

DISTRICT OF ROXBURY TOWNSHIP  
BOARD OF EDUCATION  
June 24, 2024

REGULAR MEETING AGENDA  
LINCOLN ROOSEVELT SCHOOL  
34 N. Hillside Avenue, Succasunna, NJ 07876

CALL TO ORDER: 6:30 P.M.

PUBLIC SESSION: 7:30 P.M.

**SPEAKER REQUEST AT BOARD OF EDUCATION MEETINGS**

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

ACCESS AGENDA & EXHIBITS  
ONLINE:



I. MEETING CALLED TO ORDER

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

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

Roxbury Register - Newspaper  
Daily Record - Newspaper  
Star Ledger - Newspaper  
Roxbury Website – <https://www.roxbury.org/domain/83>

Municipal Clerk  
Roxbury Public Library

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

II. ROLL CALL

III. RESOLUTION TO MEET IN EXECUTIVE SESSION

RESOLVED, that the Roxbury Township Board of Education hold an Executive Session on June 24, 2024, regarding personnel matters, student matters, negotiations and attorney client privilege.

IV. ROLL CALL

V. PUBLIC SESSION

VI. PLEDGE OF ALLEGIANCE

VII. PRESENTATIONS

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 June 3, 2024.
2. Minutes of the Executive Session of June 3, 2024.

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

XV. ACTION ITEMS

*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.*

**A. Finances (Resolutions 1-55)**

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 2024 as follows:

Roxbury High School	\$45,198.03	Franklin School	\$0
Athletics	\$2,428.00	Kennedy School	\$620.00
Eisenhower Middle School	\$22,820.06	Jefferson School	\$0
Lincoln Roosevelt School	\$4,823.00	Nixon School	\$755.00

BILLS LIST

- \*2. RESOLVED, that the Roxbury Township Board of Education approve the June 2024 bills list totaling \$3,656,132.45.

TRANSFERS

- \*3. RESOLVED, that the Roxbury Township Board of Education approve the May 2024 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 2024.

TREASURER'S REPORT

- \*5. RESOLVED, that the Roxbury Township Board of Education approve the Treasurer's Report for May 2024.

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 2024 that no major accounts and fund balances in the 2023/2024 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 further 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.	Schmidt, Eric	Drew National Writing Project 2024 Invitational Summer Institute	4	Madison, NJ	7/1/24, 7/2/24, 7/3/24, 7/30/24, 7/31/24, 8/1/24	\$650.00	\$734.60
2.	Seipp, Charles	Teaching Controversial Issues and Media Literacy	4	New Brunswick, NJ	7/11/24	\$0	\$48.88
3.	Esposito, Geri	Monthly SAC Meetings	4	Rockaway, NJ	9/19/24, 10/17/24, 11/21/24, 12/19/24, 1/16/25, 2/20/25, 3/20/25, 4/10/25	\$0	\$65.44
4.	LaMonica, Christina	Illuminate NJPSA/FEA Conference	4	Atlantic City, NJ	10/16/24	\$200.00	\$334.32
5.	Olcott, Nicole	Comprehensive Orton-Gillingham Plus	4 T-2	Online	7/1/24, 7/3/24, 7/8/24, 7/10/24, 7/15/24, 7/22/24, 7/24/24, 7/29/24, 7/31/24	\$1,500.00	\$1,500.00
6.	Gervasio, Thomas	AP Summer Institute - APUSH	4 T-2	Online	7/9/24-7/22/24	\$810.00	\$810.00

7.	Hansen, James	Rutgers Writing Program Institute: Summer College for Teachers	4	Online	7/15/24-7/17/24	\$825.00	\$825.00
8.	Kaine, Shari	Rutgers Writing Program Institute: Summer College for Teachers	4	Online	7/15/24-7/17/24	\$825.00	\$825.00
9.	Santoro, Megan	Rutgers Writing Program Institute: Summer College for Teachers	4	Online	7/15/24-7/17/24	\$825.00	\$825.00
10.	Kane, John	French Language and Culture ONLINE - APSI@Camden County College	4 T-2	Online	8/5/24-8/8/24	\$995.00	\$995.00
11.	McNemar, Theresa	The Flexibility Formula 3rs-5th Grades (Math)	4	Online	Online	\$297.00	\$297.00
12.	Torsiello, Chris	A Practical Approach to Management and Discipline	4	Online	Online	\$159.00	\$159.00
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.							

CORRECTIVE ACTION PLAN

- \*8. RESOLVED, that the Roxbury Township Board of Education approve the Corrective Action Plan developed in response to the New Jersey Department of Agriculture, Division of Food and Nutrition Procurement Review of the School Food Authority’s (SFAs) School Nutrition Program for the fiscal year 2023-2024 (July 1, 2023, through June 30, 2024). The review was conducted by Vander Weele Group, LLC.

CALENDAR OF MEETINGS

- \*9. RESOLVED, that the Roxbury Township Board of Education approve the dates and locations for the Roxbury Township Board of Education meetings as listed below. Meetings will be held at Roxbury High School, 1 Bryant Drive, Succasunna, NJ; or Lincoln/Roosevelt School, 34 North Hillside Avenue, Succasunna, NJ. Executive Sessions will commence at 6:30 p.m., and Public Sessions will commence at 7:30 p.m. unless otherwise notified. Formal action may be taken.

CALENDAR OF MEETINGS FOR 2025

Meeting Date	Type	Location
January 6, 2025*	Reorganization	Lincoln-Roosevelt Auditorium
January 27, 2025	Regular	Lincoln-Roosevelt Auditorium
February 24, 2025	Regular	Lincoln-Roosevelt Auditorium
March 13, 2025**	Board Training	Lincoln-Roosevelt Auditorium
March 17, 2025	Regular	Lincoln-Roosevelt Auditorium
April 28, 2025	Regular	Lincoln-Roosevelt Auditorium
May 12, 2025	Regular	Lincoln-Roosevelt Auditorium
June 9, 2025	Regular	Roxbury High School Auditorium
July 14, 2025	Regular	Lincoln-Roosevelt Auditorium

July 16, 2025 ***	Board Retreat	Lincoln-Roosevelt Auditorium
August 18, 2025	Regular	Lincoln-Roosevelt Auditorium
September 15, 2025	Regular	Lincoln-Roosevelt Auditorium
October 13, 2025	Regular	Lincoln-Roosevelt Auditorium
November 17, 2025	Regular	Lincoln-Roosevelt Auditorium
December 15, 2025	Regular	Lincoln-Roosevelt Auditorium
* January 6, 2025 Reorganization meeting will commence at 7:00 p.m. ** March 13, 2025 Board Training will commence at 6:30 p.m. *** July 16, 2025 Board Retreat will commence at 6:00 p.m.		

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

**APPROVAL OF SETTLEMENT RENEWAL**

- \*10. 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.

**TAX PAYMENT SCHEDULE**

- \*11. RESOLVED, that the Roxbury Township Board of Education approve the 2024-2025 Tax Payment Schedule as shown below:

ROXBURY TOWNSHIP BOARD OF EDUCATION			
2024-2025 TAX PAYMENT SCHEDULE			
Date	Levy	Debt Service Levy	Total Tax Levy
9-Jul-24	2,598,609		2,598,609
23-Jul-24	2,598,609		2,598,609
6-Aug-24	2,598,609		2,598,609
20-Aug-24	2,598,609		2,598,609
10-Sep-24	2,598,609		2,598,609
24-Sep-24	2,598,609		2,598,609
8-Oct-24	2,598,609		2,598,609
22-Oct-24	2,598,609		2,598,609
6-Nov-24	2,598,609		2,598,609
19-Nov-24	2,598,609		2,598,609
3-Dec-24	2,598,609		2,598,609
17-Dec-24	2,598,613		2,598,613
7-Jan-25	2,598,609		2,598,609
21-Jan-25	2,598,609		2,598,609
4-Feb-25	2,598,609		2,598,609
18-Feb-25	2,598,609		2,598,609
4-Mar-25	2,598,609		2,598,609
18-Mar-25	2,598,609		2,598,609
8-Apr-25	2,598,609		2,598,609
22-Apr-25	2,598,609		2,598,609
6-May-25	2,598,609		2,598,609
20-May-25	2,598,609		2,598,609
3-Jun-25	2,598,609		2,598,609
17-Jun-25	2,598,613		2,598,613

Totals	62,366,624		62,366,624
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TRANSFERS - YEAR END CLOSEOUT

- \*12. RESOLVED, that the Roxbury Township Board of Education authorize the School Business Administrator to make all necessary account transfers within the 2023-2024 school budget to close out the year and pay necessary bills with authorization of the Board President.

TRANSFER TO CAPITAL RESERVE ACCOUNT

- \*13. 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 the 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

- \*14. 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 the 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.

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.

2024-2025 ESY Joint Transportation Agreement				
Start Date	End Date	Host District's Route Number	Destination	Joiner Cost
7/1/2024	8/2/2024	RHS04	Roxbury HS (KV)	\$1,100.0
			4% Administration Fee	\$44.00
			Joiner District to and From Total Route	\$1,144.00

CONTRACTS

- \*16. RESOLVED, that the Roxbury Township Board of Education approve a contract with Time2 Talk LLC, 51 Mohican Avenue, Landing, NJ to provide Speech-Language Services to students attending ESY (Extended School Year Program). The term of this contract is July 1, 2024, to August 2, 2024, for a total cost not to exceed \$8,000.00.
- \*17. RESOLVED, that the Roxbury Township Board of Education approve the 2024-2025 Agreement with Bergen County Special Services for Audiology Services on the basis of the need for 19 students for a maximum of (55) fifty-five hours as needed. Bergen County Special Services will provide services at a rate not to exceed \$10,725.00 unless otherwise agreed upon.
- \*18. RESOLVED, that the Roxbury Township Board of Education approve a contract with the Alarm & Communication Technologies Inc., 25 Ross Street, Wharton, NJ for Fire Alarm Preventive Maintenance and Service to commence on July 1, 2024 and expire on June 30, 2025 and not to exceed \$24,315.16.
- \*19. RESOLVED, that the Roxbury Township Board of Education approve a contract with the Sussex County Regional Transportation Cooperative to provide the services to coordinate transportation of students to special education schools along established routes to specific destinations in order to attempt to achieve the maximum cost effectiveness. The cost of this contract shall be an amount equal to 3.0% of the Roxbury Township Board of Education's actual cost paid for transportation of special education students to specific destinations during the 2024/2025 school year.
- \*20. RESOLVED, that the Roxbury Township Board of Education approve a contract with the Sussex County Regional Transportation Cooperative to provide the services to coordinate transportation of students to public schools and private schools along established routes to specific destinations in order to attempt to achieve the maximum cost effectiveness. The cost of this contract shall be an amount equal to 2.0% of the Roxbury Township Board of Education's actual cost paid for transportation of private and public school students to specific destinations during the 2024/2025 school year.
- \*21. RESOLVED, that the Roxbury Township Board of Education approve a contract with the Sussex County Regional Transportation Cooperative to provide the services to coordinate

transportation of students to Athletic and Field Trip schools along established routes to specific destinations in order to attempt to achieve the maximum cost effectiveness. The cost of this contract shall be an amount equal to 4.0% of the Roxbury Township Board of Education's actual cost paid for transportation of students to Athletic and Field Trips to specific destinations during the 2024/2025 school year.

- \*22. RESOLVED, that the Roxbury Township Board of Education approve the Renewal of Software License Agreement with SYSTEMS 3000 Inc., 615 Hope Rd., Eatontown, NJ and not to exceed \$40,098.00 as per SYSTEMS 3000 Inc. contract #306S-M3-B0049 effective July 1, 2024, through June 30, 2025.
- \*23. RESOLVED, that the Roxbury Township Board of Education approve the purchase of a weekly mop service from Cintas Corporation, P.O. Box 630910, Cincinnati, OH. This agreement shall be in effect from July 1, 2024, through June 30, 2025, and not to exceed \$34,496.80.
- \*24. RESOLVED, that the Roxbury Township Board of Education approve the purchase of gym floor cleaning services from Mathusek, Inc., 25B Iron Horse Road, Oakland, NJ. This agreement shall be in effect from July 1, 2024, through June 30, 2025, and not to exceed \$15,589.00.
- \*25. RESOLVED, that the Roxbury Township Board of Education approve the purchase from Frontline Technologies, Inc., 1400 Atwater Drive, Malvern, PA of 2024/2025 renewal of the software programs: Applicant Tracking, Absence & Substitute Management, Employee Evaluation Management, 504 Program Management, and IEP Direct in the total amount of \$76,961.70.
- \*26. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Genesis Database renewal for the 2024/2025 school year from Genesis, 300 Buckelew Avenue, Suite 207, Jamesburg, NJ in the amount of \$30,530.00.
- \*27. RESOLVED, that the Roxbury Township Board of Education approve the purchase of ClassLink renewal for the 2024/2025 school year from ClassLink, Inc., P.O. Box 51100, Newark, NJ in the amount of \$18,188.32.
- \*28. RESOLVED, that the Roxbury Township Board of Education approve the purchase of BrainPop subscription renewal for the 2024/2025 school year from BrainPop, 71 W. 23rd Street, 17th Floor, New York, NY in the amount of \$30,706.50.
- \*29. 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 \$12,029.00.
- \*30. RESOLVED, that the Roxbury Township Board of Education approve the purchase of a subscription for College and Career Readiness and NJDOE Graduation Pathways for the 2024/2025 school year from LinkIT, 150 West 22nd Street, 4th Floor, New York, NY in the total amount of \$73,473.00. The \$57,473.00 is funded through the general fund account and the \$16,000.00 is funded through Title IIA.
- \*31. RESOLVED, that the Roxbury Township Board of Education approve the purchase of the renewal for IXL Math and ELA Site License for Grades K-12 from IXL Learning, 777



Mariners Island Blvd., Suite 600, San Mateo, CA. This agreement shall be in effect from July 18, 2024, through July 18, 2025, in the amount of \$57,750.00.

- \*32. RESOLVED, that the Roxbury Township Board of Education approve the purchase of the Lightspeed Software from CDW Government Inc., 230 N. Milwaukee Avenue, Vernon Hills, IL using ESCNJ/AEPA-22G in the amount of \$54,043.00.
- \*33. RESOLVED, that the Roxbury Township Board of Education approve a contract with Sage Thrive Inc. with offices located at 14 Walsh Drive, Parsippany, NJ to provide school based counseling and related counseling services to Roxbury Township School District Special Education students for the 2024/2025 School Year. The total amount not to exceed \$351,480.00.

APPROVAL OF PURCHASES

- 34. RESOLVED, that the Roxbury Township Board of Education approve the purchase of paving and related work for Lincoln Roosevelt School from Crossroads Pavement Maintenance LLC, 512 Newark Pompton Turnpike, Pompton Plains, NJ in the amount of \$57,300.00 using Ed Data Services 2021-2024 and funded through the Maintenance Reserve account.
- \*35. RESOLVED, that the Roxbury Township Board of Education approve the purchase of paving and related work for Roxbury High School from Crossroads Pavement Maintenance LLC, 512 Newark Pompton Turnpike, Pompton Plains, NJ in the amount of \$90,065.00 using Ed Data services 2021-2024 and funded through the Maintenance Reserve account.
- 36. RESOLVED, that the Roxbury Township Board of Education approve the purchase of flooring from Hannon Floor Covering Corp., 1119 Springfield Road, Union, NJ in the amount of \$40,391.42 as quoted through Coop #65MCECCPS ESCNJ #23 24-14.

	<i>Name of the School</i>	<i>Total amount</i>
1	Roxbury High School - GYM Area	\$7,371.84*
2	Franklin Elementary School - Main Entrance	\$16,192.40
3	Kennedy Elementary School - Classroom #18 and Faculty Room	\$16,827.18

- \*37. RESOLVED, that the Roxbury Township Board of Education approve the purchase of a reach-in freezer and reach-in refrigerator from ATRA, 220 West Parkway, Pompton Plains, NJ in the amount of \$15,698.74 for Roxbury High School using HCESC-CAT-22-08 and funded through Maintenance Reserve account.
- \*38. RESOLVED, that the Roxbury Township Board of Education approve a purchase of a new alarm system at Franklin Elementary School from Alarm & Communication Technologies Inc., 25 Ross Street, Wharton, NJ in the amount of \$115,265.69 and funded through Maintenance Reserve.
- \*39. RESOLVED, that the Roxbury Township Board of Education approve the purchase of BenQ Interactive Flat Panel Displays from Keyboard Consultants, 6 Kingsbridge Road, Fairfield, NJ using Coop Bid #HCESC-CAT-23-07 in the amount of \$48,456.00 and funded through Title I funds.

- \*40. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Fortinet FortiGate security appliance from CDW Government, Inc., 230 N. Milwaukee Avenue, Venom Hills, IL in the amount of \$92,528.12 and funded through Technology Lease.
- \*41. RESOLVED, that the Roxbury Township Board of Education approve the purchase of the NCI, Pro Software, nodes, professional installation services, and Twinax cables from PBG Networks, 7 Lenape Trail, Wenonah, NJ in the amount of \$45,581.78.
- \*42. RESOLVED, that the Roxbury Township Board of Education approve the purchases listed below from Core BTS, Inc., 5875 Castle Creek Prkwy N. Drive, Suite 320, Indianapolis, IN in the amount of \$82,111.65.

	<i>Purchases</i>	<i>Total amount</i>
1	Smartnet Total Care Software	\$16,742.19
2	DUO Subscription	\$6,936.00
3	Flex 3.0 Education Software	\$45,225.96
4	InformaCast Fusion Subscription	\$13,207.50

- \*43. RESOLVED, that the Roxbury Township Board of Education approve the purchase of the Computer Lab Upgrade at Roxbury High School from Dell Technologies, One Dell Way, Round Rock, TX in the amount of \$64,482.33 and funded through Technology Lease.
- \*44. RESOLVED, that the Roxbury Township Board of Education approve the purchase of the Online Math Teaching Tool Software from Happynumbers, Inc., 2345 Yale Street 1st Floor, Palo Alto, CA in the amount of \$14,500.00.
- \*45. RESOLVED, that the Roxbury Township Board of Education approve the purchase of the Professional Development Sessions for Math from Dr. Eric Milou, 4 Teal Court, Sewell, NJ, and not to exceed \$9,000.00.
- \*46. RESOLVED, that the Roxbury Township Board of Education approve the purchase of the 29-passenger 2025 Micro Bird School Bus from Hoover Truck & Bus Centers, 149 Gold Mine Road, Flanders, NJ using Cooperative Bid ESCNJ 22/23-24 in the amount of \$120,480.31.

ACCEPTANCE OF GRANT

- \*47. RESOLVED, that the Roxbury Township Board of Education approve the acceptance of the Expanding Access to Computer Science Grant in the amount of \$40,000.00.

APPROVAL OF SUBMISSION AND ACCEPTANCE OF GRANT

- 48. RESOLVED, that the Roxbury Township Board of Education approve the submission and acceptance of the High-Intensity Tutoring Grant for Grades 3 through 8 in the amount of \$153,999.00.

ACCEPTANCE OF GRANT FUNDS - ESEA

- \*49. RESOLVED, that the Roxbury Township Board of Education approve the acceptance of the FY 2025 Elementary and Secondary Education Act (ESEA) Consolidated Subgrant funds as shown below for the project period of July 1, 2024, to September 30, 2025.

Title I-A	\$128,132
Title II-A	\$47,377
Title III	\$17,994
Title III Immigrant	\$4,350
Title IV Part A	\$19,944

APPROVAL OF SUBMISSION OF GRANT APPLICATION - ESEA

- \*50. RESOLVED, that the Roxbury Township Board of Education approve the submission of the 2024-2025 Elementary and Secondary Education Act (ESEA) Consolidated Subgrant Original Application for the project period of July 1, 2024, to September 30, 2025.

AUTHORIZATION FOR COUNTY APPROVAL - TRAVEL

- \*51. RESOLVED, that the Roxbury Township Board of Education authorize submission for approval by the Executive County Superintendent of Schools a travel request to attend the 2024 Workshop being held October 21 - 24, 2024. The total estimated cost for attendees exceeds \$5,000 and therefore requires the approval of the Executive County Superintendent previously board-approved on April 15, 2024 XVI.B.6 and June 3, 2024 XVI.A.1.

MEMBERSHIP IN THE NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION

- \*52. RESOLVED, that the Roxbury Township Board of Education, County of Morris, State of New Jersey, as provided for in Chapter 172 Laws 1979 (N.J.S.A. 18A:11-3, et seq.) hereby approves Roxbury High School to enroll as a member of the New Jersey State Interscholastic Athletic Association (NJSIAA) and an annual fee of \$2,500.00 for 2024/2025 School Year, a non-profit association of the public and non-public high schools in the State of New Jersey, and is authorized to participate in the approved athletic activities sponsored by the NJSIAA.

This resolution is to continue in effect until or unless rescinded by the Board of Education and shall be included among those policies adopted annually by the Board. Pursuant to N.J.S.A. 18A:11-3 in adopting this resolution, the Board of Education adopts as its own policy and agrees to be governed by the Constitution, Bylaws, Rules and Regulations of the NJSIAA.

Administrative Responsibility – NJSIAA must rely upon the voluntary compliance by its member schools in enforcing the eligibility standards set forth in NJSIAA Bylaws, Article V. Toward that end, the Principal of each member school has the affirmative obligation to report to the NJSIAA any violations of these standards. The fact that a school has disclosed that there has been an eligibility violation will not relieve the affected school of sanctions that may be imposed against it, pursuant to Article X of the NJSIAA Bylaws, including the forfeiture of games or events. However, the failure to disclose an eligibility violation may be grounds for imposing additional sanctions upon the offending school.

In addition, a school must maintain a status of “Member in Good Standing” as outlined in the Principal’s Affidavit to remain eligible for NJSIAA activities and tournaments.

**SUMMER PROFESSIONAL LEARNING**

- \*53. RESOLVED, that the Roxbury Township Board of Education approve up to ten (10) teachers to attend curriculum articulation sessions focused on ELA instruction between June 25, 2024, and June 28, 2024. Each participant will be paid \$100 per day. The total cost will not exceed \$1,000.

**APPROVAL OF DISPOSAL OF BOOKS**

- \*54. RESOLVED, that textbooks listed below for the Roxbury Township School District, which have been identified to be outdated, etc., be disposed of according to Regulation 7300.3, Disposition of Personal Property.

<i>Textbook Title</i>	<i>Publisher</i>	<i>Copyright</i>	<i>ISBN</i>	<i>No. of Copies</i>
Algebra 1, Common Core Edition	Holt McDougal	2012	978-0-547-64713-5	275
Algebra 2, Common Core Edition	Holt McDougal	2012	978-0-547-64715-9	275
Algebra 1, Structure and Method, Book 1	McDougal Littell	2000	0-395-97722-3	25
Geometry, Common Core Edition	Holt McDougal	2012	978-0-547-64714-2	275
Mathematics, Grade 8, Common Core Edition	Holt McDougal	2012	978-0-547-64719-7	60

**APPROVAL OF DISPOSAL OF PROPERTY**

- \*55. RESOLVED, that the Roxbury Township Board of Education approve the discontinued use of the vehicle listed below. Identified vehicles will be discarded, and sold, as appropriate.

	<i>Vehicle#</i>	<i>VIN#</i>
1	2012 Chevy Collins 4500	#1GB6G5BG0B1142931

**B. Education (Resolutions 1-9)**

*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 2023/2024 school year for Incident Nos. 85 through 93.
- \*2. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2023/2024 school year for Incident Nos. 94 through 104.

**OUT-OF-DISTRICT PLACEMENT/SERVICES - 2024/2025**

- \*3. RESOLVED, that the Roxbury Township Board of Education approve the 2024/2025 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>
2825467044	Academy 360-Lower School, a program of Spectrum 360	\$136,380.35	7/1/24-6/30/25
9923874459	Banyan Upper School	\$77,927.64	7/1/24-6/30/25
4559129674	Lake Drive School(Mountain Lakes Board of Education)	\$8,300.00	7/1/24-7/26/24
3748593945	P.G. Chambers School	\$181,393.80*	7/8/24-6/30/25
6211923315	Community School	\$240.00	6/17/24-8/25/24
9224109968	Allegro School	\$162,592.50	7/8/24-6/30/25
6377085691	Matheny Medical and Educational Center	\$246,605.00	7/14/24-6/30/25
1260795294	Essex Valley School	\$95,950.00	7/1/24-6/30/25
6659412724	Terranova Group Inc., dba Chapel Hill Academy	\$85,260.00	7/1/24-6/30/25

\*Amends the total cost originally approved on May 13, 2024.

**TUITION STUDENTS**

- \*4. RESOLVED, that the Roxbury Township Board of Education approve the following tuition contract agreements for the 2024/2025 school year and/or extended school year.

<i>State ID</i>	<i>Sending District</i>	<i>Program</i>	<i>Total</i>
6521326006	Harding Township School District	LLD	\$3,398.40*

\*Amends the total amount originally approved on June 3, 2024.

**FALL SPORTS OPENING DAY**

- \*5. RESOLVED, that the official first day of practice for the 2024/2025 school year for the following fall sports be as indicated below, as mandated by the NJSIAA. As of these dates, these athletic teams may practice in accordance with the NJSIAA By-Laws. These dates are subject to change based on any additional guidance from the NJSIAA:

	<b><i>Roxbury High School Sports</i></b>	<b><i>First Practice:</i></b>
1	Cross Country - Boys'	Mon. 08/19/24
2	Cross Country - Girls'	Mon. 08/19/24
3	Field Hockey	Mon. 08/19/24
4	Football	Mon. 08/12/24
5	Gymnastics	Mon. 08/19/24
6	Soccer - Boys'	Mon. 08/19/24
7	Soccer - Girls'	Mon. 08/19/24
8	Tennis - Girls'	Mon. 08/12/24
9	Volleyball - Girls'	Mon. 08/19/24

- \*6. RESOLVED, that the official first day of practice for the 2024/2025 school year for the fall sport of Cheerleading at Roxbury High School be Monday, August 19, 2024.

**FIELD TRIPS / COMPETITIONS**

- \*7. RESOLVED, that the Roxbury Township Board of Education approve staff and students in the Autism and Multiple Disabilities programs for participation in **community-based**

**instructional trip requests** to the destinations listed in Exhibit E1 effective July 1, 2024 through June 30, 2025.

- \*8. RESOLVED, that the Roxbury Township Board of Education approve staff and students in the ERI programs for participation in **rewards-based trip requests** to the destinations listed in Exhibit E2 effective July 1, 2024 through June 30, 2025.

**EXTRACURRICULAR CLUB AGREEMENTS**

- 9. RESOLVED, that authorization to establish Year One of the following sports on a three-year trial basis be approved by the Roxbury Township Board of Education effective September 1, 2024 through June 30, 2025.

Sports   Three-year trial basis   Year 1 as of 2024/2025		
	School	Sport
1	EMS	Soccer- Boys'
2	EMS	Soccer- Girls'

**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:

	Policy/Regulation Number	Policy/Regulation Title	Exhibit Number
a	Regulation 2624 Revised	Grading System	P1

**D. Personnel (Resolutions 1-21)**

*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.)*

**RESIGNATIONS, RETIREMENTS, TERMINATIONS**

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

	Name	Loc	Position	Action	Final day of employment	Discussion
1	Arcieri, Brianna	NES	School Counselor / Anti-Bullying Specialist	Resignation for personal reasons	6/30/24	
2	Arcieri, Brianna	NES	School Counselor / Anti-Bullying Specialist	Rescind Summer 2024 day allotment aprvd 6/3/24, XVI.D.21, Row No. 4	--	
* 3	Burd, Mary Ellen	RHS	Science Teacher	Resignation for personal reasons	6/30/24	
4	Dagostino, Gina	NES	Special Education Paraprofessional	Resignation for personal reasons	6/30/24	
* 5	Johnson, Heather	Dist	Computer Technician	Resignation for personal reasons	6/14/24	
6	Kelley, Ryan	LRS	Special Education Paraprofessional	Resignation for personal reasons	6/30/24	
* 7	Savitski, Kaitlin	RHS	English Teacher	Resignation for personal reasons	6/30/24	

**LEAVES OF ABSENCE**

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

	Employee	Leave Start Date	Paid Leave	Unpaid FMLA/ NJFLA ^	Return Date	Discussion
* 1	18654	8/26/24	n/a	FMLA/NJFLA	11/18/24	
2	20691	3/12/24	Using avail sick & personal days	FMLA/NJFLA	8/25/25 #	# Amendments to previously aprvd LOA.
^ Leave becomes unpaid when sick/personal days are depleted or released by physician, whichever occurs first.						

**REASSIGNMENTS / TRANSFERS**

3. RESOLVED, that the staff listed below be transferred to a new location and/or assignment for the 2024/2025 school year as indicated:

	Name	Former Assignment & Loc.	New Assignment & Loc.	Effective Date	Discussion
1	Engle, Rick	Special Education Teacher (RC) TCH.SPE.RES.NA.35	EMS Special Education Teacher (SUMMIT) TCH.SPE.SMT.BD.02	9/1/24 #	New position.
* 2	Gangemi, Kayla	Special Education Teacher (VISTA) TCH.SPE.VIS.MD.01	RHS Behavior Specialist-Analyst SPS.DS.BHV.NA.03	EMS, RHS 9/1/24 #	New position.
* 3	Iturralde, Kaytel	Special Education Teacher (RC) TCH.SPE.RES.NA.31	RHS Social Studies Teacher TCH.RHS.SST.NA.06	9/1/24 #	Replacement in position.
* 4	McGinley, Birsen	Transition Coordinator TCH.SPE.RHS.TC.01	RHS Special Education Teacher (RC) TCH.SPE.RES.NA.30	9/1/24 #	Replacement in position and movement of position from JES to RHS.
* 5	Mosher,	School Psychologist RHS	School Psychologist EMS	7/1/24	New position.

	Michael	SPS.DS.PSY.NA.03		SPS.DS.PSY.NA.03			
6	Olcott, Nicole	Gr. 3 Teacher TCH.KEN.GR3.NA.02	KES	Reading Specialist TCH.DS.RD.NA.01	KES	9/1/24 #	Replacement in position.
7	Steinmetz, Alyssa	Special Education Teacher (LLD) TCH.SPE.LLD.NA.01	FES	Gr. 2 Teacher TCH.FRA.GR2.NA.02	FES	9/1/24 #	Replacement in position.
# 10-month employees shall start on the first day of the 2024-25 calendar for this bargaining unit / employee group.							

**APPOINTMENTS**

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

	Name	Loc	Position	Salary Guide / Step	Salary	Start Date	End Date	Discussion
1	Haar, Samantha	JES	Special Education Teacher (PSD)	24/25 MA+15 Step 8-9	\$68,720	9/1/24 # ^	6/30/25	Tenure-track appointment to TCH.SPE.PSD.NA.04, new position.
2	Leavy, Dana	KES	Permanent Substitute Teacher (0.80)	N/A	\$160.00 per diem	9/1/24 #	6/30/25	Returning to former position TCH.SUB.PERM.KES.01 following leave repl assignment
* 3	Moghadamniya, Briana	RHS	English Teacher	24/25 BA Step 5-7	\$59,765	9/1/24 # ^	6/30/25	Tenure-track replacement in TCH.RHS.ENG.NA.14.
* 4	Morano, Gianna	RHS	FCS Teacher	24/25 BA Step 4	\$58,465	9/1/24 # ^	6/30/25	Tenure-track replacement in TCH.RHS.FAM.NA.05.
5	Peña, Rebecca	EMS	Special Education Teacher (RC)	24/25 BA+15 Step 8-9	\$64,695	9/1/24 # ^	6/30/25	Tenure-track replacement in TCH.SPE.RES.NA.35.
* 6	Perez, Linette	EMS, RHS	SLS	24/25 MA Step 12	\$75,427	9/1/24 # ^	6/30/25	Tenure-track replacement in TCH.DS.SLS.NA.06.
7	Salemi, Hannah	LRS	Gr. 5 Teacher	24/25 MA Step 2-3	\$62,880	9/1/24 # ^	6/30/25	Tenure-track appointment to TCH.LR.GR5.NA.08, new position.
* 8	Santiago, Amanda	RHS	School Psychologist	24/25 MA+30 Step 4	\$67,215	9/1/24 # ^	6/30/25	Tenure-track replacement in SPS.DS.PSY.NA.06.
* 9	Scire, Ciera	EMS, RHS	Music Teacher	24/25 BA Step 4	\$58,465	9/1/24 # ^	6/30/25	Tenure-track replacement in TCH.RHS.MUS.VO.02.
10	Vogel, Jennifer	LRS	Special Education Teacher (RC)	24/25 MA Step 2-3	\$62,880	9/1/24 # ^	6/30/25	Tenure-track replacement in TCH.SPE.RES.NA.14; and movement of position from EMS to LRS.
^ Start date is pending completion of documentation in accordance with the law or district policy. # 10-month employees shall start on the first day of the board approved school calendar								

**APPOINTMENTS - LEAD TEACHERS**



- \*5. RESOLVED, that the following staff be appointed for the 2024/2025 school year as indicated.

	<i>Name</i>	<i>Position</i>	<i>Stipend per 2023-26 REA Contract</i>
1	Bedoya, Judy	Lead Teacher of World Language Gr. 7 - 12	\$2,075
2	Hachey, Patrick	Lead Teacher of Performing Arts Gr. 7 - 12	\$2,075
3	Monaco, David	Lead Teacher of Physical Education / Health Gr. 7 - 12	\$2,075
4	Tom, Jean	Lead Teacher of Industrial Arts & Technology; Family & Consumer Science; and Business & Marketing Gr. 9 - 12	\$2,075
5	Zengel, Renee	Lead Teacher of Visual Arts Gr. 7 - 12	\$2,075

APPOINTMENTS - NURSE COORDINATOR

- \*6. RESOLVED, that the following staff be appointed for the 2024/2025 school year as indicated.

	<i>Name</i>	<i>Position</i>	<i>Stipend per 2023-26 REA Contract</i>	<i>Discussion</i>
1	Hornung, Desiree	Nurse Coordinator	\$3,000	In addition to no. of Summer 2024 days aprvd 6/3/24 XVI.D.22.1, appt to coordinator position includes an extra 10 days over Summer 2024, effective weekdays from 6/17/24 through 8/23/24 for 6 hrs per day, payable at DH's per diem rate aprvd in aforementioned resol.

APPOINTMENTS - EXTRACURRICULAR

7. RESOLVED, that the Roxbury Township Board of Education approve the following appointments for the 2024/2025 school year as indicated in the attached Exhibits. Employment and payment are contingent upon the ability to fulfill the responsibilities associated with the position indicated.

	<i>Exhibit Title</i>	<i>Exhibit Number</i>
1	24/25 Summer, Fall & Yr-long Athletic Appts	HR 1

APPOINTMENTS - SUBSTITUTES

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
*	1 Alonso, Jessica	District	Substitute Teacher	24/25 Board approved Sub Rate	9/1/24 #	6/30/25	Reappointment
*	2 Casendino. Dawn	District	Substitute Teacher, Paraprofessional	24/25 Board approved Sub Rate	9/1/24 #	6/30/25	
*	3 Cipolla, Tonia	District	Substitute Teacher, Paraprofessional,	24/25 Board approved Sub	9/1/24 #	6/30/25	

			Secretary	Rate				
*	4	Cooper, Doris	District	Substitute Teacher, Paraprofessional	24/25 Board approved Sub Rate	9/1/24 #	6/30/25	Reappointment
*	5	Flynn, Amy	District	Substitute Teacher	24/25 Board approved Sub Rate	9/1/24 #	6/30/25	
*	6	Kurbansade, Robin	District	Substitute Teacher, Paraprofessional, Secretary	24/25 Board approved Sub Rate	9/1/24 #	6/30/25	Reappointment
*	7	Pinero, Carolina	District	Substitute Teacher, Paraprofessional, Secretary	24/25 Board approved Sub Rate	9/1/24 #	6/30/25	Reappointment
*	8	Stein, Jeanne	District	Substitute Teacher	24/25 Board approved Sub Rate	9/1/24 #	6/30/25	
^ Start date is pending completion of documentation in accordance with the law or district policy. # Substitutes may start on the first day of the board approved school calendar as needed.								

SALARY ADJUSTMENTS - CERTIFICATED STAFF

- \*9. RESOLVED, that the Roxbury Township Board of Education approve the following teaching assignments for the staff indicated below for the 2024/2025 school year, with the understanding that these assignments are subject to change based on scheduling adjustments:

	Name	Loc	Program/ Class	Extra Blocks assigned:	Effective	Salary Guide / Step	Add. Salary not to exceed	Discussion
1	Wood, Paul	RHS	Woodworking I, Block 3AB	1 block on A days w/in A/B day schedule @ RHS	8/28/24-6/18/25	24/25 BA+30 Step 23	\$14,832	

CURRICULUM WRITING

10. RESOLVED, that the staff listed below be approved to write curriculum from June 17, 2024 through June 30, 2024 for the 2023/2024 school year as indicated at a salary of \$46 per hour per course, not to exceed thirty-five (35) hours per course. This work includes previously approved curriculum writing that was either not completed in the Summer of 2023 or approved to be completed in the Summer of 2024. Unless otherwise noted, proposed hours provided is the total amount allotted for the grade level or grade span shown.

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

	Course	School/ Course Level	Grade Level	Course Duration (FY, Sem, Q)	New, Revision, or Rewrite	Proposed hours	Teachers to be Board-approved to write	Discussion
1	WIN	Elem	K	FY	New	15	Robert Allison; Maria Gallagher; Casey Hoopes Gomez; Ashley Montano; Julie Mason; Jennifer Maurer;	

							Cathy McInnes; Jean Rex; Keri Sabella	
2	WIN	Elem	1	FY	New	15	Robert Allison; Maria Gallagher; Casey Hoopes Gomez; Ashley Montano; Julie Mason; Jennifer Maurer; Cathy McInnes; Jean Rex; Keri Sabella	
3	WIN	Elem	2	FY	New	15	Robert Allison; Maria Gallagher; Casey Hoopes Gomez; Ashley Montano; Julie Mason; Jennifer Maurer; Cathy McInnes; Jean Rex; Keri Sabella	
4	WIN	Elem	3	FY	New	15	Robert Allison; Maria Gallagher; Casey Hoopes Gomez; Ashley Montano; Julie Mason; Jennifer Maurer; Cathy McInnes; Jean Rex; Keri Sabella	
5	WIN	Elem	4	FY	New	15	Robert Allison; Maria Gallagher; Casey Hoopes Gomez; Victoria Miller; Ashley Montano; Julie Mason; Jennifer Maurer; Cathy McInnes; Jean Rex; Keri Sabella	
6	Word Study	Elem	4	FY	New	35	Stacey Carrol; Kristin Meiser	
* 7	Human Geography	RHS	9 - 12	Sem	New	17.5	JoEllen Hopper	This resolution supersedes XVI.D.12, Exhibit HR10, Row No. 47 aprvd 5/13/24.
* 8	Intro to Aviation	RHS	9 - 12	FY	Rewrite	20	Michael Gottfried	
* 9	Pilot Pathway I	RHS	10 - 12	FY	Rewrite	20	Michael Gottfried	

11. RESOLVED, that the staff listed below be approved to write curriculum for the 2024/2025 school year as indicated at a salary of \$46 per hour per course, not to exceed thirty-five (35) hours per course by August 23, 2024. 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	Discussion
1	ELA 7 - Writing Units and NJSLS Updates	EMS	7	FY	Rewrite	20	Jessica Banas; Helen Hollenbeck	JB & HH are in addition to writers aprvd 5/13/24, XVI.D.12, Exhibit HR10, Row No. 29.

2	ELA 8 - Writing Units and NJSLS Updates	EMS	8	FY	Rewrite	20	Jessica Banas; Helen Hollenbeck	JB & HH are in addition to writers aprvd 5/13/24, XVI.D.12, Exhibit HR10, Row No. 30.
* 3	College Writing (Formerly Expos)	RHS	12	FY	Rewrite	20	James Hansen	JH is in addition to writers aprvd 5/13/24, XVI.D.12, Exhibit HR10, Row No. 37.

**SUMMER 2024 EMPLOYMENT OF EDUCATIONAL SERVICES PERSONNEL**

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

BE IT FURTHER RESOLVED, this resolution amends and supersedes Resolution XVI.D.21, Row Nos. 9 through 16 approved June 3, 2024.

*Grouped by Loc (EMS to High School); then Organized by Name:*

<b>Guidance Dept</b>						
	<i>Name</i>	<i>Position</i>	<i>Per Diem Rate based on 24/25 Base salary</i>	<i>Effective for 6 hrs per day for a total time period not to exceed:</i>	<i>Days related to work for:</i>	<i>Discussion</i>
1	Lomuntad, Caroline	School Counselor	\$445.09	8 floater days (anytime) from 6/17/24 thru 8/23/24	EMS	
2	Torres-Davis, Evelyn	School Counselor	\$473.29	8 floater days (anytime) from 6/17/24 thru 8/23/24	EMS	
* 3	Barbolini, Carissa	School Counselor	\$425.99	2 days: July 31; Aug 1	RHS	Any unused days can be transferred to approved HS counselor (see #)
* 4	Belfiore, Christina	School Counselor	\$425.99	4 days: July: 30, 31; Aug: 6, 7	RHS	Any unused days can be transferred to approved HS counselor (see #)
* 5	Kenny, Jennifer	SAC	\$527.00	12 days: July: 15, 16, 17, 22, 23, 24, 25, 26; Aug: 19, 20, 21, 22	RHS	# Approved to use any unused days from other HS counselors
* 6	LaCapra, Gina	School Counselor	\$560.11	2 days 8/15/24 or later	RHS	Any unused days can be transferred to approved HS counselor (see #)
* 7	Maher, Chelsea	School Counselor	\$352.24	7 days: July: 17, 22, 23, 24; Aug: 19, 20, 21	RHS	Any unused days can be transferred to approved HS counselor (see #)
* 8	San Emeterio, Stefanie	School Counselor	\$517.00	12 days: July: 15, 16, 17, 22, 23, 24, 25, 26; Aug: 19, 20, 21, 22	RHS	# Approved to use any unused days from other HS counselors

**SUMMER EMPLOYMENT - 2024 EXTENDED SCHOOL YEAR (ESY) PROGRAM**

- \*13. RESOLVED, that the staff members and substitutes be approved for the 2024 Extended School Year Program for the term beginning July 1, 2024 through August 2, 2024 (Monday through Thursday plus Friday, 8/2/24). As approved on March 4, 2024, 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 and related service providers shall be available for at least one day (not to exceed 4 hours) prior to July 1, 2024. 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.

	<i>Name</i>	<i>ESY Job Title</i>	<i>Hourly Rate</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Allen, Erin	Substitute Teacher Substitute Paraprofessional	\$45.00 \$20.00	7/1/24	8/2/24	NJ Certificated
2	Basso, Gregory	Transition Coordinator	\$45.00	7/1/24	8/2/24	Not to exceed 10 hrs
3	Buckley, Alec	Paraprofessional	\$17.00	7/1/24	8/2/24	
4	Critelli, Paul	Transition Coordinator	\$45.00	7/1/24	8/2/24	Not to exceed 10 hrs
5	Damelio, Kellie	Transition Coordinator	\$45.00	7/1/24	8/2/24	Not to exceed 10 hrs
6	Decker, Sonia	Substitute Teacher Substitute Paraprofessional	\$30.00 \$17.00	7/1/24	8/2/24	County Substitute Certificate
7	Firmeno, Joseph	Paraprofessional	\$17.00	7/1/24 #	8/2/24	New Employee
8	Hughes, David	Transition Coordinator	\$45.00	7/1/24	8/2/24	Not to exceed 10 hrs
9	Linfante, Michelle	OT	\$45.00	7/1/24 #	8/2/24	New Employee
10	Mainiero, Melissa	Transition Coordinator	\$45.00	7/1/24	8/2/24	Not to exceed 10 hrs
11	Miller, Jackson	Paraprofessional	\$17.00	7/1/24	8/2/24	
12	Perez, Robyn	Paraprofessional	\$17.00	7/1/24	8/2/24	
13	Salvatoriello, Lauren	Substitute Teacher Substitute Paraprofessional	\$45.00 \$20.00	7/1/24 #	8/2/24	New Employee; NJ Certificated
14	Torres, Vanessa	Paraprofessional	\$17.00	7/1/24	8/2/24	
15	Wolenski, Sarah	Paraprofessional Substitute Teacher	\$17.00 \$30.00	7/1/24	8/2/24	County Substitute Certificate
# Start date pending completion of documentation in accordance with the law or district policy.						

- \*14. RESOLVED, that the Roxbury Township Board of Education approve the following Summer 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>
1	Donegan, Brendan	B&G	Summer Laborer	N/A	\$16.00	6/25/24	8/23/24	Not to exceed 29 hrs/wk
2	Doyle, Robert	B&G	Summer Laborer	N/A	\$16.00	6/25/24	8/23/24	Not to exceed 29 hrs/wk
3	Zimmerman, William	B&G	Summer Crew Leader	N/A	\$20.00	6/25/24	8/23/24	Not to exceed 29 hrs/wk

AUDIOVISUAL PRODUCTIONS

- \*15. 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	7/1/24	6/30/25	\$45/hr

2	Burke	Jenna	7/1/24	6/30/25	\$45/hr
3	Caivano	Roxana	7/1/24	6/30/25	\$45/hr
4	Goodwin	James	7/1/24	6/30/25	\$45/hr
5	Hachey	Patrick	7/1/24	6/30/25	\$45/hr
6	Harrison Calderon	Jessica	7/1/24 #	6/30/25	\$45/hr
7	Palanchi	Kristen	7/1/24	6/30/25	\$45/hr
8	Sweer	Krista	7/1/24	6/30/25	\$45/hr
9	Sweer	Ryan	7/1/24	6/30/25	\$45/hr
# Start date is pending clearance in accordance with the law or district policy.					

**APPROVAL OF SERVICE PAYMENTS**

16. RESOLVED, that the Roxbury Township Board of Education approve payment to the following individuals for their services to the district as indicated below for the 2024/2025 school year.

	<i>Name</i>	<i>Services Performed</i>	<i>24/25 Payment</i>	<i>Discussion</i>
1	Hagemann, Regina	Annual set design alterations for Eisenhower MS Music Theater Class	\$300	
2	Rogers, Patricia	Costume Designer for Eisenhower MS Music Theater Class	\$450	
3	Sweer, Krista	Accompanist for the Eisenhower MS Winter Concert to be held in Dec. 2024	\$250	
4	Sweer, Krista	Accompanist for the Eisenhower MS Spring Concert to be held in May 2025	\$250	
5	Sweer, Krista	Accompanist for the Lincoln Roosevelt ES Winter Concert to be held in Dec. 2024	\$250	
6	Sweer, Krista	Accompanist for the Lincoln Roosevelt ES Spring Concert to be held in May 2025	\$250	

**AFTERSCHOOL DUTIES**

17. RESOLVED, that the following staff members be approved to supervise after-school detention duty on an as-needed and as-requested basis at Eisenhower Middle School. Each duty is up to one hour in duration, and total cost is not to exceed \$3,000.00.

	<i>Name</i>	<i>Start Date</i>	<i>End Date</i>	<i>Hourly Rate</i>
1	Any full-time employee assigned to work at Eisenhower MS who is a certified instructor	8/28/24	6/18/25	\$35.00

**GRANT - HIGH-INTENSITY TUTORING**

18. RESOLVED, that the following staff members be approved to provide after-school tutoring on an as-needed basis to qualifying students in grades 3 - 8 in Math and ELA as a part of a tiered intervention program funded by the High-Intensity Tutoring Grant.

	<i>Name</i>	<i>Start Date</i>	<i>End Date</i>	<i>Hourly Rate</i>
1	Any part or full-time employee of the Roxbury School district who is a certified instructor	7/1/24	12/31/24	\$50.00

**STUDENT TEACHERS/INTERNS**

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

Student-Teacher/Intern					Roxbury Cooperating Teacher		
	Name	College/Univ	Placement Sought	Term	Name	Position	Loc
1	Howells, Daniel	Rutgers Univ	Clinical Int-Middle School Band	8/26/24 - 12/20/24 for 2 days/week	Stoyanov, Aubrey	Music Teacher	JES, KES
* 2	Howells, Daniel	Rutgers Univ	Clinical Int-High School Choir	1/2/25 - 5/9/25 for f/t	Hachey, Patrick	Music Teacher	RHS

**COMMUNITY SCHOOL**

- \*20. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2024/2025 Roxbury Community School Programs. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	Name	Loc	Title	Rate	Start Date	End Date	Discussion (Min Max Students)
1	Serra, Michael	RHS	Basketball Camp (Girls)	\$150/Student	7/29/24	8/2/24	Min: 25   Max: 60 * Amends 2/12/24 resolution

- \*21. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2024/2025 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	Discussion
1	Applied Music Program	Barry, Kenneth	RHS	\$25/per half hour	7/1/24	6/30/25	
2	Applied Music Program	Bednarcik, Sarah	RHS	\$25/per half hour	7/1/24	6/30/25	
3	Applied Music Program	Bream, Samantha	RHS	\$25/per half hour	7/1/24	6/30/25	
4	Applied Music Program	Conrad, Jeffrey	RHS	\$25/per half hour	7/1/24	6/30/25	
5	Applied Music Program	Conrad, Jeffrey	RHS	\$250/Instructional Scheduling	7/1/24	6/30/25	
6	Applied Music Program	Hachey, Patrick	RHS	\$25/per half hour	7/1/24	6/30/25	
7	Applied Music Program	Hachey, Patrick	RHS	\$300/Vocal Scheduling	7/1/24	6/30/25	
8	Applied Music Program	Harrison Calderon, Jessica	RHS	\$25/per half hour	7/1/24 #	6/30/25	
9	Applied Music Program	Monaghan, Mark	RHS	\$25/per half hour	7/1/24	6/30/25	
10	Applied Music Program	Salyerds, R. Daniel	RHS	\$25/per half hour	7/1/24	8/30/24	

11	Applied Music Program	Sweer, Krista	RHS	\$25/per half hour	7/1/24	6/30/25	
12	Applied Music Program	Sweer, Krista	RHS	\$250/Accompanist	7/1/24	6/30/25	
13	Applied Music Program	Sweer, Ryan	RHS	\$25/per half hour	7/1/24	6/30/25	
14	RHS Credit Recovery Senior English	Norgard, Kaitlyn	RHS	\$100/Student	7/1/24	6/30/25	
15	RHS Credit Recovery Senior Health	Douglas, Diane	RHS	\$50/Student	7/1/24	6/30/25	
# Start date is pending clearance in accordance with the law or district policy.							

**E. Executive Session Regular Meeting**

\*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 22, 2024 at 6:30 p.m. and;

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

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

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

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

XVII. BOARD MEMBER COMMENTS

XVIII. EXECUTIVE SESSION - (IF NECESSARY)

XIX. PUBLIC SESSION – (IF NECESSARY)

XX. ADJOURNMENT



## CBI Trip Destinations for Autism &amp; Multiple Disabilities Programs effective 7/1/24 - 6/30/25

	<b>Trip Destination</b>	<b>Location</b>
1	1 Dollar Deal	Succasunna, NJ
2	Alstede Farms	Chester, NJ
3	AMC Movie Theater	Rockaway, NJ
4	Anthony & Sons Bakery & Italian Deli	Succasunna, NJ
5	Anthony Francos Pizzeria & Ristorante	Succasunna, NJ
6	Ashley Farms	Flanders, NJ
7	At Home	Ledgewood, NJ
8	Bagels On the Hill	Landing, NJ
9	Barnes & Noble	Morris Plains, NJ
10	Beanbury Coffee & Kitchen	Succasunna, NJ
11	BEAUtiful Farms	Rockaway, NJ
12	BJ's Wholesale Club	Ledgewood, NJ
13	Black River Barn Restaurant	Randolph, NJ
14	Briarcliff Commons (Uncle Giuseppe's, Chipotle, Chick-Fil-A, Crumbl, Verizon, Wells Fargo, Harmon, Kohl's)	Morris Plains, NJ
15	Burger King	Succasunna, NJ
16	Candylicious of Randolph	Randolph, NJ
17	Circle Bowl & Entertainment	Ledgewood, NJ
18	Clean Water Cafe	Parsippany-Troy Hills, NJ
19	Cliff's Homemade Ice Cream	Ledgewood, NJ
20	Cracker Barrel	Mount Arlington, NJ
21	CVS	Ledgewood, NJ
22	Denville - Stores in and around Main St	Denville, NJ
23	DICK'S Sporting Goods	Rockaway, NJ
24	Dollar Tree	Succasunna, NJ
25	Dover Train Station	Dover, NJ
26	Enzo's Ristorante & Pizzeria	Budd Lake, NJ
27	Five Below	Ledgewood, NJ
28	Frelinghuysen Arboretum	Morristown, NJ
29	Fuddruckers	Succasunna, NJ
30	Game Vault	Morristown, NJ
31	Grilled Cheese Gourmet	Kenvil, NJ
32	Habitat for Humanity	Randolph, NJ
33	Hackettstown - Shops in & around Main Street	Hackettstown, NJ
34	Hackettstown Train Station	Hackettstown, NJ
35	Hammer & Stain Roxbury	Succasunna, NJ
36	Home Depot	Succasunna, NJ
37	Horseshoe Lake	Succasunna, NJ
38	Howard Boulevard Laundry	Mt. Arlington, NJ
39	IHOP	Kenvil, NJ
40	International Trade Center (ITC)	Budd Lake, NJ
41	JOANN Fabric and Crafts Store	Succasunna, NJ
42	Kohl's	Succasunna, NJ
43	Lakeland Florist	Landing, NJ
44	Landing Park	Landing, NJ
45	Landing Park Recreation Complex	Landing, NJ
46	Life Town	Livingston, NJ
47	Lowe's	Flanders, NJ

## CBI Trip Destinations for Autism &amp; Multiple Disabilities Programs effective 7/1/24 - 6/30/25

	<b><i>Trip Destination</i></b>	<b><i>Location</i></b>
48	Marcade Family Fun Center	Dover, NJ
49	Mayo Performing Arts Center	Morristown, NJ
50	McDonald's	Succasunna, NJ
51	Michaels Arts & Crafts Store	Flanders, NJ
52	Morris Canal Plaza (Outback, post office, pizza kitchen, salon)	Ledgewood, NJ
53	Morris Plains Shopping Center	Morris Plains, NJ
54	Morristown Center	Morristown, NJ
55	Morristown Train Station	Morristown, NJ
56	Mount Arlington Plaza, Dollar General	Mt. Arlington, NJ
57	Mount Arlington Train Station	Mt. Arlington, NJ
58	Ort Farms	Long Valley, NJ
59	Pet Goods	Succasunna, NJ
60	Petco	Succasunna, NJ
61	Pinspiration	Randolph, NJ
62	Pop's Bagels	Landing, NJ
63	Post office	Landing, NJ
64	Post office	Ledgewood, NJ
65	Randolph Diner	Randolph, NJ
66	Raritan Headwaters	Bedminster, NJ
67	Rita's	Flanders, NJ
68	Rockaway Lanes Inc.	Rockaway, NJ
69	Rockaway Townsquare Mall	Rockaway, NJ
69	Roosters Coffeehouse	Ledgewood, NJ
70	Roxbury Diner	Succasunna, NJ
71	Roxbury Fire Company No. 1	Ledgewood, NJ
72	Roxbury Fire Company No. 2	Landing, NJ
73	Roxbury Mall (ShopRite, Joann, Home Depot, post office, Pet Goods, Staples, etc.)	Succasunna, NJ
74	Roxbury Police Station	Ledgewood, NJ
75	Roxbury Public Library	Succasunna, NJ
76	Roxbury Recreation Center	Succasunna, NJ
77	Shops At Ledgewood Commons	Ledgewood, NJ
78	Snip-its in Rockaway Town Plaza	Rockaway, NJ
79	Somerset Patriots Ballpark	Bridgewater, NJ
80	Sushi Hana	Succasunna, NJ
81	Target	Rockaway, NJ
82	TD Bank	Succasunna, NJ
83	Tranquility Farms	Andover, NJ
84	Turtle Back Zoo	West Orange, NJ
85	Weiss Markets	Flanders, NJ
86	Wendy's	Ledgewood, NJ
87	West 10 Car Wash and Detail Center	Succasunna, NJ
88	Wharton Diner	Wharton, NJ
89	YMCA	Randolph, NJ

## Rewards-Based Trip Destinations for ERI Programs effective 7/1/24 - 6/30/25

	<i>Trip Destination</i>	<i>Location</i>
1	American Dream Mall	East Rutherford, NJ
2	Art Diner	Chester, NJ
3	Bergen County Zoological Society (Van Saun Park Zoo)	Paramus, NJ
4	Burger King	Denville, NJ
5	Cliff's Homemade Ice Cream	Ledgewood, NJ
6	Essex County Environmental Center	Roseland, NJ
7	Fosterfields Living Historical Farm	Morristown, NJ
8	Gardner Field	Denville, NJ
9	Great Swamp Outdoor Education Center	Chatham Township, NJ
10	Horseshoe Lake	Succasunna, NJ
11	IHOP	Kenvil, NJ
12	Jenkinson's Boardwalk	Point Pleasant Beach, NJ
13	LEGOLand	East Rutherford, NJ
14	Marcade	Rockaway, NJ
15	Mayo Performing Arts Center	Morristown, NJ
16	Medieval Times	Lyndhurst, NJ
17	NJ Battle Zone	Randolph, NJ
18	Ort Farms	Long Valley, NJ
19	Pequest Hatchery	Oxford, NJ
20	Pinspiration	Randolph, NJ
21	Princeton Blairstown Center	Hardwick Township, NJ
22	Raptor Trust	Millington, NJ
23	Rita's Italian Ice & Frozen Custard	Flanders, NJ
24	Rockaway Lanes Inc.	Rockaway, NJ
25	Roxbury Library	Succasunna, NJ
26	Sky Zone Trampoline Park	Allendale, NJ
27	Skylands Stadium - Sussex County Minors	Augusta NJ
28	Somerset Patriots Ballpark	Bridgewater, NJ
29	Splatter Room at Pinspiration	Randolph, NJ
30	SportsCare Arena (Aspen Ice)	Randolph, NJ
31	St. Hubert's Animal Welfare Center	Madison, NJ
32	Tranquility Farms	Green Township, NJ

# REGULATION

ROXBURY TOWNSHIP  
**BOARD OF EDUCATION**

PROGRAM  
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GRADING SYSTEM

## R 2624 GRADING SYSTEM

### A. Purpose of Assessment

1. Assist students in the process of learning; all assessment systems will be subject to continual review and revision to that end.
2. Acknowledge a student's demonstrated proficiency in the New Jersey Student Learning Standards and district approved curricular learning goals and objectives with thorough preparation and performance on tests, assessments, projects, and labs.
3. Provide non-assessment value opportunities for students to engage in and demonstrate productive habits and learning behaviors such as:
  - a. Active participation in and attention to daily lessons,
  - b. Frequent contribution to discussions,
  - c. Prompt, thorough, accurate, and neat preparation of assignments,
  - d. Display of an eagerness to learn and an inquisitive approach to lessons,
  - e. Attention to the need for proper materials,
  - f. Cooperation with the teacher's efforts, and
  - g. Willingness to work to the best of their ability.
4. Guide instructional decisions to support learning sequencing, timing, and support.

### B. Assessment/Grading

1. Each student must be informed of the behavior and achievements expected of them at the outset of each course of study. In grades 9-12, these expectations will be included in a course syllabus.



2. Each student must be kept informed of their progress during the course through the Student Management System (i.e. Genesis). Graded assignments will be entered in the Student Management System (i.e. Genesis) within a time frame that reasonably allows students to use feedback to improve demonstration of learning growth including individual comment, when appropriate.
3. Each method of assessment/grading shall be appropriate to the course of study, the maturity, abilities, and learning preferences of the students, and reflect consistency across grades and subjects.
4. Students should be encouraged to evaluate their own achievements through regular reflection, self-assessment and goal monitoring. Students should also be encouraged to seek peer-review and/or engage in collaborative reflection as appropriate.
5. The process of review of graded assignments will involve teaching staff members, students, and, as appropriate, parents.
6. When appropriate, a process for the submission of revisions will be afforded to students in order to foster a culture that learning is a process.

C. Assessment/Grading Periods

1. Grades will be awarded at the end of four marking periods in each school year for grades five through twelve.
2. Students and parents will have ongoing access to student achievement records through Genesis.
3. Students in grades six through twelve will earn a final grade in each subject at the end of the school year based on the accumulation of achievement through the year.

D. Basis for Assessment/Grading

The teacher responsible for assigning a grade should take into consideration the student's:



1. Completion of assessments, papers, projects, or other formal assessments. The criteria of evaluation will accompany formal assessments, such as a rubric. Formal assessments will be connected to application of content and skills and cover a variety of depth of knowledge levels.
2. Non-assessment values, such as participation and homework, may only be included in the assignment of a grade if there are specific criteria provided to the student as to the evaluation of these items at the onset of the class.

E. Meaning of Grades 7-12

1. The following describes grades that can be earned in each subject at the end of each marking period in grades seven through twelve:
  - a. A grade of A indicates superior academic performance. It may be earned by a student whose achievement exceeds course expectations; whose work achieves a quality and quantity that consistently excels; and who demonstrates a high degree of initiative, application, and purpose.
  - b. A grade of B indicates above average academic performance. It may be earned by a student whose achievement consistently meets course expectations; whose work frequently excels; and who generally demonstrates strength in the subject.
  - c. A grade of C indicates average academic performance. It may be earned by a student whose achievement meets course expectations; whose work is acceptable; and who demonstrates a satisfactory degree of proficiency.
  - d. A grade of D indicates below average academic performance. It may be earned by a student whose achievement partially meets course expectations; whose work is the minimum acceptable for credit; and who demonstrates only weak proficiencies in the subject.



# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

PROGRAM  
R 2624/Page 4 of 11  
GRADING SYSTEM

- e. A grade of F indicates a failure to meet course expectations and that no credit can be awarded for the subject. It may be earned by a student who has not met the minimum requirements of the course; who has demonstrated an inability to master the basic elements of the course.
  - f. Letter grades may be modified by plus or minus signs.
2. The following grading scales and indicators shall be used:

Grades 5 - 8    97-100 = A+  
                    93-96 = A  
                    90-92 = A-

                    87-89 = B+  
                    83-86 = B  
                    80-82 = B-

                    77-79 = C+  
                    73-76 = C  
                    70-72 = C-

                    67-69 = D+  
                    63-66 = D  
                    60-62 = D-

                    0-59 = F

I = Incomplete  
WP = Withdraw Passing  
WF = Withdraw Failing  
AU = Audit  
ME = Medical Excuse (PE Only)  
P = Pass  
EE = Exam Exempt

High School    97-100 = A+  
                    93-96 = A  
                    90-92 = A-



# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

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GRADING SYSTEM

87-89 = B+

83-86 = B

80-82 = B-

77-79 = C+

73-76 = C

70-72 = C-

67-69 = D+

63-66 = D

60-62 = D-

50-59 = F no credit

49 and below = no credit, cannot attend summer school

I = Incomplete

WP = Withdraw Passing

WF = Withdraw Failing

AU = Audit

ME = Medical Excuse (PE Only)

P = Pass

FE = Final Exempt

3. A grade of "Incomplete" will be given to those students unable to complete the work assigned to the course for reasons beyond the student's control, such as illness, or at the discretion of the teacher where such circumstances exist that hinder a teacher's ability to accurately report progress based on the present information.
  - a. A teacher who submits a grade of incomplete will accompany the grade with a reasonable estimate of the amount of time the student will require to complete the work necessary for the granting of credit.
  - b. Except as may be required by unusual circumstances, make up work should be completed within two weeks of the end of the marking period or, if the student is disabled at the end





- of the marking period, two weeks after the student's return to school.
- c. The student's completed work will be graded and the teacher will submit a grade, which will replace the incomplete grade on the student's transcript.
  - d. A student who does not complete the work within the period allowed will receive the earned grade in the subject based on the work completed.
4. In grades 9-12, a grade of "Withdraw" will be given to each student who withdraws from a course of study after fifteen school days.
- a. A grade of "withdraw-passing" (WP) will be given to each student whose accumulated achievement grade was passing but the student withdrew after the drop deadline.
  - b. A grade of "withdraw-failing" (WF) will be given to each student whose accumulated achievement grade was failing but the student withdrew after the drop deadline.
5. A grade of "medical excused" (ME) will be given to each student in a physical education class who was excused for good cause from participation in certain aspects of the course requirements as supported by medical documentation.
6. Final Assessments

Students at the high school will take a final assessment in all full year and semester courses. The assessments will measure the degree to which students demonstrate achievement of course objectives and will be counted as the equivalent of one half marking period in the determination of the semester and final grade average.

Students who request to be excused from school at the end of the year before assessments begin must receive the written approval of the Principal. The number of school days missed by the student must not exceed the total number of cumulative absences provided in the attendance policy, and the student must be willing to take make-up assessments



during the summer prior to the opening of school the following year. All students must be prepared to take all assessments unless excused. Failure to take assessments will result in Administrative failure and a grade of zero, which results in no credit being granted for the course. Students may repeat the course in summer school or during the following school year. Students will be permitted to make-up assessments on the designated makeup day or during the summer only under the following stipulations:

- a. Personal illness or recovery from an accident, which is verified by a doctor's note.
- b. Death in the immediate family.
- c. Suspension from school.
- d. Subpoena - court ordered appearance.
- e. Other absences authorized by the Principal with prior written approval.

## 7. Exemption Policy and Final Assessment

Students who achieve a year-long average of 90 will be exempt from the final assessment for the subject in which the average was attained. However, those students have the option to take the final assessment even though they may have exemption status if they so choose.

Advanced Placement **students** ~~seniors~~ who achieve yearlong an average of **70** ~~90~~ and have taken the AP exam will be exempt from the final assessment for the subject in which the average was attained. However, those students will have the option to take the final assessment even though they may have exemption status.

Final assessment is the term used to describe the evaluation of course and state core proficiencies in semester and year-end course evaluations.

- a. Final assessments will follow one of the following formats:
  - (1) Application based project/assessment administered prior to the final exam schedule at the conclusion of



the year. In this instance students are required to attend the final exam period where the teacher will provide individual feedback and gather student feedback on the course.

(2) Traditional final assessment in the form of a large format assessment (multiple choice, short answer, essay) administered during the final exam period. In this instance the teacher must have a plan to provide individual feedback (including this assessment to students) and to gather feedback on the course.

b. Final assessments will include the core proficiencies in the identical format mutually agreed upon by grade level teachers and department supervisors.

Additional assessment items will be the same in format but may differ in content as agreed upon by grade level teachers and department supervisors.

c. Each final assessment will be approved by the department supervisor prior to its administration.

d. Special education students' final assessments may be modified based on their IEP's.

e. Appeals on grades for final assessments will be handled through the regular chain of command, i.e., teacher, supervisor, administrator, Superintendent. Grades will not be changed without consulting the teacher.

f. The value of the final assessments will represent 1/9 of the final grade average except if a student is exempt from examinations. An example of a final grade average as calculated by our computer program will be:

1st marking period	$90 \times 2 = 180$
2nd marking period	$80 \times 2 = 160$
3rd marking period	$70 \times 2 = 140$
4th marking period	$85 \times 2 = 170$



$$\begin{array}{l} \text{Final Exam} \qquad 75 \times 1 = 75 \\ 725 \div 9 = 80.5 = 81 \end{array}$$

Exemptions will be reflected in the denominator when the final averages are calculated. For instance, if a senior student is exempt from the final, the sum of the marking periods will be divisible by 8.

F. Additional Grading Considerations

1. Retakes and supplemental credit may be permitted by the teacher and in accordance with departmental procedure in order to allow any student to demonstrate proficiency and growth based on course goals, or standards. Teachers shall set criteria for earning this opportunity.
2. Extra credit for the sole purpose of additional points for a reason not connected to course goals is not permitted. Supplemental credit connected to learning proficiency is described above.

G. Grade Validation

In order that they may justify a grade, each teacher is directed to retain in their possession and give a copy to the Principal the following records to validate grades awarded to students. The records should be kept for a minimum of six years after the end of the school year in which the grades were awarded. These records will be maintained in the Student Management System (i.e. Genesis).

1. The daily attendance and tardiness record;
2. All grades earned for classroom activities such as quizzes, tests, reports, and class recitations;
3. All grades earned for activities conducted elsewhere, such as homework assignments and term papers;
4. Any notation regarding the meaning of each grade and its relation to the type of activity or material covered;



5. Any notation of discussions with the student on a grade or the student's cumulative grade average;
6. Any referrals for guidance, discipline, and the like; and
7. Any notations recording communications between the teacher and the parent(s) or legal guardian(s), the Principal, or other teaching staff members.

F. Appeal

1. Each teacher is responsible for the determination of the grade a student earned for non-assessment values in the teacher's course of study in accordance with D.2.
2. Each teacher may be required to furnish data, supported by evidence (see Paragraph E above) to substantiate any grade earned as outlined in course syllabus.
3. If a grade is challenged by a student or a parent(s) or legal guardian(s), the teacher will convene a conference and will explain the grading system and the reasons for the final grade.
4. If the parent(s) or legal guardian(s) or student is not satisfied by the teacher's explanations, he/she may appeal the grade through the regular chain of command (i.e., teacher, supervisor, administrator, Superintendent) who will consult with the teacher and the student in an attempt to resolve the dispute. The administration will give every reasonable deference to the teacher's professional judgment.
5. If the Principal determines that the grade should be changed, he/she will alter the grade on all records and indicate by whose authority the grade has been changed.
6. No reprisals will be taken in any form against a teacher who remains determined in their belief that the grade originally given is fair and correct.
7. The Superintendent may hear an appeal from the Principal's determination. Only in the most extraordinary circumstances will



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the Superintendent alter a grade determined at the school building level.

Issued: 14 October 2013

Revised: 22 May 2017

Revised: 24 July 2017

Revised: 13 May 2024

Revised: 24 June 2024



ROXBURY TWP BOE 6/24/24 :: EXHIBIT HR1 :: 24/25 Summer, Fall & Yr-long Athletic Appts

	POSITION LOC	POSITION	ASSIGNMENT	SEASON	24/25 LAST NAME	24/25 FIRST NAME	24/25 Base Stipend	# of Consec Yrs thru 24/25 Season	24/25 Longevity Stipend	24/25 TOTAL Stipend	24/25 Note about Consec Yrs
1	EMS	All Sports	Athletic Coordinator	Fall	Moskowitz	Phillip	\$ 2,720	n/a		\$ 2,720	
2	EMS	Cross Country - Boys'	Head Coach	Fall	Gangemi	Giuseppe	\$ 5,669	11	\$ 700	\$ 6,369	
3	EMS	Cross Country - Girls'	Head Coach	Fall	Moskowitz	Phillip	\$ 5,669	8	\$ 400	\$ 6,069	
4	EMS	Field Hockey	Head Coach	Fall	Darling	Samantha	\$ 5,669	4	\$ -	\$ 5,669	Fall Co-Head Coach of Field Hockey @ EMS for 21/22 & 22/23. Fall Head Coach of Field Hockey @ EMS as of 23/24.
* 5	RHS	All Sports	Assistant Equipment Manager	Fall	Bischoff	Derek	\$ 4,494	n/a	n/a	\$ 4,494	
* 6	RHS	All Sports	Athletic Trainer	Fall	Koch	Joseph	\$ 7,901	n/a	n/a	\$ 7,901	
* 7	RHS	All Sports	Equipment Manager	Fall	Miller	Thomas	\$ 6,198	n/a	n/a	\$ 6,198	
* 8	RHS	Cheerleading	Assistant Coach	Fall	Brodhecker	Casandra	\$ 4,395	1	\$ -	\$ 4,395	
* 9	RHS	Cheerleading	Assistant Coach	Fall	Cacchio	Mary	\$ 4,395	2	\$ -	\$ 4,395	
* 10	RHS	Cheerleading	Head Coach	Fall	LaCosta	Gail	\$ 4,900	10	\$ 600	\$ 5,500	
* 11	RHS	Cross Country - Boys' & Girls'	Assistant Coach	Fall	Gervasio	Thomas	\$ 6,697	3	\$ -	\$ 6,697	
* 12	RHS	Cross Country - Boys' & Girls'	Head Coach	Fall	Bischoff	Derek	\$ 9,209	8	\$ 400	\$ 9,609	Fall Head Coach for Boys' Cross Country @ RHS for 17/18 thru 21/22. Fall Head Coach for Boys' & Girls' Cross Country @ RHS as of 22/23.
* 13	RHS	Field Hockey	Assistant Coach	Fall	Brown	Karisa	\$ 5,741	4	\$ -	\$ 5,741	Fall Co-Head Coach of Field Hockey @ EMS for 21/22 & 22/23. Fall Asst Coach of Field Hockey @ RHS as of 23/24.
* 14	RHS	Field Hockey	Assistant Coach	Fall	Peterson	Alexandra	\$ 5,741	8	\$ 200	\$ 5,941	
* 15	RHS	Field Hockey	Head Coach	Fall	Norgard	Kaitlyn	\$ 8,226	5	\$ 50	\$ 8,276	Fall Asst Coach for Girls' Soccer @ RHS for 20/21. Fall Head Coach for Girls' XC @ RHS for 21/22. Fall Asst Coach for Field Hockey @ RHS for 22/23. Fall Head Coach for Field Hockey @ RHS as of 23/24.
* 16	RHS	Football	Assistant Coach	Fall	Biank	David	\$ 7,155	1	\$ -	\$ 7,155	
* 17	RHS	Football	Assistant Coach	Fall	Diorio	Danny	\$ 7,155	4	\$ -	\$ 7,155	
* 18	RHS	Football	Assistant Coach	Fall	Dolan	James	\$ 7,155	23	\$ 950	\$ 8,105	
* 19	RHS	Football	Assistant Coach	Fall	Misurelli	Frank	\$ 7,155	19	\$ 750	\$ 7,905	
* 20	RHS	Football	Assistant Coach	Fall	Roumes	Michael	\$ 7,155	1	\$ -	\$ 7,155	
* 21	RHS	Football	Assistant Coach	Fall	Spargo	Justin	\$ 7,155	1	\$ -	\$ 7,155	
* 22	RHS	Football	Assistant Coach	Fall	Trotter	Gregory	\$ 7,155	26	\$ 1,100	\$ 8,255	
* 23	RHS	Football	Head Coach	Fall	Roumes	Ryan	\$ 10,744	8	\$ 200	\$ 10,944	Fall Asst Coach for Football @ RHS 17/18 thru 21/22. Fall Head Coach for Football @ RHS as of 22/23.
* 24	RHS	Gymnastics	Head Coach	Fall	Gluck	Caitlin	\$ 7,953	4	\$ -	\$ 7,953	
* 25	RHS	Marching Band	Assistant Director No. 1	Fall	Monaghan	Mark	\$ 5,640	3	\$ -	\$ 5,640	
* 26	RHS	Marching Band	Assistant Director No. 2	Fall	Kulick	Justin	\$ 5,640	13	\$ 450	\$ 6,090	MB Percussion Adv 12/13-14/15; Asst Dir 15/16 & 16/17; Percussion Adv 17/18 & 18/19; Asst Dir as of 19/20
* 27	RHS	Marching Band	Band Front Color Guard Advisor	Fall	Herrera	Cindy	\$ 4,095	5	\$ 50	\$ 4,145	
* 28	RHS	Marching Band	Director	Fall	Sweer	Ryan	\$ 7,881	8	\$ 400	\$ 8,281	
* 29	RHS	Marching Band	Percussion Advisor	Fall	Jenkins	Christopher	\$ 4,094	4	\$ -	\$ 4,094	MB Tech (No. 3) 21/22; Percussion Adv as of 22/23
* 30	RHS	Marching Band	Technician No. 1	Fall	Conrad	Jeffrey	\$ 4,353	8	\$ 200	\$ 4,553	
* 31	RHS	Marching Band	Technician No. 2	Fall	Kulick	Lauren	\$ 3,271	1	\$ -	\$ 3,271	Employment start date is pending completion of documentation in accordance with the law or district policy.
* 32	RHS	Marching Band	Technician No. 3	Fall	Denburg	Andrew	\$ 2,059	6	\$ 100	\$ 2,159	MB Tech (No. 2) 19/20 & 20/21; Asst Dir 21/22; Tech (No. 2) 22/23 & 23/24; Tech (No. 3) as of 24/25
* 33	RHS	Roxbotics	Head Coach	Year long	Taylor	Mark	\$ 7,881	6	\$ 200	\$ 8,081	Employment is pending completion of documentation in accordance with the law or district policy.
* 34	RHS	Soccer - Boys'	Assistant Coach	Fall	Benbow	Jonathan	\$ 5,741	1	\$ -	\$ 5,741	
* 35	RHS	Soccer - Boys'	Assistant Coach	Fall	Bewalder	Kevin	\$ 5,741	23	\$ 950	\$ 6,691	
* 36	RHS	Soccer - Boys'	Assistant Coach	Fall	Zavala	Ernesto	\$ 5,741	2	\$ -	\$ 5,741	
* 37	RHS	Soccer - Boys'	Head Coach	Fall	Franco	Kevin	\$ 8,226	5	\$ 50	\$ 8,276	Fall Asst Coach for Boys' Soccer @ RHS for 20/21 & 21/22. Fall Head Coach for Boys' Soccer @ RHS as of 22/23.
* 38	RHS	Soccer - Girls'	Assistant Coach	Fall	Monaco	David	\$ 5,741	22	\$ 900	\$ 6,641	
* 39	RHS	Soccer - Girls'	Assistant Coach	Fall	Roman	Daniel	\$ 5,741	1	\$ -	\$ 5,741	
* 40	RHS	Soccer - Girls'	Assistant Coach	Fall	Tufaro	Catherine	\$ 5,741	1	\$ -	\$ 5,741	

Grouped by POSITION LOC, then organized by POSITION & ASSIGNMENT

ROXBURY TWP BOE 6/24/24 :: EXHIBIT HR1 :: 24/25 Summer, Fall & Yr-long Athletic Appts

	POSITION LOC	POSITION	ASSIGNMENT	SEASON	24/25 LAST NAME	24/25 FIRST NAME	24/25 Base Stipend	# of Consec Yrs thru 24/25 Season	24/25 Longevity Stipend	24/25 TOTAL Stipend	24/25 Note about Consec Yrs
* 41	RHS	Soccer - Girls'	Head Coach	Fall	Renna	Justin	\$ 8,226	25	\$ 2,100	\$ 10,326	
* 42	RHS	Tennis - Girls'	Assistant Coach	Fall	Miller	Ryan	\$ 5,442	3	\$ -	\$ 5,442	
* 43	RHS	Tennis - Girls'	Head Coach	Fall	Doyle	Robert	\$ 7,953	5	\$ 50	\$ 8,003	Fall Asst Coach for Girls' Tennis @ RHS for 20/21 & 21/22. Fall Head Coach for Girls' Tennis @ RHS as of 22/23.
* 44	RHS	Volleyball - Girls'	Assistant Coach	Fall	Geary	Jason	\$ 5,741	3	\$ -	\$ 5,741	
* 45	RHS	Volleyball - Girls'	Assistant Coach	Fall	Small	Jessica	\$ 5,741	9	\$ 250	\$ 5,991	Fall Asst Coach for Girls' Volleyball @ RHS for 15/16 thru 21/22; & as of 22/23
* 46	RHS	Volleyball - Girls'	Head Coach	Fall	Correnti	Alison	\$ 8,226	7	\$ 150	\$ 8,376	Fall Asst Coach for Girls' Volleyball @ RHS for 18/19 thru 22/23. Fall Head Coach for Girls' Volleyball @ RHS as of 23/24.
* 47	RHS	Weight Room	Head Coach	Fall	Scheneck	Matthew	\$ 6,198	n/a	n/a	\$ 6,198	
* 48	RHS	Weight Room	Head Coach	Summer	Roumes	Ryan	\$ 6,198	n/a	n/a	\$ 6,198	
* 49	RHS & EMS	All Sports	Assistant Athletic Trainer	Fall	Forlenza	Corey	\$ 5,414	n/a	n/a	\$ 5,414	

Grouped by POSITION LOC, then organized by POSITION & ASSIGNMENT