

DISTRICT OF ROXBURY TOWNSHIP  
BOARD OF EDUCATION  
MARCH 20, 2023

REGULAR MEETING AGENDA  
LINCOLN ROOSEVELT SCHOOL  
34 North Hillside Avenue, Succasunna, NJ 07876

CALL TO ORDER: 6:30 P.M.

PUBLIC SESSION: 7:30 P.M.

**SPEAKER REQUEST AT BOARD OF EDUCATION MEETINGS**

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

ACCESS AGENDA & EXHIBITS  
ONLINE:



I. MEETING CALLED TO ORDER

The Roxbury Township Board of Education is meeting in 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 – <a href="https://www.roxbury.org/domain/83">https://www.roxbury.org/domain/83</a>	

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

II. ROLL CALL

III. RESOLUTION TO MEET IN EXECUTIVE SESSION

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

March 20, 2023

March 20, 2023 regarding personnel matters, student matters, negotiations and attorney client privilege.

- IV. ROLL CALL
- V. PUBLIC SESSION
- VI. PLEDGE OF ALLEGIANCE
- VII. PRESENTATIONS
- 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 March 6, 2023
- 2. Minutes of the Executive Session of March 6, 2023
- 3. Minutes of the Special Meeting of March 9, 2023

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 1-26*)

BILLS LIST

- \*1. RESOLVED, that the Roxbury Township Board of Education approve the February 2023 bills list totaling \$1,884,168.31.

TRANSFERS

- \*2. RESOLVED, that the Roxbury Township Board of Education approve the February 2023 list of transfers between accounts as presented. Approval by the County Office is not required except as noted on the list.

SECRETARY'S REPORT

- \*3. RESOLVED, that the Roxbury Township Board of Education approve the Board Secretary's Report for February 2023.

TREASURER'S REPORT

- \*4. RESOLVED, that the Roxbury Township Board of Education approve the Treasurer's Report for February 2023.

MONTHLY FINANCIAL CERTIFICATION OF THE BOARD SECRETARY AND BOARD OF EDUCATION

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

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 18A:17-9 and N.J.S.A. 18A:17-36, after review of the Board Secretary's and Treasurer's monthly financial report for the month of February 2023 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

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

	<i>Name</i>	<i>Workshop Title</i>		<i>Place*</i>	<i>Date of Workshop</i>	<i>Registration Fee</i>	<i>Total Estimated Expenses</i>
1.	Blewitt, Jessica^	NJAMLE Conference	4 S-1	Lincroft, NJ	3/15/23	\$0	\$57.25
2.	Weber, Kurt	NJVVMF Annual Conference - Journalism During the Vietnam Era	4 S-1	Holmdel, NJ	3/22/23	\$35.00	\$87.50

3.	Blough, Chris	Aviation Round Table	4 S-1	Rockaway, NJ	3/24/23	\$0	\$8.18
4.	Gottfried, Mike	Aviation Round Table	4 S-1	Rockaway, NJ	3/24/23	\$0	\$8.18
5.	Mawn, Matthew	Aviation Round Table	4 S-1	Rockaway, NJ	3/24/23	\$0	\$8.18
6.	DelRusso, Stefanie	NJSCA 19th Annual School Counselor Conference at Kean University	4	Union, NJ	4/21/23	\$35.00	\$64.38
7.	Caccavale, Frank	Collaborative Leadership Program	4 S-3	Las Vegas, NV	5/1/23-5/3/23	\$0	\$0
8.	Ferrare, Lisa	The Regional Women's Educational Leadership	4	Union, NJ	5/3/23^^	\$100	\$157.42
9.	Radulic, Loretta	The Regional Women's Educational Leadership	4	Union, NJ	5/3/23^^	\$100	\$167.87
10.	Arms, Victoria	"From Survival to Success! Try the Three C's" NJASECD Annual Conference	4 S-1	Lawrenceville, NJ	5/23/23	\$150.00	\$206.40^^^^
11.	Cicchino, Ashley	"From Survival to Success! Try the Three C's" NJASECD Annual Conference	4	Lawrenceville, NJ	5/23/23	\$150.00	\$195.12^^^
12.	Cosgrove, Melissa	"From Survival to Success! Try the Three C's" NJASECD Annual Conference	4	Lawrenceville, NJ	5/23/23	\$150.00	\$195.12^^^
13.	Lynch, Danielle	"From Survival to Success! Try the Three C's" NJASECD Annual Conference	4	Lawrenceville, NJ	5/23/23	\$150.00	\$206.40^^^^
14.	Rex, Jean	"From Survival to Success! Try the Three C's" NJASECD Annual Conference	4 S-1	Lawrenceville, NJ	5/23/23	\$150.00	\$206.40^^^^
15.	Fiscina, Jeffrey	High School Data Science	4	Glassboro, NJ	5/25/23	\$179.00	\$280.90
16.	Jamieson, Melissa	NJAFPA 2023 Annual Spring Conference: Building Engaging Schools	4 S-1	Lawrenceville, NJ	5/31/23	\$149.00	\$196.09
17.	Richardson, Kiley	NJAFPA 2023 Annual Spring Conference: Building Engaging Schools	4 S-1	Lawrenceville, NJ	5/31/23	\$149.00	\$196.94
18.	Seipp, Charles	NJAFPA 2023 Annual Spring Conference: Building Engaging Schools	4	Lawrenceville, NJ	5/31/23	\$149.00	\$149.00
19.	McGinley, Birsen	Annual CBI Showcase	4	Trenton, NJ	6/6/23	\$0	\$0
20.	Riffel, Peter	Asbestos Operations and Maintenance Refresher	4	Online	4/12/23	\$195.00	\$195.00
<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.                      ^Amends Resolution XVI.A.7 originally approved on 1/23/23 - replacing Paul Gallagher.                      ^^Amends Resolution XVI.A.6 originally approved on 10/17/22 - rescheduled date.                      ^^^Amends Resolution XVI.A.3 originally approved on 3/6/23 - increase in registration fee.                      ^^^^^Amends Resolution XV.A.7 originally approved on 2/13/23 - increase in registration fee.</p>							

**ROXBURY TOWNSHIP BOARD OF EDUCATION ADOPTION OF THE TENTATIVE BUDGET FOR SCHOOL YEAR 2023-2024**

\*7 RESOLVED, that the tentative budget be approved for the 2023-2024 school year using the 2023-2024 state aid figures and the secretary to the Board of Education be authorized to

submit to the Executive County Superintendent for approval in accordance with N.J.S.A. 18A:7F-5 and 18A:7F-6:

	<i>General Fund</i>	<i>Special Revenues</i>	<i>Debt Service</i>	<i>Total</i>
2023-2024 Total Expenditures	\$81,064,553	\$1,483,600		\$82,548,153
Less: Anticipated Revenues	\$19,920,804	\$1,483,600		\$21,404,404
Taxes to be Raised	\$61,143,749			\$61,143,749

BE IT FURTHER RESOLVED that the Roxbury Township Board of Education authorizes as included in budget line 630, Budgeted Withdrawal from Maintenance Reserve, a withdrawal in the amount of \$440,191 for Maintenance projects throughout the district.

AND, a public hearing on the budget for the 2023-2024 school year will be held at Lincoln-Roosevelt School on April 24, 2023 during a Regular Roxbury Township Board of Education Meeting.

MAXIMUM TRAVEL RESOLUTION FOR SCHOOL YEAR 2023-2024

\*8 Pursuant to N.J.A.C. 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

BE IT RESOLVED, that the Roxbury Township Board of Education includes in the tentative budget a maximum travel expenditure in the amount of \$90,595 for the 2023-2024 school year. The maximum travel expenditure amount for the 2022-2023 school year is \$103,520 of which, \$28,404 has been spent and \$5,888 is encumbered to date.

PRIOR YEAR CHECKS

9. RESOLVED, that the Roxbury Township Board of Education, upon the recommendation of the Business Administrator, approves voiding prior year stale checks listed in Exhibit F#1 and Exhibit F#2.

APPROVAL OF PURCHASES

10. RESOLVED, that the Roxbury Township Board of Education approve the purchase of flooring for Eisenhower Middle School from Hannon Floors, 1119 Springfield Road, Union, NJ in the amount of \$13,760.00.

11. RESOLVED, that the Roxbury Township Board of Education approve the purchase of flooring for Lincoln Roosevelt School from Hannon Floors, 1119 Springfield Road, Union, NJ in the amount of \$5,588.60.

12. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Dance Studio flooring for Roxbury High School from Hannon Floors, 1119 Springfield Road, Union, NJ in the amount of \$35,546.43.

### FACILITY USAGE

13. RESOLVED, that the Roxbury Township Board of Education approve a contract with KidzToPros, 1584 Fulton Place, Fremont, CA for the usage of Lincoln Roosevelt School to facilitate a STEM, Arts and Sports Summer Camp beginning June 26, 2023 and ending on August 11, 2023. KidzToPros, 1584 Fulton Place, Fremont, CA agrees to pay a rental fee of \$13,000.00 for the usage of Lincoln Roosevelt School.

### AWARD OF BIDS

- \*14. A notice to Bidders for sealed proposals for Roofing Replacements Rebid at Franklin Elementary School, Kennedy Elementary School, and Roxbury High School project was advertised in accordance with the provision of N.J.S.A. 18A:18A-1. Proposals were received, opened, and read publicly at 12:00 p.m. on Friday March 3, 2023, by the School Business Administrator in the Board of Education Conference Room, 42 N. Hillside Avenue, Succasunna, New Jersey.

RESOLVED, that in conjunction with the recommendations of the Project Architect, Solutions Architecture, 96 Pompton Ave., 2nd Floor, Suite 200, Verona, NJ award the proposal for the Roofing Replacements at Franklin Elementary School, Kennedy Elementary School, and Roxbury High School project to Billy Contracting & Restoration Inc., 67 Danforth Avenue, Paterson, NJ in the amount of \$1,712,500.00. The amount of \$1,588,485.00 is funded through the Capital Outlay Account and the remaining balance of \$124,015.00 is funded through the Capital Reserve.

BE IT FURTHER RESOLVED, that the award is being made in accordance with the terms of the Public Contracts Law and pending attorney review. The bid is available for review at the Board Office during regular business hours.

15. A notice to Bidders for sealed proposals for Window Replacements at Lincoln Roosevelt School project was advertised in accordance with the provision of N.J.S.A. 18A:18A-1. Proposals were received, opened, and read publicly at 1:00 p.m. on Tuesday March 14, 2023, by the School Business Administrator in the Board of Education Conference Room, 42 N. Hillside Avenue, Succasunna, New Jersey.

RESOLVED, that in conjunction with the recommendations of the Project Architect, Solutions Architecture, 96 Pompton Ave., 2nd Floor, Suite 200, Verona, NJ awarded the proposal for the Window Replacements at Lincoln Roosevelt project to D&E Window and Door, LLC., 24 Cokesbury Road, Suite #1, Lebanon, NJ in the amount of \$502,000.00. This project is funded through the ARP ESSER.

BE IT FURTHER RESOLVED, that the award is being made in accordance with the terms of the Public Contracts Law and pending attorney review. The bid is available for review at the Board Office during regular business hours.

### CONTRACTS

- \*16. RESOLVED, that the Roxbury Township Board of Education approve a Shared Services Agreement with the Dover Board of Education whose address is 21 Belmont Avenue, Dover, NJ whereby Roxbury Township Board of Education will provide fleet maintenance to Dover on site at the Roxbury Transportation garage. This agreement is effective for one (1) school year period from July 1, 2023 to June 30, 2024.

- \*17. RESOLVED, that the Roxbury Township Board of Education approve a Shared Services Agreement with the Hopatcong Board of Education/Sussex County Regional Cooperative whose address is 2 Windsor Avenue, P.O. Box 1029, Hopatcong, NJ whereby Roxbury Township Board of Education will provide fleet maintenance to Hopatcong on site at the Roxbury Transportation garage. This agreement is effective for one (1) school year period from July 1, 2023 to June 30, 2024.

JOINT TRANSPORTATION AGREEMENT

- \*18. RESOLVED, that the Roxbury Township Board of Education approve a Joint Transportation Agreement whereby the Roxbury Township Board of Education will act as the Host District providing transportation services as specified below to the Joiner District, the Chester Board of Education.

2023-2024 Joint Transportation Agreement				
Start Date	End Date	Host District's Route Number	Destination	Joiner Cost
09/1/2023	06/30/2024	BR01	Black River MS	\$52,822.69
		BR02	Black River MS	\$52,822.69
		BR03	Black River MS	\$52,822.69
		BR05	Black River MS	\$52,822.69
		BR08	Black River MS	\$52,822.69
		BR10	Black River MS	\$52,822.69
		BD01	Dickerson/Bragg ES	\$52,822.69
		BD02	Dickerson/Bragg ES	\$52,822.69
		BD03	Dickerson/Bragg ES	\$52,822.69
		BD04	Dickerson/Bragg ES	\$52,822.69
		BD07	Dickerson/Bragg ES	\$52,822.69
		BD08	Dickerson/Bragg ES	\$52,822.69
		4% Administrative fee		\$25,354.89
		Joiner District To and From Total Route Cost:		\$659,227.17

2023-2024 Joint Transportation Agreement School Related Activities					
Start Date	End Date	Host District's Identification Number	Destination	Basis of the Agreement Per Bus	Per Bus Cost
09/1/2023	06/30/2024	CHTATH	Various	\$90.00 per hour, per bus for Field Trips and Athletics	\$90.00 per hour per bus

- \*19. RESOLVED, that the Roxbury Township Board of Education approve a Joint Transportation Agreement whereby the Roxbury Township Board of Education will act as the Host District providing transportation services as specified below to the Joiner District, the Mount Arlington Board of Education.

2023-2024 Joint Transportation Agreement				
Start Date	End Date	Host District's Route Number	Destination	Joiner Cost
09/01/2023	06/30/2024	MTM01	Mt. Arlington Public School	\$34,170.00
		MTM02	Mt. Arlington Public School	\$34,170.00
		MTM03	Mt. Arlington Public School	\$34,170.00
		MTM04	Mt. Arlington Public School	\$34,170.00
		MTM05	Mt. Arlington Public School	\$34,170.00
		MTM06	Mt. Arlington Public School	\$34,170.00

		MTD07	Edith Decker School	\$34,170.00
		MTD08	Edith Decker School	\$34,170.00
		MTD09	Edith Decker School	\$34,170.00
		MTH12	Roxbury HS	\$34,170.00
		MTH13	Roxbury HS	\$34,170.00
		MTH14	Roxbury HS	\$34,170.00
		MTH15	Roxbury HS	\$34,170.00
		4% Administrative fee		\$17,768.40
		Joiner District To and From Total Route Cost		\$461,978.40

2023-2024 Joint Transportation Agreement School Related Activities					
Start Date	End Date	Host District's Identification Number	Destination	Basis of the Agreement Per Bus	Per Bus Cost
09/01/2023	06/30/2024	MAFTATH	Various	\$90.00 hourly rate per bus	\$90.00 per hour

2023-2024 Joint Transportation Agreement				
Start Date	End Date	Host District's Route Number	Destination	Joiner Cost
09/01/2023	06/30/2024	PKED	Edith Decker School - Preschool	\$70,890.00
		4% Administrative fee		\$2,835.60
		Joiner District To and From Total Route Cost		\$73,725.60

- \*20. RESOLVED, that the Roxbury Township Board of Education approve a Joiner Transportation Agreement whereby the Roxbury Township Board of Education will act as the Host District providing transportation services as specified below to the Joiner District, the Dover Board of Education.

2023-2024 Joint Transportation Agreement				
Start Date	End Date	Host District's Route Number	Destination	Joiner Cost
08/21/2023	06/30/2024	VG-1A	North Dover Elementary	\$48,118.50
		VG-1B	North Dover Elementary	\$48,118.50
		VG-1C	North Dover Elementary	\$48,118.50
		VG-2	Dover Middle School/East Dover Elementary	\$48,118.50
		VG-2PM	Dover Middle School/East Dover Elementary	\$48,118.50
		VG-3A	Dover High School	\$48,118.50
		VG-3B	Dover High School	\$48,118.50
		VG-3PM	Dover High School	\$48,118.50
		DHSLR	Dover High School Late Route	\$20,808.00
		4% Administrative fee		\$16,230.24
		Joiner District To and From Total Route Cost		\$421,986.24

2023-2024 Joint Transportation Agreement School Related Activities					
Start Date	End Date	Host District's	Destination	Basis of the	Per Bus Cost



		Identification Number		Agreement Per Bus	
08/21/2023	06/30/2024	DTATH	Various	\$90.00 hourly rate per bus	\$90.00 per hour

- \*21. RESOLVED, that the Roxbury Township Board of Education approve a Joint Transportation Agreement whereby the Roxbury Township Board of Education will act as the Host District providing transportation services as specified below to the Joiner District, the Wharton Board of Education.

2023-2024 Joint Transportation Agreement School Related Activities					
Start Date	End Date	Host District's Identification Number	Destination	Basis of the Agreement Per Bus	Per Bus Cost
09/1/2023	06/30/2024	WTH	Various	\$90.00 hourly rate per bus	\$90.00 per hour

- \*22. RESOLVED, that the Roxbury Township Board of Education approve a Joiner Transportation Agreement whereby the Roxbury Township Board of Education will act as the Host District providing transportation services as specified below to the Joiner District, the Mine Hill Board of Education.

2023-2024 Joint Transportation Agreement				
Start Date	End Date	Host District's Route Number	Destination	Joiner Cost
08/21/2023	06/30/2024	DHS16	Dover High School	\$40,413.82
		DHS17	Dover High School	\$40,413.82
		DMS21	Dover Middle School	\$39,235.04
		MHC15	Roxbury High School	\$15,330.00
		MHC20	Eisenhower Middle School	\$5,110.00
		DHSLR	Dover High School Late Bus	\$21,642.27
		DMSLR	Dover Middle School Late Bus	\$21,642.27
		4% Administrative fee		\$7,351.49
		Joiner District To and From Total Route Cost		\$191,138.71

2023-2024 Joint Transportation Agreement School Related Activities					
Start Date	End Date	Host District's Identification Number	Destination	Basis of the Agreement Per Bus	Per Bus Cost
08/21/2023	06/30/2024	MHT	Various	\$90.00 hourly rate per bus	\$90.00 per hour

- \*23. RESOLVED, that the Roxbury Township Board of Education approve a Joint Agreement for Transportation of Pupils between the Roxbury Township Board of Education and the Mine Hill Board of Education. Roxbury shall provide administrative transportation services for Mine Hill pupils attending Mine Hill Public Schools. This agreement is effective for a five (5) year period from July 1, 2023 to June 30, 2028.

MEAL PRICES FOR 2023/2024

- \*24. RESOLVED, that the Roxbury Township Board of Education approve the following prices for student meals for the 2023/2024 school year as allowed by the National School Lunch Program.

Lunch Programs			
	Paid	Reduced Price	Adult
High School	\$4.25	\$0	\$4.75
Middle School	\$3.75	\$0	\$4.50
Elementary School	\$3.25	\$0	\$4.00

Breakfast Programs			
	Paid	Reduced Price	Adult
Nixon School	\$2.25	\$0	\$3.00
Franklin School	\$2.25	\$0	\$3.00

APPROVAL OF DISPOSAL OF BOOKS

25. RESOLVED, that textbooks listed below for the Roxbury Township School District, which have been identified to be outdated, etc., be disposed of according to Regulation 7300.3, Disposition of Personal Property.

	<i>Textbook Title</i>	<i>Publisher</i>	<i>Copyright</i>	<i>ISBN</i>	<i>No. of Copies</i>
*1	Intro to Business	Thomson South-Western	2006	0-538-44063-5	60
*2	Business Principles and Management	Thomson South-Western	2001	0-538-69793-8	50
*3	Century 21 Computer Application Skills and Keyboarding	Thomson South-Western	2006	0-538-43946-7	26
*4	Marketing Essentials	Glencoe	2006	0-07-861257-8	50
*5	Managing Your Personal Finance	South-Western Cengage Learning	2006	0-538-44937-3	30
*6	Illustrated Series: HTML Third Edition	Thomson Course Technology	2007	0-619-26844-1	44
*7	Holt McDougal Larson Pre-Algebra	Houghton Mifflin Harcourt	2012	978-0-547-58777-6	36
*8	Holt McDougal Mathematics Grade 7	Houghton Mifflin Harcourt	2012	978-0-547-64717-3	36
9	Here We Go	Scott Foresman	2003	978032852019	3
			2008	9780328018857	60
10	All Together	Scott Foresman	2003/2008	9780328017591/978-0328075683	64
				9780328018864/978-0328081615	2
11	People and Places	Scott Foresman	2003/2008	9780328017607/978-0328239726	260
				9780328018871/978-0328239542	7
12	Communities	Scott Foresman	2003/2008	9780328017614/978-0328075706	327
				9780328018888/978-0328078394	7
13	Regions/NJ	Scott Foresman	2008	978-0328241088	242
				978-0328239566	6

14	The United States	Scott Foresman	2008	978-0328239757	262
				978-0328239573	6

USE OF VEHICLES FOR PROJECT GRADUATION

\*26. RESOLVED, that the Roxbury Township Board of Education approve the use of eight (8) buses from 9:30 PM on Tuesday, June 13, 2023 until 5:00 AM on Wednesday, June 14, 2023 at no charge to Project Graduation. The buses will be used to transport approximately 324 Roxbury High School graduates in the Class of 2023 to Project Graduation, a chaperoned, half overnight party held at the Branchburg Sports Complex, 47 Readington Road, Branchburg, NJ.

**B. Education (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.*

HIB REPORT

- \*1. RESOLVED, that the Roxbury Township Board of Education affirms the Superintendent’s decisions provided in the Harassment, Intimidation, and Bullying Report for the 2022/2023 school year, ending as of March 3, 2023 for Incident Nos. 46 through 51.
- \*2. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2022/2023 school year, beginning March 4, 2023 and ending March 17, 2023 for Incident Nos. 52 through 54.

FIELD TRIPS / COMPETITIONS

3. RESOLVED, that the Roxbury Township Board of Education approve staff and students for participation in **community-based instructional trip requests** as listed, with the understanding that dates are subject to change due to inclement weather, scheduling conflicts, etc.

*Organized by "School":*

	School	Group	Trip Destination	Location	Estimated # of Students	Faculty Sponsor
1	NES	LLD; TIDES	Walmart	Ledgewood, NJ	19	J.Perez
* 2	RHS	SUCCESS	At Home	Ledgewood, NJ	11	A.Solotist
* 3	RHS	SUCCESS	Horseshoe Lake	Succasunna, NJ	13	B.McGinley
* 4	RHS	SUCCESS	Kohl's	Succasunna, NJ	11	A.Solotist

4. RESOLVED, that the Roxbury Township Board of Education approve staff and students for participation in **day field trip requests** as listed, with the understanding that dates are subject to change due to inclement weather, scheduling conflicts, etc.

*Organized by "School":*

	School	Group	Trip Destination	Location	Estimated # of Students	Faculty Sponsor
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1	KES	REACH	Pequest Trout Hatchery & Natural Resource Education Center	Oxford, NJ	4	N.Marek; E.Neumann; A.Somers
2	KES	REACH	Burger King & Gardner Field Playground	Denville, NJ	6	N.Marek
* 3	RHS	Academy for Sports Medicine	Somerset County Vocational & Technical High School	Bridgewater Township, NJ	1	C.Forlenza; J.Koch
* 4	RHS	Geophysical Science	Delaware Water Gap, Worthington State Forest	Columbia, NJ	90	J.Kulick; W.O'Brien
* 5	RHS	Wellness Classes	Duke Farms	Hillsborough, NJ	~87	J.Reiser; J.Small; A.Urban
* 6	RHS	Academy for Sports Medicine	CCM	Randolph, NJ	40	C.Forlenza; J.Koch

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

5. 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>
211843	Shepard Preparatory High School	\$18,440.52	3/20/23-6/30/23

TUITION STUDENTS

6. 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 Cost</i>	<i>Dates</i>
4359949539	Mount Arlington	BD	\$9,514.32	3/13/23-6/30/23

ADOPTION OF SUPPLEMENTAL MATERIALS

7. RESOLVED, that the textbooks listed below be adopted for the Roxbury Township School District as the K-5 standards-based curriculum supplement.

<i>Course</i>	<i>Grades</i>	<i>Textbook Title</i>	<i>Publisher</i>	<i>Copyright</i>
Social Studies	K - 5	<i>Social Studies Alive!</i>	TCI	2022

TITLE I SUMMER SCHOOL PROGRAM

8. RESOLVED, that the Roxbury Township Board of Education amend the Franklin Elementary School location of its 2023 Title I Summer School Program approved January 23, 2023, XVI.B.7 to be Nixon Elementary School.

**C. Policies (Resolutions 1)**

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

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

	Policy/Regulation Number	Policy/Regulation Title	Exhibit Number
a	Policy 0152 Revised	Board Officers	P1
b	Policy 2422 Revised	Comprehensive Health and Physical Education (M)	P2
c	Regulation 2431.4 Revised	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)	P3

**D. Personnel (Resolutions 1-13)**

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	Bodtmann, Genevieve	LRS	Special Education Paraprofessional	Resignation for personal reasons	4/4/23	
2	Glazer, Bethann	KES	Permanent Substitute Teacher	Resignation for personal reasons	4/16/23 #	# Effective date pending appt as Leave-Repl Teacher in 3/20/23, XVI.D.5.1.
3	Pisani, Kerrie	LRS	Special Education Paraprofessional	Resignation for personal reasons	4/6/23	

REASSIGNMENTS / TRANSFERS

- 2. 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	Leave-Repl Library Design Media Teacher TCH.DS.COMP.NA.01 NES	Permanent Substitute Teacher (0.80 FTE) TCH.SUB.PERM.NES.02 NES	\$160.00 per diem	3/25/23 - 6/30/23	Assignment completed; return to previous position

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

**LEAVES OF ABSENCE**

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

	<i>Employee</i>	<i>Leave Start Date</i>	<i>Paid Leave</i>	<i>Unpaid FMLA/ NJFLA ^</i>	<i>Return Date</i>	<i>Discussion</i>
* 1	15342	3/20/23	Using available sick days	n/a	8/28/23	
2	16329	12/6/22	Using available sick days	n/a	8/28/23	Amends Return Date app'd 1/23/23, XVI.D.4.2
3	17718	3/14/22	Using 4 personal and 23 sick days	FMLA/NJFLA	8/28/23	Amends <i>Return Date</i> app'd 11/14/22, XVI.D.3.5.
4	20172	2/24/23	n/a	FMLA/NJFLA	3/22/23	Amends <i>Return Date</i> aprvd 3/6/23, XVI.D.4.2.
5	21855	3/17/23	n/a	FMLA	3/30/23	

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

**APPOINTMENTS**

4. 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>Salary Guide / Step</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Prior BOE Aprvl</i>	<i>Discussion</i>
* 1	Meeth, Justin	RHS	H/PE Teacher	22/23 BA Step 1	\$55,440 prorated	3/14/23	6/30/23	12/12/22	Tenure track replacement in position TCH.RHS.HPE.NA.05.  Start date ends appt as TST app'd 1/23/23,XVI.D.11.3
2	O'Connor, Christine	NES	Special Education Teacher (TIDES)	22/23 BA Step 1	\$55,440 prorated	3/8/23	6/30/23	8/22/22	Amends <i>Start Date</i> and <i>Salary</i> aprvd 8/22/22.  Tenure track replacement in position TCH.SPE.AUT.NA.01.  Start date ends appt as TST app'd 1/23/23,XVI.D.11.4

**APPOINTMENTS - LEAVE REPLACEMENTS**

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Glazer, Bethann	KES	Leave-repl Gr. 4 Teacher	\$300.00 per diem	4/17/23 or sooner if nec	6/15/23	Replacement in position TCH.KEN.GR4.NA.01
2	Goldstein,	JES	Leave-repl Gr. 1	\$300.00	8/25/22	6/15/23	Extends <i>End Date</i> aprvd 11/14/22,

	Shelly		Teacher	per diem				XVI.D.6.1; Replacement in position TCH.JEF.GR1.NA.03
3	Rousseau, Brianne	FES	Leave-repl Kindergarten Teacher	\$300.00 per diem	2/14/23	6/15/23		Extends <i>End Date</i> aprvd 2/13/23, XVI.D.6.3; Replacement in position TCH.FRA.KIN.NA.01.
^ Employment start date is pending completion of documentation in accordance with the law or district policy.								

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>Salary Guide / Step</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Prior BOE Aprvl</i>	<i>Discussion</i>
* 1	Garcia, Vanessa	RHS	Leave-repl School Counselor	22/23 Board approved Sub Rate	\$300.00 per diem	3/9/23	6/15/23	3/6/23	Non-tenure track replacement in position TCH.RHS.GUI.NA.01.
2	Kim, Brian	EMS	Leave-repl Gr. 8 ELA Teacher	22/23 Board approved Sub Rate	\$300.00 per diem	3/9/23	6/9/23	3/6/23	Non-tenure track replacement in position TCH.EMS.LA.NA.05.

APPOINTMENTS - SUBSTITUTES

- \*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	Abney, Allison	District	Substitute Teacher, Paraprofessional, and Secretary	22/23 Board approved Sub Rate	3/21/23	6/30/23	
2	Shelton, Ashlei	District	Substitute Teacher, Paraprofessional, and Secretary	22/23 Board approved Sub Rate	3/21/23	6/30/23	
3	Uhlman, Marina	District	Substitute Secretary	22/23 Board approved Sub Rate	3/21/23	6/30/23	

SUBSTITUTES - TRANSPORTATION, TECHNOLOGY, SECURITY, MAINTENANCE/GROUNDS

- \*8. RESOLVED, that the following substitutes be approved on an as needed basis:

	<i>Name</i>	<i>Position</i>	<i>Hourly Rate</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Mohr, Brandon	Substitute Security Guard	\$26.00	4/1/23 pending clearance	6/30/23	Not to exceed 29.5 hrs/wk; holds Permit to Carry
2	Nelle, Kurt	Substitute Security Guard	\$26.00	4/1/23 pending clearance	6/30/23	Not to exceed 29.5 hrs/wk; holds Permit to Carry

APPOINTMENTS - EXTRACURRICULAR

- \*9. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2022/2023 school year. At this time, employment and payment are contingent upon the status of school closures and the ability to fulfill the responsibilities associated with the positions indicated.

22/23 Coaching Appts									
	POS LOC	POSITION	ASSIGNMENT	SEASON	NAME	22/23 Base Stipend	# of Consec Yrs thru 22/23 Season	22/23 Longevity Stipend	22/23 TOTAL Stipend
1	RHS	Outdoor Track	Asst Coach	Spring	Poggi, Kevin	\$ 5,282	1	\$ -	\$ 5,282

APPOINTMENTS - TITLE I SUMMER SCHOOL PROGRAM

10. RESOLVED, that the Roxbury Township Board of Education approve the following. At this time, employment and payment is contingent upon the status of school closures and enrollment numbers:

	Name	Position	Salary Guide / Step	Salary	Start Date	End Date	Discussion
1	Maurer, Jennifer	Title I Summer School Coordinator, K - 4	n/a	\$47/hr, not to exceed \$7,100	5/1/23	7/31/23	Salary to be paid from Title I funds.

SALARY ADJUSTMENTS - CERTIFICATED STAFF

11. 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	Discussion
* 1	Basso, Gregory	RHS	Algebra I OCR, Block 5	1 block on B days w/in A/B day schedule @ RHS	3/30/23-4/3/23	22/23 MA+30 Step 21	\$321	^
* 2	Damelio, Kellie	RHS	SUMMIT PE, Block 8	1 block on B days w/in A/B day schedule @ RHS	3/30/23-4/3/23	22/23 MA+30 Step 16-17	\$270	^
* 3	Fagan, Margaret	RHS	SUMMIT Biology, Block 1	1 block on A days w/in A/B day schedule @ RHS	3/30/23-4/3/23	22/23 MA+30 Step 23	\$171	^
* 4	Gibson, Ryan	RHS	Algebra I ICR, Block 3CD	1 block on A days w/in A/B day schedule @ RHS	3/30/23-4/3/23	22/23 BA+30 Step 11-13	\$117	^
* 5	Hughes, David	RHS	SUMMIT Culinary, Block 5	1 block on B days w/in A/B day schedule @ RHS	3/30/23-4/3/23	22/23 MA+30 Step 18	\$281	^
* 6	Thompson, Carie	RHS	SUMMIT PE, Block 4	1 block on A days w/in A/B day schedule @ RHS	3/30/23-4/3/23	22/23 MA+30 Step 16-17	\$135	^



7	Thompson, Carie	NES	Word Study	1 period daily	3/21/23-6/14/23	22/23 MA+30 Step 16-17	\$3,718	#
^ Coverage for position TCH.SPE.RES.NA.05. # Student needs.								

**APPROVAL OF SERVICE PAYMENTS**

12. RESOLVED, that the Roxbury Township Board of Education approve payment to the following individuals for their services to the district as indicated below for the 2022/2023 school year. At this time, use of the services and payment for services is contingent upon the status of school closures and the ability to fulfill the responsibilities associated with provision of services.

	Name	22/23 Payment	Services Performed
1	Sweer, Krista	\$250	Piano Accompanist for the Lincoln Roosevelt Gr. 5 & 6 Spring Concert, anticipated to be held on 5/23/23
* 2	Bednarcik, Sarah	\$300 #	Musician for RHS' May 2023 Choral Masterworks Concert Orchestra
* 3	Conrad, Jeffrey	\$350 #	Musician for RHS' May 2023 Choral Masterworks Concert Orchestra, and Liaison for Contracting Musicians
* 4	Monaghan, Mark	\$300 #	Musician for RHS' May 2023 Choral Masterworks Concert Orchestra
* 5	Rodgers, Susanna	\$300 #	Musician for RHS' May 2023 Choral Masterworks Concert Orchestra
* 6	Sweer, Ryan	\$300 #	Musician for RHS' May 2023 Choral Masterworks Concert Orchestra
# The Board will be reimbursed through fundraising and ticket sales.			

**MENTORING**

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

	Novice Teacher			Mentoring Term in Roxbury				
	Name	Loc	No. of weeks of mentoring completed to date	Mentor	Start Date	End Date	No. of Wks	Fee
# 1	Kim, Brian	EMS	19	Richman, Margery	3/13/23	6/2/23	11	\$202
* 2	Meeth, Justin	RHS	n/a	Trotter, Gregory	3/15/23	6/15/23	13	\$433
^ 3	O'Connor, Christine	NES	n/a	Clark, Jennifer	3/13/23	6/15/23	13	\$433
4	Rousseau, Brianne	FES	n/a	Freund, Kelly	3/20/23	6/15/23	12	\$220
# Amends & supersedes terms aprvd 3/6/23, XVI.D.13.1.								
^ Amends & supersedes terms aprvd 8/22/22, XVI.D.23.2.								

**E. Executive Session Special Meeting**

March 20, 2023

- \*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 Special Meeting on March 30, 2023 at 6:30 p.m. and;

WHEREAS, the Board of Education intends to discuss personnel matters pertaining to Superintendent search in a Special Meeting on March 30, 2023;

NOW THEREFORE, BE IT RESOLVED, that the Roxbury Township Board of Education expects to discuss personnel 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 Special Meeting will commence at 6:30 p.m. followed by closed session of the Board. No Formal action will be taken.

**F. Executive Session Regular Meeting**

- \*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 April 3, 2023 at 6:30 p.m. and;

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

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

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

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

Exhibit F#1 - Outstanding Checks for Stop Payment

DATE	CK #	AMOUNT	STATUS
4/16/19	102023	\$19.78	Stop Payment
6/18/19	102552	\$25.73	Stop Payment
3/17/20	105356	\$24.57	Stop Payment
3/17/20	105416	\$290.00	Stop Payment
3/17/20	105560	\$27.00	Stop Payment
3/17/20	105579	\$180.00	Stop Payment
5/12/20	105910	\$80.00	Stop Payment
6/23/20	106068	\$1,650.00	Stop Payment
6/23/20	106124	\$10.50	Stop Payment
6/23/20	106132	\$9.59	Stop Payment
6/23/20	106249	\$125.00	Stop Payment
6/30/20	106368	\$115.00	Stop Payment
6/30/20	106379	\$74.00	Stop Payment
6/30/20	106382	\$375.00	Stop Payment
6/30/20	106451	\$166.67	Stop Payment
6/30/20	106500	\$166.67	Stop Payment
6/30/20	106521	\$24.29	Stop Payment
6/30/20	106528	\$125.00	Stop Payment
6/30/20	106549	\$9.80	Stop Payment
7/21/20	106593	\$27.00	Stop Payment
8/31/20	106980	\$31.00	Stop Payment
12/15/20	107785	\$6.34	Stop Payment
12/15/20	107834	\$75.00	Stop Payment
12/15/20	107890	\$548.00	Stop Payment
1/26/21	107950	\$40.00	Stop Payment
1/26/21	108004	\$34.25	Stop Payment
1/26/21	108016	\$621.77	Stop Payment
2/23/21	108306	\$98.00	Stop Payment
5/11/21	109069	\$176.00	Stop Payment
6/30/21	109538	\$1,000.00	Stop Payment
7/20/21	109716	\$174.00	Stop Payment

Exhibit F#1 - Outstanding Checks for Stop Payment

8/31/21	109849	\$200.00	Stop Payment
8/31/21	109953	\$29.00	Stop Payment
9/21/21	110090	\$345.00	Stop Payment
10/12/21	110408	\$25.00	Stop Payment
10/12/21	110444	\$28.00	Stop Payment
11/16/21	110900	\$119.99	Stop Payment
11/16/21	110950	\$1,050.00	Stop Payment
12/14/21	111006	\$250.00	Stop Payment
1/24/22	111450	\$25.00	Stop Payment
1/25/22	111633	\$75.00	Stop Payment
2/28/22	111811	\$360.00	Stop Payment
2/28/22	112012	\$164.85	Stop Payment
3/15/22	112190	\$100.00	Stop Payment
		\$9,101.80	

Exhibit F#2 - Payroll Outstanding Checks for Stop Payment

DATE	CK #	AMOUNT	STATUS
12/15/15	12409	\$82.04	
12/22/14	12434	\$41.32	
12/22/14	12435	\$199.16	
1/15/16	702129	\$230.38	
8/16/16	703069	\$89.09	
11/15/16	703239	\$1.95	
11/15/16	703245	\$1.87	
11/15/16	703258	\$2.37	
6/26/19	703622	\$81.31	
		\$729.49	

# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

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BOARD OFFICERS

### 0152 BOARD OFFICERS

The Board of Education shall organize at its first regular meeting by electing one of its members as President and another as Vice-President.

Any Board member may place a Board member's name in nomination for Board President and Vice President; a second on the nomination is not required. Election for each office will be conducted by a vote when the nominations for that office are closed. ~~The candidate receiving a majority vote of the members of the Board present and constituting a quorum will be elected to office.~~

After accepting and closing nominations for each position, all candidates who accepted a nomination will be afforded time to discuss their platform for the position prior to voting by members.

Voting shall take place by verbal roll call vote after nominations are closed. When more than one person has been nominated for a single position, the Board will vote on candidates in the order in which they were nominated. ~~In the event no candidate receives a majority vote of the members of the Board present and constituting a quorum, the procedure shall continue until someone receives a majority vote.~~

The person with the majority vote of the members of the Board present and constituting a quorum shall be elected. In the event no candidate receives a majority vote of the Board members present and constituting a quorum, the procedure shall be repeated until someone receives a majority vote of those Board members present and constituting a quorum.

Officers shall serve for one year and until their respective successors are elected and shall qualify, but if the Board shall fail to hold the organization meeting or to elect Board officers as prescribed by N.J.S.A. 18A:15-1, the Executive County Superintendent shall appoint from among the members of the Board a President and/or Vice-President.

A President or Vice-President who refuses to perform a duty imposed upon them ~~him/her~~ by law may be removed by a majority vote of all of the Board members of the Board ~~present and constituting a quorum~~. In the event the office of President or Vice-President shall become vacant the Board shall, within thirty days thereafter, fill the vacancy for the unexpired term. If the Board fails to fill



# POLICY

ROXBURY TOWNSHIP  
**BOARD OF EDUCATION**

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BOARD OFFICERS

the vacancy within such time, the Executive County Superintendent shall fill the vacancy for the unexpired term.

N.J.S.A. 18A:15-1; 18A:15-2

Adopted: 5 October 2015

Revised: 20 March 2023



# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

Program  
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### COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION (M)

#### 2422 COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION (M)

#### M

The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Department of Education New Jersey Student Learning Standards (NJSLS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the NJSLS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community.

The curriculum requirements listed below address the need for students to gain knowledge and skill in caring for themselves, interacting effectively with others, and analyzing the impact of choices and consequences. The primary focus of the curriculum listed below is to help students develop concepts and skills that promote and influence healthy behaviors.

The NJSLS incorporate New Jersey statutes related to health and well-being of students in New Jersey schools. The statutes incorporated into the NJSLS include, but are not limited to, the following requirements:

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention.
2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self-examination for students in grades seven through twelve.
3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs.
4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.
5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve.





## COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION (M)

6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child.
7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school.
8. Health, Safety, and Physical Education (N.J.S.A. 18A:35) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week.
9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve.
10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through 5.3) requires the development of Lyme Disease curriculum guidelines and training to all teaching staff members who instruct students with Lyme Disease.
11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve.
12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by school districts.
13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence.
14. Suicide Prevention (N.J.S.A. 18A:6-111 through 113) requires instruction in suicide prevention in public schools.
15. Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an



## COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION (M)

automated external defibrillator to each student prior to graduation.

16. Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and 4.33) requires instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.
17. History of Disabled and LGBT Persons (N.J.S.A. 18A:35-4.35 and 4.36) requires instruction on the political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender people for middle and high school students
18. Financial Literacy (N.J.S.A. 18A:35-4.34) requires instruction with basic financial literacy necessary for sound financial decision-making in each of the grades six through eight.
19. Sexual Abuse and Assault Awareness and Prevention Education (N.J.S.A. 18A:35-4.5a) requires age-appropriate sexual abuse and assault awareness and prevention education in grades preschool through twelve.
20. Curriculum to Include Instruction on Diversity and Inclusion (N.J.S.A. 18A:35-4.36a) requires instruction on diversity and inclusion in an appropriate place in the curriculum for students in grades Kindergarten through twelve.
21. Incorporation of Age-Appropriate Instruction Relative to Consent for Physical Contact and Sexual Activity (N.J.S.A. 18A:35-4.38) requires age-appropriate instruction in grades six through twelve on the law and meaning of consent for physical contact and sexual activity.
22. Health Curriculum to Include Instruction on Mental Health (N.J.S.A. 18A:35-4.39) requires health education programs to include instruction on mental health and the relation of physical and mental health for students in grades Kindergarten through twelve.



## COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION (M)

23. Information About “New Jersey Safe Haven Infant Protection Act” Included in Public School Curriculum (N.J.S.A. 18A:35-4.40) information on the provisions of the “New Jersey Safe Haven Infant Protection Act” shall be included in curriculum for public school students in grades nine through twelve.
24. Infusion of African American Accomplishments into School Curricula (N.J.S.A. 18A:35-4.43) requires in the curriculum for all elementary and secondary students instruction that infuses into all courses on the United States the centuries of accomplishments by African Americans in the building and development of America.
25. Other Statutory or Administrative Codes. The Board will incorporate into its health and physical education curriculum any other requirements of the NJSLS in Comprehensive Health and Physical Education.

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life education, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.

The Board of Education must provide two and one-half hours of health, safety, and physical education courses in each school week, or proportionately less when holidays fall within the week. Recess period(s) shall not be used to meet the requirements of N.J.S.A. 18A:35-5, 7, and 8.

In accordance with N.J.S.A. 18A:35-4.31, the Board of Education shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five. A recess period is not required on a school day in which the day is substantially shortened due to a delayed opening or early dismissal. The recess period shall be outdoors, if feasible. A student shall not be denied recess for any reason, except as a consequence of a violation of the school district’s Code of Student Conduct, including a harassment, intimidation, or bullying (HIB) investigation pursuant to N.J.S.A. 18A:37-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period. Restorative justice activities mean activities designed to improve the socioemotional and behavioral responses of students through the use



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of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.

A copy of the NJSLS for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

### Injury/Illness Impacting Participation in Physical Education

A. Occasionally, a student may not be able to participate in Physical Education (PE) due to illness or injury.

1. In grades K-8, up to three consecutive days of requested excuse by a student's parent will be permitted without written documentation by the student's treating physician, advanced practice nurse, or physician assistant. The parent can send this request to school via written note or email.

More than three consecutive days of requested excuse must be accompanied by a written notice from the student's treating physician, advanced practice nurse, or physician assistant including the signature or stamp from the medical professional.

2. In grades 9-12, all requested excuses must be accompanied by a written notice from the student's treating physician, advanced practice nurse, or physician assistant.
3. In grades 5-12, any student missing PE is ineligible to participate in an athletic event on the same day.
4. In grades 5-12, any student missing PE for more than 3 consecutive days is only eligible for return to PE, recess and/or athletics with a clearance note from the student's treating physician, advanced practice nurse, or physician assistant.



# POLICY

ROXBURY TOWNSHIP  
**BOARD OF EDUCATION**

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Revised: 15 November 2021  
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# REGULATION

ROXBURY TOWNSHIP  
**BOARD OF EDUCATION**

PROGRAM

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PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS  
AND HEAD INJURIES (M)

R 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED  
CONCUSSIONS AND HEAD INJURIES (M)

**M**

A concussion is a traumatic brain injury caused by a blow or motion to the head or body that disrupts the normal functioning of the brain and can cause significant and sustained neuropsychological impairments including, but not limited to, problem solving, planning, memory, and behavioral problems. Allowing a student to return to athletic competition or practice before recovering from a concussion increases the chance of a more serious brain injury. The following procedures shall be followed to implement N.J.S.A. 18A:40-41.1 et seq. and Policy 2431.4.

“Healthcare provider” is defined as the student’s treating physician, advanced practice nurse, or physician assistant.

A. Athletic Head Injury Safety Training Program

1. The school district will adopt an athletic head injury safety training program.
2. The training program shall be completed by the school physician, any individual who coaches in an athletic competition, an athletic trainer involved in any athletic competition, and the school nurse.
3. This training program shall be in accordance with the guidance provided by the New Jersey Department of Education (NJDOE) and the requirements of N.J.S.A. 18A:40-41.2.

B. Prevention

1. The school district may require pre-season baseline testing of students before the student begins participation in athletic competition or practice. The baseline testing program shall be reviewed and approved by the school physician trained in the evaluation and management of sports-related concussions and other head injuries.



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2. The Principal or designee will review educational information for students participating in athletic competition or practice on the prevention of concussions.
  3. All school staff members, students participating in athletic competition or practice, and parents of students participating in athletic competition or practice shall be annually informed through the distribution of the NJDOE Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form and other communications from the Principal and coaches on the importance of early identification and treatment of concussions to improve recovery.
- C. Signs or Symptoms of Concussion or Other Head Injury
1. Possible signs of concussions may be observed by coaches, athletic trainer, school or team physician, school nurse, or other school staff members. Possible signs of a concussion may be, but are not limited to:
    - a. Appearing dazed, stunned, or disoriented;
    - b. Forgetting plays or demonstrating short-term memory difficulty;
    - c. Exhibiting difficulties with balance or coordination;
    - d. Answering questions slowly or inaccurately; and/or
    - e. Losing consciousness.
  2. Possible symptoms of concussion shall be reported by the student participating in athletic competition or practice to coaches, athletic trainer, school or team physician, school nurse, and/or parent. Possible symptoms of a concussion may be, but are not limited to:
    - a. Headache;
    - b. Nausea/vomiting;



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- c. Balance problems or dizziness;
- d. Double vision or changes in vision;
- e. Sensitivity to light or sound/noise;
- f. Feeling sluggish or foggy;
- g. Difficulty with concentration and short-term memory;
- h. Sleep disturbance; or
- i. Irritability.

D. Medical Attention for a Student Suspected of a Concussion or Other Head Injury

- 1. A student who participates in athletic competition or practice and who sustains or is suspected of having sustained a concussion or other head injury while engaged in an athletic competition or practice shall be immediately removed from athletic competition or practice.
  - a. A staff member supervising the student during the athletic competition or practice shall immediately contact the school physician, athletic trainer, or school nurse to examine the student.
    - (1) The school physician, athletic trainer, or school nurse shall determine if the student has sustained or may have sustained a concussion or other head injury. The school physician, athletic trainer, or school nurse shall determine if emergency medical responders shall be called to athletic competition or practice.
    - (2) In the event the school physician, athletic trainer, or school nurse determine the student did not sustain a concussion or other head injury, the student shall not be permitted to participate in any further athletic competition or practice until written medical clearance is provided in accordance with E. below.





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2. The staff member supervising a student who has been removed from athletic competition or practice in accordance with D.1. above or another staff member shall contact the student's parent and the Principal or designee as soon as possible after the student has been removed from the athletic competition or practice.
  - a. A parent shall monitor their student for symptoms of a concussion or other head injury upon receiving such notification.

E. Medical Examination and Written Medical Clearance

1. A student who was removed from athletic competition or practice in accordance with D.1. shall not participate in further athletic competition or practice until:
  - a. The student is examined by a ~~physician or other licensed~~ healthcare provider trained in the evaluation and management of concussions;
  - b. The student receives written medical clearance from a ~~physician~~ **healthcare provider** trained in the evaluation and management of concussions to return to competition or practice; and
  - c. The student returns to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.
2. The student's written medical clearance from a ~~physician~~ **healthcare provider** must indicate a medical examination has determined:
  - a. The student's injury was not a concussion or other head injury, the student is asymptomatic at rest, and the student may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities; or
  - b. The student's injury was a concussion or other head injury and the student's ~~physician~~ **healthcare provider** will monitor the student to determine when the student is asymptomatic at rest and when the student may return to



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regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.

3. The student's written medical clearance must be reviewed and approved by the school nurse or athletic trainer.
4. The student may not begin the graduated return to athletic competition and practice protocol in F. below until the student receives a medical examination and provides the required written medical clearance from a healthcare provider.
5. A written medical clearance not in compliance with the provisions of E. will not be accepted.

F. Graduated Return to Athletic Competition and Practice Protocol

1. The return of a student to athletic competition and practice shall be in accordance with the graduated, six-step "Return to Play Progression" recommendations and any subsequent changes or updates to those recommendations as developed by the Centers for Disease Control and Prevention.

a. Back to Regular Activities (Such as School)

The student is back to their regular activities (such as school) and has the green-light from the student's physician healthcare provider to begin the return to play process. A student's return to regular activities involves a stepwise process. It starts with a few days of rest (two-three days) and is followed by light activity (such as short walks) and moderate activity (such as riding a stationary bike) that do not worsen symptoms.

b. Light Aerobic Activity

Begin with light aerobic exercise only to increase the student's heart rate. This means about five to ten minutes on an exercise bike, walking, or light jogging. No weight lifting at this point.

c. Moderate Activity



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Continue with activities to increase the student's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, and/or moderate-intensity weightlifting (less time and/or less weight from their typical routine).

d. Heavy, Non-Contact Activity

Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, and/or non-contact sport-specific drills (in three planes of movement).

e. Practice and Full Contact

The student may return to practice and full contact (if appropriate for the athletic competition) in controlled practice.

f. Athletic Competition

The student may return to athletic competition or practice.

2. It is important for a student's parent(s) and coach(es) to watch for concussion symptoms after each day's "Return to Play Progression" activity. A student should only move to the next step if they do not have any new symptoms at the current step.
3. If a student's symptoms return or if they develop new symptoms, this is a sign that a student is pushing too hard. The student should stop these activities and the student's health care provider should be contacted. After more rest and no concussion symptoms, a student can start at the previous step if approved by the student's healthcare provider and provides written medical clearance to the school nurse or athletic trainer.

G. Temporary Accommodations for Student's Participating in Athletic Competition with Sports-Related Head Injuries



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1. The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration, and speed of processing significantly impact learning. Further, exposing the concussed student to the stimulating school environment may delay the resolution of symptoms needed for recovery. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.
2. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, testing, texting, and watching movies if a student is sensitive to light/sound can slow a student's recovery. The Principal or designee may look to address the student's cognitive needs as described below. Students who return to school after a concussion may need to:
  - a. Take rest breaks as needed;
  - b. Spend fewer hours at school;
  - c. Be given more time to take tests or complete assignments (all courses should be considered);
  - d. Receive help with schoolwork;
  - e. Reduce time spent on the computer, reading, and writing; and/or
  - f. Be granted early dismissal from class to avoid crowded hallways.

Adopted: 14 October 2013

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