

**DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
APRIL 25, 2022
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 – <https://www.roxbury.org/domain/83>

Municipal Clerk

Roxbury Public Library

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

II. ROLL CALL

III. RESOLUTION TO MEET IN EXECUTIVE SESSION

RESOLVED, that the Roxbury Township Board of Education hold an Executive Session on April 25, 2022 regarding personnel matters, student matters, and attorney client privilege.

IV. ROLL CALL

V. PUBLIC SESSION

VI. PLEDGE OF ALLEGIANCE

April 25, 2022

VII. PUBLIC HEARING ON THE 2022/2023 SCHOOL BUDGET

- Budget Presentation - Dr. Loretta Radulic and Mr. Joseph Mondanaro

VIII. PRESENTATIONS

- Summary of Roxbury Public Schools' Student Safety Data System Report submitted to the NJDOE for 2021/2022 Report Period 1 - Dr. Charles Seipp
- Structural Design & Fabrication Program at Roxbury High School - Mr. Frank Caccavale & Mr. Dominick Miller

IX. CORRESPONDENCE

X. STUDENT REPRESENTATIVE'S COMMENTS

XI. BOARD PRESIDENT'S COMMENTS

XII. SUPERINTENDENT'S REPORT

XIII. BUSINESS ADMINISTRATOR'S REPORT

XIV. MINUTES

1. Minutes of the Regular Meeting of April 4, 2022
2. Minutes of the Executive Session of April 4, 2022

XV. 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

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

XVII. ACTION ITEMS

A. Finances (Resolutions 1-32)

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 April 2022 bills list totaling \$3,821,597.38 as presented.

TRANSFERS

- *2. RESOLVED, that the Roxbury Township Board of Education approve the March 2022 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 March 2022.

TREASURER'S REPORT

- *4. RESOLVED, that the Roxbury Township Board of Education approve the Treasurer's Report for March 2022.

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 March 2022 that no major accounts and fund balances in the 2021/2022 budget have been over expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

TRAVEL REQUESTS

- *6. 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.	Sciancalepore, Nicholas	Neurodiversity & Regulation: Differences in Working with a Neurodiverse Population	4	Ridgewood, NJ	4/29/22	\$0	\$25.34
2.	Mann, Monica	NJACAC Annual Conference	4	Atlantic City, NJ	4/25-4/26/22	\$250.00	\$350.10
3.	Caccavale, Frank	Association for Career & Technical Education - Region 1 Leadership Conference	4 S-2	Grand Rapids, MI	5/5-5/7/22	\$200.00	\$200.00

4.	DiGerolamo, Kathy	Spring 22 Advisory Committee Meeting for the Department of Hospitality Management	4 S-1	Randolph, NJ	5/10/22	\$0	\$3.85
5.	Gallagher, Amy	Understanding the "New" Special Education Student: Legal and Instructional Best Practices After Two Years of COVID-19	4	Kenilworth, NJ	6/2/22	\$0	\$0
6.	Mondanaro, Joseph	2022 NJASBO Annual Conference	4	Atlantic City, NJ	6/6-6/10/22	\$275.00	\$879.40
7.	Ng, Ellen	NJSMA Conference	4 S-1	Mountain Lakes, NJ	6/6/22	\$0	\$8.12
8.	Gallagher, Paul	Schools to watch National Conference 2022	4	Washington, DC	6/23-6/25/22	\$439.00	\$1198.20
9.	Swaim, Jessica	Schools to watch National Conference 2022	4	Washington, DC	6/23-6/25/22	\$439.00	\$1215.70
10.	Cosgrove, Melissa	Summer Inclusion Scholarship Conference 2022	4	Kenilworth, NJ	6/28/22	\$0	\$20.86
11.	Radulic, Loretta	Power Trip 2022	4	Austin, TX	7/17-7/20/22	\$795.00	\$1639.59
12.	La Capra, Gina	NJSCA Conference 2022	4	Edison, NJ	10/7/22	\$149.00	\$176.23
13.	Ferrare, Lisa	Recruiting and Hiring Virtual Certification Course	4	Online	5/3/22 5/10/22 5/17/22 5/24/22 5/31/22 6/7/22 6/14/22 6/21/22	\$695.00	\$695.00
14.	Katz, Robert	Fleet Management		Online	5/3/22 5/10/22 5/17/22 5/24/22	\$390.00	\$390.00
15.	Katz, Robert	Routing and Scheduling		Online	5/12/22 5/19/22 5/26/22 6/2/22 6/9/22 6/16/22	\$575.00	\$575.00
16.	Koch, Joseph	NATA Clinical Symposia Expo	4	Online	6/28-7/1/22	\$345.00	\$345.00

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.

ADOPTION OF THE FINAL BUDGET AS APPROVED BY THE EXECUTIVE COUNTY SUPERINTENDENT

*7.

**Roxbury Township Board of Education
Adoption of the Final Budget for School Year 2022-2023**

RESOLVED, that the Roxbury Township Board of Education approve the 2022-2023 school district budget as follows:

	<i>General Fund</i>	<i>Special Revenues</i>	<i>Debt Service</i>	<i>Total</i>
2022-2023 Total Expenditures	\$81,600,814	\$1,636,911	\$561,000	\$83,798,725
Less: Anticipated Revenues	\$21,655,962	\$1,636,911		\$23,292,873
Taxes to be Raised	\$59,944,852		\$561,000	\$60,505,852

APPROVAL OF PROPOSAL

- *8. RESOLVED, that the Roxbury Township Board of Education approve the proposal provided by Solutions Architecture, 96 Pompton Avenue #2, Verona, NJ for professional architectural and engineering services for various roof replacements. The total cost of this proposal is \$112,600.00 and funded through the Capital Outlay Account.

APPROVAL OF PURCHASES

- *9. RESOLVED, that the Roxbury Township Board of Education approve the purchase from Nickerson Corporation, 11 Moffitt Blvd., Bay Shore, NY of science labs, casework and equipment for Roxbury High School. This purchase is being made through the Educational Services Commission of NJ Contract #MRESC 20/21-01 in the amount of \$88,786.28. This purchase is funded through the Maintenance Reserve Account.
- *10. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Dell Micro All in one stands from Dell Technologies, One Dell Way, Mail Stop 8129, Round Rock, TX in the amount of \$45,031.35 as per Dell Technologies quote#3000116545151.1. This purchase is funded through Technology Lease.
- *11. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Monitors and Sound Bars from Dell Technologies, One Dell Way, Mail Stop 8129, Round Rock, TX in the amount of \$7,602.20 as per Dell Technologies quote#3000116545950.1. This purchase is funded through Technology Lease.
- *12. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Chromebooks from Dell Technologies, One Dell Way, Mail Stop 8129, Round Rock, TX in the amount of \$75,800.00 as per Dell Technologies quote#3000116546107.1. This purchase is funded through Technology Lease.
- *13. RESOLVED, that the Roxbury Township Board of Education approve payment for the Roxbury High School Choir Trip in the amount of \$174,042.00 funded through Student Activities Account.

CONTRACTS

- *14. RESOLVED, that the Roxbury Township Board of Education approve a Shared Services Agreement with the Dover Board of Education whose address is 21 Belmont Avenue, Dover, NJ whereby Roxbury Township Board of Education will provide fleet maintenance to Dover on site at the Roxbury Transportation garage. This agreement is effective for one (1) school year period from July 1, 2022 to June 30, 2023.
- *15. RESOLVED, that the Roxbury Township Board of Education approve a Shared Services Agreement with the Hopatcong Board of Education/Sussex County Regional Cooperative whose address is 2 Windsor Avenue, P.O. Box 1029, Hopatcong, NJ whereby Roxbury Township Board of Education will provide fleet maintenance to Hopatcong on site at the Roxbury Transportation garage. This agreement is effective for one (1) school year period from July 1, 2022 to June 30, 2023.

JOINT TRANSPORTATION AGREEMENT

- *16. RESOLVED, that the Roxbury Township Board of Education approve a 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 Chester Board of Education.

2022-2023 Joint Transportation Agreement				
Start Date	End Date	Host District's Route Number	Destination	Joiner Cost
08/23/2022	06/30/2023	BRMS01	Black River MS	\$51,786.95
		BRMS02	Black River MS	\$51,786.95
		BRMS03	Black River MS	\$51,786.95
		BRMS04	Black River MS	\$51,786.95
		BRMS05	Black River MS	\$51,786.95
		BRMS06	Black River MS	\$51,786.95
		CDBR01	Dickerson/Bragg ES	\$51,786.95
		CDBR02	Dickerson/Bragg ES	\$51,786.95
		CDBR03	Dickerson/Bragg ES	\$51,786.95
		CDBR04	Dickerson/Bragg ES	\$51,786.95
		CDBR05	Dickerson/Bragg ES	\$51,786.95
		CDBR06	Dickerson/Bragg ES	\$51,786.95
Joiner District To and From Total Route Cost:				\$621,443.40

2022-2023 Joint Transportation Agreement School Related Activities					
Start Date	End Date	Host District's Identification Number	Destination	Basis of the Agreement Per Bus	Per Bus Cost
08/24/2022	06/30/2023	CHTATH	Various	\$75.00 per hour, per bus for Field Trips and Athletics	\$75.00 per hour per bus

- *17. RESOLVED, that the Roxbury Township Board of Education approve a 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 Mount Arlington Board of Education.

2022-2023 Joint Transportation Agreement				
Start Date	End Date	Host District's Route Number	Destination	Joiner Cost
09/01/2022	06/30/2023	MTM01	Mt. Arlington Public School	\$33,500.00
		MTM02	Mt. Arlington Public School	\$33,500.00
		MTM03	Mt. Arlington Public School	\$33,500.00
		MTM04	Mt. Arlington Public School	\$33,500.00
		MTM05	Mt. Arlington Public School	\$33,500.00
		MTM06	Mt. Arlington Public School	\$33,500.00
		MTD07	Edith Decker School	\$33,500.00
		MTD 08	Edith Decker School	\$33,500.00
		MTD09	Edith Decker School	\$33,500.00
		MTH12	Roxbury HS	\$33,500.00
		MTH13	Roxbury HS	\$33,500.00
		MTH14	Roxbury HS	\$33,500.00
Joiner District To and From Total Route Cost				\$435,000.00

2022-2023 Joint Transportation Agreement School Related Activities					
Start Date	End Date	Host District's Identification Number	Destination	Basis of the Agreement Per Bus	Per Bus Cost

09/01/2022	06/30/2023	MAFTATH	Various	\$75.00 hourly rate per bus	\$75.00 per hour
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2022-2023 Joint Transportation Agreement				
Start Date	End Date	Host District's Route Number	Destination	Joiner Cost
09/01/2022	06/30/2023	PKED	Edith Decker School - Preschool	\$69,500.00
		Joiner District To and From Total Route Cost		\$69,500.00

18. RESOLVED, that the Roxbury Township Board of Education approve a 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 Mount Arlington Board of Education.

2022-2023 Joint Transportation Agreement School Related Activities				
Start Date	End Date	Host District's Route Number	Destination	Joiner Cost
04/19/2022	06/17/2022	KES06	KES - Special Education (KV) \$50 per diem for 41 days	\$2,050.00
		Joiner District To and From Total Route Cost		\$2,050.00

- *19. RESOLVED, that the Roxbury Township Board of Education approve a Joiner 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 Mine Hill Board of Education.

2022-2023 Joint Transportation Agreement				
Start Date	End Date	Host District's Route Number	Destination	Joiner Cost
08/31/2022	06/30/2023	DHS16	Dover High School	\$36,739.84
		DHS17	Dover High School	\$36,739.84
		DMS21	Dover Middle School	\$35,668.22
		MHC15	Roxbury High School	\$13,650.00
		MHC20	Eisenhower Middle School	\$5,850.00
		DHSLR	Dover High School Late Bus	\$19,674.79
		DMSLR	Dover Middle School Late Bus	\$19,674.79
		Joiner District To and From Total Route Cost		\$167,997.48

2022-2023 Joint Transportation Agreement School Related Activities					
Start Date	End Date	Host District's Identification Number	Destination	Basis of the Agreement Per Bus	Per Bus Cost
09/01/2022	09/01/2023	MHT	Various	\$65.00 hourly rate per bus	\$65.00 per hour

- *20. RESOLVED, that the Roxbury Township Board of Education approve a Joiner 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.

2022-2023 Joint Transportation Agreement				
Start Date	End Date	Host District's Route Number	Destination	Joiner Cost
08/31/2022	06/30/2023	VG-1A	North Dover Elementary	\$47,175.00
		VG-1B	North Dover Elementary	\$47,175.00
		VG-1C	North Dover Elementary	\$47,175.00
		VG-2	Dover Middle School/East Dover Elementary	\$47,175.00
		VG-2PM	Dover Middle School/East Dover Elementary	\$47,175.00
		VG-3A	Dover High School	\$47,175.00
		VG-3B	Dover High School	\$47,175.00
		VG-3PM	Dover High School	\$47,175.00
		DHSLR	Dover High School Late Route	\$20,400.00
		Joiner District To and From Total Route Cost		\$397,800.00

- *21. RESOLVED, that the Roxbury Township Board of Education approve a contract with the Sussex County Regional Transportation Cooperative to provide the services to coordinate transportation of students to special education schools along established routes to specific destinations in order to attempt to achieve the maximum cost effectiveness. The cost of this contract shall be an amount equal to 3.0% of the Roxbury Township Board of Education's actual cost paid for transportation of special education schools to specific destinations during the 2022/2023 school year.
- *22. RESOLVED, that the Roxbury Township Board of Education approve a contract with the Sussex County Regional Transportation Cooperative to provide the services to coordinate transportation of students to public schools and private schools along established routes to specific destinations in order to attempt to achieve the maximum cost effectiveness. The cost of this contract shall be an amount equal to 2.0% of the Roxbury Township Board of Education's actual cost paid for transportation of private and public school students to specific destinations during the 2022/2023 school year.
- *23. RESOLVED, that the Roxbury Township Board of Education approve a contract with the Sussex County Regional Transportation Cooperative to provide the services to coordinate transportation of students to Athletic and Field Trip schools along established routes to specific destinations in order to attempt to achieve the maximum cost effectiveness. The cost of this contract shall be an amount equal to 4.0% of the Roxbury Township Board of Education's actual cost paid for transportation of students to Athletic and Field Trips to specific destinations during the 2022/2023 school year.
- *24. 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 Mount Arlington Board of Education. Roxbury shall provide administrative transportation services for Mount Arlington pupils attending Mount Arlington Public Schools. This agreement is effective for a five (5) year period from July 1, 2022 to June 30, 2027.
- *25. 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 Chester

April 25, 2022

Board of Education. Roxbury shall provide administrative transportation services for Chester pupils attending Chester Public Schools. This agreement is effective for a five (5) year period from July 1, 2022 to June 30, 2027.

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

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

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

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

WHEREAS, the Board, on April 6, 2022, received quotes for the Lease Purchase Financing; and

WHEREAS, the quote of First Hope Bank, N.A. was the most advantageous quote to the Board; and

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

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

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

SECTION 1. The Board hereby approves to finance the acquisition and installation of the Project and other related costs and hereby awards the financing to First Hope Bank N.A. (as defined above). The interest rate per annum, the principal maturities and the other terms of the financing shall be as described in the Lease and shall be consistent with the quote submitted by First Hope Bank N.A. on April 6, 2022 (the "Quote"). In accordance with the Quote the interest rate shall be 2.488% or as indexed in the Quote.

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

Counsel. The Lease sets forth, among other things, the lease payments of the Board and their respective amounts. In all respects, the Lease shall be consistent with the terms of this Resolution.

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

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

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

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

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

ACCEPTANCE OF GRANT

- *27. RESOLVED, that the Roxbury Township Board of Education approve the acceptance of a \$2,000 grant awarded by Sustainable Jersey for Schools and the NJEA to Kennedy Elementary School for a proposal entitled "Outdoor Classroom". The grant money will be used at Kennedy Elementary School to establish an Outdoor Classroom.

APPROVAL OF SUSTAINABLE JERSEY FOR SCHOOLS 2022 EDF CLIMATE CORPS APPLICATION

- *28. WHEREAS, Sustainability means using resources wisely, saving money, and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children; and;

WHEREAS, Roxbury Township Board of Education seeks to support and work with school staff, administrators, students, and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, and cost-effective solutions.

WHEREAS, Roxbury Township Board of Education is participating in the Sustainable Jersey for Schools program; and

WHEREAS, one of the purposes of the Sustainable Jersey for Schools Program is to provide resources to school districts to make progress on sustainability issues, and they have created the 2022 EDF Climate Corps Program;
THEREFORE, Roxbury Township Board of Education has determined that Roxbury Public Schools should apply for the aforementioned 2022 EDF Climate Corps Program. The assistance will jump-start energy initiatives and identify funding resources to implement energy projects to make facilities more energy efficient.

THEREFORE, Roxbury Township Board of Education commits to providing staff support for the duration of the 2022 EDF Climate Corps Program, including access to data for energy projects such as utility billing data.

THEREFORE, BE IT RESOLVED, that Roxbury Township Board of Education, State of New Jersey, authorizes the submission of the aforementioned application to the 2022 EDF Climate Corps Program.

DONATIONS

- *29. RESOLVED, that the Roxbury Township Board of Education approve the donation from Peach Brothers Septic Contractors, 70 Berkshire Valley Road, Kenvil, NJ of excavating services onsite for the Structural Design and Fabrication program. The donation is valued at \$25,000.00.

RESOLUTION AUTHORIZING TO JOIN SCHOOLS HEALTH INSURANCE FUND (SHIF)

- *30. WHEREAS, a number of school boards in the State of New Jersey have joined together to form the SCHOOLS HEALTH INSURANCE FUND hereafter referred to as "SHIF", as permitted N.J.S.A. 18A:18B-1 et seq., and;

WHEREAS, the SHIF has received approval by the Commissioner of the Department of Banking and Insurance on August 10, 2015;

WHEREAS, the statutes and regulations governing the creation and operation of a joint insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a school board joint insurance fund;

WHEREAS, the governing body of Roxbury Township Board of Education, hereinafter referred to as "SCHOOL BOARD" has determined that membership in the SHIF is in the best interest of said SCHOOL BOARD.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the SCHOOL BOARD hereby agrees as follows:

- i. SCHOOL BOARD shall become a member of the SHIF for the period outlined in the SCHOOL BOARD's Indemnity and Trust Agreement.
- ii. SCHOOL BOARD will participate in the following type (s) of coverage (s):
 - a.) Health Insurance as defined pursuant to N.J.S.A. 17B:17-4, the SHIF's Bylaws, and the SHIF's Plan of Risk Management.
- iii. SCHOOL BOARD accepts and approves the SHIF's Bylaws and agrees to be bound by the terms thereof.
- iv. SCHOOL BOARD shall execute an application for membership and any accompanying certifications.
- v. SCHOOL BOARD agrees to commit to the four principles of the SHIF which are:
 - a.) A long term philosophy on rates.
 - b.) A willingness to work with bargaining units to achieve plan design changes.
 - c.) Professional management with stability and commitment.
 - d.) Rating structure based on actuarial numbers.

BE IT FURTHER RESOLVED that the governing body of the SCHOOL BOARD is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the SHIF as required by the SHIF's Bylaws, and to deliver these documents to the SHIF's Executive Director with the express reservation that these documents shall become effective only upon:

- i. Approval of the SCHOOL BOARD by the SHIF.
- ii. Receipt by the SHIF of a Resolution from the SCHOOL BOARD accepting SCHOOL BOARD's SHIF assessment.
- iii. Approval by the Commissioner of the New Jersey Department of Banking and Insurance of SCHOOL BOARD as a member of the SHIF.

APPROVAL OF FUND COMMISSIONER

- *31. BE IT RESOLVED, by the Roxbury Township Board of Education that Joseph Mondanaro is hereby appointed as Fund Commissioner to the School Health Insurance Fund, effective July 1, 2022 to represent the Roxbury Township Board of Education.

RESOLUTION AUTHORIZING THE CHANGE IN MEDICAL AND PRESCRIPTION CARRIES

- *32. WHEREAS, the Roxbury Township Board of Education currently offers Medical and Prescription Coverage to its' employees directly through Aetna, and;

WHEREAS, Integrity Consulting Group, the Board's health insurance broker, has received a quote on behalf of the Board of Education from the School Health Insurance Fund utilizing Aetna for medical and Express Scripts for prescription, and;

WHEREAS, the quoted rates received from the School Health Insurance Fund utilizing Aetna for medical and Express Scripts for prescription are less expensive than the current direct Aetna rates for the period July 1, 2022 through June 30, 2023, and;

WHEREAS, The School Health Insurance Fund utilizing Aetna for medical and Express Scripts for prescription, has guaranteed equal to or better than benefits to the current plans, and;

WHEREAS, Integrity Consulting Group recommends the change in Medical and Prescription Carriers effective July 1, 2022;

NOW, THEREFORE, BE IT RESOLVED, BY THE ROXBURY TOWNSHIP BOARD OF EDUCATION THAT, the change in the Medical and Prescription Carriers to the School Health Insurance Fund utilizing Aetna for medical and Express Scripts for prescription, be effective July 1, 2022 and the Medical and Prescription coverages direct under Aetna be terminated July 1, 2022.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to Integrity Consulting Group for execution with insurance carrier.

B. Education (Resolutions 1-9)

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

HIB REPORT

- *1. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Student Safety Data System (SSDS) Report for Roxbury Public Schools submitted to the New Jersey Department of Education for its Report Period 1 for the 2021/2022 school year. This report encompasses incident data collected from September 1, 2021 through December 31, 2021; and documents Harassment, Intimidation, and Bullying trainings and programs completed from July 1, 2021 through December 31, 2021.

- *2. RESOLVED, that the Roxbury Township Board of Education affirms the Superintendent's decisions provided in the Harassment, Intimidation, and Bullying Report for the 2021/2022 school year, ending as of April 1, 2022 for Incident Nos. 75 through 87.
- *3. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2021/2022 school year, beginning April 2, 2022 and ending April 22, 2022 for Incident Nos. 88 through 92.

FIELD TRIPS / COMPETITIONS

- 4. RESOLVED, that based on current and projected positive health conditions, that staff and students be approved for participation in the following community-based instructional events as per Board policy, with the understanding that dates are subject to change due to inclement weather, scheduling conflicts, etc.

Organized by School, then by Group, then by Trip Destination

	School	Faculty Sponsor	Group	# of Students	Trip Destination	Location	Date(s) of Trip
	1 EMS	T.Martino	VISTA	3	Ort Farms	Long Valley, NJ	6/7/22 (Tue)
*	2 RHS	B.McGinley	SUCCESS	~15	Horseshoe Lake	Succasunna, NJ	6/3/22 (Fri) [Rain date 6/8/22 (Wed)]
*	3 RHS	B.McGinley ; J.Toupet	SUCCESS	~15	Somerset Patriots Stadium	Bridgewater, NJ	5/3/22 (Tue)
*	4 RHS	D.Rose	VISTA	3	Life Town	Livingston, NJ	5/25/22 (Wed)
*	5 RHS	D.Rose	VISTA	4	Ort Farms	Long Valley, NJ	6/7/22 (Tue)

- 5. RESOLVED, that based on current and projected positive health conditions, that staff and students be approved for participation in the following educational events as per Board policy, with the understanding that dates are subject to change due to inclement weather, scheduling conflicts, etc.

Organized by School, then by Date of Trip:

	School	Date of Trip	Faculty Sponsor	Group	# of Students	Trip Destination	Location	Purpose
1	EMS	2022-05-07 (Sat)	W.Burkat; M.Cordeiro	EMS Spanish (Multicultural) Club, Gr. 7 - 12	40	Red Bulls Arena	Harrison, NJ	Activity for current & former club members (from 19/20 and 20/21) to promote an appreciation of the worldwide cultural influences of soccer; students will have an opportunity to participate in activities organized by the Red Bull arena staff before viewing a soccer match
2	LRS	2022-04-29 (Fri)	E.Neumann; A.Somers	REACH	9	Castle Cove Mini Golf & Arcade	Lake Hopatcong, NJ	Reward trip earned through class's behavioral-support program
3	LRS	2022-06-10 (Fri)	C.Folkers	LLD	10	Circle Bowl & Entertainment	Ledgewood, NJ	Reward trip earned through class's behavioral-support program; opportunity for students to also apply budgeting & social skills
4	RCS	2022-05-13 (Fri)	A.Rhodes, S.Spicka,	Roxbury Communit	24 max	High View Farms	Budd Lake, NJ	Annual field trip for hands-on activities and access to animals

			J.Vogel	y School Preschool Program @ Kennedy				on a farm
* 5	RHS	2022-05-06 (Fri)	L.Hayden	Computer Science, Intro to Robotics, & Robotics Team	20	CCM	Randolph, NJ	CCM's professor of Game Design will be giving a tour of CCM;s computer science facilities, and providing a presentation on career & study opportunities in the fields of computer science, including cybersecurity & app design
* 6	RHS	2022-05-06 (Fri)	A.Vergara; A.Somers	SUMMIT	20	Castle Cove Mini Golf & Arcade	Lake Hopatcong, NJ	Reward trip earned through class's behavioral-support program
* 7	RHS	2022-05-16 (Mon)	S.Bednarcik	Instrument al Music	15	Franklin, Jefferson, Kennedy & Nixon Schools	Succasunna & Landing, NJ	As part of Instrumental Music recruitment, HS students will be demonstrating their instruments to elem students
* 8	RHS	2022-05-20 (Fri) [Rain date 2022-05-25 (Wed)]	B.Kroog	Child Developm ent II	46	Roxbury HS	In-school field trip	Class's end-of-year celebration; High-school students have planned & will host a carnival for the preschoolers & their families whom they have been working w/ this school year

OUT-OF-DISTRICT PLACEMENTS/SERVICES - 2021/2022

6. RESOLVED, that the Roxbury Township Board of Education approve 2021/2022 Extended School Year and 2021/2022 School Year Out-Of-District Placements/Services listed below:

<i>File Number</i>	<i>School or Provider</i>	<i>Total Cost</i>	<i>Dates</i>
204047	Morris-Union Jointure Commission Board of Education	\$16,637.00	6/28-8/9/22
210835	DCCF, LLC	\$8,104.00	7/6-8/5/22
206933	DCCF, LLC	\$8,104.00	7/6-8/5/22
204683	DCCF, LLC	\$8,104.00	7/6-8/5/22
206194	DCCF, LLC	\$8,104.00	7/6-8/5/22
208788	Windsor Learning Center	\$14,652.00	4/25-6/30/22
208900	Pillar Care Continuum - Pillar High School	\$131,281.50	7/5/22-6/30/23
203923	Pillar Care Continuum - Pillar High School	\$131,281.50	7/5/22-6/30/23

EXTENDED SCHOOL YEAR PROGRAM

- *7. RESOLVED, that based on current and projected positive health conditions, the Roxbury Township Board of Education approve the 2022 Extended School Year Program. This resolution amends and supersedes in its entirety Resolution B.7 approved on April 4, 2022.

2022 Extended School Year Program - July 5, 2022 - August 4, 2022
 Four Days per Week: Monday - Thursday, 9:00 AM - 1:00 PM

Locations: Jefferson Elementary School & Roxbury High 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 5, 2022.

	<i>Positions</i>	<i>Hourly Rate of Pay</i>	<i>Not to exceed:</i>
a	Program Coordinator (1)	\$50.00	25 hours/week
b	Transition Coordinator (1)	\$45.00	20 hours/week
c	Special Education Teachers (20)	\$45.00 (holding NJ teaching certification)	20 hours/week
d	Substitute Teachers (as needed)	\$45.00 (holding NJ teacher certification \$30.00 (holding county substitute certificate)	20 hours/week
e	Nurses (2); Substitute Nurses (as needed)	\$45.00	20 hours/week
f	Occupational Therapists (2+ contracted)	\$45.00	20 hours/week
g	Physical Therapist (1+ contracted)	\$45.00	20 hours/week
h	Speech-Language Therapists (3+ contracted)	\$45.00	20 hours/week
i	Counselors (2)	\$45.00	20 hours/week
j	Behaviorists (2)	\$45.00	20 hours/week
k	Paraprofessionals (60); Substitute Paraprofessionals (as needed)	\$17.00 (without NJ teaching certification) \$20.00 (holding NJ teaching certification)	20 hours/week
l	ESY Bus Aides (as needed)	\$17.00	5 hours/week

CURRICULUM WRITING

8. RESOLVED, that the courses listed below be approved for curriculum writing for the 2022/2023 school year as indicated.

-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	Physical Education/Health	Elem	K	FY	Revision	15
2	Physical Education/Health	Elem	1	FY	Revision	15
3	Physical Education/Health	Elem	2	FY	Revision	15
4	Physical Education/Health	Elem	3	FY	Revision	15
5	Physical Education/Health	Elem	4	FY	Revision	15
6	Physical Education/Health	LRS	5	Sem	Revision	10
7	Physical Education/Health	LRS	6	Sem	Revision	10
8	Physical Education/Health	EMS	7	Sem	Revision	10
9	Physical Education/Health	EMS	8	Sem	Revision	10
* 10	Health	RHS	9	Q	Rewrite	10
* 11	Health	RHS	11	Q	Rewrite	10
* 12	Health	RHS	12	Q	Rewrite	10

ARTICULATION AGREEMENT WITH LINCOLN TECHNICAL INSTITUTE MAHWAH CAMPUS

- *9. RESOLVED, that the Roxbury Township Board of Education approves the Articulation Agreement as presented between Roxbury Public Schools and the Lincoln Technical Institute Mahwah Campus for EEST410C Electrical and Electronic Systems Technology. This Agreement effective March 21, 2022 will be reviewed in five years' time by parties and may be terminated by any party with written notice.

C. Personnel (Resolutions 1-11)

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

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

JOB DESCRIPTIONS

- *1. RESOLVED, that the Roxbury Township Board of Education approve the job description for Facilities Manager CMS-24. (Exhibit JD1)

RESIGNATIONS, RETIREMENTS, TERMINATIONS

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Action</i>	<i>Final day of employment</i>	<i>Discussion</i>
1	Maio, Emily	KES	Permanent Substitute Teacher	Resignation for personal reasons	4/29/22	
* 2	McFarland, Alexandra	Tech	Systems Administrator	Resignation for personal reasons	5/13/22	

LEAVES OF ABSENCE

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

	<i>Employee</i>	<i>Leave Start Date</i>	<i>Paid Leave</i>	<i>Unpaid FMLA/ NJFLA ^</i>	<i>Return Date</i>	<i>Discussion</i>
1	12645	3/28/22	Using 1 personal day	6 wks of FMLA/NJFLA	5/16/22	Amends <i>Unpaid FMLA/NJFLA & Return Date</i> previously app'd 4/4/22, XVI.C.2.1
* 2	13320	4/21/22	Using available sick days	FMLA, if needed	Upon release by physician	
* 3	14127	4/27/22	Using available days	FMLA, if needed	Upon release by physician	
* 4	16752	12/6/21	Using available sick and personal days	FMLA/NJFLA	5/2/22	Amends <i>Return Date</i> previously app'd
* 5	17970	3/7/22	n/a	6 wks of FMLA	4/25/22	Amends <i>Unpaid FMLA & Return Date</i> previously app'd 3/14/22, XVI.D.2.3
^Leave becomes unpaid when sick/personal days depleted or released by physician, whichever occurs first.						

*4. RESOLVED, that Employee Number 5084 is placed on administrative leave with pay effective April 20, 2022 until further notice in accordance with the provisions of NJSA 18A:6-8.3.

APPOINTMENTS

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Salary Guide / Step</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
* 1	Hansen, James	RHS	English Teacher	22/23 BA Step 2	\$55,940	8/25/22	6/30/23	Replacement in position TCH.RHS.ENG.NA.10.
2	Scimeca, Rachel	EMS	Gr. 8 Science Teacher	22/23 BA Step 1	\$55,440	8/25/22 (1)	6/30/23	Replacement in position TCH.EMS.SCI.NA.02. (1) Appt & start date pending receipt of RS' NJ CEAS for Biological Science (Endorsement Code 2210).
^ 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

6. 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	Buckler, Jennifer	NES	Leave-repl School Counselor & ABS	\$297.00 per diem	4/18/22	5/13/22	Replacement in position TCH.DS.GUI.NA.01. Appt related to placeholder app'd 4/4/22, XVI.C.6.2
2	Scalfani, Andrea	EMS	Leave-repl Gr. 8 Science Teacher	\$297.00 per diem	4/26/22	6/30/22	Replacement in position TCH.EMS.SCI.NA.05

APPOINTMENTS - HOURLY EMPLOYEES

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Guide / Step</i>	<i>Hourly Rate</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	DeMaio, Brittany	JES	Special Education Paraprofessional	REA Paraprof Step 11	\$21.32	4/18/22	6/30/22	RC Program replacement in position AID.SPE.PT.NA.35 (PH on 11/15/21 D.13.3)
^ Employment start date is pending completion of documentation in accordance with the law or district policy.								

APPOINTMENTS - SUBSTITUTES

- *8. RESOLVED, that the Roxbury Township Board of Education approve the following non-tenure track 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	Alezabi, Ziad	District	Substitute Teacher, Paraprofessional, and Secretary	21/22 Board approved Sub Rate	4/26/2022	6/30/2022	
2	Goldstein, Shelly	District	Substitute Teacher, Paraprofessional, and Secretary	21/22 Board approved Sub Rate	4/26/2022	6/30/2022	
^Start date pending receipt of documentation in accordance with law and district policy.							

APPOINTMENTS - TITLE I SUMMER SCHOOL PROGRAM

9. RESOLVED, that the Roxbury Township Board of Education approve the appointment of the staff listed below for the 2022 Title I Summer School Program. This program will run according to Resolution XVI.B.8 that was approved February 28, 2022. At this time, employment and payment are contingent upon the status of school closures and enrollment numbers.

	Name	Position	Hourly Rate #	Not to exceed:	Start	End
1	Tarleton, Madeleine	Summer Staff Trainer	\$42	2 hrs	7/5/22	7/5/22
# To be paid from Title I funds.						

SALARY ADJUSTMENTS - CERTIFICATED STAFF

10. RESOLVED, that the Roxbury Township Board of Education approve the following teaching assignments for the staff indicated below for the 2021/2022 school year, with the understanding that these assignments are subject to change based on scheduling adjustments:

	Name	Loc	Program/ Class	Extra Blocks assigned:	Start Date	Salary Guide / Step	Add. Salary not to exceed
1	Hancock, Jessie	LRS	Supplemental Reading	1 class on MTWF, during Period 6	4/26/22 #	21/22 BA Step 8	\$253
2	Rubenstein, Jill	LRS	Supplemental Reading	1 class on MWF, during Period 7	4/26/22 #	21/22 BA+30 Step 23	\$315
3	Trimmer, Theresa	LRS	Supplemental Reading	1 class daily, during Period 10	4/26/22 #	21/22 MA+30 Step 23	\$550
4	Trimmer, Theresa	LRS	Supplemental Reading	1 class on Thursdays, during Period 3	4/26/22 #	21/22 MA+30 Step 23	\$110
# Coverage for position TCH.SPE.RES.NA.05.							

STUDENT TEACHERS/INTERNS

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

	Student-Teacher/Intern				Roxbury Cooperating Teacher		
	Name	College/Univ	Placement Sought	Term	Name	Position	Loc
1	Van Orden, Rhiannon	FDU	CI, Social Studies Gr. 9 - 12	9/6/22 - 12/23/22 (2 days/wk for 10 wks); 1/23/23 - 5/5/23 (5 days/wk)	Misurelli, Frank	Social Studies Teacher	RHS

D. Executive Session

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

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

WHEREAS, the Board of Education is anticipating to hold a Regular Meeting on May 9, 2022 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, 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.

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

XIX. BOARD MEMBER COMMENTS

XX. EXECUTIVE SESSION - (IF NECESSARY)

XXI. PUBLIC SESSION – (IF NECESSARY)

XXII. ADJOURNMENT

Central Management Support

Title: Facilities Manager

CMS-24

Qualifications:

1. Knowledge of District Crisis Management Plan.
2. Ability to provide leadership and guidance regarding safety and security issues.
3. Crowd Management Certified-(district approved course).
4. Incident Command Certified- ICS-100 for School.
5. Knowledge and ability to operate Districts "Informacast Emergency Notification System".
6. Has the ability to maintain decorum in stressful and problematic situations.

Reports to: Director of Security

Job Goal: To provide guidance and leadership at events hosted at all district properties. To ensure all safety and security measures are followed for the protection of all attendees. To protect all district assets from vandalism and theft.

Performance Responsibilities:

1. Assumes responsibility for ensuring compliance with district's regulations and policies
2. Serve as liaison between school district and event attendees to ensure optimum safety.
3. Maintain a comprehensive knowledge of emergency plans and Occupancy Limitations for all district facilities.
4. Provides clear direction to Attendees, Facility users and guests on Evacuation.
5. Cooperates with Police, Fire and First Aid and notifies these agencies when services are needed.
6. Ensure district owned assets are secure and remain after the event.
7. Is responsible for the timely submission of written reports of all incidents of vandalism, violence, illegal activity, property damage, injuries and incidents occurring during events which require immediate review by administration.

Terms of Employment: Must be a current employee of the Roxbury School District.
Compensation: \$39.00 per hour.

Annual Evaluation: Performance of this job will be evaluated annually in accordance with NJ State law and provisions of the board's policy on evaluation.

Approved by: Roxbury Township Board of Education

Adopted: April 25, 2022