

**DISTRICT OF ROXBURY TOWNSHIP  
BOARD OF EDUCATION  
AUGUST 30, 2021  
REGULAR MEETING AGENDA**

**ROXBURY HIGH SCHOOL  
1 Bryant Drive, 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 – <https://www.roxbury.org/domain/83>

Municipal Clerk

Roxbury Public Library

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

**II. ROLL CALL**

**III. RESOLUTION TO MEET IN EXECUTIVE SESSION**

RESOLVED, that the Roxbury Township Board of Education hold an Executive Session on August 30, 2021 regarding personnel matters, student matters, negotiations and attorney client privilege.

**IV. PUBLIC SESSION**

**V. PLEDGE OF ALLEGIANCE**

**VI. PRESENTATIONS**

- VII. CORRESPONDENCE
- 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 July 19, 2021
- 2. Minutes of the Regular Meeting of July 19, 2021
- 3. Minutes of the Board Retreat of July 21, 2021

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 1-26)**

*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.*

DISTRICT GOALS

- \*1. RESOLVED, that the Roxbury Township Board of Education accept the District Goals for the 2021/2022 school year.

**District Goals for 2021/2022:**

- 1. **Student Achievement/Professional Development-** Enhance an active, inclusive, and multifaceted learning experience that maximizes each student's potential and empowers individual achievement.
- 2. **Portrait of a Graduate-** To bring awareness to the values the Roxbury community and the district curriculum fosters in its graduates.

3. **Sustainability-** To implement innovative programs to support students' sustainability.
4. **Health & Wellness-** Continue to develop an economically viable, safe, friendly atmosphere for students, staff and community members to inspire all learners and support their mental wellness to increase a readiness to be able to learn and meaningfully participate in the greater school community.
5. **Culture & Climate/Community-** To foster an inclusive and collaborative culture and climate with internal and external stakeholders.

BILLS LIST

- \*2. RESOLVED, that the Roxbury Township Board of Education approve the August 2021 bills list totaling \$4,170,728.29 as presented.

STUDENT ACTIVITY ACCOUNTS

- \*3. RESOLVED, that the Roxbury Township Board of Education approve the Student Activity Accounts monthly bills lists for the month of July 2021 as follows:

Roxbury High School	\$0.00	Franklin School	\$0.00
Athletics	\$0.00	Kennedy School	\$0.00
Eisenhower Middle School	\$0.00	Jefferson School	\$0.00
Lincoln Roosevelt School	\$0.00	Nixon School	\$0.00

TRAVEL REQUESTS

- \*4. 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	Miller, Dominick	Administrator Appreciation Event	4	Morristown, NJ	8/10/2021	\$39.00	\$48.80
2	Giordano, Tessa	Therapeutic Evaluation and Treatment of Toe-Walking	4	Virtual	9/10/2021 9/11/2021	\$395.00	\$395.00
3	Mondanaro, Joseph	NJASBO Professional Development	4	Whippany, NJ	9/16/2021 10/19/2021 11/16/2021 12/21/2021 1/20/2022 2/22/2022 3/17/2022 4/21/2022 5/17/2022	\$900.00	\$993.23
4	Kolbusch, Kathy	NJASBO Professional Development	4	Whippany, NJ	9/16/2021 10/19/2021 11/16/2021 12/21/2021 1/20/2022 2/22/2022	\$900.00	\$993.23

					3/17/2022 4/21/2022 5/17/2022		
5	Mondanaro, Joseph	MCASBO Meetings	4	Randolph, NJ	9/22/2021 10/20/2021 11/17/2021 12/15/2021 1/19/2022 2/16/2022 3/16/2022 4/20/2022 5/18/2022 June - TBD	\$0.00	\$35.70
6	Kolbusch, Kathy	MCASBO Meetings	4	Randolph, NJ	9/22/2021 10/20/2021 11/17/2021 12/15/2021 1/19/2022 2/16/2022 3/16/2022 4/20/2022 5/18/2022 June - TBD	\$0.00	\$35.70
7	Mondanaro, Joseph	Electric School Buses are Here to Stay	4	Califon, NJ	10/01/2021	\$0.00	\$12.25
8	Kolbusch, Kathy	Electric School Buses are Here to Stay	4	Califon, NJ	10/01/2021	\$0.00	\$12.25
9	Byrnes, Janine	Electric School Buses are Here to Stay	4	Califon, NJ	10/01/2021	\$0.00	\$12.25
10	Verdi, Christopher	Electric School Buses are Here to Stay	4	Califon, NJ	10/01/2021	\$0.00	\$12.25
11	Kolbusch, Kathy	Rutgers Center For Government Services - Public School Purchasing	4	Online Webex	10/6/2021 10/13/2021 10/20/2021	\$390.00	\$390.00
12	Bellardino, Alyssa	Leadership Institute 2021: Supporting Whole School, Whole District Reform in Literacy K-8	4	Virtual	10/20/2021 10/21/2021 10/22/2021	\$650.00	\$650.00
13	Cantwell, Kevin	Bowling Coaches' Clinic	4	Howell, NJ	10/27/2021	\$90.00	\$132.00
14	Del Rosario, Monica	The ESL Teacher Master Plan Online Professional Development	4	Online	Online	\$297.00	\$297.00
15	Gluck, Caitlin	Fundamentals of Coaching	4	Online	TBD	\$100.00	\$100.00
16	Richardson, Kiley	Fundamentals of Coaching	4	Online	TBD	\$100.00	\$100.00
17**	Seipp, Charles	AASA National Conference on Education 2022	4	Nashville, TN	2/16/2022 2/17/2022 2/18/2022 2/19/2022	\$855.00	\$2,425.28
18	Loretta Radulic	AASA National Conference on Education 2022	4	Nashville, TN	2/16/2022 2/17/2022 2/18/2022 2/19/2022	\$855.00	\$2,425.28

Notes: \*If in-person session is held, attendance will require employee to follow all safety and social distancing protocols.  
 \*\*Replaces XV.A.9(7) previously approved on 6/21/2021. 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.

MT. ARLINGTON BOARD OF EDUCATION - TUITION AGREEMENT

- \*5. RESOLVED, that the Roxbury Township Board of Education approve a Tuition Contract Agreement with the Mt. Arlington Board of Education, 446 Howard Boulevard, Mt. Arlington, NJ. The Roxbury Township Public School District will provide educational services in accordance with the applicable New Jersey Statutes and the rules and regulations of the State Board of Education for Mt. Arlington students in grades 9 through 12. This agreement shall be in effect for the 2021/2022 school year. The education services shall commence on September 1, 2021 and terminate on June 16, 2022. Tuition charges shall be \$18,077 per pupil.

MORRIS COUNTY VOCATIONAL SCHOOL - TUITION AGREEMENT

- \*6. RESOLVED, that the Roxbury Township Board of Education approve the Tuition Contract Agreement with the Morris County Vocational School District Board of Education, 400 East Main Street Denville, NJ. The Morris County Vocational School District will provide educational services in accordance with the applicable New Jersey Statutes and the rules and regulations of the State Board of Education for Roxbury students. This agreement shall be in effect for the 2021/2022 school year. The education services shall commence on September 8, 2021 and terminate on June 21, 2022. Tuition charges shall be as follows:

	<i>Regular Education</i>	<i>Special Education</i>
Full-time Student	\$9,364	\$9,751.20
Part-time Student	\$4,630	\$4,876

APPROVAL OF PURCHASES

- \*7. RESOLVED, that the Roxbury Township Board of Education approve the purchase from Core BTS, Inc., 5875 Castle Creek Pkwy. N. Drive, Suite 320, Indianapolis, IN, for UC Flex License subscription as per Core BTS Quote #Q-23753 in the total amount of \$40,171.68.
- \*8. RESOLVED, that the Roxbury Township Board of Education approve the purchase from Core BTS, Inc., 5875 Castle Creek Pkwy. N. Drive, Suite 320, Indianapolis, IN, for hardware Smartnet maintenance as per Core BTS Quote #Q-21653 in the total amount of \$20,211.46.
- \*9. RESOLVED, that the Roxbury Township Board of Education approve the purchase from Crossroads Pavement Maintenance, 512 New Pompton Tpk., Pompton Plains, NJ of labor and equipment for installation of new curbing and sidewalk sections at Roxbury High School. Work to be performed through Ed Data Primary Vendor Macadm services bid 2018-2021 in the total amount of \$19,875.00.
- \*10. RESOLVED, that the Roxbury Township Board of Education approve the purchase from Gillespie Group, Inc., 5 Chris Court, Suite G, Dayton, NJ of flooring at the Roxbury High School Boys first and second floor bathrooms as per Gillespie Group, Inc. Quote dated 8/5/2021. All work performed through NJ approved Co-Op #65MCESCCPS MRESC/ESC NJ #19/20-05 in the amount of \$20,168.88.

11. RESOLVED, that the Roxbury Township Board of Education approve the purchase from DeSesa Engineering Co., Inc., 83 Dorsa Ave., Livingston, NJ of two heat exchangers for Eisenhower Middle School as per DeSesa Estimate #26746 in the amount of \$33,208.00. Funding for this purchase is from the Maintenance Reserve.
12. RESOLVED, that the Roxbury Township Board of Education approve the purchase from Crossroads Pavement Maintenance, 512 New Pompton Tpk., Pompton Plains, NJ of labor and equipment for the projects listed below. All work to be performed through Ed Data primary Vendor Macadm services bid 2018-2021 in the amount shown.

Location	Project	Cost
Eisenhower Middle School	Concrete curbing and sidewalk	\$6,870.00
Franklin School	Asphalt surface at Basketball Court	\$15,475.00
Lincoln School	Asphalt Work	\$65,720.00
Lincoln School	Concrete Walkway	\$3,940.00

13. RESOLVED, that the Roxbury Township Board of Education approve the purchase from RFS Commercial, 280 N. Midland Avenue, Building M Postal Unit 220, Saddle Brook, NJ to supply and install Ardex concrete repair products to rehabilitate the front entrance step at Kennedy Elementary School. All work to be performed as per RFS Commercial Proposal #95583 in the total amount of \$11,016.57.

PAYMENT APPLICATION

- \*14. RESOLVED, that the Roxbury Township Board of Education approve the following payments to the following contractors:

Contractor	Project	Payment No.	Amount
Panoramic Window & Door Systems, Inc.	Window Replacements at KES and NES	1	\$45,080.00
AB Contracting, LLC	RHS Elevator Replacement	3	\$393,291.56

APPROVAL OF CHANGE ORDER

- \*15. WHEREAS, the Roxbury Township Board of Education awarded a contract for the replacement of the elevator at Roxbury High School in the total contract sum of \$886,396.00 at the April 12, 2021 board meeting, and;

WHEREAS, the contract awarded to AB Contracting, Inc. included an allowance for contingency items in the amount of \$25,000, and;

WHEREAS, unforeseeable physical conditions and/or minor modifications to the project scope have arose, and;

WHEREAS, N.J.A.C. 6A:26-4.9(a)1 permits district boards of education to approve change orders to the contract;

NOW, THEREFORE BE IT RESOLVED, that the Roxbury Township Board of Education approve Change Order Number 1 (Rev #8/25/2021) which will reduce the allowance for contingency amount to zero and increase the contract amount not to exceed \$902,142.07.

AWARD OF BID

- \*16. A Notice for sealed proposals for Printing (Preprinted Forms & Stationery) was advertised using Ed-Data in accordance with the provisions of the Public Contracts Law N.J.S.A. 18A:18A-21. Proposals were received, opened and read publicly at 11:00 a.m. on Wednesday, July 21, 2021, by the School Business Administrator at the Board of Education Office, 42 North Hillside Avenue, Succasunna, New Jersey.

RESOLVED, that the Roxbury Township Board of Education award the Printing (Preprinted Forms & Stationery) proposal to the low bidder per item as listed below.

ITEM DESCRIPTION	HAWK GRAPHICS	RIDGEWOOD PRESS
Graduation Ticket	\$160.00*	\$180.00
Graduation Program	\$1,680.00*	\$1980.00
Charge Sheets	\$275.00	\$250.00*
Envelope RHS - Window Return	\$240.00	\$180.00*
Envelope RHS - Printed Return	\$750.00*	\$750.00*
Emergency Info - Athletics	\$300.00	\$280.00*
Physician's Notification	\$400.00	\$350.00*
Emergency Cards Students	\$120.00*	\$120.00*
Emergency Cards Staff	\$20.00*	\$50.00
Emergency Cards Preschool	\$20.00*	\$20.00*
Permanent Record Folders	\$360.00*	\$600.00
Secondary School Test Record	\$140.00	\$100.00*
School Profiles	\$185.00*	\$450.00
Program of Studies	\$3,500.00	\$3,400.00*
Memo Pads - Imprinted	\$19.00*	\$20.00
Business Cards	\$65.00	\$55.00*
BUSINESS CARDS - Postcards for Senior Art Show	\$40.00*	\$55.00
MEMO PADS - Name Plates	\$125.00	\$120.00*
Certificate of Excellence	\$100.00*	\$220.00
6x9 White Open End Peel Envelope	\$295.00*	\$380.00
*indicates low bid for item		

MEAL PRICES FOR 2021/2022

- \*17. RESOLVED, that the Roxbury Township Board of Education approve the following prices for student meals for the 2021/2022 school year as allowed by the National School Lunch Program.

Lunch Programs			
	Paid	Reduced Price	Adult
High School	\$4.00	\$0.40	\$4.75
Middle School	\$3.50	\$0.40	\$4.50
Elementary Schools	\$3.00	\$0.30	\$4.00

Breakfast Programs			
	Paid	Reduced Price	Adult
Nixon School	\$2.00	\$0.30	\$3.00
Franklin School	\$2.00	\$0.30	\$3.00

APPROVAL OF BUS ROUTES FOR THE 2021/2022 SCHOOL YEAR

- \*18. RESOLVED, that the Roxbury Township Board of Education approve the “Route Summary Report” for the transportation of students for the 2021/2022 school year.

ACCEPTANCE OF GRANT FUNDS - AMERICAN RESCUE PLAN - IDEA

- \*19. WHEREAS, the Department of Education through the American Rescue Plan (ARP) has made additional IDEA grant fund awards, now therefore be it

RESOLVED, that the Roxbury Township Board of Education approve the acceptance of the FY 2022 Individuals with Disabilities Education Act (IDEA) Basic and Preschool Grant Awards as shown below for the project period July 1, 2021 to September 30, 2022.

	IDEA	ARP	Total
Basic Grant (Ages 3-21)	\$836,652	\$166,333	\$1,049,466
Basic Grant Nonpublic Share	\$46,481	\$8,754	\$55,235
Preschool Grant (Ages 3-5)	\$40,859	\$14,184	\$55,043

AND BE IT FURTHER RESOLVED, that this resolution supersedes in its entirety Resolution XV.A.26 dated July 19, 2021.

APPROVAL OF NONPUBLIC AID ENTITLEMENT

- \*20. RESOLVED, that the Roxbury Township Board of Education approve the 2021/2022 Nonpublic Aid Entitlement for nonpublic schools in the district in the amounts listed below for the purchase of goods and/or services as designated.

	Nonpublic Nursing	Nonpublic Textbooks	Nonpublic Security	Nonpublic Technology
American Christian School	\$10,864.00	\$5,822.00	\$16,975.00	\$4,074.00
Saint Therese School	\$21,392.00	\$11,464.00	\$33,425.00	\$8,022.00
Morris County EduCare	\$1,344.00	\$720.00	\$2,100.00	\$504.00

JOINT TRANSPORTATION AGREEMENTS

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

2021-2022 Joint Transportation Agreement				
Start Date	End Date	Host District's Route Number	Destination	Joiner Cost
9/1/2021	6/30/2022	MTH15	Roxbury HS	\$22,571.69
Joiner District To and From Total Route Cost				\$22,571.69



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

2021-2022 Joint Transportation Agreement				
Start Date	End Date	Host District's Route Number	Destination	Joiner Cost
9/1/2021	6/30/2022	LR09	Lincoln Roosevelt School (JB) \$50.00 per diem - 180 days	\$9,000.00
9/1/2021	6/30/2022	RHS25	RHS - Special Education (SI,AS,JC,TH) \$50.00 per diem per student - 180 days	\$36,000.00
Joiner District To and From Total Route Cost				\$45,000.00

PARENTAL TRANSPORTATION

- \*23. RESOLVED, that the Roxbury Township Board of Education approve a Parental Transportation Agreement for Student Transportation (PAR02-21/22). Parent is providing transportation for student (202105) to the New Beginnings School for the period July 1, 2021 to June 30, 2022. The total for this agreement is \$11,618.88.

APPROVAL OF DISPOSAL OF PROPERTY

24. RESOLVED, that the Roxbury Township Board of Education approve the disposal of furniture in Classroom #24 (Inventory tag #0611). This furniture has been identified by the Principal of Jefferson Elementary School as obsolete, broken and/or no longer functioning.

APPROVAL OF SERVICE PROVIDERS

- \*25. RESOLVED, that the Roxbury Township Board of Education approve CPR-AED-Heartsaver training for staff taking place after school hours on September 15, 2021 and September 30, 2021. Compensation for two three-hour sessions will be \$135 per session, per instructor not to exceed a total of \$540. Training to be provided by instructors Dale Cropley and Constance Gleichmann.

ACCEPTANCE OF DONATION

- \*26. RESOLVED, that the Roxbury Township Board of Education approve acceptance of a donation from Precision Garage Door Tri-State of a garage door, opener and installation for the Structural Design and Fabrication (SDF) program house. This donation is valued at approximately \$4,500.00.

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

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

HIB REPORT

- \*1. RESOLVED, that the Roxbury Township Board of Education affirms the Superintendent's decisions provided in the Harassment, Intimidation, and Bullying Report for the 2020/2021 school year, ending as of June 25, 2021 for Incident Nos. 20 through 25.
- \*2. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2021/2022 school year, beginning July 1, 2021 and ending August 26, 2021.

OUT-OF-DISTRICT PLACEMENTS/SERVICES - 2021/2022

- \*3. RESOLVED, that the Roxbury Township Board of Education approve the 2021/2022 Extended School Year and 2021/2022 School Year Out-of-District Placements/Services listed below:

<i>File Number</i>	<i>School or Provider</i>	<i>Total Cost</i>	<i>Dates</i>
207866	Windsor Bergen Academy	\$59,842.83	9/1/21-6/30/22
211331	P.G. Chambers School	\$81,748.00	8/2/21-6/30/22
208982	Bergen County Special Services School District	\$13,200.00	7/1/21-6/30/22
209534	Gloucester County Special Services School District	\$8,190.00	7/12/21-8/12/21
205524	Bergen County Special Services School District	\$13,200.00	9/1/21-6/30/22
209407	Bergen County Special Services School District	\$6,600.00	9/1/21-6/30/22
206051	Bergen County Special Services School District	\$3,630.00	9/1/21-6/30/22
207985	Bergen County Special Services School District	\$6,600.00	9/1/21-6/30/22
208873	Bergen County Special Services School District	\$13,200.00	9/1/21-6/30/22
209335	Bergen County Special Services School District	\$13,200.00	9/1/21-6/30/22
207469	Bergen County Special Services School District	\$1,980.00	9/1/21-6/30/22
204522	Somerset County Educational Services Commission	\$70,436.00	9/8/21-6/30/22

TUITION STUDENTS

- \*4. RESOLVED, that the Roxbury Township Board of Education approve the following tuition contract agreements for the 2021/2022 school year and/or extended school year.

<i>State ID</i>	<i>Sending District</i>	<i>Program</i>	<i>Total</i>
8030491035	State of New Jersey	MD	\$43,466.00
9578484179	Mt. Arlington	MD	\$43,466.00
4833768258	Mt. Arlington	BD	\$43,501.00

CURRICULUM WRITING

5. RESOLVED, that the courses listed below be approved for curriculum writing for the 2021/2022 school year as indicated.

	<i>Course</i>	<i>School / Course Level</i>	<i>Grade Level</i>	<i>Course Duration (FY, Sem, Q)</i>	<i>New, Revision, or Rewrite</i>	<i>Proposed hours</i>
1	Math	LRS	6	FY	New	35
* 2	Biology #	RHS	9 - 10	FY	Rewrite	20
# Resolution replaces 3/15/21, XV.B.8, Exhibit E1, Row Nos. 31 & 32.						

ALIGNMENT OF DISTRICT CURRICULA

- \*6. RESOLVED, that the Roxbury Township Board of Education approve the on-going alignment of newly written and revised district curricula with the State Board adopted standards for implementation effective September 1, 2021 for the 2021/2022 school year in the following content areas:

	<i>Subject</i>	<i>Grade Level</i>
1	21st Century Life & Careers	K-12
2	Comprehensive Health & Physical Education	K-12
3	Language Arts - ELA	K-12
4	Library/Media	K-12
5	Mathematics	K-12
6	School Counseling	K-12
7	Science	K-12
8	Social Studies	K-12
9	Technology	K-12
10	Vocal & Performing Arts	K-12
11	World Languages	K-12
12	ESL	K-12

DISTRICT PROFESSIONAL DEVELOPMENT

- \*7. RESOLVED, that the Roxbury Township Board of Education approve the submission of its District Professional Development Plan Statement of Assurance for the 2021/2022 school year to the NJ Department of Education.

DISTRICT MENTORING PLAN

- \*8. RESOLVED, that the Roxbury Township Board of Education approve the submission of its District Mentoring Plan Statement of Assurance for the 2021/2022 school year to the NJ Department of Education.

ADOPTION OF TEXTBOOKS

- \*9. RESOLVED, that the textbooks listed below be adopted for the Roxbury Township School District.

	<i>Course</i>	<i>School</i>	<i>Grades</i>	<i>Textbook Title</i>	<i>Author</i>	<i>Publisher</i>	<i>Copyright</i>	<i>Discussion</i>
1	French 1a-4	RHS	7-12	<i>D'Accord</i>	Blanco, Moran, Zwireck	Vista Higher Learning	2019	
2	World History	RHS	11	<i>Modern World History</i>	HMH	Houghton Mifflin Harcourt	2018	
3	World History	RHS	11	<i>Ways of the World - 4th Edition</i>	Robert W. Strayer, Eric W. Nelson	Bedford, Freeman & Worth	2020	

EXTENDED SCHOOL YEAR PROGRAM

- \*10. RESOLVED, that the Roxbury Township Board of Education approve the 2021 Extended School Year Program. This resolution amends and supersedes in its entirety Resolution B.3 approved on April 26, 2021 and Resolution B.9 on June 21, 2021:

2021 Extended School Year 5-Week Program - July 6, 2021 - August 5, 2021  
Four Days per Week: Monday - Thursday, 9:00 AM - 12:00 PM

	<i>Positions</i>	<i>Hourly Rate of Pay</i>	<i>Not to exceed:</i>
a	Program Coordinator (1)	\$50.00	20 hours/week
b	Transition Coordinator (1)	\$45.00	16 hours/week
c	Special Education Teachers (20)	\$45.00 (holding NJ teaching certification)	16 hours/week
d	Substitute Teachers (as needed)	\$45.00 ( holding NJ teacher certification \$30.00 ( holding county substitute certificate)	16 hours/week
e	Nurses (2); Substitute Nurses (as needed)	\$45.00	16 hours/week
f	Occupational Therapists (2)	\$45.00	16 hours/week
g	Physical Therapist (1+ contracted)	\$45.00	16 hours/week
h	Speech-Language Pathologists (2+ contr.)	\$45.00	16 hours/week
i	Counselors (2)	\$45.00	16 hours/week
j	Behaviorists (2)	\$45.00	16 hours/week
k	Paraprofessionals (60); Substitute Paraprofessionals (as needed)	\$17.00 (without NJ teaching certification) \$20.00 (holding NJ teaching certification)	16 hours/week
l	ESY Bus Aide	\$17.00	5 hours/week

SUMMER PROFESSIONAL DEVELOPMENT

- \*11. RESOLVED, that the Roxbury Township Board of Education approve four ESL teachers to participate in two half-day trainings on ELlevation on August 26, 2021 and August 27, 2021. Participants will be paid \$50 for each day attended; not to exceed \$100 per participant. The total cost shall not exceed \$400. This resolution amends and supersedes in its entirety the Resolution A.2 approved on June 7, 2021

**C. Policies (Resolutions 1)**

*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 approve the following for first reading:

	<i>Policy/Regulation Number</i>	<i>Policy/Regulation Title</i>	<i>Exhibit Number</i>
a	Policy 0131 (Revised)	Bylaws, Policies, and Regulations	P1
b	Policy 2421 (Revised)	Career and Technical Education	P2
c	Policy 3134 (Revised)	Assignment of Extra Duties	P3
d	Policy & Regulation 3142 (Revised)	Nonrenewal of Nontenured Teaching Staff Member	P4 & P5
e	Policy & Regulation 3221 (Revised)	Evaluation of Teachers (M)	P6 & P7
f	Policy & Regulation 3222 (Revised)	Evaluation of Teaching Staff Member, Excluding Teachers and Administrators (M)	P8 & P9
g	Policy & Regulation 3223 (Revised)	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)	P10 & P11
h	Policy & Regulation 3224 (Revised)	Evaluation of Principals, Vice Principals, and Assistant Principals (M)	P12 & P13
i	Policy & Regulation 4146 (Revised)	Nonrenewal of Nontenured Support Staff Member	P14 & P15
j	Policy & Regulation 5460.02 (New)	Bridge Year Pilot Program (M)	P16 & P17
k	Policy & Regulation 6471 (Revised)	School District Travel (M)	P18 & P19
l	Policy 8561 (Revised)	Procurement Procedures for School Nutrition Programs (M)	P20
m	Policy 1648.11 (New)	The Road Forward COVID-19 - Health and Safety (M)	P21
n	Policy 1649 (Abolish)	Federal Families First Coronavirus (COVID-19) Response Act (M)	P22
o	Policy 1648 (Abolish)	Restart and Recovery Plan	P23
p	Policy 1648.02 (Abolish)	Remote Learning Options for Families (M)	P24
q	Policy 1648.03 (Abolish)	Restart and Recovery Plan - Full-Time Remote Instruction (M)	P25

**D. Personnel (Resolutions 1-32)**

*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 School Security Guard CMS-5. (Exhibit JD1)

- \*2. RESOLVED, that the Roxbury Township Board of Education approve the job description for District Courier CMS-23. (Exhibit JD2)

RESIGNATIONS, RETIREMENTS, TERMINATIONS

3. 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	Ask, Melissa	RHS	Special Education Paraprofessional	Resignation for personal reasons	6/30/21	Completing ESY assignment ending 8/5/21
* 2	Baldino, Michael	RHS	Special Education Teacher (RC)	Resignation for personal reasons	10/22/21 (1)	(1) or sooner pending hire of suitable replacement
* 3	Bernard, Ernest	TR	Bus Driver	Rescind appt	--	App'd 7/19/21 C.9.2
* 4	Catanzariti, Patricia	TR	Transportation Bus Aide	Resignation for personal reasons	6/30/21	
5	Gonzalez, Christine	KES	Leave-repl School Counselor & ABS	Resignation for personal reasons	10/18/21 (2)	(2) or sooner pending hire of suitable replacement
6	Lane, Matthew	KES	Leave-repl Gr. 4 Teacher	Rescind appt		App'd 7/19/21 XV.C.8.3. To accept tenure-track teaching position in district
7	Martin, Ashley	JES, NES	Leave-repl School Social Worker	Rescind appt	--	App'd 6/21/21 XV.C.6.1
8	Matarazzo, Michelle	NES	Title 1 Paraprofessional	Resignation for personal reasons	6/30/21	
9	Mueller, Sandra	FES, NES	Leave-repl Art Teacher	Rescind appt	--	App'd 6/7/21 XV.C.9.2. To accept tenure-track teaching position in district
* 10	Rafferty, Nicholas	RHS	Business Teacher	Rescind appt	--	App'd 7/19/21 XV.C.7.3
11	Reyad, Salma	KES	Special Education Paraprofessional	Resignation for personal reasons	6/30/21	Completing ESY assignment ending 8/5/21
12	Santiago, Heather	KES	Permanent Substitute Teacher	Resignation for personal reasons	6/30/21	
13	Schultz, Shari	FES	Gr. 3 Teacher	Resignation for retirement purposes	9/30/21	
* 14	Theriault, Justin	RHS	Special Education Paraprofessional	Resignation for personal reasons	6/30/21	Completing ESY assignment ending 8/5/21
15	Yocum, Danielle	NES	Special Education Paraprofessional	Resignation for personal reasons	6/30/21	

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

<b>Stipend Positions</b>						
	<i>Name</i>	<i>Position</i>	<i>Position Loc</i>	<i>Action</i>	<i>Effective</i>	<i>Discussion</i>
* 1	Hancock, Jessie	Best Buddies Co-Advisor	RHS	Resignation for personal reasons	7/27/21	
* 2	Hancock, Jessie	SEAS Co-Advisor	RHS	Resignation for personal reasons	7/27/21	

LEAVES OF ABSENCE

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

	<i>Name</i>	<i>Leave Start Date</i>	<i>Paid Leave</i>	<i>Unpaid FMLA/ NJFLA^</i>	<i>Return Date</i>	<i>Discussion</i>
* 1	5579	8/30/21	Using 32 sick days	FMLA/NJFLA	1/17/22	Amends <i>Paid Leave</i> & <i>Return Date</i> previously app'd.
* 2	5990	9/22/21	Using 6 sick and 4 personal days	FMLA if needed	Upon release by physician	Antic ret 11/3/21
3	5998	10/4/21 or sooner if nec	Using 2 personal days, then available sick days	FMLA/NJFLA	4/4/22	
4	6101	8/30/21	Using 12 sick and 5 personal days	FMLA (10 wks) if needed	Upon release by physician	Antic ret 11/1/21
5	6594	8/30/21	Using available sick days	FMLA if needed	Upon release by physician	Antic ret 10/4/21
6	6690	10/20/21 or sooner if nec	Using available sick days	FMLA/NJFLA	3/7/22	
7	6725	2/16/21	Using 4 personal then available sick days	FMLA/NJFLA	9/8/21	Amends <i>Return Date</i> previously app'd.
* 8	7183	11/29/21 or sooner if nec	Using available sick days	FMLA/NJFLA	7/1/22	

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

REASSIGNMENTS / TRANSFERS

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

	<i>Name</i>	<i>Former Assignment &amp; Loc.</i>		<i>New Assignment &amp; Loc.</i>		<i>Effective Date</i>	<i>Discussion</i>
1	Betz, Chelsea	OT SPS.DS.OT.NA.04	JES, KES, LRS	OT SPS.DS.OT.NA.04	JES, KES, NES	8/30/21	
2	Clark, Jennifer	Special Education Teacher (LLD) TCH.SPE.LLD.NA.06	NES	Special Education Teacher (PSD) TCH.SPE.PSD.NA.02	JES	8/30/21	
3	DiLorenzo, Sarah	School Librarian, Media Specialist TCH.DS.MED.NA.01	FES, NES	School Librarian, Media Specialist TCH.DS.MED.NA.01	FES	8/30/21	
* 4	Hancock, Jessie	Special Education Teacher (VISTA) TCH.SPE.VIS.MD.01	RHS	Special Education Teacher (RC) TCH.SPE.RES.NA.40	LRS	8/30/21	
5	Heilman, Kerri	Special Education Teacher (RC) TCH.SPE.RES.NA.13	LRS	Special Education Teacher (RC) TCH.SPE.RES.NA.13	LRS, EMS	8/30/21	
6	Kreider, Troy	Permanent Substitute Teacher TCH.SUB.PERM.FES.02	FES	Permanent Substitute Teacher TCH.SUB.PERM.LRS.01	LRS	8/30/21	Replacement in position
7	O'Malley, Shannon	Special Education Teacher (PSD) TCH.SPE.PSD.NA.02	JES	Special Education Teacher (LLD) TCH.SPE.LLD.NA.06	NES	8/30/21	
8	Schultz, Sharli	Gr. 3 Teacher TCH.FRA.GR3.NA.03	FES	ISL Teacher TCH.LR.BSI.NA.03	LRS	8/30/21	
9	Siegel, David	Technology Teacher TCH.DS.COMP.NA.01	FES, NES	Technology Teacher TCH.DS.COMP.NA.01	NES	8/30/21	



7. RESOLVED, that the Roxbury Township Board of Education approve the reassignment and change in salary for the staff members listed below:

	<i>Name</i>	<i>Former Assignment &amp; Loc.</i>	<i>New Assignment &amp; Loc.</i>	<i>Salary / Rate</i>	<i>Start Date</i>	<i>Discussion</i>
1	Colditz, Dawn Marie	Special Education Paraprofessional AID.SPE.PT.NA.56 NES	Special Education Paraprofessional AID.SPE.FT.NA.15 NES	REA Paraprof Step 10 \$20.72 hourly	8/30/21	P/T to F/T replacement in LLD Program (31 hrs/wk)
2	Perhacs, Jennifer	Special Education Teacher (RC) (FTE 0.66) TCH.SPE.RES.NA.39 LRS	Special Education Teacher (RC) (FTE 1.00) TCH.SPE.RES.NA.39 LRS	21/22 BA, Step 5-6, \$56,170	8/30/21	
3	Rose, Andrew	Permanent Substitute Teacher TCH.SUB.PERM.JES .02 JES	Special Education Paraprofessional AID.SPE.PT.NA.42 JES	REA Paraprof Step 8 \$19.52 hourly	8/30/21	Returning to previous position
4	Sorbino, Jasmine	Special Education Paraprofessional AID.SPE.PT.NA.31 NES	Special Education Paraprofessional AID.SPE.FT.NA.29 NES	REA Paraprof Step 10 \$20.72 hourly	8/30/21	P/T to new F/T position in Autistic Program (31 hrs/wk)

8. RESOLVED, that the Special Education Paraprofessionals listed be transferred to a new location effective August 30, 2021:

	<i>Name</i>	<i>Former Location</i>	<i>New Location</i>
1	Beede, Agnes	JES	KES
2	Church, Stacey	FES	JES
3	Cox, Bruce	LRS	EMS
4	Delgado, Cristian	RHS	EMS
5	Henricksen, Lisa	RHS	KES
6	Kelley, Ryan	KES	LRS
7	LaManna, Susan	EMS	RHS
8	Reinknecht, Cindy	LRS	NES
9	Roe, Tammie	JES	KES
10	Singh, Mrigaya	LRS	EMS

APPOINTMENTS

9. 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	Greco, Samantha	KES	Permanent Substitute Teacher	N/A	\$150.00 per diem	8/30/21	6/30/22	Tenure-track replacement not to exceed 4 days/wk in position TCH.SUB.PERM.KES.02
2	Herter, Susan	FES	Permanent Substitute Teacher	N/A	\$150.00 per diem	8/30/21	6/30/22	Tenure-track replacement not to exceed 4 days/wk in position TCH.SUB.PERM.FES.02
* 3	Izquierdo, Maria-Elena	RHS	Spanish Teacher	21/22 MA+30, Step 23	\$101,806	8/30/21	6/30/22	Tenure-track replacement in position TCH.RHS.WL.SP.07
* 4	Jacoby, Adam	RHS	Business Teacher	21/22 BA, Step 1	\$54,975 prorated	9/1/21 (1)	6/30/22	Tenure-track replacement in position TCH.RHS.BUS.NA.05.  (1) or sooner pending release from current employer
5	Lane, Matthew	FES	Gr. 3 Teacher	21/22 MA, Step 3 of 2-4	\$60,725	8/30/21	6/30/22	Tenure-track replacement in position TCH.FRA.GR3.NA.03
6	Maio, Emily	KES	Permanent Substitute Teacher	N/A	\$150.00 per diem	8/30/21	6/30/22	Tenure-track replacement not to exceed 4 days/wk in position TCH.SUB.PERM.KES.02
7	Matullo, Lauren	NES	Permanent Substitute Teacher	N/A	\$150.00 per diem	8/30/21 <sup>^</sup>	6/30/22	Tenure-track replacement not to exceed 4 days/wk in position TCH.SUB.PERM.NES.02
8	Mueller, Sandra	JES, KES	Art Teacher	21/22 BA, Step 1	\$54,975	8/30/21	6/30/22	Tenure-track replacement in position TCH.DS.ART.NA.02
9	Warren, Allison	EMS	Special Education Teacher (RC)	21/22 BA, Step 11 of 10-12	\$62,645 prorated	11/1/21 (2)	6/30/22	Tenure-track replacement in position TCH.SPE.RES.NA.29  (2) or sooner pending release from current employer
10	Weiss, Stephanie	JES, KES	SLS	21/22 MA, Step 6 of 5-6	\$61,420	8/30/21	6/30/22	Tenure-track replacement in position TCH.DS.SLS.NA.02.
11	PLACE-HOLDER	NES	Permanent Substitute Teacher	N/A	\$150.00 per diem	8/30/21 <sup>^</sup>	6/30/22	Tenure-track replacement not to exceed 4 days/wk in position TCH.SUB.PERM.NES.01
<sup>^</sup> Employment start date is pending completion of documentation in accordance with the law or district policy. <sup>#</sup> Employment start date is pending release from current employer								

APPOINTMENTS - LEAVE REPLACEMENTS

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

	Name	Loc	Position	Salary	Start Date	End Date	Discussion
1	Bain - Herbison, Diana	KES	Leave-repl Gr. 4 Teacher	\$54,800 # prorated	8/30/21 ^	12/23/21	Replacement in position TCH.KEN.GR4.NA.01
2	Calabro, Dina	FES, NES	Leave-repl Art Teacher	\$54,800 #	8/30/21	6/30/22	Replacement in position TCH.DS.ART.NA.01
3	Loftis, Kimberly	NES	Leave-repl Kindergarten Teacher	\$54,800 prorated #	8/30/21	11/24/21	Replacement in position TCH.NIX.KIN.NA.02
4	Moran, Courtney	FES	Leave-repl Kindergarten Teacher	\$54,800 prorated #	8/30/21	12/23/21	Replacement in position TCH.FRA.KIN.NA.02
5	Murphy, Colleen	NES	Leave-repl Gr. 2 Teacher	\$54,800 prorated #	8/30/21	11/19/21	Replacement in position TCH.NIX.GR2.NA.03
^ Employment start date is pending completion of documentation in accordance with the law or district policy. # 21/22 Leave Replacement Teacher Rate Bd. aprvd 6/7/21							

APPOINTMENTS - HOURLY EMPLOYEES

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

	Name	Loc	Position	Guide / Step	Hourly Rate	Start Date	End Date	Discussion
1	Bodtmann, Genevieve	LRS	Special Education Paraprofessional	REA Paraprof Step 9	\$20.12	8/30/21^	6/30/22	Resource Center replacement (29.5 hrs/wk) AID.SPE.PT.NA.28
* 2	Carpentier, James	RHS	Special Education Paraprofessional	REA Paraprof Step 9	\$20.12	8/30/21	6/30/22	Resource Center replacement (15 hrs/wk) AID.SPE.PT.NA.19
* 3	Cole, Kendal	TR	Transportation Bus Aide	N/A	\$16.00	9/1/21^	6/30/22	Replacement (25 hrs/wk) AID.BUS.TRN.NA.08
* 4	Hammond, Raymond	TR	Bus Driver	RBDG Step 6	\$34.01	9/1/21^	6/30/22	New position BUS.TR.DRI.RE.62
* 5	King, Rita	TR	Transportation Bus Aide	N/A	\$16.00	9/1/21	6/30/22	New position (25 hrs/wk) AID.BUS.TRN.NA.13
* 6	Pereira, Carlos	TR	Bus Driver	RBDG Step 6	\$34.01	9/1/21	6/30/22	Replacement in position BUS.TR.DRI.RE.05
7	Robinson Wedderburn, Judi	KES	Special Education Paraprofessional	REA Paraprof Step 10	\$20.72	8/30/21^	6/30/22	Resource Center replacement (29.5 hrs/wk) AID.SPE.PT.NA.32
8	Thomas, Cheryl	NES	Special Education Paraprofessional	REA Paraprof Step 10	\$20.72	8/30/21^	6/30/22	New F/T position in MD Program (32.5 hrs/wk) AID.SPE.FT.NA.30
9	Turner, Megan	LRS	Special Education Paraprofessional	REA Paraprof Step 9	\$20.12	8/30/21^	6/30/22	LLD replacement (24 hrs/wk) AID.SPE.PT.NA.38
10	Wake - Rotolo, Sara	FES	Special Education Paraprofessional	REA Paraprof Step 7	\$18.94	8/30/21	6/30/22	Resource Center replacement (24 hrs/wk) AID.SPE.PT.NA.14

11	Wyckoff, Amanda	NES	Title 1 Paraprofessional	REA Paraprof Step 9	\$20.12	8/30/21	6/30/22	Title 1 funded replacement (22.5 hrs/wk) AID.REG.NIX.T1.01
*12	Zevetchin, Rosalba	TR	Bus Driver	RBDG Step 5	\$31.33	9/1/21^	6/30/22	Replacement in position BUS.TR.DRI.RE.23
13	PLACE - HOLDER	TBD	Special Education Paraprofessional	REA Paraprof Step TBD	TBD	8/30/21^	6/30/22	Autistic Program replacement (24 hrs/wk) AID.SPE.PT.NA.17
14	PLACE - HOLDER	TBD	Special Education Paraprofessional	REA Paraprof Step TBD	TBD	8/30/21^	6/30/22	Autistic Program replacement (29.5 hrs/wk) AID.SPE.PT.NA.31
15	PLACE - HOLDER	TBD	Special Education Paraprofessional	REA Paraprof Step TBD	TBD	8/30/21^	6/30/22	Resource Center replacement (29.5 hrs/wk) AID.SPE.PT.NA.56
*16	PLACE - HOLDER	TR	Transportation Bus Aide	N/A	TBD	9/1/21^	6/30/22	Replacement (25 hrs/wk) AID.BUS.TRN.NA.04
*17	PLACE - HOLDER	TR	Bus Driver	RBDG Step TBD	TBD	9/1/21^	6/30/22	New position BUS.TR.DRI.RE.63
18	PLACE - HOLDER	NES	Title 1 Paraprofessional	REA Paraprof Step TBD	TBD	8/30/21^	6/30/22	Title 1 funded replacement (22.5 hrs/wk) AID.REG.NIX.T1.02
19	PLACE - HOLDER	NES	Cafeteria Aide	N/A	TBD	9/1/21	6/30/22	Replacement (20 hrs/wk) AID.CAF.NIX.NA.01
20	PLACE - HOLDER	NES	Cafeteria Aide	N/A	TBD	9/1/21	6/30/22	Replacement (20 hrs/wk) AID.CAF.NIX.NA.02
^ Employment start date is pending completion of documentation in accordance with the law or district policy.								

**APPOINTMENTS - SUBSTITUTES**

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

	Name	Loc	Position	Salary	Start Date	End Date	Discussion
* 1	Cacchio, Mary	District	Substitute Teacher, Paraprofessional, Secretary	21/22 Sub Rate Bd. aprvd 6/7/21	9/1/21	6/30/22	
* 2	Eibon, Kenneth	District	Substitute Teacher	21/22 Sub Rate Bd. aprvd 6/7/21	9/1/21^	6/30/22	
* 3	Fremgen, Christy	District	Substitute Teacher, Paraprofessional, Secretary	21/22 Sub Rate Bd. aprvd 6/7/21	9/1/21	6/30/22	
* 3	Glazer, Bethann	District	Substitute Teacher, Paraprofessional, Secretary	21/22 Sub Rate Bd. aprvd 6/7/21	9/1/21	6/30/22	
* 4	Murr, Nicole	District	Substitute Teacher, Paraprofessional, Secretary	21/22 Sub Rate Bd. aprvd 6/7/21	9/1/21	6/30/22	
* 5	Quiles, Polia	District	Substitute Teacher, Paraprofessional, Secretary	21/22 Sub Rate Bd. aprvd 6/7/21	9/1/21	6/30/22	
* 6	Renzetti, Nicole	District	Substitute Teacher, Paraprofessional, Secretary	21/22 Sub Rate Bd. aprvd 6/7/21	9/1/21^	6/30/22	

* 7	Skov, JoAnn	District	Substitute Teacher, Paraprofessional, Secretary	21/22 Sub Rate Bd. aprvd 6/7/21	9/1/21	6/30/22	
^Start date is pending completion of documentation in accordance with the law or district policy.							

**APPOINTMENTS - SUBSTITUTES (TRANSPORTATION / TECHNOLOGY / B&G)**

- \*13. 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	Ketch, Madison	TR	Substitute Bus Aide	\$15.00 hourly	9/1/21^	6/30/22	Not to exceed 25 hrs/wk
^Start date pending receipt of documentation in accordance with law and district policy.							

**APPOINTMENTS - EXTRACURRICULAR**

14. RESOLVED, that the following personnel be appointed to the positions shown below for the 2021/2022 school year at the stipend indicated. At this time, employment and payment are contingent upon the status of school closures and the ability to fulfill the responsibilities associated with the position indicated.

21/22 Club Appts							
	POS LOC	POS TYPE	POSITIO N	ASSIGN- MENT	NAME	21/22 TOTAL Stipend	21/22 Notes about Assignment
1	NES	CLUB	Early Act	Co-Advisor	Freeborn, Rebecca	\$350	
2	NES	CLUB	Early Act	Co-Advisor	Waldron, Stacey	\$350	

- \*15. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2021/2022 school year. At this time these positions are contingent upon the status of school closures and the ability to fulfill the responsibilities associated with these positions:

21/22 Specialized Athletic Consultants							
	Name	Position	Sport	Season	Loc. of Sport	Payment	Discussion
1	Buckley, Alec	Specialized Consultant	Soccer-Boys'	Fall #	RHS	Volunteer-basis	
2	Fiorello, James	Specialized Consultant	Football	Fall	RHS	Volunteer-basis	
3	Volz, Michael	Specialized Consultant	Football	Fall	RHS	Volunteer-basis	
# Start date is pending completion of documentation in accordance with the law or district policy.							

CURRICULUM WRITING

16. RESOLVED, that the staff listed below be approved to write curriculum for the 2021/2022 school year as indicated at a salary of \$46 per hour per course, not to exceed thirty-five (35) hours per course by August 27, 2021. Unless otherwise noted, proposed hours provided is the total amount allotted for the grade level or grade span shown.

	<i>Course</i>	<i>School/ Course Level</i>	<i>Grade Level</i>	<i>Course Duration (FY, Sem, Q)</i>	<i>New, Revision, or Rewrite</i>	<i>Proposed hours</i>	<i>Teachers to be Board-approved to write</i>
* 1	Biology ^	RHS	9 - 10	FY	Rewrite	20	Martha Feehan
2	Digital Literacy	EMS	7	Cycle	New	16 #	Lauren Brennan; Kaitlyn Norgard
* 3	Comic Design and Production	RHS	9 - 12	Sem	Rewrite	15	Jane-Frances Speronza ##
4	Library Media Design ^^	Elem	K	Cycle Equivalent	New	15	Sarah DiLorenzo; Karen Kovarik; Katey McAuliffe; David Siegel
5	Library Media Design ^^	Elem	1	Cycle Equivalent	New	15	
6	Library Media Design ^^	Elem	2	Cycle Equivalent	New	15	
7	Library Media Design ^^	Elem	3	Cycle Equivalent	New	15	
8	Library Media Design ^^	Elem	4	Cycle Equivalent	New	15	
^ Amends Course name app'd 5/10/21, XV.C.13, Exhibit HR10, Row No. 20. # Amends hours app'd 5/10/21, XV.C.13, Exhibit HR10, Row No. 10. ## Replaces Scott Schilling approved 5/10/21, XV.C.13, Exhibit HR 10, Row No. 25 ^^ Course approved 3/15/21, XV.B.8. Exhibit E1							

SPECIAL SERVICES SUPPORT PROGRAM - SUMMER 2021

- \*17. RESOLVED, that the Roxbury Township Board of Education amend the appointment of the staff member listed below for the Summer 2021 Special Services Support Program working on an as-needed basis on Tuesdays and Thursdays from 12:00 PM to 2:00 PM. This resolution replaces the assignment approved on July 19, 2021.

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Hourly Rate</i>	<i>Start</i>	<i>End</i>	<i>Maximum Hrs/Wk</i>
1	Hemmer, Cynthia	RHS	Special Education Paraprofessional	\$20.00	7/6/21	8/5/21	4

SUMMER EMPLOYMENT - 2021 EXTENDED SCHOOL YEAR (ESY) PROGRAM

- \*18. RESOLVED, that the Roxbury Township Board of Education approve the appointment of the additional staff members listed below for the 2021 Extended School Year Program. This is a supplement to the roster approved on June 21, 2021.

	<i>Name</i>	<i>Position</i>	<i>Hourly Rate</i>	<i>Start</i>	<i>End</i>	<i>Maximum Hrs/Wk</i>	<i>Discussion</i>
1	Beede, Agnes	ESY Bus Aide	\$17.00	7/6/21	8/5/21	5	
2	Harrison Calderon, Jessica	Paraprofessional (Substitute)	\$20.00	7/6/21	8/5/21	16	NJ Teaching Certification
3	Harrison Calderon, Jessica	Teacher (Substitute)	\$45.00	7/6/21	8/5/21	16	NJ Teaching Certification
4	Husein, Amani	ESY Bus Aide	\$17.00	7/6/21	8/5/21	5	
5	Johnston, Michele	ESY Bus Aide	\$17.00	7/6/21	8/5/21	5	
6	Lavelle, Erin	ESY Bus Aide	\$17.00	7/6/21	8/5/21	5	
7	Lyons, Natalie	Teacher (Substitute)	\$30.00	7/6/21	8/5/21	16	County Substitute Credential
8	Lyons, Natalie	Paraprofessional (Substitute)	\$17.00	7/6/21	8/5/21	16	
9	Mobilio, Jessica	Paraprofessional	\$17.00	7/6/21	8/5/21	16	
10	O'Brien, Heather	Paraprofessional	\$17.00	7/6/21	8/5/21	16	
11	Small, Jessica	Paraprofessional	\$20.00	7/6/21	8/5/21	16	NJ Teaching Certification
12	Small, Jessica	Teacher (Substitute)	\$45.00	7/6/21	8/5/21	16	NJ Teaching Certification

- \*19. RESOLVED, that the Roxbury Township Board of Education amend the appointment of the staff member listed below for the 2021 Extended School Year Program. This resolution replaces the assignment approved on June 21, 2021.

	<i>Name</i>	<i>Position</i>	<i>Hourly Rate</i>	<i>Start</i>	<i>End</i>	<i>Maximum Hrs/Wk</i>	<i>Discussion</i>
1	Hemmer, Cynthia	Paraprofessional	\$20.00	7/6/21	8/5/21	16	NJ Teaching Certification

SUPPORT STAFF - SUMMER HOURS

- \*20. RESOLVED, that the Roxbury Township Board of Education approve the following:

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Guide / Step</i>	<i>Hourly Rate</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Arentowicz, Scott	RHS	Security Guard (10 month)	N/A	\$25.75	7/1/21	8/31/21	Summer shift coverage
2	Diaz, Martha	OOD	Special Education Paraprof	REA Parprof Step 13	\$22.64	7/1/21	8/31/21	Home program not to exceed 10 hrs/wk payable by timesheets; end date coincides with OOD school calendar

APPROVAL OF GRADUATE STUDY INCENTIVE INCREMENT

21. RESOLVED, that the personnel listed below be granted an increase in their salary level as indicated effective August 30, 2021 for the 2021/2022 school year:

	<i>Last Name</i>	<i>First Name</i>	<i>Loc</i>	<i>21/22 Salary Level</i>	<i>21/22 Step</i>	<i>21/22 Salary</i>
1	Arms	Victoria	NES	MA	13-14	\$70,970
* 2	Barbato	Nicole	RHS	MA+15	18	\$82,673
3	Blessing	Kelly	NES	MA+30	19	\$88,295
4	Brennan	Lauren	EMS	MA+15	9	\$67,420
* 5	Conklin	Lauren	RHS	MA	7	\$62,400
6	Desiato	Christine	KES	MA+30	10-12	\$71,145
* 7	Dolan	James	RHS	MA+15	23	\$100,031
* 8	Doyle	Robert	RHS	MA	5-6	\$61,420
9	Erdreich	Cara	JES	BA+15	5-6	\$59,070
10	Friscia	Stephanie	JES	MA+30	5-6	\$64,872
* 11	Gervasio	Thomas	RHS	MA	2-4	\$60,725
* 12	Gottfried	Michael	RHS	PhD	9	\$70,895
* 13	Hollenbeck	Helen	RHS	MA+15	10-12	\$69,945
* 14	Hughes	Danielle	RHS	MA	13-14	\$70,970
15	Manney	Lynn	FES	MA	7	\$62,400
16	Martino	Tiffany	EMS	BA+30	5-6	\$60,520
* 17	Meeker	Reid	RHS	BA+15	7	\$60,050
* 18	Mitchell	Teri	RHS	BA+15	22	\$93,207
19	Moskowitz	Phillip	EMS	MA+30	8	\$66,950
* 20	Nicol	Amanda	RHS	MA+15	8	\$64,950
21	Olcott	Nicole	KES	BA+15	2-4	\$58,375
* 22	Oster	Kaitlyn	RHS	BA+30	5-6	\$60,520
23	Richardson	Kiley	EMS	BA+15	2-4	\$58,375
* 24	Schmidt	Laura	RHS	MA+15	13-14	\$72,445
* 25	Shaw	James	RHS	BA+15	13-14	\$68,381
* 26	Spargo	Justin	RHS	BA+15	18	\$78,226
27	Trotter	Jonathan	EMS	MA	7	\$62,400
28	Tunstead	Elena	LRS	MA+15	9	\$67,420



SALARY ADJUSTMENTS - CERTIFICATED STAFF

22. RESOLVED, that the Roxbury Township Board of Education approve the following teaching assignments for the staff indicated below for the 2021/2022 school year, with the understanding that these assignments are subject to change based on scheduling adjustments:

	Name	Loc	Program/ Class	Extra Blocks assigned:	Salary Guide / Step	Addl. Salary	Start Date	End Date
* 1	Basso, Gregory	RHS	Special Education (RC), Biology B	1 block (Block 7CD) on B days w/in A/B day schedule @ RHS	21/22 MA+30, Step 20	\$6,423	9/1/21	1/14/22 ^
* 2	Critelli, Paul	RHS	Special Education (RC), Biology B	1 block (Block 2) on A days w/in A/B day schedule @ RHS	21/22 MA, Step 20	\$6,196	9/1/21	1/14/22 ^
* 3	Fagan, Margaret	RHS	Special Education (RC), Biology B	1 block (Block 6) on B days w/in A/B day schedule @ RHS	21/22 MA+30, Step 23	\$7,112	9/1/21	1/14/22 ^
* 4	Hughes, David	RHS	Special Education (RC), US Hist I B	1 block (Block 4) on A days w/in A/B day schedule @ RHS	21/22 MA+30, Step 17	\$5,656	9/1/21	1/14/22 ^
5	Martino, Tiffany	EM S	VISTA Life Skills	1 block (Block 3) daily	21/22 BA+30, Step 5-6	\$11,777	9/1/21	6/16/22
* 6	McGinley, Birsen	RHS	SUCCESS	0.5 block (Block 3A) on A days w/in A/B day schedule @ RHS	21/22 BA+15, Step 9	\$4,744	9/1/21	6/16/22
7	Osburn, Jamie	LRS	Gr. 6 ELA	1 class daily during Period 6-7	21/22 BA, Step 13-14	\$12,677	9/1/21	6/16/22
8	Weaver, Dennis	LRS	Gr. 6 Math ICR	1 class daily during Period 8-9	21/22 BA+30, Step 9	\$12,626	9/1/21	6/16/22
^ Coverage for position TCH.SPE.RES.NA.23.								

- \*23. RESOLVED, that the Roxbury Township Board of Education rescind the following teaching assignments for the staff indicated below for the 2021/2022 school year:

	Name	Loc	Program/ Class	Extra Block assigned:	Start Date	End Date	Discussion
1	Roman, Monica	EMS	Art Enrichment Program	Extra Block on Tuesdays and Extra Block on Thursdays	9/8/21	6/10/22	App'd 6/21/21 XV.C.24.1

**MENTORING**

24. 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:

<i>Novice Teacher</i>					<i>Mentoring Term in Roxbury</i>				
	<i>Name</i>	<i>Loc</i>	<i>Instr. Cert.</i>	<i>No. of weeks of mentoring completed to date</i>	<i>Mentor</i>	<i>Start Date</i>	<i>End Date</i>	<i>No. of Wks</i>	<i>Fee</i>
1	Calabro, Dina	FES, NES	CEAS	n/a	Steinmetz, Alyssa	8/30/21	4/1/22	30	\$550
2	McLaughlin, Taylor	NES	CEAS	n/a	Rex, Jean	8/30/21	4/1/22	30	\$550
* 3	Pugliese, Ryan	RHS	CEAS	n/a	Jones, Cheryl	8/30/21	4/1/22	30	\$550
4	Volz, Michael	EMS	CEAS	17 (in Roxbury 2/22/21-6/24/21)	Trautz, Caryn	8/30/21	11/30/21	13	\$238

<sup>a</sup>Start date & End Date pending receipt of NR's CE and 50-hr VOPC.

**STUDENT TEACHERS/INTERNS**

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

<i>Student-Teacher/Intern</i>					<i>Roxbury Cooperating Teacher</i>		
	<i>Name</i>	<i>College/Univ</i>	<i>Placement Sought</i>	<i>Term</i>	<i>Name</i>	<i>Position</i>	<i>Loc</i>
* 1	Blitzer, Randi	Seton Hall Univ	Athletic Training	8/13/21 thru 12/31/21 for 200 hrs min and 300 hrs max	Koch, Joseph	Athletic Trainer	RHS
* 2	Camacho, Stephanie	Kean Univ	p/t Practicum Exp-School Psychologist	9/1/21 thru 6/30/22 for 240 hrs	Vergara, Alexis	School Psychologist	RHS
3	Cintron, Kelly	St. Peter's Univ	Clinical Int- K - 6	9/13/21 thru 12/17/21 for f/t	Lamont, Kelly	Kindergarten Teacher	JES
* 4	Lieback, Sarah	Centenary Univ	Clinical Exp-English 9 - 12	8/30/21 thru 12/17/21 for 2 days/week	Tartarilla, Megan	English Teacher	RHS
* 5	Lieback, Sarah	Centenary Univ	Clinical Int-English 9 - 12	1/10/22 thru 3/2/22 for f/t	Spargo, Barbra Allyson	English Teacher	RHS
* 6	Lieback, Sarah	Centenary Univ	Clinical Int-Special Ed	3/3/22 thru 4/29/22 for f/t	Jones, Cheryl	Special Education Teacher (RC)	RHS
7	Lynch, Kathleen	Kean Univ	p/t Practicum Exp-School Psychologist	9/1/21# thru 6/30/22 for 240 hrs	Dalupang, Sherlyne	School Psychologist	EMS
8	Yermal, Amy	Caldwell Univ	Clinical Int-School Counseling	9/1/21# thru 12/20/21 for 300 hrs	Cicchino, Ashley	School Counselor & ABS	JES

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

ATHLETIC EVENT WORKERS

- \*26. RESOLVED, that the staff listed below be approved for employment as Athletic Event Workers for the 2021-2022 school year at the salaries indicated (please note, administrators are not included in this list):

Professional teaching staff  
Support staff

	<i>Event</i>	<i>Salary per Event</i>
1	Announcer	\$85
2	Crowd Control	\$70
3	Parking	\$52
4	Scoreboard- sub-varsity	\$50
5	Scoreboard- varsity	\$75
6	Site Manager	\$95
7	Ticket Clerk	\$80
8	Ticket Seller / Taker	\$60
9	Varsity Football Videographer	\$100
10	Varsity Official	NJAC Fees

- \*27. RESOLVED, that the following personnel be approved for employment for the position indicated for the 2021-2022 school year:

<b>2021/2022 Athletic Event Workers</b>					
	<i>Name</i>	<i>Position</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>
1	Williams, Ryan	Varsity Football Videographer	21/22 Athl. Event Worker Rates Bd. aprvd 8/30/21	8/31/21	6/30/22

COMMUNITY SCHOOL

- \*28. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2021/2022 Roxbury Community School Course Offerings. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	<b>Program</b>	<b>Instructor</b>	<b>Pay Rate</b>	<b>Loc</b>	<b>Start Date</b>	<b>End Date</b>	<b>Tuition Rates per Student</b>
1	Applied Music Program	Monaghan, Mark	\$25/Hour	RHS	09/01/21	06/30/22	\$27 per half hour lesson
2	Percussion Camp (Beginners)	Monaghan, Mark	\$25/Hour	RHS	07/12/21	07/16/21	\$92
3	Percussion Camp (Advanced)	Monaghan, Mark	\$25/Hour	RHS	07/12/21	07/16/21	\$92

- \*29. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2021/2022 Roxbury Community School Preschool Program. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	Program	Instructor	Hourly Pay Rate	Loc	Start Date	End Date	Tuition Rates per Student
1	RCS Preschool	Biczak, Lee	\$27/Teacher \$17/Aide	KES	08/01/21	06/30/22	<b>Preschool Program</b> \$730/month  <b>Extended Care</b> (7-9am / 2-5pm) Option 1: \$415/month Option 2: \$285/month Option 3: \$15/hour
2	RCS Preschool	Eskay, Gina	\$17/Aide	KES	08/01/21	06/30/22	
3	RCS Preschool	Mazza, Lorna	\$17/Aide	KES	08/01/21	06/30/22	
4	RCS Preschool	Salerno, Phoebe	\$17/Aide	KES	08/01/21	06/30/22	
5	RCS Preschool	Spicka, Stacy	\$27/Teacher \$17/Aide	KES	08/01/21	06/30/22	
6	RCS Preschool	Vogel (White), Jennifer	\$25/Teacher \$17/Aide	KES	08/01/21	06/30/22	
Rates of pay for substitutes from the district sub list (not internal coverage): \$25.00 Substitute Teacher; \$15.00 Substitute Aide							

- \*30. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2021/2022 Roxbury Community School Preschool Program. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	Program	Instructor	Weekly Prep Meetings	Loc	Start Date	End Date	Tuition Rates per Student
1	RCS Preschool	Biczak, Lee	\$35/Week	KES	07/01/21	06/30/22	<b>Preschool Program</b> \$730/month  <b>Extended Care</b> (7-9am / 2-5pm) Option 1: \$415/month Option 2: \$285/month Option 3: \$15/hour
2	RCS Preschool	Eskay, Gina	\$35/Week	KES	07/01/21	06/30/22	
3	RCS Preschool	Mazza, Lorna	\$35/Week	KES	07/01/21	06/30/22	
4	RCS Preschool	Salerno, Phoebe	\$35/Week	KES	07/01/21	06/30/22	
5	RCS Preschool	Spicka, Stacy	\$55/Week	KES	07/01/21	06/30/22	
6	RCS Preschool	Vogel (White), Jennifer	\$55/Week	KES	07/01/21	06/30/22	

- \*31. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2021/2022 Roxbury Community School B.A.S.E.S. Program. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	Program	Instructor	Position	Hourly Pay Rate	Loc	Start Date	End Date
1	RCS B.A.S.E.S.	Arms, Victoria	Teacher	\$35.00	K-4	09/01/21	06/30/22
2	RCS B.A.S.E.S.	Barry, Kenneth	Teacher	\$32.00	K-4	09/01/21	06/30/22
3	RCS B.A.S.E.S.	Freund, Kelly	Teacher	\$35.00	K-4	09/01/21	06/30/22
4	RCS B.A.S.E.S.	Gong, Josie	Aide*	\$17.00	K-4	09/01/21	06/30/22
5	RCS B.A.S.E.S.	Klein, David	Teacher	\$25.00	K-4	09/01/21	06/30/22
6	RCS B.A.S.E.S.	Renn, Christi	Supervisor	\$40.00	K-4	09/01/21	06/30/22
7	RCS B.A.S.E.S.	Renzetti, Sandra	Aide	\$25.00	K-4	09/01/21	06/30/22
8	RCS B.A.S.E.S.	Rogers, Joanne	Sub Aide	\$22.00	K-4	09/01/21	06/30/22
9	RCS B.A.S.E.S.	Slinger, JoAnne	Sub Aide	\$22.00	K-4	09/01/21	06/30/22
10	RCS B.A.S.E.S.	Sparano, Deidre	Aide	\$21.00	K-4	09/01/21	06/30/22
11	RCS B.A.S.E.S.	Spicka, Stacy	Sub Teacher*	\$35.00	K-4	09/01/21	06/30/22
* Not to exceed 29.5 Hours Week with various district positions Rates of pay for substitutes from the district sub list (not internal coverage): \$30.00 Substitute Teacher; \$20.00 Substitute Aide							

- \*32. RESOLVED, that the Roxbury Township Board of Education in conjunction with the Roxbury Community School approve the appointment of staff for the Saturday Support Program. Employment is dependent upon sufficient enrollment. Job sharing within each job category will occur and will be scheduled based on expressed interest.

	Position	Start Date	End Date	Hourly Rate
1	Any appropriately certificated staff member of the Roxbury School District	09/25/21	06/11/22	\$60.00
2	Any administrator of the Roxbury School District	09/25/21	06/11/22	\$100.00

**D. 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 September 20, 2021 at 6:30 p.m. and;

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

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

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

- 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

**DISTRICT OF ROXBURY TOWNSHIP  
BOARD OF EDUCATION  
AUGUST 30, 2021  
REGULAR MEETING AGENDA**

**ROXBURY HIGH SCHOOL  
1 Bryant Drive, Succasunna, NJ 07876**

CALL TO ORDER: 6:30 P.M.

PUBLIC SESSION: 7:30 P.M.

**ADDENDUM**

X.V. ACTION ITEMS

**A. Finances (Resolutions 1-28)**

SETTLEMENT AGREEMENTS

- \*27. RESOLVED, upon the recommendation of the Superintendent of Schools and Board Attorney, that the Settlement Agreement and Release in the matter of AGENCY REF. NO.: 2021-33032 be approved and the Board President or Board President's designee is authorized to sign the same on behalf of the Board.
- \*28. RESOLVED, upon the recommendation of the Superintendent of Schools and Board Attorney, that the Settlement Agreement and Release in the matter of AGENCY REF. NO.: 2021-33033 be approved and the Board President or Board President's designee is authorized to sign the same on behalf of the Board.

**D. Personnel (Resolutions 1-31)**

APPOINTMENTS - HOURLY EMPLOYEES

- 11. RESOLVED, that the Roxbury Township Board of Education replace the items numbered below and approve the following:

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Guide / Step</i>	<i>Hourly Rate</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
* 8	Thomas, Cheryl	RHS	Special Education Paraprofessional	REA Paraprof Step 10	\$20.72	8/31/21	6/30/22	New F/T position in MD Program (32.5 hrs/wk) AID.SPE.FT.NA.30
13	Bogardus, Sheryl	NES	Special Education Paraprofessional	REA Paraprof Step 11	\$21.32	9/13/21	6/30/22	Autistic Program replacement (24 hrs/wk) AID.SPE.PT.NA.17
14	Koch, Joyce	NES	Special Education Paraprofessional	REA Paraprof Step 10	\$20.72	8/31/21	6/30/22	Autistic Program replacement (29.5 hrs/wk) AID.SPE.PT.NA.31

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

COMMUNITY SCHOOL

\*31. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2021/2022 Roxbury Community School B.A.S.E.S. Program. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	Program	Instructor	Position	Hourly Pay Rate	Loc	Start Date	End Date
12	RCS B.A.S.E.S.	Baxter, Jennifer	Teacher	\$35.00	K-4	09/01/21	06/30/22
13	RCS B.A.S.E.S.	Cook, Christopher	Teacher	\$35.00	K-4	09/01/21	06/30/22
14	RCS B.A.S.E.S.	Fehsal, Anita	Aide*	\$17.00	K-4	09/01/21	06/30/22
15	RCS B.A.S.E.S.	Hannon, Mary	Aide*	\$17.00	K-4	09/01/21	06/30/22
16	RCS B.A.S.E.S.	Ireland, Susan	Aide	\$22.00	K-4	09/01/21	06/30/22
17	RCS B.A.S.E.S.	Kempton, Francine	Aide*	\$17.00	K-4	09/01/21	06/30/22
18	RCS B.A.S.E.S.	Lewis, Pamela	Aide*	\$17.00	K-4	09/01/21	06/30/22
19	RCS B.A.S.E.S.	Marantz, Anne	Aide	\$17.00	K-4	09/01/21	06/30/22
20	RCS B.A.S.E.S.	Neumann, Erin	Teacher	\$35.00	K-4	09/01/21	06/30/22
21	RCS B.A.S.E.S.	Ozkaya, Cheryl	Aide*	\$17.00	K-4	09/01/21	06/30/22
22	RCS B.A.S.E.S.	Reyad, Salma	Aide	\$20.00	K-4	09/01/21	06/30/22
23	RCS B.A.S.E.S.	Rose, Denise	Teacher	\$35.00	K-4	09/01/21	06/30/22
24	RCS B.A.S.E.S.	Ryall, Mary	Aide	\$22.00	K-4	09/01/21	06/30/22
25	RCS B.A.S.E.S.	Ronchetta, Erin	Aide	\$22.00	K-4	09/01/21	06/30/22
26	RCS B.A.S.E.S.	Seelinger, Heather	Aide	\$22.00	K-4	09/01/21	06/30/22
27	RCS B.A.S.E.S.	Szigeti, Elizabeth	Teacher	\$35.00	K-4	09/01/21	06/30/22
28	RCS B.A.S.E.S.	PLACEHOLDER		TBA	K-4	09/01/21	06/30/22
29	RCS B.A.S.E.S.	PLACEHOLDER		TBA	K-4	09/01/21	06/30/22
30	RCS B.A.S.E.S.	PLACEHOLDER		TBA	K-4	09/01/21	06/30/22
31	RCS B.A.S.E.S.	PLACEHOLDER		TBA	K-4	09/01/21	06/30/22
32	RCS B.A.S.E.S.	PLACEHOLDER		TBA	K-4	09/01/21	06/30/22
33	RCS B.A.S.E.S.	PLACEHOLDER		TBA	K-4	09/01/21	06/30/22
34	RCS B.A.S.E.S.	PLACEHOLDER		TBA	K-4	09/01/21	06/30/22
35	RCS B.A.S.E.S.	PLACEHOLDER		TBA	K-4	09/01/21	06/30/22
36	RCS B.A.S.E.S.	PLACEHOLDER		TBA	K-4	09/01/21	06/30/22
37	RCS B.A.S.E.S.	PLACEHOLDER		TBA	K-4	09/01/21	06/30/22
38	RCS B.A.S.E.S.	PLACEHOLDER		TBA	K-4	09/01/21	06/30/22
39	RCS B.A.S.E.S.	PLACEHOLDER		TBA	K-4	09/01/21	06/30/22
40	RCS B.A.S.E.S.	PLACEHOLDER		TBA	K-4	09/01/21	06/30/22
* Not to exceed 29.5 Hours Week with various district positions							



# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

EXHIBIT #P1 – FIRST READING

Bylaws

0131/Page 1 of 3

Bylaws, ~~and~~ Policies, and Regulations

### 0131 BYLAWS, ~~AND~~ POLICIES, AND REGULATIONS

The Board of Education shall exercise its rule-making power by adopting, revising, and abolishing bylaws, ~~and~~ policies, and regulations for the organization and operation of the school district.

“Regulations” for the purpose of this Bylaw are only those regulations that are required to be adopted by the Board.

Adoption, Amendment, and ~~Abolishment~~ Repeal

Bylaws, ~~and~~ policies, and regulations may be adopted, and revised ~~amended, and repealed~~ at any meeting of the Board, provided the proposed adoption, or revision ~~amendment, or repeal~~ has been proposed and approved by the Board at a previous meeting of the Board.

Bylaws, policies, or regulations may be abolished at any meeting of the Board without the proposed abolishing of the proposed bylaw, policy or regulation being approved by the Board at a previous meeting of the Board.

The Board shall ~~may~~ at its organization meeting or annually at a meeting of the Board and by a majority vote of those present and voting, readopt existing bylaws, ~~and~~ policies, and regulations without prior notice.

The Board may, under emergency circumstances, suspend the operation of a bylaw, ~~or~~ policy, or regulation and adopt, revise ~~amend~~, or abolish ~~repeal~~ a bylaw, ~~or~~ policy, or regulation without prior notice. The emergency adoption, revision ~~amendment~~, or abolishment ~~repeal~~ of a bylaw, ~~or~~ policy, or regulation shall terminate at the next meeting of the Board or at such earlier date as may be specified by the Board unless further acted upon by the Board in accordance with this Bylaw.

The adoption, revision ~~amendment~~, abolishment ~~repeal~~, or suspension of a bylaw, ~~or~~ policy, or regulation shall be recorded in the minutes of the Board. Any bylaw, policy, or regulation or part of a bylaw, policy, or regulation that is superseded by a term in a negotiated agreement or by a subsequently adopted bylaw, policy, or regulation shall no longer be in force and effect as a bylaw, policy, or regulation and shall be abolished by the Board in accordance with this Bylaw.

Promulgation and Distribution



# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

Bylaws

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Bylaws, ~~and~~ Policies, and Regulations

A ~~The~~ manual of bylaws, ~~and~~ policies, and regulations shall be maintained. A copy of the manual of bylaws, ~~and~~ policies, and regulations shall be available and accessible given to each Board member, the Superintendent, the ~~School Business Administrator~~/Board Secretary, the Board Attorney, each Building Principal, and other individuals designated by the Superintendent.

The Superintendent or his/her designee shall institute a plan for the orderly promulgation of policies to staff members who are affected by them and shall provide staff members with access to an up-to-date manual of Board bylaws, ~~and~~ policies, and regulations.

~~Each copy of the manual of bylaws and policies shall be numbered; a record of the placement of each manual shall be maintained by the Superintendent or his/her designee. Copies of revised pages will be furnished to the holders of manuals as changes are made to bylaws and policies. The holder of a policy manual shall return the manual to the Board Secretary upon the termination of his/her service to the district.~~

The manual of bylaws, ~~and~~ policies, and regulations shall be considered a public record open to inspection in the office of the ~~Assistant~~ Superintendent. The manual retained by the ~~Assistant~~ Superintendent shall be considered the master copy of the ~~policy~~ manual and shall not be modified by any person other than the Superintendent or his/her designee.

### Consideration ~~Development~~ of Bylaws, ~~and~~ Policies, and Regulations

Bylaws, ~~and~~ policies, and regulations will be developed ~~and~~ considered for adoption by the Board in accordance with the following procedure:

1. A ~~recommendation for a~~ new or revised bylaw, ~~or~~ policy, or regulation shall ~~may~~ be recommended suggested to the Board ~~and/or Superintendent~~ by any Board member, the Superintendent, any staff member, or a member of the public;
2. A ~~recommendation~~ suggestion for a new or revised bylaw, ~~or~~ policy, or regulation may be referred, at the discretion of the ~~Board~~ President and as appropriate to the subject, to the Superintendent, a Board committee, or a public advisory committee for study and formulation of a recommendation to the Board. Any study of a ~~new or revised recommended bylaw, policy, or regulation~~ suggestion will should consider whether the matter is adequately addressed in existing Board ~~bylaw, policy, or regulation~~ and whether the matter is more appropriately addressed by administrative regulation;



# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

Bylaws

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Bylaws, ~~and~~ Policies, and Regulations

3. If a recommendation for a new or revised bylaw, ~~or~~ policy, or regulation results from referral for study, a proposed draft will be referred to the Superintendent and at the discretion of the Board President and as appropriate to the subject, to a Board committee ~~submitted to the Board for discussion and approval on first reading. Copies of the proposed draft will be made available to staff members and the public, and comment will be invited. Changes in the draft may be made, by a simple majority vote, when the draft is presented for approval on first reading;~~
4. All proposed new and revised bylaws, policies, and regulations shall be submitted to the Superintendent. The Superintendent or designee will review all new and revised draft bylaws, policies, and regulations prior to the Board receiving a draft of new or revised bylaws, policies, or regulations for Board consideration;
54. The proposed draft, bylaw, policy, or regulation approved by the Board on first reading, will be submitted for adoption at ~~a the next~~ succeeding regular meeting of the Board. ~~Revisions~~ Changes in the draft may be made at any meeting prior to adoption by a simple majority vote of the Board. A revision at any succeeding change that alters the substantive meaning of the draft will constitute a new first reading, and the draft must be presented for adoption at ~~a the next~~ succeeding Board meeting. A change that is merely editorial may be followed by a vote to adopt the new or revised bylaw, ~~or~~ policy, or regulation on second reading.

N.J.S.A. 18A:11-1

Adopted: 14 October 2013

Revised: TBD



EXHIBIT #P2 – FIRST READING

PROGRAM  
2421/Page 1 of 2  
Career and Technical Education

## 2421 CAREER AND TECHNICAL EDUCATION

The Board of Education believes a program(s) of career and technical education is important to the educational development of its students. The New Jersey system of career and technical education has as its purpose to:

1. Support developmental career education designed to provide students opportunities to enhance career awareness, exploration, preparation, and decision-making skills necessary for success in the workplace;
2. Provide secondary and postsecondary students with career and technical education programs and programs of study in Department-recognized Career Clusters in accordance with N.J.A.C. 6A:19-1.1(a)2.;
3. Support a comprehensive K-12 career education and counseling system; and
4. Support the workforce development system by helping to ensure quality postsecondary educational opportunities for adult students.

The Board provides a program of career and technical education with students guaranteed the right to apply and, if accepted, to attend a county vocational school district. The district shall provide a county vocational school district and its designated representative(s) with reasonable opportunity, during school hours, to present information about the county vocational school district's programs to all students, grades Kindergarten through twelve in the schools of the district in accordance with N.J.A.C. 6A:19-2.3(d). The Board of Education may not in any manner inhibit student access to such information.

All students participating in career and technical education programs within this district or in shared-time career and technical programs are considered to be regularly enrolled in the schools of this district and are subject to the policies and rules of this Board. The district shall establish admission requirements that include equity and access for all populations, including special populations and special education students. No student shall be denied admission or participation in any career and technical education programs due to race, color, creed, religion,



# POLICY

PROGRAM  
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Career and Technical Education

national origin, ancestry, age, marital status, affectional or sexual orientation, gender, socioeconomic status, or disability.

Students may be permitted to enroll in programs of vocational instruction offered by a county vocational school district outside the county only as required in the provisions of N.J.A.C. 6A:19-2.3(a)2.

The district will comply with the general program requirements for career and technical education as defined in N.J.A.C. 6A:19-3.1. Students participating in part-time school and part-time employment career and technical programs will not be exploited, illegally employed, or employed under conditions that fail to safeguard the student's health and interest. These students shall receive wages commensurate with wages paid to other employees for similar work and shall be protected by provisions of the Worker's Compensation Act and any other acts of the State pertaining to such training and employment. The school district will comply with all safety and health standards contained in N.J.A.C. 6A:19-6.1 for career and technical education programs, programs of study, and structured learning experiences.

Career and technical education programs offered by the school district shall comply with the provisions of N.J.S.A. 18A:54 and N.J.A.C. 6A:19.

The Superintendent shall seek and utilize all available Federal, State, and private sources of revenue for the financial support of career and technical education programs in the district.

N.J.S.A. 18A:35-4.2; 18A:38-15; 18A:54  
N.J.A.C. 6A:19

Adopted: **TBD**



# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

EXHIBIT #P3 – FIRST READING

Teaching Staff Members  
3134/Page 1 of 1

### ASSIGNMENT OF **EXTRA** ~~ADDITIONAL~~ DUTIES

#### 3134 ASSIGNMENT OF **EXTRA** ~~ADDITIONAL~~ DUTIES

The professional responsibilities of teaching staff members include such extra duties as may be assigned by the **Superintendent or designee** ~~Board of Education~~. The **Superintendent or designee** will, in accordance with the Board of Education's managerial prerogative, ~~Board will appoint~~ **assign** teaching staff members to extra **duties** ~~duty positions~~ that are in accordance with applicable law and any collective bargaining agreement including, but not necessarily limited to, the positions of department chairperson, account treasurer, co-curricular activity advisor, athletic coach, monitor, and chaperone.

All aspects of assignment to, retention in, dismissal from, and any terms and conditions of employment concerning extra-curricular activities shall be deemed mandatory subjects for collective negotiations in accordance with the provisions of N.J.S.A. 34:13A-23.

~~A teaching staff member who requests appointment to an extra duty position may be given preference over other candidates for the position. Wherever possible, the Board will fill athletic coaching positions with physical education teachers.~~

-

~~Any teaching staff member appointed to an extra duty position is expected to serve unless excused for extenuating circumstances. A member's refusal to serve or resignation from extra duty service without permission may constitute an act of insubordination subject to discipline.~~

-

~~A teaching staff member can accrue no tenure or seniority rights in an extra duty position and is not entitled to reappointment to an extra duty position.~~

Performance in **any** an extra **duties** ~~duty position~~ **may** will be considered in a teaching **ing** staff member's evaluation, ~~in determining whether to renew a nontenured member, and in determining which of two or more tenured members with identical seniority entitlements will be retained in a reduction in force.~~

~~The Superintendent will inform the Board of extra duty positions required for the implementation of the district's program, post notice of vacancies in those positions, and recommend appointments to those positions.~~

N.J.S.A. 18A:27-4

**N.J.S.A. 34:13A-23**

Adopted: 14 October 2013

Revised: **TBD**



## NONRENEWAL OF NONTENURED TEACHING STAFF MEMBERS

### 3142 NONRENEWAL OF NONTENURED TEACHING STAFF MEMBERS

The Board of Education recognizes its obligation to employ only those staff members best trained and equipped to meet the educational needs of the students of this district. The Board shall discharge that obligation by retaining in service only those nontenured teaching staff members who meet those standards. The Board will renew the employment contract of a nontenured teaching staff member only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons. A nontenured teaching staff member who is not recommended for renewal by the Superintendent is deemed nonrenewed.

When the nontenured teaching staff member's performance does not meet the standards of the school district, the Superintendent shall recommend not to renew the teaching staff member's contract. Prior to notifying the nontenured teaching staff member of the nonrenewal, the Superintendent will notify the Board of the recommendation not to renew the nontenured teaching staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board in a written notice or in executive session at a full Board Meeting. In the event the Board is notified in executive session, the Superintendent will comply with the requirements of the Open Public Meetings Act and provide reasonable notice to the nontenured teaching staff member their employment will be discussed in executive session in order for the nontenured teaching staff member to exercise their statutory right to request a public discussion.

On or before May 15 of each year, each nontenured teaching staff member continuously employed by a Board of Education since the preceding September 30 shall receive a written notice from the Superintendent that such employment will not be offered if the Superintendent recommends the nontenured teaching staff member not be renewed. ~~The Superintendent shall notify each nontenured teaching staff member to whom reemployment will not be offered of such nonrenewal in writing on or before May 15.~~ Any nontenured teaching staff member receiving who received written notice that a teaching contract for the succeeding school year will not be offered may, within fifteen calendar days of receiving such notification thereafter, request in writing a statement of the reasons for nonrenewal such non-employment which shall be given to the nontenured staff member in writing within thirty calendar days after the receipt of such request. ~~The Superintendent will provide a written statement of reasons within thirty days after the receipt of any such request.~~

Whenever the nontenured teaching staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured teaching staff member may request in writing shall have the right to an



## NONRENEWAL OF NONTENURED TEACHING STAFF MEMBERS

informal appearance before the Board. The written request shall be submitted to the Board within ten calendar days of the nontenured teaching staff member's receipt of the Board's statement of reasons. The informal appearance shall be scheduled within thirty calendar days from the nontenured teaching staff member's receipt of the Board's statement of reasons to permit the staff member an opportunity to convince the members of the Board to offer reemployment. The staff member must request the appearance before the Board within ten calendar days of the nontenured teaching staff member's receipt of the statement of reasons. The informal appearance before the Board shall be held in accordance with the provisions of N.J.A.C. 6A:10-8.1.

The Board is not required to offer reemployment or vote on reemployment after an informal appearance with a nontenured teaching staff member who was not recommended for reemployment by the Superintendent. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured teaching staff member reemployment after the informal appearance before the Board. Within three working days following the informal appearance, the Board shall notify the affected nontenured teaching staff member, in writing, of its final determination. The nontenured teaching staff member will be notified of the Board's final determination within three days following the informal appearance before the Board.

N.J.S.A. 18A:27-3.1; 18A:27-3.2; 18A:27-4.1; 18A:27-10 et seq.  
N.J.A.C. 6A:10-98.1

Adopted: 14 October 2013  
Revised: 27 January 2014  
Revised: TBD





# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

EXHIBIT #P5 – FIRST READING

TEACHING STAFF MEMBERS

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NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

### R 3142 NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

#### A. Evaluations

1. Each nontenured teaching staff member shall be evaluated in strict compliance with ~~statute, N.J.S.A. 18A:27-3.1, rules of the State Board of Education, N.J.A.C. 6A:32-4.1 et seq.,~~ and the policies and procedures of this district. At least three evaluations shall be conducted annually and at least one evaluation shall be conducted in each semester.
2. Evaluations shall set forth both the strengths and weaknesses of the teaching staff member in order to provide an accurate assessment of his/her performance and to encourage the improvement of that performance.
3. Supervisors shall constructively point out performance deficiencies and offer assistance to nontenured teaching staff members in the improvement of professional skills.

#### B. Nonrenewal Recommendation

1. When a nontenured teaching staff member's performance does not meet the standards of the school district, **employment will not be offered to the nontenured teaching staff member for the succeeding** ~~the Principal shall recommend to the Superintendent, no later than April 30, that the teaching staff member should not be reemployed in the following~~ school year.
2. **On or before May 15 of each year, each nontenured teaching staff member continuously employed by a Board of Education since the preceding September 30 shall receive a written notice from the Superintendent that such employment will not be offered if the Superintendent recommends the nontenured teaching staff member not be renewed** ~~The nontenured teaching staff member shall be informed by the Superintendent of Schools, in writing, that employment for the next succeeding school year will not be offered. This written notice shall be provided to the staff member on or before May 15.~~
3. A recommendation by the Superintendent **to not renew for nonrenewal a nontenured teaching staff member's contract for the succeeding school year** may be based upon the teaching staff member's **observations,**



# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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### NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

evaluations, job performance, or any factor affecting his/her employment in ~~the this~~ school district. Nonrenewal shall not be recommended for any reasons that are trivial and insubstantial; unsupported by facts; based upon the teaching staff member's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability, if any; or is based upon the teaching staff member's exercise of his/her protected right of free expression and association. Expressions or associations that interfere with the operation of the district may not rise to the level of protected activity.

4. A nontenured teaching staff members' employment contracts can ~~only~~ be renewed ~~only~~ upon the Superintendent's recommendation and a recorded roll call majority vote of the full membership of the Board. The Board shall ~~may~~ not withhold its approval for arbitrary and capricious reasons.

#### C. Nonrenewal Action

1. Prior to notifying the nontenured teaching staff member of the nonrenewal, the Superintendent shall notify the Board of the recommendation not to renew the nontenured teaching staff member's contract and the reasons for the recommendation. The Board will meet in executive session no later than May 10 to review the Superintendent's recommendation(s) for nonemployment of nontenured teaching staff members. Notice of the executive session shall be given in accordance with N.J.S.A. 10:4-13 and individual notice shall be given, not less than forty-eight hours in advance of the meeting, to those employees whose possible nonrenewal will be discussed at the meeting. If any such employee requests that the discussion take place in public, the recommendation for his/her nonrenewal will be severed from the rest and scheduled for discussion at a public meeting to be held no later than May 10.
2. A nontenured teaching staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board's of Education vote is not required on the Superintendent's recommendation(s) to not renew a nontenured staff member.

#### D. Notice of Nonrenewal

1. ~~Notice of the Superintendent's decision not to renew shall be given to each nontenured teaching staff member not recommended for renewal on or~~



# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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### NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

~~before May 15 in accordance with N.J.S.A. 18A:27-10. The Board may delegate the Superintendent or the Board Secretary to give written notice of nonrenewal.~~

12. The nonrenewal notice shall be in writing and provided to the nontenured teaching staff member not recommended for renewal by the Superintendent on or before May 15. If hand delivered, a record shall be made of the date on which delivery was made. If sent by mail, the notice shall be sent registered mail, return receipt requested, to the employee's address of record.

#### E. Request for Statement of Reasons

1. Any nontenured teaching staff member receiving notice that a teaching contract for the succeeding school year will not be offered may, within fifteen calendar days thereafter, request in writing, a statement of the reasons for such non-employment which shall be given to the nontenured teaching staff member in writing within thirty calendar days after the receipt of such request. ~~A nonrenewed teaching staff member will be given a written statement of the reasons for which he/she was not renewed provided the staff member's request for a statement of reasons has been received by the Superintendent within fifteen calendar days after the teaching staff member received written notice of his/her nonrenewal. N.J.S.A. 18A:27-3.2.~~
2. The statement of reasons for a nonrenewal will set forth, with as much particularity as possible, the precise reasons for the nonrenewal. Where the nonrenewal is based on performance deficiencies recorded in the nontenured employee's teaching staff member's observations and evaluations and the nontenured teaching staff member employee has been given a copy of those observations and evaluations, the statement of reasons may incorporate the observations and evaluations by reference.
3. The written statement of reasons may be prepared by the Superintendent or the Board Secretary and shall be delivered to the employee who requested it within thirty calendar days after the receipt of the employee's request.

#### F. Nonrenewal Appearance



# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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### NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

1. Whenever the nontenured teaching staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured teaching staff member may request in writing an informal appearance before the Board. The written request shall be submitted to the Board within ten calendar days of the nontenured teaching staff member's receipt of the Board's statement of reasons. ~~A teaching staff member who has requested a statement of reasons for his/her nonrenewal will be granted an informal appearance before the Board to discuss those reasons, provided that he/she had submitted to the Superintendent a written request for such an appearance no later than ten calendar days after he/she has received the written statement of reasons. N.J.A.C. 6A:32-4.6(a).~~
2. ~~The~~ A date shall be set for an informal appearance, ~~which shall be scheduled held~~ within thirty calendar days ~~of the employee's receipt of the Board's statement of reasons. The appearance shall be conducted at an executive session for which notice has been given in accordance with N.J.S.A. 10:4-13.~~ from the nontenured teaching staff member's
3. The Board will ~~exercise discretion in determining~~ determine a reasonable length of time for the proceeding depending upon each instance's specific circumstances. ~~be devoted to the appearance, taking into account the circumstances of the nonrenewal and the statement of the reasons given to the employee. N.J.A.C. 6A:32-4.6(a).~~
43. The proceeding of an informal appearance before the Board may be conducted in executive session pursuant to N.J.S.A. 10:4-12(b)(8). If conducted in executive session, notice must be given in accordance with N.J.S.A. 10:4-13.
54. The Board shall provide the nontenured teaching staff member adequate written notice regarding the date and time of the informal appearance. ~~The teaching staff member requesting the appearance shall be given written notice, no later than forty eight hours in advance of the meeting at which it is scheduled, of the date, time, place, and duration of the appearance.~~
6. The nontenured teaching staff member's appearance before the Board shall not be an adversary proceeding. The purpose of the appearance shall be to provide the nontenured teaching staff member the opportunity to convince Board of Education members to offer reemployment. ~~The~~



# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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### NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

~~purpose of the appearance shall be to permit the nonrenewed teaching staff member to convince the members of the Board to offer reemployment. To those ends, the appearance shall be informally conducted. This appearance provides a mechanism by which the nontenured teaching staff member, whose renewal has not been recommended by the Superintendent, can appeal to the Board, on which the Superintendent sits as a non-voting member pursuant to N.J.S.A. 18A:17-20.~~

7. The proceeding of an informal appearance before the Board shall be conducted with the President of the Board presiding ~~and the appearance will not become an adversary proceeding.~~

85. The **nontenured** teaching staff member may be represented by an attorney or by one individual of his/her choosing. ~~He/She~~ **The nontenured teaching staff member** may present, **on his or her behalf,** ~~witnesses to testify on in his/her behalf. Witnesses who do need not need to present testimony under oath and shall not be cross-examined by the Board. be sworn under oath, and their statements will be recorded. The Board will simply hear witnesses and will not cross-examine them. Witnesses shall will be called one at a time~~ into the meeting to address the Board ~~one at a time~~ and shall be excused from the meeting after making their statements.

#### G. Final Determination

1. ~~A nontenured teaching staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board vote is not required on the Superintendent's recommendation(s) to not renew a nontenured teaching staff member. However, after an informal appearance before the Board, the Superintendent may make a recommendation for reemployment of the nontenured teaching staff member to the voting members of the Board. The voting members of the Board, by a majority vote of the full Board in public session, must approve the reemployment based on the Superintendent's recommendation. If the Superintendent recommends the nontenured teaching staff member for reemployment, the voting members of the Board must, by a majority vote of the full Board at a public session, approve or not approve the Superintendent's recommendation for reemployment.~~



# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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### NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

2. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the **nontenured** teaching staff member reemployment after an informal hearing.
  
3. **Within three working days following the informal appearance, the Board shall notify the affected nontenured teaching staff member, in writing, of its final determination. The Board may delegate notification of its final determination to the Superintendent or Board Secretary.** ~~The final determination will be delivered to the teaching staff member, in writing, no later than three days after the informal appearance. The Board may delegate the Superintendent or the Board Secretary to deliver the final determination.~~

Issued: 14 October 2013

Revised: **TBD**



## 3221 EVALUATION OF TEACHERS (M)

### M

The Board of Education recognizes the importance of teacher effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3221 for the evaluation of teachers consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teacher evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3221, “teacher” means a teaching staff member who holds the appropriate standard, provisional, or emergency instructional certificate issued by the Board of Examiners and is assigned a class roster of students for at least one particular course.

~~The rules in N.J.A.C. 6A:10— Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and n~~ No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all teachers which shall be submitted to the Commissioner of Education by August June 1 for approval by August 15 † of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teachers and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teachers. A District Evaluation Advisory Committee may shall be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for teachers as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teacher rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation



rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5. A School Improvement Panel shall be established in accordance with N.J.A.C. 6A:10-3.1 and with the responsibilities outlined in N.J.A.C. 6A:10-3.2.

The components of the teacher evaluation rubric as described in N.J.A.C. 6A:10-4.1 shall apply to teachers. Measures of student achievement, as outlined in N.J.A.C. 6A:10-4.2, shall be used to determine impact on student learning. Teacher observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-4.4 and N.J.S.A. 18A:27-3.1. Observers shall conduct the observations pursuant to N.J.S.A. 18A:6-123.b.(8) and N.J.A.C. 6A:10-2.5 and 3.2, and they shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).

The teacher practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.2.

The Superintendent shall annually notify all teachers of the adopted evaluation policies and procedures/regulations no later than October 1. If a teacher is hired after October 1, the Superintendent shall notify the teacher of the policies and procedures/regulations at the beginning of his or her employment. All teachers shall be notified of amendments to the policy and procedures/regulations within ten teacher working days of adoption.

N.J.S.A. 18A:6-117 et seq. N.J.S.A. 18A:27-3.1  
N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5  
N.J.A.C. 6A:10-3.1 and 3.2; N.J.A.C. 6A:10-4.1 through 4.4  
N.J.A.C. 6A:10-7.1 and 7.2

Adopted: 14 October 2013  
Revised: 27 January 2014  
Revised: 27 June 2016  
Revised: 26 June 2017  
Revised: TBD





# REGULATION

ROXBURY TOWNSHIP  
**BOARD OF EDUCATION**

EXHIBIT #P7 – FIRST READING

TEACHING STAFF MEMBERS  
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EVALUATION OF TEACHERS (M)

## R 3221 EVALUATION OF TEACHERS (M)

### A. Definitions – N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3221 unless the context clearly indicates otherwise:

“Announced observation” means an observation in which the person conducting an observation for the purpose of evaluation will notify the teacher of the date and the class period the observation will be conducted.

“Annual performance report” means a written appraisal of the teacher’s performance prepared by the teacher’s designated supervisor based on the evaluation rubric for his or her position.

“Annual summative evaluation rating” means an annual evaluation rating that is based on appraisals of educator practice and student performance, and includes all measures captured in a teacher’s evaluation rubric. The four summative performance categories are ineffective, partially effective, effective, and highly effective.

“Calibration” in the context of educator evaluation means a process to monitor the competency of a trained evaluator to ensure the evaluator continues to apply an educator practice instrument accurately and consistently according to the standards and definitions of the specific instrument.

“Chief School Administrator” means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.

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

“Co-observation” means two or more supervisors who are trained on the practice instrument who observe simultaneously, or at alternate times, the same lesson or portion of a lesson for the purpose of training.

“Corrective Action Plan” means a written plan developed by the designated supervisor in collaboration with the teacher to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual teacher and the school district for



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implementing the plan, and specific support that the district shall provide as defined in N.J.S.A. 18A:6-119.

“Department” means the New Jersey Department of Education.

“Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the teacher’s supervisor.

“District Evaluation Advisory Committee” means a group created to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.

“Educator practice instrument” means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from the teacher practice instrument are components of the teacher’s evaluation rubric and the scores are included in the summative evaluation rating for the individual. The scores from educator practice instruments may be applied to the teacher’s summative evaluation rating in a manner determined by the school district.

“Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description, and professional standards, and based on, when applicable, the individual’s evaluation rubric.

“Evaluation rubric” means a set of criteria, measures, and processes used to evaluate all teachers in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instruments, and student outcomes. Each Board of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Vice Principals, and Assistant Principals, and evaluation rubrics for other categories of teaching staff members.

“Indicators of student progress and growth” means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessment.

“Individual professional development plan” is as defined in N.J.S.A. 18A:6-119.

“Job description” means a written specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.



“Observation” means a method of collecting data on the performance of a teacher's assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by an individual employed in the school district in a supervisory role and capacity and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9-2.1.

“Post-observation conference” means a meeting, either in-person or remotely, between the supervisor who conducted the observation and the teacher for the purpose of evaluation to discuss the data collected in the observation.

“Scoring guide” means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. ~~Teacher~~ Educator practice instruments include a scoring guide that an evaluator uses to structure his or her assessments and ratings of professional practice.

“Semester” means half of the school year.

“Signed” means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

“Student growth objective” means an academic goal that teachers and designated supervisors set for groups of students.

“Student growth percentile” means a specific metric for measuring individual student progress on Statewide assessments by tracking how much a student's test scores have changed relative to other students Statewide with similar scores in previous years.

“Superintendent” means Superintendent of Schools or Chief School Administrator.

“Supervisor” means an appropriately certified teaching staff member, as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the school district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9B-12.

“Teacher” means a teaching staff member who holds the appropriate standard, provisional, or emergency instructional certificate issued by the Board of



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Examiners and is assigned a class roster of students for at least one particular course.

~~“Teacher practice instrument” means an assessment tool that provides scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from the teacher practice instrument are components of the teacher’s evaluation rubrics and the scores are included in the summative evaluation rating for the individual.~~

“Unannounced observation” means an observation in which the person conducting an observation for the purpose of evaluation will not notify the teacher of the date or time the observation will be conducted.

B. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3

~~The rules in N.J.A.C. 6A:10-1.1 et seq. shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts entered into by a school district in effect on July 1, 2013. No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.~~

C. Educator Evaluation Data, Information, and Annual Performance Reports – N.J.A.C. 6A:10-1.4

All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the Department or a school district from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.

D. Evaluation of Teachers – N.J.A.C. 6A:10-2.1



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1. The Board of Education annually shall **annually** adopt evaluation rubrics for teachers. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective.
  2. The evaluation rubrics for teachers shall include all other relevant minimum standards set forth in N.J.S.A. 18A:6-123 (P.L. 2012, c. 26, § 17c).
  3. Evaluation rubrics shall be submitted to the Commissioner by **August** ~~June~~ 1 for approval by August **15** ~~1~~ of each year.
- E. Duties of the Board of Education – N.J.A.C. 6A:10-2.2
1. The Board of Education shall meet the following requirements for the annual evaluation of teachers, unless otherwise specified:
    - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-1.1 et seq.;
    - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c);

(1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to **teachers** ~~ing staff members~~ who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to **teachers** ~~ing staff members~~ who are or will be primarily responsible for instructing the applicable students in the subsequent school year.
    - c. Ensure the Superintendent annually notifies all teachers of the adopted evaluation policies and procedures no later than October 1. If a teacher is hired after October 1, the Board/Superintendent shall notify the teacher of the policies and procedures at the beginning of his or her employment. All teachers shall be notified



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- of amendments to the policy and procedures within ten **teacher** working days of adoption;
- d. Annually adopt by June 1, any Commissioner-approved **educator** ~~teacher~~-practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;
  - e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;
  - f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and
  - g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of a teacher for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4; and N.J.A.C. 6A:10-6.2, shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.
2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all teachers and, when applicable, applying the Commissioner-approved educator practice instruments:
- a. Annually provide training on and descriptions of each component of the evaluation rubric for all teachers who are being evaluated in the school district and provide more thorough training for any teacher who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;



- b. Annually provide updates and refresher training for supervisors who are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate teachers for the first time. Training shall be provided on each component of the evaluated teacher's evaluation rubric before the evaluation of a teacher;
  - c. Annually require each supervisor who will conduct observations for the purpose of evaluation of a teacher to complete at least two co-observations during the school year.
    - (1) Co-observers shall use the co-observation to promote accuracy and consistency in scoring.
    - (2) A co-observation may count as one required observation for the purpose of evaluation pursuant to N.J.A.C. 6A:10-4.4, as long as the observer meets the requirements set forth in N.J.A.C. 6A:10-4.3 and 4.4, but the co-observation shall not count as two or more required observations. If a co-observation counts as one required observation, the score shall be determined by the teacher's designated supervisor.
  - d. The Superintendent shall annually certify to the Department that all supervisors of teachers in the school district who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.
- F. District Evaluation Advisory Committee – N.J.A.C. 6A:10-2.3
- 1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.



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2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
  3. **A** ~~Beginning in 2018-2019, the District Evaluation Advisory Committees is not shall no longer be required~~ and the Board of Education shall have the discretion to **establish a** ~~continue the District's Evaluation Advisory Committee.~~
- G. Evaluation Procedures for Teachers – N.J.A.C. 6A:10-2.4
1. The provisions outlined in Policy and Regulation 3221 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of teachers.
  2. Evaluation policies and procedures requiring the annual evaluation of all teachers shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
    - a. Roles and responsibilities for implementation of evaluation policies and procedures;
    - b. Job descriptions, evaluation rubrics for teachers, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;
    - c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Assistant Principals, and Vice Principals for calculating the median and school-wide student growth percentile;
    - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
    - e. Process for developing and scoring student growth objectives;
    - f. The process for preparation of individual professional development plans; and





- g. The process for preparation of an annual written performance report by the teacher's designated supervisor and an annual summary conference between the teacher and his or her designated supervisor.
- 3. The annual summary conference between designated supervisors and teachers shall be held before the annual performance report is filed. The conference shall occur on or before June 30 of each school year and shall include, but not be limited to, a review of the following:
  - a. The performance of the teacher based upon the job description and the scores or evidence compiled using the teacher's evaluation rubric, including, when applicable
    - (1) The educator's ~~teacher's~~ practice instrument; and
    - (2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.
  - b. The progress of the teacher toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and
  - c. The preliminary annual written performance report.
- 4. If any scores for the teacher's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
- 5. The annual written performance report shall be prepared by the teacher's designated supervisor and shall include, but not be limited to:
  - a. A summative rating based on the evaluation rubric, including, when applicable, a total score for each component as described in N.J.A.C. 6A:10-4;
  - b. Performance area(s) of strength and area(s) needing improvement based upon the job description and components of the teacher's evaluation rubric; and



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- c. The Teacher's individual professional development plan corrective action plan from the evaluation year being reviewed in the report.
  6. The teacher and the designated supervisor shall sign the report within five **teacher** working days of the review.
  7. The Board of Education shall include all performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the teacher's personnel file, or in an alternative, confidential location. If reports and data are stored in an alternative location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.
- H. Corrective Action Plans for Teachers – N.J.A.C. 6A:10-2.5
  1. For each teacher rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed by the teacher and the teacher's designated supervisor. If the teacher does not agree with the corrective action plan's content, the designated supervisor shall make a final determination.
  2. The corrective action plan shall be developed and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation except:
    - a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five teacher working days following the school district's receipt of the teacher's summative rating.
  3. The content of the corrective action plan shall replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:



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- a. Address areas in need of improvement identified in the teacher evaluation rubric;
  - b. Include specific, demonstrable goals for improvement;
  - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
  - d. Include timelines for meeting the goal(s).
4. The teacher's designated supervisor and the teacher on a corrective action plan shall discuss the teacher's progress toward the goals outlined in the corrective action plan during each required post-observation conference, pursuant to N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10-4.4. The teacher and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the teacher's progress, position, or role.
5. Progress toward the teacher's goals outlined in the corrective action plan:
- a. Shall be documented in the teacher's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the teacher on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the teacher's progress toward his or her corrective action plan goals; and
  - b. May be used as evidence in the teacher's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.
6. Responsibilities of the evaluated teacher on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teacher's designated supervisor.
7. The School Improvement Panel shall ensure teachers with a corrective action plan receive a mid-year evaluation as required by N.J.S.A. 18A:6-120.c. The mid-year evaluation shall occur approximately midway between the development of the corrective action plan and the expected receipt of the next annual summative rating. The mid-year evaluation shall include, at a minimum, a conference to discuss progress toward the



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teacher's goals outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.

8. The School Improvement Panel shall ensure teachers with a corrective action plan receive one observation, including a post-observation conference, in addition to the observations required in N.J.A.C. 6A:10-4.4 for the purpose of evaluation as described in N.J.A.C. 6A:10-1.2 and 4.4(a).
  9. Except where a school district employs only one administrator whose position requires a supervisor, principal, or school administrator endorsement, tenured teachers with a corrective action plan shall be observed by multiple observers for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4(c)4.
  10. The corrective action plan shall remain in effect until the teacher receives his or her next summative evaluation rating.
  11. There shall be no minimum number of teacher working days a teacher's corrective action plan can be in place.
- I. School Improvement Panel – N.J.A.C. 6A:10-3 et seq.
1. School Improvement Panel Membership – N.J.A.C. 6A:10-3.1
    - a. The School Improvement Panel shall include the Principal, a Vice Principal, and a teacher who is chosen in accordance with b. below by the Principal in consultation with the majority representative. If an Assistant Principal or Vice Principal is not available to serve on the panel, the Principal shall appoint an additional member who is employed in the district in a supervisory role and capacity, in accordance with N.J.S.A. 18A:6-120.a. The Principal may appoint additional members to the School Improvement Panel as long as all members meet the criteria outlined in this section and N.J.S.A. 18A:6-120.a and the teacher(s) on the panel represents at least one-third of its total membership.
    - b. The Principal annually shall choose the teacher(s) on the School Improvement Panel through the following process:



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- (1) The teacher member shall be a person with a demonstrated record of success in the classroom. A demonstrated record of success in the classroom means the teacher member shall have been rated effective or highly effective in the most recent available annual summative rating.
    - (2) The majority representative, in accordance with a. above, may submit to the Principal, teacher member nominees for consideration.
    - (3) The Principal shall have final decision-making authority and is not bound by the majority representative's list of nominees.
  - c. The teacher member shall serve a full school year, except in case of illness or authorized leave, but may not be appointed more than three consecutive school years.
  - d. All members of the School Improvement Panel shall be chosen by August 31 of each year.
2. School Improvement Panel Responsibilities – N.J.A.C. 6A:10-3.2
  - a. The School Improvement Panel shall:
    - (1) Oversee the mentoring of teachers according to N.J.A.C. 6A:9C-5.3(a)2 and support the implementation of the school district mentoring plan;
    - (2) Conduct evaluations of teachers pursuant to N.J.A.C. 6A:10-2.4 and 4.4;
    - (3) Ensure corrective action plans for teachers are created in accordance to N.J.A.C. 6A:10-2.5(j); and ensure mid-year evaluations are conducted for teachers who are on a corrective action plan; and
    - (4) Identify professional development opportunities for all teachers based on the review of aggregate school-level data, including, but not limited to, teacher evaluation and student performance data to support school-level



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professional development plans described in N.J.A.C. 6A:9C.2.

- b. To conduct observations for the purpose of evaluation, the teacher member shall have:
  - (1) Agreement of the majority representative;
  - (2) An appropriate supervisory certificate; and
  - (3) Approval of the Principal who supervises the teacher being observed.
- c. The teacher member who participates in the evaluation process shall not serve concurrently as a mentor under N.J.A.C. 6A:9C-5,2(a)3.

### J. Components of Teacher Evaluation Rubric – N.J.A.C. 6A:10-4.1

- 1. The components of the teacher evaluation rubric described in N.J.A.C. 6A:10-4.1 et seq. shall apply to teachers holding the position of teacher and holding a valid and effective standard, provisional, or emergency instructional certificate.
- 2. Evaluation rubrics for all teachers shall include the requirements described in N.J.S.A. 18A:6-123, including, but not limited to:
  - a. Measures of student achievement pursuant to N.J.A.C. 6A:10-4.2; and
  - b. Measures of teacher practice pursuant to N.J.A.C. 6A:10-4.3 and 4.4.
- 3. To earn a summative rating, a teacher shall have a student achievement score, including median student growth percentile and/or student growth objectives(s) scores, and a teacher practice score pursuant to N.J.A.C. 6A:10-4.4.
- 4. Each score shall be converted to a percentage weight so all components make up 100 percent of the evaluation rubric. By August 31 prior to the school year in which the evaluation rubric applies, the Department shall provide on its website the required percentage weight of each component



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and the required summative rating scale. All components shall be worth the following percentage weights or fall within the following ranges:

- a. If, according to N.J.A.C. 6A:10-4.2(b), a teacher receives a median student growth percentile, the student achievement component shall be at least thirty percent and no more than fifty percent of a teacher's evaluation rubric rating as determined by the Department.
  - b. If, according to N.J.A.C. 6A:10-4.2(b), a teacher does not receive a median student growth percentile, the student achievement component shall be at least fifteen percent and no more than fifty percent of a teacher's evaluation rubric rating as determined by the Department.
  - c. Measures of teacher practice described in N.J.A.C. 6A:10-4.3 and 4.4 shall be at least fifty percent and no more than eighty-five percent of a teacher's evaluation rubric rating as determined by the Department.
5. Standardized tests, used as a measure of student progress, shall not be the predominant factor in determining a teacher's annual summative rating.

### K. Student Achievement Components – N.J.A.C. 6A:10-4.2

1. Measures of student achievement shall be used to determine impact on student learning. The student achievement measure shall include the following components:
  - a. If the teacher meets the requirements of 2. below, the median student growth percentile of all students assigned to a teacher, which shall be calculated as set forth in 4. below; and
  - b. Student growth objective(s), which shall be specific and measurable, based on available student learning data, aligned to the New Jersey Student Learning Standards (NJSLS), and based on growth and/or achievement.
    - (1) For teachers who teach subjects or grades not covered by the NJSLS, student growth objective(s) shall align to



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standards adopted or endorsed, as applicable, by the State Board.

2. The median student growth percentile shall be included in the annual summative rating of a teacher who:
  - a. Teaches at least one course or group within a course that falls within a standardized-tested grade or subject. The Department shall maintain on its website a course listing of all standardized-tested grades and subjects for which student growth percentile can be calculated pursuant to 4. below;
  - b. Teaches the course or group within the course for at least sixty percent of the time from the beginning of the course to the day of the standardized assessment; and
  - c. Has at least twenty individual student growth percentile scores attributed to his or her name during the school year of the evaluation. If a teacher does not have at least twenty individual student growth percentile scores in a given school year, the student growth percentile scores attributed to a teacher during the two school years prior to the evaluation year may be used in addition to the student growth percentile scores attributed to the teacher during the school year of the evaluation. Only student growth percentile scores from school year 2013-2014 or any school year after shall be used to determine median student growth percentiles.
3. The Department shall periodically collect data for all teachers that include, but are not limited to, student achievement and teacher practice scores.
4. The Department shall calculate the median student growth percentile for teachers using students assigned to the teacher by the school district. For teachers who have a student growth percentile score:
  - a. The Board of Education shall submit to the Department final ratings for all components, other than the student growth percentile, for the annual summative rating; and
  - b. The Department then shall report to the employing district Board of Education the annual summative rating, including the median





student growth percentile for each teacher who receives a median student growth percentile.

5. Student growth objectives for teachers shall be developed and measured according to the following procedures:
  - a. The Superintendent shall determine the number of required student growth objectives for teachers, including teachers with a student growth percentile. A teacher with a student growth percentile shall have at least one and not more than four student growth objectives. A teacher without a student growth percentile shall have at least two and a maximum of four student growth objectives. By August 31 prior to the school year the evaluation rubric applies, the Department shall provide on its website the minimum and maximum number of required student growth objectives within this range.
  - b. A teacher with a student growth percentile shall not use the standardized assessment used in determining the student growth percentile to measure progress toward a student growth objective.
  - c. Each teacher shall develop, in consultation with his or her supervisor or a Principal's designee, each student growth objective. If the teacher does not agree with the student growth objectives, the Principal shall make the final determination.
  - d. Student growth objectives and the criteria for assessing teacher performance based on the objectives shall be determined, recorded, and retained by the teacher and his or her supervisor by October 31 of each school year, or within twenty-five **teacher** working days of the teacher's start date if the teacher begins work after October 1.
  - e. Adjustments to student growth objectives may be made by the teacher in consultation with his or her supervisor only when approved by the Superintendent or designee. Adjustments shall be recorded in the teacher's personnel file on or before February 15.
    - (1) If the Student Growth Objective (SGO) covers only the second semester of the school year, or if the teacher begins work after October 1, adjustments shall be recorded before the mid-point of the second semester.



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- f. The teacher's designated supervisor shall approve each teacher's student growth objective score. The teacher's student growth objective score, if available, shall be discussed at the teacher's annual summary conference and recorded in the teacher's personnel file.
- L. Teacher Practice Components – N.J.A.C. 6A:10-4.3
1. The teacher practice component rating shall be based on the measurement of the teacher's performance according to the school district's Commissioner-approved teacher practice instrument. Observations pursuant to N.J.A.C. 6A:10-4.4 shall be used as one form of evidence for the measurement.
- M. Teacher Observations – N.J.A.C. 6A:10-4.4
1. For the purpose of teacher evaluation, observers shall conduct the observations pursuant to N.J.S.A. 18A:6-123.b.(8) and N.J.A.C. 6A:10-2.5 and 3.2, and they shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).
  2. Observation conferences shall include the following procedures:
    - a. A supervisor who is present at the observation shall conduct a post-observation conference with the teacher being observed. A post-observation conference shall occur no more than fifteen teacher working days following each observation.
    - b. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the teacher practice instrument and the teacher's individual professional development plan, collecting additional information needed for the evaluation of the teacher, and offering areas to improve effectiveness. Within a school year, the post observation conference shall be held prior to the occurrence of further observations for the purpose of evaluation.
    - c. If agreed to by the teacher, one required post-observation conferences and any pre-observation conference(s) for observations of tenured teachers who are not on a corrective action plan may be conducted by ~~via~~ written communication, including electronic.



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- d. One post-observation may be combined with a teacher's annual summary conference, as long as it occurs within the required fifteen teacher working days following the observation for the purpose of evaluation.
  - e. A pre-**observation** conference, when required, shall occur at least one but not more than seven teacher working days prior to the observation.
3. Each teacher shall be observed as described in N.J.A.C. 6A:10-4. For all teachers, at least one of the required observations shall be announced and preceded by a pre-**observation** conference, and at least one of the required observations shall be unannounced. The Superintendent shall decide whether additional required observations are announced or unannounced, if applicable. The following additional requirements shall apply:
- a. Each observation required for the purpose of evaluation shall be conducted for at least twenty minutes.
  - b. Nontenured teachers shall be observed at least three times each school year, but not less than once each semester. The observations shall be conducted in accordance with the timeframe set forth in N.J.S.A. 18A:27-3.1
    - (1) Except where a school district employs only one administrator whose position requires a supervisor, principal, or school administrator endorsement, nontenured teachers shall be observed during the course of the year by more than one appropriately certified supervisor.
  - c. Tenured teachers shall be observed at least two times during each school year. Observations for all tenured teachers shall occur prior to the annual summary conference, which shall occur prior to the end of the academic school year.
    - (1) If a tenured teacher was rated highly effective on his or her most recent summative evaluation and if both the teacher and the teacher's designated supervisor agree to use this option, one of the two required observations may be an observation of a Commissioner-approved activity other than a classroom lesson. The Department of Education shall post annually to its website a



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list of Commissioner-approved activities that may be observed in accordance with N.J.A.C. 6A:10-4.4.

- d. Teachers on a corrective action plan shall receive, in accordance with N.J.A.C. 6A:10-2.5(h), one additional observation, including a post-observation conference.
  - e. Upon receiving a final summative evaluation that necessitates a corrective action plan, in accordance with N.J.A.C. 6A:10-2.5(a), any remaining required observation(s) shall not be conducted until the corrective action plan has been finalized.
  - f. A written or electronic observation report shall be signed by the supervisor who conducted the observation and post-observation and the teacher who was observed.
  - g. The teacher shall submit his or her written objection(s) of the evaluation within ten teacher working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.
4. To earn a teacher practice score, a nontenured teacher shall receive at least three observations.
- a. If a nontenured teacher is present for less than forty percent of the total student school days in a school year, he or she shall receive at least two observations to earn a teacher practice score.
- N. Teacher Practice Instrument – N.J.A.C. 6A:10-7.2
- 1. The teacher practice instrument approved by the Department shall meet the following criteria:
    - a. Include domains of professional practice that align to the New Jersey Professional Standards for Teachers pursuant to N.J.A.C. 6A:9-3;
    - b. Include scoring guides for assessing teacher practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall:



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- (1) Clearly define the expectations for each rating category;
  - (2) Provide a conversion to four rating categories: (3) Be applicable to all grades and subjects; or to specific grades and/or subjects if designed explicitly for the grades and/or subjects; and
  - (4) Use clear and precise language that facilitates common understanding among teachers and administrators.
- c. Rely on, to the extent possible, specific, discrete, observable, and/or measurable behaviors of students and teachers in the classroom with direct evidence of student engagement and learning; and
  - d. Include descriptions of specific training and implementation details required for the instrument to be effective.

Adopted: 27 June 2016

Revised: 26 June 2017

Revised: TBD



# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

EXHIBIT #P8 – FIRST READING

Teaching Staff Members  
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Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)

### 3222 EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS AND ADMINISTRATORS (M)

#### M

The Board of Education recognizes the importance of teaching staff member effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3222 for the evaluation of teaching staff members consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teaching staff member evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3222, “teaching staff member” includes, but is not limited to, educational services staff members, guidance counselors, school nurses, library/media specialists, occupational therapists, and other teaching staff members working under an educational services certificate. For the purposes of Policy and Regulation 3222, “teaching staff member” does not include teachers, Principals, Vice Principals, Assistant Principals, and administrators, including, but not limited to, directors and/or supervisors.

~~The rules in N.J.A.C. 6A:10— Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and n~~ No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all teaching staff members which shall be submitted to the Commissioner of Education by August June 1 for approval by August 15 + of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teaching staff members and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teaching staff



## Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)

members. A District Evaluation Advisory Committee **may** ~~shall~~ be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for teaching staff members as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

Observations and evaluations for nontenured teaching staff members shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1 **and N.J.A.C. 6A:10-6.2**. Evaluations for nontenured teaching staff members shall take place before April 30 each year prior to the May 15 notice requirement date for continued employment. Evaluations for tenured teaching staff members shall be completed prior to June 30.

The Superintendent shall annually notify all teaching staff members of the adopted evaluation policies and procedures/regulations no later than October 1. If a teaching staff member is hired after October 1, the Superintendent shall notify the teaching staff member of the policies and procedures/regulations at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy and procedures/regulations within ten teaching staff member working days of adoption.

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1  
N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5; 6A:10-6.2

Adopted: 14 October 2013  
Revised: 27 January 2014  
Revised: 27 June 2016  
Revised: 26 June 2017  
**Revised: TBD**



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EXHIBIT #P9 – FIRST READING

TEACHING STAFF MEMBERS

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EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING  
TEACHERS AND ADMINISTRATORS

### R 3222 EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS AND ADMINISTRATORS

#### **M**

##### **A. Definitions – N.J.A.C. 6A:10-1.2**

The following words and terms shall have the following meanings when used in Policy and Regulation 3222 unless the context clearly indicates otherwise:

“Annual performance report” means a written appraisal of the teaching staff member's performance prepared by the teaching staff member's designated supervisor based on the evaluation rubric for his or her position.

“Annual summative evaluation rating” means an annual evaluation rating that is based on appraisals of educator practice and student performance, if applicable, and includes all measures captured in a teaching staff member's evaluation rubric.

The four summative performance categories are ineffective, partially effective, effective, and highly effective.

“Chief School Administrator” means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.

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

“Corrective Action Plan” means a written plan developed by the designated supervisor in collaboration with the teaching staff member to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual teaching staff member and the school district for implementing the plan, and specific support that the district shall provide as defined in N.J.S.A. 18A:6-119.

“Department” means the New Jersey Department of Education.

“Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the teaching staff member's supervisor.

“District Evaluation Advisory Committee” means a group created to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.





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“Educator practice instrument” means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from educator practice instruments for teaching staff members other than teachers, Principals, Vice Principals, and Assistant Principals may be applied to the teaching staff member’s summative evaluation rating in a manner determined by the school district.

“Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description, and professional standards, and based on, when applicable, the individual’s evaluation rubric.

“Evaluation rubric” means a set of criteria, measures, and processes used to evaluate all teaching staff members in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instruments and student outcomes. Each Board of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Vice Principals, and Assistant Principals, and evaluation rubrics for other categories of teaching staff members.

“Indicators of student progress and growth” means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessment.

“Individual professional development plan” is as defined in N.J.S.A. 18A:6-119.

“Job description” means a written specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.

“Observation” means a method of collecting data on the performance of a teaching staff member's assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by an individual employed in the school district in a supervisory role and capacity and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9-1.1.

“Post-observation conference” means a meeting, either in-person or remotely, between the supervisor who conducted the observation and the teaching staff



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member for the purpose of evaluation to discuss the data collected in the observation.

“Scoring guide” means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Educator practice instruments include a scoring guide that an evaluator uses to structure his or her assessments and ratings of professional practice.

“Semester” means half of the school year.

“Signed” means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

“Student growth objective” means an academic goal that teaching staff members and designated supervisors set for groups of students.

“Superintendent” means Superintendent of Schools or Chief School Administrator.

“Supervisor” means an appropriately certified teaching staff member, as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the school district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9B-12.

“Teaching staff member” for the purposes of Policy 3222 and this Regulation, includes, but is not limited to, educational services staff members, guidance counselors, school nurses, library/media specialists, occupational therapists, and other teaching staff members working under an educational services certificate and does not include teachers, Principals, Vice Principals, Assistant Principals, and administrators, including, but not limited to, Directors and/or Supervisors.

B. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3

~~The rules in N.J.A.C. 6A:10-1.1 et seq. shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts entered into by a school district in effect on July 1, 2013. No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or~~



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any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.

C. Educator Evaluation Data, Information, and Annual Performance Reports – N.J.A.C. 6A:10-1.4

All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the Department or a school district from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.

D. Evaluation of Teaching Staff Members – N.J.A.C. 6A:10-2.1

1. The Board of Education shall annually ~~shall~~ adopt evaluation rubrics for all teaching staff members. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective.
2. Evaluation rubrics shall be submitted to the Commissioner by ~~August~~ June 1 for approval by August 15 of each year.

E. Duties of the Board of Education – N.J.A.C. 6A:10-2.2

1. The Board of Education shall meet the following requirements for the annual evaluation of teaching staff members, unless otherwise specified:
  - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.;
  - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c);



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- (1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.
- c. Ensure the Superintendent annually notifies all teaching staff members of the adopted evaluation policies and procedures no later than October 1. If a teaching staff member is hired after October 1, the Board/Superintendent shall notify the teaching staff member of the policies and procedures at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy and procedures within ten **teaching staff member** working days of adoption;
- d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;
- e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;
- f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and
- g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of a teaching staff member for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4, and N.J.A.C. 6A:10-6.2, shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b(8); and N.J.S.A. 18A:27-3.1 and the teacher



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member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.

2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all teaching staff members and, when applicable, applying the Commissioner-approved educator practice instruments:
    - a. Annually provide training on and descriptions of each component of the evaluation rubric for all teaching staff members who are being evaluated in the school district and provide more thorough training for any teaching staff member who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;
    - b. Annually provide updates and refresher training for any supervisors who are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate teaching staff members for the first time. Training shall be provided on each component of the evaluated teaching staff member's evaluation rubric before the evaluation of a teaching staff member; and
    - c. The Superintendent shall annually certify to the Department that all supervisors of teaching staff members in the school district who are utilizing educator practice instruments have completed training on the instrument and its application and have demonstrated competency in applying the educator practice instruments.
- F. District Evaluation Advisory Committee – N.J.A.C. 6A:10-2.3
1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include



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the Superintendent, a special education administrator, a parent, and a member of the Board of Education.

2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
3. ~~Beginning in 2018-2019, the District Evaluation Advisory Committees~~ **is not shall no longer be** required and the Board of Education shall have the discretion to **establish a** ~~continue the~~ District's Evaluation Advisory Committee.

#### G. Evaluation Procedures for Teaching Staff Members – N.J.A.C. 6A:10-2.4

1. The provisions outlined in Policy and Regulation 3222 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of teaching staff members.
2. Evaluation policies and procedures requiring the annual evaluation of all teaching staff members shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
  - a. Roles and responsibilities for implementation of evaluation policies and procedures;
  - b. Job descriptions, evaluation rubrics for all teaching staff members, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;
  - c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Assistant Principals, and Vice Principals for calculating the median and school-wide student growth percentile;
  - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
  - e. Process for developing and scoring student growth objective;



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- f. The process for preparation of individual professional development plans; and
  - g. The process for preparation of an annual written performance report by the teaching staff member's designated supervisor, and an annual summary conference between the teaching staff member and his or her designated supervisor.
3. The annual summary conference between the designated supervisor and the teaching staff member shall be held before the annual performance report is filed. The conference shall occur on or before June 30 of each school year and shall include, but not be limited to, a review of the following:
    - a. The performance of the teaching staff member based upon the job description and the scores or evidence compiled using the teaching staff member's evaluation rubric, including, when applicable:
      - (1) The educator's ~~teaching staff member's~~ practice instrument; and
      - (2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.
    - b. The progress of the teaching staff member toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and
    - c. The preliminary annual written performance report.
  4. If any scores for the teaching staff member's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
  5. The annual performance report shall be prepared by the teaching staff member's designated supervisor and shall include, but not be limited to:
    - a. A summative rating based on the evaluation rubric;



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- b. Performance area(s) of strength and area(s) needing improvement based upon the job description and components of the teaching staff member's evaluation rubric; and
        - c. An The teaching staff member's individual professional development plan or corrective action plan from the evaluation year being reviewed in the report.
  6. The teaching staff member and the designated supervisor shall sign the report within five **teaching staff member** working days of the review.
  7. The Board of Education shall include all written performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the teaching staff member's personnel file or in an alternative, confidential location. If reports and data are stored in an alternative location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.
- H. Corrective Action Plans for Teaching Staff Members – N.J.A.C. 6A:10-2.5
1. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by the teaching staff member and the teaching staff member's designated supervisor. If the teaching staff member does not agree with the corrective action plan's content, the designated supervisor shall make a final determination.
  2. The corrective action plan shall be developed and the teaching staff member and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year. following the year of evaluation, except:
    - a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the teaching staff member and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five





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fifteen teaching staff member working days following the school district's receipt of the teaching staff member's summative rating.

3. The content of the corrective action plan shall replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:
  - a. Address areas in need of improvement identified in the teaching staff member evaluation rubric;
  - b. Include specific, demonstrable goals for improvement;
  - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
  - d. Include timelines for meeting the goal(s).
4. The teaching staff member's designated supervisor and the teaching staff member on a corrective action plan shall discuss the teaching staff member's progress toward the goals outlined in the corrective action plan during each required post-observation conference. The teaching staff member and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the teaching staff member's progress, position, or role.
5. Progress toward the teaching staff member's goals outlined in the corrective action plan:
  - a. Shall be documented in the teaching staff member's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the teaching staff member on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the teaching staff member's progress toward his or her corrective action plan goals.; and
  - b. May be used as evidence in the teaching staff member's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.
6. Responsibilities of the evaluated teaching staff member on a corrective action plan shall not be exclusionary of other plans for improvement



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determined to be necessary by the teaching staff member's designated supervisor.

7. The corrective action plan shall remain in effect until the teaching staff member receives his or her next summative evaluation rating.
8. There shall be no minimum number of teaching staff member working days a teacher's corrective action plan can be in place.

I. **Required Observations for Teaching Staff Member Observations and Evaluations**  
– N.J.A.C. 6A:10-6.2

1. The Superintendent shall determine the duration of observations required pursuant to N.J.S.A. 18A:27-3.1 for nontenured teaching staff members, except teachers, Principals, Vice Principals, and Assistant Principals. Observations include, but are not limited to, observations of meetings, student instruction, parent conferences, and case-study analysis of a significant student issue. The observation shall:
  - a. Be at least twenty minutes in length;
  - b. Be followed within fifteen teaching staff member working days by a conference between the supervisor who made the observation and the nontenured teaching staff member;
  - c. Be followed by both parties to such a conference signing the written or electronic observation report and each retaining a copy of his or her records; and
  - d. Allow the nontenured teaching staff member to submit his or her written objection(s) of the evaluation within ten teaching staff member working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.
2. All tenured teaching staff members shall receive at least one observation per school year.
3. All nontenured teaching staff members shall receive at least three observations, as required pursuant to N.J.S.A. 18A:27-3.1.



# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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### EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS AND ADMINISTRATORS

- a. The required observations and evaluations for nontenured teaching staff members shall take place before April 30 each year. These observations and evaluations may cover that period between April 30 of one year and April 30 of the succeeding year except in the case of the first year of employment where the three observations and evaluations must have been completed prior to April 30.
  - b. The number of required observations and evaluations for nontenured teaching staff members may be reduced proportionately when an individual teaching staff member's term of service is less than one academic year.
4. Evaluations for tenured teaching staff shall be completed prior to June 30.

Adopted: 14 October 2013

Revised: 27 June 2016

Revised: 26 June 2017

Revised: TBD



# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

EXHIBIT #P10 – FIRST READING

Teaching Staff Members  
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Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)

### 3223 EVALUATION OF ADMINISTRATORS, EXCLUDING PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS (M)

M

The Board of Education recognizes the importance of administrator effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3223 for the evaluation of administrators consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for administrator evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3223, “administrator” means an appropriately certified staff member, as defined in N.J.S.A. 18A-1.1, employed in the school district in an administrative and/or supervisory role and capacity, and holding a valid and effective standard, provisional, or emergency administrative certificate. An “administrator” may be a director, supervisor, or any other administrative or supervisory position in the district. For the purposes of Policy and Regulation 3223 and N.J.A.C. 6A:10-1.1 et seq., “administrator” is not a Principal, Vice Principal, or Assistant Principal.

~~The rules in N.J.A.C. 6A:10 – Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and n~~ No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all administrators which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of administrators and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all administrators. A District Evaluation Advisory Committee may shall be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.



## Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)

The minimum requirements for the evaluation procedures for administrators as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each administrator rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

Observations and evaluations for nontenured administrators shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1. Evaluations for nontenured administrators shall take place before April 30 each year prior to the May 15 notice requirement date for continued employment. Evaluations for tenured administrators shall be completed prior to June 30.

The Superintendent annually shall notify all administrators of the adopted evaluation policies and procedures/regulations no later than October 1. If an administrator is hired after October 1, the Superintendent shall notify the administrator of the policies and procedures/regulations at the beginning of his or her employment. All administrators shall be notified of amendments to the policy and procedures/regulations within ten administrator working days of adoption.

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1  
N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

Adopted: 14 October 2013  
Revised: 27 January 2014  
Revised: 27 June 2016  
Revised: 26 June 2017  
Revised: TBD



# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

EXHIBIT #P11 – FIRST READING

TEACHING STAFF MEMBERS

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Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)

### R 3223 EVALUATION OF ADMINISTRATORS, EXCLUDING PRINCIPALS, VICE PRINCIPALS AND ASSISTANT PRINCIPALS (M)

#### A. Definitions – N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3223 unless the context clearly indicates otherwise:

“Administrator” means an appropriately certified staff member, as defined in N.J.S.A. 18A-1.1, employed in the school district in an administrative and/or supervisory role and capacity, and holding a valid and effective standard, provisional, or emergency administrative certificate. An “administrator” may be a director, supervisor or any other administrative or supervisory position in the district. For the purposes of Policy and Regulation 3223 and N.J.A.C. 6A:10-1.1 et seq., “administrator” is not a Principal, Vice Principal, or Assistant Principal.

“Annual performance report” means a written appraisal of the administrator’s performance prepared by the administrator’s designated supervisor based on the evaluation rubric for his or her position.

“Annual summative evaluation rating” means an annual evaluation rating that is based on appraisals of educator practice and student performance, and includes all measures captured in an administrator’s evaluation rubric. The four summative performance categories are ineffective, partially effective, effective, and highly effective.

“Chief School Administrator” means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.

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

“Corrective Action Plan” means a written plan developed by the administrator’s designated supervisor in collaboration with the administrator to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual administrator and the school district for implementing the plan, and specific support that the district shall provide as defined in N.J.S.A. 18A:6-119.

“Department” means the New Jersey Department of Education.



Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)

“Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the administrator’s supervisor.

“District Evaluation Advisory Committee” means a group created to oversee and guide the planning and implementation of the Board of Education’s evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.

“Educator practice instrument” means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from educator practice instruments for **administrators** ~~teaching staff members~~ other than ~~teachers~~, Principals, Vice Principals, and Assistant Principals may be applied to the administrator’s summative evaluation rating in a manner determined by the school district.

“Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description and professional standards, and based on, when applicable, the individual’s evaluation rubric.

“Evaluation rubric” means a set of criteria, measures, and processes used to evaluate all administrators in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instruments and student outcomes. Each Board of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Vice Principals, and Assistant Principals, and evaluation rubrics for other categories of staff members.

“Indicators of student progress and growth” means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessment.

“Individual professional development plan” is as defined in N.J.S.A. 18A:6-119.

“Job description” means a written specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.

“Observation” means a method of collecting data on the performance of an administrator’s assigned duties and responsibilities. An observation for the



# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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### Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)

purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by an individual employed in the school district in a supervisory role and capacity and possessing a school administrator, principal, or supervisor endorsement as defined in N.J.A.C. 6A:9-2.1 and as designated by the Superintendent.

“Post-observation conference” means a meeting, either in-person or remotely, between the supervisor who conducted the observation and the administrator for the purpose of evaluation to discuss the data collected in the observation.

“Scoring guide” means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Educator practice instruments include a scoring guide that an evaluator uses to structure his or her assessments and ratings of professional practice.

“Semester” means half of the school year.

“Signed” means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

“Student growth objective” means an academic goal that teachers and designated supervisors set for groups of students.

“Superintendent” means Superintendent of Schools or Chief School Administrator.

“Supervisor” means an appropriately certified staff member, as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the school district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement, as defined in N.J.A.C. 6A:9B-12.

#### B. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3

~~The rules in N.J.A.C. 6A:10-1.1 et seq. shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts entered into by a school district in effect on July 1, 2013. No collective bargaining agreement entered into after July 1, 2013, shall conflict with the~~





# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

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### Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)

educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.

#### C. Educator Evaluation Data, Information, and Annual Performance Reports – N.J.A.C. 6A:10-1.4

All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the Department or a school district from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.

#### D. Evaluation of Administrators – N.J.A.C. 6A:10-2.1

1. The Board of Education shall annually adopt evaluation rubrics for all administrators. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective.
2. Evaluation rubrics shall be submitted to the Commissioner by **August** ~~June~~ 1 for approval by August **15** ~~1~~ of each year.

#### E. Duties of the Board of Education – N.J.A.C. 6A:10-2.2

1. The Board of Education shall meet the following requirements for the annual evaluation of administrators, unless otherwise specified:
  - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.;
  - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the



Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)

evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c):

- (1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.
- c. Ensure the Superintendent annually notifies all administrators of the adopted evaluation policies and procedures no later than October 1. If an administrator is hired after October 1, the Board/Superintendent shall notify the administrator of the policies and procedures at the beginning of his or her employment. All administrators shall be notified of amendments to the policy and procedures within ten administrator working days of adoption;
- d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;
- e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;
- f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and
- g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of an administrator for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4;



# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)

N.J.A.C. 6A:10-5.4; and N.J.A.C. 6A:10-6.2 shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.

2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all administrators and, when applicable, applying the Commissioner-approved educator practice instruments:
  - a. Annually provide training on and descriptions of each component of the evaluation rubric for all administrators who are being evaluated in the school district and provide more thorough training for any administrator who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;
  - b. Annually provide updates and refresher training for supervisors who are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate administrators for the first time. Training shall be provided on each component of the evaluated administrator's evaluation rubric before the evaluation of an administrator;
  - c. The Superintendent shall annually certify to the Department that all supervisors of administrators in the school district who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.
- F. District Evaluation Advisory Committee – N.J.A.C. 6A:10-2.3
  1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include



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## ROXBURY TOWNSHIP BOARD OF EDUCATION

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Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)

the Superintendent, a special education administrator, a parent, and a member of the Board of Education.

2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
3. ~~Beginning in 2018-2019, the District Evaluation Advisory Committees~~ **is not shall no longer be** required and the Board of Education shall have the discretion to **establish a** ~~continue the~~ District's Evaluation Advisory Committee.

### G. Evaluation Procedures for Administrators – N.J.A.C. 6A:10-2.4

1. The provisions outlined in Policy and Regulation 3223 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of administrators.
2. Evaluation policies and procedures requiring the annual evaluation of all administrators shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
  - a. Roles and responsibilities for implementation of evaluation policies and procedures;
  - b. Job descriptions, evaluation rubrics for administrators, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;
  - c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Vice Principals, and Assistant Principals for calculating the median and school-wide student growth percentile;
  - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
  - e. Process for developing and scoring student growth objectives;



# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)

- f. The process for preparation of individual professional development plans; and the process for preparation of an annual performance report by the Superintendent or designated supervisor and an annual summary conference between the administrator and his or her designated supervisor.
3. The annual summary conference between designated supervisors and the administrator shall be held before the annual performance report is filed. The conference shall occur on or before June 30 of each school year and shall include, but not be limited to, a review of the following:
  - a. The performance of the administrator based upon the job description and the scores or evidence compiled using the administrator's evaluation rubric, including, when applicable:
    - (1) The educator's administrator's practice instrument; and
    - (2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.
  - b. The progress of the administrator toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and
  - c. The preliminary annual performance report.
4. If any scores for the administrator's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
5. The annual performance report for the administrator shall be prepared by the designated supervisor and shall include, but not be limited to:
  - a. A summative rating based on the evaluation rubric;



# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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### Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)

- b. Performance area(s) of strength and area(s) needing improvement based upon the job description and components of the administrator's evaluation rubric; and
  - c. The administrator's individual professional development plan or corrective action plan from the evaluation year being reviewed in the report.
6. The administrator and the designated supervisor shall sign the report within five administrator working days of the review.
  7. The Board of Education shall include all performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of his or her personnel file, or in an alternative, confidential location. If reports and data are stored in an alternative, confidential location, the personnel file shall clearly indicate the report's location and how it can easily be accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.
- H. Corrective Action Plans for Administrators – N.J.A.C. 6A:10-2.5
1. For each administrator rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by administrator and the Superintendent or the designated supervisor. If the administrator does not agree with the corrective action plan's content, the designated supervisor shall make a final determination.
  2. The corrective action plan shall be developed and the administrator and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation except:
    - a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the administrator and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five administrator working days



Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)

following the school district's receipt of the administrator's summative rating.

3. The content of the corrective action plan shall replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:
  - a. Address areas in need of improvement identified in the administrator evaluation rubric;
  - b. Include specific, demonstrable goals for improvement;
  - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
  - d. Include timelines for meeting the goal(s).
4. The administrator's designated supervisor, and the administrator on a corrective action plan shall discuss the administrator's progress toward the goals outlined in the corrective action plan during each required post-observation conference. The administrator and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the administrator's progress, position, or role.
5. Progress toward the administrator's goals outlined in the corrective action plan:
  - a. Shall be documented in the administrator's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the administrator on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the administrator's progress toward his or her corrective action plan goals.; and
  - b. May be used as evidence in the administrator's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.



# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)

6. Responsibilities of the evaluated administrator on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the administrator's designated supervisor.
  7. The corrective action plan shall remain in effect until the administrator receives his or her next summative evaluation rating.
  8. There shall be no minimum number of administrator working days an administrator's corrective action plan can be in place.
- I. Administrator Observations and Evaluations – N.J.A.C. 6A:10-6.2
1. The Superintendent shall determine the duration of observations required pursuant to N.J.S.A. 18A:27-3.1 for nontenured administrators. Observations include, but are not limited to, observations of meetings, student instruction, parent conferences, and case-study analysis of a significant student issue. The observation shall:
    - a. Be at least twenty minutes in length;
    - b. Be followed within fifteen administrator working days by a conference between the supervisor who made the observation and the nontenured administrator;
    - c. Be followed by both parties to such a conference signing the written or electronic observation report and each retaining a copy of his or her records; and
    - d. Allow the nontenured administrator to submit his or her written objection(s) of the evaluation within ten administrator working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.
  2. All tenured administrators shall receive at least one observation per school year.
  3. All nontenured administrators shall receive at least three observations, as required pursuant to N.J.S.A. 18A:27-3.1.





# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

### TEACHING STAFF MEMBERS

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#### Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)

- a. The required observations and evaluations for nontenured administrators shall take place before April 30 each year. These observations and evaluations may cover that period between April 30 of one year and April 30 of the succeeding year except in the case of the first year of employment where the three evaluations and observations must have been completed prior to April 30.
  - b. The number of required observations and evaluations for nontenured administrators may be reduced proportionately when an individual administrator's term of service is less than one academic year.
4. Evaluations for tenured administrators shall be completed prior to June 30.

Adopted: 27 June 2016

Revised: 26 June 2017

Revised: TBD



# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

EXHIBIT #P12 – FIRST READING

Teaching Staff Members  
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### EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS (M)

#### 3224 EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS (M)

#### M

The Board of Education recognizes the importance of Principal, Vice Principal, and Assistant Principal effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3224 for the evaluation of Principals, Vice Principals, and Assistant Principals consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for Principal, Vice Principal, and Assistant Principal evaluations consistent with TEACHNJ and AchieveNJ.

~~The rules in N.J.A.C. 6A:10— Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and n~~ No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all Principals, Vice Principals, and Assistant Principals which shall be submitted to the Commissioner of Education by August June 1 for approval by August 15 † of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of Principals, Vice Principals, and Assistant Principals and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all Principals, Vice Principals, or Assistant Principals. A District Evaluation Advisory Committee may shall be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for Principals, Vice Principals, and Assistant Principals as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each Principal, Vice Principal, or Assistant Principal rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a



## EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS (M)

corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

The components of the principal evaluation rubrics as described in N.J.A.C. 6A:10-5.1 shall apply to Principals, Vice Principals, and Assistant Principals. Measures of student achievement, as outlined in N.J.A.C. 6A:10-5.2, shall be used to determine impact on student learning. Principal, Vice Principal, and Assistant Principal observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-5.4. The Superintendent or designated supervisor shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b). A Principal, or the Superintendent or designated supervisor, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.

The principal practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.3.

The Superintendent annually shall notify all Principals, Vice Principals, or Assistant Principals of the adopted evaluation policies and procedures/regulations no later than October 1. If a Principal, Vice Principal, or Assistant Principal is hired after October 1, the Superintendent shall notify the Principal, Vice Principal, or Assistant Principal of the policies and procedures/regulations at the beginning of his or her employment. All Principals, Vice Principals, and Assistant Principals shall be notified of amendments to the policy and procedures/regulations within ten Principal, Vice Principal, or Assistant Principal working days of adoption.

N.J.S.A. 18A:6-117 et seq.

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

N.J.A.C. 6A:10-5.1 through 5.4

N.J.A.C. 6A:10-7.1 and 7.3

Adopted: 27 January 2014

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Revised: TBD



# POLICY

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**BOARD OF EDUCATION**

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# REGULATION

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EXHIBIT #P13 – FIRST READING

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### R 3224 EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS (M)

#### M

##### A. Definitions – N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3224 unless the context clearly indicates otherwise:

“Annual performance report” means a written appraisal of the Principal’s, Vice Principal’s, or Assistant Principal’s performance prepared by the designated supervisor based on the evaluation rubric for his or her position.

“Annual summative evaluation rating” means an annual evaluation rating that is based on appraisals of educator practice and student performance, and includes all measures captured in a Principal, Vice Principal, or Assistant Principal evaluation rubric. The four summative performance categories are ineffective, partially effective, effective, and highly effective.

“Calibration” in the context of educator evaluation means a process to monitor the competency of a trained evaluator to ensure the evaluator continues to apply an educator practice instrument accurately and consistently according to the standards and definitions of the specific instrument.

“Chief School Administrator” means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.

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

“Corrective Action Plan” means a written plan developed by the Superintendent or a designated supervisor in collaboration with the Principal, Vice Principal, and Assistant Principal to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual Principal, Vice Principal, and Assistant Principal and the school district for implementing the plan, and specific support that the district shall provide as defined in N.J.S.A. 18A:6-119.

“Department” means the New Jersey Department of Education.



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“Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the administrator’s supervisor.

“District Evaluation Advisory Committee” means a group created to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.

“Educator practice instrument” means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies.

“Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description and professional standards and based on, when applicable, the individual’s evaluation rubric.

“Evaluation rubric” means a set of criteria, measures, and processes used to evaluate all Principals, Vice Principals, and Assistant Principals in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instruments and student outcomes. Each Board of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Vice Principals, and Assistant Principals, and evaluation rubrics for other categories of teaching staff members.

“Indicators of student progress and growth” means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessment.

“Individual professional development plan” is as defined in N.J.S.A. 18A:6-119.

“Job description” means a written specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.

“Observation” means a method of collecting data on the performance of a Principal’s, Vice Principal’s, and Assistant Principal’s assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by the Superintendent or designee.



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“Post-observation conference” means a meeting, either in-person or remotely, between the supervisor who conducted the observation and the Principal, Vice Principal, and Assistant Principal for the purpose of evaluation to discuss the data collected in the observation.

“Principal practice instrument” means an assessment tool that provides scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from the principal practice instrument are components of the evaluation rubrics and the scores are included in the summative evaluation rating for the individual.

“Scoring guide” means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Educator practice instruments include a scoring guide that an evaluator uses to structure his or her assessments and ratings of professional practice.

“Semester” means half of the school year.

“Signed” means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

“Student growth objective” means an academic goal that teachers and designated supervisors set for groups of students.

“Student growth percentile” means a specific metric for measuring individual student progress on Statewide assessments by tracking how much a student’s test scores have changed relative to other students Statewide with similar scores in previous years.

“Superintendent” means Superintendent of Schools or Chief School Administrator.

“Supervisor” means an appropriately certified teaching staff member as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9B-112 and certified to evaluate a Principal, Vice Principal, or Assistant Principal.



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B. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3

~~The rules in N.J.A.C. 6A:10-1.1 et seq. shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts entered into by a school district in effect on July 1, 2013.~~ No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.

C. Educator Evaluation Data, Information, and Annual Performance Reports – N.J.A.C. 6A:10-1.4

All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the Department or a school district from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.

D. Evaluation of Principals, Vice Principals, and Assistant Principals – N.J.A.C. 6A:10-2.1

1. The Board of Education shall annually adopt evaluation rubrics for all Principals, Vice Principals, and Assistant Principals. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective.
2. The evaluation rubrics for Principals, Vice Principals, and Assistant Principals shall include all other relevant minimum standards set forth in N.J.S.A. 18A:6-123 (P.L. 2012, c. 26, § 17c).
3. Evaluation rubrics shall be submitted to the Commissioner by **August** June 1 for approval by August 15 of each year.





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- E. Duties of the Board of Education – N.J.A.C. 6A:10-2.2
1. The Board of Education shall meet the following requirements for the annual evaluation of Principals, Vice Principals, and Assistant Principals, unless otherwise specified:
    - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.;
    - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c):
      - (1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.
    - c. Ensure the Superintendent annually notifies all Principals, Vice Principals, and Assistant Principals of the adopted evaluation policies and procedures no later than October 1. If a Principal, Vice Principal, or Assistant Principal is hired after October 1, the Board/Superintendent shall notify all Principals, Vice Principals, and Assistant Principals of the policies and procedures at the beginning of his or her employment. All Principals, Vice Principals, and Assistant Principals shall be notified of amendments to the policy and procedures within ten **Principal, Vice Principal, and Assistant Principal** working days of adoption;
    - d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at



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N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;

- e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;
  - f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and
  - g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of a Principal, Vice Principal, or Assistant Principal for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4; and 6A:10-6.2 shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.
2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all Principals, Vice Principals, and Assistant Principals and, when applicable, applying the Commissioner-approved principal practice instruments:
- a. Annually provide training on and descriptions of each component of the evaluation rubric for all Principals, Vice Principals, and Assistant Principals who are being evaluated in the school district and provide more thorough training for any Principals, Vice Principals, and Assistant Principals who are being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the principal practice instrument;
  - b. Annually provide updates and refresher training for supervisors who are conducting evaluations in the school district and more



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thorough training for any supervisor who will evaluate Principals, Vice Principals, or Assistant Principals for the first time. Training shall be provided on each component of the evaluated Principal's, Vice Principal's, or Assistant Principal's evaluation rubric before the evaluation of the Principal, Vice Principal, or Assistant Principal;

- c. The Superintendent shall annually certify to the Department that all supervisors of Principals, Vice Principals, and Assistant Principals in the school district who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics

#### F. District Evaluation Advisory Committee – N.J.A.C. 6A:10-2.3

1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.
2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
3. ~~Beginning in 2018-2019, the District Evaluation Advisory Committees~~ **is not shall no longer be required** and the Board of Education shall have the discretion to **establish a** ~~continue the~~ District's Evaluation Advisory Committee.

#### G. Evaluation Procedures for Principals, Vice Principals, and Assistant Principals - N.J.A.C. 6A:10-2.4

1. The provisions outlined in Policy and Regulation 3224 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of Principals, Vice Principals, and Assistant Principals.



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2. Evaluation policies and procedures requiring the annual evaluation of Principals, Vice Principals, and Assistant Principals shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
  - a. Roles and responsibilities for implementation of evaluation policies and procedures;
  - b. Job descriptions, evaluation rubrics for Principals, Vice Principals, and Assistant Principals, the process for calculating the summative ratings and each component and the evaluation regulations set forth in N.J.A.C. 6A:10-1 et seq.;
  - c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Vice Principals, Assistant Principals for calculating the median and school-wide student growth percentile;
  - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
  - e. Process for developing and scoring student growth objectives;
  - f. The process for preparation of individual professional development plans; and
  - g. The process for preparation of an annual performance report by the Superintendent or designated supervisor, and an annual summary conference between the Principal, Vice Principal, or Assistant Principal and the Superintendent or designated supervisor.
3. The annual summary conference between the designated supervisor and the Principal, Vice Principal, or Assistant Principal shall be held before the annual performance report is filed. The conference shall occur on or before June 30 of each school year and shall include, but not be limited to, a review of the following:



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- a. The performance of the Principal, Vice Principal, or Assistant Principal based upon the job description and the scores or evidence compiled using the evaluation rubric, including, when applicable:
    - (1) The educator's principal's practice instrument; and
    - (2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.
  - b. The progress of the Principal, Vice Principal, or Assistant Principal toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and
  - c. The preliminary annual performance report.
4. If any scores for the Principal's, Vice Principal's, or Assistant Principal's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
  5. The annual performance report for the Principal, Vice Principal, or Assistant Principal shall be prepared by the designated supervisor and shall include, but not be limited to:
    - a. A summative rating based on the evaluation rubric, including, when applicable, a total score for each component as described in N.J.A.C. 6A:10-5;
    - b. Performance area(s) of strength and area(s) needing improvement based upon the job description and components of the Principal's, Vice Principal's, or Assistant Principal's evaluation rubric; and
    - c. An The Principal's, Vice Principal's, or Assistant Principal's individual professional development plan or a corrective action plan from the evaluation year being reviewed in the report.



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6. The Principal, Vice Principal, or Assistant Principal and the designated supervisor shall sign the report within five **Principal, Vice Principal, or Assistant Principal** working days of the review.
  7. The Board of Education shall include all performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the Principal's, Vice Principal's, or Assistant Principal's personnel file, or in an alternative, confidential location. If reports and data are stored in an alternate location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.
- H. Corrective Action Plans for Principals, Vice Principals, and Assistant Principals – N.J.A.C. 6A:10-2.5
1. For each Principal, Vice Principal, and Assistant Principal rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by the Principal, Vice Principal, or Assistant Principal and the designated supervisor. If the Principal, Vice Principal, or Assistant Principal does not agree with the corrective action plan's content, the designated supervisor shall make the final determination.
  2. The corrective action plan shall be developed and the Principal, Vice Principal, or Assistant Principal and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation except:
    - a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the Principal, Vice Principal, or Assistant Principal and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five Principal, Vice Principal, or Assistant Principal working days following the school district's receipt of the Principal's, Vice Principal's, or Assistant Principal's summative rating.



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3. The content of the corrective action plan shall replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:
  - a. Address areas in need of improvement identified in the principal evaluation rubric;
  - b. Include specific, demonstrable goals for improvement;
  - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
  - d. Include timelines for meeting the goal(s).
4. The designated supervisor and the Principal, Vice Principal, or Assistant Principal on a corrective action plan shall discuss the Principal's, Vice Principal's, or Assistant Principal's progress toward the goals outlined in the corrective action plan during each post-observation conference, when required by N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10-5.4.
5. Progress toward the Principal's, Vice Principal's, or Assistant Principal's goals outlined in the corrective action plan:
  - a. Shall be documented in the Principal's, Vice Principal's, or Assistant Principal's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the Principal, Vice Principal, or Assistant Principal on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the Principal's, Vice Principal's, or Assistant Principal's progress toward his or her corrective action plan goals; and
  - b. May be used as evidence in the Principal's, Vice Principal's, or Assistant Principal's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.
6. Responsibilities of the evaluated Principal, Vice Principal, or Assistant Principal on a corrective action plan shall not be exclusionary of other



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plans for improvement determined to be necessary by the designated supervisor.

7. The Superintendent or his or her designee, and the Principal, as appropriate, shall conduct a mid-year evaluation of any Principal, Vice Principal, or Assistant Principal pursuant to N.J.S.A. 18A:6-121.c. The mid-year evaluation shall occur approximately midway between the development of the corrective action plan and the expected receipt of the next annual summative rating. The mid-year evaluation shall include, at a minimum a conference to discuss progress toward the Principal's, Vice Principal's, or Assistant Principal's goals outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.
  8. The Superintendent shall ensure Principals, Vice Principals, and Assistant Principals with a corrective action plan receive one observation and a post-observation conference in addition to the observations required in N.J.A.C. 6A:10-5.4 for the purpose of evaluation as described in N.J.A.C. 6A:10-1.2 and 5.4.
  9. The corrective action plan shall remain in effect until the Principal, Vice Principal, or Assistant Principal receives his or her next summative evaluation rating.
  10. There shall be no minimum number of Principal, Vice Principal, or Assistant Principal working days a Principal's, Vice Principal's, or Assistant Principal's corrective action plan can be in place.
- I. Components of Principal Evaluation Rubrics – N.J.A.C. 6A:10-5.1
1. Unless otherwise noted, the components of the principal evaluation rubrics shall apply to teaching staff members holding the position of Principal, Vice Principal, or Assistant Principal and holding a valid and effective standard, provisional, or emergency administrative certificate.
  2. The principal evaluation rubric shall meet the standards provided in N.J.S.A. 18A:6-123, including, but not limited to:
    - a. Measures of student achievement pursuant to N.J.A.C. 6A:10-5.2;  
and





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- b. Measures of principal practice pursuant to N.J.A.C. 6A:10-5.3 and 5.4.
3. To earn a summative rating, the Principal, Vice Principal, or Assistant Principal shall have a student achievement score, pursuant to N.J.A.C. 6A:10-5.2 and a principal practice score pursuant to N.J.A.C. 6A:10-5.3 and 5.4.
4. Each score shall be converted to a percentage weight so all measures make up 100 percent of the evaluation rubric. By August 31 prior to the school year in which the evaluation rubric applies, the Department shall provide on its website the required percentage weight of each component and the required summative rating scale. All components shall be worth the following percentage weights or fall within the following ranges:
  - a. If, according to N.J.A.C. 6A:10-5.2(b), the Principal, Vice Principal, or Assistant Principal receives a school-wide student growth percentile score as described in N.J.A.C. 6A:10-5.2(c), the score shall be at least ten percent and no greater than forty percent of evaluation rubric rating as determined by the Department.
  - b. Measure of average student growth objective for all teachers, as described in N.J.A.C. 6A:10-5.2(d), shall be at least ten percent and no greater than twenty percent of evaluation rubric rating as determined by the Department.
  - c. Measure of administrator goal, as described in N.J.A.C. 6A:10-5.2(e), shall be no less than ten percent and no greater than forty percent of evaluation rubric rating as determined by the Department.
  - d. Measure of principal practice, as described in N.J.A.C. 6A:10-5.3(b), shall be no less than fifty percent of evaluation rubric rating.
5. Standardized assessments, used as a measure of student progress, shall not be the predominant factor in determining a Principal's annual summative rating.



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6. The Department shall periodically collect principal evaluation rubric data that shall include, but are not limited to, component-level scores and annual summative ratings.
- J. Student Achievement Components of Principal Evaluation Rubrics – N.J.A.C. 6A:10-5.2
1. Measures of student achievement shall be used to determine impact on student learning and shall include the following components:
    - a. The school-wide student growth percentile of all students assigned to the Principal;
    - b. Average student growth objective scores of every teacher, as described in N.J.A.C. 6A:10-4.2(e), assigned to the Principal; and
    - c. Administrator goals set by Principals, Vice Principals, or Assistant Principals in consultation with their supervisor pursuant to N.J.A.C. 6A:10-5.2(e), which shall be specific and measurable, based on student growth and/or achievement data.
  2. The school-wide student growth percentile score shall be included in the annual summative rating of Principals, Vice Principals, and Assistant Principals who are assigned to a school as of October 15 and who are employed in schools where student growth percentiles are available for students in one or more grades. If the Principal, Vice Principal, or Assistant Principal is employed in more than one school, the Superintendent shall assign to the Principal, Vice Principal, or Assistant Principal, as appropriate, the school-wide student growth percentile from one school and shall notify the Principal, Vice Principal, or Assistant Principal at the beginning of the school year of the student growth percentile assignment.
  3. The Department shall calculate the school-wide student growth percentile for Principals, Vice Principals, and Assistant Principals.
  4. The average student growth objective scores of all teachers, as described in N.J.A.C. 6A:10-4.2(e), shall be a component of the Principal's annual summative rating. The average student growth objective scores for Vice



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Principals or Assistant Principals shall be determined according to the following procedures:

- a. The Principal, in consultation with the Vice Principal or Assistant Principal, shall determine prior to the start of the school year, which teachers, if not all teachers in the school, shall be linked to the Vice Principal's and Assistant Principal's average student growth objective score.
  - b. If the Vice Principal or Assistant Principal does not agree with the list of teachers linked to his or her name for the purposes of this measurement, the Principal shall make the final determination.
5. Administrator goals for Principals, Vice Principals, or Assistant Principals shall be developed and measured according to the following procedures:
- a. The designated supervisor shall determine for all Principals, Vice Principals, or Assistant Principals, the number of required administrator goals which shall reflect the achievement of a significant number of students within the school. By August 31 prior to the school year in which the evaluation rubric applies, the Department shall provide on the Department's website the minimum and maximum number of required goals, which will be at least one goal and no more than four goals.
  - b. Principals, Vice Principals, or Assistant Principals shall develop, in consultation with their designated supervisor, each administrator goal. Each Vice Principals and Assistant Principals shall set goals specific to his or her job description or adopt the same goals as his or her Principal. If the Principal, Vice Principal, or Assistant Principal and his or her designated supervisor do not agree upon the administrator goal score, the Principal's, Vice Principal's, or Assistant Principal's designated supervisor shall make the final determination.
  - c. Administrator goals and the criteria for assessing performance based on those objectives shall be determined, recorded, and retained by the Principal, Vice Principal, or Assistant Principal and his or her designated supervisor by October 31 of each school year, or within twenty twenty-five **Principal, Vice Principal, or Assistant**



EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS (M)

**Principal** working days of the Principal's, Vice Principal's, or Assistant Principal's start date if he or she begins work after October 1.

- d. The administrator goal score shall be approved by the designated supervisor of the Principal, Vice Principal, or Assistant Principal. The Principal's, Vice Principal's, or Assistant Principal's administrator goal score, if available, shall be discussed at his or her annual summary conference and recorded in his or her personnel file.

K. Principal Practice Component of Evaluation Rubric – N.J.A.C. 6A:10-5.3

1. Measures of principal practice shall include a measure determined through a Commissioner-approved principal practice instrument; and may include a leadership measure determined through the Department-created leadership rubric.
2. Principal practice component rating shall be based on the measurement of the Principal's, Vice Principal's, or Assistant Principal's performance according to the school district's Commissioner-approved principal practice instrument. Observations pursuant to N.J.A.C. 6A:10-5.4 shall be used as one form of evidence for this measurement.
3. Leadership practice shall be determined by a score on a leadership rubric, which will assess the Principal's, Vice Principal's, or Assistant Principal's ability to improve student achievement and teaching staff member effectiveness through identified leader behaviors. The rubric will be posted on the Department's website and annually maintained.

L. Principal, Vice Principal, and Assistant Principal Observations – N.J.A.C. 6A:10-5.4

1. The Superintendent or his or her designee, shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).
2. A Principal, or the Superintendent or his or her designee, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.



EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT  
PRINCIPALS (M)

3. For the purpose of collecting data for the evaluation of a Principal, Vice Principal, or Assistant Principal, an observation, as described in N.J.S.A. 18A:6-119 and N.J.A.C. 6A:10-1.2, may include, but is not limited to: building walk-through, staff meeting observation, parent conference observation, or case study analysis of a significant student issue.
4. Post-observation conferences shall include the following procedures:
  - a. A supervisor who is present at the observation shall conduct a post-observation conference with the Principal, Vice Principal, or Assistant Principal being observed. A post-observation conference shall occur no more than fifteen Principal, Vice Principal, or Assistant Principal working days following each observation.
  - b. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the principal practice instrument and the Principal's, Vice Principal's, or Assistant Principal's individual professional development plan, collecting additional information needed for the evaluation, and offering areas to improve effectiveness.
  - c. With the consent of the observed Principal, Vice Principal, or Assistant Principal, post-observation conferences for individuals who are not on a corrective action plan may be conducted via written communication, including electronic communication.
  - d. One post-observation conference may be combined with the Principal's, Vice Principal's, or Assistant Principal's annual summary conference as long as it occurs within the required fifteen Principal, Vice Principal, or Assistant Principal working days following the observation.
  - e. A written or electronic observation report shall be signed by the supervisor who conducted the observation and post-observation and the Principal, Vice Principal, or Assistant Principal who was observed.
  - f. The Principal, Vice Principal, or Assistant Principal shall submit his or her written objection(s) of the evaluation within ten



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**Principal, Vice Principal, or Assistant Principal** working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.

5. Each tenured Principal, Vice Principal, and Assistant Principal shall be observed as described in N.J.A.C. 6A:10-5.4, at least two times during each school year. Each nontenured Principal, Vice Principal, and Assistant Principal shall be observed as described in N.J.A.C. 6A:10-5.4 at least three times during each school year, as required by N.J.S.A. 18A:27-3.1. An additional observation shall be conducted pursuant to N.J.A.C. 6A:10-2.5(h) for Principals, Vice Principals, and Assistant Principals who are on a corrective action plan.
- M. Principal Practice Instrument – N.J.A.C. 6A:10-7.3
1. The principal practice instrument approved by the Department shall meet the following criteria:
    - a. Incorporate domains of practice and/or performance criteria that align to the **2015** ~~2008~~ ISLLC Professional Standards for **Educational School** Leaders developed by the **National Policy Board for Educational Administration (NPBEA)** ~~Interstate School Leadership Licensure Consortium~~ incorporated herein by reference, ~~available at:~~  
  
[http://www.cesso.org/documents/2008/educational\\_leadership\\_policy\\_standards\\_2008.pdf](http://www.cesso.org/documents/2008/educational_leadership_policy_standards_2008.pdf);
    - b. Include scoring guides for assessing principal practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall clearly define the expectations for each category and provide a conversion to four rating categories;
    - c. Rely on, to the extent possible, multiple sources of evidence collected throughout the school year, including, but not limited to, evaluation of a Principal's leadership related to;



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- (1) Implementing high-quality and standards-aligned curriculum, assessments, and instruction; and
  - (2) Evaluating the effectiveness of teaching staff members and supporting their professional growth.
- d. Include descriptions of specific training and implementation details required for the instrument to be effective.

Adopted: 27 June 2016

Revised: 26 June 2017

Revised: TBD



EXHIBIT #P14 – FIRST READING

Support Staff  
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## NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBERS

### 4146 NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBERS

The Board will renew the employment contract of a nontenured support staff member only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board will not withhold its approval for arbitrary and capricious reasons. A nontenured support staff member who is not recommended for renewal by the Superintendent is deemed nonrenewed.

When the nontenured support staff member's performance does not meet the standards of the **school** district, the Superintendent shall recommend not to renew the **nontenured** support staff member's contract. Prior to notifying the nontenured support staff member of the nonrenewal, the Superintendent will notify the Board of the recommendation not to renew the **nontenured** support staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board in a written notice or in executive session at a full Board meeting. In the event the Board is notified in executive session, the Superintendent will comply with the requirements of the Open Public Meetings Act and provide reasonable notice to the nontenured support staff member their employment will be discussed in executive session in order for the **nontenured** support staff member to exercise their statutory right to request a public discussion.

The Superintendent shall **provide written notification to** ~~notify~~ each nontenured support staff member to whom reemployment will not be offered in writing in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties. Paraprofessionals continuously employed since the preceding September 30 as a school aide or classroom aide in a school district that receives funding under Title I of the Federal Elementary and Secondary Education Act of 1965 shall be notified of renewal or nonrenewal on or before May 15 in each year in accordance with the provisions of N.J.S.A. 18A:27-10.2.

~~Any~~ nontenured support staff member **receiving notice that a contract for the succeeding year will not be offered, may within fifteen calendar days, request in writing a statement of the reasons for such nonemployment which shall be** ~~whose contract is not renewed shall have the right to a written statement of the reasons for nonrenewal, provided the request for the statement of reasons is made within fifteen days of the Superintendent's written notification of nonrenewal to the support staff member. The statement of reasons shall be provided~~ **given** to a nontenured support staff member within thirty **calendar** days after the receipt of **such** ~~the~~ request.

Whenever a nontenured support staff member has requested in writing and received a written statement of reasons for non-reemployment **pursuant to N.J.S.A. 18A:27-3.2,** the nontenured support staff member **may request in writing** ~~shall have the right to an~~





## NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBERS

informal appearance before the Board. The written request shall be submitted to the Board within ten calendar days of the nontenured support staff member's receipt of the Board's statement of reasons. The informal appearance shall be scheduled within thirty calendar days from the nontenured support staff member's receipt of the Board's statement of reasons to permit the support staff member an opportunity to convince the members of the Board to offer reemployment, provided that a request for such an appearance is received within ten days after the support staff member receives the statement of reasons provided by the Superintendent. The informal appearance before the Board shall be held in accordance with the provisions of N.J.A.C. 6A:10-8.1.

The Board is not required to offer reemployment or vote on reemployment after an informal appearance with a nontenured support staff member who was not recommended for reemployment by the Superintendent. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured support staff member reemployment after the informal appearance before the Board. Within three working days following the informal appearance, the Board shall notify the affected nontenured support staff member, in writing, of its final determination. The support staff member will be notified of the Board's final determination within three days following the informal appearance before the Board.

The provisions as outlined in Policy and Regulation 4146 may be revised or adjusted by the Superintendent of Schools to be in accordance with the terms and timelines of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties provided the terms are not contrary to any statute, administrative code, or any management rights of the Board.

This Policy does not apply to the contract renewal of the Treasurer of School Moneys, Board Auditor, Board Attorney or Board Secretary, except a Board Secretary who performs business administration functions.

N.J.S.A. 18A:27-3.2; 18A:27-4.1-  
N.J.A.C. 6A:10-9.1

Adopted: 14 October 2013  
Revised: 27 January 2014  
Revised: TBD



# REGULATION

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EXHIBIT #P15 – FIRST READING

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### NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

#### R 4146 NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

##### A. Evaluations

1. Each nontenured support staff member shall be evaluated once each school year.
2. Evaluations shall set forth both the strengths and weaknesses of the support teaching staff member in order to provide an accurate assessment of his/her performance and to encourage the improvement of that performance.
3. Supervisors shall constructively point out performance deficiencies and offer assistance to nontenured support staff members in the improvement of professional skills.

##### B. Nonrenewal Recommendation

1. When a nontenured support staff member's performance does not meet the standards of the school district, employment will not be offered to the nontenured support staff member immediate supervisor shall recommend to the Superintendent, no later than May 15, that the support staff member should not be reemployed in the following for the succeeding school year.
2. The nontenured support staff member shall be informed by the Superintendent of Schools, in writing, that employment for the next succeeding school year will not be offered. This written notice shall be provided to the nontenured support staff member in accordance with the timelines and terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties on or before May 15.
3. A recommendation by the Superintendent to not renew the nontenured support staff member for nonrenewal may be based upon the nontenured support staff member's evaluations, job performance, or any factor affecting his/her employment in the school this district. Nonrenewal shall not be recommended for any reasons that are trivial and insubstantial; unsupported by facts; based upon the support staff member's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability, if any;



## NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

or is based upon the support staff member's exercise of his/her protected right of free expression and association. Expressions or associations that interfere with the operation of the district may not rise to the level of protected activity.

4. A nontenured support staff member's contracts can ~~only~~ be renewed ~~only~~ upon the Superintendent's recommendation and a majority vote of the full membership of the Board. The Board ~~shall~~ ~~may~~ not withhold its approval for arbitrary and capricious reasons.

### C. Nonrenewal Action

1. ~~Prior to notifying the nontenured support staff member of the nonrenewal, the Superintendent shall notify the Board of the recommendation not to renew the nontenured support staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board members of the recommendation not to renew the nontenured support staff member's contract and the reasons for the recommendation in a written notice to the Board or in the alternative, in executive session. The Board will meet in executive session no later than May 10 to review the Superintendent's recommendation(s) for nonemployment of nontenured support staff members. If notification is provided to the Board in executive session, the Superintendent and the Board will meet in executive session in accordance with the timelines and terms of any applicable collective bargaining agreement, individual contract, or any other agreement between parties.~~
  - a. Notice of the executive session shall be given in accordance with N.J.S.A. 10:4-13 and individual notice shall be given, not less than twenty-four hours in advance of the meeting, to those employees whose possible nonrenewal will be discussed at the meeting. If any such nontenured support staff member employee requests that the discussion take place in public, the recommendation for his/her nonrenewal will be severed from the rest and scheduled for discussion at a public meeting to be held no later than May 10.
2. The Superintendent will ensure the timelines for nonrenewal action are in accordance with the timelines and terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties.



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## ROXBURY TOWNSHIP BOARD OF EDUCATION

SUPPORT STAFF  
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### NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

32. A nontenured support staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board vote is not required on the Superintendent's recommendation(s) to not renew a nontenured support staff member.
- D. Notice of Nonrenewal
1. ~~Notice of the decision not to renew shall be given to the nontenured support staff member not recommended for renewal on or before May 15. The Board may delegate the Superintendent or the Board Secretary to give the written notice of nonrenewal.~~
  12. The nonrenewal notice shall be in writing and provided to the nontenured teaching staff member not recommended for renewal by the Superintendent in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties. ~~on or before May 15. If hand delivered, a record shall be made of the date on which delivery was made. If sent by mail, the notice shall be sent registered mail, return receipt requested, to the employee's address of record.~~
- E. Request for Statement of Reasons
1. Any nontenured support staff member receiving notice that a contract for the succeeding school year will not be offered may, within fifteen calendar days thereafter, request in writing a statement of the reasons for such nonemployment which shall be given to the nontenured support staff member in writing thirty calendar days after the receipt of such request. A nonrenewed support staff member will be given a written statement of the reasons for which he/she was not renewed provided the staff member's request for a statement of reasons has been received by the Superintendent or designee within fifteen calendar days after the support teaching staff member has received written notice of his/her nonrenewal.
  2. The statement of reasons for a nonrenewal will set forth, with as much particularity as possible, the precise reasons for the nonrenewal. Where the nonrenewal is based on performance deficiencies recorded in the nontenured support staff member employee's evaluations and the



## NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

nontenured support staff member employee has been given a copy of those evaluations, the statement of reasons may incorporate the evaluations by reference.

3. The statement of reasons may be prepared by the Superintendent or the Board Secretary and shall be delivered to the nontenured support staff member employee who requested the statement of reasons within thirty calendar days after the receipt of the nontenured support staff member's employee's request for the statement of reasons.

### F. Nonrenewal Appearance

1. Whenever the nontenured support staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured support staff member may request in writing an informal appearance before the Board. The written request shall be submitted to the Board within ten calendar days of the nontenured support staff member's receipt of the Board's statement of reasons. ~~A support staff member who has requested a statement of reasons for his/her nonrenewal will be granted an informal appearance before the Board to discuss those reasons, provided that he/she had submitted to the Superintendent or designee a written request for such an appearance no later than ten calendar days after he/she has received the written statement of reasons.~~
2. ~~A date shall be set for an~~ The informal appearance shall, which shall be scheduled held within thirty calendar days of the nontenured support staff member's employee's receipt of the Board's statement of reasons. ~~The appearance shall be conducted at an executive session for which notice has been given in accordance with N.J.S.A. 10:4-13.~~
3. The Board will exercise discretion in determining determine a reasonable length of time for the proceeding to be devoted to the appearance, depending upon each instance's specific circumstances. ~~taking into account the circumstances of the nonrenewal and the statement of the reasons given to the employee.~~
4. The proceeding of an informal appearance before the Board may be conducted in executive session pursuant to N.J.A.C. 10:4-12(b)(8). If



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### NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

conducted in executive session notice must be given in accordance with N.J.S.A. 10:4-13.

53. The Board shall provide the nontenured support staff member adequate written notice regarding the date and time of the informal appearance. ~~The support staff member requesting the appearance shall be given written notice, no later than forty eight hours in advance of the meeting at which it is scheduled, of the date, time, place, and duration of the appearance.~~
64. The nontenured support staff member's appearance before the Board shall not be an adversary proceeding. The purpose of the appearance shall be to provide the nontenured support staff member the opportunity to convince Board of Education members to offer reemployment. ~~The purpose of the appearance shall be to permit the nonrenewed support staff member to convince the members of the Board to offer reemployment. To those ends, the appearance shall be informally conducted. This appearance provides a mechanism by which the nontenured support staff member, whose renewal has not been recommended by the Superintendent, can appeal to the Board, on which the Superintendent sits as a non-voting member pursuant to N.J.S.A. 18A:17-20.~~
7. The proceeding of an informal appearance before the Board shall be conducted with the President of the Board presiding ~~and the appearance will not become an adversary proceeding.~~
85. The nontenured support staff member may be represented by an attorney or by one individual of his/her choosing. ~~He/She~~ The nontenured support staff member may present, on his or her behalf, witnesses to testify on his/her behalf. Witnesses who do not need to present testimony ~~not be sworn under oath, and their statements will be recorded. shall not be cross-examined by the~~ Board. ~~will simply hear witnesses and will not cross-examine them.~~ Witnesses shall ~~will~~ be called one at a time into the meeting to address the Board ~~one at a time~~ and shall be excused from the meeting after making their statements.

#### G. Final Determination

1. After the appearance before the Board, the Superintendent may make a recommendation for reemployment to the voting members of the Board. The voting members of the Board, by a majority vote of the full



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## ROXBURY TOWNSHIP BOARD OF EDUCATION

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### NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

Board in public session, must approve the reemployment based on the Superintendent's recommendation. The Board may not withhold its approval for arbitrary and capricious reasons. A nontenured support staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board vote is not required on the Superintendent's recommendation(s) to not renew a nontenured support staff member.

2. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the support staff member reemployment after an informal hearing.
3. Within three working days following the informal appearance, the Board shall notify the affected nontenured support staff member, in writing, of its final determination. The Board may delegate notification of its final determination to the Superintendent or Board Secretary. ~~The final determination will be delivered to the nontenured support staff member, in writing, no later than three days after the informal appearance. The Board may delegate the Superintendent or the Board Secretary to deliver the final determination.~~

Issued: 14 October 2013

Revised: TBD



# POLICY

EXHIBIT #P16 – FIRST READING

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Bridge Year Pilot Program  
M

## 5460.02 BRIDGE YEAR PILOT PROGRAM

The New Jersey Commissioner of Education has established a three-year "Bridge Year Pilot Program," under which each school district with a high school shall offer students in the graduating classes of 2021 and 2022 the opportunity to pursue a Bridge Year during the year immediately following their senior year of high school, in accordance with the provisions of P.L. 2020 c.41. The purpose of the Bridge Year Pilot Program shall be to provide participating students an additional year to address learning loss and missed opportunities in extracurricular activities, including spring sports programs, as a result of the public health state of emergency caused by the COVID-19 pandemic.

For the purpose of this Policy, "host high school" means the high school that a student, who pursues a Bridge Year pursuant to the provisions of P.L. 2020 c.41, attended as a junior in high school.

Under the Bridge Year Pilot Program, each high school in a school district shall designate a school staff member as a Bridge Year Liaison to serve as the school's central point of contact for students interested in pursuing a Bridge Year and for students participating in a Bridge Year. Nothing in P.L. 2020 c.41 shall be construed to require a school district to hire an individual to serve as a Bridge Year Liaison.

To be eligible to participate in the Bridge Year Pilot Program, a student shall be nineteen years of age or younger and shall not turn twenty years of age at any time during the Bridge Year, except that a classified student shall be eligible to participate if the student will turn twenty years of age during the Bridge Year due to services provided pursuant to the student's individualized education program. To participate in the Bridge Year Pilot Program, eligible students must notify their host high school's Bridge Year Liaison by February 15 of their senior year.

The Bridge Year Liaison shall develop, in consultation with Bridge Year students, an Individual Learning Plan (ILP) for each student. To ensure ample time to plan for the implementation of services outlined in the ILP, each Bridge Year student's ILP shall be completed by May 15, but no later than June 1 of the student's senior year.





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Bridge Year Pilot Program

During the fall semester of the student's Bridge Year, the student shall take between nine and twelve credits at the host high school, the county college that serves the county of the host high school, or a combination thereof. During the spring semester of the student's Bridge Year, the student shall take between nine and twelve credits at the county college that serves the county of the host high school. During either semester of the Bridge Year, a student may also take up to three credits offered by a four-year institution of higher education at any high school in the State or at any other location to fulfill the student's credit requirement. At the conclusion of each semester of the Bridge Year, the host high school shall update the student's high school transcript to reflect any high school credits earned during the Bridge Year.

In the event that a student initially decides to pursue a Bridge Year in the fall semester, but does not continue the Bridge Year in the spring semester, the student's host high school shall release all final transcripts and other records as necessary and as may be requested. A student who decides not to continue the Bridge Year in the spring semester shall not be eligible to participate in a spring sports program or extracurricular activities pursuant to P.L. 2020 c.41.

The State Board of Education shall promulgate regulations pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B -1 et seq.), necessary to effectuate the provisions of P.L. 2020 c.41.

The Higher Education Student Assistance Authority shall promulgate regulations, pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B -1 et seq.), necessary to effectuate the provisions of subsection d. of section 2 of this Act.

P.L. 2020 c.41

Adopted: **TBD**



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EXHIBIT #P17 – FIRST READING

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## R 5460.02 BRIDGE YEAR PILOT PROGRAM

All public school districts, including charter and renaissance schools, that enroll high school students must offer all eligible students the opportunity to participate in the Bridge Year Pilot Program (P.L. 2020 c.41).

To participate in the Bridge Year Pilot Program, eligible students must notify their host high school's Bridge Year Liaison of their intent to participate by February 15 of their senior year.

### A. Bridge Year Liaison

1. To facilitate compliance with the requirements of the Bridge Year Pilot Program, each public high school in a school district shall designate the Director of Guidance as a Bridge Year Liaison.
2. The school's Bridge Year Liaison shall serve as the school's point of contact for students interested in participating in the Bridge Year Pilot Program, facilitate planning of the Bridge Year students' academic services, and regularly communicate with the respective county college regarding students' academic progress.
3. Bridge Year Liaisons shall develop, in consultation with Bridge Year students, an Individual Learning Plan (ILP) for each student.
4. The Bridge Year Liaison:
  - a. Shall collect and report attendance in accordance with the school district's policy for those students participating in classes not at the host high school consistent with N.J.A.C. 6A:16-7.6. Attendance for classes at the host high school shall be collected and recorded in the normal course;
  - b. Must receive reports from the institution of higher education that a Bridge Year student attends at least quarterly. The reports must demonstrate, in a manner specified by the student's ILP, the student's academic progress and performance; and



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- c. Shall ensure that at the conclusion of each semester of the Bridge Year, the student's high school transcript reflects any high school and college credits earned during the Bridge Year in accordance with Policy and Regulation 5460.02.

## B. Student Eligibility

1. To be eligible to participate in Bridge Year Pilot Program, a student must:
  - a. Be in the graduating classes of 2021 or 2022;
  - b. Meet all applicable high school graduation requirements by the end of their senior year of high school;
  - c. Be nineteen years old or younger during the entirety of the Bridge Year; a student that would turn twenty years old before the end of their Bridge Year is not eligible to participate;
    - (1) A student with disabilities is eligible to participate if the student will turn twenty years old during the Bridge Year due to services provided under the student's individualized education program (IEP); and
  - d. Maintain a grade point average of 2.0 during the Bridge Year.
2. Students with disabilities who receive special education and related services under the Individuals with Disabilities Education Act (IDEA) must be granted the opportunity to participate in a school district's Bridge Year Pilot Program in accordance with Federal and State special education requirements.
  - a. Regarding the Bridge Year's age requirements in B.1.c. above, school districts that have students with disabilities



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who have satisfied their State and local graduation requirements, but may need an extra year of services, and will not turn twenty-one years old before June 30, may receive services for another year as determined by the student's IEP team, which includes the student and the student's parent(s).

- b. The school district's Bridge Year Liaison should collaborate with the student's IEP team as the services provided to students with disabilities should be focused on transition services. Services shall be delivered via the IEP.

## C. Academics

### 1. Individual Learning Plans (ILP)

- a. Each Bridge Year student's academic and co-curricular goals for the Bridge Year shall be defined in an ILP. A student's ILP shall detail the activities and strategies for accomplishing these goals, including, but not limited to, counseling, academic support, coursework, and co-curricular or athletic participation. The New Jersey Department of Education (NJDOE) developed an ILP template for school districts, which will be available on the NJDOE's webpage.

(1) In developing a student's ILP, a school district should utilize the considerations outlined in Bridge Year Pilot Program (P.L. 2020 c.41) Implementation Guidance.

- b. To ensure ample time to plan for the implementation of services outlined in the ILP, each Bridge Year student's ILP shall be completed by May 15, but no later than June 1 of the student's senior year.

### 2. Academic and Course Requirements

- a. Students participating in the Bridge Year Pilot Program shall meet the following academic and course requirements:



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- (1) During the fall semester, students shall take between nine and twelve credits at the host high school, county college in the county in which the host high school is located, or a combination thereof;
- (2) During the spring semester, students shall take between nine and twelve credits at the county college in the county in which the host high school is located;
- (3) During either semester, students may take up to three credits offered by a four-year institution of higher education at any high school in the State or any other location to fulfill the student's credit requirements described in C.2.a.(1) and (2) above;
- (4) Students who pursue a Bridge Year and participate in a spring sport sanctioned by the New Jersey State Interscholastic Athletic Association (NJSIAA) shall enroll in less than twelve college credits, or otherwise be enrolled in a number of college credits as to not be considered a full-time college student, in each of the fall and spring semesters during the student's Bridge Year;
- (5) During the Bridge Year, students do not need to participate in health, safety, and physical education as required by N.J.S.A. 18A:35-5, 7, and 8 (N.J.A.C. 6A:8-5.1(a)1.vi); and
- (6) A Bridge Year student shall be considered a non-matriculated student of the respective county college.



# REGULATION

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Bridge Year Pilot Program

**M**

- b. School districts that do not operate on the basis of fall and spring semesters should meet the spirit of the academic and course requirements outlined in C.2.a. above and ensure that Bridge Year students meet their total credit requirements for the entirety of the Bridge Year Pilot Program.
  - c. The District reserves the right to decide any courses selected to be taken at Roxbury High School so that they do not deprive any typically enrolled student from enrolling in a course/program and/or meet previously unfulfilled programming opportunities as identified by Roxbury High School staff.
3. Graduation
- a. As stated in B.1.b. above, all students must meet all applicable high school graduation requirements by the end of their senior year of high school before participating in the Bridge Year Pilot Program.
  - b. The Bridge Year student may participate in the graduation ceremony at the end of his or her senior year or the end of his or her Bridge Year.
  - c. The student's diploma will be withheld and formal matriculation from high school will be deferred until completion of the Bridge Year Pilot Program.
    - (1) Participating students are only held to the graduation requirements of their senior year and are not required to meet the graduation requirements of their Bridge Year in order to receive their high school diploma.



# REGULATION

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Bridge Year Pilot Program

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(a) For example, 12<sup>th</sup> graders in the graduating class of 2021 – whose Bridge Year would take place during the 2021-2022 school year – will be held only to the graduation requirements applicable to the class of 2021, as modified pursuant to Executive Order 214 by the Governor of New Jersey, and not to the graduation requirements for the class of 2022.

d. At the conclusion of each semester of the Bridge Year Pilot Program, the host high school shall update the student's high school transcript to reflect any high school credits earned during the Bridge Year.

e. If a student decides to pursue a Bridge Year in the fall semester, but does not continue the Bridge Year in the spring semester, the student's host high school shall release all final transcripts and other records as necessary and as may be requested.

## D. Data Reporting

### 1. NJ SMART

a. The NJDOE will add a new field in the NJ SMART SID Management to indicate whether 12<sup>th</sup> graders are planning to participate in the Bridge Year Pilot Program in the following year (beginning in the 2020-2021 school year) or whether a 12<sup>th</sup> grader is currently participating in a Bridge Year Pilot Program (beginning in the 2021-2022 school year).

b. School districts will be required to begin entering this information for all 12<sup>th</sup> graders beginning with the June 2021 snapshot.

### 2. School and District Accountability



# REGULATION

## STUDENTS

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### Bridge Year Pilot Program

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- a. Students participating in the Bridge Year Pilot Program will continue to be included in the accountability calculations for both Every Student Succeeds Act school accountability and New Jersey Quality Single Accountability Continuum (QSAC) district accountability during their Bridge Year.
  - (1) This would include graduation rate and chronic absenteeism calculations for both school and district accountability.
  - (2) Students participating in the Bridge Year Pilot Program will not count as graduates for graduation rate calculations until they receive a diploma at the end of the Bridge Year.

#### E. Athletic Requirements

1. Students participating in the Bridge Year Pilot Program are eligible to participate in NJSIAA sanctioned sports at their host high school – and only at their host high school – during the spring season of their Bridge Year.
  - a. Bridge Year students are not eligible to participate in fall or winter sports during their Bridge Year.
2. Students must meet the eligibility requirements outlined by the NJSIAA.
3. A student who decides not to continue their Bridge Year in the spring semester shall not be eligible to participate in a spring sports program or extracurricular activities.
4. Bridge Year students participating in spring athletics are subject to the athletic code of conduct, and any other applicable codes, rules, or school district policies as other students participating in the spring sport.

Issued: **TBD**





# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

EXHIBIT #P18 – FIRST READING

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SCHOOL DISTRICT TRAVEL (M)

### 6471 SCHOOL DISTRICT TRAVEL (M)

#### M

The Board of Education shall implement a Policy and Regulation pertaining to travel expenditures for its employees and Board of Education members that is in accordance with N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7, and other rules and procedures the Board of Education deems appropriate pursuant to N.J.A.C. 6A:23A-7.2(a). The Policy and Regulation pertaining to school district travel expenditures incorporates either expressly, in whole or in part, and/or by reference, the laws and regulations contained in N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7.

The Board of Education shall ensure the effective and efficient use of funds by adopting and implementing policies and procedures that are in accordance with N.J.S.A. 18A:11-12 and State of New Jersey Department of the Treasury, Office of Management and Budget (NJOMB) current Circulars ~~08-19-OMB and 06-14-OMB (OMB Circulars)~~ and any superseding circulars pertaining to travel, meals, events and entertainment, and the additional requirements set forth in N.J.A.C. 6A:23A-7. If any superseding circulars of the ~~OMB Office of Management and Budget~~ conflict with the provisions of these rules ~~N.J.A.C. 6A:23A-7~~, the provisions of the superseding circulars shall govern.

Any sections of State travel regulations as established by the OMB presented as OMB Travel, Entertainment, Meals, and Refreshments Circulars, that conflict with N.J.S.A. 18A:1-1 et seq. shall not be included in Policy and Regulation 6471 nor authorized under N.J.A.C. 6A:23A-7. This includes, but is not limited to, the authority to issue travel charge cards as allowed under the OMB Circulars, but which is not authorized for school districts under New Jersey school law.

The Board of Education shall ensure, through Policy and Regulation 6471, that all travel by its employees and Board of Education members is educationally necessary and fiscally prudent. Policy and Regulation 6471 shall include the requirement that all school district travel expenditures are:

1. Directly related to and within the scope of the employee's or district Board member's current responsibilities and, for school district employees, the school district's professional development plan, the school professional development plan, and employee's individual professional development plan;



2. For travel that is critical to the instructional needs of the school district or furthers the efficient operation of the school district; and
3. In compliance with State travel payment guidelines as established by the OMB and with guidelines established by the Federal Office of Management and Budget; except any State or Federal regulations and guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable, including, but not limited to, the authority to issue travel charge cards. The Board of Education shall specify in its travel policy the applicable restrictions and requirements set forth in the State and Federal guidelines, including, but not limited to, types of travel, methods of transportation, mileage allowance, subsistence allowance, and submission of supporting documentation including receipts, checks, or vouchers.

## A. Definitions

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1. For the purposes of this Policy, “travel expenditures” means those costs paid by the school district using local, State, or Federal funds, whether directly by the school district or by employee reimbursement, for travel by school district employees and district Board of Education members, to the following five types of travel events:

-

- a. Training and seminars means all regularly scheduled, formal residential or non-residential training functions conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility;

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- b. Conventions and conferences means general programs, sponsored by professional associations on a regular basis, which address subjects of particular interest to a school district or are convened to conduct association business. The primary purpose of employee attendance at conferences and conventions is the development of new skills and knowledge or the reinforcement of those skills and knowledge in a particular field related to school district operations. These are distinct from formal staff training and seminars, although some training may take place at such events;

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- c. School district sponsored events means conferences, conventions, receptions, or special meetings where the school district plans, develops, implements, and coordinates the event and is the event’s



~~primary financial backer. School district employees are actively involved in working the event and other employees may attend as participants;~~

~~d. Regular school district business means all regular official business travel, including attendance at meetings, conferences, and any other gatherings which are not covered by the definitions included in a., b., and c. above. Regular school district business travel also includes attendance at regularly scheduled in-State county meetings and Department of Education sponsored or association sponsored events provided free of charge and regularly scheduled in-State professional development activities with a registration fee that does not exceed \$150 per employee or Board member. Beginning in 2009-2010 the \$150 limit per employee or Board member may be adjusted by inflation; and~~

~~e. Retreats means meetings with school district employees and school Board members, at which organizational goals and objectives are discussed.~~

## ~~B. School District Travel Expenses~~

- ~~1. Any sections in either the State or Federal Circulars that conflict with New Jersey school law (N.J.S.A. 18A:1-1 et seq.) shall not be included in this Policy nor authorized under N.J.A.C. 6A:23A-7.1 et seq. This includes, but is not limited to, the authority to issue travel charge cards as allowed under the State Circular, but not authorized for school districts under New Jersey school law.~~
2. School district travel expenditures shall include, but are not limited to, all costs for transportation, meals, lodging, and registration or conference fees directly related to participation in the event.
3. School district travel expenditures ~~in accordance with this Policy and~~ subject to N.J.A.C. 6A:23-7.1 ~~et seq.~~ shall include costs for all required training and all travel authorized in school district employee contracts **and Policy and Regulation 6471** ~~school Board policies.~~ This includes, but is not limited to, required professional development, other **employee** staff training and required training for Board members, and attendance at specific conferences authorized in existing employee contracts, provided that such travel meets the requirements of N.J.A.C. 6A:23-7.1 ~~et seq.~~



4. All such expenditures are subject to the requirements of N.J.A.C. 6A:23-7.1 et seq., including but not limited to, inclusion in the annual travel limit, prior Board of Education approval, separate tracking as described at N.J.S.A. 18A:11-12.q., and per diem reimbursements.

## C. ~~School District Travel Requirements~~

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1. ~~All travel by Board of Education employees and Board members must be educationally necessary and fiscally prudent and all school district travel expenditures shall be:~~

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a. ~~Directly related to and within the scope of the employee's or Board member's current responsibilities and, for school district employees, the school district's professional development plan, the school building professional development plan, and an employee's individual professional development plan;~~

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b. ~~For travel that is critical to the instructional needs of the school district or furthers the efficient operation of the school district; and~~

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c. ~~In compliance with State travel payment guidelines as established by the Department of the Treasury and with guidelines established by the Federal Office of Management and Budget; except those guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable, including, but not limited to, the authority to issue travel charge cards. The Board specifies in this Policy the applicable restrictions and requirements set forth in the State and Federal guidelines including, but not limited to, types of travel, methods of transportation, mileage allowance, subsistence allowance, and submission of supporting documentation including receipts, checks, or vouchers.~~

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2. ~~Reimbursement for all in State and out of State travel shall be made pursuant to N.J.S.A. 18A:11-12. In accordance with the provisions of N.J.A.C. 6A:23A-5.9:~~

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a. ~~Out of State travel events shall be limited to the fewest number of Board members or affected employees needed to acquire and present the content offered to all Board members or staff, as applicable, at the conclusion of the event. Where the event is sponsored by a New Jersey-based organization and targeted to~~



~~employees and/or Board members of New Jersey school districts, reimbursement for lodging may be permitted only where the sponsoring organization obtains a waiver pursuant to the provisions of N.J.A.C. 6A:23A-7.11. Where the event is national or regional in scope and targeted to school district employees and/or Board members from multiple States, reimbursement for lodging may only be provided if the event occurs on two or more consecutive days and where home to event commute exceeds fifty miles.~~

~~b. Where a travel event has a total cost that exceeds \$5,000, regardless of the number of attendees, or where more than five individuals from the district are to attend a travel event out of State, the school district shall obtain the prior written approval of the Executive County Superintendent. The Executive County Superintendent shall promptly review the request and render a decision within ten working days.~~

~~c. For all employee and Board member travel events out of the country, regardless of cost or number of attendees, the school district shall obtain the prior written approval of the Executive County Superintendent. Such requests must be supported by detailed justification. The Executive County Superintendent shall promptly review the request and render a decision within ten working days. It is expected that approvals will be rare.~~

#### ~~D. Travel Reimbursements~~

- ~~1. Travel reimbursements will be paid only upon compliance with all provisions of N.J.A.C. 6A:23A-7 and **Policy and Regulation 6471**. the Board's procedures and approval requirements. The Board of Education will not ratify or approve payments or reimbursements for travel after completion of the travel event, except as provided at N.J.A.C. 6A:23A-7.4(d).~~

#### ~~E. Board Member Voting On School District Travel~~

- ~~1. A Board member shall recuse him/herself from voting on travel if the Board member, a member of his/her immediate family, or a business organization in which he/she has an interest, has a direct or indirect~~



~~financial involvement that may reasonably be expected to impair his/her objectivity or independence of judgment.~~

- ~~2. A Board member shall not act in his/her official capacity in any matter in which he/she or a member of his/her immediate family has a personal involvement that is or creates some benefit to the school official or member of his/her immediate family; or undertake any employment or service, whether compensated or not, which may reasonably be expected to prejudice his/her independence of judgment in the execution of his/her official duties.~~

F. ~~Maximum Travel Budget~~

- ~~1. Annually in the prebudget year, t~~**The Board of Education** ~~shall establish by Board resolution, a maximum travel expenditure amount for the budget in accordance with the requirements outlined in N.J.A.C. 6A:23A-7.3. year which the school district shall not exceed. The Board resolution shall also include the maximum amount established for the prebudget year and the amount spent to date.~~

- ~~a. The maximum school district travel expenditure amount shall include all travel supported by local and State funds.~~

- ~~b. The Board may elect to exclude travel expenditures supported by Federal funds from the maximum travel expenditure amount. If Federal funds are excluded from the established maximum amount, the Board shall include in the resolution the total amount of travel supported by Federal funds from the prior year, prebudget year, and projected for the budget year.~~

- ~~c. Exclusion of Federal funds from the annual maximum travel budget does not exempt such travel from the requirements applicable to State and local funds.~~

- ~~d. Regular school district business travel as defined in N.J.A.C. 6A:23A-1.2 includes attendance at regularly scheduled in-State county meetings and Department of Education sponsored or association sponsored events free of charge. It also includes regularly scheduled in-State professional development activities for which the registration fee does not exceed \$150 per employee or Board member.~~



~~e. Regular school district business travel as authorized in this Policy requires approval of the Superintendent prior to obligating the district to pay related expenses and prior to attendance at the travel event.~~

~~(1) The Superintendent shall designate an alternate approval authority to approve travel requests in his/her absence when necessary to obtain timely Board approval.~~

~~(2) Regulation 6471 provides the procedures for the internal levels of approval required prior to Superintendent or designee approval of the travel event, as applicable.~~

## ~~G. Travel Approval Procedures~~

~~1. All travel requests for employees of the district shall **must** be **submitted and** approved in writing by the Superintendent of Schools and **approved** by a the majority of the **Board of Education's** full voting membership of the Board, except **if** where the Board **of Education** has excluded regular business travel from prior approval pursuant to the provisions of N.J.A.C. 6A:23A-7.3(b), prior to obligating the school district to pay related expenses and prior to attendance at the travel event.~~

~~a. The Superintendent shall designate an alternate approval authority to approve travel requests in his/her absence when necessary to obtain timely Board approval.~~

~~b. Regulation 6471 provides the procedures for the internal levels of approval required prior to the Superintendent's or designee's approval of the travel event, as applicable.~~

~~2. All travel requests for Board members shall require prior approval by a majority of the **Board of Education's** full voting membership ~~of the Board~~, except where the Board has excluded regular business travel from prior approval pursuant to ~~the provisions of~~ N.J.A.C. 6A:23A-7.3(b), and the travel shall be in compliance with N.J.S.A. 18A:12-24 and N.J.S.A. 18A:12-24.1.~~

~~3. The Board may approve, at any time prior to the event, travel for multiple months as long as the Board approval, as detailed in Board minutes,~~



itemizes the approval by event, total cost, and number of employees and Board members attending the event. General or blanket pre-approval is not authorized.

4. ~~Where occasional unforeseen emergent situations arise wherein a travel request cannot obtain prior approval of the Board, justification shall be included in the text of the travel request. Such requests shall require prior written approval of the Superintendent or designee and the Executive County Superintendent or designee. The Board shall ratify the request at its next regularly scheduled meeting. Travel to conferences, conventions, and symposiums are not considered to be emergencies and shall not be approved after the fact.~~

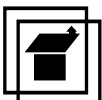
5. ~~The Board, in accordance with the provisions of N.J.A.C. 6A:23A-7.4(d) excludes from the requirements of prior Board approval any travel caused by or subject to existing contractual provisions, including grants and donations, and other statutory requirements, or Federal regulatory requirements.~~

a. ~~For the exclusion of prior Board approval to apply, the required travel event must be detailed, with number of employee(s), Board member(s), and total cost in the applicable contract, grant, donation, statute, or Federal regulation.~~

(1) ~~This does not include general grant guidelines or regulations that are permissive but do not require the travel event, unless the specific travel event, number of employee(s), Board member(s) and total cost is detailed in the approved grant, donation, or other fund acceptance agreement.~~

(2) ~~This does not include general contractual provisions in labor agreements for continuing education or professional development, except where the Board has included in its policy, a maximum amount per employee for regular business travel that does not require prior Board approval pursuant to N.J.A.C. 6A:23A-7.3.~~

H. ~~Required Documentation for Travel~~





# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

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SCHOOL DISTRICT TRAVEL (M)

- ~~1. Neither the Superintendent or designee, nor the Board shall approve a travel request unless the written request for travel includes the following information:
  - ~~a. Name and dates of event;~~
  - ~~b. A list of Board members and/or employees to attend either by name or title;~~
  - ~~c. Estimated cost associated with travel;~~
  - ~~d. A justification and brief statement that includes the primary purpose for the travel and the key issues that will be addressed at the event and their relevance to improving instruction or the operation of the school district. For training events, whether the training is needed for a certification required for continued employment, continuing education requirements, requirements for Federal or State law, or other purpose related to the programs and services currently being delivered or soon to be implemented in the school district, or related to school district operations;~~
  - ~~e. Account number and funding source — Federal, State, private, or local; and~~
  - ~~f. In the case of annual events, total attendance and cost for the previous year.~~~~
- ~~2. Detailed documentation shall be maintained on file in the school district which demonstrates compliance with the Board's travel policy, including travel approvals, reports, and receipts for all school district funded expenditures, as appropriate.~~
- ~~I. Accounting for School District Travel
  - ~~1. The School Business Administrator/Board Secretary or designee shall prepare itemized travel budgets by function and object of expense for each cost center, department or location maintained in the school district's accounting system, as applicable, as part of the preparation of and documentation for the annual school district budget;~~~~



# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

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- a. ~~The aggregate amount of all travel budgets shall not exceed the Board approved maximum travel expenditure amount for the budget year as required by N.J.A.C. 6A:23A-7.3.~~
2. ~~The School Business Administrator/Board Secretary shall maintain separate accounting for school district travel expenditures as necessary to ensure compliance with the school district's maximum travel expenditure amount. This may include, but need not be limited to, a separate or offline accounting of such expenditures or expanding the school district's accounting system. The tracking system shall be sufficient to demonstrate compliance with the Board's policy and N.J.A.C. 6A:23-7, and shall be in a detailed format suitable for audit.~~
3. ~~The School Business Administrator/Board Secretary or designee, shall review and approve all requests for travel expenditure reimbursement submitted for expenses incurred in the course of school district business as to cost and support documentation required by N.J.A.C. 6A:23A-7:~~
  - a. ~~The School Business Administrator/Board Secretary shall not approve or issue payment of travel expenditures or reimbursement requests until all required documentation and information has been submitted to support the payment and shall not approve any travel expenditure that when added to already approved travel expenditures would exceed the Board approved maximum travel expenditure amount for the budget year.~~
4. ~~The School Business Administrator/Board Secretary shall be responsible for the adequacy of documentation of transactions processed by their staff and the retention of that documentation to permit audits of their records.~~
5. ~~An employee of the Board, a Board member, or organization, shall not receive payment, either partial or full, for travel and travel-related expenses in advance of the travel pursuant to N.J.S.A. 18A:19-1 et seq. The payment of travel and travel-related expenses shall be made personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. This applies to travel-related purchases for which a purchase order is not applicable. This provision does not preclude the district from paying the vendor directly with the proper use of a purchase order (e.g., for registration, airline tickets, hotel).~~

### J. ~~Sanctions for Violations of Travel Requirements~~



# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

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SCHOOL DISTRICT TRAVEL (M)

1. ~~Any Board of Education that violates its established maximum travel expenditure as set forth in N.J.A.C. 6A:23A-7.3, or that otherwise is not in compliance with the travel limitations set forth in N.J.A.C. 6A:23A-7 may be subject to sanctions by the Commissioner as authorized pursuant to N.J.S.A. 18A:4-23 and N.J.S.A. 18A:4-24, including reduction of State aid in an amount equal to any excess expenditure pursuant to N.J.S.A. 18A:11-12 and N.J.S.A. 18A:7F-60.~~
2. ~~A person who approves any travel request or reimbursement in violation of N.J.A.C. 6A:23A-7 shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event pursuant to N.J.S.A. 18A:11-12:~~
  - a. ~~As required in N.J.A.C. 6A:23A-7.7(b)(1) the Board designates the Superintendent of Schools and the School Business Administrator/Board Secretary as the person(s) with the final approval authority for travel and therefore shall be subject to this penalty.~~
3. ~~An employee or Board member who violates the school district's travel policy or these rules shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event pursuant to N.J.S.A. 18A:11-12.~~
4. ~~In the event it is determined a violation of the provisions of N.J.A.C. 6A:23A-7 has occurred after Board payment has been made, the Superintendent of Schools shall be responsible to ensure the sanctions as outlined in N.J.A.C. 6A:23A-7.7 are imposed. If a violation is determined prior to payment or reimbursement of the travel event, no consequences as outlined in N.J.A.C. 6A:23A-7.7 shall be imposed; however, the Superintendent may impose disciplinary action as necessary.~~
5. ~~The annual audit conducted pursuant to N.J.S.A. 18A:23-1 shall include test procedures to ensure compliance with this Policy and travel limitations set forth in N.J.A.C. 6A:23A-7 and N.J.S.A. 18A:11-12.~~

### ~~K. Prohibited Travel Reimbursements~~

1. ~~The following types of expenditures are not eligible for reimbursement:~~



# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

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- ~~a. — Subsistence reimbursement for one-day trips, except for meals expressly authorized by and in accordance with the provisions of N.J.A.C. 6A:23A-7.12;~~
- ~~b. — Subsistence reimbursement for overnight travel within the State, except where authorized by the Commissioner in accordance with the procedures set forth in N.J.A.C. 6A:23A-7.11;~~
- ~~c. — Travel by Board members or employees whose duties are unrelated to the purpose of the travel event or who are not required to attend to meet continuing education requirements or to comply with law or regulation;~~
- ~~d. — Travel by spouses, civil union partners, domestic partners, immediate family members, and other relatives;~~
- ~~e. — Costs for employee attendance for coordinating other attendees' accommodations at the travel event;~~
- ~~f. — Lunch or refreshments for training sessions and retreats held within the school district including in-service days and for employee participants traveling from other locations within the school district;~~
- ~~g. — Training to maintain a certification that is not required as a condition of employment (example: CPE credits to maintain a CPA license if the employee is not required to be a CPA for continued school district employment);~~
- ~~h. — Charges for laundry, valet service, or entertainment;~~
- ~~i. — Limousine services and chauffeuring costs to or during the event;~~
- ~~j. — Car rentals, either utilized for airport transportation or transportation at a conference, convention, etc., unless absolutely necessary for the conduct of school district business. Justification must accompany any request for car rentals. If approved, the most economical scheduling of car rental is to be used, including the use of subcompacts, discounted, and special rates. An example of the justified use of car rental is when an employee is out of State, making inspections at various locations, and the use of public~~



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~~transportation is impracticable. When car rental is authorized, the employee shall not be issued an advance payment for the anticipated expense associated with the rental;~~

~~k. — Alcoholic beverages;~~

~~l. — Entertainment costs including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities);~~

~~m. — Gratuities or tips in excess of those permitted by Federal per diem rates;~~

~~n. — Reverse telephone charges or third party calls;~~

~~o. — Hospitality rooms;~~

~~p. — Souvenirs, memorabilia, promotional items, or gifts;~~

~~q. — Air fare without documentation of quotes from at least three airlines and/or online services; and~~

~~r. — Other travel expenditures that are unnecessary and/or excessive.~~

### ~~L. — Travel Methods~~

~~1. — For the purposes of this Policy, “transportation” means necessary official travel on railroads, airlines, shuttles, buses, taxicabs, school district-owned or leased vehicles, and personal vehicles.~~

~~2. — The purchase or payment of related transportation expenses shall be made by purchase order or personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. An actual invoice or receipt for each purchase or expense shall be submitted with a claim for reimbursement.~~

~~3. — Pursuant to OMB Circulars, the following travel methods requirements apply:~~



# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

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- ~~a. — Air and rail tickets shall be purchased via the Internet, if possible, using airline or online travel services such as Travelocity, Expedia, or Hotwire;~~
- ~~b. — Air travel shall only be authorized when determined that it is necessary and advantageous to conduct school district business:
  - ~~(1) — The most economical air travel should be used, including the use of discounted and special rates;~~
  - ~~(2) — The following options should be considered when booking tickets:
    - ~~(a) — Connecting versus nonstop flights;~~
    - ~~(b) — Departing earlier or later compared to the preferred departure time;~~
    - ~~(c) — Utilizing alternative airports within a city, i.e. Chicago, Illinois — Midway Airport versus O'Hare Airport;~~
    - ~~(d) — Utilizing alternative cities, i.e. Newark versus Philadelphia;~~
    - ~~(e) — Utilizing "low cost" airlines; and~~
    - ~~(f) — Exploring alternate arrival and/or departure days.~~~~
  - ~~(3) — No employee or Board member can earn benefits as a result of school district funded travel. Employees and Board members are prohibited from receiving "Frequent Flyer" benefits accruing from school district funded travel;~~
  - ~~(4) — Airfare other than economy (i.e., Business or First Class) shall not be fully reimbursed by the school district except when travel in such classes:
    - ~~(a) — Is less expensive than economy;~~~~~~



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## ROXBURY TOWNSHIP BOARD OF EDUCATION

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- ~~(b) Avoids circuitous routings or excessive flight duration; or~~
- ~~(c) Would result in overall transportation cost savings.~~
- ~~(5) All airfare other than economy and not covered by the above exceptions purchased by an employee or Board member shall only be reimbursed at the economy rate for the approved destination;~~
- ~~(6) Cost estimates on travel requests and associated authorizations shall be consistent with current airline tariffs, with consideration of available special fares or discounts, for the requested destination;~~
- ~~(7) Airline tickets shall not be booked until all necessary approvals have been obtained;~~
- ~~(8) Justification shall be required when actions by a traveler result in additional expenses over and above the authorized travel request. Sufficient justification shall be considered only for factors outside the control of the purchaser. Additional expenses without sufficient justification shall not be reimbursed; and~~
- ~~(9) Justification shall accompany requests for airline ticket reimbursement when purchased by employees or Board members contrary to the above regulations. Sufficient justification shall be considered only for factors outside the control of the purchaser. Noncompliant purchases without sufficient justification shall not be reimbursed. Reimbursement of purchases with sufficient justification shall be otherwise permitted and reimbursed in accordance with the above procedures.~~
- ~~e. Rail travel shall only be authorized when determined that it is necessary and advantageous to conduct school district business:~~
  - ~~(1) The most economical scheduling of rail travel shall be utilized, including excursion and government discounts, whenever applicable;~~



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- ~~(2) — When one employee or Board member is traveling within the Northeast Corridor, NJ Transit shall be used as the rail option. Use of Amtrak will not be authorized unless it is the only means of travel available;~~
  - ~~(3) — The use of high speed rail services, such as Acela, shall not be authorized;~~
  - ~~(4) — When two or more employees and/or Board members are traveling to the same event in the Northeast Corridor (between Boston, MA and Washington, DC), rail travel shall not be authorized. In those cases, the travelers must use a school district vehicle or, if not available, a personally owned vehicle must be used; and~~
  - ~~(5) — All rail travel, including rail travel in the Northeast Corridor must be processed in the same manner as prescribed for air travel above.~~
- ~~d. — Use of a school district owned or leased vehicle shall be the first means of ground transportation. Use of a personally owned vehicle on a mileage basis shall not be permitted for official business where a school district owned or leased vehicle is available:~~
- ~~(1) — Mileage allowance in lieu of actual expenses of transportation shall be allowed at the rate authorized by the annual State Appropriations Act, or a lesser rate at the Board's discretion for an employee or Board member traveling by his/her personally owned vehicle on official business:~~
    - ~~(a) — In accordance with the OMB circular, if any condition in an existing negotiated contract is in conflict with the circular, such as the mileage reimbursement rate, the provision of the contract will prevail;~~
    - ~~(b) — Parking and toll charges shall be allowed in addition to mileage allowance;~~





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- ~~(c) — Reimbursement for travel to points outside the State by automobile shall be permitted when such arrangements prove to be more efficient and economical than other means of public transportation;~~
- ~~(d) — In determining the relative costs of private and public transportation, all associated costs (i.e., tolls, taxicabs, airport, or station transfers, etc.) shall be considered;~~
- ~~(e) — All employees and Board members using privately-owned vehicles in the performance of their duties for the school district shall present a New Jersey Insurance Identification Card indicating that insurance coverage is in full force and effect with companies approved by the State Department of Banking and Insurance. The card shall be made available to the Superintendent or designee before authorization to use privately-owned vehicles;~~
- ~~(f) — Employees and Board members who are out-of-State residents must provide appropriate insurance identification in lieu of the New Jersey Insurance Identification Card;~~
- ~~(g) — School district owned or leased vehicles shall be utilized in accordance with N.J.A.C. 6A:23A-6.12;~~
- ~~(h) — Necessary taxicab charges are permitted. However, travel to and from airports, downtown areas, and between hotel and event site shall be confined to regularly scheduled shuttle service, whenever such service is complimentary or is less costly. If shuttle service is not available, taxicabs may be used; and~~
- ~~(i) — Cruises are not permitted for travel events or transportation.~~

M. — Routing of Travel



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1. Pursuant to OMB Circulars:

- a. All travel shall be by the most direct, economical, and usually traveled route. Travel by other routes as a result of official necessity shall only be eligible for payment or reimbursement if satisfactorily established in advance of such travel.
- b. In any case where a person travels by indirect route for personal convenience, the extra expense shall be borne by the individual.
- c. Reimbursement for expenses shall be based only on charges that do not exceed what would have been incurred by using the most direct, economical, and usually traveled route.

N. Subsistence Allowance Overnight Travel

1. Pursuant to the OMB Circulars, one day trips that do not involve overnight lodging shall not be eligible for subsistence reimbursement, except for meals expressly authorized by and in accordance with the provisions of N.J.A.C. 6A:23A-7.12.
2. Pursuant to the OMB Circulars, generally, overnight travel shall not be eligible for subsistence reimbursement if travel is within the State. Overnight travel is permitted if such travel is authorized pursuant to N.J.A.C. 6A:23A-7.11(e), or is a required component of a grant, donation, or other funding agreement with the district. The specific required overnight in State travel event must be detailed in the approved grant, donation, or other fund acceptance agreement along with the number of employee(s), Board member(s), and total cost. All reimbursements are subject to these rules unless the funding acceptance agreement specifies otherwise.
3. The Commissioner is authorized to grant waivers for overnight travel for school Board members and school district employees to attend in State conferences in accordance with N.J.A.C. 6A:23A-7.11(e). If a waiver is granted by the Commissioner, it shall permit reimbursement for travel expenses for only those individuals whose home to the convention commute exceeds fifty miles.
4. Overnight travel within the State shall not be eligible for subsistence reimbursement if travel is on the day prior to the start of the



~~conference. Reimbursement shall be prohibited for lodging prior to check-in time for the first day of the event or after check-out time on the last day of the event.~~

~~5. The United States General Services Administration publishes a schedule of Federal per diem rates in the Federal Register for approved overnight travel by the event location. The latest Federal per diem rates schedule for lodging, meals, and incidental expenses by location can be found at [www.gsa.gov](http://www.gsa.gov). The following restrictions apply to allowable per diem reimbursements.~~

~~a. Allowable per diem reimbursement for lodging, meals, and incidentals shall be actual reasonable costs, not to exceed the Federal per diem rates for the event location. Registration and conference fees are not subject to the Federal per diem rate caps. If the event location is not listed, the maximum per diem allowance shall be \$31 for meal/incidental expenses and \$60 for lodging, or amounts listed in any superseding NJOMB circular.~~

~~b. Pursuant to N.J.S.A. 18A:11-12(o), reimbursement for lodging expenses for overnight travel, out-of-State or in-State as authorized by the Commissioner, may exceed the Federal per diem rates if the hotel is the site of the convention, conference, seminar or meeting, and the going rate of the hotel is in excess of Federal per diem rates.~~

~~(1) If the hotel at the site of the current travel event is not available, lodging may be paid for similar accommodations at a rate not to exceed the hotel rate at the site of the current event.~~

~~(2) If there is no hotel at the site of the current travel event (e.g. Atlantic City Convention Center), then reimbursement for lodging shall not exceed the Federal per diem rate.~~

~~c. If the meal is not part of a one-sum fee for a travel event, reimbursement may be approved for the full cost of an official convention meal that the employee or Board member attends, when such meal is scheduled as an integral part of the convention or conference proceedings.~~



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- ~~(1) Receipts shall be submitted in order to obtain reimbursement in such situations. The amount of the Federal per diem rate for the corresponding meal shall be deducted from that day's subsistence allowance.~~
- ~~d. The allowance for a meal or meals, or incidentals shall not be eligible for reimbursement when included and paid in the registration fee, the cost of lodging or transportation charge.~~
- ~~e. Receipts shall be required for all hotel and incidental expenses.~~
- ~~(1) Meal expenses under the Federal per diem allowance limits do not require receipts pursuant to N.J.S.A. 18A:11-12.o.(3).~~
- ~~f. In any case in which the total per diem reimbursement is greater than the Federal per diem rates, the costs shall be considered excessive in the absence of substantial justification accompanying the travel voucher submitted by the employee or Board member. In such cases, receipts shall be submitted for all costs including meals.~~
- ~~g. Employees and Board members shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits or is more advantageous to the conduct of school district business.~~
- ~~h. Actual subsistence expenses shall not be reimbursable if paid by the traveler to a member of his/her family, to another school district employee, or to a member of the family of another school district employee.~~
- ~~O. Meal Allowance Special Conditions And Allowable Incidental Travel Expenditures~~
- ~~1. Meals for in-State travel shall not be eligible for reimbursement except as expressly authorized within N.J.A.C. 6A:23A-7.~~
- ~~2. Meals during one day, out-of-State trips required for school business purposes may be authorized for breakfast, lunch, and/or dinner in an~~



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~~amount permitted by NJOMB. The Commissioner shall post the most current rates on the Department of Education website for reference.~~

- ~~3. Lunch for training sessions and retreats may be authorized for an amount up to \$7 per person only when it is necessary that employees or Board members remain at a site other than their school district and there are no viable options for lunch at the off site location.
  - ~~a. If lunch is included in a one-sum registration fee for the training session, the full amount is eligible for reimbursement if reasonable.~~
  - ~~b. Refreshments for breaks may also be provided at training sessions and retreats held at a site other than the school district. Providing lunch for staff meetings and in-service days or for staff that come from other parts of the school district shall not be permitted (See N.J.A.C. 6A:23A-7.12(d)).~~
  - ~~c. In accordance with N.J.S.A. 18A:11-12a(1)(d), employee and Board member retreats shall be held onsite unless there is no school district site available.~~~~
- ~~4. Subsistence expenses for an employee or Board member shall not be allowed at the school district or within a radius of ten miles thereof, except for meals expressly authorized by and in accordance with the provisions of Section O of this Policy and N.J.A.C. 6A:23A-7.12. Non-allowed expenses include, but are not limited to, meals and refreshments for staff meetings and in-service days.~~
- ~~5. Reimbursement may be approved for the cost of an official luncheon or dinner, up to \$7 and \$10, respectively, that an employee or Board member is authorized to attend, where such a meal is scheduled as an integral part of an official proceeding or program related to school district business and the employee's responsibilities.
  - ~~a. School district business above refers to the management operations of the district and does not refer to activities that benefit students and are part of the instructional program. Pursuant to N.J.A.C. 6A:23A-5.8(b)(4), all reasonable expenditures related to district employees that are essential to the conduct of a student activity are permitted.~~~~



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6. ~~Regular meetings, special meetings, and work sessions of the Board of Education shall be limited to light meals and refreshments for all Board members.~~
- a. ~~The meals may be served to employees who are required to attend the event and where it is impractical for the employee to commute to and from his or her residence between the end of the work day and the beginning of the event, or where the employee is required to remain at the school district to prepare for the event.~~
  - b. ~~The school district shall acquire the light meals and refreshments by the solicitation of quotes if required pursuant to N.J.S.A. 18A:18A-1 et seq.~~
  - c. ~~Where the school district's food service program can prepare comparable meals at a lower cost, the food service program shall be used.~~
  - d. ~~The average cost per meal shall not exceed \$10.~~
  - e. ~~The school district shall purchase or prepare foods that are sufficient to provide each Board member, dignitary, non-employee speaker, or allowable staff member one meal. Meals should be carefully ordered to avoid left-over food. Unintended left-over food should be donated to a charitable shelter or similar facility, if at all possible.~~
7. ~~Allowable incidental travel expenses are defined as those that are essential to transacting official business.~~
- a. ~~Charges for telephone calls on official business may be allowed. The voucher must show the dates on which such calls were made, the points between which each call was made and the cost per call.~~
  - b. ~~Employees and Board members using their personally owned telephone for business may request reimbursement, less Federal Communications Tax. Calls for business are tax exempt and the telephone company will make allowances for the tax if the employee or Board member certifies to the telephone company~~



when paying bills for personally owned phones that said calls were business calls.

- e. ~~Incidental expenses, when necessarily incurred by the traveler in connection with the transaction of official business, may be submitted for reimbursement only when the necessity and nature of the expense are clearly and fully explained on the travel voucher and the voucher is approved. Travel vouchers shall be supported by receipts showing the quantity and unit price.~~

P. ~~Records and Supporting Documentation~~

1. ~~All persons authorized to travel on business must keep a memorandum of expenditures chargeable to the school district, noting each item at the time the expense is incurred, together with the date incurred.~~
2. ~~The travel voucher shall be completed by the employee or Board member to document the details of the travel event. The travel voucher must be signed by the employee or Board member to certify to the validity of the charges for which reimbursement is sought. The form must also bear the signatures of approval officials for processing.~~
3. ~~Sufficient documentation shall be maintained centrally by the school district to support payment and approval of the travel voucher.~~
4. ~~Each person authorized to travel shall submit a brief report that includes the primary purpose for the travel, the key issues addressed at the event and their relevance to improving instruction or the operations of the school district. This report shall be submitted prior to receiving reimbursement.~~
5. ~~Documentation for requests for travel reimbursement shall show:~~
  - a. ~~The dates and individual points of travel, number of miles traveled between such points, and kind of conveyance used;~~
  - b. ~~If the distance traveled between any given points is greater than the usual route between these points, the reason for the greater distance must be stated;~~



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- ~~e. The hours of the normal work day and actual hours worked must be shown when requesting meal reimbursement for non-overnight travel;~~
- ~~d. Original receipts shall be required for all reimbursable expenses, except for meals that qualify for per diem allowances and for parking meters;~~
- ~~e. Actual vendor receipts for personal credit card charges shall be attached to reimbursement requests. Credit card statements shall not be accepted as documentation of expenses;~~
- ~~f. Personal charges on a hotel bill shall be deducted and shown on the bill;~~
- ~~g. When lodging is shared jointly, the fact must be stated on the travel voucher;~~
- ~~h. Where travel is not by the most economical, usually traveled route, the employee or Board member reimbursement request shall set forth the details of the route, the expenses actually incurred, the hour of departure, the hour of arrival, and an explanation for the use of costlier travel arrangements;~~
- ~~i. When travel is authorized in the employee's or Board member's own automobile on a mileage basis, the points between which travel was made and the distance traveled between each place must be shown. A statement as to ownership of the auto or other conveyance used, as well as a certification that liability insurance is in effect, must be documented;~~
- ~~j. Reimbursement requests must be supported by other receipts as required;~~
- ~~k. The voucher shall be itemized; and~~
- ~~l. Reimbursement requests shall be rendered monthly when in excess of \$25. Travel for a single travel event must be reported as soon as possible after the trip.~~





6. ~~All outstanding travel vouchers for the school year ending June 30 shall be submitted as soon as possible after June 30 regardless of amount, notwithstanding N.J.A.C. 6A:23A-7.13(e)(12).~~
7. ~~Travel mileage reimbursement requests of the just completed school year, that are not submitted by July 30 or the date approved by the district for the closing of books, whichever is earlier, for the just completed school year shall not be approved or paid.~~

A Board member must recuse himself or herself from voting on travel if the Board member, a member of his or her immediate family, or a business organization in which he or she has an interest has a direct or indirect financial involvement that may reasonably be expected to impair his or her objectivity or independence of judgment. Policy and Regulation 6471 prohibit a Board member from acting in his or her official capacity in any matter in which he or she or a member of his or her immediate family has a personal involvement that is or creates some benefit to the school district Board member or member of his or her immediate family; or undertaking any employment or service, whether compensated or not, that may reasonably be expected to prejudice his or her independence of judgment in the execution of his or her official duties.

The Board of Education excludes from the requirements of prior Board of Education approval any travel caused by or subject to existing contractual provisions, including grants and donations, and other statutory requirements, or Federal regulatory requirements in accordance with the provisions of N.J.A.C. 6A:23A-7.4(d).

The Board of Education requires documentation required in N.J.A.C. 6A:23A-7.5(b) that justifies the number of employees attending an event and the benefits derived from their attendance. Pursuant to N.J.A.C. 6A:23A-7.5(c), the school district shall maintain documentation on file that demonstrates compliance with the Board of Education's travel policy, including travel approvals, reports, and receipts for all school district funded expenditures, as appropriate.

The School Business Administrator/Board Secretary shall be responsible for the accounting requirements for travel in accordance with the provisions of N.J.A.C. 6A:23A-7.6.

The Superintendent of Schools is the final approval authority for travel.



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Sanctions for a violation of the provisions of N.J.A.C. 6A:23A-7 or this Policy are outlined in N.J.A.C. 6A:23A-7.7 and Regulation 6471.

The Board of Education prohibits the types of travel expenditures not eligible for reimbursement as listed in N.J.A.C. 6A:23A-7.8. and Regulation 6471.

Travel methods shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.9 and Regulation 6471 and the routing of travel shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.10 and Regulation 6471.

Any subsistence allowance shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.11 and Regulation 6471. Meal allowances and incidental expenditures shall be in accordance with N.J.A.C. 6A:23A-7.12 and Regulation 6471.

Reimbursement for out-of-State and high-cost travel shall be made pursuant to N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-5.9, and Policy and Regulation 6471.

Records and supporting documentation must be completed and maintained as required in N.J.A.C. 6A:23A-7.13 and outlined in Regulation 6471.

The Board of Education shall approve the mileage reimbursement amount to be paid to an employee who has been approved by the Superintendent or designee to use their personal vehicle for school-related business.

N.J.S.A. 18A:11-12 ~~et seq.~~  
N.J.A.C. 6A:23A-5.9; 6A:23A-7 ~~et seq.~~

Adopted: 14 October 2013  
Revised: TBD



# REGULATION

EXHIBIT #P19 – FIRST READING

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SCHOOL DISTRICT TRAVEL PROCEDURES (M)

## R 6471 SCHOOL DISTRICT TRAVEL PROCEDURES (M)

### M

#### A. Definitions (N.J.S.A. 6A:23A-1.2)

1. For the purpose of this Policy, “travel expenditures” means those costs paid by the school district using local, State, or Federal funds, whether directly by the school district or by employee reimbursement, for travel by school district employees and district Board of Education members, to the following five types of travel events:
  - a. Training and seminars – means all regularly scheduled, formal residential or non-residential training functions conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility;
  - b. Conventions and conferences – means general programs, sponsored by professional associations on a regular basis, which address subjects of particular interest to a school district or are convened to conduct association business. The primary purpose of employee attendance at conferences and conventions is the development of new skills and knowledge or the reinforcement of those skills and knowledge in a particular field related to school district operations. These are distinct from formal staff training and seminars, although some training may take place at such events;
  - c. School district sponsored events – means conferences, conventions, receptions, or special meetings, where the school plans, develops, implements, and coordinates the event and is the event’s primary financial backer. School district employees are actively involved in working the event and other employees may attend as participants;



- d. Regular school district business travel – means all regular official business travel, including attendance at meetings, conferences, and any other gatherings which are not covered by the definitions included in a., b., and c. above. Regular school district business travel also includes attendance at regularly scheduled in-State county meetings and Department-sponsored or association-sponsored events provided free of charge and regularly scheduled in-State professional development activities with a registration fee that does not exceed \$150 per employee or district Board member. The \$150 limit per employee or district Board member may be adjusted by inflation; and
- e. Retreats – means meetings with school district employees and school Board members, held away from the normal work environment at which organizational goals and objectives are discussed. If available, school district facilities shall be utilized for this type of event.

**B. Maximum Travel Budget (N.J.A.C. 6A:23A-7.3)**

- 1. Annually in the prebudget year, the Board of Education shall establish by resolution a maximum travel expenditure amount for the budget year, which the school district shall not exceed. The resolution shall also include the maximum amount established for the prebudget year and the amount spent to date.
  - a. The maximum school district travel expenditure amount shall include all travel supported by local and State funds.
  - b. The Board may exclude travel expenditures supported by Federal funds from the maximum travel expenditure amount.
    - (1) If Federal funds are excluded from the established maximum amount, the Board shall include in the resolution the total amount of travel supported by Federal funds from the prior year, prebudget year, and projected for the budget year.



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### SCHOOL DISTRICT TRAVEL PROCEDURES (M)

- c. Exclusion of Federal funds from the annual maximum travel budget shall not exempt such travel from the requirements applicable to State and local funds.
  2. Regular school district business travel as defined in N.J.A.C. 6A:23A-1.2 and in this Regulation shall include attendance at regularly scheduled in-State county meetings and Department-sponsored or association-sponsored events provided free of charge. It also shall include regularly scheduled in-State professional development activities for which the registration fee does not exceed \$150 per employee or Board member.
    - a. Regular school district business travel shall require approval of the Superintendent prior to obligating the school district to pay related expenses and prior to attendance at the travel event.
      - (1) The Superintendent shall designate the Business Administrator or Assistant Superintendent as an alternate approval authority to approve travel requests in his or her absence when necessary to obtain timely district Board of Education approval.
      - (2) The Superintendent shall establish, in writing, the internal levels of approval required prior to his or her approval of the travel event, as applicable.
- C. Travel Approval Procedures (N.J.A.C. 6A:23A-7.4)
  1. All travel requests for employees of the school district shall be submitted to the Superintendent or designee and approved in writing by the Superintendent and approved by a majority of the Board of Education's full voting membership, except if the Board of Education has excluded regular business travel from prior approval in Policy 6471 pursuant to N.J.A.C. 6A:23A-7.3(b), prior to obligating the school district to pay related expenses and prior to attendance at the travel event.
    - a. The Superintendent shall designate an alternate approval authority to approve travel requests in his or her absence when necessary to obtain timely Board approval.



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- b. The Superintendent shall establish, in writing, the internal levels of preliminary approval required prior to the Superintendent's approval of the travel event, as applicable.
  - (1) The School Business Administrator/Board Secretary or designee shall review all travel requests either before or after the Superintendent's approval and prior to submission of the Board for approval to determine if the expenses as outlined in the request are in compliance with the requirements of N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7, the current State travel payment guidelines established by the Department of the Treasury, and the current guidelines established by the Federal Office of Management and Budget.
    - (a) If any travel expenses requested are not in compliance with the guidelines outlined above, the School Business Administrator/Board Secretary or designee will return the request to be revised in accordance with the guidelines outlined above.
    - (b) The Superintendent may deny the request, approve the request conditioned upon the staff member assuming the financial responsibility for those travel expenses that are not in compliance with the guidelines, or may return the request to the school staff member to be revised in accordance with the guidelines outlined above.
2. All travel requests for Board members shall require prior approval by a majority of the Board's full voting membership, except where the Board has excluded regular business travel from prior approval pursuant to N.J.A.C. 6A:23A-7.3(b), and the travel shall be in compliance with N.J.S.A. 18A:12-24 and 24.1.
3. The Board of Education may approve, at any time prior to the event, travel for multiple months as long as the approval detailed in



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Board of Education minutes itemizes the approval by event, total cost, and number of employees and/or Board members attending the event. General or blanket pre-approval shall not be authorized.

4. All travel requests shall receive prior approval of the Board of Education except if the Board has excluded from the requirements prior Board approval of any travel caused by or subject to existing contractual provisions, including grants and donations, and other statutory requirements, or Federal regulatory requirements in Policy 6471 pursuant to N.J.A.C. 6A:23A-7.4(d). For the exclusion of prior Board approval to apply, the required travel event shall be detailed, with number of employee(s), Board member(s), and total cost in the applicable contract, grant, donation, statute, or Federal regulation.
  - a. This shall not include general grant guidelines or regulations that are permissive, but do not require the travel event, unless the specific travel event, number of employee(s), Board member(s), and total cost is detailed in the approved grant, donation, or other fund acceptance agreement.
  - b. This shall not include general contractual provisions in employment contracts for continuing education or professional development, except if the Board has included in its policy a maximum amount per employee for regular business travel that does not require prior Board of Education approval pursuant to N.J.A.C. 6A:23A-7.3.
5. If occasional unforeseen situations arise wherein a travel request cannot obtain prior approval of the Board of Education, justification shall be included in the text of the travel request.
  - a. Such requests shall require prior written approval of the Superintendent or designee, and the Executive County Superintendent or designee.
  - b. The Board shall ratify the request at its next regularly scheduled meeting.



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c. Travel to conferences, conventions, and symposiums shall not be considered emergencies and shall not be approved after the fact.

6. Subsequent to pre-approval by a majority of the full voting membership of the Board of Education, reimbursement of prospective employee travel expense shall be pre-approved by the Executive County Superintendent.

### D. Required Documentation for Travel (N.J.A.C. 6A:23A-7.5)

1. The Board of Education requires the documentation listed in D.2. below to justify the number of employees attending an event and the benefits to be derived from their attendance;

2. Neither the Superintendent or designee, nor the Board of Education shall approve a travel request unless it includes, at a minimum, the following information:

a. The name and date(s) of the event;

b. A list of Board members and/or employees to attend, either by name and title;

c. The estimated cost associated with travel;

d. A justification and brief statement that includes the primary purpose for the travel, the key issues that will be addressed at the event, and their relevance to improving instruction or the operation of the school district.

(1) For training events, the statement must include whether the training is for a certification required for continued employment, continuing education requirements, requirements of Federal or State law, or other purpose related to the programs and services currently being delivered or soon to be implemented in the school district; or related to school district operations;





- e. The account number and funding source - Federal, State, private, or local; and
    - f. For annual events, the total attendance and cost for the previous year.
  3. The school district shall maintain documentation on file that demonstrates compliance with the Board of Education's travel policy, including travel approvals, reports, and receipts for all school district funded expenditures, as appropriate.
- E. School Business Administrator/Board Secretary Responsibilities Regarding Accounting for Travel (N.J.A.C. 6A:23A-7.6)
  1. The School Business Administrator/Board Secretary or designee shall prepare itemized travel budgets by function and object of expense for each cost center, department, or location maintained in the school district's accounting system, as applicable, as part of the preparation of and documentation for the annual school district budget.
    - a. The aggregate amount of all travel budgets shall not exceed the Board of Education approved maximum travel expenditure amount for the budget year as required by N.J.A.C. 6A:23A-7.3.
  2. The School Business Administrator/Board Secretary shall maintain separate accounting for school district travel expenditures, as necessary, to ensure compliance with the school district's maximum travel expenditure amount. The separate accounting tracking system may include, but need not be limited to, a separate or offline accounting of such expenditures or expanding the school district's accounting system. The tracking system shall be sufficient to demonstrate compliance with Policy and Regulation 6471 and N.J.A.C. 6A:23A-7, and shall be in a detailed format suitable for audit.
  3. The School Business Administrator/Board Secretary or designee shall review and approve the cost and supporting documentation required by N.J.A.C. 6A:23A-7 and submitted by the person(s) having incurred travel expense. The School Business



Administrator shall not approve or issue payment of travel expenditures or reimbursement requests until all required documentation and information to support the payment has been submitted, and shall not approve any travel expenditure that, when added to already approved travel expenditures, would exceed the Board of Education approved maximum travel expenditure amount for the budget year.

4. The School Business Administrator/Board Secretary shall be responsible for the adequacy of documentation of transactions processed by his or her staff and the retention of the documentation to permit audits of the records.
  5. A Board of Education employee, a Board member, or an organization shall not receive partial or full payment for travel and travel-related expenses in advance of the travel, pursuant to N.J.S.A. 18A:19-1 et seq. The payment of travel and travel-related expenses, including travel-related purchases for which a purchase order is not applicable, shall be made personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. N.J.A.C. 6A:23A-7.6, Policy 6471, and this Regulation do not preclude the school district from paying the vendor directly with the proper use of a purchase order (for example, for registration, airline tickets, hotel).
- F. Sanctions for Violations of Travel Requirements (N.J.A.C. 6A:23A-7.7)
1. A Board of Education that violates its established maximum travel expenditure, as set forth in N.J.A.C. 6A:23A-7.3, or that otherwise is not in compliance with N.J.A.C. 6A:23A-7 travel limitations, may be subject to sanctions by the Commissioner as authorized pursuant to N.J.S.A. 18A:4-23 and 24, including reduction of State aid in an amount equal to any excess expenditure pursuant to N.J.S.A. 18A:11-12 and 18A:7F-60.
  2. The staff member designated as the final approval authority for travel who approves any travel request or reimbursement in violation of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471 shall reimburse the school district in an amount equal to three



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times the cost associated with attending the event, pursuant to N.J.S.A. 18A:11-12.

3. An employee or Board member who violates the provisions of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471 shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event, pursuant to N.J.S.A. 18A:11-12.
4. In accordance with N.J.A.C. 6A:23A-7.7(d), there must be procedures to monitor compliance and application of the penalty, as outlined in N.J.A.C. 6A:23A-7.7, upon determination a violation has occurred after Board of Education payment of the event.
  - a. In addition to the annual audit test procedures to ensure compliance as required in N.J.A.C. 6A:23A-7.7(e) and F.5. below, the School Business Administrator/Board Secretary will designate a staff member to review travel payments that are being recommended to the Board for payment prior to Board approval and travel payments previously approved by the Board for payment and paid for any violations.
    - (1) In the event the annual audit test procedures or the review by the staff member designated by the School Business Administrator/Board Secretary determines a travel payment recommended to the Board for payment or a travel payment previously approved by the Board and was paid in violation of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471, the school district auditor or the staff member designated by the School Business Administrator/Board Secretary shall inform the Superintendent of Schools of the violation in writing.
    - (2) The Superintendent shall determine if a violation of N.J.A.C. 6A:23A-7 requires a penalty in accordance with N.J.A.C. 6A:23A-7.7.



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(3) If a violation is determined prior to payment or reimbursement of the travel event, the Superintendent may exclude application of any additional penalties.

5. The annual audit conducted pursuant to N.J.S.A. 18A:23-1 shall include test procedures to ensure compliance with the Board of Education's policy and travel limitations set forth in this section and N.J.S.A. 18A:11-12.

### G. Prohibitive Travel Reimbursements (N.J.A.C. 6A:23A-7.8)

1. The following types of expenditures are not eligible for reimbursement:

a. Subsistence reimbursement for one-day trips, except for meals expressly authorized by and in accordance with N.J.A.C. 6A:23A-7.12;

b. Subsistence reimbursement for overnight travel within the State, except where authorized by the Commissioner in accordance with N.J.A.C. 6A:23A-7.11;

c. Travel by Board members or employees whose duties are unrelated to the purpose of the travel event or who are not required to attend to meet continuing education requirements or to comply with law or regulation;

d. Travel by spouses, civil union partners, domestic partners, immediate family members, and other relatives;

e. Costs for employee attendance for coordinating other attendees' accommodations at the travel event;

f. Lunch or refreshments for training sessions and retreats held within the school district, including in-service days and for employee participants traveling from other locations within the school district;



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- g. Training to maintain a certification that is not required as a condition of employment (For example: CPE credits to maintain a CPA license if the employee is not required to be a CPA for continued school district employment);
- h. Charges for laundry, valet service, and entertainment;
- i. Limousine services and chauffeuring costs to, or during, the event;
- j. Car rentals, either utilized for airport transportation or transportation at a conference, convention, etc., unless absolutely necessary for the conduct of school district business. Justification shall accompany any request for car rentals. If approved, the most economical car rental is to be used, including the use of subcompacts and discounted and special rates. An example of the justified use of a car rental is when an employee is out of State, making inspections at various locations, and the use of public transportation is impracticable. When car rental is authorized, the employee shall not be issued an advance payment for the anticipated expense associated with the rental;
- k. Alcoholic beverages;
- l. Entertainment costs, including amusement, diversion, social activities, and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities);
- m. Gratuities or tips in excess of those permitted by Federal per diem rates;
- n. Reverse telephone charges or third party calls;
- o. Hospitality rooms;
- p. Souvenirs, memorabilia, promotional items, or gifts;



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- q. Air fare without documentation of quotes from at least three airlines and/or on-line services; and
- r. Other travel expenditures that are unnecessary and/or excessive.

### H. Travel Methods (N.J.A.C. 6A:23A-7.9)

1. For the purpose of section H. of this Regulation and N.J.A.C. 6A:23A-7.9, "transportation" means necessary official travel on railroads, airlines, shuttles, buses, taxicabs, rideshares, school district-owned or leased vehicles, and personal vehicles.
2. The purchase or payment of related transportation expenses shall be made by purchase order or personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. An actual invoice or receipt for each purchase or expense shall be submitted with a claim for reimbursement.
3. Pursuant to Office of Management and Budget (OMB) Travel Circulars and N.J.A.C. 6A:23A-7.1 et seq., the following travel methods requirements shall apply:
  - a. Air and rail tickets shall be purchased via the Internet, if possible, using airline or online travel services such as Travelocity, Expedia, or Hotwire.
  - b. Air travel shall be authorized only when determined that it is necessary and advantageous to conduct school district business.
    - (1) The most economical air travel should be used, including the use of discounted and special rates.
    - (2) The following options should be considered when booking tickets:
      - (a) Connecting versus nonstop flights;



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- (b) Departing earlier or later compared to the preferred departure time;
  - (c) Utilizing alternative airports within a city, for example, Chicago, Illinois-Midway Airport versus O'Hare Airport;
  - (d) Utilizing alternative cities, for example, Newark versus Philadelphia;
  - (e) Utilizing "low cost" airlines; and
  - (f) Exploring alternate arrival and/or departure days.
- (3) No employee or Board member can earn benefits as a result of school district funded travel. Employees and Board members shall be prohibited from receiving "frequent flyer" or other benefits accruing from school district funded travel.
- (4) Airfare other than economy (that is, business or first class) shall not be fully reimbursed by the school district except when travel in such classes:
- (a) Is less expensive than economy;
  - (b) Avoids circuitous routings or excessive flight duration; or
  - (c) Would result in overall transportation cost savings.
- (5) All airfare other than economy and not covered by the above exceptions purchased by an employee or Board member shall be reimbursed only at the economy rate for the approved destination.



- (6) Cost estimates on travel requests and associated authorizations shall be consistent with current airline tariffs, with consideration of available special fares or discounts, for the requested destination.
  - (7) Airline tickets shall not be booked until all necessary approvals have been obtained.
  - (8) Additional expenses over and above the authorized travel request shall be considered only for factors outside the purchaser's control. The burden of proof shall be placed upon the purchaser and any additional expenses incurred without sufficient justification and documentation, as determined by the School Business Administrator/Board Secretary, shall not be reimbursed.
  - (9) Justification shall accompany requests for airline ticket reimbursement when purchased by employees or Board members contrary to H.3.b.(1) through (8) above. Sufficient justification shall be considered only for factors outside the purchaser's control. Noncompliant purchases without sufficient justification shall not be reimbursed.
- c. Rail travel shall be authorized only when determined that it is necessary and advantageous to conduct school district business.
- (1) The most economical scheduling of rail travel shall be utilized, including excursion and government discounts, whenever applicable.
  - (2) The use of high-speed rail services, such as Acela, shall not be authorized.





- (3) All rail travel shall be processed in the same manner as prescribed for air travel in H.3.b. above.
- d. Use of a school district-owned or -leased vehicle shall be the first means of ground transportation. Use of a personally owned vehicle on a mileage basis shall not be permitted for official business where a school district-owned or -leased vehicle is available.
  - (1) Mileage allowance in lieu of actual expenses of transportation shall be approved by the Board and allowed at the rate authorized by the annual State Appropriations Act, or a lesser rate at the Board's discretion for an employee or Board member traveling by his or her personally owned vehicle on official business.
    - (a) If any condition in an existing negotiated contract is in conflict with the OMB Travel Circulars, such as the mileage reimbursement rates, the provisions of the existing contract shall prevail.
  - (2) Parking and toll charges shall be allowed in addition to mileage allowance.
  - (3) Reimbursement for travel to points outside the State by automobile shall be permitted when such arrangements prove to be more efficient and economical than other means of public transportation.
  - (4) In determining the relative costs of private and public transportation, all associated costs (that is, tolls, taxicabs, airport or station transfers, etc.) shall be considered.
  - (5) All employees and Board members using privately owned cars in the performance of their duties for the school district shall present a New Jersey



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Insurance Identification Card indicating that insurance coverage is in full force and effect with companies approved by the State Department of Banking and Insurance. The card shall be made available to the Superintendent or designee before authorization to use privately owned cars.

(6) Employees and district Board members who are out-of-State residents shall provide appropriate insurance identification in lieu of the New Jersey Insurance Identification Card.

e. School district-owned or -leased vehicles shall be utilized in accordance with N.J.A.C. 6A:23A-6.12.

f. Necessary taxicab or rideshare charges shall be permitted. However, travel to and from airports, downtown areas, and between hotel and event site shall be confined to regularly scheduled shuttle service, whenever such service is complimentary or is less costly. If shuttle service is not available, taxicabs or rideshares may be used.

g. Cruises shall not be permitted for travel events or transportation.

#### I. Routing of Travel (N.J.A.C. 6A:23A-7.10)

1. Pursuant to State travel guidelines as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars:

a. All travel shall follow the most direct, economical, and usually traveled route. Travel by other routes as a result of official necessity shall be eligible for payment or reimbursement only if satisfactorily established in advance of such travel.

b. If a person travels by indirect route for personal convenience, the extra expense shall be borne by the individual.



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- c. Reimbursement for expenses shall be based only on charges that do not exceed what would have been incurred by using the most direct, economical, and usually traveled route.

### J. Subsistence Allowance – Overnight Travel (N.J.A.C. 6A:23A-7.11)

1. Pursuant to the State travel guidelines as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars, one-day trips that do not involve overnight lodging shall not be eligible for subsistence reimbursement, except for meals expressly authorized by and in accordance with the provisions of N.J.A.C. 6A:23A-7.12.
2. Pursuant to the OMB Travel Circulars, generally, overnight travel shall not be eligible for subsistence reimbursement if travel is within the State. Overnight travel is permitted if it is authorized pursuant to 3. below, or is a required component by the entity issuing a grant, donation, or other funding agreement with the school district. The specific required overnight in-State travel event shall be detailed in the final grant, donation, or other fund acceptance agreement along with the number of authorized travelers and total cost. All reimbursements shall be subject to N.J.A.C. 6A:23A-7 unless the funding acceptance agreement specifies otherwise.
3. Pursuant to the State travel regulations as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars, the Commissioner shall be authorized to grant waivers for overnight travel for Board members and school district employees to attend in-State conferences.
  - a. Such waivers will be granted in only extremely limited circumstances when the sponsoring organization can demonstrate the conference is broad and multi-disciplinary in scope, incorporates content offerings from numerous



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specialty areas, and includes important professional development opportunities and/or required training.

- b. The sponsoring organization shall demonstrate the conference's content, structure, scheduling, and anticipated attendance necessitate that it be held on multiple consecutive days with overnight lodging. When such waivers are granted, individual school districts or individuals shall not be required to submit waiver requests for attendance at these conferences.
- c. Sponsors of in-State conferences may submit to the Commissioner a request for a waiver of this prohibition by providing information regarding the conference as follows:
  - (1) The name and dates of the event;
  - (2) Justification for the length of the conference and the necessity to hold events for each day beyond the first day of the conference;
  - (3) Identification of all other conferences sponsored or co-sponsored by the organization (whether single or multi-day) in the previous year;
  - (4) A description of the target audience by position title and/or educational certificate and endorsement;
  - (5) Justification of the importance of the target audience attending the event;
  - (6) The cost of registration;
  - (7) A detailed list and description of any activities to be charged to the participants by the sponsor separate from the registration fee, such as luncheons, workshops, entertainment, etc., including:



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- (a) The cost of the activity;
    - (b) Whether participation is mandatory or voluntary; and
    - (c) The purpose such as social, guest speaker, working session, etc.
  - (8) A copy of agenda or program for the event;
  - (9) A brief statement that includes the primary purpose of the event, the key issues that will be addressed at the event, and their relevance to improving instruction or the operation of a school or school district;
  - (10) For training events, whether the training is needed for a certification required for continued employment, continuing education requirements, or requirements of Federal or State law; and
  - (11) For annual events, total attendance, and registration cost for the previous year.
4. If a waiver of the prohibition on overnight travel is granted pursuant to N.J.A.C. 6A:23A-7.11, it shall permit reimbursement for travel expenses only for individuals whose home-to-convention commute exceeds fifty miles.
  5. Overnight travel within the State shall not be eligible for subsistence reimbursement if travel is on the day prior to the start of the conference. Reimbursement shall be prohibited for lodging prior to check-in time for the first day of the event or after check-out time on the last day of the event.
  6. The United States General Services Administration publishes a schedule of Federal per diem rates in the Federal Register for approved overnight travel by the event location. The latest Federal per diem rates schedule for lodging, meals, and incidental expenses



by location can be found at [www.gsa.gov](http://www.gsa.gov). The following restrictions apply to allowable per diem reimbursements:

- a. Allowable per diem reimbursement for lodging, meals, and incidentals shall be actual reasonable costs, not to exceed the Federal per diem rates for the event location. Registration and conference fees are not subject to the Federal per diem rate caps. If the event location is not listed, the maximum per diem allowance shall be equal to the standard Continental United States (CONUS) per diem rates published by the General Services Administration for meals, incidental expenses, and lodging.
- b. Pursuant to N.J.S.A. 18A:11-12.o., reimbursement for lodging expenses for overnight travel, out-of-State or in-State as authorized by the Commissioner, may exceed the Federal per diem rates if the hotel is the site of the convention, conference, seminar, or meeting and the going rate of the hotel is in excess of Federal per diem rates.
  - (1) If the hotel at the site of the current travel event is not available, lodging may be paid for similar accommodations at a rate not to exceed the hotel rate at the site of the current event.
  - (2) If there is no hotel at the site of the current travel event (for example, Atlantic City Convention Center), then reimbursement for lodging shall not exceed the Federal per diem rate.
- c. If the meal is not part of a one-sum fee for a travel event, reimbursement may be approved for the full cost of an official convention meal that the employee or Board member attends, when such meal is scheduled as an integral part of the convention or conference proceedings. Receipts shall be submitted to obtain reimbursement in such situations. The amount of the Federal per diem rate for the corresponding meal shall be deducted from that day's subsistence allowance.
- d. The allowance for a meal(s) or incidentals shall not be eligible for reimbursement when included and paid in the



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registration fee, the cost of lodging, or transportation charge.

- e. Receipts shall be required for all hotel and incidental expenses. Meal expenses under the Federal per diem allowance limits shall not require receipts pursuant to N.J.S.A. 18A:11-12.o.(3), unless required by the Board of Education.
- f. If the total per diem reimbursement is greater than the Federal per diem rates, the costs shall be considered excessive in the absence of substantial justification accompanying the travel voucher submitted by the employee or district Board member. In such cases, receipts shall be submitted for all costs, including meals.
- g. Employees and Board members shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits or is more advantageous to the conduct of school district business.
- h. Actual subsistence expenses shall not be reimbursable if paid by the traveler to a member of his or her family, to another school district employee, or to a family member of another school district employee.

### K. Meal Allowance – Special Conditions – and Allowable Incidental Travel Expenditures (N.J.A.C. 6A:23A-7.12)

- 1. Meals for in-State travel shall not be eligible for reimbursement except as expressly authorized within N.J.A.C. 6A:23A-7.
- 2. A meal allowance may be provided to employees or Board members in relation to one-day, out-of-State trips required for school business purposes that do not require an overnight stay. The reimbursement for breakfast, lunch, and/or dinner shall not exceed the amounts authorized in State travel regulations as published by the New Jersey Department of the Treasury, Office



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of Management and Budget, and presented in the OMB Travel Circulars.

3. Lunch for off-site training sessions may be authorized for an amount up to \$7 per person only when it is necessary that employees or Board members remain at a site other than their school district and there are no viable options for lunch at the off-site location.
  - a. Per N.J.S.A. 18A:11-12.a.(1)(d), employee and Board member retreats shall be held onsite unless there is no school district site available.
  - b. If lunch is included in a lump-sum registration fee for an off-site training session, the full amount is eligible for reimbursement, if reasonable. Providing lunch for on-site staff meetings and in-service days or for employees who come from other parts of the school district shall not be permitted. (See K.4. below.)
  - c. Refreshments for breaks may also be provided at training sessions held at a site other than the school district.
4. Subsistence expenses for an employee or Board member shall not be allowed within the school district or within a radius of ten miles thereof, except for meals expressly authorized by and in accordance with N.J.A.C. 6A:23A-7.12. Non-allowed expenses include, but are not limited to, meals and refreshments for on-site staff meetings and in-service days.
5. Reimbursement may be approved for the cost of an official luncheon or dinner, up to \$10 and \$15, respectively, that an employee or Board member is authorized to attend, if the meal is scheduled as an integral part of an official proceeding or program related to school district business and the employee's or Board member's responsibilities.
  - a. School district business above refers to the management operations of the school district and does not refer to activities that benefit students and are part of the





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instructional program. Pursuant to N.J.A.C. 6A:23A-5.8(b)4, all reasonable expenditures related to school district employees that are essential to the conduct of a student activity are permitted.

6. Regular meetings, special meetings, and work sessions of the Board of Education shall be limited to light meals and refreshments for all Board members.
  - a. The meals may be served to employees who are required to attend the event and if it is impractical for the employee to commute to and from his or her residence between the end of the work day and the beginning of the event, or if the employee is required to remain at the school district to prepare for the event.
  - b. The school district shall acquire the light meals and refreshments by the solicitation of quotes, if required pursuant to N.J.S.A. 18A:18A-1 et seq.
  - c. If the school district's food service program can prepare comparable meals at a lower cost, the food service program shall be used.
  - d. The average cost per meal shall not exceed \$10.
  - e. The school district shall purchase or prepare food that is sufficient to provide each district Board member, dignitary, non-employee speaker, or allowable staff member one meal. Meals should be carefully ordered to avoid excess. Unintended left over food should be donated to a charitable shelter or similar facility, if at all possible.
7. Reimbursement may be approved for allowable telephone and incidental travel expenses that are essential to transacting official business.
  - a. Charges for telephone calls on official business may be allowed. The voucher shall show the dates on which such



calls were made, the points between which each call was made, and the cost per call.

- b. Employees and Board members using their personally owned telephone for business may request reimbursement, less Federal Communications Tax. Calls for business are tax exempt and the telephone company will make allowances for the tax if the employee or Board member certifies to the telephone company when paying bills for personally owned phones that said calls were business calls.
- c. Incidental expenses, defined as "non-meal tips" by the State travel regulations, when necessarily incurred by the traveler in connection with the transaction of official business, may be submitted for reimbursement only when the necessity and nature of the expense are clearly and fully explained on the travel voucher and the voucher is approved. Travel vouchers shall be supported by receipts showing the quantity and unit price.

L. Records and Supporting Documents (N.J.A.C. 6A:23A-7.13)

1. All persons authorized to travel on business shall keep a memorandum of expenditures chargeable to the school district, noting each item at the time and date the expense is incurred.
2. The travel voucher shall be completed by the employee or Board member to document the details of the travel event. The travel voucher shall be signed by the employee or Board member to certify the validity of the charges for which reimbursement is sought. The form also shall bear the signatures of approval officials for processing.
3. Sufficient documentation shall be maintained centrally by the school district to support payment and approval of the travel voucher.
4. In addition to the documentation required for reimbursement, each person authorized to travel shall submit a brief report that includes the primary purpose for the travel, the key issues addressed at the



event, and their relevance to improving instruction or the operations of the school district. This report shall be submitted prior to receiving reimbursement.

5. Documentation for requests for travel reimbursement shall show:
  - a. The date(s) and individual points of travel, number of miles traveled between such points, and kind of conveyance used;
  - b. If the distance traveled between individual points is greater than the usual route between the points, the reason for the greater distance shall be stated;
  - c. The hours of the normal work day and actual hours worked shall be shown when requesting meal reimbursement for non-overnight travel;
  - d. Original receipts shall be required for all reimbursable expenses, except for meals that qualify for per diem allowances and for parking meters;
  - e. Actual vendor receipts for personal credit card charges shall be attached to reimbursement requests. Credit card statements shall not be accepted as documentation of expenses;
  - f. Personal charges on a hotel bill shall be deducted and shown on the bill;
  - g. When lodging is shared jointly, the fact shall be stated on the travel voucher;
  - h. Where travel is not by the most economical, usually traveled route, the employee or Board member reimbursement request shall set forth the details of the route, the expenses actually incurred, the hour of departure, the hour of arrival, and an explanation for the use of costlier travel arrangements;



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- i. When travel is authorized for the employee's or Board member's own automobile on a mileage basis, the points between which travel was made, and the distance traveled between each place shall be shown. A statement as to ownership of the auto or other conveyance used, as well as a certification that liability insurance is in effect, shall be documented;
- j. Reimbursement requests shall be supported by other receipts as required;
- k. The voucher shall be itemized; and
- l. Reimbursement requests shall be rendered monthly when in excess of \$25. Travel for a single travel event shall be reported as soon as possible after the trip.

6. All outstanding travel vouchers for the school year ending June 30 shall be submitted as soon as possible after June 30 regardless of amount, notwithstanding 5.l. above.

7. Travel mileage reimbursement requests of the just-completed school year that are not submitted by July 30 or the date approved by the school district for the closing of books, whichever is earlier, for the just-completed school year shall not be approved or paid.

### M. Out-of-State and High-Cost Travel Events (N.J.A.C. 6A:23A-5.9)

1. Reimbursement for all in-State and out-of-State travel shall be made pursuant to N.J.S.A. 18A:11-12.
2. Out-of-State travel events shall be limited to the fewest number of Board members or affected employees needed to acquire and present the content offered to all Board members or staff, as applicable, at the conclusion of the event. Lodging may be provided only if the event occurs on two or more consecutive days and if home-to-event commute exceeds fifty miles.
3. When a travel event has a total cost that exceeds \$5,000, regardless of the number of attendees, or when more than five individuals



from the school district are to attend a travel event out-of-State, the school district shall obtain prior written approval of the Executive County Superintendent.

a. The Executive County Superintendent shall promptly review the request and render a written decision within ten business days.

4. For all employee and Board member travel events out of the country, regardless of cost or number of attendees, the school district shall obtain prior written approval of the Executive County Superintendent.

a. Such requests shall be supported by detailed justification.

b. The Executive County Superintendent shall promptly review the request and render a written decision within ten business days.

c. It is expected that approvals will be rare.

## ~~A. Approval of Travel Expense Reimbursement~~

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~~The following procedure shall be implemented for all Board of Education staff members and Board members seeking to receive travel expense reimbursement in accordance with the provisions of N.J.A.C. 6A:23A-7 and Policy 6471:~~

-

~~1. All requests for travel must be submitted to the Superintendent of Schools or designee prior to the requested travel date(s) within the timeframe established by the Superintendent for the request to be considered and for submission of the request to the Board for Board approval.~~

-

~~2. The Superintendent may require travel requests be submitted to a Principal, the School Business Administrator/Board Secretary, and/or the staff member's immediate supervisor for preliminary approval before considering such request for submission to the Board.~~

-

~~3. A travel request will not be approved unless it includes the following information:~~



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- ~~a. Name and dates of event;~~
  - ~~b. A list of Board members and/or employees to attend either by name or title;~~
  - ~~c. Estimated cost associated with travel;~~
  - ~~d. A justification and brief statement that includes the primary purpose for the travel and the key issues that will be addressed at the event and their relevance to improving instruction or the operation of the school district. For training events, whether the training is required for continued employment, continuing education requirements, requirements for State law, or other purpose related to the programs or services currently being delivered or soon to be implemented in the school district, or related to district operations;~~
  - ~~e. Account number and funding source — Federal, State, private or local;~~
  - ~~f. In the case of annual events, total attendance, and cost for previous year.~~
- ~~4. The Superintendent of Schools shall review and may approve or deny each request for travel submitted by a school staff member. The Superintendent's signature designating approval is required on each request from school staff members for travel expenses prior to submission to the Board for approval.~~
- ~~a. The School Business Administrator/Board Secretary shall review all requests for school staff member travel either before or after the Superintendent's approval and prior to submission to the Board for Board approval. The School Business Administrator/Board Secretary or designee will determine if the expenses as outlined in the request are in compliance with N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7, the current State travel payment guidelines established by the Department of the Treasury, and the current guidelines established by the Federal Office of Management and Budget.~~



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- ~~b. If the travel request for a school staff member is approved by the Superintendent of Schools and if the requested travel expenses are in compliance with the guidelines outlined above, the travel request will be submitted to the Board of Education for approval.~~
  - ~~c. If any travel expenses requested by a school staff member are not in compliance with the guidelines outlined above, the School Business Administrator/Board Secretary will return the request to the Superintendent of Schools.~~
    - ~~(1) The Superintendent may deny the request, approve the request conditioned upon the staff member assuming the financial responsibility for those travel expenses that are not in compliance with the guidelines, or may return the request to the school staff member to be revised in accordance with the guidelines outlined above.~~
- ~~5. The Superintendent of Schools and/or the School Business Administrator/Board Secretary shall review each travel request submitted by a Board member.~~
- ~~a. The School Business Administrator/Board Secretary shall review all requests for Board member travel prior to submission to the Board for Board approval. The School Business Administrator/Board Secretary or designee will determine if the expenses as outlined in the travel request are in compliance with N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7, the current State travel payment guidelines established by the Department of the Treasury, and the current guidelines established by the Federal Office of Management and Budget.~~
  - ~~b. If the requested travel expenses for a Board member are in compliance with the guidelines outlined above, the travel request will be submitted to the Board of Education for approval.~~
  - ~~c. If any travel expenses requested by a Board member are not in compliance with the guidelines outlined above, the School Business Administrator/Board Secretary will return the request to the Board member to be revised in accordance with the guidelines outlined above.~~



# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

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- 
6. ~~All travel requests must be approved by a majority of the full voting membership of the Board at a Board meeting unless prior Board approval is not required in accordance with provisions of N.J.A.C. 6A:23A-7 and Board Policy 6471.~~
- 

B. ~~Reimbursement of Travel Expenses~~

-

All approved travel expenses shall be reimbursed by the Board of Education in accordance with the provisions of N.J.A.C. 6A:23A-7 and Board Policy 6471 implementing the following procedures:

-

1. ~~The School Business Administrator/Board Secretary or designee shall review all requests for travel expenditure reimbursement submitted for expenses incurred in the course of school district business as to cost and support documentation required by N.J.A.C. 6A:23A-7.~~
2. ~~The School Business Administrator/Board Secretary shall not approve or issue payment of travel expenditures or reimbursement requests until all required documentation and information has been submitted to support the payment and shall not approve any travel expenditure that when added to already approved travel expenditures would exceed the Board approved maximum travel expenditure amount for the budget year.~~
3. ~~The School Business Administrator/Board Secretary shall be responsible for the adequacy of documentation of transactions processed by their staff and the retention of that documentation to permit audits of their records.~~
4. ~~An employee of the Board, a Board member, or organization, shall not receive payment, either partial or full, for travel and travel-related expenses in advance of the travel pursuant to N.J.S.A. 18A:19-1 et seq. The payment of travel and travel-related expenses shall be made personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. This applies to travel-related purchases for which a purchase order is not applicable. This provision does not preclude the district from paying the vendor directly with the proper use of a purchase order (e.g., for registration, airline tickets, hotel).~~
5. ~~All travel expense reimbursement payments to be made to a school staff member or a Board member will be made to the staff member or Board~~





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~~member in accordance with the district's policy regarding payment of claims.~~

Adopted: 14 October 2013

Revised: TBD



8561 PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

The Board of Education adopts this Policy to identify their procurement plan for the United States Department of Agriculture’s (USDA) School Nutrition Programs. School Nutrition Programs include, but are not limited to: the National School Lunch Program (NSLP); School Breakfast Program (SBP); Afterschool Snack Program (ASP); Special Milk Program (SMP); Fresh Fruit and Vegetable Program (FFVP); Seamless Summer Option (SSO) of the NSLP; Summer Food Service Program (SFSP); the At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP); and the Schools/Child Nutrition USDA Foods Program.

The Board of Education is ultimately responsible for ensuring all procurement procedures for any purchases by the Board of Education and/or a food service management company (FSMC) comply with all Federal regulations, including but not limited to: 7 CFR Parts 210, 220, 225, 226, 245, 250; 2 CFR 200; State procurement statutes and administrative codes and regulations; local Board of Education procurement policies; and any other applicable State and local laws.

The procurement procedures contained in this Policy will be implemented beginning immediately, until amended. All procurements must maximize full and open competition. Source documentation will be maintained by the School Business Administrator/Board Secretary or designee and will be available to determine open competition, the reasonableness, the allowability, and the allocation of costs.

The Board of Education intentionally seeks to prohibit conflicts of interest in all procurement of goods and services.

A. General Procurement

The procurement procedures will maximize full and open competition, transparency in transactions, comparability, and documentation of all procurement activities. The school district’s plan for procuring items for use in the School Nutrition Programs is as follows:

Procurement Procedures for School Nutrition Programs

1. The School Business Administrator/Board Secretary will ensure all purchases will be in accordance with the Federal Funds Procurement Method Selection Chart – State Agency Form #358 accessible on the State of New Jersey Department of Agriculture webpage. Formal procurement procedures will be used as required by 2 CFR 200.318 through .326 and any State and local procurement code and regulations. Informal procurement procedures (small purchase) will be required for purchases under the most restrictive small purchase threshold.
2. The following procedures will be used for all purchases:

Product/Services	FSMC Contract
Estimated Dollar Amount	Over \$150,000
Procurement Method	RFP
Evaluation	Price and other factors
Contract Award Type	Cost Reimbursable
Contract Duration/Frequency	July 1 – June 30 One (1) year with renewals up to five (5) years

B. Micro-Purchase Procedures

1. Public/Charter Schools

Purchases of supplies or services, as defined by 2 CFR 200.67, will be awarded without soliciting competitive price quotations if the price is reasonable in accordance with N.J.S.A. 18A:18A-37(a) and below thresholds established by the State Treasurer for informal receipt of quotations. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

2. Non-Public Schools

Purchases of supplies or services, within the Federal micro-purchase threshold (the aggregate amount does not exceed the Federal micro-

## Procurement Procedures for School Nutrition Programs

purchase threshold as set by 2 CFR 200.67 will be awarded without soliciting competitive price quotations if the price is reasonable. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

3. Formal bid procedures will be applied on the basis of:
  - centralized system;
  - State contract
4. Because of the potential for purchasing more than the public or non-public informal/small purchase threshold amount, or the Board approved threshold if less, it will be the responsibility of the School Business Administrator/Board Secretary to document the amounts to be purchased so the correct method of procurement will be followed.

### C. Formal Procurement

When a formal procurement method is required, the following competitive sealed bid or an Invitation for Bid (IFB) or competitive proposal in the form of a Request for Proposal (RFP) procedures will apply:

1. An announcement of an IFB or a RFP will be placed in the Board designated official newspaper to publicize the intent of the Board of Education to purchase needed items. The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.
2. An advertisement in the official newspaper for at least one day is required for all purchases over the school district's small purchase threshold as outlined in the Federal Funds Procurement Method Section Chart – State Agency Form #358. The advertisement will contain the following:
  - a. A general description of items to be purchased;

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- b. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;
  - c. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;
  - d. The deadline for submission of sealed bids or proposals; and
  - e. The address of the location where complete specifications and bid forms may be obtained.
3. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
5. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
  - a. Contract period for the base year and renewals as permitted;
  - b. The Board of Education is responsible for all contracts awarded (statement);
  - c. Date, time, and location of IFB/RFP opening;
  - d. How the vendor is to be informed of bid acceptance or rejection;
  - e. Delivery schedule;
  - f. Requirements (terms and conditions) the bidder must fulfill in order for bid to be evaluated;

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- g. Benefits to which the Board of Education will be entitled if the contractor cannot or will not perform as required;
- h. Statement assuring positive efforts will be made to involve small and minority businesses, women's business enterprises, and labor surplus area firms;
- i. Statement regarding the return of purchase incentives, discounts, rebates, and credits under a cost reimbursement FSMC contract to the Board of Education's nonprofit school food service account;
- j. Contract provisions as required in Appendix II to 2 CFR 200;
  - (1) Termination for cause and convenience – contracts in excess of \$10,000;
  - (2) Equal Opportunity Employment – “federally assisted construction contracts”;
  - (3) Davis-Bacon Act – construction contracts in excess of \$2,000;
  - (4) Contract work Hours and Safety Standards – contracts in excess of \$100,000;
  - (5) Right to inventions made under a contract or agreement – if the contract meets the definition of a “funding agreement” under 37 CFR 401.2(a);
  - (6) Clean Air Act – contracts in excess of \$150,000;
  - (7) Debarment and Suspension – all Federal awarded contracts;
  - (8) Byrd Anti Lobbying Amendment – contracts in excess of \$100,000; and
  - (9) Contracts must address administrative, contractual , or legal remedies in instances where contractors

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violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

- k. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;
- l. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;
- m. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding;
- n. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-42. The “index rate” means the annual percentage increase rounded to the nearest half percent in the implicit price deflator for State and local government purchases of goods and services computed and published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;
- o. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using a RFP are awarded to the most advantageous bidder/offeror with price as the primary factor among factors considered);
- p. Method of award announcement and effective date (if intent to award is required by State or local procurement requirements);
- q. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;
- r. Provision requiring access by duly authorized representatives of the Board of Education, New Jersey Department of Agriculture (NJDA), United States Department of Agriculture (USDA), or Comptroller General to any books, documents, papers, and records of the

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Procurement Procedures for School Nutrition Programs

- contractor which are directly pertinent to all negotiated contracts;
- s. Method of shipment or delivery upon contract award;
  - t. Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts;
  - u. Description of process for enabling vendors to receive or pick up orders upon contract award;
  - v. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);
  - w. Signed statement of non-collusion;
  - x. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results from the System for Award Management (SAM);
  - y. Provision requiring "Buy American" as outlined in 7 CFR Part 210.21(d) and USDA Guidance Memo SP 38-2017, including specific instructions for prior approval and documentation of utilization of non-domestic food products only;
  - z. Specifications and estimated quantities of products and services prepared by the school district and provided to potential contractors desiring to submit bids/proposals for the products or services requested; and
  - aa. The Board of Education's Electronic Signature Policy.



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6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, questions may be sent to the School Business Administrator/Board Secretary. The School Business Administrator/Board Secretary or designee's response will be provided in writing to all potential bidders within five (5) days.
  - a. The School Business Administrator/Board Secretary will be responsible for providing responses to questions and securing all bids or proposals.
  - b. The School Business Administrator/Board Secretary will be responsible to ensure all Board of Education procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.
  - c. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
7. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.
  - a. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board of Education, price as the primary, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.
  - b. The School Business Administrator/Board Secretary or designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.

## Procurement Procedures for School Nutrition Programs

- c. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.
- d. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified was received.
- e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board of Education, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the Buy American Provision.
- f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.
- g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.

### D. Small Purchase Procedures

If the amount of purchases for items is less than the school district's small purchase threshold as outlined in the Federal Funds Procurement Method Selection Chart – State Agency Form #358, the following small purchase procedures including quotes will be used. Quotes from a minimum number of three qualified sources will be required.

1. Written specifications will be prepared and provided to all vendors.

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Procurement Procedures for School Nutrition Programs

2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors shall be contacted.
  3. The School Business Administrator/Board Secretary or designee will be responsible for contacting potential vendors when price quotes are needed.
  4. The price quotes will receive appropriate confidentiality before award.
  5. Quotes/Bids will be awarded by the School Business Administrator/Board Secretary. Quotes/Bids will be awarded on the following criteria. Quote/Bid price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
  6. The School Business Administrator/Board Secretary will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
  7. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified is received.
  8. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
  9. The School Business Administrator/Board Secretary or designee is required to sign all quote tabulations, signifying a review and approval of the selections.
- E. Noncompetitive Proposal Procedures

If items are available only from a single source when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation, noncompetitive proposal procedures will be used:

Procurement Procedures for School Nutrition Programs

1. Written specifications will be prepared and provided to the vendor.
  2. The School Business Administrator/Board Secretary will be responsible for the documentation of records to fully explain the decision to use the noncompetitive proposal. The records will be available for audit and review.
  3. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product or service specified was received.
  4. The School Business Administrator/Board Secretary will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive proposals are met.
  5. A member or representative of the Board of Education will approve, in advance, all procurements that result from noncompetitive negotiations.
- F. Miscellaneous Provisions
1. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.
  2. The Board of Education agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.
  3. Payment will be made to the vendor when the contract has been met and verified and has met the Board of Education's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)
  4. Specifications will be updated as needed.
  5. If the product is not as specified, the following procedure, including, but not limited to, will take place: remove product from service;

Procurement Procedures for School Nutrition Programs

contact vendor for approved alternate product; or remove product from bid.

G. Emergency Purchases

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, and the public exigency or emergency will not permit a delay resulting from a competitive solicitation, the purchase must be authorized using a purchase order signed by the School Business Administrator/Board Secretary. The emergency procedures to be followed for such purchases shall be those procedures used by the school district for other emergency purchases consistent with N.J.S.A. 18A:18A-7. All emergency procurements shall be approved by the School Business Administrator/Board Secretary. At a minimum, the following emergency procurement procedures shall be documented to include, but not be limited to: item name; dollar amount; vendor; and reason for emergency.

H. Purchasing Goods and Services – Cooperative Agreements, Agents, and Third-Party Services (Piggybacking)

1. When participating in intergovernmental and inter-agency agreements the Board of Education will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.318 through .326 and applicable program regulations and guidance.
2. When utilizing the services of a co-op, agent, or third party the Board of Education will ensure that the following conditions have been met and considered as one source of pricing in addition to other prices:
  - a. All procurements were subject to full and open competition and were made in accordance with Federal/State/local procurement requirements;

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Procurement Procedures for School Nutrition Programs

- b. The existing contract allows for the inclusion of additional Board of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;
- c. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;
- d. The awarded contract requires all the Federally required certifications; e.g. Buy American, debarment, restrictions on lobbying, etc.;
- e. The agency will confirm the addition of their purchasing power (goods or services) to the procurement in scope or services does not create a material change, resulting in the needs to re-bid the contract;
- f. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;
- g. The Buy American provisions are included in the procurement of food and agricultural products; and
- h. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.

I. Records Retention

- 1. The Board of Education shall agree to retain all books, records, and other documents relative to the award of the contract for three years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. Specifically, the Board of Education shall maintain, at a minimum, the following documents:

Procurement Procedures for School Nutrition Programs

- a. Written rationale for the method of procurement;
- b. A copy of the original solicitation;
- c. The selection of contract type;
- d. The bidding and negotiation history and working papers;
- e. The basis for contractor selection;
- f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
- g. The basis for award cost or price;
- h. The terms and conditions of the contract;
- i. Any changes to the contract and negotiation history;
- j. Billing and payment records;
- k. A history of any contractor claims;
- l. A history of any contractor breaches; and
- m. Any other documents as required by N.J.S.A. 18A:18A – Public School Contracts Law.

J. Code of Conduct for Procurement

1. All procurements must ensure there is open and free competition and adhere to the most restrictive Federal, State, and local requirements. The Board of Education seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts. All procurements will be in accordance with this Policy and all applicable provisions of N.J.S.A. 18A:18A – Public School Contracts Law.

Procurement Procedures for School Nutrition Programs

2. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent; any member of his or her immediate family, his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
  3. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
  4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.
  5. All questions and concerns regarding procurement solicitations, contract evaluations, and contract award, shall be directed to the School Business Administrator/Board Secretary.
- K. Food Service Management Company (FSMC)
1. In the operation of the school district's food service program, the school district shall ensure that a FSMC complies with the requirements of the Program Agreement, the school district's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable State and local laws. In order to operate an a la carte food service program, the FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.



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## Procurement Procedures for School Nutrition Programs

2. The school district shall monitor the FSMC billing invoices to ensure compliance with Federal and State procurement regulations.
3. In accordance with N.J.S.A. 18A:18A-5a.(22), RFPs are required in all solicitations for a FSMC.

N.J.S.A. 18A:18A – Public School Contracts Law  
New Jersey Department of Agriculture  
“Procurement Procedures for School Food  
Authorities” Model Policy – September 2018

~~Note: The Federal Funds Procurement Method Selection Chart is subject to change in accordance with the schedule set forth in N.J.S.A. 18A:18A-3 “Public School Contracts Law”. A “Qualified Purchasing Agent” must be qualified in accordance with N.J.S.A. 40A:11-9. In order to track updates to this Chart, the source document can be located on the New Jersey Department of Agriculture’s website under “Forms and Publications” it is titled, State Agency Form #358~~

Adopted: 17 September 2018  
Revised: 15 April 2019  
Revised: 14 December 2020  
Revised: TBD

# POLICY

EXHIBIT #P21 – FIRST READING

ADMINISTRATION

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The Road Forward COVID-19 – Health and Safety

Aug 21

M

## 1648.11 THE ROAD FORWARD COVID-19 – HEALTH AND SAFETY

The Board of Education plans to provide full-day, full-time, in-person instruction and operations for the 2021-2022 school year. In June 2021, the New Jersey Department of Health (NJDOH) and the New Jersey Department of Education (NJDOE) worked collaboratively to develop guidance, The Road Forward – Health and Safety Guidance for the 2021-2022 School Year (The Road Forward).

The Road Forward replaces the mandatory anticipated minimum standards outlined in the NJDOE’s “The Road Back – Restart and Recovery Plan for Education” (June 2020) and provides a range of recommendations rather than mandatory standards. These recommendations are meant to assist school districts in implementing protocols to reduce risks to students and staff from COVID-19 while still allowing for full-time learning.

The Board considered many factors as they prepared for the 2021-2022 school year, including the level of COVID-19 transmission in the community at large and in the school community, as well as vaccination coverage rates in both the community at large and the school community.

For the purpose of this Policy, “Order” shall mean any Governor of New Jersey Executive Order, New Jersey State Agency mandate, Centers for Disease Control and Prevention (CDC) guidance, New Jersey statute, or administrative code requiring compliance by the school district.

The Board considered the recommendations outlined in The Road Forward to develop health and safety protocols. The Board will consider all recommended Orders and comply with all mandatory Orders when developing health and safety protocols and reviewing them periodically.

The Board considered the recommendations outlined in The Road Forward to develop the school district’s COVID-19 protocols in the following areas and included in corresponding Appendices:



- A. General Health and Safety Concerns of Students, Staff Members, and Visitors
  - 1. Vaccination – See Appendix A.;
  - 2. Communication with the Local Health Department – See Appendix B.;
  - 3. Mask Wearing Protocol – See Appendix C.;
  - 4. Physical Distancing and Cohorting Protocols – See Appendix D.;
  - 5. Hand Hygiene and Respiratory Etiquette Protocols – See Appendix E.;
  - 6. Provision of Meals – See Appendix F.; and
  - 7. Transportation Protocols – See Appendix G.
- B. Cleaning, Disinfection, and Airflow – See Appendix H.
- C. Screening, Exclusion, and Response to Symptomatic Students and Staff Members – See Appendix I.
- D. Contact Tracing – See Appendix J.
- E. Testing – See Appendix K.
- F. Student and Staff Member Travel – See Appendix L.

The absence of one or more of the recommendations outlined in The Road Forward and/or in the school district’s health and safety protocols will not prevent the reopening of the school(s) in the district for full-day in-person operation with all enrolled students and staff members present.



Pursuant to N.J.S.A. 18A:7F-9, schools must be in session for 180 days to receive State Aid. The statute requires that school facilities be provided for at least 180 days during the school year. N.J.S.A. 18A:7F-9(b) indicates when a school district is required to close the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive and/or recommendation by the appropriate health agency or officer to institute a public health-related closure, days of virtual or remote instruction commensurate with in-person instruction will count toward the school district's 180-day requirement.

The school district may be confronted with the incidence of COVID-19 positive cases among staff and/or students. If the school district is required to exclude a student, group of students, a class, or multiple classes as a result of possible exposure to COVID-19, while the school itself remains open for in-person instruction, the school district may offer virtual or remote instruction to those students in a manner commensurate with in-person instruction to the extent possible. In circumstances when the school facilities remain open and in-person instruction continues in those classrooms that are not required to quarantine, those days in session will also count toward the school district's 180-day requirement in accordance with N.J.S.A. 18A:7F-9.

The school district anticipates updates to The Road Forward and as such this Policy is subject to review by the Superintendent to ensure compliance with Orders that may arise after Board adoption of this Policy. All revisions to Orders affecting this Policy and corresponding Appendices shall be reviewed by the Superintendent with the Board Attorney, School Physician, and Board of Education, if appropriate. The Superintendent may revise the health and safety protocols included in any Appendix as necessary and appropriate. All students, parents, and staff members will be notified of any changes to school district-developed protocols implemented as a result of this Policy, as appropriate.

Adopted: TBD



## **Appendix A**

### **Vaccination**

The school district may include in Appendix A the locally developed protocols to:

- a. Determine the vaccination status of students and staff.
- b. Actively promote vaccination for all eligible students and staff.

## **Appendix B**

### **Communication with the Local Health Department**

The school district may include in Appendix B the locally developed protocols to:

- a. Maintain close communication with the Local Health Department in order to provide information and share resources on COVID-19 transmission, prevention, and control.
- b. Establish procedures for Local Health Department notification and response to COVID-19 illness in school settings.

## **Appendix C**

### **Mask Wearing Protocol**

The school district shall include in Appendix C the locally developed protocols to:

- a. Address all mandatory Orders regarding the use of masks in schools.



## Appendix D

### Physical Distancing and Cohorting Protocols

The school district may include in Appendix D the locally developed protocols to:

- a. Implement physical distancing measures as an effective COVID-19 prevention strategy.
  - (1) Maintaining three feet of distance between students in classroom settings.
  - (2) Consider structural interventions within classrooms to aid with social distancing.
  - (3) Outside of the classroom, a school district should consider approaches to implement physical distancing.
- b. Address the use of cohorts or groups of students with dedicated staff who remain together throughout the day.

## Appendix E

### Hand Hygiene and Respiratory Etiquette Protocols

The school district may include in Appendix E the locally developed protocols to:

- a. Teach and reinforce hand washing.
- b. Encourage students and staff to cover coughs and sneezes with a tissue if not wearing a mask.
- c. Maintain adequate hand hygiene and respiratory etiquette supplies.



## **Appendix F**

### **Provision of Meals**

The school district may include in Appendix F the locally developed protocols to:

- a. Implement layered prevention strategies to help mitigate the spread of COVID-19 in cafeterias or other group dining areas.

## **Appendix G**

### **Transportation Protocols**

The school district shall include in Appendix G the locally developed protocols to:

- a. Address the use of masks on school buses.

The school district may include in Appendix G the locally developed protocols to:

- a. Address mitigation strategies to reduce the risk of infection on a school bus.

## **Appendix H**

### **Cleaning, Disinfection, and Airflow**

The school district may include in Appendix H the locally developed protocols to:

- a. Clean and disinfect surfaces and objects that are touched often; such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, and toys at least daily.
- b. Improve airflow to the extent possible to increase circulation of outdoor air, increase the delivery of clean air, and dilute potential contaminants.



## **Appendix I**

### **Screening, Exclusion, and Response to Symptomatic Students and Staff Members**

The school district may include in Appendix I the locally developed protocols to:

- a. Establish procedures to identify and respond to a student or staff member who becomes ill with COVID-19 symptoms.

## **Appendix J**

### **Contact Tracing**

The school district may include in Appendix J the locally developed protocols to:

- a. Identify school-based close contacts of positive COVID-19 cases in the school.
- b. Notify parents and staff of the close contact exposure and exclusion requirements while maintaining confidentiality.

## **Appendix K**

### **Testing**

The school district may include in Appendix K the locally developed protocols to:

- a. Identify rapid viral testing options in their community for the testing of individuals who were exposed to someone with COVID-19.
- b. Develop and implement screening testing as a strategy to identify cases and prevent secondary transmission.





## Appendix L

### Student and Staff Member Travel

The school district may include in Appendix L the locally developed protocols to:

- a. Follow the recommended CDC guidelines for student and staff member travel out-of-State.



# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

EXHIBIT #P22

Administration  
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### ~~FEDERAL FAMILIES FIRST CORONAVIRUS (COVID-19) RESPONSE ACT (M)~~

#### ~~1649 FEDERAL FAMILIES FIRST CORONAVIRUS (COVID-19) RESPONSE ACT (M)~~

#### ~~M-~~

~~The Federal Families First Coronavirus (COVID-19) Response Act (FFCRA) includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) and the Emergency Paid Sick Leave Act (EPSLA). The EFMLEA expands the Federal Family and Medical Leave Act (FMLA) and the EPSLA provides employees with paid sick leave for specified reasons related to COVID-19.~~

~~The provisions of the FFCRA shall apply from April 1, 2020 through December 31, 2020.~~

#### ~~A. Emergency Family and Medical Leave Expansion Act (EFMLEA)~~

##### ~~1. Definitions For the purposes of the EFMLEA:~~

~~a. "Eligible employee" means an employee who has been employed for at least thirty calendar days by the employer with respect to whom leave is requested.~~

~~b. "Employer" means any employer with fewer than five hundred employees.~~

~~c. "Qualifying need related to a public health emergency" means with respect to leave, the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under eighteen years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.~~

~~d. "Public Health Emergency" means an emergency with respect to COVID-19 declared by a Federal, State, or local authority.~~

~~e. "Child care provider" means a provider who receives compensation for providing child care services on a regular basis, including an 'eligible child care provider' (as defined in section 658P of the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858n)).~~



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~~f. "School" means an 'elementary school' or 'secondary school' as such terms are defined in section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).~~

~~2. Relationship to Paid EFMLEA Leave~~

~~The FFCRA includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) that amended the Federal Family and Medical Leave Act of 1993 (29 U.S.C. 2611 et seq. to provide leave to an eligible employee because of a qualifying need related to a public health emergency with respect to COVID-19 (U.S.C. 2612(a)(1)(F)).~~

~~a. Leave for Initial Ten Days~~

~~(1) The first ten days of this FMLA leave for an eligible employee shall be unpaid.~~

~~(2) Since the first ten days of this FMLA leave are unpaid, an employee may elect to substitute any accrued vacation leave, personal leave, or emergency paid sick leave provided by the EPSLA for the initial ten days under the EFMLEA in accordance with 29 U.S.C. 2612(d)(2)(B).~~

~~(3) An employee may not use sick leave under N.J.S.A. 18A:30-1 for a qualifying need related to a public health emergency. However, an employee receiving sick leave under the provisions of N.J.S.A. 18A:30-1 may only use sick leave because of personal disability due to illness or injury, or because the employee has been excluded from school by the school district's medical authorities on account of contagious disease or of being quarantined for such a disease in his or her immediate household.~~

~~b. Paid Leave for Subsequent Days~~



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~~(1) — An employer shall provide paid leave for each day of leave under the EFMLEA that an employee takes after taking such leave for ten days.~~

~~(2) — The paid leave for an employee shall be calculated based on:~~

~~(a) — An amount that is not less than two thirds of an employee's regular rate of pay (as determined under section 7(e) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207(e)); and~~

~~(b) — The number of hours the employee would otherwise be normally scheduled to work (or the number of hours calculated under A.2.(b)(4) below).~~

~~(3) — In no event shall such paid leave exceed \$200.00 per day and \$10,000.00 in the aggregate.~~

~~(4) — Varying Schedule Hours Calculation — In the case of an employee whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the employee would have worked if such employee had not taken leave under the EFMLEA, the employer shall use the following in place of such number:~~

~~(a) — Subject to A.2.b.(4)(b) below, a number equal to the average number of hours that the employee was scheduled per day over the six month period ending on the date on which the employee takes such leave, including hours for which the employee took leave of any type.~~

~~(b) — If the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average~~



~~FEDERAL FAMILIES FIRST CORONAVIRUS (COVID-19) RESPONSE ACT (M)~~

~~number of hours per day that the employee would normally be scheduled to work.~~

~~e. Employee Notice to Employer~~

~~(1) In any case where the necessity for leave under the EFMLEA for the purpose of a qualifying need related to a public health emergency is foreseeable, an employee shall provide the employer with such notice of leave as is practicable.~~

~~(a) A request for such leave that is foreseeable shall be submitted to the Superintendent, Director of Human Resources, or designee prior to commencing the leave.~~

~~(b) A need for such leave that is not foreseeable shall be submitted to the Superintendent, Director of Human Resources, or designee within one business day of the first day of the leave being taken by the employee.~~

~~(c) The employee shall provide to the Superintendent, Director of Human Resources, or designee the name of the employee's child, the name of the school, place of care, or child care provider that has closed or become unavailable, and a statement that no other suitable person is available to care for the child.~~

~~d. Restoration to Position~~

~~(1) The employee shall be restored to the same or equivalent position held by the employee when the leave commenced pursuant to 29 CFR 825.214. The requirement to restore the employee to the same or equivalent position held when the leave commenced does not apply to an employer who employs fewer than twenty-five employees if all four of the following conditions are met:~~



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~~(a) The employee takes leave under the EFMLEA.~~

~~(b) The position held by the employee when the leave commenced does not exist due to economic conditions or other changes in operating conditions of the employer:~~

~~i. That affect employment; and~~

~~ii. Are caused by a public health emergency during the period of leave.~~

~~(c) The employer makes reasonable efforts to restore the employee to a position equivalent to the position the employee held when the leave commenced with equivalent employment benefits, pay, and other terms and conditions of employment.~~

~~(d) If the reasonable efforts of the employer under A.2.d.(1)(c) above fail, the employer makes reasonable efforts during the period described in A.2.d.(2) below to contact the employee if an equivalent position described in A.2.d.(1)(c) above becomes available.~~

~~(2) Contact Period~~

~~(a) The period described under A.2.d. above is the one-year period beginning on the earlier of:~~

~~i. The date on which the qualifying need related to a public health emergency concludes; or~~

~~ii. The date that is twelve weeks after the date on which the employee's~~



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~~leave under the EFMLEA  
commences.~~

~~B. Emergency Paid Sick Leave Act (EPSLA)~~

~~The FFCRA includes the EPSLA, which provides paid sick time to an employee to the extent the employee is unable to work or (telework) due to a need related to COVID-19. The paid sick time provided by the EPSLA and outlined in B.1. below cannot be taken with any other paid leave time provided by the employer.~~

~~1. Definitions~~

~~a. For purposes of the EPSLA and this Policy:~~

~~(1) "Employee" means an individual who is employed by a private employer with fewer than five hundred employees and public employers with at least one employee.~~

~~(2) "Employer" means a private person or entity that employs fewer than five hundred employees and public employers that employ at least one employee.~~

~~(a) "Covered employer" includes any person engaged in commerce or in any industry or activity affecting commerce that:~~

~~i. In the case of a private entity or individual, employs fewer than five hundred employees; and~~

~~ii. In the case of a public agency or any other entity that is not a private entity or individual, employs one or more employees.~~

~~(b) "Covered employer" also includes:~~

~~i. Any person acting directly or indirectly in the interest of an~~



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~~employer in relation to an employee (within the meaning of such phrase in section 3(d) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(d)); and~~

~~ii. Any successor in interest of an employer; and any “public agency”, as defined in section 3(x) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(x)).~~

~~(c) “Covered employer” also includes any “public agency” as defined in section 3(x) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(x)).~~

~~(3) “Employ” and “State” have the meanings given such terms in section 3 of the Fair Labor Standards Act of 1938 (29 U.S.C. 203).~~

~~(4) “Health care provider” and “son or daughter” have the meanings given such terms in section 101 of the Family and Medical Leave Act of 1993 (29 U.S.C. 2611).~~

~~(5) “Paid sick time” means an increment of compensated leave that:~~

~~(a) Is provided by an employer for use during an absence from employment for a reason described in any paragraph of B.2.a. below; and~~

~~(b) Is calculated based on the employee’s required compensation under B.1.a.(6) below and the number of hours the employee would otherwise be normally scheduled to work (or the number of hours calculated under (B.1.a.(7) below), except~~





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~~that in no event shall such paid sick time exceed:~~

- ~~i. \$511.00 per day and \$5,110.00 in the aggregate for a use described in B.2.a.(1), (2), or (3) below; and~~
- ~~ii. \$200.00 per day and \$2,000.00 in the aggregate for a use described in B.2.a.(4), (5), or (6) below.~~

~~(6) "Required Compensation" subject to B.1.a.(5)(b) above, the employee's "required compensation" shall be not less than the greater of the following:~~

- ~~(a) The employee's regular rate of pay (as determined under section 7(e) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207(e)).~~
- ~~(b) The minimum wage rate in effect under section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)).~~
- ~~(c) The minimum wage rate in effect for such employee in the applicable State or locality, whichever is greater, in which the employee is employed.~~

~~Subject to B.1.a.(5)(b) above, with respect to any paid sick time provided for any use described in B.2.a.(4), (5), or (6) below, the employee's required compensation shall be two thirds of the amount described in B.1.a.(6) above.~~

~~(7) "Varying Schedule Hours Calculation" means in the case of a part time employee described in B.3.b.(2) below whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the~~



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~~employee would have worked if such employee had not taken paid sick time under B.2.a. below, the employer shall use the following in place of such number:~~

~~(a) Subject to clause B.1.a.(7)(b) below, a number equal to the average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the employee takes the paid sick time, including hours for which the employee took leave of any type.~~

~~(b) If the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.~~

~~2. Paid Sick Leave Requirement~~

~~a. An employer shall provide to each employee employed by the employer paid sick time to the extent that the employee is unable to work (or telework) due to a need for leave because:~~

~~(1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.~~

~~(2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.~~

~~(3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.~~

~~(4) The employee is caring for an individual who is subject to an order as described in B.2.a.(1) above or has been advised as described in B.2.a.(2) above.~~



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~~(5) The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.~~

~~(6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.~~

~~3. Duration of Paid Sick Time~~

~~a. An employee shall be entitled to paid sick time for an amount of hours determined under B.3.b. below.~~

~~b. The amount of hours of paid sick time to which an employee is entitled shall be as follows:~~

~~(1) For full-time employees, eighty hours.~~

~~(2) For part-time employees, a number of hours equal to the number of hours that such employee works, on average, over a two-week period.~~

~~c. Paid sick time under the EPSLA shall not carry over from one year to the next.~~

~~4. Employer's Termination of Paid Sick Time~~

~~a. Paid sick time provided to an employee under the EPSLA shall cease beginning with the employee's next scheduled work shift immediately following the termination of the need for paid sick time under B.2.a. above.~~

~~5. Prohibition~~

~~a. An employer may not require, as a condition of providing paid sick time under the EPSLA, that the employee involved search for or find a replacement employee to~~



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~~cover the hours during which the employee is using paid sick time.~~

~~6. Use of Paid Sick Time~~

~~a. The paid sick time under B.2.a. above shall be available for immediate use by the employee for the purposes described in the EPSLA, regardless of how long the employee has been employed by an employer.~~

~~b. Sequencing Leave Time~~

~~(1) An employee may first use the paid sick time under B.2.a. above for the purposes described in the EPSLA.~~

~~(2) An employer may not require an employee to use other paid leave provided by the employer to the employee before the employee uses the paid sick time under B.2.a. above.~~

~~7. Notice~~

~~a. Each employer shall post and keep posted, in conspicuous places on the premises of the employer where notices to employees are customarily posted, a notice, to be prepared or approved by the Secretary of Labor, of the requirements described in the EPSLA.~~

~~b. Not later than seven days after the date of enactment of this Act, the Secretary of Labor shall make publicly available a model of a notice that meets the requirements of B.7.a. above.~~

~~8. Prohibited Acts~~

~~a. It shall be unlawful for any employer to discharge, discipline, or in any other manner discriminate against any employee who:~~

~~(1) Takes leave in accordance with the EPSLA; and~~



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### ~~FEDERAL FAMILIES FIRST CORONAVIRUS (COVID-19) RESPONSE ACT (M)~~

- 
- (2) ~~Has filed any complaint or instituted or caused to be instituted any proceeding under or related to the EPSLA (including a proceeding that seeks enforcement of the EPSLA), or has testified or is about to testify in any such proceeding.~~
- 

#### 9. ~~Enforcement~~

- 
- a. ~~Unpaid Sick Leave — An employer who violates B.2. through B.6. of this Policy shall:~~
- 

- (1) ~~Be considered to have failed to pay minimum wages in violation of section 6 of the Fair Labor Standards Act of 1938 (29 U.S.C. 206); and~~
- 

- (2) ~~Be subject to the penalties described in sections 16 and 17 of the Fair Labor Standards Act of 1938 (29 U.S.C. 216; 217) with respect to such violation.~~
- 

- b. ~~Unlawful Termination — An employer who willfully violates B.8. above shall:~~
- 

- (1) ~~Be considered to be in violation of section 15(a)(3) of the Fair Labor Standards Act of 1938 (29 U.S.C. 215(a)(3)); and~~
- 

- (2) ~~Be subject to the penalties described in sections 16 and 17 of the Fair Labor Standards Act of 1938 (29 U.S.C. 216; 217) with respect to such violation.~~
- 

#### 10. ~~Rules of Construction~~

- a. ~~Nothing in the EPSLA shall be construed:~~
- 

- (1) ~~To in any way diminish the rights or benefits that an employee is entitled to under any:~~
- 

- (a) ~~Other Federal, State, or local law;~~



~~FEDERAL FAMILIES FIRST CORONAVIRUS (COVID-19) RESPONSE ACT (M)~~

-  
(b) — ~~Collective bargaining agreement; or~~

-  
(c) — ~~Existing employer policy; or~~

-  
(2) — ~~To require financial or other reimbursement to an employee from an employer upon the employee's termination, resignation, retirement, or other separation from employment for paid sick time under the EPSLA that has not been used by such employee.~~

11. — ~~Guidelines~~

-  
a. — ~~Not later than fifteen days after the date of the enactment of the EPSLA, the Secretary of Labor shall issue guidelines to assist employers in calculating the amount of paid sick time under the EPSLA.~~

12. — ~~Reasonable Notice~~

-  
a. — ~~After the first workday (or portion thereof) an employee receives paid sick time under the EPSLA, an employer may require the employee to follow reasonable notice procedures in order to continue receiving such paid sick time.~~

-  
b. — ~~The request for such leave shall be submitted to the Superintendent, Director of Human Resources, or designee, who may request documentation from the employee in support of the emergency paid sick leave.~~

-  
c. — ~~The documentation shall include a signed statement containing the following information: the employee's name; the date(s) for which leave is requested; the COVID-19 qualifying reason for leave; and a statement representing that the employee is unable to work or telework because of the COVID-19 qualifying reason.~~

-  
d. — ~~An employee requesting to take emergency paid sick leave under the EPSLA or the EFMLEA to care for his or her child must provide the following information: the name of~~



~~FEDERAL FAMILIES FIRST CORONAVIRUS (COVID-19) RESPONSE ACT (M)~~

~~the child being care for; the name of the school; place of care; or child care provider that closed or became unavailable due to COVID-19 reasons; and a statement representing that no other suitable person is available to care for the child during the period of requested leave.~~

~~13. Regulatory Authorities~~

~~a. The Secretary of Labor shall have the authority to issue regulations for good cause under sections 553(b)(B) and 553(d)(A) of Title 5, United States Code:~~

~~(1) To exempt small businesses with fewer than fifty employees from the requirements of B.2.a.5. when the imposition of such requirements would jeopardize the viability of the business as a going concern; and~~

~~(2) As necessary, to carry out the purposes of the EPSLA, including to ensure consistency between the EPSLA and Division C and Division G of the FFCRA.~~

~~H.R. 6201: Families First Coronavirus (COVID-19) Response Act~~

~~N.J.S.A. 18A:30-1~~

~~Adopted: 17 August 2020~~



## 1648 RESTART AND RECOVERY PLAN

~~On June 26, 2020, the New Jersey Department of Education (NJDOE) published "The Road Back — Restart and Recovery Plan for Education" (Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students' unique needs during these unprecedented times. The NJDOE required school districts in the State to develop, in collaboration with community stakeholders, a "Restart and Recovery Plan" (Plan) to reopen schools that best fits the district's local needs.~~

~~The Guidance requires the Board of Education to adopt certain policies and the Board adopts Policy 1648 to address those policy requirements in the Guidance. Policy 1648 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent.~~

### ~~A. NJDOE Guidance — Key Subject Area 1 — Conditions for Learning~~

#### ~~1. Transportation~~

~~a. If the school district is providing transportation services on a school bus, a face covering must be worn by all students upon entering the school bus unless doing so would inhibit the student's health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities. Exceptions to the face covering requirements shall be those outlined in A.2.d. below:~~

~~(1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's particular need and in accordance with all applicable laws and regulations.~~

~~b. The school district shall use best practices for cleaning and disinfecting district owned school buses and other transportation vehicles in accordance with A.3. below.~~





## RESTART AND RECOVERY PLAN

~~e. District employed school bus drivers and aides on district-owned school buses shall practice all safety actions and protocols as indicated for other school staff.~~

~~d. If the school district is using contracted transportation services, the contractor shall ensure all Board of Education safety actions and protocols are followed by the contractor and its employees and/or its agents.~~

~~[See Policy Guide 1648 Appendix C for the protocols/procedures for "Transportation" which is also included in the school district's Restart and Recovery Plan.]~~

### ~~2. Screening, Personal Protective Equipment (PPE), and Response to Students and Staff Presenting Symptoms~~

~~a. The school district shall screen students and employees upon arrival to a school building or work location for COVID-19 symptoms and a history of exposure.~~

~~(1) School staff must visually check students and employees for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms.~~

~~(2) Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.~~

~~(3) Results must be documented when signs/symptoms of COVID-19 are observed.~~

~~(4) The screening protocol will take into account students and employees with disabilities and accommodations that may be needed in the screening process for those students and employees.~~

~~(5) Students and employees with symptoms related to COVID-19 must be safely and respectfully isolated from others.~~



- 
- ~~(6) — If the school district becomes aware that an individual who has spent time in a school district facility tests positive for COVID-19, district officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.~~
- 
- ~~b. — School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.~~
- 
- ~~(1) — If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry, the visitor's entry to the school/district facility may be denied.~~
- 
- ~~e. — Students are required to wear face coverings, unless doing so would inhibit the student's health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.~~
- 
- ~~(1) — Accommodations for students who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations.~~
- ~~d. — Exceptions to the Requirement for Face Coverings~~
- 
- ~~(1) — Doing so would inhibit the individual's health.~~
- 
- ~~(2) — The individual is in extreme heat outdoors.~~
- 
- ~~(3) — The individual is in water.~~
- 
- ~~(4) — A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.~~



-  
~~(5) The student is under the age of two, due to the risk of suffocation.~~

-  
~~(6) During the period a student is eating or drinking.~~

-  
~~(7) Face coverings should not be placed on anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the face covering without assistance (e.g. face coverings should not be worn by Pre-K students during nap time).~~

-  
~~(8) The student is engaged in high intensity aerobic or anaerobic activities.~~

-  
~~(9) Face coverings may be removed during gym and music classes when individuals are in a well-ventilated location and able to maintain a physical distance of six feet apart.~~

-  
~~(10) When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.~~

-  
[See Policy Guide 1648 Appendix E for the protocols/procedures for “Screening, PPE, and Response to Students and Staff Presenting Symptoms” which is also included in the school district’s Restart and Recovery Plan.]

-  
~~3. Facilities Cleaning Practices~~

-  
~~a. The school district must continue to adhere to existing required facilities cleaning practices and procedures and any new specific requirements of the local health department as they arise.~~

-  
~~b. A procedure manual must be developed to establish cleaning and disinfecting schedules for schools and school equipment, targeted areas to be cleaned, and methods and materials to be used.~~



~~4. Wraparound Supports~~

~~a. Mental Health Supports~~

~~The school district's approach to student mental health supports will be affected by the learning environment in place at the beginning of the school year. If in person instruction is not feasible, the district must find other ways to assess and monitor students' mental health.~~

~~5. Contact Tracing~~

~~a. Upon notification that a resident has tested positive for COVID-19, the local health department will call the school district to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least ten minutes.~~

~~b. The school district shall assist the local health department in conducting contact tracing activities, including ongoing communication with the identified individual and/or their contacts.~~

~~c. The school district shall ensure adequate information and training is provided to the staff as necessary to enable staff to carry out responsibilities assigned to them.~~

~~d. A staff liaison(s) shall be designated by the Superintendent or designee and shall be responsible for providing notifications and carrying out other components that could help ensure notifications are carried out in a prompt and responsible manner.~~

~~e. School districts shall allow staff, students, and families to self-report symptoms and/or suspected exposure.~~

~~B. NJDOE Guidance Key Subject Area 2 Leadership and Planning~~

~~1. Scheduling~~



## RESTART AND RECOVERY PLAN

a. ~~The school district's Plan must account for resuming in person instruction and shall provide steps to shift back to virtual learning models if circumstances change and in person instruction guidelines can no longer be followed.~~

b. ~~The school district's Plan accommodates opportunities for both synchronous and asynchronous instruction, while ensuring requirements for a 180-day school year are met.~~

c. ~~The school district recognizes special populations will require unique considerations to ensure the continuity of learning as well as the health and safety of students and staff within the least restrictive environment.~~

(1) ~~Special Education and English Language Learners (ELL)~~

(a) ~~The school district shall provide educators with professional development to best utilize the accessibility features and accommodations tools made available through technology-based formats in accordance with this Policy.~~

(b) ~~The school district shall continue to ensure students receive individualized supports that meet the requirements of the IEP and 504 Plans.~~

~~[See Policy Guide 1648 Appendix N for the protocols/procedures for "Scheduling of Students" which is also included in the school district's Restart and Recovery Plan.]~~

### 2. ~~Staffing~~

a. ~~The school district shall comply with all applicable employment laws when making staffing and scheduling requirements, including, but not limited to, the Americans Disabilities Act (ADA), the Health Insurance Portability~~



~~and Accountability Act (HIPPA), and all applicable State laws.~~

- ~~b. As the school district adjusts schedules, teaching staff members must maintain quality instruction for students pursuant to the minimum requirements set forth in NJDOE regulation.~~

~~[See Policy Guide 1648 Appendix O for the protocols/procedures for “Staffing” which is also included in the school district’s Restart and Recovery Plan.]~~

~~C. NJDOE Guidance Key Subject Area 3 Policy and Funding~~

~~1. School Funding~~

~~a. Purchasing~~

~~The school district may likely need to purchase items not needed in the past and may experience increased demand for previously purchased goods and services to implement the Plan. The school district shall continue to comply with the provisions of the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq.~~

~~b. Use of Reserve Accounts, Transfers, and Cashflow~~

~~The school district shall apply for the approval from the Commissioner of Education, prior to performing certain budget actions, such as withdrawing from the emergency reserve account or making transfers that cumulatively exceed ten percent of the amount originally budgeted.~~

~~c. Costs and Contracting~~

~~The school district shall follow all New Jersey State laws and regulations applicable to local school districts for purchasing when procuring devices and connectivity or any technology related item.~~

~~D. NJDOE Guidance Key Subject Area 4 Continuity of Learning~~



1. ~~Ensuring the Delivery of Special Education and Related Services to Students with Disabilities~~

a. ~~The school district shall continue to meet their obligations to students with disabilities to the greatest extent possible.~~

2. ~~Professional Learning~~

a. ~~The school district shall prepare and support teaching staff members in meeting the social, emotional, health, and academic needs of all students throughout the implementation of the Plan.~~

(1) ~~Professional Learning~~

(a) ~~The school district shall grow each teaching staff member's professional capacity to deliver developmentally appropriate standards-based instruction remotely.~~

(2) ~~Mentoring and Induction~~

(a) ~~The school district shall ensure:~~

(i) ~~All novice provisional teachers new to the district be provided induction;~~

(ii) ~~One-to-one mentoring is provided to novice provisional teachers by qualified mentors;~~

(iii) ~~Mentors can provide sufficient support and guidance to novice provisional teachers working in a remote environment;~~

(iv) ~~Mentoring is provided in both hybrid and fully remote learning environments and that mentors and provisional teachers will agree~~



~~—upon scheduling, structure, and communication strategies they will use to maintain the mentoring experience; and~~

- ~~(v) — The use of online collaborative tools for school staff to remain connected to other mentors, new teachers, and administrators to maintain a sense of communal support.~~

~~(3) — Evaluation~~

- ~~(a) — The school district has considered the requirements and best practices with provisional status teachers, nontenured educators, and those on Corrective Action Plans (including extra observations, extra observers, assuring more frequent feedback and face-to-face).~~

~~3. — Career and Technical Education (CTE)~~

- ~~a. — The school district shall implement innovative learning models for new learning environments regarding CTE.~~

~~b. — Quality CTE Programs~~

~~The school district shall ensure students have access to appropriate industry-recognized, high-value credentials.~~

~~c. — Work-Based Learning~~

~~The school district will ensure students are provided the opportunity to participate in safe work-based learning, either remotely (simulations, virtual tours, etc.) or in person.~~

New Jersey Department of Education “The Road Back — Restart and Recovery Plan for Education”





# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

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RESTART AND RECOVERY PLAN

~~Memorandum — New Jersey Governor and Department of Education —  
— Conditions for Learning Health and Safety August 3, 2020~~

Adopted: 14 December 2020

### Appendices

~~The provisions of the attached Appendices A, B, C, D, E, H, J, N, O, and P from  
the district's Restart and Recovery Plan are included in Policy 1648.~~

### Appendix A

#### ~~Critical Area of Operation #1 — General Health and Safety Guidelines~~

~~This school district should include in Appendix A the locally developed protocols  
addressing the anticipated minimum standards as required by the NJDOE  
Guidance and referenced in the Board's Plan — Section A.1.a., including, but not  
limited to:~~

~~a. Protocol for All Staff and Students~~

~~1. All staff and students will be required to follow CDC guidelines for  
prevention that promote everyday protective measures which include, but  
are not limited to:~~

~~Use of Cohorting  
Mask Wearing  
Social Distancing  
Proper Hand washing, and other proper hygiene practices~~



~~2. All staff and students with their parents will complete the COVID-19 Questionnaire daily prior to entering buses or buildings. The questionnaire is completed through the rSchool Today app.~~

~~3. Any student who arrives at school without a daily completed COVID-19 Questionnaire will be screened by the school nurse.~~

~~4. Infection Control Training for staff and students will be provided within the first week of school.~~

~~5. Isolation rooms in each school will be utilized for quarantining any staff/students exhibiting any symptoms.~~

~~b. Protocol for at An increased Risk Staff Members~~

~~1. Staff members are permitted to submit documentation substantiating an accommodation must be made under Section 504 under the Rehabilitation Act.~~

~~c. Protocol for At increased Risk Students~~

~~1. Students who are determined to be at an increased risk have the option to remain virtual.~~

~~2. Any parent who would like, may have their child remain virtual, as directed by the Governor's Office.~~

~~d. Procedures for Monitoring Health of Students and Staff~~

~~1. Superintendent will consult local health officials weekly.~~

~~2. Absentee/Health Reports from school nurses will be submitted to the Central Office and reviewed weekly to identify any trends in data.~~

~~3. Central Office will review absentee data daily to identify any immediate concerns.~~

~~e. Protocols for a Suspected Case of COVID-19~~

~~1. If students exhibit symptoms related to COVID-19 during the school day, they will be sent to the school nurse and placed in an isolation room. Parents of students will be contacted immediately, and students will be sent home.~~



~~2. Students who have had close contact with an individual who exhibited symptoms will be monitored and parents will be notified of such possible exposure.~~

~~3. The staff member who has had close contact with an individual who has exhibited symptoms will be notified and self monitor.~~

~~f. Protocol For Confirmed Case of COVID-19~~

~~1. Students who have had close contact with an individual who tested positive for COVID-19 will be required to self-quarantine for fourteen (14) days. Parents will be notified of such exposure and quarantining protocols.~~

~~2. The CDC recommends that students/staff can return after at least ten (10) days since symptoms first appeared unless they receive a negative test and after at least 24 hours with no fever without fever-reducing medication.~~

~~3. The staff member (if exhibiting no debilitating symptoms) who has had close contact with an individual who tested positive for COVID-19 will be quarantined for fourteen (14) days and may teach virtually with a substitute monitoring the in-person cohort of students.~~

## Appendix B

### Critical Area of Operation #2 – Classrooms, Testing, and Therapy Rooms

This school district should include in Appendix B the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.b., including, but not limited to:

a. Social Distancing in Instructional and Non-Instructional Rooms



~~1. Classrooms will be designed to afford students with six (6) feet of personal space, but when not feasible, a minimum of three (3) feet will be maintained.~~

~~2. Instructional supplies/manipulatives will be used individually by students (either as a part of their personal supplies or kits provided by the district).~~

~~a. In the event that instructional supplies must be used by more than one student, the supplies will either be sanitized between uses or will be left unused for no less than three (3) days.~~

~~3. When appropriate, and weather and space allows, outdoor areas on school property may be utilized to support instruction and learning.~~

~~b. Procedures for Hand Sanitizing/Washing~~

~~1. Students will learn about proper handwashing techniques and infection control within the first week of school.~~

~~2. Handwashing and other proper infection control protocols will be encouraged at all grade levels. Students will wash their hands or use hand sanitizer a minimum of four (4) times throughout the day, including upon entering and leaving the classroom, before eating a snack, and before and after bathroom use.~~



## Appendix C

### ~~Critical Area of Operation #3—Transportation~~

~~This school district should include in Appendix C the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan Section A.1.c., including, but not limited to:~~

~~a. Student Transportation~~

- ~~1. Our buses will be completely sanitized daily and in between runs, when possible. The buses will be sanitized using electrostatic sprayers which disperse a very fine disinfecting mist.~~
- ~~2. Air purifiers on all busses will sanitize airflow through the use of ultraviolet filtration.~~

~~b. Social Distancing on School Buses~~

- ~~1. Student populations on all busses will attempt to be limited and provide for appropriate social distancing, but have the potential to be seated up to maximum capacity to mirror the population increases in schools as the district changes phases of return.~~
- ~~2. All students and drivers must wear masks when being transported.~~
- ~~3. Students will be assigned seats. Bus drivers will maintain seating charts. Seats will be numbered, and unused seats will be marked.~~



## Appendix D

### **Critical Area of Operation #4 – Student Flow, Entry, Exit, and Common Areas**

This school district should include in Appendix D the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan Section A.1.d., including, but not limited to:-

a. — Location of Student and Staff Screening

1. — All screenings are required to be completed prior to building entry. Parents of students and staff members are required to complete the daily COVID-19 Questionnaire prior to arrival to school. This will be available through the Genesis Parent Portal.
2. — Parents will be contacted to verify health status for any student who arrives at school without a completed COVID-19 Questionnaire.

b. — Social Distancing in Entrances, Exits, and Common Areas

1. — Proper signage will designate flow of foot traffic in entrances, exits, common areas, and hallways.
2. — Face coverings/masks will be worn when social distancing cannot be adhered to, during all arrivals/dismissals, in hallways, in bathrooms, and during any activity in classrooms.
3. — Out of an abundance of caution, students will not be permitted to use hallway or athletic room lockers until further notice.



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## Appendix E

### **Critical Area of Operation #5 – Screening, PPE, and Response to Students and Staff Presenting Symptoms**

This school district should include in Appendix E the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan Section A.1.e., including, but not limited to:

- a. Screening Procedures for Students and Staff
  1. Daily questionnaires must be completed by parents of students and staff members prior to entering the buildings.
- b. Protocols for Symptomatic Students and Staff
  1. Students and Staff members that present with symptoms at work will be sent to the designated isolation rooms in each of the respective buildings. Parents of students will be contacted and students with symptoms will be sent home to self monitor. Staff members with symptoms will also be sent home to self monitor.
  2. Based on guidelines from the CDC, individuals must be symptom free for a minimum of 24 hours without use of fever reducing medication before returning to the building.
- e. Protocols for Face Coverings





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- ~~1. Face coverings must be worn during arrivals/dismissals, in hallways, in bathrooms and during any activity in classrooms.~~
- ~~2. Face coverings must be worn any time social distancing cannot be maintained.~~
- ~~3. When social distancing cannot be maintained, face covering breaks may be provided at the discretion of the classroom teacher or supervising adult.~~

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## **Appendix H**

### **Critical Area of Operation #8 — Meals**

~~This school district should include in Appendix H the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan — Section A.1.h.~~

#### ~~a. Meal Distribution~~

- ~~1. Grab and Go Meals will be available to all students. Meals must be pre-ordered using the online form unless otherwise directed by the district administration. Meals will be available to any students.~~
- ~~2. A limited healthy and balanced menu will be provided.~~
- ~~3. Students may be permitted to eat lunch in the cafeteria under observation of a supervising adult and with adherence to health and safety protocols, as may be determined for each school building.~~
- ~~4. An additional meal will be provided to students for their virtual instruction day if it is requested or if a student is eligible for free and reduced options.~~

## **Appendix J**

### **Critical Area of Operation #10 — Field Trips, Extra-Curricular Activities, and Use of Facilities Outside of School Hours**

~~This school district should include in Appendix J the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan — Section A.1.j.~~



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- ~~1. There will be no field trips approved for the fall and winter of the 2020-2021 school year.~~  
-
- ~~2. Middle School sports have been cancelled for the fall of the 2020-2021 school year, but will run in accordance with the most applicable Executive Order.~~  
-
- ~~3. The feasibility of conducting extra-curricular activities will be considered based upon the ability to follow CDC guidelines.~~  
-
- ~~4. Facilities will not be available to be used by outside organizations for the fall 2020, but usage after November 1, 2020, will be reviewed by the Superintendent on a case by case basis with a determination made in accordance with current health trends. However, the use by high school athletics may continue as per current directives from NJSIAA guidelines and phase requirements.~~

ABOLISHED



## Appendix N

### Scheduling of Students

This school district should include in Appendix N the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan Section B.3., including, but not limited to:-

a. ~~School Day~~

~~Initial reopening of schools in September 2020 will follow a schedule that has Mondays as virtual live/asynchronous for all staff and students which will allow for deep cleaning of buildings in preparation for the following week's in-person instruction. Staff will be permitted to be on school grounds on Mondays for the purposes of preparing and/or delivering instruction.~~

~~In-person instruction will have approximately 50% of the school population in every other day (Blue and Gold cohorts) for a minimum day. Provisions will be made for students when they are not in person to receive instructional experiences that are virtually synchronous and asynchronous.~~

~~If/when pandemic health trends improve and the potential to increase the instructional model presents itself, one of the following options will be utilized prior to moving back to a typical learning environment:~~

- ~~1. Full Day In-Person approximately 50% population twice a week Blue/Gold cohort rotation with Virtual Mondays~~
- ~~2. Full student population 4 hours a day Blue/Gold days with Virtual Mondays~~



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~~With the inception of Phase II commencing on November 16, 2020, parents will still retain the option to have their child attend as a fully virtual student, but in-person hybrid students will attend as follows:~~

~~(1) K-12 will maintain virtual Mondays as were utilized in Phase I. Virtual Mondays will be revisited for continuation after January 1, 2021.~~

~~(2) K-8 students will attend four (4) hour days on the same time frame as Phase I with 100% of the in-person population attending Tuesday-Friday.~~

~~(3) 9-12 students will attend following typical school hours for a full day with 50% of the in-person population (maintaining the Blue and Gold cohorts) with the non-attending cohort being streamed into the classroom virtually.~~

~~(a) Blue will attend Tuesday and Thursday and be streamed on Wednesday and Friday~~

~~(b) Gold will attend Wednesday and Friday and be streamed on Tuesday and Thursday.~~

~~b. Educational Program~~

~~The educational program will continue to follow the Board approved curriculum sequence with a focus on the progression of NJSLs. The Roxbury School District is planning on running all programs and courses at all levels. Provisions have been made to also identify and resolve instructional gaps that may have occurred in the curriculum sequence based on the fully virtual experience during the spring of 2020. Instructional gaps continue to be monitored by district administration so the curriculum sequence can be adjusted if/when necessary.~~



## Appendix O

### ~~Staffing~~

~~This school district should include in Appendix O the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan—Sections B.4., B.5., and B.6.~~

#### ~~1. Staffing~~

~~\_\_\_\_\_ a. Staffing will be dependent upon the survey results of students and staff which will provide us with information on the health restrictions of staff and the option available to students to attend our hybrid in person instruction, remain fully on virtual instruction, or select homeschooling.~~

#### ~~2. Evaluations~~

~~a. Educator Evaluations will align with the Board of Education approved method and will be developed through articulation between District Administration and the Roxbury Education Association. It will follow the number of observation requirements as outlined in ACHIEVENJ and will be modified to hold teachers accountable for all instruction expectations.~~

~~b. Support Staff Evaluations will be conducted as usual.~~

~~e. Evaluation of administration will align with the Board of Education approved method and will represent singular events as well as a retrospective of events over a period time.~~

#### ~~3. Assignments~~

~~a. Staff assignments may be subject to change depending on the educational needs of students.~~

#### ~~4. Professional Learning~~

~~a. will not include any out of district in person professional development. Professional learning may continue online.~~



5. Professional Development Plans

~~a. will reflect personal needs for enhancing online instruction.~~

6. Substitutes

~~a. to the greatest extent possible, will be limited to covering a maximum of two (2) buildings.~~

-

-

## ~~Appendix P~~

### ~~Athletics~~

This school district should include in Appendix P the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan Section B.7.

- ~~1. Athletics will follow NJSIAA guidelines.~~
- ~~2. Phase I Summer Workouts for high school sports will include:
  - ~~\_\_\_\_\_ cheerleading~~
  - ~~\_\_\_\_\_ volleyball~~
  - ~~\_\_\_\_\_ football~~
  - ~~\_\_\_\_\_ soccer~~
  - ~~\_\_\_\_\_ tennis~~
  - ~~\_\_\_\_\_ cross country~~
  - ~~\_\_\_\_\_ gymnastics~~~~
- ~~3. Summer Workouts include the following protocols:
  - ~~\_\_\_\_\_ daily health screenings~~
  - ~~\_\_\_\_\_ pods of 10 athletes~~
  - ~~\_\_\_\_\_ outside activity only~~
  - ~~\_\_\_\_\_ aerobic activity only~~
  - ~~\_\_\_\_\_ limited time for workout sessions 60 minutes~~~~
- ~~4. Middle School Fall Sports are cancelled.~~
- ~~5. As per NJSIAA:
  - ~~September 14th begins official Fall practice~~
  - ~~HS competition will start:
    - ~~\_\_\_\_\_ September 28th Girls' Tennis~~
    - ~~\_\_\_\_\_ October 1st all other sports, except football~~~~~~



# POLICY

- ~~October 2nd first Football game~~
6. ~~Winter and Spring sports, if permitted, will operate following the latest applicable Executive Order and CDC guidelines.~~

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## REMOTE LEARNING OPTIONS FOR FAMILIES (M)

### 1648.02 REMOTE LEARNING OPTIONS FOR FAMILIES (M)

#### **M**

~~On July 24, 2020, the New Jersey Governor and the Commissioner of Education published a supplemental guidance document titled “Clarifying Expectations Regarding Fulltime Remote Learning Options for Families 2020-2021” as a result of the COVID-19 pandemic. This supplemental guidance includes an additional “anticipated minimum standard,” as this phrase is used throughout “The Road Back: Restart and Recovery Plan for Education” (NJDOE Guidance). This additional “anticipated minimum standard” provides that, in addition to the methods and considerations explicitly referenced in the NJDOE Guidance for scheduling students for in-person, remote, or hybrid learning, families/guardians (hereinafter referred to as “parents”) may submit, and school districts shall accommodate, requests for full-time remote learning.~~

~~Requests for full-time remote learning may include any service or combination of services that would otherwise be delivered to students on an in-person schedule, which may be a hybrid schedule, such as instruction, behavioral and support services, special education, and related services. A parent may request some services be delivered entirely remotely, while other services follow the same schedule they otherwise would according to the provisions in the school district’s Restart and Recovery Plan (Plan) and Policy 1648.~~

~~A parent may contact the Principal or designee of the building the student would attend with any questions on: a request to transition from in-person services to full-time remote learning; a request to transition from full-time remote learning to in-person services; the procedures of this Policy; and/or any other information regarding the school district’s Plan and Policy 1648.~~

~~To ensure clarity and consistency in implementation of full-time remote learning, the Board of Education adopts this Policy that addresses the following:~~

~~A. Unconditional Eligibility for Full-time Remote Learning~~

~~1. All students are eligible for full-time remote learning.~~

- ~~a. Eligibility for full-time remote learning cannot be conditioned on a parent demonstrating a risk of illness or other selective criteria.~~



## REMOTE LEARNING OPTIONS FOR FAMILIES (M)

- ~~b. Unconditional eligibility for full time remote learning includes students with disabilities who attend in district schools or receiving schools (county special services school districts, educational services commissions, jointure commissions, Katzenbach School for the Deaf, regional day schools, college operated programs, and approved private schools for students with disabilities).~~

### ~~B. Procedures for Submitting Full time Remote Learning Requests~~

- ~~1. A parent may request a student receive full time remote learning from the school district by submitting a written request to the Principal of the school building their child would attend. The written request should be provided to the Principal at least seven (7) calendar days before the student is eligible to commence full-time remote learning in accordance with B.2. below.~~

- ~~2. The student may only begin full time remote learning~~

- ~~▪ at the beginning of a marking period, or~~
- ~~▪ within seven (7) school days after receiving written approval of the Principal or designee if such a change is reasonable and possible given class size and schedule.~~

- ~~3. The written request for the student to receive full-time remote learning shall include:~~

- ~~a. The student's name, school, and grade;~~

- ~~b. The technology the student will be using to receive full-time remote learning, including the student's connectivity capabilities, including any potential internet connectivity concerns;~~

- ~~c. A request for any service or combination of services that would otherwise be delivered to the student on an in-person~~



## REMOTE LEARNING OPTIONS FOR FAMILIES (M)

~~or hybrid schedule, such as instruction, behavioral and support services, special education, and related services;~~

- ~~-~~
- ~~d. For students with disabilities, the school district staff will determine if an Individualized Education Plan (IEP) meeting or an amendment to a student's IEP is needed for full time remote learning; and~~
- ~~-~~
- ~~e. Any additional information the Principal or designee requests to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.~~
- ~~-~~
- ~~(1) The documentation required by the school district to be provided in the parent's request for full time remote learning shall not exclude any students from the school district's full time remote learning option, but rather be limited to the minimum information needed to ensure proper recordkeeping and implementation of successful remote learning.~~
- ~~-~~
- ~~4. Upon receiving the written request, the Principal or designee may request additional information from the parent to assist the Principal or designee in providing the student the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.~~
- ~~-~~
- ~~5. The Principal or designee will review the written request and upon satisfaction of the procedures outlined in this Policy, the Principal or designee will provide written approval of the parent's request for full time remote learning.~~
- ~~-~~
- ~~a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.~~
- ~~-~~
- ~~6. The Principal's written approval of the request shall be provided to the parent as soon as approved.~~



## REMOTE LEARNING OPTIONS FOR FAMILIES (M)

- a. ~~The written approval will include the date the remote learning program will commence for the student in accordance with B.2. above.~~

### C. ~~Scope and Expectations of Full-Time Remote Learning~~

- 1. ~~The scope and expectations of the school district's full-time remote learning program will include, but not be limited to, the following:~~

- a. ~~The length of the school day pursuant to N.J.A.C. 6A:32-8.3 and compliance with the Board's Attendance Policy and Regulation 5200; the provisions of the district's remote learning program outlined in the school district's Plan; and any other Board policies and regulations that govern the delivery of services to, and district expectations of, students participating in the remote learning program and their families;~~

- b. ~~The technology and the connectivity options to be used and/or provided to the student during remote learning; and~~

- c. ~~Any additional information the Principal or designee determines is needed to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs (i.e. students participating in a hybrid model).~~

- (1) ~~This includes, for example, access to standards-based instruction of the same quality and rigor as afforded all other students of the district, the district making its best effort to ensure that every student participating in remote learning has access to the requisite educational technology, and the provision of special education and related services to the greatest extent possible.~~

- d. ~~The school district will endeavor to provide supports and resources to assist parents, particularly those of younger~~



## REMOTE LEARNING OPTIONS FOR FAMILIES (M)

~~students, with meeting the expectations of the school district's remote learning option.~~

### ~~D. Procedures to Transition from Full-Time Remote Learning to In-Person Services~~

- ~~1. A parent may request their student transition from full time remote learning to in person services, if in person services are being provided, by submitting a written request to the Principal of the building the student will attend. This request should be submitted at least seven (7) calendar days before the student is eligible for in-person services.~~
- ~~2. A student is only eligible to transition from full time remote learning to in-person services commencing~~
  - ~~▪ at the beginning of a marking period, or~~
  - ~~▪ within seven (7) school days after receiving written approval of the Principal or designee if such a change is reasonable and possible given class size and schedule.~~
- ~~3. The written request from the parent for the student to transition from full time remote learning to in-person services shall include:~~
  - ~~a. The student's name, school, and grade;~~
  - ~~b. The in-person program may only commence for a student transitioning from full time remote learning to in person services in accordance with D.2. above; and~~
  - ~~c. Any additional information the Principal or designee determines would be important on the student's transition from full time remote learning to in-person services.~~
- ~~4. A student previously approved for remote learning wanting to transition into the school district's in-person program must spend at least~~



## REMOTE LEARNING OPTIONS FOR FAMILIES (M)

- ~~• one marking period in remote learning before being eligible to transition into the school district's in person program, or~~
  - ~~• Seven (7) school days in remote learning before being eligible to transition into the school district's in person program if a schedule/class change is possible mid marking period or trimester.~~
  - ~~a. This will allow parents to make the arrangements needed to effectively serve students' home learning needs and will support educators in ensuring continuity of instruction for the student.~~
  - ~~5. The Principal or designee will review the request for compliance with this Policy, and upon satisfaction of the procedures in this Policy, will provide the parent of the student a written approval of the student entering the school district's in person program.~~
    - ~~a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.~~
  - ~~6. Upon approval of the student's transition from full time remote learning to in person services, the school district will provide specific student and academic services to better assist parents anticipate their student's learning needs and help educators maintain continuity of services.~~
  - ~~7. School districts that offer Pre K will consult their Pre K curriculum providers regarding appropriate measures to assess a Pre K student's learning progress during the transition from full-time remote learning to in-person learning.~~
- ~~E. Reporting~~
- ~~1. To evaluate full-time remote learning, and to continue providing meaningful guidance for school districts, it will be important for~~



## REMOTE LEARNING OPTIONS FOR FAMILIES (M)

~~the New Jersey Department of Education (NJDOE) to understand the extent and nature of demand for full time remote learning around the State.~~

~~-~~

~~a. The school district will be expected to report to the NJDOE data regarding participation in full time remote learning. Data will include the number of students participating in full time remote learning by each of the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners.~~

~~-~~

### ~~F. Procedures for Communicating District Policy with Families~~

~~-~~

~~1. The school district will have clear and frequent communication with parents, in their home language, to help ensure this important flexibility is as readily accessible as possible. Communication must include, at a minimum, information regarding:~~

~~-~~

~~a. Summaries of, and opportunities to review, the school district's full time remote learning Policy/Plan;~~

~~-~~

~~b. Procedures for submitting full time remote learning requests in accordance with B. above;~~

~~-~~

~~c. Scope and expectations of full time remote learning in accordance with C. above;~~

~~-~~

~~d. The transition from full time remote learning to in person services and vice versa in accordance with B. and D. above; and~~

~~-~~

~~e. The school district's procedures for ongoing communication with families and for addressing families' questions or concerns.~~

### ~~G. Home or Out of School Instruction~~

~~1. No provision of this Policy supersedes the district's requirements to provide home or out of school instruction for the reasons outlined in N.J.S.A. 18A, N.J.A.C. 6A, or any applicable Board~~



## REMOTE LEARNING OPTIONS FOR FAMILIES (M)

~~policy unless determined otherwise by the Superintendent or designee.~~

~~[See the District's Restart and Recovery Plan Appendix Q for the protocols/procedures for "Remote Learning Options for Families" which is outlined in the school district's Restart and Recovery Plan.]~~

~~New Jersey Department of Education Guidance Document: "Clarifying Expectations Regarding Fulltime Remote Learning Options for Families 2020-2021"~~

~~Adopted: 14 December 2020~~

ABOLISHED





EXHIBIT #P25

Administration  
1648.03/Page 1 of 2

## RESTART AND RECOVERY PLAN - FULL-TIME REMOTE INSTRUCTION (M)

### 1648.03 RESTART AND RECOVERY PLAN - FULL-TIME REMOTE INSTRUCTION (M)

**M**

~~On June 26, 2020, the New Jersey Department of Education published “The Road Back – Restart and Recovery Plan for Education” (NJDOE Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance, including revisions, provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students’ unique needs during these unprecedented times. The NJDOE Guidance required school districts to develop, in collaboration with community stakeholders, a “Restart and Recovery Plan” (Plan) to reopen schools that best fit the district’s local needs.~~

~~The NJDOE Guidance requires the Board of Education to adopt certain policies and the Board adopted Policies 1648 and 1648.02 to address these policy requirements. Board policies related to Covid-19 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent.~~

~~On August 13, 2020, the Governor of New Jersey signed Executive Order 175 indicating public school districts shall resume partial or full-time in-person instruction during the fall of school year 2020-2021. However, Executive Order 175 also indicates public school districts that are or become unable to satisfy the health and safety requirements for in-person instruction delineated in the NJDOE’s “Checklist for Re-Opening of School 2020-2021” and detailed in the “The Road Back – Restart and Recovery Plan for Education” Guidance, may provide full time remote instruction to all students pursuant to N.J.S.A. 18A:7F-9.~~

~~Public school districts that determine they cannot provide in-person instruction must submit documentation to the Department of Education that identifies:~~

- ~~1. The school building(s) or grade level(s) within the district that will provide full-time remote instruction;~~
- ~~2. The specific health and safety standards delineated in the NJDOE’s “Checklist for Re-Opening of School 2020-2021,” and detailed in~~



## RESTART AND RECOVERY PLAN - FULL-TIME REMOTE INSTRUCTION (M)

~~the “The Road Back – Restart and Recovery Plan for Education”  
Guidance, that the school is unable to satisfy;~~

- ~~-~~
- ~~3. The school’s anticipated efforts to satisfy the identified health and safety standard(s); and~~
- ~~-~~
- ~~4. A date by which the school anticipates the resumption of in person instruction.~~

~~Such documentation must be submitted to the Department of Education as soon as reasonably possible.~~

~~The NJDOE, by way of the Executive County Superintendent, shall request periodic updates from the Superintendent of Schools of a public school district offering only remote instruction to demonstrate the school district is actively engaged in good faith efforts toward the resumption of in person instruction.~~

~~All instruction, whether in-person instruction or remote instruction, for the 2020-2021 year, shall adhere to the following requirements, and any other requirements imposed by Order, statute, or regulation:~~

- ~~1. A school day, whether in person or remote must consist of at least four (4) hours of active instruction to students by an appropriately certified teacher, except that one continuous session of two and one half hours may be considered a full day in Kindergarten, pursuant to N.J.A.C. 6A:32-8.3.~~
- ~~-~~
- ~~2. District and school policies for attendance and instructional contact time will need to accommodate opportunities for both synchronous and asynchronous instruction, while ensuring the requirements for a 180 day school year are met pursuant to N.J.S.A. 18A:7F-9.~~
- ~~-~~
- ~~3. All instructional time shall be provided in accordance with the New Jersey Student Learning Standards (NJSLs).~~

~~Executive Order 175 – August 13, 2020~~

~~Adopted: 14 December 2020~~



## Central Management Support

**Title:** School Security Guard

**CMS-5**

### Qualifications:

1. High school diploma or equivalent; valid New Jersey driver's license
2. Minimum experience as determined by the board, including the following abilities:
3. Experience in law enforcement, school security and/or public safety.
4. Knowledge of security measures, fire prevention, and crowd control. Ability to maintain order and to work with groups and individuals on matters of security and crisis management.
5. Strong problem-solving skills and ability to communicate.
6. Must be able to use technology efficiently such as computers , two-way radio, video monitors, buzz-in systems, and other devices selected by the District to be part of the school security system.
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**Reports to:** Director of Security/ Business Administrator

**Supervises:** Non-Supervisory

**Job Goal:** To provide students and staff a safe working environment.

### Performance Responsibilities:

1. Security monitoring, patrols and response to security problems
  - 1.1. Patrols district buildings and grounds to protect against illegal entry, acts of violence, vandalism, illegal drug activity, arson, and theft.
  - 1.2. Conducts regular inspections of windows, doors, and other points of entry to ensure that they are secure.
  - 1.3. Patrols school grounds to observe unauthorized persons or vehicles, parking violations, and overall security of the outside area including exterior lighting and emergency access routes.
  - 1.4. Checks identification of pupils, staff, and visitors entering the school.
  - 1.5. Detains unauthorized persons; calls for police assistance in accordance with the district's security plan/crisis management plan.
  - 1.6. Participates in the district's/school's emergency and crisis management plan as assigned.
  - 1.7. Notifies police, fire department, or other appropriate authority of any situation requiring immediate attention.
  - 1.8. When needed accompanies students to main office.
  - 1.9. Directs traffic in parking lots.
2. Record-keeping
  - 2.1. Records all observations and conditions, and reports unusual occurrences or property damage to superiors and documents rule violations.
  - 2.2. Submits written reports of all incidents of vandalism, violence, illegal drug activity, and security violations as instructed.

**Terms of Employment:**

10 and 12-month positions.  
Salary to be determined by the board.

**Annual Evaluation:**

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

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

**Date:** August 30, 2021

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## Central Management Support

**Title:** District Courier

**CMS-23**

### Qualifications:

1. Valid NJ Driver's License
2. Must be 21 years of age with a minimum of 3 years safe driving experience
3. Physically strong and capable of handling heavy boxes and 55 pounds without assistance
4. Possess integrity and able to maintain the confidentiality necessary for handling mail and any other items and information of a confidential nature

**Reports to:** Business Administrator

**Job Goal:** To provide dependable and efficient mail delivery, courier and errand service for the school district and perform all necessary tasks in a cooperative and friendly manner. This will include making deliveries on a daily basis during the 10-month school year.

### Performance Responsibilities:

1. Daily deliveries of interoffice mail among all schools, buildings and offices within the Roxbury School District when offices are open.
2. Exercises proper judgment at all times.
3. Maintains a proper personal appearance.
4. Maintains an attendance record consistent with district standards.
5. Exhibits a positive attitude.
6. During scheduled work hours, performs all related duties as assigned by the Business Administrator or designee.

### Terms of Employment:

10- month position and hourly salary to be determined.

### Annual Evaluation:

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

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

**Date:** August 30, 2021

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