


**DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
SEPTEMBER 19, 2022
REGULAR MEETING AGENDA
Amended on September 19, 2022
LINCOLN ROOSEVELT SCHOOL
34 North Hillside Avenue, Succasunna, NJ 07876**

CALL TO ORDER: 6:30 P.M.

PUBLIC SESSION: 7:30 P.M.

<p style="text-align:center">SPEAKER REQUEST AT BOARD OF EDUCATION MEETINGS</p> <p><i>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.</i></p>	<p style="text-align:center">ACCESS AGENDA & EXHIBITS ONLINE:</p> 
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I. MEETING CALLED TO ORDER

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

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

Roxbury Register - Newspaper	Municipal Clerk
Daily Record - Newspaper	Roxbury Public Library
Star Ledger - Newspaper	
Roxbury Website – https://www.roxbury.org/domain/83	

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

September 19, 2022

RESOLVED, that the Roxbury Township Board of Education hold an Executive Session on September 19, 2022 regarding personnel matters, student matters, and attorney client privilege.

IV. ROLL CALL

V. PUBLIC SESSION

VI. PLEDGE OF ALLEGIANCE

VII. PRESENTATIONS

Roxbury's Global Hi-5 Multi-Cultural Expo - M.Cordeiro

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 Regular Meeting of August 22, 2022
2. Minutes of the Executive Session of August 22, 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 1-27)

DISTRICT GOALS

- *1. RESOLVED, that the Roxbury Township Board of Education accept the District Goals for the 2022/2023 school year.

District Goals for 2022/2023:

1. **Student Achievement/Professional Development-** Enhance an active, inclusive, and multifaceted learning experience that maximizes each student's potential and empowers individual achievement.
2. **Portrait of a Graduate-** To utilize Portrait of a Graduate, a collective vision of our community's aspirations for our students, to provide strategic direction in the overall educational experiences that prepare our students for tomorrow.
3. **Sustainability-** To implement innovative programs to support students' sustainability.
4. **Health & Wellness-** Continue to develop an economically viable, safe, friendly atmosphere for students, staff and community members to inspire all learners and support their mental wellness to increase a readiness to be able to learn and meaningfully participate in the greater school community.
5. **Culture & Climate/Community-** To foster an inclusive and collaborative culture and climate with internal and external stakeholders.

BILLS LIST

- *2. RESOLVED, that the Roxbury Township Board of Education approve the September 2022 bills list totaling \$2,986,008.36 as presented.

TRANSFERS

- *3. RESOLVED, that the Roxbury Township Board of Education approve the July 2022 list and August 2022 list of transfers between accounts as presented. Approval by the County Office is not required except as noted on the list.

SECRETARY'S REPORT

- *4. RESOLVED, that the Roxbury Township Board of Education approve the Board Secretary's Report for July 2022 and August 2022.

TREASURER'S REPORT

- *5. RESOLVED, that the Roxbury Township Board of Education approve the Treasurer's Report for July 2022 and August 2022.

MONTHLY FINANCIAL CERTIFICATION OF THE BOARD SECRETARY AND BOARD OF EDUCATION

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

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 18A:17-9 and N.J.S.A. 18A:17-36, after review of the Board Secretary's and Treasurer's monthly financial reports for the month of July 2022 and August 2022 that no major accounts and fund balances in the 2022/2023 budget have been over expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

TRAVEL REQUESTS

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

	<i>Name</i>	<i>Workshop Title</i>		<i>Place*</i>	<i>Date of Workshop</i>	<i>Registration Fee</i>	<i>Total Estimated Expenses</i>
1.	Hellner, Tom	MUJC Technology Subcommittee Meetings	4	New Providence, NJ	9/13/22, 11/2/22, 1/10/23, 3/1/23, 6/2/23	\$0	\$114.20
2.	Kolbusch, Mary	NJASBO-Preparing for Negotiations	4	Whippany, NJ	9/20/22	\$125.00	\$141.07
3.	Mondanaro, Joseph	NJASBO-Preparing for Negotiations	4	Whippany, NJ	9/20/22	\$125.00	\$141.07
4.	Kenny, Jennifer	ASAP Monthly Meetings	4	Rockaway, NJ	9/22/22, 10/2/0/22, 11/17/22, 12/15/22, 1/19/23, 2/16/23, 3/16/23, 4/20/23	\$0	\$82.00
5.	Hopper, JoEllen	Class, Race, Gender and Empire in the Making of the British Industrial Revolution	4 S-1	New Brunswick, NJ	9/30/22	\$35.00	\$51.92
6.	Weber, Kurt	Class, Race, Gender and Empire in the Making of the British Industrial Revolution	4 S-1	New Brunswick, NJ	9/30/22	\$35.00	\$51.92
7.	Cicchino, Ashley	NJ School Counselor Association Fall Conference	4	Edison, NJ	10/7/22	\$99.00	\$108.36
8.	DelRusso, Stephanie	NJ School Counselor Association Fall Conference	4	Edison, NJ	10/7/22	\$99.00	\$135.10
9.	LaCosta, Gail	NJ School Counselor Association Fall Conference	4	Edison, NJ	10/7/22	\$159.00	\$196.22
10.	Urban, Tara	NJ School Counselor Association Fall Conference	4	Edison, NJ	10/7/22	\$109.00	\$145.47
11.	McGinley, Birsen	Transition Partnership Meeting	4	Cedar Knolls, NJ	10/6/22	\$0	\$11.88
12.	McGinley, Birsen	Transition Coordinators Network Meeting	4	Piscataway, NJ	10/12, 1/11/23, 5/10/23	\$0	\$86.72
13.	Bethon, Catherine	Art Educator of NJ 2022 Conference: Together in Art	4 S-2	Long Branch, NJ	10/13-10/14/22	\$275.00	\$341.93
14.	Cantwell, Kevin	NJSIAA Bowling Coaches Clinic	4 S-1	Howell, NJ	10/13/22	\$60.00	\$116.40
15.	Kolbusch, Kathy	NJASBO-School Security: Threat Assessment and Disaster Preparedness	4	Whippany, NJ	10/13/22	\$125.00	\$141.07

16.	Mann, Monica	22-23 Morris Area Curriculum Network Program	4	Randolph, NJ	10/13, 10/31/22, 11/16/22, 2/9/23, 3/23/23, 4/27/23	\$300.00	\$327.06
17.	Mawn, Matthew	22-23 Morris Area Curriculum Network Program	4	Randolph, NJ	10/13, 10/31/22, 11/16/22, 2/9/23, 3/23/23, 4/27/23	\$300.00	\$327.06
18.	Mondanaro, Joseph	NJASBO-School Security: Threat Assessment and Disaster Preparedness	4	Whippany, NJ	10/13/22	\$125.00	\$141.07
19.	Radulic, Loretta	22-23 Morris Area Curriculum Network Program	4	Randolph, NJ	10/13, 10/31/22, 11/16/22, 2/9/23, 3/23/23, 4/27/23	\$300.00	\$326.52
20.	Schmidt, Eric	NJPSA Fall Conference	4	Atlantic City, NJ	10/13-10/14/22	\$345.00	\$565.01
21.	Seipp, Charles	22-23 Morris Area Curriculum Network Program	4	Randolph, NJ	10/13, 10/31/22, 11/16/22, 2/9/23, 3/23/23, 4/27/23	\$300.00	\$300.00
22.	Trokan, Matt	22-23 Morris Area Curriculum Network Program	4	Randolph, NJ	10/13, 10/31/22, 11/16/22, 2/9/23, 3/23/23, 4/27/23	\$300.00	\$327.06
23.	DeBarros, Joel	Emotional Regulation Supports for Today's World	4	West Orange, NJ	10/18/22	\$0	\$28.32
24.	Shaw, James	NJ Science Convention	4 S-1	Princeton, NJ	10/18/22	\$180.00	\$221.36
25.	Wetreich, Deborah	Emotional Regulation Supports for Today's World	4	West Orange, NJ	10/18/22	\$0	\$22.01
26.	Echevarria, Stephanie	Dr. Nikki Newton Best Math Practices	4 S-1	Morris Plains, NJ	10/19/22	\$99.00	\$114.89
27.	Marzocca, Michelle	Dr. Nikki Newton Best Math Practices	4	Morris Plains, NJ	10/19/22	\$99.00	\$110.09
28.	Montano, Ashley	Dr. Nikki Newton Best Math Practices	4	Morris Plains, NJ	10/19/22	\$99.00	\$114.89
29.	Kelly, Erika	Dr. Nikki Newton Best Math Practices	4	Morris Plains, NJ	10/19/22	\$99.00	\$99.00
30.	Rex, Jean	Dr. Nikki Newton Best Math Practices	4 S-1	Morris Plains, NJ	10/19/22	\$99.00	\$114.89
31.	Storm, Meghan	Dr. Nikki Newton Best Math Practices	4 S-1	Morris Plains, NJ	10/19/22	\$99.00	\$111.50
32.	Tarleton, Madeline	Dr. Nikki Newton Best Math Practices	4 S-1	Morris Plains, NJ	10/19/22	\$99.00	\$111.60
33.	Fiscina, Jeffrey	AMTNJ Fall Conference	4	Plainsboro, NJ	10/20/22	\$209.00	\$250.27
34.	Somers, Alexis	Autism NJ	4	Atlantic City, NJ	10/20-10/21/22	\$500.00	\$631.11
35.	McPhee, Michael	Rutgers High School Teachers Institute - "Tasting the Past" and "Finding Politics in Unexpected Places"	4 S-2	New Brunswick, NJ	10/21/22 & 3/3/23	\$70.00	\$136.74
36.	Perez, Jennifer	Autism NJ	4	Atlantic City, NJ	10/20-10/21/22	\$500.00	\$634.71
37.	Coakley, Leo	NJSBA Workshop 2022	4	Atlantic City, NJ	10/24-10/26/22	**Group Registration	***\$576.64
38.	Colucci, Anne	NJSBA Workshop 2022	4	Atlantic City, NJ	10/24-10/26/22	**Group Registration	***\$576.64
39.	Danielson, Michelle	NJSBA Workshop 2022	4	Atlantic City, NJ	10/24-10/26/22	**Group Registration	***\$574.76

40.	Ferrare, Lisa	NJSBA Workshop 2022	4	Atlantic City, NJ	10/24-10/26/22	**Group Registration	***\$569.12
41.	Katz, Robert	NJSBA Workshop 2022	4	Atlantic City, NJ	10/24-10/26/22	**Group Registration	***\$574.76
42.	Kolbusch, Kathy	NJSBA Workshop 2022	4	Atlantic City, NJ	10/24-10/26/22	**Group Registration	***\$573.82
43.	Masi, Dan	NJSBA Workshop 2022	4	Atlantic City, NJ	10/24-10/26/22	**Group Registration	***\$576.64
44.	Mondanaro, Joseph	NJSBA Workshop 2022	4	Atlantic City, NJ	10/24-10/26/22	**Group Registration	***\$576.64
45.	Pitzer, Wade	NJSBA Workshop 2022	4	Atlantic City, NJ	10/24-10/26/22	**Group Registration	***\$576.64
46.	Radulic, Loretta	NJSBA Workshop 2022	4	Atlantic City, NJ	10/24-10/26/22	**Group Registration	***\$576.64
47.	Riffel, Peter	NJSBA Workshop 2022	4	Atlantic City, NJ	10/24-10/26/22	**Group Registration	***\$576.64
48.	Scheneck, Carol	NJSBA Workshop 2022	4	Atlantic City, NJ	10/24-10/26/22	**Group Registration	***\$576.64
49.	Seipp, Charles	NJSBA Workshop 2022	4	Atlantic City, NJ	10/24-10/26/22	**Group Registration	***\$576.64
50.	Staples, Brian	NJSBA Workshop 2022	4	Atlantic City, NJ	10/24-10/26/22	**Group Registration	***\$574.76
51.	Caccavale, Frank	NJSBA Workshop 2022	4	Atlantic City, NJ	10/25/22	**Group Registration	\$132.54
52.	Kroog, Barbara	Fall 2022 Curriculum Connections Conference	4 S-1	Edison, NJ	10/25/22	\$125.00	\$161.66
53.	OBraitis, Casey	Fall 2022 Curriculum Connections Conference	4 S-1	Edison, NJ	10/25/22	\$125.00	\$161.66
54.	Panico, Amanda	TCNJ Math Teacher Alumni Symposium	4 S-1	Ewing, NJ	10/26/22	\$0	\$48.50
55.	Zegar, Christopher	NJSBA Workshop 2022	4	Atlantic City, NJ	10/26/22	**Group Registration	\$131.41
56.	Caccavale, Frank	NJ Technology & Engineering Educators Association	4 S-1	Piscataway, NJ	10/28/22	\$100.00	\$134.50
57.	Kelly, Erika	MACN-Creating an Innovative Mathematics Teaching and Learning Environment	4	Randolph, NJ	10/31/22	\$100.00	\$100.00
58.	Fiscina, Jeffrey	MACN-Creating an Innovative Mathematics Teaching and Learning Experience	4	Randolph, NJ	10/31/22	\$100.00	\$104.51
59.	Blough, Chris	AOPA Symposium	4 S-2	Memphis, TN	11/13-11/15/22	\$400.00	\$1451.98
60.	Mawn, Matthew	AOPA Symposium	4	Memphis, TN	11/13-11/15/22	\$400.00	\$1499.42
61.	Bellardino, Alyssa	MACN-How Teacher Anxiety is Impacting Student Learning	4	Randolph, NJ	11/16/22	\$100.00	\$100.00
62.	DeBarros, Joel	MACN-How Teacher Anxiety is Impacting Student Learning/Seen, Heard, and Valued: Universal Design for Learning	4	Randolph, NJ	11/16/22, 2/9/23	\$200.00	\$208.65
63.	Kolbusch, Kathy	NJASBO-Fiscal Procurement & ESSER Funds Monitoring Findings	4	Whippany, NJ	11/17/22	\$125.00	\$141.07
64.	Mondanaro, Joseph	NJASBO-Fiscal Procurement & ESSER Funds Monitoring Findings	4	Whippany, NJ	11/17/22	\$125.00	\$141.07
65.	Kolbusch, Kathy	NJASBO-Pension Update	4	Whippany, NJ	12/13/22	\$125.00	\$141.07

66.	Mondanaro, Joseph	NJASBO-Pension Update	4	Whippany, NJ	12/13/22	\$125.00	\$141.07
67.	Renzetti, Sandra	NJASBO-Pension Update	4	Whippany, NJ	12/13/22	\$125.00	\$141.07
68.	Kolbusch, Kathy	NJASBO-Employment Issues	4	Whippany, NJ	1/19/23	\$125.00	\$141.07
69.	Mondanaro, Joseph	NJASBO-Employment Issues	4	Whippany, NJ	1/19/23	\$125.00	\$141.07
70.	Bellardino, Alyssa	MACN-Seen, Heard and Valued: Universal Design for Learning w/Lee Ann Jung	4	Whippany, NJ	2/9/23	\$100.00	\$100.00
71.	Gallagher, Amy	MACN-Seen, Heard and Valued: Universal Design for Learning w/Lee Ann Jung	4	Randolph, NJ	2/9/23	\$100.00	\$100.00
72.	Kolbusch, Kathy	NJASBO-TBD	4	Whippany, NJ	2/14/23	\$125.00	\$141.07
73.	Mondanaro, Joseph	NJASBO-TBD	4	Whippany, NJ	2/14/23	\$125.00	\$141.07
74.	Hopper, JoEllen	Beyond the Silk Road: Inner Eurasia in World History-Rutgers University	4 S-1	New Brunswick, NJ	2/17/23	\$35.00	\$51.92
75.	Kolbusch, Kathy	NJASBO-Purchasing	4	Whippany, NJ	3/21/23	\$125.00	\$141.07
76.	Mondanaro, Joseph	NJASBO-Purchasing	4	Whippany, NJ	3/21/23	\$125.00	\$141.07
77.	Ferrare, Lisa	MACN-College Board Updates; and Instruction, Standards, and Standardized testing Updates	4	Randolph, NJ	3/23/23, 4/27/23	\$200.00	\$208.84
78.	Schmidt, Eric	MACN-Diane Frank's College Board Updates	4	Randolph, NJ	3/23/23	\$100.00	\$100.00
79.	Kolbusch, Kathy	NJASBO-Audit Review	4	Whippany, NJ	4/18/23	\$125.00	\$141.07
80.	Mondanaro, Joseph	NJASBO-Audit Review	4	Whippany, NJ	4/18/23	\$125.00	\$141.07
81.	Bellardino, Alyssa	MACN-Instruction, Standards, and Standardized Testing Updates	4	Randolph, NJ	4/27/23	\$100.00	\$100.00
82.	Schmidt, Eric	MACN-Instruction, Standards, and Standardized Testing Updates	4	Randolph, NJ	4/27/23	\$100.00	\$100.00
83.	Kolbusch, Kathy	NJASBO-Administrative Assistants/Accounts Payable Overview	4	Whippany, NJ	5/23/23	\$125.00	\$141.07
84.	Mondanaro, Joseph	NJASBO-Administrative Assistants/Accounts Payable Overview	4	Whippany, NJ	5/23/23	\$125.00	\$141.07
85.	Weiss, Stephanie	Supervision for School-Based SLPs	4	Virtual	8/31/22	\$59.00	\$59.00
86.	Coakley, Leo	Virtual Labor & Employment Summit 2022	4	Virtual	9/28/22	\$99.00	\$99.00
87.	Colucci, Anne	Virtual Labor & Employment Summit 2022	4	Virtual	9/28/22	\$99.00	\$99.00
88.	Danielson, Michelle	Virtual Labor & Employment Summit 2022	4	Virtual	9/28/22	\$99.00	\$99.00
89.	Purcell, Kathy	Virtual Labor & Employment Summit 2022	4	Virtual	9/28/22	\$99.00	\$99.00
90.	Kenny, Jennifer	Girls on the Brink	4	Virtual	9/29/22	\$65.00	\$65.00
91.	Urban, Tara	The Role of the School Climate Team	4	Virtual	9/30/22	\$0	\$0
92.	McGinley, Birsen	NJ Youth Transition Conference	4	Virtual	10/3-10/4/22	\$0	\$0

93.	Katz, Robert	ST-7003FA22-3 Codes, Statutes and Regulations	4	Virtual	10/12, 10/19, 10/26, 11/2, 11/9/22	\$483.00	\$483.00
94.	Mosher, Katherine	NJALC Fall Symposium 2022 - Reading & Writing The Casualties of the Pandemic	4	Virtual	10/21/22	\$145.00	#145.00
95.	Ventricelli, Kathryn	NJALC Fall Symposium 2022 - Reading & Writing The Casualties of the Pandemic	4	Virtual	10/21/22	\$145.00	\$145.00
<p>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. **Group Registration fee total amount of \$2100.00 which includes up to 25 members ***Amends Resolution XVI.A.6 approved on May 23, 2022 due to hotel price increase and NJ reimbursement mileage rate increase.</p>							

- *8. RESOLVED, that the Roxbury Township Board of Education approve Employee No. 7297 to virtually attend the Dale Carnegie Leadership Course, 8 sessions, October 12 - November 30, 2022. Total cost not to exceed \$2,195.

APPROVAL OF PURCHASES

- *9. RESOLVED, that the Roxbury Township Board of Education approve the purchase of roof ventilator drives for the school district from Grainger, Inc., 1001 Hadley Road, South Plainfield, NJ in the amount of \$30,532.67 as per state contract #M-002NJSTART Ed Data Bid #10497.
- *10. RESOLVED, that the Roxbury Township Board of Education approve the purchase and installation services of convection oven, electric fryer and dishwasher for Roxbury High School from ATRA Janitorial, 220 West Parkway, Pompton Plains, NJ in the amount of \$120,334.98 as per ATRA Janitorial quote/job reference number #48413. This purchase is being funded through the Food Service Enterprise Fund.
- *11. RESOLVED, that the Roxbury Township Board of Education approve the purchase of cleaning equipment for the district from American Paper Towel Co., 10 Industrial Road, Carlstadt, NJ in the amount of \$36,156.00 as per American Paper Towel Co. quote #Q0058609 Ed Data Bid #10133.
- *12. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Microsoft Office Professional Plus License and Software from SHI International Corp., 290 Davidson Avenue, Somerset, NJ in the amount of \$19,567.00 as per SHI International Corp. quote #22086103 contract #E-8801-NJSBA Aces-CPS.

CONTRACTS

- *13. RESOLVED, that the Roxbury Township Board of Education approve a contract with the Jammin' Jenn Therapy, 1308 Johnston Drive, Watchung, NJ to provide music therapy. The Services will commence on September 1, 2022 and expire on June 30, 2023 and not to exceed \$10,625.00.
- *14. RESOLVED, that the Roxbury Township Board of Education approve an agreement with Randolph YMCA, 14 Dover Chester Road, Chester, NJ for the use of a warm water pool at a fee of \$175.00 per hour (Wednesdays 12:30 p.m. - 1:30 p.m.). This agreement is effective September 28, 2022 through May 31, 2023 and not to exceed \$5,600.00.

- *15. RESOLVED, that the Roxbury Township Board of Education approve an agreement with Randolph YMCA, 14 Dover Chester Road, Chester, NJ for the fitness group training/classes for Roxbury High Students with special needs at a fee of \$175.00 per hour (Mondays 12:00 p.m. - 1:00 p.m.). This agreement is effective September 26, 2022 through May 31, 2023 and not to exceed \$4,900.00.
- *16. RESOLVED, that the Roxbury Township Board of Education approve an agreement with Tri-County Behavioral Care, LLC, 191 Woodport Road, Suite 206, Sparta, NJ for In-District Counseling services onsite. This agreement is effective September 1, 2022 through December 31, 2022 and not to exceed \$30,000.00.
- *17. RESOLVED, that the Roxbury Township Board of Education approve a contract with Thrive Alliance Group with offices located at 601 Jefferson Road, Suite B204, Parsippany, NJ to provide school based counseling and related counseling services to students for the period September 1, 2022 through June 30, 2023 and not to exceed \$113,350.00. This contract is through the competitive quote and funded by ARP ESSER.

APPROVAL TO JOIN COOPERATIVE

- *18. This agreement made and entered into this 19 day of September 2022 by and between the County of Somerset (Lead Agency), and the Roxbury Township Board of Education, who desire to participate in the *SOMERSET COUNTY COOPERATIVE PRICING SYSTEM ID#-2SOCCP*.

W I T N E S S E T H

WHEREAS, *N.J.S.A. 40A:11-11(5)*, specifically authorizes two or more contracting units to establish a Cooperative Pricing System for the provision and performance of goods and services and enter into a Cooperative Pricing Agreement for its administration; and

WHEREAS, the County of Somerset is conducting a voluntary Cooperative Pricing System with other contracting units; and

WHEREAS, this Cooperative Pricing System is to effect substantial economies in the provision and performance of goods and services; and

WHEREAS, all parties hereto have approved the within Agreement by Resolution in accordance with aforementioned statute; and

WHEREAS, it is the desire of all parties to enter into such Agreement for said purposes;

NOW, THEREFORE, IN CONSIDERATION OF the promises and of the covenants, terms and conditions hereinafter set forth, it is mutually agreed as follows:

1. The goods or services to be priced cooperatively may include all goods and services which may be under the laws and stipulations of the State of New Jersey and such other items as two or more participating contracting units in the system agree can be purchased on a cooperative basis.
2. The items and classes of items which may be designated by the participating contracting units hereto may be purchased cooperatively for the period commencing with the execution of this Agreement and continuing until terminated as hereinafter provided.

3. The Lead Agency, on behalf of all participating contracting units, shall upon approval of the registration of the System and annually thereafter *On The Anniversary Of The Registration of the System* publish a legal ad in such format as required by *N.J.A.C. 5:34-7.9(a)* in its own official newspaper normally used for such purposes by it to include such information as:

- (A) The name of Lead Agency soliciting competitive bids or informal quotations.
- (B) The address and telephone number of Lead Agency.
- (C) The names of the participating contracting units.
- (D) The State Identification Code assigned to the Cooperative Pricing System.
- (E) The expiration date of the Cooperative Pricing System.

4. Each of the participating contracting units shall designate, in writing, to the Lead Agency, the items to be purchased and indicate therein the approximate quantities desired (IF NOT AN OPEN END CONTRACT), the location for delivery and other requirements, to permit the preparation of specification as provided by law.

5. The specifications shall be prepared and approved by the Lead Agency and no changes shall be made thereafter except as permitted by law. Nothing herein shall be deemed to prevent changes in specifications for subsequent purchases.

6. Single advertisement for bids or the solicitation of informal quotations for the goods or services to be purchased shall be prepared by the Lead Agency on behalf of all of the participating contracting units desiring to purchase any item.

7. The Lead Agency when advertising for bids shall receive bids on behalf of all participating contracting units. Following the receipt of bids, the Lead Agency shall review said bids and on behalf of all participating contracting units, either reject all or certain of the bids or make one award to the lowest responsible bidder or bidders for each separate item. This award shall result in the Lead Agency entering into a Master Contract with the successful bidder(s) providing for two categories of purchases:

- (A) The quantities ordered for the Lead Agency's own needs, and
- (B) The estimated aggregate quantities to be ordered by other participating contracting units by separate contracts, subject to the specifications and prices set forth in the Lead Agency's Master Contract.

8. The Lead Agency shall enter into a formal written contract(s) directly with the successful bidder(s) only after it has certified the funds available for its own needs.

9. Each participating contracting unit shall also certify the funds available only for its own needs ordered; enter into a formal written contract, when required by law, directly with the successful bidder(s); issue purchase orders in its own name directly to successful vendor(s) against said contract; accept its own deliveries, be invoiced by and receive statements from the successful vendor(s); make payment directly to the successful vendor(s) and be responsible for any tax liability.

10. No participating contracting unit in the Cooperative Pricing System shall be responsible for payment for any items ordered or for performance generally, by any other participating contracting unit. Each participating contracting unit shall accordingly be liable only for its own performance and for items ordered and received by it and none assumes any additional responsibility or liability.

11. The provisions of Paragraphs 7, 8, 9, and 10 above shall be quoted or referred to and sufficiently described in all specifications so that each bidder shall be on notice as to the respective responsibilities and liabilities of the participating contracting units.

12. No participating contracting unit in the Cooperative Pricing System shall issue a purchase order or contract for a price which exceeds any other price available to it from any other such system in which it is authorized to participate or from bids or quotations which it has itself received.

13. The Lead Agency reserves the right to exclude from consideration any good or service if, in its opinion, the pooling of purchasing requirements or needs of the participating contracting units is either not beneficial or not workable.

14. The Lead Agency shall appropriate sufficient funds to enable it to perform the administrative responsibilities assumed pursuant to this Agreement.

15. This agreement shall become effective on the date of the resolution subject to the review and approval of the Director of the Division of Local Government Services and shall continue in effect for a period not to exceed five (5) years from said date unless any party to this Agreement shall give written notice of its intention to terminate its participation.

16. The County of Somerset shall on behalf of all local units participating in the cooperative pricing system renew the system every five (5) years in perpetuity; unless all parties give written notice that there is no longer a desire to need for participation in the system. Renewal of the system will be in accordance with the provisions of *N.J.A.C. 5:34-7.6*, as may be amended.

17. All records and documents maintained or utilized pursuant to terms of this Agreement shall be identified by the System Identifier assigned by the Director, Division of Local Government Services, and such other numbers as are assigned by the Lead Agency for purposes of identifying each contract and item awarded, in this case #2 SOCCP.

18. This Agreement shall be binding upon and inure to the benefit of the successors and assigns of the respective parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed and executed by their authorized corporate officers and their respective seals to be hereto affixed the day and year above written.

ACCEPTANCE OF GRANT

*19. RESOLVED, that the Roxbury Township Board of education approve the acceptance of the grant of \$1,200.00 from Monmouth University Social Justice Academy.

APPROVAL OF SERVICE PROVIDER

- *20. RESOLVED, that the Roxbury Township Board of Education approve CPR-AED-Heartsaver training to be provided by instructor Dale Cropley for staff taking place after school hours during the 2022/2023 school year. Total cost not to exceed \$1,620.

APPROVAL OF THE UNIFORM STATE MEMORANDUM OF AGREEMENT BETWEEN EDUCATION AND LAW ENFORCEMENT OFFICIALS

- *21. RESOLVED, that the Roxbury Township Board of Education approve the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials for 2022/2023, and submission of the Agreement to the Roxbury Township Police Department, County Prosecutor and County Superintendent of Schools.

APPROVAL OF THE MEMORANDUM OF UNDERSTANDING - LIVE STREAM VIDEOS SHARING BETWEEN THE ROXBURY TOWNSHIP SCHOOL DISTRICT AND THE ROXBURY TOWNSHIP POLICE DEPARTMENT

- *22. RESOLVED, that the Roxbury Township Board of Education approve the Memorandum of Understanding with the Roxbury Township Police Department regarding Live Stream Videos Sharing for the 2022/2023 school year.

PARENTAL TRANSPORTATION

- *23. RESOLVED, that the Roxbury Township Board of Education approve a Parental Transportation Agreement for Student Transportation (PAR01-22/23). Parent is providing transportation for students (202105) to the New beginnings School for the period July 1, 2022 to June 30, 2023. The total for this agreement is \$10,387.10.

ACCEPTANCE OF DONATION

- *24. RESOLVED, that the Roxbury Township Board of Education approve the donation from Parksite, 1563 Hubbard Avenue, Batavia, IL of Tyvek House Wrap for Structural Design and Fabrication program. This donation is valued at \$150.00.
- *25. RESOLVED, that the Roxbury Board of Education approve the donation from Lake Hopatcong Yacht Club Women's Auxiliary, 75 N. Bertrand Road, Mr. Arlington, NJ in the amount of \$500.00 for CBI Elementary School Field Trips.

APPROVAL OF DISPOSAL OF PROPERTY

- 26. RESOLVED, that the Roxbury Township Board of Education approve the discontinued use of one filing cabinets at Jefferson 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 portable stage at Roxbury High School. This equipment has been identified as obsolete, broken and/or no longer functioning, if unsellable, items will be discarded.

B. Education (Resolutions 1-11)

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

ALIGNMENT OF DISTRICT CURRICULA

- *1. RESOLVED, that the Roxbury Township Board of Education approve the on-going alignment of newly written and revised district curricula with the State Board adopted standards for implementation effective August 29, 2022 for the 2022/2023 school year in the following content areas:

	<i>Subject</i>	<i>Grade Level</i>
1	21st Century Life & Careers	K-12
2	Comprehensive Health & Physical Education	K-12
3	Language Arts - ELA	K-12
4	Library/Media	K-12
5	Mathematics	K-12
6	School Counseling	K-12
7	Science	K-12
8	Social Studies	K-12
9	Technology	K-12
10	Vocal & Performing Arts	K-12
11	World Languages	K-12
12	ESL	K-12

FLEXIBLE INSTRUCTIONAL DAY PROGRAM

- *2. RESOLVED, that the Roxbury Township Board of Education approve the submission of its Flexible Instructional Day (FID) Program for the 2022/2023 school year to the New Jersey Department of Education for approval.

HIB REPORT

- *3. RESOLVED, that the Roxbury Township Board of Education affirms the Superintendent's decisions provided in the Harassment, Intimidation, and Bullying Report for the 2022/2023 school year, ending as of August 19, 2022 for Incident No. 1.
- *4. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2022/2023 school year, beginning August 20, 2022 and ending September 16, 2022.

FIELD TRIPS / COMPETITIONS

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

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

	<i>School</i>	<i>Faculty Sponsor</i>	<i>Group</i>	<i># of Students</i>	<i>Trip Destination</i>	<i>Location</i>	<i>Date(s) of Trip</i>
1	EMS	T.Martino	VISTA	6	Rockaway Townsquare Mall	Rockaway, NJ	10/13/22 (Thu)
2	EMS	T.Martino	VISTA	6	Roxbury Mall	Succasunna, NJ	Beginning 10/03/22 (Mon) thru 6/12/23 (Mon), every Monday when

							school is in session
3	EMS	T.Martino	VISTA	6	Shops near & around Main Street	Hackettstown, NJ	10/20/22 (Thu)
4	EMS	T.Martino	VISTA	6	Walgreens Shopping Center	Denville, NJ	10/6/22 (Thu)
5	NES	J.Clark	LLD; TIDES	19	Landing Park	Landing, NJ	9/22/22 (Thu)
6	NES	J.Perez	LLD; TIDES	19	Landing Park	Landing, NJ	10/6/22 (Thu)
7	NES	J.Perez	LLD; TIDES	19	Tranquility Farms	Andover, NJ	10/20/22 (Thu)
8	NES	J.DeBarros	LLD; TIDES	19	YMCA	Randolph, NJ	10/12/22 (Wed)
* 9	RHS	M.Fagan; A.Solotist	SUCCESS	15	Alstede Farms	Chester, NJ	10/20/22 (Thu)
* 10	RHS	A.Solotist	SUCCESS	11	Rockaway Townsquare Mall	Rockaway, NJ	9/30/22 (Fri)
* 11	RHS	A.Solotist	SUCCESS	11	Roxbury Diner	Succasunna, NJ	10/14/22 (Fri)
* 12	RHS	B.McGinley; A.Solotist	SUCCESS	11	Roxbury Recreation Center	Succasunna, NJ	10/31/22 (Mon)
* 13	RHS	A.Solotist	SUCCESS	11	ShopRite	Succasunna, NJ	Beginning 9/20/22 (Tue) thru 6/13/23 (Tue), every Tuesday when school is in session
* 14	RHS	A.Gallagher	SUMMIT; VISTA	33	BEAUtiful Farms	Rockaway, NJ	10/7/22 (Fri)

6. 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:

	<i>School</i>	<i>Date of Trip</i>	<i>Faculty Sponsor</i>	<i>Group</i>	<i># of Students</i>	<i>Trip Destination</i>	<i>Location</i>	<i>Purpose</i>
1	EMS	2022-09-23 (Fri)	T.Hubert; A.Somers	SUMMIT	10	Roxbury Public Library	Succasunna, NJ	Reward trip earned through class's behavioral-support program
2	EMS	2022-10-07 (Fri)	E.Esposito; K.Farina; C.Rossi	Gr. 7 ELA	~120	Meeker Street Pavilion	Succasunna, NJ	To promote & encourage reading across the district; 7th grade students will be working w/ 3rd & 4th graders from FES
3	EMS	2022-10-14 (Fri)	T.Hubert; A.Somers	SUMMIT	12	MetLife Stadium	East Rutherford, NJ	Reward trip earned through class's behavioral-support program
4	FES	2022-10-18 (Tue)	R.Hellyer; J.Maurer	Gr. K	50	Donaldson Farm	Hackettstown, NJ	Students will learn about plant & animal life cycles; plant & animal needs; farming; NJ history; and participate in literacy & math experiences
5	FES	2022-11-14 (Mon)	J.Dranoff; S.Drury; M.Gallagher	Gr. 4	64	Sterling Hill Mining Museum	Ogdensburg, NJ	4th Grade Science Curriculum
6	JES	2023-05-16	S.Carroll	Gr. 4	73	Sterling Hill	Ogdensburg	Hands-on exploration for students

		(Tue)				Mining Museum	g, NJ	to learn about types of rocks & minerals, and learning about the mining process
7	KES	2022-09-29 (Thu)	R.Kelley; A.Somers	REACH	8	Tranquility Farms	Andover, NJ	Reward trip earned through class's behavioral-support program
8	KES	2022-10-20 (Wed)	R.Kelley; A.Somers	REACH	8	Aspen Ice Center	Randolph, NJ	Reward trip earned through class's behavioral-support program
9	KES	2022-11-08 (Tue)	T.Leister	Gr. 4	56	Sterling Hill Mining Museum	Ogdensburg, NJ	Trip correlates to FOSS Science Unit on Soils, Rocks, & Landforms
10	LRS	2022-10-20 (Thu)	E.Neumann; A.Somers	REACH	6	Aspen Ice Center	Randolph, NJ	Reward trip earned through class's behavioral-support program
11	LRS	2022-09-29 (Thu)	E.Neumann; A.Sommers	REACH	6	Tranquility Farms	Andover, NJ	Reward trip earned through class's behavioral-support program
12	LRS	2022-12-12 (Mon)	E.Ng	Gr. 5 Chorus	80	Roxbury HS Auditorium	Succasunna, NJ	Dress Rehearsal for LRS Winter Concert taking place @ RHS the evening of Tu. 12/13/22
13	LRS	2022-12-12 (Mon)	K.Katz	Gr. 6 Chorus	80			
14	LRS	2022-12-13 (Tue)	K.Barry; K.Katz	Gr. 6 Band	100			
15	LRS	2022-12-13 (Tue)	K.Barry; J.Goodwin	Gr. 6 Orchestra	50			
16	LRS	2023-03-16 (Thu)	K.Barry	Gr. 5 Band	100	Roxbury HS Auditorium	Succasunna, NJ	Dress Rehearsal for All-District Band Festival taking place @ RHS the evening of Th. 3/16/23
17	LRS	2023-03-16 (Thu)	K.Barry; K.Katz	Gr. 6 Band	100			
18	LRS	2023-05-22 (Mon) #	K.Katz; E.Ng	Gr. 5 & 6 Chorus	160	Roxbury HS Auditorium	Succasunna, NJ	Dress Rehearsal for LRS Spring Concert taking place @ RHS the evening of Tu. 5/23/23. # Currently schools will be closed on 5/22/23 due to built-in Emergency Day. Date of trip will sought to be changed should schools remain closed on 5/22/23.
19	LRS	2023-05-22 (Mon) #	K.Barry; J.Goodwin	Gr. 5 & 6 Orchestra	100			
20	LRS	2023-05-23 (Tue)	K.Barry; K.Katz	Gr. 5 Band	100			
21	LRS	2023-05-23 (Tue)	K.Katz	Gr. 6 Band	100			
22	NES	2023-03-31 (Fri)	V.Arms	Gr. 4	46	Sterling Hill Mining Museum	Ogdensburg, NJ	To inspire life-long learning about earth sciences, engineering, and the responsible use of the Earth's nonrenewable resources
23	NES	2023-04-19 (Wed)	V.Arms	Gr. 4	46	Lincoln Roosevelt Elem School	Succasunna, NJ	Orientation to 5th Grade
24	NES	2023-05-17 (Wed) [Rain date 2023-05-24 (Wed)]	S.Ralston	Gr. 1	55	Turtle Back Zoo	West Orange, NJ	Trip will enhance students' studies of science standards learned in class involving the characteristics & habitats of living things
25	RCS	2022-11-03 (Thu)	E.Maio; A.Rhodes, S.Spicka	Roxbury Community School Preschool	max 28	Roxbury Public Library	Succasunna, NJ	Trip provides opportunity for hands-on activities and access to books & materials @ the library

				Program @ Kennedy				
* 26	RHS	2022-10-07 (Fri)	M.Taylor	Robotics	16	The Event Center @ iPA	Freehold, NJ	Students will present & demonstrate the technology they use in Robotics
* 27	RHS	2022-10-20 (Thu)	M.Trokan	AP Psychology	~40	Liberty Science Center	Jersey City, NJ	To attend LSC's "Live From Surgery - Neurosurgery" session; participation will support studies in class of brain anatomy, chemistry, disease, damage, & dysfunction
* 28	RHS	2022-10-28 (Fri)	P.Hachey	Classic Sounds Honors	38	Alexander Kasser Theater, Montclair State Univ.	Montclair, NJ	Students will be performing repertoire learned in class, receiving feedback from clinician, & participating in vocal music workshops throughout the day

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

7. 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>
210364	Sage Alliance Boonton	\$68,900.00	9/1/22-6/30/23
210338	Chancellor Academy	\$78,373.41	9/6/22-6/30/23
209268	Academy 360 Lower School/Spectrum 360	\$124,025.00	7/5/22-6/30/23
209273	Benway School	\$78,654.48	9/7/22-6/30/23
202781	Educational Services of Morris County	\$113,839.00	9/1/22-6/30/23
108439	Educational Services of Morris County	\$78,235.00	9/1/22-6/30/23
209893	Educational Services of Morris County	\$109,735.00	9/1/22-6/30/23
108684	Educational Services of Morris County	\$78,235.00	9/1/22-6/30/23
211323	The Roxbury Community School Preschool	\$8,000.00	8/29/22-6/14/23
211008	The Roxbury Community School Preschool	\$8,000.00	8/29/22-6/14/23
204522	Somerset County Educational Services Commission	\$71,845.00	9/7/22-6/30/23
*202105	New Beginnings	\$123,315.92	9/7/22-6/30/23

*Amends the total cost in resolution XVI.B.4 originally approved on May 9, 2022

TUITION STUDENTS

8. 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>
3082436990	Mount Arlington	Autism	\$35,454.00
*2147637821	Livingston School District	MD	\$26,357.00
*2874589379	Mine Hill School District	MD	\$92,551.00

*Amends the total cost in resolution XVI.B.6 originally approved on May 9, 2022

APPROVAL OF INDEPENDENT STUDY, SENIOR OPTION, AND COLLEGE OPTION PROJECTS - RHS

- *9. 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
206511	Woods II	5
205705	Roxbury Athletics Social Media	5
206227	Portfolio	5
205559	Communications	5

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

Student	Research Focus	Credits
205508	Sporty's Private Pilot	5
205557	Nurse Internship	5
210877	Teaching Assistant Computer Science	5

- *11. RESOLVED, that the Roxbury Township Board of Education accepts the College Option Program for the classes at Roxbury High School listed below to be completed in the 2022/2023 school year.

Student	Research Focus	Credits
205569	English Composition I	5

C. Policies (Resolutions 1-3)

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 second 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

	<i>Policy/Regulation Number</i>	<i>Policy/Regulation Title</i>	<i>Exhibit Number</i>
f	Policy 3216 Revise	Dress and Grooming	P7
g	Policy 3270 Revised	Professional Responsibilities	P8
h	Regulation 3270 Revised	Lesson Plans and Plan Books	P9
i	Policy 4216 New	Dress and Grooming	P10
j	Policy & Regulation 5513 Revised	Care of School Property (M)	P11 & P12
k	Policy 5517 Revised	School District Issued Student Identification Cards (M)	P13
l	Policy 5722 New	Student Journalism (M)	P14

*2. RESOLVED, that the Roxbury Township Board of Education abolish in one motion Policy 1648.13 *School Employee Vaccination Requirements* as the requirements therein are no longer mandated by any legal authority (Exhibit P15).

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

	<i>Policy/Regulation Number</i>	<i>Policy/Regulation Title</i>	<i>Exhibit Number</i>
a	Policy 2425 Revised	Emergency Virtual or Remote Instruction Program	P16
b	Regulation 2425 New	Emergency Virtual or Remote Instruction Program	P17

D. Negotiations (Resolution 1)

AMENDMENT OF CBA - ADDENDUM/SIDEBAR 2123-10

*1. IT IS RESOLVED, that the Roxbury Township Board of Education approve the Amendment of the Collective Bargaining Agreement as listed below:

The Roxbury Education Association (“Association”) and the Roxbury Board of Education (“Board”) hereby agree to settle the negotiation concerning Head and Assistant Coach of Cross Country at Roxbury High School as follows:

Effective date 9/1/2022, the position of Head Coach - Cross Country (Boys and Girls) will replace the positions of both Head Coach - Cross Country (Boys) and Head Coach - Cross Country (Girls) with a stipend of \$8,939 (22-23).

Effective date 9/1/2022, the position of Assistant Coach - Cross Country (Boys and Girls) will be added with a stipend of \$6,501 (22-23).

This language will be added to the negotiations of the next collectively bargained contract between the Roxbury Board of Education and the Roxbury Education Association as an existing item in Appendix E - RHS Head Coaches and RHS Assistant Coaches, respectively.

E. Personnel (Resolutions 1-23)

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

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

JOB DESCRIPTIONS

- *1. RESOLVED, that the Roxbury Township Board of Education approve the revised job description for School Security Guard CMS-5. (Exhibit JD1)

RESIGNATIONS, RETIREMENTS, TERMINATIONS

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

	Name	Loc	Position	Action	Final day of employment	Discussion
* 1	Kennedy, Shannon	RHS	Special Education Teacher (RC)	Resignation for personal reasons	10/24/22 or sooner	Pending hire of suitable replacement
* 2	Masullo, Kristen	RHS	H/PE Teacher	Resignation for personal reasons	10/21/22 or sooner	Pending hire of suitable replacement
3	Paolicelli, Margarete	NES	Special Education Paraprofessional	Resignation for personal reasons	9/2/22	
* 4	Slinger, JoAnne	CO	Accounts Payable Secretary	Resignation for retirement purposes	12/31/22	
5	Springer, Jammal	EMS	Special Education Paraprofessional	Rescind appointment	N/A	App'd 7/20/22 C.7.3
6	Springer, Nicole	NES	Special Education Paraprofessional	Resignation for personal reasons	10/6/22	

LEAVES OF ABSENCE

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

	Employee	Leave Start Date	Paid Leave	Unpaid FMLA/ NJFLA ^	Return Date	Discussion
* 1	13359	8/22/22	Using available days	FMLA, if needed	Upon release by physician	
2	19377	11/21/22 or sooner if nec	Using available sick days	FMLA/NJFLA	4/24/23	
3	20244	9/14/22	Using available days	FMLA, if needed	Upon release by physician	
4	21279	11/14/22	n/a	FMLA/NJFLA	11/28/22	

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

REASSIGNMENTS / TRANSFERS

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

	Name	Former Assignment & Loc.	New Assignment & Loc.	Pay Rate	Effective Date	Discussion
* 1	Arentowicz, Scott	Security Guard (10m P/T) Dist	Security Guard (10m F/T) Dist	\$38,480 prorated	9/12/22	P/T to new F/T position
* 2	O'Brien, James	Security Guard (12m P/T) Dist	Security Guard (10m F/T) Dist	\$38,480 prorated	9/12/22	P/T to new F/T position
# 10-month employee shall start on the first day of the 2022-23 calendar for the bargaining unit / employee group						

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

	Name	Former Assignment & Loc.	New Assignment & Loc.	Effective Date	Discussion
1	Babus, Jennifer	OT NES SPS.DS.OT.NA.03	OT NES SPS.DS.OT.NA.03	10/3/22	
2	D'Innocenzo, Cristiana	Leave-repl SLS from 8/25/22-11/9/22 Replacement in position TCH.DS.SLS.NA.01	Leave-repl SLS from 8/25/22-12/23/22 Replacement in position TCH.DS.SLS.NA.03	Transfer eff 8/25/22	New Assignment & Loc. related to placeholder app'd 8/22/22 XVI.D.11.6.
3	Ehrich, Tracy	Special Education Teacher (RC) TCH.SPE.RES.NA.06	Special Education Teacher (PSD) TCH.SPE.PSD.NA.05	9/1/22 #	Amends New Loc. app'd 8/22/22, XVI.D.8.6. New position/assignment replaces TCH.SPE.RES.NA.06
4	Weiss, Stephanie	SLS TCH.DS.SLS.NA.02	SLS TCH.DS.SLS.NA.02	9/1/22 #	
# 10-month employee shall start on the first day of the 2022-23 calendar for the bargaining unit / employee group					

APPOINTMENTS

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

	Name	Loc	Position	Salary Guide / Step	Salary	Start Date	End Date	Discussion
1	Fazio, Nicole	EMS	Secretary to Asst Principal	REA Secty Grade III Step 3	\$51,800 prorated	9/23/22 ^	6/30/23	Tenure track replacement in position SEC.EMS.APR.GR3.01
# 10-month employee shall start on the first day of the 2022-23 calendar for the bargaining unit. ## Start date will end appointment as Transitional Substitute Teacher app'd 8/22/22. ^ Employment start date is pending completion of documentation in accordance with the law or district policy. ^^ Employment start date is pending release from current employer.								

7. RESOLVED, that the Roxbury Township Board of Education amend the start dates for previously approved appointments:

	Name	Loc	Position	Salary Guide / Step	Salary	Start Date	End Date	Prior BOE Aprvl	Discussion
* 1	Kelly, Megan	RHS	FCS Teacher	22/23 BA Step 1	\$55,440 prorated	9/1/22	6/30/23	7/20/22	Tenure track replacement in position TCH.RHS.FAM.NA.01
* 2	Stackhouse, Dawn	RHS	Secretary to Asst Principal (10m)	REA Secty Grade III Step 6	\$46,513 prorated	9/19/22	6/30/23	8/22/22	Tenure track replacement in position SEC.RHS.OFF.GR3.03
3	Zavala, Ernesto	EMS	Transitional Substitute Teacher (Gr. 8 Science)	22/23 Board approved Sub Rate	\$230.00 per diem	9/14/22	11/14/22	8/22/22	Updates Start Date and extends End Date app'd 8/22/22. Coverage for position TCH.EMS.SCI.NA.05

APPOINTMENTS - LEAVE REPLACEMENTS

8. 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	Bream, Samantha	LRS	Leave-repl Music Teacher	\$300.00 per diem	9/27/22 or sooner if nec ##,^	3/24/23	Replacement in position TCH.LR.MUS.IN.02
* 2	Redmond, Russell	RHS	Leave-repl H/PE Teacher	\$300.00 per diem	10/3/22	1/20/23	Replacement in position TCH.RHS.PEH.NA.01
## Start date will end appointment as Transitional Substitute Teacher app'd 9/19/22. ^ Employment start date is pending completion of documentation in accordance with the law or district policy. ^^ Employment start date is pending release from current employer.							

APPOINTMENTS - HOURLY EMPLOYEES

9. 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	Anderson, Christine	NES	Special Education Paraprofessional	REA Paraprof Step 9	\$20.28	10/3/22 ^,^^	6/30/23	Full-time Autistic Program replacement in position AID.SPE.FT.NA.22
2	Bullock, Marielena	NES	Special Education Paraprofessional	REA Paraprof Step 7	\$19.13	9/27/22 ^	6/30/23	Autistic Program replacement in position AID.SPE.PT.NA.16 not to exceed 29.5 hrs/wk
* 3	Combes, William	Dist	Security Guard (10mo p/t)	N/A	\$26.00	10/17/22 ^	6/30/23	Replacement in position GUA.DS.SEC.10M.05 no to exceed 720 hrs
4	Gallo, Lauren	NES	Special Education Paraprofessional	REA Paraprof Step 5	\$18.56	10/3/22 ^	6/30/23	RC Program replacement in position AID.SPE.PT.NA.25 not to exceed 29.5 hrs/wk
5	Kaur, Jasdeep	FES	Special Education Paraprofessional	REA Paraprof Step 2-4	\$18.31	9/20/22 ^	6/30/23	RC Program replacement in position AID.SPE.PT.NA.10 not to exceed 29.5 hrs/wk

6	Lorenzo, Adriana	NES	Special Education Paraprofessional	REA Paraprof Step 5	\$18.56	10/3/22 ^	6/30/23	PSD Program replacement in position AID.SPE.PT.NA.46 not to exceed 29.5 hrs/wk
* 7	Monaghan, Christine	RCS	RCS Program Assistant	N/A	\$25.00	9/27/22^	6/30/23	Replacement in position RCS.DS.PRG.NA.01; not to exceed 29.5 hrs/wk payable by timesheets
8	Press, Nancy	NES	Special Education Paraprofessional	REA Paraprof Step 8	\$19.70	9/1/22 ^ #	6/30/23	LLD Program replacement in position AID.SPE.PT.NA.40 not to exceed 29.5 hrs/wk
* 9	Smith, Robert	Dist	District Courier	N/A	\$20.00	10/3/22 ^	6/30/23	Replacement in position OTH.BO.COUR.NA.01; not to exceed 10 hrs/wk payable by timesheets
10	Tyrpak, Diane	NES	Lunchroom / Cafeteria Aide	N/A	\$15.50	10/3/22 ^	6/30/23	Replacement in position AID.CAF.NIX.NA.02 not to exceed 20 hrs/wk
* 11	Zimmerman, William	Dist	Security Guard (10mo)	N/A	\$26.00	10/3/22 ^	6/30/23	Replacement in position GUA.DS.SEC.10M.01 not to exceed 560 hrs
* 12	PLACE - HOLDER (7 positions)	TBD	Special Education Paraprofessional	REA Paraprof Step TBD	TBD	10/3/22 ^	6/30/23	Replacement not to exceed 29.5 hrs/wk in position AID.SPE.PT.NA.08 AID.SPE.PT.NA.11 AID.SPE.PT.NA.13 AID.SPE.PT.NA.18 AID.SPE.PT.NA.35 AID.SPE.PT.NA.44 AID.SPE.PT.NA.56
<p>^ Employment start date is pending completion of documentation in accordance with the law or district policy. ^^ Employment start date is pending release from current employer. # 10-month employee shall start on the first day of the 2022-23 calendar for this bargaining unit / employee group.</p>								

- *10. RESOLVED, that the Roxbury Township Board of Education approve the following staff members to be the Facilities Manager during events hosted at all district properties for \$39.00 hourly on an as needed basis for the period commencing October 17, 2022 through June 30, 2023:

	<i>Name</i>	<i>Primary Job Title</i>
1	Combes, William	Security Guard (10m)
2	Zimmerman, William	Security Guard (10m)

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Guide / Step</i>	<i>Hourly Rate</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Scheuerman, Robert	ESY	ESY Paraprofessional	N/A	\$17.00	7/11/22	8/4/22	Amends start date app'd 8/22/22: not to exceed 20 hrs/wk; ESY Bus Aide as needed up to 5 hrs/wk at \$17.00 hourly

APPOINTMENTS - EXTRACURRICULAR

- *12. 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	ASSIGN-MENT	SEASON	NAME	22/23 Base Stipend	# of Consec Yrs thru 22/23 Season	22/23 Longevity Stipend	22/23 TOTAL Stipend
#	1	RHS	Cross Country - Boys' & Girls' Head Coach	Fall	Bischoff, Derek	\$ 8,939	6 ^	\$ 200	\$ 9,139
	2	RHS	Cross Country - Boys' & Girls' Asst Coach	Fall	Gervasio, Thomas	\$ 6,501	1	\$ -	\$ 6,501
# Supersedes appt app'd 6/13/22, XVI.D.14.1. Exhibit HR 1.1, Row No. 11 ^ Fall Head Coach for Boys' Cross Country @ RHS for 17/18 thru 21/22.									

13. RESOLVED, that the Roxbury Township Board of Education approve the following identified district nurses as indicated on an as needed basis during the 2022/2023 school year to provide nursing services/coverage for Early Act and Rox Buddies meetings.

	Name	Loc	22/23 Hourly Rate	Start Date	End Date
1	Hornung, Desiree	EMS	\$55.95	9/20/22	6/14/23
* 2	Katinsky, Jaclyn	RHS	\$48.79	9/20/22	6/14/23
3	Kocoski, Sanja	KES	\$43.33	9/20/22	6/14/23
4	Kovacs, Rachelle	LRS	\$48.98	9/20/22	6/14/23
5	Leonard, Catherine	NES	\$50.83	9/20/22	6/14/23
* 6	Nelson, Susan	RHS	\$47.86	9/20/22	6/14/23
7	Phillips, Melissa	FES	\$58.07	9/20/22	6/14/23
8	Zenna, Kathryn	JES	\$59.10	9/20/22	6/14/23

APPOINTMENTS - SUBSTITUTES

14. 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 Anderson, Nicholas	District	Substitute Teacher, Paraprofessional, and Secretary	22/23 Board approved Sub Rate	9/20/22	6/30/22	
*	2 Bacich, Andrea	District	Substitute Teacher, Paraprofessional, and Secretary	22/23 Board approved Sub Rate	9/20/22	6/30/22	
	3 Bream, Samantha	LRS	Substitute Teacher	\$100.00 per diem	9/20/22 ^	9/26/22	2 transition days prior to TST assignment in BOE 9/19/22

							XVI.E.15.1	
*	4	DiTrolio, Kristen	District	Substitute Secretary	22/23 Board approved Sub Rate	9/1/22#	6/30/23	
*	5	Eyerman, Daniel	District	Substitute Teacher, Paraprofessional, and Secretary	22/23 Board approved Sub Rate	9/20/22	6/30/22	
*	6	Gorman, Ellyn	District	Substitute Teacher, Paraprofessional, and Secretary	22/23 Board approved Sub Rate	9/20/22	6/30/22	
	7	Kajetzke, Brianna	LRS	Substitute Teacher	\$100.00 per diem	9/12/22	9/21/22	2 transition days prior to TST assignment app'd 8/22/22 XVI.D.19.1
*	8	Leibowitz, Scott	District	Substitute Teacher, Paraprofessional, and Secretary	22/23 Board approved Sub Rate	9/20/22	6/30/22	
*	9	McDonald, Molly	District	Substitute Teacher, Paraprofessional, and Secretary	22/23 Board approved Sub Rate	9/20/22	6/30/22	
*	10	Quigley Shann, Kathleen	District	Substitute Teacher, Paraprofessional, and Secretary	22/23 Board approved Sub Rate	9/20/22	6/30/22	
*	11	Roumes, Craig	District	Substitute Teacher, Paraprofessional, and Secretary	22/23 Board approved Sub Rate	9/20/22	6/30/22	
^Start date pending receipt of documentation in accordance with law and district policy. # Substitutes may start on the first student day of the 2022-23 calendar.								

APPOINTMENTS - TRANSITIONAL SUBSTITUTE TEACHERS

15. 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	Bream, Samantha	LRS	Transitional Substitute Teacher (Music)	\$230.00 per diem	9/27/22 or sooner if nec ^	10/25/22	Coverage for position TCH.LR.MUS.I N.02
2	Kelley, Ryan	KES	Transitional Substitute Teacher (Special Education, REACH)	\$230.00 per diem	8/25/22	10/24/22	Extends <i>End Date</i> app'd 8/22/22 XVI.D.19.2. Coverage for position TCH.SPE.RCH .BD.05
3	Kelly, Megan	RHS	Transitional Substitute Teacher (FCS)	\$230.00 per diem	8/25/22	8/31/22	Coverage for position TCH.RHS.FAM .NA.01

4	O'Connor, Christine	NES	Transitional Substitute Teacher (Special Education, TIDES)	\$230.00 per diem	8/25/22	10/24/22	Extends <i>End Date</i> app'd 8/22/22 XVI.D.19.3. Coverage for position TCH.SPE.AUT. NA.01
5	Vespucci, Elizabeth	NES	Transitional Substitute Teacher (Kindergarten)	\$230.00 per diem	8/25/22	10/24/22	Coverage for position TCH.NIX.KIN. NA.02
^Start date pending receipt of documentation in accordance with law and district policy.							

SALARY ADJUSTMENTS - CERTIFICATED STAFF

*16. 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	Addl. Salary not to exceed
1	Feehan, Martha	RHS	Biology B, Block 2	1 block on A days w/in A/B day schedule @ RHS	8/29/22 - 6/14/23	22/23 MA Step 23	\$14,824
2	Bedoya, Judy	RHS	Spanish II A, Block 6	1 block on B days w/in A/B day schedule @ RHS	9/27/22 - 12/16/22 #	22/23 MA+30, Step 16-17	\$3,642
3	Izquierdo, Maria Elena	RHS	Spanish I, Block 3AB	1 block on A days w/in A/B day schedule @ RHS	9/27/22 - 12/16/22 #	22/23 MA+30, Step 23	\$4,436
4	Lisa, Kerry	RHS	Spanish III B, Block 7CD	1 block on B days w/in A/B day schedule @ RHS	9/27/22 - 12/16/22 #	22/23 MA, Step 23	\$4,447
5	Navarro, Maria	RHS	Spanish I, Block 5	1 block on B days w/in A/B day schedule @ RHS	9/27/22 - 12/16/22 #	22/23 MA+15, Step 21	\$4,248
6	Saavedra, Julieth	RHS	Spanish II A, Block 2	1 block on A days w/in A/B day schedule @ RHS	9/27/22 - 12/16/22 #	22/23 MA+30, Step 16-17	\$3,507
# Coverage for position TCH.RHS.WL.SP.03.							

STIPENDS - STAFF DEVELOPMENT

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

	Name	Loc.	Term	Salary Guide / Step	Salary	Discussion
1	Bellardino, Alyssa	District	One 1-hour session on: 9/8/22	2020-2023 RAA Contract	\$40 per hour	Sessions associated w/

2	Cosgrove, Melissa	District	One 1-hour session on: 4/5/23	for Teaching Staff Development		RAFT (Roxbury Academy for Teachers)
3	DeBarros, Joel	District	One 1-hour session on: 1/11/23			
4	Fiscina, Jeffrey	District	One 1-hour session on: 9/28/22			
5	Gallagher, Amy	District	One 1-hour session on: 1/11/23			
6	Kelly, Erika	District	One 1-hour session on: 9/29/22			
7	Schmidt, Eric	District	One 1-hour session on: 9/8/22			
8	Trokan, Matthew	District	One 1-hour session on: 10/26/22			
9	Zegar, Christopher	District	One 1-hour session on: 4/5/23			
10	Demova, Bohdanka	District	One 1-hour session on: 10/26/22			
11	Flammer, Suzanne	District	One 1-hour session on: 4/5/23			
12	Frischia, Stephanie	District	One 1-hour session on: 9/29/22			
13	Jacoby, Adam	District	One 1-hour session on: 9/28/22			
14	Rex, Jean	District	One 1-hour session on: 9/8/22			
15	Santoro, Megan	District	One 1-hour session on: 9/8/22			
16	Gallagher, Maria	District	Four 1- hour sessions on: 10/19/22 10/26/22 11/02/22 11/16/22	2020-2023 REA Contract for Teaching Staff Development	\$37 per hour	^Course title: EduProtocols: Teach Better, Work Less, Achieve More
^Course must meet minimum participant requirement to run.						

TITLE I S.A.I.L. PARENT ACADEMY

18. RESOLVED, that the following personnel be appointed to the positions shown below for the 2022/2023 school year at the stipend indicated:

	<i>Name</i>	<i>Position</i>	<i>Start Date</i>	<i>End Date</i>	<i>Stipend</i>	<i>Discussion</i>
1	Manney, Lynn	Title I S.A.I.L. Parent Academy Co-Coordinator	9/20/22	6/30/23	\$1,687.50	Stipend to be paid out of Title IA grant allocation.
2	McInnes, Cathy	Title I S.A.I.L. Parent Academy Co-Coordinator	9/20/22	6/30/23	\$1,687.50	

19. RESOLVED, that the following staff members be approved as indicated on an as needed basis as Title I Parent Academy Monitors.

	<i>Name</i>	<i>Start Date</i>	<i>End Date</i>	<i>Salary Guide</i>	<i>Hourly Rate</i>	<i>Discussion</i>
1	Any full-time employee assigned to Franklin and/or Nixon Elementary school	9/20/22	6/30/23	2020-23 REA Contract for Parent University	\$37.00/hr	Salaries to be paid from Title IA grant allocation.

MENTORING

20. RESOLVED, that the Roxbury Township Board of Education approve the mentoring assignments indicated below. The number of weeks shown encompasses weeks when school is in session; and when the novice teacher and mentor are present at school to collaborate:

<i>Novice Teacher</i>					<i>Mentoring Term in Roxbury</i>				
	<i>Name</i>	<i>Loc</i>	<i>Instr. Cert.</i>	<i>No. of weeks of mentoring completed to date</i>	<i>Mentor</i>	<i>Start Date</i>	<i>End Date</i>	<i>No. of Wks</i>	<i>Fee</i>
1	DeAngelis, Juliana	NES	CEAS	n/a	Ralston, Sheri	8/25/22	3/31/23	30	\$550
2	Goldstein, Shelly	JES	CEAS	n/a	Derrick, Barbara	8/25/22	12/23/22	17	\$312
*	3 Iturralde, Kaytel	RHS	CE-R	17 (in Roxbury 2/2022-6/2022)	Misurelli, Frank	8/25/22	11/23/22	13	\$238
*	4 Kelly, Megan	RHS	CEAS	n/a	Santoro, Megan	9/1/22	4/6/23	30	\$550
*	5 Kong, Kristina	RHS	CEAS	n/a	Zengel, Renee	8/25/22	3/31/23	30	\$550
6	Weiss, Danielle	KES	CEAS	n/a	Kim, Erica	9/6/22	1/10/23	17	\$312

COMMUNITY SCHOOL

- *21. 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	Bhullar, Samreet	K-4	Non-Certified	\$22.00	9/20/22	6/30/23	Not to exceed 29.5 hrs/wk with various district positions
2	Bottona, Nancy	K-4	Non-Certified	\$22.00	8/29/22	6/30/23	Filling placeholder from 08/22/22 agenda.
3	Burleigh, Deborah	K-4	Certified	\$35.00	9/20/22	6/30/23	
4	Corsi, Dina	K-4	Non-Certified	\$22.00	9/16/22	6/30/23	Not to exceed 29.5 hrs/wk with various district positions; Filling placeholder from 08/22/22 agenda.
5	Demarest, Karen	K-4	Certified	\$35.00	9/20/22	6/30/23	
6	Dubek, Lauren	K-4	Certified	\$35.00	9/20/22	6/30/23	
7	Goldstein, Shelly	K-4	Certified	\$35.00	09/20/22	06/30/23	
8	Hubbard, Cindy	K-4	Certified	\$35.00	9/06/22	6/30/23	Filling placeholder from 08/22/22 agenda.
9	LaManna, Susan	K-4	Non-Certified	\$22.00	9/20/22	6/30/23	Not to exceed 29.5 hrs/wk with various district positions

10	LeBoeuf, Stephanie	K-4	Non-Certified	\$22.00	9/20/22	6/30/23	Not to exceed 29.5 hrs/wk with various district positions
11	Mele, AnnMarie	K-4	Sub Certified	\$25.00	9/20/22	6/30/23	Not to exceed 29.5 hrs/wk with various district positions
12	Miller, Ryan	K-4	Certified	\$35.00	9/20/22	6/30/23	
13	Reinknecht, Cindy	K-4	Certified	\$35.00	9/20/22	6/30/23	
14	Sappio, Alexis	K-4	Certified	\$35.00	8/29/22	6/30/23	Filling placeholder from 08/22/22 agenda.
15	Steinmetz, Alyssa	K-4	Certified	\$35.00	9/20/22	6/30/23	
16	Stone, Michele	K-4	Non-Certified	\$22.00	9/20/22	6/30/23	
17	Tremper, Maureen	K-4	Non-Certified	\$22.00	9/20/22	6/30/23	
18	Vaccacio, Kathleen	K-4	Certified	\$35.00	09/20/22	06/30/23	
19	PLACEHOLDER (6 positions)	K-4		TBA	9/20/22	6/30/23	

- *22. 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	Weekly Prep Rate	Start Date	End Date
1	Eskay, Gina	KES	\$70/Week	8/29/22	6/30/23
2	Mazza, Lorna	KES	\$70/Week	8/29/22	6/30/23
3	Salerno, Phoebe	KES	\$70/Week	8/29/22	6/30/23
4	Wilks, Laura	KES	\$70/Week	8/29/22	6/30/23
5	Maio, Emily	KES	\$105/Week	8/29/22	6/30/23
6	Spicka, Stacy	KES	\$105/Week	8/29/22	6/30/23

- *23. 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	Berta, Yvette	KES	Aide Sub Teacher	\$20/Hour \$25/Hour	9/20/22	6/30/23	Not to exceed 29.5 Hrs/Wk
2	Burkhard, Carole	KES	Sub Aide Sub Teacher	\$18/Hour \$25/Hour	9/20/22	6/30/23	Not to exceed 29.5 Hrs/Wk
3	Kinney, Minsu	KES	Sub Aide Sub Teacher	\$18/Hour \$25/Hour	9/20/22	6/30/23	Not to exceed 29.5 Hrs/Wk

4	Pinero, Carolina	KES	Sub Aide Sub Teacher	\$18/Hour \$25/Hour	9/20/22	6/30/23	Not to exceed 29.5 Hrs/Wk
5	Scalfani, Andrea	KES	Sub Aide Sub Teacher	\$18/Hour \$25/Hour	9/20/22	6/30/23	Not to exceed 29.5 Hrs/Wk
6	Weiss, Donna	KES	Sub Aide Sub Teacher	\$18/Hour \$25/Hour	9/20/22	6/30/23	Not to exceed 29.5 Hrs/Wk
7	Wyszkowski, Victoria	KES	Sub Aide Sub Teacher	\$18/Hour \$25/Hour	9/20/22	6/30/23	Not to exceed 29.5 Hrs/Wk
8	PLACEHOLDER (8 positions)	KES	Sub Aide Sub Teacher	\$18/Hour \$25/Hour	9/20/22	6/30/23	

F. Executive Session

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

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

WHEREAS, the Board of Education is anticipating to hold a Regular Meeting on October 17, 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 – SECOND READING

Bylaws

0143.2/Page 1 of 3

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 and responsibilities 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.

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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.~~



POLICY

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.

The student representative is 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: 19 September 2022



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

EXHIBIT P2 – SECOND READING

Bylaws
0163/Page 1 of 5
QUORUM

0163 QUORUM

A quorum of the Board of Education shall consist of six Board members when the sending district representative is eligible to vote on the agenda item(s), and shall consist of five Board members when the sending district representative is not eligible to vote on the agenda item(s). If there is a voting requirement for a majority of the full board, and the sending district representative is eligible to vote on the item, then six affirmative votes shall be required, and if the sending district representative is not eligible to vote on the item, then five affirmative votes shall be required.

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~~



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Bylaws
0163/Page 5 of 5
QUORUM

- 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.
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: 19 September 2022



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: 19 September 2022



2415 EVERY STUDENT SUCCEEDS ACT (M)

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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: 19 September 2022



POLICY

EXHIBIT P5 – SECOND READING

Program
2432/Page 1 of 2

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.~~

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~~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.~~

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

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~~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

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, designated theme day, 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: 19 September 2022



REGULATION

EXHIBIT P9 - SECOND 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 member 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: 19 September 2022



POLICY

EXHIBIT P8 – SECOND READING

SUPPORT STAFF MEMBERS
4216/page 1 of 2
Dress and Grooming

4216 DRESS AND GROOMING

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

1. Acceptable attire for support 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, **designated theme day**, 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.



POLICY

SUPPORT STAFF MEMBERS
4216/page 2 of 2
Dress and Grooming

3. The clothing and appearance of all support 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 support 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 or the support staff member's immediate supervisor;
6. The Building Principal or the support staff member's supervisor, as appropriate, shall determine whether a violation of this dress code has occurred and shall discuss the violation with the support staff member concerned. Where a single violation so warrants or violations recur, the Principal or supervisor may enter a reprimand in the support staff member's file and may recommend other appropriate disciplinary measures.

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

Adopted: 19 September 2022



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

EXHIBIT P11 – SECOND 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-20.6~~**23-6.6**

Adopted: 14 October 2013
Revised: 16 June 2014
Revised: **19 September 2022**



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

EXHIBIT P12 – SECOND 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.~~

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

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: 19 September 2022



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: 19 September 2022



EXHIBIT P14 – SECOND 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



STUDENTS
5722/page 3 of 4
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

STUDENTS
5722/page 4 of 4
Student Journalism

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: 19 September 2022



POLICY

SCHOOL EMPLOYEE VACCINATION REQUIREMENTS (M)

1648.13 SCHOOL EMPLOYEE VACCINATION REQUIREMENTS (M)

M

~~In accordance with Executive Order No. 253 signed by the Governor of New Jersey on August 23, 2021, the Board shall adopt and maintain a policy that requires all covered workers to either provide adequate proof that they have been fully vaccinated or submit to COVID-19 testing at a minimum of one to two times each week.~~

~~This requirement shall take effect on October 18, 2021, at which time any covered workers that have not provided adequate proof to the school district that they are fully vaccinated must submit to COVID-19 testing at a minimum of one to two times each week on an ongoing basis until fully vaccinated.~~

~~For purposes of Executive Order 253 and this Policy, "covered workers" shall include all individuals employed by the Board of Education, both full and part-time, including, but not limited to, administrators; teachers; educational support professionals; individuals providing food, custodial, and administrative support services; substitute teachers, whether employed directly by the Board of Education or otherwise contracted; contractors; providers; and any other individuals performing work in the school district whose job duties require them to make regular visits to the school district, including volunteers. Covered workers do not include individuals who visit the school district only to provide one-time or limited duration repairs, services, or construction.~~

~~A covered worker shall be considered "fully vaccinated" for COVID-19 two weeks or more after they have received the second dose in a two-dose series or two weeks or more after they have received a single-dose vaccine. Individuals will only be considered fully vaccinated after they have received a COVID-19 vaccine that is currently authorized for Emergency Use Authorization (EUA) by the United States Food and Drug Administration (FDA) or the World Health Organization (WHO), or that are approved for use by the same.~~

~~Workers who are not fully vaccinated, or for whom vaccination status is unknown, or who have not provided sufficient proof of documentation, shall be considered unvaccinated in accordance with the provisions of Executive Order 253.~~

~~Covered workers shall demonstrate proof of full vaccination status by presenting any of the following documents if they list COVID-19 vaccines currently~~



POLICY

SCHOOL EMPLOYEE VACCINATION REQUIREMENTS (M)

authorized for EUA by the FDA or the WHO, or that are approved for use by the same, along with an administration date for each dose:

1. — The Centers for Disease Control and Prevention (CDC) COVID-19 Vaccination Card issued to the vaccine recipient by the vaccination site, or an electronic or physical copy of the same;
-
2. — Official record from the New Jersey Immunization Information System (NJIS) or other State immunization registry;
-
3. — A record from a health care provider's portal/medical record system on official letterhead signed by a licensed physician, nurse practitioner, physician's assistant, registered nurse, or pharmacist;
-
4. — A military immunization or health record from the United States Armed Forces; or
-
5. — Docket mobile phone application record or any State specific application that produces a digital health record.
-

The Board of Education's collection of vaccination information from covered workers shall comport with all Federal and State laws, including, but not limited to, the Americans with Disabilities Act, that regulate the collection and storage of that information.

To satisfy the testing requirement of Executive Order 253 and this Policy, an unvaccinated covered worker must undergo screening testing at a minimum of one to two times each week, to be determined by the Superintendent of Schools.

An unvaccinated covered worker is required to submit proof of a COVID-19 test. The unvaccinated covered worker may choose either antigen or molecular tests that have EUA by the FDA or are operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services.

Where a Board of Education provides the unvaccinated covered worker with on-site COVID-19 test(s), the school district may similarly elect to administer or provide access to either an antigen or molecular test.

If the covered worker is not working on-site in the school district during a week when testing would otherwise be required, the Superintendent or designee may



POLICY

SCHOOL EMPLOYEE VACCINATION REQUIREMENTS (M)

~~not require the worker to submit to testing for that week. This requirement shall not supplant any requirement imposed by the Board of Education regarding diagnostic testing of symptomatic workers or screening testing of vaccinated workers.~~

~~The Board of Education shall track test results required by Executive Order 253 and must report those results to the local public health department.~~

~~Nothing in Executive Order 253 and this Policy shall prevent a Board of Education from revising this Policy to include additional or stricter requirements, as long as such revisions comport with the minimum requirements of Executive Order 253.~~

~~Executive Order 253 authorizes the Commissioner of the Department of Health (DOH) to issue a directive supplementing the requirements outlined in Executive Order 253, which may include, but not be limited to, any requirements for reporting vaccination and testing data to the DOH. Actions taken by the Commissioner of the DOH pursuant to Executive Order 253 shall not be subject to the requirements of the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq.~~

~~This Policy shall be supplemented by Policy 1648.11—Appendix A, which shall include the school district's protocols implementing the provisions of this Policy.~~

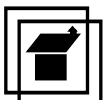
~~The Superintendent is authorized to implement revisions to provisions in this Policy based on any subsequent Executive Orders or any additional mandates that affect any provisions of this Policy. Any such revisions in this Policy shall be submitted by the Superintendent to the Board of Education for ratification if the Board cannot approve such revisions before the effective date.~~

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~~Executive Order 253—August 23, 2021~~

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Adopted: December 13, 2021



EMERGENCY VIRUTAL OR REMOTE INSTRUCTION PROGRAM (M)

2425 EMERGENCY VIRUTAL OR REMOTE INSTRUCTION PROGRAM (M)

M

The Board of Education is committed to providing a high quality educational program, virtually or remotely, in the event the State or local health department determines that it is advisable to close, or mandates closure of, the schools of a school district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for more than three consecutive school days, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction, pursuant to N.J.S.A. 18A:7F-9 a school or the schools of the district are required to close for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. The district's virtual or remote program of instruction shall be in accordance with N.J.S.A. 18A:7F-9. In addition, pursuant to N.J.S.A. 18A:7F-9.b. the Commissioner of Education shall allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9.a., one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner.

The school district's program of virtual or remote instruction shall be in accordance with the provisions of N.J.S.A. 18A:7F-9; N.J.A.C. 6A:32-13.1.; this Policy; and Regulation 2425.

"Remote instruction" means the provision of instruction occurring when the student and the instructor are in different locations due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

"Virtual instruction" means the provision of active instruction when the student and the instructor are in different locations and instruction is facilitated through the internet and computer technologies due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved



EMERGENCY VIRUTAL OR REMOTE INSTRUCTION PROGRAM (M)

private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

~~In the event the school district is required to close a school or the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner of Education shall allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9, one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner Education.~~

The Superintendent of Schools shall submit, with Board approval, the school district's program of virtual or remote instruction to the Commissioner of Education ~~by no later than October 29, 2021 and annually thereafter.~~ annually. If the Board is unable to complete and submit a proposed program of virtual or remote instruction to the Commissioner in accordance with the timeline established by the Commissioner and the school district is required to close its schools for a declared state of emergency, declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner of Education may retroactively approve the program.

~~If provided under the district's A day of virtual or remote instruction, if instituted under the district's Commissioner of Education's approved program of virtual or remote instruction that has been approved by the Commissioner, of student attendance for a day of virtual or remote instruction, shall be accounted for in accordance with N.J.A.C. 6A:32-8.4 considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, the awarding of course credit, and other such matters as determined by the Commissioner of Education in accordance with the provisions of N.J.A.C. 6A:32-13.1(d).~~

Pursuant to N.J.A.C. 6A:32-13.1(b), if implemented by the Superintendent, Any the school district's program of virtual or remote instruction shall be provided to an enrolled ~~implemented for the general education students~~ whether a general education student in preschool through grade twelve or a student with a disability



EMERGENCY VIRUTAL OR REMOTE INSTRUCTION PROGRAM (M)

aged three to twenty-one shall provide the same educational opportunities to students with disabilities. The school district shall provide students with a disability with the same educational opportunities provided to general education students to the extent appropriate and practicable. Special education and R-related services, including speech language services, counseling services, physical therapy, occupational therapy, and behavioral services, may be delivered to general education and students with a disability disabilities through the use of electronic communication or a virtual or online platform, as appropriate and as required by the student's Individualized Education Program (IEP), to the greatest extent practicable.

In the event the State or local health department determines it is advisable to close or mandates closure of the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction. The Superintendent shall consult with the Board prior to such decision, if practicable. The Superintendent shall ensure that students, parents, staff, and the Board are informed promptly of the Superintendent's decision.

Nothing in N.J.S.A. 18A:7F-9.b., c., or d.; and this Policy; and Regulation 2425 shall be construed to limit, supersede or preempt rights, privileges, compensation, remedies, and procedures afforded to public employees or a collective bargaining unit under Federal or State law or any provision of a collective bargaining agreement entered into by the school district.

In the event of the closure of a school or the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for a period longer than three consecutive school days:

1. District employees shall be entitled to compensation, benefits, and emoluments pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(1) and (2).
2. The district shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had



EMERGENCY VIRUTAL OR REMOTE INSTRUCTION PROGRAM (M)

remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(3).

3. The district shall be obligated to make payments for benefits, compensation, and emoluments and all payments required pursuant to N.J.S.A. 18A:6-51 et seq., to an educational services commission, county special services school district, and a jointure commission, and under any shared services agreement and cooperative contract entered into with any other public entity pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).
4. An educational services commission, county special services school district, and a jointure commission shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider or a shared services agreement in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).

The provisions of N.J.S.A. 18A:7F-9.e.(1) through (4) shall not apply to any employee whose weekly hours of work are reduced, and to whom unemployment benefits are provided, pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq. A contracted service provider, educational services commission, county special services school district, or jointure commission shall notify the district with which it has entered into a contract to provide services of its intent to reduce the hours of work of its employees pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq.

1. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(3), if a contracted service provider reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the contracted service provider shall be reduced by the same amount.
2. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(4), if an educational services commission, county special services school



EMERGENCY VIRUTAL OR REMOTE INSTRUCTION PROGRAM (M)

district, or jointure commission reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the educational services commission, county special services school district, or jointure commission shall be reduced by the same amount.

This Policy may be revised as necessary by the Superintendent in accordance with N.J.S.A. 18A:7F-9. The school district's emergency virtual or remote instruction program shall be **posted prominently available** on the school district's website.

N.J.S.A. 18A:7F-9

N.J.A.C. 6A:32-2.1; 6A:32-8.4; 6A:32-13.1

Adopted: 13 December 2021

Revised: TBD



REGULATION

EXHIBIT #P17 – FIRST READING

PROGRAM
R 2425/ Page 1 of 6
Emergency Virtual or Remote
Instruction Program

R 2425 EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM

M

A. Definitions

1. “Remote instruction” means the provision of instruction occurring when the student and the instructor are in different locations due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.
 2. “Virtual instruction” means the provision of active instruction when the student and the instructor are in different locations and instruction is facilitated through the internet and computer technologies due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.
- B. Pursuant to N.J.A.C. 6A:32-13.1, if the State or local health department determines that it is advisable to close, or mandates closure of, the schools of a school district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for more than three consecutive school days, the Superintendent shall have the authority to implement the school district’s program of virtual or remote instruction, pursuant to N.J.S.A. 18A:7F-9.



REGULATION

EXHIBIT #P17 – FIRST READING

PROGRAM
R 2425/ Page 2 of 6
Emergency Virtual or Remote
Instruction Program

1. If implemented by the Superintendent, the school district's program of virtual or remote instruction shall be provided to an enrolled student, whether a general education student in preschool through grade twelve or a student with a disability aged three to twenty-one.
 - a. The school district shall provide students with a disability with the same educational opportunities provided to general education students to the extent appropriate and practicable.
 - b. Related services may be delivered to general education students and students with a disability through the use of electronic communication or a virtual or online platform, as appropriate.

2. The Board of Education may apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9.b., one or more days of virtual or remote instruction under the following conditions and in accordance with N.J.A.C. 6A:32-13.1(c)1. through 4. and B.2.a. through d. below:
 - a. Virtual or remote instruction is provided to students on the day(s) that some or all of the programs of instruction of the district were closed to in-person instruction;
 - b. The virtual or remote instruction meets the Commissioner-established criteria for the occurrence of one of the events at N.J.A.C. 6A:32-13.1(b) and B. above;
 - c. The school district's program of virtual or remote instruction:
 - (1) Explains, to the greatest extent possible, the equitable delivery of, and access to, virtual and remote instruction, including descriptions of the following:



REGULATION

EXHIBIT #P17 – FIRST READING

PROGRAM
R 2425/ Page 3 of 6
Emergency Virtual or Remote
Instruction Program

- (a) The design of synchronous and/or asynchronous virtual or remote learning plans that will maximize student growth and learning;
 - (b) How the school district will continuously measure student growth and learning in a virtual or remote instruction environment; and
 - (c) The school district’s plan for measuring and addressing any ongoing digital divide issue(s), including a lack of access to the internet, network access, or devices;
- (2) Addresses the needs of students with disabilities and includes descriptions of the following:
- (a) The delivery of virtual or remote instruction in order to implement, to the greatest extent possible, students’ individualized education programs (IEPs), including material and platform access;
 - (b) The methods used to document IEP implementation, including the tracking of student progress, accommodations, and modifications;
 - (c) How case managers follow up with parents to ensure services are implemented, to the greatest extent possible, in accordance with IEPs; and
 - (d) How the school district plans to conduct IEP meetings, evaluations, and other meetings to identify, evaluate, and/or reevaluate students with disabilities;



REGULATION

EXHIBIT #P17 – FIRST READING

PROGRAM
R 2425/ Page 4 of 6
Emergency Virtual or Remote
Instruction Program

- (3) Addresses the needs of English language learners (ELLs) and includes descriptions of the following:
 - (a) How the school district includes an English as a Second Language and/or bilingual education program aligned with State and Federal requirements to meet the needs of ELLs;
 - (b) The process to communicate with parents of ELLs, including providing translation materials, interpretative services, and information available at the parent’s literacy level;
 - (c) The use of instructional adaptations, for example, differentiation, sheltered instruction, Universal Design for Learning, access to technology, and strategies to ensure that ELLs access the same standard of education as non-ELL peers; and
 - (d) The training for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, social-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country;
- (4) Accounts for student attendance in accordance with N.J.A.C. 6A:32-13.1(d) and B.3. below and include the following:



REGULATION

EXHIBIT #P17 – FIRST READING

PROGRAM
R 2425/ Page 5 of 6
Emergency Virtual or Remote
Instruction Program

- (a) A description or copy of the school district's attendance policies, including how the school district will determine whether a student is present or absent during virtual or remote instruction, and how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will reflect the student's performance;
 - (5) Describes how the school district is communicating with the parents when a student is not participating in virtual or remote instruction and/or submitting assignments;
 - (6) Includes a plan for the continued safe delivery of meals to eligible students;
 - (7) Includes an outline of how buildings will be maintained throughout an extended period of closure; and
 - (8) Includes district-specific factors, including, but not limited to, considerations for Title I extended learning programs, 21st Century Community Learning Center Programs, credit recovery, other extended student learning opportunities, accelerated learning, and social and emotional health of staff and students, transportation, extra-curricular programs, childcare, and community programming; and
- d. The Board of Education submitted a proposed program of virtual or remote instruction to the Commissioner annually.



REGULATION

EXHIBIT #P17 – FIRST READING

PROGRAM
R 2425/ Page 6 of 6
Emergency Virtual or Remote
Instruction Program

- (1) If the Board is unable to complete and submit a proposed program annually in accordance with the timeline established by the Commissioner, and the school district is required to close its schools for a declared state of emergency, declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner may retroactively approve the program.
3. If provided under the Board’s program that has been approved by the Commissioner, student attendance for a day of virtual or remote instruction shall be accounted for in accordance with N.J.A.C. 6A:32-8.4 for the purpose of meeting State and local graduation requirements, the awarding of course credit, and other matters as determined by the Commissioner.

Adopted: **TBD**



Central Management Support

Title: School Security Guard

CMS-5

Qualifications:

1. High school diploma or equivalent; valid New Jersey driver's license
2. Minimum experience as determined by the board, including the following abilities:
3. Experience in law enforcement, school security and/or public safety.
4. Knowledge of security measures, fire prevention, and crowd control. Ability to maintain order and to work with groups and individuals on matters of security and crisis management.
5. Strong problem-solving skills and ability to communicate.
6. Must be able to use technology efficiently such as computers , two-way radio, video monitors, buzz-in systems, and other devices selected by the District to be part of the school security system.
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

Reports to: Director of Security/ Business Administrator

Supervises: Non-Supervisory

Job Goal: To provide students and staff a safe working environment.

Performance Responsibilities:

1. Security monitoring, patrols and response to security problems
 - 1.1. Patrols district buildings and grounds to protect against illegal entry, acts of violence, vandalism, illegal drug activity, arson, and theft.
 - 1.2. Conducts regular inspections of windows, doors, and other points of entry to ensure that they are secure.
 - 1.3. Patrols school grounds to observe unauthorized persons or vehicles, parking violations, and overall security of the outside area including exterior lighting and emergency access routes.
 - 1.4. Checks identification of pupils, staff, and visitors on school property.
 - 1.5. Detains unauthorized persons; calls for police assistance in accordance with the district's security plan/crisis management plan.
 - 1.6. Participates in the district's/school's emergency and crisis management plan as assigned.
 - 1.7. Notifies police, fire department, or other appropriate authority of any situation requiring immediate attention.
 - 1.8. Responds to emergent situations, as needed.
 - 1.9. Assists in directing traffic in parking lots.
2. Record-keeping
 - 2.1. Records all observations and conditions, and reports unusual occurrences or property damage to superiors and documents rule violations.
 - 2.2. Submits written reports of all incidents of vandalism, violence, illegal drug activity, and security violations as instructed.

Terms of Employment:

10- and 12-month positions.
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: August 30, 2021

Revised: September 19, 2022

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