

**DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
JANUARY 6, 2022
REORGANIZATION MEETING AGENDA**

**LINCOLN ROOSEVELT SCHOOL
34 North Hillside Avenue, Succasunna, NJ 07876**

CALL TO ORDER: 7:00 P.M.

PUBLIC SESSION: 7:00 P.M.

SPEAKER REQUEST AT BOARD OF EDUCATION MEETINGS

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

ACCESS AGENDA & EXHIBITS
ONLINE:



I. MEETING CALLED TO ORDER

The Roxbury Township Board of Education is meeting in a Reorganization Session for discussion on business before the Board tonight.

The New Jersey Open Public Meetings Law was enacted to insure the public's right to have advance notice of and to attend meetings of public bodies at which business affecting their interest is discussed or acted upon. In accordance with the provisions of the Act, the Board has caused written notice of this meeting and copies of its agenda to be transmitted to:

Roxbury Register – Newspaper

Daily Record – Newspaper

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

Municipal Clerk

Roxbury Public Library

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

II. PLEDGE OF ALLEGIANCE

III. SCHOOL ELECTION RESULTS

The annual meeting of the voters of the Roxbury Township School District was held at Nixon Elementary School, the Roxbury Municipal Building, the Berkshire Valley Fire House, the Roxbury Public Library, the Roxbury Senior Center, Jefferson Elementary School, Roxbury High School, Eisenhower Middle School, and Kennedy Elementary School on Tuesday, November 2, 2021.

January 6, 2022

The official results were as follows for members of the Board of Education, to fill three, 3-year terms.

	Brian Staples	Kathy Purcell	Leo J. Coakley	Amy L. Overman	Katie Goeke	Write-In	Total
District							
Roxbury Township Ward 1 District 1	73	86	71	57	81	1	369
Roxbury Township Ward 1 District 2	112	129	107	88	95	2	533
Roxbury Township Ward 1 District 3	89	111	98	85	84	3	470
Roxbury Township Ward 1 District 4	106	122	106	80	95	0	509
Roxbury Township Ward 1 District 5	76	98	84	81	75	0	414
Roxbury Township Ward 2 District 1	136	129	131	86	105	3	590
Roxbury Township Ward 2 District 2	91	132	118	107	95	3	546
Roxbury Township Ward 2 District 3	126	156	138	112	127	3	662
Roxbury Township Ward 2 District 4	59	99	88	72	59	0	377
Roxbury Township Ward 2 District 5	89	124	113	95	92	0	513
Roxbury Township Ward 3 District 1	107	115	114	102	94	0	532
Roxbury Township Ward 3 District 2	69	78	86	75	56	1	365
Roxbury Township Ward 3 District 3	117	110	132	119	106	0	584
Roxbury Township Ward 3 District 4	90	120	98	88	87	3	486
Roxbury Township Ward 3 District 5	91	100	92	91	83	1	458
Roxbury Township Ward 3 District 6	106	147	125	106	137	2	623
Roxbury Township Ward 4 District 1	153	147	160	120	127	3	710
Roxbury Township Ward 4 District 2	104	139	141	98	90	1	573
Roxbury Township Ward 4 District 3	126	136	129	104	100	0	595
Roxbury Township Ward 4 District 4	107	117	107	74	100	2	507
Roxbury Township Ward 4 District 5	157	171	146	88	105	0	667
Roxbury Township Ward 4 District 6	163	171	156	117	119	3	729
Roxbury Township Ward 1 Mail-In Ballot	79	124	87	112	101	4	507
Roxbury Township Ward 1 Provisional	10	10	10	11	8	0	49
Roxbury Township Ward 2 Mail-In Ballot	109	147	122	96	100	11	585
Roxbury Township Ward 2 Provisional	9	11	17	10	15	1	63
Roxbury Township Ward 3 Mail-In Ballot	145	195	135	160	182	0	817
Roxbury Township Ward 3 Provisional	12	22	19	13	17	1	84
Roxbury Township Ward 4 Mail-In Ballot	136	182	160	139	146	7	770
Roxbury Township Ward 4 Provisional	15	15	15	7	14	0	66
Roxbury Township Ward 1-4 Mail-In Ballot	0	0	0	0	0	0	0
Roxbury Township Ward 1-4 Provisional	0	0	0	0	0	0	0
Roxbury Township Ward 1 Early Voting	29	35	29	29	32	5	159
Roxbury Township Ward 1 Early Voting Provisional	2	0	2	0	2	0	6
Roxbury Township Ward 2 Early Voting	23	23	34	24	17	1	122
Roxbury Township Ward 2 Early Voting Provisional	1	0	1	0	1	0	3
Roxbury Township Ward 3 Early Voting	38	51	48	37	35	1	210
Roxbury Township Ward 3 Early Voting Provisional	0	1	2	1	2	0	6
Roxbury Township Ward 4 Early Voting	57	52	58	39	52	5	263
Roxbury Township Ward 4 Early Voting Provisional	4	4	3	1	2	0	14
Roxbury Township Ward 1-4 Early Voting	0	0	0	0	0	0	0
Roxbury Township Ward 1-4 Early Voting Provisional	0	0	0	0	0	0	0
Total:	3016	3609	3282	2724	2838	67	15536

January 6, 2022

IV. OATH OF OFFICE

The Board Secretary shall administer the Oath of Office to the newly elected board members:

Brian Staples

Leo J. Coakley

Kathy Purcell

V. ROLL CALL

VI. ELECTION OF A PRESIDENT

The Board Secretary shall conduct the election of a new Board President.

- A. Nominations
- B. Close Nominations
- C. Voting by Board Members

VII. ELECTION OF A VICE PRESIDENT

The Board President shall conduct the election of a new Board Vice President.

- A. Nominations
- B. Close Nominations
- C. Voting by Board Members

VIII. CORRESPONDENCE

IX. PRESENTATION

X. STUDENT REPRESENTATIVE'S COMMENTS

XI. BOARD PRESIDENT'S COMMENTS

XII. SUPERINTENDENT'S REPORT

XIII. BUSINESS ADMINISTRATOR'S REPORT

XIV. RESOLUTION TO MEET IN EXECUTIVE SESSION

RESOLVED, that the Roxbury Township Board of Education hold an Executive Session on January 6, 2022 regarding personnel matters, student matters, negotiations and attorney client privilege.

XV. PUBLIC SESSION

XVI. ROLL CALL

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

XVIII. ACTION ITEMS

A. Reorganization (Resolutions 1-39)

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.

BOARD BYLAWS AND POLICIES

- *1. RESOLVED, that the existing bylaws and policies of the Roxbury Township Board of Education, established for its own operation and the operation of the school district, will continue until the next reorganization meeting of the Roxbury Township Board of Education or until revised by vote of the Board of Education.

CODE OF ETHICS

- *2. RESOLVED, that every board member shall abide by the existing Code of Ethics of the Roxbury Township Board of Education as presented which will continue until the next reorganization meeting of the Roxbury Township Board of Education or until revised by vote of the Board of Education.

APPROVAL OF PROGRAMS AND TEXTBOOKS

- *3. RESOLVED, that the existing school programs and textbooks currently in use in the district for the 2021/2022 school year continue for the 2022/2023 school year or until revised by vote of the Board of Education.

OFFICIAL NEWSPAPERS

- *4. RESOLVED, that the official newspapers for the Roxbury Township Board of Education be the *Roxbury Register*, *Daily Record*, and the *Star Ledger* as the alternate newspaper.

CALENDAR OF MEETINGS

- *5. RESOLVED, that the Roxbury Township Board of Education approve the dates and locations for the Roxbury Township Board of Education meetings as listed below. Meetings will be held at Roxbury High School, 1 Bryant Drive, Succasunna, NJ; or Lincoln/Roosevelt School, 34 North Hillside Avenue, Succasunna, NJ. Executive Sessions will commence at 6:30 p.m., and Public Sessions will commence at 7:30 p.m., unless otherwise notified. Formal action may be taken.

Meeting Date	Type	Location
January 24, 2022	Regular	Lincoln Roosevelt School
February 28, 2022	Regular	Lincoln Roosevelt School
March 14, 2022	Regular	Lincoln Roosevelt School
April 4, 2022	Regular	Lincoln Roosevelt School
April 25, 2022	Regular	Lincoln Roosevelt School
May 9, 2022	Regular	Lincoln Roosevelt School

May 23, 2022	Regular	Lincoln Roosevelt School
June 13, 2022	Regular	Roxbury High School
July 18, 2022	Regular	Roxbury High School
July 20, 2022 (Wednesday)^	Retreat	Administration Building
August 22, 2022	Regular	Roxbury High School
September 19, 2022	Regular	Lincoln Roosevelt School
October 17, 2022	Regular	Lincoln Roosevelt School
November 14, 2022	Regular	Lincoln Roosevelt School
December 12, 2022	Regular	Lincoln Roosevelt School
January 5, 2023 (Thursday)	Reorganization	Lincoln Roosevelt School
^ July 20, 2022 Retreat will commence at 6:00 p.m.		

BE IT FURTHER RESOLVED, that the public places for posting of meeting notices for the Roxbury Township Board of Education for the ensuing year shall be: Roxbury Township Board of Education Website, Roxbury Township Municipal Office, Roxbury Township Public Library, and each school in the district.

DEPOSITORY OF SCHOOL FUNDS

- *6. RESOLVED, that the Roxbury Township Board of Education approve TD Bank, 11000 Atrium Way, Mount Laurel, NJ 08054 as the official depository of school funds for the accounts listed below:

<i>Name of Account</i>	<i>Signature(s) of Record</i>
Athletic Account	High School Principal and Business Administrator or Superintendent
Capital Reserve	Business Administrator and/or Treasurer
Eisenhower Activity	School Principal and Business Administrator or Superintendent
Flexible Spending	Business Administrator or Assistant Business Administrator
Franklin Activity	School Principal and Business Administrator or Assistant Business Administrator
General Account	Board President or Board Vice President and Business Administrator or Assistant Business Administrator and Treasurer
High School Activity	School Principal and Business Administrator or Superintendent
Jefferson Activity	School Principal and Business Administrator or Assistant Business Administrator
Kennedy Activity	School Principal and Business Administrator or Assistant Business Administrator
Lincoln/Roosevelt Activity	School Principal or Assistant Principal and Business Administrator or Assistant Business Administrator
Miss Anne Fund	Business Administrator and High School Principal
Nixon Activity	School Principal and Business Administrator or Assistant Business Administrator
Payroll Account	Board President or Board Vice President and Business Administrator or Assistant Business Administrator and Treasurer

Tax and Agency	Board President or Board Vice President and Business Administrator or Assistant Business Administrator and Treasurer
Unemployment	Board President or Board Vice President and Business Administrator or Assistant Business Administrator and Treasurer

APPOINTMENT - BOARD SECRETARY

- *7. RESOLVED, that *Mr. Joseph Mondanaro* be appointed School Business Administrator/Board Secretary for the Roxbury Township Board of Education. The terms and conditions of his employment are to be determined and approved at a future meeting of the Roxbury Township Board of Education.

APPOINTMENT – ASSISTANT BOARD SECRETARY

- *8. RESOLVED, that *Mrs. M. Kathy Kolbusch* be appointed Assistant School Business Administrator/Board Secretary for the Roxbury Township Board of Education. The terms and conditions of her employment are to be determined and approved at a future meeting of the Roxbury Township Board of Education.

APPOINTMENT - PUBLIC SCHOOL ACCOUNTANT

- *9. RESOLVED, that the Roxbury Township Board of Education approve Nisivoccia LLP, Certified Public Accountants & Advisors as auditors (public school accountant) for the year ended June 30, 2022 at a fee of \$62,170. This represents a 2% increase over the prior year.

APPOINTMENT – TREASURER OF SCHOOL MONIES

- *10. RESOLVED, that *Ms. Lisa Palmieri* be appointed Treasurer of School Monies for the Roxbury Township Board of Education for the period July 1, 2022 through June 30, 2023. The terms and conditions of her employment are to be determined and approved at a future meeting of the Roxbury Township Board of Education.

APPOINTMENT – SPECIAL EDUCATION COUNSEL

- *11. WHEREAS, the Roxbury Township Board of Education requires the services of Special Education Counsel on a regular basis, and

WHEREAS, such services are professional in nature and cannot be secured with confidence through public bidding because they involve qualitative factors which cannot be described adequately in written specifications, and

WHEREAS, the firm of Scarinci Hollenbeck Attorneys At Law is presently handling special education matters for this Board,

NOW THEREFORE BE IT RESOLVED, that the firm of Scarinci & Hollenbeck LLC, 110 Valley Brook Avenue, P.O. Box 790, Lyndhurst, NJ 07071, be appointed as Special Education Counsel for this Board of Education for the period July 1, 2022 to June 30, 2023. All services rendered by attorneys of the Firm shall be billed at the hourly rate of \$173.00 for all matters. Work by law clerks and paralegals at the hourly rate of \$102.00.

APPOINTMENT – GENERAL COUNSEL

- *12. RESOLVED, that the Roxbury Township Board of Education approve Nathanya G. Simon of the firm Scarinci & Hollenbeck, LLC as General Counsel per the same terms and rates of current retainer as counsel for Special Education.

APPOINTMENT – LABOR COUNSEL

- *13. RESOLVED, that the Roxbury Township Board of Education approve Nathanya G. Simon of the firm Scarinci & Hollenbeck, LLC as Labor Counsel per the same terms and rates of current retainer as counsel for Special Education.

APPOINTMENT – INSURANCE RISK MANAGER

- *14. WHEREAS, such services are extraordinary and unspecifiable in nature and cannot be secured with confidence through public bidding because they involve qualitative factors which cannot be described adequately in written specifications, and

WHEREAS, agreement has been reached with Arthur J. Gallagher Risk Management Services, 55 Newton Sparta Road, Newton, New Jersey for such services, and the Board finds this is in the best interest of the Board of Education,

NOW THEREFORE BE IT RESOLVED, by the Roxbury Township Board of Education that Arthur J. Gallagher Risk Management Services be approved as Insurance Broker for Property and Casualty and Workers Compensation effective July 1, 2022 to June 30, 2023 according to Public School Contracts Laws (N.J.S.A. 18A:18A-5).

APPOINTMENT – HEALTH BENEFITS BROKER

- *15. WHEREAS, such services are extraordinary and unspecifiable in nature and cannot be secured with confidence through public bidding because they involve qualitative factors which cannot be described adequately in written specifications, and

WHEREAS, agreement has been reached with Integrity Consulting Group, 104 Interchange Plaza, Suite 202, Monroe Twp., NJ 08831, for such services at a cost to be paid by the insurance carriers as per the agreed upon proposals, and the Board finds this is in the best interest of the Board of Education,

NOW THEREFORE, BE IT RESOLVED, by the Roxbury Township Board of Education that Integrity Consulting Group be approved as Health Benefits Broker effective January 1, 2022 through December 31, 2022. according to Public School Contracts Laws (N.J.S.A. 18A:18A-5).

APPOINTMENT – ARCHITECT

- *16. RESOLVED, that the Roxbury Township Board of Education appoint SSP Architects, 50 Division Street, Suite 503, Somerville, NJ 08876 as school architect of record for the 2022/2023 school year with individual projects to be approved separately.

APPOINTMENT - MEDICAL INSPECTOR (SCHOOL PHYSICIAN)

- *17. RESOLVED, that the Roxbury Township Board of Education appoints Skylands Orthopaedics, 57 US Highway 46, Hackettstown, NJ 07840-2695, as Medical Inspector (School Physician) for the 2022/2023 school year at an annual cost of \$25,500.00.

APPOINTMENT OF CONTINUING DISCLOSURE AGENT AND INDEPENDENT REGISTERED MUNICIPAL ADVISOR ("IRMA")

- *18. RESOLVED, that the Roxbury Township Board of Education appoints Phoenix Advisors, LLC as Continuing Disclosure Agent and Independent Registered Municipal Advisor ("IRMA") for the 2022/2023 fiscal year at a fee of \$1,000.00.

APPROVAL OF PETTY CASH FUND AND CUSTODIAN OF FUNDS

- *19. RESOLVED, that the Roxbury Township Board of Education approves the Petty Cash Fund for the 2022/2023 school year in the amount of \$3,350.00, and

BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary be appointed as Custodian of the Petty Cash Fund.

APPROVAL OF ATHLETIC FUND AND CUSTODIAN OF FUNDS

- *20. RESOLVED, that the Roxbury Township Board of Education approve the Athletic Fund for the 2022/2023 school year in the amount of \$10,000.00, and

BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary be appointed as Custodian of the Athletic Fund.

APPROVAL OF DIRECT DEPOSIT

- *21. RESOLVED, that the Roxbury Township Board of Education approves a mandatory direct deposit program in accordance with District Policy 6511, Direct Deposit, and N.J.S.A. 52:14-15h. TD Bank shall be used to implement the direct deposit program.

APPROVAL OF TAX SHELTERED ANNUITY COMPANIES

- *22. RESOLVED, that the Roxbury Township Board of Education approves the following list of companies as providers of tax sheltered annuities available to the employees of the Roxbury Board of Education through payroll deduction:

AXA Equitable 403(b)
Oppenheimer Funds 403(b)
Lincoln National Life Insurance Company 403(b)
Lincoln Investment Planning 403(b)/457
Variable Annuity Life Insurance Company (VALIC) 403(b)
MetLife 403(b)/457
The Legend Group 403(b)
Security Benefit 403(b)

BE IT FURTHER RESOLVED, that PenServ Plan Services act as Third Party Administrator for the Roxbury Township Board of Education for all providers of tax sheltered annuities

available to the employees of the Roxbury Township Board of Education through payroll deduction.

APPROVAL OF THE USE OF STATE CONTRACTS

- *23. RESOLVED, that the Roxbury Township Board of Education approve the use of state contracts as appropriate until the next reorganization meeting of the Roxbury Township Board of Education.

CONTINUATION OF COOPERATIVE PRICING AGREEMENTS

- *24. Whereas the Roxbury Township Board of Education has previously entered into Cooperative Pricing Agreements with the following list of providers hereinafter referred to as "Lead Agency" for the conduct of certain functions relating to the purchase of work materials and supplies for their respective jurisdictions, and

Whereas the Lead Agency entering into contracts on behalf of the Roxbury Township Board of Education shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1) et seq. and all other provisions of the revised statutes of the State of New Jersey, now, therefore, be it

RESOLVED, that the Roxbury Township Board of Education approve continuation of the use of the contracts awarded by the following organizations for the 2022/2023 school year in accordance with Public Contracts law

Morris County Cooperative Pricing Council
Educational Services Commission of New Jersey, ESCNJ
Hunterdon County Educational Services Commission

County of Bergen
NJEDge
Sourcewell National Cooperative

APPROVAL OF STANDARD OPERATING PROCEDURES

- *25 RESOLVED, that the Roxbury Township Board of Education approve the Financial Standard Operating Procedures.

APPOINTMENT – ATTENDANCE OFFICER(S)

- *26. RESOLVED, that the Roxbury Township Board of Education appoint the High School Assistant Principal of Attendance and the K-8 Principals as Attendance Officers for the 2022/2023 school year.

APPOINTMENT - 504 COMPLIANCE OFFICER

- *27. RESOLVED, that the Roxbury Township Board of Education appoint the Assistant Superintendent as 504 Compliance Officer for the Roxbury School District for the 2022/2023 school year.

APPOINTMENT – CHILD PROTECTION AND PERMANENCY (CP&P)/HOMELESS LIAISON

- *28. RESOLVED, that the Roxbury Township Board of Education appoint the Director of Special Services as Child Protection and Permanency (CP&P)/Homeless Liaison for the 2022/2023 school year.

APPOINTMENT – AFFIRMATIVE ACTION OFFICERS

- *29. RESOLVED, that the Roxbury Township Board of Education appoint the Human Resources Director and/or an Administrative Designee as Affirmative Action Officers for the 2022/2023 school year, and for the purpose of the Multi-Year Equity Plan.

APPOINTMENT - SCHOOL SAFETY SPECIALIST

- *30. RESOLVED, that the Roxbury Township Board of Education appoint its Director of Security as the School Safety Specialist for the Roxbury School District for the 2022/2023 school year.

APPOINTMENT – SAFETY AND HEALTH DESIGNEE

- *31. RESOLVED, that the Roxbury Township Board of Education appoint the Nurse Coordinator as Safety and Health Designee for the Roxbury School District for the 2022/2023 school year.

APPOINTMENT – DRUG FREE SCHOOLS OFFICERS

- *32. RESOLVED, that the Roxbury Township Board of Education appoint the Student Assistance Counselor at Roxbury High School and the Student Assistance Counselor at Eisenhower Middle School as Drug Free Schools Officers for the 2022/2023 school year.

APPOINTMENT - TITLE IX COORDINATOR

- *33. RESOLVED, that the Roxbury Township Board of Education appoint the Human Resources Director as the Title IX Coordinator for the Roxbury School District for the 2022/2023 school year.

APPOINTMENT - COVID-19 SAFETY COORDINATOR

- *34. RESOLVED, that the Roxbury Township Board of Education appoint the Superintendent of Schools as the COVID-19 Safety Coordinator for the Roxbury School District for the 2022/2023 school year.

APPOINTMENT - HARASSMENT, INTIMIDATION & BULLYING (HIB) COORDINATOR

- *35. RESOLVED, that the Roxbury Township Board of Education appoint the Assistant Superintendent as the Harassment, Intimidation & Bullying (HIB) Coordinator for the Roxbury School District for the 2022/2023 school year.

APPOINTMENTS OF THE BUSINESS ADMINISTRATOR

- *36. RESOLVED, that the Roxbury Township Board of Education appoint the School Business Administrator/Board Secretary, as the following for the 2022/2023 school year:

Investments Officer
Public Contracts Officer
Custodian of Records

Public Agency Compliance Officer (P.A.C.O.)
Purchasing Agent

APPOINTMENTS OF THE DIRECTOR OF BUILDINGS AND GROUNDS

- *37. RESOLVED, that the Roxbury Township Board of Education appoint the Director of Buildings and Grounds, as the following for the 2022/2023 school year:

Asbestos Management Officer	Indoor Air Quality Coordinator
Integrated Pest Management Coordinator	Right to Know Officer
Chemical Hygiene Officer	AHERA Coordinator

DELEGATE APPOINTMENTS

- *38. WHEREAS, the Roxbury Township Board of Education requires representation at the following professional organizations, and reorganization of the Roxbury Township Board of Education requires delegate assignments to said professional organizations be made,

THEREFORE BE IT RESOLVED, that the Roxbury Township Board of Education here and now assigns the following delegate appointments:

New Jersey School Boards Association Delegate:
NJSBA Alternate
MCSBA Representative
MCSBA Alternate
Educational Services Commission of Morris County

CHAIRPERSON APPOINTMENTS

- *39. WHEREAS, the Roxbury Township Board of Education utilizes Committee groups to investigate and make recommendations regarding district activities, and reorganization of the Roxbury Township Board of Education requires Committees and Committee Chairperson assignments be made,

THEREFORE BE IT RESOLVED, that the Roxbury Township Board of Education here and now assigns the following Committees and Committee Chairperson appointments:

Community Relations/Shared Services
Education
Facilities
Finance
Personnel
Policies/Governance
Negotiations
Project Graduation Liaison
Town Council Liaison
District Sustainability Team

B. Finances (Resolutions 1-2)

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

TRAVEL REQUESTS

- *1. 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	Bauder, Yanina	NJASBO - Open Public Records Act and Records Management - North Jersey	4	Whippany, NJ	12/21/2021	\$100.00	\$100.00
2	Seipp, Charles	Legal One - Anti-Bullying Specialist (ABS) Online Certificate Program	4	Online	Self paced	\$500.00	\$500.00
3	Richardson, Kiley	The United Soccer Coaches Convention	4 S-3	Online	1/19-1/23/22	\$0	\$0

Notes: *If in-person session is held, attendance will require employee to follow all safety and social distancing protocols. 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.

PAYMENT APPLICATION

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

<i>Contractor</i>	<i>Project</i>	<i>Payment No.</i>	<i>Amount</i>
Panoramic Window & Door Systems, Inc.	Window Replacements at KES and NES	2	(KES) \$388,700.00 (NES) \$399,055.00

C. Education (Resolutions 1-4)

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

SCHOOL CALENDAR

- *1. RESOLVED, that the school calendar be amended as presented for the 2022/2023 school year to reflect the confirmed dates for the 2022 NJEA Convention. (Exhibit E1)

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

2. 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

	<i>Fie Number</i>	<i>School of Provider</i>	<i>Total Cost</i>	<i>Dates</i>
1	207866^	Windsor Bergen Academy	\$82,144.83	9/1/21-6/30/22
* 2	205371*	New Beginnings	\$41,476.04	1/18/22-6/30/22
^Tuition of \$59,842.83 was previously board approved on July 19, 2021.				

APPROVAL OF NEW COURSES

3. IT IS RESOLVED, that the courses listed below be adopted as of the 2022/2023 school year:

	<i>School/Course Level</i>	<i>Grade Level</i>	<i>Course</i>	<i>Course Duration</i>
* 1	RHS	10 - 12	Investment II - Stock Market	Elective, Semester
2	EMS	7 - 8	Adaptive Physical Education	Required, Full Year

FIELD TRIPS

- *4. RESOLVED, that based on current and projected positive health conditions, that staff and students be approved for participation in the following educational events as per Board policy, with the understanding that dates are subject to change due to inclement weather, scheduling conflicts, etc.

Organized by School, then by Date of Trip:

	<i>School</i>	<i>Date of Trip</i>	<i>Faculty Sponsor</i>	<i>Group</i>	<i># of Students</i>	<i>Trip Destination</i>	<i>Location</i>	<i>Purpose</i>
1	RHS	2022-01-21 (Fri)	F.Caccavale	Structural Design/Fabrication	17	Lincoln Tech	Mahwah, NJ	To learn about Lincoln Tech's programs available to students who want to study the skilled trades after graduation

D. Personnel (Resolutions 1-14)

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.)

APPROVAL OF RATE OF PAY - SUBSTITUTE POSITIONS

- *1. RESOLVED, that the Roxbury Township Board of Education approves the following rate of pay schedule for substitute positions for the 2021-2022 school year effective January 1, 2022:

<i>Category</i>	<i>Rate of Pay 2021-2022 School Year</i>
Leave Replacement / Interim Teacher or Education Services Personnel (must hold proper NJ certification in content area)	\$297.00 per diem
Transitional Substitute Teacher: up to 20 consecutive days in same position; 21-40 days maximum with county superintendent's approval (Alternate or Traditional Route candidate holding a county substitute credential pending issuance of NJ certification)	\$230.00 per diem
Substitute Teacher: in assignment exceeding 20 consecutive days; 40 days maximum in non-content area (holding a NJ standard/CE/CEAS certification)	\$200.00 per diem
Leave Replacement Nurse (must hold a registered nurse license)	\$325.00 per diem
Substitute Nurse / Permanent Substitute Nurse	\$235.00 per diem
Permanent Substitute Teacher (holding a NJ standard/CE/CEAS certification, or Traditional Route candidate holding a county substitute credential pending issuance of NJ certification)	\$160.00 per diem
Substitute Teacher (holding a NJ standard/CE/CEAS certification)	\$110.00 per diem
Substitute Teacher (holding a county substitute credential)	\$100.00 per diem
Interim Instructional Paraprofessional (exceeding 20 consecutive days in same assignment)	\$105.00 per diem
Substitute Instructional Paraprofessional	\$95.00 per diem
Substitute Bus Aide	\$15.00 hourly
Substitute Bus Driver	\$21.50 hourly
Substitute Cafeteria (Lunch) Aide	\$13.95 hourly
Substitute Computer Technician	\$16.00 hourly
Substitute Maintenance / Groundskeeper	\$15.00 - \$25.00 hourly
Substitute Secretary	\$15.00 hourly
Leave Replacement Secretary	\$25.00 hourly
Substitute Security Guard / Matron	\$16.50 hourly
Substitute Security Guard (with Permit to Carry)	\$20.00 hourly

JOB DESCRIPTIONS

- *2. RESOLVED, that the Roxbury Township Board of Education approve the revised job description for Director of Human Resources and Staff Development COA-4. (Exhibit HR1)

RESIGNATIONS, RETIREMENTS, TERMINATIONS

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Action</i>	<i>Final day of employment</i>	<i>Discussion</i>
*	1 Amuker, Peggy	TR	Bus Driver	Resignation for retirement purposes	1/31/22	
*	2 Gibbs, Maryann	CO	Director of Human Resources	Resignation for personal reasons	2/21/22	
	3 Keating, Kim	EMS	Science Teacher	Resignation for retirement purposes	6/30/22	
	4 Waldron, Stacey	NES	Special Education Paraprofessional	Resignation for personal reasons	1/7/22	

LEAVES OF ABSENCE

4. RESOLVED, that the Roxbury Township Board of Education rescind 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 22029	11/17/21	n/a	FMLA, Intermittent leave as needed	Upon depletion of days	App'd 12/13/21, XVI.D.4.8

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 12813	11/15/21	Using available sick days	n/a	Upon release by physician	Amends <i>Paid Leave</i> and <i>Return Date</i> app'd 12/13/21, XVI.D.4.1. Antic ret 1/12/22.
	2 14526	12/15/21	Using available days	FMLA, if needed	Upon release by physician	
	3 17718	3/14/22 or sooner if nec	Using 4 personal and 23 sick days	FMLA/NJFLA	10/17/22	
	4 19218	1/3/22	Using available days	FMLA, if needed	Upon release by physician	Antic ret 1/31/22
	5 21591	1/27/22	Using available days	FMLA, if needed	Upon release by physician	

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

REASSIGNMENTS / TRANSFERS

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

	Name	Former Assignment & Loc.		New Assignment & Loc.		Salary / Rate	Effective Date	Discussion
* 1	Harrison, Lori	Bus Driver	TR	Transportation Dispatcher	TR	\$56,500 prorated	1/3/22 - 6/30/22	New position replacing BUS.TR.CRD.NA.01
		BUS.TR.DRI.RE.60		BUS.TR.DIS.NA.02				
2	Murphy, Colleen	Leave-replacement Gr. 3 Teacher	NES	Leave-replacement Kindergarten Teacher	NES	\$297.00 per diem	11/22/21 - 1/11/22	Amends end date app'd 12/13/21 XVI.D.7.5. Non-tenured replacement in position TCH.NIX.KIN.NA.03
		TCH.NIX.GR2.NA.03		TCH.NIX.KIN.NA.03				
3	Murphy, Colleen	Leave-replacement Kindergarten Teacher	NES	Permanent Substitute Teacher	NES	\$160.00 per diem	1/12/22 - 6/30/22	Amends start date app'd 12/13/21 XVI.D.7.6. Tenure-track replacement; not to exceed 4 days/week
				TCH.SUB.PERM.NE S.01				

APPOINTMENTS

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

	Name	Loc	Position	Salary Guide / Step	Salary	Start Date	End Date	Discussion
1	Karl, Stephanie	CO	Secretary - Accounts Payable	REA Secty Grade V Step 2	\$53,405 prorated	1/24/22^	6/30/22	Tenure-track replacement in position SEC.BO.A/P.GR5.01
^ Employment start date is pending completion of documentation in accordance with the law or district policy. # Employment start date is pending release from current employer								

APPOINTMENTS - HOURLY EMPLOYEES

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

	Name	Loc	Position	Guide / Step	Hourly Rate	Start Date	End Date	Discussion
* 1	Ayala, Jeannette	TR	Bus Driver	RBDG Step 6	\$34.01	1/3/22^	6/30/22	Replacement in position BUS.TR.DRI.RE.20 (PH D.10.7 on 12/13/21)
2	Walker, Jasmin	FES	Special Education Paraprofessional	REA Paraprof Step 8	\$19.52	2/1/22^	6/30/22	LLD replacement in position AID.SPE.PT.NA.37; not to exceed 29.5 hrs/wk
^ Employment start date is pending completion of documentation in accordance with the law or district policy.								

APPOINTMENTS - LEAVE REPLACEMENTS

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Palmisano, Deirdre	FES	Leave-repl Secretary	21/22 Board approved Sub Rate	1/3/22	TBD	Replacement in position SEC.DS.OFF.GR2.01 working 7 hrs/day until return of permanent employee

APPOINTMENTS - EXTRACURRICULAR

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

21/22 Club Appts						
	<i>POS LOC</i>	<i>POSITION</i>	<i>ASSIGNMENT</i>	<i>21/22 NAME</i>	<i>21/22 TOTAL Stipend</i>	<i>21/22 Notes about Assignment</i>
1	NES	Early Act	Co-Advisor (Eff 9/1/21-1/7/22)	Waldron, Stacy	\$150.00	Amends Assignment and 21/22 Total Stipend app'd 8/30/21 XV.D.14.2
2	NES	Early Act	Co-Advisor (Eff 1/8/22-6/30/22)	Marabondo, Josephine	\$200.00	

APPOINTMENTS - STIPENDS

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

	<i>POS LOC</i>	<i>POSITION</i>	<i>ASSIGNMENT</i>	<i>21/22 NAME</i>	<i>21/22 TOTAL Stipend</i>	<i>21/22 Notes about Assignment</i>
1	DIST	Facilities Scheduling Coordinator	1/1/22 - 6/30/22	Pedersen - Schnabel, Susan	\$350.00 monthly	

APPOINTMENTS - SUBSTITUTES

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

	<i>Name</i>	<i>Loc.</i>	<i>Position</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Biank, David	EMS	Transitional Substitute Teacher (H/PE)	21/22 Board approved Sub Rate	1/18/22^#	2/14/22#	Coverage for position TCH.EMS.PEH.NA.04 # Start of 20-day term pending issuance of Substitute Credential.
* 2	Clark-Sindler, Rachel	District	Substitute Teacher, Paraprofessional, and Secretary	21/22 Board approved Sub Rate	1/07/22^	6/30/22	
* 3	Crawford, Andrea	District	Substitute Teacher, Paraprofessional, and Secretary	21/22 Board approved Sub Rate	1/07/22^	6/30/22	
* 4	Iturralde, Kaytel	RHS	Transitional Substitute Teacher (Special Education, RC)	21/22 Board approved Sub Rate	1/03/22	1/28/22	Coverage for position TCH.SPE.RES.NA.26
* 5	Katzenberger, Jaclyn	District	Substitute Teacher, Paraprofessional, and Secretary	21/22 Board approved Sub Rate	1/07/22^	6/30/22	
* 6	Rust, Robert	District	Substitute Teacher, Paraprofessional, and Secretary	21/22 Board approved Sub Rate	1/07/22^	6/30/22	
^Start date pending receipt of documentation in accordance with law and district policy.							

SALARY ADJUSTMENTS - CERTIFICATED STAFF

- *13. 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:

	<i>Name</i>	<i>Loc</i>	<i>Program/ Class</i>	<i>Extra Blocks assigned:</i>	<i>Salary Guide / Step</i>	<i>Addl. Salary</i>	<i>Start Date</i>	<i>End Date</i>
1	Demova, Bohdanka	RHS	US History I A, Block 7CD	1 block on B days w/in A/B day schedule @ RHS	21/22 MA+30, Step 20	\$1,224 #	11/11/21	12/3/21^#
^ Coverage for position TCH.RHS.SST.NA.06. # Amends <i>Addl Salary</i> and <i>End Date</i> app'd 11/15/21								

14. RESOLVED, that for the purpose of contact tracing necessitated from December 24, 2021 through January 2, 2022, the Roxbury Township Board of Education approve the following nurses for payment for the hours indicated at their 21/22 hourly rate:

	<i>Name</i>	<i>Loc</i>	<i>Hours from 12/24/21 - 1/2/22</i>
1	Phillips, Melissa	FES	15
2	Zenna, Kathryn	JES	10
3	Kocoski, Sanja	KES	3
4	Leonard, Catherine	NES	12
5	Kovacs, Rachelle	LRS	6
6	Hornung, Desiree	EMS	30
* 7	Katinsky, Jaclyn	RHS	15
* 8	Monahan, David	RHS	7

E. Executive Session

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

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

WHEREAS, the Board of Education is anticipating to hold a Regular Meeting on January 24, 2022 at 6:30 p.m. at Lincoln Roosevelt School; 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.

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

XX. BOARD MEMBER COMMENTS

XXI. EXECUTIVE SESSION – (IF NECESSARY)

XXII. PUBLIC SESSION – (IF NECESSARY)

XXIII. ADJOURNMENT

Roxbury Township School District

DRAFT 2022/2023 School Calendar

(presented as EXHIBIT E1 @ 1/6/2022 Board Mtg)

Emergency Day Calendar	
There are five (5) Emergency Days built into this calendar. If the number of Emergency Days used is more than five (5), additional School Days will be scheduled the week of Spring Break, beginning with Fri. 4/14; Th. 4/13; Wed. 4/12; Tues. 4/11; and then Mon. 4/10.	

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

Students: 0 Teachers: 0

Jul:	
5-29 ^T	Title I Summer School
5-28 ^E	Extended School Year (M-Th)

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

Students: 3 Teachers: 5

Aug:	
1-4 ^E	Extended School Year (M-Th)
22-24*	New Teacher Orientation
25-26 [Ⓢ]	No School for Students, PD for Staff
29	FIRST DAY OF SCHOOL FOR STUDENTS

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

Students: 20 Teachers: 20
Subtotal: 23 Subtotal: 25

Sept:	
5	Labor Day- No School
26	Rosh Hashana- No School

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

Students: 19 Teachers: 20
Subtotal: 42 Subtotal: 45

Oct:	
5	Yom Kippur- No School
10 [Ⓢ]	Columbus Day- No School for Students, PD for Staff

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

Students: 18 Teachers: 18
Subtotal: 60 Subtotal: 63

Nov:	
10-11	NJEA Convention- No School
23	Early Dismissal for Students & Staff
24-25	Thanksgiving Break- No School

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

Students: 17 Teachers: 17
Subtotal: 77 Subtotal: 80

Dec:	
23	Early Dismissal for Students & Staff
26-30	Winter Break- No School

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 [Ⓢ]	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Students: 20 Teachers: 21
Subtotal: 97 Subtotal: 101

Jan:	
2	New Year's Day (observed) - No School
16 [Ⓢ]	Martin Luther King Day- No School for Students, PD for Staff

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6 [Ⓢ]	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Students: 18 Teachers: 18
Subtotal: 115 Subtotal: 119

Feb:	
6 [Ⓢ]	Emergency Day built in - No School; will become a School Day if one (1) emergency day is used on or before Jan 31
20	Presidents' Day- No School

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17 [Ⓢ]	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Students: 22 Teachers: 22
Subtotal: 137 Subtotal: 141

Mar:	
17 [Ⓢ]	Emergency Day built in - No School; will become a School Day if two (2) emergency days are used on or before Mar 13

April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Students: 14 Teachers: 14
Subtotal: 151 Subtotal: 155

April:	
7	Good Friday- No School
10-14	Spring Break- No School

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 [Ⓢ]	23	24	25	26 [Ⓢ]	27
28	29	30 [Ⓢ]	31			

Students: 19 Teachers: 19
Subtotal: 170 Subtotal: 174

May:	
22 [Ⓢ]	Emergency Day built in - No School; will become a School Day if three (3) emergency days are used on or before May 16
26 [Ⓢ]	Emergency Day built in - No School; will become a School Day if four (4) emergency days are used on or before May 19
29	Memorial Day- No School
30 [Ⓢ]	Emergency Day built in - No School; will become a School Day if five (5) emergency days are used on or before May 19

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10
11	12	13 [Ⓢ]	14 [Ⓢ]	15 [Ⓢ]	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Students: 10 Teachers: 11
Subtotal: 180 Subtotal: 185

June:	
13 [Ⓢ]	Early Dismissal for Students, Full Day for Staff
14 [Ⓢ]	LAST DAY OF SCHOOL FOR STUDENTS- Early Dismissal for Students, Full Day for Staff
15 [Ⓢ]	LAST DAY FOR STAFF- Full Day for Staff

Central Office Administration

Title: Director of Human Resources & Staff Development

COA-4

Qualifications:

1. Valid New Jersey School Administrator and/or Principal Certificate or eligibility.
2. Minimum of an earned master's degree in educational leadership or related field such as curriculum and supervision.
3. Teaching and supervisory experience as determined by the board.
4. Knowledge of: Principles, practices, and trends of public personnel administration, in such areas as evaluation of certificated and classified employees, recruitment, examination, classification, and wage and salary administration; related provisions of laws including the New Jersey Education Code; concepts of occupations found in school districts; effective counseling techniques and human relations. Operations of school district educational and administrative functions; principles, practices, and trends of public personnel administration; Federal, State, local statutes and Education Code provisions; all policies and laws which impact employer/employee relations; familiarity with numerous regulatory agency guidelines, content of collective bargaining agreements and approaches to collaboration; contract law; risk management principles; and organizational psychology.
5. Demonstrated ability to work effectively in the areas of personnel management, school administration and supervision of programs and staff.
6. Strong leadership and communication skills and ability to, in conjunction with the superintendent, asst. superintendent and the business administrator, plan, organize, and direct the classified and certificated personnel program; interpret and apply rules and regulations under laws including the Education Code and certificated and classified collective bargaining contracts; assemble and analyze data and make appropriate recommendations to school officials, and the board. The director will work collaboratively with other departments, agencies, and work sites; train subordinates; relate to and communicate with all members of the work force. Participate as a representative of the district during employer/employee contract negotiations; interpret and apply rules and regulations under Federal, State, and local statutes, Education Code, board policy, and collective bargaining agreements; improve and implement policies and procedures; work collaboratively with operating units, site administrators, and public officials, vendors, consultants, and the general public; communicate effectively, orally and in writing; problem solving ability.
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Reports to: Superintendent

Supervises: Assigned administrative personnel

Job Goal: Under general direction of the Superintendent, the Director of Human Resources is responsible for the administration and coordination of classified and certificated functions of the Human Resources Division. Under direction of the Superintendent, plans, organizes, and directs a comprehensive human resources program, including recruitment, selection, classification, wage and salary administration, employee relations and collective bargaining. Under direction of the Superintendent, serve as the principal advisor to the Superintendent regarding employee and labor relations matters.

Performance Responsibilities:

1. Plan, direct, and manage the human resources function for the district's certificated and classified employees.
2. Manage and coordinate school and district programs for attracting, selecting, on-boarding, mentoring, and developing personnel appropriate to specific programs, roles and job needs.
3. Administer all procedures and policies relative to both the classified and certificated personnel programs of the District in conformity with the requirements of appropriate Federal and State laws including the New Jersey Education Code, and local Board Policy.
4. Manage all personnel actions, assignment, transfer, reassignment, promotion, demotion, and dismissal of personnel.
5. Manage and maintain a district-wide staffing profile.
6. Manage and maintain the record-keeping for a system of performance evaluation for noncertificated employees.
7. Manage the district's recruitment and selection efforts.
8. Provide specialized assistance in the handling of employee problems of keeping abreast of new theories, trends, and practice pertaining to grievance, legal matters, conflict resolution, suspension and termination.
9. Interpret Board Policies and Administrative Regulations relating to Employer/Employee Relations and advise, direct, and assist, as necessary, in their implementation.
10. Establish and maintain cooperative relations with others.
11. Provide leadership for the Human Resources staff.
12. Responsibility for representing the district in the investigation and resolution of compliance issues and contractual disputes.
13. Responsibility for employer/employee relations, contract management, grievance processing.
14. Manages human resources functions related to certificated and classified personnel.
15. Directs and evaluates the work of the clerical and technical staff of human resources.
16. Interprets district policies, practices, and procedures to administrators, teachers, classified staff, and applicants.
17. Serves as a resource person for information relative to the Education Code and legal regulations pertinent to personnel practices.
18. Assists with development of the annual budgets for human resources and Employee-Employer Relations and monitors expenditures.
19. Develops personnel policy proposals and recommendations.
20. Serves as human resources link to the Business Office (data processing, payroll, benefits).
21. Coordinates classified and certificated personnel evaluation systems.
22. Assists with collective bargaining for all bargaining units.

- 23. Coordinates retirement incentive/option program; consults with employees on retirement related issues.
- 24. Conducts analyses for district and state reports. Files reports in a timely manner, seeking Board approval when appropriate.
- 25. Assists in representing the District at compliance agency hearings including but not limited to judicial proceedings and PERC, EEOC, and Workers' Compensation Appeals Board.
- 26. Monitors District human resource related litigation.
- 27. Serves as the District Affirmative Action Officer.
- 28. Other duties may include: Supporting Superintendent in monitoring/evaluating district major goals and objectives, attend board meetings and prepares such reports for the board as the Superintendent may request, evaluate the performance of administrative personnel in accordance with law, code and board policy, and perform other related duties as may be assigned by the Superintendent and/or requested by the board.

Terms of Employment: 12 months - 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

Revised: January 6, 2022

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