

**DISTRICT OF ROXBURY TOWNSHIP  
BOARD OF EDUCATION  
MARCH 15, 2021  
REGULAR MEETING AGENDA**

**LINCOLN ROOSEVELT SCHOOL  
34 North Hillside Avenue, Succasunna, NJ 07876**

CALL TO ORDER: 6:30 P.M.

PUBLIC SESSION: 7:30 P.M.

**SPEAKER REQUEST AT BOARD OF EDUCATION MEETINGS**

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

**ACCESS AGENDA & EXHIBITS  
ONLINE:**



I. MEETING CALLED TO ORDER

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

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

Roxbury Register – Newspaper

Daily Record – Newspaper

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

Municipal Clerk

Roxbury Public Library

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

II. ROLL CALL

III. RESOLUTION TO MEET IN EXECUTIVE SESSION

RESOLVED, that the Roxbury Township Board of Education hold an Executive Session on March 15, 2021 regarding personnel matters, student matters, negotiations and attorney client privilege.

IV. PUBLIC SESSION

V. PLEDGE OF ALLEGIANCE

March 15, 2021

- VI. PRESENTATIONS
- VII. CORRESPONDENCE
- VIII. STUDENT REPRESENTATIVE'S COMMENTS
- IX. BOARD PRESIDENT'S COMMENTS
- X. SUPERINTENDENT'S REPORT
- XI. BUSINESS ADMINISTRATOR'S REPORT
- XII. MINUTES

- 1. Minutes of the Regular Meeting of February 22, 2021
- 2. Minutes of the Executive Session of February 22, 2021

XIII. COMMITTEE REPORTS

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

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

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

XV. ACTION ITEMS

**A. Finances (Resolutions 1-17)**

*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.*

BILLS LIST

- \*1. RESOLVED, that the Roxbury Township Board of Education approve the March 2021 bills list totaling \$3,952,113.72 as presented.

TRANSFERS

- \*2. RESOLVED, that the Roxbury Township Board of Education approve the February 2021 list of transfers between accounts as presented. Approval by the County Office is not required except as noted on the list.

SECRETARY'S REPORT

- \*3. RESOLVED, that the Roxbury Township Board of Education approve the Board Secretary's Report for February 2021.

TREASURER'S REPORT

- \*4. RESOLVED, that the Roxbury Township Board of Education approve the Treasurer's Report for February 2021.

MONTHLY FINANCIAL CERTIFICATION OF THE BOARD SECRETARY AND BOARD OF EDUCATION

- \*5. RESOLVED, that the Roxbury Township Board of Education, pursuant to N.J.S.A. 18A:19-4, does certify that no line item account has encumbrances and expenditures which in total exceed the line item appropriation, and

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 18A:17-9 and N.J.S.A. 18A:17-36, after review of the Board Secretary's and Treasurer's monthly financial reports for the month of February 2021 that no major accounts and fund balances in the 2020/2021 budget have been over expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

STUDENT ACTIVITY ACCOUNTS

- \*6. RESOLVED, that the Roxbury Township Board of Education approve the Student Activity Accounts monthly bill lists for the month of February 2021 as follows:

Roxbury High School	\$23,734.77	Franklin School	\$7.50
Athletics	\$475.00	Kennedy School	\$0.00
Eisenhower Middle School	\$0.00	Jefferson School	\$0.00
Lincoln Roosevelt School	\$0.00	Nixon School	\$0.00

TRAVEL REQUESTS

- \*7. RESOLVED, that the Roxbury Township Board of Education approve unavoidable travel costs as presented which are educationally necessary and fiscally prudent and are related to and within the scope of the employee's current responsibilities and promotes the delivery of instruction or furthers the efficient operation of the school district. The reimbursements are in compliance with the state travel reimbursement guidelines as established by the Department of Treasury and Board of Education policy in accordance with N.J.A.C. 6A-23B-1.1 et seq.

	<i>Name</i>	<i>Workshop Title</i>		<i>Place*</i>	<i>Date of Workshop</i>	<i>Registration Fee</i>	<i>Total Estimated Expenses</i>
1	Mondanaro, Joseph	Purchasing Update and Best Practices & NJSTART State Contract Purchasing	4	Virtual	3/16/21	\$50.00	\$50.00
2	Caccavale, Frank	ITEEA - International Technology & Engineering Educators Association Annual Conference	4 S-2	Virtual	3/23/21 3/24/21 3/25/21	\$0.00	\$0.00
3	Demarest, Karen	Sheltered Instruction in Math Strategies for ELs & Struggling Learners	4 T2	Online Via Zoom	3/30/21	\$150.00	\$150.00

4	Fiscina, Jeffrey	NCTM 2021 Virtual Annual Meeting	4	Virtual	4/21/21 4/22/21 4/23/21 4/24/21 4/28/21 4/29/21 4/30/21 5/1/21	\$218.00	\$218.00
5	Nickel, Kara	Distance Learning: Strengthening Your Online Reading Instruction	4 S-1	Virtual	4/26/21	\$279.00	\$279.00
6	Krumbiegel, Larissa	NJTESOL 2021 Virtual Spring Conference	4 T2	Virtual	5/25/21 5/26/21 5/27/21	\$399.00	\$399.00
<p>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.</p>							

- \*8 RESOLVED, that the Roxbury Township Board of Education approve up to ten teachers to attend Columbia University Teachers College Summer Institutes (Reading and Writing) virtually in June, July and August of 2021 at a cost of \$850 per participant, total cost not to exceed \$8,500.

ROXBURY TOWNSHIP BOARD OF EDUCATION ADOPTION OF THE TENTATIVE BUDGET FOR SCHOOL YEAR 2021-2022

- \*9. RESOLVED, that the tentative budget be approved for the 2021-2022 school year using the 2021-2022 state aid figures and the Secretary to the Board of Education be authorized to submit to the Executive County Superintendent for approval in accordance with N.J.S.A. 18A:7F-5 and 18A:7F-6:

	General Fund	Special Revenues	Debt Service	Total
2021-2022 Total Expenditures	\$79,272,086	\$1,406,126	\$1,705,000	\$82,383,212
Less: Anticipated Revenues	\$20,502,623	\$1,406,126		\$21,908,749
Taxes to be Raised	\$58,769,463		\$1,705,000	\$60,474,463

AND, to advertise said tentative budget in the Roxbury Register in accordance with the form suggested by the New Jersey Department of Education and according to law;

AND, a public hearing on the budget for the 2021-2022 school year will be held at Lincoln Roosevelt School on April 26, 2021 as a hybrid, virtual and/or in-person meeting as conditions allow.

MAXIMUM TRAVEL RESOLUTION

- \*10. Pursuant to N.J.A.C. 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

BE IT RESOLVED, that the Roxbury Township Board of Education includes in the tentative budget a maximum travel expenditure in the amount of \$112,580 for the 2021-2022 school year. The maximum travel expenditure amount for the 2020-2021 school year is \$158,590, of which, \$10,456 has been spent and \$779.00 is encumbered to date.

ACCEPTANCE OF ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF (ESSER II) FUND

- \*11. RESOLVED, that the Roxbury Township Board of Education accept the Elementary and Secondary School Emergency Relief (ESSER II) fund allocation as of February 19, 2021 from the State of New Jersey, Department of Education as shown below:

	ESSER II Allocation	Learning Acceleration	Mental Health Supports & Services
Roxbury Township School District	\$651,587	\$41,815	\$45,000

APPROVAL OF PURCHASES

- \*12. RESOLVED, that the Roxbury Township Board of Education approve the purchase from Ben Shaffer Recreation, Inc., P.O. Box 844, Lake Hopatcong, NJ of one 10 Row 30' Speedy Bleacher. This purchase is being made through the New Jersey State Contract #16-Fleet-00135 in the amount of \$45,000.
- \*13. RESOLVED, that the Roxbury Township Board of Education approve the purchase from Frontline Education, 1400 Atwater Drive, Malvern, PA of special education management/IEP module, parent and student portal software. This purchase is being made as per Frontline Quote #Q-64432 in the amount of \$65,612.09.

PAYMENT APPLICATION

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

Contractor	Project	Payment No.	Amount
Panoramic Window & Door Systems, Inc.	Window Replacement at Eisenhower Middle School	2	\$312,442.65

APPROVAL OF JOINT TRANSPORTATION AGREEMENTS

- \*15. RESOLVED, that the Roxbury Township Board of Education approve a 2020-2021 Joint Transportation Agreement whereby the Roxbury Township Board of Education will act as the Host District providing transportation services as specified below to the Joiner District, the Dover Board of Education.

Start Date	End Date	Host District's Route Number	Destination	Joiner Cost
4/1/2021	6/30/2021	VG-1A	North Dover Elementary	\$13,875.00
		VG-1B	North Dover Elementary	\$13,875.00
		VG-1C	North Dover Elementary	\$13,875.00
		VG-2	Dover Middle School	\$13,875.00
		VG-2 PM	Dover Middle School	\$13,875.00
		VG-3A	Dover High School	\$13,875.00
		VG-3B	Dover High School	\$13,875.00
		VG-3 PM	Dover High School	\$13,875.00
		DHSLR	Dover High School Late Route	\$6,000.00
		Joiner District To and From Total Route Cost		\$117,000.00

- \*16. RESOLVED, that the Roxbury Township Board of Education approve a Joint Agreement for Transportation of Pupils between the Roxbury Township Board of Education and the Dover Board of Education. Roxbury shall provide administrative transportation services for Dover pupils attending Dover Public Schools. This agreement is effective for a five (5) year period from April 1, 2021 to June 30, 2026.

SALE OF SURPLUS EQUIPMENT

- \*17. RESOLVED, that the Roxbury Township Board of Education approve the sale of property no longer usable for school purposes.
  - (a) The sale of this surplus property shall be conducted through GovDeals pursuant to Local Finance Notice 2008-9.
  - (b) The surplus property as identified shall be sold in an “as-is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.
  - (c) The Roxbury Township Board of Education reserves the right to accept or reject any bid submitted.
  - (d) Property not sold thru auction shall, if possible, be recycled.
  - (e) The property to be sold includes the vehicles listed below and the items listed in Exhibit F-1

Bus 21 - 1T88P4E2271278773	Van 70 - 1GDJG31K281200669
Bus 24 - 1T88P4E2671278776	Van 73 - 1GDJG31K381200163
Bus 26 - 1BABGCKA77F238974	Van 75 - 1GBJG312471180335
Bus 27 - 1BABGCKAX7F245885	Van 77 - 1GBJG31K291170664
	Van 78 - 1GBJG31K991170743

**B. Education (Resolutions 1-10)**

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

HIB REPORT

- \*1. RESOLVED, that the Roxbury Township Board of Education affirms the Superintendent’s decisions provided in the Harassment, Intimidation, and Bullying Report for the 2020/2021 school year, ending as of February 18, 2021.
- \*2. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2020/2021 school year, beginning February 19, 2021 and ending March 11, 2021 for Incident Nos. 4 and 5.

TUITION STUDENTS

- \*3. RESOLVED, that the Roxbury Township Board of Education approve the following tuition contract agreement for the 2020/2021 school year.

State ID	Sending District	Program	Total
7690278438	Warren Hills Regional High School	BD	\$13,095.57

INTERNATIONAL STUDENT EXCHANGE

- \*4. RESOLVED, that based on current and projected positive health conditions, the Roxbury Township Board of Education approve pupil #64011 from the International Student Exchange to be enrolled as a junior in a full course of study at Roxbury High School for the 2021/2022 school year.

APPROVAL OF NEW COURSES

5. RESOLVED, that the courses listed below be adopted as of the 2021/2022 school year:

	<i>Course</i>	<i>School / Course Level</i>	<i>Grade Level</i>	<i>Course Duration (FY, Sem, Q)</i>
1	Italian 7/8	EMS	7 - 8	Cycle
* 2	Journalism III H	RHS	11 - 12	Sem
* 3	Surgical Intervention and the Return to Play Process H	RHS	12	FY

APPROVAL OF RETURN-TO-PLAY PLAN

6. RESOLVED, that in accordance with the December 11, 2020 NJSIAA Sports Advisory Task Force memorandum, the sports listed below be moved to the indicated NJSIAA Season for the 2020/2021 school year. These dates are subject to change based on any additional guidance from the NJSIAA.

	<i>Sport</i>	<i>Sport Loc</i>	<i>Traditional Season</i>	<i>Season for the 20/21 School Year per NJSIAA</i>	<i>Virtual Contact</i>	<i>Practice Start</i>	<i>Competition Start</i>	<i>Competition End</i>
* 1	Baseball	RHS	Spring	Season 4	3/1/21	4/1/21^	4/19/21	6/20/21
* 2	Golf	RHS	Spring	Season 4	3/1/21	4/1/21	4/9/21	6/20/21
* 3	Lacrosse- Boys'	RHS	Spring	Season 4	3/1/21	4/1/21	4/19/21	6/20/21
* 4	Lacrosse- Girls'	RHS	Spring	Season 4	3/1/21	4/1/21	4/19/21	6/20/21
* 5	Outdoor Track - Boys'	RHS	Spring	Season 4	3/1/21	4/1/21	4/19/21	6/20/21
* 6	Outdoor Track - Girls'	RHS	Spring	Season 4	3/1/21	4/1/21	4/19/21	6/20/21
7	Outdoor Track - Boys'	EMS	Spring	Season 4	3/1/21	4/1/21	4/19/21	6/20/21
8	Outdoor Track - Girls'	EMS	Spring	Season 4	3/1/21	4/1/21	4/19/21	6/20/21
* 9	Softball	RHS	Spring	Season 4	3/1/21	4/1/21^	4/19/21	6/20/21
* 10	Tennis- Boys'	RHS	Spring	Season 4	3/1/21	3/26/21	4/19/21	6/20/21
^ Early start for Baseball/Softball pitchers and catchers is 3/26/21.								

APPROVAL OF SENIOR OPTION PROJECTS - RHS

- \*7. RESOLVED, that the Roxbury Township Board of Education accepts the Senior Option Projects for the classes at Roxbury High School listed below to be completed in the 2020/2021 school year.

<b>Student</b>	<b>Research Focus</b>	<b>Credits</b>
204244	College Research Project	2.5

CURRICULUM WRITING

8. RESOLVED, that the courses listed in attached Exhibit E1 be approved for curriculum writing for the 2021/2022 school year as indicated.

TITLE I SUMMER SCHOOL PROGRAM

9. RESOLVED, that based on current and projected positive health conditions, the Roxbury Township Board of Education approve the 2021 Title I Summer School Program for qualifying students from Franklin and Nixon Elementary Schools as follows:

2021 Title I Summer School Program - July 6, 2021 - July 30, 2021

Five Days per Week: Monday - Friday, 8:30 AM - 12:30 PM

Location: Franklin Elementary School

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, 2021.

One (1) Nurse	\$35/hour (not to exceed 20 hours/week)
Two (2) Paraprofessionals	\$15/hour (not to exceed 20 hours/week)
Eleven (11) Teachers	\$35/hour (not to exceed 20 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)
Substitute Nurses	\$35/hour (not to exceed 20 hours/week)
Substitute Paraprofessionals	\$15/hour (not to exceed 20 hours/week)
Substitute Teachers	\$35/hour (not to exceed 20 hours/week)
Substitute for Summer School Coordinator	\$40/hour (not to exceed 20 hours/week)

RESEARCH PROJECT BY STAFF MEMBER

- \*10. RESOLVED, that the Roxbury Township Board of Education approve the proposal for a research project to be conducted by Roxbury High School Assistant Principal, Ms. Denise Glenn, as part of her doctoral dissertation. Ms. Glenn's research will focus on Social-Emotional Learning and teachers' perceptions and understanding of the social and emotional learning core competencies identified by CASEL (The Collaborative for Academic, Social, and Emotional Learning). During the 2020/2021 and 2021/2022 school years, she will be conducting surveys, focus groups, and interviews with staff. This investigation requires no funding.

**C. Policies (Resolution 1)**

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

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

	<i>Policy/Regulation Number</i>	<i>Policy/Regulation Title</i>	<i>Exhibit Number</i>
a	Policy 1643 New	Family Leave (M)	P1



**D. Negotiations (Resolution 1)**

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

APPROVAL OF CONTRACT AGREEMENT BETWEEN THE ROXBURY TOWNSHIP BOARD OF EDUCATION AND THE ROXBURY BUS DRIVERS GROUP

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

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

**E. Personnel (Resolutions 1-24)**

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

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

RESIGNATIONS, RETIREMENTS, TERMINATIONS

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

*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	Jose, Joyce	NES	Reading Specialist	Resignation for retirement purposes	6/30/21	
2	Lutz, Jillian	Dist	Supervisor of Applied Science & Music, PK - 6	Resignation for personal reasons	5/7/21#	#or sooner pending hire of a suitable replacement
3	Ruvolo, Gina	NES	Special Education Paraprofessional	Resignation for personal reasons	3/4/21	To accept Leave Repl position in district

LEAVES OF ABSENCE

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

	Name	Leave Start Date	Paid Leave	Unpaid FMLA/ NJFLA^	Return Date	Discussion
* 1	4469	3/15/21	Using 10 vacation, 3 personal days	FMLA, if needed	Upon release by physician	Antic return 3/29/21
2	6403	4/12/21	Using 4 sick days	FMLA, if needed	Upon release by physician	Antic return 8/30/21
* 3	6496	3/15/21	Using available sick days	FMLA, if needed	Upon release by physician	Antic return 4/19/21
4	6867	3/8/21	Using available vacation, personal, sick days	FMLA, if needed	Upon release by physician	Antic return 4/26/21
5	7089	2/9/21	Using available sick & personal days	FMLA	Upon release by physician	Antic return 4/8/21
^Leave becomes unpaid when sick/personal days depleted or released by physician, whichever occurs first.						

3. RESOLVED, that Employee Number 4251 is placed on administrative leave with pay effective February 22, 2021 through February 26, 2021 in accordance with the provisions of NJSA 18A:6-8.3.
4. RESOLVED, that Employee Number 6445 is placed on administrative leave with pay effective February 22, 2021 through February 26, 2021 in accordance with the provisions of NJSA 18A:6-8.3.

REASSIGNMENTS / TRANSFERS

5. RESOLVED, that the Roxbury Township Board of Education approve the transfer and/or reassignment of the staff members listed below:

	Name	Former Assignment & Loc.		New Assignment & Loc.		Effective Date	Discussion
1	Beede, Agnes	Special Education Paraprofessional - RC	JES	Special Education Paraprofessional - RC	JES / KES	3/8/21	Student needs
2	Mele, Annmarie	Special Education Paraprofessional - 1:1	FES	Special Education Paraprofessional - 1:1	LRS	3/8/21	Student needs
3	Roe, Tammie	Special Education Paraprofessional - RC	LRS / JES	Special Education Paraprofessional - RC	JES	3/8/21	Student needs
4	Szigeti, Elizabeth	Gr. 2 Teacher TCH.KEN.GR2.NA.01	KES	Special Education Teacher (RC) TCH.SPE.RES.NA.30#	LRS	4/12/21	# Replacement in position.

APPOINTMENTS

6. 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	Bijelic, Kaliopi	EMS	Permanent Substitute Teacher (0.80)	n/a	\$125.00 per diem	3/8/21	6/30/21	Part-time tenure-track replacement not to exceed 4 days weekly in position TCH.SUB.PERM.EMS.01
* 2	Hall, Melissa	RHS	Assistant Principal	n/a	\$111,000 prorated	5/17/21#	6/30/21	# or sooner pending release from current employer Replacement in position ADM.RHS.APR.NA.03
^ Employment start date is pending completion of documentation in accordance with the law or district policy. # Employment start date is pending release from current employer								

APPOINTMENTS - LEAVE REPLACEMENTS

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
* 1	Martin, Ashley	RHS, JES, NES	Leave-repl School Social Worker	\$54,000 prorated ^	3/10/21	6/30/21	Appt related to placeholder app'd 2/22/21. Replacement in positions SPS.DS.SW.NA.04; SPS.DS.PSY.NA.06; SPS.DS.LDT.NA.02
2	Ruvolo, Gina	NES	Leave-repl Special Education Teacher (LLD)	\$54,000 prorated ^	3/5/21#	4/11/21	Replacement in position TCH.SPE.LLD.NA.06. #Appt related to BOE 2/22/21 XV.C.11.2
3	Ruvolo, Gina	NES	Leave-repl Kindergarten Teacher	\$54,000 prorated ^	4/12/21	6/30/21	Replacement in position TCH.NIX.KIN.NA.02.
^ 20/21 Leave Replacement Teacher Rate Bd. aprvd 2/22/21							

APPOINTMENTS - HOURLY EMPLOYEES

8. RESOLVED, that the Roxbury Township Board of Education approve the following pending completion of documentation in accordance with the law or district policy:

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Guide / Step</i>	<i>Hourly Rate</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Cox, Bruce	LRS	Special Education Paraprof	REA Paraprof Step 6	\$18.21	4/15/21 or sooner pending release	6/30/21	Part-time 1-1 replacement working 28.75 hours weekly in position AID.SPE.PT.NA.03
2	Segrave, Kelly	EMS	Cafeteria Aide	N/A	\$14.85	3/8/21	6/30/21	Part-time replacement working 15 hours weekly in position AID.CAF.EMS.NA.01
3	Yocum, Danielle	NES	Special Education Paraprof	REA Paraprof Step 7	\$18.81	3/15/21	6/30/21	Part-time 1-1 replacement working 28.75 hours weekly in position AID.SPE.PT.NA.11
Part-time paraprofessional's work hours are subject to change (not to exceed 29.5 hours weekly)								

APPOINTMENTS - EXTRACURRICULAR

9. RESOLVED, that the Roxbury Township Board of Education approve the following appointments for the 2020/2021 school year as indicated in the attached Exhibit. At this time, employment and payment are contingent upon the status of school closures and the ability to fulfill the responsibilities associated with these positions.

	<i>Exhibit Title</i>	<i>Exhibit Number</i>
1	20/21 Spring Coaching Appts	HR1

- \*10. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2020/2021 school year. At this time these positions and payment are contingent upon the status of school closures and the ability to fulfill the responsibilities associated with these positions:

<b>20/21 Specialized Athletic Consultants</b>							
	<i>Name</i>	<i>Position</i>	<i>Sport</i>	<i>Season for the 20/21 School Year per NJSIAA</i>	<i>Loc. of Sport</i>	<i>Payment</i>	<i>Discussion</i>
1	Blough, Mark	Specialized Consultant	Lacrosse-Boys'	Season 4^^	RHS	Volunteer-basis	^^Start date pending receipt of documentation in accordance with law and district policy.
2	Boyd, Joshua	Specialized Consultant	Baseball	Season 4	RHS	\$1,000	Payment to be paid by RHS Baseball Parent Booster Club.
3	Falco, Michael	Specialized Consultant	Lacrosse-Boys'	Season 4	RHS	\$2,000	Payment to be paid by RHS Boys' Lax Parent Booster Club.
4	Murray, Kevin	Specialized Consultant	Baseball	Season 4	RHS	Volunteer-basis	

- \*11. RESOLVED, that the Roxbury Township Board of Education rescind the following for the 2020/2021 school year:

<b>20/21 Specialized Athletic Consultants</b>							
	<i>Name</i>	<i>Position</i>	<i>Sport</i>	<i>Season for the 20/21 School Year per NJSIAA</i>	<i>Loc. of Sport</i>	<i>Payment</i>	<i>Discussion</i>
1	Savino, Christian	Specialized Consultant	Wrestling	Season 3	RHS	\$1,500	Payment to be paid by RHS Wrestling Booster Club

APPROVAL OF SERVICE PAYMENTS

- \*12. RESOLVED, that the Roxbury Township Board of Education approve payment to the following individual for services to the district for the 2020/2021 school year as indicated below. At this time, use of the services and payment for services is contingent upon the status of school closures and the ability to fulfill the responsibilities associated with provision of services. Payment to be paid out of Roxbury High School's student activities account.

	<i>Name</i>	<i>Services performed</i>	<i>Payment</i>
1	Monaghan, Mark	Playing drum set for the Roxbury HS Jazz Choirs' rehearsal on March 24, 2021 and performances on March 26, 2021 and April 21, 2021	\$500

APPOINTMENTS - SUBSTITUTES

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Koch, Joyce	NES	Interim Instructional Paraprofessional (11-190-100-106-000-100)	\$105.00 per diem	3/2/21	4/30/21	504 Vacancy coverage 20+ days not to exceed 4 days/wk
2	Bogardus, Sheryl	JES	Interim Instructional Paraprofessional (11-000-217-100-000-100)	\$105.00 per diem	3/8/21	4/30/21	1:1 Vacancy coverage 20+ days not to exceed 4 days/wk
* 3	Dacey, Margaret	District	Substitute Teacher, Paraprofessional and Secretary	20/21 Sub Rate Bd. aprvd 2/22/2021	3/16/21	6/30/21	
* 4	Zapata, Stephanie	District	Substitute Teacher, Paraprofessional and Secretary	20/21 Sub Rate Bd. aprvd 2/22/2021	3/16/21	6/30/21	

SALARY ADJUSTMENTS - CERTIFICATED STAFF

- \*14. RESOLVED, that the Roxbury Township Board of Education approve the following teaching assignments for the staff indicated below for the 2020/2021 school year, with the understanding that these assignments are subject to change based on scheduling adjustments:

	Name	Loc	Program/ Class	Extra Blocks assigned:	Salary Guide / Step	Addl. Salary	Start Date	End Date
1	Blough, Christopher	RHS	Biology H, Block 6	1 block on 3/1/21 Virtual Monday; followed by 1 block on B days w/in A/B day schedule @ RHS	20/21 MA+30 Step 22	\$500	3/1/21	3/5/21#
2	Burd, Mary Ellen	RHS	Biology H, Block 2	1 block on 3/1/21 Virtual Monday; followed by 1 block on A days w/in A/B day schedule @ RHS	20/21 BA Step 23	\$447	3/1/21	3/5/21#
3	Gottfried, Michael	RHS	Biology H, Block 8	1 block on 3/1/21 Virtual Monday; followed by 1 block on B days w/in A/B day schedule @ RHS	20/21 MA+30 Step 8	\$332	3/1/21	3/5/21#
4	Terranova, Laurie	RHS	AP Biology, Block 4	1 block on 3/1/21 Virtual Monday; followed by 1 block on A days w/in A/B day schedule @ RHS	20/21 MA+30 Step 14-15	\$363	3/1/21	3/5/21#
5	Bedoya, Judy	RHS	Spanish II H, Block 6	1 block on B days w/in A/B day schedule @ RHS	20/21 MA+30 Step 14-15	\$2,540	3/8/21	5/14/21^
6	Cantwell, Kevin	RHS	Spanish II A, Block 8	1 block on B days w/in A/B day schedule @ RHS	20/21 MA Step 23	\$3,405	3/8/21	5/14/21^
7	Filoramo, Joseph	RHS	Spanish II H, Block 4	1 block on A days w/in A/B day schedule @ RHS	20/21 MA+30 Step 9-11	\$2,372	3/8/21	5/14/21^
8	Lisa, Kerry	RHS	Spanish II B, Block 3AB	1 block on A days w/in A/B day schedule @ RHS	20/21 MA Step 23	\$3,405	3/8/21	5/14/21^
9	Saavedra, Julieth	RHS	Spanish II A, Block 7CD	1 block on B days w/in A/B day schedule @ RHS	20/21 BA+30 Step 14-15	\$2,439	3/8/21	5/14/21^
# Coverage for position TCH.RHS.SCI.NA.15.								
^ Coverage for position TCH.RHS.WL.SP.07.								

15. RESOLVED, that the Roxbury Township Board of Education approve the following teaching assignments for the staff indicated below for the 2020/2021 school year, with the understanding that these assignments are subject to change based on scheduling adjustments:

	Name	Loc	Program/ Class	Extra Blocks assigned:	Dates of Coverage in 2021:	Addl. Salary	Salary Guide
1	Curet, Carlos	EMS	Gr. 7 Spanish	2 blocks on B days w/in A/B day schedule @ EMS	13 days#: Feb 25, 26; Mar 1, 4, 5, 9, 11, 15, 17, 19, 24, 26, 31	\$1,170	2020-21 REA Sidebar for Middle School Class Coverage
2	Curet, Carlos	EMS	Gr. 8 Spanish	2 blocks on B days w/in A/B day schedule @ EMS	13 days#: Feb 25, 26; Mar 1, 4, 5, 9, 11, 15, 17, 19, 24, 26, 31	\$1,170	
3	Solis, Merced	EMS	Gr. 7 Spanish	2 blocks on A days w/in A/B day schedule @ EMS	12 days#: Feb 23, 24; Mar 2, 3, 8, 10, 12, 16, 18, 23, 25, 30	\$1,080	
4	Solis, Merced	EMS	Gr. 8 Spanish	2 blocks on A days w/in A/B day schedule @ EMS	12 days#: Feb 23, 24; Mar 2, 3, 8, 10, 12, 16, 18, 23, 25, 30	\$1,080	
5	Volz, Michael	EMS	Gr. 7 Social Studies	4 blocks daily	3/8/21 thru 3/12/21 <sup>^</sup>	\$900	
# Coverage for position TCH.EMS.WL.SP.02. ^ Coverage for position TCH.EMS.SST.NA.05.							

16. RESOLVED, that the 2021/2022 employment and adjustment salary increment of Employee Number 4251 shall be withheld in accordance with the provisions of N.J.S.A. 18A:29-14 and shall not be reinstated in subsequent years except by further action of the Board.
17. RESOLVED, that the 2021/2022 employment and adjustment salary increment of Employee Number 5094 shall be withheld in accordance with the provisions of N.J.S.A. 18A:29-14 and shall not be reinstated in subsequent years except by further action of the Board.

SALARY ADJUSTMENTS - HOURLY EMPLOYEES

18. RESOLVED, that the Roxbury Township Board of Education rescind resolutions C.14.1, C.14.2, C.14.5 approved on February 22, 2021 as indicated below. Step, hourly rate and salary adjustments are pending completion of negotiations.

	Name	Loc	Position	Guide / Step	Hourly Rate	Hrs / Day	Days / Wk	Days / Year	Annual Salary	Start Date	End Date	Discussion
* 1	Arluna - Selva, Nicole	TR	Bus Driver	Teamster Step 2	\$23.85 *	3 on M, 5.5 on T-F	5	184	\$22,228 * prorated	3/1/21	6/30/21	Step increase pursuant to contract Article IX Section 6
* 2	Ballo, Nathaniel	TR	Bus Driver	Teamster Step 2	\$23.85 *	3 on M, 5.5 on T-F	5	184	\$22,228 * prorated	3/1/21	6/30/21	Step increase pursuant to contract Article IX Section 6
* 3	Ventre, Sherry	TR	Bus Driver	Teamster Step 7	\$34.35 *	5	5	184	\$31,602 * prorated	3/1/21	6/30/21	Step increase pursuant to contract Article IX Section 6

19. RESOLVED, that the Roxbury Township Board of Education approve work schedule changes / salary adjustments for Paraprofessionals listed in Exhibit HR2.
20. RESOLVED, that the Roxbury Township Board of Education approve annual salary adjustments for Bus Drivers listed in Exhibit HR3.
21. RESOLVED, that the Roxbury Township Board of Education approve work schedule changes / salary adjustments for Transportation Bus Aides listed in Exhibit HR4.

TITLE I PARENT ACADEMY MONITORS

22. RESOLVED, that the following personnel be approved as indicated on an as needed basis as Title I Parent Academy Monitors.

	Name	Start Date	End Date	Salary Guide	Hourly Rate	Discussion
1	Diaz, Kathy	03/16/21	06/30/21	2020-23 REA Contract for Parent University	\$37.00/hr	Salaries to be paid from Title IA grant allocation.
2	Jose, Joyce	03/16/21	06/30/21	2020-23 REA Contract for Parent University	\$37.00/hr	Salaries to be paid from Title IA grant allocation.
3	Urban, Marybeth	03/16/21	06/30/21	2020-23 REA Contract for Parent University	\$37.00/hr	Salaries to be paid from Title IA grant allocation.



**MENTORING**

23. 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 wks of mentoring completed to date</i>	<i>Mentor</i>	<i>Loc</i>	<i>Start Date</i>	<i>End Date</i>	<i>No. of Wks</i>	<i>Fee</i>
* 1	Livingston, William	RHS	CEAS	n/a	Rose, Denise	RHS	3/1/21	6/24/21	16	\$293

**STUDENT TEACHERS/INTERNS**

24. RESOLVED, that the following student teacher/intern assignment be approved as per the placement requirements in Policy 9541- Student Teachers/Interns:

		<i>Student-Teacher/Intern</i>				<i>Roxbury Cooperating Teacher</i>		
	<i>Name</i>	<i>College/Univ</i>	<i>Placement Sought</i>	<i>Term</i>	<i>Name</i>	<i>Position</i>	<i>Loc</i>	
1	Suwan, Lara	Walden Univ	School Counseling Internship	600 hrs from 9/1/21^ thru 6/30/22	Swanson, Erik	School Counselor	NES	

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

**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 hybrid, virtual or in-person as conditions allow Regular Meeting on April 12, 2021 at 6:30 p.m. and;

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

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

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

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

XVII. BOARD MEMBER COMMENTS

March 15, 2021

XVIII. EXECUTIVE SESSION - (IF NECESSARY)

XIX. PUBLIC SESSION – (IF NECESSARY)

XX. ADJOURNMENT

**DISTRICT OF ROXBURY TOWNSHIP  
BOARD OF EDUCATION  
MARCH 15, 2021  
REGULAR MEETING AGENDA**

**LINCOLN ROOSEVELT SCHOOL  
34 North Hillside Avenue, Succasunna, NJ 07876**

CALL TO ORDER: 6:30 P.M.

PUBLIC SESSION: 7:30 P.M.

**ADDENDUM**

**XV. ACTION ITEMS**

**E. Personnel (Resolutions 1-24)**

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

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

**RESIGNATIONS, RETIREMENTS, TERMINATIONS**

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

*Organized by Name*

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Action</i>	<i>Final day of employment</i>	<i>Discussion</i>
4	Doland, Douglas	TR	Transportation Coordinator	Resignation for personal reasons	4/26/21	

**APPOINTMENTS - LEAVE REPLACEMENTS**

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
* 4	PLACE-HOLDER	RHS	Leave-repl Social Studies Teacher	\$54,000 prorated ^	3/16/21	4/16/21	Replacement in position TCH.RHS.SST.NA.10

^ 20/21 Leave Replacement Teacher Rate Bd. aprvd 2/22/21

-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.

	<i>Course</i>	<i>School/Course Level</i>	<i>Grade Level</i>	<i>Course Duration (FY, Sem, Q)</i>	<i>New, Revision, or Rewrite</i>	<i>Proposed hours</i>
1	Library Media Design	Elem	K	Cycle Equivalent	New	15
2	Library Media Design	Elem	1	Cycle Equivalent	New	15
3	Library Media Design	Elem	2	Cycle Equivalent	New	15
4	Library Media Design	Elem	3	Cycle Equivalent	New	15
5	Library Media Design	Elem	4	Cycle Equivalent	New	15
6	Band	LRS	5	Sem Equivalent	Rewrite	15
7	Band	LRS	6	Sem Equivalent	Rewrite	15
8	ELA	LRS	6	FY	New	35
9	Science	LRS	6	FY	Rewrite	20
10	Technology Design	LRS	5	Cycle	Rewrite	10
11	Technology Design	LRS	6	Cycle	Rewrite	10
12	Band	EMS	7	FY	Rewrite	20
13	Band	EMS	8	FY	Rewrite	20
14	Civics	EMS	7	Cycle	Rewrite	10
15	Civics	EMS	8	Cycle	Rewrite	10
16	Digital Literacy	EMS	7	Cycle	New	15
17	ELA	EMS	7	FY	New	35
18	ELA	EMS	8	FY	New	35
19	Italian 7/8	EMS	7 - 8	Cycle	New	15
20	Media and Public Speaking	EMS	8	Cycle	Rewrite	10
21	Science	EMS	7	FY	Rewrite	20
22	Science	EMS	8	FY	Rewrite	20
23	Spanish	EMS	7	FY	Revision	15
24	Spanish	EMS	8	FY	Revision	15
* 25	Creative Writing	RHS	9 - 12	Sem	Revision	10
* 26	Vietnam Era (Modern Conflict)	RHS	10 - 12	Sem	Rewrite	15
* 27	Advanced Dance Honors	RHS	10 - 12	FY	Revision	15
* 28	AP Art and Design	RHS	10 - 12	FY	New	35
* 29	AP French	RHS	11 - 12	FY	Rewrite	20
* 30	Aviation & Aerospace	RHS	9 - 10	FY	New	35
* 31	Biology A	RHS	9 - 10	FY	Revision	15
* 32	Biology B	RHS	9 - 10	FY	Revision	15
* 33	Biology Honors	RHS	9 - 10	FY	Revision	15
* 34	Climate Science	RHS	11 - 12	FY	New	35
* 35	Comic Design and Production	RHS	9 - 12	Sem	Rewrite	15
* 36	Concert Band	RHS	9 - 12	FY	Rewrite	20
* 37	Creative Writing II	RHS	10 - 12	Sem	Revision	10
* 38	Digital Skill Development	RHS	9 - 12	FY	Rewrite	20
* 39	English III	RHS	11	FY	New	35
* 40	French I	RHS	9 - 12	FY	Revision	15
* 41	French II A	RHS	9 - 12	FY	Revision	15
* 42	French II H	RHS	9 - 12	FY	Revision	15
* 43	French III A	RHS	10 - 12	FY	Revision	15
* 44	French III H	RHS	10 - 12	FY	Revision	15
* 45	French IV A	RHS	11 - 12	FY	Revision	15
* 46	Geometry	RHS	9 - 11	FY	Rewrite	20
* 47	Geophysical A/B	RHS	9	FY	Rewrite	20

-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.

	<i>Course</i>	<i>School/Course Level</i>	<i>Grade Level</i>	<i>Course Duration (FY, Sem, Q)</i>	<i>New, Revision, or Rewrite</i>	<i>Proposed hours</i>
* 48	Geophysical Honors	RHS	9	FY	Revision	15
* 49	Honors Wind Symphony	RHS	9 - 12	FY	Rewrite	20
* 50	Horticulture	RHS	11 - 12	FY	New	35
* 51	Integrated Adaptive PE	RHS	9 - 12	FY	New	35
* 52	Introduction to Business Principles	RHS	9 - 12	FY	Rewrite	20
* 53	Introduction to Marketing and Media	RHS	9 - 12	FY	Rewrite	20
* 54	Italian IV	RHS	11 - 12	FY	New	35
* 55	Journalism III H	RHS	11 - 12	Sem	New	17.5
* 56	Math Applications	RHS	9 - 12	FY	New	35
* 57	Physics Honors	RHS	11 - 12	FY	Revision	15
* 58	Screenwriting	RHS	11	FY	Revision	15
* 59	Spanish Communication & Culture	RHS	9 - 12	FY	Revision	15
* 60	Spanish II A / II B	RHS	9 - 12	FY	Revision	15
* 61	Spanish III A	RHS	10 - 12	FY	Revision	15
* 62	Spanish III H	RHS	10 - 12	FY	Revision	15
* 63	Spanish IV A	RHS	11 - 12	FY	Revision	15
* 64	Spanish IV H	RHS	11 - 12	FY	Revision	15
* 65	Surgical Intervention and the Return to Play Process H	RHS	12	FY	New	35
* 66	Symphony Band	RHS	9 - 12	FY	Rewrite	20
* 67	World History	RHS	11	FY	Rewrite	20

Description	Manufacturer	Model	Serial #	Asset Tag #	Quantity	Working Condition
Desktop 2GB RAM	Dell	Optiplex 390	DBPZ4V1	1372	1	Yes
Desktop 2GB RAM	Dell	Optiplex 390	DCB05V1	1560	1	Yes
Desktop 2GB RAM	Dell	Optiplex 390	FQPYKS1	2290	1	Yes
Desktop 2GB RAM	Dell	Optiplex 390	FQRYKS1	2305	1	Yes
Desktop 2GB RAM	Dell	Optiplex 390	FQW0LS1	2269	1	Yes
Desktop 2GB RAM	Dell	Optiplex 390	DBQY4V1	1437	1	Yes
Desktop 2GB RAM	Dell	Optiplex 390	FQR0LS1	2312	1	Yes
Desktop 2GB RAM	Dell	Optiplex 390	DCDR4V1	2424	1	Yes
Desktop 2GB RAM	Dell	Optiplex 390	FQLZKS1	2468	1	Yes
Desktop 2GB RAM	Dell	Optiplex 390	DCB65V1	1507	1	Yes
Desktop 2GB RAM	Dell	Optiplex 390	DCBZ4V1	1580	1	Yes
Desktop 2GB RAM	Dell	Optiplex 390	DCBT4V1	1493	1	Yes
Desktop 2GB RAM	Dell	Optiplex 390	DC9Y4V1	1494	1	Yes
Desktop 2GB RAM	Dell	Optiplex 390	DCBR4V1	1535	1	Yes
Desktop 2GB RAM	Dell	Optiplex 390	DC9Q4V1	1546	1	Yes
Desktop 2GB RAM	Dell	Optiplex 390	DBM05V1	1275	1	Yes
Desktop Bad Power	Dell	Optiplex 390	FRP0LS1	2362	1	No
Computer-Desktop	Dell	Optiplex 3010	6x1jpv1	513	1	n
Computer-Desktop	Dell	Optiplex 380	DMBMKM1		1	n
Computer-Desktop	Dell	Optiplex 790	BB1HXR1	169	1	n
Computer-Desktop	Dell	Optiplex 390	9DT47Y1	3784	1	x
Computer-Desktop	Dell	Optiplex 390	DCZQ4V1	3252	1	n
Computer-Desktop	Dell	Optiplex 390	DCV45V1	706	1	N
Computer-Desktop	Dell	Optiplex 390	FL8WSR1	3206	1	N
Computer-Desktop	Dell	Optiplex 390	DCW35V1	697	1	N
Computer-Desktop	Dell	Optiplex 390	DC4W4V1	342	1	N
Computer-Desktop	Dell	Optiplex 390	DCL45V1	3879	1	N
Computer-Desktop	Dell	Optiplex 390	DBKZ4V1	688	1	N
Computer-Desktop	Dell	Optiplex 390	DC4Y4V1	331	1	N

Description	Manufacturer	Model	Serial #	Asset Tag #	Quantity	Working Condition
Computer-Desktop	Dell	Optiplex 390	J5MVSW1	4439	1	N
Computer-Desktop	Dell	Optiplex 390	DC3Y4V1	338	1	N
Computer-Desktop	Dell	Optiplex 390	DCTY4V1	2694	1	N
Computer-Desktop	Dell	Optiplex 390	46WJHX1	3645	1	N
Computer-Laptop	Dell	Inspiron E1505	HSJ66B1		1	N
Desktop 2GB	Dell	OptiPlex 390	DBNQ4V1	1294	1	Yes
Desktop No RAM - Bad Power	Dell	OptiPlex 990	1WK7YR1	N/A	1	No
Desktop 2GB	Dell	OptiPlex 390	DBNP4V1	1384	1	Yes
Desktop 2GB	Dell	OptiPlex 390	DBS55V1	1757	1	Yes
Desktop 2GB	Dell	OptiPlex 390	DC3X4V1	3881	1	Yes
Desktop 2GB	Dell	OptiPlex 390	DBP25V1	1417	1	Yes
Computer-Server	Dell	Dell PowerEdge 2950	1Z028J1			Y
Computer-Server	Dell	Dell PowerEdge 2950	2MQGGC1			Y
Computer-Server	Dell	Dell PowerEdge R510	DL5FWL1			Y
Computer-Server	Dell	Dell PowerEdge 2900	GL59RC1			Y
Computer-Server	Dell	Dell Power Edge T610	DK56HQ1			Y
Computer-Server	Dell	Dell Power Edge T610	DK46HQ1			Y
Computer-Server	Honeywell	Honeywell HNMSE32BP03T	700277			Y
Computer-Server	Honeywell	Honeywell HNMXE2	C000000019954253			Y
Computer-Server	Honeywell	Honeywell HNMXE2	C000000020405946			Y
Computer-Server	Honeywell	Honeywell HNMXE2	C000000020405951			Y
Computer-Server	Honeywell	Honeywell HRDPX16D1T0	S086403585			Y
ParaSync 10 (iPad charging dock)	Parat Solutions	PARAi10-02NA	12243	004191	1	Y
ParaSync 10 (iPad charging dock)	Parat Solutions	PARAi10-02NA	12243	004192	1	Y
printer	Xerox	Phaser 6180	DPX354833	2955	1	n
printer	Dell	3130cn	CF3CQM1	4088	1	n
printer	Dell	2335DN	DXL5FG1	3178	1	N
printer	HP	Color CP3525DN	JPCBB10D1		1	n
Projector	Epson	Epson PL95	P9FF111193L	515	1	N
Projector	Epson	Epson PL970	X4Z78500593	755	1	N
Projector	Epson	PL 905	PAAK3500462	3883	1	N

Description	Manufacturer	Model	Serial #	Asset Tag #	Quantity	Working Condition
Projector	Epson	PLS3	GM9G5Y5135F	585	1	N
Projector	SMART	UF75	B012DG18G0316		1	N
AMP	Behringer	Eurocom AX6240Z	S13001308AHM		1	N
AMP	Behringer	Eurocom AX6240Z	S1300129AHM		1	N
Wall Mount Charging Station	PowerGistics	PowerGistics PS2408 Triplite	N/A		7	Y
Wall Mount Kit for Cisco 7900 IP phones		CP-LCKNGWALLMNT2			125	y
IP Phone	Cisco	7961	INM10181SCP		1	Y
IP Phone	Cisco	7961	FCH11029VQ6		1	Y
IP Phone	Cisco	7961	INM101724JC		1	Y
IP Phone	Cisco	7961	INM10181TJN		1	Y
IP Phone	Cisco	7961	INM090423ED		1	Y
IP Phone	Cisco	7961	INM10181ERQ		1	Y
IP Phone	Cisco	7961	INM101815EA		1	Y
IP Phone	Cisco	7961	INM10181EAN		1	Y
IP Phone	Cisco	7961	INM092934AF		1	Y
IP Phone	Cisco	7961	INM09241YRE		1	Y
IP Phone	Cisco	7961	INM10181EB2		1	Y
IP Phone	Cisco	7961	INM09301W5K		1	Y
IP Phone	Cisco	7961	INM08441JEW		1	Y
IP Phone	Cisco	7961	INM09302NHV		1	Y
IP Phone	Cisco	7961	INM093018SC		1	Y
IP Phone	Cisco	7961	INM090511P1		1	Y
IP Phone	Cisco	7961	INM09302NFY		1	Y
IP Phone	Cisco	7961	INM09301VW9		1	Y
IP Phone	Cisco	7961	INM09301W0J		1	Y
IP Phone	Cisco	7961	INM09301WMP		1	Y
IP Phone	Cisco	7961	FCH12389ZAZ		1	Y
IP Phone	Cisco	7961	INM09301ULN		1	Y
IP Phone	Cisco	7961	INM08231GSW		1	Y
IP Phone	Cisco	7961	INM09303A5Q		1	Y
IP Phone	Cisco	7961	FCH1129A1N8		1	Y
IP Phone	Cisco	7961	FCH112285K1		1	Y
IP Phone	Cisco	7961	FCH10228HGX		1	Y
IP Phone	Cisco	7961	INM08441L5P		1	Y
IP Phone	Cisco	7961	INM09302LP2		1	Y



Description	Manufacturer	Model	Serial #	Asset Tag #	Quantity	Working Condition
IP Phone	Cisco	7961	FCH1233AH3K		1	Y
IP Phone	Cisco	7961	FCH1233AJVE		1	Y
IP Phone	Cisco	7961	FCH1234866P		1	Y
IP Phone	Cisco	7961	FCH1302ATPN		1	Y
IP Phone	Cisco	7961	FCH10168H50		1	Y
IP Phone	Cisco	7961	FCH11278N22		1	Y
IP Phone	Cisco	7961	FCH115183WY		1	Y
IP Phone	Cisco	7961	FCH1217D8VV		1	Y
IP Phone	Cisco	7961	FCH13318E8A		1	Y
IP Phone	Cisco	7961	FCH1124A3TG		1	Y
IP Phone	Cisco	7961	FCH132781V6		1	Y
IP Phone	Cisco	7961	FCH103481YM		1	Y
IP Phone	Cisco	7961	INM10171TUD		1	Y
IP Phone	Cisco	7961	FCH1103A2XH		1	Y
IP Phone	Cisco	7961	FCH10429VJ0		1	Y
IP Phone	Cisco	7961	FCH12219YA4		1	Y
IP Phone	Cisco	7961	FCH103480WX		1	Y
IP Phone	Cisco	7961	FCH11459HCY		1	Y
IP Phone	Cisco	7961	FCH12349C09		1	Y
IP Phone	Cisco	7961	FCH12349CPF		1	Y
IP Phone	Cisco	7961	FCH1021883Z		1	Y
IP Phone	Cisco	7961	FCH11288CRQ		1	Y
IP Phone	Cisco	7961	FCH1225A86M		1	Y
IP Phone	Cisco	7961	FCH1214FP7F		1	Y
IP Phone	Cisco	7961	FCH1233AH5A		1	Y
IP Phone	Cisco	7961	FCH10168EBN		1	Y
IP Phone	Cisco	7961	FCH1214FNQX		1	Y
IP Phone	Cisco	7961	FCH12329LWG		1	Y
IP Phone	Cisco	7961	FCH10409NZ4		1	Y
IP Phone	Cisco	7961	FCH102188CW		1	Y
IP Phone	Cisco	7961	FCH1016AFSD		1	Y
IP Phone	Cisco	7961	FCH12318XLZ		1	Y
IP Phone	Cisco	7961	FCH11279FZ9		1	Y
IP Phone	Cisco	7961	FCH1233AHZW		1	Y
IP Phone	Cisco	7961	FCH1128BH8N		1	Y

Description	Manufacturer	Model	Serial #	Asset Tag #	Quantity	Working Condition
IP Phone	Cisco	7961	FCH10428NK5		1	Y
IP Phone	Cisco	7961	FCH1227B868		1	Y
IP Phone	Cisco	7961	FCH12329LWF		1	Y
IP Phone	Cisco	7961	FCH10519JKA		1	Y
IP Phone	Cisco	7961	FCH133694TM		1	Y
IP Phone	Cisco	7961	FCH1232ANDA		1	Y
IP Phone	Cisco	7961	FCH10429RSM		1	Y
IP Phone	Cisco	7961	FCH10409MU2		1	Y
IP Phone	Cisco	7961	FCH12349DEG		1	Y
IP Phone	Cisco	7961	FCH12349C50		1	Y
IP Phone	Cisco	7961	FCH102286F7		1	Y
IP Phone	Cisco	7961	FCH1128ACJZ		1	Y
IP Phone	Cisco	7961	FCH1214FP7G		1	Y
IP Phone	Cisco	7961	FCH12349D78		1	Y
IP Phone	Cisco	7961	FCH12329JT1		1	Y
IP Phone	Cisco	7961	FCH12329K6B		1	Y
IP Phone	Cisco	7961	FCH102085GB		1	Y
IP Phone	Cisco	7961	FCH110584AD		1	Y
IP Phone	Cisco	7961	FCH1140A4E9		1	Y
IP Phone	Cisco	7961	FCH12349CAT		1	Y
IP Phone	Cisco	7961	FCH1140AYMJ		1	Y
IP Phone	Cisco	7961	INM090424M1		1	Y
IP Phone	Cisco	7961	FCH1042A7T3		1	Y
IP Phone	Cisco	7961	INM101815E0		1	Y
IP Phone	Cisco	7961	INM1015167Z		1	Y
IP Phone	Cisco	7961	FCH1227BCR3		1	Y
IP Phone	Cisco	7961	FCH1217D6JX		1	Y
IP Phone	Cisco	7961	FCH12269CQ5		1	Y
IP Phone	Cisco	7961	FCH10198Q52		1	Y
IP Phone	Cisco	7961	FCH104382B3		1	Y
IP Phone	Cisco	7961	INM101815DT		1	Y
IP Phone	Cisco	7961	FCH121682YX		1	Y
IP Phone	Cisco	7961	INM1017257H		1	Y
IP Phone	Cisco	7961	FCH13319C6D		1	Y
IP Phone	Cisco	7961	FCH1227BCP0		1	Y

Description	Manufacturer	Model	Serial #	Asset Tag #	Quantity	Working Condition
IP Phone	Cisco	7961	FCH1128BJE0		1	Y
IP Phone	Cisco	7961	INM10181D65		1	Y
IP Phone	Cisco	7961	INM09301WHU		1	Y
IP Phone	Cisco	7961	FCH11279M4H		1	Y
IP Phone	Cisco	7961	FCH12329NJW		1	Y
IP Phone	Cisco	7961	FCH12329MDU		1	Y
IP Phone	Cisco	7961	FCH111289U3		1	Y
IP Phone	Cisco	7961	FCH1203AGZ8		1	Y
IP Phone	Cisco	7961	FCH10409BGW		1	Y
IP Phone	Cisco	7961	FCH12329LVJ		1	Y
IP Phone	Cisco	7961	FCH13348XG7		1	Y
IP Phone	Cisco	7961	FCH10438E2J		1	Y
IP Phone	Cisco	7961	FCH101284B6		1	Y
IP Phone	Cisco	7961	INM094738XK		1	Y
IP Phone	Cisco	7961	FCH11299WPG		1	Y
IP Phone	Cisco	7961	FCH1232AS0U		1	Y
IP Phone	Cisco	7961	FCH10338DP6		1	Y
IP Phone	Cisco	7961	INM090513DL		1	Y
IP Phone	Cisco	7961	FCH10429V7K		1	Y
IP Phone	Cisco	7961	FCH10409B57		1	Y
IP Phone	Cisco	7961	INM094441S9		1	Y
IP Phone	Cisco	7961	INM10181THC		1	Y
IP Phone	Cisco	7961	FCH10409BH2		1	Y
IP Phone	Cisco	7961	FCH1233AH7J		1	Y
IP Phone	Cisco	7961	FCH10429KSR		1	Y
IP Phone	Cisco	7961	FCH103480WV		1	Y
IP Phone	Cisco	7961	FCH101697MD		1	Y
IP Phone	Cisco	7961	FCH1140A5HP		1	Y
IP Phone	Cisco	7961	FCH1135A1ER		1	Y
IP Phone	Cisco	7961	FCH1034811H		1	Y
IP Phone	Cisco	7961	FCH10228804		1	Y
IP Phone	Cisco	7961	FCH1203AEJL		1	Y
IP Phone	Cisco	7961	FCH12329K2M		1	Y
IP Phone	Cisco	7961	FCH12349BZP		1	Y
IP Phone	Cisco	7961	FCH11428XSQ		1	Y

Description	Manufacturer	Model	Serial #	Asset Tag #	Quantity	Working Condition
IP Phone	Cisco	7961	FCH11238R9B		1	Y
IP Phone	Cisco	7961	FCH114997FM		1	Y
IP Phone	Cisco	7961	FCH11088CLE		1	Y
IP Phone	Cisco	7961	FCH132590UE		1	Y
IP Phone	Cisco	7961	FCH101681C6		1	Y
IP Phone	Cisco	7961	FCH1137A63Y		1	Y
IP Phone	Cisco	7961	FCH1220E70R		1	Y
IP Phone	Cisco	7961	INM10181ECD		1	Y
IP Phone	Cisco	7961	FCH1132A9TX		1	Y
IP Phone	Cisco	7961	FCH1106A7P7		1	Y
IP Phone	Cisco	7961	FCH13029KFJ		1	Y
IP Phone	Cisco	7961	FCH1140AZC6		1	Y
IP Phone	Cisco	7961	FCH1149AHNR		1	Y
IP Phone	Cisco	7961	FCH123198TT		1	Y
IP Phone	Cisco	7961	FCH112183KK		1	Y
IP Phone	Cisco	7961	FCH1149AP13		1	Y
IP Phone	Cisco	7961	INM0944323N		1	Y
IP Phone	Cisco	7961	FCH10198N2G		1	Y
IP Phone	Cisco	7961	FCH11498KGQ		1	Y
IP Phone	Cisco	7961	FCH1149ANNG		1	Y
IP Phone	Cisco	7961	FCH1149ANP5		1	Y
IP Phone	Cisco	7961	FCH10118UBR		1	Y
IP Phone	Cisco	7961	FCH10498CAS		1	Y
IP Phone	Cisco	7961	FCH1149AHGM		1	Y
IP Phone	Cisco	7961	FCH124590XL		1	Y
IP Phone	Cisco	7961	FCH1129A1N6		1	Y
IP Phone	Cisco	7961	FCH1121869L		1	Y
IP Phone	Cisco	7961	FCH1149APAQ		1	Y
IP Phone	Cisco	7961	FCH123198FA		1	Y
IP Phone	Cisco	7961	FCH124590T5		1	Y
IP Phone	Cisco	7961	FCH123198FM		1	Y
IP Phone	Cisco	7961	FCH13268HBY		1	Y
IP Phone	Cisco	7961	FCH1325906A		1	Y
IP Phone	Cisco	7961	FCH1241A2PL		1	Y
IP Phone	Cisco	7961	FHK1252A0DQ		1	Y

Description	Manufacturer	Model	Serial #	Asset Tag #	Quantity	Working Condition
IP Phone	Cisco	7961	FCH1103A4VZ		1	Y
IP Phone	Cisco	7961	FCH103784MD		1	Y
IP Phone	Cisco	7961	FCH11498K4M		1	Y
IP Phone	Cisco	7961	INM10171TT4		1	Y
IP Phone	Cisco	7961	FCH11218339		1	Y
IP Phone	Cisco	7961	FCH10178JXZ		1	Y
IP Phone	Cisco	7961	FCH110783JU		1	Y
IP Phone	Cisco	7961	FCH1016AGZT		1	Y
IP Phone	Cisco	7961	INM10181EWU		1	Y
IP Phone	Cisco	7961	FCH11069HM5		1	Y
IP Phone	Cisco	7961	FCH1015ALN8		1	Y
IP Phone	Cisco	7961	FCH11078AHX		1	Y
IP Phone	Cisco	7961	FCH1138A3X5		1	Y
IP Phone	Cisco	7961	FCH11088C39		1	Y
IP Phone	Cisco	7961	FCH10429RAP		1	Y
IP Phone	Cisco	7961	FCH100382TB		1	Y
IP Phone	Cisco	7961	INM09301U9A		1	Y
IP Phone	Cisco	7961	FCH10118P20		1	Y
IP Phone	Cisco	7961	FCH114997F9		1	Y
IP Phone	Cisco	7961	INM10171TSF		1	Y
IP Phone	Cisco	7961	FCH11498J4J		1	Y
IP Phone	Cisco	7961	FCH1225A9QM		1	Y
IP Phone	Cisco	7961	FCH1216EZ3H		1	Y
IP Phone	Cisco	7961	FCH1149AGUC		1	Y
IP Phone	Cisco	7961	FCH1216FP1D		1	Y
IP Phone	Cisco	7961	FCH11279GM0		1	Y
IP Phone	Cisco	7961	FCH112184PL		1	Y
IP Phone	Cisco	7961	FCH1149AP65		1	Y
IP Phone	Cisco	7961	FCH1149APFV		1	Y
IP Phone	Cisco	7961	FCH11498AP1		1	Y
Monitor	Dell	E176FPf	CN0WH3187287275G08NS	N/A	1	Y

Extracurricular Appointments

BOE 3/15/21 :: EXHIBIT HR1 :: 20/21 Spring Coaching Appts

	POSITION LOC	POSITION	ASSIGNMENT	SEASON	20/21 LAST NAME	20/21 FIRST NAME	20/21 Base Stipend	# of Consec Yrs thru 20/21 Season	20/21 Longevity Stipend	20/21 TOTAL Stipend	20/21 Note about Consec Yrs
1	EMS	All Sports	Athletic Coordinator	Spring	Tucker	Elizabeth	\$ 2,071	4	n/a	\$ 2,071	
2	EMS	Outdoor Track - Boys'	Head Coach	NJSIAA's 20/21 Season 4	Curley	Kelsey	\$ 5,394	3	\$ -	\$ 5,394	Spring Head Coach for Girls' OT @ EMS for 18/19; Spring Head Coach for Boys' OT @ EMS as of 19/20.
3	EMS	Outdoor Track - Girls'	Head Coach	NJSIAA's 20/21 Season 4	Brennan	Lauren	\$ 5,394	7	\$ 300	\$ 5,694	Spring Head Coach for Boys' Outdoor Track @ EMS for 13/14 thru 17/18; Spring Head Coach for Girls' OT @ EMS as of 19/20.
* 4	RHS	All Sports	Equipment Co-Manager	Spring	Dolan	James	\$ 2,949	2	n/a	\$ 2,949	
* 5	RHS	All Sports	Equipment Co-Manager	Spring	Misurelli	Frank	\$ 2,949	1	n/a	\$ 2,949	
* 6	RHS	All Sports	Athletic Trainer	Spring	Koch	Joseph	\$ 7,517	24	n/a	\$ 7,517	
* 7	RHS	Baseball	Head Coach	NJSIAA's 20/21 Season 4	Trotter	Gregory	\$ 7,828	22	\$ 1,800	\$ 9,628	
* 8	RHS	Baseball	Assistant Coach	NJSIAA's 20/21 Season 4	Doyle	Robert	\$ 5,463	3	\$ -	\$ 5,463	
* 9	RHS	Baseball	Assistant Coach	NJSIAA's 20/21 Season 4	Roumes	Ryan	\$ 5,463	1	\$ -	\$ 5,463	
* 10	RHS	Baseball	Assistant Coach	NJSIAA's 20/21 Season 4	Scheneck	Matthew	\$ 5,463	20	\$ 800	\$ 6,263	
* 11	RHS	Golf	Head Coach	NJSIAA's 20/21 Season 4	Monaco	David	\$ 7,568	4	\$ -	\$ 7,568	
* 12	RHS	Golf	Assistant Coach	NJSIAA's 20/21 Season 4	Kelley	Ryan	\$ 5,178	2	\$ -	\$ 5,178	Spring Boys' Lax Asst Coach @ RHS for 19/20; Spring Golf Asst Coach @ RHS as of 19/21.
* 13	RHS	Lacrosse - Boys'	Head Coach	NJSIAA's 20/21 Season 4	Blough	Christopher	\$ 7,828	8	\$ 400	\$ 8,228	
* 14	RHS	Lacrosse - Boys'	Assistant Coach	NJSIAA's 20/21 Season 4	Masullo	Kristen	\$ 5,463	1	\$ -	\$ 5,463	
* 15	RHS	Lacrosse - Boys'	Assistant Coach	NJSIAA's 20/21 Season 4	Williams	Ryan	\$ 5,463	1	\$ -	\$ 5,463	
* 16	RHS	Lacrosse - Girls'	Head Coach	NJSIAA's 20/21 Season 4	Bewalder	Kevin	\$ 7,828	16	\$ 1,200	\$ 9,028	
* 17	RHS	Lacrosse - Girls'	Assistant Coach	NJSIAA's 20/21 Season 4	Shulkowski	Deborah	\$ 5,463	2	\$ -	\$ 5,463	
* 18	RHS	Lacrosse - Girls'	Assistant Coach	NJSIAA's 20/21 Season 4	Urban	Alexandra	\$ 5,463	5	\$ 50	\$ 5,513	
* 19	RHS	Outdoor Track	Head Coach	NJSIAA's 20/21 Season 4	Bischoff	Derek	\$ 8,918	10	\$ 350	\$ 9,268	Spring Boys' Outdoor Track Asst Coach @ RHS 11/12 thru 15/16; Spring Boys' Outdoor Track Head Coach @ RHS as of 16/17.
* 20	RHS	Outdoor Track - Boys'	Assistant Coach	NJSIAA's 20/21 Season 4	Devine	Conor	\$ 5,178	4	\$ -	\$ 5,178	
* 21	RHS	Outdoor Track - Boys'	Assistant Coach	NJSIAA's 20/21 Season 4	Norgard	Kaitlyn	\$ 5,178	1	\$ -	\$ 5,178	
* 22	RHS	Outdoor Track - Girls'	Assistant Coach	NJSIAA's 20/21 Season 4	Gervasio	Thomas	\$ 5,178	4	\$ -	\$ 5,178	
* 23	RHS	Outdoor Track - Girls'	Assistant Coach	NJSIAA's 20/21 Season 4	Polson	Katelyn	\$ 5,178	3	\$ -	\$ 5,178	
* 24	RHS	Outdoor Track - Girls'	Assistant Coach	NJSIAA's 20/21 Season 4	Stellingwerf	Kaitlin	\$ 5,178	2	\$ -	\$ 5,178	
* 25	RHS	Softball	Head Coach	NJSIAA's 20/21 Season 4	Critelli	Paul	\$ 7,828	3	\$ -	\$ 7,828	
* 26	RHS	Softball	Assistant Coach	NJSIAA's 20/21 Season 4	Arentowicz	Scott	\$ 5,463	1	\$ -	\$ 5,463	
* 27	RHS	Softball	Assistant Coach	NJSIAA's 20/21 Season 4	Gutkind	Melissa	\$ 5,463	7	\$ 150	\$ 5,613	
* 28	RHS	Tennis - Boys'	Head Coach	NJSIAA's 20/21 Season 4	Flynn	Peter	\$ 7,568	6	\$ 200	\$ 7,768	
* 29	RHS	Weight Room	Coach	Spring	Lorusso	Cosmo	\$ 5,897	19	n/a	\$ 5,897	
* 30	RHS & EMS	All Sports	Assistant Athletic Trainer	Spring	Forlenza	Corey	\$ 5,151	3	n/a	\$ 5,151	

Grouped by POSITION LOC, then organized by POSITION & ASSIGNMENT

**A. FULL-TIME PARAPROFESSIONALS (WORK HOURS SUBJECT TO CHANGE; 30 OR MORE HOURS WEEKLY)**

									Start		
Last Name	First Name	Loc.	Job Title	Status	Step	Rate	Hrs/Wk	Date	End Date	Discussion	
* 1	FICHTER	HEATHER	RHS	Special Education Paraprofessional	Full-time	13	\$22.53	31.25	3/8/21	6/30/21	Daily work hour adjustment upon return from virtual Mondays
* 2	HENRICKSEN	LISA	RHS	Special Education Paraprofessional	Full-time	13	\$22.53	31.25	3/8/21	6/30/21	Daily work hour adjustment upon return from virtual Mondays
* 3	KOVAL	MARGARET	RHS	Special Education Paraprofessional	Full-time	13	\$22.53	31.25	3/8/21	6/30/21	Daily work hour adjustment upon return from virtual Mondays
* 4	MATERA	LISA	RHS	Special Education Paraprofessional	Full-time	7	\$18.81	31.25	3/8/21	6/30/21	Daily work hour adjustment upon return from virtual Mondays
* 5	PEREZ	ROBYN	RHS	Special Education Paraprofessional	Full-time	10	\$20.61	31.25	3/8/21	6/30/21	Daily work hour adjustment upon return from virtual Mondays
* 6	RYALL	MARY	RHS	Special Education Paraprofessional	Full-time	13	\$22.53	31.25	3/8/21	6/30/21	Daily work hour adjustment upon return from virtual Mondays
* 7	SOTELO	VIRGINIA	RHS	Special Education Paraprofessional	Full-time	8	\$19.41	31.25	3/8/21	6/30/21	Daily work hour adjustment upon return from virtual Mondays
* 8	TURRISI	PATRICIA	RHS	Special Education Paraprofessional	Full-time	9	\$20.01	31.25	3/8/21	6/30/21	Daily work hour adjustment upon return from virtual Mondays
* 9	WASEK	JENNIFER	RHS	Special Education Paraprofessional	Full-time	12	\$21.86	31.25	3/8/21	6/30/21	Daily work hour adjustment upon return from virtual Mondays
* 10	WEHMEYER	MARY ELLEN	RHS	Special Education Paraprofessional	Full-time	12	\$21.86	31.25	3/8/21	6/30/21	Daily work hour adjustment upon return from virtual Mondays
* 11	WILLIAMS	MICHAEL	RHS	Special Education Paraprofessional	Full-time	7	\$18.81	31.25	3/8/21	6/30/21	Daily work hour adjustment upon return from virtual Mondays

**B. PART-TIME PARAPROFESSIONALS (WORK HOURS SUBJECT TO CHANGE; NOT TO EXCEED 29.5 HOURS WEEKLY)**

									Start		
Last Name	First Name	Job Title	Status	Step	Rate	Hrs/Wk	Date	End Date	Discussion		
* 1	ASK	MELISSA	RHS	Special Education Paraprofessional	Part-time	6	\$18.21	29.5	3/8/21	6/30/21	Daily work hour adjustment upon return from virtual Mondays
2	BEEDE	AGNES	JES/KES	Special Education Paraprofessional	Part-time	7	\$18.81	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
3	BILOTTA	STACEY	JES	Special Education Paraprofessional	Part-time	7	\$18.81	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
4	BISCHOFF	TAMMY	EMS	Special Education Paraprofessional	Part-time	13	\$22.53	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
5	CHAPMAN	DAVID	NES	Special Education Paraprofessional	Part-time	6	\$18.21	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
6	CHAPMAN	WEUSI	FES	Special Education Paraprofessional	Part-time	8	\$19.41	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
7	CHURCH	STACEY	FES	Special Education Paraprofessional	Part-time	11	\$21.21	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
8	CINTRON	KELLY	EMS	Special Education Paraprofessional	Part-time	6	\$18.21	28.75	3/21/21	6/30/21	Increased hours per week upon return from virtual Mondays
* 9	CLEVENGER	TRACY	RHS	Special Education Paraprofessional	Part-time	9	\$20.01	18.5	3/8/21	6/30/21	Daily work hour adjustment upon return from virtual Mondays
10	COLDITZ	DAWN MARIE	NES	Special Education Paraprofessional	Part-time	9	\$20.01	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
11	CUFF	DONNA	NES	Special Education Paraprofessional	Part-time	13	\$22.53	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
12	DAGOSTINO	GINA	JES	Special Education Paraprofessional	Part-time	8	\$19.41	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
13	D'AGOSTINO	LAURA	JES	Special Education Paraprofessional	Part-time	12	\$21.86	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
14	DAWSON	JODI	NES	Special Education Paraprofessional	Part-time	10	\$20.61	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
* 15	DELGADO	CRISTIAN	RHS	Special Education Paraprofessional	Part-time	5	\$17.64	29.5	3/8/21	6/30/21	Daily work hour adjustment upon return from virtual Mondays
16	DORAN	ROBERTA	JES	Special Education Paraprofessional	Part-time	13	\$22.53	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
17	FREUND	BRYNN	NES	Special Education Paraprofessional	Part-time	3	\$17.32	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
18	FRIEDELLA	TRACY	KES	Special Education Paraprofessional	Part-time	13	\$22.53	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
19	GEDE	STEPHANIE	JES	Special Education Paraprofessional	Part-time	9	\$20.01	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
* 20	GIBNEY	LISA	RHS	Special Education Paraprofessional	Part-time	13	\$22.53	29.5	3/8/21	6/30/21	Daily work hour adjustment upon return from virtual Mondays
21	GNANASAKTHY	SELVAMAGAL	KES	Special Education Paraprofessional	Part-time	10	\$20.61	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
22	GONZALEZ	ADALGISA	JES	Special Education Paraprofessional	Part-time	11	\$21.21	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
23	HAWCO	BARBARA	EMS	Special Education Paraprofessional	Part-time	13	\$22.53	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
24	HEGARTY	KENNETH	NES	Special Education Paraprofessional	Part-time	6	\$18.21	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
* 25	HEMMER	CYNTHIA	RHS	Special Education Paraprofessional	Part-time	12	\$21.86	29.5	3/8/21	6/30/21	Daily work hour adjustment upon return from virtual Mondays
26	HUSEIN	AMANI	FES	Special Education Paraprofessional	Part-time	11	\$21.21	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
27	JOHNSTON	MICHELE	FES	Special Education Paraprofessional	Part-time	9	\$20.01	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
28	KACMARCIK	ASHLEY	LRS	Special Education Paraprofessional	Part-time	8	\$19.41	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
29	LA MANNA	SUSAN	EMS	Special Education Paraprofessional	Part-time	10	\$20.61	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
* 30	LAZZARA	ERINN	RHS	Special Education Paraprofessional	Part-time	7	\$18.81	29.5	3/8/21	6/30/21	Daily work hour adjustment upon return from virtual Mondays
31	LOVI	MARJORIE	EMS	Special Education Paraprofessional	Part-time	9	\$20.01	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
32	LUPPNOW	ROSEMARY	LRS	Special Education Paraprofessional	Part-time	12	\$21.86	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
* 33	MARANTZ	ANNE	RHS	Special Education Paraprofessional	Part-time	10	\$20.61	18.5	3/8/21	6/30/21	Decreased hours per week upon return from virtual Mondays
34	MELE	ANNMARIE	LRS	Special Education Paraprofessional	Part-time	8	\$19.41	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
35	MICHAELS	RYAN	LRS	Special Education Paraprofessional	Part-time	4	\$17.32	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
36	MOSCHELLA	CHRISTINE	LRS	Special Education Paraprofessional	Part-time	9	\$20.01	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
37	MURPHY	REGINA	FES	Special Education Paraprofessional	Part-time	6	\$18.21	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
38	MURRAY	MEGAN	JES	Special Education Paraprofessional	Part-time	8	\$19.41	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
39	PAOLICELLI	MARGARETE	NES	Special Education Paraprofessional	Part-time	8	\$19.41	25	3/8/21	6/30/21	Decreased hours per week upon return from virtual Mondays
40	PARENTI	RENEE	FES	Special Education Paraprofessional	Part-time	8	\$19.41	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
41	PENNIMPEDE	ROSA	LRS	Special Education Paraprofessional	Part-time	11	\$21.21	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
42	PISANI	KERRIE	LRS	Special Education Paraprofessional	Part-time	8	\$19.41	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
43	RATIGAN	LAURA	FES	Special Education Paraprofessional	Part-time	7	\$18.81	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
44	REYAD	SALMA	KES	Special Education Paraprofessional	Part-time	5	\$17.64	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
45	ROE	TAMMIE	JES	Special Education Paraprofessional	Part-time	13	\$22.53	18	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
46	ROSE	ANDREW	JES	Special Education Paraprofessional	Part-time	7	\$18.81	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
47	RUIZ	IDALIS	LRS	Special Education Paraprofessional	Part-time	5	\$17.64	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
48	SIMMERANO	SUSANNE	JES	Special Education Paraprofessional	Part-time	9	\$20.01	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
49	SIMON	MELODY	JES	Special Education Paraprofessional	Part-time	4	\$17.32	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
50	SINGH	MRIGAYA	LRS	Special Education Paraprofessional	Part-time	9	\$20.01	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
51	SKAWSKA	MARTA	NES	Special Education Paraprofessional	Part-time	9	\$20.01	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
52	SORBINO	JASMINE	NES	Special Education Paraprofessional	Part-time	9	\$20.01	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
53	SPARANO	BRIANNA	FES	Special Education Paraprofessional	Part-time	5	\$17.64	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
54	SPERLING	BRITTANY	FES	Special Education Paraprofessional	Part-time	7	\$18.81	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
* 55	THERIAULT	JUSTIN	RHS	Special Education Paraprofessional	Part-time	8	\$19.41	29.5	3/8/21	6/30/21	Daily work hour adjustment upon return from virtual Mondays
* 56	THOMAS	CHERYL	RHS	Special Education Paraprofessional	Part-time	10	\$20.61	25	3/8/21	6/30/21	Daily work hour adjustment upon return from virtual Mondays
57	TORRES	LORI	EMS	Special Education Paraprofessional	Part-time	11	\$21.21	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
58	VALENZUELA	TIFFANY	JES	Special Education Paraprofessional	Part-time	7	\$18.81	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
59	WALDRON	STACEY	NES	Special Education Paraprofessional	Part-time	6	\$18.21	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays
60	ZELMAN	LAURIE	EMS	Special Education Paraprofessional	Part-time	8	\$19.41	28.75	3/8/21	6/30/21	Increased hours per week upon return from virtual Mondays

## SALARY ADJUSTMENTS - BUS DRIVERS

ROXBURY TWP BOE 3/15/2021

EXHIBIT HR3

Last Name	First Name	Job Title	19-20 Step	19-20 Hourly Rate ^ #	20-21 Hourly Rate #	Start Date	End Date
1 AMUKER	PEGGY	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
2 ARLUNA-SELVA	NICOLE	Bus Driver	1	22.85	24.29	9/1/2020	6/30/2021
3 BALLO	NATHANIEL	Bus Driver	1	22.85	24.29	9/1/2020	6/30/2021
4 BARTEK	HELEN	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
5 BEDEL	DIANE	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
6 BENEDEUCE	PHILIP	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
7 BLAIR	VICKI	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
8 CALVEY	MICHELE	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
9 COLE	MELANIE	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
10 COLLINS	MICHELLE	Bus Driver	4	26.85	28.29	12/1/2020	6/30/2021
11 COPPINGER	FRANCIS	Bus Driver	1	22.85	24.29	9/1/2020	6/30/2021
12 DAMONTE	JOANNE	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
13 DANZA	VINCENT	Bus Driver	3	24.85	26.29	9/1/2020	6/30/2021
14 DEXTER	CYNTHIA	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
15 DIAZ	GEORGE	Bus Driver	5	28.85	30.29	9/1/2020	6/30/2021
16 DOOLING	LINDA	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
17 ELLIOTT	JAYNE	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
18 EMMONS	ALLEN	Bus Driver	1	22.85	24.29	9/1/2020	6/30/2021
19 EWTON	DIANNA	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
20 FAIRCHILD	ALLAN	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
21 FARAJ	DANIEL	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
22 FERREIRA	VANDA	Bus Driver	4	26.85	28.29	9/1/2020	6/30/2021
23 FRY	TONIE	Bus Driver	6	30.85	32.85	9/1/2020	6/30/2021
24 GASIOROWSKI	CYNTHIA	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
25 HERNON	MICHAEL	Bus Driver	3	24.85	26.29	9/1/2020	6/30/2021
26 HOWELL	COLEEN	Bus Driver	6	30.85	32.85	9/1/2020	6/30/2021
27 KETCH	MICHELLE	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
28 LAGRASSA	RICHARD	Bus Driver	6	30.85	32.85	9/1/2020	6/30/2021
29 LUGO	ISRAEL	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
30 MEOLA	JULIE	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
31 MILDE	MARYBETH	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
32 OAKES	GWENDOLYN	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
33 PERFETTI	ANTHONY	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
34 PICKEL	BETTINA	Bus Driver	1	22.85	24.29	9/1/2020	6/30/2021
35 RAMIREZ	MARISOL	Bus Driver	1	22.85	24.29	9/1/2020	6/30/2021
36 REINHART	ANGELA	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
37 RIVERA	MARIBEL	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
38 RIVERA	MARY A.	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
39 RIVERA	MARY P	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
40 RODRIGUEZ	CARLOS	Bus Driver	1	22.85	24.29	1/4/2021	6/30/2021
41 RUANO	ERIC	Bus Driver	1	22.85	24.29	9/1/2020	6/30/2021
42 RUDALF	SANDRA	Bus Driver	5	28.85	30.29	9/1/2020	6/30/2021
43 RUSSO	ELVIA	Bus Driver	5	28.85	30.29	9/1/2020	6/30/2021
44 SCHUBERTH	MICHAEL	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
45 SINK	CURTIS	Bus Driver	1	22.85	24.29	9/1/2020	6/30/2021
46 SNYDER	BETSY	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
47 SPRAGUE	JAMIE	Bus Driver	6	30.85	32.85	9/1/2020	6/30/2021
48 SZYPIOTKO	THOMAS	Bus Driver	3	24.85	26.29	9/1/2020	6/30/2021
49 TOLA	GARRY	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
50 TURNER-WILLIS	LISA	Bus Driver	3	24.85	26.29	9/1/2020	6/30/2021
51 VARGA	ILONA	Bus Driver	3	24.85	26.29	9/1/2020	6/30/2021
52 VARVAR	GLORIANA	Bus Driver	6	30.85	32.85	9/1/2020	6/30/2021
53 VENTRE	SHERRY	Bus Driver	6	30.85	32.85	9/1/2020	6/30/2021
54 VOLKER-LOGUIDICE	AMANDA	Bus Driver	2	23.85	25.29	9/1/2020	6/30/2021
55 VONDER HAAR	WILLIAM	Bus Driver	4	26.85	28.29	9/1/2020	6/30/2021
56 WHITTAKER	MARGUERITE	Bus Driver	6	30.85	32.85	9/1/2020	6/30/2021
57 ZABITA	CYNTHIA	Bus Driver	7	34.35	35.17	9/1/2020	6/30/2021
58 JAMES	HOPE	Bus Driver			35.17	9/1/2020	1/31/2021

^ Hourly rate based on 2019-2020 Teamsters salary guide pending completion of negotiations

# Annual salary based on a daily work package of at least 5 hours, subject to change under the terms of the bargaining agreement



**A. TRANSPORTATION BUS AIDES**

	<b>Last Name</b>	<b>First Name</b>	<b>Job Title</b>	<b>Location</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hrs/Wk</b>	<b>Hourly Rate</b>	<b>Discussion</b>
*	1 ACUNA	PAOLA	Transportation Aide	TRANSP	3/8/2021	6/30/2021	25	\$16.70	Daily work hour adjustment upon return from virtual Mondays
*	2 BASTOS	MARILDA	Transportation Aide	TRANSP	3/8/2021	6/30/2021	26.25	\$16.90	Daily work hour adjustment upon return from virtual Mondays
*	3 CATANZARITI	PATRICIA	Transportation Aide	TRANSP	3/8/2021	6/30/2021	25	\$16.90	Daily work hour adjustment upon return from virtual Mondays
*	4 HANNON	MARY	Transportation Aide	TRANSP	3/8/2021	6/30/2021	25	\$16.70	Daily work hour adjustment upon return from virtual Mondays
*	5 LAVIN	EVELYN	Transportation Aide	TRANSP	3/8/2021	6/30/2021	25	\$16.50	Daily work hour adjustment upon return from virtual Mondays
*	6 LEBOEUF	STEPHANIE	Transportation Aide	TRANSP	3/8/2021	6/30/2021	25	\$16.90	Daily work hour adjustment upon return from virtual Mondays
*	7 PERRELLI	JAIME	Transportation Aide	TRANSP	3/8/2021	6/30/2021	25	\$16.90	Daily work hour adjustment upon return from virtual Mondays
*	8 QORRI	SHKENDIJE	Transportation Aide	TRANSP	3/8/2021	6/30/2021	25	\$16.50	Daily work hour adjustment upon return from virtual Mondays
*	9 RUANO	FRANCISNED	Transportation Aide	TRANSP	3/8/2021	6/30/2021	25	\$16.50	Daily work hour adjustment upon return from virtual Mondays

# POLICY

EXHIBIT #P1 – FIRST READING

ADMINISTRATION  
1643/page 1 of 40  
Family Leave  
M

## 1643 FAMILY LEAVE

The Board of Education will provide family leave to staff members in accordance with the New Jersey Family Leave Act (NJFLA) and the Federal Family and Medical Leave Act (FMLA). These laws have similar and different provisions that provide different rights and obligations for a staff member and the Board.

If a staff member is eligible for leave for reasons recognized under both the FMLA and NJFLA, then the time taken shall run concurrently and be applied to both laws. The NJFLA provides twelve weeks leave in a twenty-four month period and the FMLA provides twelve weeks leave in a twelve month period

### A. New Jersey Family Leave Act

#### 1. Definitions Relative to New Jersey Family Leave Act

“Base Hours” means the hours of work for which a staff member receives compensation. Base hours shall include overtime hours for which a staff member is paid additional or overtime compensation, and hours for which a staff member receives workers’ compensation benefits. Base hours shall also include hours a staff member would have worked except for having been in military service. Base hours do not include hours for when a staff member receives other types of compensation, such as administrative, personal leave, vacation, or sick leave.

“Child” means a biological, adopted, foster child, or resource family child, stepchild, legal ward, or child of a parent, including a child who becomes the child of a parent pursuant to a valid written agreement between the parent and a gestational carrier.

“Eligible employee” means any individual employed by the same employer for twelve months or more, who has worked 1,000 or more base hours during the preceding twelve month period.



“Employer” includes the State, any political subdivision thereof, and all public offices, agencies, boards, or bodies.

“Family member” means a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, or one partner in a civil union couple, or any other individual related by blood to a staff member, and any other individual that a staff member shows to have a close association with a staff member which is the equivalent of a family relationship.

“Health care provider” means a duly licensed health care provider or other health care provider deemed appropriate by the Director of the Division on Civil Rights in the New Jersey Department of Law and Public Safety.

“Parent” means a person who is the biological parent, adoptive parent, foster parent, resource family parent, step-parent, parent-in-law, or legal guardian, having a “parent-child relationship” with a child as defined by law, or having sole or joint legal or physical custody, care, guardianship, or visitation with a child, or who became the parent of the child pursuant to a valid written agreement between the parent and a gestational carrier.

“Serious health condition” means an illness, injury, impairment, or physical or mental condition which requires:

- a. Inpatient care in a hospital, hospice, or residential medical care facility; or
- b. Continuing medical treatment or continuing supervision by a health care provider.

As used in the definition of a serious health condition, “continuing medical treatment or continuing supervision by a health care provider” means:

- a. A period of incapacity (that is, inability to work, attend school, or perform regular daily activities due to a serious



health condition, treatment therefore, and recovery therefrom) of more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:

- (1) Treatment two or more times by a health care provider; or
  - (2) Treatment by a health care provider on one occasion which results in a regimen of continuing treatment under the supervision of a health care provider;
- b. Any period of incapacity due to pregnancy, or for prenatal care;
  - c. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
  - d. A period of incapacity, which is permanent or long-term, due to a condition for which treatment may not be effective (such as Alzheimer's disease, a severe stroke, or the terminal stages of a disease) where the individual is under continuing supervision of, but need not be receiving active treatment by, a health care provider; or
  - e. Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

“Spouse” means a person to whom a staff member is lawfully married as defined by New Jersey law.



“State of emergency” means a natural or man-made disaster or emergency for which a state of emergency has been declared by the President of the United States or the Governor, or for which a state of emergency has been declared by a municipal emergency management coordinator.

2. Reasons for NJFLA Leave

a. A staff member may take NJFLA leave to provide care made necessary by reason of:

- (1) The birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and the gestational carrier;
- (2) The placement of a child into foster care with the staff member or in connection with adoption of such child by a staff member;
- (3) The serious health condition of a family member of the staff member; or
- (4) A state of emergency declared by the Governor of New Jersey, or when indicated to be needed by the Commissioner of Health – New Jersey Department of Health or other public health authority, an epidemic or communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease which:
  - (a) Requires in-home care or treatment of a child due to the closure of the school or place of care of the child of a staff member, by order of a public official due to the epidemic or other public health emergency;



ADMINISTRATION  
1643/page 5 of 40  
Family Leave

- (b) Prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by a staff member would jeopardize the health of others; or
- (c) Results in the recommendation of a health care provider or public health authority, that a family member in need of care by a staff member voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by a staff member, would jeopardize the health of others.

### 3. Staff Member Eligibility

- a. NJFLA leave may be taken for up to twelve weeks within any twenty-four month period. The NJFLA leave shall be unpaid with benefits subject to contributions required to be made by the staff member.
- b. A staff member is eligible for NJFLA leave if a staff member is employed by the same Board for twelve months or more, and has worked 1,000 or more base hours during the preceding twelve month period.



- c. The method to determine the twenty-four month period in which the twelve weeks of NJFLA leave entitlement occurs shall be a “rolling” twenty-four month period measured backward from the date a staff member uses any leave under NJFLA.
  - d. This Policy shall serve as notice to all staff members of the method chosen in A.3.c. above. This method shall be applied consistently and uniformly to all staff members.
    - (1) If the Board transitions to another method, the Board is required to give at least sixty days’ notice to all staff members and the transition must take place in such a way that staff members retain their full benefit of twelve weeks of NJFLA leave under whichever method affords the greatest benefit to a staff member.
  - e. The Board shall grant NJFLA leave to more than one staff member from the same family (for example, a husband and a wife, or a brother and a sister) at the same time, provided such staff members are otherwise eligible for NJFLA leave.
  - f. The fact that a holiday may occur within the week taken by a staff member as NJFLA leave has no effect and the week is counted as a week of NJFLA leave.
    - (1) However, if a staff member is out on NJFLA leave and the staff member is not regularly scheduled to work for one or more weeks, the weeks the staff member is not regularly scheduled to work do not count against their NJFLA leave entitlement.
4. Types of NJFLA Leave
- a. Staff members are required to provide notice in writing for any NJFLA leave requested. In emergent circumstances, a staff member may provide the Board with oral notice when written notice is impracticable.



ADMINISTRATION  
1643/page 7 of 40  
Family Leave

- (1) Staff members must provide the Board written notice after submitting oral notice in emergent circumstances.
- b. Consecutive NJFLA leave is NJFLA leave that is taken without interruption based upon a staff member's regular work schedule and does not include breaks in employment in which a staff member is not regularly scheduled to work.
- (1) A staff member must provide the Board with notice of consecutive NJFLA leave no later than thirty days prior to the commencement of consecutive NJFLA leave, except where emergent circumstances warrant shorter notice.
  - (2) A staff member shall provide the Board with certification pursuant to A.5. below.
- c. Intermittent NJFLA leave is NJFLA leave due to a single qualifying reason, taken in separate periods of time, broken up by periods in which the staff member returns to work.
- (1) A staff member is entitled to take NJFLA leave intermittently for the birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and a gestational carrier or the placement of a child into foster care with the staff member or in connection with adoption of such child by the staff member.
    - (a) The staff member shall provide the Board with prior notice of not less than fifteen calendar days before the first day on which NJFLI benefits are paid for the intermittent NJFLA leave, unless an emergency or other unforeseen circumstance precludes prior notice.
    - (b) The staff member shall make a reasonable effort to schedule the intermittent NJFLA leave so as not to unduly disrupt the





ADMINISTRATION

1643/page 8 of 40

Family Leave

operations of the Board and, if possible, provide the Board, prior to the commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken.

- (c) A staff member shall provide the Board with certification for intermittent NJFLA leave pursuant to A.5.b. below.
- (2) The staff member is entitled to take intermittent NJFLA leave for the serious health condition of a family member of the staff member when medically necessary if:
- (a) The total time which the intermittent NJFLA leave is taken does not exceed twelve months if taken in connection with a single serious health condition. If the intermittent NJFLA leave is taken in connection with more than one serious health condition, the intermittent NJFLA leave must be taken within a consecutive twenty-four month period or until such time the twelve week NJFLA leave is exhausted, whichever is shorter;
  - (b) The staff member provides the Board with prior notice of not less than fifteen calendar days before the first day on which benefits are paid for the intermittent NJFLA leave.
    - (i) The staff member may provide notice less than fifteen days prior to the intermittent NJFLA leave if an emergency or other unforeseen circumstance precludes prior notice;
  - (c) The staff member makes a reasonable effort to schedule the intermittent NJFLA leave so



ADMINISTRATION  
1643/page 9 of 40  
Family Leave

as not to unduly disrupt the operations of the school district and, if possible, provide the school district, prior to the commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken; and

- (d) The staff member provides the Board with a copy of the certification outlined in A.5.c. below.
- (3) In the case of NJFLA leave taken due to an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of the communicable disease, the NJFLA leave may only be taken intermittently if:
- (a) The staff member provides the Board with prior notice of the intermittent NJFLA leave as soon as practicable;
  - (b) The staff member makes a reasonable effort to schedule the NJFLA leave so as not to unduly disrupt the operations of the school district and, if possible, provide the school district prior to the commencement of the intermittent NJFLA leave, with a regular schedule of the day or days of the week on which the intermittent NJFLA leave will be taken; and
  - (c) A staff member provides the Board with a copy of the certification outlined in A.5.d. below.
- (4) Intermittent leave taken on a reduced leave schedule is NJFLA leave due to a single qualifying reason,



ADMINISTRATION  
1643/page 10 of 40  
Family Leave

that is scheduled for fewer than a staff member's usual number of hours worked per workweek, but not for fewer than a staff member's usual number of hours worked per workday and may only be taken to care for the serious health condition of a family member of a staff member when medically necessary, except that:

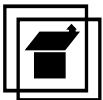
- (a) A staff member shall not be entitled to intermittent NJFLA leave on a reduced leave schedule for a period exceeding twelve consecutive months for any one period of NJFLA leave;
  - (b) The staff member must provide the Board with prior notice of the intermittent NJFLA leave on a reduced leave schedule as soon as practicable;
  - (c) A staff member shall make a reasonable effort to schedule intermittent NJFLA leave on a reduced leave schedule so as not to disrupt unduly the operations of the school district. A staff member shall provide the school district with prior notice of the care, medical treatment, or continuing supervision by a health care provider necessary due to a serious health condition of a family member, in a manner which is reasonable and practicable; and
  - (d) A staff member must provide the Board with a copy of the certification outlined in A.5.c. below.
- d. NJFLA leave taken because of the birth or placement for adoption of a child of the staff member may commence at any time within a year after the date of the foster care placement, birth, or placement for adoption.



- e. A staff member shall not, during any period of NJFLA leave, perform services on a full-time basis for any person for whom a staff member did not provide those services immediately prior to commencement of the NJFLA leave.
  - (1) A staff member on NJFLA leave may not engage in other full-time employment during the term of the NJFLA leave, unless such employment commenced prior to the NJFLA leave and is not otherwise prohibited by law.
  - (2) During the term of NJFLA leave a staff member may commence part-time employment which shall not exceed half the regularly scheduled hours worked for the Board from whom a staff member requested NJFLA leave. A staff member may continue part-time employment which commenced prior to a staff member's NJFLA leave, at the same number of hours that a staff member was regularly scheduled prior to such NJFLA leave.
  - (3) The Board may not maintain a policy or practice which prohibits part-time employment during the course of a NJFLA leave.

## 5. Certification

- a. The Board shall require a staff member who requests NJFLA leave to sign a form of certification established by the Board attesting that such staff member is taking NJFLA leave in accordance with the law.
  - (1) The Board may not require a staff member to sign or otherwise submit a form of certification attesting to additional facts, including a staff member's eligibility for NJFLA leave.
  - (2) The Board may subject a staff member to reasonable disciplinary measures, depending on the circumstances, when a staff member intentionally



ADMINISTRATION  
1643/page 12 of 40  
Family Leave

misrepresents the reason that such staff member is taking NJFLA leave.

- (3) The form of certification established by the Board shall contain a statement warning a staff member of the consequences of refusing to sign the certification or falsely certifying. Any staff member who refuses to sign the certification established by the Board may be denied the requested NJFLA leave.
  - (4) The Board requires that any period of NJFLA leave be supported by certification issued by a health care provider.
- b. Where the certification, issued by the health care provider, is for the birth of a child of a staff member, including a child born pursuant to a valid written agreement between the staff member and a gestational carrier or the placement of a child into foster care with the staff member or in connection with adoption of such child by the staff member, the certification need only state the date of birth or date of placement, whichever is appropriate.
- c. Any period of NJFLA leave for the serious health condition of a family member of a staff member shall be supported by certification provided by a health care provider. The certification shall be sufficient if it states:
- (1) The date, if known, on which the serious health condition commenced;
  - (2) The probable duration of the condition;
  - (3) The medical facts within the knowledge of the provider of the certification regarding the condition;
  - (4) The serious health condition warrants the participation of the staff member in providing health care to the family member, as provided in the



ADMINISTRATION  
1643/page 13 of 40  
Family Leave

“Family Leave Act,” P.L. 1989, c.261 (C.34:11B-1 et seq.) and regulations adopted pursuant to the NJFLA;

- (5) An estimate of the amount of time the staff member is needed for participation in the care of the family member;
  - (6) If the NJFLA leave is intermittent, a statement of the medical necessity for the intermittent NJFLA leave and the expected duration of the intermittent NJFLA leave; and
  - (7) If NJFLA leave is intermittent and for planned medical treatment, the dates of the treatment.
- d. In any case in which the Board has reason to doubt the validity of the certification provided pursuant to A.5.c. above, the Board may require, at its own expense, that a staff member obtain an opinion regarding the serious health condition from a second health care provider designated or approved, but not employed on a regular basis, by the Board. If the second opinion differs from the certification provided pursuant to A.5.c. above, the Board may require, at its own expense, that a staff member obtain the opinion of a third health care provider designated or approved jointly by the Board and a staff member concerning the serious health condition. The opinion of the third health care provider shall be considered to be final and shall be binding on the Board and a staff member.
- e. Where the certification is for an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent the spread of the communicable disease, the certification shall be sufficient if it includes:
- (1) For NJFLA leave taken to provide in-home care or treatment of a child due to the closure of the school or place of care of the child of a staff member, by



ADMINISTRATION  
1643/page 14 of 40  
Family Leave

order of a public official due to the epidemic or other public health emergency, the date on which the closure of the school or place of care of the child of a staff member commenced and the reason for such closure;

- (2) For NJFLA leave taken due to a public health authority's issuance of a determination requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by a staff member would jeopardize the health of others, the date of issuance of the determination, and the probable duration of the determination; or
  - (3) For NJFLA leave taken because a health care provider or public health authority recommends that a family member in need of care by a staff member voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by a staff member would jeopardize the health of others, the date of the recommendation, the probable duration of the condition, and the medical or other facts within the health care provider or public health authority's knowledge regarding the condition.
- f. The Board shall not use the certification requirements as outlined in A.5. to intimidate, harass, or otherwise discourage a staff member from requesting or taking NJFLA leave or asserting any of a staff member's rights to NJFLA leave.
6. Denial or Exemption of NJFLA Leave
    - a. Denial of NJFLA Leave



ADMINISTRATION  
1643/page 15 of 40  
Family Leave

- (1) The Board may deny NJFLA leave to a staff member if:
    - (a) A staff member is a salaried staff member who is among the highest paid 5% of the Board's staff members or the seven highest paid staff members of the Board, whichever is greater;
    - (b) The denial is necessary to prevent substantial and grievous economic injury to the Board's operations; and
    - (c) The Board notifies a staff member of its intent to deny the NJFLA leave at the time the Board determines that the denial is necessary.
  - (2) The provisions of A.6.a.(1) above shall not apply when, in the event of a state of emergency declared by the Governor of New Jersey or when indicated to be needed by the Commissioner of Health – New Jersey Department of Health or other public health authority, the NJFLA leave is for an epidemic of a communicable disease, a known or suspected exposure to a communicable disease, or efforts to prevent spread of a communicable disease.
  - (3) In any case in which NJFLA leave has already commenced at the time of the notification pursuant to A.6.a.(1)(c) above, a staff member shall return to work within ten working days of the date of notification.
7. Reinstatement from NJFLA Leave
- a. Upon the expiration of a NJFLA leave, a staff member shall be restored to the position such staff member held immediately prior to the commencement of the NJFLA leave. If such position has been filled, the Board shall







ADMINISTRATION  
1643/page 17 of 40  
Family Leave

- (a) Sick leave may only be used concurrently with the NJFLA leave in accordance with the provisions of N.J.S.A. 18A:30-1 and N.J.S.A. 34:11B-3.
  - b. Multiple Leaves of Absence
    - (1) Where a Board maintains leaves of absence which provide benefits, other than health benefits, that differ depending upon the type of leave taken, the Board shall provide those benefits to a staff member on NJFLA leave in the same manner as it provides benefits to staff members who are granted other leaves of absence which most closely resemble NJFLA leave.
- 10. New Jersey Family Leave Insurance Program (NJFLI)
  - a. Board of Education staff members are eligible to apply for benefits under the NJFLI Program administered by the State of New Jersey Department of Labor and Workforce Development.
  - b. All applications for benefits under the NJFLI Program must be filed directly with the State of New Jersey Department of Labor and Workforce Development. The eligibility requirements, wage requirements, benefit duration and amounts, and benefit limitations shall be in accordance with the provisions of the NJFLI Program as administered by the State of New Jersey Department of Labor and Workforce Development. A formal appeal may be submitted to the State of New Jersey Department of Labor and Workforce Development if an employee or the Board disagrees with a determination on a claim.
  - c. The NJFLI Program provides eligible individuals a monetary benefit and not a leave benefit. The school district administrative and related staff will comply with the State of New Jersey Department of Labor and Workforce



ADMINISTRATION  
1643/page 18 of 40  
Family Leave

Development requests for information in accordance with the provisions of N.J.A.C. 12:21-3.9.

- d. A printed notification of staff members' rights relative to the receipt of benefits under the NJFLI Program will be posted in each of the school district worksites and in a place or places accessible to all employees at the worksite.
- e. Each staff member shall receive a copy of this notification in writing at the time of the staff member's hiring, whenever the staff member provides written notice to the Superintendent of their intention to apply for benefits under the NJFLI Program, or at any time upon the first request of the staff member.
  - (1) The written notification may be transmitted to the staff member in electronic form.
  - (2) Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights under the NJFLI Program.

## B. Federal Family and Medical Leave Act

### 1. Definitions Relative to Federal Family and Medical Leave Act

“Covered Employer” means any public or private elementary or secondary school(s) regardless of the number of employees employed.

“Employee” means a staff member eligible for family and medical leave in accordance with the Federal Family and Medical Leave Act (FMLA).

“Hours of Service” means hours actually worked by the employee. It does not mean hours paid. Thus, non-working time – such as vacations, holidays, furloughs, sick leave, or other time-off (paid or otherwise) – does not count for purposes of calculating FMLA eligibility for the employee.

“Parent” means a biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to a



staff member when a staff member has a son or daughter as defined below. This term does not include parents “in law.”

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or continuing treatment by a health care provider. “Serious health condition” may include treatment of substance abuse pursuant to 29 CFR §825.119.

“Son” or “daughter” means a biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age eighteen or age eighteen or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

“Spouse” means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under State law in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex marriage or common law marriage.

“Week” or “Workweek” means the number of days a staff member normally works each calendar week.

## 2. Qualifying Reasons for FMLA Leave

- a. A staff member may take FMLA leave to provide care made necessary:
  - (1) For the birth of a son or daughter of a staff member and in order to care for such son or daughter;
  - (2) For the placement of a son or daughter with a staff member for adoption or foster care;



ADMINISTRATION  
1643/page 20 of 40  
Family Leave

- (3) In order to care for the spouse, son, daughter, or parent of a staff member if such spouse, son, daughter, or parent has a serious health condition;
    - (4) For a serious health condition that makes a staff member unable to perform the functions of the position of such staff member.
  - b. FMLA leave taken in relation to military service shall be in accordance with 29 CFR §825.112.
  - c. Entitlement to FMLA leave taken for the birth of a son or daughter or placement of a son or daughter with a staff member for adoption or foster care shall expire at the end of the twelve month period beginning on the date of such birth or placement.
- 3. Staff Member Eligibility
  - a. A staff member is eligible for up to twelve weeks of FMLA leave in a twelve month period.
  - b. A staff member shall become eligible for FMLA leave after the staff member has been employed at least twelve months by the Board and employed for at least 1,250 hours of service during the twelve month period immediately preceding the commencement of the FMLA leave.
    - (1) The twelve months a staff member must have been employed need not be consecutive months pursuant to 29 CFR §825.110(b).
    - (2) The minimum 1,250 hours of service shall be determined according to the principles established under the Fair Labor Standards Act (FLSA) for determining compensable hours of work pursuant to 29 CFR §785.
    - (3) The Board shall not provide pay for FMLA leave.



- c. The method to determine the twelve month period in which the twelve weeks of FMLA leave entitlement occurs will be a “rolling” twelve month period measured backward from the date a staff member uses any FMLA leave.
  - d. Pursuant to 29 CFR §825.201, a husband and wife both employed by the Board are limited to a combined total of twelve weeks of FMLA leave during the twelve month period if the FMLA leave is taken for the birth of a son or daughter of a staff member or to care for such son or daughter after birth; for placement of a son or daughter with a staff member for adoption or foster care or in order to care for the son or daughter after placement; or to care for a staff member’s parent with a serious health condition.
4. Types of FMLA leave
- a. Continuous FMLA leave is taken by staff members for a continuous period of time. Such FMLA leave is not broken up by a period of work and is continuous when a staff member is absent for three consecutive working days or more. Continuous FMLA leave may be taken for any qualifying reason.
  - b. Intermittent FMLA leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced FMLA leave schedule is a FMLA leave schedule that reduces a staff member’s usual number of working hours per workweek, or hours per workday. A reduced FMLA leave schedule is a change in a staff member’s schedule for a period of time, normally from full-time to part-time.
    - (1) Intermittent or reduced FMLA leave may be taken for the following qualifying reasons:
      - (a) For the serious health condition of the staff member or to care for a parent, son, or daughter with a serious health condition.



ADMINISTRATION  
1643/page 22 of 40  
Family Leave

- (i) For intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule taken for the reason outlined in B.4.b.(1)(a) above there must be a medical need for FMLA leave and it must be that such medical need can be best accommodated through an intermittent or reduced FMLA leave schedule.
  - (ii) The treatment regimen and other information described in the certification of a serious health condition and in the certification of a serious injury or illness, shall address the medical necessity of intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule.
  - (iii) Intermittent FMLA leave may be taken for a serious health condition of a parent, son, or daughter, for a staff member's own serious health condition, which requires treatment by a health care provider periodically, rather than for one continuous period of time, and may include FMLA leave of periods from an hour or more to several weeks.
- (b) For planned and/or unanticipated medical treatment of a serious health condition when medically necessary.
  - (c) To provide care or psychological comfort to a covered family member with a serious health condition when medically necessary.



ADMINISTRATION  
1643/page 23 of 40  
Family Leave

- (d) For absences where a staff member or family member is incapacitated or unable to perform the essential functions of the position because of a chronic serious health condition even if he or she does not receive treatment by a health care provider.
- (e) For FMLA leave taken after the birth of a healthy child or placement of a healthy child for adoption or foster care, only if the Board agrees.
  - (i) The Board's agreement is not required; however, for FMLA leave during which the mother has a serious health condition in connection with the birth of her child or if the newborn child has a serious health condition.
- (2) If a staff member needs FMLA leave intermittently or on a reduced FMLA leave schedule for planned medical treatment, then a staff member must make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations.
- (3) When a staff member takes FMLA leave on an intermittent or reduced FMLA leave schedule basis, the Board must account for the FMLA leave using an increment no greater than the shortest period of time that the Board uses to account for use of other forms of leave provided that it is not greater than one hour and provided further that a staff member's FMLA leave entitlement may not be reduced by more than the amount of FMLA leave actually taken.
  - (a) If the Board accounts for use of leave in varying increments at different times of the





ADMINISTRATION  
1643/page 24 of 40  
Family Leave

day or shift, the Board may not account for FMLA leave in a larger increment than the shortest period used to account for other leave during the period in which the FMLA leave is taken.

- (b) If the Board accounts for other forms of leave use in increments greater than one hour, the Board must account for FMLA leave use in increments no greater than one hour.

## 5. Staff Member Notice Requirements

- a. A staff member eligible for FMLA leave must give at least a thirty day written advance notice to the Superintendent or designee if the need for the FMLA leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of a staff member or a family member.
  - (1) If thirty days is not practical, a staff member must provide notice “as soon as practicable” which means as soon as both possible and practical, taking into account all the facts and circumstances in the individual case.
  - (2) Where it is not possible to give as much as thirty days’ notice, “as soon as practical” ordinarily would mean at least verbal notification to the Superintendent or designee within one or two business days or when the need for FMLA leave becomes known to a staff member.
  - (3) The written notice shall include the reasons for the FMLA leave, the anticipated duration of the FMLA leave, and the anticipated start of the FMLA leave.



ADMINISTRATION  
1643/page 25 of 40  
Family Leave

- (4) When planning medical treatment, a staff member must consult with the Superintendent or designee and make a reasonable effort to schedule the FMLA leave so as not to unduly disrupt the educational program, subject to the approval of the health care provider.
    - (a) Staff members are ordinarily expected to consult with the Superintendent or designee prior to scheduling of treatment that would require FMLA leave for a schedule that best suits the needs of the Board and a staff member.
  - (5) Intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule must be medically necessary due to a serious health condition or a serious injury or illness. A staff member shall advise the Board of the reasons why the intermittent/reduced FMLA leave schedule is necessary and of the schedule for treatment, if applicable.
    - (a) A staff member and the Board shall attempt to work out a schedule for such FMLA leave that meets a staff member's needs without unduly disrupting the Board's operations, subject to the approval of the health care provider.
  - (6) Where a staff member does not comply with the Board's usual notice and procedural requirements, and no unusual circumstances justify the failure to comply, FMLA-protected leave may be delayed or denied.
- b. When the approximate timing of the need for FMLA leave is not foreseeable, a staff member should give notice to the Superintendent or designee for FMLA leave as soon as



practicable under the facts and circumstances of the particular case.

- (1) It is expected a staff member will give notice to the Superintendent or designee within no more than one or two business days of learning of the need for FMLA leave, except in extraordinary circumstances where such notice is not foreseeable.
- (2) A staff member should provide notice to the Board either in person, by telephone, telegraph, fax machine, email, or other electronic means.

6. Outside Employment During FMLA Leave

- a. A staff member during any period of FMLA leave is prohibited from performing any services on a full-time basis for any person for whom a staff member did not provide services immediately prior to commencement of the FMLA leave.
  - (1) A staff member using FMLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the Board.
  - (2) A staff member may continue the part-time employment that commenced prior to the FMLA leave at the same number of hours that a staff member was regularly scheduled prior to such FMLA leave.

7. “Instructional Employees” Exceptions for FMLA Leave

- a. “Instructional Employees” are those staff members whose principal function is to teach and instruct students in class, a small group, or in an individual setting. This term includes teachers, athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired.



ADMINISTRATION  
1643/page 27 of 40  
Family Leave

- (1) Teacher assistants or aides who do not have as their principal job actual teaching or instructing, guidance counselors, child study team members, curriculum specialists, cafeteria workers, maintenance workers, and/or bus drivers are not considered instructional staff members for the purposes of this Policy.
  - (2) For purposes of this Policy “Instructional Employees” shall be referred to as “Instructional Staff Members”.
- b. “Semester” means the school semester that typically ends near the end of the calendar year and the end of the spring each school year. The Board can have no more than two semesters in a school year.
- c. FMLA leave taken at the end of the school year and continues into the beginning of the next school year is considered consecutive FMLA leave.
- d. Eligible instructional staff members that need intermittent or reduced FMLA leave to care for a family member or for a staff member’s own serious health condition which is foreseeable based on planned medical treatment and would be on FMLA leave more than twenty percent of the total number of working days over the period the FMLA leave would extend, the Board may:
- (1) Require a staff member to take the FMLA leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
  - (2) Transfer a staff member temporarily to an available alternative position for which a staff member is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of FMLA leave than does a staff member’s regular position.



- e. If the instructional staff member does not give the required notice for FMLA leave that is foreseeable and desires the FMLA leave to be taken intermittently or on a reduced FMLA leave schedule, the Board may require a staff member to take FMLA leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the Board may require a staff member to delay taking the FMLA leave until the notice provision is met.
- f. If an instructional staff member begins FMLA leave more than five weeks before the end of the school year, the Board may require a staff member to continue taking FMLA leave until the end of the semester if:
  - (1) The FMLA leave will last three weeks; and
  - (2) A staff member would return to work during the three-week period before the end of the semester.
- g. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the five week period before the end of the semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if:
  - (1) The FMLA leave will last more than two weeks; and
  - (2) The staff member would return to work during the two week period before the end of the semester.
- h. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the three week period before the end of a semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if the FMLA leave will last more than five working days.



ADMINISTRATION  
1643/page 29 of 40  
Family Leave

- i. An example of FMLA leave falling within the situations outlines in B.7.f., B.7.g., and B.7.h. above:
    - (1) If a staff member plans two weeks of FMLA leave to care for a family member which will begin three weeks before the end of the term, the Board could require a staff member to stay out on FMLA leave until the end of the term.
  - j. In the case of a staff member who is required to take FMLA leave until the end of an academic term, only the period of FMLA leave until a staff member is ready and able to return to work shall be charged against a staff member's FMLA leave entitlement.
  - k. The Board may require a staff member to stay on FMLA leave until the end of the school term. Any additional leave required by the Board to the end of the school term is not counted as FMLA leave; however:
    - (1) The Board shall be required to maintain a staff member's group health insurance; and
    - (2) The Board shall be required to restore a staff member to the same or equivalent job including other benefits at the conclusion of the leave.
8. FMLA Leave Related to Military Service
- a. Definitions for FMLA related to military service shall be in accordance with 29 CFR §§825.122; .126; .127; and .310.
  - b. The foreign deployment of the staff member's spouse, child, or parent in accordance with 29 CFR §§825.122 and .126:



ADMINISTRATION  
1643/page 30 of 40  
Family Leave

- (1) The district must grant an eligible staff member up to twelve work weeks of unpaid, job-protected FMLA leave during any twelve month period for qualifying exigencies that arise when the staff member's spouse, child, or parent is on covered active duty, or has been notified of an impending call or order to covered active duty.
  - c. Military caregiver FMLA leave provides care for a covered servicemember with a serious injury or illness in accordance with 29 CFR §§825.122 and .127:
    - (1) The district must grant up to a total of twenty-six workweeks of unpaid, job-protected FMLA leave during a "single twelve month period" to care for a covered servicemember with a serious injury or illness.
9. Verification
  - a. The Board shall require that a staff member's FMLA leave to care for a staff member's covered family member with a serious health condition, or due to a staff member's own serious health condition that makes a staff member unable to perform one or more of the essential functions of a staff member's position, be supported by a certification issued by the health care provider of a staff member or a staff member's family member.
    - (1) The Board must give written notice of a requirement for certification each time a certification is required. The Board's oral request to a staff member to furnish any subsequent certification is sufficient.
  - b. The Board shall require a staff member furnish certification at the time a staff member gives notice of the need for FMLA leave or within five business days thereafter, or, in the case of unforeseen FMLA leave, within five business days after the FMLA leave commences.



ADMINISTRATION  
1643/page 31 of 40  
Family Leave

- (1) The Board may request certification at some later date if the Board later has reason to question the appropriateness of the FMLA leave or its duration.
  - (2) A staff member must provide the requested certification to the Board within fifteen calendar days after the Board's request, unless it is not practicable under the particular circumstances to do so despite a staff member's diligent, good faith efforts or the Board provides more than fifteen calendar days to return the requested certification.
- c. When FMLA leave is taken because of a staff member's own serious health condition, or the serious health condition of a family member, the Board shall require a staff member to obtain a medical certification from a health care provider that sets forth the following information:
- (1) The name, address, telephone number, and fax number of the health care provider and type of medical practice/specialization;
  - (2) The approximate date on which the serious health condition commenced, and its probable duration;
  - (3) A statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for FMLA leave.
    - (a) Such medical facts may include information on symptoms, diagnosis, hospitalization, doctor visits, whether medication has been prescribed, any referrals for evaluation or treatment (physical therapy, for example), or any other regimen of continuing treatment;





ADMINISTRATION  
1643/page 32 of 40  
Family Leave

- (4) If a staff member is the patient, information sufficient to establish that a staff member cannot perform the essential functions of a staff member's job as well as the nature of any other work restrictions, and the likely duration of such inability;
- (5) If the patient is a covered family member with a serious health condition, information sufficient to establish that the family member is in need of care, and an estimate of the frequency and duration of the FMLA leave required to care for the family member;
- (6) If a staff member requests FMLA leave on an intermittent or reduced schedule basis for planned medical treatment of a staff member's or a covered family member's serious health condition, information sufficient to establish the medical necessity for such intermittent or reduced schedule FMLA leave and an estimate of the dates and duration of such treatments and any periods of recovery;
- (7) If a staff member requests FMLA leave on an intermittent or reduced schedule basis for a staff member's serious health condition, including pregnancy, that may result in unforeseeable episodes of incapacity, information sufficient to establish the medical necessity for such intermittent or reduced schedule FMLA leave and an estimate of the frequency and duration of the episodes of incapacity; and



ADMINISTRATION  
1643/page 33 of 40  
Family Leave

- (8) If a staff member requests FMLA leave on an intermittent or reduced schedule basis to care for a covered family member with a serious health condition, a statement that such FMLA leave is medically necessary to care for the family member, which can include assisting in the family member's recovery, and an estimate of the frequency and duration of the required FMLA leave.
  - d. A staff member may choose to comply with the certification requirement by providing the Board with an authorization, release, or waiver allowing the Board to communicate directly with the health care provider of a staff member or his or her covered family member.
    - (1) It is a staff member's responsibility to provide the Board with complete and sufficient certification and failure to do so may result in the denial of FMLA leave.
  - e. If the Board has reason to doubt the validity of a medical certification, the Board may require a staff member to obtain a second opinion at the Board's expense.
    - (1) The Board may designate the health care provider to furnish the second opinion, but the selected health care provider may not be employed on a regular basis by the Board.
  - f. If the opinions of a staff member's and the Board's designated health care providers differ, the Board may require a staff member to obtain certification from a third health care provider, again at the Board's expense. This third opinion shall be final and binding. The third health care provider must be designated or approved jointly by the Board and the staff member.
10. Reinstatement Following FMLA Leave



ADMINISTRATION  
1643/page 34 of 40  
Family Leave

- a. On return from FMLA leave a staff member is entitled to be returned to the same position a staff member held when FMLA leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
  - (1) A staff member is entitled to such reinstatement even if a staff member has been replaced or his or her position has been restructured to accommodate for a staff member's absence.
  - (2) The requirement that a staff member be restored to the same or equivalent job with the same or equivalent pay, benefits, and terms and conditions of employment does not extend to de minimis, intangible, or unmeasurable aspects of the job.
- b. Denial of Reinstatement
  - (1) A staff member has no greater right to reinstatement or to other benefits and conditions of employment that if a staff member had been continuously employed during the FMLA leave period.
    - (a) The Board must be able to show that a staff member would not otherwise have been employed at the time reinstatement is requested in order to deny restoration to employment.
  - (2) The Board may deny job restoration to "key employees", if such denial is necessary to prevent substantial and grievous economic injury to the operations of the Board.
    - (a) A "key employee" is a salaried FMLA-eligible staff member who is among the highest paid ten percent of all staff members employed by the Board within seventy-five miles of a staff member's worksite.



ADMINISTRATION  
1643/page 35 of 40  
Family Leave

- (3) If a staff member is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition or an injury or illness also covered by workers' compensation, a staff member has no right to restoration to another position under the FMLA.
    - (a) The Board's obligation may; however, be governed by the Americans with Disabilities Act, State leave law, or workers' compensation laws.
  - (4) A staff member who fraudulently obtains FMLA leave from the Board is not protected by FMLA's job restoration or maintenance of health benefits provisions.
- c. Intent to Return to Work
- (1) The Board may require a staff member on FMLA leave to report periodically on a staff member's status and intent to return to work.
- d. Fitness for Duty Certification
- (1) As a condition of restoring a staff member whose FMLA leave was a result of a staff member's own serious health condition that made a staff member unable to perform a staff member's job, the Board shall require all similarly-situated staff members (i.e., same occupation, same serious health condition) who take FMLA leave for such conditions to obtain and present certification from a staff member's health care provider that a staff member is able to resume work.



ADMINISTRATION  
1643/page 36 of 40  
Family Leave

- (2) A staff member has the same obligations to participate and cooperate in the fitness-for-duty certification process as in the initial certification process.
11. The Board of Education Notice
  - a. Notice of Staff Member Rights Under FMLA
    - (1) The Board shall post and keep posted on its premises, in conspicuous places where staff members are employed, a notice explaining the FMLA's provisions and providing information concerning the procedures for filing complaints of violations of the FMLA with the Wage and Hour Division.
      - (a) The notice will be posted prominently where it can be readily seen by staff members and applicants for employment.
      - (b) The poster and the text will be large enough to be easily read and contain fully legible text.
      - (c) Electronic posting is sufficient to meet this posting requirement as long as it otherwise meets the requirements of B.11.
    - (2) The Board shall also provide this general notice to each staff member by including the notice in staff members' handbooks or other written guidance to staff members concerning staff member benefits or FMLA leave rights, if such written materials exist, or by distributing a copy of the general notice to each new staff member upon hiring. In either case, distribution may be accomplished electronically.
    - (3) Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights pursuant to 29 CFR §825 et seq.



b. Eligibility Notice

- (1) When a staff member requests FMLA leave, or when the Board acquires knowledge that a staff member's FMLA leave may be for an FMLA-qualifying reason, the Board must notify the staff member of the staff member's eligibility to take FMLA leave within five business days, absent extenuating circumstances.

c. Designation Notice

- (1) The Board is responsible in all circumstances for designating leave as FMLA-qualifying, and for giving notice of the designation to a staff member. The Board must notify a staff member whether the leave will be designated and will be counted as FMLA leave within five business days absent extenuating circumstances.
- (2) If the Board requires paid leave to be substituted for unpaid FMLA leave, or that paid leave taken under an existing leave plan be counted as FMLA leave, the Board must inform a staff member of this designation at the time of designating the FMLA leave.

12. Local Board of Education Practices

a. Substitution of Paid Leave

- (1) Whether a staff member is required to use sick time or any other accrued leave time concurrent with FMLA leave time will depend upon either the district's practice or a provision in the district's collective bargaining agreement, if applicable.



b. Maintenance of Staff Member Benefits

- (1) The Board must maintain a staff member's coverage under any group health plan on the same conditions as coverage would have been provided if a staff member had been continuously employed during the entire FMLA leave period.

C. Shared Provisions

1. Interference with Family Leave Rights

The NJFLA and the FMLA prohibit interference with a staff member's rights under the law, and with legal proceedings or inquiries relating to a staff member's rights. Unless permitted by the law, no staff member shall be required to take family leave or to extend family leave beyond the time requested. A staff member shall not be discriminated against for having exercised his/her rights under the NJFLA and the FMLA nor discouraged from the use of family leave.

2. Non-Tenured Teaching Staff

Family leave granted to a nontenured staff member cannot extend a staff member's employment beyond the expiration of his/her employment contract.

3. Record Keeping

The Superintendent or designee shall ensure the keeping of accurate attendance records that distinguish family leave from other kinds of leave so a staff member's entitlement to NJFLA leave and FMLA leave can be properly determined.



4. Processing of Complaints

a. New Jersey Family Leave Act

- (1) Any complaint alleging a violation of the NJFLA shall be processed in the same manner as a complaint filed under the terms of N.J.S.A. 10:5-1 et seq. and N.J.A.C. 13:4 through the New Jersey Department of Law and Public Safety, Division on Civil Rights.

b. Federal Family and Medical Leave Act (FMLA)

- (1) If there is a dispute between the Board and a staff member as to whether leave qualifies as FMLA leave, it should be resolved through discussion between the staff member and the Superintendent or designee. Such discussions and the decision shall be documented by the Superintendent or designee.
- (2) A staff member also may file, or have another person file on his/her behalf, a complaint with the United States Secretary of Labor. A complaint may be filed in person, by mail, or by telephone with the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, at any local office of the Wage and Hour Division.
- (3) This Policy 1643 shall be posted on the school district website, in a manner accessible to all staff members and a hard copy shall be provided to all staff members annually prior to the beginning of the school year and upon initial employment in the school district during the school year.





# POLICY

ADMINISTRATION  
1643/page 40 of 40  
Family Leave

29 CFR §825 et seq.  
29 CFR §785  
N.J.S.A. 10:5-1;  
N.J.S.A. 34:11B et seq.  
N.J.A.C. 13:14-1 et seq.

Adopted: **TBD**

