


**DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
JUNE 13, 2022
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.

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

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	Municipal Clerk
Daily Record – Newspaper	Roxbury Public Library
Roxbury Website – https://www.roxbury.org/domain/83	

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 June 13, 2022 regarding personnel matters, student matters, and attorney client privilege.

IV. ROLL CALL

V. PUBLIC SESSION

VI. PLEDGE OF ALLEGIANCE

VII. PRESENTATIONS

- RHS Valedictorian/Salutatorian
- Retired Teachers/Staff

Certified Personnel (Administrators, Teachers, Nurses, Counselors, etc.)					
	<i>Name</i>	<i>Position/School</i>	<i>Date of Retirement</i>	<i>No. Years in District</i>	<i>Total Years of Service</i>
1	Barbato, Nicole	Social Studies Teacher	12/31/21	15	17
2	Jones, Cheryl	Special Education Teacher	06/30/22	36	36
3	Keating, Kim	Science Teacher	06/30/22	34	34
4	Krumbiegel, Larissa	ESL Teacher	06/30/22	30	31
5	Lorusso, Cosmo	English Teacher	06/30/22	20	35
6	MacEwen, Patricia	Special Education Teacher	06/30/22	19	33
7	McBurney, Kim	Special Education Teacher	06/30/22	21	21
8	McLoughlin, Lise	Math Teacher	06/30/22	22	27
9	Pietras, Rebecca	Dance Teacher	06/30/22	28	28
10	Pojedinec, Daniel	Special Education Teacher	06/30/22	23	26
11	Schultz, Sharli	Grade 3 Teacher	09/30/21	22	22

Support Staff Personnel (secretaries, Maintenance, Paraprofessionals, Bus drivers, etc.)					
	<i>Name</i>	<i>Position/School</i>	<i>Date of Retirement</i>	<i>No. Years in District</i>	<i>Total Years of Service</i>
1	Amuker, Peggy	Bus Driver	01/31/22	31	31
2	Conlan, Mary Ellen	Accounts Payable Secretary	12/31/21	24	24
3	Danza, Vincent	Bus Driver	12/31/21	3	4
4	Fairchild, Allan	Bus Driver	12/31/21	23	23
5	Koval, Margaret	Special Education Paraprofessional	06/30/22	26	27
6	Mainiero, Susan	Confidential Secretary/Business Office	12/31/21	25	25
7	Pennimpede, Rosa	Special Education Paraprofessional	06/30/22	8	16
8	Seminara, Rachel	Cafeteria Aide	12/31/21	35	35
9	Wasek, Jennifer	Special Education Paraprofessional	06/30/22	20	20
10	Zamorski, Lisa	Special Education Paraprofessional	02/28/22	7	7

- Roxbury High School & Eisenhower Middle School 2022 Performing Arts & Athletics Achievements
- Senior Option Process and Highlights - Dr. Seipp, Dr. Zegar, Mrs. Mann and students

VIII. CORRESPONDENCE

IX. STUDENT REPRESENTATIVE'S COMMENTS

X. BOARD PRESIDENT'S COMMENTS

XI. SUPERINTENDENT'S REPORT

XII. BUSINESS ADMINISTRATOR'S REPORT

XIII. MINUTES

1. Minutes of the Regular Meeting of May 23, 2022
2. Minutes of the Executive Session of May 23, 2022

XIV. COMMITTEE REPORTS

Each Committee Chair will advise the full board of the last committee meeting, and the next committee meeting, and any other comments you believe are important for the full board to know.

- A. COMMUNITY RELATIONS/SHARED SERVICES
- B. EDUCATION
- C. FACILITIES
- D. FINANCE
- E. PERSONNEL
- F. POLICIES/GOVERNANCE
- G. NEGOTIATIONS
- H. SUSTAINABILITY

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

XVI. ACTION ITEMS

A. Finances (*Resolutions 1-37*)

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.

STUDENT ACTIVITY ACCOUNTS

- *1. RESOLVED, that the Roxbury Township Board of Education approve the Student Activity Accounts monthly bills lists for the month of May 2022 as follows:

Roxbury High School	\$11,673.47	Franklin School	\$5,524.57
Athletics	\$1,923.00	Kennedy School	\$1,740.00
Eisenhower Middle School	\$11,974.00	Jefferson School	\$0.00
Lincoln Roosevelt School	\$3,002.50	Nixon School	\$2,894.70

BILLS LIST

- *2. RESOLVED, that the Roxbury Township Board of Education approve the June 2022 bills list totaling \$2,046,781.51 as presented.

TRANSFERS

- *3. RESOLVED, that the Roxbury Township Board of Education approve the May 2022 list of transfers between accounts as presented. Approval by the County Office is not required except as noted on the list.

SECRETARY'S REPORT

- *4. RESOLVED, that the Roxbury Township Board of Education approve the Board Secretary's Report for May 2022.

TREASURER'S REPORT

- *5. RESOLVED, that the Roxbury Township Board of Education approve the Treasurer's Report for May 2022.

MONTHLY FINANCIAL CERTIFICATION OF THE BOARD SECRETARY AND BOARD OF EDUCATION

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

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 18A:17-9 and N.J.S.A. 18A:17-36, after review of the Board Secretary's and Treasurer's monthly financial reports for the month of May 2022 that no major accounts and fund balances in the 2021/2022 budget have been over expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

TRANSFERS - YEAR END CLOSE OUT

- *7. RESOLVED, that the Roxbury Township Board of Education authorize the School Business Administrator to make all necessary account transfers within the 2021/2022 school budget to close out the year and pay necessary bills with authorization of the Board President.

TRAVEL REQUESTS

- *8. RESOLVED, that the Roxbury Township Board of Education approve unavoidable travel costs as presented which are educationally necessary and fiscally prudent and are related to and within the scope of the employee’s current responsibilities and promotes the delivery of instruction or 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.	Kolbusch, Kathy	NJASBO Annual Conference	4	Atlantic City, NJ	6/7-6/10/22	\$275.00	\$888.20
2.	Burleigh, Deborah	Tomorrow's Teachers	4	Ewing Twp, NJ	6/29-6/30/22	\$0.00	\$91.00
3.	Gallagher, Maria	T3 Framework EduProtocols Academy	4	Laguna Beach, CA	7/26-7/29/22	\$349.00	\$349.00
4.	Seipp, Charles	AASA National Conference on Education 2023	4	San Antonio, TX	2/16-2/18/23	\$905.00	\$2642.45
5.	Katz, Robert	Employee Training and Safety Education	4	Online	7/12, 7/19, 7/26, 8/2, 8/9, 8/16, 8/23	\$668.00	\$668.00

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.

APPROVAL OF PROPOSAL

- *9. RESOLVED, that the Roxbury Township Board of Education approve the proposal provided by RWC Surveying , P.O. Box 3652, Toms River, NJ to survey Roxbury High School property. The total cost of this proposal is \$9,000.00.

CONTRACTS

- *10. WHEREAS, the Roxbury Township Board of Education (hereinafter the School Food Authority, SFA) and Maschio’s Food Services, Inc. (hereinafter the Food Service Management Co., FSMC) entered into a Food Service Management Company Cost Reimbursable Contract commencing July 1, 2018 and ending June 30, 2019; the parties now desire to amend the aforesaid contract.

Now Therefore, the purpose of this addendum is to renew the existing Food Service Management Company Contract as previously amended and renewed (if applicable). The terms and conditions will remain the same except as set forth below.

A. Duration of Addendum

This addendum begins on July 1, 2022 and ends on June 30, 2023.

B. Management and/or Administrative Fee

The SFA shall pay the FSMC the following: Management/Administrative Total Flat Fee (all one fee) \$56,250.00 for SY 2022-2023. The meal equivalent conversion Factor in the Base Year Contract was used to determine the Meal Equivalents served by the FSMC increases for this renewal and is \$4.095. The Meal Equivalent Conversion Factor does not apply to Flat Fee contracts.

C. Financial Guarantees

For SY 2022-2023, FSMC Guarantee to the SFA is Return in the amount of \$40,000.00. FSMC return to the SFA is unlimited.

Guarantee Reimbursement Conditions and Assumptions remain the same as previously agreed upon in the Base Year Contract.

Except as specifically set forth in this addendum, all other terms and conditions of the Contract shall remain the same and continue to be in full force and effect. In the event of a conflict between the provisions of the Contract and this Addendum, the provisions of this Addendum shall be controlling as to the matters set forth herein. The Parties agree that upon the effective date of this Addendum, it shall become a binding and integral part of the Contract.

NOW THEREFORE BE IT RESOLVED, that the Roxbury Township Board of Education approve the Addendum to the Contract as stated above.

AND BE IT FURTHER RESOLVED, that this resolution amends Resolution XVI.A.3 approved on April 4, 2022.

- *11. RESOLVED, that the Roxbury Township Board of Education approve a Shared Services Agreement with the Randolph Township Board of Education whose address is 25 Schoolhouse Road, Randolph, NJ whereby Roxbury Township Board of Education will provide a certified HVAC Technician at to service and maintain food service equipment of the Randolph Township Board of Education. This agreement is effective July 1, 2022 through June 30, 2023.
- *12. RESOLVED, that the Roxbury Township Board of Education approve a Shared Services Agreement with the Mount Arlington Public Schools whose address is 235 Howard Boulevard, Mount Arlington, NJ whereby Roxbury Township Board of Education will provide general maintenance, landscaping, grounds, electrical, HVAC Technician, and plumbing to service and maintain food service equipment of the Mount Arlington Public Schools. This agreement is effective July 1, 2022 through June 30, 2023.
- *13. RESOLVED, that the Roxbury Township Board of Education approve a Shared Services Agreement with the Mine Hill Public Schools whose address is 42 Canfield Avenue, Mine Hill, NJ whereby Roxbury Township Board of Education will provide general maintenance, landscaping, grounds, electrical, HVAC Technician, and plumbing to service and maintain food service equipment of the Mine Hill Public Schools. This agreement is effective July 1, 2022 through June 30, 2023.

APPROVAL OF PURCHASES

- *14. RESOLVED, that the Roxbury Township Board of Education approve the purchase of paper goods from American Paper Towel, Co., 10 Industrial Road, Carlstadt, NJ in the amount of \$24,788.65.
- *15. RESOLVED, that the Roxbury Township Board of Education approve the purchase of flooring for Roxbury High School from Hannon Floors, 1119 Springfield Road, Union, NJ in the amount of 33,759.20.

AND BE FURTHER RESOLVED, that this resolution supersedes in its entirety and amends Finance Resolution #11 dated May 23, 2022.
- *16. RESOLVED, that the Roxbury Township Board of Education approve the purchase of flooring for Lincoln Roosevelt School from Hannon Floors, 1119 Springfield Road, Union, NJ in the amount of \$23,835.00.
- *17. RESOLVED, that the Roxbury Township Board of Education approve the purchase of MCCPC Membership dues from Township of Randolph, 502 Millbrook Avenue, Randolph, NJ in the amount of \$1,100.00. This Membership is effective July 1, 2022 through June 30, 2023.
- *18. RESOLVED, that the Roxbury Township Board of Education approve the 2022/2023 Shared Services Agreement and Addendum with the Bidding/Purchasing Program with the Educational Services Commission of Morris County PO Box 1944, Morristown, NJ for the categories: *General Classroom Supplies, Athletic Supplies, Custodial Supplies, Audio Visual, Computer/Office, Fine Art, Home Economics, Library Supplies, Physical Ed Supplies, Science and Technology Supplies*. This agreement shall be in effect from July 1, 2022 until June 30, 2023. The fee for this service is \$16,220.00.
- *19. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Aruba switches, access points, and installation from Turn-Key Technologies, Inc. 2400 Main Street Extension, Suite 12, Sayreville, NJ in the amount of \$369,991.72 as per Turn-Key Technologies, Inc. contract#NASPO 21-Tele-01517. This purchase is funded through Technology Lease.
- 20. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Unit Ventilators for Franklin Elementary School from Johnstone Supply-Kenilworth, 370 Market Street, Kenilworth, NJ in the amount of \$98,404.40 as per Johnstone Supply-Kenilworth quote#S5357854 and quote#5352461. \$86,826.00 of this purchase is funded through SDS Emergent Needs Grant and the balance of \$11,578.40 is funded through ARP ESSER.
- 21. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Unit Ventilators for Lincoln Roosevelt School from Johnstone Supply-Kenilworth, 370 Market Street, Kenilworth, NJ in the amount of \$50,613.68 as per Johnstone Supply-Kenilworth quote#S5344150 and quote#5357692. This purchase is funded through ARP ESSER.
- *22. RESOLVED, that the Roxbury Township Board of Education approve the purchase from Frontline Technologies, Inc., 1400 Atwater Drive, Malvern, PA of 2022/2023 Renewal of the software programs: Applicant Tracking Absence & Substitute Management, Employee Evaluation Management, RTI Direct, 504 Program Management, and IEP Direct as per invoice#163350 and invoice#158894 in the total amount of \$82,331.28.

TAX PAYMENT SCHEDULE

- *23. RESOLVED, that the Roxbury Township Board of Education approve the 2022-2023 Tax Payment Schedule as shown below:

ROXBURY TOWNSHIP BOARD OF EDUCATION			
2022-2023 TAX PAYMENT SCHEDULE			
Date	Levy	Debt Service Levy	Total Tax Levy
11-Jul-22	2,497,702		2,497,702
25-Jul-22	2,497,702		2,497,702
8-Aug-22	2,497,702		2,497,702
22-Aug-22	2,497,702		2,497,702
12-Sep-22	2,497,702	280,500	2,778,202
26-Sep-22	2,497,702		2,778,202
11-Oct-22	2,497,702		2,497,702
24-Oct-22	2,497,702		2,497,702
7-Nov-22	2,497,702		2,497,702
21-Nov-22	2,497,702		2,497,702
5-Dec-22	2,497,702		2,497,702
19-Dec-22	2,497,702		2,497,702
9-Jan-23	2,497,702		2,497,702
23-Jan-23	2,497,702		2,497,702
6-Feb-23	2,497,702		2,497,702
21-Feb-23	2,497,702		2,497,702
6-Mar-23	2,497,702		2,497,702
20-Mar-23	2,497,702		2,497,702
11-Apr-23	2,497,702	280,500	2,778,202
24-Apr-23	2,497,702		2,497,702
8-May-23	2,497,702		2,497,702
22-May-23	2,497,702		2,497,702
5-Jun-23	2,497,702		2,497,702
20-Jun-23	2,497,702		2,497,702
Totals	59,944,852	561,000	60,505,852

APPROVAL OF DISPOSAL OF PROPERTY

- *24. RESOLVED, that the Roxbury Township Board of Education approve the discontinued use of the vehicles listed below. Identified vehicles will be discarded, sold, as appropriate.

	Bus#	VIN#	License Plate #
1	Black Service Truck	#2GDHG31K0M4512474	n/a
2	Bus #27	#1BABGCKAX7F245885	#S1U500

25. RESOLVED, that the Roxbury Township Board of Education approve the discontinued use of GBC Pinnacle 27 Laminator at Kennedy Elementary School. This item has been identified as obsolete, broken and/or no longer functioning, if unsellable, the item will be discarded.

APPROVAL OF SETTLEMENT AGREEMENT

- *26. RESOLVED, upon the recommendation of the Superintendent of Schools and Board Attorney, that the Settlement Agreement and Release made effective March 28, 2022 between Roxbury Board of Education and Panoramic Window & Door Systems, Inc be approved in the amount of \$83,534.43. The Board President or Board President's designee is authorized to sign the same on behalf of the Board.

APPROVAL OF SETTLEMENT AGREEMENT EXTENSION AND AMENDMENT

- 27. WHEREAS, the Roxbury Township Board of Education previously approved the Settlement Agreement and Release in the matter of OAL Docket No. EDS 01154-18 and EDS 02436-18 Agency Ref. No. 2018-27447 be amended; now therefore

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools and Board Attorney, the Extension of Settlement Agreement and Release for OAL Docket No. EDS 01154-18 and EDS 02436-18 Agency Ref. No. 2018-27447 be approved and implemented for the 2022-2023 school year.

APPROVAL OF SETTLEMENT RENEWAL

- *28. RESOLVED, upon the recommendation of the Superintendent of Schools and Board Attorney, that the Settlement Agreement and Release in the matter of OAL DOCKET NO.: EDS 04665-2018 AGENCY REF. NO.:2018-27523 be approved for renewal.
- 29. 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 for renewal.
- 30. 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 for renewal.
- *31. 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.:2020-31329 be approved for renewal.

TRANSFER TO CAPITAL RESERVE ACCOUNT

- *32. WHEREAS, N.J.S.A. 6A:23A-14.4 permits a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Roxbury Township Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

WHEREAS, the Roxbury Township Board of Education has determined that up to

\$4,000,000 may be available for such purpose of transfer,

NOW THEREFORE BE IT RESOLVED by the Roxbury Township Board of Education that it hereby authorizes the district's School Business Administrator to make a transfer not to exceed \$4,000,000 consistent with all applicable laws and regulations.

TRANSFER TO MAINTENANCE RESERVE ACCOUNT

- *33. WHEREAS, N.J.S.A. 6A:23A-14.4 permits a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Roxbury Township Board of Education wishes to deposit anticipated current year surplus into a Maintenance Reserve account at year end, and

WHEREAS, the Roxbury Township Board of Education has determined that up to \$1,000,000 may be available for such purpose of transfer,

NOW THEREFORE BE IT RESOLVED by the Roxbury Township Board of Education that it hereby authorizes the district's School Business Administrator to make a transfer not to exceed \$1,000,000 consistent with all applicable laws and regulations.

DONATIONS

- *34. RESOLVED, that the Roxbury Township Board of Education approve the donation from Roxbury Rotary Club, 216 Eyland Avenue, Succasunna, NJ of trim from Kuiken Brothers for Structural Design and Fabrication program. This donation is valued at \$1,048.22.
- *35. RESOLVED, that the Roxbury Township Board of Education accept the donation of an Eagle Scout Project to restore and redecorate the garden area located in front of Roxbury High School. This donation is being provided by Roxbury High School Junior and Eagle Scout Candidate Mr. Anthony Blehl at the end of June 2022 and has a value of approximately \$600.00.

LEAD TESTING STATEMENT OF ASSURANCE

- *36. RESOLVED, that the Roxbury Township Board of Education approve the submission of the district's Statement of Assurance Regarding Lead Testing for the 2021/2022 school year to the New Jersey Department of Education.

APPROVAL OF SERVICE PAYMENTS

- *37. RESOLVED, that the Roxbury Township Board of Education approve payment to the following individuals for their services as indicated below with the 2022/2023 Roxbury High School Fall Drama. The Board will be reimbursed through fundraising and ticket sales.

	Last Name	First Name	Services Performed	22/23 Payment
1	Rogers	Patricia	Fall Drama Costume Designer	\$500

B. Education (Resolutions 1-8)

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

HIB REPORT

- *1. RESOLVED, that the Roxbury Township Board of Education affirms the Superintendent’s decisions provided in the Harassment, Intimidation, and Bullying Report for the 2021/2022 school year, ending as of May 20, 2022 for Incident Nos. 104 through 109.
- *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 May 21, 2022 and ending June 10, 2022 for Incident Nos. 110 through 115.

FIELD TRIPS / COMPETITIONS

- *3. RESOLVED, that based on current and projected positive health conditions, that staff and students be approved for participation in the following overnight field trip per Board policy.

Overnight Field Trip Requests							
	School	Date of Trip	Faculty Sponsor ^(S) & Chaperones ^(C)	Group(s) & # of Students	Trip Dest	Location	Purpose
1	RHS	2022-08-15 (Mon) thru 2022-08-18 (Thu)	W.Schneider ^(C) , E.Cautero ^(C) , G.LaCosta ^{(S)(C)}	Cheerleading ~55	Universal Cheerleaders Association Summer Camp, held at Chestnut Lake Camp	Beach Lake, PA	Fall Cheerleading skill building; safety prep & team bonding opportunities

OUT-OF-DISTRICT PLACEMENTS/SERVICES - 2022/2023

- 4. RESOLVED, that the Roxbury Township Board of Education approve 2022/2023 Extended School Year and 2022/2023 School Year Out-Of-District Placements/Services listed below:

File Number	School or Provider	Total Cost	Dates
210592	Benway School	\$91,478.58	7/6/22-6/20/23
206209	Banyan School	\$33,039.27	7/6/22-6/30/23
208779	Home & Hospital Medical Personnel Inc.	\$132,000.00	7/7/22-6/30/23
208779	Jardine Academy - CP League	\$88,668.30	7/6/22-6/30/23
206066	East Mountain School, Carrier Clinic	\$83,332.20	7/6/22-6/30/23
209137	Bancroft NeuroHealth	\$128,013.90	7/7/22-6/30/23
202781	Educational Services of Morris	\$8,100.00	7/5/22-8/11/22

108439	Educational Services of Morris	\$4,400.00	7/5/22-8/11/22
209893	Educational Services of Morris	\$8,100.00	7/5/22-8/11/22
108684	Educational Services of Morris	\$4,400.00	7/5/22-8/11/22

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

5. RESOLVED, that the Roxbury Township Board of Education approve 2021/2022 Extended 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>
209534	Mary A. Dobbins School	\$11,269.44	5/18/22-6/30/22
208108	The Craig School	\$64,010.00	9/6/22-6/30/22

APPROVAL OF SENIOR OPTION AND INDEPENDENT STUDY PROJECTS - RHS

- *6. RESOLVED, that the Roxbury Township Board of Education accepts the Senior Option Projects for the classes at Roxbury High School listed below to be completed in the 2022/2023 school year.

Student	Research Focus	Credits
205570	Student Teaching	5
205705	Internship at Radio Station	5
205561	Rox THON	5

- *7. RESOLVED, that the Roxbury Township Board of Education accepts the Independent Study Projects for the classes at Roxbury High School listed below to be completed in the 2022/2023 school year.

Student	Research Focus	Credits
205439	Media Production - Short Film	5

SCHOOL SAFETY TEAM TRAINING

- *8. RESOLVED, that the Roxbury Township Board of Education approve its school safety teams to attend training with police this summer. Each attendee will be paid up to \$100 for the day, and the total number of attendees shall not exceed 70.

C. Policies (Resolution 1)

The following motion recommended by the Superintendent and School Business Administrator is 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 second reading:

	<i>Policy/Regulation Number</i>	<i>Policy/Regulation Title</i>	<i>Exhibit Number</i>
a	Policy 1648.14 (Abolished)	Safety Plan for Healthcare Settings in School Buildings - COVID-19 (M)	P1
b	Policy 1648.15 (New)	Recordkeeping for Healthcare Settings in School Buildings - COVID-19 (M)	P2
c	Policy 2415.04 (Revised)	Title I - District-Wide Parent and Family Engagement (M)	P3
d	Policy 2415.50 (New)	Title I - School Parent and Family Engagement (M)	P4
e	Policy 2416.01 (New)	Postnatal Accommodations for Students	P5
f	Policy (M) & Regulation 2417 (Revised)	Student Intervention and Referral Services	P6 & P7
g	Policy 3161 (Revised)	Examination for Cause	P8
h	Policy 4161 (Revised)	Examination for Cause	P9
i	Policy 5512 (Revised)	Harassment, Intimidation, and Bullying (M)	P10
j	Policy 7410 (Revised)	Maintenance and Repair (M)	P11
k	Regulation 7410.01 (Revised)	Facilities Maintenance, Repair Scheduling, and Accounting (M)	P12
l	Policy 8420 (Revised)	Emergency and Crisis Situations (M)	P13
m	Policy & Regulation 9320 (Revised)	Cooperation with Law Enforcement Agencies (M)	P14 & P15

D. Personnel (Resolutions 1-35)

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 2022-2023 school year effective July 1, 2022:

<i>Category</i>	<i>Rate of Pay 2022-2023 School Year</i>
Leave Replacement / Interim Teacher or Education Services Personnel (must hold proper NJ certification in content area)	\$300.00 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	\$25.00 hourly
Substitute Cafeteria (Lunch) Aide	\$14.00 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

RESIGNATIONS, RETIREMENTS, TERMINATIONS

2. 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	Bogardus, Sheryl	NES	Special Education Paraprofessional	Resignation for personal reasons	6/30/22	
2	Cassella, Stephanie	NES	Gr. 1 Teacher	Resignation for personal reasons	6/30/22	
* 3	Coppinger, Francis	RHS	Security Guard (10m)	Resignation for personal reasons	6/16/22	To become a substitute security guard
4	Culleney, Kaitlyn	LRS	Permanent Substitute Teacher	Resignation for personal reasons	6/30/22	To accept f/t position in district
5	Feind, Lisa	FES	Title 1 Paraprofessional	Resignation for personal reasons	6/30/22	

6	Gurzo, Lisa	FES, NES	Art Teacher	Resignation for personal reasons	6/30/22	
* 7	Kelaid, Mina	RHS	Assistant Principal	Resignation for personal reasons	8/8/22	
8	Matullo, Lauren	NES	Permanent Substitute Teacher	Resignation for personal reasons	6/30/22	To accept f/t position in district
9	Mobilio, Jessica	KES	Permanent Substitute Teacher	Resignation for personal reasons	6/30/22	
10	Sievers, Michelle	KES	Teacher's Assistant	Resignation for personal reasons	6/30/22	

LEAVES OF ABSENCE

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

	<i>Employee</i>	<i>Leave Start Date</i>	<i>Paid Leave</i>	<i>Unpaid FMLA/ NJFLA ^</i>	<i>Return Date</i>	<i>Discussion</i>
1	14406	6/8/22	Using 7 sick days and 1 personal day	n/a	8/25/22	
2	17994	10/4/21	Using 2 personal then available sick days	FMLA/NJFLA	8/28/23	Amends <i>Return Date</i> previously app'd 2/28/22, XVI.D.2.3
* 3	18912	7/7/22	Using available days	FMLA	Upon release by physician	
* 4	20913	8/25/22	Using 25 sick days	FMLA/NJFLA	1/9/23	

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

REASSIGNMENTS / TRANSFERS

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

Grouped by related transfers

	<i>Name</i>	<i>Former Assignment & Loc.</i>		<i>New Assignment & Loc.</i>		<i>Effective Date</i>	<i>Discussion</i>
1	Sciancalepore, Nicholas	School Psychologist	LRS	School Psychologist	NES	8/25/22	
		SPS.DS.PSY.NA.07		SPS.DS.PSY.NA.07			
2	Wetreich, Deborah	School Psychologist	NES	School Psychologist	LRS	8/25/22	
		SPS.DS.PSY.NA.02		SPS.DS.PSY.NA.02			

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

	Name	Former Assignment & Loc.	New Assignment & Loc.	Salary Guide / Step	Salary	Effective Date	Discussion
1	Doucette, Nicole	Transitional Substitute Teacher (Gr. 8 Math)	EMS Leave-repl Gr. 8 Math Teacher TCH.EMS.MAT.NA.04	EM S 21/22 Leave-repl Teacher Rate	\$297.00 per diem	6/3/22 - 6/17/22	Non-tenure track replacement in position.

ANNUAL REAPPOINTMENTS

6. RESOLVED, that the Roxbury Township Board of Education approve the following staff reappointments for 2022 - 2023:

	Name	Position	Salary Guide / Step	Pay Rate	Start Date	End Date	Discussion
* 1	Turpin, Gina	Bus Driver	RBDG Step 1	\$28.25 hourly	7/1/22	6/30/23	

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	Cullen, Kaitlyn	LRS	Gr. 5 Teacher	22/23 BA Step 1	\$55,440	8/25/22	6/30/23	Tenure track replacement in position TCH.LR.GR5.NA.01
* 2	Drogin, Randi	RHS	Art Teacher	22/23 MA+30 Step 9	\$69,405	8/25/22	6/30/23	Tenure track, new position TCH.RHS.ART.NA.02
3	Meaney, Courtney	NES	Kindergarten Teacher	22/23 MA Step 6 of 6-7	\$62,825	8/25/22	6/30/23	Tenure track replacement in position TCH.NIX.KIN.NA.03
4	Matullo, Lauren	LRS	Special Education Teacher (RC)	22/23 BA Step 3 of 3-5	\$56,440	8/25/22	6/30/23	Tenure track replacement in position TCH.SPE.RES.NA.21; and movement of position from RHS to LRS
* 5	Zeris, Christopher	Tech	Computer Technician	N/A	\$58,124 prorated	7/11/22^	6/30/23	Amends start and end date app'd 5/9/22 C.5.4; replacement in position TEC.DS.TECN.NA.04
^ 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 - LEAVE REPLACEMENTS

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

	Name	Loc	Position	Salary	Start Date	End Date	Discussion
1	Kreider, Troy	EMS	Leave-repl ELA Electives Teacher	\$300.00 per diem	8/25/22	1/20/23	Replacement in position TCH.EMS.BSI.NA.01
2	Rose, Andrew	JES	Leave-repl Gr. 3 Teacher	\$300.00 per diem	8/25/22	6/30/23	Replacement in position TCH.JEF.GR3.NA.03

APPOINTMENTS - HOURLY EMPLOYEES

9. RESOLVED, that the Roxbury Township Board of Education approve the following staff members:

	Name	Loc	Position	Guide / Step	Hourly Rate	Start Date	End Date	Discussion
* 1	Oakes, Gwendolyn	TR	Bus Driver Trainer	RBDG Step 7	\$36.77	7/1/22	6/30/23	Provides training as needed, not to exceed \$4,500
^ Employment start date is pending completion of documentation in accordance with the law or district policy.								

- *10. RESOLVED, that the Roxbury Township Board of Education approve the following Summer Staff members:

	Name	Loc	Position	Guide / Step	Hourly Rate	Start Date	End Date	Discussion
1	Arentowicz, Scott	B&G	Summer Crew Leader	N/A	\$20.00	6/20/22	8/26/22	Not to exceed 29 hrs/wk
2	Diaz, Martha	OOD	Special Education Paraprofessional	REA Paraprof Step 13	\$22.80	7/1/22	8/31/22	Not to exceed 25 hrs/wk providing in home program
3	Doyle, Robert	B&G	Summer Laborer	N/A	\$15.00	6/20/22	8/24/22	Not to exceed 29 hrs/wk
4	Hundal, Manpreet	Tech	Summer Computer Technician	N/A	\$15.00	6/13/22	8/31/22	Amends hours app'd 5/23/22 D.10.4; not to exceed 29 hrs/wk (rehire from Summer 2021)
5	McHugh, Kyle	B&G	Summer Laborer	N/A	\$15.00	6/20/22^	8/26/22	Not to exceed 29 hrs/wk
6	Puco, Valerie	OOD	Special Education Paraprofessional	REA Paraprof Step 11	\$21.48	7/1/22	8/31/22	Not to exceed 25 hrs/wk providing in home program
7	Scicchitano, Vincent	Tech	Summer Computer Technician	N/A	\$15.00	6/13/22	8/31/22	Amends start date and hours app'd 5/23/22 D.10.7; not to exceed 29 hrs/wk
8	Placeholder (1 position)	ESY	ESY Teacher	N/A	\$45.00	7/5/22^	8/4/22	Not to exceed 20 hrs/wk
9	Placeholder (1 position)	ESY	ESY Nurse	N/A	\$45.00	7/5/22^	8/4/22	Not to exceed 20 hrs/wk
10	Placeholders	ESY	ESY	N/A	\$17.00	7/5/22^	8/4/22	Not to exceed 20 hrs/wk; ESY

(20 positions)	Paraprofessional	or \$20.00	Bus Aide as needed up to 5 hrs/wk at \$17.00 hourly
^ Employment start date is pending completion of documentation in accordance with the law or district policy.			

SUBSTITUTES - TRANSPORTATION, TECHNOLOGY, SECURITY, MAINTENANCE/GROUNDS

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

	Name	Position	Start Date	End Date	Discussion
1	Coppinger, Francis	Substitute Security Guard	6/17/22	6/30/22	
2	Coppinger, Francis	Substitute Security Guard	7/1/22	6/30/23	

APPOINTMENTS - TITLE I SUMMER SCHOOL PROGRAM

12. RESOLVED, that the Roxbury Township Board of Education approve the appointment of the staff listed below for the 2022 Title I Summer School Program. This program will run according to Resolution XVI.B.8 that was approved February 28, 2022. At this time, employment and payment are contingent upon the status of school closures and enrollment numbers.

	Name	Position	Hourly Rate #	Not to exceed:	Start	End
1	Murphy, Regina	Substitute Paraprofessional	\$17	20 hrs/wk	7/5/22	7/29/22
# To be paid from Title I funds.						

APPOINTMENTS - LEAD TEACHERS

- *13. RESOLVED, that the following staff be appointed for the 2022/2023 school year as indicated.

	Name	Position	Stipend per 2020-23 REA Contract
1	DiGerolamo, Kathleen	Lead Teacher of Industrial Arts & Technology; Family & Consumer Science; and Business & Marketing Gr. 9 - 12	\$2,075
2	Hachey, Patrick	Lead Teacher of Performing Arts Gr. 7 - 12	\$2,075
3	Poggi, Kevin	Lead Teacher of Physical Education / Health Gr. 7 - 12	\$2,075
4	Zengel, Renee	Lead Teacher of Visual Arts Gr. 7 - 12	\$2,075
5	Bedoya, Judy	Lead Teacher of World Language Gr. 7 - 12	\$2,075

APPOINTMENTS - EXTRACURRICULAR

14. RESOLVED, that the Roxbury Township Board of Education approve the following appointments for the 2022/2023 school year as indicated in the attached Exhibits. 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.

	<i>Exhibit Title</i>	<i>Exhibit Number</i>
1	22/23 Summer & Fall Coaching Appts	HR 1.1
2	22/23 Marching Band Appts	HR 1.2
3	22/23 Club Appts	HR 1.3
4	22/23 Fall Drama Appts	HR 1.4

APPROVAL OF SERVICE PAYMENTS

- *15. RESOLVED, that the Roxbury Township Board of Education approve payment to the following individuals for their services as indicated below with the 2022/2023 Roxbury High School Fall Drama. The Board will be reimbursed through fundraising and ticket sales.

	<i>Last Name</i>	<i>First Name</i>	<i>Services Performed</i>	<i>22/23 Payment</i>
1	Hachey	Patrick	Fall Drama Set Designer	\$900

STIPENDS - ADMINISTRATORS' INNOVATIVE PROJECTS

16. RESOLVED, that the Superintendent of Schools recognizes that the following Roxbury Administrators' Association members have completed and met the criteria objectives established for the Innovative Project shown for the 2021/2022 school year; and approves payment by June 30, 2022 of the stipend indicated for achievement of each said project.

	<i>Name</i>	<i>Innovative Project</i>	<i>Stipend per RAA 2020-2023 Contract</i>
1	Acevedo, Nicole	Supporting Behavioral Needs During A Pandemic	\$800
2	Bellardino, Alyssa	Online Literacy Parent Academies	\$800
3	Cosgrove, Melissa	Promoting Student Voice	\$800
* 4	DeBarros, Joel	Special Services Support Staff Professional Growth Project	\$800
5	Dent, Erika	Grades K-6 Website Resource Hub	\$800
6	Ferrare, Lisa	Zen Den	\$400
7	Gallagher, Paul	EMS Eagle Hour (Unit Lunch + Triple-E)	\$800
* 8	Gallagher, Amy	DREAMS Program	\$800
* 9	Glenn, Denise	High School Teachers Perceptions & Understanding of SEL - Introducing the Five Core Competencies	\$800
* 10	Kelaid, Mina	Improve Scientific Literacy through CER Framework	\$800
11	Lynch, Danielle	Portrait of a Graduate... A Portrait of Me	\$800
* 12	Mason, Stuart	Spring Wellness Fair	\$800
* 13	Trokan, Matthew	Building Communication with Spanish-Speaking Families	\$800

SUMMER 2022 EMPLOYMENT OF EDUCATIONAL SERVICES PERSONNEL

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

Special Services						
	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Effective 6/20/22 through 8/24/22 for 6 hrs per day for a total time period not to exceed:</i>	<i>Per Diem Rate based on 22/23 Base salary</i>	<i>Discussion</i>
1	Palmieri, Kristen	KES	School Social Worker	five (5) days	\$339.59	
2	Sciancalepore, Nicholas	NES	School Psychologist	twenty (20) days	\$352.38	
* 3	Susin, Jessica	RHS	School Social Worker	five (5) days	\$339.59	
4	Ventricelli, Kathryn	JES, NES	LDT-C	twenty (20) days	\$497.38	

18. RESOLVED, that the following staff be appointed to work as described below at the per diem rate indicated.

Organized by Loc (Elem to High School):

Guidance Dept						
	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Effective 6/20/22 through 8/24/22 as denoted below for 6 hrs per day:</i>	<i>Per Diem Rate based on 22/23 Base salary</i>	<i>Discussion</i>
1	Del Russo, Stefanie	LRS	School Counselor	2 floater days (anytime) & 2 days after 8/15/22	\$339.59	
2	Urban, Tara	LRS	School Counselor	2 days after 8/15/22	\$331.57	
3	Esposito, Geri	EMS	SAC	1 floater day (anytime) & 1 day after 8/15/22	\$535.30	
4	Lomuntad, Caroline	EMS	School Counselor	6 floater days (anytime) & 2 days after 8/15/22	\$402.09	
5	Torres-Davis, Evelyn	EMS	School Counselor	6 floater days (anytime) & 2 days after 8/15/22	\$428.02	
* 6	Barbolini, Carissa	RHS	School Counselor	1 floater day (anytime) & 2 days after 8/15/22	\$384.62	Any unused floater days can be transferred to approved HS counselor (see #)
* 7	Belfiore, Christina	RHS	School Counselor	1 floater day (anytime) & 2 days after 8/15/22	\$384.62	Any unused floater days can be transferred to approved HS counselor (see #)
* 8	Benson, Monica	RHS	School Counselor	1 floater day (anytime) & 2 days after 8/15/22	\$357.05	Any unused floater days can be transferred to approved HS counselor (see #)

* 9	Kenny, Jennifer	RHS	SAC	6 days in July 2022 & 4 days after 8/15/22	\$477.73	
* 10	LaCapra, Gina	RHS	School Counselor	1 floater day (anytime) & 2 days after 8/15/22	\$554.49	Any unused floater days can be transferred to approved HS counselor (see #)
* 11	San Emeterio, Stefanie	RHS	School Counselor	6 days in July 2022 & 4 days after 8/15/22	\$467.66	# Approved to use any unused floater days from other HS counselors

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

Organized by Loc (Elem to High School):

Nurses					
	<i>Name</i>	<i>Loc</i>	<i>Effective 6/20/22 through 8/24/22 for 6 hrs per day for a total time period not to exceed:</i>	<i>Per Diem Rate based on 22/23 Base salary</i>	<i>Discussion</i>
1	Phillips, Melissa	FES	four (4) days	\$439.46	
2	Zenna, Kathryn	JES	four (4) days	\$447.24	
3	Kocoski, Sanja	KES	four (4) days	\$327.86	
* 4	Leonard, Catherine	NES, DIST	four (4) days	\$384.62	
5	Kovacs, Rachelle	LRS	five (5) days	\$370.63	
* 6	Hornung, Desiree	EMS, DIST	ten (10) days	\$423.44	Of the 10 days allotted, 5 are designated for the processing of Sports Physicals.
* 7	Katinsky, Jaclyn	RHS	fifteen (15) days	\$369.22	10 of the 15 days designated for the processing of Sports Physicals.
* 8	Nelson, Susan	RHS	fifteen (15) days	\$362.16	10 of the 15 days designated for the processing of Sports Physicals.

REAPPOINTMENTS - SUBSTITUTES - TEACHER, PARAPROFESSIONAL, SECRETARY, NURSE, LUNCHAIDE

- *20. RESOLVED, that the substitutes listed on the attached Exhibit HR2 be reappointed as indicated on an as needed basis beginning September 1, 2022 through June 30, 2023.

SUMMER 2022 EMPLOYMENT FOR MANDATED SPECIAL EDUCATION

21. RESOLVED, that the staff listed in Exhibit HR3 be approved on an as-needed basis effective June 20, 2022 through August 24, 2022 at the rate indicated to conduct mandated

meetings with parents and staff to determine evaluative status, IEPs, and other appropriate activities required under the New Jersey law governing Special Education.

SUMMER EMPLOYMENT - 2022 EXTENDED SCHOOL YEAR (ESY) PROGRAM

*22. RESOLVED, that the list of staff members and substitutes listed in Exhibit HR4 be approved for the 2022 Extended School Year Program for the term beginning July 5, 2022 through August 4, 2022 (Monday through Thursday). As approved on April 25, 2022, an ESY staff member’s hours shall not exceed 20 hours weekly with the exception of the Program Coordinator who is limited to 25 hours weekly. ESY Teachers shall be available for at least one day (not to exceed 4 hours) prior to July 5, 2022. All ESY paraprofessionals shall be approved to serve as ESY Bus Aides on an as needed basis not to exceed 5 hours weekly at \$17.00 hourly.

SUMMER 2022 EMPLOYMENT - BUS DRIVERS & BUS AIDES

*23. RESOLVED, that the bus drivers and bus aides listed in Exhibit HR5 be approved for summer work effective July 1, 2022 through August 26, 2022.

CURRICULUM WRITING

*24. 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 June 30, 2022. Unless otherwise noted, proposed hours provided is the total amount allotted for the grade level or grade span shown. This resolution amends and supersedes in its entirety Resolution XVI.C.14 approved May 9, 2022:

	<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	Freshman Seminar Curriculum, Scope & Sequence	RHS	9	Sem	Revision	20	Ryan Gibson; Michael Gottfried; William O'Brien

25. RESOLVED, that the individuals listed in attached Exhibit HR6 be approved to write curriculum for the 2022/2023 school year as indicated at a salary of \$46 per hour per course, not to exceed thirty-five (35) hours per course by August 24, 2022.

HOME INSTRUCTION

*26. RESOLVED, that the following staff members be approved to provide home instruction on an as needed basis. These instructors hold appropriate NJ teaching certifications and have completed a background check, as required by State law.

	<i>Name</i>	<i>Start Date</i>	<i>End Date</i>	<i>Hourly Rate</i>
1	Any full-time employee of the Roxbury School district who is a certified instructor	7/1/22	6/30/23	\$35.00
2	Deutch, Haim	5/3/22	6/30/22	\$35.00

AUDIOVISUAL PRODUCTIONS

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

	<i>Last Name</i>	<i>First Name</i>	<i>Start Date</i>	<i>End Date</i>	<i>Payment</i>
1	Blewitt	Jessica	7/1/22	6/30/23	\$45/hr
2	Burke	Jenna	7/1/22	6/30/23	\$45/hr
3	Caivano	Roxana	7/1/22	6/30/23	\$45/hr
4	Goodwin	James	7/1/22	6/30/23	\$45/hr
5	Hachey	Patrick	7/1/22	6/30/23	\$45/hr
6	Harrison Calderon	Jessica	7/1/22	6/30/23	\$45/hr
7	Palanchi	Kristen	7/1/22	6/30/23	\$45/hr
8	Salyerds	Robert Daniel	7/1/22	6/30/23	\$45/hr
9	Sweer	Ryan	7/1/22	6/30/23	\$45/hr

SALARY ADJUSTMENTS - CERTIFICATED STAFF

28. 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>Start Date</i>	<i>Salary Guide / Step</i>	<i>Add. Salary not to exceed</i>
1	Hancock, Jessie	LRS	Supplemental Reading	1 class on Th, during Period 6	5/5/22 #	21/22 BA Step 8	\$221
# Coverage for position TCH.SPE.RES.NA.05.							

STUDENT TEACHERS/INTERNS

- *29. RESOLVED, that the following student teaching assignment be rescinded given scheduling changes communicated by the parties involved:

	<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	Pinard, Leanne	Seton Hall Univ.	Clinical Int-School Counseling	8/15/22 - 5/15/23	Mann, Monica	Dir of Guidance	DIST

30. 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	Lynch, Kathleen	Kean Univ	Clinical Int-School Psychologist	9/1/22 thru 6/30/23 for f/t	Dalupang, Sherlyne	School Psychologist	EMS
# Start date is pending completion of documentation in accordance with the law or district policy.							

TITLE I S.A.I.L. PARENT ACADEMY

31. RESOLVED, that the following personnel be appointed to the positions shown below for the 2021/2022 school year at the stipend indicated:

	<i>Name</i>	<i>Position</i>	<i>Start Date</i>	<i>End Date</i>	<i>Stipend</i>	<i>Discussion</i>
1	Manney, Lynn	Title I S.A.I.L. Parent Academy Co-Coordinator	10/12/21	6/30/22	\$2,250^	Stipend to be paid out of Title IA grant allocation.
2	McInnes, Cathy	Title I S.A.I.L. Parent Academy Co-Coordinator	10/12/21	6/30/22	\$2,250^	
^This resolution amends and supersedes the stipend shown in Resolution D.15 approved on 10/11/21 agenda.						

COMMUNITY SCHOOL

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

	Name	Loc	Position	Guide /Step	Hourly Rate	Start Date	End Date	Discussion
1	DiDomenico, Sandra	RCS	Substitute Program Assistant	N/A	\$25.00	7/1/22	6/30/23	RCS.DS.PRG.NA.01; not to exceed 25 hrs/week payable by timesheets

- *33. 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.

	Program	Instructor	Loc	Pay Rate	Start Date	End Date
1	MS Volleyball Clinic	Correnti, Alison	EMS	\$18/Student	6/1/22	6/17/22
2	MS Volleyball Clinic	McMichael, Anthony	EMS	\$18/Student	6/1/22	6/17/22
3	MS Volleyball Clinic	Small, Jessica	EMS	\$18/Student	6/1/22	6/17/22

- *34. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2022/2023 Roxbury Community School Course Offerings. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	Program	Instructor	Loc	Pay Rate	Start Date	End Date
1	Basketball Camp (Boys)	Kelley, Ryan	RHS	\$100/Student	7/18/22	7/22/22
2	Basketball Camp (Boys)	PLACEHOLDER	RHS	\$100/Student	7/18/22	7/22/22
3	Basketball Camp (Girls)	Kelley, Ryan	RHS	\$75/Student	7/25/22	7/29/22
4	Basketball Camp (Girls)	PLACEHOLDER	RHS	\$75/Student	7/25/22	7/29/22
5	Gaels Speed Camp (Youth Speed Dev)	Bischoff, Derek	RHS	\$70/Student	7/18/22	7/22/22
6	Gaels Speed Camp (Youth Speed Dev)	Norgard, Kaitlyn	RHS	\$30/Student	7/18/22	7/22/22
7	Gaels Speed Camp (HS Speed Dev)	Bischoff, Derek	RHS	\$70/Student	7/25/22	7/29/22
8	Gaels Speed Camp (HS Speed Dev)	Norgard, Kaitlyn	RHS	\$30/Student	7/25/22	7/29/22
9	Roxbury SAT Team	Stellingwerf, Kaitlin	RHS	\$418.50 / Student	7/1/22	7/31/22

35. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2022/2023 Roxbury Community School B.A.S.E.S. Program. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	Instructor	Loc	Title	Hourly Pay Rate	Start Date	End Date	Discussion
1	Acuna, Paola	K-4	Non-Certified	\$22.00	8/1/22	6/30/23	Not to exceed 29.5 Hrs/Wk with various district positions.
2	Arms, Victoria	K-4	Certified	\$35.00	8/1/22	6/30/23	
3	Barry, Kenneth	K-4	Certified	\$35.00	8/1/22	6/30/23	
4	Fehsal, Anita	K-4	Non-Certified	\$22.00	8/1/22	6/30/23	Not to exceed 29.5 Hrs/Wk with various district positions.
5	Fischer (Flynn), Amy	K-4	Sub-Certified	\$22.00	8/1/22	6/30/23	Not to exceed 29.5 Hrs/Wk with various district positions.
6	Freund, Kelly	K-4	Certified	\$35.00	8/1/22	6/30/23	
7	Friedella, Tracy	K-4	Non-Certified	\$22.00	8/1/22	6/30/23	Not to exceed 29.5 Hrs/Wk with various district positions.
9	Gong, Josie	K-4	Non-Certified	\$22.00	8/1/22	6/30/23	Not to exceed 29.5 Hrs/Wk with various district positions.
10	Hannon, Mary Anne	K-4	Non-Certified	\$22.00	8/1/22	6/30/23	Not to exceed 29.5 Hrs/Wk with various district positions.
11	Kempton, Francine	K-4	Non-Certified	\$22.00	8/1/22	6/30/23	Not to exceed 29.5 Hrs/Wk with various district positions.
12	Lewis, Pamela	K-4	Non-Certified	\$22.00	8/1/22	6/30/23	Not to exceed 29.5 Hrs/Wk with various district positions.
13	Manney, Lynn	K-4	Certified	\$35.00	8/1/22	6/30/23	

14	Marantz, Anne	K-4	Sub Certified	\$25.00	8/1/22	6/30/23	Not to exceed 29.5 Hrs/Wk with various district positions.
15	Neumann, Erin	K-4	Certified	\$35.00	8/1/22	6/30/23	
16	Renn, Christi	K-4	Supervisor	\$40.00	8/1/22	6/30/23	
17	Renzetti, Sandra	K-4	Sub Certified	\$25.00	8/1/22	6/30/23	
18	Ronchetta, Erin	K-4	Non-Certified	\$22.00	8/1/22	6/30/23	
19	Rose, Denise	K-4	Certified	\$35.00	8/1/22	6/30/23	
20	Ryall, Mary	K-4	Non-Certified	\$22.00	8/1/22	6/30/23	
21	Segrave, Kelly	K-4	Sub Certified	\$25.00	8/1/22	6/30/23	Not to exceed 29.5 Hrs/Wk with various district positions.
22	Seelinger, Heather	K-4	Sub Certified	\$25.00	8/1/22	6/30/23	
23	Shannon, Jeannette	K-4	Non-Certified	\$22.00	8/1/22	6/30/23	Not to exceed 29.5 Hrs/Wk with various district positions.
24	Sotelo, Virginia	K-4	Non-Certified	\$22.00	8/1/22	6/30/23	
25	Sparano, Deidre	K-4	Sub Certified	\$25.00	8/1/22	6/30/23	
26	Szigeti, Elizabeth	K-4	Certified	\$35.00	8/1/22	6/30/23	

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 July 18, 2022 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, and matters covered by attorney client privilege during the aforementioned Executive Session; and

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

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

XVIII. BOARD MEMBER COMMENTS

XIX. EXECUTIVE SESSION - (IF NECESSARY)

XX. PUBLIC SESSION – (IF NECESSARY)

XXI. ADJOURNMENT

**DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
JUNE 13, 2022
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

XVI ACTION ITEMS

A. *Finances (Resolutions 1-42)*

TRAVEL REQUESTS

- *8. RESOLVED, that the Roxbury Township Board of Education approve unavoidable travel costs as presented which are educationally necessary and fiscally prudent and are related to and within the scope of the employee’s current responsibilities and promotes the delivery of instruction or 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>
6.	Demarest, Karen	WIDA Screener for Kindergarten	4	Online	6/22/2022	\$100.00	\$100.00
7.	Krog, Deborah	WIDA Screener for Kindergarten	4	Online	6/22/2022	\$100.00	\$100.00

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.

ACCEPTANCE OF GRANT FUNDS - IDEA

- *38. RESOLVED, that the Roxbury Township Board of Education approve the acceptance of the FY 2023 Individuals with Disabilities Education Act (IDEA) Basic and Preschool Grant Awards as shown below for the project period July 1, 2022 to September 30, 2023.

Basic Grant (Ages 3-21)	\$877,425
Basic Grant Nonpublic Share	\$46,433
Preschool Grant (Ages 3-5)	\$44,794

APPROVAL OF SUBMISSION OF GRANT APPLICATION - IDEA

*39. RESOLVED, that the Roxbury Township Board of Education approve the submission of the 2022-2023 Individuals with Disabilities Education Act (IDEA) Consolidated Grant Original Application for the project period of July 1, 2022 to September 30, 2023.

APPROVAL OF SUBMISSION OF GRANT APPLICATION - ESEA

*40. RESOLVED, that the Roxbury Township Board of Education approve the submission of the 2022-2023 Elementary and Secondary Education Act (ESEA) Consolidated Subgrant Original Application for the project period of July 1, 2022 to September 30, 2023.

ACCEPTANCE OF GRANT FUNDS - ARP HOMELESS II

*41. RESOLVED, that the Roxbury Township Board of Education approve the acceptance of the 2022-2023 ARP Homeless II Grant funds in the amount of \$12,043 for the project period of July 1, 2022 to September 30, 2023.

APPROVAL OF SUBMISSION OF GRANT APPLICATION - ARP HOMELESS II

*42. RESOLVED, that the Roxbury Township Board of Education approve the submission of the 2022-2023 ARP Homeless II Grant Original Application for the project period of July 1, 2022 to September 30, 2023.

B. Education (Resolutions 1-9)

APPROVAL OF SENIOR OPTION AND INDEPENDENT STUDY PROJECTS - RHS

*9. RESOLVED, that the Roxbury Township Board of Education accepts the Senior Option Projects for the classes at Roxbury High School listed below to be completed in the 2022/2023 school year.

Student	Research Focus	Credits
205448	Choir Intern	5

D. Personnel (Resolutions 1-35)

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
6	PLACE-HOLDER	NES	Gr. 3 Teacher	TBD	TBD	8/25/22 ^	6/30/23	Tenure track replacement in position TCH.NIX.GR3.NA.04
7	PLACE-HOLDER	EMS	Assistant Principal	n/a	TBD	8/1/22 ^	6/30/23	Tenure track replacement in position ADM.EMS.APR.NA.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								

POLICY

EXHIBIT P1 – SECOND READING

Administration
1648.14/Page 1 of 15

SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

1648.14 SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

M

A. Purpose and Scope

-

~~The Board of Education is committed to providing a safe and healthy workplace for all employees and has adopted this Policy that shall be the school district's COVID-19 Plan (Plan) that includes procedures to minimize the risk of transmission of COVID-19, in accordance with Occupational Safety and Health Act of 1970 (OSHA) COVID-19 Emergency Temporary Standard (ETS) published on June 21, 2021. The ETS, 29 CFR §1910 Subpart U, applies to all settings where any school district employee or contracted service provider provides healthcare services or health care support services. Public Employees' Occupational Safety and Health (PEOSH), the agency with jurisdiction over public employers in New Jersey, has adopted the ETS in full. However, its applicability for school districts is primarily restricted to the nurse's office and any adjoining clinical areas and not the entire school building.~~

-

~~The Board, administration, and the COVID-19 Safety Coordinator(s) will work collaboratively with all employees in the development, implementation, monitoring, and updating of this Plan.~~

-

1. Definitions

-

~~a. "Employee" means any district employee or contracted service provider working in a healthcare setting where people with suspected or confirmed COVID-19 are reasonably expected to be present.~~

-

~~(1) Therefore, the provisions of the ETS and this Policy only apply to employees or contracted service providers working in a nurse's office or any adjoining clinical areas.~~

-

~~b. "Healthcare setting" means all settings in the school district where any employee or contracted service provider provides healthcare services or healthcare support services.~~

-



SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

~~(1) Where a healthcare setting is embedded within a non-healthcare setting (i.e. school nurse's office and any adjoining clinical areas in a school building), the ETS and this Policy only apply to the embedded healthcare setting and not to the remainder of a school building in accordance with 29 CFR §1910.502(a)(3)(i).~~

~~e. For the purpose of this Policy, additional definitions shall be those definitions listed in 29 CFR §1910.502(b).~~

~~2. The school district has multiple healthcare settings that are substantially similar; therefore, has developed and adopted this single Plan for these substantially similar healthcare settings, with site-specific considerations included in this Plan. The healthcare settings in the school district are listed in Appendix 1.~~

~~a. Any school district health care settings that are not substantially similar, the school district shall develop and adopt separate COVID-19 Plans for each healthcare setting and list them in Appendix 1.~~

~~B. Roles and Responsibilities for School District Employees~~

~~1. The school district's goal in adopting this Policy is to prevent the transmission of COVID-19 in the school district's healthcare settings. All staff members are responsible for supporting, complying with, and providing recommendations to further improve this Plan.~~

~~2. The Superintendent will designate a COVID-19 Safety Coordinator(s) who shall implement and monitor this Plan. The COVID-19 Safety Coordinator(s) shall have the school district's full support in implementing and monitoring this Plan, and has authority to ensure compliance with all aspects of this Plan.~~

~~C. Hazard Assessment and Worker Protections~~

~~1. The Superintendent of Schools or designee will conduct a specific hazard assessment of its healthcare settings to determine potential hazards related to COVID-19.~~



SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

- ~~a. A hazard assessment will be conducted initially and whenever changes in a healthcare setting in the school district create a new potential risk of employee exposure to COVID-19 (e.g., new work activities in the healthcare setting).~~
- ~~2. The Superintendent has developed and the Board has adopted this Plan that includes the procedures the school district will use to determine an employee's vaccination status as outlined in Appendix 2.~~
 - ~~a. In the event the Superintendent or designee cannot or does not determine or confirm the vaccination status of an employee, the employee shall be presumed to be unvaccinated.~~
- ~~3. All completed hazard assessment forms and results will be attached to this Plan in Appendix 3 and will be accessible to all employees at each school district facility.~~
- ~~4. The school district will address the hazards identified by the assessment, and have included in this Plan the procedures to minimize the risk of transmission of COVID-19 for each employee. These procedures are included in the following Appendices:~~
 - ~~a. Patient Screening and Management~~
 - ~~(1) In healthcare settings in the school district where direct patient care is provided, the school district will include protocols addressing patient screening and management in Appendix 4.~~
 - ~~b. Standard and Transmission Based Precautions~~
 - ~~(1) The school district will develop and implement procedures to adhere to Standard and Transmission-Based Precautions in accordance with CDC's~~



SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

~~“Guidelines for Isolation Precautions” which are included in Appendix 5.~~

~~5. Personal Protective Equipment (PPE)~~

- ~~a. The school district will provide and ensure that employees wear approved facemasks or a higher level of respiratory protection.~~
- ~~b. The school district will include protocols to address PPE for healthcare settings in Appendix 6.~~

~~6. Physical Distancing~~

- ~~a. The school district will ensure that each employee is separated from all other people in the healthcare setting by at least six feet when indoors, unless it can be demonstrated that such physical distance is not feasible for a specific activity.~~

~~(1) Where maintaining six feet of physical distance is not feasible, the school district will ensure employees are as far apart from other people as possible.~~

- ~~b. Physical distancing will be implemented, along with the other provisions required by the ETS, as part of a multi-layered infection control approach for all healthcare settings.~~

- ~~c. The school district will include protocols to address physical distancing for healthcare settings in Appendix 7.~~

~~7. Physical Barriers~~

- ~~a. The school district will install physical barriers at each fixed work location outside of direct patient care areas where each employee is not separated from all other people by at least six feet of distance and spacing cannot be increased, unless it can be demonstrated that it is not feasible to install such physical barriers.~~



SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

-
b. ~~Physical barriers will be implemented, along with the other provisions required by the ETS, as part of a multi-layered infection control approach for all healthcare settings.~~

-
c. ~~The school district will include protocols to address physical barriers for healthcare settings in Appendix 8.~~

-
8. ~~Cleaning and Disinfecting in the Healthcare Setting~~

-
a. ~~The school district will implement policies and procedures for cleaning, disinfecting, and hand hygiene, along with the other provisions required by the ETS, as part of a multi-layered infection control approach for all healthcare settings.~~

-
b. ~~The school district will include protocols to address cleaning and disinfecting for healthcare settings in Appendix 9.~~

-
9. ~~Ventilation~~

-
a. ~~The school district will implement procedures for each facility's heating, ventilation, and air conditioning (HVAC) system and include protocols addressing ventilation for healthcare settings in Appendix 10.~~

-
b. ~~Ventilation policies and procedures will be implemented, along with the other provisions required by the ETS, as part of a multi-layered infection control approach.~~

-
c. ~~The Superintendent or designee will identify the building manager, HVAC professional, or maintenance employee who can certify that the HVAC system(s) are operating in accordance with the ventilation provisions of the ETS and list the individual(s) in Appendix 10.~~

-
D. ~~Health Screening and Medical Management~~

-
1. ~~Health Screening~~



SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

- a. ~~“Screening” means, for the purpose of this Policy, asking questions to determine whether a person is COVID-19 positive or has symptoms of COVID-19.~~
- b. ~~The school district will include protocols to address health screening for employees in Appendix 11.~~
2. ~~Employee Notification to Employer of COVID-19 Illness or Symptoms~~
 - a. ~~The school district will include protocols to address employee notification to employer of COVID-19 illness or symptoms for employees in Appendix 11.~~
3. ~~Employer Notification to Employees of COVID-19 Exposure in the Healthcare Setting~~
 - a. ~~The school district will include protocols to address employer notification of COVID-19 exposure to employees in Appendix 11.~~
4. ~~Medical Removal from the Healthcare Setting~~
 - a. ~~The school district will include protocols to address medical removal from the healthcare setting for employees in Appendix 11.~~
5. ~~Return to Work Criteria~~
 - a. ~~The school district will include protocols to address return to work criteria for employees in Appendix 11.~~
6. ~~Medical Removal Protection Benefits~~
 - a. ~~The school district will continue to pay employees who have been removed from the healthcare setting under the medical removal provisions of the ETS. When an employee has been removed from the healthcare setting and is not working remotely or in isolation, the school district shall pay and provide benefits in accordance with the Plan addressed in Appendix 12.~~



SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

-
E. ~~Vaccinations~~
-

1. ~~The school district encourages employees to receive the COVID-19 vaccination as a part of a multi-layered infection control approach. The school district will support COVID-19 vaccination for each employee by providing reasonable time and paid leave to each employee for vaccination and any side effects experienced following vaccination.~~
2. ~~The school district will include protocols to address vaccination for employees in Appendix 13.~~

-
F. ~~Training~~
-

1. ~~The school district will implement policies and procedures for employee training, along with the other provisions required by the ETS, as part of a multi-layered infection control approach.~~
2. ~~The school district will include protocols to address training for employees in Appendix 14.~~

-
G. ~~Anti Retaliation~~
-

1. ~~The school district will inform each employee that employees have a right to the protections required by the ETS, and that employers are prohibited from discharging or in any manner discriminating against any employee for exercising their right to protections required by the ETS, or for engaging in actions that are required by the ETS.~~
2. ~~The school district will not discharge or in any manner discriminate against any employee for exercising their right to the protections required by the ETS, or for engaging in actions that are required by the ETS.~~

-
H. ~~Requirements Implemented at No Cost to Employees~~
-

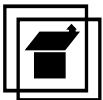
1. ~~The school district will comply with the provisions of ETS at no cost to its employees, with the exception of any employee self-monitoring conducted under D. above.~~



SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

I. ~~Recordkeeping~~

- ~~1. The school district will retain all versions of this Policy to comply with the ETS while the ETS remains in effect.~~
- ~~2. The school district will establish and maintain a COVID-19 log to record each instance in which an employee is COVID-19 positive, regardless of whether the instance is connected to exposure to COVID-19 at work.~~
 - ~~a. The COVID-19 log will contain, for each instance, the employee's name, one form of contact information, occupation, location where the employee worked, the date of the employee's last day in the healthcare setting, the date of the positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced.~~
- ~~3. The school district will record the information on the COVID-19 log within twenty four hours of learning that the employee is COVID-19 positive.~~
 - ~~a. The school district will maintain the COVID-19 log as a confidential medical record and will not disclose it except as required by the ETS or other Federal law.~~
 - ~~b. The school district will maintain and preserve the COVID-19 log while the ETS remains in effect.~~
- ~~4. By the end of the next business day after a request, the school district will provide, for examination and copying:~~
 - ~~a. All versions of this Policy which is the written Plan for all employees;~~
 - ~~b. The individual COVID-19 log entry for a particular employee to that employee and to anyone having written authorized consent of that employee; and~~



SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

- e. ~~A version of the COVID-19 log that removes the names of employees, contact information, and occupation, and only includes, for each employee in the COVID-19 log, the location where the employee worked, the last day that the employee was in the healthcare setting before removal, the date of that employee's positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced, to all employees.~~

J. ~~Reporting~~

- 1. ~~The school district will report to PEOSH:~~

- a. ~~Each work-related COVID-19 fatality within eight hours of the school district learning about the fatality;~~
- b. ~~Each work-related COVID-19 in-patient hospitalization within twenty-four hours of the school district learning about the in-patient hospitalization.~~

K. ~~Monitoring Effectiveness~~

- 1. ~~The school district and the COVID-19 Safety Coordinator(s) will work collaboratively with employees to monitor the effectiveness of this Plan so as to ensure ongoing progress and efficacy.~~
- 2. ~~The school district will update this Policy as needed to address changes in specific COVID-19 hazards and exposures in the healthcare setting.~~

~~This Policy and its Appendices will be made available upon request.~~

~~29 CFR §1910.502~~

~~Occupational Safety and Health Administration Fact Sheet Subpart U COVID-19
Healthcare Emergency Temporary Standard
Occupational Safety and Health Administration Model Plan~~

~~Adopted: 13 December 2021~~



SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

Appendix 1—Identifying the Healthcare Settings in the School District:

All nurse's offices have been relocated back to their original locations. These locations are well known to students and are properly equipped with all of the necessary equipment as well as medications.

Work Specific COVID-19 CONSIDERATIONS

- All offices have an isolation section in the office to serve as a safe space for any symptomatic students or staff.
- Cleaning of offices occurring hourly by the nurses.
- Hand washing stations and hand sanitizers are available for all upon entering
- Posters depicting proper hand washing as well as coughing and sneezing are also displayed

Appendix 2—Vaccination Status Plan:

In September of 2021, a Google form was sent to all staff and staff members identified their vaccination status. If staff members were vaccinated, they were required to upload their vaccination card.

Any new staff member onboarding is now required to identify his/her vaccination status. This information is kept in that staff member's secure, confidential medical file.

Appendix 3—Completed Hazard Forms and Results:

Please see the attached Hazard Assessment Forms and Results below:

NONE

Appendix 4—Patient Screening and Management:

Any students exhibiting COVID-19 symptoms are isolated in the health office. Separate seating areas are provided for students waiting to be seen by the nurse. No other "visitors" are allowed into the health offices.



SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

~~Appendix 5—Standard and Transmission-Based Precautions:~~

- ~~• Proper mask wearing~~
- ~~• Social distancing where possible~~
- ~~• Promotion of handwashing~~
- ~~• Proper sneezing and coughing practices~~
- ~~• Symptomatic students and staff encouraged to stay home~~
- ~~• Symptomatic students and staff sent home when needed~~

~~Appendix 6—Personal Protective Equipment (PPE):~~

- ~~1. Given we are 20 months into this global pandemic, all of the healthcare workers in our district are properly trained with the donning and doffing of PPE.~~
- ~~2. None.~~
- ~~3. All healthcare workers have access to PPE.~~
- ~~4. All healthcare workers have access to PPE.~~

~~Appendix 7—Physical Distancing:~~

~~All healthcare settings adhere to the protocol of physical distancing to the best of their ability.~~

~~Appendix 8—Physical Barriers:~~

~~All healthcare workers/school nurses have access to either curtains or privacy screens. How these physical barriers are utilized is determined by the healthcare workers/school nurses.~~

~~Appendix 9—Cleaning and Disinfecting:~~



SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

~~All healthcare workers/school nurses clean and disinfect as appropriate throughout the day depending on the flow of students entering.~~

~~Appendix 10 – Ventilation:~~

~~The following individual(s) is responsible for maintaining the HVAC system(s) and can certify that it is operating in accordance with the ventilation provisions of OSHA’s COVID-19 ETS.~~

~~Appendix 11 – Health Screening and Medical Management for Employees:~~

- ~~1. Self-Monitor~~
- ~~2. Utilize AESOP, email and notify supervisors and HR Director~~
- ~~3. All employees were given the appropriate number of sick days in their attendance bank.~~
- ~~4. Phone calls, emails and in-person conversations will be used to notify employees of an exposure to COVID-19.~~
- ~~5. Follow NJ DOH guidelines~~

~~Appendix 12 – Medical Removal Protection Benefits:~~

~~Employees are permitted to use sick, or personal days for illness or quarantining.~~

~~Appendix 13 – Vaccinations:~~

~~Employees are permitted to use sick or personal days for vaccinations.~~

~~Appendix 14 – Training:~~



SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

~~Given that our school nurses/healthcare workers have been working in the COVID-19 since March of 2020, they are all well versed in the proper protocols involving COVID.~~

~~1. The school district will ensure that each employee receives training, in a language and at a literacy level the employee understands, on the following topics:~~

~~a. COVID-19, including:~~

~~(1) How COVID-19 is transmitted (including pre-symptomatic and asymptomatic transmission);~~

~~(2) The importance of hand hygiene to reduce the risk of spreading COVID-19 infections;~~

~~(3) Ways to reduce the risk of spreading COVID-19 through proper covering of the nose and mouth;~~

~~(4) The signs and symptoms of COVID-19;~~

~~(5) Risk factors for severe illness; and~~

~~(6) When to seek medical attention.~~

~~b. The school district's procedures on patient screening and management;~~

~~c. Tasks and situations in the healthcare setting that could result in COVID-19 infection;~~

~~d. Healthcare setting-specific procedures to prevent the spread of COVID-19 that are applicable to the employee's duties (e.g., policies on Standard and Transmission Based Precautions, physical distancing, physical barriers, ventilation, aerosol-generating procedures);~~

~~e. Employer specific multi-employer healthcare setting agreements related to infection control policies and procedures, the use of common areas, and the use of shared equipment that affect employees at the healthcare setting;~~



SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

~~f. The school district's procedures for PPE worn to comply with the ETS, including:~~

~~(1) When PPE is required for protection against COVID-19;~~

~~(2) Limitations of PPE for protection against COVID-19;~~

~~(3) How to properly put on, wear, and take off PPE;~~

~~(4) How to properly care for, store, clean, maintain, and dispose of PPE; and~~

~~(5) Any modifications to donning, doffing, cleaning, storage, maintenance, and disposal procedures needed to address COVID-19 when PPE is worn to address healthcare setting hazards other than COVID-19.~~

~~g. Healthcare setting specific procedures for cleaning and disinfection;~~

~~h. The school district's procedures on health screening and medical management;~~

~~i. Available sick leave policies, any COVID-19 related benefits to which the employee may be entitled under applicable Federal, State, or local laws, and other supportive policies and practices (e.g., telework, flexible hours, etc.);~~

~~j. The identity of school district's Safety Coordinator(s) specified in this Plan; and~~

~~k. The ETS.~~

~~(1) How the employee can obtain copies of the ETS and any employer specific policies and procedures~~



SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

~~developed under the ETS, including this Policy,
which is the school district's written Plan.~~

~~-
-~~

- ~~2. The school district will ensure that the training is overseen or conducted by a person knowledgeable in the covered subject matter as it relates to the employee's job duties, and that the training provides an opportunity for interactive questions and answers with a person knowledgeable in the covered subject matter as it relates to the employee's job duties.~~
- ~~3. The school district will provide additional training whenever changes occur that affect the employee's risk of contracting COVID-19 at work (e.g., new job tasks), policies or procedures are changed, or there is an indication that the employee has not retained the necessary understanding or skill.~~

ABOLISHED



POLICY

EXHIBIT P2 – SECOND READING

ADMINISTRATION

1648.15/page 1 of 2

Recordkeeping for Healthcare Settings
in School Buildings – COVID-19

M

1648.15 RECORDKEEPING FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS – COVID-19

The Board of Education is committed to providing a safe and healthy workplace for all employees. The school district shall maintain its records in accordance with Occupational Safety and Health Act of 1970 (OSHA) COVID-19 Emergency Temporary Standard (ETS) published on June 21, 2021 as adopted by the Public Employees Occupational Safety and Health (PEOSH), the agency with jurisdiction over public employers in New Jersey. The provisions of the ETS have expired and are no longer in effect for school districts except for the provisions addressing recordkeeping, outlined in 29 CFR §1910.502(q). ~~The ETS and this Policy are only applicable for employees working in the school nurse’s office and any adjoining clinical areas in the school building.~~

For the purpose of this Policy, “employee” means any district employee or contracted service provider working in a healthcare setting where people with suspected or confirmed COVID-19 are reasonably expected to be present. Therefore, the provisions of the ETS and this Policy only apply to employees or contracted service providers working in a nurse’s office or any adjoining clinical areas.

For the purpose of this Policy, “healthcare setting” means all settings in the school district where any employee or contracted service provider provides healthcare services or healthcare support services. Where a healthcare setting is embedded within a non-healthcare setting (i.e. school nurse’s office and any adjoining clinical areas in a school building), the ETS and this Policy only apply to the embedded healthcare setting and not to the remainder of a school building.

The school district will retain all versions of Policy 1648.14 – Safety Plan for Healthcare Settings in School Buildings, to comply with the ETS while the ETS remains in effect, even after Policy 1648.14 has been abolished.

ADMINISTRATION

1648.15/page 2 of 2

Recordkeeping for Healthcare Settings
in School Buildings – COVID-19

The school district will establish and maintain a COVID-19 log to record each instance in which an employee is COVID-19 positive, regardless of whether the instance is connected to exposure to COVID-19 at work. The COVID-19 log will contain, for each instance, the employee's name, one form of contact information, occupation, location where the employee worked, the date of the employee's last day in the healthcare setting, the date of the positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced.

The school district will record the information in the COVID-19 log within twenty-four hours of learning the employee is COVID-19 positive. The school district will maintain the COVID-19 log as a confidential medical record and will not disclose it except as required by the ETS or other Federal law. The school district will maintain and preserve the COVID-19 log while the ETS remains in effect.

By the end of the next business day after a request, the school district will provide for examination and copying: all versions of Policy 1648.14; the individual COVID-19 log entry for a particular employee to that employee and to anyone having written authorized consent of that employee; and a version of the COVID-19 log that removes the names of employees, contact information, and occupation, and only includes, for each employee in the COVID-19 log, the location where the employee worked, the last day that the employee was in the healthcare setting before removal, the date of that employee's positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced, to all employees.

29 CFR §1910.502(q)

Adopted: 13 June 2022

EXHIBIT P3 – SECOND READING

Program
2415.04/Page 1 of 8

Title I – District-Wide **Parent and Family Parental Involvement Engagement** (M)

2415.04 TITLE I – DISTRICT-WIDE **PARENT AND FAMILY PARENTAL INVOLVEMENT ENGAGEMENT** (M)

M

In support of strengthening student academic achievement, each school district that receives Title I, Part A funds must develop jointly with, agree on, and distribute to, parents of participating children a written parent and family engagement policy that contains information required by Section 1116(a)(2) of the Elementary and Secondary Education Act (ESEA). This Policy establishes the school district's expectations for parent and family engagement, describes how the school district will implement a number of specific parent and family engagement activities, and is incorporated into the school district's Annual School Plan (ASP).

A. General Expectations

1. The school district agrees to implement the following statutory requirements:

- a. The school district will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with Section **1116** ~~1118~~ of the Elementary and Secondary Education Act (ESEA). These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- b. Consistent with Section **1116** ~~1118~~ of the ESEA, the school district will work with its schools to ensure that the required school-level parental **and family engagement involvement** policies meet the requirements of Section **1116**~~1118~~(b) of the ESEA, and each include, as a component, a school-parent compact consistent with Section **1116**~~1118~~(d) of the ESEA.
- c. The school district will incorporate this District-Wide Parental Involvement Policy into its school district's plan developed under Section 1112 of the ESEA.



Title I – District-Wide **Parent and Family** ~~Parental Involvement~~ **Engagement** (M)

- d. In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language parents understand.
- e. If the school district's plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the New Jersey Department of Education (NJDOE).
- f. ~~In the event the school district is required to reserve and spend at least one percent of the district's Title I, Part A allocation, t~~The school district will involve the parents of children served in Title I, Part A schools in decisions about how the **one percent of Title I, Part A these funds reserved for parent and family engagement is** ~~will be spent,~~ and will ensure that not less than **ninety** ~~ninety-five~~ percent of the one percent reserved goes directly to the schools.
- g. The school district will be governed by the following statutory definition of parental involvement, and expects Title I schools in the district will carry out programs, activities, and procedures in accordance with this definition:
 - (1) **"Parent and family engagement"** ~~Parental involvement~~ means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - (a) ~~t~~. That parents play an integral role in assisting their child's learning;



Title I – District-Wide **Parent and Family** ~~Parental Involvement~~ **Engagement** (M)

- (b)2. That parents are encouraged to be actively involved in their child’s education at school;
- (c)3. That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
- (d)4. The carrying out of other activities, such as those described in Section **1116** ~~1118~~ of the ESEA.

h. In the event the State of New Jersey or the New Jersey Department of Education has a Parental Information and Resource Center, the school district will inform parents and parental organizations of its purpose and existence.

B. Description of How District Will Implement Required District-Wide Parent and Family Engagement Policy Components

~~Below is a description of how the district will implement or accomplish each of the following components outlined below (Section 1118(a)(2), ESEA):~~

1. The **school** district will take the following actions to involve parents in the joint development of its district-wide parental **and family engagement** ~~involvement~~ plan under Section 1112 of the ESEA:
 - a. **Survey parents about programs** ~~Provide technical assistance as the school develops and implements its improvement, and that the technical assistance is based on scientifically-based research (SBR).~~
 - b. **Collect anecdotal data at events** ~~Request parental participation in the development of a written parental policy and parental involvement requirements.~~
 - c. ~~Involve parents in an organized, ongoing and timely way in the joint development of above mentioned policy.~~



Title I – District-Wide **Parent and Family** ~~Parental Involvement~~ **Engagement** (M)

2. The **school** district will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA:
 - a. **Survey parents about programs** ~~Involvement parents in the planning, review an improvement of the school parental involvement policy;~~ and
 - b. **Collect anecdotal data at events** ~~Involvement parents in the joining development of any school wide program plan.~~
3. The **school** district will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental **and family engagement** ~~involvement~~ activities to improve student academic achievement and school performance:
 - a. **SAIL Summer Academy** ~~Provide specific technical assistance that includes help with analyzing data from the assessments, and other examples of student work.~~
 - b. **SAIL Parent Academy** ~~Provide technical assistance to address problems in instruction.~~
 - e. ~~Provide support in implementing parental involvement requirements as well as the professional development requirements.~~
4. The school district will coordinate and integrate parental involvement strategies in **Title I**, Part A with parental **and family engagement** ~~involvement~~ strategies under the following other programs: (Insert programs, **S**such as: Head Start, ~~Reading First, Early Reading First, Even Start,~~ Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs), by:
 - a. **Aligning Parent Academy topics to curricular initiatives** ~~Early Childhood Programs.~~
 - b. ~~Literacy Intervention Programs.~~
 - c. ~~Establishing school-parent resource centers.~~



Title I – District-Wide **Parent and Family** ~~Parental Involvement~~ **Engagement** (M)

5. The school district will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this **parent and family engagement policy** ~~Parental Involvement Policy~~ in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental **and family engagement** ~~involvement~~-activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its **parent and family engagement policy** ~~Parental Involvement Policy~~ and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental **and family engagement** ~~involvement~~ policies.

~~(List actions, such as describing how the evaluation will be conducted, identifying who will be responsible for conducting it, and explaining what role parents will play):~~

- a. **Feedback from parent surveys will be used in preparing annual programs** ~~Work with schools to ensure that all required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA.~~
- b. **The Student-Parent Compact developed per A.1(b) and in accordance with ESSA Section 1116(d) will be shared annually** ~~Conduct, with parents, and district staff an annual evaluation to identify activities and actions that are successful and support effective parental involvement.~~
- c. ~~Identify with parents involvement activities that strengthen student academic achievement.~~
- d. ~~Involvement of parental council on review of parental programs and activities.~~

6. The school district will build the school's and parent's capacity for strong parental **and family engagement** ~~involvement~~, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the



Title I – District-Wide **Parent and Family** ~~Parental Involvement~~ **Engagement** (M)

community to improve student academic achievement, through the following activities specifically described below:

a1. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described below:

(1) ~~The challenging State~~ **The challenging State** ~~New Jersey's academic content standards;~~

~~New Jersey's student academic achievement standards;~~

(2) ~~The New Jersey~~ **State** and local academic assessments including alternate assessments;

(3) ~~The requirements of~~ **Title I**, Part A;

(4) ~~How to monitor their child's progress; and~~

(5) ~~How to work with educators;~~

(a) **SAIL Parent Academy programs which directly connect to standards, and curricular initiatives including the home connections.**

b2. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental **and family engagement** ~~involvement~~, by:

a. **SAIL Parent Academy programs which directly connect to standards, and curricular initiatives including the home connections.** ~~Conduct annual workshops that educate parents and promote success (i.e. Cyberbullying, Use of Internet, etc.).~~



Title I – District-Wide **Parent and Family** ~~Parental Involvement~~ **Engagement** (M)

~~b. Conduct annual Parents' Night/Back to School Nights (i.e. Topics will include AYP status of school, etc.)~~

~~e. Conduct individual parental conferences.~~

c3. The school district will, with the assistance of its schools and parents, educate its teachers, student services personnel, ~~p~~Principals and other **school leaders, and other staff**, in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

a. **Promoting programs to parents in English and Spanish through multiple means** ~~Conduct annual workshops (i.e. Technology Training, etc.)~~

~~b. Purchasing of materials to assist parents in promoting academics.~~

~~c. Continue to fund the positions of parent liaisons at schools to assist/train parents on a consistent basis.~~

d4. The school district will, to the extent feasible and appropriate, coordinate and integrate ~~parental~~ **and family engagement** ~~involvement~~ programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in fully participating in the education of their children, by:

a. **SAIL Parent Academy programs which directly connect to standards, and curricular initiatives including take home connections.** ~~Conducting parental/community workshops on current educational issues and trends (i.e. Cyberbullying).~~

b. ~~Conducting literacy trainings for parents.~~



Title I – District-Wide **Parent and Family** ~~Parental Involvement~~ **Engagement** (M)

- e5. The school district will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- a. **Promoting programs to parents in English and Spanish through multiple means.** ~~Dissemination of District Newsletters both in English and in Spanish, if requested.~~
 - b. ~~Dissemination of district/school notification letters. (i.e. School in Need of Improvement Status, SES services, etc.)~~
 - c. ~~Development/redesign of district website.~~

D. Adoption

This ~~District-Wide Parental Involvement~~ Policy has been developed jointly, and agreed on with parents of children participating in Title I, Part A programs, **as evidenced by the Superintendent of Schools or designee.** This Policy was adopted by the Board of Education on the adoption date noted at the end of this Policy and will be in effect for the **period of one year and will be updated as needed on an annual basis.** The School District will be distributed **this Policy** to all parents of participating Title I, Part A children ~~in an understandable and uniform format and, to the extent practicable, in a language the parents understand, at the beginning of each school year or when the child is determined eligible and begins participating in Title I, Part A programs~~ **on or before October 1 of each school year.**

Elementary and Secondary Education Act, Title I, Section 1116(a)(2)

~~United States Department of Education Non-Regulatory Guidance Appendix D District-Wide Parental Involvement Policy~~

Adopted: 14 October 2013

Revised: **13 June 2022**



POLICY

EXHIBIT #P4 – SECOND READING

PROGRAM
2415.50/page 1 of 10
Title I – School Parent
and Family Engagement
M

2415.50 TITLE I – SCHOOL PARENT
AND FAMILY ENGAGEMENT

A. District Expectations

1. In accordance with the requirements of Title I, Section 1116(a)(2), ESEA, the Board of Education agrees to implement the following statutory requirements:
 - a. The school district will put into operation programs, activities, and procedures for the involvement of parents in all its schools with Title I, Part A programs. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
 - b. The school district will work with its schools to ensure the required school-level parent and family engagement policies meet the Title I, Part A requirements, and include, as a component, a school-parent compact.
 - c. The school district will incorporate this School Parent and Family Engagement Policy into its district plan.
 - d. In carrying out the Title I, Part A parent and family engagement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents of children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.



POLICY

PROGRAM
2415.50/page 2 of 10
Title I – School Parent
and Family Engagement

- e. If the school district plan for Title I, Part A funds is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan upon request by the New Jersey Department of Education (NJDOE).
- f. The school district will involve the parents of children served in Title I schools in decisions about how the one percent of Title I, Part A funds reserved for parent and family engagement is spent, and will ensure that not less than ninety percent of the one percent reserved goes directly to the schools. (Only applicable for districts with Title I, Part A allocations greater than \$500,000.)
- g. The school district will be governed by the following statutory definition of parent and family engagement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:
 - (1) “Parent and family engagement” means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - (a) That parents play an integral role in assisting their child’s learning;
 - (b) That parents are encouraged to be actively involved in their child’s education at school;
 - (c) That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and



POLICY

PROGRAM
2415.50/page 3 of 10
Title I – School Parent
and Family Engagement

(d) The carrying out of other activities, such as those described in section 1116 of the ESEA.

h. The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in New Jersey.

2. This policy will apply to any school in the district designated as a Title I school for the duration of designation.

B. School Parent and Family Engagement Policy Required Components

1. The school will take the following actions to involve parents in the joint development of its district/school parent and family engagement plan:

a. Survey parents about programs.

b. Collect anecdotal data at programs.

2. The school will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A, and to explain the requirements of this part and the right of the parents to be involved:

Back to School Night.

The school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under Title I, Part A, transportation, child care, or home visits, as such services relate to parent and family engagement:

Individual parent meetings as requested.



POLICY

PROGRAM
2415.50/page 4 of 10
Title I – School Parent
and Family Engagement

4. The school will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance:
(List activities)
 - a. SAIL Summer Academy
 - b. SAIL Parent Academy

5. The school will build the schools' and parents' capacity for strong parent and family engagement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
 - a. The school will, with the assistance of its Title I schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:
 - (1) The challenging, state academic standards;
 - (2) The state and local academic assessments including alternate assessments;
 - (3) The requirements of Title I, Part A;
 - (4) How to monitor their child's progress; and
 - (5) How to work with educators to improve the achievement of their children.
 - (a) SAIL Parent Academy programs which directly connect to standards, and curricular initiatives including the home connections.



POLICY

PROGRAM
2415.50/page 5 of 10
Title I – School Parent
and Family Engagement

6. The school will provide parents of participating children, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.
 - a. The school will, with the assistance of its Title I schools, provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent and family engagement, by:
 - (1) SAIL Parent Academies
 - b. The school will, with the assistance of its Title I schools and parents, educate its teachers, student services personnel, principals, other school leaders, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners to implement and coordinate parent programs and build ties between parents and schools, by:
 - (1) SAIL Parent Academies
 - (2) SAIL Summer Academy
 - (3) SAIL Summer Academy Training



POLICY

PROGRAM
2415.50/page 6 of 10
Title I – School Parent
and Family Engagement

- c. The school will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with Head Start, Home Instruction Programs for Preschool Youngsters, Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
 - (1) SAIL Parent Academies

- d. The school will take the following actions to ensure that Title I information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
 - (1) Promoting programs to parents in English and Spanish through multiple means

- 7. The school will coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies under the following programs: [Such as: Head Start, Parents as Teachers, Home Instruction Programs for Preschool Youngsters, and state-operated preschool programs], by:



POLICY

PROGRAM
2415.50/page 7 of 10
Title I – School Parent
and Family Engagement

- a. SAIL Parent Academy programs which directly connect to standards, and curricular initiatives including take home connections.
8. The school will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the quality of its Title I schools. The evaluation will include identifying barriers to greater participation by parents in parent and family engagement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parent and family engagement policy and activities to design strategies for more effective parent and family engagement, and to revise if necessary (and with the involvement of parents) its parent and family engagement policies:
 - a. Parent surveys of Academies.
 - b. Evaluation of Summer Academy data.
 9. The school will take the following actions to involve parents in the process of school review and improvement:
(List activities)
 - a. Sharing of initiatives through newsletters.
 - b. Collection of feedback data.



POLICY

PROGRAM
2415.50/page 8 of 10
Title I – School Parent
and Family Engagement

10. If the Annual School Plan (school-wide program plan) is not satisfactory to the parents of participating children, parents may submit any parent comments on the Annual School Plan (ASP) when the school makes the plan available to the local educational agency directly to the school principal or Assistant Superintendent.

C. Shared Responsibilities for High Student Academic Achievement

1. As a component of the school-level parent and family engagement policy, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

D. Discretionary School Parent and Family Engagement Policy Components

1. The School Parent and Family Engagement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities:
 - a. Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
 - b. Provide necessary literacy training for parents from Title I, Part A funds received, if the school district has exhausted all other reasonably available sources of funding for such training.
 - c. Pay reasonable and necessary expenses associated with parent and family engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.



POLICY

PROGRAM
2415.50/page 9 of 10
Title I – School Parent
and Family Engagement

- d. Train parents to enhance the involvement of other parents.
- e. In order to maximize parent and family engagement and participation in their children's education, arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school.
- f. Adopt and implement model approaches to improve parent and family engagement.
- g. Establish a district-wide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.
- h. Develop appropriate roles for community-based organizations and businesses in parent involvement activities.

E. Accessibility

- 1. In carrying out the parent and family engagement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents of children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports required in a format and, to the extent practicable, in a language such parents can understand:
(List actions)
 - a. Communication about programs provided in English and Spanish
 - b. ESL teacher at all Academies



POLICY

PROGRAM
2415.50/page 10 of 10
Title I – School Parent
and Family Engagement

F. Adoption

1. This School Parent and Family Engagement Policy has been developed jointly with, and agreed on, parents of children participating in Title I, Part A programs, as evidenced by meeting minutes.
2. This Policy was adopted by the Board of Education on the adoption date noted at the end of this Policy and will be in effect for the period of the school year. The school district will distribute this Policy to all parents of participating Title I children on or before October 1 of each school year.

Elementary and Secondary Education Act, Title I, Section 1116(a)(2)

Adopted: 13 June 2022



POLICY

EXHIBIT P5 – SECOND READING

PROGRAM
2416.01/page 1 of 2
Postnatal Accommodations for Students

2416.01 POSTNATAL ACCOMMODATIONS FOR STUDENTS

The Board of Education recognizes students may be returning to school shortly after their child's birth and may need to breastfeed their child or to express breast milk during the school day. The school district will accommodate a student who wants to breastfeed or express breast milk while attending school in the district.

A student shall be permitted to breastfeed their child or to express breast milk while attending school in accordance with a schedule provided by the student to the school nurse, who shall consult with the Principal or designee. The district encourages the student develop a schedule that does not impact a student's instructional time and encourages a student to schedule such time to breastfeed or to express breast milk during study hall time, lunch time, or other non-instructional times of the school day. The student may bring to school a breast pump and any other equipment necessary to express breast milk on school grounds. The student shall not incur an academic penalty for using any reasonable accommodations offered to the student and shall be provided the opportunity to make up any work missed due to such use.

The Principal or designee, in consultation with the school nurse, will designate a lactation/breastfeeding room that is shielded from view and free from intrusion by other students, staff members, and the public. The location must be functional as a space for breastfeeding or expressing breast milk and shall include an electrical outlet, a chair, and nearby access to running water. Expressed breast milk may be stored in a refrigerator in the school building or in the student's personal cooler. If the space is not a dedicated lactation/breastfeeding room, it must be available when needed. A space temporarily converted into a lactation/breastfeeding room or made available when needed by the student is sufficient; however, a bathroom, even if private, is not a permissible location. A student opting to breastfeed their child in the lactation/breastfeeding room will be responsible to make arrangements for their child to be brought to the school in accordance with a time schedule agreed to by the Principal or designee.

All staff members will assist in providing a positive atmosphere of support for students who are returning to school after the birth of their child. Conduct by a staff member or student that reasonably interferes with a student's performance in school; creates an intimidating, hostile, or offensive environment for a student



POLICY

PROGRAM
2416.01/page 2 of 2
Postnatal Accommodations for Students

that is complying with the provisions of this Policy; or that inhibits a student's ability to breastfeed their child or express breast milk while in school will not be tolerated.

The Principal shall ensure Policy 2416.01 is distributed to pregnant students and students who are returning to school after the birth of their child.

N.J.S.A. 26:4C-1; 26:4C-2; 26:4C-3

Adopted: 13 June 2022



STUDENT INTERVENTION AND REFERRAL SERVICES (M)

2417 STUDENT INTERVENTION AND REFERRAL SERVICES (M)

M

The Board of Education directs the establishment and implementation of a ~~coordinated system~~ in each school building in which general education students are served, a **coordinated system** for the planning and delivery of intervention and referral services ~~that are~~ designed to assist students who are experiencing learning, behavior, or health difficulties and to assist staff who have difficulties in addressing students' learning, behavior, or health needs in accordance with the requirements of N.J.A.C. 6A:16-8.1 and N.J.A.C. 6A:16-8.2. The Board of Education shall choose the appropriate multidisciplinary team approach, such as the Response to Intervention (RTI) or a Multi-Tiered System of Support (MTSS) model for planning and delivering the services required under N.J.A.C. 6A:16-8

Students who are experiencing learning, behavior, or health difficulties shall be referred to the school's Intervention and Referral Services (I&RS) Team.

The intervention and referral services shall be provided to **support** ~~aid~~ students in the general education program and, ~~pursuant to N.J.S.A. 18A:46-18.1 et seq. and N.J.A.C. 6A:16-8.1 et seq.,~~ may be provided for students who have been determined to be in need of special education programs and services **pursuant to N.J.A.C. 6A:16-8.1(a).** The intervention and referral services provided for students who have been determined to be in need of special education programs and services shall be coordinated with the student's Individualized Education Program team, as appropriate. **Child Study Team members and, to the extent appropriate, specialists in the area of disability may participate on intervention and referral services teams, pursuant to N.J.A.C. 6A:14-3.1(d)6.**

The functions of the system of intervention and referral services in each school building ~~shall be to:~~ **in** which general education students are served shall be **pursuant to N.J.A.C. 6A:16-8.2(a) and as outlined in Regulation 2417.**

Records of all requests for assistance, all intervention and referral services action plans, and all related student information shall be maintained in accordance with Federal and State laws and regulations and New Jersey administrative code pursuant to N.J.A.C. 6A:16-8.2(a)9.

The I&RS Team in each school building shall review and assess the effectiveness of the provisions of each intervention and referral services action plan in



STUDENT INTERVENTION AND REFERRAL SERVICES (M)

achieving the identified outcomes, and modify each action plan to achieve the outcomes, as appropriate.

At a minimum, the I&RS Team shall annually review the intervention and referral services action plans and the actions taken as a result of the building's system of intervention and referral services, and make recommendations to the Principal for improving school programs and services, as appropriate.

At the end of the school year, the Principal shall, in consultation with the I&RS Team, develop a report on the concerns and issues identified by the I&RS Team and the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral services action plans. This report shall be provided to the Superintendent of Schools.

1. — Identify learning, behavior, and health difficulties of students;
-
2. — Collect thorough information on the identified learning, behavior, and health difficulties;
-
3. — Develop and implement action plans which provide for appropriate school or community interventions or referrals to school and community resources, based on the collected data and desired outcomes for the identified learning, behavior, and health difficulties;
-
4. — Provide support, guidance, and professional development to school staff who identify learning, behavior, and health difficulties;
-
5. — Provide support, guidance, and professional development to school staff who participate in each building's system for planning and providing intervention and referral services;
-
6. — Actively involve parent(s) or legal guardian(s) in the development and implementation of intervention and referral services action plans;
-
7. — Coordinate the access to and delivery of school resources and services for achieving the outcomes identified in the intervention and referral services action plans;
-



STUDENT INTERVENTION AND REFERRAL SERVICES (M)

- ~~8. Coordinate the services of community based social and health provider agencies and other community resources for achieving the outcomes identified in the intervention and referral services action plans;~~
- ~~9. Maintain records of all requests for assistance, intervention and referral services action plans, and related student information pursuant to N.J.A.C. 6A:16-8.2(a)9;~~
- ~~10. Review and assess the effectiveness of the provisions of each intervention and referral services action plan in achieving the outcomes identified in each action plan and modify each action plan to achieve the outcomes, as appropriate; and~~
- ~~11. At a minimum, annually review the intervention and referral services action plans and the actions taken as a result of the building's system of intervention and referral services and make recommendations to the Building Principal for improving school programs and services, as appropriate.~~

~~The Board of Education establishes the following guidelines for the involvement of school staff and community members in each building's system of intervention and referral services pursuant to N.J.A.C. 6A:16-8.3.~~

~~Each I&RS Team will be composed of the Principal or a regular teaching staff member appointed by the Principal to act in his/her place; a regular teaching staff member; an educational services staff member; the staff member who referred a student in need of assistance or identified an issue requiring remediation; and such other staff members as may be required to assist the student or study the issue.~~

~~The I&RS Team will identify students in need and plan for appropriate intervention or referral services and/or referral to community resources, based on desired outcomes.~~

~~When a student is referred to the I&RS Team, the team may provide support and guidance to the student's classroom teachers, plan and provide for appropriate interventions, coordinate access to and delivery of school services to the student, and coordinate the services of community members and/or community based social and health provider agencies that may aid in the development and implementation of intervention and referral services action plans.~~



STUDENT INTERVENTION AND REFERRAL SERVICES (M)

~~Parent(s) or legal guardian(s) shall be notified whenever a student is referred to the I&RS Team, except as such notice may be waived by laws protecting abused children and the confidentiality of persons seeking drug or alcohol rehabilitation. Parent(s) or legal guardian(s) shall be offered an opportunity to participate in the development and implementation of intervention and referral services action plans.~~

~~-~~

~~The Principal shall, in consultation with the I&RS Team, report to the Superintendent and the Board at the end of the school year on the concerns and issues identified by the team and the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral services action plans.~~

~~N.J.S.A. 18A:46-18.1 et seq.~~

~~N.J.A.C. 6A:14; 6A:16-8.1; 6A:16-8.2; 6A:16-8.3~~

Adopted: 14 October 2013

Revised: 13 June 2022



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

EXHIBIT #P7 – SECOND READING

PROGRAM
R 2417/Page 1 of 4

~~PUPIL~~ **STUDENT** INTERVENTION AND REFERRAL SERVICES

R 2417 ~~PUPIL~~ **STUDENT** INTERVENTION AND REFERRAL SERVICES

- A. The Superintendent of Schools will establish and implement district-wide procedures for each school building in which general education students are served for the planning and delivery of intervention and referral services that are designed to assist students who are experiencing difficulties and to assist staff who have difficulties in addressing students' learning, behavior, or health needs in accordance with the requirements of N.J.A.C. 6A:16-8.1.
- B. Each Building Principal will establish an Intervention and Referral Services Team referred to as the I&RS Team. The I&RS Team will be comprised of the following:
1. The Principal or a member of the teaching staff other than special education, who is appointed by the Principal to act on his/her behalf and with his/her authority, shall act as chairperson;
 2. A member of the Child Study Team (CST);
 3. The staff member who referred a student in need of assistance or identified a school issue for discussion; and
 4. Such other school staff members as may effectively aid in the development and implementation of the assistance plan for a particular student.
 5. The district will provide support, guidance, and professional development to school staff who participate in each building's system for planning and providing intervention and referral services.
- C. Student Referral
1. A student not known to have a disability who is experiencing difficulty in the classroom may be referred to the I&RS Team by the classroom teacher or by his/her parent(s) or legal guardian(s). The student's parent(s) or legal guardian(s) shall be informed of any such referral.
 - a. The district will provide support, guidance, and professional development to school staff who identify learning, behavior, and health difficulties.



2. When it appears that a referred student may have a disability, the I&RS Team shall refer the student to the CST for evaluation pursuant to Policy No. 2460 for a determination of the student's eligibility for special education and/or related services.
 3. The I&RS Team shall consult with the student's regular classroom teacher, parent(s) or legal guardian(s), and any school employee as appropriate to gather relevant information regarding the student's educational status, attendance, classroom behavior, and school conduct.
 4. The school nurse shall review the student's health records and inform the committee of any condition relevant to the student's difficulties. Any information regarding any infection with HIV virus or AIDS may be released only with the written permission of the adult student or the student's parent(s) or legal guardian(s).
 5. As appropriate, the I&RS Team may consult with community-based social and health agencies that provide services to the student or the student's family.
- D. Intervention and Referral Action Plans
1. The I&RS Team shall prepare a written action plan for referred students who require supportive services, modifications to their regular educational program, or assessment and referral to school or community-based social and/or health provider agencies.
 2. The intervention and referral services action plan shall:
 - a. Detail any modifications in the student's educational program,
 - b. List the persons who will implement the action plan,
 - c. Include any recommendations for assessment and referral to specified school or community-based social and/or health provider agencies,
 - d. Document parental notification of the student's referral and any change in educational placement or the withholding of parental



~~PUPIL~~ STUDENT INTERVENTION AND REFERRAL SERVICES

notification because child abuse was suspected or Federal rules mandated confidentiality in an alcohol or drug related matter,

- e. The parent(s) or legal guardian(s) shall be actively involved in the development and implementation of any intervention and referral services action plans, and
- f. Identify the committee member to monitor and review the student's progress.

- 3. The implementation and effectiveness of the intervention and referral services action plan shall be reviewed within eight calendar weeks from the beginning of its implementation. The committee shall consult the referring staff member for his/her assessment of the effectiveness of the plan.
- 4. If the implementation of the action plan is determined to be ineffective, the plan shall be reviewed and amended as necessary. If the review indicates a disability, the student shall be referred to the CST.

E. Records and Reports

- 1. Records of all requests for assistance, intervention and referral services action plans, and related student information shall be maintained in accordance with Federal and State laws pursuant to N.J.A.C. 6A:16-8.2(a)9.
- 2. At the end of the school year, the Principal shall, in consultation with the I&RS Team, develop a report on the concerns and problems identified through committee discussions and documented in intervention and referral services action plans. The report shall include:
 - a. A description of the needs and issues identified through referrals to the committee,
 - b. An identification and analysis of significant needs and issues that could facilitate school planning for the subsequent year,
 - c. A description of activities planned in response to the needs and issues significant in school planning, and



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

PROGRAM
R 2417/Page 4 of 4
~~PUPIL~~ **STUDENT** INTERVENTION AND REFERRAL SERVICES

- d. The Principal's report shall be given to the ~~Board of Education~~
Superintendent of Schools and kept on file as a public record.

Issued: 14 October 2013

Revised: **13 June 2022**



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

EXHIBIT P8 – SECOND READING

Teaching Staff Members
3161/Page 1 of 3
EXAMINATION FOR CAUSE

3161 EXAMINATION FOR CAUSE

The Board of Education may, ~~in accordance with law,~~ require the ~~psychiatric or~~ physical ~~and/or psychiatric~~ examination of any teaching staff member who shows evidence of deviation from normal physical or mental health ~~in accordance with~~ N.J.A.C. 6A:32-6.3(b).

The Superintendent ~~or designee~~ shall ~~require~~ recommend to the Board the a physical ~~and/or psychiatric~~ examination ~~of a~~ ~~of any~~ teaching staff member whenever, ~~in the judgement of the Superintendent,~~ a teaching staff member shows evidence of deviation ~~whose physical or mental conditions so departs from~~ normal physical or mental health, to determine the teaching staff member's physical and mental fitness to perform with reasonable accommodation the position the teaching staff member currently holds, or to detect any health risks to students and other employees. ~~as to adversely affect the performance of the member's duties. Any such recommendation must be accompanied by competent evidence. If the Board determines that deviation from normal health has been demonstrated, it may require that the member submit to a physical or mental examination.~~

A teaching staff member that is required to undergo a physical and/or psychiatric examination shall be provided a written statement of reasons for the required examination(s) and notice the teaching staff member has the right to request a hearing with the Board. The hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the teaching staff member the opportunity to appear before the Board to refute the reasons for the required examination(s), provided any such hearing is requested by the teaching staff member in writing within five working days of the teaching staff member's receipt of the written statement of reasons. A teaching staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the teaching staff member failed to timely request a hearing before the Board or failed to persuade the Board at the hearing that the teaching staff member should not be required to submit to the appropriate examination(s). The Board's determination at the conclusion of such a hearing is appealable to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 – Appeals pursuant to N.J.A.C. 6A:32-6.3(b)2.

~~A requirement for physical or mental examination shall be made known to the employee by written notice setting forth the nature of the examination required, the reasons for the requirement, and a statement offering the member the opportunity to appear before the Board to explain or refute those reasons,~~



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
3161/Page 2 of 3
EXAMINATION FOR CAUSE

~~provided any such hearing is requested in writing within ten working days of the receipt of the notice.~~

~~A teaching staff member who fails to request an appearance before the Board within the time permitted or, having appeared before the Board, fails to persuade the Board that he/she should not be required to submit to the required examination shall be ordered to submit to an appropriate examination by a physician or institution designated by the Board and at the Board's expense.~~

~~The teaching staff member may, at his/her option, submit names of physicians or institutions to the Board for consideration to complete the appropriate examination(s). The Board is not required to designate a physician or institution submitted for consideration by the teaching staff member, but the Board will not act unreasonably in withholding its approval of a physician or institution submitted by a teaching staff member. The cost of the examination will be borne by the Board if the Board designates a physician or institution from the names submitted from the teaching staff member.~~

The Board shall bear the cost of the examination if the examination is performed by a physician or institution designated by the Board. The examination may be performed by a physician or institution of the teaching staff member's own choosing, approved by the Board, and at the teaching staff member's own expense in accordance with N.J.S.A. 18A:16-3 and N.J.A.C. 6A:32-6.3.

If the teaching staff member submits names of physicians or institutions to the Board for consideration to complete the appropriate examination(s) the Board is not required to designate the physician or institution submitted for consideration by the teaching staff member, but shall not act unreasonably in withholding its approval of the physician or institution. The Board shall require the teaching staff member to authorize the release of the examination results to the Superintendent.

~~If the teaching staff member's request is denied, or if the teaching staff member does not request the Board to consider a physician or institution, the staff member may elect to submit to an appropriate examination conducted by a physician or institution of the teaching staff member's own choosing and at his/her expense, provided the physician or institution so chosen is approved by the Board, pursuant to N.J.S.A. 18A:16-3, and is authorized and directed by the member to report the results of the examination to the Board.~~

If the results of the examination indicate show mental abnormality or communicable disease, the teaching staff member shall be ineligible for further



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
3161/Page 3 of 3
EXAMINATION FOR CAUSE

~~service placed on sick leave and compensated in accordance with his/her sick leave entitlement, if any, until proof of recovery, satisfactory to the Board, is furnished, but if the teaching staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4. No leave of absence granted under this policy shall exceed the term of the contract of a nontenured teaching staff member or a period of two years in the case of a tenured teaching staff member.~~

In order to return to work, the teaching staff member must submit to an appropriate examination and submit the results of the examination to the Superintendent. The examination must be conducted by a physician or institution upon which the Board and teaching staff member confer and agree. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is conducted by the teaching staff member's choice, the cost shall be borne by the teaching staff member.

A teaching staff member who refuses to submit to the examination required by this Policy ~~the Board~~ and has exhausted the hearing procedures established by law and this policy shall be subject to discipline, which may include, but is not limited to, termination or ~~include the~~ certification of tenure charges to the Commissioner of Education, as applicable.

42 U.S.C.A. 12101
N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4; 18A:25-7;
18A:28-5; 18A:30-1 et seq.
N.J.A.C. 6A:32-6.2; 6A:32-6.3

Adopted: 14 October 2013
Revised: 13 June 2022



4161 EXAMINATION FOR CAUSE

The Board of Education may, ~~in accordance with law,~~ require the ~~psychiatric or~~ physical ~~and/or psychiatric~~ examination of any support staff member who shows evidence of deviation from normal physical or mental health ~~in accordance with N.J.A.C. 6A:32-6.3(b).~~

The Superintendent ~~or designee~~ shall ~~require a physical and/or psychiatric~~ ~~recommend to the Board the examination of a~~ ~~of any~~ support staff member whenever, ~~in the judgement of the Superintendent,~~ a support staff member shows evidence of deviation from normal ~~whose physical or mental health~~ to determine the support staff member's physical and mental fitness to perform with reasonable accommodation the position the support staff member currently holds, or to detect any health risks to students and other employees. ~~condition so departs from normal health as to adversely affect the performance of the member's duties. Any such recommendation must be accompanied by competent evidence. If the Board determines that deviation from normal health has been demonstrated, it may require that the member submit to a physical or mental examination.~~

A support staff member that is required to undergo a physical and/or psychiatric examination shall be provided a written statement of reasons for the required examination(s) and notice the support staff member has the right to request a hearing with the Board. The hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the support staff member the opportunity to appear before the Board to refute the reasons for the required examination(s), provided any such hearing is requested by the support staff member in writing within five working days of the support staff member's receipt of the written statement of reasons. A support staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the support staff member failed to timely request a hearing before the Board or failed to persuade the Board at the hearing that the support staff member should not be required to submit to the appropriate examination(s). The Board's determination at the conclusion of such a hearing is appealable to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 – Appeals pursuant to N.J.A.C. 6A:32-6.3(b)2.

~~A requirement for physical or mental examination shall be made known to the employee by written notice setting forth the nature of the examination required, the reasons for the requirement, and a statement offering the member the opportunity to appear before the Board to explain or refute those reasons,~~



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Support Staff
4161/Page 2 of 3
EXAMINATION FOR CAUSE

~~provided any such hearing is requested in writing within ten working days of the receipt of the notice.~~

~~A support staff member who fails to request an appearance before the Board within the time permitted or, having appeared before the Board, fails to persuade the Board that he/she should not be required to submit to the required examination shall be ordered to submit to an appropriate examination by a physician or institution designated by the Board and at the Board's expense.~~

~~The support staff member may, at his/her option, submit names of physicians or institutions to the Board for consideration to complete the appropriate examination(s). The Board is not required to designate a physician or institution submitted for consideration by the support staff member, but the Board will not act unreasonably in withholding its approval of a physician or institution submitted by a support staff member. The cost of the examination will be borne by the Board if the Board designates a physician or institution from the names submitted from the support staff member.~~

The Board shall bear the cost of the examination if the examination is performed by a physician or institution designated by the Board. The examination may be performed by a physician or institution of the support staff member's own choosing, approved by the Board, and at the support staff member's own expense in accordance with N.J.S.A. 18A:16-3 and N.J.A.C. 6A:32-6.3.

If the support staff member submits names of physicians or institutions to the Board for consideration to complete the appropriate examination(s) the Board is not required to designate the physician or institution submitted for consideration by the support staff member, but shall not act unreasonably in withholding its approval of the physician or institution. The Board shall require the support staff member to authorize the release of the examination results to the Superintendent.

~~If the support staff member's request is denied, or if the support staff member does not request the Board to consider a physician or institution, the staff member may elect to submit to an appropriate examination conducted by a physician or institution of the support staff member's own choosing and at his/her expense, provided the physician or institution so chosen is approved by the Board, pursuant to N.J.S.A. 18A:16-3, and is authorized and directed by the member to report the results of the examination to the Board.~~

If the results of any such the examination indicate show mental abnormality or communicable disease, the support staff member shall be ineligible for further



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Support Staff
4161/Page 3 of 3
EXAMINATION FOR CAUSE

~~service placed on sick leave and compensated in accordance with his/her sick leave entitlement, if any, until proof of recovery, satisfactory to the Board, is furnished, but if the support staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4. No leave of absence granted under this policy shall exceed the term of the contract of a nontenured support staff member or a period of two years in the case of a tenured support staff member.~~

In order to return to work, the support staff member must submit to an appropriate examination and submit the results of the examination to the Superintendent. The examination must be conducted by a physician or institution upon which the Board and support staff member confer and agree. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is conducted by the support staff member's choice, the cost shall be borne by the support staff member.

A support staff member who refuses to submit to the examination required by ~~this Policy~~ the Board and has exhausted the hearing procedures established by law and ~~this Policy~~ shall be subject to discipline, which may include, but not limited to, termination or the certification of tenure charges to the Commissioner of Education, as applicable.

42 U.S.C.A. 12101

N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4; 18A:25-7; 18A:28-5;
18A:30-1 et seq.

N.J.A.C. 6A:32-6.2; 6A:32-6.3

Adopted: 14 October 2013

Revised: 13 June 2022



POLICY

EXHIBIT #P10 – SECOND READING

Students
5512/Page 1 of 29

HARASSMENT, INTIMIDATION, AND BULLYING (M)

5512 HARASSMENT, INTIMIDATION, AND BULLYING (M)

M

Table of Contents

<u>Section</u>	<u>Title</u>
A.	Policy Statement
B.	Harassment, Intimidation, and Bullying Definition
C.	Student Expectations
D.	Consequences and Appropriate Remedial Actions
E.	Harassment, Intimidation, and Bullying Reporting Procedure
F.	Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)
G.	Harassment, Intimidation, and Bullying Investigation
H.	Range of Responses to an Incident of Harassment, Intimidation, or Bullying
I.	Reprisal or Retaliation Prohibited
J.	Consequences and Appropriate Remedial Action for False Accusation
K.	Harassment, Intimidation, and Bullying Policy Publication and Dissemination
L.	Harassment, Intimidation, and Bullying Training and Prevention Programs
M.	Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review
N.	Reports to Board of Education and New Jersey Department



HARASSMENT, INTIMIDATION, AND BULLYING (M)

of Education

- O. School and District Grading Requirements
- P. Reports to Law Enforcement
- Q. Collective Bargaining Agreements and Individual Contracts
- R. Students with Disabilities
- S. Approved Private Schools for Students with Disabilities (APSSD)
- A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s); ~~or~~ adoptive parent(s), legal guardian(s); foster parent(s); or parent surrogate(s) of a student. **When** ~~Where~~ parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided ~~such~~ parental rights have not been terminated by a court of appropriate jurisdiction.

- B. Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:



HARASSMENT, INTIMIDATION, AND BULLYING (M)

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to **their** ~~his/her~~ person or damage to **their** ~~his/her~~ property; or
 - b. Has the effect of insulting or demeaning any student or group of students; or
 - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

C. Student Expectations



HARASSMENT, INTIMIDATION, AND BULLYING (M)

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.



HARASSMENT, INTIMIDATION, AND BULLYING (M)

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

D. Consequences and Appropriate Remedial Actions

~~Consequences and Appropriate Remedial Actions—Students~~



HARASSMENT, INTIMIDATION, AND BULLYING (M)

Consequences – Students

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

Factors for Determining Consequences – Student Considerations

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Factors for Determining Consequences – School Considerations

1. School culture, climate, and general staff management of the learning environment;
2. Social, emotional, and behavioral supports;
3. Student-staff relationships and staff behavior toward the student;
4. Family, community, and neighborhood situation; and
5. Alignment with Board policy and regulations/procedures.

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;



HARASSMENT, INTIMIDATION, AND BULLYING (M)

4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension;
7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action; or
9. Expulsion.

In accordance with N.J.S.A. 18A:37-15.b.(4), the consequences for a student who commits an act of harassment, intimidation, or bullying may vary depending on whether it is the first act of harassment, intimidation, or bullying by a student, the second act, or third or subsequent acts. If it is the third or subsequent act of harassment, intimidation, or bullying by a student, the Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan which shall be approved by the Superintendent or designee, and may require the student, accompanied by a parent, to complete in a satisfactory manner a class or training program to reduce harassment, intimidation, or bullying behavior.

Appropriate Remedial Actions – Students

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

Appropriate remedial action for a student who commits an act of harassment, intimidation, or bullying takes into account the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history or problem behaviors and performance. The appropriate remedial action may also include a behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team as appropriate; and supportive interventions and referral services, including those at N.J.A.C. 6A:16-8.

~~Factors for Determining Consequences—Student Considerations~~



HARASSMENT, INTIMIDATION, AND BULLYING (M)

- ~~1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;~~
- ~~2. Degrees of harm;~~
- ~~3. Surrounding circumstances;~~
- ~~4. Nature and severity of the behavior(s);~~
- ~~5. Incidences of past or continuing patterns of behavior;~~
- ~~6. Relationships between the parties involved; and~~
- ~~7. Context in which the alleged incidents occurred.~~

~~Factors for Determining Consequences—School Considerations~~

- ~~1. School culture, climate, and general staff management of the learning environment;~~
- ~~2. Social, emotional, and behavioral supports;~~
- ~~3. Student-staff relationships and staff behavior toward the student;~~
- ~~4. Family, community, and neighborhood situation; and~~
- ~~5. Alignment with Board policy and regulations/procedures.~~

Factors for Determining Remedial Measures

Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Interests;
6. Hobbies;
7. Extra-curricular activities;
8. Classroom participation;
9. Academic performance; and
10. Relationship to students and the school district.

Environmental

1. School culture;
2. School climate;
3. Student-staff relationships and staff behavior toward the student;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;



HARASSMENT, INTIMIDATION, AND BULLYING (M)

6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

~~Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; of the developmental age of the student; and the student's history of problem behaviors and performance consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.~~

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The ~~consequences and~~ remedial measures may include, but are not limited to, the examples listed below:

~~Examples of Consequences~~

- ~~1. Admonishment;~~
- ~~2. Temporary removal from the classroom;~~
- ~~3. Deprivation of privileges;~~
- ~~4. Classroom or administrative detention;~~
- ~~5. Referral to disciplinarian;~~
- ~~6. In-school suspension;~~
- ~~7. Out-of-school suspension (short-term or long-term);~~
- ~~8. Reports to law enforcement or other legal action; or~~
- ~~9. Expulsion.~~

Examples of Remedial Measures

Personal – Student Exhibiting Bullying Behavior



HARASSMENT, INTIMIDATION, AND BULLYING (M)

1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways **they** ~~he or she~~ can solve the problem and change behaviors;
2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;
3. Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;
4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;
5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);
6. Develop a learning plan that includes consequences and skill building;
7. Consider wrap-around support services or after-school programs or services;
8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
9. Arrange for an apology, preferably written;
10. Require a reflective essay to ensure the student understands the impact of **their** ~~his or her~~ actions on others;
11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;
12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and
14. Schedule a follow-up conference with the student.

Personal – Target/Victim

1. Meet with a trusted staff member to explore the student's feelings about the incident;
2. Develop a plan to ensure the student's emotional and physical safety at school;
3. Have the student meet with the school counselor or school social worker to ensure **they** ~~he or she~~ **do** ~~does~~ not feel responsible for the bullying behavior;
4. Ask students to log behaviors in the future;



HARASSMENT, INTIMIDATION, AND BULLYING (M)

5. Help the student develop skills and strategies for resisting bullying;
and
6. Schedule a follow-up conference with the student.

Parents, Family, and Community

1. Develop a family agreement;
2. Refer the family for family counseling; and
3. Offer parent education workshops related to bullying and social-emotional learning.

Examples of Remedial Measures – Environmental (Classroom, School Building, or School District)

1. Analysis of existing data to identify bullying issues and concerns;
2. Use of findings from school surveys (e.g., school climate surveys);
3. Focus groups;
4. Mailings – postal and email;
5. Cable access television;
6. School culture change;
7. School climate improvement;
8. Increased supervision in “hot spots” (e.g. locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. Adoption of evidence-based systemic bullying prevention practices and programs;
10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. Professional development plans for involved staff;
12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;
13. Formation of professional learning communities to address bullying problems;
14. Small or large group presentations for fully addressing the actions and the school’s response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;
15. School policy and procedure revisions;
16. Modifications of schedules;
17. Adjustments in hallway traffic;



HARASSMENT, INTIMIDATION, AND BULLYING (M)

18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;
19. Modifications in student routes or patterns traveling to and from school;
20. Supervision of student victims before and after school, including school transportation;
21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
22. Targeted use of teacher aides;
23. Disciplinary action, including dismissal, for school staff who contributed to the problem;
24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
25. Parent conferences;
26. Family counseling;
27. Development of a general harassment, intimidation, and bullying response plan;
28. Behavioral expectations communicated to students and parents;
29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;
30. Recommendations of a student behavior or ethics council;
31. Participation in peer support groups;
32. School transfers; and
33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.

Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.



HARASSMENT, INTIMIDATION, AND BULLYING (M)

Target/Victim Support

Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student's perception of safety.

Sufficient safety measures should be undertaken to ensure the victims' physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.

Examples of support for student victims of harassment, intimidation, and bullying include:

1. Teacher aides;
2. Hallway and playground monitors;
3. Partnering with a school leader;
4. Provision of an adult mentor;
5. Assignment of an adult "shadow" to help protect the student;
6. Seating changes;
7. Schedule changes;
8. School transfers;
9. Before- and after-school supervision;
10. School transportation supervision;
11. Counseling; and
12. Treatment or therapy.

E. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal



HARASSMENT, INTIMIDATION, AND BULLYING (M)

within two school days of the verbal report. The written report shall be on a numbered form developed by the New Jersey Department of Education in accordance with N.J.S.A. 18A:37-15.b.(5). A copy of the form shall be submitted promptly by the Principal to the Superintendent.

The Principal or designee will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents. The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident.

A person may report, verbally or in writing, an act of harassment, intimidation, or bullying committed by an adult or youth against a student anonymously. The Board will not take formal disciplinary action based solely on the anonymous report. The district shall provide a means for a parent to complete an online numbered form developed by the New Jersey Department of Education to confidentially report an incident of harassment, intimidation, or bullying.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.



HARASSMENT, INTIMIDATION, AND BULLYING (M)

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
- b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
- c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
- d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
- e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures



HARASSMENT, INTIMIDATION, AND BULLYING (M)

and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
- b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
- c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.

3. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety Team.

The School Safety Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;



HARASSMENT, INTIMIDATION, AND BULLYING (M)

- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/School Climate Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety/School Climate Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

G. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify



HARASSMENT, INTIMIDATION, AND BULLYING (M)

harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying.

However, prior to initiating the investigation, the Principal or designee, in consultation with the Anti-Bullying Specialist and/or Anti-Bullying Coordinator, may make a preliminary determination as to whether the reported incident or complaint, assuming all facts presented are true, is a report within the scope of the definition of harassment, intimidation, and bullying under the Anti-Bullying Bill of Rights Act, N.J.S.A. 18A:37-14. ~~The Superintendent or designee may sign off on the preliminary determination.~~

The Principal shall report to the Superintendent if a preliminary determination is made that the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying. The Superintendent may require the Principal to conduct an investigation of the incident if the Superintendent determines that an investigation is necessary because the incident is within the scope of the definition of harassment, intimidation, and bullying. The Superintendent shall notify the Principal of this determination in writing. An investigation required by the Superintendent must be completed as soon as possible, but not later than ten school days, from the date of the written notification from the Superintendent to the Principal.

The Principal shall complete the written report form developed by the New Jersey Department of Education, in accordance with N.J.S.A. 18A:37-15.b.(5), even if a preliminary determination is made that the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying pursuant to N.J.S.A. 18A:37-14. This written report form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal law.

The Principal or designee, upon making a preliminary determination the incident or complaint is not within the scope of the definition of harassment, intimidation, and bullying, shall inform the parents of the parties involved, who may appeal the preliminary determination to the Board of Education and thereafter to the Commissioner of Education in accordance with N.J.A.C. 6A:3.



HARASSMENT, INTIMIDATION, AND BULLYING (M)

A Board hearing shall be held within ten business days of receipt of the request for a Board hearing. If the preliminary determination, upon review of the facts presented in the reported incident or complaint, is to continue with the harassment, intimidation and bullying investigation, the investigation shall be completed in accordance with N.J.S.A. 18A:37-15.b.(6) and this Policy.

The Superintendent shall provide annually to the Board of Education information on the number of times a preliminary determination was made that an incident or complaint was outside the scope of the definition of harassment, intimidation, or bullying for the purposes of the State's monitoring of the school district pursuant to N.J.S.A. 18A:17-46.]

The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation. Investigations or complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. ~~An investigation concerning a staff member shall be conducted by the District Anti-Bullying Coordinator.~~ The Superintendent or designee will appoint a staff member to complete investigations involving allegations against a staff member serving in a supervisory or administrative position.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall



HARASSMENT, INTIMIDATION, AND BULLYING (M)

ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling, **as a result of the finding of the investigation,** establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action, **including seeking further information,** as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent may request a hearing before the Board of Education after receiving the written information about the investigation. Any request for such a hearing shall be filed with the Board Secretary no later than sixty calendar days after the written information is provided to the parents. The hearing shall be held within ten business days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination. **A redacted copy of the completed written report form developed by the New Jersey Department of Education that removes all student identification information shall be confidentially shared with the Board of Education after the conclusion of**



HARASSMENT, INTIMIDATION, AND BULLYING (M)

the investigation if a hearing with the Board of Education is requested by the parents pursuant to N.J.S.A. 18A:37-15.b.(6)(d).

At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

H. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board shall establish a range of responses to harassment, intimidation, and bullying incidents and the Principal and the Anti-Bullying Specialist shall appropriately apply these responses once an incident of harassment, intimidation, or bullying is confirmed. The Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district level or by law enforcement officials.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district



HARASSMENT, INTIMIDATION, AND BULLYING (M)

responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include consistent and appropriate positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) intended to remediate the problem behaviors.
2. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays (when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying), research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, "acts of kindness" programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, "natural helper" or peer leadership programs, "upstander" programs, parent programs, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.
4. District-wide responses can comprise of adoption of school-wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based organizations), launching harassment, intimidation, and bullying prevention campaigns.

I. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information, or any other person who has



HARASSMENT, INTIMIDATION, AND BULLYING (M)

reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures. All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances.

Examples of consequences and remedial measures for students who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Examples of consequences for a school employee or a contracted service provider who has contact with students who engage in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds.

Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.

J. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying.

1. Students - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A.



HARASSMENT, INTIMIDATION, AND BULLYING (M)

18A:37-1 et seq., Discipline of Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.4~~5~~, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.
 3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.
- K. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with students, school volunteers, students, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored



HARASSMENT, INTIMIDATION, AND BULLYING (M)

functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent or designee shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify students and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website. The Superintendent or designee shall post the contact information for the New Jersey School Climate State Coordinator on the school district's and on each school's website in the same location as this Policy is posted.

The Superintendent or designee shall post on the school district's and each school's website the current version of "Guidance for Parents on the Anti-Bullying Bill of Rights Act" developed by the New Jersey Department of Education.

L. Harassment, Intimidation, and Bullying Training and Prevention Programs

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers; and volunteers who have significant contact with students; and persons contracted by the district to provide services to students. The training shall include instruction on preventing bullying on the basis of the



HARASSMENT, INTIMIDATION, AND BULLYING (M)

protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying.

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board member must complete, during the first year of the member's first term, a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the New Jersey Student Learning Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law



HARASSMENT, INTIMIDATION, AND BULLYING (M)

enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17 ~~et seq.~~

M. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review

The Superintendent shall develop and implement a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with students.

The Superintendent Principal(s), and the Anti-Bullying Coordinator, with input from the schools' Anti-Bullying Specialists, shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, and any report(s) and/or finding(s) of the School Safety/School Climate Team(s). The Superintendent shall recommend to the Board necessary revisions and additions to the Policy consistent with N.J.S.A. 18A:37-15.c., as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

N. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, and bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

O. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school



HARASSMENT, INTIMIDATION, AND BULLYING (M)

district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

P. Reports to Law Enforcement

The Superintendent or designee and the Principal shall consult law enforcement, as appropriate, pursuant to the provisions of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, if the student's behavior may constitute a possible violation of the New Jersey Code of Criminal Justice.

Some acts of harassment, intimidation, and bullying may be bias-related acts ~~and potentially bias crimes~~ and school officials must report to law enforcement officials **any bias related acts, in accordance with N.J.A.C. 6A:16-6.3(e),** ~~either serious acts or those which may be part of a larger pattern in accordance with~~ **and pursuant to** the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

R. Students with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

S. Approved Private Schools for Students with Disabilities (APSSD)

In accordance with the provisions of N.J.A.C. 6A:16-7.7(a).2.ix.(2), the Board of Education shall investigate a complaint or report of harassment,



HARASSMENT, INTIMIDATION, AND BULLYING (M)

intimidation, or bullying, pursuant to N.J.A.C. 6A:16-7.7(a).2.ix. and Section G. of this Policy occurring on Board of Education school buses, at Board of Education school-sponsored functions, and off school grounds involving a student who attends an APSSD. The investigation shall be conducted by a Board of Education Anti-Bullying Specialist, in consultation with the APSSD.

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-~~32~~37

N.J.A.C. 6A:16-7.1 et seq.; ~~6A:16-7.9 et seq.~~

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – April 2011 – New Jersey Department of Education

Memorandum – New Jersey Commissioner of Education – Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act – December 16, 2011

Adopted: 14 October 2013

Revised: 27 January 2014

Revised: 22 May 2017

Revised: 27 August 2018

Revised: 13 June 2022



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

EXHIBIT P11 – SECOND READING

Property
7410/Page 1 of 2
MAINTENANCE AND REPAIR (M)

7410 MAINTENANCE AND REPAIR (M)

M

The Board of Education recognizes that the fixed assets of this district represent a significant investment of this community; ~~their~~ and maintenance is, ~~therefore~~, of a prime concern to the Board.

The school district is required to develop, approve, and implement a comprehensive maintenance plan in accordance with the requirements of N.J.A.C. 6A:26-20.5 ~~A-3.1 and 6A:26A-3.2~~. A “comprehensive maintenance plan” means a school district’s multi-year maintenance plan ~~developed by a school district~~ covering required maintenance activities for each school facility in the school district pursuant to N.J.A.C. 6A:26 ~~A-1.1 et seq.~~

Required maintenance activities, ~~in accordance with N.J.A.C. 6A:26A-2.1,~~ are include those specific activities outlined in N.J.A.C. 6A:26-20.3. The school district shall determine the required maintenance activities to reasonably maintain each school facility in the school district, and shall report the activities in its annual comprehensive maintenance plan pursuant to N.J.A.C. 6A:26-20.5. ~~necessary for the purpose of keeping a school facility open and safe for the use or in its original condition, and for keeping its constituent building systems fully and efficiently functional and for keeping their warranties valid. The activities address interior and exterior conditions; include preventative and corrective measures; and prevent premature breakdown or failure of the school facility and its building systems.~~

In accordance with N.J.A.C. 6A:26-20.4(a), ~~e~~Expenditures for required maintenance activities set forth in N.J.A.C. 6A:26-20.3 ~~+~~ shall qualify as investments in maintenance for purposes of calculating the required maintenance expenditure in N.J.A.C. 6A:26-20.4(d) and (e), the annual required maintenance budget amount pursuant to N.J.A.C. 6A:26-20.8, and the maintenance factor (M) in N.J.S.A. 18A:7G-9. Expenditures that qualify as required maintenance shall be in accordance with the provisions of N.J.A.C. 6A:26-20.4. ~~be accounted for in accordance with the requirements of N.J.A.C. 6A:26A-2.2.~~

The school district’s comprehensive maintenance plan shall be submitted to the Executive County Superintendent by a Board of Education resolution every school year, pursuant N.J.A.C. 6A:26-20.5(a)1.



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Property
7410/Page 2 of 2
MAINTENANCE AND REPAIR (M)

The required annual maintenance budget amount as reported in its the comprehensive maintenance plan shall be included in the district's annual budget certified for taxes in accordance with the provisions of N.J.A.C. 6A:26-20.8(a)A-4.1(a). The required annual maintenance budget amount shall be calculated and adjusted in accordance with the provisions of N.J.A.C. 6A:26-20.8(b)A:4.1(b). The Executive County Superintendent, in accordance with the provisions of N.J.A.C. 6A:26A:4.1(e), may shall not approve the school district's budget that does not comply with the provisions of N.J.A.C. 6A:26-20.1 et seq. if the required annual maintenance budget is not included in the budget certified for taxes.

Commencing September 1, 2002, no person shall be employed by the Board of Education as a buildings and grounds supervisor, as defined in N.J.S.A. 18A:17-49, unless the person is a certified educational facilities manager pursuant to N.J.S.A. 18A:17-49 and 18A:17-50.

Facilities maintenance, repair scheduling and accounting shall be in accordance with the provisions of N.J.A.C. 6A:23A-6.9 and Regulation 7410.01.

N.J.S.A. 18A:7G-9; 18A:17-49; 18A:17-50; 18A:18A-43; 18A:21-1
N.J.A.C. 6A:23A-6.9; 6A:26A:-1.1 et seq.; 6A:23A-6.9 6A:26-20.3; 6A:26-20.4;
6A:26-20.5; 6A:26-20.6; 6A:26-20.8

Adopted: 14 October 2013

Revised: 13 June 2022



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

EXHIBIT P12 – SECOND READING

PROPERTY
R 7410.01/Page 1 of 3
(M)

R 7410.01 FACILITIES MAINTENANCE, REPAIR SCHEDULING AND ACCOUNTING (M)

M

A school district with three or more district buildings shall have an automated work order system ~~by July 1, 2010~~ for prioritizing, performing and recording all maintenance and repair requests for all district buildings and **grounds in accordance with the provisions of N.J.A.C. 6A:23A-6.9.**

A. Standard Operating Procedure (SOP) For Work Order System

1. The Superintendent or designee shall establish Standard Operating Procedures (SOP) for the approval and prioritization of work order requests which take into account the health and safety of building occupants, priorities and objectives established annually to carryout the district Strategic Plan, the need for the work requested, and other factors the district deems appropriate.
2. Except in an emergency where the work is necessary to correct a situation that poses an imminent threat to the health or safety of students and/or staff, the work order system shall include the following information for a request for work before work begins:
 - a. The name of the person making the request;
 - b. The date of the request;
 - c. The appropriate approval(s) as established by SOP;
 - d. The date of approval(s);
 - e. The location of work requested;
 - f. The priority level (for example, urgent, high, average, low);
 - g. The scheduled date(s) of service;
 - h. The trade(s) needed such as general maintenance worker; custodian; carpenter; plumber; electrician; **heating, ventilation,**



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

PROPERTY
R 7410.01/Page 2 of 3
FACILITIES MAINTENANCE, REPAIR SCHEDULING AND ACCOUNTING
(M)

and air conditioning (HVAC); grounds; roofer; masonry; glazer;
other;

- i. A description of the work requested;
 - j. A projection of the materials and supplies needed for the work;
 - k. The estimated labor man hours needed to complete task;
 - l. The name of the work order assigner; and
 - m. The name of the employee(s) working on the order.
3. The work order system shall include the following close-out information for each request for work:
- a. The actual hours worked by date for each assigned staff member;
 - b. The actual hourly rate paid, both regular and over-time, for each assigned staff member;
 - c. The aggregate cost of labor by regular, over-time and total;
 - d. The actual materials and supplies needed to complete the work order;
 - e. Actual cost of materials and supplies; and
 - f. The name of the employee responsible for attesting that the job was completed satisfactorily.
4. Except when where prohibited by a collective bargaining agreement, the SOP shall require for any work, which cannot be completed during regular working hours by the needed completion date, an assessment of the cost-benefit of outsourcing any such work in excess of the quote threshold as determined under N.J.S.A. 18A:18A-37.
5. If Where, according to the assessment, the cost of outsourcing work is less than the in-house estimated cost of labor, at over-time rates, and materials for the same work, the work shall be outsourced provided the work can be



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

PROPERTY
R 7410.01/Page 3 of 3
FACILITIES MAINTENANCE, REPAIR SCHEDULING AND ACCOUNTING
(M)

contracted in accordance with N.J.S.A. 18A:18A-1 et seq., completed by the projected completion date contained in the prioritized work order system and does not violate the terms of a collective bargaining agreement for maintenance workers and/or custodians.

6. The School Business Administrator/Board Secretary, in consultation with the supervisor responsible for this work, shall conduct an analysis of the information in the work order system no later than February 1 of the prebudget year for consideration during budget preparation. The analysis should include productivity of staff as a whole and individually, significant variations between estimated labor time and materials and actual labor time and materials, unusual trends for like projects and other factors that will improve productivity and efficiency.

Adopted: 14 October 2013

Revised: 13 June 2022



8420 EMERGENCY AND CRISIS SITUATIONS (M)

M

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement comprehensive written plans, procedures, and mechanisms to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, students, and their families.

“School security drill” means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district’s plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school district’s school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district’s safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be notified in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crises, consistent with the school district’s plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive this in-service training, as appropriate, within sixty days of the



EMERGENCY AND CRISIS SITUATIONS (M)

effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.

Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers of all schools, whether occupying buildings of one or more stories, to keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual fire or school security emergency that occurs at a school during the month and that includes activities which are the equivalent of a drill shall be considered a drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1. In order to ensure meaningful preparation for an actual emergency, when the school is conducting an emergency drill, it will be announced as a drill so to avoid any confusion.

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year. Notwithstanding any other provision of law to the contrary, the school district shall ensure that a school security drill that occurs when students are present:

1. Includes clear, developmentally and age-appropriate messaging to students and staff at the onset and conclusion of the drill that the event is a drill and that no current danger exists;
2. Does not expose students to content or imaging that is not developmentally or age-appropriate;
3. Is paired with trauma-informed approaches to address any student inquiries or concerns which may arise as a result of a school security drill;



4. Does not include the use of fake blood, real or prop firearms or other weapons, or the simulations of gun shots, explosions, or other sounds or visuals that may induce panic or traumatic response from a student or school district employee;
5. Does not require a student to role play as a victim, but may include first aid training in which students participate; and
6. Is accessible to students with disabilities and mental health conditions, and provides all necessary accommodations for these students.

The Principal or designee shall provide written notification to the parent of a student enrolled in the school following completion of a school security drill, which notice shall be provided to the parent by no later than the end of the school day on which the school security drill is conducted.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly courtesy notification at least forty-eight hours prior to holding a school security drill. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1. The school district may permit emergency personnel access to the buildings and grounds of its schools for school security drills that are scheduled outside of school hours and during such times as students are not present.

The school district shall review and update its school security drill procedures using a process that coincides with the review of the school safety and security plan developed pursuant to N.J.A.C. 6A:16-5.1 and collects input from emergency personnel; parents of students enrolled in the school district; teachers and staff employed in the district; mental health professionals; and student government representatives from multiple grade levels.

The school district shall annually track data on such measures and information as required by the Commissioner of Education, and shall report the data to the Commissioner.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school



EMERGENCY AND CRISIS SITUATIONS (M)

employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds in accordance with N.J.A.C. 6A:16-5.1.

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3

N.J.S.A. 18A:41-1; 18A:41-2; 18A:41-6; 18A:41-7; 18A:41-7a.

N.J.A.C. 6A:16-5.1; ~~6A:27-11.2~~

Adopted: 14 October 2013

Revised: 14 December 2020

Revised: 15 November 2021

Revised: 13 June 2022



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

EXHIBIT P14 – SECOND READING

Community
9320/Page 1 of 2

COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

M

The Board of Education recognizes that keeping students and staff safe and helping children understand and respect the law is best served by a close and cooperative relationship with local law enforcement. ~~acknowledges the law compelling school attendance vests in the Board a custodial responsibility for the children in its charge and a duty to protect those children from persons not associated with the school district.~~

~~The Board further recognizes that its interest in helping children understand and respect the law is best served by a close and cooperative relationship with local law enforcement. The Board adopts Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1 et seq. to ensure cooperation between school staff and law enforcement authorities officials in all matters relating to the unlawful possession, distribution and disposition of controlled dangerous substances, including anabolic steroids, as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, including anabolic steroids, drug paraphernalia as defined in N.J.S.A. 2C:36-1, alcoholic beverages; and/or firearms, as defined in subsection f. of N.J.S.A. 2C:39-1.(f); and other deadly weapons as defined in N.J.S.A. 2C:39-1.(r), and in the planning and conduct of law enforcement activities and operations occurring on school property, including arrest procedures and undercover school operations.~~

~~The Board directs~~ **The Superintendent or designee shall** institute a program of such communication and cooperation with law enforcement in accordance with N.J.A.C. 6A:16-6.1.

This Policy and Regulation 9320, ~~as adopted by the Board, will~~ **shall** be submitted for review and approval to the **Executive** County Superintendent of Schools in accordance with N.J.A.C. 6A:16-6.2(a)2.

~~Policy and Regulation 9320 have been developed and approved by the Board to protect the interests of students and serve the legitimate needs of law enforcement in accordance with N.J.A.C. 6A:16-6.1 et seq.~~

The Superintendent or designee shall annually review the MOA as adopted by the Board to ensure this Policy and Regulation 9320 are in accordance with the requirements outlined therein.



POLICY

ROXBURY TOWNSHIP
BOARD OF EDUCATION

Community
9320/Page 2 of 2

COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

N.J.A.C. 6A:16-6.1, ~~et seq.~~; 6A:16-6.2; 6A:16-6.4.

Adopted: 14 October 2013

Revised: 13 June 2022



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

EXHIBIT P15 – SECOND READING

COMMUNITY
R 9320/Page 1 of 21

COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

R 9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

M

- A. Policy 9320 and this Regulation shall be in accordance with the provisions of N.J.A.C. 6A:16-6.2, the Memorandum of Agreement between Education and Law Enforcement Officials (MOA), and shall be:
1. Developed, implemented, and revised, as necessary, in consultation with the county prosecutor and other law enforcement officials as may be designated by the county prosecutor;
 2. Reviewed and approved by the Executive County Superintendent;
 3. Made available annually to all school district staff, students, and parents;
 4. Consistent with reporting, notification, and examination procedures of students suspected of being under the influence of alcohol and other drugs pursuant to N.J.A.C. 6A:16-4.3; and
 5. Consistent with N.J.A.C. 6A:16-7, as appropriate.
- B. The school district's policies and procedures for cooperation with law enforcement agencies shall include the following components:
1. The Superintendent has designated school district staff as liaisons to law enforcement agencies in accordance with the MOA. The MOA includes a description of the liaisons' roles and responsibilities;
 2. Specific procedures for and responsibilities of school district staff in summoning appropriate law enforcement authorities onto school grounds, for the purpose of conducting law enforcement investigations, searches, seizures, or arrests shall be in accordance with the MOA;



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

COMMUNITY
R 9320/Page 2 of 21
COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

3. Specific procedures and responsibilities of school district staff for notifying parents in instances of law enforcement interviews involving their children shall be consistent with the MOA and the following:
 - a. School officials shall not notify the student's parent(s) in instances of suspected child abuse or neglect;
 - b. School officials shall notify the student's parent(s) when the student is the target of the law enforcement investigation; and
 - c. In all other instances, school authorities shall permit law enforcement authorities to determine whether or when a student's parent should be contacted;
4. Specific procedures for and responsibilities of school district staff in cooperating with arrests made by law enforcement authorities on school grounds shall be in accordance with the MOA;
5. Specific procedures for and responsibilities of school district staff in initiating or conducting searches and seizures of students, their property, and their personal effects shall be in accordance with the MOA and the following:
 - a. All searches and seizures conducted by school district staff shall comply with the standards prescribed by the United States Supreme Court in *New Jersey v. T.L.O.*, 469 U.S. 325 (1985).
 - b. Questions concerning searches conducted by school officials shall be directed to the appropriate county prosecutor.
 - c. School officials may request that law enforcement authorities assume responsibility for conducting a search or seizure.



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

COMMUNITY
R 9320/Page 3 of 21

COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

- d. No school district staff member shall impede a law enforcement officer engaged in a lawful search, seizure, or arrest whether pursuant to a warrant or otherwise.
 - e. School district staff shall permit law enforcement authorities, upon their arrival, to assume responsibility for conducting a search or seizure.
 - f. All inspections of lockers, desks, or other objects or personal property on school grounds involving the use of law enforcement drug-detection canines may be undertaken with only the express permission of the county prosecutor or the Director of the Division of Criminal Justice or the Director's designee in the New Jersey Department of Law and Public Safety.
 - g. Questions concerning the legality of a contemplated or ongoing search, seizure, or arrest conducted by a law enforcement officer on school grounds shall be directed to the county prosecutor or in the case of a search, seizure, or arrest undertaken by the Division of Criminal Justice's designee in the New Jersey Department of Law and Public Safety, to the assigned Assistant Attorney General;
6. The procedures for and responsibilities of school district staff, with regard to interviews of students suspected of possessing or distributing a controlled dangerous substance; including anabolic steroids, drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;
 7. Procedures for planning, approving, and conducting undercover school operations shall be in accordance with the MOA and the following:
 - a. The Superintendent and Principal shall cooperate with law enforcement authorities in the planning and conduct of undercover school operations. The Superintendent shall approve undercover operations without prior notification to the Board of Education.



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

COMMUNITY
R 9320/Page 4 of 21

COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

- b. All information concerning requests to undertake an undercover school operation, information supplied by law enforcement authorities to justify the need for and explain a proposed undercover school operation, and all other information concerning an ongoing undercover school operation, including the identity of any undercover officer placed in a school, shall be kept strictly confidential by the Superintendent and Principal.
 - c. The Superintendent and Principal shall not divulge information concerning an undercover school operation to any person without the prior express approval of the county prosecutor or designee.
 - d. The Superintendent, Principal, or any other school district staff or Board member who may have been informed regarding the existence of the undercover school operation shall immediately communicate to the county prosecutor or designee if they subsequently learn of information that suggests the undercover officer's true identity has been revealed, the undercover officer's identity or status as a bona fide member of the school community has been questioned, or the integrity of the undercover school operation has been in any other way compromised;
8. The procedures for and responsibilities of school district staff concerning the safe and proper handling of a seized controlled dangerous substance, including anabolic steroids, drug paraphernalia, or a firearm or other deadly weapon, and the prompt delivery of the items to appropriate law enforcement authorities shall be in accordance with N.J.A.C. 6A:16-6.2, Policy and Regulation 5530, and the MOA;
 9. The procedures for and responsibilities of school district staff in notifying authorities of a suspected violation of laws prohibiting the possession; sale or other distribution of a controlled dangerous substance, including anabolic steroids; drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

COMMUNITY
R 9320/Page 5 of 21

COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

10. Provisions for requesting uniformed police attendance at extracurricular school events shall be in accordance with the MOA;
11. Provisions for notifying parents as soon as possible whenever a student is arrested for violating a law prohibiting the possession; sale or other distribution of a controlled dangerous substance, including anabolic steroids; drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530;
12. Provisions for in-service training of school district staff concerning policies and procedures established in this subchapter, and the exchange of information regarding the practices of the school district and law enforcement agencies shall be in accordance with the MOA;
13. A MOA with appropriate law enforcement authorities in accordance with N.J.A.C. 6A:16-6, Policy 9320, and this Regulation;
14. An annual process for the Superintendent and appropriate law enforcement officials to discuss the implementation and need for revising the MOA, and to review the effectiveness of policies and procedures implemented pursuant to N.J.A.C. 6A:16-6.2 and the MOA;
15. Provisions for contacting the Chief Executive Officer of the involved law enforcement agency, county prosecutor, and/or Division of Criminal Justice, as necessary, to resolve disputes concerning law enforcement activities occurring on school grounds shall be in accordance with the MOA; and
16. Provisions for directing inquiries or complaints received by school district staff regarding interviews, investigations, arrests, or other operations conducted by sworn law enforcement officers to the appropriate law enforcement agency shall be in accordance with the MOA.



C. Mandatory Reporting

1. There are seven offenses that must be reported to law enforcement if they qualify as mandatory reports, as set forth and explained in further detail in the MOA. These mandatory reports include:
 - a. Whenever any school district staff has reason to believe a student is in possession of a controlled dangerous substance or related paraphernalia, or is involved or implicated in distribution activities regarding controlled dangerous substances, pursuant to N.J.A.C. 6A:16-6.3;
 - b. Whenever any school district staff in the course of their employment develops reason to believe that a firearm or other dangerous weapon has unlawfully been possessed on or off school grounds, a weapon was used in an assault against a student or other school personnel, or that any student or other person has committed an offense with, or while in possession of, a firearm, whether or not such offense was committed on school grounds or during school operating hours, pursuant to N.J.A.C. 6A:16-5.5, 5.6(d)4 and 6.3(b);
 - c. Whenever any school district staff in the course of their employment develops reason to believe that anyone has threatened, is planning, or otherwise intends to cause death, serious bodily injury, or significant bodily injury to another person under circumstances in which a reasonable person would believe that the person genuinely intends at some time in the future to commit the violent act or to carry out the threat, pursuant to N.J.A.C. 6A:16-6.3(c) through (e);
 - d. Whenever any school district staff in the course of their employment develops reason to believe that a crime involving sexual penetration or criminal sexual contact has been committed on school grounds, or by or against a student during school operating hours or during school-related functions or activities, pursuant to N.J.A.C. 6A:16-6.3(d);



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

COMMUNITY
R 9320/Page 7 of 21

COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

- e. Whenever any school district staff in the course of their employment develops reason to believe that an assault upon a teacher, administrator, other school Board employee, or district Board of Education member has been committed, with or without a weapon, pursuant to N.J.A.C. 6A:16-5.7(d)5;
 - f. Whenever any school district staff in the course of their employment develops reason to believe a “bias-related act” has been committed or is about to be committed on or off school grounds, pursuant to N.J.A.C. 6A:16-6.3(e); and
 - g. Whenever any school employee in the course of their employment develops reason to believe a student is potentially missing, abused, or neglected, pursuant to N.J.A.C. 6A:16-11.1(a)3i. through iii.
- D. Nothing in the policies and procedures required under N.J.A.C. 6A:16-6 and Policy 9320 and this Regulation shall be construed to prohibit school district staff from disclosing information, pursuant to N.J.A.C. 6A:32-7.2 and 7.5(f), if necessary, to protect the immediate health or safety of a student or other persons.
- E. The Superintendent or designee shall annually review Policy 9320 and this Regulation as adopted by the Board to ensure each are in accordance with the requirements outlined in the MOA.
- ~~A. Relations with Local Police Department~~
- ~~1. The Principal of each school will endeavor to establish a continuing cooperative relationship with the law enforcement officers that serve the area in which the school is located.~~
 - ~~2. Local police officers will be encouraged to visit the school on regular tours of duty so that their presence in the school is helpful and non-threatening.~~
 - ~~3. Police should be encouraged to take active roles as resource persons in school programs in order to bring them into direct contact with students~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

COMMUNITY
R 9320/Page 8 of 21

COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

~~and to impress students with the positive aspects of police protection and security. Police officers may be invited to participate in such programs as driver education, substance abuse, and health/family life education.~~

~~4. At the same time that he/she works toward a liaison with the police and assists the police in the necessary performance of their responsibility to enforce the law, the Principal will impress upon the police his/her role as protector of the rights and interests of the students enrolled in the school.~~

~~5. For the purposes of this Regulation:~~

~~a. "Police Department" means the law enforcement agency designated by the County Prosecutor to receive such information.~~

~~b. "Principal" means the Principal and/or designee.~~

~~c. "Superintendent" means the Superintendent and/or designee.~~

~~d. "School staff member" means any school employee.~~

~~B. Summoning the Police onto School Property for the Purpose of Conducting Law Enforcement Investigations, Searches, Seizures, Arrests and in Emergencies~~

~~1. Police may be summoned to the school by the Principal or, in the absence of the Principal, the staff member in charge of the school building. If the Principal or staff member in charge is not immediately available in an emergency situation, the police may be summoned by any staff member with direct knowledge of the emergency, who shall report his/her call to the Principal at the earliest possible time.~~

~~2. The telephone number by which police can be summoned shall be prominently displayed at telephones in the school that have an outside line.~~

~~3. Police officers should be summoned to the school:~~

~~a. When an incident involving the suspected or actual use, possession, or distribution of alcohol or a controlled dangerous substance, including anabolic steroids, drug paraphernalia or a~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

COMMUNITY
R 9320/Page 9 of 21

COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

~~firearm or other deadly weapon occurs, in accordance with Regulation No. 5530;~~

~~b. When evidence indicates that a crime has been committed, that a break and entry has occurred, that a deadly weapon is on school premises, or that a breach of the peace has occurred, in accordance with Regulation No. 7440;~~

~~e. When an act of vandalism has occurred, in accordance with Regulation No. 7610;~~

~~d. When fire is detected and immediately after the fire department has been summoned, in accordance with Regulation No. 8420.1;~~

~~e. When a bomb threat has been received, in accordance with Regulation No. 8420.2;~~

~~f. When the school is threatened by toxic hazard, in accordance with Regulation No. 8431;~~

~~g. In a serious medical emergency, in accordance with Regulation No. 8441;~~

~~h. When a visitor to the school is seriously disruptive and/or refuses to obey the Principal's order to leave the premises, in accordance with Regulation No. 9150; and~~

~~i. In any other instance in which the Principal or staff member in charge has cause to believe the health, safety and welfare of the building occupants and/or property are in jeopardy.~~

4. An emergency call to the police should include the:

a. The name and title of the caller;

b. The name and location of the school building in which law enforcement is needed; and

c. A brief description of the nature of the situation, including an accurate assessment of the seriousness of the situation.



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

COMMUNITY
R 9320/Page 10 of 21

COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

~~5. If possible, a staff member or responsible student should be dispatched to meet and guide responding officers.~~

~~6. If offenders are to be arrested, a staff member should be prepared to assist the police in obtaining the necessary warrants.~~

~~C. Planned Security Protection at School Events and Extra-Curricular Activities~~

~~1. Each September or before, the Principal will provide the local police department with a calendar of events scheduled at the school for the school year just beginning. The calendar will be updated as necessary during the year.~~

~~2. The Principal will review with the police the events for which the need for police assistance and/or security is anticipated. Their review will include:~~

~~a. The number of officers required,~~

~~b. The responsibilities to be assumed by the officers, and~~

~~c. The remuneration, if any, each is to receive.~~

~~D. Police Investigations in the School~~

~~1. The Principal shall demand proper identification of any individual who represents him/herself as a police officer before the Principal permits any investigation to go forward. The Principal may verify this identification with the Police Department or the law enforcement agency that the individual claims to represent.~~

~~2. A police officer's request for access to school records will be responded to as follows:~~

~~a. A request for access to the public records of this district will be granted only in accordance with Regulation No. 8310.~~

~~b. A request for access to district or Board of Education records that are classified as confidential by Policy No. 8310 shall be reported to the Superintendent or Board Secretary, who will determine, in~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

COMMUNITY
R 9320/Page 11 of 21

COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

~~consultation with the Board Attorney, whether or not to release the record.~~

~~e. A request for access to personnel records that are classified as confidential by Policy No. 8320 shall be reported to the Superintendent and shall be released only if:~~

- ~~(1) The employee concerned has consented to inspection of his/her file, or~~
- ~~(2) The law enforcement officer presents a warrant authorizing a search of certain confidential records from the file.~~
- ~~(3) The Superintendent may consult with the Board Attorney prior to releasing any personnel records that are classified as confidential.~~

~~d. A request for access to student records that are classified as confidential by law and by Policy No. 8330 shall be reported to the Superintendent and shall be released only if:~~

- ~~(1) The adult student concerned or parent(s) or legal guardian(s) of the minor student concerned has consented in writing to the inspection; or~~
- ~~(2) The police officer presents to the Superintendent a court order authorizing access to the record; or~~
- ~~(3) The adult student concerned or parent(s) or legal guardian(s) of the minor student concerned has been given at least three days written notice of the name of the requesting agency and the records requested and has not obtained a judicial order barring access.~~
- ~~(4) The Superintendent may consult with the Board Attorney prior to releasing any student records that are classified as confidential.~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

COMMUNITY
R 9320/Page 12 of 21

COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

3. ~~A request by law enforcement officials to interrogate students, on school premises or while under the protection of the school, shall be handled as follows:~~

~~a. The police officer shall be required to ask the Principal for access to the student, regardless of the student's location in or about school premises or on a school sponsored trip or at a school-sponsored event.~~

~~b. The Principal shall ask the police officer to delay the interrogation or conduct the interrogation away from school. In general, it should not be necessary to conduct an interrogation in school unless the matter involves:~~

~~(1) A crime committed in school; or~~

~~(2) An investigation that would be compromised without the interrogation in school; or~~

~~(3) An endangerment to the lives or safety of students or other persons; or~~

~~(4) Other reasons law enforcement officials believe an interrogation must be conducted in school and cannot wait until the student is away from school.~~

~~c. The Principal shall make every reasonable effort to notify the student's parent(s) or legal guardian(s) of the request by law enforcement officials to interrogate the student while in school to receive the parent's or legal guardian's consent to permit the student to be interrogated before the interrogation.~~

~~(1) The Principal will permit the interrogation if the parent(s) or legal guardian(s) consents to the interrogation.~~

~~(2) The Principal will delay the interrogation in the event the parent(s) or legal guardian(s) requests to be present during the interrogation.~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

COMMUNITY
R 9320/Page 13 of 21

COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

~~(3) — The Principal will deny the law enforcement official an interrogation if the parent(s) or legal guardian(s) cannot be contacted or if the parent(s) or legal guardian(s) does not consent to the interrogation.~~

~~(4) — In the event the interrogation is not denied by the Principal for the reasons in (3) above, the Principal will immediately contact the Superintendent, who will contact the Board Attorney to determine the Principal's and school district's legal responsibilities under the circumstances of law enforcement's request for the student to be interrogated in school.~~

~~d. — A student shall not be removed from school for interrogation unless:~~

~~(1) — The student has been lawfully arrested; or~~

~~(2) — The adult student or the parent(s) or legal guardian(s) of a minor student has consented to the removal.~~

~~4. — All searches and seizures of students, their property and personal effects conducted by school staff must comply with the standards prescribed by the United States Supreme Court in New Jersey v. T.L.O. 469 U.S. 325 (1985) and in compliance with Policy No. 5770.~~

~~a. — Any questions concerning searches conducted by school officials shall be directed to the County Prosecutor.~~

~~b. — A school official may request that law enforcement authorities assume responsibility for conducting any search or seizure.~~

~~c. — No school staff member will impede any law enforcement officer engaged in a lawful search, seizure or arrest whether pursuant to a warrant or otherwise.~~

~~d. — School staff will permit law enforcement authorities upon their arrival to assume responsibility for conducting any search or seizure.~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

COMMUNITY
R 9320/Page 14 of 21

COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

- e. ~~All inspections of lockers, desks or other objects or personal property on school grounds involving the use of law enforcement, drug detection canines may only be undertaken with the express permission of the County Prosecutor or the Director of the Division of Criminal Justice in the New Jersey Department of Law and Public Safety.~~
 - f. ~~Any questions concerning the legality of any contemplated or ongoing search, seizure or arrest conducted by a law enforcement officer on school grounds shall be directed to the County Prosecutor or, in the case of search, seizure or arrest undertaken by the Division of Criminal Justice, to the assigned Assistant Attorney General.~~
5. ~~The Superintendent and Building Principal will cooperate with law enforcement authorities in the planning and conduct of undercover school operations.~~
- a. ~~The Superintendent shall approve such undercover operations without prior notification to the Board of Education in accordance with N.J.A.C. 6A:16-6.2(a)6.i.~~
 - b. ~~All information relative to any undercover school operation shall be kept strictly confidential by the Superintendent and the Building Principal and may not be divulged to any person without the express approval of the County Prosecutor.~~
 - c. ~~The Superintendent and/or Building Principal must immediately inform the County Prosecutor in the event it becomes known by such authorized school official(s) that any information regarding the existence of an undercover operation has been revealed.~~
6. ~~A request or attempt to arrest a student, on school premises or while under the protection of the school, shall be handled as follows:~~
- a. ~~The police officer shall be required to ask the Principal for access to the student, regardless of the student's location in or about school premises or on a school sponsored trip or at a school-sponsored event.~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

COMMUNITY
R 9320/Page 15 of 21

COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

b. ~~The police officer shall not be permitted to arrest or take custody of a student unless:~~

~~(1) The Principal lawfully requests the removal of the student;
or~~

~~(2) The officer has probable cause to arrest the student for a felony; or~~

~~(3) The officer has an arrest warrant or a judicial order requiring the custody of the student.~~

c. ~~The Principal shall request the police officer to defer the arrest to another time and place or, if that is not possible, to take steps to protect the student's privacy, such as taking custody in a private place or assigning the taking of custody to a nonuniformed police officer or a school security officer.~~

d. ~~The Principal shall make every reasonable effort to notify the student's parent(s) or legal guardian(s) of the impending arrest.~~

e. ~~The Principal shall determine the place to which the student will be removed and held in custody or detention and will so inform the parent(s) or legal guardian(s).~~

f. ~~Notwithstanding anything to the contrary in this Regulation, a police officer has the legal right to take direct and unhindered action in the school.~~

~~(1) In an emergency situation, where the commission of a crime or offense involving felony or a serious breach of the peace in school has been witnessed by the officer, or~~

~~(2) The police officer is in "hot pursuit" of the student for such a crime.~~

g. ~~In any situation in which a police officer takes direct action, the Principal shall be promptly notified.~~

E. ~~Reporting Students or Staff Members to Law Enforcement~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

COMMUNITY
R 9320/Page 16 of 21

COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

1. ~~Subject to the provisions of N.J.A.C. 6A:16-6.5, any staff member having reason to believe that a student or staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, on or within 1,000 feet of the outermost boundary of the school property pursuant to N.J.S.A. 2C:35-7, shall report the matter as soon as possible to the Principal or, in the absence of the Principal, to the staff member responsible at the time of the alleged violation.~~
 - a. ~~Either the Principal or the responsible staff member shall notify the Superintendent, who in turn shall notify the Police Department as soon as possible.~~
 - b. ~~The Superintendent will provide to the Police Department and/or County Prosecutor all known information concerning the matter, including the identity of the student or staff member involved.~~
 - c. ~~The Superintendent and/or Principal will not disclose the identity of any student or staff member who has voluntarily sought treatment or counseling for a substance abuse problem provided the student or staff member is not currently involved or implicated in drug distribution activities.~~
 - d. ~~An admission by a student or staff member in response to questioning initiated by the Principal or teaching staff member, or following the discovery of a controlled dangerous substance, including anabolic steroids or drug paraphernalia by the Principal or teaching staff member, shall not constitute a voluntary, self-initiated request for counseling and treatment.~~
2. ~~The Principal, or in the absence of the Principal the staff member responsible at the time of the alleged violation, will report to the police department. Whenever any staff member develops reason to believe that a firearm, as defined in N.J.S.A. 2C:39-1(f) and 18 U.S.C. section 921, or other deadly weapon, whether enumerated in N.J.S.A. 2C:39-1(r) or not, except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. section 921, has unlawfully been brought onto school property, or that any student or other person is in unlawful possession of a firearm or other deadly weapon, whether on or off school property, or that any student or~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

COMMUNITY
R 9320/Page 17 of 21

COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

~~other person has committed an offense with or while in possession of a firearm, whether or not such offense was committed on school property or during school operating hours.~~

~~a. — Either the Principal or the responsible staff member shall notify the Superintendent, who shall notify the Police Department as soon as possible.~~

~~b. — The Superintendent will provide to the Police Department all known information concerning the matter, including the identity of the student or staff member involved.~~

~~3. — The Superintendent and/or the Principal will immediately notify the Police Department whenever any school staff member in the course of his or her employment develops reason to believe that a student has threatened, is planning, or otherwise intends to cause death, serious bodily injury or significant bodily injury to another person under circumstances in which a reasonable person would believe the student genuinely intends at some time in the future to commit the violent act or carry out the threat.~~

~~4. — The Superintendent and/or the Principal will immediately notify the Police Department whenever any school employee in the course of his or her employment develops reason to believe that a crime involving sexual contact or criminal sexual conduct has been committed on school property, or by or against a student during school operating hours or during school-related functions or activities.~~

~~5. — School employees will immediately notify the Principal and/or Superintendent when in the course of their employment they develop reason to believe that a hate crime has been committed or is about to be committed on school property, or has been or is about to be committed by any student, whether on or off school property. This notification is required whether or not such offense was or is to be committed during school hours. This notification is also required if a student enrolled in the school has been or is about to become the victim of a hate crime, whether committed on or off school property or during school hours.~~

~~a. — The Principal and/or Superintendent will promptly notify the Police Department and the Bias Investigation Officer for the County Prosecutor's office in the instances described above.~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

COMMUNITY
R 9320/Page 18 of 21

COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

- b. ~~The Principal and/or Superintendent will immediately notify the Police Department and the Bias Investigation Officer for the County Prosecutor's office where there is reason to believe that a hate crime that involves an act of violence has been or is about to be physically committed against a student, or there is otherwise reason to believe that a life has been or will be threatened.~~

F. ~~Handling of Substances, Firearms and Other Items~~

- 1. ~~Any school employee who seizes or discovers any substance or item believed to be a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall immediately notify and turn the substance or item over to the Principal or designee.~~

- a. ~~The Principal or designee shall immediately notify the Superintendent or designee who shall notify the Police Department.~~

- b. ~~The school employee, Principal or designee shall safeguard the substance or paraphernalia against further use or destruction and shall secure the substance or paraphernalia until such time as the substance or paraphernalia can be turned over to the appropriate law enforcement officials.~~

- c. ~~The Principal will provide to the County Prosecutor or designee all information concerning the manner in which the substance or paraphernalia was discovered or seized, including:~~

- (1) ~~The identity of all persons who had custody of the substance or paraphernalia following its discovery or seizure; and~~

- (2) ~~The identity of any student or staff member believed to have been in possession of the substance or paraphernalia.~~

- d. ~~The Principal will not disclose the identity of any student or staff member who on his or her own initiative turned over the substance or paraphernalia to a school employee, provided that there is reason to believe that the student or staff member was involved~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

COMMUNITY
R 9320/Page 19 of 21

COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

~~with the substance or paraphernalia for the purpose of personal use, not distribution activities, and further provided that the student or staff member agrees to participate in an appropriate treatment or counseling program.~~

~~An admission by a student or staff member in response to questioning initiated by the Principal or teaching staff member, or following the discovery of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia by the Principal or teaching staff member will not constitute a voluntary self-initiated request for counseling and treatment.~~

~~2. Whenever a school employee seizes or comes upon any firearm or dangerous weapon, school officials will:~~

~~a. In the case of a firearm, immediately advise the Police Department and secure the firearm pending the response by the Police Department to retrieve and take custody of the firearm; and~~

~~b. In the case of a dangerous weapon other than a firearm, immediately advise the Police Department and secure the weapon pending the response by the Police Department to retrieve and take custody of the dangerous weapon.~~

~~3. School employees having custody of a firearm or dangerous weapon shall take reasonable precautions to prevent the theft, destruction or unlawful use of the firearm or dangerous weapon by any person.~~

~~G. Confidentiality of Student or Staff Involvement in Substance Abuse Intervention and Treatment Programs~~

~~1. All information concerning a student's or staff member's involvement in a school intervention or treatment program for substance abuse shall be kept strictly confidential, according to the requirements of 42 CFR Part 2 and N.J.S.A. 18A:40A-7.1 and 7.2.~~

~~2. Nothing in this Regulation shall be construed in any way to authorize or require the transmittal of any information or records which are in the possession of a substance abuse counseling or treatment program.~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

COMMUNITY
R 9320/Page 20 of 21

COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

3. ~~The Principal will not disclose to law enforcement officials or to any person other than a member of the local district's comprehensive alcohol, tobacco and other drug abuse program that a student or staff member has received or is receiving services through the local district's comprehensive alcohol and other drug abuse program. The Principal will not disclose any information, including the student's or staff member's identity or information about illegal activity, where such information was learned in the course of or as a result of services provided through the local district's comprehensive alcohol and other drug abuse program.~~

4. ~~Nothing in this Regulation shall be construed to preclude the disclosure of information about illegal activity that was learned by any school employee outside of the local district's comprehensive alcohol and other drug abuse program.~~

~~Any such information about illegal activity shall be reported according to the requirements of this Regulation and N.J.A.C. 6A:16-6.3 and 6.4.~~

H. ~~Records~~

1. ~~The Principal shall report to the Superintendent each incident involving an interrogation, search, or arrest of a student by a law enforcement agent.~~

2. ~~The Principal shall record in writing and enter in the student's file:~~

a. ~~The date, time, place, and circumstances of the incident;~~

b. ~~The name of the officer and the law enforcement agency he/she represents;~~

c. ~~The name of the student;~~

d. ~~The notification or attempt to notify the student's parent(s) or legal guardian(s); and~~

e. ~~An anecdotal description of the incident, including such information regarding its conduct as may be necessary to show that the student was fairly or unfairly treated.~~

I. ~~In Service Training~~



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

COMMUNITY
R 9320/Page 21 of 21
COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

-
- ~~The Superintendent will develop, in conjunction with the Building Principal(s), the County Prosecutor's Office and the Police Department, in service training for school staff regarding Policy and Regulation 9320.~~
-
- J. ~~Agreement or Memorandum of Understanding With Law Enforcement~~
-
- ~~1. The Superintendent and Police Department will meet on a regular basis, or at least annually, to discuss the implementation and need for revising the Agreement or Memorandum of Understanding and to review the effectiveness of the policies and procedures implemented in accordance with N.J.A.C. 6A:16-6.1 et seq.~~
 - ~~2. Any Agreement or Memorandum of Understanding between the Board of Education and Law Enforcement Officials will be approved by the Board of Education and will be submitted to the Police Department, County Prosecutor and County Superintendent of Schools.~~

Issued: 14 October 2013

Revised: 13 June 2022



Extracurricular Appointments

BOE 6/13/22 :: EXHIBIT HR 1.1 :: 22/23 Summer & Fall Coaching Appts

	POSITION LOC	POSITION	ASSIGNMENT	SEASON	22/23 LAST NAME	22/23 FIRST NAME	22/23 Base Stipend	22/23 # of Consec Yrs thru 2223 Season	22/23 Longevity Stipend	22/23 TOTAL Stipend	22/23 Note about Consec Yrs
1	EMS	All Sports	Athletic Coordinator	Fall	Moskowitz	Phillip	\$ 2,112	n/a	n/a	\$ 2,112	
2	EMS	Cross Country - Boys'	Head Coach	Fall	Gangemi	Giuseppe	\$ 5,503	9	\$ 500	\$ 6,003	
3	EMS	Cross Country - Girls'	Head Coach	Fall	Moskowitz	Phillip	\$ 5,503	6	\$ 200	\$ 5,703	
4	EMS	Field Hockey	Co-Head Coach	Fall	Brown	Karisa	\$ 2,752	2	\$ -	\$ 2,752	
5	EMS	Field Hockey	Co-Head Coach	Fall	Darling	Samantha	\$ 2,752	2	\$ -	\$ 2,752	
* 6	RHS	All Sports	Equipment Manager	Fall	Biank	David	\$ 6,016	n/a	n/a	\$ 6,016	
* 7	RHS	All Sports	Athletic Trainer	Fall	Koch	Joseph	\$ 7,669	n/a	n/a	\$ 7,669	
* 8	RHS	Cheerleading	Head Coach	Fall	LaCosta	Gail	\$ 4,756	8	\$ 400	\$ 5,156	
* 9	RHS	Cheerleading	Assistant Coach	Fall	Cautero	Erin	\$ 4,266	5	\$ 50	\$ 4,316	
* 10	RHS	Cheerleading	Assistant Coach	Fall	Schneider	Wendy	\$ 4,266	7	\$ 150	\$ 4,416	
* 11	RHS	Cross Country - Boys'	Head Coach	Fall	Bischoff	Derek	\$ 7,720	6	\$ 200	\$ 7,920	
* 12	RHS	Cross Country - Girls'	Head Coach	Fall	Norgard	Kaitlyn	\$ 7,720	3	\$ -	\$ 7,720	Fall Asst Coach for Girls' Soccer @ RHS for 20/21. Fall Head Coach for Girls' XC @ RHS as of 21/22.
* 13	RHS	Field Hockey	Head Coach	Fall	Naugle-Douglas	Diane	\$ 7,985	21	\$ 1,700	\$ 9,685	
* 14	RHS	Field Hockey	Assistant Coach	Fall	Urban	Alexandra	\$ 5,573	6	\$ 100	\$ 5,673	
* 15	RHS	Football	Head Coach	Fall	Roumes	Ryan	\$ 10,429	6	\$ 100	\$ 10,529	Fall Asst Coach for Football @ RHS 17/18 thru 21/22. Fall Head Coach for Football @ RHS as of 22/23.
* 16	RHS	Football	Assistant Coach	Fall	Diorio	Danny	\$ 6,945	2	\$ -	\$ 6,945	
* 17	RHS	Football	Assistant Coach	Fall	Dolan	James	\$ 6,945	21	\$ 850	\$ 7,795	
* 18	RHS	Football	Assistant Coach	Fall	Misurelli	Frank	\$ 6,945	17	\$ 650	\$ 7,595	
* 19	RHS	Football	Assistant Coach	Fall	Poggi	Kevin	\$ 6,945	24	\$ 1,000	\$ 7,945	
* 20	RHS	Football	Assistant Coach	Fall	Roumes	Craig	\$ 6,945	1	\$ -	\$ 6,945	
* 21	RHS	Football	Assistant Coach	Fall	Trotter	Gregory	\$ 6,945	24	\$ 1,000	\$ 7,945	
* 22	RHS	Football	Assistant Coach	Fall	Volz	Michael	\$ 6,945	1	\$ -	\$ 6,945	
* 23	RHS	Gymnastics	Head Coach	Fall	Gluck	Caitlin	\$ 7,720	2	\$ -	\$ 7,720	
* 24	RHS	Soccer - Boys'	Head Coach	Fall	Franco	Kevin	\$ 7,985	3	\$ -	\$ 7,985	Fall Asst Coach for Boys' Soccer @ RHS for 20/21 & 21/22. Fall Head Coach for Boys' Soccer @ RHS as of 22/23.
* 25	RHS	Soccer - Boys'	Assistant Coach	Fall	Bewalder	Kevin	\$ 5,573	21	\$ 850	\$ 6,423	
* 26	RHS	Soccer - Boys'	Assistant Coach	Fall	Kelley	Ryan	\$ 5,573	4	\$ -	\$ 5,573	
* 27	RHS	Soccer - Girls'	Head Coach	Fall	Renna	Justin	\$ 7,985	23	\$ 1,900	\$ 9,885	
* 28	RHS	Soccer - Girls'	Assistant Coach	Fall	Monaco	David	\$ 5,573	20	\$ 800	\$ 6,373	
* 29	RHS	Soccer - Girls'	Assistant Coach	Fall	Richardson	Kiley	\$ 5,573	2	\$ -	\$ 5,573	
* 30	RHS	Soccer - Girls'	Assistant Coach	Fall	Stellingwerf	Kaitlin	\$ 5,573	3	\$ -	\$ 5,573	
* 31	RHS	Tennis - Girls'	Assistant Coach	Fall	Doyle	Robert	\$ 5,282	3	\$ -	\$ 5,282	
* 32	RHS	Volleyball - Girls'	Head Coach	Fall	McMichael	Anthony	\$ 7,985	10	\$ 450	\$ 8,435	Fall Asst Coach for Girls' Volleyball @ RHS for 13/14 thru 15/16.
* 33	RHS	Volleyball - Girls'	Assistant Coach	Fall	Correnti	Alison	\$ 5,573	5	\$ 50	\$ 5,623	
* 34	RHS	Volleyball - Girls'	Assistant Coach	Fall	Geary	Jason	\$ 5,573	1	\$ -	\$ 5,573	
* 35	RHS	Weight Room	Head Coach	Summer	Roumes	Ryan	\$ 6,016	n/a	n/a	\$ 6,016	
* 36	RHS	Weight Room	Head Coach	Fall	Scheneck	Matthew	\$ 6,016	n/a	n/a	\$ 6,016	
* 37	RHS & EMS	All Sports	Assistant Athletic Trainer	Fall	Forlenza	Corey	\$ 5,255	n/a	n/a	\$ 5,255	

	POSITION LOC	POSITION TYPE	POSITION	ASSIGNMENT	22/23 LAST NAME	22/23 FIRST NAME	22/23 TOTAL Stipend	22/23 Note about Assignment
*	1 RHS	CLUB/MBAND	Band Assistant	Assistant	Kulick	Justin	\$5,475	
*	2 RHS	CLUB/MBAND	Band Assistant	Assistant	Monaghan	Mark	\$5,475	
*	3 RHS	CLUB/MBAND	Band Front	Advisor	Herrera	Cindy	\$3,975	
*	4 RHS	CLUB/MBAND	Marching Band	Director	Sweer	Ryan	\$7,650	
*	5 RHS	CLUB/MBAND	Marching Band	Technician No. 1	Conrad	Jeffrey	\$4,225	
*	6 RHS	CLUB/MBAND	Percussion	Advisor	Jenkins	Christopher	\$3,974	

	POSITION LOC	POSITION TYPE	POSITION	ASSIGNMENT	22/23 LAST NAME	22/23 FIRST NAME	22/23 TOTAL Stipend	22/23 Note about Assignment	
1	FES	CLUB	Early Act	Co-Advisor	Marzocca	Michelle	\$400		
2	FES	CLUB	Early Act	Co-Advisor	Maurer	Jennifer	\$400		
3	JES	CLUB	Early Act	Co-Advisor	Cope	Katherine	\$400		
4	JES	CLUB	Early Act	Co-Advisor	Hoopes	Casey	\$400		
5	KES	CLUB	Early Act	Co-Advisor	Byrne	Kathleen	\$400		
6	KES	CLUB	Early Act	Co-Advisor	Goodyear	Sarah	\$400		
7	NES	CLUB	Early Act	Co-Advisor	Freeborn	Rebecca	\$400		
8	NES	CLUB	Early Act	Co-Advisor	Marabondo	Josephine	\$400		
*	9	NES & RHS	CLUB	Rox Buddies	Co-Advisor	Curtiss	Karen	\$963	
*	10	NES & RHS	CLUB	Rox Buddies	Co-Advisor	McInnes	Cathy	\$963	
11	LRS	CLUB	Art	Advisor	LaPosta	Christine	\$1,670		
12	LRS	CLUB	Computers	Advisor	Rodgers	Susanna	\$1,670		
13	LRS	CLUB	Forensics	Advisor	Muller	Amy	\$1,670		
14	LRS	CLUB	K-Kids	Co-Advisor	Gauthier	Nicole	\$835		
15	LRS	CLUB	K-Kids	Co-Advisor	Sellari	Kayla	\$835		
16	LRS	CLUB	Student Council	Advisor	Tunstead	Elena	\$1,670		
17	EMS	CLUB	Academic Team	Co-Advisor	Blewitt	Jessica	\$1,130		
18	EMS	CLUB	Academic Team	Co-Advisor	Iacobino	Kristin	\$1,130		
19	EMS	CLUB	Advisory	Co-Advisor	Blewitt	Jessica	\$765		
20	EMS	CLUB	Advisory	Co-Advisor	DelRusso	Stefanie	\$765		
21	EMS	CLUB	Advisory	Co-Advisor	Rodas	Shannon	\$765		
22	EMS	CLUB	Art Club	Advisor	Hagemann	Regina	\$2,260		
23	EMS	CLUB	Builder's Club	Co-Advisor	Esposito	Elizabeth	\$1,150		
24	EMS	CLUB	Builder's Club	Co-Advisor	Tucker	Elizabeth	\$1,150		
25	EMS	CLUB	Chess & Strategic Gaming Club	Advisor	Mahmoud	Adam	\$2,300		
26	EMS	CLUB	Intramurals	Co-Advisor	Babetski	David	\$1,750		
27	EMS	CLUB	Intramurals	Co-Advisor	Pilrun	Amy	\$1,750		
28	EMS	CLUB	Math League	Advisor	Thomas	Jaclyn	\$2,260		
29	EMS	CLUB	News / Literacy Magazine	Co-Advisor	Brennan	Lauren	\$1,283		
30	EMS	CLUB	News / Literacy Magazine	Co-Advisor	Curley	Kelsey	\$1,283		
31	EMS	CLUB	Robotics & STEAM	Advisor	Moskowitz	Phillip	\$2,900		
32	EMS	CLUB	Spanish Club	Advisor	Cordeiro	Marcia	\$2,192		
33	EMS	CLUB	Student Council	Co-Advisor	Palanchi	Kristen	\$1,138		
34	EMS	CLUB	Student Council	Co-Advisor	Richman	Margery	\$1,138		
35	EMS	CLUB	Technology Club	Co-Advisor	Capra	Robert	\$945		
36	EMS	CLUB	Technology Club	Co-Advisor	Farina	Kimberly	\$945		
37	EMS	CLUB	Yearbook	Advisor	Farina	Kimberly	\$2,475		
38	EMS	CLUB/PA	Choral (Encores)	Advisor	Harrison Calderon	Jessica	\$3,500		
39	EMS	CLUB/PA	Choral (Harmonies)	Advisor	Harrison Calderon	Jessica	\$3,500		
40	EMS	CLUB/PA	Honors Band	Advisor	Monaghan	Mark	\$2,192		
41	EMS	CLUB/PA	Jazz Band Ensemble	Advisor	Monaghan	Mark	\$3,500		
*	42	RHS	CLUB	Academic Decathlon	Co-Advisor	Christiansen	Emily	\$1,688	
*	43	RHS	CLUB	Academic Decathlon	Co-Advisor	McPhee	Michael	\$1,688	
*	44	RHS	CLUB	Best Buddies	Co-Advisor	Hughes	David	\$900	
*	45	RHS	CLUB	Best Buddies	Co-Advisor	Thompson	Carie	\$900	
*	46	RHS	CLUB	Class Advisor - Freshman	Co-Advisor	Gluck	Caitlin	\$900	
*	47	RHS	CLUB	Class Advisor - Freshman	Co-Advisor	Mainiero	Melissa	\$900	
*	48	RHS	CLUB	Class Advisor - Junior	Co-Advisor	Kroog	Barbara	\$1,050	
*	49	RHS	CLUB	Class Advisor - Junior	Co-Advisor	Speronza	Jane-Frances	\$1,050	
*	50	RHS	CLUB	Class Advisor - Senior	Advisor	McCracken	Jennifer	\$2,250	
*	51	RHS	CLUB	Class Advisor - Sophomore	Co-Advisor	Burke	Jenna	\$950	
*	52	RHS	CLUB	Class Advisor - Sophomore	Co-Advisor	Christiansen	Emily	\$950	
*	53	RHS	CLUB	Debate	Advisor	Connolly	James	\$3,000	
*	54	RHS	CLUB	DECA	Co-Advisor	Mainiero	Melissa	\$1,200	
*	55	RHS	CLUB	DECA	Co-Advisor	Shadwell	Christopher	\$1,200	
*	56	RHS	CLUB	Environmental Club	Co-Advisor	Dunn	Robin	\$1,175	
*	57	RHS	CLUB	Environmental Club	Co-Advisor	Fagan	Margaret	\$1,175	
*	58	RHS	CLUB	Equal Rights Advocacy Club	Co-Advisor	Burke	Jenna	\$1,152	
*	59	RHS	CLUB	Equal Rights Advocacy Club	Co-Advisor	Christiansen	Emily	\$1,152	
*	60	RHS	CLUB	FBLA	Co-Advisor	Jacoby	Adam	\$1,175	
*	61	RHS	CLUB	FBLA	Co-Advisor	Sliwinski	Wojciech	\$1,175	
*	62	RHS	CLUB	Film Club	Advisor	Hughes	David	\$1,800	

	POSITION LOC	POSITION TYPE	POSITION	ASSIGNMENT	22/23 LAST NAME	22/23 FIRST NAME	22/23 TOTAL Stipend	22/23 Note about Assignment
* 63	RHS	CLUB	French Club	Co-Advisor	Burkat	Walter	\$900	
* 64	RHS	CLUB	French Club	Co-Advisor	Santoro	Kimberly	\$900	
* 65	RHS	CLUB	Gael Vision	Director	Burleigh	Deborah	\$4,000	
* 66	RHS	CLUB	Gael Vision	Director	Caivano	Roxana	\$4,000	
* 67	RHS	CLUB	Interact	Advisor	Oster	Kaitlyn	\$3,000	
* 68	RHS	CLUB	Junior State of America	Advisor	Connolly	James	\$2,100	
* 69	RHS	CLUB	Literary Magazine	Co-Advisor	Burke	Jenna	\$1,318	
* 70	RHS	CLUB	Literary Magazine	Co-Advisor	Schmidt	Laura	\$1,318	
* 71	RHS	CLUB	Math League	Co-Advisor	Cunetta	Leanne	\$1,000	
* 72	RHS	CLUB	Math League	Co-Advisor	McCracken	Jennifer	\$1,000	
* 73	RHS	CLUB	National Art Honor Society	Advisor	Valenta	A.T. Nancy	\$2,699	
* 74	RHS	CLUB	National Honor Society	Co-Advisor	Lisa	Kerry	\$1,350	
* 75	RHS	CLUB	National Honor Society	Co-Advisor	Tom	Jean	\$1,350	
* 76	RHS	CLUB	Newspaper	Advisor	Santoro	Megan	\$3,285	
* 77	RHS	CLUB	Peer Leadership	Advisor	Bewalder	Kevin	\$2,200	
* 78	RHS	CLUB	Peer Leadership	Advisor	Hardy	Barbra	\$2,200	
* 79	RHS	CLUB	Peer Leadership	Advisor	Kulick	Justin	\$2,200	
* 80	RHS	CLUB	Peer Leadership	Advisor	McCracken	Jennifer	\$2,200	
* 81	RHS	CLUB	PRISM	Co-Advisor	Kroog	Barbara	\$945	
* 82	RHS	CLUB	PRISM	Co-Advisor	Speronza	Jane-Frances	\$945	
* 83	RHS	CLUB	Robotics & Technology Club	Advisor	Taylor	Mark	\$7,650	
* 84	RHS	CLUB	Rox THON	Advisor	Gottfried	Michael	\$3,854	
* 85	RHS	CLUB	Rox THON	Assistant Advisor	Richman	Margery	\$2,100	
* 86	RHS	CLUB	S.E.A.S.	Co-Advisor	Conlon	Kayla	\$900	
* 87	RHS	CLUB	S.E.A.S.	Co-Advisor	McGinley	Birsen	\$900	
* 88	RHS	CLUB	Science League	Advisor	O'Brien	William	\$1,999	
* 89	RHS	CLUB	Spanish Club	Co-Advisor	Bedoya	Judy	\$875	
* 90	RHS	CLUB	Spanish Club	Co-Advisor	Navarro	Maria	\$875	
* 91	RHS	CLUB	Student Council	Advisor	Gibson	Ryan	\$3,870	
* 92	RHS	CLUB	Varsity "R"	Co-Advisor	Dolan	James	\$1,000	
* 93	RHS	CLUB	Varsity "R"	Co-Advisor	Monaco	David	\$1,000	
* 94	RHS	CLUB	Yearbook	Advisor	Schilling	Scott	\$4,540	
* 95	RHS	CLUB	Yearbook	Assistant Advisor	Zengel	Renee	\$3,900	
* 96	RHS	CLUB/PA	Concert Band	Advisor	Conrad	Jeffrey	\$5,175	
* 97	RHS	CLUB/PA	Jazz Band	Advisor	Conrad	Jeffrey	\$3,455	
* 98	RHS	CLUB/PA	Jazz Band	Advisor	Sweer	Ryan	\$3,455	
* 99	RHS	CLUB/PA	Vocal Jazz	Advisor	Hachey	Patrick	\$3,460	
* 100	RHS	CLUB/PA	Vocal Jazz	Advisor	Sweer	Krista	\$1,903	FTE 0.55
* 101	RHS	CLUB/PA	Vocal Music	Advisor	Hachey	Patrick	\$4,875	
* 102	RHS	CLUB/PA	Vocal Music	Assistant Advisor	Salyerds	Robert Daniel	\$2,600	
* 103	RHS	CLUB/PA	Vocal Music	Assistant Advisor	Sweer	Krista	\$1,430	FTE 0.55

Note: The Board will be reimbursed for the stipends indicated below through fundraising and ticket sales.

	<i>POSITION LOC</i>	<i>POSITION TYPE</i>	<i>POSITION</i>	<i>ASSIGNMENT</i>	<i>22/23 LAST NAME</i>	<i>22/23 FIRST NAME</i>	<i>22/23 TOTAL Stipend</i>	<i>22/23 Note about Assignment</i>
*	1 RHS	PLAY/FALL	Fall Drama	Advisor	Hachey	Patrick	\$4,200	
*	2 RHS	PLAY/FALL	Fall Drama	Assistant Advisor	Salyerds	Robert Daniel	\$2,400	

REAPPOINTMENTS - SUBSTITUTES

JUNE 13, 2022 - EXHIBIT HR2		
T = Substitute Teacher, P = Substitute Paraprofessional, S = Substitute Secretary, N = Substitute Nurse, LA = Substitute Lunch Aide		
1	Alezabi, Ziad	T, P, S, LA
2	Anzalone, Sophia	T, P, S, LA
3	Babus, Haley	T, P, S, LA
4	Baker, Sharon	T
5	Banta, Donald	T, P
6	Berta, Yvette	T, P, S
7	Bogardus, Sheryl	T, P, LA
8	Borges, John	T, P, LA
9	Boutrs, Margi	T, P, S, LA
10	Bowers, Rosemary	N
11	Brown, Waheebah	T, P, S, LA
12	Burkhard, Carole	T, P
13	Buschke, Suzanne	T, LA
14	Cacchio, Mary	T, P, S, LA
15	Campbell, Eileen	T
16	Cantor, Anne	T, P
17	Casendino, Dawn	T, P
18	Chambers, Mary	T, P, S
19	Christensen, Catherine	T, P
20	Ciccarella, Elaine	S
21	Clark-Sindler, Rachel	T, P, S, LA
22	Clevenger, Tracy	T, P, S
23	Cole, Caroline	T
24	Cooper, David	T
25	Cooper, Doris	T, P
26	Cuda, Carolyn	T, P, S
27	Damell, Joan	T, P
28	Decker, Sonia	T, P
29	Deutch, Haim	T, P
30	DiTrollo, Kristen	T, P
31	Donovan, Edward	T, P, S, LA
32	Doucette, Nicole	T, P, S, LA
33	Dunn, Francis	T
34	Dupree, Amanda	T, P, S, LA
35	Feind, Lisa	T, P
36	Fischer, Amy	P, S
37	Fremgen, Christy	T, P, S, LA
38	Gazieva, Malika	T, P, S, LA
39	Ghilain, Susan	T, P
40	Gibson, Suzanne	N

REAPPOINTMENTS - SUBSTITUTES

JUNE 13, 2022 - EXHIBIT HR2		
T = Substitute Teacher, P = Substitute Paraprofessional, S = Substitute Secretary, N = Substitute Nurse, LA = Substitute Lunch Aide		
41	Goldstein, Shelly	T, P, S, LA
42	Gramp, Irene	S
43	Guirgis, Fathi	T, LA
44	Haegele, Carol	T, P, S, LA
45	Hall, Jean	T
46	Hoyos Hernandez, Karla	T, P, S, LA
47	Hueber, Ashley	T, P
48	Huskins, Judith	T, P, S, LA
49	Johnson, Jessica	S
50	Kalleberg, Paul	T
51	Kemmerer, Laura	S, LA
52	Kessel, Marylou	T, P
53	King, Mandissa	T, P, S, LA
54	Kinney, Minsu	T, P
55	Laki, Michele	T, P
56	Laskoski, Vincent	T, P
57	Latella, Evelyn	T, P, S, LA
58	Lewis, Rebecca	T, P, LA
59	Marantz, Anne	T, P, LA
60	Martin, Joseph	T
61	Matthews, Jacqueline	T, P, S, LA
62	Mayer, Cynthia	T, P, S, LA
63	McCarthy, Pamela	T, P
64	McClosky, Veronica	T, P, S, LA
65	McKenna, Barbara	N
66	Mederos, Christine	T, P, S, LA
67	Melillo, Carole	T
68	Miller, Lauren	T
69	Neice, Brenda	T, P
70	Omar, Ahlam	T, P
71	O'Shea, Nichole	T, P, S, LA
72	Palmisano, Deirdre	S
73	Pinero, Carolina	T, P, S
74	Pisciotta, Cara	T, P
75	Porcelli, Thomas	T, P, S, LA
76	Press, Nancy	T, P, S
77	Reed, Suzannah	T, P
78	Robertson, Lisa	T, P, S, LA
79	Rock, Andrea	T, P, S, LA
80	Rollo, Dina	T, P

REAPPOINTMENTS - SUBSTITUTES

JUNE 13, 2022 - EXHIBIT HR2		
T = Substitute Teacher, P = Substitute Paraprofessional, S = Substitute Secretary, N = Substitute Nurse, LA = Substitute Lunch Aide		
81	Rousseau, Brianne	T, P, S, LA
82	Scalfani, Andrea	T
83	Scheuerman, Robert	T, P
84	Segrave, Kelly	T, P, S, LA
85	Skov, JoAnn	P, S, LA
86	Smethy, Sally	S
87	Sparano, Brianna	T, P, S
88	Taylor, Mark	T, P, S, LA
89	Terracciano, Anthony	T, P, S, LA
90	Teti, Donna	T, P, S, LA
91	Tykot, Sharon	T
92	Vairavanelu, Athi	T, P, S, LA
93	Vespucci, Elizabeth	T, P, S, LA
94	Weiss, Donna	T, P, LA
95	Wildermuth, Adele	T, P, S, LA
96	Williams, Ryan	T, P, S, LA
97	Willis, Laura	T, P, S, LA
98	Wodynski, Jamie	N

	LAST NAME	FIRST NAME	22/23 LOC	22/23 POSITION	22/23 Hourly Rate	Discussion	
1	Ackerman	Alexis	FES	Teacher	\$40.31		
2	Allen	Erin	KES	Teacher	\$60.69		
3	Arms	Victoria	NES	Teacher	\$53.13		
4	Blessing	Kelly	NES	Teacher	\$65.73		
*	5	Caccavale	Frank	RHS	Teacher	\$73.27	
6	Carroll	Stacey	JES	Teacher	\$48.79		
7	Cope	Katherine	JES	Teacher	\$50.83		
8	Cordeiro	Marcia	EMS	Teacher	\$68.20		
9	Davenport	Melissa	LRS	Teacher	\$41.02		
10	Davis	Amber	KES	Teacher	\$55.55		
11	Decker	Sonia	NES	Special Education Paraprof	\$20.88	Attending Summer IEP mtgs to provide translation services	
12	Deeb	Lorey	KES	Teacher	\$46.96		
*	13	Demova	Bohdanka	RHS	Teacher	\$68.90	
14	Derendal	Lyndsay	NES	Teacher	\$40.31		
*	15	Diorio	Danny	RHS	Teacher	\$43.33	
16	Ehrich	Tracy	FES	Teacher	\$66.29		
17	Engle	Rick	EMS	Teacher	\$70.74		
*	18	Feehan	Martha	RHS	Teacher	\$70.74	
19	Ferrentino	Margaret	LRS	Teacher	\$64.56		
20	Flammer	Suzanne	JES	Teacher	\$54.10		
21	Folkers	Caitlin	LRS	Teacher	\$51.15		
22	Freeborn	Rebecca	NES	Teacher	\$44.17		
23	Frischia	Stephanie	JES	Teacher	\$47.27		
24	Gallagher	Maria	FES	Teacher	\$60.69		
25	George	Michelle	LRS	Teacher	\$73.27		
26	Giordano	Tessa	JES	OT	\$44.17		
27	Graba	Kristina	JES	Teacher	\$61.80		
28	Hamade	Rabiye	EMS	Teacher	\$44.88		
29	Hatch	Bryant	SP SERV	SLS	\$49.58		
30	Hoopes	Casey	JES	Teacher	\$44.17		
*	31	Hubbard	Cindy	RHS	Teacher	\$58.07	
*	32	Hughes	David	RHS	Teacher	\$60.24	
*	33	Izquierdo	Maria Elena	RHS	Teacher	\$73.27	
*	34	LaPara	Angela	RHS	Teacher	\$66.29	
35	Lettieri	Heather	KES	Teacher	\$70.74		
36	Loeb	Jessica	EMS	Teacher	\$60.24		
37	Lombardo	Andrea	LRS	Teacher	\$71.65		
*	38	Maeso	Michael	RHS	Teacher	\$55.70	
39	Mahmoud	Adam	EMS	Teacher	\$50.11		
*	40	Mainiero	Melissa	RHS	Teacher	\$41.02	
41	Manney	Lynn	FES	Teacher	\$45.80		
42	Martino	Tiffany	EMS	Teacher	\$44.23		
43	McInnes	Cathy	NES	Teacher	\$43.33		
*	44	Meeker	Reid	RHS	Teacher	\$44.09	
45	Midili	Tara	EMS	Teacher	\$56.56		
46	Montano	Ashley	NES	Teacher	\$40.31		
47	Muller	Amy	LRS	Teacher	\$52.41		
48	Neumann	Erin	LRS	Teacher	\$44.23		
49	Nickel	Kara	KES	Teacher	\$52.91		
*	50	O'Brien	William	RHS	Teacher	\$73.27	
51	Olcott	Nicole	KES	Teacher	\$42.46		
52	Osbus	Jamie	LRS	Teacher	\$48.79		
*	53	Oster	Kaitlyn	RHS	Teacher	\$44.23	
*	54	Perez	Jennifer	DISTRICT	Behavior Specialist-Analyst	\$67.58	
55	Perhacs	Jennifer	LRS	Teacher	\$41.02		
56	Renn	Christi	FES	Teacher	\$72.00		
57	Rice	Kathleen	JES	Teacher	\$53.13		
58	Riggins	Dawn	JES	Teacher	\$54.79		

	LAST NAME	FIRST NAME	22/23 LOC	22/23 POSITION	22/23 Hourly Rate	Discussion	
*	59	Rispoli	Maria	RHS	Teacher	\$60.24	
	60	Rommel	Allison	JES	SLS	\$44.88	
	61	Rose	Denise	LRS	Teacher	\$44.90	
	62	Rubenstein	Jill	LRS	Teacher	\$70.03	
	63	Russo	Patricia	FES, NES	OT	\$63.79	
	64	Santo	Diana	FES	Teacher	\$70.03	
*	65	Santoro	Megan	RHS	Teacher	\$44.88	
	66	Sarrel	Marla	FES	Teacher	\$73.27	
*	67	Shadwell	Christopher	RHS	Teacher	\$50.83	
	68	Sheplak-Lewis	Jacqueline	LRS	Teacher	\$55.55	
	69	Solotist	April	LRS	Teacher	\$73.27	
	70	Somers	Alexis	KES	Behavior Specialist- Analyst	\$53.13	
	71	Steinmark	Kira	EMS	Teacher	\$39.96	
	72	Steinmetz	Alyssa	FES	Teacher	\$47.18	
	73	Taggart	Dana	JES	Teacher	\$73.27	
	74	Tavares	Diane	JES	PT	\$75.17	
	75	Tiger	Brittany	JES	Teacher	\$61.80	
	76	Torres-Davis	Evelyn	EMS	School Counselor	\$56.56	
	77	Trautz	Caryn	EMS	Teacher	\$52.91	
	78	Trimmer	Theresa	LRS	Teacher	\$73.27	
	79	Tucker	Elizabeth	EMS	Teacher	\$59.13	
	80	Urban	Mary Beth	FES	Teacher	\$65.75	
	81	Warren	Allison	EMS	Teacher	\$46.66	
	82	Weiss	Stephanie	JES, KES	SLS	\$44.88	
	83	Wenarsky	Courtney	JES	Teacher	\$47.18	
	84	Wetreich	Deborah	LRS	School Psychologist	\$80.60	
	85	Wilson	Courtney	JES	Teacher	\$45.80	
*	86	Wood	Paul	RHS	Teacher	\$70.03	

	Last Name	First Name	ESY Job Title	Hourly Rate	ESY Job Title 2	Hourly Rate	Start Date	End Date	Discussion
1	Ackerman	Alexis	Teacher	\$ 45.00			7/5/2022	8/4/2022	
2	Anzalone	Sophia	Substitute Teacher	\$ 45.00	Substitute Paraprofessional	\$ 20.00	7/5/2022	8/4/2022	NJ Teaching Certification
3	Banta	Donald	Substitute Teacher	\$ 30.00	Substitute Paraprofessional	\$ 17.00	7/5/2022	8/4/2022	County Substitute Certificate
4	Beebe	Agnes	Paraprofessional	\$ 17.00			7/5/2022	8/4/2022	
5	Betz	Chelsea	OT (.5)	\$ 45.00			7/5/2022	8/4/2022	
6	Bhullar	Samreet	Paraprofessional	\$ 17.00			7/5/2022^	8/4/2022	^Employment pending completion of paperwork that is required of new hires / rehires
7	Bischoff	Tammy	Paraprofessional	\$ 17.00			7/5/2022	8/4/2022	
8	Bonfond	Kristin	Paraprofessional	\$ 17.00			7/5/2022	8/4/2022	
9	Cacchio	Mary	Substitute Teacher	\$ 30.00	Substitute Paraprofessional	\$ 17.00	7/5/2022	8/4/2022	County Substitute Certificate
10	Carpentier	James	Paraprofessional	\$ 20.00			7/5/2022	8/4/2022	NJ Teaching Certification
11	Chapman	David	Paraprofessional	\$ 17.00			7/5/2022	8/4/2022	
12	Clevenger	Tracy	Substitute Teacher	\$ 30.00	Substitute Paraprofessional	\$ 17.00	7/5/2022	8/4/2022	County Substitute Certificate
13	Colditz	Dawn	Paraprofessional	\$ 17.00			7/5/2022	8/4/2022	
14	Conklin	Lauren	Substitute Nurse	\$ 45.00			7/5/2022	8/4/2022	
15	Cox	Bruce	Paraprofessional	\$ 17.00			7/5/2022	8/4/2022	
16	Critelli	Paul	Teacher	\$ 45.00			7/5/2022	8/4/2022	
17	Davenport	Melissa	Paraprofessional	\$ 20.00	Substitute Teacher	\$ 45.00	7/5/2022	8/4/2022	NJ Teaching Certification
18	Davis	Amber	Teacher	\$ 45.00			7/5/2022	8/4/2022	
19	Decker	Sonia	Substitute Teacher	\$ 30.00	Substitute Paraprofessional	\$ 17.00	7/5/2022	8/4/2022	County Substitute Certificate
20	Delgado	Christian	Paraprofessional	\$ 17.00			7/5/2022	8/4/2022	
21	DelRusso	Stefanie	Counselor	\$ 45.00			7/5/2022	8/4/2022	
22	Deutch	Haim	Paraprofessional	\$ 20.00	Substitute Teacher	\$ 45.00	7/5/2022	8/4/2022	NJ Teaching Certification
23	Dexter	Carla	Substitute Teacher	\$ 30.00	Substitute Paraprofessional	\$ 17.00	7/5/2022	8/4/2022	County Substitute Certificate
24	Dupree	Amanda	Paraprofessional	\$ 20.00	Substitute Teacher	\$ 45.00	7/5/2022	8/4/2022	NJ Teaching Certification
25	Fichter	Heather	Paraprofessional	\$ 17.00			7/5/2022	8/4/2022	
26	Folkers	Caitlin	Program Coordinator	\$ 50.00			7/5/2022	8/4/2022	
27	Freeborn	Rebecca	Teacher	\$ 45.00			7/5/2022	8/4/2022	
28	Fremgren	Christy	Substitute Teacher	\$ 30.00	Substitute Paraprofessional	\$ 17.00	7/5/2022	8/4/2022	County Substitute Certificate
29	Freund	Brynn	Substitute Paraprofessional	\$ 17.00			7/5/2022	8/4/2022	
30	Gaydos	Jennifer	Substitute Paraprofessional	\$ 17.00			7/5/2022	8/4/2022	
31	Gede	Stephanie	Teacher	\$ 45.00			7/5/2022	8/4/2022	
32	Gibney	Lisa	Paraprofessional	\$ 17.00			7/5/2022	8/4/2022	
33	Giordano	Tessa	OT	\$ 45.00			7/5/2022	8/4/2022	
34	Gong	Josie	Paraprofessional	\$ 17.00			7/5/2022	8/4/2022	
35	Guirgis	Fathi	Substitute Teacher	\$ 30.00	Substitute Paraprofessional	\$ 17.00	7/5/2022	8/4/2022	County Substitute Certificate
36	Hancock	Jessie	Teacher	\$ 45.00			7/5/2022	8/4/2022	
37	Harrison Calderon	Jessica	Substitute Teacher	\$ 45.00	Substitute Paraprofessional	\$ 20.00	7/5/2022	8/4/2022	NJ Teaching Certification
38	Hatch	Bryant	SLP	\$ 45.00			7/5/2022	8/4/2022	
39	Hawco	Barbara	Paraprofessional	\$ 17.00			7/5/2022	8/4/2022	
40	Hemmer	Cynthia	Paraprofessional	\$ 20.00			7/5/2022	8/4/2022	NJ Teaching Certification
41	Hornung	Desiree	Substitute Nurse	\$ 45.00			7/5/2022	8/4/2022	
42	Hueber	Ashley	Paraprofessional	\$ 20.00			7/5/2022	8/4/2022	NJ Teaching Certification
43	Hughes	David	Teacher	\$ 45.00			7/5/2022	8/4/2022	
44	Iturralde	Kaytel	Paraprofessional	\$ 20.00	Substitute Teacher	\$ 45.00	7/5/2022	8/4/2022	NJ Teaching Certification
45	Johnston	Hana	Paraprofessional	\$ 17.00			7/5/2022^	8/4/2022	^Employment pending completion of paperwork that is required of new hires / rehires
46	Johnston	Michelle	Paraprofessional	\$ 20.00			7/5/2022	8/4/2022	NJ Teaching Certification
47	Kinney	Minsu	Paraprofessional	\$ 17.00	Substitute Teacher	\$ 30.00	7/5/2022	8/4/2022	County Substitute Certificate
48	Klein	David	Paraprofessional	\$ 20.00			7/5/2022	8/4/2022	NJ Teaching Certification

	Last Name	First Name	ESY Job Title	Hourly Rate	ESY Job Title 2	Hourly Rate	Start Date	End Date	Discussion
49	Kreider	Troy	Paraprofessional	\$ 20.00			7/5/2022	8/4/2022	NJ Teaching Certification
50	LaCosta	Gail	Counselor (.5)	\$ 45.00			7/5/2022	8/4/2022	Shares hours with Torres-Davis
51	LaManna	Susan	Paraprofessional	\$ 17.00			7/5/2022	8/4/2022	
52	Latella	Evelyn	Paraprofessional	\$ 17.00	Substitute Teacher	\$ 30.00	7/5/2022	8/4/2022	County Substitute Certificate
53	Lazzara	Erinn	Paraprofessional	\$ 17.00			7/5/2022	8/4/2022	
54	Leavy	Jennifer	Substitute Teacher	\$ 45.00	Substitute Paraprofessional	\$ 20.00	7/5/2022	8/4/2022	NJ Teaching Certification
55	Lettieri	Heather	Teacher	\$ 45.00			7/5/2022	8/4/2022	
56	Lewis	Rebecca	Paraprofessional	\$ 17.00	Substitute Teacher	\$ 30.00	7/5/2022	8/4/2022	County Substitute Certificate
57	Maineiro	Melissa	Teacher	\$ 45.00			7/5/2022	8/4/2022	
58	Marantz	Anne	Substitute Teacher	\$ 30.00	Substitute Paraprofessional	\$ 17.00	7/5/2022	8/4/2022	County Substitute Certificate
59	Matullo	Lauren	Teacher	\$ 45.00			7/5/2022	8/4/2022	
60	Mayer	Cynthia	Substitute Teacher	\$ 30.00	Substitute Paraprofessional	\$ 17.00	7/5/2022	8/4/2022	County Substitute Certificate
61	McKenna	Barbara	Substitute Nurse	\$ 45.00			7/5/2022	8/4/2022	
62	Mele	AnnMarie	Substitute Teacher	\$ 30.00	Substitute Paraprofessional	\$ 17.00	7/5/2022	8/4/2022	County Substitute Certificate
63	Midilli	Tara	Substitute Teacher	\$ 45.00	Substitute Paraprofessional	\$ 20.00	7/5/2022	8/4/2022	NJ Teaching Certification
64	Mobilio	Jessica	Paraprofessional	\$ 17.00	Substitute Teacher	\$ 30.00	7/5/2022	8/4/2022	County Substitute Certificate
65	Mollitor	Danielle	Substitute Teacher	\$ 45.00	Substitute Paraprofessional	\$ 20.00	7/5/2022	8/4/2022	NJ Teaching Certification
66	Nelson	Susan	Nurse	\$ 45.00			7/5/2022	8/4/2022	
67	Neumann	Erin	Teacher	\$ 45.00			7/5/2022	8/4/2022	
68	O'Connor	Christine	Paraprofessional	\$ 17.00			7/5/2022	8/4/2022	
69	Palanchi	Reghan	Substitute Teacher	\$ 30.00	Substitute Paraprofessional	\$ 17.00	7/5/2022	8/4/2022	County Substitute Certificate
70	Press	Nancy	Paraprofessional	\$ 17.00	Substitute Teacher	\$ 30.00	7/5/2022	8/4/2022	County Substitute Certificate
71	Richardson	Kylie	Substitute Teacher	\$ 45.00	Substitute Paraprofessional	\$ 20.00	7/5/2022	8/4/2022	NJ Teaching Certification
72	Robertson	Lisa	Paraprofessional	\$ 17.00	Substitute Teacher	\$ 30.00	7/5/2022	8/4/2022	County Substitute Certificate
73	Rodas	Shannon	Paraprofessional	\$ 20.00	Substitute Teacher	\$ 45.00	7/5/2022	8/4/2022	NJ Teaching Certification
74	Rommel	Allison	SLP	\$ 45.00			7/5/2022	8/4/2022	
75	Rose	Denise	Teacher	\$ 45.00			7/5/2022	8/4/2022	
76	Rose	Andrew	Substitute Teacher	\$ 45.00	Substitute Paraprofessional	\$ 20.00	7/5/2022	8/4/2022	NJ Teaching Certification
77	Rubenstein	Jill	Teacher	\$ 45.00			7/5/2022	8/4/2022	
78	Russo	Patricia	OT	\$ 45.00			7/5/2022	8/4/2022	
79	Saul	Joanne	Substitute Teacher	\$ 45.00	Substitute Paraprofessional	\$ 20.00	7/5/2022	8/4/2022	NJ Teaching Certification
80	Sellari	Kayla	Paraprofessional	\$ 20.00	Substitute Teacher	\$ 45.00	7/5/2022	8/4/2022	NJ Teaching Certification
81	Smith	Mackenzie	Paraprofessional	\$ 17.00			7/5/2022^	8/4/2022	*Employment pending completion of paperwork that is required of new hires / rehires
82	Solotist	April	Teacher	\$ 45.00			7/5/2022	8/4/2022	
83	Sparano	Deirdre	Paraprofessional	\$ 17.00			7/5/2022	8/4/2022	
84	Sprague	Jamie	Paraprofessional	\$ 17.00			7/5/2022	8/4/2022	
85	Springer	Nicole	Paraprofessional	\$ 17.00			7/5/2022	8/4/2022	
86	Szigeti	Elizabeth	Teacher	\$ 45.00			7/5/2022	8/4/2022	
87	Thompson	Carie	Teacher	\$ 45.00			7/5/2022	8/4/2022	
88	Torres	Lori	Paraprofessional	\$ 17.00			7/5/2022	8/4/2022	
89	Torres-Davis	Evelyn	Counselor (.5)	\$ 45.00			7/5/2022	8/4/2022	Shares hours with LaCosta
90	Trautz	Caryn	Teacher	\$ 45.00			7/5/2022	8/4/2022	
91	Vairavanvelu	Athi	Substitute Teacher	\$ 30.00	Substitute Paraprofessional	\$ 17.00	7/5/2022	8/4/2022	County Substitute Certificate
92	Warren	Allison	Teacher	\$ 45.00			7/5/2022	8/4/2022	
93	Weiss	Stephanie	SLP	\$ 45.00			7/5/2022	8/4/2022	
94	Williams	Michael	Paraprofessional	\$ 20.00			7/5/2022	8/4/2022	NJ Teaching Certification
95	Wilson	Courtney	Teacher	\$ 45.00			7/5/2022	8/4/2022	

	Last Name	First Name	Job Title	RBDG Step	Hourly Rate	Summer Routes	Summer Trips	Additional Duties / Discussion
1	ARLUNA-SELVA	NICOLE	Bus Driver	1	\$ 28.25	ESY Routes	Trips	
2	AYALA	JEANNETTE	Bus Driver	6	\$ 35.51	ESY Routes	Trips	
3	BARTEK	HELEN	Bus Driver	7	\$ 36.77		Trips	
4	BEDEL	DIANE	Bus Driver	7	\$ 36.77		Trips	
5	BENEDUCE	PHILIP	Bus Driver	7	\$ 36.77		Trips	
6	BLAIR	VICKI	Bus Driver	7	\$ 36.77	ESY Route Coverage	Trips	
7	CALVEY	MICHELE	Bus Driver	7	\$ 36.77	ESY Routes	Trips	
8	COLLINS	MICHELLE	Bus Driver	4	\$ 30.21		Trips	
9	CULLEN	MAUREEN	Bus Driver	6	\$ 35.51		Trips	
10	DAMONTE	JOANNE	Bus Driver	7	\$ 36.77	ESY Route Coverage	Trips	Bus Cleaning, as needed, at the rate of \$25.00 hourly
11	DEXTER	CYNTHIA	Bus Driver	7	\$ 36.77	ESY Routes	Trips	
12	DIAZ	GEORGE	Bus Driver	5	\$ 32.23		Trips	
13	ELLIOTT	JAYNE	Bus Driver	7	\$ 36.77	ESY Route Coverage	Trips	Bus Cleaning, as needed, at the rate of \$25.00 hourly
14	EMMONS	ALLEN	Bus Driver	1	\$ 28.25	ESY Routes	Trips	
15	EWTON	DIANNA	Bus Driver	7	\$ 36.77		Trips	
16	FAIRCHILD	CHRISTY	Bus Driver	7	\$ 36.77	ESY Routes	Trips	
17	FRY	TONIE	Bus Driver	6	\$ 35.51		Trips	
18	HAMMOND	RAYMOND	Bus Driver	6	\$ 35.51	ESY Routes	Trips	
19	HOWELL	COLEEN	Bus Driver	6	\$ 35.51	ESY Routes	Trips	
20	LAGRASSA	RICHARD	Bus Driver	6	\$ 35.51	ESY Routes	Trips	
21	LUGO	ISRAEL	Bus Driver	7	\$ 36.77		Trips	
22	MATTHEWS	DAVID	Bus Driver	6	\$ 35.51	ESY Routes	Trips	
23	MEOLA	JULIE	Bus Driver	7	\$ 36.77	ESY Routes	Trips	
24	NICHOLAIS	LILIANA	Bus Driver	1	\$ 28.25	ESY Routes	Trips	
25	OAKES	GWENDOLYN	Bus Driver	7	\$ 36.77		Trips	
26	PARKER	ROBERT	Bus Driver	3	\$ 28.25		Trips	
27	PEREIRA	CARLOS	Bus Driver	6	\$ 35.51		Trips	
28	PERFETTI	ANTHONY	Bus Driver	7	\$ 36.77		Trips	
29	RIVERA	MARIBEL	Bus Driver	7	\$ 36.77		Trips	
30	RIVERA	MARY A.	Bus Driver	7	\$ 36.77		Trips	
31	RIVERA	MARY P	Bus Driver	7	\$ 36.77	ESY Routes	Trips	
32	RODRIGUEZ	CARLOS	Bus Driver	1	\$ 28.25	ESY Routes	Trips	
33	RUANO	ERIC	Bus Driver	1	\$ 28.25	ESY Route Coverage	Trips	Bus Cleaning, as needed, at the rate of \$25.00 hourly
34	SINK	CURTIS	Bus Driver	1	\$ 28.25	ESY Routes	Trips	
35	SPRAGUE	JAMIE	Bus Driver	6	\$ 35.51	ESY Routes	Trips	
36	SZYPIOTKO	THOMAS	Bus Driver	3	\$ 28.25	ESY Routes	Trips	
37	TURPIN	GINA	Bus Driver	1	\$ 28.25	ESY Routes	Trips	
38	VARVAR	GLORIANA	Bus Driver	6	\$ 35.51	ESY Routes	Trips	
39	WHITTAKER	MARGUERITE	Bus Driver	6	\$ 35.51	ESY Routes	Trips	Bus Cleaning, as needed, at the rate of \$25.00 hourly
40	ZABITA	CYNTHIA	Bus Driver	7	\$ 36.77		Trips	
41	ZEICH	COURTNEY	Bus Driver	6	\$ 35.51	ESY Route Coverage	Trips	Bus Cleaning, as needed, at the rate of \$25.00 hourly
42	ZEVETCHIN	ROSALBA	Bus Driver	5	\$ 32.23	ESY Routes	Trips	
43	ACUNA	PAOLA	Transportation Aide	N/A	\$ 17.50	ESY Routes	Trips	Not to exceed 25 hours weekly
44	DOLAN	LISA	Transportation Aide	N/A	\$ 17.50	ESY Routes	Trips	Not to exceed 25 hours weekly
45	FEHSAL	ANITA	Transportation Aide	N/A	\$ 16.50	ESY Routes	Trips	Not to exceed 25 hours weekly
46	FEHSAL	JENNIFER	Transportation Aide	N/A	\$ 16.50	ESY Routes	Trips	Not to exceed 25 hours weekly
47	KING	RITA	Transportation Aide	N/A	\$ 16.50	ESY Routes	Trips	Not to exceed 25 hours weekly
48	LEBOEUF	STEPHANIE	Transportation Aide	N/A	\$ 17.50	ESY Routes	Trips	Not to exceed 25 hours weekly
49	PERRELLI	JAIME	Transportation Aide	N/A	\$ 17.50	ESY Routes	Trips	Not to exceed 25 hours weekly
50	QORRI	SHKENDIJE	Transportation Aide	N/A	\$ 17.00	ESY Route Coverage	Trips	Not to exceed 25 hours weekly
51	RIVERA	ERIN	Transportation Aide	N/A	\$ 17.00	ESY Routes	Trips	Not to exceed 25 hours weekly
52	ROUSHINKO	CRAIG	Substitute Bus Aide	N/A	\$ 15.00	ESY Route Coverage	Trips	Not to exceed 25 hours weekly

-Grouped by "School/Course Level", then organized by "Course".

-Unless otherwise noted, proposed hours provided is the total amount allotted for the grade level or grade span shown.

	Course	School/Course Level	Grade Level	Course Duration (FY, Sem, Q)	New, Revision, or Rewrite	Proposed hours	Teachers to be Board-approved to write
1	Art	Elem	K	Q	New	7	Sandra Mueller
2	Art	Elem	1	Q	New	7	Sandra Mueller
3	Art	Elem	2	Q	New	7	Sandra Mueller
4	Art	Elem	3	Q	New	7	Sandra Mueller
5	Art	Elem	4	Q	New	7	Sandra Mueller
6	Elementary Special Programs (CBI) Community-Based Instruction	Elem	K - 5	FY	New	35	Chelsea Betz; Jennifer Clark
7	Math	Elem	K - 5	FY	Rewrite	20	Robert Allison; Lorey Deeb; Robin Hellyer; Courtney Wilson
8	Physical Education/Health	Elem	K	FY	Revision	15	Karisa Brown; Diane Douglas; Kevin Poggi; Jessica Small; Justin Spargo
9	Physical Education/Health	Elem	1	FY	Revision	15	Karisa Brown; Diane Douglas; Kevin Poggi; Jessica Small; Justin Spargo
10	Physical Education/Health	Elem	2	FY	Revision	15	Karisa Brown; Diane Douglas; Kevin Poggi; Jessica Small; Justin Spargo
11	Physical Education/Health	Elem	3	FY	Revision	15	Karisa Brown; Diane Douglas; Kevin Poggi; Jessica Small; Justin Spargo
12	Physical Education/Health	Elem	4	FY	Revision	15	Karisa Brown; Diane Douglas; Kevin Poggi; Jessica Small; Justin Spargo
13	Spanish	Elem	K	Q	New	7	Diana Santo
14	Spanish	Elem	1	Q	New	7	Diana Santo
15	Spanish	Elem	2	Q	New	7	Diana Santo
16	Spanish	Elem	3	Q	New	7	Diana Santo
17	Spanish	Elem	4	Q	New	7	Diana Santo
18	Art	LRS	5	Sem Equivalent	New	17.5	Christine LaPosta
19	Art	LRS	6	Sem Equivalent	New	17.5	Christine LaPosta
20	ESL	LRS	5 - 6	Sem Equivalent	Rewrite	15	Monica Del Rosario
21	General Music	LRS	5 - 6	Sem Equivalent	Rewrite	15	Ellen Ng
22	Math	LRS	6	FY	New	35	Nicole Gauthier; Kayla O'Connor
23	Physical Education/Health	LRS	5	Sem	Revision	10	Karisa Brown; Diane Douglas; Kevin Poggi; Jessica Small; Justin Spargo
24	Physical Education/Health	LRS	6	Sem	Revision	10	Karisa Brown; Diane Douglas; Kevin Poggi; Jessica Small; Justin Spargo
25	Spanish	LRS	5	Sem Equivalent	New	17.5	Jaime Hernandez
26	Spanish	LRS	6	Sem Equivalent	New	17.5	Jaime Hernandez
27	STEM	LRS	5 - 6	Cycle	Revision	5	Jason Tate
28	Strings	LRS	5	Sem	Rewrite	10	James Goodwin
29	Strings	LRS	6	Sem	Rewrite	10	James Goodwin
30	Art (Ceramics)	EMS	8	Cycle	New	15	Regina Hagemann
31	Art (Drawing & Painting)	EMS	8	Cycle	New	15	Regina Hagemann
32	Art (Exploring Art)	EMS	7	Cycle	New	20	Regina Hagemann
33	Broadway Theater	EMS	8	Cycle	New	20	Jessica Harrison Calderon
34	Choir	EMS	7	FY	Rewrite	20	Jessica Harrison Calderon; Robert Salyerds; Krista Sweer
35	Choir	EMS	8	FY	Rewrite	20	Jessica Harrison Calderon; Robert Salyerds; Krista Sweer
36	ESL	EMS	7 - 8	Sem Equivalent	Rewrite	15	Monica Del Rosario
37	French	EMS	7 - 8	FY	Revision	15	Walter Burkat
38	General Music	EMS	7	Cycle	Rewrite	10	Jessica Harrison Calderon
39	Music Theory	EMS	8	Cycle	New	20	Jessica Harrison Calderon
40	Physical Education/Health	EMS	7	Sem	Revision	10	Karisa Brown; Diane Douglas; Kevin Poggi; Jessica Small; Justin Spargo
41	Physical Education/Health	EMS	8	Sem	Revision	10	Karisa Brown; Diane Douglas; Kevin Poggi; Jessica Small; Justin Spargo
42	Social Studies	EMS	7	FY	Revision	15	Sebastian DiPietro; Karen Olszewski
43	Social Studies	EMS	8	FY	Revision	15	Sebastian DiPietro; Lou Meola
44	Spanish	EMS	7 - 8	FY	Revision	15	Marcia Cordeiro; Carlos Curet; Joseph Filoramo; Merced Solis
45	STEAM	EMS	7	Cycle	Rewrite	10	Phillip Moskowitz

-Grouped by "School/Course Level", then organized by "Course".

-Unless otherwise noted, proposed hours provided is the total amount allotted for the grade level or grade span shown.

	Course	School/Course Level	Grade Level	Course Duration (FY, Sem, Q)	New, Revision, or Rewrite	Proposed hours	Teachers to be Board-approved to write
46	STEAM	EMS	8	Cycle	Rewrite	10	Phillip Moskowitz
47	String Orchestra	EMS	7	FY	Rewrite	20	James Goodwin
48	String Orchestra	EMS	8	FY	Rewrite	20	James Goodwin
* 49	Activities of Daily Living (ADL)	EMS/RHS	7 - 12	FY	New	35	Kayla Conlon; Tiffany Martino
* 50	Current World Issues	RHS	11 - 12	FY	Rewrite	20	Anthony McMichael; Kurt Weber
* 51	AP Comparative Governments and Politics	RHS	10 - 12	FY	New	35	James Connolly
* 52	AP Computer Science Principles	RHS	9 - 12	FY	Revision	15	Amanda Panico
* 53	Aviation & Aerospace II	RHS	10 - 12	FY	New	35	Michael Gottfried
* 54	Chorale	RHS	9 - 12	FY	Rewrite	20	Krista Sweer
* 55	Classic Sounds Honors	RHS	9 - 12	FY	Rewrite	20	Krista Sweer
* 56	Concert Choir	RHS	9 - 12	FY	Rewrite	20	Krista Sweer
* 57	Engineering Drafting and Design I	RHS	9 - 12	FY	Rewrite	20	Jean Tom
* 58	Engineering Drafting and Design II	RHS	9 - 12	FY	Rewrite	20	Jean Tom
* 59	ESL	RHS	9 - 12	FY	Rewrite	20	Emily Christiansen
* 60	Expressions Dance Ensemble	RHS	9 - 12	FY	Rewrite	20	Kristina Kong
* 61	Freshman Treble Choir	RHS	9	FY	Rewrite	20	Kristina Kong
* 62	Fusion Dance Ensemble	RHS	9 - 12	FY	Rewrite	20	Kristina Kong
* 63	Health	RHS	9	Q	Rewrite	10	Karisa Brown; Diane Douglas; Kevin Poggi; Jessica Small; Justin Spargo
* 64	Health	RHS	11	Q	Rewrite	10	Karisa Brown; Diane Douglas; Kevin Poggi; Jessica Small; Justin Spargo
* 65	Health	RHS	12	Q	Rewrite	10	Karisa Brown; Diane Douglas; Kevin Poggi; Jessica Small; Justin Spargo
* 66	Intro to SDF	RHS	10 - 11	FY	New	35	Frank Caccavale
* 67	Introduction to TV Production	RHS	10 - 12	FY	Revision	15	Deborah Burleigh
* 68	Italian I	RHS	9 - 12	FY	Revision	15	Angela LaPara; Kimberly Santoro
* 69	Italian II Honors	RHS	9 - 12	FY	New	35	Angela LaPara; Kimberly Santoro
* 70	Italian III Honors	RHS	10 - 12	FY	New	35	Angela LaPara; Kimberly Santoro
* 71	Journalism III H	RHS	11 - 12	Sem	New	17.5	Megan Santoro
* 72	Spanish for Heritage and Advanced Language Learners	RHS	9 - 12	FY	New	35	Joseph Filoramo; Maria Elena Izquierdo
* 73	Strings	RHS	9	FY	Rewrite	20	James Goodwin
* 74	Strings	RHS	10 - 12	FY	Rewrite	20	James Goodwin
* 75	Structural Design and Fabrication	RHS	11 - 12	FY	Revision	15	Frank Caccavale
* 76	SUCCESS	RHS	12+	FY	Revision	15	Birsan McGinley; Jennifer Toupet
* 77	SUCCESS: Transition	RHS	12+	FY	New	35	Birsan McGinley; Jennifer Toupet
* 78	Synergy Dance Ensemble	RHS	9 - 12	FY	Rewrite	20	Kristina Kong
* 79	TV Production II	RHS	11 - 12	FY	Revision	15	Deborah Burleigh
* 80	US History I A/B	RHS	9	FY	Revision	15	Robert Doyle; Anthony McMichael; Thomas Gervasio
* 81	US History II A/B	RHS	10	FY	Revision	15	Emily Christiansen; James Connolly, Robert Doyle