


**DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
JANUARY 5, 2023
REORGANIZATION MEETING AGENDA**

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

CALL TO ORDER: 7:00 P.M.

PUBLIC SESSION: 7:00 P.M.

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

The Roxbury Township Board of Education is meeting in a Reorganization 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
Roxbury Website – http://www.roxbury.org/domain/83	

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

II. PLEDGE OF ALLEGIANCE

III. SCHOOL ELECTION RESULTS

The annual meeting of the voters of the Roxbury Township School District was held at Nixon Elementary School, the Roxbury Municipal Building, the Berkshire Valley Fire House, the Roxbury Public Library, the Roxbury Senior Center, Jefferson Elementary School, Roxbury High School, Eisenhower Middle School, and Kennedy Elementary School on Tuesday, November 8, 2022.

The official results were as follows for members of the Board of Education, to fill three, 3-year terms.

	Carol Scheneck	Daniel Masi	Michelle H. Danielson	Christopher Milde	Sharon MacGregor	Daniel Pope	Total
District							
Roxbury Township Ward 1 District 1	140	118	140	132	148	111	789
Roxbury Township Ward 1 District 2	160	141	146	206	203	183	1039
Roxbury Township Ward 1 District 3	147	136	130	179	178	151	921
Roxbury Township Ward 1 District 4	149	122	140	159	166	138	874
Roxbury Township Ward 1 District 5	148	133	137	147	166	140	871
Roxbury Township Ward 2 District 1	148	140	157	177	193	170	985
Roxbury Township Ward 2 District 2	171	156	161	157	151	144	940
Roxbury Township Ward 2 District 3	207	190	188	225	206	199	1215
Roxbury Township Ward 2 District 4	152	139	145	113	128	99	776
Roxbury Township Ward 2 District 5	172	152	157	199	182	161	1023
Roxbury Township Ward 3 District 1	208	191	204	168	184	154	1109
Roxbury Township Ward 3 District 2	128	128	135	132	140	115	778
Roxbury Township Ward 3 District 3	148	155	144	200	197	182	1026
Roxbury Township Ward 3 District 4	186	152	158	170	173	160	999
Roxbury Township Ward 3 District 5	82	83	88	124	116	104	597
Roxbury Township Ward 3 District 6	195	218	196	194	194	184	1181
Roxbury Township Ward 4 District 1	176	161	173	215	210	186	1121
Roxbury Township Ward 4 District 2	164	165	186	210	181	163	1069
Roxbury Township Ward 4 District 3	156	139	137	193	194	182	1001
Roxbury Township Ward 4 District 4	135	141	140	167	145	140	868
Roxbury Township Ward 4 District 5	210	194	190	209	192	182	1177
Roxbury Township Ward 4 District 6	271	235	246	286	308	269	1615
Roxbury Township Mail-In Ballot							
*TOTAL NUMBER	656	540	625	446	507	371	3145
Roxbury Township Early Voting							
*TOTAL NUMBER	246	243	239	193	183	159	1263
Roxbury Township Provisional							
*TOTAL NUMBER	65	52	60	56	64	49	346
Total:	4620	4224	4422	4657	4709	4096	26728
*PLEASE NOTE: Pursuant to N.J.S.A 19:63-22c, which was recently amended to include provisions to protect voter privacy, certain 2022 General Election results have been concealed in situations where there were a low number of total votes and voter confidentiality may be at risk.							

IV. OATH OF OFFICE

The Board Secretary shall administer the Oath of Office to the newly elected board members:

Sharon MacGregor-Nazzaro Christopher Milde Carol Scheneck

V. ROLL CALL

VI. ELECTION OF A PRESIDENT

The Board Secretary shall conduct the election of a new Board President.

- A. Nominations
- B. Close Nominations
- C. Voting by Board Members

VII. ELECTION OF A VICE PRESIDENT

The Board President shall conduct the election of a new Board Vice President.

- A. Nominations
- B. Close Nominations
- C. Voting by Board Members

VIII. CORRESPONDENCE

- IX. BOARD PRESIDENT'S COMMENTS
- X. PUBLIC SESSION
- XI. PUBLIC COMMENTS – Action Items – There is a three-minute time limit, per Board Policy.
- XII. ACTION ITEMS

A. Reorganization (Resolutions 1-37)

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.

BOARD BYLAWS AND POLICIES

- *1. RESOLVED, that the existing bylaws and policies of the Roxbury Township Board of Education, established for its own operation and the operation of the school district, will continue until the next reorganization meeting of the Roxbury Township Board of Education or until revised by vote of the Board of Education.

CODE OF ETHICS

- *2. RESOLVED, that every board member shall abide by the existing Code of Ethics of the Roxbury Township Board of Education as presented which will continue until the next reorganization meeting of the Roxbury Township Board of Education or until revised by vote of the Board of Education.

Board Members will now read the Code of Ethics aloud.

APPROVAL OF PROGRAMS AND TEXTBOOKS

- *3. RESOLVED, that the existing school programs and textbooks currently in use in the district for the 2022/2023 school year continue for the 2023/2024 school year or until revised by vote of the Board of Education.

OFFICIAL NEWSPAPERS

- *4. RESOLVED, that the official newspapers for the Roxbury Township Board of Education be the *Roxbury Register*, *Daily Record*, and the *Star Ledger* as the alternate newspaper.

CALENDAR OF MEETINGS

- *5. RESOLVED, that the Roxbury Township Board of Education approve the dates and locations for the Roxbury Township Board of Education meetings as listed below. Meetings will be held at Roxbury High School, 1 Bryant Drive, Succasunna, NJ; or Lincoln/Roosevelt School, 34 North Hillside Avenue, Succasunna, NJ. Executive Sessions will commence at 6:30 p.m., and Public Sessions will commence at 7:30 p.m., unless otherwise notified. Formal action may be taken.

Meeting Date	Type	Location
January 24, 2023 (Tuesday)	Regular	Lincoln Roosevelt School

February 13, 2023	Regular	Lincoln Roosevelt School
March 6, 2023	Regular	Lincoln Roosevelt School
March 9, 2023 (Thursday)^	Retreat	Lincoln Roosevelt School
March 20, 2023	Regular	Lincoln Roosevelt School
April 3, 2023	Regular	Lincoln Roosevelt School
April 24, 2023	Regular	Lincoln Roosevelt School
May 8, 2023	Regular	Lincoln Roosevelt School
May 23, 2023 (Tuesday)	Regular	Roxbury High School
June 12, 2023	Regular	Roxbury High School
June 26, 2023	Regular	Roxbury High School
July 17, 2023	Regular	Roxbury High School
July 19, 2023 (Wednesday)^	Retreat	Roxbury High School
August 21, 2023	Regular	Roxbury High School
September 18, 2023	Regular	Lincoln Roosevelt School
October 16, 2023	Regular	Lincoln Roosevelt School
November 13, 2023	Regular	Lincoln Roosevelt School
December 11, 2023	Regular	Lincoln Roosevelt School
January 4, 2024 (Thursday)^^	Reorganization	Lincoln Roosevelt School
^Retreat meetings will commence at 6:00 p.m. ^^Reorganization meeting will commence at 7:00 p.m.		

BE IT FURTHER RESOLVED, that the public places for posting of meeting notices for the Roxbury Township Board of Education for the ensuing year shall be: Roxbury Township Board of Education Website, Roxbury Township Municipal Office, Roxbury Township Public Library, and each school in the district.

DEPOSITORY OF SCHOOL FUNDS

*6. RESOLVED, that the Roxbury Township Board of Education approve TD Bank, 11000 Atrium Way, Mount Laurel, NJ 08054 as the official depository of school funds for the accounts listed below:

<i>Name of Account</i>	<i>Signature(s) of Record</i>
Athletic Account	High School Principal and Business Administrator or Superintendent
Capital Reserve	Business Administrator and/or Treasurer
Eisenhower Activity	School Principal and Business Administrator or Superintendent
Flexible Spending	Business Administrator or Assistant Business Administrator
Franklin Activity	School Principal and Business Administrator or Assistant Business Administrator
General Account	Board President or Board Vice President and Business Administrator or Assistant Business Administrator and Treasurer
High School Activity	School Principal and Business Administrator or Superintendent
Jefferson Activity	School Principal and Business Administrator or Assistant Business Administrator
Kennedy Activity	School Principal and Business Administrator or Assistant Business Administrator
Lincoln/Roosevelt Activity	School Principal or Assistant Principal and Business Administrator or Assistant Business Administrator
Miss Anne Fund	Business Administrator and High School Principal
Nixon Activity	School Principal and Business Administrator or Assistant Business Administrator
Payroll Account	Board President or Board Vice President and Business Administrator or Assistant Business Administrator and Treasurer

Tax and Agency	Board President or Board Vice President and Business Administrator or Assistant Business Administrator and Treasurer
Unemployment	Board President or Board Vice President and Business Administrator or Assistant Business Administrator and Treasurer

APPOINTMENT - BOARD SECRETARY

*7. RESOLVED, that *Mr. Joseph Mondanaro* be appointed School Business Administrator/Board Secretary for the Roxbury Township Board of Education. The terms and conditions of his employment are to be determined and approved at a future meeting of the Roxbury Township Board of Education.

APPOINTMENT – ASSISTANT BOARD SECRETARY

*8. RESOLVED, that *Mrs. Kathy Kolbusch* be appointed Assistant School Business Administrator/Board Secretary for the Roxbury Township Board of Education. The terms and conditions of her employment are to be determined and approved at a future meeting of the Roxbury Township Board of Education.

APPOINTMENT - PUBLIC SCHOOL ACCOUNTANT

*9. RESOLVED, that the Roxbury Township Board of Education approve Nisivoccia LLP, Certified Public Accountants & Advisors as auditors (public school accountant) for the year ended June 30, 2023 at a fee of \$63,413. This represents a 2% increase over the prior year.

APPOINTMENT – TREASURER OF SCHOOL MONIES

*10. RESOLVED, that *Ms. Lisa Palmieri* be appointed Treasurer of School Monies for the Roxbury Township Board of Education for the period July 1, 2023 through June 30, 2024. The terms and conditions of her employment are to be determined and approved at a future meeting of the Roxbury Township Board of Education.

APPOINTMENT – LEGAL COUNSEL

*11. WHEREAS, the Roxbury Township Board of Education requires the services of Legal Counsel on a regular basis, and

WHEREAS, such services are professional in nature and cannot be secured with confidence through public bidding because they involve qualitative factors which cannot be described adequately in written specifications, and

WHEREAS, the firm of Scarinci Hollenbeck Attorneys At Law is presently handling legal matters for this Board,

BE IT RESOLVED, that the firm of Scarinci & Hollenbeck LLC, 110 Valley Brook Avenue, P.O. Box 790, Lyndhurst, NJ 07071, be appointed as Special Education Counsel for this Board of Education for the period July 1, 2023 to June 30, 2024. All services rendered by attorneys of the Firm shall be billed at the hourly rate of \$175.00 for all matters. Work by law clerks and paralegals at the hourly rate of \$102.00.

BE IT FURTHER RESOLVED, that the Roxbury Township Board of Education approve Nathanya G. Simon of the firm Scarinci & Hollenbeck, LLC as General Counsel per the same terms and rates of current retainer as counsel for Special Education.

BE IT FURTHER RESOLVED, that the Roxbury Township Board of Education approve Nathanya G. Simon of the firm Scarinci & Hollenbeck, LLC as Labor Counsel per the same terms and rates of current retainer as counsel for Special Education.

APPOINTMENT – INSURANCE RISK MANAGER

- *12. WHEREAS, such services are extraordinary and unspecifiable in nature and cannot be secured with confidence through public bidding because they involve qualitative factors which cannot be described adequately in written specifications, and

WHEREAS, agreement has been reached with Arthur J. Gallagher Risk Management Services, 55 Newton Sparta Road, Newton, New Jersey for such services, and the Board finds this is in the best interest of the Board of Education,

NOW THEREFORE BE IT RESOLVED, by the Roxbury Township Board of Education that Arthur J. Gallagher Risk Management Services be approved as Insurance Broker for Property and Casualty and Workers Compensation effective July 1, 2023 to June 30, 2024 according to Public School Contracts Laws (N.J.S.A. 18A:18A-5).

APPOINTMENT – HEALTH BENEFITS BROKER

- *13. WHEREAS, such services are extraordinary and unspecifiable in nature and cannot be secured with confidence through public bidding because they involve qualitative factors which cannot be described adequately in written specifications, and

WHEREAS, agreement has been reached with Integrity Consulting Group, 104 Interchange Plaza, Suite 202, Monroe Twp., NJ 08831, for such services at a cost to be paid by the insurance carriers as per the agreed upon proposals, and the Board finds this is in the best interest of the Board of Education,

NOW THEREFORE, BE IT RESOLVED, by the Roxbury Township Board of Education that Integrity Consulting Group be approved as Health Benefits Broker effective January 1, 2023 through December 31, 2023. according to Public School Contracts Laws (N.J.S.A. 18A:18A-5).

APPOINTMENT – ARCHITECT

- *14. RESOLVED, that the Roxbury Township Board of Education appoint SSP Architects, 50 Division Street, Suite 503, Somerville, NJ 08876 as school architect of record for the 2022/2023 school year with individual projects to be approved separately.

APPOINTMENT - MEDICAL INSPECTOR (SCHOOL PHYSICIAN)

- *15. RESOLVED, that the Roxbury Township Board of Education appoints Skylands Orthopaedics, 57 US Highway 46, Hackettstown, NJ 07840-2695, as Medical Inspector (School Physician) for the 2023/2024 school year at an annual cost of \$25,500.00.

APPOINTMENT OF CONTINUING DISCLOSURE AGENT AND INDEPENDENT REGISTERED MUNICIPAL ADVISOR ("IRMA")

- *16. RESOLVED, that the Roxbury Township Board of Education appoints Phoenix Advisors, LLC as Continuing Disclosure Agent and Independent Registered Municipal Advisor ("IRMA") for the 2023/2024 fiscal year at a fee of \$1,000.00.

APPROVAL OF PETTY CASH FUND AND CUSTODIAN OF FUNDS

- *17. RESOLVED, that the Roxbury Township Board of Education approves the Petty Cash Fund for the 2023/2024 school year in the amount of \$3,350.00, and

BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary be appointed as Custodian of the Petty Cash Fund.

APPROVAL OF ATHLETIC FUND AND CUSTODIAN OF FUNDS

- *18. RESOLVED, that the Roxbury Township Board of Education approve the Athletic Fund for the 2023/2024 school year in the amount of \$10,000.00, and

BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary be appointed as Custodian of the Athletic Fund.

APPROVAL OF DIRECT DEPOSIT

- *19. RESOLVED, that the Roxbury Township Board of Education approves a mandatory direct deposit program in accordance with District Policy 6511, Direct Deposit, and N.J.S.A. 52:14-15h. TD Bank shall be used to implement the direct deposit program.

APPROVAL OF TAX SHELTERED ANNUITY COMPANIES

- *20. RESOLVED, that the Roxbury Township Board of Education approves the following list of companies as providers of tax sheltered annuities available to the employees of the Roxbury Board of Education through payroll deduction:

AXA Equitable 403(b)
Oppenheimer Funds 403(b)
Lincoln National Life Insurance Company 403(b)
Lincoln Investment Planning 403(b)/457
Variable Annuity Life Insurance Company (VALIC) 403(b)
MetLife 403(b)/457
The Legend Group 403(b)
Security Benefit 403(b)

BE IT FURTHER RESOLVED, that PenServ Plan Services act as Third Party Administrator for the Roxbury Township Board of Education for all providers of tax sheltered annuities available to the employees of the Roxbury Township Board of Education through payroll deduction.

APPROVAL OF THE USE OF STATE CONTRACTS

- *21. RESOLVED, that the Roxbury Township Board of Education approve the use of state contracts as appropriate until the next reorganization meeting of the Roxbury Township Board of Education.

CONTINUATION OF COOPERATIVE PRICING AGREEMENTS

- *22. Whereas the Roxbury Township Board of Education has previously entered into Cooperative Pricing Agreements with the following list of providers hereinafter referred to as “Lead Agency” for the conduct of certain functions relating to the purchase of work materials and supplies for their respective jurisdictions, and

Whereas the Lead Agency entering into contracts on behalf of the Roxbury Township Board of Education shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1) et seq. and all other provisions of the revised statutes of the State of New Jersey, now, therefore, be it

RESOLVED, that the Roxbury Township Board of Education approve continuation of the use of the contracts awarded by the following organizations for the 2023/2024 school year in accordance with Public Contracts law

Morris County Cooperative Pricing Council	County of Bergen
Educational Services Commission of New Jersey, ESCNJ	NJEDge
Hunterdon County Educational Services Commission	Sourcewell National Cooperative

APPROVAL OF STANDARD OPERATING PROCEDURES

- *23 RESOLVED, that the Roxbury Township Board of Education approve the Financial Standard Operating Procedures.

APPOINTMENT – ATTENDANCE OFFICER(S)

- *24. RESOLVED, that the Roxbury Township Board of Education appoint the High School Assistant Principal of Attendance and the K-8 Principals as Attendance Officers for the 2023/2024 school year.

APPOINTMENT - 504 COMPLIANCE OFFICER

- *25. RESOLVED, that the Roxbury Township Board of Education appoint the Assistant Superintendent as 504 Compliance Officer for the Roxbury School District for the 2023/2024 school year.

APPOINTMENT – CHILD PROTECTION AND PERMANENCY (CP&P)/HOMELESS LIAISON

- *26. RESOLVED, that the Roxbury Township Board of Education appoint the Director of Special Services as Child Protection and Permanency (CP&P)/Homeless Liaison for the 2023/2024 school year.

APPOINTMENT – AFFIRMATIVE ACTION OFFICERS

- *27. RESOLVED, that the Roxbury Township Board of Education appoint the Human Resources Director and/or an Administrative Designee as Affirmative Action Officers for the 2023/2024 school year, and for the purpose of the Multi-Year Equity Plan.

APPOINTMENT - SCHOOL SAFETY SPECIALIST

- *28. RESOLVED, that the Roxbury Township Board of Education appoint its Director of Security as the School Safety Specialist for the Roxbury School District for the 2023/2024 school year.

APPOINTMENT – SAFETY AND HEALTH DESIGNEE

- *29. RESOLVED, that the Roxbury Township Board of Education appoint the Nurse Coordinator as Safety and Health Designee for the Roxbury School District for the 2023/2024 school year.

APPOINTMENT – DRUG FREE SCHOOLS OFFICERS

- *30. RESOLVED, that the Roxbury Township Board of Education appoint the Student Assistance Counselor at Roxbury High School and the Student Assistance Counselor at Eisenhower Middle School as Drug Free Schools Officers for the 2023/2024 school year.

APPOINTMENT - TITLE IX COORDINATOR

- *31. RESOLVED, that the Roxbury Township Board of Education appoint the Human Resources Director as the Title IX Coordinator for the Roxbury School District for the 2023/2024 school year.

APPOINTMENT - COVID-19 SAFETY COORDINATOR

- *32. RESOLVED, that the Roxbury Township Board of Education appoint the Superintendent of Schools as the COVID-19 Safety Coordinator for the Roxbury School District for the 2022/2023 school year.

APPOINTMENT - HARASSMENT, INTIMIDATION & BULLYING (HIB) COORDINATOR

- *33. RESOLVED, that the Roxbury Township Board of Education appoint the Assistant Superintendent as the Harassment, Intimidation & Bullying (HIB) Coordinator for the Roxbury School District for the 2023/2024 school year.

APPOINTMENTS OF THE BUSINESS ADMINISTRATOR

- *34. RESOLVED, that the Roxbury Township Board of Education appoint the School Business Administrator/Board Secretary, as the following for the 2023/2024 school year:

Investments Officer	Public Agency Compliance Officer (P.A.C.O.)
Public Contracts Officer	Purchasing Agent
Custodian of Records	

APPOINTMENTS OF THE DIRECTOR OF BUILDINGS AND GROUNDS

- *35. RESOLVED, that the Roxbury Township Board of Education appoint the Director of Buildings and Grounds, as the following for the 2023/2024 school year:

Asbestos Management Officer	Indoor Air Quality Coordinator
Integrated Pest Management Coordinator	Right to Know Officer

Chemical Hygiene Officer

AHERA Coordinator

DELEGATE APPOINTMENTS

*36. WHEREAS, the Roxbury Township Board of Education requires representation at the following professional organizations, and reorganization of the Roxbury Township Board of Education requires delegate assignments to said professional organizations be made,

THEREFORE BE IT RESOLVED, that the Roxbury Township Board of Education here and now assigns the following delegate appointments:

- New Jersey School Boards Association Delegate:
- NJSBA Alternate
- MCSBA Representative
- MCSBA Alternate
- Educational Services Commission of Morris County

CHAIRPERSON APPOINTMENTS

*37. WHEREAS, the Roxbury Township Board of Education utilizes Committee groups to investigate and make recommendations regarding district activities, and reorganization of the Roxbury Township Board of Education requires Committees and Committee Chairperson assignments be made,

THEREFORE BE IT RESOLVED, that the Roxbury Township Board of Education here and now assigns the following Committees and Committee Chairperson appointments:

- Community Relations/Shared Services
- Education
- Facilities
- Finance
- Personnel
- Policies/Governance
- Negotiations
- Project Graduation Liaison
- Town Council Liaison
- District Sustainability Team

B. Finances (Resolutions 1)

TRAVEL REQUESTS

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

	<i>Name</i>	<i>Workshop Title</i>		<i>Place*</i>	<i>Date of Workshop</i>	<i>Registration Fee</i>	<i>Total Estimated Expenses</i>
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1.	Trotter, Greg	2023 World Baseball Coaches' Convention	4 S-1	Uncasville, CT	1/12-1/14/23	\$195.00	\$517.23
2.	Urban, Alexandra	2023 LaxCon	4	Baltimore, MD	1/20-1/22/23	\$175.00	\$359.24
3.	Katz, Robert	Transporting Students with Disabilities	4	Virtual	1/11-2/22/23	\$668.00	\$668.00
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.							

C. Education (Resolutions 1-4)

SAFE RETURN PLAN

- *1. RESOLVED, that the Roxbury Township Board of Education approve its Safe Return Plan for the 2022/2023 school year pursuant to the Federal American Rescue Plan Act, as available on district website.

EVALUATION TOOLS

- *2. BE IT RESOLVED, that the Roxbury Township Board of Education approve the New Jersey Principal Evaluation for Professional Learning (NJPEPL) Evaluation Model for use in evaluating the Roxbury Township School District administrators for the 2022/2023 school year, as recommended by the Superintendent.
- *3. BE IT RESOLVED, that the Roxbury Township Board of Education approve the Danielson 2013 Evaluation Model for use in evaluating the Roxbury Township School District teachers for the 2022/2023 school year, as recommended by the Superintendent.

INTERNATIONAL STUDENT EXCHANGE

- *4. RESOLVED, that based on current and projected positive health conditions, the Roxbury Township Board of Education approve pupil #76649 from the ISE to be enrolled as a junior in a full course of study at Roxbury High School beginning January 26, 2023 through June 15, 2023.

D. Negotiations (Resolution 1)

ADVISOR APPOINTMENT

- *1. WHEREAS, the Roxbury Township Board of Education utilizes a Committee structure to investigate and make recommendations regarding district activities to the Roxbury Township Board of Education.

THEREFORE IT IS RESOLVED, that the Roxbury Township Board of Education here and now assigns Michelle Danielson to serve as an advisor on the Negotiations Committee.

E. Personnel (Resolutions 1-8)

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

(NOTE: Approval of these resolutions authorizes the Superintendent to submit to the County

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

RESIGNATIONS, RETIREMENTS, TERMINATIONS

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

	Name	Loc	Position	Action	Final day of employment	Discussion
1	Lazzara, Erinn	EMS	Special Education Paraprofessional	Resignation for personal reasons	12/8/22	
2	Torres, Lori	EMS	Special Education Paraprofessional	Resignation for personal reasons	12/9/22	

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

Stipend Positions						
	Name	Position	Position Loc	Action	Effective	Discussion
1	Oakes, Gwendolyn	Bus Driver Trainer	TR	Resignation for personal reasons	12/14/22	Will remain a bus driver

REASSIGNMENTS / TRANSFERS

3. 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	Murphy, Colleen	Permanent Substitute Teacher TCH.SUB.PERM.NES .02	Leave-repl Library Media Design Teacher TCH.DS.COMP.NA.01	\$300.00 per diem	1/3/23-3/24/23	Replacement in position

APPOINTMENTS - LEAVE REPLACEMENTS

4. 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	Higgins, Janice	RHS	Leave-repl School Counselor	\$300.00 per diem	3/1/23 or sooner if nec ^	6/15/23	Replacement in position TCH.RHS.GUI.NA.01.
2	Mattia, Christopher	EMS	Leave-repl H/PE Teacher	\$300.00 per diem	1/9/23 ^,^^	3/31/23	Replacement in position TCH.EMS.PEH.NA.01. Start date will end appt as TST app'd as of 1/5/23,, XII.E.7.1.
^ 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

5. RESOLVED, that the Roxbury Township Board of Education approve the following 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	Gern, Kimberly	NES	Special Education Paraprofessional	REA Paraprof Step 7	\$19.13	1/16/23 ^	6/30/23	Autistic Program replacement in position AID.SPE.PT.NA.51; not to exceed 29.5 hrs/wk
2	Mongak, Kimberly	EMS	Special Education Paraprofessional	REA Paraprof Step 8	\$19.70	1/16/23 ^	6/30/23	RC Program replacement in position AID.SPE.PT.NA.03; not to exceed 29.5 hrs/wk
^ 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 employees shall start on the first day of the 2022-23 calendar for this bargaining unit / employee group.								

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

	<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	Colucci, Patricia	NES	Special Education Paraprofessional	REA Paraprof Step 10	\$20.88	1/5/23	6/30/23	RC Program replacement in position AID.SPE.PT.NA.25; not to exceed 29.5 hrs/wk
2	Torres, Vanessa	KES	Special Education Paraprofessional	REA Paraprof Step 2-4	\$18.31	1/3/23	6/30/23	RC Program replacement in position AID.SPE.PT.NA.11; not to exceed 29.5 hrs/wk

APPOINTMENTS - TRANSITIONAL SUBSTITUTE STAFF

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

	<i>Name</i>	<i>Loc.</i>	<i>Position</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Mattia, Christopher	EMS	Transitional Substitute Teacher (H/PE)	\$230.00 per diem	1/9/23 ^,^^	2/3/23	Coverage for position TCH.EMS.PEH.NA.01.
^ 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.							

APPROVAL OF RATE OF PAY - SUBSTITUTE POSITIONS

- *8. RESOLVED, that the Roxbury Township Board of Education approves the following rate of pay schedule for substitute positions for the 2022-2023 school year effective January 1, 2023.

<i>Category</i>	<i>Rate of Pay 2022-2023 School Year</i>
Leave Replacement / Interim Teacher or Education Services Personnel (must hold proper NJ certification in content area)	\$300.00 per diem
Transitional Substitute Teacher: up to 20 consecutive days in same position; 21-40 days maximum with county superintendent's approval (Alternate or Traditional Route candidate holding a county substitute credential pending issuance of NJ certification)	\$230.00 per diem
Substitute Teacher: in assignment exceeding 20 consecutive days; 40 days maximum in non-content area (holding a NJ standard/CE/CEAS certification)	\$200.00 per diem
Leave Replacement Nurse (must hold a registered nurse license)	\$325.00 per diem
Permanent Substitute Nurse	\$285.00 per diem
Substitute Nurse	\$235.00 per diem
Permanent Substitute Teacher (holding a NJ standard/CE/CEAS certification, or Traditional Route candidate holding a county substitute credential pending issuance of NJ certification)	\$160.00 per diem
Substitute Teacher (holding a NJ standard/CE/CEAS certification)	\$110.00 per diem
Substitute Teacher (holding a county substitute credential)	\$100.00 per diem
Interim Instructional Paraprofessional (exceeding 20 consecutive days in same assignment)	\$105.00 per diem
Substitute Instructional Paraprofessional	\$95.00 per diem
Substitute Bus Aide	\$15.00 hourly
Substitute Bus Driver	\$25.00 hourly
Substitute Cafeteria (Lunch) Aide	\$14.13 hourly
Substitute Computer Technician	\$16.00 hourly
Substitute Maintenance / Groundskeeper	\$15.00 - \$25.00 hourly
Substitute Secretary	\$15.00 hourly
Leave Replacement Secretary	\$25.00 hourly
Substitute Security Guard / Matron	\$16.50 hourly
Substitute Security Guard (with Permit to Carry)	\$20.00 hourly

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 January 24, 2023 at 6:30 p.m. at Lincoln Roosevelt School; and

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

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

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

January 5, 2023

- XIII. PUBLIC COMMENTS – There is a three-minute time limit, per Board Policy.
- XIV. BOARD MEMBER COMMENTS
- XV. EXECUTIVE SESSION – (IF NECESSARY)
- XVI. PUBLIC SESSION – (IF NECESSARY)
- XVII. ADJOURNMENT