dell	Latitude 2110	DVMH6P1	296	1	Yes (Wiped)
Laptop	Dell	Latitude 2110	HVMH6P1	287	1	Yes (Wiped)
Laptop	Dell	Latitude 2110	DWMH6P1	289	1	Yes (Wiped)
Laptop	Dell	Latitude 2110	4WMH6P1	285	1	Yes (Wiped)
Laptop	Dell	Latitude 2110	BWMH6P1	290	1	Yes (Wiped)
Laptop	Dell	Latitude 2100	HD9N8K1	2204	1	Yes (Wiped)
Laptop	Dell	Latitude 2100	JD9N8K1	N/A	1	Yes (Wiped)
Desktop	Apple	iMac (2011)	D25HC0RYDHJT	N/A	1	No (No display, extremely loud fan, missing RAM)
Fax Machine	Brother	IntelliFAX 1270e	U60302L2W105593	N/A	1	No
Projector	SMART	UF75	B012DG18G0309	N/A	1	No
Projector	Epson	PowerLite 85+	MT5F041063L	1291	1	No
Projector	Epson	PowerLite 85	LSFF9X0407L	943	1	No
Projector	Epson	PowerLite 85	LSFF961366L	1902	1	No
Printer	HP	LaserJet P1006	VND4B03806	3295	1	No
Laptop	Dell	Vostro 1500	55KCQG1	37556000034262/2952 (BOE) 005157 (BOE)	1	Yes (Wiped)
Chromebook	Acer	C771	37556000067650	37556000067650	1	No
Chromebook	Acer	C720p	NXMJAAA004414083057600	37556000008274	1	No
Chromebook	Acer	C720p	NXMJAAA004433240477600	37556000020618	1	No
Chromebook	Acer	C720p	NXMJAAA004418012BE7600	37556000005148	1	No
Chromebook	Acer	C720p	NXMJAAA004434004177600	37556000017572	1	No
Chromebook	Acer	C720p	NXMJAAA004409047A57600	37555000382986	1	No
Chromebook	Acer	C720p	NXMJAAA004433256757600	37556000017051	1	No
Chromebook	Acer	C720p	NXMJAAA00443105AD47600	37556000018364	1	No
Chromebook	Acer	C720p	NXMJAAA0044040FFE87600	37555000384719	1	No

Chromebook	Acer	C720p	NXMJAAA004431061397600	37556000016277	1	No
Chromebook	Acer	C720p	NXMJAAA0044332542B7600	37556000012870	1	No
Chromebook	Acer	C720p	NXMJAAA00443324EFE7600	37556000020287	1	Yes
Chromebook	Acer	C720p	NXMJAAA004431060EF7600	37556000018687	1	Yes
Chromebook	Acer	C720p	NXMJAAA0044310610E7600	37556000018588	1	Yes
Chromebook	Acer	C720p	NXMJAAA004418011107600	37556000005635	1	Yes
Chromebook	Acer	C720p	NXMJAAA0044180124C7600	37556000006641	1	Yes
Chromebook	Acer	C720p	NXMJAAA004409053E87600	37555000382788	1	Yes
Chromebook	Acer	C720p	NXMJAAA004417158207600	N/A	1	Yes
Chromebook	Acer	C720p	NXMJAAA0044171595B7600	37556000007250	1	Yes
Chromebook	Acer	C720p	NXMJAAA004417159137600	37556000005361	1	Yes
Chromebook	Acer	C720p	NXMJAAA004409047DC7600	N/A	1	Yes
Chromebook	Acer	C720p	NXMJAAA004431060D97600	37556000014793	1	Yes
Chromebook	Acer	C720p	NXMJAAA0044040F9E17600	37555000382002	1	Yes
Chromebook	Acer	C720p	NXMJAAA004417158987600	N/A	1	Yes
Chromebook	Acer	C720p	NXMJAAA004411099E67600	37555000384362	1	Yes
Chromebook	Acer	C720p	NXMJAAA004409047A47600	37555000382903	1	Yes
Laptop	Dell	Vostro 3560	3w3whv1	653/2721	1	Yes (Wiped)
Hard drive	Seagate	Barracuda 250GB	9VYGJZBJ	N/A	1	Yes (Wiped)
1 Box of old CB cases	N/A	N/A	N/A	N/A	1 box	Yes
1 Box of old toner	Savin	N/A	N/A	N/A	13	No
1 Box of old speakers, KBs, Cables	N/A	N/A	N/A	N/A	1 box	No
1 Box of Surge protectors, 3coms,	N/A	N/A	N/A	N/A	1 box	No
Smartboard	Smart	SB680	SB-680-M2-D19162	442/3811	1	No
1 Box of old Acer chargers	Acer	C720	N/A	N/A	1 box	Yes
1 Box of old Acer chargers	Acer	C720	N/A	N/A	1 box	Yes
Desktop	Dell	Optiplex 390	DC8Z4V1	N/A	1	Yes (Wiped)
Desktop	Dell	Optiplex 390	DBR35V1	1923	1	Yes (Wiped)
Printer	HP	LaserJet 1200	CNC3001856	002031/876	1	No
Printer	HP	LaserJet 1200	VND4B03813	1736	1	No
Printer	HP	DeskJet 5650	MY4614N0TZ	N/A	1	No
Sanner	HP	ScanJet G3010	CN83MA53DC	N/A	1	No
1 Box of KBs and Mice	Dell	N/A	N/A	N/A	1 box	No
Desktop	Dell	Optiplex 3010	9CV57Y1	2028/3842	1	Yes (Wiped)
Desktop	Dell	Optiplex 390	FRX0LS1	2159/1458	1	Yes (Wiped)
Desktop	Dell	Optiplex 390	FRT3LS1	1990/1509	1	Yes (Wiped)
Desktop	Dell	Optiplex 990	5KBM92S	N/A	1	No (Bad Power, No HD)
Desktop	Dell	Optiplex 990	B4H9VR1	1911	1	No (Bad Power, No HD)
Desktop	Dell	Optiplex 390	FR43LS1	2170/1463	1	Yes (Wiped)
Desktop	Dell	Optiplex 390	FR22LS1	2166/1451	1	Yes (Wiped)
Desktop	Dell	Optiplex 390	FR6YKS1	1981/1730	1	Yes (No HD or RAM)
Desktop	Dell	Optiplex 390	FQSZKS1	1977/1735	1	Yes (Wiped)
Desktop	Dell	Optiplex 390	FQP1LS1	1973/1741	1	Yes (Wiped)
Laptop	Dell	Latitude D510	FJGYS91	004801/1703	1	Yes (Wiped)
Laptop	Dell	Latitude D530	85CV4G1	005110/1670	1	Yes (Wiped)
Laptop	Dell	Latitude E6500	5WZTTL1	005439/3298	1	Yes (Wiped)

Laptop	Dell	Latitude E6500	JVZTTL1	2027/3308/005437	1	Yes (Wiped)
Hard drive	Seagate	Barracuda 250GB	9VYLKZV8	N/A	1	Yes (Wiped)
Hard drive	Seagate	Barracuda 250GB	9VYLL0N0	N/A	1	Yes (Wiped)
Hard drive	Seagate	Barracuda 250GB	9VYGJR99	N/A	1	Yes (Wiped)
Hard drive	Seagate	Barracuda 250GB	9VYGJD7V	N/A	1	Yes (Wiped)
Hard drive	Seagate	Barracuda 250GB	9VYGJ95E	N/A	1	Yes (Wiped)
Hard drive	Seagate	Barracuda 250GB	9VYGL12B	N/A	1	Yes (Wiped)
Hard drive	Western Digital	250GB	WMAYW0754017	N/A	1	Yes (Wiped)
SSD	SanDisk	Z400s 128GB	154929400120	N/A	1	Yes (Wiped)
SSD	Princeton	S3105 128GB	PT15110210428	N/A	1	Yes (Wiped)
Desktop	Dell	Optiplex 390	DCF75V1	N/A	1	Yes (Wiped)
Desktop	Dell	Optiplex 3010	9DV57Y1	2243/3327	1	Yes (Wiped)
Desktop	Dell	Optiplex 3010	5S1JPV1	2494/3368	1	Yes (Wiped)
Switch	Cisco	Catalyst 3560-X	FDO1746Z2FP	2431	1	Yes (Wiped)
Switch	Cisco	Catalyst 3560-X PoE+	FDO1716H2FK	2245	1	Yes (Wiped)
Switch	Cisco	Catalyst 3560-X	FDO1746Z2KD	N/A	1	Yes (Wiped)
Switch	Cisco	Catalyst 3560-X PoE-48	FDO1117X05A	2087	1	Yes (Wiped)
Switch	Cisco	Catalyst 3560-X PoE+	FDO1748H170	N/A	1	Yes (Wiped)
Switch	Cisco	Catalyst 3560-X PoE+	FDO1716Z1E4	N/A	1	Yes (Wiped)
Switch	Cisco	Catalyst 3560-X PoE+	FDO1748R2HP	4331/2246	1	Yes (Wiped)
Desktop	Dell	Optiplex 3010	J5F8SW1	N/A	1	Yes (Wiped)
Desktop	Dell	Optiplex 7010	DL7S4W1	N/A	1	Yes (Wiped)
Switch	Cisco	Catalyst 3550	CHK0632V24U	5895/2081	1	No
Scanner	HP	ScanJet G3010	CN83MA53DC04R1	N/A	1	No
Printer	HP	DeskJet 5650	MY4614N0TZ79	N/A	1	No
Printer	HP	LaserJet P1006	VND4B03813	1736	1	No
Switch	Cisco	Catalyst 3560-X PoE+	FDO1749Z1NP	002593/2004	1	Yes (Wiped)
Switch	Cisco	Catalyst 3560 PoE-48	FDO1216Y2CB	2135	1	Yes (Wiped)
Switch	Cisco	Catalyst 3560-X PoE+	FDO1716Z1AL	4064	1	Yes (Wiped)
Switch	Cisco	Catalyst 3750-X	FDO1639X13J	3712	1	Yes (Wiped)
Hard drive	Seagate	Barracuda 250GB	9VYGJAAN	N/A	1	Yes (Wiped)
Hard drive	Seagate	Barracuda 250GB	9VYL1BZ6	N/A	1	Yes (Wiped)
Hard drive	Western Digital	250GB	WMAYW1197428	N/A	1	Yes (Wiped)
Hard drive	Seagate	Barracuda 250GB	9VYGL1WL	N/A	1	Yes (Wiped)
Hard drive	Seagate	Barracuda 250GB	9VYGJZAL	N/A	1	Yes (Wiped)
UPS	APC	MX3000EU	EM9841000104	N/A	1	No
Laptop	Dell	Vostro 3560	30P0HW1	007346/3294	1	Yes (Wiped)
Laptop	Dell	Latitude E6500	3VZTTL1	005428/1317	1	Yes (Wiped)
KVM Switch	Tripp-Lite	CS-138A	9450AZB00700801354	N/A	1	No

NVR	Honeywell	H3U04SP-1210	526-12041700200091	N/A	1	Yes (Wiped)
NVR	Honeywell	PN HNMSDP-01	526-11102101000213	N/A	1	Yes (Wiped)
UPS	APC	SURT005	XS0508001819	N/A	1	No
UPS	APC	SURT5000XLT	NS0544001319	N/A	1	No
Laptop	Dell	Vostro 3550	8NPBLR1	N/A	1	No (Wiped)
Laptop	Dell	Inspiron 1420	GB71HD1	N/A	1	No (No HD, No Battery)
Laptop	Dell	Inspiron 1545	FVNWBH1	N/A	1	Yes (Wiped)
Laptop	Dell	Vostro 1500	74KCQG1	005151/3694	1	Yes (Wiped)
Laptop	Dell	Latitude E6500	BVZTTL1	N/A	1	Yes (Wiped)
UPS	EMC ²	100-809-013	AC179083701576	N/A	1/2	No
UPS	EMC ²	100-809-013	AC179083701659	N/A	2/2	No
Desktop	Cisnet	CI33-STC	201731602648	N/A	1	No (No HD)

ROXBURY TOWNSHIP PUBLIC SCHOOLS

Support Staff

Title: Bus Driver Trainer

CMS - 9A

Qualifications:

1. Current Roxbury School Bus Driver, valid CDL with endorsements and criminal history
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 2020

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

-Unless otherwise noted, proposed hours provided is the total amount allotted for the grade level or grade span shown.

	Course	School/Course Level	Grade Level	Course Duration (FY, Sem, Q)	New, Revision, or Rewrite	Proposed hours	Teachers to be Board-approved to write
1	Math	Elem	1	FY	Revision	15	Kelly Qunity; Christi Renn
2	Math	Elem	2	FY	Revision	15	Kathleen Byrne; Lynn Manney
3	Math	Elem	3	FY	Revision	15	Robert Allison; Cara Cardinale
4	Math	Elem	4	FY	Revision	15	Victoria Arms; Stephanie Friscia
5	Math	Elem	K	FY	Revision	15	Casey Hoopes; Kelly Lamont
6	General Music	LRS	5	Sem Equivalent	Rewrite	15	Ellen Ng
7	General Music	LRS	6	Sem Equivalent	Rewrite	15	Ellen Ng
* 8	American Horror	RHS	12	Sem	New	17.5	Kaitlin Stellingwerf
* 9	Anatomy & Physiology A	RHS	11 - 12	FY	Revision	15	Mary Ellen Burd
* 10	Anatomy & Physiology Honors	RHS	11 - 12	FY	Revision	15	Mary Ellen Burd
* 11	AP Biology	RHS	11 - 12	FY	Revision	15	Christine Sheldon
* 12	AP Chemistry	RHS	11 - 12	FY	Revision	15	Nolan Erickson
* 13	AP Environmental Science	RHS	11 - 12	FY	Revision	15	Robin Dunn
* 14	AP Physics	RHS	11 - 12	FY	Revision	15	Matthew Scheneck
* 15	Art I	RHS	9 - 12	Sem Equivalent	Rewrite	15	Scott Schilling (Back Up: Renee Zengel)
* 16	Astronomy	RHS	11 - 12	Sem	Revision	10	Justin Kulick
* 17	Ceramics I	RHS	9 - 12	Sem Equivalent	Rewrite	15	Jane-Frances Speronza; Renee Zengel
* 18	Ceramics II	RHS	9 - 12	Sem Equivalent	Rewrite	15	Jane-Frances Speronza; Renee Zengel
* 19	Chemistry A	RHS	10 - 11	FY	Revision	15	Mary DeRosa
* 20	Chemistry B	RHS	10 - 11	FY	Revision	15	Mary DeRosa
* 21	Chemistry Honors	RHS	10 - 11	FY	Revision	15	Nolan Erickson
* 22	Child Development I	RHS	10	FY	New	35	Barbara Kroog
* 23	Comics and American Culture	RHS	11	FY	Revision	15	Barbra (Allyson) Spargo
* 24	Comparative Mythology	RHS	12	Sem	New	17.5	Peter Flynn
* 25	Design Thinking	RHS	11 - 12	Sem	New	17.5	Derek Bischoff
* 26	English I	RHS	9	FY	Revision	15	Shari Kaime; Maria Rispoli; Laura Schmidt
* 27	Environmental Science	RHS	11 - 12	FY	Revision	15	Robin Dunn
* 28	Expository Writing	RHS	12	FY	New	35	Cosmo Lorusso
* 29	Fashion Design	RHS	9 - 12	FY	Revision	15	Teri Mitchell
* 30	Forensic Science	RHS	11 - 12	Sem	Revision	10	Martha Feehan
* 31	Intro Chem/Physics	RHS	10 - 11	FY	Revision	15	James Shaw
* 32	Italian III	RHS	10 - 12	FY	New	35	Gina Santora
* 33	Literature and the Human Psyche	RHS	12	Sem	New	17.5	Cindy Hubbard; Kaitlin Stellingwerf
* 34	Mass Media	RHS	9	FY	Revision	15	Deborah Burleigh; Megan Tartarilla
* 35	Mystery and True Crime	RHS	12	Sem	New	17.5	Jonathan Benbow; Kaitlyn Norgard
* 36	Physics & Tech	RHS	11 - 12	FY	Revision	15	Michael Gottfried
* 37	Physics A	RHS	11 - 12	FY	Revision	15	Christopher Blough
* 38	Physics B	RHS	11 - 12	FY	Revision	15	Christopher Blough; Michael Gottfried
* 39	Science Fiction	RHS	12	Sem	New	17.5	Peter Flynn
* 40	Social Media Marketing	RHS	11 - 12	Sem	New	17.5	Deborah Burleigh
* 41	Spanish Study (IVB)	RHS	11 - 12	FY	New	35	Joseph Filoramo; Maria Navarro
* 42	STEP 1	RHS	9 - 10	FY	New	35	Jessie Hancock; Janina Lavigne
* 43	STEP 2	RHS	11 - 12	FY	Revision	15	Jessie Hancock; Janina Lavigne
* 44	Structural Design and Fabrication	RHS	12	FY	New	35	Frank Caccavale; Paul Wood
* 45	SUCCESS (Students Using Community Connections for Educational and Social Support)	RHS	12+	FY	New	35	Birsen McGinley; Jennifer Toupet

	<i>Last Name</i>	<i>First Name</i>	<i>Job Title</i>	<i>Hourly Rate</i>	<i>Start Date</i>	<i>End Date</i>	<i>Maximum Hours/Wk</i>	<i>Discussion</i>
1	Bellardino	Alyssa	Program Coordinator	\$ 38.00	7/6/2020	8/6/2020	16	
2	Toupet	Jennifer	Transition Coordinator	\$ 38.00	7/6/2020	8/6/2020	16	
3	DelRusso	Stefanie	Counselor	\$ 35.00	7/6/2020	8/6/2020	16	
4	Swanson	Erik	Counselor	\$ 35.00	7/6/2020	8/6/2020	16	
5	Giordano	Tessa	Occupational Therapist	\$ 35.00	7/6/2020	8/6/2020	16	
6	Russo	Patricia	Occupational Therapist	\$ 35.00	7/6/2020	8/6/2020	16	
7	Tavares	Diane	Physical Therapist	\$ 35.00	7/6/2020	8/6/2020	16	
8	Rommel	Allison	Speech Therapist	\$ 35.00	7/6/2020	8/6/2020	16	
9	Salas	Shelby	Speech Therapist	\$ 35.00	7/6/2020	8/6/2020	16	
10	Basso	Gregory	Teacher	\$ 35.00	7/6/2020	8/6/2020	16	
11	Clark (Molnar)	Jennifer	Teacher	\$ 35.00	7/6/2020	8/6/2020	16	
12	Cope	Katherine	Teacher	\$ 35.00	7/6/2020	8/6/2020	16	
13	Critelli	Paul	Teacher	\$ 35.00	7/6/2020	8/6/2020	16	
14	Flammer	Suzanne	Teacher	\$ 35.00	7/6/2020	8/6/2020	16	
15	Freeborn	Rebecca	Teacher	\$ 35.00	7/6/2020	8/6/2020	16	
16	Hubert	Travis	Teacher	\$ 35.00	7/6/2020	8/6/2020	16	
17	Hughes	David	Teacher	\$ 35.00	7/6/2020	8/6/2020	16	
18	Hutsebaut	Rebecca	Teacher	\$ 35.00	7/6/2020	8/6/2020	16	
19	Klein	Patricia	Teacher	\$ 35.00	7/6/2020	8/6/2020	16	
20	Maiello	Erin	Teacher	\$ 35.00	7/6/2020	8/6/2020	16	
21	Maksymiv	Alyssa	Teacher	\$ 35.00	7/6/2020	8/6/2020	16	
22	Marrese	Alexandra	Teacher	\$ 35.00	7/6/2020	8/6/2020	16	
23	Martino	Tiffany	Teacher	\$ 35.00	7/6/2020	8/6/2020	16	
24	McGinley	Birsen	Teacher	\$ 35.00	7/6/2020	8/6/2020	16	
25	Neumann	Erin	Teacher	\$ 35.00	7/6/2020	8/6/2020	16	
26	Rose	Denise	Teacher	\$ 35.00	7/6/2020	8/6/2020	16	
27	Rubenstein	Jill	Teacher	\$ 35.00	7/6/2020	8/6/2020	16	
28	Stehlgens	Dana	Teacher	\$ 35.00	7/6/2020	8/6/2020	16	
29	Thompson	Carie	Teacher	\$ 35.00	7/6/2020	8/6/2020	16	
30	Trautz	Caryn	Teacher	\$ 35.00	7/6/2020	8/6/2020	16	
31	Trimmer	Theresa	Teacher	\$ 35.00	7/6/2020	8/6/2020	16	
32	Balogh	Beth	Paraprofessional	\$ 15.00	7/6/2020	8/6/2020	12	
33	Bischoff	Tammy	Paraprofessional	\$ 15.00	7/6/2020	8/6/2020	12	
34	Busby	Erin	Paraprofessional	\$ 15.00	7/6/2020	8/6/2020	12	
35	Chapman	Weusi	Paraprofessional	\$ 15.00	7/6/2020	8/6/2020	12	
36	Colditz	Dawn	Paraprofessional	\$ 15.00	7/6/2020	8/6/2020	12	
37	D'Agostino	Laura	Paraprofessional	\$ 15.00	7/6/2020	8/6/2020	12	
38	DelRosario	Monica	Paraprofessional	\$ 15.00	7/6/2020	8/6/2020	12	
39	Dexter	Carla	Paraprofessional	\$ 15.00	7/6/2020	8/6/2020	12	
40	Fichter	Heather	Paraprofessional	\$ 15.00	7/6/2020	8/6/2020	12	
41	Friedella	Tracy	Paraprofessional	\$ 15.00	7/6/2020	8/6/2020	12	
42	Hemmer	Cynthia	Paraprofessional	\$ 15.00	7/6/2020	8/6/2020	12	
43	Henricksen	Lisa	Paraprofessional	\$ 15.00	7/6/2020	8/6/2020	12	
44	Kacmarcik	Ashley	Paraprofessional	\$ 15.00	7/6/2020	8/6/2020	12	
45	Klein	David	Paraprofessional	\$ 15.00	7/6/2020	8/6/2020	12	
46	Murphy	Regina	Paraprofessional	\$ 15.00	7/6/2020	8/6/2020	12	
47	Murray	Megan	Paraprofessional	\$ 15.00	7/6/2020	8/6/2020	12	
48	O'Connor	Christine	Paraprofessional	\$ 15.00	7/6/2020	8/6/2020	12	
49	Ryall	Mary	Paraprofessional	\$ 15.00	7/6/2020	8/6/2020	12	
50	Simon	Melody	Paraprofessional	\$ 15.00	7/6/2020	8/6/2020	12	
51	Sparano	Deidre	Paraprofessional	\$ 15.00	7/6/2020	8/6/2020	12	
52	Stone	Michele	Paraprofessional	\$ 15.00	7/6/2020	8/6/2020	12	
53	Turrisi	Patricia	Paraprofessional	\$ 15.00	7/6/2020	8/6/2020	12	
54	Wasek	Jennifer	Paraprofessional	\$ 15.00	7/6/2020	8/6/2020	12	
55	Welsch	Danielle	Paraprofessional	\$ 15.00	7/6/2020	8/6/2020	12	
56	Williams	Michael	Paraprofessional	\$ 15.00	7/6/2020	8/6/2020	12	

POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

EXHIBIT #P1 - SECOND READING

Students
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ADMINISTRATION OF MEDICATION (M)

5330 ADMINISTRATION OF MEDICATION (M)

M

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of an illness of any student. However, in order for many students with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of students. The Board will permit the administration of medication in school in accordance with applicable law.

Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, the student's parent, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse or other certified health professional and designated by the school nurse to administer epinephrine, hydrocortisone sodium succinate and Glucagon in an emergency pursuant to N.J.S.A. 18A:40-12.5, and 12.6, 12.11, 12.14, 12.21 12.29, and 12.30.

Self-administration of medication by a student for asthma or other potentially life-threatening illnesses or a life threatening allergic reaction, or adrenal insufficiency is permitted in accordance with the provisions of N.J.S.A. 18A:40-12.3.

~~Medication no longer required must be promptly removed by the parent.~~

The school nurse shall have the primary responsibility for the administration of epinephrine and hydrocortisone sodium succinate and Glucagon to the student. However, the certified school nurse may designate, in consultation with the Board or the Superintendent, additional employees of the district who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism and the administration of hydrocortisone sodium succinate using standardized training protocols established by the New Jersey Department of Education (NJDOE) in consultation with the Department of Health and Senior Services when the school nurse is not physically present at the scene in accordance with N.J.S.A. 18A:40-12.3.

POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

EXHIBIT #P1 - SECOND READING

Students
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ADMINISTRATION OF MEDICATION (M)

In accordance with the provisions of N.J.S.A. 18A:40-12.6.d, no school employee, including a school nurse or any other officer or agent of a Board of Education or a physician, a physician assistant, or an advanced practice nurse providing a prescription under a standing protocol for school epinephrine pursuant to N.J.S.A. 18A:40-12.5 and/or hydrocortisone sodium succinate pursuant to N.J.S.A. 18A:40-12.29, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.5 and N.J.S.A. 18A:40-12.29, nor shall any action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.6.d and N.J.S.A. 18A:40-12.33. Good faith shall not include willful misconduct, gross negligence, or recklessness.

The school nurse or designee shall be promptly available on site at the school and at school-sponsored functions in the event of an allergic reaction or an emergency requiring the administration of hydrocortisone sodium succinate. In addition, the parent must be informed that the school district, its employees and agents shall have no liability as a result of any injury arising from the administration of epinephrine or hydrocortisone sodium succinate to the student.

The parent of the student must sign a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism or the administration of hydrocortisone sodium succinate to the student, and In addition, the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism or the administration of hydrocortisone sodium succinate to the student.

The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to students for anaphylaxis and/or the emergency administration of hydrocortisone sodium succinate for adrenal insufficiency is effective for the school year it is granted and must be renewed for each subsequent school year.

Each school in the district shall have and maintain for the use of students at least one nebulizer in the office of the school nurse or a similar accessible location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with State Department of Education NJDOE regulations. Every student that is authorized to use self-administered asthma

POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

EXHIBIT #P1 - SECOND READING

Students
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ADMINISTRATION OF MEDICATION (M)

medication pursuant to N.J.S.A. 18A:40-12.3 or a nebulizer must have an asthma treatment plan prepared by the student's physician which shall identify, at a minimum, asthma triggers, the treatment plan, and other such elements as required by the State Board of Education.

All student medications shall be appropriately maintained and secured by the school nurse, except those medications to be self-administered by students. In those instances the medication may be retained by the student with the prior knowledge of the school nurse. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with such information about the medication and its administration as may be in the student's best educational interests. The school nurse may report to the school physician any student who appears to be affected adversely by the administration of medication and may recommend to the Principal the student's exclusion pursuant to law.

The school nurse shall document each instance of the administration of medication to a student. Students self-administering medication shall report each incident to a teacher, coach, or other individual designated by the school nurse who is supervising the student during the school activity when the student self-administers. These designated individuals shall report such incidents to the school nurse within twenty-four hours of the self-administration of medication. **The nurse must notify the Superintendent, principal and students' parent about all such emergency administrations.** The school nurse shall preserve records and documentation regarding the self-administration of medication in the student's health file.

N.J.S.A. 18A:6-1.1; 18A:40-3.1; 18A:40-6; 18A:40-7; 18A:40-12.3;
18A:40-12.4; 18A:40-12.5; 18A:40-12.6; 18A:40-12.7;
18A:40-12.8; **18A:40-12.29 through 12.33**

N.J.S.A. 45:11-23

N.J.A.C. 6A:16-2.3(b)

Legislative Bills A-4799 and S-3315

Adopted: 14 October 2013

Revised: 5 October 2015

Revised: 8 June 2020

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EXHIBIT #P2 – SECOND READING

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M

A. Definitions

1. “Medication” means any prescription drug or over-the-counter medicine or nutritional supplement and includes, but is not limited to, aspirin and cough drops.
2. “Administration” means the taking of any medication by ingestion, injection, or application to any part of the body or the giving of direct physical assistance to the person who is ingesting, injecting, or applying medication.
3. “Self-administration” means carrying and taking medication without the intervention of the school nurse, approved through the school district policy and restricted to students with asthma, diabetes, other potentially life-threatening illnesses, or life-threatening allergic reaction, or adrenal insufficiency.
4. “Life-threatening illness” means an illness or condition that requires an immediate response to specific symptoms or sequelae (an after effect of disease or injury) that if left untreated may lead to potential loss of life, i.e. ~~adrenaline injection in anaphylaxis~~.
5. “A pre-filled auto-injector mechanism containing epinephrine” is a medical device used for the emergency administration of epinephrine to a student for anaphylaxis. Note: Not all doses of epinephrine come as an auto-injection.
6. “Noncertified school nurse” means a person who holds a current license as a registered professional nurse from the State Board of Nursing and is employed by the district, and who is not certified as a school nurse by the New Jersey Department of Education (NJDOE).
7. “Substitute school nurse” means a person who holds a current license as a registered professional nurse from the State Board of Nursing and who has been issued a county substitute certificate to



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serve as a substitute for a certified school nurse in accordance with N.J.A.C. 6A:9B-7.6.

8. “School physician” means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Medical Examiners who works under contract or as an employee of the district. This physician is referred to as the medical inspector in N.J.S.A. 18A:40-4.1.
9. “Advanced practice nurse” means a person who holds a current certification in addition to certification license as nurse practitioner/clinical nurse specialist from the State Board of Nursing.
10. “Certified school nurse” means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an Educational Services Certificate with a school nurse endorsement or school nurse/non-instructional from the Department of Education pursuant to N.J.A.C. 6A:9B-14.3 and 14.4.
11. “Physician’s Assistant” means a certified medical professional who diagnoses illness, develops and manages treatment plans, prescribes medications, and often serves as a patient’s principal healthcare provider.

B. Permission for Administration by a School Nurse or Registered Nurse

1. Permission for the administration of medication in school or at school-related events sponsored functions will be given only when it is necessary for the health and safety of the student.
2. Medication will not be administered to a student who is physically unfit to attend school or has a contagious disease. Any such student should not be permitted to attend school and may be excluded in accordance with Policy 8451.
3. Parent requests for the administration of medication in school must be made in writing and signed by the parent.



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4. The parent must submit a ~~certified statement~~ **medical order** written and signed by the student's physician. The statement must include:
 - a. The student's name;
 - b. The name of the medication;
 - c. The purpose of its administration to the student for whom the medication is intended;
 - d. The proper timing and dosage of medication;
 - e. Any possible side effects of the medication;
 - f. The time when the medication will be discontinued, **if ordered for short time use**;
 - g. A statement that the student is physically fit to attend school and is free of contagious disease; and
 - h. A statement that the student would not be able to attend school if the medication is not administered during school hours.

 5. The request for the administration of medication must be made to the ~~Principal~~ **Superintendent or designee** prior to any administration of medication or delivery of the medication to the school. The ~~Principal~~ **Superintendent or designee** may consult with the school nurse and the school physician in making his/her final determination to allow or deny the request.
 - a. An approved request will be signed by the ~~Principal~~ **Superintendent or designee** and given to the school nurse and the student's parent.
 - b. The parent will be informed of ~~the~~ **a** reason for a denied request; ~~a denied request may be appealed to the Superintendent.~~
- C. Administration of Epinephrine to Students



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1. In accordance with N.J.S.A. 18A:40-12.5, (The parent may provide the Superintendent or designee authorization for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to a student for anaphylaxis provided:
 - a. The parent provides the Superintendent or designee a written authorization for the administration of epinephrine ~~with written orders from the physician or an advanced practice nurse that the student requires the administration of epinephrine for anaphylaxis.~~
 - b. The parent of the student provides the Superintendent or designee with written orders from the physician, physician's assistant or an advanced practice nurse that the student requires the administration of epinephrine for anaphylaxis;
 - ~~b. The school nurse has the primary responsibility for the administration of epinephrine. However, the school nurse shall designate, in consultation with the Board or Superintendent, additional employees of the district who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a student when the school nurse is not physically present at the scene. These volunteers shall be trained using standardized training protocols established by the New Jersey Department of Education in consultation with the Department of Health and Senior Services. The student's parent must consent in writing to the administration of epinephrine via a pre-filled auto-injector mechanism by the designee(s).~~
 - c. The parent ~~must be~~ is informed in writing by the Board of Education or Superintendent or designee that the school district and its employees or agents shall have no liability as a result of any injury to a the student arising from the administration of epinephrine via a pre-filled auto-injector mechanism.



- d. The parent ~~must~~ signs a statement acknowledging their understanding the district shall incur no liability as a result of any injury arising from the administration of epinephrine via a pre-filled auto-injector mechanism to the student and the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of epinephrine via a pre-filled auto-injector mechanism to the student.
- e. The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism is effective for the school year it is granted and must be renewed for each subsequent school year upon the fulfillment of the requirements as outlined in a. through d. above.
- f. **The Superintendent or designee requires:**
- (1) ~~The school nurse shall be responsible for the~~ placement of the student's prescribed epinephrine **to be** in a secure but unlocked location easily accessible by the school nurse and trained designees to ensure prompt availability in the event of an allergic emergency at school or at a school-sponsored function. The location of the epinephrine shall be indicated on the student's emergency care plan. Back-up epinephrine shall also be available at the school if needed.;
 - (2) ~~g.~~ The school nurse or trained designee **shall to** be promptly available on site at the school and school-sponsored functions in the event of an **allergic anaphylactic** reaction.; **and**
 - (3) ~~h. The school nurse or trained designee shall arrange for the~~ transportation of the student to a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the student's symptoms appear to have



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resolved unless parent refusal received via signature of ambulance waiver.

g. The Superintendent or designee shall also:

i.(1) ~~In accordance with the provisions of N.J.S.A. 18A:40-12.5.f, Permit~~ the school nurse or a designated employee trained designee to administer epinephrine via a pre-filled auto-injector mechanism ~~is permitted to administer epinephrine via a pre-filled auto-injector mechanism~~ to any student without a known history of anaphylaxis or to any student whose parent has not met the requirements outlined above in Regulation 5330 – Section C.1.a., b., and d. and has not received the notice required in Regulation 5330 - Section C.1.c. when the school nurse or trained designee in good faith believes the student is having an anaphylactic reaction; and

(2) j. Require each school in the district will maintain in a secure, but unlocked and easily accessible location, a supply of epinephrine auto-injectors prescribed under a standing order from a licensed physician or advanced practice nurse, and that is accessible to the school nurse and trained designees for administration to a student having an anaphylactic reaction.

2. In accordance with N.J.S.A. 18A:40-12.6, the school nurse shall have the primary responsibility for the administration of the epinephrine. The school nurse shall designate, in consultation with the Board of Education, additional employees of the school district who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a student for anaphylaxis when the nurse is not physically present at the scene. In the event that a licensed athletic trainer volunteers to administer epinephrine, it shall not constitute a violation of the



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“Athletic Training Licensure Act,” P.L.1984, c.203
(C.45:9-37.35 et seq.).

a. The school nurse shall determine that:

(1) The designees have been properly trained in the administration of the epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the NJDOE in consultation with the Department of Health;

(2) The parent of the student consented in writing to the administration of the epinephrine via a pre-filled auto-injector mechanism by the designees;

(3) The Board or Superintendent or designee has informed the parent of the student in writing that the district and its employees or agents shall have no liability as a result of any injury arising from the administration of the epinephrine to the student;

(4) The parent of the student signed a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the student and the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism to the student; and

(5) The permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the requirements in subsections 2.a.(1) through 2.a.(4) above.



3. The NJDOE, in consultation with the Department of Health, shall require trained designees for students enrolled in a school who may require the emergency administration of epinephrine for anaphylaxis when the school nurse is not available.
4. Nothing in N.J.S.A. 18A:40-12.6 and Regulation 5330 – Section C. shall be construed to prohibit the emergency administration of epinephrine via a pre-filled auto-injector mechanism to a student for anaphylaxis by the school nurse or other employees designated pursuant to N.J.S.A. 18A:40-12.3(a)(1) when the student is authorized to self-administer epinephrine pursuant to N.J.S.A. 18A:40-12.3, or when there is a coexisting diagnosis of asthma, or when a prescription is received from a licensed health care professional.
5. The certified school nurse, in consultation with the Superintendent or designee, shall recruit and train volunteer designees who are determined acceptable candidates by the school nurse within each school building as deemed necessary by the nursing services plan, in accordance with N.J.S.A. 18A:40-12.6c(b).
6. No school employee, including a school nurse, or any other officer or agent of a Board of Education, or a physician or an advanced practice nurse providing a prescription under a standing protocol for school epinephrine pursuant to N.J.S.A. 18A:40-12.5.f and Regulation 5330 – Section C.1.g., shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.5 et seq., nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.6. Good faith shall not include willful misconduct, gross negligence, or recklessness.

D. Administration of Hydrocortisone Sodium Succinate to Students

1. In accordance with the provisions of N.J.S.A. 18A:40-12.29, the Board will permit the emergency administration of hydrocortisone sodium succinate through appropriate delivery devices and equipment to a student for adrenal insufficiency provided that:



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- a. The parent of the student provides the Superintendent or designee a written authorization for the administration of hydrocortisone sodium succinate;
 - b. The parent of the student provides the Superintendent or designee written orders from the physician or an advanced practice nurse that the student requires the administration of hydrocortisone sodium succinate for adrenal insufficiency;
 - c. The Superintendent or designee informs the parent of the student in writing that the school district and its employees or agents shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate; professional for epinephrine coupled with another form of medication, or when the epinephrine is administered pursuant to N.J.S.A. 18A:40-12.5.f.
 - d. The parent of the student signs a statement acknowledging their understanding that the district shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate to the student and that the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of hydrocortisone sodium succinate to the student; and
 - e. The permission for the administration of hydrocortisone sodium succinate is effective for the school year for which it is granted and must be renewed for each subsequent school year upon the fulfillment of the requirements as outlined in a. through d. above.
2. In accordance with the provisions of N.J.S.A. 18A:40-12.29.b:
 - a. The placement of the student's prescribed hydrocortisone sodium succinate shall be in a secure, but unlocked location easily accessible by the school nurse and trained designees to ensure prompt availability in the event of emergency situations at school or at a school-sponsored function. The location of the prescribed hydrocortisone sodium succinate shall be indicated on the student's emergency care plan.



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Back-up hydrocortisone sodium succinate, provided by the student's parent, shall also be available at the school if needed;

- b. The school nurse or trained designee shall be promptly available on site at the school and school-sponsored functions in the event of an emergency; and
 - c. The student shall be transported to a hospital emergency room by emergency services personnel after the administration of hydrocortisone sodium succinate, even if the student's symptoms appear to have resolved.
3. In accordance with N.J.S.A. 18A:40-12.30, the school nurse has the primary responsibility for the administration of hydrocortisone sodium succinate.

The school nurse shall designate, in consultation with the Superintendent or designee, additional employees of the school district who volunteer to administer hydrocortisone sodium succinate to a student when the school nurse is not physically present at the scene.

In the event that a licensed athletic trainer volunteers to administer hydrocortisone sodium succinate, it shall not constitute a violation of the "Athletic Training Licensure Act" - N.J.S.A. 45:9-37.35 et seq.

The school nurse shall determine that:

- a. The designees have been properly trained in the administration of hydrocortisone sodium succinate using standardized training protocols established by the NJDOE in consultation with the Department of Health;
- b. The parent of the student consented in writing to the administration of hydrocortisone sodium succinate by the designee(s);
- c. The Superintendent or designee has informed the parent of the student in writing that the district and its employees or



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agents shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate to the student;

- d. The parent of the student signed a statement acknowledging their understanding that the district shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate to the student and that the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of hydrocortisone sodium succinate to the student; and
 - e. The permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the requirements in N.J.S.A. 18A:40-12.30 and D.3.a through d above.
4. Nothing in N.J.S.A. 18A:40-12.30 and D.3. above shall be construed to prohibit the emergency administration of hydrocortisone sodium succinate to a student for adrenal insufficiency by the school nurse or other employees designated pursuant to N.J.S.A. 18A:40-12.30 and D.3. above when the student is authorized to self-administer hydrocortisone sodium succinate pursuant to N.J.S.A. 18A:40-12.3.
 5. The certified school nurse, in consultation with the Superintendent or designee, shall recruit and train volunteer designees who are determined acceptable candidates by the school nurse within each school building as deemed necessary by the nursing services plan, in accordance with N.J.S.A. 18A:40-12.32(b).
 6. No school employee, including a school nurse, or any other officer or agent of a Board of Education shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.29 et al., nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.30. Good faith shall not include willful misconduct, gross negligence, or recklessness, in accordance with N.J.S.A. 18A:40-12.33.



D-E. Permission for Self-Administration of Medication

In accordance with N.J.S.A. 18A:40-12.3, the Board shall permit the ~~Permission for~~ self-administration of medication ~~of~~ by a student ~~with~~ for asthma, ~~or~~ other potentially life-threatening illnesses, ~~or~~ a life-threatening allergic reaction, ~~or~~ adrenal insufficiency ~~may be granted under the following conditions provided that:~~

1. The ~~p~~Parent of the student must provide the Board written authorization for the self-administration of medication;
2. The parent of the student ~~must~~ also provides the Board ~~or Superintendent or designee~~ with a signed written certification from the physician of the student that the student has asthma or another potentially life threatening illness or is subject to a life-threatening allergic reaction, ~~or has adrenal insufficiency~~ and is capable of, and has been instructed in, the proper method of self-administration of medication ~~by their treating health care professional~~. The written certification must include:
 - a. The student's name;
 - b. The name of the medication;
 - c. The purpose of its administration to the student for whom the medication is intended;
 - d. The proper timing and dosage of medication;
 - e. Any possible side effects of the medication;
 - f. The time when the medication will be discontinued, ~~if applicable~~;
 - g. A statement that the student is physically fit to attend school and is free of contagious disease; and



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- h. A statement the medication must be administered during the school day or the student would not be able to attend school.
3. The Board or the Superintendent or designee informs the parent of the student in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student;
34. The parent of the student ~~have signed~~ a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student and that the parent shall indemnify and hold harmless the school district, the Board, and its employees or agents against any claims arising out of the self-administration of medication by the student;
45. The parent's written authorization and the physician's written certification ~~shall be~~ **is** reviewed by the Principal or designee with the school nurse and the school physician. The school nurse and the school physician must agree the student is capable of self-administration of the medication. If it is determined the student may self-administer medication in accordance with the request:
- a. The request will be signed by the Principal and given to the school nurse and the student's parent;
 - b. The parent will be informed of ~~the~~ **a** reason for a denied request; ~~a denied request may be appealed to the Superintendent.~~
56. Permission to self-administer one medication shall not be construed as permission to self-administer other medication; and
67. Permission shall be effective on the school year for which it is granted and shall be renewed for each subsequent school year upon fulfillment of the requirements in **E.1.** through **E.46.** above.

E.F. Custodianship of Medication



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1. Medications to be administered by the school nurse or a registered nurse:
 - a. All medications must be delivered to the school by the parent.
 - b. All medications must be in the original container, with the prescription information affixed as current and non-expired including dosage, route, and parameters for timing of administration.
 - c. The school nurse shall be custodian of students' medication, which will be properly secured.
 - d. Any unused medication must be picked up by the student's parent.
 - e. After reasonable efforts to have the parent retrieve the medication have failed, any unused medication that remains in the school at the end of the school year or two school weeks after the student stops taking the medication, whichever first occurs, must be destroyed or discarded by the school nurse, in accordance with proper medical controls.

2. Medications to be self-administered by a student:
 - a. Time being of the essence in cases of asthma, or other potentially life threatening illnesses, or a life-threatening allergic reaction, or adrenal insufficiency, all medications including Glucagon to be self-administered by a student must be kept in the student's possession.
 - b. No student may possess medication for self-administration unless the proper permission has been granted by the Principal or designee and a record of the medication is on file in the office of the school nurse.
 - c. Students who are permitted to self-administer medications must secure their medication in such a manner that the



medication will not be available to other students. The medication must be in a sealed container and clearly labeled with the medication name, dosage, and ordering physician. The medication, if ingested by someone other than the student, shall not cause severe illness or death.

- d. Students who are permitted to self-administer medications shall only have in their possession the quantity of medication necessary for the time period of the student's school day.

(1) Any self-administering student will visit school nurse after any administration where hazardous medical waste is produced to ensure appropriate and safe disposal.

- e. Notwithstanding any other law or regulation, a student who is permitted to self-administer medication in accordance with the provisions of N.J.S.A. 18A:40-12.3 shall be permitted to carry an inhaler, Glucagon or prescribed medication for allergic reactions, including a pre-filled auto-injector mechanism, or prescribed medication for adrenal insufficiency, at all times, provided the student does not endanger himself/herself or other persons through misuse.

FG. Administration of Medication

1. No medication shall be administered to or taken by a student in school or at a school-sponsored event function except as permitted by Board Policy 5330 and this Regulation.
2. Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6 and to administer hydrocortisone sodium succinate in an emergency pursuant to N.J.S.A. 18A:40-12.29 and 12.30.



3. When practicable, self-administration of medication should be observed by the school nurse.
4. Students self-administering medication shall report each administration of medication and any side effects to a teacher, coach, or the individual in charge of the student during school activities. Such individuals shall report all administrations and any side effects reported or observed to the school nurse within twenty-four hours.
5. When a student attends a school-sponsored event function at which medication may be required (such as an outdoor field trip or athletic competition) and the school nurse cannot be in attendance, the student's parent will be invited to attend. If neither the school nurse nor the parent can attend and the student does not have permission to self-administer medication and there is a risk that the student may suffer injury from lack of medication, the student may be excused from the event function.

GH. Emergencies

1. Any medical emergency requiring medication of students will be handled in accordance with Policy 8441 and implementing regulations on first aid and, as appropriate, the school physician's standing orders for school nurses. Arrangements will be made to transport a student to a hospital emergency room after the administration of epinephrine in accordance with N.J.S.A. 18A:40-12.5.e.(3) and after the administration of hydrocortisone sodium succinate in accordance with N.J.S.A. 18A:40-12.29.b.(3).
- ~~2. Nothing in N.J.S.A. 18A:40-12.6 prohibits the emergency administration of epinephrine via a pre-filled auto injector mechanism to a student for anaphylaxis by the school nurse or other trained designated employees pursuant to N.J.S.A. 18A:40-12.6 when the student is authorized to self-administer epinephrine pursuant to N.J.S.A. 18A:40-12.3, or when there is a coexisting diagnosis of asthma, or when a prescription is received from a licensed health care professional for epinephrine coupled with another form of medicine, or when the epinephrine is administered pursuant to N.J.A.C. 18A:40-12.5.~~



Hi. Records

The school nurse shall include the following in a student's health record:

1. The approved written request for the administration or self-administration of medication;
2. A record of each instance of the administration of the medication by the school nurse or a registered nurse;
3. A record of reports by teachers, coaches, and other individuals in charge of school activities who report student self-administration of medication;
4. Any side effects that resulted from the administration of medication; and
5. Whether the supply of medication provided in cases where the medication is to be administered by the school nurse or a registered nurse was exhausted or the parent removed the medication or, if the parent failed to remove the medication, the medication was destroyed and the date on which that occurred.

Ij. Notification

1. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with information about the medication and administration when such release of information is in the student's best educational interest.
2. The school nurse will provide **and review with** teachers, coaches, and other individuals in charge of school activities with a list of students who have been given permission to self-administer medication.
3. The school nurse will inform the student's parent of any difficulty in the administration of medication or any side effects.
4. The school nurse will report to the school physician any student who appears to be adversely affected by the medication.



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Adopted: 14 October 2013
Revised: 5 October 2015
Revised: 15 August 2016
Revised: 8 June 2020

