

DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
February 24, 2025

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 February 24, 2025, regarding personnel matters, student matters and attorney client privilege.

IV. ROLL CALL

V. PUBLIC SESSION

VI. PLEDGE OF ALLEGIANCE

VII. PRESENTATIONS

- Rox-THON's Fundraising Efforts & Community Impact - Dr. Michael Gottfried, Mrs. Margery Richman, Ms. Victoria Gonzalez, Rox-THON Student President Mr. Anuj Vyas, Rox-THON Student Vice President Mr. Yuriy Hrytsay
- Nixon Elementary School Spotlight ~ Inclusive Practices - Ms. Lauren Agresta, Ms. Jennifer Babus, Ms. Stephanie Echevarria, Ms. Danielle Evans, Mrs. Danielle Lynch, Ms. Christine O'Connor, Ms. Jean Rex; with Students: Sade Barrett, Phoebe Dempski, Briella Frade, Zoey Marcano, Brenda Quiceno Valencia, Kendall Skomial
- New Jersey Seal of Biliteracy (RHS progress) - Mr. Matthew Trokan

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 January 27, 2025.
2. Minutes of the Executive Session of January 27, 2025.

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 1-12)

STUDENT ACTIVITY ACCOUNTS

- *1. RESOLVED, that the Roxbury Township Board of Education approve the Student Activity Accounts monthly bills lists for the month of January 2025 as follows:

Roxbury High School	\$42,345.53	Franklin School	\$29.99
Athletics	\$2,234.00	Kennedy School	\$225.00
Eisenhower Middle School	\$6,616.63	Jefferson School	\$0
Lincoln Roosevelt School	\$0	Nixon School	\$0

BILLS LIST

- *2. RESOLVED, that the Roxbury Township Board of Education approve the February 2025 bills list totaling \$3,262,731.41.

TRANSFERS

- *3. RESOLVED, that the Roxbury Township Board of Education approve the January 2025 list of transfers between accounts as presented. Approval by the County Office is not required except as noted on the list.

SECRETARY'S REPORT

- *4. RESOLVED, that the Roxbury Township Board of Education approve the Board Secretary's Report for January 2025.

TREASURER'S REPORT

- *5. RESOLVED, that the Roxbury Township Board of Education approve the Treasurer's Reports for January 2025.

MONTHLY FINANCIAL CERTIFICATION OF THE BOARD SECRETARY AND BOARD OF EDUCATION

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

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 18A:17-9 and N.J.S.A. 18A:17-36, after review of the Board Secretary's and Treasurer's monthly financial report for the month of January 2025 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

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

delivery of instruction or further the efficient operation of the school district. The reimbursements are in compliance with the state travel reimbursement guidelines as established by the Department of Treasury and Board of Education policy in accordance with N.J.A.C. 6A-23B-1.1 et seq.

	Name	Workshop Title		Place*	Date of Workshop	Registration Fee	Total Estimated Expenses
1	Caccavale, Frank	International Builders Show	4	Las Vegas, NV	2/25/25-2/28/25	0	0
2	Koch, Joseph	Athletic Trainers' Society of NJ 39th Annual Conference & Business meeting	4	Atlantic City, NJ	3/2/25-3/3/25	\$175.00	\$423.16
3	Blewitt, Jessica	NJEEC Annual Conference	4	Montclair, NJ	3/11/25	0	\$32.15
4	DiLorenzo, Sarah	NJECC	4	Montclair, NJ	3/11/25	0	\$29.05
5	McAuliffe, Katey	NJECC	4	Montclair, NJ	3/11/25	0	\$31.49
6	Giordano, Tessa	Treatment of Motor Issues in Children with Sensory Dysfunction	4	Virtual	3/13/25-3/14/25	\$225	\$225
7	Connelly, Sheila	Classlink User Group Meeting	4	Clifton, NJ	3/19/25	0	\$30.27
8	Santoro, Kimberly	FLENJ Annual Conference	4	New Brunswick, NJ	3/19/2025	\$180	\$213.65
9	Forsman, Courtney	Rutgers Boggs Center: Foundations of CBI	4	Virtual	3/19/25, 4/9/25, 5/21/25, 6/5/25	0	0
10	Gottfried, Michael	NJ STEM Month 2025 STEM Showcase	4	Trenton, NJ	3/27/25	0	\$53.11
11	Seipp, Charles	NJ STEM Month 2025 STEM Showcase	4	Trenton, NJ	3/27/25	0	\$55.18
12	Seipp, Charles	ITEEA Annual Conference 2025	4	St Louis, MO	4/2/25-4/4/25	\$679	\$1,721.95
13	Calderon, Jessica	NJEA MOC Empowerment Conf	4	West Windsor Twp, NJ	5/3/25	\$93	\$143.10
14	Demarest, Karen	NJTESOL/NJBE, Inc. Spring Conference	4	New Brunswick, NJ	5/20/25-5/21/25	\$515*	\$598.18
15	Krog, Deborah	NJTESOL/NJBE, Inc. Spring Conference	4	New Brunswick, NJ	5/20/25-5/21/25	\$515#	\$748.48
16	Schiesl, Pam	NJTESOL/NJBE, Inc. Spring Conference	4	New Brunswick, NJ	5/20/25-5/21/25	\$515#	\$595.11

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.

* Amendments to XVI.B.7 approved 11/18/24.

Amendments to XVI.A.7.34 approved 1/27/25.

AWARD OF CONTRACTS

*8. WHEREAS, on December 12, 2024, the Roxbury Township Board of Education (hereinafter referred to as the "Board") published notice for Requests for Proposals for Custodial and

Management Services in accordance with the competitive contracting provisions of N.J.S.A. 18A:18A-4.1 et seq.;

WHEREAS, on January 7, 2025, the Board received six (6) proposals for Custodial and Management Services; and

WHEREAS, the proposals were reviewed by the Roxbury Township School District Custodial RFP Evaluation Committee designated by the Board and determined that the proposal submitted by Pritchard Industries (hereinafter referred to as "Pritchard") was the most advantageous for the Roxbury Township School District based on the application of the evaluation criteria to the proposals received;

NOW THEREFORE BE IT RESOLVED that the Board of Education awards the contract for Custodial and Management Services to Prichard for the 2025/2026 school year in the amount of \$3,068,885.83; for the 2026/2027 school year in the amount of \$3,234,403.38; for the 2027/2028 school year in the amount of \$3,320,722.38; for the 2028/2029 school year in the amount of \$3,467,536.88 and the 2029/2030 school year in the amount of \$3,583,582.97 for a total contract charge for five years of \$16,675,131.44.

BE IT FURTHER RESOLVED that the board secretary is authorized to sign the management services agreement on behalf of the Board of Education.

- *9. RESOLVED, that the Roxbury Township Board of Education approve Ms. Christianna Aquino as a consultant to provide Physical Therapy on an as-needed and as-requested basis by the district. The services will commence on February 25, 2025, and expire on June 30, 2025.
- *10. RESOLVED, that the Roxbury Township Board of Education approve a contract with Frontline Education, 550 E. Swedesford Road, Suite 360, Wayne, PA to implement a personnel and employee payroll record management system in the district. The services will commence on July 1, 2025, and expire on June 30, 2026, for a total contract amount of \$44,162.10.

JOINT TRANSPORTATION AGREEMENT

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

2024-2025 Joint Transportation Agreement School Related Activities				
Start Date	End Date	Host District's Identification Number	Destination	Total per Diem Costs
11/20/2024	06/30/2025	STLV2	Sussex County Technical School	\$12,900.00

APPROVAL OF DISPOSAL OF PROPERTY

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

	Vehicle#	VIN#
1	Bus #36 2012 Thomas	4UZABRDT3ECFE5777
2	Bus #37 2012 Thomas	4UZABRDT5ECFE5778

B. Education (Resolutions 1-9)

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

HIB REPORT

- *1. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the district’s Student Safety Data System (SSDS) Report submitted to the New Jersey Department of Education for its Report Period 1 for the 2024/2025 school year. This report certifies both incident data collected from September 1, 2024 through December 31, 2024; and Harassment, Intimidation, and Bullying trainings and programs completed from July 1, 2024 through December 31, 2024.
- *2. 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 Nos. 18 through 26.
- *3. 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. 27 through 37.

FIELD TRIPS / COMPETITIONS

- *4. 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.

	School	Group	Estimated # of Students	Trip Destination	Location	Faculty Sponsor
1	RHS	Geophysical Science	90	Mount Tammany, then Cliff’s Homemade Ice Cream	Knowlton Township & Ledgewood, NJ	M.Gottfried

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

- *5. RESOLVED, that the Roxbury Township Board of Education approve the 2024/2025 School Year Out-Of-District Placements/Services listed below:

State ID	School or Provider	Total Cost	Dates
1309071392	Shepard School	\$25,795.08	2/19/25-6/30/25

7598104668	Lenape Valley Board of Education	\$2,750.00	11/20/24-6/30/25
6535675502	Lenape Valley Board of Education	\$31,333.00	11/20/24-6/30/25

TUITION STUDENTS - 2024/2025

- *6. 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>
7606184309	Manville Board of Education	GenEd	\$23,040.00	8/28/24-6/30/25
9327848348	Paterson Public School District	BD	\$14,049.90	7/8/24-8/19/24
9327848348	Paterson Public School District	BD	\$86,172.75	8/28/24-10/1/25
4501456414	Paterson Public School District	GenEd	\$21,559.00	8/28/24-6/30/25
2375262391	Parsippany-Troy Hills Board of Education	GenEd	\$9,718.08	8/28/24-2/3/25
8502669704	State of NJ Department of Children and Families	MD	\$87,651.00	8/28/24-6/30/25
7976198194	Warren Hills Board of Education	BD	\$12,151.04	2/24/25-6/30/25

TUITION STUDENTS

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

<i>State ID</i>	<i>Sending District</i>	<i>Program</i>	<i>Total</i>	<i>School Year</i>
9327848348	State of NJ Department of Children and Families	GenEd	\$98,291.05	2021/2022 2022/2023 2023/2024
4501456414	State of NJ Department of Children and Families	GenEd	\$48,978.05	2021/2022 2022/2023 2023/2024

APPROVAL OF SENIOR OPTION AND INDEPENDENT STUDY PROJECTS - RHS

- *8 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
207166	Cybersecurity (Semester 2)	2.5
211710	Lab Assistant of Biological Sciences	4.0

COMPREHENSIVE EQUITY PLAN

- *9. RESOLVED, that the Roxbury Township Board of Education approve the school district's Affirmative Action Team to develop and conduct an assessment of the school district's needs for achieving equity in educational programs, as per Policy 1523- Comprehensive Equity Plan. This is in preparation for the district's submission of its Comprehensive Equity Plan for School Years 2025-2026, 2026-2027, and 2027-2028 to the Morris County Office of Education.

C. Personnel (Resolutions 1-20)

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

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

JOB DESCRIPTIONS

- *1. RESOLVED, that the Roxbury Township Board of Education approve the following revised job descriptions:

	Job Title	Job Coding	Exhibit #
1	School Social Worker	CI-12	JD-1

RESIGNATIONS, RETIREMENTS, TERMINATIONS

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

	Name	Loc	Position	Action	Final day of employment	Discussion
1	Derrick, Barbara	JES	Special Education Teacher	Retirement	6/30/25	
2	Fasset, Sharon	KES	Lunch Aide	Resignation	2/18/25	
* 3	Granata, Giuseppa	RHS	Permanent Substitute Teacher	Resignation	3/2/25	To accept leave-repl teaching position in district as indicated in 2/24/25, XVI.C.7.1. Final day of employment to immediately precede start date as leave-repl teacher.
4	Rao, Veena	NES	Permanent Substitute Teacher	Resignation	3/13/25	To accept leave-repl teaching position in district as indicated in 2/24/25, XVI.C.7.2. Final day of employment to immediately precede start date as leave-repl teacher.
* 5	Wehmeyer, Mary Ellen	RHS	Special Services Paraprofessional	Resignation	3/31/25	

REASSIGNMENTS / TRANSFERS

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

	Name	Former Assignment & Loc.	New Assignment & Loc.	Effective Date	Discussion
* 1	La Manna, Susan	Special Education Paraprofessional AID.SPE.PT.NA.48	Special Education Paraprofessional AID.SPE.FT.NA.28	2/25/25	MD Program replacement in position.

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	19488	8/25/25	n/a	FMLA/NJFLA	11/17/25	
* 2	22572	4/28/25	n/a	FMLA/NJFLA	6/2/25	
3	22833	1/24/25	Using avail 11 sick days #	n/a #	2/10/25 #	# Amendments to XVI.C.3.12 aprvd 1/27/25.
4	22956	2/3/25	Using 0.5 sick day and 0.5 personal day	FMLA	Upon release by physician	
* 5	21921	1/17/25	Using 21 sick days	n/a	Upon release by physician	
^Leave becomes unpaid when sick/personal days depleted or released by physician, whichever occurs first.						

*5. RESOLVED, that Employee Number 5084 is placed on administrative leave with pay effective November 20, 2024 through February 7, 2025 in accordance with the provisions of NJSA 18A:6-8.3.

APPOINTMENTS

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Salary Guide / Step</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Babbitt, Michele	FES, JES, KES, NES	Physical Therapist	24/25 MA Step 20	\$89,805 prorated	4/1/25 or sooner pending release from current employer ^	6/30/25	Tenure-track replacement in position SPS.DS.PT.NA.01.
2	Diaz, Dalida	JES	Special Education Paraprofessional	24/25 REA Step C	\$20.75 hourly	2/25/25 ^	6/30/25	Replacement in position AID.SPE.PT.NA.05.
^ Pending completion of documentation in accordance with the law or district policy.								

APPOINTMENTS - LEAVE REPLACEMENTS

7. 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	Granata, Giuseppa	RHS	Leave-replacement FCS Teacher	\$300.00 per diem	3/3/25 or sooner if nec	6/19/25	Replacement in position TCH.RHS.FAM.NA.03.

2	Rao, Veena	JES	Leave-replacement Kindergarten Teacher	\$300.00 per diem	3/14/25 or sooner if nec ^	6/19/25	Replacement in position TCH.JEF.KIN.NA.04.
^ Pending receipt and review of documentation in accordance with the law or district policy.							

8. 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	Kacmarcik, Ashley	FES	Leave-replacement Gr. 2 Teacher	n/a	\$300.00 per diem	2/12/25	6/19/25	12/9/24	Replacement in position TCH.FRA.GR2.NA.02.

APPOINTMENTS - SUBSTITUTES

- *9. 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:

	Name	Loc	Position	Start Date	End Date	Discussion
1	Freund, Brynn	District	Teacher/Paraprofessional Substitute	2/25/25	6/30/25	
2	Miller, Thomas	District	Teacher/Paraprofessional Substitute	2/25/25	6/30/25	
^ Pending receipt and review of documentation in accordance with the law or district policy.						

APPOINTMENTS - EXTRACURRICULAR

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

	Exhibit Title	Exhibit Number
1	24/25 Spring Athletic Appointments	HR-1

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

24/25 Specialized Consultants								
	Name	Position	Sport	Season	Loc. of Sport	Payment	Start Date	Discussion
*	1 Boyd, Joshua	Specialized Consultant	Baseball	Spring	RHS	\$1,000	3/10/25	Payment to be paid by RHS Baseball Parent Booster Club.
*	2 Cantwell, Kevin	Specialized Consultant	Unified Flag Football - Trial Sport	Spring	RHS	\$2,000	3/10/25	KC to serve as Co-Head Coach. Payments funded by the donation from the NY Jets aprvd 3/25/24, XV.A.18. Yr 2 or 3-yr trial period for Unified Flag Football aprvd 6/3/24, XVI.B.18.2.

3	Gallo, Christine	Specialized Consultant	Softball - Trial Sport	Spring	EMS	Volunteer-basis	3/10/25	CG to serve as Head Coach. Yr 2 of 3-yr trial period for Softball aprvd 6/3/24.
* 4	McDonald, Michael	Specialized Consultant	Baseball	Spring	RHS	Volunteer-basis	3/10/25	
* 5	McGinley, Birsen	Specialized Consultant	Unified Flag Football - Trial Sport	Spring	RHS	\$2,000	3/10/25	BM to serve as Co-Head Coach. Payments funded by the donation from the NY Jets aprvd 3/25/24, XV.A.18. Yr 2 or 3-yr trial period for Unified Flag Football aprvd 6/3/24, XVI.B.18.2.
6	Moskowitz, Phillip	Specialized Consultant	Baseball - Trial Sport	Spring	EMS	Volunteer-basis	3/10/25	PM to serve as Head Coach. Yr 3 of 3-yr trial period for Baseball aprvd 6/3/24.

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.

	Name	Innovative Project	Stipend for 24/25 per RAA 2023-2027 Contract
1	Mongelli, Kristin	3, 2, 1, Blastoff! Boosting Gr. 7 & 8 Science Skills with Inner Orbit and Teacher Collaboration	\$900

SERVICE PAYMENTS

*13. 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.

	Name	24/25 Payment	Services Performed	Discussion
1	Jenkins, Christopher	\$700 #	Playing in the pit orchestra at three rehearsals and four performances for the Roxbury HS 2025 Spring Musical, "Little Shop of Horrors".	# The Board will be reimbursed through fundraising and ticket sales.

SALARY ADJUSTMENTS

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

	Name	Loc	Position	Guide / Step	Annual Salary	Start Date	End Date	Discussion
1	Bubryckie, Nicole	TR	Mechanic	REA Maintenance	\$60,372 prorated	2/12/25	6/30/25	Salary adjustment on first anniversary per Article LVIII; Base salary \$59,972 plus \$400 CDL stipend

15. 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:

Grouped by Discussion; then Organized by Name

	Name	Loc	Program/Class	Extra Blocks assigned:	Effective	Salary Guide / Step	Addl. Salary not to exceed	Discussion
1	Blewitt, Jessica	EMS	Gr. 7 Math	1 period daily during Period 3	2/10/25 [^] - 6/18/25#	24/25 MA+15 Step 22	\$8,505 [^]	Coverage for TCH.EMS.MAT.NA.04.
2	Jacobs, Samantha	EMS	Gr. 7 Math	1 period daily during Period 7	2/10/25 [^] - 6/18/25#	24/25 MA Step 4	\$5,454 [^]	[^] Amendments to XVI.C.15.1 & 2 aprvd 1/27/25. # Or sooner if a successful leave-replacement candidate is hired.
* 3	Bewalder, Kevin	RHS	Geometry B	1 block during Block 8 on B days w/in A/B day schedule @ RHS	1/28/25 - 2/7/25##	24/25 BA+15 Step 23	\$642 ##	Coverage for TCH.RHS.MAT.NA.03. ## Amendments to 1/27/25, XVI.C.15, Row Nos. 8 - 11.
* 4	Cappello, Natalia	RHS	Intro to Probability & Statistics	1 block during Block 2 on A days w/in A/B day schedule @ RHS	1/28/25 - 2/11/25##	24/25 PHD Step 21	\$829 ##	
* 5	Geary, Jason	RHS	Geometry B	1 block during Block 6 on B days w/in A/B day schedule @ RHS	1/28/25 - 2/11/25##	24/25 BA+15 Step 10	\$557 ##	
* 6	Hardy, Barbra	RHS	AP Statistics	1 block during Block 1 on A days w/in A/B day schedule @ RHS	1/28/25 - 2/11/25##	24/25 MA Step 23	\$832 ##	
* 7	McCracken, Jennifer	RHS	Geometry B	1 block during Block 7AB on B days w/in A/B day schedule @ RHS	1/28/25 - 2/11/25##	24/25 MA+30 Step 23	\$862 ##	
* 8	Bewalder, Kevin	RHS	Geometry B	1 block during Block 8 on B days w/in A/B day schedule @ RHS	2/10/25 - 6/18/25	24/25 BA+15 Step 23	\$6,421	Student needs.

16. 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	Dressel, Michele	LDT-C	Educational Evaluations	\$71.86	20	Hours related to filling SPS.DS.LDT.NA.05, and effective 2/25/25 until hire of suitable replacement.
2	Mosher, Michael	School Psychologist	Educational Evaluations	\$81.47	20	
3	Mosher,	LDT-C	Educational	\$76.71	20	

	Katherine		Evaluations			
4	Redwood, Susan	LDT-C	Educational Evaluations	\$78.07	20	
5	Ventricelli, Kathryn	LDT-C	Educational Evaluations	\$78.27	20	
6	Wright, Keeshana	School Social Worker	Educational Evaluations	\$70.09	20	

MENTORING

17. 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 Bacich, Andrea	RHS	n/a	Misurell, Frank	2/10/25	6/19/25	18	\$330
	2 Kacmarcik, Ashley	FES	n/a	Freund, Kelly	2/24/25	6/19/25	16	\$293
	3 Schermerhorn, Devon	LRS	14 (in Randolph 9/2024-1/2025)	North, Tiffany	2/10/25	6/6/25	16	\$293

^ Pending receipt and review of documentation in accordance with the law or district policy.

AUDIOVISUAL PRODUCTIONS

- *18. RESOLVED, that Ms. Patricia Scalamoni be approved on an as-needed and as-requested basis during the 2024/2025 school year to assist in redesigning the lighting system in the Roxbury High School auditorium to allow for better lighting coverage across the stage area. This includes setting up the auditorium’s lighting control console and properly focusing all lights per the new design. Compensation for said services will not exceed \$3,000.00.

STUDENT TEACHERS/INTERNS

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

<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	Freund, Brynn	Centenary Univ	Clinical Int- School Counseling	8/26/24 - 2/24/25 #	LaCosta, Gail	School Counselor & ABS	FES
2	Theriant, Emma	Marywood Univ	Clinical Int- Early Childhood and Elem Education	3/17/25 - 5/9/25 for f/t	Wilson, Courtney	Gr. 2 Teacher	JES

Amendments to XV.C.22.1 aprvd 7/22/24.

COMMUNITY SCHOOL

20. 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.

	<i>Name</i>	<i>Loc</i>	<i>Title</i>	<i>Rate</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Church, Stacey	K-4	Non-Certified	\$22/Hour	2/25/25	6/30/25	Not to exceed 29.5 hrs/wk with various district positions.
2	Zugelder, Lindsay	K-4	Certified	\$35/Hour	2/25/25	6/30/25	

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 March 17, 2025 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

Curriculum & Instruction

Title: School Social Worker

CI-12

Qualifications:

1. Valid New Jersey Educational Services Certificate and School Social Worker Endorsement
2. Minimum experience working with families and community health and social services agencies as determined by the board
3. Demonstrated knowledge of laws and regulations governing special education
4. Effective problem-solving, human relations and communication skills
5. Required criminal history check and proof of U.S. citizenship or resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

Reports to: Supervisor of Student Support Services or Director of Special Services

Supervises: Non-Supervisory

Job Goal: To help students resolve personal, emotional, and social problems that interfere with their adjustment to school and their capacity to enjoy the fullest benefits of the education offered to them.

Performance Responsibilities:

1. Observation, Evaluation and Assessment of Students
 - 1.1. Participates in the evaluation, classification and placement of all pupils with special needs.
 - 1.2. Assesses a student in terms of personal and family history, socio-economic and cultural differences.
 - 1.3. Evaluates the configuration of factors within the home, community, and school as related to a student's current social and academic adjustment.
 - 1.4. Interprets the implications of significant social findings as a member of the child study team, and participates in educational planning for exceptional students.
 - 1.5. Observes pupils in classroom and/or playground.
 - 1.6. Interviews pupils as indicated.
 - 1.7. Observes children in general and/or special education classes on an ongoing basis.
2. Interaction with Students, Parents, School and Community
 - 2.1. Plans interviews with family members to assess past and present history and development as well as family dynamics and interactions that are relevant to the child's adjustment.
 - 2.2. Maintains an ongoing relationship with families for the purpose of: sharing information regarding educational planning and programming for the student; assisting the family in utilizing appropriate community resources; and providing counseling to students to facilitate social adjustment.

- 2.3. Initiates, facilitates and maintains liaison with community agencies and other resources to meet special needs. Refers parents and child to agencies when appropriate.
- 2.4. Consults with administration and staff regarding social adjustment factors of students in schools, at home, and in the community.
- 2.5. Counsels groups of students regarding social adjustment problems.
- 2.6. Serves as a case manager, as assigned, and maintains appropriate case records. Maintains the confidentiality of sensitive information in student files.
- 2.7. Assists in upholding and enforcing department rules, administrative regulations, and board policy.
- 2.8. Maintains professional competence through in-service education and participation in professional development activities.
- 2.9. Assists in coordinating, developing, monitoring, and evaluating the effectiveness of individualized education plans.
- 2.10. Attends and participates in meetings as deemed necessary and consistent with the needs of the district.
- 2.11. Performs all duties required as a member of the child study team by administrative code, state and federal laws, and board policy.
- 2.12. Assumes other related duties/assignments assigned by the superintendent or student personnel services director.

Terms of Employment:

10-month position.
Salary to be determined by the board.

Annual Evaluation:

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

Approved by: Roxbury Township Board of Education

Date: February 24, 2025

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ROXBURY TWP BOE 2/24/25 :: EXHIBIT HR-1 :: 24/25 Spring 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	Spring	Moskowitz	Phillip	\$ 2,720	n/a		\$ 2,720	
2	EMS	Outdoor Track - Boys'	Head Coach	Spring	Babetski	David	\$ 5,669	4	\$ -	\$ 5,669	
3	EMS	Outdoor Track - Girls'	Head Coach	Spring	Curley	Kelsey	\$ 5,669	7	\$ 300	\$ 5,969	Spring Head Coach for Girls' OT @ EMS for 18/19; Spring Head Coach for Boys' OT @ EMS for 19/20 & 20/21; Spring Head Coach for Girls' OT @ EMS as of 21/22.
* 4	RHS	All Sports	Athletic Trainer	Spring	Koch	Joseph	\$ 7,901	28	\$ 2,400	\$ 10,301	
* 5	RHS	All Sports	Equipment Assistant Manager	Spring	Bischoff	Derek	\$ 4,494	n/a	n/a	\$ 4,494	
* 6	RHS	All Sports	Equipment Co-Manager	Spring	Dolan	James	\$ 3,099	n/a	n/a	\$ 3,099	
* 7	RHS	All Sports	Equipment Co-Manager	Spring	Misurelli	Frank	\$ 3,099	n/a	n/a	\$ 3,099	
* 8	RHS	Baseball	Assistant Coach	Spring	Havran	Ian	\$ 5,741	1	\$ -	\$ 5,741	
* 9	RHS	Baseball	Assistant Coach	Spring	Kral	Robert	\$ 5,741	2	\$ -	\$ 5,741	
* 10	RHS	Baseball	Assistant Coach	Spring	Miller	Thomas	\$ 5,741	3	\$ -	\$ 5,741	
* 11	RHS	Baseball	Head Coach	Spring	Trotter	Gregory	\$ 8,226	26	\$ 2,200	\$ 10,426	
* 12	RHS	Golf	Head Coach	Spring	Monaco	David	\$ 7,953	8	\$ 400	\$ 8,353	
* 13	RHS	Lacrosse - Boys'	Assistant Coach	Spring	Bianch	David	\$ 5,741	4	\$ -	\$ 5,741	
* 14	RHS	Lacrosse - Boys'	Head Coach	Spring	Meeth	Justin	\$ 8,226	4	\$ -	\$ 8,226	
* 15	RHS	Lacrosse - Girls'	Assistant Coach	Spring	Hall	Melissa	\$ 5,741	1	\$ -	\$ 5,741	
* 16	RHS	Lacrosse - Girls'	Assistant Coach	Spring	Peterson	Alexandra	\$ 5,741	9	\$ 250	\$ 5,991	
* 17	RHS	Lacrosse - Girls'	Head Coach	Spring	Bewalder	Kevin	\$ 8,226	20	\$ 1,600	\$ 9,826	
* 18	RHS	Outdoor Track	Assistant Coach	Spring	Gervasio	Thomas	\$ 5,442	8	\$ 200	\$ 5,642	
* 19	RHS	Outdoor Track	Assistant Coach	Spring	Gonzalez	Victoria	\$ 5,442	1	\$ -	\$ 5,442	
* 20	RHS	Outdoor Track	Assistant Coach	Spring	Roman	Daniel	\$ 5,442	8	\$ 200	\$ 5,642	Spring Coach: RHS Boys' OT Asst 16/17 & 17/18; EMS Boys' OT Head 18/19; RHS Boys' OT Asst 19/20, & as of 21/22
* 21	RHS	Outdoor Track	Assistant Coach	Spring	Tufaro	Catherine	\$ 5,442	2	\$ -	\$ 5,442	
* 22	RHS	Outdoor Track	Head Coach	Spring	Bischoff	Derek	\$ 9,373	14	\$ 750	\$ 10,123	Spring Boys' Outdoor Track Asst Coach @ RHS 11/12 thru 15/16; Spring Boys' Outdoor Track Head Coach @ RHS 16/17 thru 17/18; Spring Outdoor Track Head Coach @ RHS as of 18/19.
* 23	RHS	Softball	Assistant Coach	Spring	Arentowicz	Scott	\$ 5,741	5	\$ 50	\$ 5,791	
* 24	RHS	Softball	Assistant Coach	Spring	Darling	Samantha	\$ 5,741	4	\$ -	\$ 5,741	
* 25	RHS	Softball	Head Coach	Spring	Critelli	Paul	\$ 8,226	7	\$ 300	\$ 8,526	
* 26	RHS	Tennis - Boys'	Head Coach	Spring	Doyle	Robert	\$ 7,953	7	\$ 150	\$ 8,103	Spring Asst Coach for RHS Baseball from 18/19 thru 21/22; Spring Head Coach for RHS Boys' Tennis as of 22/23.
* 27	RHS	Weight Room	Coach	Spring	Roumes	Ryan	\$ 6,198	n/a	n/a	\$ 6,198	
* 28	RHS & EMS	All Sports	Assistant Athletic Trainer	Spring	Forlenza	Corey	\$ 5,414	7	\$ 150	\$ 5,564	

Grouped by POSITION LOC, then organized by POSITION & ASSIGNMENT