


**DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
JULY 20, 2022
BOARD RETREAT AGENDA**

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

CALL TO ORDER: 6:00 P.M.

PUBLIC SESSION: 6:30 P.M.

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

The Roxbury Township Board of Education is meeting in a Board Retreat at the Roxbury High School Media Center 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 |
| Star Ledger - Newspaper | |
| 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 July 20, 2022 regarding personnel matters, student matters, and attorney client privilege.

July 20, 2022

- IV. ROLL CALL
- V. PUBLIC SESSION
- VI. PLEDGE OF ALLEGIANCE
- VII. BOARD PRESIDENT'S COMMENTS
- VIII. BOARD RETREAT
- IX. MINUTES
 - 1. Minutes of the Regular Meeting of July 11, 2022
 - 2. Minutes of the Executive Session of July 11, 2022
- X. PUBLIC COMMENTS – Action Items – There is a three-minute time limit, per Board Policy.
- XI. ACTION ITEMS

A. Finances (*Resolutions 1-13*)

BILLS LIST

- *1. RESOLVED, that the Roxbury Township Board of Education approve the June 2022 bills list totaling \$673,792.58 as presented.
- *2. RESOLVED, that the Roxbury Township Board of Education approve the July 2022 bills list totaling \$188,139.15 as presented.

TRANSFERS

- *3. RESOLVED, that the Roxbury Township Board of Education approve the June 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 June 2022.

TREASURER'S REPORT

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

TRAVEL REQUESTS

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

	<i>Name</i>	<i>Workshop Title</i>		<i>Place*</i>	<i>Date of Workshop</i>	<i>Registration Fee</i>	<i>Total Estimated Expenses</i>
1.	DelRusso, Stefanie	2022 Summer Counselor Conference	4	Online	8/5-8/7/22	\$79.00	\$79.00

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

- *8. RESOLVED, that the Roxbury Township Board of Education approve the purchase and installation of flooring in Jefferson Elementary School Art Room from Hannon Floor Covering Corp., 1119 Springfield Road, Union, NJ in the amount of \$14,392.29 as per Hannon Floor Covering Corp. quote dated June 29, 2022. This purchase is being made using state contract #65MCECCPS and ESCNJ #19/20-05.
- *9. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Professional Development Sessions for teachers working with English language learners from NMD Educational Consulting, LLC, 6 Brook Drive S, Morris Plains, NJ in the amount of \$21,000.00 for 2022/2023 school year.

CONTRACTS

*10. RESOLVED, that the Roxbury Township Board of Education approve a contract with Tri-County Behavioral Care with office locations at 191 Woodport Road, Suite 206, Sparta, NJ, at 3155 Rt. 10 East, Suite LL100, Denville, NJ and at 490 Schooleys Mountain Road, Suite 12, Hackettstown, NJ to provide School Clearance Assessment (SCA) or Substance Evaluation and Treatment (SET) services. The cost of service for SCA is \$100.00. The cost of services for SET is \$50.00. This agreement will be in effect for the 2022-2023 school year.

*11. WHEREAS, the Roxbury Township Board of Education and Edvocate, Inc. entered into a consulting agreement on July 1, 2020 to provide consulting services for the District's Custodial Services Program, and the parties now desire to further amend the aforesaid agreement; now therefore

BE IT RESOLVED, that the Roxbury Township Board of Education approve an amendment to the contract as follows:

- a) Renew the agreement from July 1, 2022 to June 30, 2023.
- b) Paragraph 5.1 Agreement Price is hereby deleted in its entirety and the following is substituted therefore:

5.1 Agreement Price: In consideration of Edvocate's performance of its obligations under this Agreement, District shall pay Edvocate Twenty-Seven Thousand Four Hundred Ninety-Two Dollars (\$27,492.00) for the term of this Agreement. The Agreement Price shall be paid in twelve (12) equal monthly installments ("Installment Payments") of Two Thousand Two Hundred Ninety-One Dollars (\$2,291.00). This Agreement price covers the services as outlined above.

- c) This Amendment is effective July 1, 2022, and thereafter, unless amended. All other terms and conditions contained in the Agreement shall remain unchanged and in full force and effect.

*12. RESOLVED, that the Roxbury Township Board of Education approve a contract with J and B Therapy, LLC with offices located at P.O. Box 151, Augusta, NJ to provide services at the rates listed below effective on July 1, 2022 and ending on June 30, 2023.

Service	Rate
Occupational, and/or Speech Therapy	\$88.00/hour
Physical Therapy	\$89.00/hour
Educational Support Services (LDTC)	\$90.00/hour
Psychologist Services	\$90.00/hour
Evaluations*	\$405.00/evaluation
Behavioral Support Services As provided by BCBA/Behavioral Supervisor	\$90.00/hour (3 hours/week minimum)
Behavioral Plans & Functional Behavior Assessments#	\$90.00/hour
Behavioral Support Services as provided by a Behaviorist	\$90.00/hour
Reading Specialist	\$80.00/hour
Home Instruction	\$65.00/hour
Social Work Services	\$75.00/hour
*ABA Paraprofessional Services	\$35.00/hour
*Paraprofessional Services	\$28.00/hour
Teacher of the Deaf Services	\$135.00/hour

Administrative Fee	1%
<p>*Includes, but is not limited to, evaluations for Occupational Therapy, Physical Therapy, Speech Therapy, Educational Assessments, and Psychological Evaluations. Each evaluation includes but is not limited to: student record review, staff/teacher interview and consultation, parent interview, student observations, direct administration of assessments, therapist observation, completed report (with goals and objectives, as applicable). This charge is applicable regardless of whether the professional has regularly scheduled time for other student contact. #Behavioral Plans are not to exceed ten (10) hours per plan; Functional Behavior Assessments are not to exceed eighteen (18) hours per assessment.</p>	

- *13. RESOLVED, that the Roxbury Township Board of Education approve a contract with Sage Thrive Alliance Group with offices located at 601 Jefferson Road, Suite B204, Parsippany, NJ to provide school based counseling and related counseling services to Roxbury Township School District Special Education students for 2022/2023 School Year. The total amount not to exceed \$508,963.00.

B. Education (Resolutions 1-3)

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.

FIELD TRIPS / COMPETITIONS

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

Organized by School, then by Date of Trip:

	<i>School</i>	<i>Date of Trip</i>	<i>Faculty Sponsor</i>	<i>Group</i>	<i># of Students</i>	<i>Trip Destination</i>	<i>Location</i>	<i>Purpose</i>
1	ESY	2022-07-21 (Thu)	A.Davis	REACH K - 6	13	Turkey Brook Splash Park	Budd Lake, NJ	Rewards trip for behavioral goals
2	ESY	2022-07-27 (Wed)	A.Davis	REACH K - 6	13	Alstede Farms	Chester, NJ	
3	ESY	2022-07-28 (Thu)	A.Davis	REACH K - 6	13	Burger King, then Imagination Station	Succasunna, NJ	
4	ESY	2022-08-03 (Wed)	A.Davis	REACH K - 6	13	Horseshoe Lake	Succasunna, NJ	
* 5	RHS	2022-08-26 (Fri)	S.Mason	Academy for Sports Medicine	15	Circle Bowl & Entertainment	Ledgewood, NJ	Team building w/ new Academy Students

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

- 2. 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>
210557	The Calais School	\$85,890.00	7/5/22-6/30/23

210589	Essex Valley	\$87,670.00	7/1/22-6/30/23
204381	The Calais School	\$73,620.00	9/7/22-6/30/23

CURRICULUM WRITING

3. RESOLVED, that the courses listed below be approved for curriculum writing for the 2022/2023 school year as indicated, and

BE IT FURTHER RESOLVED, this amends and supersedes in its entirety Resolution XVII.B.8 approved April 25, 2022.

-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
1	Physical Education/Health	Elem	K	FY	Revision	20
2	Physical Education/Health	Elem	1	FY	Revision	20
3	Physical Education/Health	Elem	2	FY	Revision	20
4	Physical Education/Health	Elem	3	FY	Revision	20
5	Physical Education/Health	Elem	4	FY	Revision	20
6	Physical Education/Health	LRS	5	Sem	Revision	15
7	Physical Education/Health	LRS	6	Sem	Revision	15
8	Physical Education/Health	EMS	7	Sem	Revision	15
9	Physical Education/Health	EMS	8	Sem	Revision	15
* 10	Health	RHS	9	Q	Rewrite	15
* 11	Health	RHS	11	Q	Rewrite	15
* 12	Health	RHS	12	Q	Rewrite	15

C. Personnel (Resolutions 1-12)

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 Director of Security CM-4. (Exhibit JD1)

RESIGNATIONS, RETIREMENTS, TERMINATIONS

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

	Name	Loc	Position	Action	Final day of employment	Discussion
* 1	Kelaid, Mina	RHS	Assistant Principal	Resignation for personal reasons	8/8/22 or sooner pending hire of a suitable replacement	Amends <i>Final day of employment</i> app'd 6/13/22, XVI.D.2.7
2	Roe, Tammie	KES	Special Education Paraprofessional	Resignation for retirement purposes	6/30/22	
* 3	Travaline, Francis	RHS	Science Teacher	Resignation for personal reasons	6/30/22	

LEAVES OF ABSENCE

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

	Employee	Leave Start Date	Paid Leave	Unpaid FMLA/ NJFLA ^	Return Date	Discussion
1	20547	6/9/22 or sooner if nec	Using available sick days	FMLA/NJFLA	1/3/23	Amends <i>Return Date</i> app'd 5/23/22, XVI.D.2.4
2	20667	9/22/22 or sooner if nec	Using 20 sick days	FMLA/NJFLA	3/6/23	

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

ANNUAL REAPPOINTMENTS

- 4. RESOLVED, that the Roxbury Township Board of Education approve the following staff reappointments for 2022 - 2023. 10-month employee shall start on the first day of the school calendar for students.

	Name	Position	Loc	Hourly Rate	Start Date	End Date	Discussion
* 1	Gabloff, Kristina	Cafeteria Aide	EMS	\$16.50	9/1/22	6/30/23	Unaffiliated Hourly Employee; transfer to new location

APPOINTMENTS

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

	Name	Loc	Position	Salary Guide / Step	Salary	Start Date	End Date	Discussion
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* 1	Crispino, William	RHS	Assistant Principal	RAA	\$104,000 prorated	8/1/22 or sooner (^)(^^)	6/30/23	Tenure track replacement in position ADM.RHS.APR.NA.01
* 2	Kelly, Megan	RHS	FCS Teacher	22/23 BA Step 1	\$55,440	8/25/22 #	6/30/23	Tenure track replacement in position TCH.RHS.FAM.NA.01
* 3	Monaghan, James	DIST	Director of Security	n/a	\$82,000 prorated	8/1/22 ^	6/30/23	Replacement in position DIR.DS.SEC.CO.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 # 10-month employee shall start on the first day of the 2022-23 calendar for this bargaining unit								

6. 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	Witmer, Emily	LRS	Leave-repl Music Teacher	\$300.00 per diem	9/27/22 or sooner if nec	3/24/23	Replacement in position TCH.LR.MUS.IN.02

APPOINTMENTS - HOURLY EMPLOYEES

7. 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	Oliver, Susan	KES	Special Education Paraprofessional	REA Paraprof Step 8	\$19.70	9/7/22	6/30/23	RC Program replacement in position AID.SPE.PT.NA.17; not to exceed 29.5 hrs/wk
* 2	Meeth, Justin	RHS	Special Education Paraprofessional	REA Paraprof Step 9	\$20.28	9/1/22 #	6/30/23	Full-time BD Program replacement in position AID.SPE.FT.NA.14
3	Springer, Jammal	EMS	Special Education Paraprofessional	REA Paraprof Step 7	\$19.13	9/1/22 #	6/30/23	BD Program replacement in position AID.SPE.PT.NA.13; not to exceed 29.5 hrs/wk
^ Employment start date is pending completion of documentation in accordance with the law or district policy. # 10-month employee shall start on the first day of the 2022-23 calendar for this bargaining unit								

- *8. 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	Bonnefond, Kristin	ESY	ESY Substitute Teacher	N/A	\$30.00	7/7/22	8/4/22	County Substitute Credential
2	Clark, Jennifer	ESY	ESY Teacher	N/A	\$45.00	7/5/22	8/4/22	
^ Employment start date is pending completion of documentation in accordance with the law or district policy.								

CURRICULUM WRITING

9. RESOLVED, that the staff listed below 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. Unless otherwise noted, proposed hours provided is the total amount allotted for the grade level or grade span shown, and

BE IT FURTHER RESOLVED, this amends and supersedes Resolution XVI.D.25, Exhibit HR6, Row Nos.: 8, 9, 10, 11, 12, 23, 24, 40, 41, 63, 64, 65 approved June 13, 2022.

	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	Physical Education/Health	Elem	K	FY	Revision	20	Karisa Brown; Diane Douglas; Kevin Poggi; Jessica Small; Justin Spargo
2	Physical Education/Health	Elem	1	FY	Revision	20	
3	Physical Education/Health	Elem	2	FY	Revision	20	
4	Physical Education/Health	Elem	3	FY	Revision	20	
5	Physical Education/Health	Elem	4	FY	Revision	20	
6	Physical Education/Health	LRS	5	Sem	Revision	15	
7	Physical Education/Health	LRS	6	Sem	Revision	15	
8	Physical Education/Health	EMS	7	Sem	Revision	15	
9	Physical Education/Health	EMS	8	Sem	Revision	15	
* 10	Health	RHS	9	Q	Rewrite	15	
* 11	Health	RHS	11	Q	Rewrite	15	
* 12	Health	RHS	12	Q	Rewrite	15	

SUMMER 2022 EMPLOYMENT OF EDUCATIONAL SERVICES PERSONNEL

10. RESOLVED, that Mrs. Gail LaCosta be approved to serve on an as-needed basis as an Anti-Bullying Specialist on July 21, 22, 25, 26, 27, 28, 2022 for a total payment not to exceed \$1,097.51.

COMMUNITY SCHOOL

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

	Instructor	Loc	Position	Hourly Rate	Start Date	End Date	Discussion
1	Eskay, Gina	KES	Aide	TBD	7/21/22	6/30/23	Not to exceed 29.5 Hrs/Wk

2	Salerno, Phoebe	KES	Aide	TBD	7/21/22	6/30/23	Not to exceed 29.5 Hrs/Wk
3	Wilks, Laura	KES	Aide	TBD	7/21/22	6/30/23	Not to exceed 29.5 Hrs/Wk
4	PLACEHOLDER	KES	Aide	TBD	7/21/22	6/30/23	Not to exceed 29.5 Hrs/Wk
5	PLACEHOLDER	KES	Aide	TBD	7/21/22	6/30/23	Not to exceed 29.5 Hrs/Wk
6	Spicka, Stacy	KES	Teacher	TBD	7/21/22	6/30/23	Not to exceed 29.5 Hrs/Wk
7	Vogel (White), Jennifer	KES	Teacher	TBD	7/21/22	6/30/23	Not to exceed 29.5 Hrs/Wk

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

	Name	Loc	Position	Hourly Rate	Start Date	End Date	Discussion
1	PLACEHOLDER	RCS	Program Assistant	TBD	7/21/22	6/30/23	RCS.DS.PRG.NA.01; not to exceed 29.5 hrs/week payable by timesheets

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 August 22, 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.

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

XIII. BOARD MEMBER COMMENTS

XIV. EXECUTIVE SESSION - (IF NECESSARY)

XV. PUBLIC SESSION – (IF NECESSARY)

XVI. ADJOURNMENT

**DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
JULY 20, 2022
RETREAT MEETING AGENDA
ROXBURY HIGH SCHOOL
1 Bryant Drive, Succasunna, NJ 07876**

CALL TO ORDER: 6:00 P.M.

PUBLIC SESSION: 6:30 P.M.

ADDENDUM

XI. ACTION ITEMS

B. Education (Resolutions 1-4)

FIELD TRIPS / COMPETITIONS

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

	<i>School</i>	<i>Date of Trip</i>	<i>Faculty Sponsor</i>	<i>Group</i>	<i># of Students</i>	<i>Trip Destination</i>	<i>Location</i>	<i>Purpose</i>
6	Title I	2022-07-29 (Fri)	J.Maurer	Gr. PK - 4	92	Roxbury HS	Succasunna, NJ	Students will attend the Broadway Bound Dress Rehearsal musical performance
7	ESY	2022-08-02 (Tue)	A.Davis	REACH K - 6	13	Cliff's Ice Cream	Ledgewood, NJ	Rewards trip for behavioral goals

FIELD TRIPS / CBI

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

	<i>School</i>	<i>Faculty Sponsor</i>	<i>Group</i>	<i># of Students</i>	<i>Trip Destination</i>	<i>Location</i>	<i>Date(s) of Trip</i>
1	ESY	B.McGinley; ESY Teachers	Gr. 9 - 12: SUCCESS; SUMMIT; STEP; VISTA	~35 - 40	Circle Bowl & Entertainment	Ledgewood, NJ	7/28/22 (Thu)
2	ESY	B.McGinley; ESY Teachers	Gr. 9 - 12: SUCCESS; SUMMIT; STEP; VISTA	~35 - 40	Lake Hiawatha Swim Club	Lake Hiawatha, NJ	8/3/22 (Wed)

C. Personnel (Resolutions 1-13)

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>
4	Anderson, Nicholas	NES	Teaching Assistant	Resignation for personal reasons	6/30/22	
* 5	Walter, Dana	RHS	Secretary to Asst Principal (10m)	Resignation for personal reasons	6/30/22	

APPOINTMENTS

5. 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>
4	DeBlock, Melissa	NES	Special Education Teacher (TIDES)	22/23 BA Step 13-14	\$65,145	8/25/22 (^^)(#)	6/30/23	Tenure track replacement in position TCH.SPE.AUT.NA.05
^ 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 # 10-month employee shall start on the first day of the 2022-23 calendar for this bargaining unit								

APPOINTMENTS - LEAVE REPLACEMENTS

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
2	Haag, James	EMS	Leave-repl Gr. 8 Math Teacher	\$300.00 per diem	8/25/22	11/9/22	Replacement in position TCH.EMS.MAT.NA.04

APPOINTMENTS - HOURLY EMPLOYEES

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Guide / Step</i>	<i>Hourly Rate</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
4	Bhullar, Samreet	JES	Special Education Paraprofessional	REA Paraprof Step 2-4	\$18.31	9/1/22 #	6/30/23	PK Program replacement in position AID.SPE.PT.NA.36; not to exceed 29.5 hrs/wk
^ Employment start date is pending completion of documentation in accordance with the law or district policy. # 10-month employee shall start on the first day of the 2022-23 calendar for this bargaining unit								

Central Management

Title: Director of Security

CM-4

Qualifications:

1. College degree or equivalent professional experience in law enforcement, specifically related to school safety and security, including the development and implementation of security programs.
2. Knowledge of security measures, crisis management, and current laws and regulations governing search and seizure activities, and understanding of the criminal justice system.
3. Ability to provide leadership and guidance regarding safety and security issues in an educational environment
4. Ability to work effectively with students and members of the school, and members of the community.
5. Strong problem solving and communication skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

Reports to: Superintendent

Supervises: School Security Guards; Facilities Manager

Job Goal: To provide leadership in the security and protection of students, staff, and school property.

Performance Responsibilities:

1. Assumes responsibility for implementation and coordination of the district's security plan, security programs and security-related policies and regulations.
2. Evaluates the district's security program on a continuing basis and recommends changes as necessary.
3. Serves as a liaison between the district and law enforcement to ensure optimum safety for all students and staff.
4. Serves as a member of the District Safety Team.
5. Serves as the District Truancy and Residency Officer.
6. Supervision of Staff
 - 6.1. Interviews candidates for the position of security aide and makes recommendations concerning appointments, promotions, reassignments, and disciplinary actions.
 - 6.2. Assigns, directs, reviews, and evaluates the work of security personnel.
 - 6.3. Identifies professional development activity needs for security personnel and makes provisions for the appropriate training. Advises school administrators on security measures and conducts professional learning programs for school site personnel.
7. Emergency Planning
 - 7.1. Responsible for planning, developing and executing all district plans, policies and procedures related to school safety and security.
 - 7.2. Participates in the district's emergency and crisis management plan as assigned.
 - 7.3. Maintains a comprehensive knowledge of the contents and requirements of the emergency plans for all district facilities.
 - 7.4. Cooperates with the local law enforcement agency and other federal, state, and local agencies regarding building security procedures and special security problems.

8. Crisis Response
 - 8.1. Detains unauthorized persons; calls for police assistance in accordance with the district's security plan/crisis management plan.
 - 8.2. Notifies police, fire department, or other appropriate authority of any situation requiring immediate attention.
 - 8.3. Serves as a link between units responding to a crisis on school property and school staff.
 - 8.4. Oversees the submission of written reports of all incidents of vandalism, violence, illegal drug activity, and security violations in collaboration with building level administration.
 - 8.5. Ensures accurate keeping of and submission of reports on fire drills and security drills.
9. Other
 - 9.1. Maintains a high level of professional competency through participation in workshops, seminars, meetings and other appropriate activities.
 - 9.2. Meets bi-weekly, or as needed with Superintendent to discuss the security needs of the district.
 - 9.3. Performs related duties as assigned.

Terms of Employment:

Non-affiliated.
Twelve months - salary to be determined by the board.

Annual Evaluation:

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

Approved by: Roxbury Township Board of Education

Date: 9/6/16

Revised: 4/24/17; 7/20/22

Legal References:

- N.J.S.A. 18A:67.1 Criminal history record
- N.J.S.A. 18A:161 Officers and employees
- N.J.S.A. 18A:162 Physical examinations; requirement
- N.J.A.C. 6A:16 Programs to support student development
- See particularly:
- N.J.A.C. 6A:16-5.1 School safety and security plans
- N.J.A.C. 6A:16-5.3 Incident reporting of violence, vandalism, and alcohol and other drug abuse
- N.J.A.C. 6A:16-11 Reporting potentially missing or abused children
- N.J.A.C. 6A:32-6 School employee physical examinations
- Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.