


**DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
JUNE 27, 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> 
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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 27, 2022 regarding personnel matters, student matters, and attorney client privilege.

IV. ROLL CALL

June 27, 2022

V. PUBLIC SESSION

VI. PLEDGE OF ALLEGIANCE

VII. PRESENTATIONS

- Student Spotlight- Cesar Maxwell, Special Olympic Athlete & Medalist
- Roxbury High School & Eisenhower Middle School 2022 Performing Arts Achievements
 - Eisenhower Middle School, at the Showcase Music Festival in Bethlehem, PA:
 - EMS Choir, under the direction of R. Daniel Salyerds, earned a Superior Rating and 1st Place Mixed Choir, Best Overall Choir, and Outstanding Baritone Section.
 - EMS Band, under the direction of Mark Monaghan, earned a Superior Rating, 1st Place Concert Band, and Outstanding High Brass section.
 - EMS Orchestra, under the direction of James Goodwin, earned a Silver Rating, 2nd Place Orchestra, and Outstanding Bass Section.
 - Eisenhower Middle School Individual Student Awards
 - Morris Cty. Teen Arts Outstanding Performance for Musical Theatre Soloist- Jasper Fernandes
 - Morris Cty. Teen Arts 1st Place for Vocal Soloist- Colleen Feeney
 - Morris Cty. Teen Arts 2nd Place for Large Group Dance Ensemble- Kendra Haughey, Kylie Haughey, Amanda Hellner, Jamie Kudler, Danielle McGowan, Camryn Napolliello, Tara O'Keefe, Isabella Pomeroy, Madison Roberts, Christine Wardell
 - NJ Region I Honor Choir- Katie Becker, Rebecca Borda, Danielle Doherty, David Doherty, Julia Gonzalez, Caleb McInnes
 - NJ All-State Choir- Ashley Attieh, Katie Becker, Steven Burns, Brendan Coulthurst, Andrew Darling, Isha Gullapalli, Olivia Hachey, Matthew Kudler, Seth Lines, Justin Masi, Ava Milsom, Emma Milsom, Miah Moore, Adeline O'Brien, Riley Shivas, Christian Soto
 - World Strides Heritage Festival-
 - Competing RHS choirs- Roxbury Glee Club, Melodies, Vocal Jazz, Revelation, Classic Sounds Honors, and the Festival Choir under the direction of Patrick Hachey, R. Daniel Salyerds, and Krista Sweer.
 - Competing RHS bands- Honors Wind Symphony, Roxbury Symphonic Band, and Jazz Ensemble, under the direction of Sarah Bednarcik, Jeff Conrad, and Ryan Sweer.
 - Competing RHS Orchestra under the direction of James Goodwin.
 - Awards earned- Nine gold (superior) ratings and one silver (excellent) rating, six first places, two second places, and two third places, four Adjudicator Awards, the Choir Sweepstakes Award given to the highest combined total of two choirs from one school, Best Overall Band Award for Honors Wind Symphony, Best Overall Choir Award for Classic Sounds Honors, and the Festival Sweepstakes Award for best overall program given to Roxbury High School.
 - Individual Student Honors
 - World Strides Heritage Festival Outstanding Pianist- Olivia Hachey
 - World Strides Heritage Festival Outstanding Vocal Soloist- Andrew Darling, Emma Milsom
 - World Strides Heritage Festival Outstanding Instrumental Soloist- Joe Sabando, Sarah Wilson
 - NJ Region I Honors Wind Ensemble- Justin Masi
 - NJ Region I Honors Band- Nick Andrade, Christian Maroulis, Andrew Wilson
 - NJ All State Wind Ensemble- Justin Masi

- NJ All State Orchestra- Nick Andrade
- NJ All State Band- Nick Andrade
- Arts Ed NJ Solo Competition Gold Star Award Winner- Nick Andrade
- Arts Ed NJ Solo Competition Silver Medal Award Winner- Andrew Wilson
- New Jersey Youth Symphony- Nick Andrade
- Classic Sounds Honors selected to perform at ACDA Eastern Division Conference (video will be shown)- Ashley Attieh, Alex Brinkman, Steven Burns, Cheyanne Cintron, Brendan Coulthurst, Andrew Darling, Danielle Doherty, Jacki Ezra, Sean Feeney, Alanis Figueroa, Emma Gorgas, Isha Gullapalli, Olivia Hachey, Samantha Klinosky, Holden Kozak, Matthew Kudler, Seth Lines, Justin Masi, Shannon Massage, Ava Milsom, Emma Milsom, Miah Moore, Isabella Negron, Adeline O'Brien, Ethan Olmsted, Tyler Orban, Evan Paddock, Ryland Rawlinson, Angelina Riveros, Sierra Rogalsky, Aidan Rosenfield, Riley Shivas, Christian Sokolowski, Michaela Sokolowski, Christian Soto, Nicholas Tomaselli, Eliana Tumminello, Emma Weiss

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

IX. ACTION ITEMS

A. **Finances** (*Resolutions 1-20*)

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 June 2022 as follows:

Roxbury High School	\$58,590.33	Franklin School	\$0.00
Athletics	\$0.00	Kennedy School	\$48.75
Eisenhower Middle School	\$3,622.01	Jefferson School	\$0.00
Lincoln Roosevelt School	\$2,020.00	Nixon School	\$1,491.81

BILLS LIST

*2. RESOLVED, that the Roxbury Township Board of Education approve the June 2022 bills list totaling \$651,215.22 as presented.

TRAVEL REQUESTS

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

	Name	Workshop Title		Place*	Date of Workshop	Registration Fee	Total Estimated Expenses
1.	Bauder, Yanina	Annual SBA Seminar Preparing for your Upcoming Audit	4	Randolph, NJ	6/29/22	\$0	\$0
2.	Kolbusch, Kathy	Annual SBA Seminar Preparing for your Upcoming Audit	4	Randolph, NJ	6/29/22	\$0	\$0
3.	Mondanaro, Joseph	Annual SBA Seminar Preparing for your Upcoming Audit	4	Randolph, NJ	6/29/22	\$0	\$0
4.	Renzetti, Sandra	Annual SBA Seminar Preparing for your Upcoming Audit	4	Randolph, NJ	6/29/22	\$0	\$0
5.	Dr. Radulic, Loretta	Navigating Sensitive Legal Issues in the Curriculum	4	Virtual	7/14/22	\$125.00	\$125.00
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 PURCHASES

- *4. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Atigena Darktrace email security software from SHI International Corp., 290 Davidson Avenue, Somerset, NJ in the amount of \$51,592.32 as per SHI International Corp. quote #22128503.
- *5. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Lightspeed Filter Agent and Classroom Management Software from CDW Government, Inc., 230 N. Milwaukee Avenue, Vernon Hills, IL in the amount of \$50,181.50 as per CDW Government, Inc. quote #MRXS562.
- *6. RESOLVED, that the Roxbury Township Board of Education approve the purchase of cyber security software from CDW Government, Inc., 230 N. Milwaukee Avenue, Vernon Hills, IL in the amount of \$34,086.00 as per CDW Government, Inc. quote #MSKN786. This purchase is being made using state contract #ESCNJ18/19-03.
- *7. RESOLVED, that the Roxbury Township Board of Education approve the Renewal of Genesis Database from Genesis Educational Services, 300 Buckelew Ave., Suite 207, Jamesburg, NJ in the amount of \$28,339.00 as per Genesis Educational Services invoice #22-228.
- *8. RESOLVED, that the Roxbury Township Board of Education approve the purchase of SYSTEMS 3000 Annual Hosting and Backup Fee from Systems 3000, 615 Hope Rd., Eatontown, NJ in the amount of \$11,122.00 as per Systems 3000 invoice #H30622146.
- *9. RESOLVED, that the Roxbury Township Board of Education approve the Renewal of Software License Agreement with SYSTEMS 3000 Inc., 615 Hope Rd., Eatontown, NJ in the amount of \$37,074.00 as per SYSTEMS 3000 Inc. contract #306S-M3-B0049.
- *10. RESOLVED, that the Roxbury Township Board of Education approve the Renewal of Smartnet hardware maintenance/CoreCare support from Core BTS, 5875 Castle Creek

Pkwy N Dr., Suite 320, Indianapolis, IN in the amount of \$24,097.88 as per Core BTS quote #Q-37117.

- *11. RESOLVED, that the Roxbury Township Board of Education approve the Renewal of unity software maintenance support license for district call voice systems from Core BTS, 5875 Castle Creek Pkwy N Dr., Suite 320, Indianapolis, IN in the amount of \$45,225.96 as per Core BTS quote #Q-39372.
- *12. RESOLVED, that the Roxbury Township Board of Education approve the purchase from Crossroads Pavements Maintenance, 512 Newark Pompton Turnpike, Pompton Plains, NJ of labor and equipment for repaving Roxbury High School parking lot in the amount of \$444,700.00. Work to be performed through Ed Data Primary vendor Macadm services bid 2021-2022 and funded through the Maintenance Reserve Account.

AND BE FURTHER RESOLVED, that this resolution supersedes Roxbury High School parking lot repaving portion of it and amends Finance Resolution #12 dated March 14, 2022.

- *13. RESOLVED, that the Roxbury Township Board of Education approve the Renewal of Sophos anti-virus software from CDI LLC, 500 Fifth Avenue, Suite 1500, New York, NY in the amount of \$47,167.48 as per CDI LLC quote #Q-28222-1.
- *14. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Zonar Systems/Transportation Software Update for 2022/2023 school year from SHI International Corp. 290 Davidson Avenue, Somerset, NJ in the amount of \$41,235.60.

JOINT TRANSPORTATION AGREEMENT

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

2022-2023 ESY Joint Transportation Agreement				
Start Date	End Date	Host District's Route Number	Destination	Joiner Cost
7/1/2022	8/30/2022	MPK01	Edith Decker ESY	\$6,950.00
7/1/2022	8/30/2022	RHS04	Roxbury HS - ESY Program (BB & KV)	\$2,090.00
7/1/2022	8/30/2022	RHS08	Roxbury HS - ESY Program (JC, AS, & MS)	\$3,135.00
7/1/2022	8/30/2022	CTC01	Celebrate the Children (SU)	\$1,840.00
Joiner District to and From Total Route				\$14,015.00

APPROVAL OF DISPOSAL OF PROPERTY

- 16. RESOLVED, that the Roxbury Township Board of Education approve the discontinued use of nurses scale at Eisenhower Middle School. This item has been identified as obsolete, broken and/or no longer functioning, if unsellable, the item will be discarded.

APPROVAL OF SETTLEMENT

- *17. 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 02457-2020N AGENCY REF. NO.:2020-31153 be approved for renewal.
- *18. RESOLVED, upon the recommendation of the Superintendent of Schools and Board Attorney, that the Extension and Modification of Settlement Agreement in the matter of M.D. dated June 23, 2022 be approved.

DONATIONS

- *19. RESOLVED, that the Roxbury Township Board of Education approve the donation from General Plumbing Supply, Inc., 1000 New Durham Road, Edison, NJ of plumbing materials for Structural Design and Fabrication program. This donation is valued at \$2,051.28.
- 20. RESOLVED, that the Roxbury Township Board of Education approve the donation from Staples The Office Superstore, LLC, 281 Route 10 E, Succasunna, NJ of 350 School Supply Kits. This donation is valued at \$1,750.00.

B. Education (Resolutions 1-5)

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 June 10, 2022 for Incident Nos. 110, 111, 112, 114, and 115.
- *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 June 11, 2022 and ending June 24, 2022 for Incident Nos. 113, 116, and 117.

APPROVAL OF SENIOR OPTION PROJECTS - RHS

- *3. 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
206684	Choir Internship	5
206682	Choir Internship	5
206330	Cyber Security Skill Building	5
205583	Choir Internship	5
208282	Medical Records Intern	5

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:

<i>File Number</i>	<i>School or Provider</i>	<i>Total Cost</i>	<i>Dates</i>
206217	Spectrum Consulting, Inc	\$193,160.00	7/1/22-6/30/23

CURRICULUM WRITING

5. RESOLVED, that the courses listed below be approved for curriculum writing for the 2022/2023 school year as indicated. This resolution supersedes resolution XVI.B.11, Exhibit E2, Row Nos. 31 & 32 approved February 28, 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>
1	Choir	EMS	7	FY	Rewrite	20
2	Choir	EMS	8	FY	Rewrite	20

C. Personnel (Resolutions 1-14)

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

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

JOB DESCRIPTIONS

- *1. RESOLVED, that the Roxbury Township Board of Education approve the revised job description for Fleet Manager CM-05. (Exhibit JD1)
- *2. RESOLVED, that the Roxbury Township Board of Education approve the revised job description for Head Mechanic CMS-10A. (Exhibit JD2)

RESIGNATIONS, RETIREMENTS, TERMINATIONS

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Action</i>	<i>Final day of employment</i>	<i>Discussion</i>
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* 1	Lugo, Israel	TR	Bus Driver	Resignation for personal reasons	6/16/22	
2	Scales, Abigail	NES	Kindergarten Teacher	Resignation for personal reasons	6/30/22	

LEAVES OF ABSENCE

4. 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	17079	5/18/22	n/a	FMLA	9/19/22	Amends <i>Return Date</i> app'd 4/4/22 XVI.C.2.3
2	20553	9/27/22 or sooner if necessary	Using 10 sick days then 5 personal days	FMLA/NJFLA	3/27/23	
* 3	21648	9/6/22 or sooner if necessary	Using available sick & personal days	FMLA/NJFLA	8/28/23	

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

REASSIGNMENTS / TRANSFERS

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

	<i>Name</i>	<i>Former Assignment & Loc.</i>		<i>New Assignment & Loc.</i>		<i>Effective Date</i>	<i>Discussion</i>
1	McInnes, Cathy	Gr. 2 Teacher	NES	ISL Teacher	FES	8/25/22	Replacement in position
		TCH.NIX.GR2.NA.02		TCH.DS.BSI.NA.07			

APPOINTMENTS

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Salary Guide / Step</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	LaMonica, Christina	EMS	Assistant Principal	n/a	\$97,000 prorated	8/1/22	6/30/23	Replacement in position ADM.EMS.APR.NA.01
2	Casillo, Kimberly	NES	Gr. 3 Teacher	22/23 BA Step 3	\$56,440	8/25/22	6/30/23	Tenure track replacement in position TCH.NIX.GR3.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

7. 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	Magnus, Meghan	RHS	Leave-repl Music Teacher	\$300.00 per diem	8/25/22	1/6/23	Replacement in position TCH.RHS.MUS.VO.01

APPOINTMENTS - HOURLY EMPLOYEES

8. 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	Herter, Herbert	RHS	Security Guard (10m)	N/A	\$26.00	9/1/22	6/30/23	Replacement in position B&G.RHS.GUA.NA.07; not to exceed 20 hrs/wk
^ Employment start date is pending completion of documentation in accordance with the law or district policy.								

- *9. 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	Bodtmann, Genevieve	ESY	ESY Paraprofessional	N/A	\$20.00	7/5/22	8/4/22	NJ Teaching Certification; not to exceed 20 hrs/wk; ESY Bus Aide as needed up to 5 hrs/wk at \$17.00 hourly
			ESY Substitute Teacher	N/A	\$45.00			
2	Iturralde, Kaytel	ESY	ESY Teacher	N/A	\$45.00	7/5/22	8/4/22	Not to exceed 20 hrs/wk; replaces appt as Paraprof & Sub Teacher app'd 6/13/22
3	Johnston, Michele	ESY	ESY Substitute Teacher	N/A	\$45.00	7/5/22	8/4/22	NJ Teaching Certification; not to exceed 20 hrs/wk
4	McGinley, Birsen	ESY	ESY Transition Coordinator	N/A	\$45.00	7/5/22	8/4/22	Not to exceed 20 hrs/wk
5	Renzetti, Nicole	ESY	ESY Substitute Teacher	N/A	\$30.00	7/5/22	8/4/22	County Substitute Certificate; not to exceed 20 hrs/wk; ESY Bus Aide as needed up to 5 hrs/wk at \$17.00 hourly
			ESY Substitute Paraprofessional	N/A	\$17.00			
6	Scalfani, Andrea	ESY	ESY Substitute Teacher	N/A	\$45.00	7/5/22	8/4/22	NJ Teaching Certification; not to exceed 20 hrs/wk
^ Employment start date is pending completion of documentation in accordance with the law or district policy.								

APPOINTMENTS - NURSE COORDINATORS

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

	<i>Name</i>	<i>Position</i>	<i>Stipend</i>	<i>Discussion</i>
1	Hornung, Desiree	Nurse Co-Coordinator	\$1,500	In addition to no. of Summer 2022 days app'd 6/13/22 XVI.D.19.6, appt to co-coordinator position includes an extra 5 days over Summer 2022 payable at DH's 22/23 per diem rate of \$423.44.
2	Leonard, Catherine	Nurse Co-Coordinator	\$1,500	In addition to no. of Summer 2022 days app'd 6/13/22 XVI.D.19.4, appt to co-coordinator position includes an extra 5 days over Summer 2022 payable at CL's 22/23 per diem rate of \$384.62.

APPOINTMENTS - TITLE I SUMMER SCHOOL PROGRAM

11. 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.

	<i>Name</i>	<i>Position</i>	<i>Hourly Rate #</i>	<i>Not to exceed:</i>	<i>Start</i>	<i>End</i>
1	Leavy, Jennifer	Substitute Teacher	\$40	20 hrs/wk	7/5/22	7/29/22
		Substitute Paraprofessional	\$20			
# To be paid from Title I funds.						

STUDENT TEACHERS/INTERNS

12. 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	8/25/22 # thru 6/30/23 for f/t	Dalupang, Sherlyne	School Psychologist	EMS
# Amends Start date app'd 6/13/22, XVI.D.30.							

HOME INSTRUCTION

- *13. RESOLVED, that the following substitutes 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.

	Name	Start Date	End Date	Hourly Rate
1	Reed, Suzannah	6/1/22	6/30/23	\$35.00
2	Deutch, Haim	7/1/22	6/30/23	\$35.00
^Not to exceed 29.5 Hrs/Wk with various district positions.				

COMMUNITY SCHOOL

14. 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	Chapman, David	K-4	Sub Certified	\$25.00	8/01/22	6/30/23	Not to exceed 29.5 Hrs/Wk with various district positions.
2	Gaydos, Jennifer	K-4	Non-Certified	\$22.00	8/01/22	6/30/23	Not to exceed 29.5 Hrs/Wk with various district positions.
3	Hawco, Barbara	K-4	Non-Certified	\$22.00	8/01/22	6/30/23	Not to exceed 29.5 Hrs/Wk with various district positions.
4	Husein, Amani	K-4	Sub Certified	\$25.00	8/01/22	6/30/23	Not to exceed 29.5 Hrs/Wk with various district positions.
5	Ireland, Susan	K-4	Non-Certified	\$22.00	8/01/22	6/30/23	
6	Klein, David	K-4	Certificated	\$35.00	8/01/22	6/30/23	
7	LaCosta, Gail	K-4	Certificated	\$35.00	8/01/22	6/30/23	
8	Pisani, Kerri	K-4	Non-Certified	\$22.00	8/01/22	6/30/23	Not to exceed 29.5 Hrs/Wk with various district positions.
9	Sarrel, Marla	K-4	Certificated	\$35.00	8/01/22	6/30/23	
10	Wyszkowski, Alexa	K-4	Certificated	\$35.00	8/01/22	6/30/23	Not to exceed 29.5 Hrs/Wk with various district positions.

D. Executive Session

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

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

WHEREAS, the Board of Education is anticipating to hold a Regular Meeting on July 11, 2022 at 6:30 p.m. and;

June 27, 2022

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.

- X. PUBLIC COMMENTS – There is a three-minute time limit, per Board Policy.
- XI. BOARD MEMBER COMMENTS
- XII. EXECUTIVE SESSION - (IF NECESSARY)
- XIII. PUBLIC SESSION – (IF NECESSARY)
- XIV. ADJOURNMENT

Central Management

Title: Fleet Manager

CM-5

Qualifications:

1. Must possess NJ Transportation Supervisor Certification
2. Must possess a NJDEP UST Class A or Class B Certification
3. Appropriate mechanical training and skills to conduct, evaluate, order, and analyze all school bus and vehicle repairs
4. A valid commercial driver’s license with all appropriate endorsements and classifications and all other permits and certifications
5. Ability to work cooperatively with other school staff
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Master ASE School Bus Certification within 1 year of hire

Reports to: Director of Transportation

Supervises: Mechanics

Job Goal: Through a cooperative effort with the Director of Transportation, develop, evaluate and implement the school district’s vehicle maintenance and repair program to ensure the safe and efficient transport of pupils to curricular and extracurricular activities.

Performance Responsibilities:

1. Overall Responsibilities:
 - 1.1. Provide guidance and oversight to the fleet maintenance program in support of the Transportation Department’s missions and goals.
 - 1.2. Manages the overall maintenance, repair and condition of all school vehicles.
 - 1.3. Develops and implements the overall preventative maintenance systems and schedules for all district vehicles.
 - 1.4. Assist the Director of Transportation in the development and enforcement of department policies and regulations.
 - 1.5. Collaborate with Director of Transportation on annual performance evaluations of garage staff.
 - 1.6. Assumes responsibility for the operation and installment of Zonar Fleet Tracking System and, Fleet cameras.
 - 1.7. Assumes responsibility and management of all of shared service district repairs.
 - 1.8. Conducts ongoing evaluation, analysis and planning in conjunction with the Director of Transportation for the improvement of services and reduction of costs.
 - 1.9. Assumes full responsibility for securing, operating and maintaining the fuel pumps, tanks, and gasoline supplies on a daily basis in accordance with the NJ and Federal DEP laws regarding UST’s and associated systems.
 - 1.10. Schedule and prepares fleet for mandated bi-annual state vehicle inspections.
 - 1.11. Serves as the primary representative and liaison between the District and independent maintenance and service contractors.
 - 1.12. Safeguards and protects the District’s interest in the conduct of maintenance and repair services by outside firms.

Central Management

Title: Fleet Manager

CM-5

- 1.13. Communicates repair needs to service contractors; evaluates and accepts all repairs and services to insure that billing coincides with services rendered.
- 1.14. Performs as many repairs and preventative maintenance activities as may be practical on site; and, where appropriate, assigns or solicits the assistance of outside mechanics.
- 1.15. Communicates to the Director of Transportation all mechanical and/or safety problems reported by drivers, which are not corrected at the end of each work day.
- 1.16. Respond and/or dispatch service personnel to emergent situations during and after established work hours.
- 1.17. Will coordinate and execute with Director of Buildings and Grounds and Director of Transportation all inclement weather responsibilities related to the Transportation Department, ensuring the fleet is ready to transport students.
- 1.18. Will assume the responsibilities and duties of the Director of Transportation in the event of extended absence.
- 1.19. Performs any other duties as requested by the Director of Transportation.
2. Purchasing:
 - 2.1. Assist with budget preparation related to all fleet and garage expenses.
 - 2.2. Assist in the coordination of all vehicle and equipment purchase and sales.
 - 2.3. Orders parts, supplies materials and services as may be required through the established system of authorized procurement outlined in the Roxbury Public Schools Purchasing Manual.
3. Record-keeping and Implementation of Policy:
 - 3.1. Keeps and maintains records and documents required by the Director of Transportation and the State of New Jersey
 - 3.2. Monitors all electronically transmitted daily driver reports and signs for repair work as outlined by the New Jersey State Board of Education
 - 3.3. Maintains all other records that are required by board policy, statute or administrative code.
 - 3.4. Interprets and enforces board policies regarding bus maintenance, safety and security procedures.

Terms of Employment:

12 month position. Salary to be determined by the Board of Education.

Annual Evaluation:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the Board's policy on evaluations.

Approved by: Roxbury Township Board of Education

Revised: June 27, 2022

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Central Management Support

Title: Head Mechanic

CMS-10A

Qualifications:

1. Appropriate mechanical training and skills to conduct, evaluate, order, and analyze all school bus and vehicle repairs.
2. A valid commercial driver’s license with all appropriate endorsements and classifications and all other permits and certifications
3. Ability to work cooperatively with other school staff.
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
5. Master ASE School Bus Certification within 1 year of hire

Reports to: Director of Transportation

Supervises: Non-supervisory

Job Goal: To develop, evaluate and implement the school district’s vehicle maintenance and repair program to ensure the safe and efficient transport of pupils to curricular and extracurricular activities.

Performance Responsibilities:

1. Overall Responsibilities:
 - 1.1. Manages the overall maintenance, repair and condition of all school vehicles in cooperation with the Fleet Manager.
 - 1.2. Conducts ongoing evaluation, analysis and planning in conjunction with the Fleet Manager for the improvement of services and reduction of costs.
 - 1.3. Safeguards and protects the District’s interest in the conduct of maintenance and repair services by outside firms in cooperation with the Fleet Manager
 - 1.4. Communicates repair needs to Fleet Manager
 - 1.5. Performs as many repairs and preventative maintenance activities as may be practical on site; and, where appropriate, assigns or solicits the assistance of outside mechanics.
 - 1.6. Communicates to the Fleet Manager all mechanical and/or safety problems reported by drivers, which are not corrected at the end of each work day.
2. Purchasing:
 - 2.1. Orders parts, supplies materials and services as may be required through the established system of authorized procurement in coordination with the Fleet Manager
3. Record-keeping and Implementation of Policy:
 - 3.1. Assists Fleet Manager in maintaining records and documents required by the State of New Jersey and Federal Motor Carrier Safety Administration
 - 3.2. Checks all daily driver report sheets and signs for repair work as outlined by the New Jersey State Board of Education in cooperation with the Fleet Manager
 - 3.3. Maintains all other records that are required by the Fleet Manager, board policy, statute or administrative code.
 - 3.4. Interprets and enforces board policies regarding bus maintenance, safety and security procedures.
4. Other:
 - 4.1. Performs other job related duties as assigned.

Central Management Support

Title: Head Mechanic

CMS-10A

Terms of Employment:

12 month position. Salary to be determined by the Board of Education.

Annual Evaluation:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the Board's policy on evaluations.

Approved by: Roxbury Township Board of Education

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