

**DISTRICT OF ROXBURY TOWNSHIP  
BOARD OF EDUCATION  
AUGUST 22, 2022  
REGULAR MEETING AGENDA  
ROXBURY HIGH SCHOOL  
1 Bryant Drive, Succasunna, NJ 07876**

CALL TO ORDER: 6:30 P.M.

PUBLIC SESSION: 7:30 P.M.

**SPEAKER REQUEST AT BOARD OF EDUCATION MEETINGS**

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

ACCESS AGENDA & EXHIBITS  
ONLINE:



**I. MEETING CALLED TO ORDER**

The Roxbury Township Board of Education is meeting in a Board Retreat at the Roxbury High School Media Center 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

Star Ledger - Newspaper

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

Municipal Clerk

Roxbury Public Library

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

**II. ROLL CALL**

**III. RESOLUTION TO MEET IN EXECUTIVE SESSION**

RESOLVED, that the Roxbury Township Board of Education hold an Executive Session on

August 22, 2022

August 22, 2022 regarding personnel matters, student matters, and attorney client privilege.

IV. ROLL CALL

V. PUBLIC SESSION

VI. PLEDGE OF ALLEGIANCE

VII. PRESENTATIONS

HPE Curriculum Revision Presentation - Chuck Seipp & Stu Mason

VIII. CORRESPONDENCE

IX. STUDENT REPRESENTATIVE'S COMMENTS

X. BOARD PRESIDENT'S COMMENTS

XI. SUPERINTENDENT'S REPORT

XII. BUSINESS ADMINISTRATOR'S REPORT

XIII. MINUTES

1. Minutes of the Retreat Meeting of July 20, 2022
2. Minutes of the Executive Retreat Session of July 20, 2022

XIV. COMMITTEE REPORTS

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

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

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

XVI. ACTION ITEMS

**A. Finances (Resolutions 1-32)**

BILLS LIST

- \*1. RESOLVED, that the Roxbury Township Board of Education approve the August 2022 bills list totaling \$3,650,099.80 as presented.

TRAVEL REQUESTS

2. 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.   | Gottfried, Michael | AOPA Symposium                      | 4        | Memphis, TN       | 11/13-11/15/22          | \$400.00                | \$1,381.81                      |
| 2.   | Mann, Monica       | NJACAC Exec. Comm. Retreat          | 4        | Atlantic City, NJ | 8/8-8/9/22              | \$0                     | \$0                             |
| 3.   | DelRusso, Stefanie | The Role of the School Climate Team | 4        | Virtual           | 9/30/22                 | \$0                     | \$0                             |
| 4.   | Zegar, Chris       | The Role of the School Climate Team | 4        | Virtual           | 9/30/22                 | \$0                     | \$0                             |
| 5.   | Hernandez, Jaime   | The Role of the School Climate Team | 4        | Virtual           | 9/30/22                 | \$0                     | \$0                             |
| 6.   | Perhacs, Jen       | The Role of the School Climate Team | 4        | Virtual           | 9/30/22                 | \$0                     | \$0                             |
| 7.   | Santoro, Megan     | Fall Press Day                      | 4<br>S-1 | New Brunswick, NJ | 10/24/2022              | \$50.00                 | \$50.00                         |
| 8.   | Schilling, Scott   | Fall Press Day                      | 4<br>S-1 | New Brunswick, NJ | 10/24/2022              | \$50.00                 | \$50.00                         |
| 9.   | Zengel, Renee      | Fall Press Day                      | 4<br>S-1 | New Brunswick, NJ | 10/24/2022              | \$50.00                 | \$50.00                         |
| 10.  | Katz, Robert       | Management and Supervisory Skills   | 4        | Virtual           | 9/20-10/25/22           | \$853.00                | \$853.00                        |
| 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. |                    |                                     |          |                   |                         |                         |                                 |

APPROVAL OF PURCHASES

- \*3. RESOLVED, that the Roxbury Township Board of Education approve the purchase of 50 Samsung Tablets with Zonar and Activation from SHI International Corp., 290 Davidson Avenue, Somerset, NJ in the amount of \$39,655.00 as per SHI International Corp., quote #22222552.
- \*4. RESOLVED, that the Roxbury Township Board of Education approve the purchase from Crossroads Pavements Maintenance, 512 Newark Pompton Turnpike, Pompton Plains, NJ for repaving the Administration parking lot in the amount of \$12,765.00. Work to be performed through Ed Data Primary vendor Macadm services bid 2021-2022 and funded through the Maintenance Reserve Account.
5. RESOLVED, that the Roxbury Township Board of Education approve the purchase from Crossroads Pavements Maintenance, 512 Newark Pompton Turnpike, Pompton Plains, NJ for pavement expansion at Roxbury High School and island removal and new pavement at Eisenhower Middle School in the amount of \$128,570.00. Work to be performed through Ed

Data Primary vendor Macadm services bid 2021-2022 and funded through the Maintenance Reserve Account.

CONTRACTS

\*6. RESOLVED, that the Roxbury Township Board of Education approve a contract with Sage Thrive Alliance Group with offices located at 601 Jefferson Road, Suite B204, Parsippany, NJ to provide school based counseling and related counseling services to Roxbury Township School District Special Education students for 2022/2023 School Year. The total amount not to exceed \$516,000.00.

AND BE FURTHER RESOLVED, that this resolution supersedes and amends Finance Resolution #13 dated July 20, 2022.

\*7. RESOLVED, that the Roxbury Township Board of Education approve a contract with Sage Thrive Alliance Group with offices located at 601 Jefferson Road, Suite B204, Parsippany, NJ to provide school based counseling and related counseling services to Roxbury Township School District Special Education students for 2022/2023 School Year. The total amount not to exceed \$55,000.00.

\*8. RESOLVED, that the Roxbury Township Board of Education approve a contract with Prime Healthcare Services - Saint Clare's LLC with offices located at 50 Morris Avenue, Denville, NJ to provide back-to-school evaluations to Roxbury Township School District students to commence on July 1, 2022 through June 30, 2023 at the rate of Two Hundred and Fifty (250.00) Dollars for each back-to-school evaluation and not to exceed \$3,750.00.

\*9. RESOLVED, that the Roxbury Township Board of Education approve a contract with the Alarm & Communication Technologies Inc., 25 Ross Street, Wharton, NJ for Fire Alarm Preventive Maintenance and Service to commence on July 1, 2022 and expire on June 30, 2023 and not to exceed \$23,606.95.

\*10. RESOLVED, that the Roxbury Township Board of Education approve a contract with the Statistical Forecasting LLC, 170 Owls Head Hill Lane South, Dorset VT to perform demographic services for Roxbury Public Schools in the amount of \$11,700.00.

\*11. RESOLVED, that the Roxbury Township Board of Education approve a contract with the Cintas Corporation, PO Box 630910, Cincinnati, OH to perform maintenance services on Automatic External Defibrillators (AED) for Roxbury Public Schools in the amount of \$30,972.00.

JOINT TRANSPORTATION AGREEMENT

\*12. 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 ESY Joint Transportation Agreement |          |                              |                               |             |
|--|----------|------------------------------|-------------------------------|-------------|
| Start Date                                   | End Date | Host District's Route Number | Destination                   | Joiner Cost |
| 7/25/2022                                    | 8/4/2022 | RHS08                        | Roxbury HS - ESY Program (JR) | \$440.00    |
| Joiner District to and From Total Route      |          |                              |                               | \$440.00    |

- \*13 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 |
| 8/29/2022                                | 6/30/2023 | RHS25                        | RHS - Special Education (JC,AS,TH)<br>\$55.00 per diem per student - 180 days | \$29,700.00 |
| 8/29/2022                                | 6/30/2023 | KES06                        | Kennedy Special Education (BB,KV)<br>\$55.00 per diem per student - 180 days  | \$19,800.00 |
| 9/1/2022                                 | 6/30/2023 | CTC01                        | Celebrate the Children (SU)<br>\$80.00 per diem per student - 180 days        | \$14,400.00 |
| Joiner District to and From Total Route  |           |                              |   | \$63,900.00 |

**AWARD OF BID**

- \*14. A Notice for sealed proposals for Printing (Preprinted Forms & Stationery) was advertised using Ed-Data in accordance with the provisions of the Public Contracts Law N.J.S.A. 18A:18A-21. Proposals were received, opened and read publicly at 11:00 a.m. on Wednesday, July 20, 2022, by the Assistant School Business Administrator at the Board of Education Office, 42 North Hillside Avenue, Succasunna, New Jersey.

RESOLVED, that the Roxbury Township Board of Education award the Printing (Preprinted Forms & Stationery) proposal to the bidder **per item** as listed below.

| ITEM DESCRIPTION                               | RIDGEWOOD PRESS |
|--|-----------------|
| Graduation Ticket                              | \$180.00        |
| Graduation Program                             | \$4,000.00      |
| Charge Sheets                                  | \$450.00        |
| Envelope RHS - Window Return                   | \$420.00        |
| Envelope RHS - Printed Return                  | \$1,250.00      |
| Emergency Info - Athletics                     | \$360.00        |
| Physician's Notification                       | \$750.00        |
| Emergency Cards Students                       | \$160.00        |
| Emergency Cards Staff                          | \$55.00         |
| Emergency Cards Preschool                      | \$28.00         |
| Permanent Record Folders                       | \$1,620.00      |
| Secondary School Test Record                   | \$220.00        |
| School Profiles                                | \$390.00        |
| Program of Studies                             | \$6,750.00      |
| Memo Pads - Imprinted                          | \$20.00         |
| Business Cards                                 | \$60.00         |
| BUSINESS CARDS - Postcards for Senior Art Show | \$58.00         |
| MEMO PADS - Name Plates                        | \$38.00         |
| Certificate of Excellence                      | \$220.00        |
| 6x9 White Open End Peel Envelope               | \$165.00        |
| Injury Report Form                             | \$205.00        |

APPROVAL TO JOIN COOPERATIVE

- \*15. WHEREAS, the Roxbury Board of Education grants permission to Business Administrator/Board Secretary, Mr. Joseph Mondanaro to enroll the Roxbury School District into The National Purchasing Cooperative, 1680 Duke Street FL2, Alexandria, VA.

WHEREAS, the purpose of this Agreement is to facilitate compliance with state procurement requirements, to identify qualified vendors of commodities, goods and services, to relieve the burdens of the governmental purchasing function, and to realize the various potential economies, including administrative cost savings, for Cooperative members;

APPROVAL OF SUBMISSION OF GRANT

- \*16. WHEREAS, the Roxbury Township Public Schools has been afforded the opportunity to apply for the Clean School Bus Program Grant through the United States Environmental Protection Agency (EPA).
- \*17. WHEREAS, the Roxbury Township Public Schools has been afforded the opportunity to apply for the 2022-2023 Monmouth University Social Justice Academy Grant through Monmouth University.

APPROVAL OF BUS ROUTES FOR THE 2022/2023 SCHOOL YEAR

- \*18. RESOLVED, that the Roxbury Township Board of Education approve the "Route Summary Report" for the transportation of students for the 2022/2023 school year.

ACCEPTANCE OF DONATION

- \*19. RESOLVED, that the Roxbury Township Board of Education approve the donation from Lincoln Technical Institute, 70 McKee Drive, Mahwah, NJ of radiant flooring materials for Structural Design and Fabrication program. This donation is valued at \$1685.13.
- \*20. RESOLVED, that the Roxbury Township Board of Education approve the donation from Alps Technologies Inc., 500 Memorial Drive #1, Somerset, NJ of countertops for Structural Design and Fabrication program. This donation is valued at \$1444.00.
- \*21. RESOLVED, that the Roxbury Township Board of Education approve the donation from Leviton Manufacturing Co., Inc Global, 201 North Service Road, Melville, NY of electrical parts for Structural Design and Fabrication program. This donation is valued at \$523.00.
- \*22. RESOLVED, that the Roxbury Township Board of Education approve the donation from Omnia Industries Inc., 5 Cliffside Drive, Cedar Grove, NJ of cabinet hardware for Structural Design and Fabrication program. This donation is valued at \$576.00

APPROVAL OF NONPUBLIC AID ENTITLEMENT

- \*23. RESOLVED, that the Roxbury Township Board of Education approve the 2022/2023 Nonpublic Aid Entitlement for nonpublic schools in the district in the amounts listed below for the purchase of goods and/or services as designated.

|                           | Nonpublic Nursing | Nonpublic Textbooks | Nonpublic Security | Nonpublic Technology |
|---------------------------|-------------------|---------------------|--------------------|----------------------|
| American Christian School | \$13,440.00       | \$7,920.00          | \$24,600.00        | \$5,040.00           |
| Saint Therese School      | \$23,184.00       | \$13,662.00         | \$42,435.00        | \$8,694.00           |

USE OF VEHICLE FOR PARTNERS IN CARING FOOD DRIVE

\*24. RESOLVED, that the Roxbury Township Board of Education approve the use of one school bus from 10:00 AM to 4:00 PM on Saturday, September 17, 2022 at no charge to collect and transport food donations for ShopRite of Succasunna, 281-031 Route 10 & Commerce Boulevard, Succasunna, NJ. The bus will be used to deliver food donations to Roxbury Social Services Food Pantry, 72 Eyland Avenue, Succasunna, NJ at no charge.

APPROVAL OF SERVICE PROVIDERS

\*25. RESOLVED, that the Roxbury Township Board of Education approve the following service providers for the 2022/2023 school year. At this time, use of and payment for the services indicated are contingent upon the status of school closures and the ability to fulfill the responsibilities associated with the provision of services.

|   | Name         | Services Provided                        | 22/23 Payment |
|---|--------------|--|---------------|
| 1 | Raquet, Ryan | 22/23 RHS Marching Band Technician No. 3 | \$1,999       |

APPROVAL OF DISPOSAL OF PROPERTY

26. RESOLVED, that the Roxbury Township Board of Education approve the discontinued use of 6 filing cabinets at Kennedy Elementary School. This furniture has been identified as obsolete, broken and/or no longer functioning, if unsellable, items will be discarded.

27. RESOLVED, that the Roxbury Township Board of Education approve the discontinued use of 16 student desks, 16 student chairs, 1 teacher desk and 1 table at Nixon Elementary School. This furniture has been identified as obsolete, broken and/or no longer functioning, if unsellable, items will be discarded.

2020 SCHOOL EMPLOYEE HEALTH BENEFITS REFORM LAW

\*28. WHEREAS, P.L.2020, c.44 (“Chapter 44”) requires the School Employees’ Health Benefits Program (SEHBP) to offer plans, beginning on January 1, 2021, for medical and prescription benefits coverage including the New Jersey Educators Health Plan (NJEHP); as adopted and implemented by the School Employees’ Health Benefits Commission; and

WHEREAS, Chapter 44 established reduced premium contributions for any employee who selects, or is placed into, the NJEHP as his or her health care coverage option; and

WHEREAS, The SEHBP applies to the following employers who elect to participate in the SEHBP: local school district, regional school district, county vocational school district, county special services school district, jointure commission, educational services commission, state-operated school district, charter school; and

WHEREAS, The provisions of Chapter 44 also apply to these same employers even if they do not elect to participate in the SEHBP; and

WHEREAS, Many school districts had previously negotiated health benefit agreements with lower net costs compared to the plan design and cost-sharing requirements under "Chapter 44," and/or have staff that previously declined coverage but now are choosing to enroll in the NJEHP due to its low employee cost-sharing provisions; and

WHEREAS, A significant number of school districts will experience a net increase in their health care costs because the NJEHP premiums are higher than the premiums for the collectively bargained plans previously offered by the district, which is further exacerbated by reduced employee contributions under Chapter 44; and

WHEREAS, Other school districts will experience a net increase in their overall health care costs even if the NJEHP premiums are lower than that of the previous plan offerings because the reduction in employee contributions will offset any overall premium savings, resulting in increased net costs to the district; and

WHEREAS, The low employee contribution requirements under NJEHP encourage employees who had previously waived or declined coverage to enroll thereby increasing the districts' health benefit costs for the balance of fiscal year 2021, continuing into fiscal year 2022 and likely beyond; and

WHEREAS, These costs may exceed districts' ability to address within their budgets owing to the limitations of the 2% property tax levy cap; and

WHEREAS, Chapter 44 was a well-intentioned proposal that aimed to generate hundreds of millions of dollars in savings for school districts, school employees and taxpayers; and

WHEREAS, While some school districts may indeed be realizing savings due to the provisions of Chapter 44, many are experiencing the opposite effect and witnessing an increase in their health care costs, which may result in cuts to critical programs, services and staff in order to balance their budgets; and

WHEREAS, Since Chapter 44 essentially froze the level of health benefits and employee contributions for the seven-year period following the law's effective date, districts are unable to control cost increases through the traditional collective bargaining process; and

WHEREAS, It is incumbent upon the Legislature and Governor to address and correct the unintended financial consequences districts are experiencing due to Chapter 44 and ensure that all districts share in the anticipated savings.

NOW, THEREFORE, BE IT RESOLVED that the Roxbury Board of Education requests that the State Legislature and Governor provide relief from the increased health care costs experienced by school districts due to the implementation of Chapter 44; and be it further

RESOLVED, that relief from Chapter 44 should include direct, short-term assistance from the state to ensure that all school districts are held financially harmless in both the current and subsequent fiscal years; and be it further



RESOLVED, that the Legislature and Governor should expeditiously begin to explore long-term structural reforms that reverse the unintended consequences of Chapter 44 and generate lasting savings for school districts, employees and taxpayers; and be it further

RESOLVED, that any proposals to amend or revise Chapter 44 include input from all affected stakeholders before moving forward, including feedback from representatives of local boards of education, school business administrators, superintendents, building-level supervisors and school employees; and be it further

RESOLVED, that this resolution be delivered to Governor Phil Murphy, State Senate President Nicholas Scutari, Assembly Speaker Craig Coughlin; and the 25 Legislative District's representatives in the state Senate and General Assembly; and be it further

RESOLVED, that copies of this resolution be sent to the New Jersey Association of School Business Officials and the New Jersey School Boards Association.

RESOLUTION OPPOSING THE PROPOSAL INCREASES TO THE SCHOOL EMPLOYEES HEALTH BENEFITS PROGRAM

\*29. WHEREAS, the School Employees Health Benefits Program (SEHBP), governed by N.J.S.A. 52:14-17.46 et seq., offers medical, prescription drug, and dental coverage to participating school district employees, retirees, and eligible dependents; and

WHEREAS, all SEHBP plans are self-funded, meaning that the money paid out for benefits comes directly from an SEHBP fund supplied by participating local employers and member premiums; and

WHEREAS, the Division of Pensions and Benefits is responsible for the daily administrative activities of the SEHBP, the School Employees Health Benefits Commission is the executive organization responsible for overseeing the SEHBP; and

WHEREAS, the School Employees Health Benefits Commission, comprised of state officials, union representatives and a representative of the New Jersey School Boards Association, annually considers the calendar year premium levels for the Local Education Employee Group of the SEHBP based on recommendations found in the Rate Setting Recommendation Analysis of the Local Education Employee Group; and

WHEREAS, the School Employees' Health Benefits Plan Design Committee has the responsibility for and authority over the various plans and components of the plans, including for medical benefits, prescription benefits, dental, vision, and any other health care benefits, offered and administered by the SEHBP; and

WHEREAS, existing law requires three members of the School Employees' Health Benefits Plan Design Committee to be appointed by the Governor as representatives of public employers (i.e., local school districts) whose employees are enrolled in the program, but currently all such representatives are state-level appointees;

WHEREAS, the recommended rate changes for medical and prescription drug coverage for the Active 2023 Local Education Employer Group is 15.1%, which includes a 15.3% increase for active employees enrolled in NJ DIRECT 10/15 and a 14.9% increase for active employees enrolled in the NJ Educators Health Plan (NJEHP); and

WHEREAS, such proposed exorbitant rate increases will fall upon the local property taxpayer, as well as school employees, at a time where there is record inflation; and

WHEREAS, since employees enrolled the NJEHP pay a percentage of salary toward their health benefits per P.L.2020, c.44, commonly referred to as "Chapter 44", any increase in NJEHP premiums will fall almost entirely upon local boards of education, placing a severe strain on their budgets; and

WHEREAS, the proposed premium increase for most active employees will take thousands more out of their paychecks annually and lead to huge costs for local school districts that will translate into higher property tax bills for struggling families; and

NOW, THEREFORE, BE IT RESOLVED, by the Roxbury Board of Education in the county of Morris call upon the School Employees Health Benefits Commission to reconsider the rate increase and strike a rate increase that is appropriate in the current economic conditions; and

BE IT FURTHER RESOLVED, that the Roxbury Board of Education in the county of Morris urge the Legislature to adopt legislation expanding the composition of the School Employees Health Benefits Commission and the School Employees' Health Benefits Plan Design Committee to include additional representatives from local school district management; and

BE IT FURTHER RESOLVED, that the Roxbury Board of Education in the county of Morris urge the Legislature and executive branch to examine the impact that "Chapter 44" has had on school district budgets and to adopt legislation that will reverse any of its negative consequences and provide relief to those districts; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to Governor Murphy, State Treasurer Muoio, Senate President Scutari, Assembly Speaker Coughlin, Senator Bucco, Assembly Representatives Bergen and Dunn, and the New Jersey School Boards Association.

#### APPROVAL OF DISPOSITION OF INSTRUCTIONAL PROPERTY

- \*30. RESOLVED, that the Roxbury Township Board of Education approve the removal from the Roxbury School Media Centers library and/or multimedia resources with exceptionally old copyright dates, that are damaged, duplicates, no longer relevant, and/or inappropriate material for the grade level, according to Policy 7300, Disposition of Property. Identified resources will be distributed to classrooms, shifted to other district libraries, discarded, sold, or donated, as appropriate.

#### APPOINTMENTS - EXTRACURRICULAR

- \*31. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2022/2023 school year. At this time, employment and payment are contingent upon the status of school closures and the ability to fulfill the responsibilities associated with the assignment indicated.

|   | Name         | Assignment                         | 22/23 Payment |
|---|--------------|------------------------------------|---------------|
| 1 | Raquet, Ryan | RHS Marching Band Technician No. 3 | \$1,999       |

APPROVAL OF MEDICAL TRAINING

\*32. RESOLVED, that the Roxbury Township Board of Education approve the following staff to participate in medical training sessions to meet student needs on Thursday, August 18, 2022. The rate of pay will be \$100 for each participant and paid upon submission of timesheets:

|                   |                   |                  |                  |
|-------------------|-------------------|------------------|------------------|
| Stefanie DelRusso | Janet Kasliner    | Melissa Phillips | Elena Tunstead   |
| Michelle George   | David Klein       | Susan Redwood    | Tara Urban       |
| Caitlin Folkers   | Rachelle Kovacs   | Denise Rose      | Deborah Wetreich |
| Desiree Hornung   | Catherine Leonard | Theresa Trimmer  |                  |

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

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

HIB REPORT

\*1. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2022/2023 school year, beginning July 9, 2022 and ending August 19, 2022 for Incident No. 1.

FIELD TRIPS / COMPETITIONS

2. 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 | RHS    | 2022-10-21 (Fri) | L.Schmidt              | AP Literature                 | 24            | NJPAC                                | Newark, NJ     | Current & former AP Literature students will attend the Dodge Poetry Festival HS Student Day; trip will lead into unit of study on poetry, analysis, & synthesis   |
| * 2 | RHS    | 2022-10-24 (Mon) | M.Santoro; S.Schilling | Yearbook Club; Newspaper Club | up to 40      | Busch Campus Center at Rutgers Univ. | Piscataway, NJ | To attend the GSSPA (Garden State Scholastic Press Association) Fall Press Day Conference; students will be able to participate in workshops related to journalism and design of print & online publications |

OUT-OF-DISTRICT PLACEMENTS/SERVICES - 2022/2023

3. RESOLVED, that the Roxbury Township Board of Education approve 2022/2023 Extended School Year and 2022/2023 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>    |
|--------------------|---|-------------------|-----------------|
| 207866             | Windsor Bergen Academy                            | \$87,605.76       | 09/6/22-6/30/23 |
| 208714             | Bayada Home Health Care, Inc.                     | \$92,610.00       | 7/1/22-6/30/23  |
| 211808             | Bayada Home Health Care, Inc.                     | \$92,610.00       | 8/29/22-6/30/23 |
| 210502             | Broadstep Academy, Inc.                           | \$137,564.70      | 7/5/22-6/30/23  |
| 208714             | P.G. Chambers School                              | \$84,085.95       | 7/26/22-6/30/23 |
| 207265             | ECLC of New Jersey                                | \$70,644.00       | 7/5/22-6/30/23  |
| 206649             | Chancellor Academy                                | \$78,373.41       | 9/6/22-6/30/23  |
| 206066             | Shepard Preparatory High School                   | \$58,183.02       | 9/1/22-6/30/23  |
| 209498             | NJ Commission for the Blind and Visually Impaired | \$2,200.00        | 9/1/22-6/30/23  |
| 207667             | NJ Commission for the Blind and Visually Impaired | \$2,200.00        | 9/1/22-6/30/23  |
| 209276             | NJ Commission for the Blind and Visually Impaired | \$2,200.00        | 9/1/22-6/30/23  |
| 209075             | NJ Commission for the Blind and Visually Impaired | \$14,600.00       | 9/1/22-6/30/23  |
| 211294             | NJ Commission for the Blind and Visually Impaired | \$2,200.00        | 9/1/22-6/30/23  |
| 208926             | NJ Commission for the Blind and Visually Impaired | \$2,200.00        | 9/1/22-6/30/23  |
| 211240             | NJ Commission for the Blind and Visually Impaired | \$16,590.00       | 9/1/22-6/30/23  |

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

4. 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>    |
|--------------------|--|-------------------|-----------------|
| *209534            | Washington Township Board of Education | \$11,269.44       | 5/18/22-6/30/22 |

\*Amends the School of Provider, originally board approved on June 13, 2022.

TUITION STUDENTS

5. RESOLVED, that the Roxbury Township Board of Education approve the following tuition contract agreements for the 2022/2023 school year.

| <i>State ID</i> | <i>Sending District</i> | <i>Program</i> | <i>Total</i> |
|-----------------|-------------------------|----------------|--------------|
| 5323953342      | Mount Arlington         | BD             | \$27,772.00  |

DISTRICT PROFESSIONAL DEVELOPMENT

- \*6. RESOLVED, that the Roxbury Township Board of Education approve the submission of its District Professional Development Plan Statement of Assurance for the 2022/2023 school year to the NJ Department of Education.

DISTRICT MENTORING PLAN

- \*7. RESOLVED, that the Roxbury Township Board of Education approve the submission of its District Mentoring Plan Statement of Assurance for the 2022/2023 school year to the NJ Department of Education.

2020 NEW JERSEY STUDENT LEARNING STANDARDS - COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION

- \*8. WHEREAS, the Roxbury Township Board of Education has reviewed the 2020 New Jersey Student Learning Standards - Comprehensive Health and Physical Education (NJSLS-CHPE); and

WHEREAS, the Roxbury Township Board of Education has concerns with some of the content of the NJSLS-CHPE; and

WHEREAS, the Roxbury Township Board of Education has received community input expressing concerns with respect to age-appropriateness and specific content; and

WHEREAS, the Roxbury Township Board of Education is aware of similar concerns reported statewide;

WHEREAS, the Roxbury Township Board of Education has control and authority over the curriculum that it is implemented within its schools to teach the NJSLS standards to its students; and

WHEREAS, the Roxbury Township Board of Education recognizes that State law, along with the New Jersey Department of Education, compels local public school districts to incorporate NJSLS-CHPE standards into its curriculum; and

WHEREAS parents/guardians have the right to request that their children are excused from any portion of the NJSLS-CHPE instruction that is in conflict with their conscience or sincerely held moral, and religious beliefs without any penalty to their children, per N.J.S.A. 18A:13-4.7; and

THEREFORE, BE IT RESOLVED, the Roxbury Township Board of Education intends to exercise its authority to approve curriculum and instructional materials that are current, developmentally and age-appropriate, developed and selected through meaningful and ongoing collaboration with the school community including all stakeholders; and

THEREFORE, BE IT RESOLVED, the Roxbury Township Board of Education respectfully requests that the New Jersey State Board of Education and NJ Department of Education review the 2020 NJSLS-CHPE with regard to the concerns that have been raised by local districts and the public at large, and revise/clarify appropriately.

CURRICULUM WRITING

- \*9. RESOLVED, that the course listed below be approved for curriculum writing for the 2022/2023 school year as indicated. This resolution supersedes resolution XVI.B.11, Exhibit E2, Row No 66 approved February 28, 2022.

|   | Course  | School / Course Level | Grade Level | Course Duration (FY, Sem, Q) | New, Revision, or Rewrite | Proposed hours |
|---|---|-----------------------|-------------|------------------------------|---------------------------|----------------|
| 1 | Spanish for Heritage and Advanced Language Learners | RHS                   | 9-12        | FY                           | New                       | 43.5           |

**APPROVAL OF INDEPENDENT STUDY PROJECTS - RHS**

\*10. RESOLVED, that the Roxbury Township Board of Education accepts the Independent Study Projects for classes at Roxbury High School listed below to be completed in the 2022/2023 school year.

| Student | Research Focus            | Credits |
|---------|---------------------------|---------|
| 206075  | Art Portfolio Development | 5       |

**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:

|   | Policy/Regulation Number             | Policy/Regulation Title  | Exhibit Number |
|---|--------------------------------------|--|----------------|
| a | Policy 0143.2 Revised                | High School Student Representative to the Board of Education (M) | P1             |
| b | Policy 0163 Revised                  | Quorum   | P2             |
| c | Policy 1511 Revised                  | Board of Education Website Accessibility (M)                     | P3             |
| d | Policy 2415 Revised                  | Every Student Succeeds Act (M)                                   | P4             |
| e | Policy and Regulation 2432 Abolished | Student Sponsored Publications                                   | P5 & P6        |
| f | Policy 3216 Revised                  | Dress and Grooming   | P7             |
| g | Policy 3270 Revised                  | Professional Responsibilities                                    | P8             |
| h | Regulation 3270 Revised              | Lesson Plans and Plan Books                                      | P9             |
| i | Policy & Regulation 5513 Revised     | Care of School Property (M)                                      | P10 & P11      |
| j | Policy 5517 Revised                  | School District Issued Student Identification Cards (M)          | P12            |
| k | Policy 5722 New                      | Student Journalism (M)   | P13            |

**D. Personnel (Resolutions 1-28)**

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.)

**APPROVAL OF RATE OF PAY - SUBSTITUTE POSITIONS**

- \*1. RESOLVED, that the Roxbury Township Board of Education approves the following rate of pay schedule for substitute positions for the 2022-2023 school year. This supersedes the list approved on June 13, 2022:

| Category   | Rate of Pay<br>2022-2023 School Year |
|--|--------------------------------------|
| Leave Replacement / Interim Teacher or Education Services Personnel (must hold proper NJ certification in content area)  | \$300.00 per diem                    |
| Transitional Substitute Teacher: up to 20 consecutive days in same position; 21-40 days maximum with county superintendent's approval (Alternate or Traditional Route candidate holding a county substitute credential pending issuance of NJ certification) | \$230.00 per diem                    |
| Substitute Teacher: in assignment exceeding 20 consecutive days; 40 days maximum in non-content area (holding a NJ standard/CE/CEAS certification)   | \$200.00 per diem                    |
| Leave Replacement Nurse (must hold a registered nurse license)   | \$325.00 per diem                    |
| <b>Permanent Substitute Nurse</b>  | <b>\$285.00 per diem</b>             |
| Substitute Nurse   | \$235.00 per diem                    |
| Permanent Substitute Teacher (holding a NJ standard/CE/CEAS certification, or Traditional Route candidate holding a county substitute credential pending issuance of NJ certification)   | \$160.00 per diem                    |
| Substitute Teacher (holding a NJ standard/CE/CEAS certification)   | \$110.00 per diem                    |
| Substitute Teacher (holding a county substitute credential)  | \$100.00 per diem                    |
| Interim Instructional Paraprofessional (exceeding 20 consecutive days in same assignment)  | \$105.00 per diem                    |
| Substitute Instructional Paraprofessional  | \$95.00 per diem                     |
| Substitute Bus Aide  | \$15.00 hourly                       |
| Substitute Bus Driver  | \$25.00 hourly                       |
| Substitute Cafeteria (Lunch) Aide  | \$14.00 hourly                       |
| Substitute Computer Technician   | \$16.00 hourly                       |
| Substitute Maintenance / Groundskeeper   | \$15.00 - \$25.00 hourly             |
| Substitute Secretary   | \$15.00 hourly                       |
| Leave Replacement Secretary  | \$25.00 hourly                       |
| Substitute Security Guard / Matron   | \$16.50 hourly                       |
| Substitute Security Guard (with Permit to Carry)   | \$20.00 hourly                       |

JOB DESCRIPTIONS

- \*2. RESOLVED, that the Roxbury Township Board of Education approve the revised job description for Title I Aide CIS-3. (Exhibit JD1)
- \*3. RESOLVED, that the Roxbury Township Board of Education approve the job description for RCS Program Assistant. (Exhibit JD2)

RESIGNATIONS, RETIREMENTS, TERMINATIONS

- 4. 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  | Dzurina, Kathy             | RHS        | Secretary to the Principal         | Resignation for retirement purposes | 9/30/22                        |   |
| 2    | Haag, James                | EMS        | Leave-repl Gr. 8 Math Teacher      | Rescind appt                        | --                             | Term was to begin 8/25/22.                  |
| 3    | Kelley, Ryan               | KES        | Special Education Paraprofessional | Resignation for personal reasons    | 6/30/22                        | To accept f/t teaching position in district |
| 4    | Marabondo, Josephine       | NES        | Special Education Paraprofessional | Resignation for retirement purposes | 9/30/22                        |   |
| 5    | O'Connor, Christine        | NES        | Special Education Paraprofessional | Resignation for personal reasons    | 6/30/22                        | To accept f/t teaching position in district |
| * 6  | Perdomo, John              | RHS        | Security Guard                     | Resignation for personal reasons    | 6/30/22                        | Completed p/t summer work 8/23/22           |
| * 7  | Polson, Katleyn            | RHS        | FCS Teacher                        | Resignation for personal reasons    | 6/30/22                        |   |
| * 8  | Rivera, Erin               | TR         | Bus Aide                           | Resignation for personal reasons    | 6/30/22                        | Completed p/t summer work 8/4/22            |
| * 9  | Rogers, Richard            | Dist       | District Courier                   | Resignation for personal reasons    | 6/30/22                        |   |
| * 10 | Roumes, Craig              | Dist       | Security Guard                     | Resignation for personal reasons    | 6/30/22                        | Completed p/t summer work 8/16/22           |
| 11   | Serek, Amanda              | NES        | Permanent Substitute Teacher       | Resignation for personal reasons    | 6/30/22                        |   |
| 12   | Singh, Mrigaya             | EMS        | Special Education Paraprofessional | Resignation for personal reasons    | 6/30/22                        |   |
| 13   | Slepian, Krystal           | EMS        | Secretary to Asst Principal        | Resignation for personal reasons    | 9/16/22                        |   |
| 14   | Sperling, Brittany         | FES        | Special Education Paraprofessional | Resignation for personal reasons    | 6/30/22                        |   |
| * 15 | Varvar, Gloriana           | TR         | Bus Driver                         | Resignation for personal reasons    | 6/30/22                        | Completed p/t summer work 8/4/22            |
| * 16 | Volker - Loguidice, Amanda | TR         | Bus Driver                         | Resignation for personal reasons    | 6/30/22                        |   |
| 17   | Witmer, Emily              | LRS        | Leave-repl Music Teacher           | Rescind appt                        | --                             | Term was to begin 9/27/22.                  |



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

| <b>Stipend Positions</b> |                      |   |                     |                                  |                  |   |
|--------------------------|----------------------|---|---------------------|----------------------------------|------------------|---|
|                          | <i>Name</i>          | <i>Position</i>                         | <i>Position Loc</i> | <i>Action</i>                    | <i>Effective</i> | <i>Discussion</i>                         |
| 1                        | Marabondo, Josephine | 2022/23 Early Act Co-Advisor            | NES                 | Rescind appt                     | --               | Retiring; final day of employment 9/30/22 |
| * 2                      | Norgard, Kaitlyn     | 2022/23 Girls' Cross Country Head Coach | RHS                 | Resignation for personal reasons | --               |   |

LEAVES OF ABSENCE

6. 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   | 17718           | 3/14/22                   | Using 4 personal and 23 sick days    | FMLA/NJFLA                  | 1/3/23                    | Amends <i>Return Date</i> app'd 1/6/22, XVIII.D.5.3. |
| 2   | 17760           | 10/10/22 or sooner if nec | n/a                                  | FMLA/NJFLA                  | 1/9/23                    |  |
| * 3 | 18018           | 9/27/22 or sooner if nec  | Using 13 sick days                   | FMLA/NJFLA                  | 1/23/23                   |  |
| * 4 | 22173           | 8/29/22                   | Using available sick & personal days | FMLA                        | Upon release by physician |  |

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

REASSIGNMENTS / TRANSFERS

7. RESOLVED, that the Roxbury Township Board of Education approve the reassignment and change in salary for the staff members listed below:

|   | <i>Name</i>       | <i>Former Assignment &amp; Loc.</i>                    | <i>New Assignment &amp; Loc.</i>                                      | <i>Pay Rate</i>                        | <i>Effective Date</i> | <i>Discussion</i>   |
|---|-------------------|--|---|--|-----------------------|---|
| 1 | DeMaio, Brittany  | Special Education Paraprofessional<br>AID.SPE.PT.NA.35 | JES<br>Leave-repl Special Education Teacher (RC)<br>TCH.SPE.RES.NA.05 | JES<br>\$300.00 per diem               | 8/25/22 - 11/23/22    | Non-tenure track replacement in RC position moving from LRS to JES.<br><br>Post leave-repl term, returning to former position app'd 5/9/22, XVI.C.11.4.d.18 |
| 2 | Husein, Amani     | Special Education Paraprofessional<br>AID.SPE.PT.NA.16 | KES<br>Special Education Paraprofessional<br>AID.SPE.FT.NA.16         | KES<br>REA Paraprof Step 13<br>\$22.80 | 9/1/22 # - 6/30/23    | P/T to F/T; replacement in BD Program position  |
| 3 | Johnston, Michele | Special Education Paraprofessional<br>AID.SPE.PT.NA.25 | FES<br>Special Education Paraprofessional<br>AID.SPE.FT.NA.19         | FES<br>REA Paraprof Step 11<br>\$21.48 | 9/1/22 # - 6/30/23    | P/T to F/T; replacement in Gen Ed Program position  |
| 4 | Lupnow, Rosemary  | Special Education Paraprofessional<br>AID.SPE.PT.NA.44 | LRS<br>Special Education Paraprofessional<br>AID.SPE.FT.NA.24         | LRS<br>REA Paraprof Step 13<br>\$22.80 | 9/1/22 # - 6/30/23    | P/T to F/T; replacement in LLD Program position   |

# 10-month employee shall start on the first day of the 2022-23 calendar for this bargaining unit / employee group

8. RESOLVED, that the staff listed below be transferred to a new location and/or assignment as indicated:

*Grouped by related transfers*

|      | Name               | Former Assignment & Loc.                               |                     | New Assignment & Loc.                                  |                     | Effective Date | Discussion   |
|------|--------------------|--|---------------------|--|---------------------|----------------|--|
| 1    | Betz, Chelsea      | OT<br>SPS.DS.OT.NA.04                                  | JES,<br>KES,<br>LRS | OT<br>SPS.DS.OT.NA.04                                  | JES,<br>KES,<br>NES | 9/1/22 #       |  |
| * 2  | Conlon, Kayla      | Special Education Teacher (RC)<br>TCH.SPE.RES.NA.25    | RHS                 | Special Education Teacher (VISTA)<br>TCH.SPE.VIS.MD.01 | RHS                 | 9/1/22 #       |  |
| * 3  | Tirella, Marc      | Special Education Teacher (VISTA)<br>TCH.SPE.VIS.MD.01 | RHS                 | Special Education Teacher (RC)<br>TCH.SPE.RES.NA.25    | RHS                 | 9/1/22 #       |  |
| 4    | Diaz, Kathy        | Special Education Teacher (RC)<br>TCH.SPE.RES.NA.41    | FES                 | Special Education Teacher (RC)<br>TCH.SPE.RES.NA.41    | EMS                 | 9/1/22 #       |  |
| * 5  | Donegan, Brendan   | Gr. 8 Science Teacher<br>TCH.EMS.SCI.NA.05             | EMS                 | Science Teacher<br>TCH.RHS.SCI.NA.10                   | RHS                 | 9/1/22 #       | Replacement in position                                  |
| 6    | Ehrich, Tracy      | Special Education Teacher (RC)<br>TCH.SPE.RES.NA.06    | FES                 | Special Education Teacher (PSD)<br>TCH.SPE.PSD.NA.05   | JES                 | 9/1/22 #       | New position/assignment takes place of TCH.SPE.RES.NA.06 |
| 7    | Folkers, Caitlin   | Special Education Teacher (LLD)<br>TCH.SPE.LLD.NA.05   | LRS                 | Special Education Teacher (RC)<br>TCH.SPE.RES.NA.42    | LRS                 | 9/1/22 #       |  |
| 8    | Rose, Denise       | Special Education Teacher (RC)<br>TCH.SPE.RES.NA.42    | LRS                 | Special Education Teacher (LLD)<br>TCH.SPE.LLD.NA.05   | LRS                 | 9/1/22 #       |  |
| * 9  | Franco, Kevin      | OT<br>SPS.DS.OT.NA.01                                  | KES,<br>LRS,<br>RHS | OT<br>SPS.DS.OT.NA.01                                  | LRS,<br>EMS,<br>RHS | 9/1/22 #       |  |
| 10   | Hutsebaut, Rebecca | Special Education Teacher (PSD)<br>TCH.SPE.PSD.NA.03   | JES                 | Special Education Teacher (PSD)<br>TCH.SPE.PSD.NA.03   | NES                 | 9/1/22 #       | Movement of class to NES                                 |
| 11   | Krumenaker, Terry  | Special Education Teacher (RC)<br>TCH.SPE.RES.NA.03    | JES                 | Special Education Teacher (RC)<br>TCH.SPE.RES.NA.03    | LRS                 | 9/1/22 #       |  |
| * 12 | London, Frances    | Special Education Teacher (LLD)<br>TCH.SPE.LLD.NA.11   | RHS                 | Special Education Teacher (RC)<br>TCH.SPE.RES.NA.18    | RHS                 | 9/1/22 #       | New position/assignment takes place of TCH.SPE.LLD.NA.11 |

|  |                  |  |     |  |          |                    |   |
|--|------------------|--|-----|--|----------|--------------------|---|
| 13   | Murphy, Colleen  | Permanent Substitute Teacher (0.80)<br>TCH.SUB.PERM.FES.01 | FES | Permanent Substitute Teacher (0.80)<br>TCH.SUB.PERM.NES.02 | NES      | 9/1/22 # - 6/30/23 | Tenure-track replacement; not to exceed 4 days/wk |
| 14   | Rubenstein, Jill | Special Education Teacher (RC)<br>TCH.SPE.RES.NA.01        | LRS | Special Education Teacher (RC)<br>TCH.SPE.RES.NA.01        | FES      | 9/1/22 #           |   |
| * 15   | Solotist, April  | Special Education Teacher (RC)<br>TCH.SPE.RES.NA.14        | LRS | Special Education Teacher (SUCCESS)<br>TCH.SPE.SUC.MD.01   | RHS      | 9/1/22 #           | Correction to UPC app'd 7/11/22, XV.C.3.5         |
| 16   | Wright, Keeshana | School Social Worker<br>SPS.DS.SW.NA.03                    | EMS | School Social Worker<br>SPS.DS.SW.NA.03                    | LRS, EMS | 8/25/22            |   |
| # 10-month employee shall start on the first day of the 2022-23 calendar for this bargaining unit / employee group |                  |  |     |  |          |                    |   |

9. RESOLVED, that the REA Paraprofessionals listed below be transferred to a new location and/or assignment as indicated:

|      | Name               | Former Assignment & Loc.                      |     | New Assignment & Loc.                   |     | Effective Date     | Discussion   |
|------|--------------------|---|-----|---|-----|--------------------|--|
| 1    | Appelgren, Melissa | Title 1 Paraprofessional<br>AID.REG.FRA.T1.05 | FES | Teaching Assistant<br>AID.REG.FES.TA.01 | FES | 9/1/22 # - 6/30/23 | Esser II funded position; reduction in Title 1 funding |
| 2    | Ask, Melissa       | Special Education Paraprofessional            | LRS | Special Education Paraprofessional      | JES | 9/1/22 # - 6/30/23 | Gen Ed   |
| 3    | Balogh, Beth       | Special Education Paraprofessional            | NES | Special Education Paraprofessional      | EMS | 9/1/22 # - 6/30/23 | Autistic Program                                       |
| 4    | Bilotta, Stacey    | Special Education Paraprofessional            | JES | Special Education Paraprofessional      | NES | 9/1/22 # - 6/30/23 | PSD Program  |
| 5    | Bonnefond, Kristin | Special Education Paraprofessional            | NES | Special Education Paraprofessional      | JES | 9/1/22 # - 6/30/23 | PSD Program  |
| 6    | Brown, Waheebah    | Special Education Paraprofessional            | KES | Special Education Paraprofessional      | NES | 9/1/22 # - 6/30/23 | Gen Ed   |
| 7    | Chapman, David     | Special Education Paraprofessional            | NES | Special Education Paraprofessional      | JES | 9/1/22 # - 6/30/23 | Gen Ed   |
| * 8  | Clevenger, Tracy   | Special Education Paraprofessional            | RHS | Special Education Paraprofessional      | EMS | 9/1/22 # - 6/30/23 | RC Program   |
| 9    | Dagostino, Gina    | Special Education Paraprofessional            | JES | Special Education Paraprofessional      | NES | 9/1/22 # - 6/30/23 | PSD Program  |
| * 10 | Gaydos, Jennifer   | Special Education Paraprofessional            | NES | Special Education Paraprofessional      | RHS | 9/1/22 # - 6/30/23 | BD Program   |
| 11   | Gonzalez, Adalgisa | Special Education Paraprofessional            | JES | Special Education Paraprofessional      | FES | 9/1/22 # - 6/30/23 | LLD Program  |
| 12   | Haucke, Theresa    | Special Education Paraprofessional            | KES | Special Education Paraprofessional      | NES | 9/1/22 # - 6/30/23 | Gen Ed   |
| 13   | Kacmarcik, Ashley  | Special Education Paraprofessional            | LRS | Special Education Paraprofessional      | FES | 9/1/22 # - 6/30/23 | LLD Program  |

|  |                     |  |     |                                      |     |                    |  |
|--|---------------------|--|-----|--------------------------------------|-----|--------------------|--|
| * 14   | Lazzara, Erinn      | Special Education Paraprofessional         | EMS | Special Education Paraprofessional   | RHS | 9/1/22 # - 6/30/23 | MD Program   |
| * 15   | Lovi, Marjorie      | Special Education Paraprofessional         | RHS | Special Education Paraprofessional   | EMS | 9/1/22 # - 6/30/23 | Autistic Program                                       |
| * 16   | Matera, Lisa        | Special Education Paraprofessional         | RHS | Special Education Paraprofessional   | NES | 9/1/22 # - 6/30/23 | Gen Ed   |
| 17   | Mele, Annmarie      | Special Education Paraprofessional         | LRS | Special Education Paraprofessional   | EMS | 9/1/22 # - 6/30/23 | Gen Ed   |
| 18   | Reinknecht, Cindy   | Special Education Paraprofessional         | NES | Special Education Paraprofessional   | FES | 9/1/22 # - 6/30/23 | LLD Program  |
| * 19   | Sotelo, Virginia    | Special Education Paraprofessional         | RHS | Special Education Paraprofessional   | EMS | 9/1/22 # - 6/30/23 | Autistic Program                                       |
| 20   | Sparano, Deidre     | Special Education Paraprofessional         | LRS | Special Education Paraprofessional   | EMS | 9/1/22 # - 6/30/23 | BD Program   |
| 21   | Springer, Nicole    | Special Education Paraprofessional         | JES | Special Education Paraprofessional   | NES | 9/1/22 # - 6/30/23 | Autistic Program                                       |
| 22   | Strauss, Joyce      | Title 1 Paraprofessional AID.REG.NIX.T1.05 | NES | Teaching Assistant AID.REG.NIX.TA.01 | NES | 9/1/22 # - 6/30/23 | Esser II funded position; reduction in Title 1 funding |
| 23   | Wake - Rotolo, Sara | Special Education Paraprofessional         | FES | Special Education Paraprofessional   | NES | 9/1/22 # - 6/30/23 | LLD Program  |
| # 10-month employee shall start on the first day of the 2022-23 calendar for this bargaining unit / employee group |                     |  |     |                                      |     |                    |  |

**APPOINTMENTS**

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

|     | Name               | Loc        | Position                            | Salary Guide / Step       | Salary             | Start Date              | End Date | Discussion   |
|-----|--------------------|------------|-------------------------------------|---------------------------|--------------------|-------------------------|----------|--|
| 1   | Agresta, Lauren    | LRS        | Permanent Substitute Teacher (0.80) | N/A                       | \$160.00 per diem  | 9/1/22 #                | 6/30/23  | Tenure track replacement in position TCH.SUB.PERM.LRS.02; not to exceed 4 days/wk  |
| 2   | Babus, Jennifer    | NES        | Occupational Therapist              | 22/23 MA Step 9           | \$66,055 prorated  | 10/3/22 ^^              | 6/30/23  | Tenure track replacement in position SPS.DS.OT.NA.03; and movement of position from FES & NES to NES                         |
| * 3 | Bedoya, Ingris     | RHS        | Secretary to Principal              | REA Secty Grade IV Step 6 | \$57,240 prorated  | 10/3/22 ^, ^^           | 6/30/23  | Tenure track replacement in position SEC.RHS.PRN.GR4.01  |
| 4   | Bethon, Catherine  | FES<br>NES | Art Teacher                         | 22/23 MA Step 8           | \$64,125           | 9/1/22 #                | 6/30/23  | Tenure track replacement in position TCH.DS.ART.NA.01  |
| * 5 | Boymann, Lisa      | RHS        | FCS Teacher                         | 22/23 BA Step 16-17       | \$71,405           | 9/1/22 #, ^             | 6/30/23  | Tenure track replacement in position TCH.RHS.FAM.NA.05   |
| * 6 | Crispino, William  | RHS        | Assistant Principal                 | RAA                       | \$104,000 prorated | 8/15/22                 | 6/30/23  | Amends <i>Start Date</i> app'd 7/20/22 XI.C.5.1. Tenure track replacement in position ADM.RHS.APR.NA.01.                     |
| 7   | DeAngelis, Juliana | NES        | Kindergarten Teacher                | 22/23 MA Step 1           | \$60,840           | 9/1/22 #, ^, ^^         | 6/30/23  | New tenure track position TCH.NIX.KIN.NA.01  |
| 8   | De Block, Melissa  | NES        | Special Education Teacher (TIDES)   | 22/23 BA Step 14-15       | \$68,305 prorated  | 9/19/22 or sooner #, ^^ | 6/30/23  | Amends <i>Step, Salary, &amp; Start Date</i> app'd 7/20/22, XI.C.5.4. Tenure track replacement in position TCH.SPE.AUT.NA.05 |
| * 9 | Donovan,           | RHS        | Permanent                           | N/A                       | \$160.00 per       | 9/1/22                  | 6/30/23  | Tenure track replacement in  |

|  |                     |                   |   |                              |                   |                           |         |   |
|--|---------------------|-------------------|---|------------------------------|-------------------|---------------------------|---------|---|
|  | Edward              |                   | Substitute Teacher (0.80)   |                              | diem              | ^,#                       |         | position TCH.SUB.PERM.RHS.02; not to exceed 4 days/wk   |
| 10   | Kelley, Ryan        | KES               | Special Education Teacher (REACH)   | 22/23 BA Step 1              | \$55,440          | 9/1/22 #,##,^             | 6/30/23 | Tenure track replacement in position TCH.SPE.RCH.BD.05.   |
| 11   | Leavy, Dana         | KES               | Permanent Substitute Teacher (0.80)   | N/A                          | \$160.00 per diem | 9/1/22 #                  | 6/30/23 | Tenure track replacement in position TCH.SUB.PERM.KES.01; not to exceed 4 days/wk                         |
| * 12   | Mawn, Matthew       | Dist              | Supervisor of Science; Engineering, Design, & Technology; & Visual Arts, Gr. 7 - 12 | RAA                          | \$92,000 prorated | 8/24/22 ^,^^              | 6/30/23 | Tenure track replacement in position SUP.DS.SUP.NA.07   |
| 13   | O'Connor, Christine | NES               | Special Education Teacher (TIDES)   | 22/23 BA Step 1              | \$55,440          | 9/1/22 #,##,^             | 6/30/23 | Tenure track replacement in position TCH.SPE.AUT.NA.01.   |
| * 14   | Stackhouse, Dawn    | RHS               | Secretary to Asst Principal (10m)   | REA Secty Grade III Step 6   | \$46,513 prorated | 9/1/22 ^,^^               | 6/30/23 | Tenure track replacement in position SEC.RHS.OFF.GR3.03   |
| 15   | White, Jennifer     | LRS               | Permanent Substitute Teacher (0.80)   | N/A                          | \$160.00 per diem | 9/1/22 #                  | 6/30/23 | Tenure track replacement in position TCH.SUB.PERM.LRS.01; not to exceed 4 days/wk                         |
| * 16   | Yodice, Victoria    | Dist              | Permanent Substitute Nurse (0.80)   | N/A                          | \$285.00 per diem | 9/1/22 #,^                | 6/30/23 | Tenure track replacement in position NRS.SUB.PERM.DS.03; ESSER II funded position not to exceed 4 days/wk |
| 17   | Zavalo, Ernesto     | EMS               | Gr. 8 Science Teacher   | 22/23 MA Step 14-15          | \$74,387 prorated | 9/12/22 or sooner ##,^,^^ | 6/30/23 | Tenure track replacement in position TCH.EMS.SCI.NA.05  |
| 18   | PLACE-HOLDER        | LRS<br>EMS<br>RHS | Physical Therapist (FTE 0.40)   | TBD                          | TBD               | 9/1/22 #,^                | 6/30/23 | New part-time tenure track position SPS.DS.PT.NA.02   |
| 19   | PLACE - HOLDER      | EMS               | Secretary to Asst Principal   | REA Secty Grade III Step TBD | TBD               | 9/19/22 ^                 | 6/30/23 | Tenure track replacement in position SEC.EMS.APR.GR3.01   |
| 20   | PLACE - HOLDER      | NES               | Permanent Substitute Teacher (0.80)   | N/A                          | \$160.00 per diem | 9/1/22 #,^                | 6/30/23 | Tenure track replacement in position TCH.SUB.PERM.NES.01; not to exceed 4 days/wk                         |
| <p># 10-month employee shall start on the first day of the 2022-23 calendar for this bargaining unit.<br/>                 ## Start date will end appointment as Transitional Substitute Teacher app'd 8/22/22.<br/>                 ^ Employment start date is pending completion of documentation in accordance with the law or district policy.<br/>                 ^^ Employment start date is pending release from current employer.</p> |                     |                   |   |                              |                   |                           |         |   |

**APPOINTMENTS - LEAVE REPLACEMENTS**

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

|   | Name                  | Loc | Position                 | Salary            | Start Date | End Date | Discussion                                |
|---|-----------------------|-----|--------------------------|-------------------|------------|----------|---|
| 1 | D'Innocenzo, Cristina | FES | Leave-repl SLS           | \$300.00 per diem | 8/25/22    | 11/9/22  | Replacement in position TCH.DS.SLS.NA.01  |
| 2 | Goldstein, Shelly     | JES | Leave-repl Gr. 1 Teacher | \$300.00 per diem | 8/25/22    | 12/23/22 | Replacement in position TCH.JEF.GR1.NA.03 |

|   |                      |           |                                  |                   |                                |          |   |
|---|----------------------|-----------|----------------------------------|-------------------|--------------------------------|----------|---|
| 3   | Kajetzke, Brianna    | LRS       | Leave-repl Gr. 5 Teacher         | \$300.00 per diem | 9/22/22 or sooner if nec ##, ^ | 3/3/23   | Replacement in position TCH.LR.GR5.NA.06. |
| 4   | Terracciano, Anthony | EMS       | Leave-repl ELA Electives Teacher | \$300.00 per diem | 8/25/22 ^                      | 9/30/22  | Replacement in position TCH.EMS.BSI.NA.02 |
| 5   | Weiss, Danielle      | KES       | Leave-repl Gr. 1 Teacher         | \$300.00 per diem | 9/7/22 or sooner if nec ^      | 1/10/23  | Replacement in position TCH.KES.GR1.NA.03 |
| * 6   | PLACE - HOLDER       | Spec Serv | Leave-repl SLS                   | \$300.00 per diem | 8/25/22 ^                      | 12/23/22 | Replacement in position TCH.DS.SLS.NA.03  |
| ## Start date will end appointment as Transitional Substitute Teacher app'd 8/22/22.<br>^ Employment start date is pending completion of documentation in accordance with the law or district policy.<br>^^ Employment start date is pending release from current employer. |                      |           |                                  |                   |                                |          |   |

APPOINTMENTS - HOURLY EMPLOYEES

12. RESOLVED, that the Roxbury Township Board of Education approve the following staff members:

|     | Name           | Loc  | Position                           | Guide / Step          | Hourly Rate | Start Date | End Date | Discussion                                     |
|-----|----------------|------|------------------------------------|-----------------------|-------------|------------|----------|--|
| * 1 | Judkins, Paula | TR   | Bus Driver                         | RBDG                  | \$35.51     | 9/1/22 ^ # | 6/30/23  | Replacement in position BUS.TR.DRI.RE.07       |
| * 2 | PLACE - HOLDER | TR   | Bus Driver                         | RBDG                  | TBD         | 9/1/22 ^ # | 6/30/23  | Replacement in position BUS.TR.DRI.RE.36       |
| * 3 | PLACE - HOLDER | TR   | Bus Driver                         | RBDG                  | TBD         | 9/1/22 ^ # | 6/30/23  | New position BUS.TR.DRI.RE.64                  |
| 4   | PLACE - HOLDER | NES  | Lunchroom / Cafeteria Aide         | N/A                   | \$15.50     | 9/1/22 ^ # | 6/30/23  | Replacement in position AID.CAF.NIX.NA.02      |
| 5   | PLACE - HOLDER | KES  | Teaching Assistant                 | REA Paraprof Step TBD | TBD         | 9/1/22 ^ # | 6/30/23  | New ESSER II funded position AID.REG.KES.TA.01 |
| * 6 | PLACE - HOLDER | Dist | Security Guard (10mo)              | N/A                   | \$26.00     | 9/1/22 ^ # | 6/30/23  | Replacement in position GUA.DS.SEC.10M.05      |
| 7   | PLACE - HOLDER | NES  | Special Education Paraprofessional | REA Paraprof Step TBD | TBD         | 9/1/22 ^ # | 6/30/23  | Replacement in position AID.SPE.PT.NA.40       |
| 8   | PLACE - HOLDER | JES  | Special Education Paraprofessional | REA Paraprof Step TBD | TBD         | 9/1/22 ^ # | 6/30/23  | Replacement in position AID.SPE.PT.NA.10       |
| 9   | PLACE - HOLDER | FES  | Special Education Paraprofessional | REA Paraprof Step TBD | TBD         | 9/1/22 ^ # | 6/30/23  | Replacement in position AID.SPE.PT.NA.13       |
| 10  | PLACE - HOLDER | TBD  | Special Education Paraprofessional | REA Paraprof Step TBD | TBD         | 9/1/22 ^ # | 6/30/23  | Replacement in position AID.SPE.PT.NA.08       |
| 11  | PLACE - HOLDER | TBD  | Special Education Paraprofessional | REA Paraprof Step     | TBD         | 9/1/22 ^ # | 6/30/23  | Replacement in position AID.SPE.PT.NA.46       |

|  |  |  |  |     |  |  |  |  |
|--|--|--|--|-----|--|--|--|--|
|  |  |  |  | TBD |  |  |  |  |
| ^ Employment start date is pending completion of documentation in accordance with the law or district policy.<br># 10-month employee shall start on the first day of the 2022-23 calendar for this bargaining unit / employee group. |  |  |  |     |  |  |  |  |

- \*13. RESOLVED, that the Roxbury Township Board of Education approve the following Summer Staff members:

|   | Name              | Loc | Position             | Guide / Step | Hourly Rate | Start Date | End Date | Discussion   |
|---|-------------------|-----|----------------------|--------------|-------------|------------|----------|--|
| 1 | Scheurman, Robert | ESY | ESY Paraprofessional | N/A          | \$17.00     | 8/1/22     | 8/4/22   | Not to exceed 20 hrs/wk; ESY Bus Aide as needed up to 5 hrs/wk at \$17.00 hourly |

**APPOINTMENTS - LEAD TEACHERS**

- \*14. RESOLVED, that the following staff be appointed for the 2022/2023 school year as indicated.

|   | Name            | Position   | Stipend per 2020-23 REA Contract |
|---|-----------------|--|----------------------------------|
| 1 | Bischoff, Derek | Lead Teacher of Industrial Arts & Technology; Family & Consumer Science; and Business & Marketing Gr. 9 - 12 | \$2,075                          |

**APPOINTMENTS - EXTRACURRICULAR**

15. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2022/2023 school year. At this time, employment and payment are contingent upon the status of school closures and the ability to fulfill the responsibilities associated with the positions indicated.

| 22/23 Club Appts |         |          |                            |                   |                  |                     |                              |
|------------------|---------|----------|----------------------------|-------------------|------------------|---------------------|------------------------------|
|                  | POS LOC | POS TYPE | POSITION                   | ASSIGNMENT        | NAME             | 22/23 TOTAL Stipend | 22/23 Notes about Assignment |
| 1                | NES     | CLUB     | Early Act                  | Co-Advisor        | Rex, Jean        | \$400               |                              |
| * 2              | RHS     | CLUB     | Robotics & Technology Club | Assistant Advisor | Connelly, Sheila | \$4,225             |                              |

- \*16. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2022/2023 school year. At this time, employment and payment are contingent upon the status of school closures and the ability to fulfill the responsibilities associated with the positions indicated.

| 22/23 Coaching Appts  |         |                |            |        |                  |                    |                                   |                         |                     |
|---|---------|----------------|------------|--------|------------------|--------------------|-----------------------------------|-------------------------|---------------------|
|   | POS LOC | POSITION       | ASSIGNMENT | SEASON | NAME             | 22/23 Base Stipend | # of Consec Yrs thru 22/23 Season | 22/23 Longevity Stipend | 22/23 TOTAL Stipend |
| 1   | RHS     | Field Hockey   | Asst Coach | Fall   | Norgard, Kaitlyn | \$ 5,573           | 3 #                               | \$ -                    | \$ 5,573 #          |
| 2   | RHS     | Soccer - Boys' | Asst Coach | Fall ^ | Pompei, Greg ^   | \$ 5,573           | 1                                 | \$ -                    | \$ 5,573            |
| # Fall Asst Coach for Girls' Soccer @ RHS for 20/21. Fall Head Coach for Girls' XC @ RHS for 21/22. Fall Asst |         |                |            |        |                  |                    |                                   |                         |                     |

Coach for Field Hockey @ RHS as of 22/23.  
 ^ Start date is pending completion of documentation in accordance with the law or district policy.

- \*17. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2022/2023 school year. At this time these positions are contingent upon the status of school closures and the ability to fulfill the responsibilities associated with these positions:

| 22/23 Specialized Athletic Consultants |                  |                        |                   |        |               |                 |  |
|--|------------------|------------------------|-------------------|--------|---------------|-----------------|--|
|  | Name             | Position               | Sport             | Season | Loc. of Sport | Payment         | Discussion                                   |
| 1                                      | Alecci, Anthony  | Specialized Consultant | Football          | Fall   | RHS           | Volunteer-basis |  |
| 2                                      | Douglas, Brett   | Specialized Consultant | Football          | Fall   | RHS           | Volunteer-basis |  |
| 3                                      | Matiz, Kassandra | Specialized Consultant | Volleyball-Girls' | Fall   | RHS           | \$2,000         | Funded by RHS Volleyball Parent Booster Club |
| 4                                      | Spargo, Justin   | Specialized Consultant | Football          | Fall   | RHS           | Volunteer-basis |  |

**CURRICULUM CONSULTANT**

- \*18. RESOLVED, that Mr. Matthew Mawn be approved to serve as a curriculum consultant for the 2022/2023 school year at a salary of \$383.00 per diem effective August 24, 2022 until start date approved on August 22, 2022 in Resolution XVI.D.10.12.

**APPOINTMENTS - SUBSTITUTES**

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

|   | Name                | Loc.     | Position   | Salary                        | Start Date                       | End Date | Discussion                              |
|---|---------------------|----------|--|-------------------------------|----------------------------------|----------|---|
| 1 | Kajetzke, Brianna   | LRS      | Transitional Substitute Teacher (Gr. 5)                    | \$230.00 per diem             | 9/22/22 or sooner if necessary ^ | 10/21/22 | Coverage for position TCH.LR.GR5.NA.06. |
| 2 | Kelley, Ryan        | KES      | Transitional Substitute Teacher (Special Education, REACH) | \$230.00 per diem             | 8/25/22                          | 9/22/22  | Coverage for position TCH.SPE.RCH.BD.05 |
| 3 | O'Connor, Christine | NES      | Transitional Substitute Teacher (Special Education, TIDES) | \$230.00 per diem             | 8/25/22                          | 9/22/22  | Coverage for position TCH.SPE.AUT.NA.01 |
| 4 | Zavala, Ernesto     | EMS      | Transitional Substitute Teacher (Gr. 8 Science)            | \$230.00 per diem             | 9/12/22 or sooner ^              | 10/11/22 | Coverage for position TCH.EMS.SCI.NA.05 |
| 5 | Belford, Melanie    | District | Substitute Teacher, Paraprofessional, and Secretary        | 22/23 Board approved Sub Rate | 9/1/22#                          | 6/30/23  |   |



|   |                      |          |   |                               |          |         |  |
|---|----------------------|----------|---|-------------------------------|----------|---------|--|
| 6   | Edelman, Michele     | District | Substitute Teacher, Paraprofessional, and Secretary | 22/23 Board approved Sub Rate | 9/1/22^# | 6/30/23 |  |
| 7   | Wyszkowski, Victoria | District | Substitute Teacher, Paraprofessional, and Secretary | 22/23 Board approved Sub Rate | 9/1/22#  | 6/30/23 |  |
| ^Start date pending receipt of documentation in accordance with law and district policy.<br># Substitutes may start on the first student day of the 2022-23 calendar. |                      |          |   |                               |          |         |  |

**APPROVAL OF GRADUATE STUDY INCENTIVE INCREMENT**

20. RESOLVED, that the personnel listed below be granted an increase in their salary level as indicated effective August 25, 2022 for the 2022/2023 school year:

|      | Last Name  | First Name | Loc | 22/23 Salary Level | 22/23 Step | 22/23 Salary |
|------|------------|------------|-----|--------------------|------------|--------------|
| 1    | Erdreich   | Cara       | JES | BA+30              | 6-7        | \$61,925     |
| 2    | Friscia    | Stephanie  | JES | Ph.D.              | 6-7        | \$68,625     |
| * 3  | Hollenbeck | Helen      | RHS | MA+30              | 11-13      | \$74,080     |
| 4    | Kim        | Erica      | KES | BA+15              | 3-5        | \$59,440     |
| * 5  | Kulick     | Justin     | RHS | MA+30              | 18         | \$84,330     |
| 6    | Martino    | Tiffany    | EMS | MA                 | 6-7        | \$62,825     |
| 7    | Montano    | Ashley     | NES | BA+15              | 3-5        | \$59,440     |
| * 8  | Oster      | Kaitlyn    | RHS | MA                 | 6-7        | \$62,825     |
| * 9  | Panico     | Amanda     | RHS | MA+30              | 9          | \$69,405     |
| 10   | Richardson | Kiley      | EMS | MA                 | 3-5        | \$61,840     |
| * 11 | Saavedra   | Julieth    | RHS | MA+30              | 16-17      | \$81,105     |
| * 12 | Shaw       | James      | RHS | BA+30              | 14-15      | \$73,374     |
| * 13 | Thompson   | Carie      | RHS | MA+30              | 16-17      | \$81,105     |
| 14   | Tunstead   | Elena      | LRS | MA+30              | 10         | \$71,605     |

**SALARY ADJUSTMENTS - CERTIFICATED STAFF**

21. RESOLVED, that the Roxbury Township Board of Education approve the following teaching assignments for the staff indicated below for the 2022/2023 school year, with the understanding that these assignments are subject to change based on scheduling adjustments:

|   | Name              | Loc | Program/ Class                   | Extra Blocks assigned:           | Effective           | Salary Guide / Step    | Adtl. Salary not to exceed |
|---|-------------------|-----|----------------------------------|----------------------------------|---------------------|------------------------|----------------------------|
| 1 | Heilman, Kerri    | LRS | ICR Gr. 6 Science/Social Studies | 1 class daily during Period 9-10 | 8/29/22 - 6/14/23   | 22/23 MA+30 Step 16-17 | \$15,783                   |
| 2 | Richardson, Kiley | EMS | Intro to Algebra                 | 1 block daily during Block 2     | 8/29/22 - 11/9/22 # | 22/23 MA Step 3-5      | \$3,276                    |
| 3 | Steinmark, Kira   | EMS | Intro to Algebra                 | 1 block daily during Block 5     | 8/29/22 - 11/9/22 # | 22/23 BA Step 2        | \$2,963                    |

|  |                   |     |                  |                              |                     |                        |         |
|--|-------------------|-----|------------------|------------------------------|---------------------|------------------------|---------|
| 4  | Trautz, Caryn     | EMS | Intro to Algebra | 1 block daily during Block 6 | 8/29/22 - 11/9/22 # | 22/23 MA+30 Step 11-13 | \$3,924 |
| 5  | Tucker, Elizabeth | EMS | Algebra I        | 1 block daily during Block 1 | 8/29/22 - 11/9/22 # | 22/23 MA+15 Step 18    | \$4,385 |
| # Coverage for position TCH.EMS.MAT.NA.04. |                   |     |                  |                              |                     |                        |         |

SALARY ADJUSTMENTS - HOURLY EMPLOYEES

\*22. RESOLVED, that the Roxbury Township Board of Education amend the payment of salary by timesheets for the following part-time REA Special Education Paraprofessionals who are working less than five days per week:

|   | Name                 | Step | Hourly Rate | Start Date | End Date | Discussion                   |
|---|----------------------|------|-------------|------------|----------|------------------------------|
| 1   | Clevenger, Tracy     | 11   | \$21.48     | 9/1/22 #   | 6/30/23  | Salary payable by timesheets |
| 2   | Decker, Sonia        | 10   | \$20.88     | 9/1/22 #   | 6/30/23  | Salary payable by timesheets |
| 3   | Hakhamaneshi, Lenore | 4    | \$18.31     | 9/1/22 #   | 6/30/23  | Salary payable by timesheets |
| 4   | Koch, Joyce          | 11   | \$21.48     | 9/1/22 #   | 6/30/23  | Salary payable by timesheets |
| 5   | Mele, Annmarie       | 10   | \$20.88     | 9/1/22 #   | 6/30/23  | Salary payable by timesheets |
| 6   | Mollitor, Danielle   | 10   | \$20.88     | 9/1/22 #   | 6/30/23  | Salary payable by timesheets |
| 7   | Oliver, Susan        | 8    | \$19.70     | 9/7/22     | 6/30/23  | Salary payable by timesheets |
| 8   | Skawska, Marta       | 11   | \$21.48     | 9/1/22 #   | 6/30/23  | Salary payable by timesheets |
| 9   | Springer, Jammal     | 7    | \$19.13     | 9/1/22 #   | 6/30/23  | Salary payable by timesheets |
| 10  | Stark, Marnie        | 12   | \$22.13     | 9/1/22 #   | 6/30/23  | Salary payable by timesheets |
| 11  | Wake Rotolo, Sara    | 8    | \$19.70     | 9/1/22 #   | 6/30/23  | Salary payable by timesheets |
| # 10-month employee shall start on the first day of the 2022-23 calendar for this bargaining unit / employee group. |                      |      |             |            |          |                              |

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:

|  | Novice Teacher      |     |              |   | Mentoring Term in Roxbury |            |          |            |         |
|--|---------------------|-----|--------------|---|---------------------------|------------|----------|------------|---------|
|  | Name                | Loc | Instr. Cert. | No. of weeks of mentoring completed to date | Mentor                    | Start Date | End Date | No. of Wks | Fee     |
| 1  | Biank, David        | LRS | CEAS         | 14 (in Roxbury 3/2022 - 6/2022)             | Cadena, Meaghan           | 8/25/22    | 12/16/22 | 16         | \$293   |
| 2  | O'Connor, Christine | NES | CE           | n/a   | Clark, Jennifer           | 8/25/22 ^  | 3/31/23  | 30         | \$1,000 |
| 3  | Scimeca, Rachel     | EMS | CEAS         | n/a   | Blewitt, Jessica          | 8/25/22    | 3/31/23  | 30         | \$550   |
| 4  | Wyckoff, Amanda     | NES | CEAS         | n/a   | Arms, Victoria            | 8/25/22    | 3/31/23  | 30         | \$550   |
| ^Start date pending receipt of documentation in accordance with law. |                     |     |              |   |                           |            |          |            |         |

**ATHLETIC EVENT WORKERS**

- \*24. RESOLVED, that the staff listed below be approved for employment as Athletic Event Workers for the 2022-2023 school year at the salaries indicated (please note, administrators are not included in this list):

Professional teaching staff  
Support staff

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

**STUDENT TEACHERS/INTERNS**

25. 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                             | Hoyos Hernandez, Karla | Ramapo Univ.        | Clinical Int-Gr. 2-4    | 8/25/22 - 12/9/22 for 2 days/wk | Taggart, Dana                      | Gr. 3 Teacher   | JES        |
| 2                             | Hoyos Hernandez, Karla | Ramapo Univ.        | Clinical Int-Gr. 2-4    | 1/3/23 - 4/28/23 for f/t        | Taggart, Dana                      | Gr. 3 Teacher   | JES        |

**COMMUNITY SCHOOL**

- \*26. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2022/2023 Roxbury Community School Course Offerings. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

|   | <b>Program</b>           | <b>Instructor</b> | <b>Loc</b> | <b>Pay Rate</b> | <b>Start Date</b> | <b>End Date</b> | <b>Discussion</b>           |
|---|--------------------------|-------------------|------------|-----------------|-------------------|-----------------|-----------------------------|
| 1 | Basketball Camp (Boys)   | Elwood, Shawn     | RHS        | \$100/Student   | 7/18/22           | 7/22/22         | Placeholder from 6/13/22    |
| 2 | Basketball Camp (Girls)  | Elwood, Shawn     | RHS        | \$75/Student    | 7/25/22           | 7/29/22         | Placeholder from 6/13/22    |
| 3 | Gaels Speed Camp (Youth) | Bischoff, Derek   | RHS        | \$50/Student    | 7/18/22           | 7/22/22         | Replaces 6/13/22 resolution |
| 4 | Gaels Speed Camp (Youth) | Norgard, Kaitlyn  | RHS        | \$50/Student    | 7/25/22           | 7/29/22         | Replaces 6/13/22 resolution |
| 5 | Gaels Speed Camp (HS)    | Bischoff, Derek   | RHS        | \$100/Student   | 7/25/22           | 7/29/22         | Replaces 6/13/22 resolution |

27. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2022/2023 Roxbury Community School B.A.S.E.S. Program. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

|    | Instructor           | Loc | Title         | Hourly Pay Rate | Start Date | End Date | Discussion  |
|----|----------------------|-----|---------------|-----------------|------------|----------|---|
| 1  | Meaney, Courtney     | K-4 | Certified     | \$35.00         | 8/23/22    | 6/30/23  |   |
| 2  | Meola, Louis         | K-4 | Certified     | \$35.00         | 8/23/22    | 6/30/23  |   |
| 3  | Murphy, Regina       | K-4 | Non-Certified | \$22.00         | 8/23/22    | 6/30/23  | Not to exceed 29.5 hrs/wk with various district positions |
| 4  | Olcott, Nicole       | K-4 | Certified     | \$35.00         | 8/23/22    | 6/30/23  |   |
| 5  | Osterman, Georgia    | K-4 | Non-Certified | \$22.00         | 8/23/22    | 6/30/23  |   |
| 6  | Wyszkowski, Victoria | K-4 | Certified     | \$35.00         | 8/23/22    | 6/30/23  | Not to exceed 29.5 hrs/wk with various district positions |
| 7  | PLACEHOLDER          | K-4 |               | TBA             | 8/23/22    | 6/30/23  |   |
| 9  | PLACEHOLDER          | K-4 |               | TBA             | 8/23/22    | 6/30/23  |   |
| 10 | PLACEHOLDER          | K-4 |               | TBA             | 8/23/22    | 6/30/23  |   |
| 11 | PLACEHOLDER          | K-4 |               | TBA             | 8/23/22    | 6/30/23  |   |
| 12 | PLACEHOLDER          | K-4 |               | TBA             | 8/23/22    | 6/30/23  |   |
| 13 | PLACEHOLDER          | K-4 |               | TBA             | 8/23/22    | 6/30/23  |   |
| 14 | PLACEHOLDER          | K-4 |               | TBA             | 8/23/22    | 6/30/23  |   |
| 15 | PLACEHOLDER          | K-4 |               | TBA             | 8/23/22    | 6/30/23  |   |

28. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2022/2023 Roxbury Community School Preschool Program. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

|   | Instructor      | Loc | Position | Hourly Rate | Start Date | End Date | Discussion                |
|---|-----------------|-----|----------|-------------|------------|----------|---------------------------|
| 1 | Eskay, Gina     | KES | Aide     | \$20.00     | 7/21/22    | 6/30/23  | Not to exceed 29.5 Hrs/Wk |
| 2 | Mazza, Lorna    | KES | Aide     | \$20.00     | 7/21/22    | 6/30/23  | Not to exceed 29.5 Hrs/Wk |
| 3 | Salerno, Phoebe | KES | Aide     | \$20.00     | 7/21/22    | 6/30/23  | Not to exceed 29.5 Hrs/Wk |
| 4 | Wilks, Laura    | KES | Aide     | \$20.00     | 7/21/22    | 6/30/23  | Not to exceed 29.5 Hrs/Wk |
| 5 | PLACEHOLDER     | KES | Aide     | TBA         | 7/21/22    | 6/30/23  | Not to exceed 29.5 Hrs/Wk |

|   |               |     |                            |                        |         |         |  |
|---|---------------|-----|----------------------------|------------------------|---------|---------|--|
| 6 | Maio, Emily   | KES | Teacher                    | \$26.00                | 8/23/22 | 6/30/23 | Not to exceed 29.5 Hrs/Wk;<br>Replaces J.V. from the<br>7/20/22 agenda |
| 7 | Spicka, Stacy | KES | Teacher                    | \$30.00                | 7/21/22 | 6/30/23 | Not to exceed 29.5 Hrs/Wk  |
| 8 | Berta, Yvette | KES | Sub Aide<br>Sub<br>Teacher | \$18/Hour<br>\$25/Hour | 8/23/22 | 6/30/23 | Not to exceed 29.5 Hrs/Wk  |
| 9 | Marantz, Anne | KES | Sub Aide<br>Sub<br>Teacher | \$18/Hour<br>\$25/Hour | 8/23/22 | 6/30/23 | Not to exceed 29.5 Hrs/Wk  |

**E. Executive Session**

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

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

WHEREAS, the Board of Education is anticipating to hold a Regular Meeting on September 19, 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.

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

XVIII. BOARD MEMBER COMMENTS

XIX. EXECUTIVE SESSION - (IF NECESSARY)

XX. PUBLIC SESSION – (IF NECESSARY)

XXI. ADJOURNMENT

# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

EXHIBIT P1 – FIRST READING

Bylaws

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### HIGH SCHOOL STUDENT PUPIL REPRESENTATIVES TO THE BOARD OF EDUCATION

#### 0143.2 HIGH SCHOOL STUDENT PUPIL REPRESENTATIVES TO THE BOARD OF EDUCATION

##### M

The Board of Education recognizes that students are the primary reason for the existence of the school district. It considers the experience gained by and input from students in the school district is a to be a valued source for improving the operation of the school district. The Board is also desirous of furthering the experience of students in the governance process and providing opportunities for students to contribute to the future direction of the school district. To this end, and in accordance with N.J.S.A. 18A:12-1.3 and N.J.S.A. 18A:36A-11.2, the Board authorizes the appointment of a minimum of one high school student selected by the student body to serve as a nonvoting student representative on and one alternate to the Board. The student representative must be selected from one of the grades nine through twelve.

The student body may elect or appoint the student representative to the Board in a process to be determined by the Superintendent or designee. When developing the process the Superintendent or designee shall consider input provided by the student body.

##### Qualifications

-

The individual(s) appointed as a student representative(s) to the Board shall be a member of the student body in grades nine to twelve.

-

##### Term

The Student representatives to the Board shall serve for a term of one year term shall include: and may be reappointed. The term shall begin with the organizational meeting of the Board and extend to the meeting prior to the next organizational meeting.

-

##### Appointment

-

Each student representative(s) shall be appointed by the High School Principal.

-

Appointment shall occur at least four weeks prior to the organizational meeting of the Board.

-



## HIGH SCHOOL STUDENT PUPIL REPRESENTATIVES TO THE BOARD OF EDUCATION

~~Student representatives shall attend all public meetings of the Board and shall be entitled to speak at the discretion of the Board President on all matters before the Board except as may be prohibited by New Jersey Statute or Code. Student representatives shall not be entitled to vote. All confidential information obtained by virtue of membership shall be held as such by student representatives. Student representatives shall be held to the same code of ethics as elected and appointed members of the Board.~~

### ~~Duties and Responsibilities~~

#### ~~Student representatives:~~

1. Attend all public Board meetings, excluding any discussions of the Board involving subjects which are confidential;:-
2. Representing all high school students within the district and presenting student proposals and concerns to the Board for its consideration; and
3. Keeping high school students informed of the business of the Board by providing a monthly report to the Student Council concerning the activities of the Board.
2. ~~Shall be excluded from executive sessions of the Board.~~
3. ~~Represent the views of the student body.~~
4. ~~Suggest through appropriate channels Board agenda items.~~
5. ~~The Board President will invite the student representative to participate in Board discussions and give input at appropriate times.~~
6. ~~Shall be excluded from sensitive and confidential discussions and communications (e.g. matters involving personnel, grievances, negotiations, litigation, real property purchase and other sensitive matters).~~
7. ~~Receive all Board public agendas.~~
8. ~~Perform such duties as determined by the Board President in consultation with the Superintendent.~~



**HIGH SCHOOL STUDENT** ~~PUPIL~~ REPRESENTATIVES TO THE BOARD OF EDUCATION

The student representative shall rotate each school year among the high schools in the district if the district has more than one high school.

Student representatives are expected to adhere to all bylaws, policies and regulations of the Board in their role. The Board in no way relinquishes any of its authority, powers, prerogatives or responsibilities but rather adds to its membership a non-voting student representative(s) for the mutual benefit of the Board, student body, and the school district.

N.J.S.A. 18A:12-1.3; 18A:36A-11.2

Adopted: 14 October 2013

Revised: TBD





# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

EXHIBIT P2 – FIRST READING

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QUORUM

### 0163 QUORUM

A quorum **of the Board of Education** shall consist of **a minimum of** five Board members, and no business shall be conducted in the absence of a quorum, except when the Doctrine of Necessity is invoked.

All Board meetings shall be called to commence not later than 8:00 p.m. of the designated day but, if ~~In the event~~ a quorum is not present at the time for which the meeting is called, the Board member or Board members present ~~hour of convening, the meeting may be recessed~~ recess the meeting to a time not later than 9:00 p.m. of the same day; ~~and, if a quorum be not present at that time, is not then present,~~ the member or members present may adjourn the meeting to commence not later than 8:00 p.m. of another day, but not more than seven days following the date for which the original meeting was called, but no further recess or adjournment of the meeting shall be made ~~a later date within seven days.~~

The Board of Education recognizes ~~that~~ there may be matters that come before the Board or acts required of Board members in their official capacity where the Board member may have a conflict of interest or the act **by a Board member** would be in violation of N.J.S.A. 18A:12-24. In these matters, the Board member(s) **shall** ~~will~~ remove **themselves** ~~himself/herself~~ from any discussions, meetings (informal or formal), committee meetings, and/or a vote regarding the matter. The Board will consider this matter without the Board member(s) who has the conflict.

In the event a matter comes before the Board or an act is required of a Board member in **their** ~~his/her~~ official capacity that is a conflict or would be in violation of N.J.S.A. 18A:12-24, the Board would still be required to have a quorum to consider the matter. However, the New Jersey Department of Education and the School Ethics Commission ~~has~~ envisioned this prohibition could create a situation in which **the number of conflicted Board members would prevent** ~~so many Board members have a conflict, that the Board would be unable~~ to take action on a matter. Therefore, when more than a quorum of the Board members must abstain from voting on a matter **due to a conflict or the act would be in violation of N.J.S.A. 18A:12-24,** the Board will invoke the Doctrine of Necessity consistent with the New Jersey Department of Education and School Ethics Commission guidelines as follows:

- A. Board Member(s) in Conflict - Less Than a Majority of The Board
  1. In the event a Board member(s) has a conflict of interest where the Board member will act in **their** ~~his/her~~ official capacity, the Board member must remove **themselves** ~~himself/herself~~ from any discussions, meetings



(informal or formal), committee meetings, and/or a vote regarding the matter.

2. In the event a Board member is unsure whether **they** he/she or any other Board member has a conflict of interest or whether the matter, if acted upon by a Board member(s) is in violation of N.J.S.A. 18A:12-24 - Prohibited Acts, the School Board Attorney will make a determination.
3. The School Board Attorney will provide the Board of Education an opinion on whether the matter is a conflict of interest or act prohibited by N.J.S.A. 18A:12-24 - Prohibited Acts.
4. If the Board member(s) believes **they** he/she **have** has a conflict of interest where **they** he/she will act in **their** his/her official capacity or if the School Board Attorney renders an opinion ~~that~~ the Board member has a conflict of interest where the Board member will act in **their** his/her official capacity, the Board member will remove **themselves** himself/herself from any discussions, meetings (informal or formal), committee meetings, and/or a vote regarding the matter.

B. **Board Member(s) in Conflict** - A Majority of Board Members in Conflict

1. In the event:
  - a. A Board member(s) believes **they** he/she **have** has a conflict of interest **or if acted upon by a Board member is in violation of N.J.S.A. 18A:12-24** ~~where he/she will act in his/her official capacity;~~ or
  - b. If the School Board Attorney renders an opinion ~~that the~~ **a** Board member(s) has a conflict of interest **or if acted upon by a Board member is in violation of N.J.S.A. 18A:12-24** ~~where the Board member will act in his/her official capacity;~~ and
  - c. The number of Board members that have a conflict would make it so the Board would be unable to take action on the matter, then the Board may invoke the “~~Rule [or Doctrine]~~ of Necessity.” (Citing U.S. v. Will, 449 U.S. 200 (1980)).

C. ~~Rule [Or Doctrine]~~ Of Necessity



1. The Doctrine of Necessity may be invoked when more than a quorum of the Board must abstain from voting on a matter.
2. There are three prerequisites necessary for a Board to invoke the Doctrine of Necessity:
  - a. The Board must be unable to act without the members in conflict taking part;
  - b. There must be a pressing need for action, i.e. the matter cannot be laid aside until another date; and
  - c. There can be no alternative forum that can grant the same relief.

~~(Allen v. Toms River Regional Board of Education, 233 N.J. Super 651 (Law Division 1989)).~~

3. When the School Board Attorney advises the Board the Doctrine of Necessity must be invoked in order to obtain a quorum on a vote, the Board must **publicly state:** ~~announce that it is invoking the Doctrine.~~
  - a. **That it is invoking the Doctrine of Necessity;** ~~The announcement must include the reason the Board must invoke the Doctrine of Necessity including stating the nature of each Board members conflict.~~
  - b. **The specific reason/purpose for which the Doctrine of Necessity is being invoked; and** ~~The announcement will be in writing and should be recorded in the minutes of the meeting by the Board Secretary at the point when the vote takes place.~~
  - c. **The specific nature of the conflict of interest for each Board member that has a conflict of interest:** ~~It is enough for the Board to announce it is invoking the Doctrine and a Board Resolution is not required.~~
    - (1) **The specific nature of the conflict of interest for each Board member should include the Board member's name; the name of the immediate family member or relative which is the basis for the**



conflict of interest, and the position that immediate family member or relative holds; or

(2) If the specific nature of the conflict of interest for a Board member is a conflict other than an immediate family member or relative, the announcement should include the conflict which is the basis for the conflict of interest.

4. When the Board invokes the Doctrine of Necessity, it will adopt a Resolution setting forth the same information as outlined in C.3. above.
54. When the Board invokes the Doctrine of Necessity, the Resolution will be:
  - a. Read at a regularly scheduled public meeting;
  - b. Posted in such places the Board posts public notices for thirty days; and
  - c. Provided to the School Ethics Commission ~~When the Board announces the Doctrine of Necessity is being invoked, the details, parameters and/or other pertinent facts of the matter to be voted should be revealed on an agenda for the public meeting in which the matter is to be voted upon.~~
65. The Board members who have a conflict in the matter are prohibited from:
  - a. Participating in any discussions on the matter prior to the announcement ~~of the invocation of the Doctrine of Necessity at the~~ and public meeting; and
  - b. ~~Being present in an executive session when the matter is being discussed~~ ~~From entering an executive session in order to discuss the merits of the matter or contract;~~ and
  - c. ~~From~~ Offering their opinions on the matter at any time prior to the announcement and public meeting.



# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

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QUORUM

- ~~6. The Board members who have a conflict in the matter may only participate to the extent they may vote after the motion to approve and/or ratify the matter has been made and seconded and the Doctrine of Necessity has been thoroughly explained to the public.~~
7. **The** Board members **who have a** ~~in~~ conflict may only ask questions regarding the matter to be voted on in public and after the Board has invoked the Doctrine of Necessity.
8. **The** Board members **who have a** ~~in~~ conflict may explain their reasons for not voting just before the vote.

**N.J.S.A. 18A:10-6; 18A:12-24**

**New Jersey School Ethics Commission – Advisory Opinions A10-93(b),  
A07-94, and C07-96**

**New Jersey School Ethics Commission – Resolution on Invoking the Doctrine  
of Necessity – June 25, 2018**

Adopted: 14 October 2013

Revised: **TBD**



## BOARD OF EDUCATION WEBSITE ACCESSIBILITY

### 1511 BOARD OF EDUCATION WEBSITE ACCESSIBILITY

#### **M**

It is the goal of the Board of Education that the information on the school district's internet websites are is accessible to individuals with disabilities in compliance with the requirements of Federal law (Section 504 of the Rehabilitation Act of 1973 and that statute's implementing regulations at 34 C.F.R. Part 104, and Title II of the Americans with Disabilities Act of 1990 and that statute's implementing regulations at 28 C.F.R. Part 35) and New Jersey law (N.J.S.A. 18A:36-35.1).

#### **A. Federal Law – American with Disabilities Act (ADA)**

- 1.** For the purposes of this Policy the Federal law - Section 504 of the Rehabilitation Act of 1973 and that statute's implementing regulations at 34 C.F.R. Part 104, and Title II of the Americans with Disabilities Act of 1990 and that statute's implementing regulations at 28 C.F.R. Part 35 and this Policy, "school district website" includes, but is not limited to, the internet home page, all subordinate pages, school or school district department pages, intranet pages and sites, and includes online content and functionality, developed by, maintained by, or offered through a third-party vendor or by using open sources.
- 2.** The accessibility of online content and functionality will be measured according to the most up-to-date version of the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Application Suite (WAI-ARIA) 1.0 for web content (benchmarks for measuring accessibility).
- 3.** By conforming to the benchmarks for measuring accessibility set forth above the Board of Education will ensure that people with disabilities have an opportunity equal to that of their nondisabled peers to access the information on the district's website, ~~except where doing so would impose an undue burden or create a fundamental alteration of the district's website. When fundamental alteration or undue burden defenses apply, the district will make reasonable modifications/accommodations for~~



## BOARD OF EDUCATION WEBSITE ACCESSIBILITY

~~individuals with disabilities in order to provide equally effective alternate access. In providing such access, the district will ensure that to the maximum extent possible individuals with disabilities receive the same benefits or services as their nondisabled peers. To provide equally effective alternate access, alternates are not required to produce the identical result or level of achievement for persons with and without disabilities, but must afford persons with disabilities equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement.~~

4. To ensure ~~that~~ the district's website conforms with the above benchmarks for measuring accessibility, ~~except where doing so would impose an undue burden or create a fundamental alteration of the district's website,~~ the Superintendent of Schools will designate a school staff member to act as the Website Accessibility Coordinator. The Coordinator will:
  - a1. Ensure that in-house staff and contractors responsible for webpages and webpage content development are properly trained on the Board of Education's website accessibility policy and procedures;
  - b2. Ensure that all new, newly added, and modified online content and functionality is accessible to people with disabilities as measured by conformance to the above benchmarks by, among other things:
    - (1)a. Checking the hypertext markup language (HTML) of all new webpages on the website to make sure that accessible elements are used, including "alt" tags, long descriptions, and captions, as needed;
    - (2)b. Ensuring that webpages are designed in a manner that allows them to be displayed using a visitor's own settings for color and fonts, and can be navigated with a keyboard;
    - (3)e. If images are used, including photos, graphics, scanned images, or image maps, making sure to include text equivalents for them, using "alt" tags and/or long descriptions for each and ensuring the



## BOARD OF EDUCATION WEBSITE ACCESSIBILITY

text equivalents convey the meaningful information presented visually by the image;

- (4)d. If online forms and tables are used, making those elements accessible;
  - (5)e. Ensuring that videos appearing on the website include appropriately synchronized audio description and captions;
  - (6)f. Ensuring when posting new documents on the website, the documents shall be provided in HTML or another text-based format (even if they are provided in another format, such as portable document format (PDF)). If documents are provided in both formats, provide both formats at the same time so people with disabilities have the same degree of access as others;
  - (7)g. Periodically enlisting people with a variety of disabilities to test the Board of Education's webpages for accessibility and ease of use and use this information to increase the Board's website accessibility;
  - (8)h. Periodically coordinating the audit of existing content and functionality of the website to identify online content or functionality that is inaccessible to persons with disabilities; and
  - (9)i. Developing and carrying out a corrective action plan, when necessary, for making the district's existing web content accessible.
- c3. Ensure that alternative means are available for people with disabilities to access information, programs, and services that are normally provided on the Board's website.

### B. New Jersey Law – N.J.S.A. 18A:36-35.1

1. For the purpose of New Jersey law – N.J.S.A. 18A:36-35.1 and this Policy, “internet website or web service” includes any





## BOARD OF EDUCATION WEBSITE ACCESSIBILITY

webpage, website, web service, online curriculum, or online third party or open educational resource product that is made available to enrolled students or the public by the school district.

2. Pursuant to N.J.S.A. 18A:36-35.1, no school district shall make available to the enrolled students of the district or school or to the public an Internet website or web service unless the Internet website or web service complies with the most up-to-date version of the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) if the Guidelines are approved by the Commissioner of Education, or any other applicable guidelines or requirements as may be designed or approved by the Commissioner of Education.
3. In accordance with N.J.S.A. 18A:36-35.1.a. and b., the school district is required to submit a statement of assurance attesting to compliance with N.J.S.A. 18A:36-35.1 as required by the Commissioner of Education.

This Policy establishes minimum standards for the accessibility of web-based information and services considered necessary to meet the district's goals and ensure compliance with applicable Federal and State law.

Section 504 of the Rehabilitation Act of 1973  
Title II of the Americans with Disabilities Act of 1990  
34 C.F.R. Part 104; 28 C.F.R. Part 35  
N.J.S.A. 18A:36-35.1

Adopted: 26 June 2017  
Revised: TBD



## 2415 EVERY STUDENT SUCCEEDS ACT (M)

### M

The Every Student Succeeds Act (ESSA) is a reauthorization of the Elementary and Secondary Education Act (ESEA) of 1965 that provides Federal funds to help all New Jersey's school children achieve. The purpose of the ESSA is to ensure all students have equitable access to high-quality educational resources and opportunities and to close educational achievement gaps. The Board of Education elects to augment the instructional program of students by projects supported by Federal funds allocated under the ESSA and the district will comply with the requirements of all the programs authorized by the ESSA.

The district may be eligible for several grant programs funded through the ESSA, including, but not limited to, Title I through Title VII. Many of the Titles of the ESSA have several parts and subparts that provide a funding source for specific purposes.

#### Application Procedure

The district will submit an annual ESSA Consolidated Formula Subgrant Application to the New Jersey Department of Education (NJDOE). The school district's application shall include all information required by the NJDOE and the ESSA for the district to be considered for funding under the ESSA.

#### Covered Programs

Formula grants under the ESSA are non-competitive grants that school districts are eligible for based on the make-up of their student bodies. The formula grants for each Title are committed to different purposes and may be used to support different activities and programs.

#### Title I

The largest Federal program supporting elementary and secondary education is Title I. The ESSA strengthens Title I requirements for the State's assessments, accountability system, and support for school improvement. The law also requires minimum qualifications for teachers and paraprofessionals in Title I programs.



The school district must use the best available measure for identifying children from low-income families to: identify eligible school attendance areas, determine the ranking of each area, and determine allocations as identified in the Title I guidelines and regulations.

The school district will offer Title I services to eligible children enrolled in private elementary and secondary schools. The services and benefits will be equitable in comparison to services and benefits for participating public school children.

The school district will provide the New Jersey Department of Education assurances it will provide the maximum coordination between the Title I program, the regular school program, and services provided by other programs for specialized populations. The Title I program will consider the special needs of homeless children, migrant children, children with disabilities and limited English proficient (LEP) children. Title I funds will be reserved so that migrant children who are otherwise eligible to receive Title I services, even if they arrive during the school year, are served.

#### Type of Title I Program

The school district will offer a Target Assistance Title I program.

#### Target Assistance Program

Schools that are not eligible for (or do not choose to operate) school-wide Title I programs must use Title I funds to provide targeted services to low-achieving students. A Target Assistance program must be established in accordance with the Title I guidelines and regulations and the New Jersey Department of Education.

#### New Jersey Department of Education Accountability System

The district will comply with the accountability system established by the New Jersey Department of Education and outlined in the New Jersey State Plan and approved by the United States Department of Education.

#### Fiscal Responsibility



The district will comply with the requirements as outlined in Policy 2415.02 Title I – Fiscal Responsibilities in accordance with the NJDOE and the ESSA.

## Staff

The district will comply with the staff certification requirements of the ESSA and the NJDOE. In addition, the district will ensure all paraprofessionals meet the requirements established by the ESSA and as outlined in Policy 4125 – Employment of Support Staff Members.

## Parent and Family Engagement ~~Parental Involvement~~

The district will comply with the requirements as outlined in Policy 2415.04 – Title I – District-Wide Parent and Family Engagement ~~Parental Involvement~~ and Policy 2415.50 – Title I – School Parent and Family Engagement as applicable in accordance with the NJDOE and the ESSA.

## Student Surveys, Analysis, and/or Evaluations

The Protection of Student Rights Amendment (PPRA) applies to school districts that receive Federal funding from the United States Department of Education. The district will comply with the requirements as outlined in Policy 2415.05 - Student Surveys, Analysis, and/or Evaluations in accordance PPRA.

## Unsafe School Choice Option

In the event there is a school in the district designated as Persistently Dangerous in accordance with the Victims of Violent Criminal Offenses as outlined in the ESSA, the district will comply with the requirements of Policy 2415.06 – Unsafe School Choice Option in accordance with the NJDOE and the ESSA.

## Property

Property acquired through Title I funds for use in public or private schools will be acquired in accordance with the Public School Contracts Law, will be held in title by the Board of Education, and will not be used for other purposes so long as it is required in the Title I program. Property no longer required for Title I purposes will be used for other, similarly funded projects or disposed of in accordance with State and Federal guidelines.

## Capital Expenses



The Superintendent will assure the district abides by New Jersey's Public Contracts Law; consults appropriate private school officials prior to making any decisions regarding capital expenses; ensure funds that are received to cover capital expenses provide equitable Title I services to private school students; ensure accounts for any capital funding is separately maintained; and assure lease purchase agreements are consistent with applicable statute and administrative code.

#### Post-Award Requirements

The school district will maintain all project records for five years following the completion of the activity for which the funds were used. The school district will prepare and submit all reports as required by the State Department of Education in a timely manner.

#### Supplement, Not Supplant

Grant funds provided under Federal programs, including the ESEA of 1965 as amended by the ESSA, shall supplement, not supplant the funds that would, in the absence of such Federal funds be made available from State and local sources for the education of students participating in programs assisted under the ESEA of 1965 as amended by the ESSA.

#### Evaluation

The Superintendent will evaluate the ESSA programs as required by the United States and the New Jersey Departments of Education.

Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act

Adopted: 14 October 2013

Revised: 26 April 2021

Revised: TBD



# POLICY

EXHIBIT P5 – FIRST READING

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SCHOOL SPONSORED PUBLICATIONS

## 2432 SCHOOL SPONSORED PUBLICATIONS

~~The Board of Education permits and encourages the preparation and distribution of school sponsored publications under staff direction in order that students learn the rights and responsibilities of the press in a free society.~~

~~No school sponsored publication may contain materials that:~~

- ~~1. Are grossly prejudicial to an ethnic, national, religious, or racial group or to either gender;~~
- ~~2. Libel any person or persons;~~
- ~~3. Infringe rights of privacy protected by law or regulation;~~
- ~~4. Seek to establish the supremacy of a particular religious denomination, sect, or point of view over any other;~~
- ~~5. Advocate the use or advertise the availability of any substance or material that constitutes a direct and substantial danger to the health of students;~~
- ~~6. Contain obscenity or material otherwise deemed to be harmful to impressionable students;~~
- ~~7. Incite violence, advocate the use of force, or urge the violation of law or school regulations;~~
- ~~8. Advertise goods or services for the benefit of profit making organizations;~~
- ~~9. Solicit funds for non-school organizations when such solicitations have not been approved by the Board;~~
- ~~10. Promote, favor or oppose any candidate for election to the Board or the adoption of any bond issue, proposal, or question submitted at any school election; or~~
- ~~11. Except as may be required for literary purposes, do not conform to acceptable standards of grammar, clear expression, and responsible research.~~



# POLICY

~~Issues on which opposing points of view have been responsibly promoted may be introduced in a school sponsored publication provided that all proponents are given an equal opportunity to present their views.~~

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~~In order to ascertain that school sponsored publications do not violate the standards established by this policy, the Board requires that each publication be submitted to the Principal for review in advance of its distribution. A publication that contains material in violation of this policy may not be distributed.~~

-

~~Where the Principal cannot show, within two school days, that the publication violates the prohibitions of this policy, the publication must be released for distribution. The Principal's determination, if any, that the publication violates this policy must be supported by references to specific material in the publication. Material cannot be censored merely because it is personally offensive to the reviewer or may tend to embarrass the Board. Students must be offered the opportunity to modify or delete any material that violates this policy.~~

-

~~The Principal's determination may be appealed to the Superintendent and the Board.~~

-

~~The Board requires that the distribution of school publications take place only at the places and during the times established by regulation in order that the instructional program is not disrupted.~~

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~~N.J.S.A. 2C:34-3~~

~~N.J.S.A. 18A:42-4~~

-

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~~Adopted: 14 October 2013~~

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# REGULATION

EXHIBIT P6 – FIRST READING

PROGRAM  
R 2432/Page 1 of 4  
SCHOOL SPONSORED PUBLICATIONS

## R-2432 SCHOOL SPONSORED PUBLICATIONS

### ~~A. Objectives~~

~~The program of school sponsored publications is intended to:~~

- ~~1. Disseminate news to those who are actively interested in the school—students, teachers, parent(s) or legal guardian(s), administrators, alumni/ae, and other members of the school community;~~
- ~~2. Provide a means for the expression of thought;~~
- ~~3. Foster a wholesome school spirit and support the best traditions of the school;~~
- ~~4. Promote and encourage other school sponsored activities;~~
- ~~5. Provide training and experience in journalism, graphics, photography, and creative writing;~~
- ~~6. Create an appreciation for the best forms of journalism both in and out of school;~~
- ~~7. Record the history of the school;~~
- ~~8. Assist the district's public information program; and~~
- ~~9. Teach students the rights and responsibilities of the press in a free society.~~

### ~~B. Guidelines~~

- ~~1. Excellence in writing will be sought, and the ethics of responsible journalism will determine what will be printed. All facts printed will be based on careful research.~~
- ~~2. Students will have a right to their views and attitudes on all issues with the proviso that the tenor of articles and stories submitted will not violate the prohibitions of paragraph C.~~
- ~~3. Constructive criticism is encouraged.~~





# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

PROGRAM  
R 2432/Page 2 of 4  
SCHOOL SPONSORED PUBLICATIONS

~~4. A by line will accompany every printed article or story.~~

### ~~C. Prohibited Material~~

~~No school sponsored publication may contain materials that:~~

- ~~1. Are grossly prejudicial to an ethnic, national, religious, or racial group or to either gender;~~
- ~~2. Libel any person or persons;~~
- ~~3. Infringe rights of privacy protected by law or regulation;~~
- ~~4. Seek to establish the supremacy of a particular religious denomination, sect, or point of view over any other;~~
- ~~5. Advocate the use or advertise the availability of any substance or material that constitutes a direct and substantial danger to the health of students;~~
- ~~6. Contain obscenity or material otherwise deemed to be harmful to impressionable students;~~
- ~~7. Incite violence, advocate the use of force, or urge the violation of law or school regulations;~~
- ~~8. Advertise goods or services for the benefit of profit making organizations;~~
- ~~9. Solicit funds for nonschool organizations when such solicitations have not been approved by the Board;~~
- ~~10. Promote, favor, or oppose any candidate for election to the Board or the adoption of any bond issue, proposal, or question submitted at any school election; or~~
- ~~11. Except as may be required for literary purposes, do not conform to acceptable standards of grammar, clear expression, and responsible research.~~

### ~~D. Review Procedures~~



# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

PROGRAM  
R 2432/Page 3 of 4  
SCHOOL SPONSORED PUBLICATIONS

1. ~~To ensure compliance with these rules, all material intended for publication in a school sponsored publication will be reviewed by the advisor.~~
2. ~~The author of material found unacceptable for publication in a school sponsored publication pursuant to paragraph D1 may appeal that decision to the Principal.~~
3. ~~The Principal will promptly convene a committee comprised of the advisors of the school newspaper, yearbook, and literary magazine and the president of each class.~~
4. ~~The committee will review the appeal, including the material and the advisor's specific reason for rejecting the material, and will render an advisory opinion to the Principal.~~
5. ~~The Principal will decide whether or not the material may be published and will deliver his/her decision to the appellant within two school days of the receipt of the appeal.~~
6. ~~If the Principal denies publication, the author may appeal that decision to the Superintendent and any adverse decision of the Superintendent may be appealed to the Board of Education. At each level, a decision will be made within three school days of the receipt of the appeal.~~

### ~~E. Faculty Duties~~

~~Faculty advisors to school sponsored publications shall:~~

1. ~~Serve in a liaison capacity between the staff of the publication and the faculty and administration;~~
2. ~~Instruct members of the publication staff in proper journalistic techniques and standards;~~
3. ~~Offer editorial advice and suggestion when necessary;~~
4. ~~Interpret the publication guidelines set forth in paragraph C;~~



# REGULATION

ROXBURY TOWNSHIP  
**BOARD OF EDUCATION**

PROGRAM  
R 2432/Page 4 of 4  
SCHOOL SPONSORED PUBLICATIONS

- 5. ~~Review material intended for publication; and~~
- 6. ~~Proofread each publication before it is printed and distributed.~~
- F. ~~Distribution~~
  - 1. ~~Distribution of school publications will be limited to those times and places that best serve the purpose of reaching the designated audience without disturbing normal school building activities.~~
  - 2. ~~Any materials discarded or not distributed must be retrieved or retained to avoid litter.~~

Issued: ~~14 October 2013~~

ABOLISHED



## 3216 DRESS AND GROOMING

The Board of Education believes the appearance and dress of teaching staff members is an important component of the educational program of this school district. The attitude of teaching staff members about their professional responsibilities and the importance of education in the lives of their students are reflected in their dress and appearance. Accordingly, in order to create an atmosphere of respect for teaching staff members and an environment conducive to discipline and learning, the Board establishes the following rules for the dress of teaching staff members in the performance of their professional duties:

1. Acceptable attire for teaching staff members shall include, but not be limited to, dresses, skirts, blouses, suits, sweaters, pants, and dress shirts with or without a tie;
2. Inappropriate attire within the regular school day includes, but is not limited to, the following:
  - a. Jeans (unless approved by the Principal or designee for a special activity or event);
  - b. T-shirts;
  - c. Strapless shirts and dresses;
  - d. Sweatshirts, shorts, sweatpants, workout attire unless approved by the Principal or designee;
  - e. Beachwear; and
  - f. Hats and/or head coverings unless approved by the Principal or designee for medical or religious reasons.
3. The clothing and appearance of all teaching staff members shall be clean and neat;
4. No clothing may be worn that constitutes a danger to health or safety to the wearer or to others, and no clothing may be worn that interferes with the instructional program;



5. A teaching staff member may request a waiver of this dress code for the performance of particular duties. Such waivers may be granted by the Principal or designee;
6. The Building Principal or the teaching staff member's supervisor, as appropriate, shall determine whether a violation of this dress code has occurred and shall discuss the violation with the teaching staff member concerned. Where a single violation so warrants or violations recur, the Principal or supervisor may enter a reprimand in the teaching staff member's file and may recommend other appropriate disciplinary measures.

~~Professional educators are recognized by the community as role models and, therefore, set examples for students. The Board of Education expects all staff members to set positive examples including that of dress.~~

~~A staff member's dress and grooming are a matter of individual taste. Dress will be left to the discretion of the individual as long as it is within the bounds of professional/business attire and does not affront community tastes nor standards.~~

~~A. — Some examples of recognized appropriate dress are:-~~

- ~~1. — Footwear within the bounds of professional/business attire.~~
- ~~2. — Hair that is neat, clean and well groomed at all times. In addition, hair should be of such length as dictated by the safety requirements and health standards of the job being performed.~~
- ~~3. — Clothing that is neat, clean, inoffensive and decent.~~

~~B. — Some examples of inappropriate dress are:-~~

- ~~1. — Obscene or profane language or symbols on clothing.~~
- ~~2. — See through clothing.~~
- ~~3. — Clothing which allows undergarments to be visible when sitting or walking.~~
- ~~4. — White undergarment type T-shirts.~~
- ~~5. — Cut offs.~~



# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members  
3216/Page 3 of 3  
DRESS AND GROOMING

6. ~~Shorts not appropriate to position.~~
  7. ~~Purposely frayed clothing.~~
- C. ~~This dress code is established to:~~
1. ~~Facilitate the effectiveness of the teacher-student relationship.~~
  2. ~~Prevent dress which is distracting to the learning process.~~
  3. ~~Set standards which will prevent a wide deviation from normal professional/business attire.~~
  4. ~~Ensure the health and well being of all members of the school community including the wearing of appropriate health protective measures per recommendations from local, state or federal officials due to community health concerns.~~

N.J.S.A. 18A:27-4

Adopted: 14 October 2013

Revised: 17 August 2020

Revised: **TBD**



## 3270 PROFESSIONAL RESPONSIBILITIES

The Board of Education will establish and enforce rules for the assignment of specific duties to teaching staff members and for the conduct of teaching staff members during the work day.

Teaching staff members assigned specific instructional responsibilities and as designated by the Superintendent shall prepare regular lesson plans. Teachers shall also be responsible for providing adequate direction and guidance to substitutes. Lesson plans shall be subject to review by the teaching staff member's Principal or designee and/or immediate supervisor as assigned by the Superintendent.

During the work day, teaching staff members may be assigned extra or alternative duties by the Principal or designee in accordance with Policy 3134. Teaching staff members are to attend every faculty meeting unless expressly excused by the Principal or designee.

~~The Board of Education considers the following responsibilities to be part of the regular teaching assignment for which the regular salary is paid:~~

-

~~1. — The weekly preparation of lesson plans in advance of the class period of their intended implementation and the preparation of instructional plans for units of work. Lesson plans and instructional plans shall be subject to periodic review by appropriate supervisory personnel. Plan books or prepared copies of plans must remain in the classroom at all times to be available to substitute teachers.~~

-

~~2. — Teachers shall be expected to assume a reasonable share of the chaperoning, supervising, and directing of the many other than-classroom activities which are part of the school program.~~

-

~~3. — Teachers shall attend such meetings and conferences at the close of the instructional day as scheduled or approved by Building Principals. These meetings may include departmental, curriculum, and committee meetings as well as regular faculty meetings. Sufficient notice shall be given of such meetings, and their scheduling and length shall be in accordance with terms of the negotiated agreement.~~



# POLICY

ROXBURY TOWNSHIP  
**BOARD OF EDUCATION**

Teaching Staff Members  
3270/Page 2 of 2  
PROFESSIONAL RESPONSIBILITIES

N.J.S.A. 18A:27-4  
N.J.A.C. 6A:9-3.3

Adopted: 14 October 2013  
Revised: TBD





# REGULATION

EXHIBIT P9 - FIRST READING

TEACHING STAFF MEMBERS  
R 3270/Page 1 of 4  
LESSON PLANS AND PLAN BOOKS

## R 3270 LESSON PLANS AND PLAN BOOKS

### A. Lesson Plans

1. Each teaching staff members assigned specific instructional responsibilities and as designated by the Superintendent shall prepare regular lesson plans.
2. Lesson plans must conform to the guidelines established by the Superintendent or designee. Plans may be reviewed and monitored by school district administrative staff as determined by the Superintendent.
32. The content of the Each lesson plan will be determined by the Superintendent or designee. The content of the lesson plan may include, but not limited to ~~must include the~~:
  - a. Name of the unit or area of learning;
  - b. Goals and Objectives;
  - c. Instructional planning that includes the applicable New Jersey Student Learning Standards (NJSL) connections;
  - d. Interdisciplinary connections Activities;
  - e. Integration of technology Duration of the lesson;
  - f. Assessments, including, but not limited to formative, summative, benchmark, and alternative assessments; Instructional methodology;
  - g. List of core instructional and supplemental materials; and Evaluation procedures;
  - h. Any other content as prescribed by the Superintendent, Principal, and/or immediate supervisor. ~~seat work or activity center assignments;~~
  - i. ~~Homework assignments;~~
  - j. ~~Resource materials including technology; and~~



# REGULATION

k. ~~Differentiation strategies/Tiering (as appropriate).~~

43. Lesson plans must be completed at least one week in advance and submitted to the Building Principal or designee.
5. Lesson plans will follow the format established at the building or departmental level, as appropriate. Lesson plans will ordinarily be prepared on a daily basis, but, if the format so dictates, may be prepared on a long-range unit basis.
6. Lesson plans must be prepared with clarity and in sufficient detail to permit a person unacquainted with the classroom to conduct the lesson efficiently and effectively.

## B. Lesson Plan Books

1. Lesson A plan books shall will be kept in an accessible electronic version or in a plan book by each teacher as a master plan for instruction in the classroom. In addition, the plan book will permit administrators to monitor classroom instruction and will give direction to substitutes.
2. The pPlan books will permit administrators to monitor classroom instruction. include:
  - a. ~~Lesson plans,~~
  - b. ~~A seating chart of students in the classroom,~~
  - c. ~~Daily class schedules, and~~
  - d. ~~The names of students receiving remedial instruction or removed from the classroom for specialized instruction during the school day.~~
3. Content of the lesson pPlan books shall will be designated by the Superintendent and will be determined by the school district submitted to the Principal or subject supervisor every week for review.



# REGULATION

4. ~~Plan books must be available for use by a substitute in an unforeseen situation. Plan books will not be removed from the classroom overnight.~~
5. ~~Plan books will be turned in to the Principal or designee at the end of the school year.~~

## C. Substitute Lesson Plans

1. Each **teaching staff member** ~~teacher~~ shall submit a substitute folder to the Principal or **designee** ~~Assistant Principal~~ that **shall** contain the following:
  - a1. Special plans and hints for the substitute;
  - b2. Helpful students for each selection;
  - c3. Procedure for opening exercises;
  - d4. Explanation sheet on taking daily attendance;
  - e5. Special lessons to be used by the substitute when you are absent;
  - f6. Procedure for dismissal of each class and dismissal at the end of the day;
  - g7. Special subjects schedule-art, music, physical education, students leaving for instrumental lessons and remedial reading;
  - h8. Fire drill forms;
  - i9. Seating charts;
  - j10. Room rules and regulations;
  - k11. Names of students with special problems, such as physical disabilities.



# REGULATION

TEACHING STAFF MEMBERS  
R 3270/Page 4 of 4  
LESSON PLANS AND PLAN BOOKS

2. To help a substitute and to provide meaningful work for the students in the event a teaching staff member is absent, subject related activities shall be provided.
3. Every attempt shall be made to follow the lesson plans so that the student's education will not be interrupted during the teaching staff member's absence.
4. Substitute folders should be reviewed and updated periodically. Special plans in the substitute folder will only be necessary should the teacher want a substitute not to follow their regular lesson plans. To help the substitute and to provide meaningful work for the children when they are absent, prepare a folder of subject related seatwork activities or ideas which a substitute can utilize if needed for each class assignment. ~~Every attempt should be made to have the substitute follow the teachers' plan books so that the children's education will not be interrupted during the teacher's absence, particularly if it is an extended absence.~~

Issued: 14 October 2013  
Revised: 18 September 2017  
Revised: TBD



# POLICY

ROXBURY TOWNSHIP  
BOARD OF EDUCATION

EXHIBIT P10 – FIRST READING

Students  
5513/Page 1 of 1  
CARE OF SCHOOL PROPERTY (M)

## 5513 CARE OF SCHOOL PROPERTY (M)

### M

The Board of Education believes that the schools district should help students learn to respect property and instill to develop feelings of pride in their school community institutions. The Board requires charges each student enrolled in the this district to responsibly with responsibility for the proper care for of school property and the school supplies and equipment entrusted to the student his/her use by the school district.

Students who cause damage to or lose school property may will be subject to disciplinary measures. The Board authorizes the imposition of a fine for the loss, damage, or destruction defacement of a textbook or technology device and reserves the right to withhold a report card or diploma from any student whose payment of a fine is in arrears.

A student who demonstrates chronic and/or serious disregard for property may be referred to the Child Study Team.

The Superintendent shall develop rules for the safekeeping and accounting of textbooks and technology devices and prepare a schedule of fines for lost, and damaged, and destroyed textbooks and technology devices.

N.J.S.A. 18A:34-2; 18A:37-3  
N.J.A.C. 6A:23A-20.623-6.6

Adopted: 14 October 2013  
Revised: 16 June 2014  
Revised: TBD



# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

EXHIBIT P11 – FIRST READING

STUDENTS  
R 5513/Page 1 of 5  
CARE OF SCHOOL PROPERTY (M)

### R 5513 CARE OF SCHOOL PROPERTY (M)

#### M

##### A. **Teaching Staff Member** Teachers' Responsibilities

1. ~~Teachers will exercise judgment in the entrustment of school property to students.~~
12. **Teaching staff members** Teachers will impress upon all students the importance of the proper care of school property and instruct students in the proper use of school facilities, equipment, instructional materials, and textbooks.
23. **Teaching staff members** Teachers will keep an accurate inventory of textbooks and other materials **in** ~~assigned to~~ their classrooms.

##### B. General Rules Governing the Use of School Property

1. Students shall not deface the school building, furnishings, or equipment in any manner.
2. Students shall not use school furnishings or equipment for purposes other than those for which the furnishing or equipment was designed and intended.
3. Students will care for school textbooks **and other school provided materials such as computers and calculators** in accordance with D. **below**.

##### C. Distribution and Collection of Textbooks and Materials

1. ~~Each Textbooks~~ **and other school provided materials such as computers and calculators** will be **identified** ~~stamped~~ as the property of the Board of Education ~~and marked with a number unique to that book.~~
2. A label **shall** ~~will~~ be affixed to ~~the front of each~~ **item** ~~textbook~~ and will include:
  - a. The name of the Board of Education; **and**



# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS  
R 5513/Page 2 of 5  
CARE OF SCHOOL PROPERTY (M)

- b. The **item number** name of the school,
  - c. ~~The year in which the book was purchased, and~~
  - d. ~~The number assigned to the book.~~
3. The following information will also be entered on the label **or documented in another manner** each time the book is issued to a student:
- a. The name of the student to whom the **item was** ~~book is~~ issued,
  - b. The date on which **it was** ~~the book is~~ issued to the student,
  - c. The condition ~~of the book~~ when it is issued, and
  - d. The condition ~~of the book~~ when it is returned.
4. Each classroom teacher will keep a permanent record of the **items** ~~textbooks~~ used in **their** ~~his/her~~ classroom. The record will include all the information listed in C.2, and C.3, **above**.
5. A lost **item** ~~textbook~~ must be promptly reported to the **teaching staff member** ~~teacher~~ who issued the book. A replacement ~~textbook~~ will be issued **to the student as soon as possible** ~~immediately~~.
6. Textbooks **and other school provided materials such as computers and calculators** will be collected and inspected before the end of the school year or marking period, as appropriate. Once inspected, a textbook will be returned to inventory until it is again distributed to a student.
7. Students must remove covers, loose papers, and markings before returning any textbook.
8. Fines **may** ~~will~~ be assessed for lost and damaged **items** ~~textbooks~~ in accordance with **a schedule as approved by the Superintendent or designee** E.
- D. Care of **School-owned Property** ~~Textbooks~~ by Students



# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS  
R 5513/Page 3 of 5  
CARE OF SCHOOL PROPERTY (M)

1. Students shall take care not to lose or misplace a textbook or expose **any lent item** ~~a textbook~~ to conditions or circumstances likely to destroy, damage, or degrade it.
2. All textbooks that will be taken home by students must be protected with an appropriate cover to be supplied by the student.
3. Students should not:
  - a. Use pens, pencils, or other implements to mark a place in a textbook;
  - b. Use a textbook to file bulky papers and notes;
  - c. Write in textbooks; or
  - d. Soil textbooks beyond normal use.

### E. Fines and Penalties

- ~~1. Fines will be assessed as follows for any lost textbook or textbook damaged beyond normal wear.~~

| <del>Loss or damage</del>                               | <del>Fine</del>                          |
|---|--|
| <del>-</del>  | <del>-</del>                             |
| <del>Lost or damaged book issued in new condition</del> | <del>100% of list price</del>            |
| <del>Lost book issued in good condition</del>           | <del>80% of list price</del>             |
| <del>Lost book issued in fair condition</del>           | <del>60% of list price</del>             |
| <del>Lost book issued in poor condition</del>           | <del>40% of list price</del>             |
| <del>Book so damaged as to be unusable</del>            | <del>As for lost books (see above)</del> |

12. The **teaching staff member** ~~teacher~~ will inspect each **item** ~~textbook~~ returned and may ~~will~~ assess a fine for each ~~lost~~ **loss** or damaged book. The teacher will prepare a **report form in triplicate to be submitted to the Principal or designee** that includes:
  - a. The name and number of the **item** ~~textbook~~ damaged or lost;





# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS  
R 5513/Page 4 of 5  
CARE OF SCHOOL PROPERTY (M)

- b. The name of the student **that lost or damaged the item;**
  - c. The loss or **extent of** damage ~~to the textbook;~~ and
  - d. The amount of the fine **assessed, if any.**
23. In setting fines the **teaching staff member** ~~teacher~~ may take into account verified extenuating circumstances.
- ~~4. The student will take the form to the school office and make payment of the fine assessed. The Principal or designee will sign the form when payment is made.~~
35. **Teaching staff members** ~~Teachers~~ will not collect fines. **Fines shall be submitted to the Principal or designee.**
- ~~6. Copies of the form will be distributed as follows:~~
- ~~a. The school office will retain one copy for office records.~~
  - ~~b. The student will be given one copy as receipt for the fine.~~
  - ~~c. The teacher will be given one copy as evidence that the fine has been paid.~~
47. A student who finds their lost **item, after being assessed and paying a fine,** ~~textbook~~ will be reimbursed any fine paid for the lost **item** ~~textbook~~ but **may** ~~will be assessed a fine for any damage done to the book.~~
58. **The Board of Education may withhold** ~~A student who has not paid a fine owed will not receive a diploma, transcript, transfer card, or report card until the fine has been duly paid and acknowledged. A high school senior who has unpaid fines may participate in the graduation ceremony but will receive a blank diploma.~~
- ~~9. If fines remain unpaid, the Principal or designee may request payment from the parent(s) or legal guardian(s), notify the student's employer, or take such other steps as may be appropriate to ensure that moneys due the~~



# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS  
R 5513/Page 5 of 5  
CARE OF SCHOOL PROPERTY (M)

~~district are paid and that the importance of taking responsibility for the  
consequence of one's acts is instilled.~~

Adopted: 14 October 2013

Revised: TBD



## SCHOOL DISTRICT ISSUED STUDENT IDENTIFICATION CARDS

### 5517 SCHOOL DISTRICT ISSUED STUDENT IDENTIFICATION CARDS

The Board of Education recognizes school building security measures are important for the safety and welfare of all students, staff, parents, and community members in school buildings. In recognizing this important responsibility, the Principal or designee may require students to carry school district issued ~~identification cards~~ (Identification Card).

An Identification Card will be issued to all students in middle schools, high schools.

The Identification Card shall have printed on the back the telephone number for the New Jersey Suicide Prevention Hopeline (NJ Hopeline) and contact information for a crisis text line pursuant to N.J.S.A. 18A:6-113.1. The district may, in addition to the telephone number for the NJ Hopeline and contact information for a crisis text line, provide the contact information for the National Suicide Prevention Lifeline, a school district crisis center, or any other mental health support services pursuant to N.J.S.A. 18A:3B-73.2.

The Principal or designee may require a student to present their Identification Card at any time during the school day or at any time during a school-sponsored activity on school grounds.

Notwithstanding any provision of this Policy, the Principal or designee may also require students to carry an Identification Card at any school-sponsored, off-campus activity, including but not limited to, field trips or interscholastic sports programs pursuant to N.J.S.A. 18A:36-43a. The provisions of this Policy shall not be construed to require a student to carry the Identification Card while participating in an athletic contest or competition, an activity involving fine arts or performing arts, or any other activity that the Commissioner of Education determines does not require the physical possession of an Identification Card. An Identification Card used in accordance with N.J.S.A. 18A:36-43a shall include, but need not be limited to, the following information: the student's name; an up-to-date photograph; and the current school year.

Any student who fails to have the Identification Card in their possession or fails to present it when required may be denied access to an event or activity and may be subject to appropriate discipline.

An Identification Card issued in accordance with this Policy shall not be considered a government record pursuant to P.L. 1963, c.73 (N.J.S.A. 47:1A-1 et



## SCHOOL DISTRICT ISSUED STUDENT IDENTIFICATION CARDS

seq.), P.L. 2001, c.404 (N.J.S.A. 47:1A-5), or the common law concerning access to government records.

N.J.S.A. 18A:3B-73.2; 18A:6-113.1; 18A:36-43

Adopted: 14 October 2013  
Revised: 18 November 2019  
Revised: TBD



# POLICY

EXHIBIT P13 – FIRST READING

STUDENTS  
5722/page 1 of 4  
Student Journalism

## 5722 STUDENT JOURNALISM

### M

The Board of Education believes it is important to afford students the opportunity to exercise their creativity, passion, and constitutionally-protected freedom of speech. However, the Board also believes this opportunity must be balanced between ensuring students have the right to speak freely while also preserving the ability of district staff to maintain the safe and orderly operation of the school district. The Board adopts this Policy granting students the right to exercise freedom of speech and of the press in accordance with N.J.S.A. 18A:36-44 and N.J.S.A. 18A:36-45.

For the purpose of this Policy, the following terms shall mean:

“Prior restraint” means a school official informing a student journalist(s) the news, opinion, feature, and advertising content of school-sponsored media, subject to the restrictions listed in N.J.S.A. 18A:36-45.b., N.J.S.A. 18A:36-45.c., and the provisions of this Policy, cannot be published in school-sponsored media or a school official takes any action to prevent a student from doing so.

“Prior review” means a school official reviewing school sponsored media before it is published, broadcast by a student journalist at school or distributed, or generally made available to members of the student body.

“School official” means the Principal or designee or an administrative staff member designated by the Superintendent.

“School-sponsored media” means any material that is prepared, substantially written, published, or broadcast by a student journalist at school, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. School-sponsored media does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

“Student journalist” means a student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.



STUDENTS  
5722/page 2 of 4  
Student Journalism

“Student media advisor” means an individual employed, appointed, or designated by the district to supervise or provide instruction relating to school-sponsored media.

Student journalists have the right to exercise freedom of speech and of the press in school-sponsored media, regardless of whether the media is supported financially by the district or by use of school district facilities, or produced in conjunction with a class in which the student is enrolled. Subject to 1. through 5. below, student journalists are responsible for determining the news, opinion, feature, and advertising content of school-sponsored media. N.J.S.A. 18A:36-45.b. and this Policy shall not be construed to prevent student media advisors from teaching professional standards of English and journalism to student journalists.

This Policy does not authorize or protect expression by a student that:

1. Is libelous or slanderous;
2. Constitutes an unwarranted invasion of privacy;
3. Is profane or obscene;
4. Violates Federal or State law; or
5. So incites students as to create a clear and present danger of the commission of an unlawful act, the violation of school district policies, or the material and substantial disruption of the orderly operation of the school.

The district shall not authorize any prior restraint of any school-sponsored media except for the types of expression prohibited under N.J.S.A. 18A:36-45.c. and as listed in 1. through 5. above.

A school official may implement a procedure for prior review of school-sponsored media. Any prior review of school-sponsored media required by the school official shall be communicated to the student journalist by the school official and be conducted within three school days after submission to the



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Student Journalism

school official by the student journalist. If the school official cannot show the school-sponsored media is prohibited under N.J.S.A. 18A:36-45.c. and 1. through 5. above, within the three school days, the student journalist may release the school-sponsored media.

When a school official determines the restraint of student expression is necessary, the school official shall simultaneously identify at least one of the five prohibitions listed in 1. through 5. above under N.J.S.A. 18A:36-45.c. and in this Policy under which the limitation of student expression is appropriate. This determination shall be provided to the student journalist in writing by the school official that made the determination.

A student journalist may appeal, to the Superintendent or designee, a determination by a school official that the restraint of student expression is necessary. An appeal must be submitted in writing to the Superintendent or designee within five school days of the written determination being communicated to the student journalist. The appeal must include a copy of the written determination and the reasons why the student journalist believes the limitation is not appropriate. The Superintendent or designee may, but is not required to, provide the student journalist an opportunity to present their written appeal in person. The Superintendent or designee will make a determination on the appeal within five school days of receiving the written appeal from the student journalist. The student journalist may appeal a decision of the Superintendent or designee to the Board of Education in writing. The Board of Education will make a decision on the appeal at the first Regular Board Meeting after receiving the written appeal or within ten school days after receiving the written appeal.

A student journalist that violates a provision of this Policy may be subject to appropriate discipline.

The school district shall not sanction a student operating as an independent journalist.

A staff member shall not be dismissed, suspended, disciplined, reassigned, transferred, or otherwise retaliated against solely for acting to protect a student engaged in the conduct authorized under N.J.S.A. 18A:36-44 and N.J.S.A. 18A:36-45 and this Policy, or refusing to infringe upon conduct that is protected by this Policy, the First Amendment to the United States Constitution, or paragraph 6 of Article I of the New Jersey Constitution.



# POLICY

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The Superintendent or designee shall determine reasonable provisions for the time, place, and manner of student expression for the purposes of school-sponsored media.

N.J.S.A. 18A:36-44; 18A:36-45

Adopted: **TBD**





**Curriculum & Instruction Support**

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**Title:** Title I Aide

**CIS-3**

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**Qualifications:**

1. Be of good moral character.
2. Completed at least 2 years of study at an institution of higher education.
3. Obtained an associate's (or higher) degree; or met a rigorous standard of quality through a formal State assessment.
4. Knowledge of child development and ability to reinforce learning in the classroom.

**Reports to:** Building Principal and Classroom Teacher

**Performance Responsibilities:**

Under the supervision of the classroom teacher:

1. Reinforces skills with individual or small groups of students in the following areas:
  - 1.1. Reading skill development.
  - 1.2. Writing skill development.
  - 1.3. Word Study skill development.
  - 1.4. Mathematics skill development.
  - 1.5. Social Emotional Learning (SEL) development.
2. Assists with assessment administration and data collection relative to:
  - 2.1. Brigance Screening.
  - 2.2. Individualized SMART Goals.
  - 2.3. Daily Formative Assessments.
  - 2.4. District Assessments (i.e. TC Running Records, Number Sense/Fluency Assessment, etc).
3. Assists in the preparation of instructional materials and compilation of student portfolios.
4. Provides insight to I&RS Committee members regarding students' classroom performance.
5. Other duties as assigned by the Principal.

**Terms of Employment:**

10-month position.

**Annual Evaluation:**

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

**Approved by:** Roxbury Township Board of Education

**Date:** 9/2012

**Revised:** 8/22/22

## Roxbury Community School

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**Title:** RCS Program Assistant

**CMS-25**

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### **Qualifications:**

1. High School Diploma or some College Experience preferred
2. Secretarial skills preferred
3. Computer skills necessary

**Reports to:** Community School/Community Relations Coordinator

**Supervises:** Non-Supervisory

**Job Goal:** To work collaboratively with the Community School/Community Relations Coordinator in the day-to-day operations of the Community School.

### **Performance Responsibilities:**

1. Assists in maintaining and expanding student databases and payment records for Community School Programs (afterschool programs, Applied Music, Preschool, BASES, etc.):
  - 1.1. Assists with the preparation of instructor packets with timesheets and contracts.
  - 1.2. Maintains communication with instructors.
  - 1.3. Assists with the preparation of participant registration packets.
  - 1.4. Maintains records for participants from these programs.
  - 1.5. Assists with billing participants/families and recording payments.
  - 1.6. Schedules Community School trips and arranges for transportation.
  - 1.7. Schedules and oversees room/building usage.
2. Assists with preparation of Community School materials and activities:
  - 2.1. Assists with planning and creating district and community-wide program ideas.
  - 2.2. Assists with putting together materials for various programs (i.e., BASES).
  - 2.3. Communicates with outside vendors in all aspects of program development.
3. Assists in the collection and dissemination of positive information from all district schools to the community, press, etc.:
  - 3.1. Contacts buildings for information when requested.
  - 3.2. Assists in photographing events when needed.
4. Supports Office Operations:
  - 4.1. Serves as the office representative when the Coordinator is unavailable.
  - 4.2. Answers phone calls and checks voicemail. Responds to the telephone queries from members of the community regarding the Community School.
  - 4.3. Provides assistance to community members.

- 4.4. Processes check deposits and credit card payments.
- 4.5. Receives and processes purchase orders. Orders supplies necessary for the running of courses as well as supplies for all programs.
- 4.6. Processes registrations for all programs offered.
5. Updates various aspects of the district website including the Virtual Backpack and the Community School website.
6. Maintains records required by policy, regulation, or law:
  - 6.1. Keeps departmental records.
  - 6.2. Input and maintenance of all computer records concerning registration, tuition, refunds, instructor payments for all Community School courses and personnel. Productes reports when needed.
7. All other duties as assigned.

**Terms of Employment:**

12-month position  
Salary to be determined by the board.

**Annual Evaluation:**

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

**Approved by:** Roxbury Township Board of Education

**Date:** 08/22/22

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