

**DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
MARCH 16, 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 March 16, 2020 regarding personnel matters, student matters, negotiations and attorney client privilege.

IV. PUBLIC SESSION

V. PLEDGE OF ALLEGIANCE

VI. CORRESPONDENCE

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VII. PRESENTATIONS

1. Flexible Instructional Day (FID) Program - Mrs. Loretta Radulic, Dr. Charles Seipp, Mr. Christopher Zegar
2. Update on District Assessment Results - Dr. Charles Seipp
3. Sustainability/Grant Presentation - Ann Rhodes, Denise Glenn

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 March 2, 2020
2. Minutes of the Workshop Meeting of March 2, 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 1-17*)

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 March 2020 bills list totaling \$2,747,814.47 as presented.

TRANSFERS

- *2. RESOLVED, that the Roxbury Township Board of Education approve the February 2020 list of transfers between accounts as presented. Approval by the County Office is not required except as noted on the list.

SECRETARY'S REPORT

- *3. RESOLVED, that the Roxbury Township Board of Education approve the Board Secretary's Report for February 2020.

TREASURER'S REPORT

- *4. RESOLVED, that the Roxbury Township Board of Education approve the Treasurer's Report for February 2020.

MONTHLY FINANCIAL CERTIFICATION OF THE BOARD SECRETARY AND BOARD OF EDUCATION

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

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 18A:17-9 and N.J.S.A. 18A:17-36, after review of the Board Secretary's and Treasurer's monthly financial reports for the month of February 2020 that no major accounts and fund balances in the 2019/2020 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.

STUDENT ACTIVITY ACCOUNTS

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

Roxbury High School	\$70,795.21	Franklin School	\$18.29
Athletics	\$2,595.00	Kennedy School	\$0.00
Eisenhower Middle School	\$5,942.06	Jefferson School	\$0.00
Lincoln Roosevelt School	\$2,600.00	Nixon School	\$0.00

TRAVEL REQUESTS

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

	<i>Name</i>	<i>Workshop Title</i>		<i>Place</i>	<i>Date of Workshop</i>	<i>Registration Fee</i>	<i>Total Estimated Expenses</i>
1	Zegar, Christopher*	Techspo 2020	4	Atlantic City, NJ	1/30/2020 1/31/2020	\$475.00	\$751.20
2	Shulkowski, Debbie	Fundamentals of Coaching	4	Morristown, NJ	3/24/2020	\$100.00	\$107.56
3	Sheplak-Lewis, Jacqueline	NGSS-Aligned Engineering Challenges, Grades K-5	4 S-1	Bloomfield, NJ	3/27/2020	\$150.00	\$169.74
4	Palmieri, Kristen	Ethical Issues in Schools	4	Piscataway, NJ	3/31/2020	\$129.00	\$152.10
5	Vergara, Alexis	Behavioral Assessment of Youth: Where Comorbidity is the Norm	4	Jersey City, NJ	4/24/2020	\$10.00	\$47.51
6	Lamont, Kelly	2020 Kindergarten Summit - Bridging Our Children's Learning	4 S-1	Somerville, NJ	4/29/2020	\$0.00	\$21.77
7	Dunn, Robin	Teach at the Beach	4 S-1	Toms River, NJ	5/15//2020	\$100.00	\$148.23
8	Fagan, Meg	Teach at the Beach	4 S-1	Toms River, NJ	5/15/2020	\$100.00	\$160.90
9	Hamer, Brian	Legal One - The Principal/AP/VP's Survival Guide	4	Monroe, NJ	6/4/2020	\$0.00	\$18.62
10	Seipp, Charles	DWFA Conference 2020 - Early Literacy Assessment Takes Center Stage	4	College Park, MD	7/26/2020 7/27/2020 7/28/2020 7/29/2020	\$699.00	\$1,438.50
11	Zegar, Christopher	DWFA Conference 2020 - Early Literacy Assessment Takes Center Stage	4	College Park, MD	7/26/2020 7/27/2020 7/28/2020 7/29/2020	\$699.00	\$1,637.40
12	Scasserra, Dominick	Linking Assessment Results to Educational Strategies and Interventions - Introductory Workshop	4	Online	Online	\$130.00	\$130.00

Notes: *Approved on 12/16/19, XV.A.7 additional registration fee assessed for second day of attendance
 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.

APPROVAL OF TRAVEL EXPENSE

*8. RESOLVED, that the Roxbury Township Board of Education approve unavoidable travel costs as presented which are necessitated by student activities/sports travel.

	Name	Workshop Title		Place	Date of Workshop	Registration Fee	Total Estimated Expenses
1	McPhee, Michael	Rutgers Model Congress 2020	4 S-2	New Brunswick, NJ	4/2/2020	\$167.00/ea.	\$705.50/ea.
2	Christiansen, Emily				4/3/2020		

Notes:
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.

APPROVAL OF SUBMISSION OF 2020/2021 TENTATIVE BUDGET

*9. RESOLVED, that the Roxbury Township Board of Education approve and authorize the submission of the Tentative Budget for the 2020/2021 school year to the Executive County Superintendent for State approval.

General Fund	\$ 78,497,684
Special Revenue Fund	\$ 1,293,313
Debt Service Fund	\$ 1,699,600
 Total Tentative Budget	 \$ 81,490,597

BE IT FURTHER RESOLVED, that there should be taxes raised for the

General Fund	\$ 57,617,121
Debt Service Fund	\$ 1,699,600
 Total Taxes to be Raised	 \$ 59,316,721

APPROVAL OF TRAVEL RESOLUTION

*10. WHEREAS, school district policy and N.J.A.C. 6A:23A-7.3(a) provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2020/2021 school year, and

WHEREAS, the maximum expenditure amount allotted for travel and expense reimbursement for the 2019/2020 school year was \$119,215,

WHEREAS, travel and expense reimbursement has reached a total amount of \$65,033, as of February 28, 2020,

NOW, THEREFORE, BE IT RESOLVED, that the Roxbury Township Board of Education, in the County of Morris, State of New Jersey, hereby establishes the school district travel maximum for the 2020/2021 school year at the sum of \$128,991.

PAYMENT APPLICATIONS

11. RESOLVED, that the Roxbury Township Board of Education approve the following payments to the following contractor:

	Contractor	Project	Payment No.	Amount
1	Billy Contracting & Restoration, Inc.	Roof Replacement at Lincoln Roosevelt	5 (final)	\$51,582.20
*2	Billy Contracting & Restoration, Inc.	Roof Replacement Administration Bldg	5 (final)	\$7,998.00

APPROVAL OF PURCHASES

- *12. WHEREAS, the Roxbury Township Board of Education previously entered into agreements with the Sussex County Regional Transportation Cooperative to provide transportation services, and

WHEREAS, the cost for these transportation services has surpassed the amount of \$765,000.00 on the current purchase order, now therefore be it

RESOLVED, that the purchase order to the Sussex County Regional Transportation Cooperative to provide transportation services for the 2019-2020 school year be increased by \$534,560.41.

- *13. RESOLVED, that the Roxbury Township Board of Education approve the purchase of furniture, equipment and design services for Roxbury High School Science Labs from Nickerson Corporation with an address at 11 Moffitt Boulevard Bay Shore, NY 11706 in the amount of \$83,924.28 as per quote dated February 3, 2020. This purchase is being made through Educational Services Commission of NJ Contract #MRESC 17/18-16. This purchase is being funded by the Capital Reserve, FY 2020/2021.

AUTHORIZATION OF REQUEST FOR PROPOSALS

- *14. RESOLVED, that the Roxbury Township Board of Education authorizes the Business Administrator/Board Secretary to conduct requests for proposals for the following services:

- Occupational Therapy
- Physical Therapy
- Speech
- Counseling
- Independent CST Evaluations

AWARD OF CONTRACTS

- *15. WHEREAS, on January 28, 2020, the Roxbury Township Board of Education (hereinafter referred to as the "Board") published notice for Requests for Proposals for Custodial and Management Services in accordance with the competitive contracting provisions of N.J.S.A. 18A:18A-4.1 et seq.;

WHEREAS, on February 18, 2020 the Board received three (3) proposals for Custodial and Management Services; and

WHEREAS, the proposals were reviewed by the Roxbury Township School District Custodial RFP Evaluation Committee designated by the Board and determined that the

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proposal submitted by Pritchard Industries (hereinafter referred to as "Pritchard") was the most advantageous for the Roxbury Township School District based on the application of the evaluation criteria to the proposals received;

NOW THEREFORE BE IT RESOLVED that the Board of Education awards the contract for Custodial and Management Services to Prichard for the 2020-2021 school year in the amount of \$2,147,228.76; for the 2021/2022 school year in the amount of \$2,409,992.05; for the 2022/2023 school year in the amount of \$2,493,971.05; for the 2023/2024 school year in the amount of \$2,589,943.39 and the 2024/2025 school year in the amount of \$2,676,480.08 for a total contract charge for five years of \$12,317,615.31.

BE IT FURTHER RESOLVED that the board secretary is authorized to sign the management services agreement on behalf of the Board of Education.

16. A Notice to Bidders for sealed proposals for the Jefferson Elementary School and Eisenhower Middle School Roof Replacement project was advertised in accordance with the provisions of the Public Contracts Law N.J.S.A. 18A:18A-1. Proposals were received, opened and read publicly at 11:00 a.m. on Thursday, March 12, 2020, by the School Business Administrator at the Board of Education Office, 42 North Hillside Avenue, Succasunna, New Jersey as follows:

Bidders	Base Bid Single Overall Lump Sum Bid	Alternate Bid A-1 Removal of ACM Soffit Panels (ADD)	
Barrett Roofs, Inc. 21 Ise St., South Hackensack, NJ	\$1,822,000	\$40,000	\$1,862,000
Billy Contracting & Restoration, Inc. 12 Maple Ave., Pine Brook, NJ	\$1,604,000	\$35,000	\$1,639,000
Jottan, Inc. P.O. Box 166, Florence, NJ	\$2,034,667	\$35,169	\$2,069,836
Mak Group, LLC 40 Summit Ave., Clifton, NJ	\$1,768,758	\$125,000	\$1,893,758
D.A. Nolt, Inc. 53 Cross Keys Rd., Berlin, NJ	\$2,555,593	\$56,506	\$2,612,099
Northeast Roof Maintenance, Inc. 649 Catherine St., Perth Amboy, NJ	\$1,728,000	\$65	\$1,728,065
USA General Contractors Corp. 980 Dehart Place, Elizabeth, NJ	\$1,962,000	\$35,000	\$1,997,000

RESOLVED, that in conjunction with the recommendations of the Project Architect, SSP Architectural Group, the Roxbury Township Board of Education award the proposal for the Jefferson Elementary School and Eisenhower Middle School Roof Replacement project to the lowest bidder, Billy Contracting & Restoration, Inc., 12 Maple Avenue, Pine Brook, NJ in the amount of \$1,639,000.

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

APPROVAL OF DISPOSAL OF BOOKS

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

	<i>Textbook Title</i>	<i>Publisher</i>	<i>Copyright</i>	<i>ISBN</i>	<i>No. of Copies</i>	<i>School</i>
1	Everyday Language Reference Set - Thesaurus, Vocabulary Builder and Dictionary	Merriam-Webster	2004	978-0877799399	300	RHS

B. Education (Resolutions 1-9)

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.

SCHOOL CALENDAR FOR THE 2021/2022 SCHOOL YEAR

- *1. RESOLVED, that the school calendar be amended for the 2021/2022 school year as presented. (Exhibit E1-rev)

HIB REPORT

- *2. 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 February 27, 2020 for Incident Nos. 24 through 31.
- *3. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2019/2020 school year, beginning February 28, 2020 and ending March 12, 2020 for Incident No. 32.

FIELD TRIPS

4. 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:

	<i>School</i>	<i>Date of Trip</i>	<i>Faculty Sponsor</i>	<i>Group</i>	<i># of Students</i>	<i>Trip Destination</i>	<i>Location</i>	<i>Purpose</i>
1	EMS	2020-05-21 (Thu)	P.Moskowitz	STEAM, Gr. 7 & 8	30	Picatinny Arsenal	Wharton, NJ	To compete in Picatinny Arsenal's Annual Junior Solar Sprints Invitational; students used PBL skills and engineering & design principles to build solar cars.
* 2	RHS	2020-05-21 (Thu)	A.Theodoropoulos	AP Psychology	~40	Liberty Science Center	Jersey City, NJ	To attend LSC's "Live From Surgery - Neurosurgery" session; participation will support studies in class of the physiological factors involved in human motivation

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5. 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:

	School	Faculty Sponsor	Group	# of Students	Trip Destination	Location	Date(s) of Trip
1	EMS	T.Martino	TIDES	3	Bagels On the Hill	Landing, NJ	4/2/20 (Thu)
* 2	RHS	D.Rose	TIDES	5	Enzos Ristorante and Pizzeria	Budd Lake, NJ	4/7/20 (Tue)
3	EMS, NES	B.MacIntosh, A.Marrese	TIDES	13	Roxbury Twp Police Dept	Ledgewood, NJ	5/7/20 (Thu)
4	EMS	T.Martino	TIDES	3	Weis Supermarket	Randolph, NJ	5/8/20 (Fri)

- *6. RESOLVED, that staff and students be approved for participation in the following overnight field trip per Board policy.

Overnight Field Trip Requests							
	School	Date of Trip	Faculty Sponsor ^(S) & Chaperones ^(C)	Group(s) & # of Students	Trip Dest	Location	Purpose
1	RHS	2020-04-02 (Thu) thru 2020-04-05 (Sun)	M.McPhee ^{(S)(C)} , E.Christiansen ^(C)	Academic Decathlon ~18-20	Hyatt Regency	New Brunswick, NJ	To take part in a Rutgers Model United Nations Conference in which students will be assigned to specific nations & committees and challenged w/ using their 21st century skills to solve a global issue

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

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

File Number	School or Provider	Total Cost	Dates
204522	Somerset County Educational Services	\$15,688.00	3/2/2020-6/30/2020
208680	Celebrate the Children	\$40,628.15	3/5/2020-6/30/2020

TUITION STUDENT

- *8. RESOLVED, that the Roxbury Township Board of Education approve the following tuition contract agreements for the 2019/2020 school year and/or extended school year.

Student ID	Sending District	Program	Total
9583006931*	High Point Regional High School	Autistic	\$26,262.28
*student relocated; currently enrolled in Autistic Program at RHS; change in district of residency only			

FLEXIBLE INSTRUCTIONAL DAY PROGRAM

- *9. RESOLVED, that the Roxbury Township Board of Education approve the Flexible Instructional Day (FID) Program for public health-related school closures, developed in accordance with the New Jersey Department of Education’s Broadcast dated March 5, 2020.

C. Personnel (Resolutions 1-13)

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

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

RESIGNATIONS, RETIREMENTS, TERMINATIONS

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

Organized by Name

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Action</i>	<i>Final day of employment</i>	<i>Discussion</i>
* 1	Mahoney, Nathalie	EMS, RHS	French Teacher	Resignation for personal reasons	3/31/20	
2	Szigeti, Jennifer	NES	Special Education Paraprofessional	Resignation for personal reasons	3/13/20	

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

Stipend Positions						
	<i>Name</i>	<i>Loc.</i>	<i>Position</i>	<i>Action</i>	<i>Discussion</i>	
* 1	Arentowicz, Scott	RHS	Equipment Manager for Spring Sports	Resignation for personal reasons	Resignation eff 3/6/20; season was to begin 3/6/20.	
* 2	Riches, Mark	RHS	Co-Asst Baseball Coach	Rescind appointment	Aprvd 6/17/19 XV.C.10, Exhibit HR1.	

LEAVES OF ABSENCE

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

	<i>Name</i>	<i>Loc.</i>	<i>Position</i>	<i>Leave Start Date</i>	<i>Paid Leave</i>	<i>Unpaid FMLA/NJFLA^</i>	<i>Return Date</i>	<i>Discussion</i>
1	Carnevale, Michelle	JES	Special Education Paraprof	3/4/20	Using available days	FMLA	Upon release by physician	
2	Carroll, Stacey	JES	Gr. 4 Teacher	3/18/20	Using available sick days	FMLA	Upon release by physician	
* 3	Perrelli, Jaime	TR	Bus Aide	3/11/20	Using available sick & personal days	FMLA	Upon release by physician	
* 4	Renna, Justin	RHS	H/PE Teacher	3/17/20	Using available sick days	FMLA	Upon release by physician	
5	Siegel, David	FES, NES	Technology Teacher	4/20/20	N/A	FMLA/NJFLA	9/1/20	

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

APPOINTMENTS

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

Organized by Name

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Salary Guide / Step</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
* 1	Burkat, Walter	EMS, RHS	French Teacher	19/20 MA Step 2 of 1-2	\$58,917 prorated	5/15/20 or sooner pending release from current employer	6/30/20	Replacement in position TCH.RHS.WL.FR.01
* 2	PLACE-HOLDER	B&G	Maintenance Worker	REA Maintenance	\$ prorated	TBD	6/30/20	New position B&G.DS.MNT.NA.08

APPOINTMENTS - ATHLETICS

- *5. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2019/2020 school year:

Grouped by Sport, then organized by Name

19/20 Coaching Appts										
	<i>POSIT- ION LOC</i>	<i>POSITION</i>	<i>ASSIGN- MENT</i>	<i>SEASON</i>	<i>19/20 LAST NAME</i>	<i>19/20 FIRST NAME</i>	<i>19/20 Base Stipend</i>	<i># of Consec Yrs thru 19/20 Season</i>	<i>19/20 Longevity Stipend</i>	<i>19/20 TOTAL Stipend</i>
1	RHS	All Sports	Equipment Co-Manager	Spring	Dolan	James	\$ 2,920	1	n/a	\$ 2,920
2	RHS	All Sports	Equipment Co-Manager	Spring	Spargo	Justin	\$ 2,920	1	n/a	\$ 2,920
3	RHS	Baseball	Asst Coach^	Spring	Doyle	Robert	\$5,409^	2	\$ -	\$ 5,409^
4	RHS	Lacrosse - Boys'	Asst Coach	Spring	Kelley	Ryan	\$ 5,409	1	\$ -	\$ 5,409

^Amends Assignment, Base Stipend, and TOTAL Stipend approved 6/17/19.

- *6. 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							
	<i>Name</i>	<i>Position</i>	<i>Sport</i>	<i>Season</i>	<i>Loc of Sport</i>	<i>Payment</i>	<i>Discussion</i>
1	Arentowicz, Scott	Specialized Consultant	Softball	Spring	RHS	Volunteer- basis	
2	Blough, Mark^	Specialized Consultant	Lacrosse - Boys'	Spring	RHS	Volunteer- basis	^Start date pending receipt of documentation in accordance with law and district policy.
3	Merle, Paige	Specialized Consultant	Softball	Spring	RHS	Volunteer- basis	
4	Norgard, Kaitlyn	Specialized Consultant	Outdoor Track	Spring	RHS	Volunteer- basis	

APPOINTMENTS - SUBSTITUTES

7. RESOLVED, that the Roxbury Township Board of Education approve the following on an as needed basis:

	Name	Loc.	Position	Salary	Start Date	End Date	Discussion
* 1	Burkat, Walter	District	Substitute Teacher	19/20 Sub Rate Bd. aprvd 5/6/19	4/1/20^	5/14/20	
* 2	LaBadie, Keith	District	Substitute Teacher	19/20 Sub Rate Bd. aprvd 5/6/19	3/3/20	4/20/20	
* 3	Livingston, William	RHS	Substitute Teacher (exceeds 20 consecutive days)	\$200.00 per diem	2/18/20	4/8/20	Amends end date app'd 210/20 C.8.5; Special Education Coverage for position TCH.SPE.RES.NA.30
* 4	Vignali, Dominic	District	Substitute Teacher	19/20 Sub Rate Bd. aprvd 5/6/19	3/3/20	3/16/20	
* 5	Mobilio, Jessica	District	Substitute Teacher, Paraprofessional and Secretary	19/20 Sub Rate Bd. aprvd 5/6/19	3/17/20^	6/30/20	
^Start date pending receipt of documentation in accordance with law and district policy.							

SALARY ADJUSTMENTS - CERTIFICATED STAFF

8. RESOLVED, that the Roxbury Township Board of Education approve the following teaching assignments for the staff indicated below for the 2019/2020 school year:

	Name	Loc	Program/ Class	Extra Blocks assigned:	Salary Guide / Step	Addl. Salary	Start Date	End Date
1	Darling, Samantha	EMS	Gr. 8 Social Studies, Out-of-class Resource, Block 2	1 block on A and 1 block on B days w/in A/B day schedule @ EMS	19/20 BA Step 1-2	\$4,263	3/2/20	6/30/20^
2	Hubert, Travis	EMS	Gr. 8 Science In-class Resource, Block 5	1 block on A and 1 block on B days w/in A/B day schedule @ EMS	19/20 BA Step 1-2	\$4,263	3/2/20	6/30/20^
3	Loeb, Jessica	EMS	Gr. 8 Social Studies In-class Resource, Block 1	1 block on A and 1 block on B days w/in A/B day schedule @ EMS	19/20 MA+30 Step 15	\$5,716	3/2/20	6/30/20^
4	Trautz, Caryn	EMS	Gr. 8 Science, Out-of-class Resource, Block 6	1 block on A and 1 block on B days w/in A/B day schedule @ EMS	19/20 MA+30 Step 8-10	\$5,226	3/2/20	6/30/20^
* 5	Basso, Gregory	RHS	VISTA VIP, Block 3A	0.5 block on A days w/in A/B day schedule @ RHS	19/20 MA+30 Step 18	\$836	4/20/20	5/20/20#
* 6	Fagan, Margaret	RHS	VISTA Science, Block 1	1 block on A days w/in A/B day schedule @ RHS	19/20 MA+30 Step 22	\$2,001	4/20/20	5/20/20#

March 16, 2020

* 7	Gluck, Caitlin	RHS	VISTA STEP, Block 6	1 block on B days w/in A/B day schedule @ RHS	19/20 MA+30 Step 13-14	\$1,275	4/20/20	5/20/20#
* 8	Hancock, Jessie	RHS	VISTA VIP, Block 7A	0.5 block on B days w/in A/B day schedule @ RHS	19/20 BA Step 6	\$508	4/20/20	5/20/20#
* 9	Hughes, David	RHS	VISTA Math, Block 2	1 block on A days w/in A/B day schedule @ RHS	19/20 MA+30 Step 15	\$1,446	4/20/20	5/20/20#
* 10	McGinley, Birsen	RHS	VISTA Math, Block 5	1 block on B days w/in A/B day schedule @ RHS	19/20 BA+15 Step 7	\$1,085	4/20/20	5/20/20#
* 11	Rose, Denise	RHS	VISTA STEP, Block 3CD	1 block on A days w/in A/B day schedule @ RHS	19/20 BA Step 7	\$1,128	4/20/20	5/20/20#
^Coverage for position TCH.SPE.RES.NA.37. #Replacement for position TCH.SPE.VIS.MD.02.								

SALARY ADJUSTMENTS - HOURLY EMPLOYEES

9. 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	Friedella, Tracy	KES	Special Education Paraprof	REA Paraprof Step 12	\$22.28	5.75	5	185	\$23,700 prorated	3/3/20	6/30/20	Amend from 6.33 hrs/day on M,T,W,F

SALARY ADJUSTMENTS

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

	Name	Loc	Position	Guide / Step	Annual Salary	Start Date	End Date	Discussion
* 1	Palmieri, Lisa	DIST	Treasurer of School Monies	N/A	\$11,000 prorated	1/1/20	6/30/20	Last salary increase in 2013-14

19/20 SUPERINTENDENT MERIT GOAL

- *11. RESOLVED, that the Roxbury Township Board of Education hereby recognizes that Mrs. Loretta Radulic has met the criteria objectives as outlined in the Superintendent's Merit Goal No. 2 (Quantitative ~ *District Climate Gathering While Calibrating*) for the 2019/20 school year; and achievement of this goal has been submitted to the Executive County Superintendent for approval.

STUDENT TEACHERS

12. 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	Acevedo, Nicholas	CCM	Athletic Training	3/17/20^ thru 6/30/20, for 20hrs	Koch, Joseph	Athletic Trainer	RHS
^Pending receipt of documentation in accordance with law and district policy.							

TITLE I PARENT ACADEMY MONITORS

13. RESOLVED, that the following personnel be approved as indicated on an as needed basis as Title I Parent Academy Monitors.

	<i>Name</i>	<i>Start Date</i>	<i>End Date</i>	<i>Salary Guide</i>	<i>Hourly Rate</i>	<i>Discussion</i>
1	Bellardino, Alyssa	3/17/20	6/30/20	2017-20 REA Contract for Parent University	\$37.00/hr	Salaries to be paid from Title IA grant allocation.
2	McInnes, Cathy	3/17/20	6/30/20			

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 Workshop Meeting on April 6, 2020 at 6:30 at Lincoln Roosevelt School, 34 North Hillside Avenue, Succasunna, New Jersey; 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 Sessions; 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.

March 16, 2020

- 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

Roxbury Township School District

2021/2022 School Calendar

(Board Approved 3/2/2020)

(Amended @ 3/16/2020 Board Mtg thru EXHIBIT E1-rev)

Emergency Day Calendar						
There are five (5) Emergency Days built into this calendar. If the number of Emergency Days used is more than five (5), additional School Days will be scheduled the week of Spring Break, beginning with Mon. 4/11; Tues. 4/12; Wed. 4/13; and then Th. 4/14.						

July 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6 ^T _E	7 ^T _E	8 ^T _E	9 ^T	10
11	12 ^T _E	13 ^T _E	14 ^T _E	15 ^T _E	16 ^T	17
18	19 ^T _E	20 ^T _E	21 ^T _E	22 ^T _E	23 ^T	24
25	26 ^T _E	27 ^T _E	28 ^T _E	29 ^T _E	30 ^T	31

Students: 0 Teachers: 0

Jul:	
6-30 ^T	Title I Summer School
6-29 ^E	Extended School Year (M-Th)

August 2021						
Su	Mo	Tu	We	Th	Fr	Sa
1	2 ^F	3 ^F	4 ^F	5 ^F	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24*	25*	26*	27	28
29	30 [Ⓟ]	31 [Ⓟ]				

Students: 0 Teachers: 2

Aug:	
2-5 ^E	Extended School Year (M-Th)
24-26*	New Teacher Orientation
30-31 [Ⓟ]	No School for Students, PD for Staff

September 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Students: 19 Teachers: 19
Subtotal: 19 Subtotal: 21

Sept:	
1	FIRST DAY OF SCHOOL FOR STUDENTS
6	Labor Day- No School
7	Rosh Hashana- No School
16	Yom Kippur- No School

October 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11 [Ⓟ]	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Students: 20 Teachers: 21
Subtotal: 39 Subtotal: 42

Oct:	
11 [Ⓟ]	Columbus Day- No School for Students, PD for Staff

November 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Students: 18 Teachers: 18
Subtotal: 57 Subtotal: 60

Nov:	
4-5	NJEA Convention- No School
24	Early Dismissal for Students & Staff
25-26	Thanksgiving Break- No School

December 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Students: 17 Teachers: 17
Subtotal: 74 Subtotal: 77

Dec:	
23	Early Dismissal for Students & Staff
24-31	Winter Break- No School

January 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 [Ⓟ]	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Students: 20 Teachers: 21
Subtotal: 94 Subtotal: 98

Jan:	
17 [Ⓟ]	Martin Luther King Day- No School for Students, PD for Staff

February 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7 [Ⓟ]	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Students: 18 Teachers: 18
Subtotal: 112 Subtotal: 116

Feb:	
7 [Ⓟ]	Emergency Day built in - No School; will become a School Day if one (1) emergency day is used on or before Feb 1
21	Presidents' Day- No School

March 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 [Ⓟ]	19
20	21	22	23	24	25	26
27	28	29	30	31		

Students: 22 Teachers: 22
Subtotal: 134 Subtotal: 138

Mar:	
18 [Ⓟ]	Emergency Day built in - No School; will become a School Day if two (2) emergency days are used on or before Mar 14

April 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 [Ⓟ]	19 [Ⓟ]	20	21	22	23
24	25	26	27	28	29	30

Students: 14 Teachers: 14
Subtotal: 148 Subtotal: 152

April:	
11-14	Spring Break- No School
15	Good Friday- No School
18 [Ⓟ]	Emergency Day built in - No School; will become a School Day if four (4) emergency days are used on or before Apr 5
19 [Ⓟ]	Emergency Day built in - No School; will become a School Day if three (3) emergency days are used on or before Apr 5

May 2022						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 [Ⓟ]	28
29	30	31				

Students: 20 Teachers: 20
Subtotal: 168 Subtotal: 172

May:	
27 [Ⓟ]	Emergency Day built in - No School; will become a School Day if five (5) emergency days are used on or before May 23
30	Memorial Day- No School

June 2022						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 [Ⓟ]	16 [Ⓟ]	17 [Ⓟ]	18
19	20	21	22	23	24	25
26	27	28	29	30		

Students: 12 Teachers: 13
Subtotal: 180 Subtotal: 185


June:	
15 [Ⓟ]	Early Dismissal for Students, Full Day for Staff
16 [Ⓟ]	LAST DAY OF SCHOOL FOR STUDENTS- Early Dismissal for Students, Full Day for Staff
17 [Ⓟ]	LAST DAY FOR STAFF- Full Day for Staff

**DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
MARCH 16, 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.

<p style="text-align: center;"><i>SPEAKER REQUEST AT BOARD OF EDUCATION MEETINGS</i></p> <p><i>Anyone wishing to speak about agenda or non-agenda items at a meeting of the Roxbury Township Board of Education must follow these procedures. Located on the front table will be forms entitled, Speaker Request Form. Please fill one out indicating your name and address and the agenda item or topic you wish to discuss. After completing the form, return it to the Assistant Business Administrator. Thank you for your cooperation.</i></p>	<p style="text-align: center;"><i>ACCESS AGENDA & EXHIBITS ONLINE:</i></p> 
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ADDENDUM

I. ACTION ITEMS

D. Policies (Resolutions 1-2)

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.

- *1. RESOLVED, that the Roxbury Township Board of Education approved the temporary suspension of the language in Bylaw 0131 requiring a first and second reading to last the duration of this Board meeting.
- *2. RESOLVED, that the Roxbury Township Board of Education approve the following for adoption:

	<i>Policy/Regulation Number</i>	<i>Policy/Regulation Title</i>	<i>Exhibit Number</i>
a	Bylaw 0000.02 (Revised)	Introduction (M) Bylaws, Policies & Regulations	P1
b	Bylaw 0155.1 (New)	Board of Education Meeting through Electronic Means	P2
c	Bylaw 0162 (Revised)	Notice of Board Meetings	P3
d	Bylaw 0165 (Revised)	Voting	P4
e	Bylaw 0169 (Revised)	Board Member Use of Electronic Mail/Internet	P5

0000.02 INTRODUCTION (M) Bylaws, Policies & Regulations

M

Definitions

The following terms used in these bylaws, policies, and regulations shall have the meanings set forth below unless the context requires a different meaning or a different definition is supplied:

“Board” means the Board of Education of Roxbury Township.

“Bylaw” means a rule of the Board for its own operation.

“Chief School Administrator” means the Chief Executive Officer of this school district, whose title in this district is Superintendent.

“Collective Bargaining”, “Negotiated Agreement”, or “Collective Bargaining Agreement” means a contract collectively negotiated by the Board of Education and a recognized bargaining unit.

“Commissioner” means the New Jersey State Commissioner of Education.

“Core Curriculum Content Standards” means the New Jersey Student Learning Standards.

“County Superintendent” means the Executive County Superintendent of Schools designated by the Department of Education for this school district.

“Day” means a calendar day.

“Division of Youth and Family Services” or “DYFS” means the New Jersey Department of Children and Families – Division of Child Protection and Permanency or DCP&P.

“Executive County Superintendent” means the “County Superintendent designated by the Department of Education for this school district.”

“Full Board” means the authorized number of voting members of the Board of Education.

“Meeting” means a gathering that is attended by or open to all of the members of the Board of Education, held with the intent on the part of the Board members present to



INTRODUCTION (M) Bylaws, Policies & Regulations

discuss or act as a unit on the specific public business of the Board of Education except in the event of a Board meeting held through electronic means as described in Bylaw 0155.1.

“New Jersey Student Learning Standards” or “NJSLS” means standards adopted by the State Board of Education on May 1, 1996, and as thereafter revised by the State Board, and the Common Core State Standards adopted by the State Board on June 16, 2010, and as thereafter revised by the State Board, that describe the knowledge and skills all New Jersey students are expected to acquire by benchmark grades in the following areas: English language arts; mathematics; science; social studies; visual and performing arts; comprehensive health and physical education; world languages; technology; and 21st century life and careers. The standards are established for the provision of a thorough and efficient education pursuant to N.J.S.A. 18A:7F-46 and as a basis for the evaluation of school districts in accordance with N.J.A.C. 6A:30.

“Parent” means the natural parent(s), adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. Where parents are separated or divorced, “parent” means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student provided such parental rights have not been terminated by a court of appropriate jurisdiction.

“Policy” means a Statement, formally adopted by the Board of Education, in which the Board recognizes the mandates and constraints of law, establishes practices and standards binding on staff members and students, and gives direction to the Superintendent.

“President” means the President of the Board of Education.

“Principal” means the administrator in charge of a school building or facility; except where prohibited by law, “Principal or designee” means the qualified person duly delegated by the Principal to discharge a particular duty in place of the Principal.

“Professional employee” means an employee who holds a position for which a certificate issued by the New Jersey State Board of Examiners is required.

“Pupil” means a student enrolled in a school in this district.

“Regulation” means a Statement developed and promulgated by the Superintendent that details the specific operations by which Board policy or a legal mandate is implemented.

“Secretary” means the Secretary of the Board of Education.



“Student” means a pupil enrolled in a school in this district.

“Superintendent” means the Chief School Administrator of this school district; except where prohibited by law, “Superintendent or designee” means the qualified person duly delegated by the Superintendent to discharge a particular duty in place of the Superintendent.

“Support staff member” means an employee who holds a position for which no certificate issued by the New Jersey State Board of Examiners is required.

“Teaching staff member” means an employee who holds a position for which a certificate issued by the New Jersey State Board of Examiners is required.

“Treasurer” means the Treasurer of School Moneys for this school district.

Construction

The following rules of construction apply to these bylaws, policies and regulations:

1. Wherever possible, language shall be given its clear and ordinary interpretation;
2. Language shall be construed to have a meaning that complies with law;
3. In the event bylaws, policies and regulations conflict with one another, the later adopted bylaw, policy or regulation shall take precedence over the earlier, and the more specific bylaw, policy or regulation shall take precedence over the more general;
4. Except as otherwise provided by the context, the auxiliary verbs “shall,” “will,” and “must” indicate a mandated action, and the auxiliary verb “may” indicates an action that is permitted but is not mandated.

Effectuation

Except as may otherwise be expressly provided, a bylaw, policy or regulation will become effective on the date it is adopted and a revised bylaw, policy or regulation will become effective on the date it is revised.

Citations



INTRODUCTION (M) Bylaws, Policies & Regulations

Bylaws, policies and regulations may contain citations to the following codifications of State and Federal laws and regulations:

1. United States Code - U.S.C.
20 U.S.C.A. Education
2. United States Regulations - Code of Federal Regulations (C.F.R.)
3. New Jersey Statutes

N.J.S.A. 2C Code of Criminal Justice
N.J.S.A. 9 Children-Juvenile and Domestic Relations
N.J.S.A. 10 Civil Rights
N.J.S.A. 11 Civil Service
N.J.S.A. 17 Corporations and Institutions for Finance and Insurance
N.J.S.A. 18A Education
N.J.S.A. 19 Elections
N.J.S.A. 24 Food and Drug
N.J.S.A. 26 Health and Vital Statistics
N.J.S.A. 27 Highways
N.J.S.A. 30 Institutions and Agencies
N.J.S.A. 34 Labor and Worker's Compensation
N.J.S.A. 36 Legal Holidays
N.J.S.A. 39 Motor Vehicles and Traffic Regulation
N.J.S.A. 41 Oaths and Affidavits
N.J.S.A. 45 Professions and Affidavits
N.J.S.A. 47 Public Records
N.J.S.A. 52 State Government, Departments, and Officers
N.J.S.A. 53 State Police
N.J.S.A. 54 Taxation
N.J.S.A. 59 Tort Claims
4. New Jersey Administrative Code

N.J.A.C. 1 Administrative Law
N.J.A.C. 6 & 6A Education
N.J.A.C. 8 Health
N.J.A.C. 10 Human Services
N.J.A.C. 13 Law and Public Safety
N.J.A.C. 17 Treasury-General



Severability

If any part of this manual is made invalid by judicial decision or legislative or administrative enactment, all other parts shall remain in full effect unless and until they are amended or repealed by the Board of Education or until regulations issued by the Superintendent are amended.

Enactment

The official record of the adoption, issuance, amendment, or repeal of the bylaws, policies and regulations of this district shall be the minutes of meetings of the Board of Education. Such alterations shall be duly entered in this manual; a master copy of the bylaw, policy and regulation manual shall be maintained by the Board Secretary and shall be the manual to which all others may be compared for accuracy.

Created: October 2013

Edited: May 2017

Revised: 16 March 2020



Board Member Participation at Board Meetings Using Electronic Device

0155.1 BOARD MEMBER PARTICIPATION AT BOARD MEETINGS
USING ELECTRONIC DEVICE

In accordance with the New Jersey Department of Education Broadcast dated, March 5, 2020, the Roxbury Board of Education acknowledges that in the event of a health-related emergency closing of schools, business of the Board of Education may still need to occur. In this event where pressing business of the Board is required such as renewal of staff, budget hearings, approval of bills payments, policies etc., a meeting through electronic means will be permitted.

In accordance with the Open Public Meetings Act (OPMA), the following provisions will be implemented so that a meeting can occur during a health-related emergency closing:

1. Board of Education members will make every attempt to participate through a technology portal where they can be viewable for each other and members of the public. The Board of Education will accomplish this through a WebEx meeting where members of the public can call in as well as submit questions electronically.
2. Notice of this meeting's virtual location will be published through the traditional means and outlets as well as being noticed on the District website and in the Board of Education Office no less than 48 hours in advance.
3. The district will make every effort to post the agenda for the meeting no later than 24 hours in advance for review and reference by members of the public. The agenda will be placed on the district website.
4. Members of the public will be provided an opportunity to make comments on both agenda and non-agenda items. These comments will be submitted through the WebEx Chat feature. All comments will be read into the record by the Board of Education President or designee announcing both the member of the public and his/her address as is customary to provide with comments. In the event that additional information can be provided by a member of the Board of the Superintendent, it will be provided.



Board Member Participation at Board Meetings Using Electronic Device

5. Under these circumstances, and only when a Board of Education meeting needs to be held under the circumstances described above, a recording of the meeting with video will be posted in the same way that the audio is posted for traditional, in-person meetings of the Board. These recordings will not stand as the minutes, only the written record as approved will do so.
6. Executive session will still be held in a second WebEx meeting open only to Board of Education members, the Board of Education Attorney, and members of the Central Office Administration.
7. Under no circumstances other than a health-related emergency closing of schools, does the Board of Education approve of the electronic participation in a Board of Education meeting by any member.

Adopted: 16 March 2020



0162 NOTICE OF BOARD MEETINGS

The Board of Education will give notice of all meetings in accordance with law.

Public Notice

The Board Secretary shall notify, in writing and no later than forty-eight hours in advance of the meeting, each Board member and each person who has duly requested such notification of the time, date, location, and, to the extent it is known, the agenda of any regular, special, or rescheduled meeting. Forty-eight hour notice shall also be posted in the administration building, delivered to two newspapers designated by the Board, and filed with the clerk of the Roxbury Township, except that forty-eight hour notice is not required where the time, date, and location of the meeting has been published in the annual list of meetings approved by the Board in accordance with law. **The expectation will also be adhered to in the event of a Board meeting held through electronic means as described in Bylaw 0155.1.**

Upon the affirmative vote of three-quarters of the members present, the Board may meet in the absence of adequate notice, provided that discussion and action is limited to specific and unforeseen or unforeseeable matters of such urgency and importance that delay for the provision of notice would be likely to result in substantial harm to the public interest and that notice is given as soon as possible after the call of the meeting in accordance with the provisions of law and this bylaw.

Personal Notice of Meeting

The Board shall provide personal notice in writing to an adult student, the parent(s) or legal guardian(s) of a minor student, an employee or officer of this district, or a prospective employee whose privacy may be invaded or whose employment may be affected by the Board's deliberations in private session. Such personal notice will include the date and time of the private meeting, the subject or subjects scheduled for discussion at the private meeting, and the right of the individual given notice to request that the discussions be conducted at a public meeting. Personal notice will be given no less than forty-eight hours in advance of the private meeting.

A written request for public discussion must be signed by the person making the request and must be submitted to the Board Secretary prior to the commencement of the meeting. Any such properly submitted request will be granted. In the event that one or more, but fewer than all, of a group of persons whose employment will be discussed request a public meeting, the discussion regarding the person or persons who have submitted the request will be severed from the rest and will be conducted publicly.



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Bylaws
0162/Page 2 of 2
NOTICE OF BOARD MEETINGS

A discussion held in public by reason of the written request of an individual will be conducted at a regularly scheduled meeting for which annual notice has been given or at a meeting for which adequate public notice has been given in accordance with law.

Nothing in this bylaw will permit an employee to request or the Board to grant the public discussion of tenure charges or permit the public disclosure of information regarding a disabled student.

N.J.S.A. 10:4-6 et seq.; 10:4-8d; 10:4-9b
N.J.S.A. 18A:6-11; 18A:10-6
N.J.A.C. 6A:32-3.1

Adopted: 14 October 2013
Revised: 16 March 2020



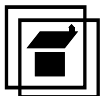
0165 VOTING

All Board of Education actions requiring a vote may be conducted by voice, show of hands, or roll call provided that the vote of each member is recorded in the minutes of the meeting. Proxy voting shall not be permitted. Voice or in writing voting must occur in the event of a BOE meeting held through electronic means as described in Bylaw 0155.1. In writing votes will be verbalized into the record by the Board Secretary.

Abstentions shall not be counted as votes but shall be recorded; a member who abstains from voting is deemed to acquiesce in the outcome of the vote.

All motions shall require for adoption the majority vote of Board members present and voting, except as provided by statutes of the State of New Jersey, this bylaw, or parliamentary authority and provided that the number of affirmative votes is at least a majority of the Board's quorum.

1. The affirmative votes of three-quarters of the members present are required for the conduct of a Board meeting when adequate notice has not been provided in accordance with law, N.J.S.A. 10:4-9;
2. A two-thirds vote of the full membership of the Board is required for:
 - a. Bids that have been advertised pursuant to N.J.S.A. 18A:18A-4 on two occasions and;
 - (1) No bids have been received on both occasions in response to the advertisement; or
 - (2) The Board of Education has rejected such bids on two occasions because it has determined that they are not reasonable as to price, on the basis of cost estimates prepared for or by the Board of Education prior to the advertising therefore, or have not been independently arrived at in open competition; or
 - (3) On one occasion no bids were received pursuant to #(1) and on one occasion all bids were rejected pursuant to #(2), in whatever sequence; any such contract may then be negotiated.



- b. Purchase of goods also available under State contract when the Board has received at least three quotations and the lowest responsible quotation is at least ten percent less than the price under the State contract for the identical goods and quantities, N.J.S.A. 18A:18A-5.e;
 - c. Determine that it is necessary, in a Type II school district having a Board of School Estimate, to sell bonds to raise money for any capital project, N.J.S.A. 18A:22-27; and
 - d. Sell bonds of a Type II district without further advertisement at private sale if no legally acceptable bid is received for the bonds pursuant to N.J.S.A. 18A:24-45.
3. A majority vote of the full membership of the Board is required for:
- a. Admission after October 1 of a student who has never attended school, N.J.S.A. 18A:38-6;
 - b. Adoption or alteration of a course of study, N.J.S.A. 18A:33-1;
 - c. Application for membership in an established county audiovisual aid center, N.J.S.A. 18A:51-11;
 - d. Appointment of a Superintendent, N.J.S.A. 18A:17-15; School Business Administrator, N.J.S.A. 18A:17-14.1; Board Secretary, N.J.S.A. 18A:17-5; Assistant Board Secretary, N.J.S.A. 18A:17-13; Administrative Principals, N.J.S.A. 18A:17-20.5; and Shared Superintendent or School Business Administrator, N.J.S.A. 18A:17-24.3. Appointment and removal of Assistant Superintendent(s), N.J.S.A. 18A:17-16 and appointment, salary, and removal of Business Manager in Type I school district, N.J.S.A. 18A:17-25.
 - e. Appointment, transfer, removal and/or renewal of teaching/certificated and/or non-certificated staff members, N.J.S.A. 18A:25-1, 27-1;
 - f. Fix and determine, in a Type II district having no Board of School Estimate, the amount of money to be raised for budgets and capital construction, N.J.S.A. 18A:22-32, 22-39;



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- g. Approval of employee salary deductions for hospital and insurance plans and government bonds, N.J.S.A. 18A:16-8;
 - h. Authorization, in Type II school districts, of school bonds, N.J.S.A. 18A:24-10;
 - i. Decision to establish with other school districts a county audiovisual educational aid center, N.J.S.A. 18A:51-1;
 - j. Determination of sufficiency of charges warranting dismissal or reduction in salary of a tenured employee, N.J.S.A. 18A:6-11;
 - k. Disposition or exchange of lands owned by the Board, N.J.S.A. 18A:20-5, 20-8;
 - l. Purchase of bonds or other obligations as investments, N.J.S.A. 18A:20-37;
 - m. Removal of the President or Vice President of the Board, N.J.S.A. 18A:15-2;
 - n. Restoration or removal following suspension of an Assistant Superintendent, Principal, or teacher, N.J.S.A. 18A:25-6;
 - o. Selection of textbooks, N.J.S.A. 18A:34-1;
 - p. Withholding a salary increment, N.J.S.A. 18A:29-14;
 - q. Direct the Secretary of the Board to deduct salaries of employees to participate in any plan for the purchase of bonds of the United States government, N.J.S.A. 18A:16-8;
 - r. Appointment and salary of Executive Superintendent in district in city of the first class with a population over 325,000 have a unit control organizational structure.
4. A roll call vote of the Board is required for the following actions with the necessary vote is indicated:

Issue

Required Vote

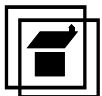


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|----|--|--|
| a. | Salary deductions for government bonds N.J.S.A. 18A:16-8 | Majority of full Board |
| b. | Appointment of a secretary of Board of Education; terms; compensation; vacancy N.J.S.A. 18A-17-5 | Majority of full Board |
| c. | Assistant and acting secretaries; appointment, powers and duties N.J.S.A. 18A:17-13 | Majority of full Board |
| d. | Appointment of Superintendents; terms; apportionment of expense N.J.S.A. 18A:17-15 | Majority of full Board |
| e. | Appointment and removal of Assistant Superintendents N.J.S.A. 18A:17-16 | Majority of full Board |
| f. | Appointment of Administrative Principals N.J.S.A. 18A:17-20.5 | Majority of full Board |
| g. | Appointment of shared Superintendent, School Business Administrator; terms N.J.S.A. 18A:17-24.3 | Majority of the membership of each Board |
| h. | Appointment; salary; removal of Business Managers N.J.S.A. 18A:17-25 | Majority of full Board |
| i. | Unit control organizational structure; Executive | Majority of full Board |

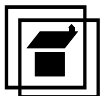


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- Superintendent N.J.S.A.
18A:17A-1
- j. Disposition of property N.J.S.A. 18A:20-5 Majority of full Board
- k. Exchange of lands N.J.S.A. 18A:20-8 Majority of full Board
- l. Type II districts with Board of School Estimate; determination; certification and raising of appropriations; notice of appeal N.J.S.A. 18A:22-26 Majority of full Board
- m. Type II districts with Boards of School Estimate; estimate by Board of Education; certification of estimate N.J.S.A. 18A:22-27 Two thirds of full membership of Board
- n. Determination of amounts by Board of School Estimate N.J.S.A. 18A:22-31 Board of School Estimate majority of full Board
- o. Type II districts without Board of School Estimate; determination and certification of appropriation N.J.S.A. 18A:22-32 Majority of full Board
- p. Type II districts without Board of School Estimate; submission of capital projects N.J.S.A. 18A:22-39 Majority of full Board
- q. School bonds, when deemed to be authorized Type II. Majority of full Board



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N.J.S.A 18A:24-10

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| r. | Private sale if no bids at public sale
N.J.S.A. 18A:24-45 | Two thirds of full membership of Board |
| s. | Transfer of teaching staff member
N.J.S.A. 18A:25-1 | Majority of full Board |
| t. | Suspension of Assistant Superintendents, Principals and teaching staff members
N.J.S.A. 18A:25-6 | Majority of membership |
| u. | Appointment of teaching staff members; vote required
N.J.S.A. 18A:27-1 | Majority of full Board |
| v. | Board of Education, procedure for certain personnel actions; recommendation of Chief School Administrator
N.J.S.A. 18A:27-4.1 | Majority of full Board |
| w. | Renewal of personnel
N.J.S.A. 18A:27-4.1 | Majority of full Board |
| x. | Withholding increments; causes notice of appeals
N.J.S.A. 18A:29-14 | Majority of full Board |
| y. | District to furnish suitable facilities; adoption of courses of study
N.J.S.A. 18A:33-1 | Majority of full Board |
| z. | Textbooks; selection; furnished free with supplies; appropriations N.J.S.A. | Majority of full Board |



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18A:34-1

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| aa. | Single county educational
audiovisual aids center in
county
N.J.S.A. 18A:51-11 | Majority of full
membership |
|-----|---|--------------------------------|

N.J.S.A. 10:4-14

Adopted: 14 October 2013

Revised: 16 March 2020



BOARD MEMBER USE OF ELECTRONIC MAIL/INTERNET

0169 BOARD MEMBER USE OF ELECTRONIC MAIL/INTERNET

The Board of Education is a public body as defined in the New Jersey Open Public Meetings Act, N.J.A.C. 10:4-6 et seq., and the Board and its members are required to comply with the provisions of this Act. It is the right of the public to be present at meetings of public bodies and to witness in full all phases of the deliberations, policy formulation, and decision-making. Board members acknowledge certain discussions between Board members, other than during a Board meeting, may be subject to the provisions of the Open Public Meetings Act.

The Board of Education is also subject to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. The Open Public Records Act requires public agencies/School Boards to make certain governmental records subject to public access. Board members may, by written and/or electronic mail (e-mail), communicate with each other and with certain school staff regarding the school district's public business. "Public business" means and includes all matters that relate in any way, directly or indirectly, to the performance of the public body's functions or the conduct of its business. Board members acknowledge these written communications may be classified as a governmental record and may be subject to public access pursuant to the Open Public Records Act.

In order to ensure the Board and/or individual Board members comply with the requirements of the Open Public Meetings Act and the Open Public Records Act, the following guidance is provided regarding certain discussions and written communications regarding the public business:

1. Written letters, e-mails, and supporting documents regarding school district matters written by Board members to other Board members or written by Board members to school staff, unless the subject matter is specifically exempt under the Open Public Records Law, are governmental records and are subject to public access. Based on the potential for improper/inappropriate disclosure and/or breach of confidentiality that may compromise the Board or Board member, these communications should not involve confidential matters, especially any matter the Board may discuss in executive/private session outside the presence of the public pursuant to the Open Public Meetings Act.
2. Written letters, internet (chat) discussions, e-mails, and supporting documents regarding the school district's public business written by Board members to other Board members shall not replace deliberations that would prevent the public from witnessing in full detail all phases of the



BOARD MEMBER USE OF ELECTRONIC MAIL/INTERNET

Board's deliberations, policy formulation, and decision-making process in accordance with the intent of the Open Public Meetings Act.

3. Internet (chat) discussions between Board members regarding the school district's public business shall not include multiple Board members with the potential that a quorum of the Board may be involved, or become involved, in such discussion. It is acceptable for internet discussions to occur in the committee structure as opposed to a committee meeting being held in person. This should be reserved for emergency situations as in-person meetings are the preference of the Board. In the event of a Board meeting held through electronic means as described in Bylaw 0155.1, under no circumstances are members of the Board to have private chats while engaged in the public session of the meeting. All comments, inquiries, and votes must occur in the public forum for all to hear.

In the event a Board member(s) fails to comply with the guidance of this Policy, the matter shall be referred to the Board President, who will meet and/or discuss the matter and this Policy with the Board member(s). The Board President may request the Board Attorney participate in this meeting and/or discussion.

N.J.S.A. 10:6-4 et seq.

N.J.S.A. 47:1A-1 et seq.

Adopted: 14 October 2013

Revised: 16 March 2020

