

**DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
August 19, 2024**

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

CALL TO ORDER: 6:30 P.M.

PUBLIC traSESSION: 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 August 19, 2024, regarding personnel matters, student matters and attorney client privilege.

IV. ROLL CALL

V. PUBLIC SESSION

VI. PLEDGE OF ALLEGIANCE

VII. PRESENTATIONS

District Goals for 2024/2025 - Dr. Frank Santora

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 July 22, 2024.
2. Minutes of the Executive Session of July 22, 2024.
3. Minutes of the Board Retreat Meeting of July 24, 2024.

XIV. COMMITTEE REPORTS

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

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

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

XVI. ACTION ITEMS

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 1-25)

DISTRICT GOALS

- *1. RESOLVED, that the Roxbury Township Board of Education accept the District Goals for the 2024/2025 school year.

District Goals for 2024/2025:

- 1) **Implementation of a Multi-Tiered System of Support (MTSS)**- Foster an environment that enables all students to receive a robust, comprehensive and individualized plan for learning.
- 2) **Portrait of a Graduate**- To revise the Portrait of a Graduate, and focus our efforts on modifying it to be more reflective of recent staff, student and parent feedback.
- 3) **Sustainability**- To implement innovative programs to support students' sustainability.
- 4) **Health & Wellness**- To continue to cultivate a learning environment that promotes the emotional and physical well-being of all students.
- 5) **Parent Education & Engagement**- To provide meaningful learning opportunities for parents & guardians that assist them in supporting the academic, social, emotional needs of students.

STUDENT ACTIVITY ACCOUNTS

- *2. RESOLVED, that the Roxbury Township Board of Education approve the Student Activity Accounts monthly bills lists for the month of July 2024 as follows:

Roxbury High School	\$654.00	Franklin School	\$0
Athletics	\$0	Kennedy School	\$0
Eisenhower Middle School	\$0	Jefferson School	\$0
Lincoln Roosevelt School	\$0	Nixon School	\$0

BILLS LIST

- *3. RESOLVED, that the Roxbury Township Board of Education approve the August 2024 bills list totaling \$2,992,490.14.

TRAVEL REQUESTS

- *4. 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.	Hachey, Patrick	NJACDA Teachers in Harmony	4	New Brunswick, NJ	9/14/24	\$135.00	\$170.25
2.	Scire, Ciera	NJACDA Teachers in Harmony	4	New Brunswick, NJ	9/14/24	\$135.00	\$170.25
3.	Sweer, Krista	NJACDA Teachers in Harmony	4	New Brunswick, NJ	9/14/24	\$135.00	\$170.25
4.	Jacobs, Samantha	IXL Live	4 S-1	Morristown, NJ	9/17/24	\$95.00	\$104.96

5.	Gallagher, Paul	NJISL	4	Monroe Township, NJ	10/29/24, 1/14/25, 3/12/25, 5/21/25	\$0	\$190.27
6.	LaMonica, Christina	Illuminate NJPSA/FEA Conference	4	Atlantic City, NJ	10/16/24	\$230.00	\$364.32*
7.	Santora, Frank	2024 NJSBA Workshop	4	Atlantic City, NJ	10/21/24-10/24/24	Group Registration**	\$886.67
8.	Vergara, Alexis	Mental Health and the Impact on Behavior	4	West Orange, NJ	10/30/24	\$0	\$25.95
9.	Redwood, Susan	Mental Health and the Impact on Behavior	4	West Orange, NJ	10/30/24	\$0	\$24.82
10.	Mawn, Matthew	NSTA Spark Creativity in Science and STEM Education	4	New Orleans, LA	11/6/24-11/9/24	\$375.00	\$1831.93
11.	Seipp, Charles	NCTE Annual Convention	4	Boston, MA	11/20/24-11/24/24	\$480.00	\$2,530.26
12.	Ferrare, Lisa	Human Resources Professionals: Focused Discussion	4	Online	10/8/24, 1/14/25, 3/14/25	\$450.00	\$450.00

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.
 *Amends the total expense due to the registration fee increase in Resolution XV.A.7 originally approved on 6/24/2024.
 **Group Registration fee total amount of \$2100.00 which includes up to 25 members.
 ***Amends the total expense in Resolution XVII.B.6 originally approved on 4/15/2024 in the hotel cost due to an increase in a number of nights.

CONTRACTS

- *5. RESOLVED, that the Roxbury Township Board of Education approve a contract with Denis Sheeran, 18 Summit Terrace, Sparta, NJ to provide mathematics consulting and staff professional development sessions for 2024/2025, for a total cost not to exceed \$33,000.00. The \$3,000.00 is funded through Title II and \$30,000.00 is funded through the general fund.
- *6. RESOLVED, that the Roxbury Township Board of Education approve a contract with Llamame, LLC, 508 Monmouth Avenue, Bradley Beach, NJ provide SEI (Sheltered English Instruction) training sessions for teachers. This agreement will be in effect from September 1, 2024, through June 30, 2025, for a total cost not to exceed \$18,000.00. The \$13,650.00 is funded through Title III and \$4,350.00 is funded through Title III Immigrant.
- 7. RESOLVED, that the Roxbury Township Board of Education approve a contract with Bayada Home Health Care, Inc., 99 Cherry Hill Road, Suite 302, Parsippany, NJ to provide nursing services (Student ID#5215471646). This will be billed at the rate of \$67.00 per hour and not to exceed \$109,042.50. This agreement will be in effect from July 1, 2024, through June 30, 2025.
- *8. RESOLVED, that the Roxbury Township Board of Education approve a contract with Bayada Home Health Care, Inc., 99 Cherry Hill Road, Suite 302, Parsippany, NJ to provide nursing services (Student ID#1684067266). This will be billed at the rate of \$67.00 per hour and not to exceed \$98,490.00. This agreement will be in effect from July 1, 2024, through June 30, 2025.
- *9. RESOLVED, that the Roxbury Township Board of Education approve a contract with the Bergen County Special Services School District, 540 Fairview Avenue, Paramus, NJ for the Teacher of the Deaf and Hard of Hearing to provide services to Roxbury Township Public

Schools students listed below. The term of this contract is September 1, 2024, to June 30, 2025, for a total cost not to exceed \$60,010.00.

<i>State ID</i>	<i>Total</i>
4488130595	\$3,400.00
9314414711	\$3,400.00
3521450499	\$6,800.00
4955431188	\$13,600.00
5579699779	\$2,210.00
2402771816	\$3,400.00
9619970102	\$13,600.00
3964626196	\$13,600.00

- *10. RESOLVED, that the Roxbury Township Board of Education approve a contract with Soliant Health, 300 Galleria Pkwy, Atlanta, GA to provide services as needed at the rates listed below effective on August 28, 2024, and ending on June 30, 2025.

Specialty	Hourly Rate
Speech Pathologist	\$95-\$110 per hour
Occupational Therapist	\$92-\$112 per hour
Physical Therapist	\$93-\$98 per hour
School Psychologist	\$98-\$104 per hour
Special Education Teacher	\$80-\$93 per hour

- *11. RESOLVED, that the Roxbury Township Board of Education approve a contract with Soliant Health, 300 Galleria Pkwy, Atlanta, GA for speech compensatory services with Kelly Jean Pezzanite effective August 28, 2024, through October 31, 2024, and not to exceed \$20,160.00.

- *12. RESOLVED, that the Roxbury Township Board of Education approve a contract with J and B Therapy, LLC, P.O. Box 151, Augusta, NJ to provide services at the rates listed below effective on July 1, 2024, and ending on June 30, 2025. The total cost is not to exceed \$60,000.00.

<i>Service</i>	<i>Rate</i>
Occupational, and/or Speech Therapy	\$96.50/hour
Physical Therapy	\$97.50/hour
Educational Support Services (LDTC)	\$97.50/hour
Psychologist Services	\$97.50/hour
Evaluations*	\$435.00/evaluation
Behavioral Support Services As provided by BCBA/Behavioral Supervisor	\$97.50/hour (3 hours/week minimum)
Behavioral Plans & Functional Behavior Assessments#	\$97.50/hour
Behavioral Support Services as provided by a Behaviorist	\$97.50/hour
Reading Specialist	\$88.50/hour
Home Instruction	\$72.00/hour
Social Work Services	\$88.50/hour
*ABA Paraprofessional Services	\$42.00/hour
*Paraprofessional Services	\$35.00/hour
Teacher of the Deaf Services	\$148.00/hour

Administrative Fee	2%
<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.</p> <p>#Behavioral Plans are not to exceed ten (10) hours per plan; Functional Behavior Assessments are not to exceed eighteen (18) hours per assessment.</p>	

APPROVAL OF PURCHASES

- *13. RESOLVED, that the Roxbury Township Board of Education approve the purchase of classroom partitioning demolition services at the Meeker Street Building from Murray Paving and Concrete LLC, 210 S. Newman Street, Hackensack, NJ in the amount of \$16,248.54 using ESCNJ Coop #65MCECCPS, and funded through Maintenance Reserve Account.
- 14. RESOLVED, that the Roxbury Township Board of Education approve the purchase of generator pads for Lincoln Roosevelt School from Murray Paving and Concrete LLC, 210 S. Newman Street, Hackensack, NJ in the amount of \$15,059.99 using ESCNJ Coop #65MCECCPS, and funded through Maintenance Reserve Account.
- *15. RESOLVED, that the Roxbury Township Board of Education approve the purchase of 550 Chromebooks from Dell Technologies, One Dell Way, RR1 MS-17, 2nd Floor Collections Dept., Round Rock, TX in the amount of \$193,545.00 as per Dell Technologies Quote No. 3000179903198.1 and funded through Technology Lease.

MT. ARLINGTON BOARD OF EDUCATION - TUITION AGREEMENT

- *16. RESOLVED, that the Roxbury Township Board of Education approve a Tuition Contract Agreement with the Mt. Arlington Board of Education, 446 Howard Boulevard, Mt. Arlington, NJ. The Roxbury Township Public School District will provide educational services in accordance with the applicable New Jersey Statutes and the rules and regulations of the State Board of Education for Mt. Arlington students in grades 9 through 12. This agreement shall be in effect for the 2024/2025 school year. The education services shall commence on August 28, 2024, and terminate on June 18, 2025. Tuition charges for 156 students, \$20,269.00 per student, for a total amount of \$3,161,964.00.

APPROVAL OF BUS ROUTES FOR THE 2024/2025 SCHOOL YEAR

- *17. RESOLVED, that the Roxbury Township Board of Education approve the "Route Summary Report" for the transportation of students for the 2024/2025 school year.

JOINT TRANSPORTATION AGREEMENT

- *18. 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 Joint Transportation Agreement
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Start Date	End Date	Host District's Route Number	Destination	Joiner Cost
8/28/2024	6/30/2025	CTC01	Celebrate the Children	\$22,500.00
			4% Administration Fee	\$900.00
		Joiner District to and From Total Route		\$23,400.00

MORRIS COUNTY VOCATIONAL SCHOOL - TUITION AGREEMENT

*19. RESOLVED, that the Roxbury Township Board of Education approve the Tuition Contract Agreement with the Morris County Vocational School District Board of Education, 400 East Main Street, Denville, NJ. The Morris County Vocational School District will provide educational services in accordance with the applicable New Jersey Statutes and the rules and regulations of the State Board of Education for Roxbury students. This agreement shall be in effect for the 2024/2025 school year. The education services shall commence on August 29, 2024, and terminate on June 16, 2025. Tuition charges shall be as follows:

	<i>Regular Education</i>	<i>Special Education</i>
Full-time Student	\$9,879	\$15,209
Part-time Student	\$4,884	\$7,605

ACCEPTANCE OF GRANT FUNDS

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

BE IT FURTHER RESOLVED, that this resolution supersedes and amends Finance Resolution XV.A.48 approved on June 24, 2024.

ACCEPTANCE OF NON-PUBLIC AID ENTITLEMENT FOR THE 2024/2025 SCHOOL YEAR

*21. RESOLVED, that the Roxbury Township Board of Education approve the 2024/2025 Non-Public Aid Entitlement for non-public schools in the district in the amount of \$140,985.00 as listed below.

	<i>Pupils</i>	<i>Non-Public Text Books</i>	<i>Non-Public Technology</i>	<i>Non-Public Nursing</i>	<i>Non-Public Security</i>
American Christian School 126 South Hillside Avenue Succasunna, NJ07876	124	\$6,341.00	\$6,076.00	\$16,120.00	\$25,420.00
Saint Therese School 135 Main Street Succasunna, NJ 07876	200	\$10,228.00	\$9,800.00	\$26,000.00	\$41,000.00

APPROVAL OF DISPOSAL OF BOOKS

*22. 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>
Discovering French - Bleu 1	McDougal Littell	2004	9780395874820	50
Discovering French - Blanc 2	McDougal Littell	2007	9780618656530	50

Discovering French - Rouge 3	McDougal Littell	2007	9780618656530	50
Myers' AP Psychology	Worth Publishers	2011	9781429244367	60

APPROVAL OF DISPOSITION OF INSTRUCTIONAL PROPERTY

*23. RESOLVED, that library and/or multimedia resources with exceptionally old copyright dates, that are damaged, duplicates, no longer relevant, and/or inappropriate material for the grade level, be approved for removal from the Roxbury School Media Centers according to District Policy No. 7300, Disposition of Property. Identified resources will be distributed to classrooms, shifted to other district libraries, discarded, sold, or donated, as appropriate.

APPROVAL OF DISPOSAL OF PROPERTY

*24. RESOLVED, that the Roxbury Township Board of Education approve the disposal of eight fabric stadium cushions and a rug at Nixon Elementary School. These items have been identified as obsolete, broken and/or no longer functioning, if unsellable, items will be discarded.

*25. RESOLVED, that the Roxbury Township Board of Education approve the disposal of the technology equipment listed in Exhibit F1. These items have been identified as obsolete, broken and/or no longer functioning, if unsellable, items will be discarded.

B. Education (Resolutions 1-6)

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 acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2024/2025 school year.
- 2. RESOLVED, that the Roxbury Township Board of Education hereby rejects the decision in HIB Case No. 93 from the 2023/2024 school year.

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>
4831363467	Mount Olive Board of Education	\$50,960.80	7/1/24-6/19/25
6461557103	Strang School	\$107,823.11	7/1/24-6/30/25
9327848348	Benway School	\$100,222.62	7/8/24-6/30/25
5229877384	Jardine Academy - CP League	\$92,799.00	7/8/24-6/30/25
6005696346	Lenape Valley Board of Education	\$62,010.28	8/28/24-6/30/25
6459948762	Mount Olive Board of Education	\$30,641.00	8/28/24-6/19/25
3462194996	Lakeland Andover School	\$61,200.00	9/3/24-6/30/25
7623241922	Academy 360-Upper School	\$122,154.33	9/5/24-6/30/25

3634176041	Bergen County Special Services Board of Education	\$73,998.00	9/5/24-6/30/25
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COMPREHENSIVE EQUITY PLAN

- *4. RESOLVED, that the Roxbury Township Board of Education approve the submission of the district’s Comprehensive Equity Plan Annual Statement of Assurance for the 2024-2025 school year to the Morris County Office of Education in order to extend the implementation of the district’s 2019-2022 Comprehensive Equity Plan through school year 2024-2025, pursuant to the New Jersey Department of Education’s Broadcast dated July 3, 2024.

DISTRICT MENTORING PLAN

- *5. RESOLVED, that the Roxbury Township Board of Education approve the submission of its District Mentoring Plan Statement of Assurance for the 2024/2025 school year to the NJ Department of Education.

DISTRICT PROFESSIONAL DEVELOPMENT PLAN

- *6. RESOLVED, that the Roxbury Township Board of Education approve the submission of its District Professional Development Plan Statement of Assurance for the 2024/2025 school year to the NJ Department of Education.

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 first reading:

	<i>Policy/Regulation Number</i>	<i>Policy/Regulation Title</i>	<i>Exhibit Number</i>
a	Policy 0141.2 Revised	Board Member Number and Term - Receiving District	P1
b	Policy 0164.6 Abolished	Remote Public Board Meetings During a Declared Emergency (M)	P2
c	Policy 2200 Revised	Curriculum Content (M)	P3
d	Policy & Regulation 3160 Revised	Physical Examination (M)	P4 & P5
e	Policy & Regulation 4160 Revised	Physical Examination (M)	P6 & P7
f	Policy 4435 New	Anticipated Disability	P8
g	Regulation 5200 Revised	Attendance (M)	P9
h	Policy 5337 Revised	Service Animals	P10
i	Policy 5350 Revised	Student Suicide Prevention (M)	P11
j	Policy 8420 Revised	Emergency and Crisis Situations (M)	P12
k	Policy & Regulation 8467 Revised	Firearms and Weapons (M)	P13 & P14
l	Policy 9181 Revised	Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants	P15
(M) = Mandated by law or monitoring standards			

D. Personnel (Resolutions 1-24)

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	Fiscina, Jeffrey	DIST	Supervisor of Mathematics; Business; and Family & Consumer Science, Gr. 7 - 12	Resignation for personal reasons	8/30/24	
* 2	Karl, Stephanie	CO	Secretary - Accounts Payable	Resignation for personal reasons	8/23/24	
3	Kocoski, Sanja	KES	School Nurse	Resignation for personal reasons	10/10/24	
4	Koutouzakis, Asimina	JES	Special Education Paraprofessional	Resignation for personal reasons	6/30/24	
* 5	Miller, Dominick	RHS	Principal	Resignation for personal reasons	8/19/24 #	# Amendments to XVI.C.3.8 aprvd 7/22/24.
6	Murdoch, James	KES	Special Education Paraprofessional	Resignation for personal reasons	6/30/24	Full-time employment ended 6/30/24
* 7	Perrelli, Jaime	TR	Bus Aide	Resignation for personal reasons	6/30/24	
8	Riggs, Deana	NES	Title 1 Paraprofessional	Rescind reappointment	6/30/24	5/13/24 reappointment was contingent upon sufficient funding
* 9	Ruano, Eric	TR	Bus Driver	Resignation for personal reasons	6/30/24	Full-time employment ended 6/30/24
10	Shelton, Ashlei	NES	Special Education Paraprofessional	Resignation for personal reasons	6/30/24	Worked ESY Program through 8/2/24
11	Sobestanovich, Kelsey	NES	Gr. 3 Teacher	Resignation for personal reasons	6/30/24	Full-time employment ended 6/30/24; worked Title I Program through 7/30/24

REASSIGNMENTS / TRANSFERS

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

	Name	Former Assignment & Loc.	New Assignment & Loc.	Salary	Effective Date	Discussion
* 1	Crispino, William	Assistant Principal ADM.RHS.APR.N A.01	Principal ADM.RHS.PRN.NA.0 1	\$148,000 prorated	8/20/24 - 6/30/25	Tenure-track replacement in position.
* 2	Giammarino, Kara	CST Secretary (10m) Grade III, Step 5 SEC.SPS.CST.GR 3.04	Accounts Payable Secretary Grade V, Step 5 SEC.BO.A/P.GR5.01	\$62,800 prorated	8/26/24 - 6/30/25	Tenured replacement in position
* 3	Mawn, Matthew	Supervisor of Science; Engineering, Design, & Technology; & Visual Arts, Gr. 7 - 12 SUP.DS.SUP.NA.0 7	Assistant Principal ADM.RHS.APR.NA.01	\$114,000 prorated	9/30/24 - 6/30/25	Tenure-track replacement in position.

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	Camilo, Shaila	H/PE Teacher TCH.LR.PEH.NA.04	H/PE Teacher TCH.DS.PEH.NA.02	9/1/24 #	New position replaces the former.
2	Cooper, Christen	Gr. 1 Teacher TCH.NIX.GR1.NA.02	Gr. 2 Teacher TCH.NIX.GR2.NA.01	9/1/24 #	New position replaces the former.
* 3	Gibney, Lisa	Special Education Paraprofessional (P/T) AID.SPE.PT.NA.01	Special Education Paraprofessional (F/T) AID.SPE.PT.NA.10	9/1/24 #	P/T to F/T
4	Hall, Melissa	H/PE Teacher TCH.EMS.PEH.NA.01	H/PE Teacher TCH.DS.PEH.NA.01	9/1/24 #	New position replaces the former.
* 5	Iturralde, Kaytel	Social Studies Teacher TCH.RHS.SST.NA.06	Special Education Teacher (RC) TCH.SPE.RES.NA.31	9/1/24 #	Replacement in position.
6	Leister, Tina	Gr. 2 Teacher TCH.KEN.GR2.NA.04	Gr. 4 Teacher TCH.KEN.GR4.NA.01	9/1/24 #	New position replaces the former.
7	Nickel, Kara	Gr. 1 Teacher TCH.KEN.GR1.NA.01	Gr. 2 Teacher TCH.KEN.GR2.NA.01	9/1/24 #	New position replaces the former.
# 10-month employees shall start on the first day of the 2024-25 calendar for this bargaining unit / employee group.					

LEAVES OF ABSENCE

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

	<i>Employee</i>	<i>Leave Start Date</i>	<i>Paid Leave</i>	<i>Unpaid FMLA/ NJFLA ^</i>	<i>Return Date</i>	<i>Discussion</i>
1	13851	8/26/24	Using 47 sick days	FMLA	Upon release by physician	
* 2	16755	9/30/24 or sooner if nec	Using available sick days	FMLA/NJFLA	2/11/25	
3	20208	4/15/24	n/a	FMLA/NJFLA	8/25/25 #	# Amendments to XVI.D.3.2 aprvd 5/13/24.

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

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>
1	Bolger, Megan	NES	Special Education Paraprof	REA Para Step B	\$20.00 hourly	9/1/24 #	6/30/25	Part-time replacement in Autism Program position AID.SPE.PT.NA.26; not to exceed 29.5 hours/week
2	Casendino, Dawn	FES	Kindergarten Teacher	24/25 MA Step 8-9	\$67,095	9/1/24 #	6/30/25	Tenure-track replacement in TCH.FRA.KIN.NA.03.
* 3	Cole, Melanie	TR	Bus Driver Trainer	N/A	\$29.81 hourly	8/20/24	6/30/25	Provides training as needed, not to exceed \$4,500
4	Cozin, Ben	EMS	Special Education Teacher (RC)	24/25 MA Step 16-17	\$82,341 prorated	10/21/24 or sooner pending release from current employer ^	6/30/25	Tenure-track replacement in TCH.SPE.RES.NA.19.
5	Della Peruti, Melanie	KES	Gr. 3 Teacher	24/25 BA Step 2-3	\$57,480	9/1/24 #	6/30/25	Tenure-track replacement in TCH.KEN.GR3.NA.02.
* 6	Dempsey, Jennifer	DIST	Assistant Supervisor of Special Services	n/a	\$120,000 prorated	10/21/24 or sooner pending release from current employer ^	6/30/25	Tenure-track appt to SUP.DS.SPED.NA.01; position replaces SPS.DS.DIR.NA.02.
* 7	Fatula, Yulia	RHS	Special Education Teacher (VISTA)	24/25 MA Step 11	\$72,195 prorated	10/21/24 or sooner pending release	6/30/25	Tenure-track replacement in TCH.SPE.VIS.MD.01.

						from current employer ^		
8	Fusco, Mary	NES	School Nurse	24/25 BA Step 21	\$86,095	9/1/24 #	6/30/25	Tenure-track replacement in NRS.NIX.NRS.NA.01.
* 9	Hoctor, Martha	TR	Bus Driver	RBDG Step 2	\$30.94 hourly	9/1/24 # ^	6/30/25	Replacement in position BUS.TR.DRI.RE.05
* 10	Jackson, Bernice	TR	Transportation Bus Aide	N/A	\$17.00 hourly	9/1/24 # ^	6/30/25	Replacement in position AID.BUS.TRN.NA.12
11	Kollmar, Nicole	FES	Special Education Teacher (RC)	24/25 BA Step 2-3	\$57,480	9/1/24 # ^	6/30/25	Tenure-track replacement in TCH.SPE.RES.NA.43.
* 12	Lam, Ivy	CO	Confidential Secretary HR / Benefits Coord	N/A	\$65,000 prorated	10/21/24 or sooner pending release from current employer ^	6/30/25	Tenure-track replacement in position SEC.BO.CNF.HR.01
13	Murro, Tara	NES	Special Education Paraprof	REA Para Step B	\$20.00 hourly	9/1/24 #	6/30/25	Part-time replacement in Autism Program position AID.SPE.PT.NA.03; not to exceed 29.5 hours/week
14	Neiss, Joanna	NES	Gr. 4 Teacher	24/25 BA Step 1	\$56,980	9/1/24 # ^	6/30/25	Tenure-track appt to TCH.NIX.GR4.NA.03; position replaces TCH.NIX.GR3.NA.04.
15	Nzegwu, Crystal	DIST	Supervisor of Applied Sciences & Mathematics, Gr. PK - 6	n/a	\$97,000 prorated	10/21/24 or sooner pending release from current employer ^	6/30/25	Tenure-track replacement in SUP.DS.SUP.NA.02.
16	Simmerano, Susanne	JES	Special Education Paraprof	REA Para Step F	\$23.00 hourly	9/1/24 #	6/30/25	Part-time replacement in 504 position AID.SPE.PT.NA.15; not to exceed 29.5 hours/week
* 17	O'Brien, James	Dist	Security Officer Trainer	N/A	\$5,000	9/1/24	6/30/25	10-month stipend to provide training as needed; payable in equal semi-monthly installments
* 18	Swanson, Jeffrey	RHS	Interim Assistant Principal	n/a	\$500.00 per diem	8/20/24	9/27/24	Non-tenure track replacement in position ADM.RHS.APR.NA.01.
* 19	Suarez, Rachael	RHS	School Nurse	24/25 BA Step 20 (+)	\$82,495 (+)	9/1/24 # (+)	6/30/25	(+) Amendments to XVI.C.7.9 aprvd 7/22/24. Tenure-track replacement in NRS.RHS.NRS.NA.02.
20	Zugelder, Lindsay	KES	Gr. 1 Teacher	24/25 BA Step 4	\$58,465	9/1/24 # ^	6/30/25	Tenure-track appointment to TCH.KEN.GR1.NA.04, new position.
^ 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 2024-25 calendar for this bargaining unit / employee group.								

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>
1	Brunner, Jessica	FES, KES	Leave-replacement School Social Worker	\$300.00 per diem	8/26/24	11/27/24	Replacement in position SPS.DS.SW.NA.02.
2	Cheung, Abby	KES, NES	Leave-replacement OT	\$300.00 per diem	8/26/24 ^	1/3/25	Replacement in position SPS.DS.OT.NA.04.
3	Cohen, Alyson	KES	Leave-replacement Gr. 3 Teacher	\$300.00 per diem	9/9/24 or sooner if nec ^	2/17/25	Replacement in position TCH.KEN.GR3.NA.03.
4	DeRosa, Christina	FES	Leave-replacement Gr. 2 Teacher	\$300.00 per diem	8/26/24 ^	9/25/24	Replacement in position TCH.FRA.GR2.NA.01.
5	Dolan, Joan	FES	Leave-replacement Special Education Teacher (LLD)	\$300.00 per diem	9/3/24 ^	12/20/24	Replacement in position TCH.SPE.LLD.NA.04.
6	Diamandas, Emily	KES	Leave-replacement Gr. 3 Teacher	\$300.00 per diem	8/26/24	6/19/25	Replacement in position TCH.KEN.GR3.NA.01.
7	Scanlan, Eileen	LRS	Leave-replacement Gr. 5 Teacher	\$300.00 per diem	8/26/24 ^	11/6/24	Replacement in position TCH.LR.GR5.NA.06.
8	Scire, Christopher	EMS	Leave-replacement Music Teacher	\$300.00 per diem	8/26/24 ^	11/27/24	Replacement in position TCH.EMS.MUS.VO.01.
^ Start date is pending completion of documentation in accordance with the law or district policy.							

APPOINTMENTS - TRANSITIONAL SUBSTITUTE STAFF

7. RESOLVED, that the Roxbury Township Board of Education approve the following non-tenure track positions for the 2024/2025 school year 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	DeRosa, Christina	FES	Transitional Substitute Teacher (Gr. 2)	\$230.00 per diem	8/26/24 (See ^)	9/25/24 or sooner, see ^	Coverage for position TCH.FRA.GR2.NA.01.
* 2	Hadzovic, Edin	RHS	Transitional Substitute Teacher (Science)	\$230.00 per diem	8/26/24	See ^	Coverage for position TCH.RHS.SCI.NA.03.
* 3	Morano, Gianna	RHS	Transitional Substitute Teacher (FCS)	\$230.00 per diem	8/26/24	See ^	Coverage for position TCH.RHS.FAM.NA.05.
4	Neiss, Joanna	NES	Transitional Substitute Teacher (Gr. 4)	\$230.00 per diem	8/26/24	See ^	Coverage for position TCH.NIX.GR4.NA.03.
5	Scire, Christopher	EMS	Transitional Substitute Teacher (Music)	\$230.00 per diem	8/26/24	See ^	Coverage for position TCH.EMS.MUS.VO.01.
^ Pending receipt and review of documentation in accordance with the law or district policy.							

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	D'Amelio, Kristy	District	Substitute Teacher, Paraprofessional, and Secretary	24/25 Board approved Sub Rate	9/1/24 #	6/30/25	
* 2	Giliberti, Renee	District	Substitute Teacher, Paraprofessional, and Secretary	24/25 Board approved Sub Rate	9/1/24 #	6/30/25	
* 3	Hemmer, Jasmine	District	Substitute Teacher, Paraprofessional, and Secretary	24/25 Board approved Sub Rate	9/1/24 #	6/30/25	
* 4	Marchese, Jennifer	District	Substitute Teacher, Paraprofessional, and Secretary	24/25 Board approved Sub Rate	9/1/24 #	6/30/25	
* 5	Naymeddin, Daniella	District	Substitute Teacher, Paraprofessional, and Secretary	24/25 Board approved Sub Rate	9/1/24 #	6/30/25	
* 6	Peslak, Christian	District	Substitute Teacher, Paraprofessional, and Secretary	24/25 Board approved Sub Rate	9/1/24 #	6/30/25	
* 7	Reinoso, Krista	District	Substitute Teacher, Paraprofessional, and Secretary	24/25 Board approved Sub Rate	9/1/24 #	6/30/25	
* 8	Teti, Donna	District	Substitute Teacher, Paraprofessional, and Secretary	24/25 Board approved Sub Rate	9/1/24 #	6/30/25	Reappointment
# Substitutes may start on the first day of the board approved school calendar as needed.							

SUMMER 2024 EMPLOYMENT - EDUCATIONAL & INSTRUCTIONAL SERVICES PERSONNEL

- *9. RESOLVED, that for the purpose of monitoring students' inoculations, allergies, asthma, diabetes, and other serious health conditions, that the following school nurses be approved to work the number of days described below at the location shown at the per diem rate indicated.

Nurses					
	<i>Name</i>	<i>Per Diem Rate based on 24/25 Base salary</i>	<i>Effective for 6 hrs per day:</i>	<i>Days related to work for:</i>	<i>Discussion</i>
1	Hornung, Desiree	\$467.87	Weekdays from 6/17/24 thru 8/23/24 for a total time period not to exceed 11 days	EMS & District (Of the 11 days allotted, 5 are designated for the processing of EMS Sports Physicals)	Amends XVI.D.22.1 aprvd 6/3/24.
* 2	Suarez, Rachael	\$445.92	Weekdays from 7/23/24 thru 8/23/24 for a total time period not to exceed 10 days	RHS (Of the 10 days allotted, 6 are designated for the processing of RHS Sports Physicals)	Amends XVI.C.18 aprvd 7/22/24.

10. RESOLVED, that for the purpose of monitoring inoculations, allergies, asthma, diabetes, and other serious health conditions for students at Nixon Elementary School, that the following district nurses be approved to work on an as-needed and as-requested basis at the hourly rate indicated, for a total collective time period completed by all nurses not to exceed 24 hours from August 20, 2024 through August 23, 2024.

	<i>Name</i>	<i>Nurse's Loc</i>	<i>24/25 Hourly Rate</i>
1	Hornung, Desiree	EMS	\$66.84
2	Hrynio, Lindsay	RHS	\$53.75
3	Kocoski, Sanja	KES	\$53.75
4	Kovacs, Rachelle	LRS	\$58.67
5	Suarez, Rachael	RHS	\$63.70
6	Wisner, Megan	FES	\$63.70
7	Zenna, Kathryn	JES	\$71.89

- *11. RESOLVED, that the Roxbury Township Board of Education approve Ms. Emily Christiansen to complete ESL assessments on-site from August 20, 2024 through August 23, 2024 for a total time period not to exceed 20 hours. Aforementioned hours are to be compensated at \$51.81 per hour based on Ms. Christiansen's 2024/2025 base salary.

SUMMER EMPLOYMENT - 2024 EXTENDED SCHOOL YEAR (ESY) PROGRAM

- *12. 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	Midili, Tara	Substitute Teacher Substitute Paraprofessional	\$45.00 \$20.00	7/1/24	8/2/24	NJ Certificated; amends approval on 6/3/24 D.24.66

SUMMER EMPLOYMENT

- *13. RESOLVED, that Kara Giammarino, 10-month CST Secretary (Grade III, Step 5) be approved to work on August 21, 2024 through August 23, 2024 at her hourly rate of pay, \$30.01, and not to exceed 20 hours.

APPROVAL OF GRADUATE STUDY INCENTIVE INCREMENT

14. RESOLVED, that the personnel listed below be granted an increase in their base salary level as indicated effective August 26, 2024 for the 2024/2025 school year.

	<i>Last Name</i>	<i>First Name</i>	<i>Loc</i>	<i>24/25 Salary Level</i>	<i>24/25 Step</i>	<i>24/25 Base Salary</i>
* 1	Cappello	Natalia	RHS	PhD	21	\$99,700
* 2	Dolan	James	RHS	MA+30	23	\$103,621
3	Freeborn	Rebecca	NES	MA+15	5-7	\$66,790
* 4	Geary	Jason	RHS	BA+15	10	\$67,002
5	Hagemann	Regina	EMS	MA+15	13-15	\$80,223
6	Hubbard	Cindy	EMS	MA+15	20	\$91,430
7	Iuvone	Erica	KES	MA+15	13-15	\$80,223
* 8	Jacoby	Adam	RHS	BA+15	4	\$61,465
* 9	Kane	John	EMS, RHS	MA	2-3	\$62,880
10	Kim	Erica	KES	MA	5-7	\$65,165
11	Kocoski	Sanja	KES	BA+15	11	\$69,606
12	Meaney	Courtney	NES	MA+15	8-9	\$68,720
13	Miller	Victoria	NES	MA+15	16-17	\$83,823
* 14	Mitchell	Teri	RHS	BA+30	23	\$99,085
15	Montano	Ashley	NES	BA+30	5-7	\$64,265
16	O'Connor	Christine	NES	BA+15	2-3	\$60,480
17	Olcott	Nicole	KES	MA	5-7	\$65,165
18	Palanchi	Kristin	EMS	MA+15	13-15	\$80,223
19	Pilrun	Amy	EMS	MA	5-7	\$65,165
20	Rose	Denise	LRS	MA	12	\$75,427
21	Sappio	Alexis	FES	BA+15	5-7	\$62,765
* 22	Theodoropoulos	Aristea	RHS	MA	23	\$100,071
* 23	Tomasheski	Paul	RHS	BA+15	11	\$69,606
24	Tucker	Elizabeth	EMS	MA+30	20	\$93,055

SALARY ADJUSTMENTS - CERTIFICATED STAFF

- *15. RESOLVED, that the Roxbury Township Board of Education approve the teaching assignments for the staff indicated in Exhibit HR1 for the 2024/2025 school year, with the understanding that these assignments are subject to change based on scheduling adjustments.

APPOINTMENTS - EXTRACURRICULAR

- *16. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2024/2025 school year.

24/25 Coaching Appts										
	<i>POS LOC</i>	<i>POSITION</i>	<i>ASSIGNMENT</i>	<i>SEASON</i>	<i>NAME</i>	<i>24/25 Base Stipend</i>	<i># of Consec Yrs in the same Sport/Season thru 24/25 Season</i>	<i>24/25 Longevity Stipend</i>	<i>24/25 TOTAL Stipend</i>	<i>Discussion</i>

1	RHS	Gymnastics	Assistant Coach	Fall, from 8/20/24 - 9/29/24	Duval, Mersaydez	43% of \$5,442	1	\$ -	\$2,340	Start date & stipend amounts are pending completion of documentation in accordance with the law or district policy.
2	RHS	Gymnastics	Head Coach	Fall, beginning 9/30/24 ^	Duval, Mersaydez	57% of 7,953	1	\$ -	\$4,533	
3	RHS	Gymnastics	Head Coach	Fall, from 8/20/24 - 9/29/24	Gluck, Caitlin	43% of \$7,953	4	\$ -	\$3,420	Amends & supersedes XV.D.7.1, Exhibit HR1, Row No. 24 aprvd 6/24/24.

17. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2024/2025 school year.

Grouped by POSITION LOC

24/25 Club Appts						
	POS LOC	POSITION	ASSIGNMENT	NAME	24/25 TOTAL Stipend	Discussion
1	FES	Early Act	Co-Advisor	Mason, Julie	\$419	Supersedes XVI.C.12,1, Exhibit HR 1.1, Row Nos. 1, 2, & 3 aprvd 7/22/24.
2	FES	Early Act	Co-Advisor	Mason, Lauren	\$419	
3	EMS	Encores	Advisor from 8/26/24 - 11/27/24	Scire, Christopher	\$1,226	Start date & stipend amounts are pending completion of documentation in accordance with the law or district policy.
4	EMS	Harmonies	Advisor from 8/26/24 - 11/27/24	Scire, Christopher	\$1,226	
* 5	RHS	Peer Leadership	Advisor	McCracken, Jennifer	\$2,266	

- *18. RESOLVED, that the Roxbury Township Board of Education approve the following identified district nurses as indicated on an as-needed and as-requested basis during the 2024/2025 school year to provide nursing services/coverage for Early Act and Rox Buddies meetings. Payment for nursing services/coverage will be made according to the rate indicated for services provided beyond the nurse's contractual hours.

	Name	Nurse's Loc	24/25 Hourly Rate	Start Date	End Date
1	Fusco, Mary	NES	\$66.48	8/28/24	6/18/25
2	Hornung, Desiree	EMS	\$66.84	8/28/24	6/18/25
3	Hrynio, Lindsay	RHS	\$53.75	8/28/24	6/18/25
4	Kocoski, Sanja	RHS	\$53.75	8/28/24	10/10/24
5	Kovacs, Rachelle	LRS	\$58.67	8/28/24	6/18/25
6	Schmidt, Diane	DIST	\$40.71	8/28/24	6/18/25
7	Suarez, Rachael	RHS	\$63.70	8/28/24	6/18/25

8	Wisner, Megan	FES	\$63.70	8/28/24	6/18/25
9	Zenna, Kathryn	JES	\$71.89	8/28/24	6/18/25

ATHLETIC EVENT WORKERS

*19. RESOLVED, that the staff listed below be approved for employment as Athletic Event Workers for the 2024-2025 school year at the salaries indicated (please note, administrators are not included in this list):

Professional teaching staff
Support staff

	<i>Event</i>	<i>Salary per Event</i>
1	Announcer	\$85
2	Crowd Control	\$75
3	Parking	\$52
4	Scoreboard- sub-varsity	\$60
5	Scoreboard- varsity	\$80
6	Site Manager	\$95
7	Ticket Clerk	\$80
8	Ticket Seller / Taker	\$60
9	Varsity Football Videographer	\$100
10	Varsity Official	NJAC Fees

MENTORING

20. RESOLVED, that the Roxbury Township Board of Education approve the mentoring assignments indicated below. The number of weeks shown encompasses weeks when school is in session; and when the novice teacher and mentor are present at school to collaborate:

	<i>Novice Teacher</i>			<i>Mentoring Term in Roxbury</i>				
	<i>Name</i>	<i>Loc</i>	<i>No. of weeks of mentoring completed to date</i>	<i>Mentor</i>	<i>Start Date</i>	<i>End Date</i>	<i>No. of Wks</i>	<i>Fee</i>
1	Belmonte, Katherine	JES	n/a	Green, Christina	8/26/24	3/28/25	30	\$550
2	Diamandas, Emily	KES	n/a	Storm, Meghan	8/26/24	3/28/25	30	\$550
* 3	Hadzovic, Edin	RHS	n/a	Santora, Megan	8/26/24 ^	3/28/25 ^	30	\$1,000
* 4	Kane, John	RHS	28 (in Roxbury 11/17/23-6/14/24)	Spargo, Barbra Allyson	8/26/24	9/6/24	2	\$67
* 5	Morano, Gianna	RHS	n/a	Douglas, Diane	8/26/24 ^	3/28/25 ^	30	\$1,000
6	Neiss, Johanna	NES	n/a	Montano, Ashley	8/26/24 ^	3/28/25 ^	30	\$1,000
7	O'Shea, Nichole	NES	9 (in Roxbury 4/8/24-6/14/24)	Ralston, Sheri	8/26/24	1/24/25	21	\$700

8	Perri, Ashley	EMS	26 (15 in Livingston 11/2021-2/2022; 11 in Roxbury 3/2024-6/2024)	Martino, Tiffany	8/26/24	9/20/24	4	\$73
^ Date is pending completion of documentation in accordance with the law or district policy.								

STUDENT TEACHERS/INTERNS

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

<i>Student-Teacher/Intern</i>					<i>Roxbury Cooperating Teacher</i>		
	<i>Name</i>	<i>College/Univ</i>	<i>Placement Sought</i>	<i>Term</i>	<i>Name</i>	<i>Position</i>	<i>Loc</i>
* 1	Byrne, Lauren	Seton Hall Univ	Athletic Training	8/20/24^ thru 12/31/24 with beginning 2 wks @ 30-70 hrs/wk, followed by 175-300 hrs over course of remaining wks	Koch, Joseph	Athletic Trainer	RHS
2	Garriques, Gillian	Centenary Univ	Clinical Exp-K - 4	8/26/24 - 12/13/24 for 2 days/week	Meiser, Kristin	Gr. 4 Teacher	JES
3	Garriques, Gillian	Centenary Univ	Clinical Int-K - 4	1/13/25 thru 3/4/25 for f/t	Meiser, Kristin	Gr. 4 Teacher	JES
4	Garriques, Gillian	Centenary Univ	Clinical Int-Special Education	3/5/25 thru 5/2/25 for f/t	Flammer, Suzanne	Special Education Teacher (RC)	JES
5	Murdoch, James	WGU	Clinical Int-Special Education, Gr. 6 - 12	8/26/24 thru 11/27/24 for f/t	Rose, Denise	Special Education Teacher (LLD)	LRS
^ Date is pending completion of documentation in accordance with the law or district policy.							

COMMUNITY SCHOOL

22. 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	Cordeiro, Marcia	FES	TREP\$ Instructor	\$35/Hour	9/01/24	12/20/24	
2	Meaney, Courtney	NES	TREP\$ Instructor	\$35/Hour	9/01/24	12/20/24	
3	Neumann, Erin	KES	TREP\$ Instructor	\$35/Hour	9/01/24	12/20/24	
4	Neumann, Erin	LRS	TREP\$ Instructor	\$35/Hour	9/01/24	12/20/24	
5	Saul, Joanne	JES	TREP\$ Instructor	\$35/Hour	9/01/24	12/20/24	
6	Barry, Kenneth	RHS	Applied Music Program	\$28/per half hour	8/20/24	6/30/25	* Amends 6/24/24 Resolution
7	Bednarcik, Sarah	RHS	Applied Music Program	\$28/per half hour	8/20/24	6/30/25	* Amends 6/24/24 Resolution

8	Bream, Samantha	RHS	Applied Music Program	\$28/per half hour	8/20/24	6/30/25	* Amends 6/24/24 Resolution
9	Conrad, Jeffrey	RHS	Applied Music Program	\$28/per half hour	8/20/24	6/30/25	* Amends 6/24/24 Resolution
10	Hachey, Patrick	RHS	Applied Music Program	\$28/per half hour	8/20/24	6/30/25	* Amends 6/24/24 Resolution
11	Harrison Calderon, Jessica	RHS	Applied Music Program	\$28/per half hour	8/20/24	6/30/25	* Amends 6/24/24 Resolution
12	Monaghan, Mark	RHS	Applied Music Program	\$28/per half hour	8/20/24	6/30/25	* Amends 6/24/24 Resolution
13	Scire, Ciera	RHS	Applied Music Program	\$28/per half hour	8/20/24	6/30/25	* Amends 7/22/24 Resolution
14	Sweer, Krista	RHS	Applied Music Program	\$28/per half hour	8/20/24	6/30/25	* Amends 6/24/24 Resolution
15	Sweer, Ryan	RHS	Applied Music Program	\$28/per half hour	8/20/24	6/30/25	* Amends 6/24/24 Resolution

23. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2024/2025 Roxbury Community School B.A.S.E.S. Program. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	Name	Loc	Title	Hourly Rate	Start Date	End Date	Discussion
1	Amico, Karin	K-4	Non-Certified	\$22.00	8/20/24	6/30/25	
2	Berta, Yvette	K-4	Sub-Certified	\$25/Hour	8/20/24	6/30/25	Not to exceed 29.5 hrs/wk with various district positions
3	Eskay, Gina	K-4	Non-Certified	\$22.00	8/20/24	6/30/25	Not to exceed 29.5 hrs/wk with various district positions
4	Seelinger, Heather	K-4	Sub-Certified	\$25.00	8/20/24	6/30/25	
5	Sotelo, Virginia	K-4	Non-Certified	\$22.00	8/20/24	6/30/25	

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

	Name	Loc	Title	Hourly Rate	Start Date	End Date	Discussion
1	Berta, Yvette	K-4	Aide Sub Teacher	\$22.00 \$30.00	8/20/24	6/30/25	Not to exceed 29.5 hrs/wk
2	Diorio, Krista	K-4	Teacher	\$35.00	8/20/24 ^ #	6/30/25	Not to exceed 29.5 hrs/wk
3	Eskay, Gina	K-4	Sub Aide	\$22.00	8/20/24	6/30/25	Not to exceed 29.5 hrs/wk
4	Friedella, Tracy	K-4	Sub Extended Care Aide	\$22.00	8/20/24	6/30/25	
5	Larkin, Lana	K-4	Aide Sub Teacher	\$22.00 \$30.00	8/20/24 ^	6/30/25	Not to exceed 29.5 hrs/wk with various district positions
6	Mazza, Lorna	K-4	Aide	\$22.00	8/20/24	6/30/25	Not to exceed 29.5 hrs/wk
7	Opalka, Angela	K-4	Sub Aide	\$22.00	8/20/24	6/30/25	Not to exceed 29.5 hrs/wk with various district positions

8	Salerno, Phoebe	K-4	Aide	\$22.00	8/20/24	6/30/25	Not to exceed 29.5 hrs/wk
9	Spicka, Stacy	K-4	Teacher	\$35.00	8/20/24	6/30/25	Not to exceed 29.5 hrs/wk
10	Talty, Tania	K-4	Sub Aide	\$22.00	0/20/24	0/30/25	Not to exceed 29.5 hrs/wk
11	Wilks, Laura	K-4	Aide	\$22.00	8/20/24	6/30/25	Not to exceed 29.5 hrs/wk
^ Start date is pending completion of documentation in accordance with the law or district policy. # Start date is pending release from current employer.							

D. 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 September 16, 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.

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

XVIII. BOARD MEMBER COMMENTS

XIX. EXECUTIVE SESSION - (IF NECESSARY)

XX. PUBLIC SESSION – (IF NECESSARY)

XXI. ADJOURNMENT

<u>Description</u>	<u>Manufacturer</u>	<u>Model</u>	<u>Year</u>	<u>Serial #</u>	<u>Asset Tag #</u>	<u>Quantity</u>	<u>Working Condition</u>
iPad	Apple	A1474		DMPMT8NTFK11	09230049	1	working
iPad	Apple	A1474		DMPMT2RRFK11	09230139	1	working
iPad	Apple	A1474		DMPMT93JFK11	09230067	1	working
iPad	Apple	A1474		F6QQ207LFK11	37556000140234	1	working
iPad	Apple	A1474				94	working
iPad	Apple	A1474		DMPPPWF7FK11	37556000100675	1	working
iPad	Apple	A1474		DMPMT81BFK11	37556000100709	1	working
iPad	Apple	A1474		DMPMT99QFK11	37556000140226	1	working
iPad	Apple	A1458		DMPNM9WHFK11	007909	1	working
iPad	Apple	A1458		DMPNMA0XFK11	007920	1	working
iPad	Apple	A1474		F6QQX0GBFK11	37556000140739	1	working
iPad	Apple	A1458		DMPNM999FK11	007919	1	working
iPad	Apple	A1474		DMPMT8T5FK11	37556000140218	1	working
iPad	Apple	A1458		DMPNM96SFK11	007910	1	working
iPad	Apple	A1474		F6QRQ14HFK11	09230129	1	working
iPad	Apple	A1474		F6QQ207LFK11	37556000140234	1	working
iPad	Apple	A1474		DMQMWEAKFK11	37556000140531	1	working
iPad	Apple	A1474		DMPMQELLFK11	37556000137941	1	working
iPad	Apple	A1474		DMPPPQ88FK11	37556000137933	1	working
iPad	Apple	A1474		DMPMQ5BJFK11	37556000140747	1	working
iPad	Apple	A1474		F6QRK07ZFK11	09230101	1	working
iPad	Apple	A1474		DMPPPWEKWFK11	09220703	1	working
iPad	Apple	A1474		DMPMQ2PDFK11	09230053	1	working
iPad	Apple	A1474		F6QQC0NHFK11	09220746	1	working
iPad	Apple	A1458		DMQKW5PXF182	007491	1	working
iPad	Apple	A1474		DMPMQ4R7FK11	09230164	1	working
iPad	Apple	A1474		DMPMQE86FK11	09230115	1	working
iPad	Apple	A1458		DMQKWAWQF182	007511	1	working
iPad	Apple	A1458		DMQKWB4GF182	007509	1	working
iPad	Apple	A1458		DMQKWAY6F182	007501	1	working
iPad	Apple	A1458		DMQKW4QJF182	007498	1	working
iPad	Apple	A1458		DMQKWA7HF182	007505	1	working
iPad	Apple	A1458		DMQKW51GF182	007503	1	working
iPad	Apple	A1474		F6QQP08ZFK11	37556000140366	1	working
iPad	Apple	A1458		DMQKW6X3F182	007488	1	working
iPad	Apple	A1474		DMPPPWFSGFK10	37556000021657	1	working
iPad	Apple	A1474		F6QRQ0DNFK11	37556000140564	1	working
iPad	Apple	A1474		DMPMQ5B9FK11	37556000140515	1	working
iPad	Apple	A1474		DMPMQ4PNFK11	37556000140762	1	working
iPad	Apple	A1458		DMQKW9SZF182	007502	1	working
iPad	Apple	A1458		DMQKW6XGF182	007499	1	working
iPad	Apple	A1458		DMRMVEPVF182	004447	1	working
iPad	Apple	A1474		DMPPPWG4YFK10	37556000021913	1	working
iPad	Apple	A1474		DMPNM96JFK11	007925	1	working
iPad	Apple	A1458		DMQKW6X3F182	007488	1	working
iPad	Apple	A1458		DMPKVXWQF182	007378	1	working
iPad	Apple	A1458		DMQL4L1DF183	007798	1	working
iPad	Apple	A1458		DMPK1F3KF182	007323	1	working
iPad	Apple	A1474		F6QRQ0WTFK11	09230133	1	working
iPad	Apple	A1474		DMPNM9B6FK11		1	working
iPad	Apple	A1460		DMPKV0G1F18W		1	working
iPad	Apple	A1460		DKVML002F18W		1	working
iPad	Apple	A1458		DMQL4L9AF183	007794	1	working
iPad	Apple	A1458		DMPL5LQYF182	007783	1	working
iPad	Apple	A1474		F6QRQ123FK11	37556000137867	1	working
iPad	Apple	A1474		F6QRD0XDFK11	37556000140697	1	working
iPad	Apple	A1458		DMQL4KY3F183	007799	1	working
iPad	Apple	A1474		DMPPPW7FYFK11	09230108	1	working
iPad	Apple	A1458		DMQKW6X9F182	007493	1	working
iPad	Apple	A1458		DMQKW3QNF182	007507	1	working
iPad	Apple	A1458		DMPL5D14F182	007785	1	working
iPad	Apple	A1474		DMPMTBQCFC11	09230166	1	working
iPad	Apple	A1474		F6QRJ0CWFK11	3755600014058	1	working
iPad	Apple	A1474		DMPPPWF2FK11	37556000137883	1	working
iPad	Apple	A1474		DMPMTBXGFK11	37556000137875	1	working
iPad	Apple	A1474		DMPPPWDPNFK11	09230068	1	working

<u>Description</u>	<u>Manufacturer</u>	<u>Model</u>	<u>Year</u>	<u>Serial #</u>	<u>Asset Tag #</u>	<u>Quantity</u>	<u>Working Condition</u>
iPad	Apple	A1474		DMPNM9ZNFK11		1	working
iPad	Apple	A1458		DMRMVGJXF182	004452	1	working
iPad	Apple	A1458		DMQKWAX5F182	007512	1	working
iPad	Apple	A1458		DMQKWAA5F182	07494	1	working
iPad	Apple	A1458		DMQKW530F182	007492	1	working
iPad	Apple	A1474		F6QNK0ZXF11	37556000140663	1	working
iPad	Apple	A1474		DMPMQFDGFK11	37556000140705	1	working
iPad	Apple	A1474		DMPLPM08FK10	007818	1	working
iPad	Apple	A1474		DMPLPJL7FK10	007821	1	working
iPad	Apple	A1474		DMPMT8B4FK11	37556000140184	1	working
iPad	Apple	A1458		DMQL4K7NF183	007790	1	working
iPad	Apple	A1474		DMQKW5PTF182	007496	1	working
iPad	Apple	A1474		DMQKWA9SF182	007515	1	Working but cracked screen
iPad	Apple	A1474		DMQKW41HF182	007500	1	working
iPad	Apple	A1474		DMQKWAD6F182	007508	1	working
iPad	Apple	A1474		DMPMTC83FK11	37556000138584	1	working
iPad	Apple	A1474		DMPQ9WRDFK10		1	working
iPad	Apple	A1474		DMPQ9WK1FK10		1	working
iPad	Apple	A1474		DMPQ9WKCFK10		1	working
iPad	Apple	A1474		F6QRK0KAFK11	37556000138568	1	working
iPad	Apple	A1474		F6QRK0ZUFK11	37556000138576	1	working
iPad	Apple	A1474		DMPMQ4Q1FK11	37556000137909	1	working
iPad	Apple	A1474		DMPMT54UFK11	37556000137891	1	working
iPad	Apple	A1474		DMPLPM35FK10	007820	1	working
iPad	Apple	A1474		F6QR504EFK11	37556000027803	1	working
iPad	Apple	A1474		F6QRQ0YFFK11	37556000140754	1	working
iPad	Apple	A1474		DMPMQ2UAFK11	37556000140812	1	working
iPad	Apple	A1474		DMPMQ4SGFK11	37556000140713	1	working
iPad	Apple	A1474		DMPPKGSKFK11	37556000140721	1	working
iPad	Apple	A1474		F6QRQ0YWFK11	37556000137917	1	working
iPad	Apple	A1474		DMPMQDR8FK11	0230052	1	working
iPad	Apple	A1474		DMPPPWDMFK11	37556000027829	1	working
iPad	Apple	A1474		DMPPKH9KFK11		1	working
iPad	Apple	A1474		DMPMTC6BFK11	37556000137925	1	working
iPad	Apple	A1474		DMPMRH0FFK11	37556000140549	1	working
iPad	Apple	A1474		DMQMWEAKFK11	37556000140531	1	working
iPad	Apple	A1474		DMPMQELLFK11	37556000137941	1	working
iPad	Apple	A1474		DMPPPQ88FK11	37556000137933	1	working
iPad	Apple	A1474		F6QRK07ZFK11	09230101	1	working
iPad	Apple	A1474		DMPMQ5BJFK11	37556000140747	1	working
iPad	Apple	A1474		DMPPEKWF11	09220703	1	working
iPad	Apple	A1474		F6QRK0FUFK11	37556000027209	1	working
iPad	Apple	A1474		DMPMT8NTFK11	09230049	1	working
iPad	Apple	A1474		DMPMT93JFK11	09230067	1	working
iPad	Apple	A1474		F6QQC0NHFK11	09220746	1	working
iPad	Apple	A1474		DMPMQ2PDFK11	09230053	1	working
iPad	Apple	A1474		DMPMT2RRFK11	09230139	1	working
iPad	Apple	A1474		DMPMQ33YFK11	37556000027191	1	working
iPad	Apple	A1474		DMPMTCL5FK11		1	working
iPad	Apple	A1474		F6QRK08WFK11	09230103	1	working
iPad	Apple	A1474		DMPPKG07FK11		1	working
iPad	Apple	A1474		DMPMQ41TFK11	09230137	1	working
iPad	Apple	A1474		DMPMT53RFK11	09230181	1	working
iPad	Apple	A1474		F6QRK0HEFK11	37556000070175	1	working
iPad	Apple	A1474		F6QRJ0NAFK11	09230128	1	working
iPad	Apple	A1474		F6QQD0BQFK11	37556000140648	1	working
iPad	Apple	A1474		F6QRJ09HFK11	09230135	1	working
iPad	Apple	A1474		F6QQJ17XFK11	09230037	1	working
iPad	Apple	A1474		DMPMRU9TFK11		1	working
iPad	Apple	A1474		DMPMT1JRFK11	37556000140614	1	working
iPad	Apple	A1474		F6QRP0SEFK11	37556000140598	1	working
iPad	Apple	A1474		DMPMQE4PFK11	37556000140689	1	working
iPad	Apple	A1474		F6QRQ113FK11	37556000026292	1	working
iPad	Apple	A1474		DMPMT7EQFK11	37556000140606	1	working
iPad	Apple	A1474		DMPMQ36UFK11	37556000140176	1	working

<u>Description</u>	<u>Manufacturer</u>	<u>Model</u>	<u>Year</u>	<u>Serial #</u>	<u>Asset Tag #</u>	<u>Quantity</u>	<u>Working Condition</u>
iPad	Apple	A1474		DMPLPHWJFK10	007819	1	working
iPad	Apple	A1474		DMPMT2WNFK11	09220736	1	Cracked screen
iPad	Apple	A1474		F6QR502SFK11	37556000140341	1	working
iPad	Apple	A1474		DMPQNK7FK11	3755600027167	1	working
iPad	Apple	A1474		DMPMQBZVFK11	09230058	1	working
iPad	Apple	A1474		DMPMT7DBFK11	37556000027043	1	working
iPad	Apple	A1474		DMPMT8DUFK11	37556000140796	1	working
iPad	Apple	A1474		F6QRQ147FK11	09230104	1	working
iPad	Apple	A1474		DMPMQFB6FK11	09230056	1	working
iPad	Apple	A1474		DMPMQ4R7FK11	09230164	1	working
iPad	Apple	A1474		DMPMQE86FK11	09230115	1	working
iPad	Apple	A1458		DMQN17P4F182	004435	1	working
iPad	Apple	A1458		DMQKW5PXF182	007491	1	working
iPad	Apple	A1458		DMPKV0RYF18W		1	working
iPad	Apple	A1458		DMQKWB4GF182	007509	1	working
iPad	Apple	A1458		DMQKWAWQF182	007511	1	working
iPad	Apple	A1474		DMPMT25QFK11	09230141	1	working
iPad	Apple	A1474		F6QPL01NFK11	37556000140457	1	working
iPad	Apple	A1474		DMRLRRVLFK10	007826	1	working
iPad	Apple	A1474		DMPMQE75FK11	09230121	1	working
iPad	Apple	A1474		DMPNM98KFK11	007911	1	working
iPad	Apple	A1416		DMPHFJCDJ8T	007372	1	working
iPad	Apple	A1474		DMPNM9BVK11	007918	1	working
iPad	Apple	A1474		F6QRQ0DRFK11	37556000140838	1	working
iPad	Apple	A1474		DMPMT8L5FK11	37556000027746	1	working
iPad	Apple	A1474		F6QPM094FK11	37556000140358	1	working
iPad	Apple	A1474		DMPMD3H1F4YF	007878	1	working
iPad	Apple	A1474		F6QRJ0E6FK11	09230024	1	working
iPad	Apple	A1474		DMPNM9A4FK11	37556000140655	1	working
iPad	Apple	A1474		DMPMQ2ZCFK11	375560000217183	1	working
iPad	Apple	A1458		DMQKW5RUF182	007626	1	working
iPad	Apple	A1458		DMQKW9TVF182	007486	1	working
iPad	Apple	A1458		DMTL4LKXF182	007641	1	working
iPad	Apple	A1458		DMQKWAACF182	007513	1	working
iPad	Apple	A1458		DMRMV70AF182	004448	1	working
iPad	Apple	A1458		DMQKW9R5F182	007487	1	working
iPad	Apple	A1458		DMQKW4QJF182	007498	1	working
iPad	Apple	A1458		DMQKWA7HF182	007505	1	working
iPad	Apple	A1458		DMQKW51GF182	007503	1	working
iPad	Apple	A1458		DMQKWAY6F182	007501	1	working
iPad	Apple	A1458		DMQKW5RAF182	007504	1	working
iPad	Apple	A1458		DMQKW5DYF182	007495	1	working
iPad	Apple	A1458		DMQKW3QF182	007514	1	working
iPad	Apple	A1458		DMPL5M7GF182	007784	1	working
iPad	Apple	A1474		DMPMRHL8FK11		1	working
iPad	Apple	A1395		DMPGCDWD1DFHW	004193	1	working
iPad	Apple	A1416		DMPHTK09DJ8R		1	working
iPad	Apple	A1474		DMPMTBWPFK11	09230146	1	working
iPad	Apple	A1474		DMPMT859FK11	09230165	1	working
iPad	Apple	A1474		DMPMT88PFK11	37556000137859	1	will not turn on
Optiplex 990	Dell	990		66RTYQ1	2388	1	no
Optiplex 990	Dell	990		6YTW1R1	n/a	1	no
Monitor	Dell	1909Wb		n/a	n/a	1	yes

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ROXBURY TOWNSHIP BOARD OF EDUCATION

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BOARD MEMBER NUMBER AND TERM - RECIEVING DISTRICT

0141.2 BOARD MEMBER NUMBER AND TERM - RECIEVING DISTRICT

The Board of Education shall consist of ten members.

The term of a Board member shall be three years, except that vacancies in the membership of the Board shall be filled in accordance with the provisions of N.J.S.A. 18A:12-15. Each Board member shall serve until the next annual election unless the Board, except that, 2. The term of a member is appointed to fill a vacancy occurring within the sixty days immediately preceding such election if the an annual election is held in April, or occurring after the third Monday in July if the election is held in November, to fill a term extending beyond such election, in which case the Board member shall serve until the second annual election next succeeding the occurrence of the vacancy, and any vacancy for the remainder of the term shall be filled at the annual election or the second annual election next succeeding the occurrence of the vacancy, as the case may be. after his/her appointment, except for Board members of a sending district;

The Board of Education shall have representation from the Mount Arlington Board of Education in accordance with N.J.S.A. 18A:38-8.2.

3. Representation on the receiving district Board shall be in accordance with N.J.S.A. 18A:38-8.2. In accordance with N.J.S.A. 18A:38-8.2.a.(1) the sending district shall have no representation on the receiving district Board of Education if the students of a sending district comprise less than ten percent of the total enrollment of the students in the grades of the receiving district in which the students of the sending district will be enrolled, the sending district shall have no representation on the receiving district Board of Education. If the students of a sending district comprise at least ten percent of the total enrollment of the students in the grades of the receiving district in which the students of the sending district will be enrolled, the sending district shall have one representative on the receiving Board of Education in accordance with N.J.S.A. 18A:38-8.2.a.(2).

If the total number of students of two or more sending districts, which do not qualify for representation in accordance with N.J.S.A. 18A:38-8.2.a.(2), comprise at least fifteen percent of the total enrollment of the students in the grades of the receiving district in which the students of sending districts will be enrolled, the sending district shall have collectively two representatives on the receiving



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ROXBURY TOWNSHIP BOARD OF EDUCATION

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BOARD MEMBER NUMBER AND TERM - RECEIVING DISTRICT

district Board of Education in accordance with N.J.S.A. 18A:38-8.2.b. The annual designation of the representatives, in the event more than two districts collectively qualify **under N.J.S.A. 18A:38-8.2.b.**, shall be rotated among the Boards of Education of the sending districts according to a schedule determined by the joint agreement of the Boards ~~in accordance with N.J.S.A. 18A:38-8.2.b.~~

Notwithstanding the provisions of N.J.S.A. 18A:38-8.2.a. and b., the number of representatives designated by the sending districts to be additional members shall not exceed three additional members on a receiving Board with originally nine or more members, two additional members on a receiving Board with originally seven or eight members, and one additional member on a receiving Board with originally less than seven members. In the event that this restriction results in unequal representation of sending districts, the annual designation of the representative or representatives shall be rotated among the Boards of Education of the sending districts according to a schedule determined by the joint agreement of the Boards in accordance with N.J.S.A. 18A:38-8.2.c. on the receiving district Board of Education shall be limited in accordance with the provisions of N.J.S.A. 18A:38-8.2.c.

~~The Mount Arlington Board of Education shall designate their representative(s) to serve on the receiving district Board of Education on an annual basis upon notification from the County Superintendent of the appropriate representation on the receiving Board of Education. This designation shall be made by the sending Board of Education at its meeting closest in time to the annual organizational meeting of the receiving district Board of Education and shall serve a one year term beginning with the organizational meeting of the receiving district Board of Education in accordance with N.J.S.A. 18A:38-8.2.d. The sending district representative(s) shall be subject to the rules and procedures of the receiving district Board of Education.~~

Notwithstanding the provisions of N.J.S.A. 18A:38-8.2 or any other law or regulation to the contrary, a school district which is located in a county of the sixth class according to the latest Federal decennial census, which has an October 1998 resident enrollment greater than 2,400 students but less than 2,600 students, and which sends its students in grades nine through twelve to a school district in the same county pursuant to N.J.S.A. 18A:38-8 shall have representation on the Board of Education of the receiving district in accordance with the provisions of N.J.S.A. 18A:38-8.4.

The sending district Board of Education shall designate their representative(s) to serve on the receiving district Board of Education on an annual basis upon



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ROXBURY TOWNSHIP BOARD OF EDUCATION

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BOARD MEMBER **NUMBER** AND TERM - RECEIVING DISTRICT

notification from the Executive County Superintendent of the appropriate representation on the receiving Board of Education. A representative of a sending district Board of Education shall be designated at the meeting of the Board which is closest in time to the annual organizational meeting of the receiving district Board of Education and shall serve a one-year term beginning with the organizational meeting of the receiving district Board of Education in accordance with N.J.S.A. 18A:38-8.2.d. The sending district representative(s) shall be subject to the rules and procedures of the receiving district Board of Education. If the sending district position on the receiving Board becomes vacant, the sending Board shall designate a new representative to serve on the receiving Board for the remainder of the term.

The calculation of percentages required shall be based on the number of students reported as of the last school day prior to October 16 of each prebudget year pursuant to N.J.S.A. 18A:38-8.2.e and N.J.S.A. 18A:38-8.4.b.

4. The Mount Arlington representative(s) shall be eligible to vote on the following matters before the Roxbury Township Board of Education in accordance with N.J.S.A. 18A:38-8.1:

- a. Tuition to be charged the sending district by the receiving district and the bill lists or contracts for the purchase, operation or maintenance of facilities, equipment and instructional materials to be used in the education of the students of the sending district;
- b. New capital construction to be utilized by sending district students;
- c. Appointment, transfer or removal of teaching staff members providing services to the students of the sending district, including any teaching staff member who is a member of the receiving district's central administrative staff;
- d. Addition or deletion of curricular and extracurricular programs involving students of the sending district;
- e. Any matter directly involving the sending district students or programs and services utilized by those students;
- f. Approval of the annual receiving district budget;
- g. Any collectively negotiated agreement involving employees who provide services utilized by sending district students;



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ROXBURY TOWNSHIP
BOARD OF EDUCATION

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BOARD MEMBER NUMBER AND TERM - RECIEVING DISTRICT

- h. Any individual employee contracts not covered by a collectively negotiated agreement, if those employees provide or oversee programs or services utilized by sending district students; and
- i. Any matter concerning governance of the receiving district Board of Education including, but not limited to, the selection of the Board President or Vice President, approval of Board Bylaws, and the employment of professionals or consultants such as attorneys, architects, engineers, or others who provide services to the receiving district Board of Education.

5.—While the sending district representative shall have limited voting rights in accordance with N.J.S.A. 18A:38-8.1, in all other respects the representative shall function as a full member of the Board of Education, including participation in the closed session discussions.

N.J.S.A. 18A:12-6; 18A:12-9; 18A:12-11; 18A:12-15; 18A:38-8;
18A:38-8.1; 18A:38-8.2; 18A:38-8.3; 18A:38-8.4
N.J.S.A. 18A:13-8 et seq.
N.J.A.C. 6A:23A-2.1 et seq.

Adopted: 14 October 2013
Revised: 15 April 2019
Revised: TBD



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REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY (M)

0164.6 REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY (M)

M

~~A. Purpose N.J.A.C. 5:39-1.1~~

- ~~1. The purpose of N.J.A.C. 5:39-1.1 et seq. and Bylaw 0164.6 is to ensure a Board of Education or Board of Trustees of a charter school can conduct official public business in an open and transparent manner whenever a declared emergency requires a local public body to conduct a public meeting without physical attendance by members of the public.~~
- ~~2. Nothing in N.J.A.C. 5:39-1.1 et seq. prevents a local public body from holding a remote public meeting under such other circumstances as may be permitted by the Open Public Meetings Act, N.J.S.A. 10:4-1 et seq.~~

~~B. Definitions N.J.A.C. 5:39-1.2~~

~~For the purpose of this Bylaw and in accordance with N.J.A.C. 5:39-1.2, the following words and terms have the following meanings, unless the context clearly indicates otherwise:~~

~~"Adequate notice" shall have the same definition as at N.J.S.A. 10:4-8; however, for the purpose of N.J.A.C. 5:39-1.1 et seq., and to the extent not otherwise set forth at N.J.S.A. 10:4-8, the notice transmitted to at least two newspapers for publication may occur through electronic mail or other electronic means that is accepted or requested by the newspaper.~~

~~"Annual notice" means a schedule of regular meetings of the public body to be held in the succeeding year noticed pursuant to N.J.S.A. 10:4-8 and 10:4-18. For the purpose of N.J.A.C. 5:39-1.1 et seq., the annual notice may be transmitted through electronic mail to newspapers and persons requesting an annual notice pursuant to N.J.S.A. 10:4-18. If the declared emergency prevents the local public body from mailing an annual notice to individuals requesting notice pursuant to N.J.S.A. 10:4-18, it shall be mailed to individuals for whom the local public body does not have an electronic mail account as soon as practicable.~~

~~"Board" or "Board of Education" means a Board of Education or a Board of Trustees of a charter school as defined as a "local public body" or "public body" as per N.J.A.C. 5:39-1.2.~~



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~~"Declared emergency" means a public health emergency, pursuant to the Emergency Health Powers Act, P.L. 2005, c. 222 (N.J.S.A. 26:13-1 et seq.), or a state of emergency, pursuant to P.L. 1942, c. 251 (N.J.S.A. App.A.9-33 et seq.), or both, or a state of local disaster emergency that has been declared by the Governor and is in effect.~~

~~"Electronic notice" means advance notice available to the public via electronic transmission of at least forty eight hours, giving the time, date, location and, to the extent known, the agenda of any regular, special, or rescheduled meeting, which shall accurately state whether formal action may or may not be taken at such meeting.~~

~~"Internet" means the international computer network of both Federal and non-Federal interoperable packet switched data networks.~~

~~"Live streaming" means the live audio and video transmission of a remote public meeting over the Internet.~~

~~"Local public body" means any "public body," as that term is defined in N.J.S.A. 10:4-8, with territorial jurisdiction equal to or less than a county. This term shall include Boards of Education, counties, municipalities, boards and commissions created by one or more counties or municipalities, and any authorities subject to N.J.S.A. 40A:5A-1 et seq., including fire districts and other special districts, along with joint meetings or regional service agencies as defined in N.J.S.A. 40A:65-3.~~

~~"Public business" means and includes all matters which relate in any way, directly or indirectly, to the performance of the public body's functions or the conduct of its business.~~

~~"Public meeting" means and includes any gathering whether corporeal or by means of communication equipment which is attended by, or open to, all of the members of a public body, held with the intent, on the part of the members of the body present, to discuss or act as a unit upon the specific public business of that body. Meeting does not mean or include any such gathering (1) attended by less than an effective majority of the members of a public body, or (2) attended by or open to all the members of three or more similar public bodies at a convention or similar gathering.~~

~~"Remote public meeting" means a public meeting that is conducted by any means of electronic communication equipment permitted pursuant to N.J.A.C. 5:39-1.1 et seq.~~



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REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY (M)

~~C. Circumstances Under Which a Board of Education May Hold a Remote Public Meeting During a Declared Emergency for Conducting Public Business—N.J.A.C. 5:39-1.3~~

~~1. In addition to any circumstances under which public meetings held by means of communication equipment may be authorized pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-1 et seq., the Board may hold a remote public meeting to conduct public business during a declared emergency if the emergency reasonably prevents the Board from safely conducting public business at a physical location with members of the public present.~~

~~2. If, during a declared emergency, the Board holds a physical meeting in a location where, pursuant to State and/or Federal guidelines meant to mitigate the risk of a contagious infection, the declared emergency necessitates capacity restrictions reducing the number of individuals that can be present in the meeting room to an amount below that reasonably expected for the public meeting by the Board, the Board must either hold the public meeting at another location with adequate capacity for the reasonably expected attendance by the public or hold the public meeting as both an in-person meeting and a remote public meeting.~~

~~a. As set forth at N.J.A.C. 5:39-1.4(c), no in-person meeting shall proceed if the room capacity does not permit any member of the public to attend.~~

~~3. Nothing in N.J.A.C. 5:39-1.3 shall be interpreted to prevent the Board from broadcasting the audio and/or video of, or taking remote public comment during, a public meeting that the public can physically attend without being subject to public health-related capacity restrictions.~~

~~D. Minimum Technological and Procedural Requirements for Remote Public Meetings Necessitated by a Declared Emergency—N.J.A.C. 5:39-1.4~~

~~1. If a declared emergency requires the Board to hold a remote public meeting to conduct public business, the Board shall use an electronic communications technology that is routinely used in academic, business, and professional settings, and can be accessed by the public at no cost.~~

~~a. Participant capacity on the selected platform should be consistent with the reasonable expectation of the public body for public meetings of the type being held and shall not be limited to fewer~~



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~~than fifty public participants (beyond those persons required to conduct business at the meeting).~~

- ~~2. Remote public meetings may be held by means including, but not limited to, audio only teleconferencing, electronic communications platforms with video and audio, and Internet accessible technology, such as live-streaming.~~
 - ~~a. If an electronic communications platform or Internet accessible technology is being utilized for a remote public meeting, a telephonic conference line shall also be provided to allow members of the public to dial in by telephone to listen and provide public comment as otherwise required by law.~~
 - ~~b. The Board shall require members of the public to state, prior to providing public comment, whether they wish to speak and to identify themselves prior to speaking.~~
- ~~3. The Board shall provide the public with similar access to a remote public meeting as members of the Board, staff of the Board, and any individuals seeking one or more approvals from the Board.~~
 - ~~a. If a remote public meeting is held by audio and video, the public shall also have the opportunity to participate in the meeting in both audio and video capacities.~~
 - ~~b. The Board meeting held in-person shall not prohibit members of the public from attending in-person.~~
- ~~4. Any remote public meeting where sworn testimony is being taken shall be broadcast by video, as well as by audio.~~
 - ~~a. All individuals giving sworn testimony at a remote public meeting shall appear by video in addition to audio.~~
- ~~5. Any presentations or documents that would otherwise be viewed or made available to members of the public physically attending the Board meeting shall be made visible on a video broadcast of the remote public meeting or made available on the Internet website or webpage of the entity governed by the Board, or the Internet website or webpage of the entity responsible for appointing the members of the Board.~~



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- a. ~~If a document would be made available to individual members of the public in hard copy while physically attending the meeting, the document shall be made available in advance of the meeting for download through an internet link appearing either on the meeting notice, or near the posting of the meeting notice, both on the website and at the building where the meeting would otherwise be held.~~
- b. ~~If the Board does not have its own website, such documents shall be available upon request ahead of the meeting and provided through an official social media account if one exists.~~
6. ~~The Board holding a remote public meeting shall allow members of the public to make public comment by audio, or by audio and video, if the remote public meeting is held over both audio and video, during the meeting.~~
 - a. ~~In advance of the remote public meeting, the Board shall allow public comments to be submitted to the Business Administrator/Board Secretary by electronic mail and in written letter form by a reasonable deadline.~~
 - b. ~~The Board shall not accept text based public comment received during a remote public meeting held through an electronic communications platform or Internet-accessible technology. Public comments submitted before the remote public meeting through electronic mail or by written letter shall be read aloud and addressed during the remote public meeting in a manner audible to all meeting participants and the public.~~
 - c. ~~The Board shall impose a reasonable time limit, where permitted by law, of three minutes on individual public comments and the same limits shall be placed on the reading of written comments. Each comment shall be read from the beginning, until the time limit is reached. The Board may pass over duplicate written comments; however, each duplicate comment shall be noted for the record with the content summarized. If the Board elects to summarize duplicative comments, the Board must not summarize certain duplicative comments while reading other duplicative comments individually.~~



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- ~~7. The electronic communications technology used for a remote public meeting must have a function that allows the Board to mute the audio of all members of the public, as well as allow members of the public to mute themselves.~~
- ~~a. Any electronic communications platform or Internet-accessible technology used for a remote public meeting shall also allow the Board to regulate participation by individual members of the public.~~
 - ~~b. A telephonic audio conference call line must have a queuing or similar function for regulating public comment.~~
- ~~8. Subject to D.5. and D.6. above, the Board shall adopt, by resolution, standard procedures and requirements for public comment made during a remote public meeting, as well as for public comments submitted in writing ahead of the remote public meeting.~~
- ~~a. Such procedures and requirements shall include standards of conduct to be followed by members of the public when making comment.~~
 - ~~b. The procedures and requirements for making public comment, along with an explanation of the audio muting function of the electronic communications platform being used, shall be announced at the beginning of the remote public meeting.~~
 - ~~c. Regulation of conduct by members of the public on a remote public meeting shall be consistent with law and practices followed if a member of the public disrupts an in-person meeting. The following procedures shall be incorporated:~~
 - ~~(1) The Board shall facilitate a dialogue with the commenter to the extent permitted by the electronic communications technology;~~
 - ~~(2) If a member of the public becomes disruptive during a remote public meeting, including during any period for public comment, the member of the Board charged with running the remote public meeting shall mute or continue muting, or direct appropriate staff to mute or continue muting, the disruptive member of the public and warn that~~



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~~continued disruption may result in being prevented from speaking during the remote public meeting or removed from the remote public meeting.~~

~~(a) Disruptive conduct includes sustained inappropriate behaviors, such as, but not necessarily limited to, shouting, interruption, and use of profanity.~~

~~(3) A member of the public who continues to act in a disruptive manner after receiving an initial warning may be muted while other members of the public are allowed to proceed with their questions or comments.~~

~~(a) If time permits, the disruptive individual shall be allowed to speak after all other members of the public have been given the opportunity to make their comment. Should the person remain disruptive, the individual may be muted or kept on mute for the remainder of the remote public meeting, or removed from the remote public meeting.~~

~~9. Electronic communications platforms and Internet accessible technologies used for remote public meetings shall be hosted on FedRAMP Moderate Impact Level Authorized dedicated servers or in a FedRAMP Moderate Impact Level Authorized Cloud, unless the host of the dedicated servers or cloud provides annual evidence of satisfactory cybersecurity internal controls through a SOC2 audit report.~~

~~a. When using cloud services, the technology vendor shall check provider credentials and contracts to ensure FedRAMP Moderate Impact compliance unless annual evidence of satisfactory internal controls is provided through a SOC2 audit report.~~

~~E. Notice of Remote Public Meetings; Statement in Minutes N.J.A.C. 5:39-1.5~~

~~1. Adequate notice of a remote public meeting must include, in addition to the content required pursuant to N.J.S.A. 10:4-8, clear and concise instructions for accessing the remote public meeting, the means for making public comment, and where relevant documents, if any, will be made available.~~



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REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY (M)

2. ~~In addition to adequate notice, the Board shall also provide electronic notice of a remote public meeting, except as may be permitted pursuant to N.J.S.A. 10:4-9.3 and E.3. below.~~
 - a. ~~The electronic notice shall contain the content required pursuant to N.J.S.A. 10:4-8 and 10:4-9.1 and E.1. above, and shall be posted on the Internet website or webpage of Board and/or school district, or the entity responsible for appointing the members of the Board.~~
 - (1) ~~If the Board does not have a website, electronic notice shall be provided on an official social media platform of the Board; however, electronic notice is not required if the Board does not have an internet presence.~~
 - (2) ~~Unless otherwise prohibited by the declared emergency, the content of the electronic notice shall also be posted on the main access door of the building where the public would routinely attend public meetings of the Board in-person. The notice must be viewable from the outside.~~
3. ~~If during a declared emergency the Board elects to issue electronic notice of a remote public meeting in lieu of, rather than in addition to, adequate public notice, as permitted pursuant to N.J.S.A. 10:4-9.3, the Board shall limit public business discussed or effectuated at the meeting to matters:~~
 - a. ~~Necessary for the continuing operation of government and which relate to the emergency declaration connected with the declared emergency; or~~
 - b. ~~Requiring decision during the remote public meeting due to imminent time constraints.~~
4. ~~Nothing in N.J.A.C. 5:39-1.5 prohibits the Board from holding a remote public meeting, notwithstanding the failure to provide adequate notice and electronic notice where permitted pursuant to N.J.S.A. 10:4-9.~~
5. ~~If the Board expects to conduct remote public meetings for a series of regularly scheduled meetings advertised in its annual notice, the annual notice shall be revised at least seven days prior to the next regularly scheduled meeting, indicating which meeting(s) will be held as a remote public meeting and shall contain clear and concise instructions for~~



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REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY (M)

~~accessing those remote public meetings, the means for making public comment, and where relevant documents, if any, will be made available.~~

a. ~~In addition to the means of notice transmission required pursuant to N.J.S.A. 10:4-18, the revised annual notice shall be posted on the Internet website or webpage of the Board and/or school district, or the entity responsible for appointing the members of the Board.~~

b. ~~If the Board does not have its own website, the revised notice shall be provided on an official social media platform unless the Board does not have an Internet presence.~~

e. ~~Unless otherwise prohibited by the declared emergency, the content of the electronic notice shall also be posted on the door of the main public entrance to the building where the public would routinely attend public meetings held by the Board.~~

(1) ~~Notice must also be posted on the door for any designated and clearly delineated handicap accessible entrance. These notices must be viewable from the outside.~~

6. ~~If a previously scheduled Board meeting was to allow public attendance without a public health related restriction as to capacity, but the Board intends to hold the same meeting as a remote public meeting due to a declared emergency and the change is not reflected in a revised annual notice issued pursuant to E.5. above, the Board shall issue adequate and electronic notice for said meeting pursuant to E.1. and E.2. above as if the meeting were not included in the annual notice.~~

7. ~~At the commencement of every remote public meeting of the Board, the person presiding shall announce publicly, and shall cause to be entered in the minutes of the meeting, an accurate statement to the effect that:~~

a. ~~Both adequate and electronic notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided;~~

b. ~~Only electronic notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided, and that discussion and effectuation of public business shall be limited to only those matters:~~



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- ~~(1) — Necessary for the continuing operation of government and that relate to the applicable emergency declaration; or~~
- ~~(2) — Requiring decision during the remote public meeting due to imminent time constraints; or~~
- ~~e. — That adequate notice and electronic notice was not provided, in which case such announcement shall state:—~~
 - ~~(1) — The reason(s) why the matter(s) discussed are of such urgency and importance, as contemplated pursuant to N.J.S.A. 10:4-9(b)(1), and the nature of the substantial harm to the public interest likely to result from a delay in the holding of the meeting;—~~
 - ~~(2) — That the remote public meeting will be limited to discussion of, and acting with respect to, such matters of urgency and importance;—~~
 - ~~(3) — The time, place, and manner in which notice of the meeting was provided; and~~
 - ~~(4) — Either that the need for such meeting could not reasonably have been foreseen at a time when adequate notice and/or electronic notice could have been provided, in which event, such announcement shall specify the reason why such need could not reasonably have been foreseen; or that such need could reasonably have been foreseen at a time when adequate notice and/or electronic notice could have been provided, but such notice was not provided, in which event the announcement shall specify the reason why adequate notice and/or electronic notice was not provided.—~~
- ~~8. — Where the Board is required by law to provide a meeting agenda, or otherwise provides a meeting agenda by practice at its regularly scheduled meetings, prior to the commencement of the remote public meeting, the Board shall also make a copy of the agenda available to the public for download through an Internet link appearing either on the meeting notice, or near the posting of the meeting notice on the website.—~~



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REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY (M)

- a. ~~The notice shall also be posted at the building where the meeting would otherwise be held prior to the commencement of the remote public meeting.~~

F. ~~Executive or Closed Session During Remote Public Meetings~~

1. ~~A Board entering into an executive or closed session shall ensure that audio or video of the session cannot be accessed, except by those individuals that are participating in the session.~~
 - a. ~~A separate non public conference line or e platform session may be employed for this purpose.~~
2. ~~The secretary of the Board should take roll call with each individual affirmatively identifying themselves prior to commencing the closed session.~~
3. ~~If a closed session is held through a telephonic conference call a separate call in line should be made available to ensure confidentiality.~~
4. ~~For closed sessions during remote public meetings held through video conferencing, audio recording should be muted and video recording blocked by a graphic labeled "Executive Session".~~
5. ~~As with in person meetings, the Board shall have read into the record the reason(s) for entering into executive session.~~

~~N.J.A.C. 5:39-1.1 et seq.~~

~~Adopted: 26 April 2021~~



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Program
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CURRICULUM CONTENT (M)

2200 CURRICULUM CONTENT (M)

M

The Board of Education will provide the instruction and services mandated by law and rules as necessary for the implementation of a thorough and efficient system of free public education and such other instruction and services as the Board deems appropriate for the thorough and efficient education of the students of this district. The Board shall annually approve a list of all programs and courses that comprise the district's curriculum and shall approve any subsequent changes in the curriculum in accordance with Policy 2220 – Adoption of Courses.

For the purposes of this policy “curriculum” means planned learning opportunities designed to assist students toward the achievement of the intended outcomes of instruction.

The curriculum will be reviewed by the Superintendent and approved annually by the Board. In accordance with law, the curriculum shall, as a minimum, include the curricular mandates of N.J.S.A. 18A – Education, and N.J.A.C. 6 and 6A – Education, and all of the New Jersey Student Learning Standards and Cumulative Progress Indicators and the courses required by Policy 5460 – High School Graduation and N.J.A.C. 6A:8-5 for high school graduation.

The Superintendent is responsible for implementing the curriculum approved by the Board.

The Board directs the curriculum shall be consistent with the educational goals and objectives of this district and, the New Jersey Student Learning Standards and be responsive to identified student needs. The Superintendent shall, in consultation with teaching staff members, assure the effective articulation of curriculum across all grade levels and among the schools of this district and among the school districts sending to the Roxbury School District.

The curriculum shall provide programs in accordance with Board policies and the New Jersey Student Learning Standards, including but not limited to:

-
- 1. Preparation of all students for employment or post secondary study upon graduation from high school;
-
- 2. Instruction in workplace readiness skills, visual and performing arts, comprehensive health and physical education, language arts



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ROXBURY TOWNSHIP BOARD OF EDUCATION

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CURRICULUM CONTENT (M)

- literacy, mathematics, science, social studies (including instruction on the Constitution of the United States, United States history, Community Civics, and the geography, history and civics of New Jersey), and World Languages;
- - 3. — ~~Continuous access to sufficient programs and services of a library/media facility, classroom collection, or both, to support the educational program of all students in accordance with Policy 2530;~~
 -
 - 4. — ~~Guidance and counseling to assist in career and academic planning for all students, in accordance with Policy 2411;~~
 -
 - 5. — ~~A continuum of educational programs and services for all children with disabilities, in accordance with Policy and Regulation 2460;~~
 -
 - 6. — ~~Bilingual education, English as a Second Language, and English language services for students of limited English language proficiency, when the number of such students so necessitates, in accordance with Policy 2423;~~
 -
 - 7. — ~~Programs and services for students at risk who require remedial assistance in accordance with Policies 2414, 2415, and 5460;~~
 -
 - 8. — ~~Equal educational opportunity for all students in accordance with Policies 2260, 5750, and 5755;~~
 -
 - 9. — ~~Career awareness and exploration as required, and vocational education as appropriate;~~
 -
 - 10. — ~~Educational opportunities for students with exceptional abilities, in accordance with Policy 2464;~~
 -
 - 11. — ~~Instruction in accident and fire prevention;~~
 -
 - 12. — ~~A substance abuse prevention program;~~
 -
 - 13. — ~~A program for family life education; and~~
 -
 - 14. — ~~Programs that encourage the active involvement of representatives from the community, business, industry, labor and higher~~



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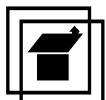
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CURRICULUM CONTENT (M)

~~education in the development of educational programs aligned with
the standards.~~

~~N.J.S.A. 18A:6-2; 18A:6-3; 18A:35-1 et seq.
N.J.A.C. 6A:8-1.1 et seq.; 6A:14 et seq.
New Jersey Student Learning Standards~~

Adopted: 14 October 2013
Revised: 15 August 2016
Revised: 22 May 2017
Revised: TBD



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
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PHYSICAL EXAMINATION (M)

3160 PHYSICAL EXAMINATION (M)

M

The Board of Education shall requires any each candidate for employment who has received receives a conditional offer of employment to undergo a physical examination(s) pursuant to N.J.S.A. 18A:16-2.a. to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA), pursuant to N.J.A.C. 6A:32-6.3.

If upon completing an examination(s) it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

In accordance with N.J.A.C. 6A:32-6.2(a), the Board will develop the requirements for the physical examination and provide for notification to candidates for employment regarding the requirements for the physical examination which shall include, but not be is not limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include, but not be limited to, a health screening to include, but not be limited to: height and weight; blood pressure; pulse and respiratory rate; vision screening; and hearing screening.

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of physical examinations required by this Policy performed by a physician or institution designated by the Board. However, the candidate shall bear the cost if the examination is performed by a physician or institution designated by the candidate. In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.

Teaching staff member School employee physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.

The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools. A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.



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ROXBURY TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
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PHYSICAL EXAMINATION (M)

Health records of candidates for employment and current teaching staff members ~~All staff members' medical and health records~~, including computerized records, shall ~~will~~ be secured, stored and maintained separately from other personnel files pursuant to N.J.A.C. 6A:32-6.3(d). The information contained in medical records shall ~~will~~ be kept confidential. Only the teaching staff member, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual teaching staff member ~~employee~~. Health records shall be the property of the Board and may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 and N.J.A.C. 6A:32-6.3(d).

Pursuant to N.J.A.C. 6A:32-6.3(c), an individual ~~The~~ teaching staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, ~~a~~ the teaching staff member may also choose to share with the ~~staff member's~~ Building Principal, and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.

Pursuant to N.J.S.A. 18A:16-2, the Board may require ~~Additional individual psychiatric or physical or psychiatric examinations of a teaching~~ any staff member ~~may be required by the Board~~ whenever, in the Board's judgment ~~of the Board~~, a teaching staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3(b). Additional examinations and/or certifications may be required to verify fitness in accordance with Policy 3161 – Examination for Cause or disability in accordance with Policies 3425 – Work Related Disability Pay and 3435 – Anticipated Disability.

42 U.S.C.A. 12101

N.J.S.A. 18A:16-2 et seq; 18A:16-3; 18A:16-5

N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted: 14 October 2013

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REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

TEACHING STAFF MEMBERS
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PHYSICAL EXAMINATION (M)

R 3160 PHYSICAL EXAMINATION

M

A. Definitions

1. “Employee” or “staff member” means the holder of any full-time or part-time position of employment.
2. “Health history” means the record of a person's past health events obtained in writing, completed by the individual or their physician.
3. “Health screening” means the testing of people, using one or more diagnostic tools, to determine the presence or precursors of a particular disease.
4. “Physical examination” means the assessment of an individual’s health. Physical examination includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.
5. "Physician assistant" means a health care professional licensed to practice medicine with physical supervision.

B. Physical Examinations - Candidates for Employment Who Have Received a Conditional Offer of Employment

1. Candidates for employment who have received a conditional offer of employment shall be required to undergo a physical examination. The physical examination shall include, but is not limited to a health history and health screenings to determine the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA). The candidate for employment will be provided the Board’s requirements for the physical examination.
 - a. A health history shall include, but is not limited to, the candidate’s:
 - (1) Past serious illnesses and injuries;



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- (2) Current health problems;
- (3) Allergies; and
- (4) Record of immunizations.

b. A health screening shall include, but is not limited to:

- (1) Height;
- (2) Weight;
- (3) Pulse and respiratory rate;
- (4) Hearing screening;
- (5) Blood pressure;
- (6) Vision screening.

C. Medical Requirements Upon Employment

1. The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools. A Mantoux tuberculosis test shall be given upon employment of all newly hired staff members (full time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact with students

a. Tuberculosis testing is not required:

- (1) For new staff members, student teachers, and contractors of the school district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done; or



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~~(2) For a school district staff member transferring between school districts or from a non-public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.~~

~~b. Staff members, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment must be done (TB-8 Form). If TB-like symptoms are reported, a physician must document that the staff member, student teacher, contractor, or volunteer does not have an active disease.~~

~~(1) The school district shall determine the criteria essential to document a valid religious exemption.~~

~~e. Procedures for the administration of the Mantoux tuberculosis test, interpretation of reactions, follow-up procedures, and reporting shall be conducted in accordance with the guidelines and requirements of the New Jersey Department of Health.~~

2. A teaching staff member may provide health status information, including medications, which may be of value to medical personnel in the event of an emergency requiring treatment. The staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency pursuant to N.J.A.C. 6A:32-6.3(c).

D. Health Records

1. All health records of candidates for employment who have received a conditional offer of employment and of current



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employees, including computerized records, shall be secured, stored and maintained separately from other personnel files in accordance with N.J.A.C. 6A:32-6.3(d).

2. Health records shall be the property of the Board and may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 and N.J.A.C. 6A:32-6.3(d).
3. The portion of the employee's medical record containing a health history may be shared with the Principal and the school nurse with the consent of the employee, as provided in B.5.above.

E. **Teaching Staff Member** ~~Employees'~~ Physical Examination and Medical Updates

1. **Teaching staff member** ~~School-employee~~ physical, examinations and/or annual medical updates shall not require disclosure of HIV status.

F. Review of Examinations and Assessments

1. The results of **a** ~~the~~ physical examination **or testing** of a candidate for employment who has received a conditional offer of employment will be reviewed by the **Superintendent and the school physician and/or the Medical Review Officer;** ~~who, in consultation with the Superintendent,~~ will determine the candidate's physical and mental fitness to function with reasonable accommodation in the position for which **the candidate** ~~he/she~~ has made application. That determination will be made a part of the candidate's application.

G. Rescinding a Conditional Offer of Employment – Notice to Candidates for Employment Who Receive a Conditional Offer of Employment

1. All candidates for employment who receive a conditional offer of employment shall be informed by the district that:
 - a. An offer of employment by the Superintendent of Schools or designee is conditional upon completion of the Board's required physical examinations, **tests,** and assessments;



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- b. The required examinations, tests, and assessments will be used to determine the candidate's ability to perform with reasonable accommodations job-related functions pursuant to ADA; and
- c. If it is determined upon completing the examination(s), tests, or assessment(s) the candidate is unable to perform with reasonable accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.

Adopted: 14 October 2013

Revised: 08 May 2017

Revised: TBD



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ROXBURY TOWNSHIP
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The Board of Education shall requires any ~~each~~ candidate for employment who has received ~~receives~~ a conditional offer of employment to undergo a physical examination(s) pursuant to N.J.S.A. 18A:16-2.a. to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA), pursuant to N.J.A.C. 6A:32-6.3.

If upon completing an examination(s) it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

In accordance with N.J.A.C. 6A:32-6.2(a), the Board will develop the requirements for ~~The physical examination~~ and provide for notification to candidates for employment regarding the requirements for the physical examination which shall include, but not be is not limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include, but not be limited to, a health screening to include, but not be limited to: height and weight; blood pressure; pulse and respiratory rate; vision screening; and hearing screening.

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of physical examinations required by this Policy performed by a physician or institution designated by the Board. However, the candidate shall bear the cost if the examination is performed by a physician or institution designated by the candidate with approval of the Board. In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.

~~Support staff member~~ School employee physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.

The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools. ~~A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.~~



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Health records of candidates for employment and current support staff members' medical and health records, including computerized records, shall will be secured, stored, and maintained separately from other personnel files pursuant to N.J.A.C. 6A:32-6.3(d). The information contained in medical records shall will be kept confidential. Only the support staff member, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual support staff member employee. Health records shall be the property of the Board and may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 and N.J.A.C. 6A:32-6.3(d).

Pursuant to N.J.A.C. 6A:32-6.3(c), an individual The support staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, a the support staff member may also choose to share with the staff member's Building Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.

Pursuant to N.J.S.A. 18A:16-2, the Board may require Additional individual psychiatric or physical or psychiatric examinations of a support any staff member may be required by the Board whenever, in the Board's judgment of the Board, a support staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3(b). Additional examinations and/or certifications may be required to verify fitness in accordance with Policy 4161 – Examination for Cause or disability in accordance with Policies 4425 – Work Related Disability Pay and 4435 – Anticipated Disability.

42 U.S.C.A. 12101
N.J.S.A. 18A:16-2; 18A:16-3; 18A:16-5
N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted: 14 October 2013
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R 4160 PHYSICAL EXAMINATION (M)

M

A. Definitions

1. “Employee” or “staff member” means the holder of any full-time or part-time position of employment.
2. “Health history” means the record of a person’s past health events obtained in writing, completed by the individual or their physician.
3. “Health screening” means the use of one or more diagnostic tools to test a person for the presence or precursors of a particular disease.
4. “Physical examination” means the assessment of an individual’s health by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant. Physical examination includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.
5. “Physician assistant” means a health care professional licensed to practice medicine with physician supervision.

B. Physical Examinations – Candidates for Employment Who Have Received a Conditional Offer of Employment

1. Candidates for employment who have received a conditional offer of employment shall be required to undergo a physical examination. The physical examination shall include, but is not limited to, a health history and health screenings to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA). The candidate for employment will be provided the Board’s requirements for the physical examination.
 - a. A health history shall include, but is not limited to, the candidate’s:
 - (1) Past serious illnesses and injuries;
 - (2) Current health problems;



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- (3) Allergies; and
 - (4) A record of immunizations.
- b. A health screening shall include, but is not limited to:
- (1) Height;
 - (2) Weight;
 - (3) Pulse and respiratory rate;
 - (4) Hearing screening;
 - (5) Blood pressure;
 - (6) Vision screening.

C. Medical Requirements Upon Employment

1. **The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools. A Mantoux tuberculosis test shall be given upon employment of all newly hired staff members (full-time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact with students. Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.**

a. ~~Tuberculosis testing is not required:~~

- (1) ~~For new staff members, student teachers, and contractors of the school district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done; or~~
- (2) ~~For a school district staff member transferring between school districts or from a non-public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.~~

- b. ~~Staff members, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these~~



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~~instances, a symptom assessment must be done (TB 8 Form). If TB-like symptoms are reported, a physician must document that the staff member, student teacher, contractor, or volunteer does not have an active disease.~~

~~(1) — The school district shall determine the criteria essential to document a valid religious exemption.~~

~~e. — Procedures for the administration of the Mantoux tuberculosis test, interpretation of reactions, follow up procedures, and reporting shall be conducted in accordance with the guidelines and requirements of the New Jersey Department of Health.~~

2. An individual support staff member may provide health-status information, including medications, that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the support staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency pursuant to N.J.A.C. 6A:32-6.3(c).

D. Health Records

1. All **H** health records of candidates for employment who have received a conditional offer of employment and of current employees, including computerized records, shall be secured, stored, and maintained separately from other personnel files **in accordance with N.J.A.C. 6A:32-6.3(d).**
2. Health records **shall be the property of the Board and** may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 **and N.J.A.C. 6A:32-6.3(d).**

E. **Support Staff Member** ~~Employees~~ Physical Examination and Medical Updates

1. **Support staff member** ~~School employee~~ physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.

F. Review of Examinations and Assessments

1. The results of **a** ~~the~~ physical examination **or testing** of a candidate for employment who has received a conditional offer of employment will be reviewed by the **Superintendent and the** school physician **and/or Medical Review Officer**, ~~who, in consultation with the Superintendent, will to~~ determine **a** ~~the~~ candidate's physical and mental fitness to function with



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reasonable accommodation in the position for which **the candidate** ~~he/she~~ has made application. That determination will be made a part of the candidate's application.

- G. Rescinding a Conditional Offer of Employment – Notice to Candidates for Employment Who Receive a Conditional Offer of Employment
1. All candidates for employment who receive a conditional offer of employment shall be informed by the district that:
 - a. An offer of employment by the Superintendent of Schools or designee is conditional upon completion of the Board's required physical examinations, **tests**, and assessments;
 - b. The required examinations, **tests**, and assessments will be used to determine the candidate's ability to perform with reasonable accommodations job-related functions pursuant to ADA; and
 - c. If it is determined upon completing the examination(s), **tests**, or assessment(s) the candidate is unable to perform with reasonable accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.

Adopted: 14 October 2013

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POLICY

ROXBURY TOWNSHIP
BOARD OF EDUCATION

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ANTICIPATED DISABILITY

4435 ANTICIPATED DISABILITY

The Board of Education shall provide for leaves of absence, in accordance with law and the policies of this Board, for any employee of this district not otherwise covered by the terms of the negotiated agreement whose absence from duties will be required for a foreseeable event of disability such as childbirth or surgery.

An employee who anticipates disability shall so notify the Superintendent as soon as the employee is under medical supervision for the condition and a date is projected for the anticipated disability. Because of the potentially disabling nature of pregnancy and the certainty of temporary disability at parturition, the Board will presume that a pregnant employee is disabled for work thirty days before the anticipated date of childbirth and continues to be disabled for thirty days after parturition, except that any such employee who presents medical certification of her fitness may continue to work until she is actually disabled and may return to work as soon as she is able.

The Board reserves the right to require an employee who requests an extended leave of absence that includes anticipated disability to commence and/or terminate the leave at times that ensure continuity in district operations. Whenever possible, partial year leaves of absence will begin and end at divisions in the academic calendar and will cause not more than one interruption in employment continuity during the school year in which the leave is taken. No person who is required to take leave at a time other than that requested will be denied the use of sick leave for the anticipated disability that occurs or is presumed to occur during the leave.

An employee who anticipates a disability may request a leave of absence to commence before disability and to extend beyond the period of disability. Any such request shall be subject to Board discretion and the Board's policy on leave of absence. An employee on voluntary leave of absence is not eligible for sick leave pay for disability occurring during the period of that absence.

42 U.S.C.A. 2000e-2(a)
29 C.F.R. 1604-1 et seq.
N.J.S.A. 10:5-12(a)
N.J.S.A. 18A:6-6; 18A:16-2; 18A:30-1 et seq.

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ROXBURY TOWNSHIP BOARD OF EDUCATION

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ATTENDANCE (M)

R 5200 ATTENDANCE

M

A. Definitions

A. Attendance Recording

1. School Register (N.J.A.C. 6A:32-8.1)
 - a. The Board of Education shall carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic format of the school district's choosing.
 - b. The Commissioner of Education will issue and publish on the New Jersey Department of Education's (NJDOE) website guidance for recording student attendance in all public schools of the State operated by district Boards of Education, except adult high schools.
 - c. Student attendance shall be recorded in the school register during school hours on each day in session, pursuant to N.J.A.C. 6A:32-8.3. An employee designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.
 - d. A student who has been placed on home instruction shall have their attendance status recorded on the regular register for the program in which the student is enrolled. The student shall be marked absent for the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement. Absences shall not be recorded for the student while on home instruction, provided the hours of instruction are not less than required by N.J.A.C. 6A:14-4.8 and 4.9 and N.J.A.C. 6A:16-10.1 and 10.2. The number of possible days in membership for a student on



home instruction shall be the same as for other students in the program in which the student is enrolled.

- (1) “Days in membership” means the number of school days in session in which a student is enrolled in accordance with N.J.A.C. 6A:32-2.1. A student's membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.

2. Day in Session (N.J.A.C. 6A:32-8.3)

- a. A day in session shall be a day on which the school is scheduled to provide instruction and students are under the guidance and direction of a teacher(s) engaged in the teaching process. A day on which school is closed for reasons such as holidays and teachers’ institutes, or inclement weather not under conditions set forth at N.J.A.C. 6A:32-13, shall not be considered a day in session.
- b. A day in session shall consist of not less than four hours, exclusive of recess and lunch periods, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten.

3. Student Attendance (N.J.A.C. 6A:32-8.4)

- a. For all State attendance submissions, a student shall be recorded as present, absent, or excused for a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below, on every day the school is in session after the student enrolls until the date the student is transferred to another school or officially leaves the school district.
- b. A record of attendance of all students shall be kept in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above. The employee designated by the Superintendent shall keep the attendance records according to N.J.A.C. 6A:32-8 and



the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.

- c. A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half a day in session whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.
- d. A student enrolled in a school who is not participating in instruction or instruction-related activities pursuant to N.J.A.C. 6A:32-8.4(c) and A.3.c. above shall be recorded in the school register as absent, unless the student is recorded as a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below.
- e. State-excused absences shall be as follows:
 - (1) Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.
 - (a) The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis;
 - (2) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
 - (3) Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
 - (4) Take Our Children to Work Day;



- (5) College visit(s), up to three days per school year for students in grades eleven and twelve; ~~and~~
 - (6) Closure of a busing school district that prevents a student from having transportation to the receiving school; ~~and-~~
 - (7) Attendance at a civic event, one day per school year for students in grades six through twelve, pursuant to N.J.S.A. 18A:36-33.2.
 - (a) “Civic event” means an event sponsored by a government entity, a community-based organization, or a nonprofit organization that incorporates elements of service learning whereby students learn and develop through organized service. A civic event shall address an issue of public concern such as community health and safety or environmental, economic, or community well-being in accordance with N.J.S.A. 18A:36-33.1.
 - (b) The parent of a student shall provide a signed written notice of an intended excused absence to attend a civic event at least five school days in advance of the intended excused absence and such other documentation as the Superintendent deems necessary to prove that the student meets the requirements for an excused absence pursuant to N.J.S.A. 18A:36-33.2.b.
- f. For absences that do not meet the criteria at N.J.A.C. 6A:32-8.4(e) and A.3.e. above, the Board may adopt policies that establish locally approved or excused absences consistent with N.J.A.C. 6A:16-7.6 for the purposes of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit. However, an absence designated as excused by the Board pursuant to N.J.A.C. 6A:16-7.6 shall be considered



as an absence in the submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.

4. Average Daily Attendance (N.J.A.C. 6A:32-8.5)

The average daily attendance rate in a district school or program of instruction for a school year shall be the total number of the days present of all enrolled students, divided by the number of days in membership of all enrolled students. The student average daily attendance means the total number of days that a student is present in the school divided by the total possible number of days in session.

5. Absentee and Chronic Absenteeism Rates (N.J.A.C. 6A:32-8.6)

a. A student's absentee rate shall be determined by subtracting the student's total number of days present from the student's days in membership and dividing the result by the student's days in membership.

(1) State-excused absences shall not be included in a student's days in membership for purposes of calculating a student's absentee rate.

b. If a student's absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent.

c. Each school with ten percent or more of its enrolled students identified as chronically absent shall develop a corrective action plan to improve absenteeism rates. In accordance with N.J.S.A. 18A:38-25.1, the school will annually review and revise the corrective action plan and present the revisions to the Board, until the percentage of students who are chronically absent is less than ten percent.

B. Unexcused Absences That Count Toward Truancy/Excused Absences for Board Policy



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1. Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit is a Board decision outlined in Policy 5200 – Attendance and this Regulation.
2. N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures contain, at a minimum, a definition of unexcused absence that count toward truancy, student conduct, promotion, retention, and the award of course credit.
 - a. “An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined in B.2.b. below.
 - b. “An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16 for the reasons listed below:

The student’s illness supported by notification to the school by the student’s parent. (Documentation from the treating physician is required for the absence to be excused.)

The student’s required attendance in court;

Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;

The student’s suspension from school;

Family illness or death supported by notification to the school by the student’s parent;



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College visit(s), up to three (3) days per school year for students in grades eleven and twelve;

Interviews with an admissions officer of an institution of higher education;

Examination for a driver's license;

Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day (supported by documentation from the treating medical professional);

Take Our Children to Work Day;

Religious observance, pursuant to N.J.S.A. 18A:36-14 through 16;

Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;

Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;

Attendance at a civic event(s), pursuant to N.J.S.A. 18A:36-33.2;

Closure of a busing school district that prevents a student from having transportation to the receiving school;

An absence considered excused by the Commissioner of Education and/or a NJDOE New Jersey Department of Education rule;

An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused;



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3. “Unexcused tardiness” may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240 - Tardiness.

C. Notice to School of a Student’s Absence

1. The parent or adult student shall notify the school office before the school day when the student will not be in school. However, notice for attendance at a civic event shall be provided in accordance with the procedure set forth in N.J.S.A. 18A:36-33.2.b and A.3.e(7)(b) above.
2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session shall provide notice to the school office before the start of the afternoon session.
3. The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.
4. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged shall notify the school office to arrange make-up work.
5. The parent or adult student is requested to furnish the Attendance/Main Office with a Physician’s note supporting an excused absence within five (5) days upon returning to school. In a situation where extenuating circumstances exist, they should be communicated directly to the Principal.
6. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student’s absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student’s parent to notify the parent of the absence and determine the reason for the absence.

D. Readmission to School After an Absence

1. A student returning from an absence of three (3) or more consecutive school days ~~any length of time~~ may be required to ~~must~~ provide a



written statement to the Principal or designee that is dated and signed by the parent or adult student listing the reason for the absence.

2. A student who has been absent by reason of having or being suspected of having a communicable disease may be required to present to the school nurse written evidence of being free of a communicable disease.
3. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school.
 - a. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.

E. Instruction

1. Teachers will cooperate in the preparation of home assignments for students who anticipate an ~~excused~~ absence of three (3) ~~consecutive~~ school days duration. The parent or student must request such home assignments, when otherwise not available electronically.
2. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
3. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up the work missed.
4. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.
5. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412 - Home Instruction Due to Health Condition. The parent must request home instruction.



F. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.
2. A K-8 student may be retained at grade level, in accordance with Policy 5410 – Promotion and Retention, when a student has been absent fifteen (15) or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, and absences due to student's suspension will not count toward the total.
3. High School - In accordance with the requirements of New Jersey State Law and Administrative Code, students are expected to attend school every day that school is in session, and the responsibility for compliance belongs to the student and parent. Regular attendance and participation in classes are a vital and integral part of the learning process. Frequent absences from classroom learning experiences disrupt the continuity of the instructional process and limit the ability of the student to complete the prescribed curriculum requirements successfully. In addition, chronic absences reinforce a habit that will handicap the individual in future education or employment. A student must be in attendance over ninety percent of the school year in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.
 - a. Students who accrue more than eight absences in a full year course*, six absences in a three marking period course (physical education), four absences in a semester course, or two in a one marking period course (health) will receive no credit for the course because of excessive absenteeism.



For full year courses that meet DAILY (both A and B days), loss of credit will occur on the 17th unexcused absence, with parent notification.

This is not a permissive regulation establishing or licensing a limit of days which may be missed. Rather, it assumes absences will only occur due to personal illness or circumstances listed below. Parents are asked to contact the school by 9:00 a.m. on any day their child is absent, and to submit a written statement on the first day a student returns to school after an absence.

- b. Family vacations or job interviews will be recorded as unexcused absences.
- c. Students who report late to class (less than fifteen minutes) without an appropriate pass will accrue one-half of a student absence in that class period.
- d. Students absent from class for fifteen minutes or more without an appropriate pass will be recorded as absent. Thus, lateness and/or absence from class will contribute toward loss of credit in a class.
- e. Any absence from class will count toward loss of credit in that class with the exception of absences due to:
 1. Death in the immediate family.
 2. Observation of an approved religious holiday.
 3. Suspension from school.
 4. Subpoena-court ordered appearance.
 5. Drivers Test – An appropriate absence note must be brought by the student upon their return to school. Failure to bring in a note within five school days will result in the absence not being excused.
 6. Verifiable absences for illness, as legitimized by a physician's note, will be accepted as excused absences.



No physician's note will be accepted after a 10-day period from the date of the absence.

7. Other absences authorized by the administration with prior approval.
8. Authorized school activities, such as field trips, State or school testing, regularly scheduled student council or peer counselor meetings, athletic contests, band lessons, and class meetings will not be counted as cumulative absences.

Teachers should contact the activity advisor if a student's absences from class are hindering the student's academic progress. If a student is performing below average in a course, the teacher and the advisor will determine the advisability of the student missing class to participate in an activity. If a student is failing a course that is required for graduation it is recommended that the student not be excused from class to attend an activity until he/she maintains a passing average. The Child Study Team should be involved in recommending the appropriate course of action for classified students.

In order for a student to participate in an athletic event or social activity such as a prom, the student must be in attendance a minimum of four hours on the day of that event.

A secondary student who has been dropped from a course of study may be assigned to an alternate program.

- G. School District Response To Unexcused Absences During the School Year That Count Toward Truancy (N.J.A.C. 6A:16-7.6(a)4.)

Students may only be absent from school for legitimate and authorized reasons. Students who are determined by the administration to be absent from school for unauthorized reasons will be considered as truant from school and will be dealt with according to the attendance policy and discipline code. Truancy is a violation of Title 18A: 38-27 which requires that a student who is repeatedly absent from school



without authorization be subject to school district policies and, if necessary, be deemed to be a juvenile delinquent. The Roxbury Township District applies the definition of truancy to any student absence for unauthorized reason whether the absence is a prolonged one or is an isolated incident.

1. Grades 1 – 4

- a. At five (5) cumulative unexcused absences, parents will be notified in writing. After the fifth unexcused absence, parents will receive a copy of the Board of Education policy.
- b. For up to ten (10) cumulative unexcused absences, parents will be notified in writing and an Intervention and Referral Services (I&RS) meeting will be held to create an action plan to help improve attendance. Follow up meeting(s) will be scheduled to assess effectiveness of interventions, as necessary.
- c. At fifteen (15) cumulative unexcused absences, parents will be notified in writing of the district's intention to refer the matter to the Township of Roxbury Municipal Court for truancy pursuant to N.J.S.A.18A: 38-27 and/or to the New Jersey Department of Children and Families for possible educational neglect.
- d. Refer to Policy 5410 for retention guidelines.

2. Grades 5 – 12

For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:

- a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;



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- b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or abused child situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
 3. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and G.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;



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- (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;
 - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and G.5. below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
 - (7) Engage the student's family.
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
4. For cumulative unexcused absences of ten or more that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
 - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and G.5. below;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; and
5. A court referral may be made as follows:
 - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with



N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.

(1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or

b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.

(1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.

6. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's Individual Education Program (IEP), pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.

H. High School Response To Unexcused Absences for Individual Classes During the School Year That Count Toward Truancy

The Board of Education recognizes that it is important for parents be notified periodically of their child's attendance so that appropriate measures may be taken.

Some examples of unauthorized reasons for student absence include, but are not limited to the following:

"Cut Days" or days following a prom weekend.

Notification will be as follows:

1. Full-Year Course



- a. After the fourth unexcused absence, the parent will be notified via email or letter of their child's attendance status.
- b. After the seventh unexcused absence, the parent will be notified via email or letter a second time. The student's counselor and an administrator will meet with the student and contact the parent to offer the opportunity to meet.
- c. Upon the ninth unexcused absence, the parent will be notified via email or letter of loss of credit. The student will be advised of this loss of credit by an administrator.
- d. For full year courses that meet DAILY (both A and B days), on the eighth unexcused absence and again on the thirteenth unexcused absence, the parent will be notified via email of the student's attendance status. Upon the seventeenth unexcused absence, the parent will be notified via email or letter of loss of credit. The student will be advised of this loss of credit by an administrator.

2. Three Marking Period Course

- a. After the third unexcused absence, the parent will be notified via email or letter of their child's attendance status.
- b. After the fifth unexcused absence, the parent will be notified via email or letter a second time. The student's counselor and an administrator will meet with the student and contact the parent to offer the opportunity to meet.
- c. Upon the seventh unexcused absence, the parent will be notified via email or letter of loss of credit. The student will be advised of this loss of credit by an administrator.

3. One Semester Course

- a. After the second unexcused absence, the parent will be notified via email or letter of their child's attendance status. The student's counselor and an administrator will meet



with the student and contact the parent to offer the opportunity to meet.

- b. Upon the fifth unexcused absence, the parent will be notified via email or letter of loss of credit. The student will be advised of this loss of credit by an administrator.

4. One Marking Period Course

- a. After the first unexcused absence, the parent will be notified via email or letter of their child's attendance status, and an administrator will meet with the student and contact the parent to offer the opportunity to meet.
- b. Upon the third unexcused absence, the parent will be notified via email or letter of loss of credit. The student will be advised of this loss of credit by an administrator.

5. Student Responsibilities Prior to Administratively Approved Absence

- a. A student must see the teacher of any class that he/she will miss because of an administratively excused absence.
- b. The day following the absence the student is expected to report to class to fulfill class requirements, e.g., homework, tests.
- c. Failure of a student to meet these obligations will not absolve him/her of the responsibilities.

Students must maintain average to above average performance in a class to participate in co-curricular events held during the school day. Participation is dependent upon good school/class attendance. Excessive absences may cause forfeiture of the right to participate in co-curricular events. The faculty will bring to the attention of the appropriate Assistant Principal the name of the student whose frequent absences are impacting negatively on class performance.



6. Procedure for Dealing with Class Cuts

An attendance list will be issued to teachers daily. Teachers will check the attendance list for students who were not in class and are not listed as absent on the attendance sheet, and students who were present but listed as absent. Teachers should check the attendance list for students who were tardy, in in-school or out-of-school suspension, and on field trips.

Students whose whereabouts cannot be verified should be asked the following day to verify their absence from class. If the student cannot prove by authorized pass (e.g., nurse, guidance, main office, etc.) that he/she was absent for a legitimate reason, the teacher should submit a Discipline Report to the Assistant Principal for Attendance.

I. Discipline

1. Students may be denied participation in co-curricular activities and/or athletic competition if the Board establishes attendance standards for participation.
2. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

J. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy and Regulation 5200 – Attendance and this Regulation.
3. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

K. Appeal



1. Students may be subject to appropriate discipline for their school attendance record.
2. A parent of a student or an adult student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410 – Promotion and Retention.
3. A parent of a student or an adult student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - a. ~~The student shall file a~~ A written appeal shall be filed with ~~to~~ the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
 - b. The Principal or designee will respond in writing no later than seven school days after receiving the written student's appeal.
 - c. If the parent or adult student is not satisfied, the parent or adult student may submit a written request to the Principal for consideration by an Attendance Review Committee.
 - d. In response to ~~On a student's~~ request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent, the student, and teacher(s) may attend the meeting.
 - e. The Attendance Review Committee shall decide the appeal and inform the parent and student in writing within seven school days of the meeting.



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- f. The **parent or adult** student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board ~~of Education~~, and the Commissioner ~~of Education~~ in accordance with Policy 5710, Pupil Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

L. Attendance Records

1. Attendance records for the school district and each will be maintained and attendance rates will be calculated as required by the **NJDOE** ~~New Jersey Department of Education~~. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

Adopted: 8 September 2015

Revised: 15 August 2016

Revised: 18 September 2017

Revised: 17 August 2020

Revised: 13 February 2023

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SERVICE ANIMALS

5337 SERVICE ANIMALS

In compliance with Title II of the Americans with Disabilities Act (ADA) as amended by the ADA Amendments Act of 2008, it is the Policy of the Board of Education to permit use of a service animal by an individual with a disability in all areas of the district where the public is normally permitted: in district buildings; on district property; and on vehicles owned, leased, or controlled by the district ~~in accordance with~~ (28 CFR §35.136.)

A. Definitions

1. “Act” means the Americans with Disabilities Act (ADA) as amended by the ADA Amendments Act of 2008.
2. “Designated administrator” means Principal or person designated by the Principal to coordinate these activities.
3. “District” means this school district.
4. “Handler” means the animal’s owner who is an individual with a disability or a person, such as a trainer, assisting the owner with control of the service animal.
5. “Service animal” means a dog individually trained to do work or perform a specific job or task for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability ~~in accordance with~~ (28 CFR §36.104.)
 - a. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.
 - b. The work or tasks performed by a service animal must be directly related to the individual's disability (e.g. navigation, alerting physical support and assistance, preventing or interrupting impulsive or destructive behaviors).
 - c. Work or tasks for the purposes of this definition do not include the provision of emotional support, well-being, comfort, therapy, companionship, or crime deterrence.

B. Generally **Rules**

1. The district shall permit the use of a service animal by an individual with a disability unless:



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- a. The animal is out of control and the animal’s handler does not take effective action to control it;
 - b. The animal is not housebroken.
2. A student with a disability, including autism, shall be permitted access for a service animal in school buildings, including the classroom, on school buses, and on school grounds.
32. The service animal shall be under a handler’s control at all times by use of a leash, tether, voice control, signal, or other suitable means in accordance with N.J.S.A. 18A:46-13.3 and ~~A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether, or the use of a harness, leash, or other tether would interfere with the service animal’s safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler’s control (e.g. voice control, signals, or other effective means). (28 CFR §35.136(d).)~~
43. If an animal is properly excluded, the district shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises in accordance with ~~-(28 CFR §35.136(b).)~~
54. If there are places in the district where it is determined to be unsafe for a handler and service animal, reasonable accommodations will be provided to assure the individual with a disability has equal access to the activity.
65. A school official may inquire as to whether the service animal is required due to a disability and what task or work the service animal has been trained to perform, unless the student’s disability and the work or task that the service animal will perform are readily apparent in accordance with N.J.S.A. 18A:46-13.3. ~~Unless the need for a service animal is readily apparent, the individual with a disability or his/her parent will be required to provide the district with information that:~~
- a. ~~The service animal is required because of a disability;~~
~~and~~
 - b. ~~What work or task the animal has been trained to~~
~~perform.~~



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- 76. The district may not require documentation, including proof that the animal has been certified, trained, or licensed as a service animal; nor that the dog demonstrates its ability to perform the work or task **in accordance with** ~~-(28 CFR §35.136(f).)-~~
- 87. Individuals with a disability who have service animals are not exempt from local animal control or public health requirements.
- 98. **A school official may require:** ~~Service animals must be licensed and registered in accordance with State and local laws.~~
 - a. **Certification from a veterinarian that the service animal is properly vaccinated and does not have a contagious disease that may harm students or staff; and**
 - b. **Documentation that any license required by the municipality in which the student resides has been obtained for the service animal.**

C. Delegation of Responsibility

- 1. **The school shall not be responsible or liable for the care or supervision of the service animal.** ~~The district is not responsible for the care or supervision of a service animal. (28 CFR §35.136(e))~~
 - a. The district is not responsible to pay for or provide a handler to aid the individual with a disability in the control of the service animal.
 - b. **The school shall provide reasonable accommodations to allow the handler to provide for the care and feeding of the service animal while on school grounds or at a school function.** ~~The district is responsible to provide assistance to an individual with a disability in performing the tasks required of the individual for the care and maintenance of the service animal.~~
- 2. If the district normally charges individuals for damage they cause, an individual with a disability may be charged for damage caused by **their** ~~his or her~~ service animal **in accordance with** ~~-(28 CFR §35.136(h).)-~~
- 3. The district will designate relief areas for the service animal which will be included in mobility training and orientation of students and animals new to the school.



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D. Notification and Responsibilities

1. In the event a service animal will be introduced as part of the school community, the designated administrator will develop a comprehensive implementation plan prior to introduction of the service animal into the school to include:
 - a. Notification to parents of students who may be in contact with the service animal;
 - b. Appropriate accommodations:
 - (1) For students who are allergic to the service animal; and/or
 - (2) For students who have fears regarding the service animal.
 - c. Appropriate etiquette regarding service animals to include:
 - (1) Never pet a service animal while it is working;
 - (2) Never feed a working service animal;
 - (3) Do not deliberately startle, tease, or taunt a service animal;
 - (4) Do not hesitate to ask the handler if **they** ~~he or she~~ would like assistance regarding directions for navigating the facility.
2. The use of a service animal introduced as part of the school community will require inclusion into the student's Individualized Education Plan (IEP) or the student's Section 504 Accommodation Plan.
3. The district may request, but cannot require, the owner of a service animal introduced as part of the school community and, as included in the student's IEP or Section 504 Accommodation Plan, maintain liability insurance for the service animal. The School Business Administrator/Board Secretary will ensure the school district has appropriate insurance in the event a service animal is introduced as part of the school community.

E. Miniature Horses



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SERVICE ANIMALS

1. Miniature horses, although not included in the Act under the definition of “service animal,” may only be permitted if individually trained to do work or perform tasks for the benefit of the individual with a disability and if they meet the assessment factors outlined in 3. below: **in accordance with** (28 CFR §35.136(i).)
2. Ponies and full size horses are not considered miniature horses.
3. Assessment factors to determine whether the district can reasonably modify its policies, practices, and procedures to allow for the use of miniature horses on its property, facilities, or vehicles include:
 - a. Type, size, and weight of the miniature horse and whether the facility can accommodate those features;
 - b. Whether the handler has sufficient control of the miniature horse;
 - c. Whether the miniature horse is housebroken; and
 - d. Whether the miniature horse’s presence compromises legitimate safety requirements necessary for safe operation.
4. All requirements for the use of service animals also apply to the use of miniature horses.

N.J.S.A. 18A:46-13.3

28 CFR §35.136

28 CFR §36.104

Adopted: 18 September 2017

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STUDENT SUICIDE PREVENTION (M)

5350 STUDENT SUICIDE PREVENTION (M)

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among students. Students under severe stress cannot benefit fully from the educational program and may pose a threat to themselves or others.

The Board directs all school district staff members to be alert to a student who exhibits warning signs of self-destruction or who threatens or attempts suicide. Any such warning signs or the report of such warning signs from another student or staff member shall be taken with the utmost seriousness and reported immediately to the Principal or designee.

The Principal or designee shall immediately contact the parent(s) of the student exhibiting warning signs of suicide to inform the parent(s) the student will be referred to the Crisis Response Team (including, but not limited to, school counselors, student assistance counselors, and school psychologists) appointed by the Superintendent or designee, for a preliminary assessment. Upon completion of the preliminary assessment, the Principal or designee shall meet with the parent(s) to review the assessment. Based on the preliminary assessment, the parent(s) may be required to obtain medical or psychiatric services for the student. In the event the parent objects to the recommendation or indicates an unwillingness to cooperate in the best interests of the student, the Principal or designee will contact the New Jersey Department of Children and Families, Division of Child Protection and Permanency to request intervention on the student's behalf.

In the event the student is required to obtain medical or psychiatric services, the parent(s) will be required to submit to the Superintendent a written medical clearance from a licensed medical professional, selected by the parent(s) and approved by the Superintendent, indicating the student has received medical services, does not present a risk to themselves or others, and is cleared to return to school. The written medical clearance may be reviewed by a Board of Education healthcare professional before the student is permitted to return to school. The parent(s) shall be required to authorize their healthcare professional(s) to release relevant medical information to the school district's healthcare professional, if requested.

In accordance with N.J.A.C. 6A:14-1.1(d), special education and related services shall be provided to students with disabilities at public expense, with no charge to the parents. A clearance by a psychiatrist or other medical professional as a



requirement to return to school is considered an assessment provided at public expense. The district shall not require the parents to incur the cost of psychiatric clearance.

~~Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall immediately report the information to the Principal or designee or their immediate supervisor who will immediately report it to the Superintendent or designee. The Superintendent or designee shall promptly report it online to the New Jersey Department of Children and Families, or as otherwise required by the Department of Children and Families in accordance with N.J.S.A. 30:9A-24. In accordance with N.J.S.A. 30:9A-24i, any person who reports an attempted or completed suicide shall have immunity from any civil or criminal liability on account of the report, unless the person has acted in bad faith or with malicious purpose.~~

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. 6A:9C-3 et seq., every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with training and experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Not including teaching staff members subject to the requirements of N.J.S.A. 18A:6-112.a. and not including licensed mental health care professionals, a school employee or an employee of a contracted service provider who has regular and direct contact with students, as determined by the Board, shall complete a one-time training program in suicide prevention, awareness, and response identified by the New Jersey Department of Education (NJDOE) pursuant to N.J.S.A. 18A:6-112.c. A person subject to the requirements of N.J.S.A. 18A:6-112.b. shall complete the required training program not less than twelve months from the date of the identification by the NJDOE of training programs or twelve months from the person's date of hire, whichever occurs later.

Not less than twelve months following the date of the identification by the NJDOE of the training programs or not less than twelve months from the person's date of hire, and annually thereafter, the district shall provide to their employees who are subject to the requirements of N.J.S.A. 18A:6-112.a. or b., in a hard copy



paper form or in an electronic form, guidelines on the district's reporting and suicide prevention, awareness, and response protocols including, but not limited to, contact information for each school's designated staff who should be notified whenever an employee believes a student may be at risk for suicide.

Each person who is required pursuant to N.J.S.A. 18A:6-112.a. or b. to complete a suicide prevention training program shall have a duty to warn and protect when the following conditions exist:

1. A student has communicated to that person a clearly identifiable threat of imminent, serious physical violence against oneself and the circumstances are such that a reasonable person would believe the student intended to carry out the threat; or
2. The circumstances are such that a reasonable person would believe the student intended to carry out an act of imminent, serious physical violence against oneself.

A person acting in good faith and who takes reasonable steps to discharge a duty to warn and protect shall be immune from civil and criminal liability in regard to that disclosure.

Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall immediately report the information to the Principal or designee or their immediate supervisor who will immediately report it to the Superintendent or designee. The Superintendent or designee shall promptly report it online to the New Jersey Department of Children and Families, or as otherwise required by the Department of Children and Families in accordance with N.J.S.A. 30:9A-24. In accordance with N.J.S.A. 30:9A-24.i., any person who reports an attempted or completed suicide shall have immunity from any civil or criminal liability on account of the report, unless the person has acted in bad faith or with malicious purpose.

The Superintendent shall prepare and disseminate guidelines to assist school district staff members in recognizing the warning signs of a student who may be contemplating suicide, to respond to a threat or attempted suicide, and to prevent contagion when a student commits suicide.

N.J.S.A. 18A:6-111; 18A:6-112



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N.J.S.A. 30:9A-23 ; 30:9A-24
N.J.A.C. 6A:9C-3 et seq.; 6A:14-1.1

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Revised: 23 July 2018
Revised: TBD



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EMERGENCY AND CRISIS SITUATIONS (M)

8420 EMERGENCY AND CRISIS SITUATIONS (M)

M

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district shall will develop and implement comprehensive written plans, procedures, and mechanisms that to provide for safety and security in the district’s public elementary and secondary schools. Plans and procedures, which shall be in written form, and mechanisms shall provide for, at a minimum: the protection of the health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, students, and their families, in accordance with N.J.A.C. 6A:16-5.1(a).

Pursuant to N.J.S.A. 18A:41-6, “School security drill” means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

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

Pursuant to N.J.S.A. 18A:41-15, in developing its districtwide school safety and security plan, the district shall: demonstrate that it has considered the individual needs of each student with a disability, as enumerated in the students’ individualized education programs (IEP), individualized health care plans, 504 plans, or, in the case of students with disabilities enrolled in nonpublic schools, service plans pursuant to N.J.S.A. 18A:46-2.15; and incorporate protocols into the districtwide school safety and security plan for communicating the individual needs of each student with a disability, when appropriate and in compliance with the “Family Educational Rights and Privacy Act of 1974,” (20 USC §1232g), to third parties including, but not limited to, first responders and emergency management agencies.



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A copy of the school district's school safety and security plan shall be disseminated to all school district employees pursuant to N.J.A.C. 6A:16-5.1(c). New employees shall receive a copy of the school district's safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be notified in writing, as appropriate, regarding updates and changes to the school safety and security plan.

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

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.b. In the event an individual is employed in a substitute capacity in the district at the time the school safety and security training is being provided to full-time employees pursuant to N.J.S.A. 18A:41-7.a., the district shall include the individual in the training.

Any information or training provided pursuant to N.J.S.A. 18A:41-7 shall address the unique needs of students with disabilities in the event of a fire drill, school security drill, or actual emergency situation. All full-time employees and individuals employed in the district in a substitute capacity shall be made aware of any anticipated mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making support needs of students in the care of the employee and any supports, modifications, accommodations, and services to be provided to students, as enumerated in their IEPs, individualized health care plans, 504 plans, or service plans pursuant to N.J.S.A. 18A:46-2.15.

The district shall ensure a student's unique mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making needs in the event of a fire drill, school security drill, or an actual emergency situation that may occur on school grounds is maintained in the student record. The documentation maintained in the student record shall indicate whether or not the student is able to safely and fully



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participate in fire drills or school security drills without the use of supplementary supports, modifications, accommodations, or services, or if any accommodations are needed, including determining areas of refuge during an emergency, in accordance with N.J.S.A. 18A:46-2.15.a.

If it is determined a student requires supplementary supports, modifications, accommodations, or services in order to safely and fully participate in a fire drill or school security drill, a written plan shall be maintained in the student record, pursuant to N.J.S.A. 18A:46-2.15.b. The written plan shall: describe the anticipated mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making support needs of the student during a fire drill or school security drill and during an actual emergency situation; describe the supports, modifications, accommodations, and services to be provided to the student during a fire drill or school security drill and during an actual emergency situation; and describe the role of school employees in supporting the student during a fire drill or school security drill and during an actual emergency situation, including the need for any specific training of school employees. The district shall on a regular basis, but not less than once annually, perform a review of any determinations made pursuant to N.J.S.A. 18A:46-2.15 to evaluate the school security needs of a student.

Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, ~~and shall require all teachers of all schools,~~ Employees of the district, whether occupying buildings of one or more stories, shall to keep all exterior doors and exits of their respective rooms and buildings unlocked during the school hours, except locked at all times except when necessary to comply with the requirements set forth in the Uniform Fire Code, including applicable requirements during an emergency lockdown or an emergency lockdown drill. All students and staff shall fully participate in each drill conducted to the greatest extent practicable and, when appropriate, utilize procedures for assisting in the rescue of persons unable to use the general means of egress to ensure that participation does not pose a safety risk. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual fire or school security emergency that occurs at a school during the month ~~and~~ that includes activities which are the equivalent of a drill shall be considered a school security drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1. In order to ensure meaningful preparation for an actual emergency, when the school is conducting an emergency drill, it will be announced as a drill so to avoid any confusion.



EMERGENCY AND CRISIS SITUATIONS (M)

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year. In accordance with N.J.S.A. 18A:41-7a., notwithstanding any other provision of law to the contrary, the school district shall ensure that a school security drill that occurs when students are present:

1. Includes clear, developmentally and age-appropriate messaging to students and staff at the onset and conclusion of the drill that the event is a drill and that no current danger exists;
2. Does not expose students to content or imaging that is not developmentally or age-appropriate;
3. Is paired with trauma-informed approaches to address any student inquiries or concerns which may arise as a result of a school security drill;
4. Does not include the use of fake blood, real or prop firearms or other weapons, or the simulations of gun shots, explosions, or other sounds or visuals that may induce panic or a traumatic response from a student or school district employee;
5. Does not require a student to role play as a victim, but may include first aid training in which students participate; and
6. Is accessible to students with disabilities and mental health conditions, and provides all necessary accommodations for these students.

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

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a courtesy notification at least forty-eight hours prior to holding a school security drill. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1. The ~~school~~ district may permit emergency personnel access to the buildings and grounds of its schools for school



security drills that are scheduled outside of school hours and during such times as students are not present, pursuant to N.J.S.A. 18A:41-7a.c.

The school district shall review and update its school security drill procedures using a process that coincides with the review of the school safety and security plan developed pursuant to N.J.A.C. 6A:16-5.1 and collects input from emergency personnel; parents of students enrolled in the school district; teachers and staff employed in the district; mental health professionals; and student government representatives from multiple grade levels, pursuant to N.J.S.A. 18A:41-7a.d.

The school district shall annually track data on such measures and information as required by the Commissioner of Education, and shall report the data to the Commissioner, pursuant to N.J.S.A. 18A:41-7a.e.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds in accordance with N.J.A.C. 6A:16-5.1.

The school district will be required to annually submit a security drill statement of assurance attesting to the completion of monthly school security drills to the New Jersey Department of Education/County Office of Education by June 30 of each school year, in accordance with N.J.A.C. 6A:30 App.A. Each school in the district will be required to complete and retain a security drill record form as required by the New Jersey Department of Education.

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

N.J.S.A. App.A.:9-86

N.J.S.A. 18A:41-1; 18A:41-2; 18A:41-6; 18A:41-7; 18A:41-7a.;
18A:41-15; 18A:46-2.15

N.J.A.C. 6A:16-5.1; 6A:30 App.A.

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FIREARMS AND WEAPONS (M)

8467 FIREARMS AND WEAPONS (M)

M

The Board of Education prohibits the possession, use, or exchange of any **firearm or** weapon in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation except as the possession and use of a **firearm or** weapon is authorized by law and required in the performance of the possessor's duty.

For the purpose of this **P**policy, "weapon" means **items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f)** ~~anything readily capable of lethal use or of inflicting serious bodily injury. "Weapon" includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms.~~ For the purposes of this **P**policy "firearm" means those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921.

Pursuant to N.J.A.C. 6A:16-6.3(b), whenever a school employee develops reason to believe a firearm, as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, or other deadly weapon, whether enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, has unlawfully been brought onto school grounds or a student or other person is in unlawful possession of a firearm or other deadly weapon on or off school grounds, or a student or other person has committed an offense with or while in possession of a firearm on or off school grounds or during school operating hours, the matter shall be reported as soon as possible to the Principal or designee, or in the absence of the Principal or designee, to the staff member responsible at the time of the alleged violation. Either the Principal or designee or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the county prosecutor or other law enforcement official designated by the county prosecutor to receive such information. The Superintendent or designee shall provide to the county prosecutor or designee all known information concerning the matter, including the identity of the student or staff member involved.

~~Any student or school employee who has reasonable grounds to suspect the presence of a weapon prohibited by this policy shall immediately report his/her suspicion to the Principal.~~ The Principal **or designee** shall conduct an appropriate search in accordance with Policy No. 5770 - **Student Right of Privacy** and **if appropriate and feasible,** confiscate any **firearm or** weapon discovered in the course of the search. **The Principal or designee** ~~He/she shall, if appropriate and feasible,~~ **may** summon the aid of law enforcement **officials** ~~officers~~ in the conduct of the search. Any school employee who confirms the presence of a **firearm or** weapon under circumstances that place persons at



FIREARMS AND WEAPONS (M)

serious risk may confiscate the **firearm or** weapon immediately and may use such force as is reasonable and necessary to obtain possession.

Unless the **firearm or** weapon has been taken into custody by a law enforcement **official** ~~officer~~, the Principal **or designee** shall immediately **secure the** ~~store any~~ confiscated **firearm or** weapon in a securely **and** locked **location** ~~box or container~~ and report the presence of the **firearm or** weapon to the Superintendent. Pursuant to N.J.A.C. 6A:16-6.3(b), ~~t~~The Superintendent shall promptly notify, ~~by telephone call and by letter,~~ **local law enforcement** ~~the Chief of Police of Roxbury Township~~ that a **firearm or** weapon is present on school premises; ~~the notice shall~~ **and** request removal of the **firearm or** weapon by an authorized law enforcement **official** ~~officer~~. The Superintendent shall obtain and file a receipt for any **firearm or** weapon removed by a law enforcement **official** ~~officer~~.

Any student who possesses, uses, or exchanges a **firearm or** weapon in violation of this **P**olicy shall be subject to stringent discipline, ~~which may include expulsion~~. Any student or school employee who suspects or knows of the presence of a **firearm or** weapon in violation of this **P**olicy and fails to report the same shall be subject to discipline. Pursuant to N.J.A.C. 6A:16-6.3(b), ~~a~~Any person who possesses a **firearm or** weapon on school premises or school transportation or at a school-sponsored function shall be reported to the appropriate law enforcement agency.

The Board shall immediately remove a student who is convicted or adjudicated delinquent for possession of a firearm on school grounds; convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds; or found knowingly in possession of a firearm on school grounds from the school's general education program for a period of not less than one calendar year, in accordance with N.J.A.C. 6A:16-5.5(a) and Policy and Regulation 5611 – Removal of Students for Firearms Offenses.

~~Any student who is convicted or is an adjudicated delinquent for possession of a firearm or who is found to be in possession of a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. Students convicted or found to be delinquent for possessing a firearm on school property, on a school bus, or at a school-sponsored function or committing a crime while possessing a firearm shall be immediately removed from the regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the student. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)~~



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The Board shall immediately remove a student who commits an assault, as defined under N.J.S.A. 2C:12-1a(1), with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 USC §921, upon a teacher, administrator, other school board employee, district Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5, from the school's general education program for a period not exceeding one calendar year, in accordance with N.J.A.C. 6A:16-5.6(a) and (b) and Policy and Regulation 5613 – Removal of Students for Assaults with Weapons Offenses. ~~Any student who commits an assault upon members of the school community with a weapon other than a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)~~

Students with disabilities violating the provisions of this Policy shall be ~~addressed dealt with~~ in accordance with ~~the provisions of N.J.A.C. 6A:14-2.8 Policy No. 2460 and Regulation No. 2460.6.~~

Nothing in this Policy shall be construed to prohibit the reporting of a crime committed by a child with a disability to the appropriate law enforcement or judicial authorities, or to prevent such authorities from exercising their responsibilities with regard to the application of Federal or State law to crimes committed by a child with disabilities.

~~The procedures for Any student requiring removal from and return to the general regular education program of a student for firearms offenses and assaults with weapons offenses for the reasons enumerated above shall be removed in accordance with Policy and Regulation No. 5611 - Removal of Students for Firearms Offenses and Policy and Regulation 5613 – Removal of Students for Assaults with Weapons Offenses.~~

The Superintendent, or designee, shall prepare regulations to implement this Policy for the guidance of school staff in dealing with incidents involving ~~firearms or~~ weapons in the school district.

The school district's reporting requirements to law enforcement officials and the handling of firearms and weapons outlined in this Policy and Regulation 8467 and in accordance with N.J.A.C. 6A:16-3 and N.J.A.C. 6A:16-4 shall be in addition to any reporting and handling requirements included in the current Memorandum of Agreement Between Education and Law Enforcement Officials.

N.J.S.A. 2C:12-1(a)1; 2C:39-1 et seq.; 2C:58-6.1; 2C:58-15
N.J.S.A. 18A:6-1; 18A:37-2.2; 18A:37-2.3; 18A:37-2.4; 18A:37-2.5



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N.J.S.A. 23:4-16

N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5.5; 6A:16-5.6; 6A:16-6.3; 6A:16-6.4

Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act

18 U.S.C. 921

20 U.S.C. 1415

Adopted: 14 October 2013

Revised: TBD



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FIREARMS AND WEAPONS (M)

R 8467 **FIREARMS AND WEAPONS (M)**

M

A. Definitions – N.J.A.C. 6A:16-1.3

1. “Weapon” ~~includes:~~ means items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f).
21. **“Firearm” means items enumerated in** ~~Firearms, which include but are not limited to, any handgun, rifle, shotgun, machine gun, automatic or semi-automatic rifle, or any gun, device, or instrument in the nature of a weapon from which may be fired or ejected any solid projectile ball, slug, pellet, missile, or bullet, or any gas, vapor or other noxious thing, by means of a cartridge or shell or by the action of an explosive or the igniting of flammable or explosive substances. It also includes any firearm that is in the nature of an air gun, spring gun or pistol or other weapon of a similar nature in which the propelling force is a spring, elastic band, carbon dioxide, compressed or other gas or vapor, air or compressed air, or is ignited by compressed air, and ejecting a bullet or missile smaller than three eighths of an inch in diameter, with sufficient force to injure a person. Firearms for the purposes of this regulation means those items enumerated in N.J.S.A. 2C:39-1(f) and 18 USC § U.S.C. 921.~~
3. **“School grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider. School grounds also includes school buses, school-sponsored functions, structures that support the buildings, such as school district wastewater treatment facilities; generating facilities; and other central service facilities including, but not limited to, kitchens and maintenance shops. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by municipalities, private entities, or other individuals during times when the school district has exclusive use of a portion of the land.**

B. **Reporting to Law Enforcement – N.J.A.C. 6A:16-6.3**

1. **Whenever a school employee develops reason to believe a firearm, as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, or other deadly weapon,**



whether enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 USC §921, has unlawfully been brought onto school grounds or a student or other person is in unlawful possession of a firearm or other deadly weapon on or off school grounds, or a student or other person has committed an offense with or while in possession of a firearm on or off school grounds or during school operating hours, the matter shall be reported as soon as possible to the Principal or designee, or in the absence of the Principal or designee, to the staff member responsible at the time of the alleged violation.

- a. Either the Principal or designee or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the county prosecutor or other law enforcement official designated by the county prosecutor to receive such information.
- b. The Superintendent or designee shall provide to the county prosecutor or designee all known information concerning the matter, including the identity of the student or staff member involved.
- c. All incidents shall be reported under N.J.A.C. 6A:16-6.3 utilizing the Student Safety Data System, pursuant to N.J.A.C. 6A:16-5.3(e)1, where appropriate.

C. Handling of Firearms and Dangerous Weapons – N.J.A.C. 6A:16-6.4

1. In accordance with N.J.A.C. 6A:16-6.4(b), whenever a school employee seizes or comes upon a firearm or dangerous weapon, school officials shall:
 - a. In the case of a firearm, immediately advise the county prosecutor or appropriate law enforcement official, and secure the firearm pending the response by law enforcement to retrieve and take custody of the firearm; and
 - b. In the case of a dangerous weapon other than a firearm, immediately advise the county prosecutor or appropriate law enforcement official, and secure the dangerous weapon pending the response by law enforcement to retrieve and take custody of the dangerous weapon.



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2. School employees in custody of a firearm or dangerous weapon shall take reasonable precautions, according to Board procedures, to prevent the theft, destruction, or unlawful use of the firearm or dangerous weapon by any person, pursuant to N.J.A.C. 6A:16-6.4(c).
 - a. The Principal shall place the firearm or dangerous weapon in a secure and locked location.
 - b. In the event any person other than the Principal is permitted access to the firearm or dangerous weapon prior to its retrieval by a law enforcement official, that person shall enter their name and signature on the record along with the time and date of inspection and the reason for the access. Access to the firearm or dangerous weapon will be permitted only in the presence of the Principal.
 - c. The law enforcement official who takes custody of the firearm or dangerous weapon shall be required to sign and date the record to indicate their receipt of the firearm or dangerous weapon.
 3. The Principal shall provide to the law enforcement official who takes custody of the firearm or dangerous weapon:
 - a. All information concerning the manner in which the firearm or dangerous weapon was confiscated;
 - b. The identity of all persons who had custody of the firearm or dangerous weapon following its confiscation; and
 - c. The identity of any student or staff member believed to have been in possession of the firearm or dangerous weapon.
 4. Any person employed or engaged in a school or educational institution may, within the scope of their employment, use and apply such amounts of force as is reasonable or necessary to obtain possession of weapons or other dangerous objects upon the person or within the control of a student, pursuant to N.J.S.A. 18A:6-1.
2. ~~Components that can be readily assembled into a weapon.~~



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ROXBURY TOWNSHIP BOARD OF EDUCATION

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FIREARMS AND WEAPONS (M)

3. ~~Gravity knives, which means any knife that has a blade that is released from the handle or sheath thereof by the force of gravity or the application of centrifugal force.~~
4. ~~Switchblade knives, which means any knife or similar device that has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife.~~
5. ~~Daggers, dirks, pen knives, box cutters, stilettos, and other dangerous knives.~~
6. ~~Ballistic knives, which means any device capable of lethal use that can propel a knife blade.~~
7. ~~Billies, blackjacks, bludgeons, metal knuckles, sandclubs, slingshots, cesti or similar leather bands studded with metal filings or razor blades imbedded in wood.~~
8. ~~Stun guns, which means any weapon or other device that emits an electrical charge or current intended to temporarily or permanently disable a person.~~
9. ~~Any device that projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air.~~
10. ~~Imitation firearms, which means an object or device reasonably capable of being mistaken for a firearm.~~

~~B. Confiscation~~

1. ~~A school employee who confiscates any weapon shall immediately notify the school Principal.~~
2. ~~The Principal shall immediately notify the Chief of Police of the Roxbury Township Police Department by telephone that a weapon has been confiscated and shall request removal of the weapon by a police officer. The telephone call shall be confirmed in a written letter.~~



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FIREARMS AND WEAPONS (M)

3. ~~The Principal shall safeguard the weapon until a law enforcement officer takes custody of it.~~
 - a. ~~The Principal shall place the weapon in a box or container.~~
 - b. ~~The Principal shall record or cause to be recorded on the container or on a document attached to the container;~~
 - (1) ~~A description of the weapon;~~
 - (2) ~~The name and signature of the person who confiscated the weapon;~~
 - (3) ~~The date, time, and place the weapon was confiscated;~~
 - (4) ~~The circumstances under which the weapon was confiscated; and~~
 - (5) ~~The name of the student or staff member believed to be in possession of the weapon when it was confiscated.~~
 - c. ~~The container will be placed in a secure location under lock and key and under the Principal's direct control.~~
 - d. ~~In the event any person other than the Principal is permitted access to the weapon prior to its retrieval by a law enforcement officer, that person shall enter his/her name and signature on the record along with the time and date of inspection and the reason for the access. Access to the weapon will be permitted only in the presence of the Principal.~~
 - e. ~~The law enforcement officer who takes custody of the weapon shall be required to sign and date the record to indicate his/her receipt of the substance or item.~~
4. ~~The Principal shall provide to the law enforcement officer who takes custody of the weapon:~~
 - a. ~~All information concerning the manner in which it was confiscated;~~



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~~b. The identity of all persons who had custody of the weapon following its confiscation; and~~

~~c. The identity of any student or staff member believed to have been in possession of the weapon.~~

~~C. Evacuation~~

~~1. The Principal shall, in accordance with Regulation No. 8420, direct the immediate evacuation of the school building or the appropriate portion thereof in the event that:~~

~~a. The presence of an incendiary device or explosive is known or is reasonably reliably suspected;~~

~~b. A person possessing a firearm or incendiary device or explosive refuses to surrender the weapon and the use of force necessary to confiscate the weapon would place another person at serious risk; or~~

~~c. The Principal in his/her judgment believes that the school community is at risk and the building should be evacuated.~~

~~2. Regular evacuation routes may be modified as required to protect students and staff members from danger.~~

~~3. Law enforcement officers shall be summoned immediately to any school building evacuated under this regulation.~~

~~D. Removal of Students from Educational Program~~

~~1. A student convicted or found to be delinquent for possessing a firearm on any school property, on a school bus, or at a school sponsored function or a student committing a crime with a firearm shall be immediately removed from the school's regular education program for a period of not less than one calendar year in accordance with Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act and Policy No. 5611.~~



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2. ~~A student who assaults a member of the school community with a weapon other than a firearm on school property, on a school bus, or at a school-sponsored function must be immediately removed from the school's regular education program in accordance with Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act and Policy No. 5611.~~
3. ~~Removal of a student for reasons enumerated in this Regulation shall be in accordance with Policy and Regulation No. 5611.~~
4. ~~The Building Principal will immediately notify the student's parent(s) or legal guardian(s) if the student is found to be in possession of a firearm on school property or if a student commits an assault upon members of the school community with a weapon other than a firearm on school property.~~

Issued **Adopted** : 14 October 2013
Revised: TBD



POLICY

~~Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants Paraprofessional Aide – Athletic Volunteer~~

9181 VOLUNTEER ATHLETIC COACHES AND CO-CURRICULAR ACTIVITY ADVISORS/ASSISTANTS ~~PARAPROFESSIONAL AIDE – ATHLETIC VOLUNTEER~~

The Board of Education recognizes the services of volunteer athletic coaches and co-curricular activity advisors/assistants bring unique skills to the district, enrich the athletic and co-curricular program, assist district coaching and co-curricular staff members in the performance of their duties, and enhance the relationship between the school district and the community. Therefore, the Board authorizes a program for the utilization of volunteer athletic coaches and co-curricular activity advisors/assistants in the district.

For the purposes of this Policy, “volunteer athletic coach and co-curricular activity advisor/assistant” is a person who is not paid by the Board, assisting under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for the school activity.

The Superintendent of Schools or designee will be responsible for the recruitment and screening of volunteer athletic coaches and co-curricular activity advisors/assistants and their assignment. The district is not obligated to utilize the proffered services of a volunteer as determined by the Superintendent.

These volunteers must be recommended by the Superintendent and approved by the Board prior to assuming any responsibilities.

The Superintendent or designee will prepare and promulgate rules of conduct for volunteer athletic coaches and volunteer co-curricular activity advisors/assistants. Each volunteer athletic coach and co-curricular activity advisor/assistant will be given a copy of this Policy.

The following guidelines shall govern the service of a volunteer athletic coach and volunteer co-curricular activity advisor/assistant:

1. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may serve only under the direction and direct supervision of an appropriately certified or licensed a head and/or assistant coach or activity advisor or assistant employed by the Board;



Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants ~~Paraprofessional Aide~~
~~Athletic Volunteer~~

2. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must clearly understand their duties and responsibilities and perform no services outside those duties;
3. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants serve only in a support capacity and only head or assistant coaches or activity advisors or assistants employed by the Board are responsible for the supervision and instruction provided to students participating in athletic programs or co-curricular activities;
4. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants shall respect the individuality, dignity, and worth of each student;
5. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants are not permitted access to student records;
6. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must not disclose any confidential student matters the volunteer athletic coach or volunteer activity advisor/assistant becomes aware of as a result of their volunteer responsibilities;
7. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants shall consult with the Superintendent or designee regarding any matters or questions regarding their duties and responsibilities;
8. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants shall receive no financial remuneration from the Board; and
9. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent with such action to be recommended to the Board by the Superintendent at the next Board meeting following relief of duties.



Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants ~~Paraprofessional Aide~~
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Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants will be screened for tuberculosis in accordance with the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.

Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants will be required to participate in all mandated trainings required for their position and any other trainings as required by the Superintendent or designee.

All school volunteer athletic coaches and co-curricular activity advisors/assistants must possess a New Jersey substitute teacher credential.

N.J.S.A. 18A:6-7.1; 18A:6-7.

~~The Roxbury Township School District recognizes that there may be a number of individuals, both in the community and district employees, who may wish to assist in our athletic programs on a volunteer basis. The district recognizes that our athletic programs, coaching staff, and our student athletes can benefit from the assistance and contributions these volunteers can offer. Accordingly, it is the policy of the district to welcome them to our athletic program, subject to the following guidelines.~~

~~While the Board retains the prerogative to fill or refrain from filling any co-curricular coaching or assistant coaching position as it deems appropriate, it is not intended that volunteers will be utilized as substitutes for coaches or assistant coaches. It is further intended that the Board will determine coaching staff levels in each sport without regard to potential volunteer assistance.~~

~~An individual may be nominated to serve as a volunteer at the request of the head coach of the particular team and upon the recommendation of the Athletic Director. All volunteers must be approved by the Board of Education as recommended by the Superintendent or his/her designee.~~

~~Volunteers shall provide such assistance to the athletic program or an athletic team as may be requested by the head coach of that particular team, and shall at all times be subject to the direction of the head coach.~~

~~Although volunteers are permitted to assist in the district athletic programs, volunteers shall not be permitted to act as head or assistant coaches; to promulgate rules; to directly supervise student athletes; or to discipline student athletes.~~



Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants ~~Paraprofessional Aide~~
~~Athletic Volunteer~~

~~Any individual desiring to serve as a volunteer in any athletic program shall be required, before commencing service, to sign a certification attesting that he/she is not party to any agreement or understanding pursuant to which the individual is to receive any compensation from any other individual, group or organization for service as a volunteer in the athletic program. This is not designed to prohibit the Board or any other entity from reimbursing the athletic volunteer for his/her reasonable related expenses. The athletic volunteer is not to receive any compensation from any other individual, group or organization for their service as a volunteer in the athletic program.~~

~~Athletic volunteers must undergo appropriate criminal history background checks that includes fingerprinting which will be reimbursed to the volunteer from the Board.~~

~~The participation of a volunteer may be terminated at any time at the sole discretion of the Superintendent or his/her designee.~~

~~All athletic volunteers shall establish a schedule with the activity's head coach. A record of the volunteer's attendance shall be maintained and submitted to the Athletic Director.~~

~~Additional criteria and/or limitations for volunteers in the athletic program may be established by the Superintendent or his/her designee subject to Board approval.~~

~~The Paraprofessional Aide – Athletic Volunteer will always function under the direct supervision of the head/assistant coach. Under no circumstances will the aide be left alone with students at any time.~~

~~All athletic volunteers are subject to the same requirements that are set forth in Policy No. 9180, School Volunteers.~~

~~N.J.S.A. 18A:6-7.1; 18A:6-7.2~~

~~CERTIFICATION FOR PARAPROFESSIONAL AIDE – ATHLETIC VOLUNTEER~~

~~I wish to serve as a volunteer to assist in the Roxbury Township School District Athletic Program. During the course of my service as a volunteer, I agree to be bound by and comply with Board of Education Policy 9180, a copy of which has been provided to me, and any amendments to that policy.~~



POLICY

Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants ~~Paraprofessional Aide~~
~~Athletic Volunteer~~

~~I am not a party to any agreement or understanding pursuant to which I am to receive any compensation from any other individual, group or organization for my service as a volunteer in the athletic program.~~

-

~~As an Athletic Volunteer, I will always function under the direct supervision of the head/assistant coach. I understand that I shall not be left alone with students at any time.~~

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~~I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.~~

-

Signature

Date

Adopted: 14 October 2013

Revised: TBD



ROXBURY TWP BOE 8/19/24 :: EXHIBIT HR1 :: SALARY ADJUSTMENTS - CERTIFICATED STAFF

	Name	Start Date	End Date	Loc of Prog/Class	Program/ Class	Extra Blocks assigned:	Salary Guide / Step	Addl. Salary not to exceed	Discussion
1	Babetski, David	8/28/24	6/18/25	EMS	Gr. 7 Civics	1 block daily during Block 6	24/25 MA+30 Step 10	\$14,136	Student needs.
2	Bedoya, Judy	8/28/24	11/15/24	RHS	Practical Spanish II	1 block during Block 7CD on B days w/in A/B day schedule @ RHS	24/25 MA+30 Step 18-19	\$3,867	Coverage for TCH.RHS.WL.SP.03.
3	Cantwell, Kevin	8/28/24	11/15/24	RHS	Practical Spanish II	1 block during Block 5 on B days w/in A/B day schedule @ RHS	24/25 MA Step 23	\$4,327	Coverage for TCH.RHS.WL.SP.03.
4	Capra, Robert	8/28/24	6/18/25	EMS	Gr. 7 Civics	1 block daily during Block 2	24/25 MA+30 Step 23	\$20,164	Student needs.
5	Connolly, James	8/28/24	11/15/24	RHS	U.S. History I A	1 block during Block 3AB on A days w/in A/B day schedule @ RHS	24/25 MA Step 11	\$3,122	Filling TCH.RHS.SST.NA.06.
6	Critelli, Paul	8/28/24	6/18/25	RHS	SUMMIT	1 block during Block 5 on B days w/in A/B day schedule @ RHS	24/25 MA Step 23	\$14,979	Student needs.
7	Darling, Samantha	8/28/24	6/18/25	EMS	Gr. 8 Civics	1 block daily during Block 3	24/25 BA Step 5-7	\$11,630	Student needs.
8	Del Rosario, Monica	8/28/24	6/18/25	LRS, EMS	ESL	Additional ELL instruction bw the hrs of 8:05 AM - 2:54 PM @ EMS & LRS	24/25 BA+15 Step 5-7	\$15,878	Student needs.
9	Dolan, James	8/28/24	10/31/24	RHS	Driver's Theory	Marking Period 1: 1 block during Block 5 on B days w/in A/B day schedule @ RHS	24/25 MA+30 Step 23	\$3,792	Student needs.
10	Dolan, James	11/1/24	6/18/25	RHS	Gr. 10 PE	Marking Periods 2, 3, & 4: 1 block during Block 5 on B days w/in A/B day schedule @ RHS	24/25 MA+30 Step 23	\$11,719	Student needs.
11	Doyle, Robert	8/28/24	11/15/24	RHS	U.S. History I B	1 block during Block 6 on B days w/in A/B day schedule @ RHS	24/25 MA Step 8-9	\$2,901	Filling TCH.RHS.SST.NA.06.
12	Engle, Rick	8/28/24	6/18/25	EMS	Peer2Peer PE	Block 7 on A days w/in A/B day schedule @ EMS	24/25 MA Step 23	\$9,737	Student needs.
13	Gibson, Ryan	8/28/24	11/15/24	EMS	ICR Social Studies	1 block daily during Block 2	24/25 BA+30 Step 13-15	\$4,371	Filling TCH.SPE.RES.NA.19.
14	Hamade, Rabiye	8/28/24	11/15/24	RHS	U.S. History I A	1 block during Block 4 on A days w/in A/B day schedule @ RHS	24/25 MA Step 8-9	\$2,901	Filling TCH.RHS.SST.NA.06.
15	Hughes, David	8/28/24	6/18/25	RHS	SUMMIT	1 block during Block 6 on B days w/in A/B day schedule @ RHS	24/25 MA+30 Step 20	\$13,929	Student needs.
16	Lisa, Kerry	8/28/24	11/15/24	RHS	Spanish II A	1 block during Block 3AB on A days w/in A/B day schedule @ RHS	24/25 MA Step 23	\$4,327	Coverage for TCH.RHS.WL.SP.03.
17	Maiello, Erin	8/28/24	11/15/24	EMS	ICR ELA	1 block daily during Block 1	24/25 MA Step 23	\$5,626	Filling TCH.SPE.RES.NA.19.
18	Martino, Tiffany	8/28/24	6/18/25	EMS	VISTA Life Skills	1 block daily during Block 7	24/25 MA Step 8-9	\$13,056	Student needs.
19	Meola, Louis	8/28/24	6/18/25	EMS	Gr. 8 Civics	1 block daily during Block 7	24/25 MA+30 Step 21	\$18,972	Student needs.
20	Monaco, David	8/28/24	10/31/24	RHS	Gr. 11 PE	Marking Period 1: 1 block during Block 5 on B days w/in A/B day schedule @ RHS	24/25 MA+30 Step 23	\$3,792	Student needs.
21	Monaco, David	11/1/24	1/17/25	RHS	Gr. 9 Health	Marking Period 2: 1 block during Block 5 on B days w/in A/B day schedule @ RHS	24/25 MA+30 Step 23	\$3,619	Student needs.
22	Monaco, David	1/21/25	6/18/25	RHS	Gr. 11 PE	Marking Periods 3 & 4: 1 block during Block 5 on B days w/in A/B day schedule @ RHS	24/25 MA+30 Step 23	\$8,100	Student needs.
23	Navarro, Maria	8/28/24	11/15/24	RHS	Spanish II A	1 block during Block 6 on B days w/in A/B day schedule @ RHS	24/25 MA+15 Step 23	\$4,404	Coverage for TCH.RHS.WL.SP.03.
24	Neumann, Erin	8/28/24	6/18/25	LRS	ICR Cycle	1 class daily during Period 7B	24/25 BA+30 Step 8-9	\$6,441	Student needs.
25	Neumann, Erin	8/28/24	6/18/25	LRS	ICR PE	1 class daily during Period 6B	24/25 BA+30 Step 8-9	\$6,441	Student needs.
26	Peterson, Alexandra	4/1/25	6/18/25	RHS	Gr. 11 Health	Marking Period 4: 1 block during Block 2 on A days w/in A/B day schedule @ RHS	24/25 BA Step 5-7	\$2,286	Student needs.
27	Saavedra, Julieth	8/28/24	11/15/24	RHS	Practical Spanish II	1 block during Block 2 on A days w/in A/B day schedule @ RHS	24/25 MA+30 Step 18-19	\$3,867	Coverage for TCH.RHS.WL.SP.03.
28	Tomasheski, Paul	8/28/24	11/15/24	RHS	U.S. History I B	1 block during Block 1 on A days w/in A/B day schedule @ RHS	24/25 BA Step 11	\$2,870	Filling TCH.RHS.SST.NA.06.
29	Trautz, Caryn	8/28/24	11/15/24	EMS	ICR ELA	1 block daily during Block 5	24/25 MA+30 Step 13-15	\$4,618	Filling TCH.SPE.RES.NA.19.
30	Trimmer, Theresa	8/28/24	6/18/25	LRS	ICR Science/Social Studies	1 class daily during Period 9-10	24/25 MA+30 Step 23	\$20,164	Student needs.
31	Weber, Kurt	8/28/24	11/15/24	RHS	U.S. History I B	1 block during Block 8 on B days w/in A/B day schedule @ RHS	24/25 BA+30 Step 23	\$4,285	Filling TCH.RHS.SST.NA.06.
32	Wenarsky, Courtney	8/28/24	6/18/25	RHS	SUCCESS	0.5 block during Block 3A on A days w/in A/B day schedule @ RHS	24/25 MA Step 11	\$5,403	Student needs.
33	Wenarsky, Courtney	8/28/24	6/18/25	RHS	Supplemental Reading	1 block during Block 5 on B days w/in A/B day schedule @ RHS	24/25 MA Step 11	\$10,807	Student needs.