

**DISTRICT OF ROXBURY TOWNSHIP  
BOARD OF EDUCATION  
FEBRUARY 10, 2020  
REGULAR MEETING AGENDA**

**LINCOLN ROOSEVELT SCHOOL - AUDITORIUM  
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 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

Daily Record – Newspaper

Roxbury Website – <http://www.roxbury.org/domain/43>

Municipal Clerk

Roxbury Public Library

The notice of tonight's meeting and a copy of tonight's agenda have 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 February 10, 2020 regarding personnel matters, student matters, negotiations and attorney client privilege.

IV. PUBLIC SESSION

V. PLEDGE OF ALLEGIANCE

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VI. CORRESPONDENCE

VII. PRESENTATIONS

1. Celebration of the VFW Patriot's Pen and Voice of Democracy Essay Winners from Roxbury Schools - Mr. John Lehnert, Post Commander and Mr. Jeff McDonald, Quartermaster of VFW Post 2833 Alward and Henry Meeker Post
2. Graduation 2020 Presentation - Mr. Dominick Miller, Mr. Stuart Mason, Mrs. Loretta Radulic

VIII. STUDENT REPRESENTATIVE'S COMMENTS

IX. BOARD PRESIDENT'S COMMENTS

X. SUPERINTENDENT'S REPORT

XI. BUSINESS ADMINISTRATOR'S REPORT

XII. MINUTES

1. Minutes of the Executive Session of January 27, 2020
2. Minutes of the Regular Meeting of January 27, 2020

XIII. 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

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

XV. ACTION ITEMS

A. **Finances** (*Resolutions 1-12*)

*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.*

BILLS LIST

- \*1. RESOLVED, that the Roxbury Township Board of Education approve the February 2020 bills list totaling \$1,178,409.61 as presented.

STUDENT ACTIVITY ACCOUNTS

\*2. RESOLVED, that the Roxbury Township Board of Education approve the Student Activity Accounts monthly bill lists for the month of January 2020 as follows:

Roxbury High School	\$53,542.64	Franklin School	\$35.87
Athletics	\$1,525.50	Kennedy School	\$100.00
Eisenhower Middle School	\$0.00	Jefferson School	\$0.00
Lincoln Roosevelt School	\$36.00	Nixon School	\$0.00

TRAVEL REQUESTS

\*3. 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.

	Name	Workshop Title		Place	Date of Workshop	Registration Fee	Total Estimated Expenses
1	Palanchi, Kristen*	Sheltered Instruction Training of Trainers	4 S-3	New Brunswick, NJ	2/4/2020 2/5/2020 5/6/2020	\$0.00	\$85.89
2	Rehman, Teresa	NJ ISACA - Introduction to Incident Response and Digital Forensics	4	East Hanover, NJ	2/13/2020	\$150.00	\$165.26
3	Pitzer, Wade	NJ ISACA - Introduction to Incident Response and Digital Forensics	4	East Hanover, NJ	2/13/2020	\$250.00	\$265.26
4	McFarland, Alexandra	NJ ISACA - Introduction to Incident Response and Digital Forensics	4	East Hanover, NJ	2/13/2020	\$250.00	\$265.26
5	McNemar, Theresa	Visualizing Problem Solving Through Proportional and Spatial Reasoning	4 S-1	Rutgers, New Brunswick, NJ	2/20/2020	\$205.00	\$225.41
6	Lutz, Jillian	Leading Schools That Promote Self-Efficacy and Productive Struggle	4	Monroe, NJ	2/25/2020	\$0.00	\$35.28
7	Spargo, Justin	NJASPERD Convention	4 S-2	Long Branch, NJ	2/25/2020	\$0.00	\$45.99
8	Murillo, Amy	Breathing New Life Into Book Clubs: Renewing Curiosity in Grades 3-8 Readers	4	Webinar	3/3/2020 3/10/2020 3/17/2020	\$169.00	\$169.00
9	Gottfried, Michael	AOPA - 9th Grade Training	4 S-1	Frederick, MA	3/19/2020 3/20/2020 3/21/2020 3/22/2020	\$200.00	\$772.50
10	Glenn, Denise E.	AOPA - 9th Grade Training	4	Frederick, MA	3/19/2020 3/20/2020 3/21/2020 3/22/2020	\$200.00	\$772.50
11	Dalupang, Sherlyne	The Columbia-Suicide Severity Rating Scale - Saving Lives & Protecting Liability in Schools	4	New Providence, NJ	3/20/2020	\$0.00	\$14.60

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12	Mosher, Michael	NJASP Spring Conference: Utility of Patterns of Strengths and Weaknesses for SLD Identification	4	Edison, NJ	3/20/2020	\$180.00	\$208.35
13	Riffel, Peter	2020 NJSBGA Expo & Conference	4	Atlantic City, NJ	3/23/2020 3/24/2020 3/25/2020	\$200.00	\$557.00
14	Seipp, Charles	Social Emotional Character Development Training	4	New Brunswick, NJ	3/24/2020	\$0.00	\$0.00
15	Gallagher, Amy	Hot Issues in Special Education Law	4	New Providence, NJ	3/25/2020	\$150.00	\$166.80
16	Korovich, Kelly	School Counselor Reception at William Paterson University	4	Wayne, NJ	3/27/2020	\$0.00	\$22.89
17	Richman, Julie	NJSSNA Spring Conference	4	Princeton, NJ	3/27/2020 3/28/2020	\$229.00	\$289.76
18	Fagan, Margaret	Growing Healthy Communities	4 S-1	Newark, NJ	3/30/2020	\$40.00	\$62.40
19	Rehman, Teresa	NJECC EdTech Throwdown 2020	4	Montclair, NJ	4/8/2020	\$165.00	\$186.63
20	Lamont, Kelly**	SEL Certificate - SEL 03-Practicum	4 T2	Online	9/1/2020 Thru 11/30/2020	\$435.00	\$435.00
21	Bocchino, Joseph	NJSBA - Governance III	4	Online	Online	\$0.00	\$0.00

Notes:

\*Approved 12/14/19, XV.A.8, K. Palanchi is replacing K. Farina as attendee.

\*\*Approved 7/22/19, XV.A.8; dates have been revised.

1-State/Federal policy requirements, 2-State curricular requirements, 3-State Initiatives, 4-Individual job requirements, T2-paid for by Title II funding. Substitute coverage is indicated by "S" followed by the number of days for which a substitute is needed.

CONTRACTS

- \*4. WHEREAS the Roxbury Township Board of Education on July 22, 2019 approved a contract with Bergen County Special Services to provide audiological services for a maximum of two hours as needed during the 2019/2020 school year with a contract total not to exceed \$376.00, and

WHEREAS, audiological services are required for an additional student (208873) for a maximum of seven hours as needed during the 2019/2020 school year at a rate not to exceed \$1,692.00, now therefore be it

RESOLVED, that the Roxbury Township Board of Education approve a revised contract with Bergen County Special Services to include the additional services as described above.

- \*5. RESOLVED, that the Roxbury Township Board of Education approve a contract with Bergen County Special Services School District, Educational Enterprises Division, 540 Farview Avenue, 3rd Floor, Paramus, NJ 07652 to provide Teacher of the Deaf services for student (208873). Services will be provided at a rate not to exceed \$495.00.

APPROVAL OF SUBMISSION OF GRANT - ALYSSA'S LAW

- \*6. RESOLVED, that the Roxbury Township Board of Education approve the submission of a Alyssa's Law grant application in the amount of \$202,795.

APPROVAL OF SUBMISSION OF GRANT - LEAP IMPLEMENTATION GRANT

- \*7. RESOLVED, that the Roxbury Township Board of Education approve the submission of a Local Efficiency Achievement Program (LEAP) Implementation Grant for the FY2020. LEAP Implementation Grants exist to support costs associated with shared service implementation to ensure that meaningful, efficiency generating initiatives are not hindered by short term transitional expenses.

AMENDMENT TO THE APPLICATION FOR INDIVIDUALS WITH DISABILITIES ACT (IDEA)

- \*8. RESOLVED, that the Roxbury Township Board of Education approve Amendment 1 to the application for Individuals with Disabilities Act (IDEA) Consolidated Grant in the amount of \$930,072 Basic and \$56,736 Preschool for the period July 1, 2019 to June 30, 2020. This resolution amends and supersedes in its entirety Resolution XV.A.14 approved on June 17, 2019. (Exhibit F-1)

APPROVAL OF PURCHASES

- \*9. RESOLVED, that the Roxbury Township Board of Education approve the purchase of auditorium seating at Roxbury High School from Longo, 100 Hilltop Road, Ramsey, NJ in the amount of \$257,941.92 (Auditorium Seating - Option 1). This purchase is being made through the ESCNJ Purchase Cooperative. Funding for this project will be from Maintenance Reserve. This resolution replaces and supersedes in its entirety Finance Resolution #18 previously approved on January 27, 2020.

APPROVAL OF CORRECTIVE ACTION PLAN

- \*10. RESOLVED, that the Roxbury Township Board of Education approve the Corrective Action Plan developed in response to the New Jersey Department of Agriculture, Division of Food and Nutrition Procurement Review of the School Food Authority's (SFAs) School Nutrition Program for fiscal Year 2017-2018 (July 1, 2017 through June 30, 2018). The review was conducted by PKF O'Connor Davies Accountants and Advisors.

COMMUNITY SCHOOL

- \*11. RESOLVED, that the instructors listed below be appointed for the 2020/2021 Roxbury Community School Course Offerings. All expenses will be paid out of collected tuitions and employment is dependent upon sufficient enrollment. Teachers/Instructors receive a percentage of tuition based on enrollment and agreement with the Community School.

Instructor	Tuition	Program / Location / Dates
The Art Diner	\$275/per week (Half Day) \$550/per week (Full Day)	Kidz Kraftz Camp Kennedy School July-August 2020

- \*12. RESOLVED, that the instructors listed below be appointed for the 2020/2021 Roxbury Community School Course Offerings. All expenses will be paid out of collected tuitions and employment is dependent upon sufficient enrollment. Teachers/Instructors receive a percentage of tuition based on enrollment and agreement with the Community School.

Instructor	Fees		Program / Location / Dates
	Compensation	Tuition	
Bouvier, Chris	\$25//per half hour	\$27/per half hour	Summer Applied Music Program Roxbury High School June-September 2020
Dexter, Garrett			
Raquet, Ryan			
Rosa, Elizabeth			

**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 2019/2020 school year, ending as of January 24, 2020 for Incident Nos. 15 through 17.
- \*2. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2019/2020 school year, beginning January 25, 2020 and ending February 6, 2020 for Incident Nos. 18 through 23.

FIELD TRIPS

3. RESOLVED, that staff and students be approved for participation in the following educational events as per Board policy, with the understanding that dates are subject to change due to inclement weather, scheduling conflicts, etc.

*Organized by School, then by Date of Trip:*

	School	Date of Trip	Faculty Sponsor	Group	# of Students	Trip Destination	Location	Purpose
1	FES	2020-06-02 (Tue)	J.Dranoff, S.Drury, M.Gallagher	Gr. 4	~80	Lincoln Roosevelt Elem School	Succasunna, NJ	Orientation to 5th Grade
2	KES	2020-03-20 (Fri)	A.Davis, L.Deeb	REACH	7	Turkey Brook Park, followed by Rita's	Budd Lake & Flanders, NJ	Reward trip earned through class's behavioral-support program
3	KES	2020-04-07 (Tue)	A.Davis, L.Deeb	REACH	7	Circle Bowl & Entertainment	Ledgewood, NJ	Reward trip earned through class's behavioral-support program
4	KES	2020-05-18 (Mon)	A.Davis, L.Deeb	REACH	7	Turtle Back Zoo	West Orange, NJ	Reward trip earned through class's behavioral-support program

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5	KES	2020-05-29 (Fri)	A.Davis, L.Deeb	REACH	7	Horseshoe Lake	Succasunna, NJ	Reward trip earned through class's behavioral-support program
6	KES	2020-06-02 (Tue)	N.Acevedo	Gr. 4	47	Lincoln Roosevelt Elem School	Succasunna, NJ	Orientation to 5th Grade
7	LRS	2020-03-11 (Wed)	E.Neumann	REACH	5	St. Hubert's Animal Welfare Center	Madison, NJ	Trip will help teach student about animal care & giving back to the community
8	LRS	2020-03-26 (Thu)	E.Neumann	REACH	5	Fuddruckers	Succasunna, NJ	Reward trip earned through class's behavioral-support program
9	LRS	2020-04-29 (Wed)	E.Neumann	REACH	5	Castle Cove Mini Golf & Arcade	Lake Hopatcong, NJ	Reward trip earned through class's behavioral-support program
10	NES	2020-06-01 (Mon)	V.Arms	Gr. 4	~60	Lincoln Roosevelt Elem School	Succasunna, NJ	Orientation to 5th Grade
* 11	RHS	2020-02-18 (Tue)	J.Connolly	AP European Hist; AP US Gov & Politics	40	Metropolitan Museum of Art	New York, NY	To allow students to analyze & investigate the artifacts of European Art & culture
* 12	RHS	2020-03-06 (Fri)	K.DiGerolamo	Teaching Young Children	21	Central Park School	Morristown, NJ	To observe and learn more about Special Education instruction for students
* 13	RHS	2020-03-18 (Wed) [Rain date 2020-03-20 (Fri)]	L.Gurzo	Ceramics I & III; and Portfolio	35	Montclair Art Museum	Montclair, NJ	Students will gain the knowledge of a new firing process, as well as the experience of working in another studio w/ another teacher.
* 14	RHS	2020-03-26 (Thu)	N.Valenta	Art I Visual Art Essentials	30	Metropolitan Museum of Art	New York, NY	Students will view & experience master works of art that relate to lessons learned in class
* 15	RHS	2020-04-20 (Mon) [Rain date 2020-04-27 (Mon)]	K.DiGerolamo	Teaching Young Children	33 (21 HS, 12 PK)	Turtle Back Zoo	West Orange, NJ	HS students have researched all factors related to planning & attending field trips for young children; and will use their learnings to plan this field trip experience for preschool-aged children
* 16	RHS	2020-04-22 (Wed) [Rain date 2020-04-23 (Thu)]	J.Kulick, W.O'Brien	Geophysical Science	120	Delaware Water Gap	Bushkill, PA	To explore & reinforce geologic/meteorologic processes studied in class
* 17	RHS	2020-05-01 (Fri)	B.McGinley, J.Toupet	Transition	25	The New Jersey Convention and Exposition Center	Edison, NJ	Opportunity to attend an Abilities Expo and explore supports, agencies & services relevant for transition planning

- \*4. RESOLVED, that staff and students be approved for participation in the following community-based instructional events as per Board policy, with the understanding that dates are subject to change due to inclement weather, scheduling conflicts, etc.

*Organized by Group, then by Trip Destination:*

	<i>School</i>	<i>Faculty Sponsor</i>	<i>Group</i>	<i># of Students</i>	<i>Trip Destination</i>	<i>Location</i>	<i>Date(s) of Trip</i>
1	RHS	B.McGinley	SUCCESS	10	Raritan Headwaters	Far Hills, NJ	2/21/20 (Fri); 2/28/20 (Fri)
2	RHS	D.Rose	TIDES	5	Roxbury Fire Dept	Succasunna, NJ	3/3/20 (Tue) [Snow date 3/24/20 (Tue)]
3	RHS	D.Rose	TIDES	5	Roxbury Police Dept	Ledgewood, NJ	3/23/20 (Mon)

OUT-OF-DISTRICT PLACEMENTS/SERVICES - 2019/2020

- \*5. RESOLVED, that the Roxbury Township Board of Education approve the 2019/2020 Out-of-District Placements/Services listed below:

<i>File Number</i>	<i>School or Provider</i>	<i>Total Cost</i>	<i>Dates</i>
203154	Cornerstone Day Schools, LLC	\$39,646.54	1/27/2020-6/30/2020

APPROVAL OF INDEPENDENT STUDY AND SENIOR OPTION PROJECTS - RHS

- \*6. 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 2019/2020 school year.

<b>Student</b>	<b>Research Focus</b>	<b>Credits</b>
203598	New Way of Tech Free	2.5
203601	New Way of Tech Free	2.5
208506	Working on the Lathe	2.5
203524	New Way of Tech Free	2.5
203526	New Way of Tech Free	2.5
204422	New Way of Tech Free	2.5
203391	New Way of Tech Free	2.5
207679	Building Your Own Social Media Brand	2.5
203442	Media Conference	2.5
208522	RHS NJ Geology Display and Learning Center	2.5

- \*7. RESOLVED, that the Roxbury Township Board of Education accepts the Independent Study Projects for classes at Roxbury High School listed below to be completed in the 2019/2020 school year.

<b>Student</b>	<b>Research Focus</b>	<b>Credits</b>
204307	Tech Free Day	2.5
204243	Dance Ed & Choreography Creation	2.5



- \*8. RESOLVED, that the Roxbury Township Board of Education accepts the College Option Projects for classes at Roxbury High School listed below to be completed in the 2019/2020 school year.

Student	Research Focus	Credits
210501	Principles of Sociology and Personal & Family Nutrition	10
203574	American Sign Language	5

**C. Personnel (Resolutions 1-15)**

*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 Data Integration Specialist CMS-14. (Exhibit HR1)

RESIGNATIONS, RETIREMENTS, TERMINATIONS

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

*Organized by Name*

	Name	Loc	Position	Action	Final day of employment	Discussion
1	Bonis, Elizabeth	LRS	Gr. 6 Math Teacher	Resignation for the purpose of retirement	6/30/20	
2	Volz, Michael	EMS	Permanent Substitute Teacher	Resignation for personal reasons	3/29/20	To accept Leave Repl teacher position in district

LEAVES OF ABSENCE

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

	Name	Loc.	Position	Leave Start Date	Paid Leave	Unpaid FMLA/ NJFLA^	Return Date	Discussion
1	Hunter, Sarah	FES, NES	Music Teacher	5/26/20 or sooner if nec	Using available sick days	FMLA/NJFLA	1st day of 21/22 SY	
* 2	Monaco, Ashley	RHS	Secretary (10m Attendance)	9/1/20	N/A	FMLA/NJFLA	10/14/20	

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3	Perrone, Shannon	EMS	Music Teacher	4/27/20 or sooner if nec	Using 30 available sick days	FMLA/NJFLA	11/16/20	
4	Siegel, David	FES, NES	Technology Teacher	1/27/20	N/A	FMLA/NJFLA	2/3/20	
5	Weaver, Dennis	LRS	Special Education Teacher	4/20/20	N/A	FMLA/NJFLA	5/15/20	

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

**REASSIGNMENTS / TRANSFERS**

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

	Name	Former Assignment & Loc.		New Assignment & Loc.		Effective Date
1	Hegarty, Kenneth	Special Education Paraprofessional - RC	NES	Special Education Paraprofessional - RC	JES	2/3/20
2	Reinknecht, Cindy	Special Education Paraprofessional - PK Half Day	KES	Special Education Paraprofessional - One-to-One	NES	2/3/20

**APPOINTMENTS**

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

	Name	Loc	Position	Salary Guide / Step	Salary	Start Date	End Date	Discussion
1	Hamade, Rabiye	RHS	Social Studies Teacher	19/20 MA Step 4 of 3-4	\$59,167 prorated	3/3/20	6/30/20	Replacement in position TCH.RHS.SST.NA.07

**APPOINTMENTS - HOURLY EMPLOYEES**

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

	Name	Loc	Position	Guide / Step	Hourly Rate	Hrs / Day	Days / Wk	Days / Year	Annual Salary	Start Date	End Date	Discussion
* 1	Ballo, Nathaniel	TR	Bus Driver	Teamster Step 1	\$22.85	5	5	184	\$21,022 prorated	2/18/20^	6/30/20	Replacement in position BUS.TR.DRI.RE.28
2	Bilotta, Stacey	JES	Special Education Paraprof	REA Paraprof Step 7	\$18.68	5.75	5	185	\$19,871 prorated	2/14/20^	6/30/20	PK Full Day; Replacement in position AID.SPE.PT.NA.83
3	Moore, Joyce	NES	Cafeteria / Lunchroom Aide	N/A	\$14.85	2.5	5	180	\$6,683 prorated	2/24/20^	6/30/20	Replacement in position AID.CAF.NIX.NA.01

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

APPOINTMENTS - LEAVE REPLACEMENTS

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Volz, Michael	EMS	Leave-repl Gr. 7 Social Studies Teacher	19/20 Leave Replacement Teacher Rate Bd. aprvd 5/6/19: \$54,000 prorated	3/30/20	5/22/20	Non-tenure track. Replacement in position TCH.EMS.SST.NA.01
* 2	PLACE-HOLDER	RHS	Leave-repl School Counselor	19/20 Leave Replacement Teacher Rate Bd. aprvd 5/6/19: \$54,000 prorated	3/16/20 or sooner if necessary	6/30/20	Non-tenure track. Replacement in position TCH.RHS.GUI.NA.01

APPOINTMENTS - SUBSTITUTES

8. RESOLVED, that the Roxbury Township Board of Education approve the following 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	D'Amico, Michael	District	Substitute Teacher, Paraprofessional and Secretary	19/20 Sub Rate Bd. aprvd 5/6/19	2/11/20^	6/30/20	^Start date pending receipt of County Sub Credential
* 2	Hamade, Rabiye	District	Substitute Teacher	19/20 Sub Rate Bd. aprvd 5/6/19	2/11/20#	3/2/20	
* 3	Johnston, Michele	District	Substitute Teacher, Paraprofessional and Secretary	19/20 Sub Rate Bd. aprvd 5/6/19	2/11/20	6/30/20	
* 4	Trotter, Joseph	District	Substitute Teacher, Paraprofessional and Secretary	19/20 Sub Rate Bd. aprvd 5/6/19	2/11/20	6/30/20	
* 5	Livingston, William	RHS	Substitute Teacher (exceeds 20 consecutive days)	\$200.00 per diem	2/18/20#	4/3/20	Special Education Coverage for position TCH.SPE.RES.NA.30.
#Start date is pending completion of documentation in accordance with the law or district policy.							

\*9. RESOLVED, that Ms. Rosemary Bowers be approved to serve as the Registered Nurse on the Roxbury High School Rox-THON club's trip to Penn State in State College, PA from Friday, February 21, 2020 through Sunday, February 23, 2020 at a total payment of \$945.00.

APPOINTMENTS - ATHLETICS

- \*10. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2019/2020 school year. A Certification for School Volunteer form has been signed and is on file:

*Grouped by Sport, then organized by Name*

19/20 Specialized Athletic Consultants							
	Name	Position	Sport	Season	Loc of Sport	Payment	Discussion
1	Falco, Michael	Specialized Consultant	Lacrosse - Boys'	Spring	RHS	\$2,000	Payment to be paid by RHS Boys' Lacrosse Parents Association.
2	Williams, Ryan	Specialized Consultant	Lacrosse - Boys'	Spring	RHS	Volunteer-basis	

SALARY ADJUSTMENTS - HOURLY EMPLOYEES

11. RESOLVED, that the Roxbury Township Board of Education approve the following salary adjustments:

	Name	Loc	Position	Guide / Step	Hourly Rate	Hrs / Day	Days / Wk	Days / Year	Annual Salary	Start Date	End Date	Discussion
* 1	Russo, Elvia	TR	Bus Driver	Teamster Step 5	\$28.85	5.5	5	184	\$29,196 prorated	3/1/20	6/30/20	Increase from 5 hrs/day

MENTORING

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

Novice Teacher					Mentoring Term in Roxbury				
	Name	Loc	Instr. Cert.	No. of weeks of mentoring completed to date	Mentor	Start Date	End Date	No. of Wks	Fee
1	Ackerman, Alexis	KES	CE#	17 (in Roxbury 10/1/19-1/31/20)	Desiato, Christine	2/24/20	5/29/20	13	\$238#

#Out-of-state reciprocity; mentoring terms based on mentoring reqs for CEAS.

STUDENT TEACHERS

13. RESOLVED, that the following student-teaching assignment be approved for the 2019/2020 school year:

<i>Student Teacher</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	Feind, Lisa	Caldwell Univ.	Kindergarten	12 hours beginning 2/11/20 thru 4/6/20	Lamont, Kelly	Kindergarten Teacher	JES

STIPENDS - STAFF DEVELOPMENT

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

	<i>Name</i>	<i>Loc.</i>	<i>Salary Guide / Step</i>	<i>Salary</i>	<i>Term</i>	<i>Discussion</i>
1	Dale Cropley and Constance Gleichmann	District	2017-2020 REA Contract for Teaching Staff Development	Not to exceed \$111 per instructor per session*	Two 3- hour sessions* 2/20/20 3/11/20	Course title: CPR-AED-Heartsaver
*Session must meet minimum participant requirement to run.						

COMMUNITY SCHOOL

- \*15. RESOLVED, that the instructors listed below be appointed for the 2020/2021 Roxbury Community School Course Offerings. All expenses will be paid out of collected tuition and employment is dependent upon sufficient enrollment. Teachers/Instructors receive a percentage of tuition based on enrollment and agreement with the Community School.

<b>Instructor</b>	<b>Fees</b>		<b>Program/Location/Dates</b>
	<b>Compensation</b>	<b>Tuition</b>	
Mazza, Lorna	\$15/Hr, Aide	\$145/per student per week	Calling All Kids Kennedy School July-August 2020
Salerno, Phoebe	\$15/Hr, Aide		
Spicka, Stacy	\$25/Hr, Teacher		

**E. Executive Session**

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

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

WHEREAS, the Board of Education is anticipating to hold a Regular Meeting on March 2, 2020 at 6:30 p.m. at Lincoln Roosevelt School, 34 North Hillside Avenue, Succasunna, New Jersey; and

February 10, 2020

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

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

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

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

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EXHIBIT F-1

**Applicant:** 27 4560 ROXBURY TOWNSHIP - Morris

**Application Sections** **IDEA Consolidated** ▼

**Application:** IDEA Consolidated - 00-

Printer-Friendly

**Cycle:** Amendment 1

**Project Period:** 7/1/2019 - 9/30/2020

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**Budget Summary**

The application has been approved. No more updates will be saved for the application.

Function / Object	Expenditure Category	BASIC				PRESCHOOL		
		Public Amount	CEIS	Nonpublic Amount	Total Amount	Public Amount	Nonpublic Amount	Total Amount
<b>100</b>	<b>Instruction</b>							
100-100	Personal Services - Salaries	0	0	0	0	0	0	0
100-300	Instruction Purchased Services	0	0	0	0	0	0	0
100-500	Other Purchased Services	802201	0	0	802201	56736	0	56736
100-600	Instructional Supplies	0	0	20000	20000	0	0	0
100-800	Instruction Other objects	0	0	0	0	0	0	0
<b>200</b>	<b>Support Services</b>							
200-100	Personal Services - Salaries	0	0	0	0	0	0	0
200-200	Employee Benefits	0	0	0	0	0	0	0
200-300	Prof & Tech Services	0	0	107871	107871	0	0	0
200-400	Purchased Property Services	0	0	0	0	0	0	0
200-500	Other Purchased Services	0	0	0	0	0	0	0
200-600	Supplies and Materials	0	0	0	0	0	0	0
200-800	Other Objects	0	0	0	0	0	0	0
200-860	Indirect Cost	0	0	0	0	0	0	0
<b>400</b>	<b>Fac. Acq. and Construction Ser.</b>							
400-720	Building/Renovation	0	0	0	0	0	0	0
400-731	Instructional Equipment	0	0	0	0	0	0	0
400-732	Non Instructional Equipment	0	0	0	0	0	0	0
<b>520</b>	<b>Other</b>							
520-930	Schoolwide	0	0	0	0	0	0	0
	<b>Total Project Budgeted</b>	802201	0	127871	930072	56736	0	56736
	<b>Allocation</b>				930072			56736
	<b>Difference between allocation and total budget</b>				0			0
	<b>Nonpub proportionate share</b>				127871			0

**ROXBURY TOWNSHIP PUBLIC SCHOOLS****CMS-14**Central Management Support

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**TITLE: DATA INTEGRATION SPECIALIST****QUALIFICATIONS:**

1. Ability to analyze, write and document programs and procedures based on Genesis, the student data management system currently used in the district and SQL server application
2. Proven experience with Microsoft Office, Google, and Active Directory.
3. College education with a background in computer systems, including programming, database structures, system design and document reporting
4. Ability to work with a wide variety of people to design and implement information systems for the district
5. Demonstrate excellent communication skills
6. Required criminal history check and proof of U.S. citizenship or resident alien status

**REPORTS TO:** Director of Technology**JOB GOAL:**

To maintain the district student information system (Genesis) and the programs and databases that integrate with the student information system.

**PERFORMANCE RESPONSIBILITIES:**

1. Installs, monitors, maintains, updates, and supports the student information system (Genesis).
2. Coordinates with Assistant Superintendent and other administrators in collecting information, inputting data, and the completion and submission of state reports (e.g., NJSmart, ASSA, Attendance Registers, NonPublic).
3. Coordinates with District Test Coordinator and School Testing Coordinators in collecting and inputting data and verifying its accuracy into NJ SMART and the PearsonAccessNext system for testing such as NJSLA, WIDA, and DLM.
4. Design and write programs and reports that address the data needs of the District.
5. Support District administrators and school office staff in utilizing and managing the Student Information System through the Help Desk System and training.
6. Provides training and technical assistance to staff regarding student information system and associated programs and databases (Google, Destiny, Systems 3000).
7. Assists guidance and administration to generate and compile Master Schedules for all district schools.
8. Work with system vendors to resolve issues or request system enhancements.
9. Work with other school districts to resolve student data issues for state reporting and testing.
10. Perform extracting, importing, and exporting of data in various database applications.



11. Assist in implementation, testing, and validating data and software systems.
12. Establishes and writes documentation on policies and procedures related to data systems and users manuals on applications which are used in the District.
13. Ensures successful integration of systems with Student Information System (Destiny, Realtime, Versatrans, Nutrikids, Honeywell, Roster Server, OneSync).
14. Works closely with the High School Guidance Department, particularly with customization of rank, GPA, transcripts, and progress/report card distribution.
15. Administers and maintains district technology accounts for the network (in active directory) and all applications and systems (Destiny, Google, Classlink, PearsonAccessNext) for all staff and students.
16. Maintains the district website (Blackboard) and provides training as needed.
17. Establishes chromebook procedures and documentation and trains others on troubleshooting and repairing chromebooks.
18. Ability to work independently with minimal supervision and initiate and prioritize tasks with or without direction.
19. Ability to work on multiple projects and meet deadlines.
20. Ability to problem solve and utilize strong troubleshooting skills to resolve issues to ensure minimal disruption of service to end users.
21. Displays professional integrity and maintains confidentiality of systems and staff/student data.
22. Ability to communicate effectively with all levels of end users.
23. Ability to follow oral and/or written instructions and ability to report work orally and/or in writing to the Director of Technology.
24. Performs other duties as assigned by the Director of Technology.

**TERMS OF EMPLOYMENT:** 12- Month position  
Salary to be determined by the board.

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

Approved by:

Date:

Revised:

**Adapted from NJSBA LEGAL AND POLICY SERVICES  
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