

**DISTRICT OF ROXBURY TOWNSHIP  
BOARD OF EDUCATION  
July 22, 2024**

**REGULAR MEETING AGENDA  
LINCOLN ROOSEVELT SCHOOL  
34 N. 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 ensure the public's right to have advance notice of and to attend meetings of public bodies at which business affecting their interest is discussed or acted upon. In accordance with the provisions of the Act, the Board has caused written notice of this meeting and copies of its agenda to be transmitted to:

Roxbury Register - Newspaper

Daily Record - Newspaper

Star Ledger - Newspaper

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

Municipal Clerk

Roxbury Public Library

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

II. ROLL CALL

III. RESOLUTION TO MEET IN EXECUTIVE SESSION

RESOLVED, that the Roxbury Township Board of Education hold an Executive Session on July 22, 2024, regarding personnel matters, student matters 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 June 24, 2024.
2. Minutes of the Executive Session of June 24, 2024.

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

*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.*

**A. Finances (Resolutions 1-39)**

STUDENT ACTIVITY ACCOUNTS

- \*1. RESOLVED, that the Roxbury Township Board of Education approve the Student Activity Accounts monthly bills lists for the month of June 2024 as follows:

Roxbury High School	\$39,549.22	Franklin School	\$29.00
Athletics	\$240.00	Kennedy School	\$0
Eisenhower Middle School	\$3,752.93	Jefferson School	\$0
Lincoln Roosevelt School	\$625.00	Nixon School	\$0

BILLS LIST

- \*2. RESOLVED, that the Roxbury Township Board of Education approve the June 2024 bills list totaling \$785,334.14.
- \*3. RESOLVED, that the Roxbury Township Board of Education approve the July 2024 bills list totaling \$2,886,617.69.

TRANSFERS

- \*4. RESOLVED, that the Roxbury Township Board of Education approve the June 2024 list of transfers between accounts as presented. Approval by the County Office is not required except as noted on the list.

SECRETARY'S REPORT

- \*5. RESOLVED, that the Roxbury Township Board of Education approve the Board Secretary's Report for June 2024.

TREASURER'S REPORT

- \*6. RESOLVED, that the Roxbury Township Board of Education approve the Treasurer's Report for June 2024.

MONTHLY FINANCIAL CERTIFICATION OF THE BOARD SECRETARY AND BOARD OF EDUCATION

- \*7. RESOLVED, that the Roxbury Township Board of Education, pursuant to N.J.S.A. 18A:19-4, does certify that no line item account has encumbrances and expenditures which in total exceed the line item appropriation, and

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 18A:17-9 and N.J.S.A. 18A:17-36, after review of the Board Secretary's and Treasurer's monthly financial reports for the month of June 2024 that no major accounts and fund balances in the 2023/2024 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

- \*8. 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 further 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.	Seipp, Charles	NJ GAIN	4	Morristown, NJ	7/26/24	\$0	\$10.25

2.	Amico, Karen	Genesis SIS User Group Meeting	4	Montville, NJ	7/30/24, estimated Nov 2024 and March 2025	\$0	\$63.45
3.	Connelly, Sheila	Genesis SIS User Group Meeting	4	Montville, NJ	7/30/24, estimated Nov 2024 and March 2025	\$0	\$63.45
4.	Crispino, William	LinkIT: 2024 Data Forward Summer Institute	4	Ramsey, NJ	8/7/24 & 8/8/24	\$350.00	\$417.68
5.	Fiscina, Jeff	LinkIT: 2024 Data Forward Summer Institute	4	Ramsey, NJ	8/7/24 & 8/8/24	\$350.00	\$435.72
6.	Maurer, Jennifer	LinkIT: 2024 Data Forward Summer Institute	4	Ramsey, NJ	8/7/24 & 8/8/24	\$350.00	\$433.48
7.	Santora, Frank	LinkIT: 2024 Data Forward Summer Institute	4	Ramsey, NJ	8/7/24 & 8/8/24	\$350.00	\$432.25
8.	Schmidt, Eric	LinkIT: 2024 Data Forward Summer Institute	4	Ramsey, NJ	8/7/24 & 8/8/24	\$350.00	\$435.72
9.	Seipp, Charles	LinkIT: 2024 Data Forward Summer Institute	4	Ramsey, NJ	8/7/24 & 8/8/24	\$350.00	\$424.45
10.	Argenziano, Chris	NJISL	4	Monroe Township, NJ	8/12/24, 10/29/24, 1/14/25, 3/12/25, 5/21/25	\$0	\$241.15
11.	Santoro, Kim	Rutgers Multilingual Educator Fellows Program	4 S-1	New Brunswick, NJ	9/24/24	\$0	\$32.90
12.	Thompson, Carie	Mental Health and the Impact on Behavior	4	West Orange, NJ	10/30/24	\$0	\$24.82
13.	Olcott, Nicole	Comprehensive Orton-Gillingham Plus	4 T-2	Online	7/29/24-8/2/24*	\$1,500.00	\$1,500.00
14.	Koch, Joseph	Lifesavers Inc: Basic Life Support for Healthcare Providers: Online-skill-package	4	Online	Online	\$75.00	\$75.00

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.  
\*Amends the dates in resolution XV.A.7 originally approved on June 24, 2024.

**MEAL PRICES FOR 2024/2025**

- \*9. RESOLVED, that the Roxbury Township Board of Education approve the following prices for student meals for the 2024/2025 school year as allowed by the National School Lunch Program.

Lunch Programs			
	Paid	Reduced Price	Adult
High School	\$4.50	\$0	\$5.25
Middle School	\$4.00	\$0	\$5.00
Elementary School	\$3.75	\$0	\$4.50

Breakfast Programs			
	Paid	Reduced Price	Adult
High School	\$2.50	\$0	\$3.50
Middle School	\$2.50	\$0	\$3.50
Elementary School	\$2.50	\$0	\$3.50

BE IT FURTHER RESOLVED, that this resolution supersedes and amends Finance Resolution XV.A.9 approved on March 25, 2024.

APPROVAL OF SUBMISSION TO ESTABLISH THE PRESCHOOL PROGRAM

- 10. RESOLVED, that the Roxbury Board of Education approve the submission of the application to establish the Full-Day Preschool Program for three-year-old and four-year-old children through the Division of Early Childhood Services and Preschool Education Aid (PEA).

CONTRACTS

- \*11. RESOLVED, that the Roxbury Township Board of Education approve a contract with the State of New Jersey Department of Human Services NJ Commission for the Blind and Visually Impaired, 153 Halsey Street, Newark, NJ to provide services to Roxbury Township Public Schools students listed below. The term of this contract is September 1, 2024, to June 30, 2025, for a total cost not to exceed \$27,929.00.

<i>State ID</i>	<i>Total</i>
9293074191	\$2,420.00
4188610385	\$2,420.00
5794538054	\$2,420.00
5429729947	\$2,420.00
6150208988	\$18,249.00

- \*12. RESOLVED, that the Roxbury Township Board of Education approve the 2024/2025 IDEA-B program purchased professional services for instructional aide services and occupational therapy services for special education students in St. Therese and American Christian Schools from the Educational Services Commission of Morris County, P.O. Box 1944, Morristown, NJ and not to exceed \$64,460.00.
- \*13. RESOLVED, that the Roxbury Township Board of Education approve a contract with Tutor Doctor of Morris County, 10 Naughtright Rd. Long Valley, NJ to provide home instruction services to students on an as-needed and as-requested basis by the district. The agreement will commence on July 1, 2024, and expire on June 30, 2025.
- \*14. RESOLVED, that the Roxbury Township Board of Education approve a contract with St. Monica Healthcare Agency, LLC., 20 Prospect Place, West Orange, NJ to provide nursing services on an as-needed and as-requested basis. The agreement will be in effect from July 1, 2024, through June 30, 2025.
- \*15. RESOLVED, that the Roxbury Township Board of Education approve a contract with Horizon Staffing Resources, 198 Route 9 North, Suite 107, Manalapan, NJ to provide nursing services on as-needed and as-requested basis by the district. The agreement will be in effect from July 1, 2024, through June 30, 2025.
- \*16. RESOLVED, that the Roxbury Township Board of Education approve a contract with Bayada Home Health Care, Inc., 99 Cherry Hill Road, Suite 302, Parsippany, NJ to provide nursing services on as-needed and as-requested basis by the district. This agreement will be in effect from July 1, 2024, through June 30, 2025.
- \*17. RESOLVED, that the Roxbury Township Board of Education approve a contract with AFC Urgent Care, 278 Rt. 10 West, Succasunna, NJ to provide Drug Screenings, Pre-Employment Physicals, and PPD testing for students and staff members on an as-needed and as-requested basis for the 2024/2025 school year.

- \*18. RESOLVED, that the Roxbury Township Board of Education approve a contract with Skylands Orthopaedics, 57 US-46, Hackettstown, NJ to provide Drug Screenings, Physical Examinations, and School Physician services. This agreement will be in effect from July 1, 2024, through June 30, 2025. The total amount is not to exceed \$39,000.00.

#### APPROVAL OF PURCHASES

- \*19. RESOLVED, that the Roxbury Township Board of Education approve the purchase of custodial supplies from American Paper Towel Co., 10 Industrial Road, Carlstadt, NJ in the amount of \$16,309.60 using Ed Data Bid#10133.
- \*20. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Laptops and Aruba cables from CDW Government, Inc., 230 N. Milwaukee Avenue, Venom Hills, IL in the amount of \$13,702.92 using ESCNJ/AEPA/22G pricing.
- \*21. RESOLVED, that the Roxbury Township Board of Education approve the purchase of the school bus auto parts from Campbell Freightliner, P.O. Box 7600, Monroe, NJ and not to exceed \$43,999.00 using State Contract #42074.
- \*22. RESOLVED, that the Roxbury Township Board of Education approve the purchase of the school bus auto parts and services from Hoover Truck Centers, P.O. Box 719, Flanders, NJ, and not to exceed \$20,000.00 and using State Contract #42068.
- \*23. RESOLVED, that the Roxbury Township Board of Education approve the purchase of the auto parts and supplies from NAPA Auto Parts, 52 Lakeside Blvd., Hopatcong, NJ, and not to exceed \$20,000.00.
- \*24. RESOLVED, that the Roxbury Township Board of Education approve the purchase of the auto parts and supplies from Parts Authority, LLC, 7 Eastmans Road, Parsippany, NJ, and not to exceed \$15,000.00 using Coop ESCNJ 20/21-38.
- \*25. RESOLVED, that the Roxbury Township Board of Education approve the purchase of the vehicle tires from Service Tire Truck Centers, Inc., 280A Old Ledgewood Road, Flanders, NJ, and not to exceed \$43,999.00.
- \*26. RESOLVED, that the Roxbury Township Board of Education approve the purchase of all Freightliner and Thomas School Bus auto parts from H.A. Dehart & Son, 311 Crown Point Road, Thorofare, NJ, and not to exceed \$30,000.00 using Hunterdon ESC Coop purchasing #HCESC-TRANS-20-04.
- \*27. RESOLVED, that the Roxbury Township Board of Education approve the purchase of diesel fuel for all vehicles for the 2024/2025 school year from National Fuel Oil, Inc., 175 Orange Street, Newark, NJ, and not to exceed \$235,000.00 using State Contract #82768.
- \*28. RESOLVED, that the Roxbury Township Board of Education approve the purchase of unleaded gasoline fuel for all vehicles for the 2024/2025 school year from Allied Oil Company, 25 Old Camplain Road, Hillsborough, NJ, and not to exceed \$235,000.00 using State Contract #80914.
- \*29. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Roxbury Township Public Schools NJSBA (New Jersey School Boards Association)

2024/2025 membership dues from NJSBA, 413 W. State Street, Trenton, NJ in the amount of \$27,738.90.

ACCEPTANCE OF GRANT FUNDS - IDEA

\*30. RESOLVED, that the Roxbury Township Board of Education approve the acceptance of the FY 2025 Individuals with Disabilities Education Act (IDEA) Basic and Preschool Grant Awards as shown below for the project period July 1, 2024, to September 30, 2025.

Basic Grant (Ages 3-21)	\$901,074
Basic Grant Nonpublic Proportionate Share	\$64,460
Preschool Grant (Ages 3-5)	\$43,291

APPROVAL OF SUBMISSION OF GRANT APPLICATION - IDEA

\*31. RESOLVED, that the Roxbury Township Board of Education approve the submission of the 2024-2025 Individuals with Disabilities Education Act (IDEA) Consolidated Grant Original Application for the project period of July 1, 2024, to September 30, 2025.

APPROVAL OF SUBMISSION OF GRANTS

\*32. WHEREAS, the Roxbury Township Public Schools has been afforded the opportunity to apply for the New Jersey Department of Education “Expanding Access to Computer Science High School Courses” grant in the amount of \$40,000.00 for Districts to implement one or more new high-quality computer science education courses aligned with the New Jersey Student Learning Standards in Computer Science.

NOW THEREFORE, BE IT RESOLVED, that the Roxbury Township Board of Education approve the submission of the grant application for the “Expanding Access to Computer Science High School Courses” as authorized by the Business Administrator.

BE IT FURTHER RESOLVED, that this resolution supersedes and amends Finance Resolution XVIII.C.13 approved on March 4, 2024, due to an increase in additional funding of \$5,927.00 and a total grant not to exceed \$45,927.00.

ACCEPTANCE OF GRANT

\*33. RESOLVED, that the Roxbury Township Board of Education approve the acceptance of the “Expanding Access to Computer Science High School Courses” grant in the amount of \$45,927.00 for Districts to implement one or more new high-quality computer science education courses aligned with the New Jersey Student Learning Standards in Computer Science.

SCHOOL ALLIANCE INSURANCE FUND RESOLUTION TO RENEW

\*34. WHEREAS, the Roxbury Township Board of Education, hereafter referred to as “Educational Facility” is a member of the School Alliance Insurance Fund, hereinafter referred to as “Fund”; and

WHEREAS, said renewal membership terminates as of July 1, 2024 at 12:01 a.m. standard time, unless earlier renewed by agreement between the Educational Facility and the Fund; and





ACCEPTANCE OF DONATION

- \*38. RESOLVED, that the Roxbury Township Board of Education approve the donation of a 1962 Cessna 310H aircraft from Bahamas Habitat, 103 Dumbarton Court, Cary, NC.

APPROVAL OF DISPOSAL OF PROPERTY

- \*39. RESOLVED, that the Roxbury Township Board of Education approve the disposal of the technology equipment listed in Exhibit F1. These items have been identified as obsolete, broken and/or no longer functioning, if unsellable, items will be discarded.

**B. Education (Resolutions 1-11)**

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

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 2023/2024 school year for Incident Nos. 94 through 104.
- \*2. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2024/2025 school year.

FLEXIBLE INSTRUCTIONAL DAY PROGRAM

- \*3. RESOLVED, that the Roxbury Township Board of Education approve the submission of its Flexible Instructional Day (FID) Program for the 2024/2025 school year to the New Jersey Department of Education for approval.

EVALUATION TOOLS

- \*4. 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 2024/2025 school year, as recommended by the Superintendent.
- \*5. BE IT RESOLVED, that the Roxbury Township Board of Education approve the Danielson 2022 Evaluation Model for use in evaluating the Roxbury Township School District teachers for the 2024/2025 school year, as recommended by the Superintendent.

FIELD TRIPS / COMPETITIONS

- \*6. RESOLVED, that the Roxbury Township Board of Education approve staff and students for participation in **overnight field trip requests** as listed.

	School	Group	Trip Destination	Location	Estimated # of Students	Faculty Sponsor(S) & Chaperones(C)	Total Estimated Expenses to District

1	EMS, RHS	Cheerleading	Universal Cheerleaders Association Pine Forest Cheer Camp at Chestnut Lake	Beach Lake, PA	48	M.Cacchio(C); E.Cautero(C); G.LaCosta(S)(C); W.Schneider(C)	\$0
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7. RESOLVED, that the Roxbury Township Board of Education approve staff and students for participation in **same-day field trip requests** as listed, with the understanding that dates are subject to change due to inclement weather, scheduling conflicts, etc.

	School	Group	Estimated # of Students	Trip Destination	Location	Faculty Sponsor
1	Title I	Gr. K - 5	82	Roxbury High School	Succasunna, NJ	J.Maurer

- \*8. RESOLVED, that the Roxbury Township Board of Education approve staff and students for participation in **same-day trip requests** to the destinations listed in Exhibit E1 pursuant to District Policy/Regulation 2340 for the 2024/2025 school year effective July 23, 2024 through June 30, 2025.

OUT-OF-DISTRICT PLACEMENT/SERVICES - 2024/2025

- \*9. RESOLVED, that the Roxbury Township Board of Education approve the 2024/2025 School Year Out-Of-District Placements/Services listed below:

File Number	School or Provider	Total Cost	Dates
4559129674	Mountain Lakes Board of Education	\$83,000.00	8/28/24-6/30/25
9964556096	Calais School	\$77,464.80	9/3/24-6/30/25
4951739214	Shepard Preparatory High School	\$71,695.80*	7/1/24-6/30/25
6005696346	Lenape Valley Board of Education	\$7,155.87	7/1/24-8/2/24
9295969360	Hackettstown Board of Education	\$29,987.00	9/1/24-6/30/25

\*Amends total cost amount in resolution XVI.B.6 originally approved on June 3, 2024.

TUITION STUDENTS

- \*10. RESOLVED, that the Roxbury Township Board of Education approve the following tuition contract agreements for the 2024/2025 school year and/or extended school year.

State ID	Sending District	Program	Total
9012379303	Mount Arlington	BD	\$36,013.40

APPROVAL OF SENIOR OPTION PROJECTS - RHS

- \*11 RESOLVED, that the Roxbury Township Board of Education accepts the Senior Option Projects for the classes at Roxbury High School listed below to be completed in the 2024/2025 school year.

Student	Research Focus	Credits
206757	Geophysical Science Teacher Assistant	5

**C. Personnel (Resolutions 1-24)**

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

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

JOB DESCRIPTIONS

- \*1. RESOLVED, that the Roxbury Township Board of Education approve the revised job description for Assistant Director/Supervisor of Special Services CIA-16. (Exhibit JD1)
- \*2. RESOLVED, that the Roxbury Township Board of Education approve the revised job description for Transition Coordinator CI-25. (Exhibit JD2)

RESIGNATIONS, RETIREMENTS, TERMINATIONS

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

	Name	Loc	Position	Action	Final day of employment	Discussion
1	Bellardino, Alyssa	DIST	Supervisor of Humanities, Gr. PK - 6	Resignation for personal reasons	7/31/24	
* 2	DeBarros, Joel	DIST	Assistant Director of Special Services	Resignation for personal reasons	8/26/24	
3	Freund, Brynn	FES	Special Education Paraprofessional	Resignation for personal reasons	6/30/24	24-25 counseling internship at FES
* 4	Izquierdo, Maria-Elena	RHS	Spanish Teacher	Resignation for retirement purposes	10/31/24	
* 5	Katinsky, Jaclyn	RHS	School Nurse	Resignation for personal reasons	6/30/24	From 6/17/24 thru 7/19/24, completing 4 sports days and 1 office day approved 6/3/24, XVI.D.22.3.
6	Koch, Joyce	NES	Special Education Paraprofessional	Resignation for personal reasons	6/30/24	
* 7	Martin, Naoma	CO	HR Secretary / Benefits Coordinator	Resignation for retirement purposes	9/30/24	
* 8	Miller, Dominick	RHS	Principal of Roxbury High School	Resignation for personal reasons	9/13/24	
* 9	Ruano, Francisned	TR	Bus Aide	Resignation for personal reasons	7/1/24	Worked 1 day for summer program

LEAVES OF ABSENCE

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

	Employee	Leave Start Date	Paid Leave	Unpaid FMLA/ NJFLA ^	Return Date	Discussion
1	19374	11/1/24 or sooner if nec	Using avail sick & personal days	FMLA/NJFLA	4/7/25	
^ Leave becomes unpaid when sick/personal days are depleted or released by physician, whichever occurs first.						

**REASSIGNMENTS / TRANSFERS**

5. 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.	Salary	Effective Date	Discussion
1	Maurer, Jennifer	Kindergarten Teacher: FES TCH.FRA.KIN.NA.03	Supervisor of Humanities, Gr. PK - 6 Dist SUP.DS.SUP.NA.01	\$97,000 prorated	8/1/24 - 6/30/25	Tenure-track replacement in position.

6. RESOLVED, that the staff listed below be transferred to a new location and/or assignment for the 2024/2025 school year as indicated:

	Name	Former Assignment & Loc.	New Assignment & Loc.	Effective Date	Discussion
1	Steghlens, Dana	Special Education Teacher (RC) TCH.SPE.RES.NA.43	Special Education Teacher (LLD) TCH.SPE.LLD.NA.01	9/1/24 #	
# 10-month employees shall start on the first day of the 2024-25 calendar for this bargaining unit / employee group.					

**APPOINTMENTS**

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

	Name	Loc	Position	Salary Guide / Step	Salary	Start Date	End Date	Discussion
1	Belmonte, Katherine	JES	Gr. 1 Teacher	24/25 BA Step 1	\$56,980	9/1/24 # ^	6/30/25	Tenure-track replacement in TCH.JEF.GR1.NA.03.
2	Bream, Samantha	LRS	Music Teacher	24/25 BA Step 2-3	\$57,480	9/1/24 #	6/30/25	Tenure-track replacement in TCH.LR.MUS.IN.02.
3	Cangiano, Elizabeth	NES	Secretary P/T 10m (0.5334 FTE)	REA Secty Grade II Step 5	\$25,381	9/1/24 # ^	6/30/25	Tenure-track replacement in position SEC.NES.OFF.GR2.PT; working 8/26/24 - 6/23/25
* 4	Fernandes, Theresa	RHS	Transition Coordinator	24/25 MA Step 13-15	\$78,809	9/23/24 or sooner pending release	6/30/25	Tenure-track replacement in TCH.SPE.RHS.TC.01.

						from current employer ^			
*	5	Hadzovic, Edin	RHS	Science Teacher	24/25 MA+30 Step 1	\$65,730	9/1/24 # ^	6/30/25	Tenure-track replacement in TCH.RHS.SCI.NA.03.
*	6	Huguenin, Colleen	DIST	Supervisor of Student Support Services	n/a	\$130,000 prorated	9/23/24 or sooner pending release from current employer ^	6/30/25	Tenure-track appointment to SUP.DS.SUP.NA.08; new position replaces ADM.RHS.APR.NA.04.
*	7	Katzenberger, Jamie	RHS	School Social Worker	24/25 MA Step 8-9	\$67,095	9/1/24 # ^	6/30/25	Tenure-track appointment to SPS.DS.SW.NA.06, new position.
	8	Kousoulis, Patti	NES	School Counselor / Anti-Bullying Specialist	24/25 MA+30 Step 13-15	\$82,145	9/1/24 # ^	6/30/25	Tenure-track replacement in TCH.DS.GUI.NA.01.
*	9	Suarez, Rachael	RHS	School Nurse	24/25 BA+15 Step 18-19	\$82,901	9/1/24 # ^	6/30/25	Tenure-track replacement in NRS.RHS.NRS.NA.02.
	10	Uhlman, Marina	FES	Secretary P/T 10m (0.5334 FTE)	REA Secty Grade II Step 1	\$22,923	9/1/24 # ^	6/30/25	Tenure-track replacement in position SEC.FRA.OFF.GR2.01.

^ Start date is pending completion of documentation in accordance with the law or district policy.  
# 10-month employees shall start on the first day of the board approved school calendar.

**APPOINTMENTS - LEAVE REPLACEMENTS**

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

	Name	Loc	Position	Salary	Start Date	End Date	Discussion
1	Oliynik, Laura	JES	Leave-replacement Gr. 4 Teacher	\$300.00 per diem	8/26/24	6/19/25	Replacement in position TCH.JEF.GR4.NA.02.

^ Start date is pending completion of documentation in accordance with the law or district policy.

**APPOINTMENTS - SUBSTITUTES**

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

	Name	Loc	Position	Salary	Start Date	End Date	Discussion
* 1	Arentowicz, Scott	District	Substitute Teacher	24/25 Board approved Sub	9/1/24 #	6/30/25	Reappointment; not to exceed 29 hrs/wk with

				Rate			various district positions	
*	2	Koch, Joyce	District	Substitute Teacher, Paraprofessional	24/25 Board approved Sub Rate	9/1/24 #	6/30/25	
*	3	Philips, Melissa	District	Substitute Nurse	24/25 Board approved Sub Rate	9/1/24 #	6/30/25	Reappointment
# Substitutes may start on the first day of the board approved school calendar as needed.								

**SUBSTITUTES - TRANSPORTATION, TECHNOLOGY, SECURITY, MAINTENANCE/GROUNDS**

- \*10. RESOLVED, that the following substitutes be approved on an as needed basis at the board approved substitute rate of pay:

	Name	Position	Start Date	End Date	Discussion
1	Kein, Lauren	Substitute Computer Technician	7/1/24	6/30/25	Not to exceed 29 hrs/wk; amends D.13.4 on 6/3/24
2	Rodgers, Susanna	Substitute Computer Technician	7/1/24	6/30/25	Not to exceed 29 hrs/wk; amends D.13.5 on 6/3/24

**APPOINTMENTS - EXTRACURRICULAR**

- \*11. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2023/2024 school year; and

BE IT FURTHER RESOLVED, this resolution amends and supersedes Resolution XV.D.8.3, Exhibit HR 1.3, Row Nos. 45 & 46 approved on June 26, 2023 and Resolution VI.B.2.2, Exhibit HR 2.2, Row Nos. 48 & 49.

23/24 Club Appts						
	POS LOC	POS TYPE	POSITION	ASSIGNMENT	NAME	23/24 TOTAL Stipend
1	RHS	CLUB	Class Advisor - Gr. 12	Advisor	Kroog, Barbara	\$2,300
2	RHS	CLUB	Class Advisor - Gr. 12	Assistant Advisor	Speranza, Jane-Frances	\$1,200

12. RESOLVED, that the Roxbury Township Board of Education approve the following appointments for the 2024/2025 school year as indicated in the attached Exhibits. Employment and payment are contingent upon the ability to fulfill the responsibilities associated with the position indicated.

	Exhibit Title	Exhibit Number
1	24/25 Club Appts	HR 1.1
2	24/25 RHS Fall Drama Appts	HR 1.2

13. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2024/2025 school year.

Organized by "Trial Club", then by "Name":

24/25 Trial Club Appts						
	Trial Club	Loc of Trial Club	Role	Name	Payment	24/25 SY is:
* 1	e-Sports Club	RHS	Advisor	Pitzer, Curtis	Volunteer-basis	Yr 2 of 2-yr trial period for club aprvd 6/3/24.
2	Fellowship of Christian Athletes	EMS	Co-Advisor	Brennan, Lauren		
3	Fellowship of Christian Athletes	EMS	Co-Advisor	Brown, Karisa		
4	Fellowship of Christian Athletes	EMS	Co-Advisor	Del Rosario, Monica		
* 5	Future Educators Association	RHS	Co-Advisor	Burleigh, Deborah		
* 6	Future Educators Association	RHS	Co-Advisor	Kroog, Barbara		
* 7	Indoor Color Guard	RHS	Advisor	Cindy Herrera		
* 8	Indoor Percussion	RHS	Co-Advisor	Kulick, Justin		
* 9	Indoor Percussion	RHS	Co-Advisor	Monaghan, Mark		
* 10	Tri-M Music Society	RHS	Co-Advisor	Sweer, Krista		
* 11	Tri-M Music Society	RHS	Co-Advisor	Sweer, Ryan		

14. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2024/2025 school year.

*Organized by "Trial Sport", then by "Name":*

24/25 Trial Sport Appts						
	Trial Sport	Loc of Trial Sport	Role	Name	Payment	24/25 SY is:
1	Soccer- Boys'	EMS	Co-Head Coach	Cadena, Meaghan	Volunteer-basis	Yr 1 of 3-yr trial period for sport aprvd 6/24/24.
2	Soccer- Boys'	EMS	Co-Head Coach	Farina, Kimberly		
3	Soccer- Girls'	EMS	Co-Head Coach	Hall, Melissa		
4	Soccer- Girls'	EMS	Co-Head Coach	Rossi, Christina		

**GRANT - RESTORATIVE ADVISORS**

- \*15. RESOLVED, that Ms. Deborah Burleigh receive a payment of \$2,500 and Ms. Megan Santoro receive a payment of \$2,000 to serve as advisors of restorative practices at Roxbury High School for the 2023/2024 school year. Both payments are funded by the Restorative Justice Grant awarded by Kean University.

**SUMMER 2024 EMPLOYMENT - EDUCATIONAL SERVICES PERSONNEL**

- \*16. RESOLVED, that the following staff be appointed to work as described below at the per diem rate indicated;

BE IT FURTHER RESOLVED, this resolution amends and supersedes Resolution XVI.D.20, Row No. 1 approved June 3, 2024.

Special Services						
	Name	Position	Per Diem Rate based on 24/25 Base salary	Effective weekdays from 6/17/24 through 8/23/24 for 6 hrs per day for a total time period not to exceed:	Days related to work for:	Discussion
1	Dressel,	LDT-C	\$503.00	15 days	RHS	

Michele					
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- \*17. RESOLVED, that the following staff be appointed to work as described below at the per diem rate indicated;

BE IT FURTHER RESOLVED, this resolution amends and supersedes Resolution XV.D.12, Row Nos. 5 and 8 approved June 24, 2024.

Guidance Dept						
	Name	Position	Per Diem Rate based on 24/25 Base salary	Effective weekdays from 6/17/24 through 8/23/24 for 6 hrs per day for a total time period not to exceed:	Days related to work for:	Discussion
1	Kenny, Jennifer	SAC	\$527.00	16 days	RHS	# Approved to use any unused days from other HS counselors approved 6/3/24, Resolution XV.D.12.
2	San Emeterio, Stefanie	School Counselor	\$517.00	16 days	RHS	

18. RESOLVED, that for the purpose of monitoring inoculations, allergies, asthma, diabetes, and other serious health conditions which require meeting with students and parents, that the following school nurses be approved to work the number of days described below at the location shown at the per diem rate indicated.

Nurses					
	Name	Per Diem Rate based on 24/25 Base salary	Effective weekdays from 7/23/24 through 8/23/24 for 6 hrs per day for a total time period not to exceed:	Days related to work for:	Discussion
*	1 Suarez, Rachael	\$448.11	10 days	RHS	Of the 10 days allotted, 6 are designated for the processing of RHS Sports Physicals.

**SUMMER EMPLOYMENT - 2024 EXTENDED SCHOOL YEAR (ESY) PROGRAM**

- \*19. RESOLVED, that the staff members and substitutes be approved for the 2024 Extended School Year Program for the term beginning July 1, 2024 through August 2, 2024 (Monday through Thursday plus Friday, 8/2/24). As approved on March 4, 2024, an ESY staff member's hours shall not exceed 20 hours weekly with the exception of the Program Coordinator who is limited to 25 hours weekly. ESY Teachers and related service providers shall be available for at least one day (not to exceed 4 hours) prior to July 1, 2024. All ESY paraprofessionals shall be approved to serve as ESY Bus Aides on an as needed basis not to exceed 5 hours weekly at \$17.00 hourly.

	Name	ESY Job Title	Hourly Rate	Start Date	End Date	Discussion
1	Wolenski, Sarah	Paraprofessional Substitute Teacher	\$20.00 \$45.00	7/1/24	8/2/24	Amends pay rate for issuance of NJ Teaching Certificate
# Start date pending completion of documentation in accordance with the law or district policy.						



**AUDIOVISUAL PRODUCTIONS**

\*20. RESOLVED, that the staff listed below be approved as indicated to perform the lighting and sound responsibilities for events within the district and those that are reimbursed by outside agencies.

	<i>Last Name</i>	<i>First Name</i>	<i>Start Date</i>	<i>End Date</i>	<i>Payment</i>	<i>Discussion</i>
1	Hansen	James	7/23/24	6/30/25	\$45/hr	Supersedes XV.D.15, Row No. 2 aprvd 6/24/24.
2	Scire	Ciera	7/23/24	6/30/25	\$45/hr	

**SALARY ADJUSTMENTS**

\*21. RESOLVED, that the Roxbury Township Board of Education approve the following:

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Guide / Step</i>	<i>Annual Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Hill, Nicole	TR	Mechanic	REA Maintenance	\$60,372 prorated	2/12/25	6/30/25	Salary adjustment on first anniversary per Article LVIII; Base salary \$59,972 plus \$400 CDL stipend
2	Mendlen, Jake	B&G	Grounds - keeper	REA Maintenance	\$58,524 prorated	8/23/24	6/30/25	Salary adjustment on first anniversary per Article LVIII
3	Santos, Eric	B&G	Grounds - keeper	REA Maintenance	\$62,440 prorated	1/23/25	6/30/25	Salary adjustment on first anniversary per Article LVIII; Base salary \$62,040 plus \$400 Boiler license stipend
4	Wildermuth, James	B&G	Maintenance Worker (Electrician)	REA Maintenance	\$78,950 prorated	4/1/25	6/30/25	Salary adjustment on first anniversary per Article LVIII; Base salary \$77,550 plus \$1,400 Electrician stipend

**STUDENT TEACHERS/INTERNS**

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

	<i>Student-Teacher/Intern</i>				<i>Roxbury Cooperating Teacher</i>		
	<i>Name</i>	<i>College/Univ</i>	<i>Placement Sought</i>	<i>Term</i>	<i>Name</i>	<i>Position</i>	<i>Loc</i>
1	Freund, Brynn	Centenary Univ	Clinical Int- School Counseling	8/26/24 - 6/14/25	LaCosta, Gail	School Counselor & ABS	FES

**COMMUNITY SCHOOL**

23. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2024/2025 Roxbury Community School Programs. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	Name	Loc	Title	Rate	Start Date	End Date	Discussion (Min Max Students)
1	Scire, Ciera	RHS	Applied Music Program	\$25/per half hour	7/23/24	6/30/25	
2	Scire, Ciera	RHS	BB/BTC Substitute Teacher	\$45.00 hourly	7/23/24	7/31/24	Min: 25   Max: 60
3	Sweer, Krista	RHS	BB/BTC Substitute Teacher	\$45.00 hourly	7/23/24	7/31/24	Min: 25   Max: 60

24. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2024/2025 Roxbury Community School B.A.S.E.S. Program. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	Name	Loc	Title	Hourly Rate	Start Date	End Date	Discussion
1	Bagonis, Heidi	K-4	Non-Certified	\$22.00	8/15/24	6/30/25	Not to exceed 29.5 hrs/wk with various district positions
2	Barry, Kenneth	K-4	Certified	\$35.00	8/15/24	6/30/25	
3	Bottona, Nancy	K-4	Non-Certified	\$22.00	8/15/24	6/30/25	
4	Chapman, David	K-4	Sub-Certified	\$25.00	8/15/24	6/30/25	Not to exceed 29.5 hrs/wk with various district positions
5	Clark, Jennifer	K-4	Certified	\$35.00	8/15/24	6/30/25	
6	Colatrella, Colleen	K-4	Non-Certified	\$22.00	8/15/24	6/30/25	
7	Colditz, Dawn	K-4	Non-Certified	\$22.00	8/15/24	6/30/25	
8	Colucci, Patricia	K-4	Sub-Certified	\$25.00	8/15/24	6/30/25	
9	Cordeiro, Marcia	K-4	Certified	\$35.00	8/15/24	6/30/25	
10	Corsi, Dina	K-4	Non-Certified	\$22.00	8/15/24	6/30/25	Not to exceed 29.5 hrs/wk with various district positions
11	DeAngelis, Juliana	K-4	Certified	\$35.00	8/15/24	6/30/25	
12	Farina, Nicole	K-4	Non-Certified	\$22.00	8/15/24	6/30/25	Not to exceed 29.5 hrs/wk with various district positions
13	Friedella, Tracy	K-4	Non-Certified	\$22.00	8/15/24	6/30/25	
14	Gabloff, Kristina	K-4	Non-Certified	\$22.00	8/15/24	6/30/25	Not to exceed 29.5 hrs/wk with various district positions
15	Gong, Josie	K-4	Non-Certified	\$22.00	8/15/24	6/30/25	Not to exceed 29.5 hrs/wk with various district positions
16	Goodyear, Sarah	K-4	Certified	\$35.00	8/15/24	6/30/25	
17	Green, Christina	K-4	Certified	\$35.00	8/15/24	6/30/25	
18	Hamade, Rabiye	K-4	Certified	\$35.00	8/15/24	6/30/25	
19	Hornung, Desiree	K-4	Certified	\$35.00	8/15/24	6/30/25	

20	Husein, Amani	K-4	Sub-Certified	\$25.00	8/15/24	6/30/25	
21	Ireland, Susan	K-4	Non-Certified	\$22.00	8/15/24	6/30/25	
22	Iturralde, Kaytel	K-4	Certified	\$35.00	8/15/24	6/30/25	
23	Johnston, Michele	K-4	Certified	\$35.00	8/15/24	6/30/25	
24	Karl, Stephanie	K-4	Non-Certified	\$22.00	8/15/24	6/30/25	
25	Kempton, Francine	K-4	Non-Certified	\$22.00	8/15/24	6/30/25	Not to exceed 29.5 hrs/wk with various district positions
26	Kim, Erica	K-4	Certified	\$35.00	8/15/24	6/30/25	
27	Klein, David	K-4	Certified	\$35.00	8/15/24	6/30/25	
28	Lane, Matthew	K-4	Certified	\$35.00	8/15/24	6/30/25	
29	Leavy, Jennifer	K-4	Certified	\$35.00	8/15/24	6/30/25	
30	LeBoeuf, Stephanie	K-4	Non-Certified	\$22.00	8/15/24	6/30/25	Not to exceed 29.5 hrs/wk with various district positions
31	Lewis, Pamela	K-4	Non-Certified	\$22.00	8/15/24	6/30/25	Not to exceed 29.5 hrs/wk with various district positions
32	Marantz, Anne	K-4	Sub-Certified	\$25.00	8/15/24	6/30/25	Not to exceed 29.5 hrs/wk
33	Martini, Ann	K-4	Certified	\$35.00	8/15/24	6/30/25	
34	Mason, Lauren	K-4	Certified	\$35.00	8/15/24	6/30/25	
35	McInnes, Cathy	K-4	Certified	\$35.00	8/15/24	6/30/25	
36	Meaney, Courtney	K-4	Certified	\$35.00	8/15/24	6/30/25	
37	Meola, Louis	K-4	Certified	\$35.00	8/15/24	6/30/25	
38	Miller, Victoria	K-4	Certified	\$35.00	8/15/24	6/30/25	
39	Miller, Ryan	K-4	Certified	\$35.00	8/15/24	6/30/25	
40	Muller, Amy	K-4	Certified	\$35.00	8/15/24	6/30/25	
41	Neumann, Erin	K-4	Certified	\$35.00	8/15/24	6/30/25	
42	O'Brien, Heather	K-4	Non-Certified	\$22.00	8/15/24	6/30/25	
43	Olcott, Nicole	K-4	Certified	\$35.00	8/15/24	6/30/25	
44	Opalka, Angela	K-4	Non-Certified	\$22.00	8/15/24	6/30/25	Not to exceed 29.5 hrs/wk with various district positions
45	Palanchi, Kristin	K-4	Certified	\$35.00	8/15/24	6/30/25	
46	Perri, Ashley	K-4	Certified	\$35.00	8/15/24	6/30/25	
47	Reinknecht, Cindy	K-4	Certified	\$35.00	8/15/24	6/30/25	

48	Renn, Christi	K-4	Supervisor	\$40.00	8/15/24	6/30/25	
49	Renzetti, Sandra	K-4	Sub-Certified	\$25.00	8/15/24	6/30/25	
50	Riggs, Deana	K-4	Non-Certified	\$22.00	8/15/24	6/30/25	Not to exceed 29.5 hrs/wk with various district positions
51	Ronchetta, Erin	K-4	Non-Certified	\$22.00	8/15/24	6/30/25	
52	Rose, Andrew	K-4	Certified	\$35.00	8/15/24	6/30/25	
53	Rose, Denise	K-4	Certified	\$35.00	8/15/24	6/30/25	
54	Rousseau, Brianne	K-4	Certified	\$35.00	8/15/24	6/30/25	
55	Ryall, Mary	K-4	Non-Certified	\$22.00	8/15/24	6/30/25	
56	Saul, Joanne	K-4	Certified	\$35.00	8/15/24	6/30/25	
57	Slinger, Joanne	K-4	Non-Certified	\$22.00	8/15/24	6/30/25	Not to exceed 29.5 hrs/wk with various district positions
58	Solotist, April	K-4	Certified	\$35.00	8/15/24	6/30/25	
59	Sparano, Deidre	K-4	Sub-Certified	\$25.00	8/15/24	6/30/25	
60	Stone, Michele	K-4	Non-Certified	\$22.00	8/15/24	6/30/25	
61	Wilson, Courtney	K-4	Certified	\$35.00	8/15/24	6/30/25	

**D. 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 August 19, 2024 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

July 22, 2024

- XIX.            EXECUTIVE SESSION - (IF NECESSARY)
- XX.            PUBLIC SESSION – (IF NECESSARY)
- XXI.           ADJOURNMENT

**Technology Recycling**

<u>Description</u>	<u>Manufacturer</u>	<u>Model</u>	<u>Serial #</u>	<u>Asset Tag #</u>	<u>Quantity</u>
Optiplex Desktop	Dell		3010 1R1JPV1	(B) 3355 / (T) 2299	1
Optiplex Desktop	Dell		3010 J5LSSW1	No Asset Tag	1
Optiplex Desktop	Dell		3010 JR1JPV1	(B) 3351/ (T)2417	1
Optiplex Desktop	Dell		3010 J5MTSW1	(b) 3623/ (T)83	1
Optiplex Desktop	Dell		3010 FR1JPV1	(B) 3347 /(IT)2341	1
Optiplex Desktop	Dell		990 BQ4S92S	1862	1
Optiplex Desktop	Dell		990 J76CC2S	1777	1
Optiplex Desktop	Dell		990 1HBT1R1	325	1
Optiplex Desktop	Dell		990 5N4F1R1	459	1
Optiplex Desktop	Dell		990 C44C1R1	367	1
Optiplex Desktop	Dell		990 6RQY1R1	517	1
Optiplex Desktop	Dell		990 7W0XCX1	382	1
Optiplex Desktop	Dell		990 BQ4S92S	1862	1
Optiplex Desktop	Dell		990 D5XYTR1	1579	1
Optiplex Desktop	Dell		7010 6213899	2569	1
Optiplex Desktop	Dell		990 H54YC2S	1459	1
Optiplex Desktop	Dell		990 HYX3vR1	1427	1
Optiplex Desktop	dell		990 BF3JC2S	1387	1
Optiplex Desktop	dell		990 445YC2S	1497	1
Optiplex Desktop	Dell		990 OKGVD	1267	1
Optiplex Desktop	Dell		990 2H8CC2S	1431	1
Optiplex Desktop	Dell		990 11C8GQ1	2258	1
Optiplex Desktop	Dell		990 D66CC2S	1265	1
Optiplex Desktop	Dell		990 0KXGVD	1288	1
Optiplex Desktop	dell		990	347	1
Optiplex Desktop	dell		7010	592	1
Optiplex Desktop	dell		164YC2S	1789	1
Optiplex Desktop	Dell		990 BQ4S92S	1862	1
Optiplex Desktop	Dell		990 J76CC2S	1777	1
Optiplex Desktop	Dell		990 1HBT1R1	325	1
Optiplex Desktop	Dell		990 5N4F1R1	459	1
Optiplex Desktop	Dell		990 C44C1R1	367	1
Optiplex Desktop	Dell		990 6RQY1R1	517	1
Optiplex Desktop	Dell		990 7W0XCX1	382	1
Optiplex Desktop	Dell		990 BQ4S92S	1862	1
Optiplex Desktop	Dell		990 D5XYTR1	1579	1
Optiplex Desktop	Dell		7010	6213899 2569	1
Optiplex Desktop	Dell		990 H54YC2S	1459	1
Optiplex Desktop	Dell		990 HYX3vR1	1427	1
Optiplex Desktop	dell		990 BF3JC2S	1387	1
Optiplex Desktop	dell		990 445YC2S	1497	1
Optiplex Desktop	Dell		990 OKGVD	1267	1
Optiplex Desktop	Dell		990 2H8CC2S	1431	1
Optiplex Desktop	Dell		990 11C8GQ1	2258	1
Optiplex Desktop	Dell		990 D66CC2S	1265	1
Optiplex Desktop	Dell		990 0KXGVD	1288	1
Optiplex Desktop	dell		990	347	1
Optiplex Desktop	dell		7010	592	1
Optiplex Desktop	dell		164YC2S	1789	1
Desktop	Dell		990 F46CC2S	2031	1
Desktop	Dell		990 D75YC2S		1
Desktop	Dell		990 B5KT1R1	2058	1

Desktop	Dell	990	GFW2YR1	2038	1
Desktop	Dell	990	67JUYQ1	519	1
Optiplex Desktop	Dell	990	601G1R1	2451	1
Optiplex Desktop	Dell	7010	9GHJH02	2440	1
Optiplex Desktop	Dell	990	B6XY1R1	1784	1
Optiplex Desktop	Dell	7010	GM5V4W1	2481	1
Optiplex Desktop	Dell	7010	7D62SW1	2473	1
Optiplex Desktop	Dell	7010	9G7JH02	2332	1
Optiplex Desktop	Dell	990	D5XTTR1	1583	1
Optiplex Desktop	Dell	7010	7W4PFX1	1018	1
Optiplex Desktop	Dell	7010	3SGC9X1	127	1
Optiplex Desktop	Dell	990	FHDT1R1	1399	1
Optiplex Desktop	Dell	990	D65YC2S	126	1
Optiplex Desktop	Dell	7010	35JC9X1	2283	1
Optiplex Desktop	Dell	990	3L94YR1	1501	1
Optiplex Desktop	Dell	990	5TWM1R1	620	1
Optiplex Desktop	Dell	990	71960R1	1276	1
Optiplex Desktop	Dell	990	G68XZQ1	1383	1
Optiplex Desktop	Dell	990	5Z1D1R1	2457	1
Optiplex Desktop	Dell	990	2BZB1R1	2395	1
Optiplex Desktop	Dell	990	5NQK1R1	1721	1
Optiplex Desktop	Dell	990	6W4V1R1	2387	1
Optiplex Desktop	Dell	990	3NBC1R1	2490	1
Optiplex Desktop	Dell	990	HF3JXR1	1436	1
Optiplex Desktop	Dell	990	5VVD1R1	1084	1
Optiplex Desktop	Dell	990	385YC2S	1753	1
Optiplex Desktop	Dell	990	GB7XZQ1	2420	1
Optiplex Desktop	Dell	3010	9D657Y1		1
Optiplex Desktop	Dell	990	5T3J1R1	2396	1
Optiplex Desktop	Dell	990	3BKQKS1	1068	1
Optiplex Desktop	Dell	990	FW14YR1	2462	1
Optiplex Desktop	Dell	990	65TXYQ1	2382	1
Optiplex Desktop	Dell	990	699WYQ1	2391	1
Optiplex Desktop	Dell	990		1309	1
Optiplex Desktop	Dell	990	255YC2S		1
Optiplex Desktop	Dell	7010		6078626	2565
Optiplex Desktop	Dell	7010	C6ZCM02	2205	1
Optiplex Desktop	Dell	990	5Z6D1R1	753	1
Optiplex Desktop	Dell	990	6M2WYQ1	2377	1
Optiplex Desktop	Dell	390	FRTYKS1	2499/2464	1
Optiplex Desktop	Dell	390	FQNYKS1	2498/2466	1
Optiplex Desktop	Dell	390	FR84LS1	2497/2465	1
Optiplex Desktop	Dell	390	DCR25V1	2500/2713	1
Optiplex Desktop	Dell	390	FQN0LS1	2410/2197	1
Optiplex Desktop	Dell	390	DCRP4V1	2502/2714	1
Optiplex Desktop	Dell	390	FRQ0LS1	2503/2477	1
Optiplex Desktop	Dell	390	DCMQ4V1	2504/2710	1
Optiplex Desktop	Dell	390	DCRX4V1	2505/2709	1
Optiplex Desktop	dell	7010	9YPF5W1	128	1
Keyboards	Dell				3
Monitors	Dell				8
Monitor	Dell	P2722HE	97YD5H3		1
Monitors	Dell				20

Monitors	Dell				22
Monitors	Dell				1
Keyboards					1
Keyboards					25
Mice					1
mice					10
imac	Apple	[1]		2369/10504	1
imac	Apple			10790/877	1
imac	Apple			2419	1
imac	Apple			2375/10508	1
imac	Apple			10514	1
imac	Apple			2149	1
imac	Apple			2370/10505	1
imac	Apple			2371/10506	1
scanner	Epson	perfection V700	VCB6A76080165	167/649	1
VR 10 Student kit	Asus	Google Expeditions	U200A41810728534	na	1
palmrest for chromebook	Dell	3189	na	na	50
docking station	targus	DOCK180	na	na	1
UPS	APC	1500	AS0712320457	1852/10742	1
UPS	APC	1500	AS0712320340	na	1
Motherboards	Dell	3100	na	na	3 boxes
UPS battery	schneider	APCRBC143	7A1836L45887	na	1
laptop battery					2
Cisco 2900 Series Integrated Services Routers	Cisco	2911	FTX1822AHF4		1
Cisco 2900 Series Integrated Services Routers	Cisco	2911	FTX1822AHFE		1
150Mbps Wireless N Home Router	TRENDnet				3
Cisco IP Phone 7900 Series	Cisco	7900			1
projector	Epson	PL95	P9FF122228L	836/1149	1
Printer	HP	Desktop 5650	MY4A44N0MJ		1
Projector	Epson	Powerlite 82C	GY8G651172F	1985/1668	1
VCR/DVD	Toshiba		ED15508234		1
Splitter	TrippLite	B114-002-R			3
Switch	D-Link	DGS-1008P	QB7X2FB000462		1
Chromebook	Acer	C720	NXMJAAA004417158317600		1
Chromebook	Dell	11		37556000030245	1
Chromebook	Dell	11	HFPNKD2		1
Chromebook	Dell	11		30111762134	1
Chromebook	Dell	11	J7PNKD2	37556000033686	1
Chromebook	Acer	C720	NXMJAAA00443324F5A7600		1
Chromebook	Acer	C720	NXMJAAA0044332406A7600	37556000020725	1
Chromebook	Acer	C720	NXMJAAA004433240507600		1
Chromebook Charger	Acer	C720			1
Chromebook	Acer	C720	NXMJAAA004417159727600	37556000005387	1
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Chromebook	Acer	C720	NXMJAAA004418011E07600	37556000006617	1
Chromebook	Acer	C720	NXMJAAA004418012307600	37556000007284	1
Chromebook	Acer	C720	NXMJAAA0044040FCE97600	37555000381418	1
Chromebook	Acer	C720	NXMJAAA0044040FF687600	37555000382192	1
Chromebook	Acer	C720	NXMJAAA004418012C07600	37556000007060	1
Chromebook	Acer	C720	NXMJAAA004417159EC7600		1
Chromebook	Acer	C720	NXMJAAA004418011117600	37556000005049	1
Chromebook	Acer	C720	NXMJAAA004417158417600	37556000007201	1



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Chromebook	Acer	C720	NXMJAAA004411099A37600	37555000384149	1
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Chromebook	Acer	C720	NXMJAAA0044040FF227600	37555000381277	1
Charger	Acer	CC720	na	NA	185

Hard Drive	Seagate				37
Hard Drive	Toshiba				20
SSD	Varied				31
Keyboards	Dell				26
KeyBoards	Logitech				12
Mice	Dell				11
Mice	Unspecified				2
Mice	Logitech				6
Printer	HP	LaserJet 2430tn	CNGKK20600	2343	1
Printer	HP	LaserJet 1300		002516	1
Printer	HP	LaserJet 1320	CNL1F23326	004732	1
Printer	HP	LaserJet 1320	CNGJL83380	2072	1
Printer	HP	LaserJet 1300	CNBC579974	002746	1
Power Supply	Dell				2
Blank CDs					
Speakers	Pioneer	S-MM301			4
VGA splitter	ATEN				3
Slim Portable DVD Writer	Samsung	SE-208DB/TSBS			1
Stylus					1
Microphone	Blue	Snowball			4
Monitor Speakers	Dell				32
Camera	Olympus	FE-370			1
Radio	CRAIG	CR45329	C0511064006		1
Recorder	ZOOM	Handy Recorder H4	A80169398		1
Power Supply	Star Tech	ATXPOWER250			1
Charging Pillar Wall Mounting Kit	Collectiv8	55396WG			1
Document Camera	SMART	450 A102GW33AD36		1551	1
Document Camera	SMART	450 A102FW28A0623		3486	1
Chromebook	Acer	331 NH8WAA006130109BD7611			1
DVD Drive	Dell				2
SSD	Various				31
Chromebook Charger	Dell				49

[1] One imac not able to be wiped, just beeps

Same-Day Trip Destinations effective 7/23/24 - 6/30/25 for Roxbury Public Schools' Staff & Students pursuant to Roxbury Twp Board of Education Policy No. 2340 and Regulation No. 2340.

	<i>Trip Destination</i>	<i>Trip Dest. (Town)</i>
1	"Color Me Mine" Ceramic Studio	Denville, NJ
2	9/11 Memorial & Museum	New York City, NY
3	ActiveCare Physical Therapy	Succasunna, NJ
4	Alamo Drafthouse Cinema	Brooklyn, NY
5	American Institute of Medical Sciences & Education	Piscataway, NJ
6	American Museum of Natural History	New York, NY
7	Antler Ridge Wildlife Sanctuary	Newton, NJ
8	Bergen County Zoological Society (Van Saun Park Zoo)	Paramus, NJ
9	Black River Barn Restaurant	Randolph, NJ
10	Branchburg Sports Complex	Branchburg, NJ
11	Bridgewater-Raritan High School	Bridgewater, NJ
12	Bridgewater-Raritan Middle School	Bridgewater, NJ
13	Broadway Dance Center	New York, NY
14	Burlington High School	Burlington, NJ
15	Bushkill Falls	Bushkill, PA
16	CAE New Jersey Morristown Training Center	Whippany, NJ
17	Centenary University	Hackettstown, NJ
18	Central Park School	Morristown, NJ
19	Chatham High School	Chatham Twp, NJ
20	Children's Specialized Hospital	New Brunswick, NJ
21	Chuang Yen Monastery	Carmel, NY
22	Circle Bowl & Entertainment	Ledgewood, NJ
23	County College of Morris	Randolph, NJ
24	Crayola Factory	Easton, PA
25	Culinary Institute of America	Hyde Park, NY
26	Cutting Edge Academy	Succasunna, NJ
27	DAWN Center for Independent Living	Denville, NJ
28	Delaware Water Gap	Bushkill, PA
29	Division of Vocational Rehabilitation Services (DVRS)	Randolph, NJ
30	Donaldson Farm	Hackettstown, NJ
31	Dorney Park Area	Allentown, PA
32	Dover High School	Dover, NJ
33	Dover Train Station	Dover, NJ
34	Drew University - Shakespeare Theatre of New Jersey	Madison, NJ
35	Drumthwacket Foundation	Princeton, NJ
36	Duke Farms	Hillsborough, NJ
37	Eastwick College - Hackensack Campus	Hackensack, NJ
38	Eastwick College - Ramsey Campus	Ramsey, NJ
39	Edith M. Decker School	Mt. Arlington, NJ

Same-Day Trip Destinations effective 7/23/24 - 6/30/25 for Roxbury Public Schools' Staff & Students pursuant to Roxbury Twp Board of Education Policy No. 2340 and Regulation No. 2340.

	<i>Trip Destination</i>	<i>Trip Dest. (Town)</i>
40	Eisenhower Middle School	Succasunna, NJ
41	Eisenhower MS	Succasunna, NJ
42	El Museo del Barrio, & surrounding blocks	New York, NY
43	Ellis Island	New York, NY
44	Ellis Island National Museum of Immigration	Jersey City, NJ
45	FAA William J. Hughes Technical Center	Atlantic City International Airport, Egg Harbor Township, NJ
46	Fairlawn High School	Fair Lawn, NJ
47	Fairleigh Dickinson University - Florham Campus	Madison, NJ
48	Federal Reserve Bank of New York	New York, NY
49	Fortis Institute	Wayne, NJ
50	Franklin Elementary School	Succasunna, NJ
51	Franklin ES	Succasunna, NJ
52	Franklin Institute	Philadelphia, PA
53	Funplex	East Hanover, NJ
54	Gateway National Recreation Area	Highlands, NJ
55	Gershwin Theater	New York, NY
56	Glassworks Art Studio	Morristown, NJ
57	Goddard School	Randolph, NJ
58	Goryeb Children's Hospital	Morristown, NJ
59	Grounds for Sculpture	Hamilton Twp, NJ
60	Growing Stage - The Children's Theatre of New Jersey	Netcong, NJ
61	Habitat for Humanity Project Site	Landing, NJ
62	Habitat for Humanity Project Site	Wharton, NJ
63	Hacklebarney State Park	Long Valley, NJ
64	Health Barn	Ridgewood, NJ
65	Hershey Lodge	Hershey, PA
66	Hershey Park	Hershey, PA
67	Hillsborough High School	Hillsborough Township, NJ
68	Historic Drakesville Park	Ledgewood, NJ
69	Hopatcong State Park	Landing, NJ
70	Horseshoe Lake	Succasunna, NJ
71	Horseshoe Lake Recreation Complex	Succasunna, NJ
72	Hunterdon Central High School	Flemington, NJ
73	Imagine That! Museum	Florham Park, NJ
74	Immaculata High School	Somerville, NJ
75	iPlay America	Freehold, NJ
76	JAG Physical Therapy	Chatham, NJ
77	Jefferson Elementary School	Succasunna, NJ
78	Jefferson Lake Day Camp	Stanhope, NJ



Same-Day Trip Destinations effective 7/23/24 - 6/30/25 for Roxbury Public Schools' Staff & Students pursuant to Roxbury Twp Board of Education Policy No. 2340 and Regulation No. 2340.

	<i>Trip Destination</i>	<i>Trip Dest. (Town)</i>
79	Jefferson Township High School	Oak Ridge, NJ
80	JOANN Fabric and Crafts Store	Succasunna, NJ
81	Kean University	Union, NJ
82	Kennedy Elementary School	Succasunna, NJ
83	Kittatinny High School	Newton, NJ
84	Kittatinny Valley State Park	Andover, NJ
85	Kubert School of Art	Dover, NJ
86	La Strada Ristorante	Randolph, NJ
87	Lake Hopatcong Museum	Lake Hopatcong, NJ
88	Lakota Wolf Preserve	Columbia, NJ
89	Liberty Middle School	West Orange, NJ
90	Liberty Science Center	Jersey City, NJ
91	Liberty State Park	Jersey City, NJ
92	Lincoln Roosevelt Elementary School	Succasunna, NJ
93	Lincoln Tech	Mahwah, NJ
94	Lost River Caverns	Hellertown, PA
95	Luna Parc	Sandyston, NJ
96	Madison High School	Madison, NJ
97	Market Street Mission	Morristown, NJ
98	Matheny Hospital & Education Center	Peapack, NJ
99	Mayo Performing Arts Center	Morristown, NJ
100	Meadowlands Environment Center	Lyndhurst, NJ
101	Medieval Times	Lyndhurst, NJ
102	Meeker Street Pavilion	Succasunna, NJ
103	Merry Heart Senior Care Services	Succasunna, NJ
104	Metro West	Whippany, NJ
105	Metropolitan Museum of Art	New York, NY
106	Mohican Outdoor Center	Blairstown, NJ
107	Monroe Twp High School	Monroe Twp, NJ
108	Montclair Art Museum	Montclair, NJ
109	Montclair State University	Montclair, NJ
110	Montville Township High School	Montville, NJ
111	Morris County Correctional Facility	Morristown, NJ
112	Morris County Courthouse	Morristown, NJ
113	Morris County Public Safety Training Academy	Morristown, NJ
114	Morris County School of Glass	Morristown, NJ
115	Morris County School of Technology	Denville, NJ
116	Morris Knolls High School	Rockaway, NJ
117	Morris Museum	Morristown, NJ

Same-Day Trip Destinations effective 7/23/24 - 6/30/25 for Roxbury Public Schools' Staff & Students pursuant to Roxbury Twp Board of Education Policy No. 2340 and Regulation No. 2340.

	<i>Trip Destination</i>	<i>Trip Dest. (Town)</i>
118	Morristown (The Green)	Morristown, NJ
119	Morristown Airport	Morristown, NJ
120	Morristown High School	Morristown, NJ
121	Morristown National Historical Park	Morristown, NJ
122	Mount Arlington Public School	Mt. Arlington, NJ
123	Mount Arlington Senior Living	Mt. Arlington, NJ
124	Mount Olive High School	Flanders, NJ
125	Mount Tammany	Knowlton Township, NJ
126	Museum of Modern Art	New York, NY
127	Mutter Museum	Philadelphia, PA
128	NBC Studio	New York, NY
129	New Brunswick Performing Arts Center	New Brunswick, NJ
130	New Jersey Convention and Exposition Center	Edison, NJ
131	New Jersey Performing Arts Center	Newark, NJ
132	New Providence High School	New Providence, NJ
133	New York Jets Practice Facility	Florham Park, NJ
134	Newark Liberty International Airport	Newark, NJ
135	Nixon Elementary School	Landing, NJ
136	Northeast Carpenters Union Training Center	Edison, NJ
137	Ocean Institute of Brookdale	Lincroft, NJ
138	Old Bridge High School	Matawan, NJ
139	Ort Farms	Long Valley, NJ
140	Park Lake School	Rockaway, NJ
141	Park Theater	Union City, NJ
142	Pax Amicus Theater	Budd Lake, NJ
143	Penn Museum	Philadelphia, PA
144	Penn State Children's Hospital	Hershey, PA
145	Philadelphia Mint	Philadelphia, PA
146	Picatinny Arsenal	Wharton, NJ
147	Pocono Valley Resort	Reeders, PA
148	Polo's	Netcong, NJ
149	Princeton University	Princeton, NJ
150	Prudential Center	Newark, NJ
151	Ramapo College	Mahwah, NJ
152	Randolph High School	Randolph, NJ
153	Raritan Valley Community College	Branchburg, NJ
154	Red Bulls Arena	Harrison, NJ
155	Reeves-Reed Arboretum	Summit, NJ
156	Regional Day School	Morristown, NJ

Same-Day Trip Destinations effective 7/23/24 - 6/30/25 for Roxbury Public Schools' Staff & Students pursuant to Roxbury Twp Board of Education Policy No. 2340 and Regulation No. 2340.

	<i>Trip Destination</i>	<i>Trip Dest. (Town)</i>
157	Riamede Farms	Chester, NJ
158	Ridgedale Middle School	Florham Park, NJ
159	Ringwood State Park	Ringwood, NJ
160	Roxbury Diner	Succasunna, NJ
161	Roxbury High School	Succasunna, NJ
162	Roxbury Performing Arts Center	Succasunna, NJ
163	Roxbury Public Library	Succasunna, NJ
164	Roxbury Senior Center	Succasunna, NJ
165	Roxbury Social Services	Succasunna, NJ
166	Roxbury Town Hall	Succasunna, NJ
167	Roxbury Township Police Department	Ledgewood, NJ
168	Roxbury's Memorial Day Parade	Succasunna, NJ
169	Rutgers University	New Brunswick, NJ
170	Rutgers University	Piscataway, NJ
171	Saint Elizabeth University	Morristown, NJ
172	Sandy Hook - Gateway National Recreation Area	Highlands, NJ
173	SeaQuest	Woodbridge, NJ
174	Seeing Eye, Inc.	Morristown, NJ
175	Seton Hall University	South Orange, NJ
176	Seton Hall University School of Health & Medical Sciences	Nutley, NJ
177	ShopRite	Flanders, NJ
178	ShopRite	Succasunna, NJ
179	Short Hills Mall - Apple Store	Short Hills, NJ
180	Six Flags Great Adventure	Jackson Twp, NJ
181	Somerset County Vocational & Technical High School	Bridgewater Township, NJ
182	Somerset Patriots Stadium (TD Bank Ballpark)	Bridgewater, NJ
183	Somerville High School	Somerville, NJ
184	Sony Hall	New York, NY
185	South Brunswick High School	Monmouth Junction, NJ
186	Sparta High School	Sparta, NJ
187	St. Hubert's Animal Welfare Center	Madison, NJ
188	State Theatre New Jersey	New Brunswick, NJ
189	Statue of Liberty National Monument	New York, NY
190	Sterling Hill Mining Museum	Ogdensburg, NJ
191	Sussex County Charter School for Technology	Sparta, NJ
192	Sussex County Fairgrounds	Augusta, NJ
193	Sussex County Technical School	Sparta, NJ
194	The Met Cloisters Museum	Closter, NJ and New York, NY
195	Timothy Christian High School	Parisippany, NJ

Same-Day Trip Destinations effective 7/23/24 - 6/30/25 for Roxbury Public Schools' Staff & Students pursuant to Roxbury Twp Board of Education Policy No. 2340 and Regulation No. 2340.

	<i>Trip Destination</i>	<i>Trip Dest. (Town)</i>
196	Tranquility Farms	Andover, NJ
197	Turtle Back Zoo	West Orange, NJ
198	United States Holocaust Memorial Museum	Washington, DC
199	Universal Technical Institute	Bloomfield, NJ
200	Wall Street	New York, NY
201	Warren County Technical School	Washington, NJ
202	Waterloo Village Historic Site	Stanhope, NJ
203	Wayne Hills High School	Wayne, NJ
204	West Deptford High School	West Deptford, NJ
205	West Essex High School	North Caldwell, NJ
206	West Milford High School	West Milford, NJ
207	West Morris Central High School	Chester, NJ
208	West Orange High School	West Orange, NJ
209	Whippany Actuation Systems	Whippany, NJ
210	William Paterson University	Wayne, NJ
211	Woodbridge High School	Woodbridge, NJ
212	Worthington State Forest	Columbia, NJ

## Curriculum & Instruction Administration

**Title:** Assistant Director/Supervisor of Special Services

**CIA-16**

### Qualifications:

1. Master's Degree in appropriate field; demonstrated familiarity with special education law and regulations; Supervisor or Certificate of Eligibility (CE) for school principal.
2. Prior experience as a CST Member (School Psychologist, School Social Worker, LDTC) required.
3. Minimum experience as determined by the board in the areas of (a) special education services and (b) supervision of staff.
4. Broad knowledge of best teaching practices and specialized programs for students with disabilities.
5. Demonstrated ability to effectively administer special education programs and to work with parents, staff and students.
6. Strong leadership and communication skills.
7. Required criminal history check and proof of U.S. citizenship or resident alien status.

**Reports to:** Director of Special Services

**Supervises:** Special education teachers, Related service providers, Paraprofessionals, Job coaches, Administrative Assistants

**Job Goal:** To provide leadership and direction to enable students with special needs to benefit from their educational opportunities to the fullest by eliminating or ameliorating problems that interfere with student learning.

### Performance Responsibilities:

1. Instructional Leadership
  - 1.1. Recommends policies and programs essential to the needs of children with an IEP.
  - 1.2. Works with Director of Special Services, principals, CST members, subject matter specialists and teachers in developing special education curriculum in the assigned curricular areas, and assists in the formulation of a philosophy and objectives for the instructional plan.
  - 1.3. Studies, evaluates, and, as appropriate, recommends to the Director of Special Services, Assistant Superintendent and/or Superintendent the adoption of new instructional materials, methods and programs in appropriate subject content areas related to special education.
2. Staff Supervision and Coordination
  - 2.1. Assumes responsibility for the recruitment, assignment, supervision and evaluation of teaching staff and all non-certified special services staff.
  - 2.2. Provides supervision/evaluation of certified Special Services staff in Preschool through age 21 including conducting classroom observations and completing summative evaluations in collaboration with principals and Director of Special Services.
  - 2.3. Provides supervision/evaluation of and non-certified Special Services staff in Preschool through age 21 including assigning responsibilities and collaborating with certified staff and administrators to ensure proper training is provided.
  - 2.4. Works with building principals on the improvement of school based programs and personnel in special education.

- 2.5. Meets on a regular basis with supervisors and lead teachers in the assigned subject content areas and special areas for the purpose of maintaining ongoing supervision of the coordination and implementation of the district curriculum to IEPs.
  - 2.6. Assists in the development of curriculum focused on, but not limited to, functional skills, community-based education, vocational skills, etc., and sees that this curriculum is articulated throughout the district.
  - 2.7. Coordinates the selection of textbooks and instructional materials for specialized instruction through the use of faculty committees and recommends those selected to the Director of Special Services, Assistant Superintendent and/or Superintendent for adoption by the board of education.
  - 2.8. Reviews IEPs in order to assure alignment of curriculum with the State's core curriculum standards for all students.
  - 2.9. Collaborates with District and School-Based Testing Coordinators to ensure student testing accommodations for state and district standardized assessments are implemented with fidelity.
  - 2.10. Serves as Testing Coordinator for Dynamic Learning Maps (DLM) and provides training of and support for alternative assessments to all appropriate district staff.
3. Program Planning, Administration, Evaluation and Reporting
    - 3.1. Cooperates with building principals to plan, coordinate and evaluate the special services program and to evaluate the performance of special education staff assigned to each school.
    - 3.2. Collaborates with building principals in the development of schedules for specialized programs.
    - 3.3. Participates in the development of the K-12 instructional program and achievement of state standards and district goals and objectives.
    - 3.4. Participates in the development and implementation of in-service and training programs for new district staff and all Special Services staff, including new hire orientation for all district paraprofessionals.
4. Other
    - 4.1. Maintains personal professional competence and continuous improvement through in-service education and other professional growth activities.
    - 4.2. Serves as a supervisor for the Extended School Year program servicing students in preschool through age 21.
    - 4.3. Performs other related duties as may be assigned by the Director of Special Services, or Superintendent.

**Terms of Employment:**

Salary and work year to be determined by the board of education.

**Annual Evaluation:**

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

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

**Adopted:** May 10, 2021

**Revised:** July 22, 2024

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**Curriculum & Instruction**

**Title:** Transition Coordinator

**CI-25**

**Qualifications:**

1. Valid NJ Teaching Certificate or School Psychologist Certification or School Social Worker Certification or Board Certified Behavior Analyst Certificate (BCBA).
2. Completion of Department of Education Structured Learning Experience (SLE) coursework.
3. Experience in job placement, program development, and interaction with community support agencies and local businesses is desirable.
4. Minimum three years experience in education.
5. Knowledgeable of special education laws and procedures, middle/secondary school program design, and career/educational information and placement.

**Reports to:** Director of Special Services and Building Principal

**Supervises:** Non-Supervisory

**Job Goal:** To facilitate students' acquisition and demonstration of critical competencies necessary for postsecondary life.

**Performance Responsibilities:**

- I. Primary Responsibilities:
  - A. Assists the administration in enforcing State laws, Board of Education policies, administrative regulations and school rules. The Transition Coordinator:
    1. follows Board of Education policy.
    2. abides by laws and regulations as presented in Title 18 and N.J.A.C.
    3. follows and enforces routine school procedures as stated in the Faculty Manual.
  - B. Demonstrates qualities appropriate to the profession. The Transition Coordinator:
    1. is punctual in arriving and assuming assigned duties.
    2. has attendance record which provides for continuity in the educational program.
    3. dresses appropriately in accordance with assigned responsibilities and as indicated in Board of Education guidelines.
    4. attends staff meetings.
  - C. Develops rapport with the school community through attendance at community school functions. The Transition Coordinator:
    1. attends Open House or Back-to-School Night and a minimum of two PTA/PTSA meetings and/or after school activities.
  - D. Encourages student respect for school property. The Transition Coordinator:
    1. supervises students' use of all educational materials, supplies, and equipment.
    2. uses professional judgment in reporting any misuse or abuse of school properties.
- II. Specific Responsibilities:

- A. Cooperates with Child Study Team members. The Transition Coordinator:
1. participates in Individual Educational Program conferences.
  2. participates in the placement of disabled students.
  3. recommends corrective activities for disabled.
  4. attends staff, professional and inter-agency meetings.
- B. Serves as a liaison between school, parents and community. The Transition Coordinator:
1. consults with teachers and parents regarding students.
  2. acts as a resource person for teachers in the building assigned, when requested.
  3. assists with in-service training of district personnel when requested.
  4. consults with Special Education teachers on the transition needs of students with disabilities.
  5. coordinates planning activities of school and state and private agencies.
- C. The Transition Coordinator maintains open communication with State and Private Agencies; serves as a resource to parents, students and staff in the development of a program for Transition Planning. The Transition Coordinator:
1. assists in the collection of information regarding the student's desired post-secondary educational involvement.
  2. provides a thorough assessment to identify student's vocational interests.
  3. assists the parents in exploring guardianship issues.
  4. assists the student and parent apply for Supplemental Security Income when appropriate.
  5. assists the student and parent apply for services from the NJ Division of Vocational Rehabilitation.
  6. contacts the NJ Commission for the Blind to obtain employment services.
- D. Responsible for the maintenance of the Transition Program. The Transition Coordinator:
1. assumes primary responsibility for requisitioning supplies.
  2. submits budget and program recommendations to the Director of Special Services.
- E. The Transition Coordinator will exhibit the following professional competencies:
1. knowledge of handicapping conditions that occur before and after birth and their effects on the sensory, motor, psychological and cognitive development of students.
  2. knowledge of current federal and state laws, and regulations affecting Transition Planning services.
  3. knowledge of theories, trends and research relevant to providing transitional services for students ages fourteen to twenty-one.
  4. ability to select and administer appropriate assessment instruments and procedures taking into consideration the student's age, developmental level, handicapping condition and educational placement.
  5. ability to assess the functional vocational performance of students with special needs within the school environment.
  6. ability to engage in consensual decision-making as a part of the IEP process.
  7. ability to interpret assessment results appropriately and use results to develop transition goals and objectives.



8. ability to locate job training opportunities in the community.
  9. ability to plan and implement job training and coaching strategies.
  10. ability to communicate effectively with education personnel, administrators, parents and community members.
  11. ability to explain the role of Transition Planning within the school setting to education personnel, administrators, parents and community members.
  12. ability to document assessment and intervention results and to relate this information to the educational and vocational goals of the students.
  13. ability to develop, implement, evaluate and modify services according to changing transitional needs within the school setting.
  14. ability to perform other related duties as may be assigned by the Director of Special Services.
  15. ability to develop and present parent and student Transition Training activities.
  16. ability to develop and teach pre-vocational and vocational skill development lessons.
  17. ability to develop and present career exploration lessons.
- F. Implements a comprehensive Transition Program. The Transition Coordinator:
1. plans and develops transition goals that are educationally and vocationally relevant and will be used in student's program.
  2. establishes a system of documentation that is efficient and accountable and conforms to state and school policy.
  3. provides reassessment of students focusing on areas of need at intervals determined to be educationally relevant.
- G. The Transition Coordinator:
1. interacts with colleagues, administrators, supervisors and staff regarding issues and practices.
  2. is sensitive to minority, gender and social issues.
  3. demonstrates a commitment to the continuing development of professional skills.
  4. maintains open communication with the home.

**Terms of Employment:**

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

**Annual Evaluation:**

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

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

**Adopted:** June 30, 2003

**Revised:** July 22, 2024

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ROXBURY TWP BOE 7/22/24 :: EXHIBIT HR 1.1 :: 24/25 Club Appts

	POSITION LOC	POSITION TYPE	POSITION	ASSIGNMENT	24/25 LAST NAME	24/25 FIRST NAME	24/25 TOTAL Stipend	24/25 Note about Assignment
1	FES	CLUB	Early Act	Co-Advisor	Mason	Julie	\$279	
2	FES	CLUB	Early Act	Co-Advisor	Mason	Lauren	\$279	
3	FES	CLUB	Early Act	Co-Advisor	Maurer	Jennifer	\$279	
4	JES	CLUB	Early Act	Co-Advisor	DeMaio	Brittany	\$419	
5	JES	CLUB	Early Act	Co-Advisor	Rose	Andrew	\$419	
6	KES	CLUB	Early Act	Co-Advisor	Byrne	Kathleen	\$419	
7	KES	CLUB	Early Act	Co-Advisor	Goodyear	Sarah	\$419	
8	NES	CLUB	Early Act	Co-Advisor	Freeborn	Rebecca	\$419	
9	NES	CLUB	Early Act	Co-Advisor	Rex	Jean	\$419	
* 10	NES & RHS	CLUB	Rox Buddies	Co-Advisor	Curtiss	Karen	\$1,015	
* 11	NES & RHS	CLUB	Rox Buddies	Co-Advisor	McInnes	Cathy	\$1,015	
12	LRS	CLUB	Art	Advisor	LaPosta	Christine	\$1,776	
13	LRS	CLUB	Computers	Advisor	Rodgers	Susanna	\$1,776	
14	LRS	CLUB	Forensics	Advisor	Muller	Amy	\$1,776	
15	LRS	CLUB	K-Kids	Co-Advisor	Gauthier	Nicole	\$888	
16	LRS	CLUB	K-Kids	Co-Advisor	Sellari	Kayla	\$888	
17	LRS	CLUB	Student Council	Advisor	Tunstead Rusbach	Elena	\$1,776	
18	EMS	CLUB	Academic Team	Advisor	Iacobino	Kristin	\$2,411	
19	EMS	CLUB	Art Club	Advisor	Hagemann	Regina	\$2,385	
20	EMS	CLUB	Builder's Club	Co-Advisor	Esposito	Elizabeth	\$1,193	
21	EMS	CLUB	Builder's Club	Co-Advisor	Tucker	Elizabeth	\$1,193	
22	EMS	CLUB	Chess & Strategic Gaming Club	Advisor	Gibson	Ryan	\$2,385	
23	EMS	CLUB	Intramurals	Co-Advisor	Capra	Robert	\$1,814	
24	EMS	CLUB	Intramurals	Co-Advisor	Pilrun	Amy	\$1,814	
25	EMS	CLUB	Math League	Co-Advisor	Richardson	Kiley	\$1,193	
26	EMS	CLUB	Math League	Co-Advisor	Thomas	Jaclyn	\$1,193	
27	EMS	CLUB	News / Literacy Magazine	Co-Advisor	Brennan	Lauren	\$1,333	
28	EMS	CLUB	News / Literacy Magazine	Co-Advisor	Curley	Kelsey	\$1,333	
29	EMS	CLUB	Peer Mentoring	Co-Advisor	Esposito	Geri	TBD	Stipend pending negotiations w/ REA
30	EMS	CLUB	Peer Mentoring	Co-Advisor	Lomuntad	Caroline	TBD	Stipend pending negotiations w/ REA
31	EMS	CLUB	Peer Mentoring	Co-Advisor	Torres-Davis	Evelyn	TBD	Stipend pending negotiations w/ REA
32	EMS	CLUB	Robotics & STEAM	Advisor	Moskowitz	Phillip	\$3,044	
33	EMS	CLUB	Spanish Club	Advisor	Cordeiro	Marcia	\$2,284	
34	EMS	CLUB	Student Council	Co-Advisor	Palanchi	Kristen	\$1,193	
35	EMS	CLUB	Student Council	Co-Advisor	Richman	Margery	\$1,193	
36	EMS	CLUB	Technology Club	Co-Advisor	Capra	Robert	\$990	
37	EMS	CLUB	Technology Club	Co-Advisor	Farina	Kimberly	\$990	
38	EMS	CLUB	Yearbook	Co-Advisor	Farina	Kimberly	\$1,294	
39	EMS	CLUB	Yearbook	Co-Advisor	Perri	Ashley	\$1,294	
40	EMS	CLUB/PA	Honors Band	Advisor	Monaghan	Mark	\$2,258	
41	EMS	CLUB/PA	Jazz Band Ensemble	Advisor	Monaghan	Mark	\$3,606	
42	EMS & LRS	CLUB	Advisory	Co-Advisor	DelRusso	Stefanie	\$812	
43	EMS & LRS	CLUB	Advisory	Co-Advisor	Gallo	Christine	\$812	
44	EMS & LRS	CLUB	Advisory	Co-Advisor	Jamieson	Melissa	\$812	
* 45	RHS	CLUB	Academic Decathlon	Advisor	Demova	Bohdanka	\$3,501	
* 46	RHS	CLUB	Academy for Sports Medicine Club	Advisor	Koch	Joseph	TBD	Stipend pending negotiations w/ REA
* 47	RHS	CLUB	Aviation	Advisor	Gottfried	Michael	TBD	Stipend pending negotiations w/ REA
* 48	RHS	CLUB	Best Buddies	Advisor	Hughes	David	\$1,878	
* 49	RHS	CLUB	Class Advisor - Gr. 09	Advisor	Heddy	Elizabeth	\$1,903	
* 50	RHS	CLUB	Class Advisor - Gr. 10	Co-Advisor	OBraitis	Casey	\$990	
* 51	RHS	CLUB	Class Advisor - Gr. 11	Advisor	Mainiero	Melissa	\$2,208	
* 52	RHS	CLUB	Class Advisor - Gr. 11	Assistant Advisor	Gluck	Caitlin	\$1,218	
* 53	RHS	CLUB	Class Advisor - Gr. 12	Advisor	Oster	Kaitlyn	\$2,334	
* 54	RHS	CLUB	Class Advisor - Gr. 12	Assistant Advisor	Christiansen	Emily	\$1,218	
* 55	RHS	CLUB	Debate	Advisor	Connolly	James	\$3,091	
* 56	RHS	CLUB	DECA	Co-Advisor	Mainiero	Melissa	\$1,244	

Grouped by POSITION LOC and POSITION TYPE; then organized by POSITION & ASSIGNMENT

ROXBURY TWP BOE 7/22/24 :: EXHIBIT HR 1.1 :: 24/25 Club Appts

	POSITION LOC	POSITION TYPE	POSITION	ASSIGNMENT	24/25 LAST NAME	24/25 FIRST NAME	24/25 TOTAL Stipend	24/25 Note about Assignment
* 57	RHS	CLUB	DECA	Co-Advisor	Shadwell	Christopher	\$1,244	
* 58	RHS	CLUB	Environmental Club	Co-Advisor	Dunn	Robin	\$1,211	
* 59	RHS	CLUB	Environmental Club	Co-Advisor	Fagan	Margaret	\$1,211	
* 60	RHS	CLUB	Equal Rights Advocacy Club	Advisor	Christiansen	Emily	\$2,385	
* 61	RHS	CLUB	FBLA	Co-Advisor	Jacoby	Adam	\$1,211	
* 62	RHS	CLUB	FBLA	Co-Advisor	Sliwinski	Wojciech	\$1,211	
* 63	RHS	CLUB	Film Club	Advisor	Hughes	David	\$1,878	
* 64	RHS	CLUB	French Club	Co-Advisor	Kane	John	\$939	
* 65	RHS	CLUB	French Club	Co-Advisor	Santoro	Kimberly	\$939	
* 66	RHS	CLUB	Gael Vision	Director	Burleigh	Deborah	\$4,121	
* 67	RHS	CLUB	Gael Vision	Director	Caivano	Roxana	\$4,121	
* 68	RHS	CLUB	Interact	Advisor	Oster	Kaitlyn	\$3,091	
* 69	RHS	CLUB	Junior State of America	Advisor	Tomasheski	Paul	\$2,182	
* 70	RHS	CLUB	Literary Magazine	Advisor	Kalodner	Isabel	\$2,715	
* 71	RHS	CLUB	Math League	Advisor	McCracken	Jennifer	\$2,060	
* 72	RHS	CLUB	National Art Honor Society	Advisor	Roman	Monica	\$2,792	
* 73	RHS	CLUB	National Honor Society	Co-Advisor	Lisa	Kerry	\$1,396	
* 74	RHS	CLUB	National Honor Society	Co-Advisor	Tom	Jean	\$1,396	
* 75	RHS	CLUB	Newspaper	Advisor	Santoro	Megan	\$3,385	
* 76	RHS	CLUB	Peer Leadership	Advisor	Bewalder	Kevin	\$2,266	
* 77	RHS	CLUB	Peer Leadership	Advisor	Hardy	Barbra	\$2,266	
* 78	RHS	CLUB	Peer Leadership	Advisor	Kulick	Justin	\$2,266	
* 79	RHS	CLUB	PRISM	Advisor	Speronza	Jane-Frances	\$1,954	
* 80	RHS	CLUB	Rox THON	Advisor	Gottfried	Michael	\$3,970	
* 81	RHS	CLUB	Rox THON	Assistant Advisor	Richman	Margery	\$2,163	
* 82	RHS	CLUB	Science League	Advisor	O'Brien	William	\$2,060	
* 83	RHS	CLUB	Spanish Club	Co-Advisor	Bedoya	Judy	\$902	
* 84	RHS	CLUB	Spanish Club	Co-Advisor	Navarro	Maria	\$902	
* 85	RHS	CLUB	Student Council	Co-Advisor	Hansen	James	\$1,995	
* 86	RHS	CLUB	Student Council	Co-Advisor	Kaine	Shari	\$1,995	
* 87	RHS	CLUB	Varsity "R"	Co-Advisor	Dolan	James	\$1,030	
* 88	RHS	CLUB	Varsity "R"	Co-Advisor	Monaco	David	\$1,030	
* 89	RHS	CLUB	Yearbook	Advisor	Schilling	Scott	\$4,677	
* 90	RHS	CLUB	Yearbook	Assistant Advisor	Zengel	Renee	\$4,019	
* 91	RHS	CLUB/PA	Concert Band	Advisor	Conrad	Jeffrey	\$5,333	
* 92	RHS	CLUB/PA	Jazz Band	Advisor	Conrad	Jeffrey	\$3,559	
* 93	RHS	CLUB/PA	Jazz Band	Advisor	Sweer	Ryan	\$3,559	
* 94	RHS	CLUB/PA	Vocal Jazz	Advisor	Hachey	Patrick	\$3,565	
* 95	RHS	CLUB/PA	Vocal Jazz	Advisor	Sweer	Krista	\$3,565	
* 96	RHS	CLUB/PA	Vocal Music	Advisor	Hachey	Patrick	\$5,024	
* 97	RHS	CLUB/PA	Vocal Music	Assistant Advisor	Scire	Ciera	\$2,680	
* 98	RHS	CLUB/PA	Vocal Music	Assistant Advisor	Sweer	Krista	\$2,680	

Grouped by POSITION LOC and POSITION TYPE; then organized by POSITION & ASSIGNMENT

ROXBURY TWP BOE 7/22/24 :: EXHIBIT HR 1.2 :: RHS Fall Drama Appts

	<b>POSITION LOC</b>	<b>POSITION TYPE</b>	<b>POSITION</b>	<b>ASSIGNMENT</b>	<b>24/25 LAST NAME</b>	<b>24/25 FIRST NAME</b>	<b>24/25 TOTAL Stipend</b>	<b>24/25 Note about Assignment</b>
*	1 RHS	PLAY/FALL	Fall Drama	Advisor	Hachey	Patrick	\$4,329	
*	2 RHS	PLAY/FALL	Fall Drama	Assistant Advisor	Scire	Ciera	\$2,473	