

DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
October 14, 2024

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

CALL TO ORDER: 6:30 P.M.

PUBLIC SESSION: 7:30 P.M.

SPEAKER REQUEST AT BOARD OF EDUCATION MEETINGS

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

ACCESS AGENDA & EXHIBITS
ONLINE:



I. MEETING CALLED TO ORDER

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

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

Roxbury Register - Newspaper

Daily Record - Newspaper

Star Ledger - Newspaper

Roxbury Website – <https://www.roxbury.org/domain/83>

Municipal Clerk

Roxbury Public Library

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

II. ROLL CALL

III. RESOLUTION TO MEET IN EXECUTIVE SESSION

RESOLVED, that the Roxbury Township Board of Education hold an Executive Session on October 14, 2024, regarding personnel matters, student matters and attorney client privilege.

IV. ROLL CALL

V. PUBLIC SESSION

VI. PLEDGE OF ALLEGIANCE

VII. PRESENTATIONS

- Solar RFP - Mr. Andrew Conte, Gable Associates
- District Standardized Testing Data - Dr. Charles Seipp

VIII. CORRESPONDENCE

IX. STUDENT REPRESENTATIVE'S COMMENTS

X. BOARD PRESIDENT'S COMMENTS

XI. SUPERINTENDENT'S REPORT

- 22/23 HIB Grades and 23/24 HIB Self-Assessments - Dr. Frank Santora

XII. BUSINESS ADMINISTRATOR'S REPORT

XIII. MINUTES

1. Minutes of the Regular Meeting of September 16, 2024.
2. Minutes of the Executive Session of September 16, 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 1-21)

RESOLUTION ENDORSING NEW JERSEY SCHOOL FUNDING REFORM

- *1. WHEREAS, the School Funding Reform Act of 2008 ("SFRA"), N.J.S.A. 18A:7F-43, et seq., was intended by the New Jersey Legislature ("Legislature") "to develop an equitable and predictable

way to distribute State aid that addresses deficiencies found in past formulas as identified by the Supreme Court,” N.J.S.A. 18A:7F-44th; and

WHEREAS, in enacting the SFRA, the Legislature declared that “the development and implementation of an equitable and adequate school funding formula will not only ensure that the State’s students have access to a constitutional education as defined by the core curriculum content standards, but also may help to reduce property taxes and assist communities in planning to meet their educational expenses” and that “the development of a predictable, transparent school funding formula is essential for school districts to plan effectively and deliver the quality education that our citizens expect and our Constitution requires,” N.J.S.A. 18A-7F-44q; and

WHEREAS, on April 24, 2024, nj.com reported that during the period from 2007-08 (i.e., the last year before New Jersey overhauled its school funding formula) and 2024-25 (i.e., the first year the formula will be fully implemented), widespread disparities have developed between school funding changes and enrollment changes among various school districts, including the Roxbury Township School District; and

WHEREAS, among Sussex County school districts, the following illustrative disparities have developed between school funding changes and enrollment changes from formula development (2008) and formula implementation (2018):

| District | Funding Changes % | 2008-2024 Enrollment Changes % | 2018-2024 Enrollment Changes % |
|---------------------|-------------------|--------------------------------|--------------------------------|
| Frankford Township | -60.3% | -26.6% | +0.1% |
| Hamburg Borough | -35.2% | -15.8% | +0.1% |
| Hampton Township | -51.0% | -23.8% | +12.1% |
| Hardyston Township | -42.4% | -21.5% | -10.9% |
| Hopatcong Borough | -77.4% | -41.4% | -9.5% |
| Kittatinny Regional | -70.4% | -34.6% | -20.1% |
| Stillwater Township | -73.0% | -30.7% | +7.6% |

WHEREAS, among Morris County school districts, the following illustrative disparities have developed between school funding changes and enrollment changes since 2008:

| District | Funding Change % | Enrollment Change % |
|---------------------|------------------|---------------------|
| Jefferson Township | -65.3% | -31.7% |
| Randolph Township | -34.2% | -24.4% |
| Roxbury Township | -49.2% | -23.2% |
| Washington Township | -53.7% | -31.1% |

WHEREAS, among Passaic County school districts, the following illustrative disparities have developed between school funding changes and enrollment changes since 2008:

| District | Funding Change % | Enrollment Change % |
|-----------------------|------------------|---------------------|
| Bloomington Borough | -43.0% | -2.4% |
| Lakeland Regional | -66.8% | -26.5% |
| Ringwood Borough | -47.7% | -24.7% |
| Wanaque Borough | -45.4% | -9.0% |
| West Milford Township | -63.2% | -30.5% |

WHEREAS, the direct and immediate effect of these disparities between school funding changes and enrollment changes has been to defeat the legislative intent behind the SFRA by exacerbating the local property tax burden in these communities and by depriving these school districts of an equitable, predictable, and transparent school funding formula that will enable them to plan effectively and deliver the quality education that our students deserve; and

WHEREAS, the Superintendent of Schools recommends the adoption of this Resolution:

NOW, THEREFORE, BE IT RESOLVED that the Roxbury Township School District Board of Education ("Board") hereby endorses legislative reform of the school funding formula enacted under the SFRA that will remediate the disparities that have developed between school funding changes and enrollment changes during its implementation and commends that such reform include, but not be limited to, the avoidance of catastrophic aid losses between school years and the limitation of state aid reductions for relatively small fluctuations in enrollment between school years; and

BE IT FURTHER RESOLVED that the Board requests that the Board Secretary transmit a certified copy of this Resolution to Governor Philip Murphy; State Senate President Nicholas Scutari; Assembly Speaker Craig Coughlin; State Senator Parker Space, Assembly Persons Dawn Fantasia and Michael Inganamort; and the Boards of Education of the aforementioned school districts.

STUDENT ACTIVITY ACCOUNTS

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

| | | | |
|--------------------------|------------|------------------|----------|
| Roxbury High School | \$8,851.08 | Franklin School | \$0 |
| Athletics | \$1,500.00 | Kennedy School | \$0 |
| Eisenhower Middle School | \$2,385.00 | Jefferson School | \$280.00 |
| Lincoln Roosevelt School | \$0 | Nixon School | \$180.00 |

BILLS LIST

*3. RESOLVED, that the Roxbury Township Board of Education approve the October 2024 bills list totaling \$2,166,894.13.

TRANSFERS

*4. RESOLVED, that the Roxbury Township Board of Education approve the August 2024 and September 2024 list of transfers between accounts as presented. Approval by the County Office is not required except as noted on the list.

SECRETARY'S REPORT

*5. RESOLVED, that the Roxbury Township Board of Education approve the Board Secretary's Reports for August 2024 and September 2024.

TREASURER'S REPORT

*6. RESOLVED, that the Roxbury Township Board of Education approve the Treasurer's Reports for August 2024 and September 2024.

MONTHLY FINANCIAL CERTIFICATION OF THE BOARD SECRETARY AND BOARD OF EDUCATION

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

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 18A:17-9 and N.J.S.A. 18A:17-36, after review of the Board Secretary's and Treasurer's monthly financial reports for the month of August 2024 and September 2024 that no major accounts and fund balances in the 2024/2025 budget have been over expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

TRAVEL REQUESTS

*8. RESOLVED, that the Roxbury Township Board of Education approve unavoidable travel costs as presented which are educationally necessary and fiscally prudent and are related to and within the scope of the employee's current responsibilities, and promotes the delivery of instruction or 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.

| | Name | Workshop Title | | Place* | Date of Workshop | Registration Fee | Total Estimated Expenses |
|-----|-------------------|--|----------|--------------------|-------------------|------------------|--------------------------|
| 1. | Cosgrove, Melissa | Purposefully Creating a School Culture and Climate Where Everyone Belongs | 4 | Morristown, NJ | 10/16/24 | \$0 | \$17.11 |
| 2. | Iacobino, Kristin | IXL Live | 4 S-1 | Morristown, NJ | 10/17/24 | \$95.00 | \$122.32 |
| 3. | Hancock, Jessie | International Dyslexia Association 39th Annual Fall Conference | 4 S-1 | Somerset, NJ | 10/18/24 | \$225.00 | \$235.06 |
| 4. | LaPara, Angela | Teaching Italian Symposium XVII | 4 S-1 | Montclair, NJ | 10/18/24 | \$75.00 | \$89.57 |
| 5. | Neumann, Erin | Putting the Puzzle Pieces in Place to Prevail | 4 S-1 | Somerset, NJ | 10/18/24 | \$225.00 | \$280.56 |
| 6. | Trimmer, Theresa | Putting the Puzzle Pieces in Place to Prevail | 4 S-1 | Somerset, NJ | 10/18/24 | \$225.00 | \$261.57 |
| 7. | Maurer, Jennifer | McGraw Hill Literacy Symposium | 4 | East Brunswick, NJ | 10/22/24 | \$0 | \$40.80 |
| 8. | Hansen, James | National Council of Innovative Instructional Leaders Fall Thought Leader Symposium | 4 S-3 | Chicago, IL | 10/22/24-10/24/24 | \$0 | \$0 |
| 9. | Kalodner, Isabel | National Council of Innovative Instructional Leaders Fall Thought Leader Symposium | 4 S-3 | Chicago, IL | 10/22/24-10/24/24 | \$0 | \$0 |
| 10. | Argenziano, Chris | Sustainable Jersey for Schools Awards | 4 S-1 | Atlantic City, NJ | 10/23/24 | \$0 | \$182.54 |
| 11. | DiLorenzo, Sarah | Sustainable Jersey for Schools Awards | 4 S-1 | Atlantic City, NJ | 10/23/24 | \$0 | \$133.48 |

| | | | | | | | |
|-----|---------------------|---|----------|---------------------|-----------------------------|----------|----------|
| 12. | Esposito, Elizabeth | 2024 Annual NJ School Boards Workshop | 4 S-1 | Atlantic City, NJ | 10/23/24 | \$0 | \$178.46 |
| 13. | Rhodes, Ann | Sustainable Jersey for Schools Awards | 4 | Atlantic City, NJ | 10/23/24 | \$0 | \$133.01 |
| 14. | Tucker, Elizabeth | 2024 Annual NJ School Boards Workshop | 4 S-1 | Atlantic City, NJ | 10/23/24 | \$0 | \$178.46 |
| 15. | Wetreich, Deborah | Mental Health Toolbox for CST Professionals | 4 | West Orange, NJ | 10/30/24 | \$0 | \$25.67 |
| 16. | Caccavale, Frank | New Jersey Technology & Engineering Educators Association (NJTEEA) | 4 S-1 | Piscataway, NJ | 11/1/24 | \$175.00 | \$208.74 |
| 17. | Kalodner, Isabel | Ramapo College: Unit Plans Investigating Climate Change | 4 | Lyndhurst, NJ | 11/2/24 | \$0 | \$37.13 |
| 18. | Santora, Frank | Special Education Directors' Toolkit: Interventions to Address the New Generation of Student Behavioral Needs | 4 | Monroe Township, NJ | 11/15/24 | \$0 | \$46.32 |
| 19. | Schmidt, Eric | MACN: Conferences on AI the Anxious Generation | 4 | Dover, NJ | 11/21/24 & 4/10/25 | \$225.00 | \$244.36 |
| 20. | Gallo, Christine | AMTNJ Fall 2024 6/12 Conference - Mathematics in Action - Bringing the Math Practices to Life | 4 S-1 | Lincroft, NJ | 11/22/24 | \$219.00 | \$316.46 |
| 21. | Jamieson, Melissa | AMTNJ Fall 2024 6/12 Conference - Mathematics in Action - Bringing the Math Practices to Life | 4 S-1 | Lincroft, NJ | 11/22/24 | \$219.00 | \$288.24 |
| 22. | Hopper, JoEllen | "Histories of the Little Ice Age: Climate Change and Climate Extremes in European History, c. 1300-1850" | 4 S-1 | New Brunswick, NJ | 1/24/25 | \$35.00 | \$67.90 |
| 23. | Gottfried, Michael | Penn State's THON | 4 S-1 | University Park, PA | 2/21/25-2/23/25 | \$0 | \$0 |
| 24. | Posbergh, Erin | Penn State THON | 4 | University Park, PA | 2/21/25-2/23/25 | \$0 | \$183.20 |
| 25. | Richman, Margery | Penn State THON | 4 S-1 | University Park, PA | 2/21/25-2/23/25 | \$0 | \$0 |
| 26. | Hopper, JoEllen | "Mapping History" | 4 S-1 | New Brunswick, NJ | 3/7/25 | \$35.00 | \$67.90 |
| 27. | Caccavale, Frank | International Technology & Engineering Educators Association (ITEEA) | 4 S-3 | St. Louis, MO | 4/2/25-4/5/25 | \$599.00 | \$599.00 |
| 28. | Wing, Kathleen | MACN: The Anxious Generation Book | 4 | Denville, NJ | 4/10/25 | \$75.00 | \$89.38 |
| 29. | Del Rosario, Monica | NJTESOL Bilingual Conference | 4 S-2 | New Brunswick, NJ | 5/20/25, 5/21/25 | \$450.00 | \$577.00 |
| 30. | Babus, Jennifer | Practical Interventions for Increasing the Success of Your School-Based Occupational Therapy Outcomes | 4 | Online | 11/15/24 | \$295.00 | \$295.00 |
| 31. | Mawn, Matthew | NJPSA NJLA Series 11 Amplifying the Joyful Noise in Schools | 4 | Online | 11/22/24, 12/18/24, 1/15/25 | \$0 | \$0 |
| 32. | Izzo, Stephen J. | ITA Seminars/Electrical Safety | 4 | Online | 12/4/24 | \$200.00 | \$200.00 |

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.

AUTHORIZATION TO REQUEST RFP

- *9. RESOLVED, that the Roxbury Township Board of Education authorize the Business Administrator/Board Secretary to conduct a Request for Proposal (RFP) process for custodial and management services.

CONTRACTS

- *10. RESOLVED, that the Roxbury Township Board of Education approve a contract with Jammin' Jenn Therapy, 1308 Johnston Drive, Watchung, NJ to provide music therapy. The services will commence on September 20, 2024, and expire on June 6, 2025, and not to exceed \$9,375.00.
- *11. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Five Days of Professional Development Sessions In-Person Coaching from Berit Gordon, 9 Brookside Road, Maplewood, NJ. This agreement shall be in effect from October 15, 2024, through June 30, 2025, and is not to exceed \$11,000.00.
- *12. RESOLVED, that the Roxbury Township Board of Education approve a contract with School Office Solutions, LLC, 37 Kings Road, Suite 103A, PO Box 363, Madison, NJ to provide Payroll Processing Services. This agreement shall be in effect from November 1, 2024, through on or about January 31, 2025, and is not to exceed \$27,000.00.

MT. ARLINGTON BOARD OF EDUCATION - TUITION AGREEMENT

- *13. 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 153.5 students, \$20,269.00 per student, for a total amount of \$3,111,291.50.

BE IT FURTHER RESOLVED, that this resolution supersedes and amends Finance Resolution XVI.A.16 approved on August 19, 2024.

APPROVAL OF PURCHASES

- *14. RESOLVED, that the Roxbury Township Board of Education approve the purchase of an RFP managing fee from Edvocate School Support Solutions, 1001 Fischer Blvd., Suite #3-131, Toms River, NJ for custodial and management services in the amount of \$9,244.00.
- *15. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Zonar GPS maintenance and monitoring services for the Transportation Department from Zonar Systems, Inc., 18200 Cascade Ave S., Seattle, WA using BuyBoard Purchasing

October 14, 2024

Cooperative Contract #696-23 in the amount of \$38,170.68 from October 1, 2024 through September 30, 2025.

APPROVAL OF SERVICE PROVIDER

- *16. RESOLVED, that the Roxbury Township Board of Education approve CPR-AED-Heartsaver Training to be provided by instructor Dale Cropley for staff taking place after school hours during the 2024/2025 school year. Total cost not to exceed \$675.00.

JOINT TRANSPORTATION AGREEMENT

- *17. RESOLVED, that the Roxbury Township Board of Education approve a Joint Transportation Agreement whereby the Lenape Valley Regional High School District Board of Education will act as the Host District providing transportation services as specified below to the Joiner District, the Roxbury School District Board of Education.

| 2024-2025 Joint Transportation Agreement | | | | |
|--|----------|------------------------------|--|-------------|
| Start Date | End Date | Host District's Route Number | Destination | Joiner Cost |
| 7/1/2024 | 8/2/2024 | ESY | Roxbury Home Address to Lenape Valley Regional High School | \$4,600.00 |
| Joiner District to and From Total Route | | | | \$4,600.00 |

PARENTAL TRANSPORTATION

- *18. RESOLVED, that the Roxbury Township Board of Education approve a Parental Transportation Agreement for Student Transportation (PAR01-24/25). The parent is providing transportation for the student (9295969360) to Hackettstown High School for the period starting on September 1, 2024 through June 30, 2025. The total for this agreement is \$6,753.60.

SCHOOL BUS EMERGENCY EVACUATION DRILLS

- *19. RESOLVED, that the Roxbury Township Board of Education approve the School Bus Emergency Evacuation Drill Reports listed below. All Emergency Evacuation Drill Reports are available at the Administration Building during normal working hours.

| Evacuation Drill # 1 - Board Agenda 10/14/2024 | | | | |
|--|-------------|---|-------------------------------------|---|
| Date of Drill | Time of Day | School Name Supervisor of Drill | Location of Drill | Route Number |
| 9/23/2024 | 7:00 AM | Roxbury High School Mr. W. Crispino, Principal | 1 Bryant Drive, Succasunna | RHS01-RHS27, RHSS01-RHSS02, MTH13-MTH15 & MHC15 |
| 9/25/2024 | 7:45 AM | Eisenhower Middle School Ms. C. LaMonica, Vice Principal | 47 Eyland Ave, Succasunna | EMS01-EMS21 |
| 9/30/2024 | 9:30 AM | Nixon School Mrs. D. Lynch, Principal | 275 Mt. Arlington Blvd., Landing | All Students - Bus Safety |
| 10/8/2024 | 9:30 AM | Kennedy School Mrs. N. Acevedo, Principal | 20 Pleasant Hill Rd., Succasunna | All Students - Bus Safety |
| 10/2/2024 | 8:20 AM | Edith Decker School Mr. R. Katz, Director of Transportation | 446 Howard Blvd., Mt. Arlington | MTD07-MTD09 and MKP01 |

| | | | | |
|-----------|---------|---|---------------------------------|---------------------------|
| 10/7/2024 | 8:20 AM | Mt. Arlington Public Schools, Mr. R. Katz, Director of Transportation | 235 Howard Blvd., Mt. Arlington | MTM01-MTM05 and MPK01 |
| 10/2/2024 | 9:30 AM | Franklin School Mr. B. Hamer, Principal | 8 Meeker St., Succasunna | All Students - Bus Safety |
| 9/19/2024 | 9:30 AM | St. Therese School Mr. T. Dunnigan, Principal | 135 Main St., Succasunna | All Students - Bus Safety |
| 9/27/2024 | 9:30 AM | Jefferson School Mrs. M. Cosgrove, Principal | 35 Cornhollow Rd., Succasunna | All Students - Bus Safety |
| 10/1/2024 | 8:20 AM | Lincoln Roosevelt School Mr. C. Argenziano, Principal | 34 N. Hillside Ave., Succasunna | LR01 - LR19 |

SCHOOL NURSING SERVICE PLAN

*20. RESOLVED, that the Roxbury Township Board of Education approve the 2024/2025 School Nursing Service Plan.

COMMUNITY SCHOOL

21. RESOLVED, that the Roxbury Township Board of Education approve **Roxbury Community School trips** as listed, with the understanding that dates are subject to change due to inclement weather, scheduling conflicts, etc.

| | <i>Date</i> | <i>Group</i> | <i>Approx # of Students</i> | <i>Approx # of Advisors</i> | <i>Trip Destination</i> | <i>Location</i> |
|------|------------------|---------------------|-----------------------------|-----------------------------|-------------------------|-----------------|
| 1 | 2024-11-14 (Thu) | RCS Preschool (KES) | Max 15 | 3-5 | Roxbury Library | Succasunna, NJ |
| 2 | 2024-11-14 (Thu) | RCS Preschool (NES) | Max 15 | 3-5 | Roxbury Library | Succasunna, NJ |
| 3 | 2025-01-03 (Fri) | LRS Ski Club | Max 52 | 3-5 | Shawnee Mountain | Stroudsburg, PA |
| 4 | 2025-01-03 (Fri) | EMS Ski Club | Max 52 | 3-5 | Shawnee Mountain | Stroudsburg, PA |
| * 5 | 2025-01-03 (Fri) | RHS Ski Club | Max 52 | 3-5 | Mountain Creek | Vernon, NJ |
| 6 | 2025-01-10 (Fri) | LRS Ski Club | Max 52 | 3-5 | Shawnee Mountain | Stroudsburg, PA |
| 7 | 2025-01-10 (Fri) | EMS Ski Club | Max 52 | 3-5 | Shawnee Mountain | Stroudsburg, PA |
| * 8 | 2025-01-10 (Fri) | RHS Ski Club | Max 52 | 3-5 | Mountain Creek | Vernon, NJ |
| 9 | 2025-01-17 (Fri) | LRS Ski Club | Max 52 | 3-5 | Shawnee Mountain | Stroudsburg, PA |
| 10 | 2025-01-17 (Fri) | EMS Ski Club | Max 52 | 3-5 | Shawnee Mountain | Stroudsburg, PA |
| * 11 | 2025-01-17 (Fri) | RHS Ski Club | Max 52 | 3-5 | Mountain Creek | Vernon, NJ |
| 12 | 2025-01-25 (Fri) | LRS Ski Club | Max 52 | 3-5 | Shawnee Mountain | Stroudsburg, PA |
| 13 | 2025-01-25 (Fri) | EMS Ski Club | Max 52 | 3-5 | Shawnee Mountain | Stroudsburg, PA |
| * 14 | 2025-01-25 (Fri) | RHS Ski Club | Max 52 | 3-5 | Mountain Creek | Vernon, NJ |
| 15 | 2025-01-31 (Fri) | LRS Ski Club | Max 52 | 3-5 | Shawnee Mountain | Stroudsburg, PA |
| 16 | 2025-01-31 (Fri) | EMS Ski Club | Max 52 | 3-5 | Shawnee Mountain | Stroudsburg, PA |
| * 17 | 2025-01-31 (Fri) | RHS Ski Club | Max 52 | 3-5 | Mountain Creek | Vernon, NJ |

B. Education (Resolutions 1-14)

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

HIB REPORT

- *1. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the School and District Harassment, Intimidation and Bullying (HIB) Grade Report for the 2022/2023 school year provided by the New Jersey Department of Education.
- 2. RESOLVED, that the Roxbury Township Board of Education approve the submission of the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for the 2023/2024 School Year for each of its schools listed below to the NJ Department of Education:
 - 1) Franklin Elementary School
 - 2) Jefferson Elementary School
 - 3) Kennedy Elementary School
 - 4) Nixon Elementary School
 - 5) Lincoln Roosevelt Elementary School
 - 6) Eisenhower Middle School
 - * 7) Roxbury High School
- *3. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the district’s Student Safety Data System (SSDS) Report submitted to the New Jersey Department of Education for its Report Period 2 for the 2023/2024 school year. This report certifies both incident data collected from September 1, 2023 through June 30, 2024; and Harassment, Intimidation, and Bullying trainings and programs completed from July 1, 2023 through June 30, 2024.
- *4. RESOLVED, that the Roxbury Township Board of Education affirms the Superintendent’s decisions provided in the Harassment, Intimidation, and Bullying Report for the 2024/2025 school year for Incident No. 1.
- *5. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2024/2025 school year for Incident Nos. 2 through 5.

FIELD TRIPS

- *6. RESOLVED, that the Roxbury Township Board of Education approve staff and students for participation in **overnight field trip requests** as listed.

| | <i>School</i> | <i>Group</i> | <i>Estimated # of Students</i> | <i>Trip Destination</i> | <i>Location</i> | <i>Faculty Sponsor(S) & Chaperones(C)</i> | <i>Total Estimated Expenses to District/School</i> |
|---|---------------|--------------|--------------------------------|------------------------------|-------------------|---|--|
| 1 | RHS | Rox-THON | 21 | Penn State (University Park) | State College, PA | M.Gottfried(S)(C); M.Richman(C); Admin E.Posbergh(C) | \$183.20 for Mileage Reimb. for Admin Chaperone; plus Sub Coverage for 2 staff for 1 day |

7. RESOLVED, that the Roxbury Township Board of Education approve staff and students for participation in **same-day field trip requests** as listed, with the understanding that dates are subject to change due to inclement weather, scheduling conflicts, etc.

| | <i>School</i> | <i>Group</i> | <i>Estimated # of Students</i> | <i>Trip Destination</i> | <i>Location</i> | <i>Faculty Sponsor</i> |
|---|---------------|------------------------|--------------------------------|-------------------------------------|-----------------|--|
| 1 | EMS | Performing Arts Groups | 40-50 | Sony Hall and Winter Garden Theater | New York, NY | J.Blewitt; J.Harrison Calderon; Christopher Scire |

- *8. RESOLVED, that the Roxbury Township Board of Education approve staff and students in the Autism and Multiple Disabilities programs for participation in **community-based instructional trip requests** to the destinations listed below effective October 15, 2024 through June 30, 2025.

| | <i>Trip Destination</i> | <i>Location</i> |
|---|-------------------------|-----------------|
| 1 | Art Diner | Chester, NJ |
| 2 | Hunter Hall | Flanders, NJ |
| 3 | Jillian Spencer Studios | Succasunna, NJ |
| 4 | Mount Olive High School | Flanders, NJ |

FIELD TRIP TRANSPORTATION

- *9. RESOLVED, that the Roxbury Township Board of Education approve the transportation to local businesses for students ages 18 to 21 in adult transition programs who require a work-based learning experience as it becomes available throughout the 2024/2025 school year.

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

- *10. 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> |
|--------------------|---|-------------------|-----------------|
| 6005712474 | Hopatcong Board of Education | \$18,818.00 | 9/5/24-6/30/25 |
| 3125113340 | Morris-Union Jointure Commission Board of Education | \$94,387.50 | 10/1/24-6/30/25 |

TUITION STUDENTS - 2024/2025

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

| <i>State ID</i> | <i>Sending District</i> | <i>Program</i> | <i>Total</i> | <i>Dates</i> |
|-----------------|----------------------------------|----------------|--------------|-----------------|
| 2158956871 | Rockaway Township Public Schools | Grade 8 | \$16,561.32 | 9/20/24-6/30/25 |

APPROVAL OF SENIOR OPTION AND INDEPENDENT STUDY PROJECTS - RHS

- *12 RESOLVED, that the Roxbury Township Board of Education accepts the Senior Option Projects for the classes at Roxbury High School listed below to be completed in the 2024/2025 school year.

| Student | Research Focus | Credits |
|---------|---------------------------|---------|
| 206492 | Deep Dive into Journalism | 5 |
| 205986 | Learning Game Art Design | 5 |

- *13 RESOLVED, that the Roxbury Township Board of Education accepts the Independent Study Program for the classes at Roxbury High School listed below to be completed in the 2024/2025 school year.

| Student | Research Focus | Credits |
|---------|------------------------|---------|
| 210881 | Ceramics and Sculpture | 5 |

EXTRACURRICULAR AGREEMENTS

- *14. RESOLVED, that authorization to establish the 2024/2025 school year, beginning as of October 15, 2024, as Year One of the following extracurricular club on a two-year trial basis be approved by the Roxbury Township Board of Education.

| Extracurricular Clubs Two-year trial basis Year 1 as of 2024/2025 | | |
|---|--------|---|
| | School | Club Name |
| 1 | RHS | HOSA (Health Occupations Students of America) |

C. Policies (Resolutions 1)

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

- *1. RESOLVED, that the Roxbury Township Board of Education approve the following for second reading:

| | Policy/Regulation Number | Policy/Regulation Title | Exhibit Number |
|---|--------------------------|--|----------------|
| a | Policy 8561 Revised | Procurement Procedures for School Nutrition Programs | P1 |

D. Negotiations (Resolutions 1-3)

AMENDMENT OF CBA - ADDENDUM/SIDEBAR 2023/2026#2

- 1. IT IS RESOLVED, that the Roxbury Township Board of Education approve the Amendment of the Collective Bargaining Agreement as listed below:

The Roxbury Education Association (“Association”) and the Roxbury Board of Education (“Board”) hereby agree to settle the negotiation concerning the compensation of the EMS Peer Mentoring Advisor position as follows:

Effective date of 10/14/2024, the annual stipend for the EMS Peer Mentoring Advisor position will be adjusted to the following:

2024-2025 School Year: \$2,266.00
2025-2026 School Year: \$2,300.00

This language will be added to the negotiations of the next collectively bargained contract between the Roxbury Board of Education and the Roxbury Education Association as an existing item in Appendix E - Extracurricular Salary Guides, Co-Curricular Positions.

AMENDMENT OF CBA - ADDENDUM/SIDEBAR 2023/2026#3

- *2. IT IS RESOLVED, that the Roxbury Township Board of Education approve the Amendment of the Collective Bargaining Agreement as listed below:

The Roxbury Education Association (“Association”) and the Roxbury Board of Education (“Board”) hereby agree to settle the negotiation concerning the compensation of the RHS Academy for Sports Medicine Advisor position as follows:

Effective date of 10/14/2024, the annual stipend for the RHS Academy for Sports Medicine Advisor position will be adjusted to the following:

2024-2025 School Year: \$2,182.00
2025-2026 School Year: \$2,214.00

This language will be added to the negotiations of the next collectively bargained contract between the Roxbury Board of Education and the Roxbury Education Association as an existing item in Appendix E - Extracurricular Salary Guides, Co-Curricular Positions.

AMENDMENT OF CBA - ADDENDUM/SIDEBAR 2023/2026#4

- *3. IT IS RESOLVED, that the Roxbury Township Board of Education approve the Amendment of the Collective Bargaining Agreement as listed below:

The Roxbury Education Association (“Association”) and the Roxbury Board of Education (“Board”) hereby agree to settle the negotiation concerning the compensation of the RHS Aviation Advisor position as follows:

Effective date of 10/14/2024, the annual stipend for the RHS Aviation Advisor position will be adjusted to the following:

2024-2025 School Year: \$2,182.00
2025-2026 School Year: \$2,214.00

This language will be added to the negotiations of the next collectively bargained contract between the Roxbury Board of Education and the Roxbury Education Association as an existing item in Appendix E - Extracurricular Salary Guides, Co-Curricular Positions.

E. Personnel (Resolutions 1-19)

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 | Freund, Kelly | FES | Gr. 2 Teacher | Resignation for retirement purposes | 6/30/25 | |
| * 2 | Klein, Lori | CO | Confidential Secretary to the Assistant Superintendent | Resignation for personal reasons | 10/23/24 | |
| 3 | Klein, Patricia | JES | Special Education Teacher (PSD) | Resignation for retirement purposes | 12/31/24 | |
| * 4 | Renzetti, Sandra | CO | Payroll Coordinator | Resignation for personal reasons | 10/31/24 | |
| * 5 | Rogers, Joanne | CO | Accounts Receivable Secretary | Resignation for retirement purposes | 12/31/24 | |

LEAVES OF ABSENCE

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

| | Employee | Leave Start Date | Paid Leave | Unpaid FMLA/ NJFLA ^ | Return Date | Discussion |
|-----|----------|--------------------------|---------------------------------------|----------------------|---------------------------|------------|
| 1 | 19380 | 1/21/25 or sooner if nec | Using available sick & personal days | FMLA/NJFLA | 8/25/25 | |
| 2 | 19674 | 2/18/25 or sooner if nec | Using available sick, then 3 personal | FMLA/NJFLA | 8/25/25 | |
| * 3 | 21894 | 9/12/24 | Using available sick days | FMLA, if needed | upon release by physician | |
| * 4 | 22155 | 10/23/24 | Using available sick days | n/a | upon release by physician | |
| 5 | 23031 | 12/2/24 or sooner if nec | Using 25 sick then 3 personal | FMLA/NJFLA | 4/16/25 | |
| * 6 | 23052 | 10/14/24 | Using available sick, then 3 personal | FMLA, if needed | upon release by physician | |

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

APPOINTMENTS

3. 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 | Falco, Alexa | NES | Special Education Paraprof | REA Paraprof Step A | \$19.50 hourly | 10/15/24 ^ | 6/30/25 | RC Program replacement in position AID.SPE.PT.NA.32; not to exceed 29.5 hrs/wk; and movement of position from RHS to NES. |
| 2 | Gil, Maria | NES | Special Education Paraprof | REA Paraprof Step A | \$19.50 hourly | 10/21/24 ^ | 6/30/25 | AUT Program replacement in position AID.SPE.PT.NA.55; not to exceed 29.5 hrs/wk; and movement of position from JES to NES. |
| * 3 | Hector, William | TR | Bus Driver | RBDG Step 4 | \$35.51 hourly | 10/21/24 ^ | 6/30/25 | Replacement in position BUS.TR.DRI.RE.11 |
| * 4 | Kein, Lauren | DIST | Computer Technician | n/a | \$60,000 prorated | 11/1/24 | 6/30/25 | Replacement in position TEC.DS.TECN.NA.05. |
| 5 | Kumari, Sipra | NES | Special Education Paraprof | REA Paraprof Step A | \$19.50 hourly | 10/21/24 ^ | 6/30/25 | AUT Program replacement in position AID.SPE.PT.NA.31; not to exceed 29.5 hrs/wk; and movement of position from JES to NES. |
| * 6 | Lowery, Crystal | CO | Payroll Coordinator | n/a | \$83,000 prorated | 11/18/24 or sooner pending release from current employer ^ | 6/30/25 | Replacement in position SEC.BO.CNF.PAY.01. |
| 7 | Marchese, Jennifer | JES | Special Education Paraprof | REA Paraprof Step B | \$20.00 hourly | 10/15/24 | 6/30/25 | RC Program replacement in position AID.SPE.PT.NA.18; not to exceed 29/5 hrs/wk. |
| 8 | Messina, Ashley | FES | Special Education Paraprof | REA Paraprof Step A | \$19.50 hourly | 10/21/24 ^ | 6/30/25 | LLD Program replacement in position AID.SPE.PT.NA.35; not to exceed 29.5 hrs/wk; and movement of position from EMS to FES. |
| * 9 | Neguiman Carrasco, Yohana | RHS | ESL / Spanish Teacher | 24/25 BA Step 8-9 | \$61,695 prorated | 11/1/24 ^ | 6/30/25 | Tenure-track replacement in TCH.RHS.WL.SP.07. |
| * 10 | Price, Lynn | DIST | Permanent Substitute Nurse (FTE 0.80) | N/A | \$285.00 per diem | 10/15/24 ^ | 6/30/25 | Tenure track appt to NRS.SUB.PERM.DS.03, new position; not to exceed 4 days/wk. |
| 11 | Rivera, Joshua | KES | Special Education Paraprof | REA Paraprof Step A | \$19.50 hourly | 10/21/24 ^ | 6/30/25 | ERI Program replacement in position AID.SPE.PT.NA.01; not to exceed 29.5 hrs/wk; and movement of position from |

| | | | | | | | | |
|--|-----------------|-----|------------------------|---------------------|-------------------|--|---------|---|
| | | | | | | | | RHS to KES. |
| * 12 | Russell, Nicole | CO | Confidential Secretary | n/a | \$68,000 prorated | 11/18/24 or sooner pending release from current employer ^ | 6/30/25 | Tenure-track replacement in SEC.BO.CNF.CI.01. |
| 13 | Schiesl, Pamela | JES | ESL Teacher (FTE 0.93) | 24/25 MA+15 Step 20 | \$85,030 prorated | 12/16/24 or sooner pending release from current employer ^ | 6/30/25 | Tenure-track appointment to TCH.DS.ESL.NA.04; new position. |
| ^ Pending completion of documentation in accordance with the law or district policy. | | | | | | | | |

4. RESOLVED, that the Roxbury Township Board of Education amend the start dates for previously approved appointments:

| | Name | Loc | Position | Salary Guide / Step | Salary | Start Date | End Date | Prior BOE Aprvl | Discussion |
|---|--------------------|------|--|---------------------|-------------------|------------|----------|-----------------|--|
| 1 | Nzegwu, Crystal | DIST | Supervisor of Applied Sciences & Mathematics, Gr. PK - 6 | n/a | \$97,000 prorated | 10/9/24 | 6/30/25 | 8/19/24 | Tenure-track replacement in SUP.DS.PK-6.NA.02. |
| 2 | Stefani, Christine | NES | Special Education Paraprof | REA Paraprof Step G | \$23.75 hourly | 9/23/24 | 6/30/25 | 8/19/24 | AUT Program replacement in position AID.SPE.PT.NA.56; not to exceed 29.5 hrs/wk. |

APPOINTMENTS - LEAVE REPLACEMENTS

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

| | Name | Loc | Position | Salary | Start Date | End Date | Discussion |
|--|-------------------|----------|--|-------------------|---------------------------|----------|--|
| 1 | Brunner, Jessica | FES, JES | Leave-replacement School Social Worker | \$300.00 per diem | 12/2/24 | 4/4/25 | Replacement in position SPS.DS.SW.NA.01. |
| 2 | DeRosa, Christina | KES | Leave-replacement Gr. 2 Teacher | \$300.00 per diem | 11/25/24 or sooner if nec | 3/31/25 | Replacement in position TCH.KEN.GR2.NA.01. |
| ^ Start date is pending completion of documentation in accordance with the law or district policy. | | | | | | | |

APPOINTMENTS - TRANSITIONAL SUBSTITUTE STAFF

- *6. 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:

| | Name | Loc | Position | Salary | Start Date | End Date | Discussion |
|--|---------------------------|-----|--|-------------------|-----------------|----------|---|
| 1 | Neguiman Carrasco, Yohana | RHS | Transitional Substitute Teacher (ESL, Spanish) | \$230.00 per diem | 11/1/24 (See ^) | See ^ | Coverage for position TCH.RHS.WL.SP.07. |
| ^ Pending receipt and review of documentation in accordance with the law or district policy. | | | | | | | |

APPOINTMENTS - SUBSTITUTES

- *7. RESOLVED, that the Roxbury Township Board of Education approve the following non-tenure track positions on an as needed basis at the board approved substitute rate of pay:

| | <i>Name</i> | <i>Loc</i> | <i>Position</i> | <i>Start Date</i> | <i>End Date</i> | <i>Discussion</i> |
|--|---------------------------|------------|---|-------------------|-----------------|-------------------|
| 1 | Antigua, Brittany | District | Substitute Teacher, Paraprofessional, and Secretary | 10/15/24 ^ | 6/30/25 | |
| 2 | Okun, Peter | District | Substitute Teacher, Paraprofessional, and Secretary | 10/15/24 | 6/30/25 | |
| 3 | Lifshyts, Veronika | District | Substitute Nurse | 10/15/24^ | 6/30/25 | |
| 4 | Melillo, Carole | District | Substitute Teacher | 10/15/24^ | 6/30/25 | |
| 5 | Neguiman Carrasco, Yohana | District | Substitute Teacher | 10/15/24 | 10/31/24 | |
| ^ Start date is pending completion of documentation in accordance with the law or district policy. | | | | | | |

APPOINTMENTS - EXTRACURRICULAR

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

Grouped by POSITION LOC, then organized by POSITION

| 24/25 Club Appts | | | | | | |
|-------------------------|----------------|--------------------------------------|--------------------|----------------------|----------------------------|--|
| | <i>POS LOC</i> | <i>POSITION</i> | <i>ASSIGNME NT</i> | <i>NAME</i> | <i>24/25 TOTAL Stipend</i> | <i>Discussion- Amends & supersedes 7/22/24, XVI.C.12.1, Exhibit HR 1.1, Row:</i> |
| 1 | EMS | Peer Mentoring | Co-Advisor | Esposito, Geri | \$755 | No. 29 |
| 2 | EMS | Peer Mentoring | Co-Advisor | Lomuntad, Caroline | \$755 | No. 30 |
| 3 | EMS | Peer Mentoring | Co-Advisor | Torres-Davis, Evelyn | \$755 | No. 31 |
| * | 4 | RHS Academy for Sports Medicine Club | Advisor | Koch, Joseph | \$2,182 | No. 46 |
| * | 5 | RHS Aviation | Advisor | Gottfried, Michael | \$2,182 | No. 47 |
| * | 6 | RHS Best Buddies | Co-Advisor | Hughes, David | \$939 | No. 48 |
| * | 7 | RHS Best Buddies | Co-Advisor | Gangemi, Kayla | \$939 | n/a |
| * | 8 | RHS Class Advisor - Gr. 9 | Co-Advisor | Heddy, Elizabeth | \$952 | No. 49 |
| * | 9 | RHS Class Advisor - Gr. 9 | Co-Advisor | Rispoli, Maria | \$952 | n/a |
| * | 10 | RHS Class Advisor - Gr. 10 | Advisor | OBraitis, Casey | \$1,980 | No. 50 |

9. RESOLVED, that the Roxbury Township Board of Education approve the following appointments for the 2024/2025 school year as indicated in the attached Exhibits.

| | <i>Exhibit Title</i> | <i>Exhibit Number</i> |
|---|--|-----------------------|
| 1 | 24/25 Winter Athletic Appts | HR 1.1 |
| 2 | 24/25 Spring Musical Play Appointments for EMS & RHS | HR 1.2 |

10. 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.

| | <i>Name</i> | <i>Nurse's Loc</i> | <i>24/25 Hourly Rate</i> | <i>Start Date</i> | <i>End Date</i> | <i>Discussion</i> |
|---|-------------|--------------------|--------------------------|-------------------|-----------------|--|
| 1 | Price, Lynn | DIST | \$40.71 | 10/15/24 | 6/18/25 | Start date is pending completion of documentation in accordance with the law or district policy. |

APPROVAL OF SERVICE PAYMENTS

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

| | <i>Name</i> | <i>Services Performed</i> | <i>24/25 Payment</i> | <i>Discussion</i> |
|---|------------------------|--|----------------------|--|
| 1 | Hachey, Patrick | RHS Fall Drama Set Designer & Construction | \$1,200 | The Board will be reimbursed through fundraising and ticket sales. |
| 2 | Hansen, James | RHS Fall Drama Lighting/Technical Director | \$500 | |
| 3 | Rogers, Patricia | RHS Fall Drama Costume Designer | \$500 | |
| 4 | Speronza, Jane-Frances | RHS Fall Drama Set Artist & Painting | \$500 | |

STIPENDS - ADMINISTRATORS' INNOVATIVE PROJECTS

12. RESOLVED, that the following Roxbury Administrators' Association members have been approved by the Superintendent of Schools for the following proposed Innovative Projects for the 2024/2025 school year. Payment of the stipend indicated will be made in the final payroll in June 2025 upon completion of the said project and approval of the Superintendent.

| | <i>Name</i> | <i>Innovative Project</i> | <i>Stipend for 24/25 per RAA 2023-2027 Contract</i> |
|-----|-------------------------|---|---|
| 1 | Acevedo, Nicole | Building Teacher Capacity through LinkIt | \$900 |
| 2 | Argenziano, Christopher | Mobile Main Office Crisis Bags | \$900 |
| 3 | Cosgrove, Melissa | Data Hub | \$900 |
| * 4 | Crispino, William | Implementation of new cell phone policy in Roxbury HS | \$900 |
| 5 | Hamer, Brian | Data Hub | \$900 |
| * 6 | Huguenin, Colleen | Increase Community Collaboration | \$900 |
| 7 | Lynch, Danielle | Data Hub | \$900 |

| | | | |
|------|--------------------|--|-------|
| * 8 | Mason, Stuart | Athletic Director's Athlete of the Week | \$900 |
| 9 | Maurer, Jennifer | Phonemic Awareness Improvement K - 1 | \$900 |
| * 10 | Mawn, Matthew | RHS Book Club | \$900 |
| * 11 | Schmidt, Eric | Data Informed Instruction with LinkIt | \$900 |
| * 12 | Trokan, Matthew | Building Capacity for Spanish-Speaking Students and Families (continued - Part IV) | \$900 |
| 13 | Zegar, Christopher | Building Capacity for Spanish-Speaking Students with Faculty | \$900 |

SALARY ADJUSTMENT - EXTRA PAY

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

| | Name | Loc | Program/Class | Extra Blocks assigned: | Effective | Salary Guide / Step | Add. Salary not to exceed | Discussion |
|---|---------------------|----------|---------------|-----------------------------------|---------------------|------------------------|---------------------------|-----------------------------------|
| 1 | Brennan, Lauren | EMS | Gr. 8 ELA | 1 period daily during Period 1 | 10/15/24 - 3/7/25 | 24/25 MA+15 Step 11 | \$7,009 | Replacement in TCH.EMS.LA.N A.05. |
| 2 | Esposito, Elizabeth | EMS | Gr. 8 ELA | 1 period daily during Period 2 | 10/15/24 - 3/7/25 | 24/25 BA Step 20 | \$7,848 | |
| 3 | Farina, Kimberly | EMS | Gr. 8 ELA | 1 period daily during Period 6 | 10/15/24 - 3/7/25 | 24/25 MA+15 Step 18-19 | \$8,330 | |
| 4 | Hubbard, Cindy | EMS | Gr. 8 ELA | 1 period daily during Period 5 | 10/15/24 - 3/7/25 | 24/25 MA+15 Step 20 | \$8,698 | |
| 5 | Krog, Deborah | JES, NES | ESL | 1 period on Wed & 1 period on Th. | 10/15/24 - 12/13/24 | 24/25 BA+30 Step 12 | \$919 | Student needs. |

- *14. RESOLVED, that the Roxbury Township Board of Education approve payment to the following individuals as indicated below for the 2024/2025 school year.

| | Name | Title | Service | Hourly Rate based on individual's 24/25 Base salary | Hours conducted beyond contractual hours & not to exceed: | Effective Dates & Discussion |
|---|---------------------|---------------------------------|--|---|---|--|
| 1 | Baxter, Jennifer | School Social Worker | Social Evaluations and Case Management | \$74.97 | 20 | Services beginning as of 10/15/24 & related to coverage needs for the following positions: Replacement for SPS.DS.LDT.NA.03 until staff member's return; Replacement for SPS.DS.PSY.NA.05 until staff member's return; |
| 2 | Brunner, Jessica | Leave-repl School Social Worker | Social Evaluations and Case Management | \$42.86 | 20 | |
| 3 | Mosher, Michael | School Psychologist | Case Management | \$81.47 | 20 | |
| 4 | Santiago, Amanda | School Psychologist | Case Management | \$51.90 | 20 | |
| 5 | Scasserra, Dominick | School Psychologist | Case Management | \$62.97 | 20 | |
| 6 | Somers, | Behavior | Case Management | \$63.58 | 20 | |

| | | | | | | |
|----|----------------------|----------------------|--|---------|----|---|
| | Alexis | Specialist-Analyst | | | | Replacement for SPS.DS.SW.NA.01 through 4/4/25. |
| 7 | Susin, Jessica | School Social Worker | Social Evaluations and Case Management | \$51.81 | 20 | |
| 8 | Thompson, Carie | LDT-C | Educational Evaluation | \$69.05 | 20 | |
| 9 | Ventricelli, Kathryn | LDT-C | Case Management | \$78.27 | 20 | |
| 10 | Wright, Keeshana | School Social Worker | Social Evaluations | \$70.09 | 20 | |

MENTORING

15. 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 | DeRosa, Christina | KES | n/a | Olcott, Nicole | 11/25/24 | 3/31/25 | 17 | \$312 |

EXTRA DUTIES

- *16. RESOLVED, that the following staff members be approved to supervise Saturday detention duty on an as-needed and as-requested basis at Roxbury High School. Each duty is up to three hours in duration.

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

COMMUNITY SCHOOL

- *17. RESOLVED, that 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.

| | <i>Name</i> | <i>Loc</i> | <i>Title</i> | <i>Rate</i> | <i>Start Date</i> | <i>End Date</i> | <i>Discussion (Min Max Students)</i> |
|---|--------------------|------------|---------------------|-------------|-------------------|-----------------|---|
| 1 | Amaducci, Michelle | RCS | Program Assistant | \$25/hour | 10/18/24 ^ | 06/30/25 | Replacement in position RCS.DS.PRG.NA.01; not to exceed 29.5 hrs/wk with various district positions |
| 2 | Demova, Bohdanka | RHS | Ski Club Co-Advisor | \$30/Hour | 01/01/25 | 03/15/25 | |
| 3 | Gibson, Ryan | EMS | Ski Club Co-Advisor | \$30/Hour | 01/01/25 | 03/15/25 | |
| 4 | Gottfried, Michael | RHS | Ski Club Co-Advisor | \$30/Hour | 01/01/25 | 03/15/25 | |

| | | | | | | | |
|--|------------------|-----|---------------------|-----------|----------|----------|--|
| 5 | Kane, John | RHS | Ski Club Co-Advisor | \$30/Hour | 01/01/25 | 03/15/25 | |
| 6 | Osburn, Jamie | LRS | Ski Club Co-Advisor | \$30/Hour | 01/01/25 | 03/15/25 | |
| 7 | Rodgers, Susanna | LRS | Ski Club Co-Advisor | \$30/Hour | 01/01/25 | 03/15/25 | |
| 8 | Smith, Shawn P | EMS | Ski Club Co-Advisor | \$30/Hour | 01/01/25 | 03/15/25 | |
| ^ Date is pending completion of documentation in accordance with the law or district policy. | | | | | | | |

18. RESOLVED, that 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 | Dalupang, Sherlyne | K-4 | Certified | \$35/Hour | 10/15/24 | 06/30/25 | |
| 2 | Higgins, Katie | K-4 | Certified | \$35/Hour | 10/15/24 | 06/30/25 | |
| 3 | Monaghan, Christine | K-4 | Non-Certified | \$22/Hour | 10/15/24 | 06/30/25 | |

19. RESOLVED, that 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 | Damell, Joan | K-4 | Sub Aide Sub Teacher | \$22/Hour \$30/Hour | 10/15/24 | 06/30/25 | Not to exceed 29.5 hrs/wk |
| 2 | DiTrolino, Kristen | K-4 | Sub Aide Sub Teacher | \$22/Hour \$30/Hour | 10/15/24 | 06/30/25 | Not to exceed 29.5 hrs/wk |
| 3 | Ghilain, Susan | K-4 | Sub Aide Sub Teacher | \$22/Hour \$30/Hour | 10/15/24 | 06/30/25 | Not to exceed 29.5 hrs/wk |
| 4 | Hemmer, Jasmine | K-4 | Sub Aide Sub Teacher | \$22/Hour \$30/Hour | 10/15/24 | 06/30/25 | Not to exceed 29.5 hrs/wk |
| 5 | Lewis, Rebecca | K-4 | Sub Aide Sub Teacher | \$22/Hour \$30/Hour | 10/15/24 | 06/30/25 | Not to exceed 29.5 hrs/wk |
| 6 | Lupinacci, Brooke | K-4 | Sub Aide Sub Teacher | \$22/Hour \$30/Hour | 10/15/24 | 06/30/25 | Not to exceed 29.5 hrs/wk |
| 7 | McGowan, Kaitlyn | K-4 | Sub Aide Sub Teacher | \$22/Hour \$30/Hour | 10/15/24 | 06/30/25 | Not to exceed 29.5 hrs/wk |
| 8 | Riggs, Deana | K-4 | Sub Aide Sub Teacher | \$22/Hour \$30/Hour | 10/15/24 | 06/30/25 | Not to exceed 29.5 hrs/wk |
| 8 | Weiss, Donna | K-4 | Sub Aide Sub Teacher | \$22/Hour \$30/Hour | 10/15/24 | 06/30/25 | Not to exceed 29.5 hrs/wk |
| 9 | Wyszkowski, Victoria | K-4 | Sub Aide Sub Teacher | \$22/Hour \$30/Hour | 10/15/24 | 06/30/25 | Not to exceed 29.5 hrs/wk |

F. 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 November 18, 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

POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Operations
8561/Page 1 of 15

PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

8561 PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

The Board of Education adopts this Policy to identify their procurement plan for the United States Department of Agriculture's (USDA) School Nutrition Programs. School Nutrition Programs include, but are not limited to: the National School Lunch Program (NSLP); School Breakfast Program (SBP); Afterschool Snack Program (ASP); Special Milk Program (SMP); Fresh Fruit and Vegetable Program (FFVP); Seamless Summer Option (SSO) of the NSLP; Summer Food Service Program (SFSP); the At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP); and the Schools/Child Nutrition USDA Foods Program.

The Board of Education is ultimately responsible for ensuring all procurement procedures for any purchases by the Board of Education and/or a food service management company (FSMC) comply with all Federal regulations, including but not limited to: 7 CFR Parts 210, 220, 225, 226, 245, 250; 2 CFR 200; State procurement statutes and administrative codes and regulations; local Board of Education procurement policies; and any other applicable State and local laws.

The procurement procedures contained in this Policy will be implemented beginning immediately, until amended. All procurements must maximize full and open competition. Source documentation will be maintained by the School Business Administrator/Board Secretary or designee and will be available to determine open competition, the reasonableness, the allowability, and the allocation of costs.

The Board of Education intentionally seeks to prohibit conflicts of interest in all procurement of goods and services.

A. General Procurement

The procurement procedures will maximize full and open competition, transparency in transactions, comparability, and documentation of all procurement activities. The school district's plan for procuring items for use in the School Nutrition Programs is as follows:

1. The School Business Administrator/Board Secretary will ensure all purchases will be in accordance with the Federal Funds Procurement Method Selection Chart – State Agency Form #358 - accessible on the State of New Jersey Department of Agriculture webpage. Formal procurement procedures will be used as required



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

by 2 CFR 200.318 through .326 and any State and local procurement code and regulations. Informal procurement procedures (small purchase) will be required for purchases under the most restrictive small purchase threshold.

2. The following procedures will be used for all purchases:

| | |
|-----------------------------|--|
| Product/Services | FSMC Contract |
| Estimated Dollar Amount | Over \$150,000 |
| Procurement Method | RFP |
| Evaluation | Price and other factors |
| Contract Award Type | Cost Reimbursable |
| Contract Duration/Frequency | July 1 – June 30 One (1) year with renewals up to five (5) years |

B. Micro-Purchases:

1. Public/Charter Schools

Purchases of supplies or services, as defined by 2 CFR 200.67, will be awarded without soliciting competitive price quotations if the price is reasonable in accordance with N.J.S.A. 18A:18A-37(a) and below thresholds established by the State Treasurer for informal receipt of quotations. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

2. Non-Public Schools

Purchases of supplies or services, within the Federal micro-purchase threshold (the aggregate amount does not exceed the Federal micro-purchase threshold as set by 2 CFR 200.67 will be awarded without soliciting competitive price quotations if the price is reasonable. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

3. Formal bid procedures will be applied on the basis of:



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

- centralized system;
 - State contract
4. Because of the potential for purchasing more than the public or non-public informal/small purchase threshold amount, or the Board approved threshold if less, it will be the responsibility of the School Business Administrator/Board Secretary to document the amounts to be purchased so the correct method of procurement will be followed.

C. Formal Procurement

When a formal procurement method is required, the following competitive sealed bid or an Invitation for Bid (IFB) or competitive proposal in the form of a Request for Proposal (RFP) procedures will apply:

1. An announcement of an IFB or a RFP will be placed in the Board designated official newspaper to publicize the intent of the Board of Education to purchase needed items. The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.
2. An advertisement in the official newspaper for at least one day is required for all purchases over the school district's small purchase threshold as outlined in the Federal Funds Procurement Method Section Chart - State Agency Form #358. The advertisement will contain the following:
 - a. A general description of items to be purchased;
 - b. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;
 - c. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;
 - d. The deadline for submission of sealed bids or proposals;
and



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

- e. The address of the location where complete specifications and bid forms may be obtained.³ In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
5. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
 - a. Contract period for the base year and renewals as permitted;
 - b. The Board of Education is responsible for all contracts awarded (statement);
 - c. Date, time, and location of IFB/RFP opening;
 - d. How the vendor is to be informed of bid acceptance or rejection;
 - e. Delivery schedule;
 - f. Requirements (terms and conditions) the bidder must fulfill in order for bid to be evaluated;
 - g. Benefits to which the Board of Education will be entitled if the contractor cannot or will not perform as required;
 - h. Statement assuring positive efforts will be made to involve small and minority businesses, women's business enterprises, and labor surplus area firms;
 - i. Statement regarding the return of purchase incentives, discounts, rebates, and credits under a cost reimbursement FSMC contract to the Board of Education's nonprofit school food service account;



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

- j. Contract provisions as required in Appendix II to 2 CFR 200;
 - (1) Termination for cause and convenience – contracts in excess of \$10,000;
 - (2) Equal Opportunity Employment – “federally assisted construction contracts”;
 - (3) Davis-Bacon Act – construction contracts in excess of \$2,000;
 - (4) Contract work Hours and Safety Standards – contracts in excess of \$100,000;
 - (5) Right to inventions made under a contract or agreement – if the contract meets the definition of a “funding agreement” under 37 CFR 401.2(a);
 - (6) Clean Air Act – contracts in excess of \$150,000;
 - (7) Debarment and Suspension – all Federal awarded contracts;
 - (8) Byrd Anti Lobbying Amendment – contracts in excess of \$100,000; and
 - (9) Contracts must address administrative, contractual , or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- k. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;
- l. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

- m. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding;
- n. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-42. The “index rate” means the annual percentage increase rounded to the nearest half percent in the implicit price deflator for State and local government purchases of goods and services computed and published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;
- o. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using a RFP are awarded to the most advantageous bidder/offeror with price as the primary factor among factors considered);
- p. Method of award announcement and effective date (if intent to award is required by State or local procurement requirements);
- q. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;
- r. Provision requiring access by duly authorized representatives of the Board of Education, New Jersey Department of Agriculture (NJDA), United States Department of Agriculture (USDA), or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts;
- s. Method of shipment or delivery upon contract award;
- t. Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts;



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

- u. Description of process for enabling vendors to receive or pick up orders upon contract award;
 - v. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);
 - w. Signed statement of non-collusion;
 - x. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results from the System for Award Management (SAM);
 - y. Provision requiring "Buy American" as outlined in 7 CFR Part 210.21(d) and USDA Guidance Memo SP 38-2017 including specific instructions for prior approval and documentation of utilization of non-domestic food products only;
 - z. Specifications and estimated quantities of products and services prepared by the school district and provided to potential contractors desiring to submit bids/proposals for the products or services requested;
 - aa. The Board of Education's Electronic Signature Policy
6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, questions may be sent to the School Business Administrator/Board Secretary. The School Business Administrator/Board Secretary or designee's response will be provided in writing to all potential bidders within five (5) days.
- a. The School Business Administrator/Board Secretary will be responsible for providing responses to questions and securing all bids or proposals.
 - b. The School Business Administrator/Board Secretary will be responsible to ensure all Board of Education procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

- c. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
7. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.
 - a. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board of Education, price as the primary, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.
 - b. The School Business Administrator/Board Secretary or designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
 - c. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.
 - d. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified was received.
 - e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board of Education, the contractor must obtain, in advance,



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

written approval for the product. The School Business Administrator/Board Secretary must comply with the Buy American Provision.

- f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.
- g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.

D. Small Purchase Procedures

If the amount of purchases for items is less than the school district's small purchase threshold as outlined in the Federal Funds Procurement Method Selection Chart - State Agency Form #358, the following small purchase procedures including quotes will be used. Quotes from a minimum number of three qualified sources will be required.

1. Written specifications will be prepared and provided to all vendors.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors shall be contacted.
3. The School Business Administrator/Board Secretary or designee will be responsible for contacting potential vendors when price quotes are needed.
4. The price quotes will receive appropriate confidentiality before award.
5. Quotes/Bids will be awarded by the School Business Administrator/Board Secretary. Quotes/Bids will be awarded on the following criteria. Quote/Bid price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

6. The School Business Administrator/Board Secretary will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
 7. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified is received.
 8. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
 9. The School Business Administrator/Board Secretary or designee is required to sign all quote tabulations, signifying a review and approval of the selections.
- E. Noncompetitive Proposal Procedures
- If items are available only from a single source when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation, noncompetitive proposal procedures will be used:
1. Written specifications will be prepared and provided to the vendor.
 2. The School Business Administrator/Board Secretary will be responsible for the documentation of records to fully explain the decision to use the noncompetitive proposal. The records will be available for audit and review.
 3. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product or service specified was received.
 4. The School Business Administrator/Board Secretary will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive proposals are met.



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

5. A member or representative of the Board of Education will approve, in advance, all procurements that result from noncompetitive negotiations.
6. The noncompetitive micro-purchase method shall be used for one-time purchases of a new food item if the amount is less than the applicable federal or State micro-purchase threshold to determine food acceptance by students and provide samples for testing purposes. A record of noncompetitive negotiation purchase shall be maintained by the Business Administrator/Board Secretary.

F. Miscellaneous Provisions

1. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.
2. The Board of Education agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.
3. Payment will be made to the vendor when the contract has been met and verified and has met the Board of Education's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)
4. Specifications will be updated as needed.
5. If the product is not as specified, the following procedure, including, but not limited to, will take place: remove product from service; contact vendor for approved alternate product; or remove product from bid

G. Emergency Purchases

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, and the public exigency or emergency will not permit a delay resulting from a competitive solicitation, the purchase must be authorized using a purchase order signed by the School Business Administrator/Board



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

Secretary. The emergency procedures to be followed for such purchases shall be those procedures used by the school district for other emergency purchases consistent with N.J.S.A. 18A:18A-7. All emergency procurements shall be approved by the School Business Administrator/Board Secretary. At a minimum, the following emergency procurement procedures shall be documented to include, but not be limited to: item name; dollar amount; vendor; and reason for emergency.

- H. Purchasing Goods and Services – Cooperative Agreements, Agents, and Third-Party Services (Piggybacking)
1. When participating in intergovernmental and inter-agency agreements the Board of Education will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.318 through .326 and applicable program regulations and guidance.
 2. When utilizing the services of a co-op, agent, or third party the Board of Education will ensure that the following conditions have been met and considered as one source of pricing in addition to other prices:
 - a. All procurements were subject to full and open competition and were made in accordance with Federal/State/local procurement requirements;
 - b. The existing contract allows for the inclusion of additional Board of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;
 - c. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;
 - d. The awarded contract requires all the Federally required certifications; e.g. Buy American, debarment, restrictions on lobbying, etc.;
 - e. The agency will confirm the addition of their purchasing power (goods or services) to the procurement in scope or



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

services does not create a material change, resulting in the needs to re-bid the contract;

- f. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;
- g. The Buy American provisions are included in the procurement of food and agricultural products; and
- h. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.

I. Records Retention

- 1. The Board of Education shall agree to retain all books, records, and other documents relative to the award of the contract for three years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. Specifically, the Board of Education shall maintain, at a minimum, the following documents:
 - a. Written rationale for the method of procurement;
 - b. A copy of the original solicitation;
 - c. The selection of contract type;
 - d. The bidding and negotiation history and working papers;
 - e. The basis for contractor selection;
 - f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
 - g. The basis for award cost or price;



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

- h. The terms and conditions of the contract;
 - i. Any changes to the contract and negotiation history;
 - j. Billing and payment records;
 - k. A history of any contractor claims;
 - l. A history of any contractor breaches; and
 - m. Any other documents as required by N.J.S.A. 18A:18A – Public School Contracts Law.
- J. Code of Conduct for Procurement
- 1. All procurements must ensure there is open and free competition and adhere to the most restrictive Federal, State, and local requirements. The Board of Education seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts. All procurements will be in accordance with this Policy and all applicable provisions of N.J.S.A. 18A:18A – Public School Contracts Law.
 - 2. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent; any member of his or her immediate family, his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
 - 3. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.
 5. All questions and concerns regarding procurement solicitations, contract evaluations, and contract award, shall be directed to the School Business Administrator/Board Secretary.
- K. Food Service Management Company (FSMC)
1. In the operation of the school district's food service program, the school district shall ensure that a FSMC complies with the requirements of the Program Agreement, the school district's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable State and local laws. In order to operate an a la carte food service program, the FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.
 2. The school district shall monitor the FSMC billing invoices to ensure compliance with Federal and State procurement regulations.
 3. In accordance with N.J.S.A. 18A:18A-5a.(22), RFPs are required in all solicitations for a FSMC.

N.J.S.A. 18A:18A – Public School Contracts Law
New Jersey Department of Agriculture
“Procurement Procedures for School Food
Authorities” Model Policy – September 2018

Adopted: 17 September 2018
Revised: 15 April 2019
Revised: 14 December 2020
Revised: 20 September 2021
Revised: 14 October 2024



ROXBURY TWP BOE 10/14/24 :: EXHIBIT HR 1.1 :: 24/25 Winter Athletic Appts

| | POSITION LOC | POSITION | ASSIGNMENT | SEASON | 24/25 LAST NAME | 24/25 FIRST NAME | 24/25 Base Stipend | # of Consec Yrs thru 24/25 Season | 24/25 Longevity Stipend | 24/25 TOTAL Stipend | 24/25 Note about Consec Yrs |
|------|--------------|---------------------|----------------------------|--------|-----------------|------------------|--------------------|-----------------------------------|-------------------------|---------------------|--|
| 1 | EMS | All Sports | Athletic Coordinator | Winter | Moskowitz | Phillip | \$ 2,720 | n/a | n/a | \$ 2,720 | |
| 2 | EMS | Basketball - Boys' | Head Coach | Winter | Capra | Robert | \$ 5,669 | 7 | \$ 300 | \$ 5,969 | |
| 3 | EMS | Basketball - Girls' | Head Coach | Winter | Farina | Kimberly | \$ 5,669 | 11 | \$ 700 | \$ 6,369 | |
| 4 | EMS | Wrestling | Assistant Coach | Winter | Dolan | James | \$ 4,821 | 3 | \$ - | \$ 4,821 | |
| 5 | EMS | Wrestling | Head Coach | Winter | Monaco | David | \$ 5,669 | 22 | \$ 1,050 | \$ 6,719 | Winter Asst Coach of Wrestling @ RHS from 03/04 thru 17/18; Winter Head Coach of Wrestling @ EMS as of 18/19. |
| * 6 | RHS | All Sports | Athletic Trainer | Winter | Koch | Joseph | \$ 7,901 | n/a | n/a | \$ 7,901 | |
| * 7 | RHS | All Sports | Equipment Manager | Winter | Trotter | Gregory | \$ 6,198 | n/a | n/a | \$ 6,198 | |
| * 8 | RHS | Basketball - Boys' | Assistant Coach | Winter | Feeney | Brian | \$ 6,276 | 3 | \$ - | \$ 6,276 | |
| * 9 | RHS | Basketball - Boys' | Assistant Coach | Winter | Meeth | Justin | \$ 6,276 | 3 | \$ - | \$ 6,276 | |
| * 10 | RHS | Basketball - Boys' | Head Coach | Winter | Hemmer | Matthew | \$ 9,232 | 1 | \$ - | \$ 9,232 | |
| * 11 | RHS | Basketball - Girls' | Assistant Coach | Winter | Correnti | Alison | \$ 6,276 | 4 | \$ - | \$ 6,276 | |
| * 12 | RHS | Basketball - Girls' | Assistant Coach | Winter | O'Brien | Sean | \$ 6,276 | 1 | \$ - | \$ 6,276 | Employment start date is pending completion of documentation in accordance with the law or district policy. |
| * 13 | RHS | Basketball - Girls' | Head Coach | Winter | Serra | Michael | \$ 9,232 | 1 | \$ - | \$ 9,232 | |
| * 14 | RHS | Bowling | Head Coach | Winter | Cantwell | Kevin | \$ 7,953 | 3 | \$ - | \$ 7,953 | |
| * 15 | RHS | Cheerleading | Assistant Coach | Winter | Cacchio | Mary | \$ 4,395 | 2 | \$ - | \$ 4,395 | |
| * 16 | RHS | Cheerleading | Assistant Coach | Winter | McDermott | Allyson | \$ 4,395 | 4 | \$ - | \$ 4,395 | |
| * 17 | RHS | Cheerleading | Head Coach | Winter | Schneider | Wendy | \$ 4,900 | 9 | \$ 500 | \$ 5,400 | |
| * 18 | RHS | Ice Hockey | Assistant Coach | Winter | Spargo | Justin | \$ 6,276 | 2 | \$ - | \$ 6,276 | |
| * 19 | RHS | Ice Hockey | Head Coach | Winter | Benbow | Jonathan | \$ 9,232 | 22 | \$ 1,800 | \$ 11,032 | |
| * 20 | RHS | Indoor Track | Assistant Coach | Winter | Biank | David | \$ 5,442 | 2 | \$ - | \$ 5,442 | |
| * 21 | RHS | Indoor Track | Assistant Coach | Winter | Tufaro | Catherine | \$ 5,442 | 2 | \$ - | \$ 5,442 | |
| * 22 | RHS | Indoor Track | Head Coach | Winter | Bischoff | Derek | \$ 9,373 | 10 | \$ 600 | \$ 9,973 | Winter Head Coach for Girls' Indoor Track @ RHS for 15/16 & 16/17; Winter Head Coach for Indoor Track @ RHS as of 17/18. |
| * 23 | RHS | Swimming | Assistant Coach | Winter | Iversen | Samantha | \$ 5,442 | 3 | \$ - | \$ 5,442 | |
| * 24 | RHS | Swimming | Assistant Coach | Winter | Meeker | Reid | \$ 5,442 | 2 | \$ - | \$ 5,442 | |
| * 25 | RHS | Swimming | Head Coach | Winter | Gervasio | Thomas | \$ 7,953 | 8 | \$ 400 | \$ 8,353 | |
| * 26 | RHS | Weight Room | Head Coach | Winter | Roumes | Ryan | \$ 6,198 | n/a | n/a | \$ 6,198 | |
| * 27 | RHS | Wrestling | Assistant Coach | Winter | Jacoby | Adam | \$ 6,276 | 4 | \$ - | \$ 6,276 | |
| * 28 | RHS | Wrestling | Assistant Coach | Winter | Miller | Thomas | \$ 6,276 | 2 | \$ - | \$ 6,276 | |
| * 29 | RHS | Wrestling | Head Coach | Winter | Roman | Daniel | \$ 9,232 | 8 | \$ 350 | \$ 9,582 | Winter Head Coach for Wrestling @ EMS for 17/18; Winter Asst Coach for Wrestling @ RHS for 18/19; Winter Head Coach for Wrestling @ RHS as of 19/20. |
| * 30 | RHS & EMS | All Sports | Assistant Athletic Trainer | Winter | Forlenza | Corey | \$ 5,414 | n/a | n/a | \$ 5,414 | |

Grouped by POSITION LOC, then organized by POSITION & ASSIGNMENT

ROXBURY TWP BOE 10/14/24 :: EXHIBIT HR 1.2 :: Spring Musical Play Appts for EMS & RHS

[+] The Board will be reimbursed for the stipend indicated through fundraising and ticket sales.

| | POSITION LOC | POSITION TYPE | POSITION | ASSIGNMENT | 24/25 LAST NAME | 24/25 FIRST NAME | 24/25 TOTAL Stipend [+] | 24/25 Note about Assignment |
|------|---------------------|----------------------|-------------------|-------------------|------------------------|-------------------------|----------------------------------|---|
| 1 | EMS | PLAY/SPRING | Choreography | Director | Otto | Alexandra | \$2,635 | |
| 2 | EMS | PLAY/SPRING | Costume | Designer | Rogers | Patricia | \$1,697 | |
| 3 | EMS | PLAY/SPRING | Drama Club | Advisor | Reingold | Ciera | \$4,106 | |
| 4 | EMS | PLAY/SPRING | Painting / Visual | Director | Blewitt | Jessica | \$1,620 | |
| 5 | EMS | PLAY/SPRING | Set Design | Director | Reingold | Matthew | \$1,697 | Employment start date is pending completion of documentation in accordance with the law or district policy. |
| 6 | EMS | PLAY/SPRING | Tech Crew | Co-Director | Otto | Alexandra | \$1,085 | FTE 0.40 |
| 7 | EMS | PLAY/SPRING | Tech Crew | Co-Director | Richman | Margery | \$1,628 | FTE 0.60 |
| * 8 | RHS | PLAY/SPRING | Choreography | Director | Kong | Kristina | \$3,673 | |
| * 9 | RHS | PLAY/SPRING | Costume | Designer | Rogers | Patricia | \$2,812 | |
| * 10 | RHS | PLAY/SPRING | Music | Director | Sweer | Krista | \$3,648 | |
| * 11 | RHS | PLAY/SPRING | Musical Play | Producer | Hachey | Patrick | \$4,406 | |
| * 12 | RHS | PLAY/SPRING | Painting / Visual | Director | Speronza | Jane-Frances | \$1,675 | |
| * 13 | RHS | PLAY/SPRING | Pit Band | Conductor | Conrad | Jeffrey | \$2,538 | |
| * 14 | RHS | PLAY/SPRING | Set Design | Advisor | Hachey | Patrick | \$2,127 | |
| * 15 | RHS | PLAY/SPRING | Tech Crew | Director | Hansen | James | \$2,356 | |
| * 16 | RHS | PLAY/SPRING | Vocal | Director | Hachey | Patrick | \$2,811 | |