

**DISTRICT OF ROXBURY TOWNSHIP
MINUTES OF REGULAR MEETING OF THE BOARD OF EDUCATION
FEBRUARY 13, 2023**

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

I. MEETING CALLED TO ORDER

The meeting was called to order at 6:34 p.m. in the auditorium at Lincoln Roosevelt School. Board President, Mr. Leo Coakley, presiding.

Mr. Mondanaro announced that this Regular meeting of the Roxbury Township Board of Education is being held to take action and hold discussion on business before the Board tonight, and that the New Jersey Open Public Meetings Law was enacted to ensure the right of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Roxbury Township Board of Education has caused written notice of tonight's meeting and copies of the agenda for tonight's meeting 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

MEMBERS PRESENT: Mr. Joseph Bocchino, Mr. Edwin Botero, Mrs. Heather Champagne, Mr. Leo Coakley, Mrs. Anne Colucci, Mrs. Sharon MacGregor-Nazzaro, Mr. Christopher Milde, Mrs. Kathy Purcell, Ms. Carol Scheneck

MEMBERS ABSENT: Mr. Brian Staples

ADMINISTRATION PRESENT: Dr. Loretta Radulic, Dr. Charles Seipp, Mrs. Lisa Ferrare, Mr. Joseph Mondanaro

OTHERS PRESENT: Ms. Sarah Gober, Esq., Scarinci Hollenbeck LLC

III. RESOLUTION TO MEET IN EXECUTIVE SESSION

Mrs. Heather Champagne motioned and Mr. Edwin Botero seconded the motion that the resolution to meet in Executive Session to meet in the Executive Session at this time 6:36 p.m. be approved as presented.

February 13, 2023

The motion was approved by unanimous agreement.

RESOLVED, that the Roxbury Township Board of Education hold an Executive Session on February 13, 2023 regarding personnel matters, student matters and attorney client privilege.

IV. ROLL CALL

MEMBERS PRESENT: Mr. Joseph Bocchino, Mr. Edwin Botero, Mrs. Heather Champagne, Mr. Leo Coakley, Mrs. Anne Colucci, Mrs. Sharon MacGregor-Nazzaro, Mr. Christopher Milde, Mrs. Kathy Purcell, Ms. Carol Scheneck

MEMBERS ABSENT: Mr. Brian Staples

ADMINISTRATION PRESENT: Dr. Loretta Radulic, Dr. Charles Seipp, Mrs. Lisa Ferrare, Mr. Joseph Mondanaro

OTHERS PRESENT: Ms. Sarah Gober, Esq., Scarinci Hollenbeck LLC

V. PLEDGE OF ALLEGIANCE

Mr. Coakley asked for a moment of silence following the Pledge of Allegiance in memory of Mrs. Joan Mary Ranski, the Superintendent's mother. He invited students in the audience to participate in the Pledge of Allegiance.

Members of the Board, the Administration and the Public participated in the salute to the flag.

VI. PRESENTATIONS

- Celebration of the VFW Patriot's Pen Winners from Roxbury Schools - Mr. John Lehnert, Post Commander and Mr. Jeff McDonald, Quartermaster of VFW Post 2833 Alward and Henry Meeker Post.

Mr. John Leonard (VFW) announced the winners of the annual essay contest, Nora Vitcusky - 1st Place (EMS Grade 8), Aanya Patel - 1st Place (L/R Grade 6), Jenna Scartozzi - 2nd Place (L/R Grade 6), Wesley Castro - 3rd Place (L/R Grade 6 - was not present). The students read their essays and accepted their awards.

Mr. Coakley thanked Mr. Lehnert and Mr. McDonald.

Mrs. Colucci recognized the dedication and hard work of Mrs. Nancy Bottona. Her work is behind the scenes and deserves acknowledgement.

- Day of Service Presentation by Dr. Charles Seipp.

Mr. Coakley thanked Dr. Charles Seipp and staff for the presentation.

VII. CORRESPONDENCE

New Jersey Music Association (NJMEA) Outstanding School Board Award - awarded to Roxbury Township Board of Education and presented on February 24, 2023 at the Atlantic City Convention Center.

VIII. STUDENT REPRESENTATIVE'S COMMENTS

- Ms. Delaney Scalera spoke about the Environmental Club - Beekeeper.
- Senior Trip to Dorney Park.
- Roxthon Assembly.
- Girls Competition Cheerleading Team taking 7th place at the Nationals.
- The Spanish Club is Selling Bracelets.
- Shoutout to Julia Kest for collaborating with Roxbury Rotary Club and Roxbury Interact Club for hosting a bake sale for Maya's Mission. They raised \$2,551.00.

IX. BOARD PRESIDENT'S COMMENTS

- Mr. Coakley congratulated the retirees on this agenda, Karen Fasino and Michelle George.
- Mentioned Dr. Radulic's retirement.
- Training session Morris School Boards.
- February is the Black History and Heart Health month.
- Musical "Into the Woods".
- Multicultural Global H5.
- New Jersey Music Association (NJMEA) Outstanding School Board Award.
- Superintendent's Search through NJSBA.

X. SUPERINTENDENT'S REPORT

1. I want to thank the Board of Education, Administration, Educators, my B & G department, the REA, RAA, and my Central Office staff for their kindness, prayers, generosity, and compassion in supporting me and my family during this difficult time of loss and sadness for my mom, Joan Mary Ranski. She was everything one could ask for in a mom, a great listener, a dedicated fan, and a wise guide. I truly believe that Roxbury is a special place and the outpouring of love and kindness was testimony to that. Thank you.
2. On to our kids! Congratulations to Tyler Bennedetto, Roxbury's first pilot. Tyler is one of the fortunate students to know exactly what he wants to do in his future, but he will tell you that the support, education, and guidance provided by Mr. Gottfried and our educational program gave him a "leg up" on his future. Tyler also visited with an elementary class to share his experience - that's paying it forward. Well done, Tyler. My favorite part of Tyler's story is when he flew over Roxbury High School during his check ride prep. As Mr. Gottfried shared, the Aviation program can only go up from here! Congrats, Tyler!
3. Books in Library: Recently we had a book in our library challenged. A committee was convened to review and make decisions. The committee read the book in its entirety before making any judgements and did some research. Ultimately, the memoir will remain on the shelves. However, the committee recommended the creation of another committee of a variety of stakeholders to set parameters and expectations in book selection. While we are not interested in banning books per se, we are interested in hearing the voice of our community

and understanding their expectations for the media center. We will be creating the committee over the next month or so. If you are interested in learning more or think you might want to serve on the committee, please feel free to reach out to Dr. Seipp or me.

4. School of Character: I want to thank and congratulate our schools who were recognized as Schools of Character: Franklin ES, Jefferson ES, Kennedy ES, LRS, and Nixon ES. Our middle school was noted as “emerging” and our HS received an honorable mention. I have no doubt that with a review of the comments and future planning, both the MS and HS will also receive this distinction. Character.org certifies schools and districts each year at the state level that have developed and implemented an intentional, proactive, and comprehensive approach that embeds character into all aspects of the school life. They acknowledge that these schools have put in place initiatives that equip and empower their staff to reinforce and model a range of positive core values that will share and form the hearts, minds, choices of their students. There are 11 principles of character including creating a caring community, fostering self-motivation and responsibility. Our Schools engage families and the community as partners in the character initiative and weave character education into its culture and climate. I am very proud of our schools and know that the future holds further recognition and distinction. Well done, staff, students, administrators, and families.

5. Farewell - It's no secret that my retirement is on the agenda this evening. It has been my pleasure to serve as your Superintendent and my goal to ensure that I leave a strong legacy behind. Therefore, it was important to me that the Board and community had plenty of time to find the next superintendent who will lead this amazing district. I am looking forward to the spring and enjoying my last months as Roxbury's superintendent. I did not decide to retire lightly. I am not leaving for another district, who can top this one? It's something I've been considering for a while. I have often told people not to fear the next phase of one's life and it's time for me to enjoy my own adventures - whatever they may be. In speaking with colleagues, we all say the same thing about retirement - Heck, yeah! I can't wait! I'd take it now if I could, but when the time actually comes, it's much harder to cross that finish line. I love working here. I love my colleagues, and I'm very proud of all that has been accomplished while I've been your Superintendent. Together, we changed everything! We settled contracts before their expiration. We created career pathways and dual credit programs that give our students a “leg up” - which has always been my personal mission. We've achieved Schools to Watch status and School of Character. Our staff has presented at multiple conferences and we've been visited by a plethora of districts to observe our instruction and programs. We've grown more teacher-leaders and have over two dozen electives to provide choice for our students. Our administrators are among the best, most intelligent, most compassionate, and most forward thinking. We dealt with COVID, a historical event, in a smart, fearless, intentional and well-planned way. We've honored the history of Roxbury school district with a dedication of the bell that rang above the gray building and a time capsule that I pray I'll be able to return to witness one day. Our master, yes master Board of Education has been exemplary in supporting these initiatives. I've worked in this district for 13 years. I've been a part of the change, a leader in some of it, a supporter in others, and through it all I've been honored to witness the enhancement, progress, and innovation.. This is not the Roxbury of 2010 when I began here among staff cuts and program elimination. It's a better, stronger, and more comprehensive instructional district. I'm so proud of all we've accomplished together. I'm so honored to have fulfilled my promise to the Board in 2016 when I vowed that I would bring consistency and enhance the culture while providing a vision and clear path for our forward movement. And I hired the best to help make this difference as no one does it alone. I am forever grateful to the Board for giving me a chance and I am indebted to all the administrators and staff who helped to forward the vision.

I am retiring because it's time for my next adventure, whatever that may be, and I'm confident that this district is in a strong position to continue that forward movement under new leadership.

XI. BUSINESS ADMINISTRATOR'S REPORT

Mr. Mondanaro reported that the Finance Committee met on February 7, 2023, but we did not have a Facilities meeting. Our Insurance Broker, Integrity Consulting Group, gave a presentation on our membership in The School Health Insurance Fund. The report indicated while some municipalities and other school districts are seeing the rate increase between 15% and 25%, our district is not. We have a great renewal % for July 1, 2023.

XII. MINUTES

1. Minutes of the Regular Meeting of January 23, 2023

Mr. Edwin Botero motioned and Mr. Joseph Bocchino seconded the motion that the minutes of the Regular Meeting on January 23, 2023 be accepted as presented.

The motion was approved by roll call vote.

Mr. Bocchino: Yes; Mr. Botero: Yes; Mrs. Champagne: Yes; Mrs. Colucci: Yes; Mrs. MacGregor-Nazzaro: Yes; Mr. Milde: Yes; Mrs. Purcell: Yes; Ms. Schneck: Yes; Mr. Coakley: Yes

2. Minutes of the Executive Session of January 23, 2023

Mrs. Heather Champagne motioned and Mrs. MacGregor-Nazzaro seconded the motion that the minutes of the Executive Meeting on January 23, 2023 be accepted as amended.

The motion was approved by roll call vote.

Mr. Bocchino: Yes; Mr. Botero: Yes; Mrs. Champagne: Yes; Mrs. Colucci: Yes; Mrs. MacGregor-Nazzaro: Yes; Mr. Milde: Yes; Mrs. Purcell: Yes; Ms. Schneck: Yes; Mr. Coakley: Yes

XIII. 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

- Mrs. Colucci reported the Committee met on February 7, 2023.
- Distinguished Alumni.
- PTA Joint Meeting is scheduled for April 18, 2023.
- The next Committee meeting is scheduled for March 14, 2023 at 6:00 p.m.

B. EDUCATION

- Mr. Bocchino reported the Committee met on February 6, 2023.

February 13, 2023

- Podcast Series Implementation to share the information covering numerous district topics.
- Cabinet Tabletop led by Mr. Jim Monaghan with regards to Emergency Response Preparation.
- Report Card Committee.
- The next Committee meeting is scheduled for March 2, 2023 at 6:30 pm.

C. FACILITIES

- Mrs. Colucci reported the Committee did not meet in February.
- The next Committee meeting is scheduled for February 28, 2023.

D. FINANCE

- Ms. Scheneck reported the Committee met on February 7, 2023.
- Integrity Consulting Group presentation on The School Health Insurance Fund.
- Lincoln Roosevelt Window Replacement project.
- Superintendent Search resolution on tonight's agenda.
- The next Committee meeting is scheduled for February 28, 2023.

E. PERSONNEL

- Mrs. Purcell reported the Committee met virtually on February 7, 2023 at 7:00 pm.
- Personnel Resolutions 1 through 21 listed on this agenda were discussed.
- The next Committee meeting is scheduled in-person on March 1, 2023 at 5:30 pm.

F. POLICIES/GOVERNANCE

- Mrs. Champagne reported the Committee met virtually on February 9, 2023 at 6:30 pm.
- The Policies on this agenda were discussed for second reading.
- Policy P0155 was discussed. The difference between a quorum and majority.
- Policy P0152 was discussed. Discussion regarding the Nominating Committee.
- The next Committee meeting is scheduled for March 2, 2023 at 6:00 pm.

G. NEGOTIATIONS

- Mr. Coakley reported that Negotiations are continuing with all three of the groups.

H. SUSTAINABILITY

- Mr. Coakley reported the schools are continuing with certifications.

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

Ms. Cobo spoke about the School Library Books and the selection process of the new Superintendent.

XV. ACTION ITEMS

A. Finances (Resolutions 1-16)

Ms. Carol Scheneck motioned and Mr. Joseph Bocchino seconded the motion that The Finance Resolutions 1 through 16 to be accepted as presented.

The motion was approved by roll call vote.

Mr. Bocchino: Yes; **Mr. Botero:** Yes; **Mrs. Champagne:** Yes; **Mrs. Colucci:** Yes to all however Recuse item #3 in Resolution #7; **Mrs. MacGregor-Nazzaro:** Yes to all however, No to item #17 in Resolution #7; **Mr. Milde:** Yes to all however, No to item #17 in Resolution #7, Recuse item #24 in Resolution #7; **Mrs. Purcell:** Yes to all however, Recuse item #4 in Resolution #7, No to item #17 in Resolution #7; **Ms. Scheneck:** Yes to all, however Recuse PO #23-2849 in Resolution #1, Recuse item #24 and #25 in Resolution #7, Recuse Resolution #11; **Mr. Coakley:** Yes to all however, Recuse item #2 in Resolution #7

BILLS LIST

- *1. RESOLVED, that the Roxbury Township Board of Education approve the January 2023 bills list totaling \$951,319.93.

TRANSFERS

- *2. RESOLVED, that the Roxbury Township Board of Education approve the January 2023 list of transfers between accounts as presented. Approval by the County Office is not required except as noted on the list.

SECRETARY'S REPORT

- *3. RESOLVED, that the Roxbury Township Board of Education approve the Board Secretary's Report for January 2023.

TREASURER'S REPORT

- *4. RESOLVED, that the Roxbury Township Board of Education approve the Treasurer's Report for January 2023.

MONTHLY FINANCIAL CERTIFICATION OF THE BOARD SECRETARY AND BOARD OF EDUCATION

- *5. 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 2023 that no major accounts and fund balances in the 2022/2023 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.

STUDENT ACTIVITY ACCOUNTS

- *6. RESOLVED, that the Roxbury Township Board of Education approve the Student Activity Accounts monthly bills lists for the month of January 2023 as follows:

Roxbury High School	\$11,239.12	Franklin School	\$92.04
Athletics	\$1,924.00	Kennedy School	\$0.00
Eisenhower Middle School	\$7,153.30	Jefferson School	\$0.00
Lincoln Roosevelt School	\$0.00	Nixon School	\$0.00

TRAVEL REQUESTS

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

	Name	Workshop Title		Place*	Date of Workshop	Registration Fee	Total Estimated Expenses
1.	Donnelly, Stephen	A.P. Statistics Roundtable	4	Mahwah, NJ	2/10/23	\$0	\$0
2.	Coakley, Leo	NJMEA 2023 Conference (Outstanding School Board Award)	4	Atlantic City, NJ	2/24/23	\$0	\$146.96
3.	Colucci, Anne	NJMEA 2023 Conference (Outstanding School Board Award)	4	Atlantic City, NJ	2/24/23	\$0	\$145.93
4.	Purcell, Kathy	NJMEA 2023 Conference (Outstanding School Board Award)	4	Atlantic City, NJ	2/24/23	\$0	\$143.95
5.	Misurelli, Frank	Glazier Clinic	4 S-1	Pittsburgh, PA	2/24-2/26/23	\$0	\$0
6.	Poggi, Kevin	Glazier Clinic	4 S-1	Pittsburgh, PA	2/24-2/26/23	\$0	\$0
7.	Roumes, Ryan	Glazier Clinic	4 S-1	Pittsburgh, PA	2/24-2/26/23	\$250.00	\$562.08
8.	Volz, Michael	Glazier Clinic	4 S-1	Pittsburgh, PA	2/24-2/26/23	\$0	\$0
9.	Jacoby, Adam	NSSIAA State Wrestling Tournament	4 S-2	Atlantic City, NJ	3/1-3/4/23	\$0	\$736.24
10.	Roman, DJ	NSSIAA State Wrestling Tournament	4 S-2	Atlantic City, NJ	3/1-3/4/23	\$0	\$736.24
11.	Roumes, Craig	NSSIAA State Wrestling Tournament	4	Atlantic City, NJ	3/1-3/4/23	\$0	\$603.05
12.	Koch, Joseph	ATSNJ Annual Conference & Business Meeting	4	Atlantic City, NJ	3/5-3/4/23	\$140.00	\$405.08
13.	Kroog, Barbara	FCS PD Day at Northern Valley Regional Demarest High School	4 S-1	Demarest, NJ	3/10/23	\$0	\$47.00
14.	Maher, Chelsea	St. Elizabeth University Counselor Appreciation Lunch & Learn	4	Morristown, NJ	3/10/23	\$0	\$13.35
15.	Obraitis, Casey	FCS PD Day at Northern Valley Regional Demarest High School	4 S-1	Demarest, NJ	3/10/23	\$0	\$47.00

16.	SanEmeterio, Stefanie	St. Elizabeth University Counselor Appreciation Lunch & Learn	4	Morristown, NJ	3/10/23	\$0	\$13.35
17.	Letteri, Heather	Embracing the Whole Child: Promoting SEL NJCEC's Annual Spring Conference	4 S-1	Mahwah, NJ	3/13/23	\$145.00	\$163.57
18.	Kroog, Barbara	Visit Jennifer Skomial MCST's E&L Program	4 S-1	Denville, NJ	3/16/23	\$0	\$12.22
19.	Fiscina, Jeffrey	AMTNJ 2023 Spring Conference	4	Piscataway, NJ	3/17/23	\$179.00	\$213.78
20.	Mauro, Stephanie	AMTNJ 2023 Spring Conference	4 S-1	Piscataway, NJ	3/17/23	\$209.00	\$225.83
21.	Mulderrig, Francis	AMTNJ 2023 Spring Conference	4 S-1	Piscataway, NJ	3/17/23	\$209.00	\$218.68
22.	Santoro, Kim	FLENJ Annual Conference	4 S-1	New Brunswick, NJ	3/17/23	\$170.00	\$203.37
23.	Maher, Chelsea	Rider University Counselor Breakfast	4	Lawrenceville, NJ	3/21/23	\$0	\$46.15
24.	Radulic, Loretta	2023 NJASA/NJPSA Women's Leadership Conference	4	Somerset Park, NJ	3/27-3/28/23	\$409.00	\$499.09
25.	Mawn, Matthew	NJSELA Spring Roundtable	4	Mountainside, NJ	5/5/23	\$0	\$23.59
26.	Arms, Victoria	14th Annual Statewide Conference - "From Survival to Success! Try the Three C's"	4 S-1	Lawrenceville, NJ	5/23/23	\$149.00	\$205.40
27.	Lynch, Danielle	14th Annual Statewide Conference - "From Survival to Success! Try the Three C's"	4	Lawrenceville, NJ	5/23/23	\$149.00	\$205.40
28.	Rex, Jean	14th Annual Statewide Conference - "From Survival to Success! Try the Three C's"	4 S-1	Lawrenceville, NJ	5/23/23	\$149.00	\$205.40
29.	Kroog, Barbara	Tomorrow's Teachers Summer Training 2023 Rider University	4	Lawrenceville, NJ	6/27-6/28/23	\$525.00	\$572.00
30.	DeBarros, Joel	Co-Teaching & Consultation: An Overview for Administrators	4	Virtual	2/22/23	\$0	\$0
31.	Gallagher, Amy	Co-Teaching & Consultation: An Overview for Administrators	4	Virtual	2/22/23	\$0	\$0
32.	Hornung, Desiree	The Eye of the Storm	4	Virtual	3/1/23	\$125.00	\$125.00
33.	Katinsky, Jaclyn	The Eye of the Storm	4	Virtual	3/1/23	\$125.00	\$125.00
34.	Nelson, Susan	The Eye of the Storm	4	Virtual	3/1/23	\$125.00	\$125.00
35.	DeBarros, Joel	Creating Collaborative Consultative Classrooms	4	Virtual	3/8/23	\$75.00	\$75.00
36.	Gallagher, Amy	Creating Collaborative Consultative Classrooms	4	Virtual	3/8/23	\$75.00	\$75.00
37.	Betz, Chelsea	Treatment of Motor Issues in Children with Sensory Dysfunction	4	Virtual	3/14-3/15/23	\$369.00	\$369.00
38.	Burke, Jenna	Helping Young Struggling English/Language Arts Students: Practical, Successful Strategies	4 S-1	Virtual	3/14/23	\$279.00	\$279.00

39.	Franco, Kevin	Using Motor Learning Development Strategies to Increase School Success	4	Virtual	3/24/23	\$279.00	\$279.00
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.							

APPROVAL OF PURCHASES

- *8. RESOLVED, that the Roxbury Township Board of Education approve the purchase of shower stalls for boys locker rooms at Roxbury High School from Ferguson, 50 Meadowlands Parkway, Secaucus, NJ in the amount of \$88,574.14. This purchase is being funded through the Maintenance Reserve account.
- 9. RESOLVED, that the Roxbury Township Board of Education approve the purchase of countertop and backsplash in the nurse's office at Nixon Elementary School from Nickerson Corporation, 515 Union Avenue, Union Beach, NJ in the amount of \$12,897.81. This purchase is being funded through the Maintenance Reserve account.

APPROVAL OF PROPOSAL - LINCOLN ROOSEVELT SCHOOL WINDOW REPLACEMENT

- *10. RESOLVED, that the Roxbury Township Board of Education approve the proposal from Solution Architecture for a window replacement project at Lincoln Roosevelt School not to exceed \$50,200.00. This project is funded by ARP ESSER.

APPROVAL OF PROPOSAL FOR SUPERINTENDENT SEARCH

- *11. RESOLVED, that the Roxbury Township Board of Education approve the proposal from NJSBA to facilitate the Superintendent Search for Roxbury Township Public Schools not to exceed \$15,000.00.

CONTRACTS

- *12. RESOLVED, that the Roxbury Township Board of Education approve a contract with Team Select Home Care, 32 N. Beverwyck Road #6, Lake Hiawatha , NJ to provide nursing services to Roxbury Township Public Schools effective January 20, 2023 through June 30, 2023. The total amount not to exceed \$3,000.00.
- *13. RESOLVED, that the Roxbury Township Board of Education approve a contract with Tri-County Behavioral Care LLC, 191 Woodport Road Suite 206, Sparta, NJ to provide In-District Counseling services to Roxbury Township Public School effective January 1, 2023 through March 31, 2023. The total amount not to exceed \$15,000.00 and funded through ESSER II.

ACCEPTANCE OF DONATION

- *14. RESOLVED, that the Roxbury Township Board of Education approve the donation from The Azek Company, 1330 W. Fulton Street, Suite 350, Chicago, IL 60607 of siding materials for Structural Design and Fabrication program. This donation is valued at 850.00.

APPROVAL OF DISPOSAL OF PROPERTY

- 15. RESOLVED, that the Roxbury Township Board of Education approve the discontinued use of the old risers at Nixon Elementary School. This item has been identified as obsolete, broken and/or no longer functioning, if unsellable, items will be discarded.
- *16 RESOLVED, that the Roxbury Township Board of Education approve disposal of the technology equipment listed in Exhibit F-1. These items have been identified as obsolete, broken and/or no longer functioning, if unsellable, items will be discarded.

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.

Mr. Joseph Bocchino motioned and Mrs. Heather Champagne seconded the motion that The Education Resolutions 1 through 9 to be accepted as amended.

Ms. Scheneck asked a question about Field Trips and the information being listed on the agenda. Mrs. Champagne commented about the Field Trip information. Mr. Coakley asked for the Field Trip table to be included in the Board Member Packet and listed in the minutes without dates.

The motion was approved by roll call vote.

Mr. Bocchino: Yes; Mr. Botero: Yes; Mrs. Champagne: Yes to all however, Recuse item #22 in Resolution #1; Mrs. Colucci: Yes; Mrs. MacGregor-Nazzaro: Yes; Mr. Milde: Yes; Mrs. Purcell: Yes; Ms. Scheneck: Yes; Mr. Coakley: Yes

HIB REPORT

- *1. RESOLVED, that the Roxbury Township Board of Education affirms the Superintendent's decisions provided in the Harassment, Intimidation, and Bullying Report for the 2022/2023 school year, ending as of January 20, 2023 for Incident Nos. 22 through 34.
- *2. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2022/2023 school year, beginning January 21, 2023 and ending February 10, 2023 for updated Incident No. 15, and Incident Nos. 35 through 45.

FIELD TRIPS / COMPETITIONS

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

Organized by "School", then by "Group", then by "Trip Destination":

	<i>School</i>	<i>Group</i>	<i>Trip Destination</i>	<i>Location</i>	<i># of</i>	<i>Faculty</i>

					<i>Students</i>	<i>Sponsor</i>
1	EMS	VISTA	BJ's Wholesale Club	Ledgewood, NJ	10	T.Martino
2	EMS	VISTA	Rockaway Townsquare Mall	Rockaway, NJ	9	T.Martino
3	EMS	VISTA	Target	Rockaway, NJ	10	T.Martino
4	NES	LLD; TIDES	Life Town	Livingston, NJ	18	J.Perez
5	NES	TIDES	Roxbury Public Library	Succasunna, NJ	12	J.Perez
* 6	RHS	SUCCESS	Barnes & Noble	Morris Plains, NJ	11	A.Solotist
* 7	RHS	SUCCESS	CVS	Ledgewood, NJ	11	A.Solotist
* 8	RHS	SUCCESS	DICK'S Sporting Goods	Rockaway, NJ	11	A.Solotist
* 9	RHS	SUCCESS	Frelinghuysen Arboretum	Morristown, NJ	11	B.McGinley; A.Solotist
* 10	RHS	SUCCESS	Rockaway Townsquare Mall	Rockaway, NJ	11	A.Solotist
* 11	RHS	SUCCESS	Rockaway Townsquare Mall & AMC Movie Theatre	Rockaway, NJ	11	B.McGinley; A.Solotist
* 12	RHS	SUCCESS	Roxbury Police Station	Ledgewood, NJ	11	A.Solotist
* 13	RHS	SUCCESS	Target	Rockaway, NJ	11	A.Solotist
* 14	RHS	VISTA	BJ's Wholesale Club	Ledgewood, NJ	6	K.Gangemi
* 15	RHS	VISTA	Dover Train Station	Dover, NJ	8	K.Gangemi
* 16	RHS	VISTA	Frelinghuysen Arboretum	Morristown, NJ	~6-8	K.Gangemi
* 17	RHS	VISTA	IHOP	Kenvil, NJ	7	K.Gangemi
* 18	RHS	VISTA	Rockaway Townsquare Mall	Rockaway, NJ	7	K.Gangemi
* 19	RHS	VISTA	Target	Rockaway, NJ	8	K.Gangemi
* 20	RHS	VISTA	Walgreen's Shopping Center & Downtown Denville	Denville, NJ	6	K.Gangemi

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

Organized by "School":

	<i>School</i>	<i>Group</i>	<i># of Students</i>	<i>Trip Destination</i>	<i>Location</i>	<i>Faculty Sponsor</i>
1	EMS	Gr. 8 Science	261	Ocean Institute	Highland, NJ	J.Blewitt; R.Scimeca; E.Zavala
2	FES	Gr. 4	66	Eisenhower MS	Succasunna, NJ	J.Dranoff; S.Drury; M.Gallagher; D.Stehlgens
3	FES	Gr. 3	~59	Waterloo Village Historic Site	Stanhope, NJ	J.Ahrens; R.Allison; M.Lane; J.Mason; C.Reichnecht
4	FES	Gr. 2	61	Mayo Performing Arts Center	Morristown, NJ	K.Freund; L.Manney; M.Sarrel; A.Steinmetz
5	JES	Gr. 1	~66	Eisenhower MS	Succasunna, NJ	M.Cosgrove
6	JES	Gr. 2	~72	Eisenhower MS	Succasunna, NJ	M.Cosgrove
7	JES	Gr. 4	73	Eisenhower MS	Succasunna, NJ	M.Cosgrove

8	KES	Gr. 4	56	Eisenhower MS	Succasunna, NJ	N.Acevedo
9	LRS	Gr. 5	27	Franklin Elementary School	Succasunna, NJ	K.Battaglia; A.Bellardino
10	LRS	Gr. 6	15	Franklin Elementary School	Succasunna, NJ	K.Battaglia; A.Bellardino
11	LRS	Gr. 6	247	Funplex	East Hanover, NJ	C.Folkers
12	LRS	Gr. 6	247	Eisenhower MS	Succasunna, NJ	C.Argenziano
13	NES	Gr. 4	48	Eisenhower MS	Succasunna, NJ	V.Arms
* 14	RHS	SUMMIT	27	Aspen Ice Center	Randolph, NJ	David Hughes; C.Thompson; A.Somers
* 15	RHS	Tomorrow's Teachers	16	Eisenhower MS	Succasunna, NJ	D.Burleigh
* 16	RHS	Tomorrow's Teachers	16	Eisenhower MS	Succasunna, NJ	D.Burleigh
* 17	RHS	Italian 3A; Italian 3H; Italian 4H	29	New Brunswick Performing Arts Center	New Brunswick, NJ	K.Santoro
* 18	RHS	Teaching Young Children; Tomorrow's Teachers	33	Central Park School	Morristown, NJ	D.Burleigh; B.Kroog
* 19	RHS	Seniors in Ceramics II & Ceramics IV	25	Luna Parc & Jumboland Diner	Sandyston Township & Branchville, NJ	J.Speronza
* 20	RHS	Choir	120	Hershey Park	Hershey, PA	P.Hachey; R.Salyerds; K.Sweer
* 21	RHS	Teaching Young Children	32 (20 HS, 12 PK)	Growing Stage Theater	Netcong, NJ	B.Kroog

- *5. RESOLVED, that the Roxbury Township Board of Education approve staff and students for participation in **overnight field trip requests** as listed and approve the unavoidable travel costs which are necessitated by these student activities/sports travel.

	School	Group	# of Students	Trip Destination	Location	Faculty Sponsor(S) & Chaperones(C)	Total Estimated Expenses
1	RHS	Wrestling Team	TBD	Boardwalk Hall	Atlantic City, NJ	D.Roman(S)(C); A.Jacoby(S)(C); C.Roumes(S)(C)	\$2,915.00

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

6. RESOLVED, that the Roxbury Township Board of Education approve 2022/2023 Extended School Year and 2022/2023 School Year Out-Of-District Placements/Services listed below:

File Number	School or Provider	Total Cost	Dates
-------------	--------------------	------------	-------

211977	Dover Board of Education	\$12,081.12	11/14/22-6/30/23
211978	Dover Board of Education	\$13,298.39	11/14/22-6/30/23

CURRICULUM WRITING

7. RESOLVED, that the courses listed in attached Exhibit E-1 be approved for curriculum writing for the 2023/2024 school year as indicated.

APPROVAL OF SENIOR OPTION, AND COLLEGE OPTION 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 2022/2023 school year.

Student	Research Focus	Credits
210334	Shadowing at St. Clare's Hospital	2.5

- *9. RESOLVED, that the Roxbury Township Board of Education accepts the College Option Program for the classes at Roxbury High School listed below to be completed in the 2022/2023 school year.

Student	Research Focus	Credits
205440	Intro to Emergency Management	2.5

C. Policies (Resolutions 1-2)

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.

Mrs. Heather Champagne motioned and Mr. Joseph Bocchino seconded the motion that The Policies Resolutions 1 through 2 to be accepted as presented.

Mrs. Purcell asked a question about Resolution #2 Board Committees. Discussion ensued.

The motion was approved by roll call vote.

Mr. Bocchino: Yes; Mr. Botero: Yes; Mrs. Champagne: Yes; Mrs. Colucci: Yes; Mrs. MacGregor-Nazzaro: Yes; Mr. Milde: Yes; Mrs. Purcell: Yes; Ms. Schneck: Yes; Mr. Coakley: Yes

- *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 1648.11 Abolished	The Road Forward COVID-19 - Health and Safety (M)	P1

	<i>Policy/Regulation Number</i>	<i>Policy/Regulation Title</i>	<i>Exhibit Number</i>
b	Policy 0161 Revised	Call, Adjournment, and Cancellation	P2
c	Policy 0162 Revised	Notice of Board Meetings	P3
d	Policy and Regulation 2423 Revised	Bilingual and ESL Education (M)	P4 & P5
e	Policy and Regulation 5200 Revised	Attendance (M)	P6 & P7
f	Policy 5512 Revised	Harassment, Intimidation, or Bullying (M)	P8
g	Policy 5701 Revised	Academic Integrity	P9
h	Policy 8140 Revised	Student Enrollments (M)	P10
i	Regulation 8140 Revised	Enrollment Accounting (M)	P11
j	Policy & Regulation 8330 Revised	Student Records (M)	P12 & P13
k	Regulation 8420.2 Revised	Bomb Threats (M)	P14
l	Regulation 8420.7 Revised	Lockdown Procedures (M)	P15
m	Regulation 8420.10 Revised	Active Shooter (M)	P16

*2. RESOLVED, that the Roxbury Township Board of Education approve the following for first reading:

	<i>Policy/Regulation Number</i>	<i>Policy/Regulation Title</i>	<i>Exhibit Number</i>
a	Policy 0155 Revised	Board Committees	P17

D. Personnel (Resolutions 1-21)

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

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

Mrs. Kathy Purcell motioned and Mrs. Sharon MacGregor-Nazzaro seconded the motion that The Personnel Resolutions 1 through 21 to be accepted as presented.

The motion was approved by roll call vote.

Mr. Bocchino: Yes; **Mr. Botero:** Yes; **Mrs. Champagne:** Yes to all however, Abstain item #5, #15, #17 and #26 in Resolution #9, Abstain item #2 in Resolution #14; **Mrs. Colucci:** Yes; **Mrs. MacGregor-Nazzaro:** Yes; **Mr. Milde:** Yes to all however, Recuse item #4 in Resolution #1; **Mrs. Purcell:** Yes; **Ms. Scheneck:** Yes to all however, Recuse item #4 in Resolution #1, Recuse item #7 and #10 in Resolution #9; **Mr. Coakley:** Yes

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	Donovan, Edward	RHS	Permanent Substitute Teacher	Resignation for personal reasons	2/3/23	
2	Fasino, Karen	LRS	Library Media Specialist	Resignation for retirement purposes	6/30/23	
* 3	George, Michelle	RHS	H/PE Teacher	Resignation for retirement purposes	6/30/23	
* 4	Radulic, Loretta	DIST	Superintendent of Schools	Resignation for retirement purposes	6/30/23	
5	Skawska, Marta	NES	Special Education Paraprofessional	Resignation for personal reasons	2/17/23	
* 6	Varvar, Gloriana	TR	Substitute Bus Driver	Rescind appointment	-	Rescind appt on 1/23/23 D.12.1

2. RESOLVED, that Employee No. 21558 be terminated for good cause in accordance with district policy with a final day of employment as February 13, 2023.

REASSIGNMENTS / TRANSFERS

3. RESOLVED, that the staff members listed below be transferred to a new location and/or assignment as indicated:

	Name	Former Assignment & Loc.	New Assignment & Loc.	Effective Date	Discussion
1	Gede, Stephanie	Special Education Paraprofessional NES	Special Education Paraprofessional JES	1/23/23	
2	Murr, Nicole	Title 1 Paraprofessional AID.REG.NIX.T1.02 NES	Teaching Assistant AID.REG.NIX.TA.01 NES	2/14/23 - 6/30/23	ESSER II funded position; working less than 5 days / wk payable by timesheets
3	Strauss, Joyce	Teaching Assistant AID.REG.NIX.TA.01 NES	Title 1 Paraprofessional AID.REG.NIX.T1.02 NES	2/14/23 - 6/30/23	Title 1 funded position

LEAVES OF ABSENCE

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

	Employee	Leave Start Date	Paid Leave	Unpaid FMLA/ NJFLA ^	Return Date	Discussion
1	19128	3/9/23	Using available sick	n/a	6/12/23	

2	20553	9/27/22	Using 10 sick days then 5 personal days	FMLA/NJFLA	Start of 24/25 SY	Amends <i>Return Date</i> app'd 6/27/22, IX.C.4.2.
^Leave becomes unpaid when sick/personal days depleted or released by physician, whichever occurs first.						

APPOINTMENTS

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

	<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>Prior BOE Aprvl</i>	<i>Discussion</i>
1	Arcieri, Brianna	RHS	Leave-repl School Counselor	22/23 Board aprvd Sub Rate	\$300.00 per diem	2/10/23	6/15/23	1/23/23	Replacement in position TCH.RHS.GUI.NA.02
2	Mattia, Christopher	EMS	Leave-repl H/PE Teacher	22/23 Board aprvd Sub Rate	\$300.00 per diem	2/2/23	3/31/23	1/5/23	Replacement in position TCH.EMS.PEH.NA.01. Start date ends appt as TST app'd 1/23/23,XVI.D.11.2.
* 3	Meixsell, Theodore	TR	Mechanic	REA Maint	\$56,000 prorated	2/6/23	6/30/23	1/23/23	Position BUS.TR.MECH.NA.02 replacing BUS.TR.MGR.NA.01

APPOINTMENTS - LEAVE REPLACEMENTS

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Bautz, Kelsey	FES	Leave-repl School Counselor	\$300.00 per diem	4/17/23 or sooner if nec ^	6/15/23	Replacement in position TCH.DS.GUI.NA.02.
2	Bream, Samantha	LRS	Leave-repl Music Teacher	\$300.00 per diem	11/23/22	6/15/23	Extends <i>End Date</i> app'd 12/12/22, XVI.C.8.1. Replacement in position TCH.LR.MUS.IN.02
3	Rousseau, Brianne	FES	Leave-repl Kindergarten Teacher	\$300.00 per diem	2/14/23	3/24/23	Replacement in position TCH.FRA.KIN.NA.01.
^ Employment start date is pending completion of documentation in accordance with the law or district policy.							

APPOINTMENTS - HOURLY EMPLOYEES

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Guide / Step</i>	<i>Hourly Rate</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Rome, Angel	NES	Special Education	REA	\$20.88	3/6/23 ^	6/30/23	Autistic Program replacement in

			Paraprofessional	Paraprof Step 10					position AID.SPE.PT.NA.34; not to exceed 29.5 hrs/wk
2	Serna, Viviana	JES	Special Education Paraprofessional	REA Paraprof Step 8	\$19.70	2/14/23 ^	6/30/23		Autistic Program replacement in position AID.SPE.PT.NA.13; not to exceed 29.5 hrs/wk
^ Employment start date is pending completion of documentation in accordance with the law or district policy. ^^ Employment start date is pending release from current employer. # 10-month employees shall start on the first day of the 2022-23 calendar for this bargaining unit / employee group.									

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	Gern, Kimberly	NES	Special Education Paraprof	REA Paraprof Step 7	\$19.13	1/26/23	6/30/23	1/5/23	Autistic Program replacement in position AID.SPE.PT.NA.51; not to exceed 29.5 hrs/wk

APPOINTMENTS - EXTRACURRICULAR

9. RESOLVED, that the Roxbury Township Board of Education approve the following appointments for the 2022/2023 school year as indicated in the attached Exhibit. At this time, employment and payment are contingent upon the status of school closures and the ability to fulfill the responsibilities associated with these positions.

	Exhibit Title	Exhibit Number
1	22/23 Spring Coaching Appts	HR-1

- *10. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2022/2023 school year. At this time these positions and payment are contingent upon the status of school closures and the ability to fulfill the responsibilities associated with these positions:

22/23 Specialized Athletic Consultants							
	Name	Position	Sport	Season	Loc. of Sport	Payment	Discussion
1	McDonald, Michael	Specialized Consultant	Baseball	Spring	RHS	Volunteer-basis	

APPROVAL OF RATE OF PAY - SUBSTITUTE POSITIONS

- *11. RESOLVED, that the Roxbury Township Board of Education approves the following rate of pay schedule for substitute positions for the 2022-2023 school year effective February 14, 2023.

<i>Category</i>	<i>Rate of Pay 2022-2023 School Year</i>
Leave Replacement / Interim Teacher or Education Services Personnel (must hold proper NJ certification in content area)	\$300.00 per diem
Transitional Substitute Teacher: up to 20 consecutive days in same position; 21-40 days maximum with county superintendent's approval (Alternate or Traditional Route candidate holding a county substitute credential pending issuance of NJ certification)	\$230.00 per diem
Substitute Teacher: in assignment exceeding 20 consecutive days; 40 days maximum in non-content area (holding a NJ standard/CE/CEAS certification)	\$200.00 per diem
Leave Replacement Nurse (must hold a registered nurse license)	\$325.00 per diem
Permanent Substitute Nurse	\$285.00 per diem
Substitute Nurse	\$235.00 per diem
Permanent Substitute Teacher (holding a NJ standard/CE/CEAS certification, or Traditional Route candidate holding a county substitute credential pending issuance of NJ certification)	\$160.00 per diem
Substitute Teacher (holding a NJ standard/CE/CEAS certification)	\$110.00 per diem
Substitute Teacher (holding a county substitute credential)	\$100.00 per diem
Interim Instructional Paraprofessional (exceeding 20 consecutive days in same assignment)	\$105.00 per diem
Substitute Instructional Paraprofessional	\$95.00 per diem
Substitute Bus Aide	\$15.00 hourly
Substitute Bus Driver	\$25.00 hourly
Substitute Cafeteria (Lunch) Aide	\$14.13 hourly
Substitute Computer Technician	\$16.00 hourly
Substitute Maintenance / Groundskeeper	\$15.00 - \$25.00 hourly
Substitute Secretary	\$15.00 hourly
Leave Replacement Secretary	\$25.00 hourly
Substitute Security Guard / Matron	\$16.50 hourly
Substitute Security Guard (with Permit to Carry)	\$26.00 hourly

APPOINTMENTS - INTERIM & TRANSITIONAL SUBSTITUTE STAFF

12. RESOLVED, that the Roxbury Township Board of Education approve the following non-tenure track positions for the 2022/2023 school year on an as needed basis:

	<i>Name</i>	<i>Loc.</i>	<i>Position</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	PLACE-HOLDER	NES	Interim Substitute Teacher (ISL)	\$300.00 per diem	2/21/23 ^	6/15/23	Replacement in position TCH.DS.BSI.NA.04
^ Appointment is pending completion of documentation in accordance with the law or district policy.							

APPOINTMENTS - SUBSTITUTES

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

	<i>Name</i>	<i>Loc.</i>	<i>Position</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Rousseau, Brianne	FES	Substitute Teacher	22/23 Board approved Sub	2/13/23	2/13/23	1 transition day prior to Leave-repl

				Rate			assignment in BOE 2/13/23 XVI.D.6.3.
2	Gamba, Marguerite	District	Substitute Teacher, Paraprofessional, and Secretary	22/23 Board approved Sub Rate	2/14/23	6/30/23	
3	Kajetzke, Brianna	District	Substitute Teacher and Paraprofessional	22/23 Board approved Sub Rate	3/6/23	6/30/23	
4	Palanchi, Reagan	District	Substitute Teacher, Paraprofessional, and Secretary	22/23 Board approved Sub Rate	2/14/23	6/30/23	
5	Toomb, Conon	District	Substitute Teacher, Paraprofessional, and Secretary	22/23 Board approved Sub Rate	2/14/23	6/30/23	
6	Uvenio, JoAnn	District	Substitute Teacher, Paraprofessional, and Secretary	22/23 Board approved Sub Rate	2/14/23	6/30/23	

SALARY ADJUSTMENTS - CERTIFICATED STAFF

- *14. RESOLVED, that the Roxbury Township Board of Education approve the following teaching assignments for the staff indicated below for the 2022/2023 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	Addl. Salary not to exceed	Discussion
1	Basso, Gregory	RHS	Algebra I OCR, Block 5	1 block on B days w/in A/B day schedule @ RHS	2/14/23-3/29/23	22/23 MA+30 Step 21	\$2,406	^
2	Bewalder, Kevin	RHS	Algebra II B, Block 4	1 block on A days w/in A/B day schedule @ RHS	3/6/23-3/24/23	22/23 BA+15, Step 21	\$1,040	#
3	Damelio, Kellie	RHS	SUMMIT PE, Block 8	1 block on B days w/in A/B day schedule @ RHS	2/14/23-3/29/23	22/23 MA+30 Step 16-17	\$2,023	^
4	Fagan, Margaret	RHS	SUMMIT Biology, Block 1	1 block on A days w/in A/B day schedule @ RHS	2/14/23-3/29/23	22/23 MA+30 Step 23	\$2,559	^
5	Gibson, Ryan	RHS	Algebra I ICR, Block 3CD	1 block on A days w/in A/B day schedule @ RHS	2/14/23-3/29/23	22/23 BA+30 Step 11-13	\$1,751	^
6	Hayden, Lee	RHS	AP Computer Science Principles, Block 5	1 block on B days w/in A/B day schedule @ RHS	3/6/23-3/24/23	22/23 MA, Step 16-17	\$905	#
7	Hughes, David	RHS	SUMMIT Culinary, Block 5	1 block on B days w/in A/B day schedule @ RHS	2/14/23-3/29/23	22/23 MA+30 Step 18	\$2,104	^
8	Mulderrig, Francis	RHS	Algebra II B, Block 2	1 block on A days w/in A/B day	3/6/23-3/24/23	22/23 MA+30,	\$1,194	#

				schedule @ RHS		Step 23		
9	Thompson, Carie	RHS	SUMMIT PE, Block 4	1 block on A days w/in A/B day schedule @ RHS	2/14/23-3/29/23	22/23 MA+30 Step 16-17	\$2,023	^
^ Coverage for position TCH.SPE.RES.NA.05. # Replacement in position TCH.RHS.MAT.NA.09.								

STIPENDS - STAFF DEVELOPMENT

- *15. RESOLVED, that the Roxbury Township Board of Education approve the following personnel as instructors of staff development taking place after school hours. This resolution amends and supersedes Resolution XVI.E.17.3 approved on September 19, 2022 and Resolution XVI.D.18.2 approved on October 17, 2022:

	Name	Loc.	Term	Salary Guide / Step	Salary	Discussion
1	DeBarros, Joel	District	One 1-hour session on: 1/26/23	2020-2023 RAA Contract for Teaching Staff Development	\$40 per hour	Sessions associated w/ RAFT (Roxbury Academy for Teachers)
2	Ventricelli, Kathryn	District	One 1-hour session on: 1/26/23	2020-2023 REA Contract for Teaching Staff Development	\$37 per hour	

- *16. RESOLVED, that the Roxbury Township Board of Education approve the following personnel as instructors of staff development taking place after school hours:

	Name	Loc.	Term	Salary Guide / Step	Salary	Discussion
1	Bellardino, Alyssa	District	Six 1-hour sessions on: 3/9/23, 3/16/23, 3/23/23, 4/6/23, 4/20/23, and 4/27/23	2020-2023 RAA Contract for Teaching Staff Development	\$40 per hour	

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:

	Novice Teacher				Mentoring Term in Roxbury				
	Name	Loc	Instr. Cert.	No. of weeks of mentoring completed to date	Mentor	Start Date	End Date	No. of Wks	Fee
1	Bream, Samantha	LRS	CEAS	n/a	Rose, Denise	12/12/22	6/15/23^	25^	\$458^
^ Amends End Date, No. of Wks, and Fee app'd 12/12/22, XVI.C.19.1									

COMMUNITY SCHOOL

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

	Program	Instructor	Loc	Pay Rate	Start Date	End Date	Discussion
1	MS Volleyball Clinic	Correnti, Alison	EMS	\$24/Student	2/21/23	3/30/23	
2	MS Volleyball Clinic	Geary, Jason	EMS	\$24/Student	2/21/23	3/30/23	
3	MS Volleyball Clinic	McMichael, Anthony	EMS	\$24/Student	2/21/23	3/30/23	

- *19. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2023/2024 Roxbury Community School Course Offerings. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	Program	Instructor	Loc	Pay Rate	Start Date	End Date	Discussion
1	Broadway Bound/ Behind the Curtain	Hachey, Patrick	RHS	\$50/Hour	6/15/23	8/4/23	
2	Broadway Bound	Harrison Calderon, Jessica	RHS	\$45/Hour	6/15/23	8/4/23	
3	Broadway Bound	Salyerds, R. Daniel	RHS	\$45/Hour	6/15/23	8/4/23	

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

		Loc	Title	Hourly Rate	Start Date	End Date	Discussion
1	Kunde, Mary	K-4	Sub Certificated	\$25.00	2/14/23	6/30/23	Not to exceed 29.5 Hrs/Wk

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

	Instructor	Loc	Position	Hourly Rate	Start Date	End Date	Discussion
1	Kunde, Mary	KES	Sub Aide Sub Teacher	\$18.00 \$25.00	2/14/23	6/30/23	Not to exceed 29.5 Hrs/Wk; During extended care hours only

E. Executive Session

Mr. Christopher Milde motioned and Mr. Joseph Bocchino seconded the motion that the Executive Session Resolution 1 be accepted as presented.

- *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

February 13, 2023

WHEREAS, the Board of Education is anticipating to hold a Regular Meeting on March 6, 2023 at 6:30 p.m. and;

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

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

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

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

Mrs. Balestriere spoke about the AASA Conference.

XVII. BOARD MEMBER COMMENTS

Mr. Coakley spoke about the Superintendent search. All non conflicted Board members can view the applications.

Appoint Ad-Hoc Committee for Superintendent search.

Mrs. Colucci asked questions about the Superintendent search.
Discussion ensued.

Mrs. MacGregor-Nazzaro spoke about the process of other school districts and their involvement in Superintendent search. Mentioned opening up a Committee to the parents so they can be part of the discussion.

Mr. Botero proposed a community survey to assist in the Superintendent search.

Mr. Bocchino spoke about the livestreaming of the Board meetings and involving high school students in the process.

XVIII. EXECUTIVE SESSION - 2nd SESSION

Administration was excused prior to motion.

Mrs. Heather Champagne motioned and Mr. Edwin Botero seconded the motion that the resolution to meet in the second Executive Session at this time 9:24 pm be approved as presented.

The motion was approved by unanimous agreement.

RESOLVED, that the Roxbury Township Board of Education hold an Executive Session on February 13, 2023 regarding Superintendent Search. Non conflicting Board members only.

XIX. ADJOURNMENT

February 13, 2023

Mr. Edwin Botero motioned and Mrs. Heather Champagne seconded the motion to adjourn the meeting at this time 10:05 p.m. The motion was approved by unanimous agreement.

Respectfully submitted,

A handwritten signature in blue ink, consisting of several loops and a trailing flourish.

Mr. Joseph Mondanaro
Board Secretary

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317

01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
ACADEMY EXPRESS, LLC/ 18660							
	23-2035	61-425-100-500-002-950- / CS CAMELBACK	2050049	CF	CS CAMELBACK		1,665.00
		61-425-100-500-003-950- / CS SHAWNEE	2050050	CF	CS SHAWNEE		1,620.00
		61-425-100-500-003-950- / CS SHAWNEE	2050051	CF	CS SHAWNEE		1,495.00
		61-425-100-500-002-950- / CS CAMELBACK	2050046	CF	CS CAMELBACK		1,665.00
		61-425-100-500-002-950- / CS CAMELBACK	2050053	CF	CS CAMELBACK		1,665.00
		61-425-100-500-003-950- / CS SHAWNEE	2050054	CF	CS SHAWNEE		1,620.00
		61-425-100-500-003-950- / CS SHAWNEE	2050055	CF	CS SHAWNEE		1,495.00
		61-425-100-500-002-950- / CS CAMELBACK	2050056	CF	CS CAMELBACK		1,665.00
		61-425-100-500-003-950- / CS SHAWNEE	2050057	CF	CS SHAWNEE		1,620.00
		61-425-100-500-003-950- / CS SHAWNEE	2050058	CF	CS SHAWNEE		1,495.00
					Total for Academy Express, LLC/ 18660		\$16,005.00
ADI/ 15608							
	23-3132	11-000-261-610-600-007- / RHS MTNCNE SPLS	HY3XTP01	CF	RHS MTNCNE SPLS		1,479.90
ALL AMERICAN FITNESS, L.L.C./ 14938							
	23-2820	12-140-100-730-000-007- / RHS EQUIPMENT	2253	CF	RHS EQUIPMENT		3,599.00
	23-2821	12-140-100-730-000-007- / RHS EQUIPMENT	2254	CF	RHS EQUIPMENT		5,898.00
					Total for All American Fitness, L.L.C./ 14938		\$9,497.00
ALLIED OIL COMPANY/ 1053							
	23-8043	11-000-270-610-623-700- / TRANSP FUEL	28990	CF	TRANSP FUEL		4,702.15
		11-000-270-610-623-700- / TRANSP FUEL	35469	CF	TRANSP FUEL		5,046.86
		11-000-270-610-623-700- / TRANSP FUEL	41564	CF	TRANSP FUEL		3,457.49
		11-000-270-610-623-700- / TRANSP FUEL	48591	CF	TRANSP FUEL		6,714.18
					Total for Griffith-Allied Trucking, LLC/ 1053		\$19,920.68
AMAZON.COM SERVICES, INC./ 14394							
	23-2901	11-000-240-610-000-002- / L/R SUPPLIES	146R4WNWP6	CF	L/R SUPPLIES		509.14
			PV				
		11-190-100-610-304-002- / L/R LA GEN SPLS	146R4WNWP6	CF	L/R LA GEN SPLS		24.92
			PV				
		11-190-100-610-713-002- / L/R PHYS ED SUPPL	146R4WNWP6	CF	L/R PHYS ED SUPPL		56.00
			PV				
	23-3107	11-000-222-610-030-010- / KNDY MEDIA SPLS	1VMP9DHX4PQ	CF	KNDY MEDIA SPLS		25.98
			L				

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	23-3078	11-000-261-610-052-600- / DW MAINTENANCE SPLS	1V6CPFLVJRC	CF	DW MAINTENANCE SPLS		273.11
			V				
	23-2978	11-000-218-610-000-003- / FRNKLN GUID SPLS	1WL1Y3F6JJ3R	CF	FRNKLN GUID SPLS		27.98
	23-2958	20-251-100-600-000-099- / IDEA PRES SUPPLIES	14VCLKQTNLC	CF	IDEA PRES SUPPLIES		345.30
			K				
		20-251-100-600-000-099- / IDEA PRES SUPPLIES	17WVJ79Y6NY	CF	IDEA PRES SUPPLIES		12.18
			X				
	23-2953	11-000-261-610-600-005- / EMS MTNCE SPLS	11C7YVVL7H1L	CF	EMS MTNCE SPLS		165.48
	23-2796	20-251-100-600-000-099- / IDEA PRES SUPPLIES	1VP4DPPF99M	CF	IDEA PRES SUPPLIES		760.72
			X				
		20-251-100-600-000-099- / IDEA PRES SUPPLIES	1YMWKR4LXF	CF	IDEA PRES SUPPLIES		190.72
			DP/CREDIT				
	23-3054	11-190-100-610-204-007- / RHS SCI GEN SPLS	1G633DXHKQF	CF	RHS SCI GEN SPLS		75.85
			C				
	23-3062	11-190-100-610-713-300- / GENERAL SUPPLIES	1PJH4T34HG9	CF	GENERAL SUPPLIES		996.00
			C				
	23-2949	11-190-100-610-004-005- / EMS GENERAL SUPPLIES	13H6FHV61R47	CF	EMS GENERAL SUPPLIES		464.89
	23-2954	20-251-100-600-000-099- / IDEA PRES SUPPLIES	1GCY74MY6F1	CF	IDEA PRES SUPPLIES		267.55
			1				
	23-3074	60-910-310-610-003-059- / FOOD SVC KITCHEN SPLS	1X1CHR4H1RF	CF	FOOD SVC KITCHEN SPLS		23.97
			C				
	23-2966	20-251-100-600-000-099- / IDEA PRES SUPPLIES	1YCWCXPHMK	CF	IDEA PRES SUPPLIES		693.16
			YT				
	23-2154	11-000-222-610-030-003- / FRNKLN MEDIA SPLS	1MVN94YXGVK	CF	FRNKLN MEDIA SPLS		74.38
			4				
		11-000-222-610-030-003- / FRNKLN MEDIA SPLS	11NDVDLTF1R	CF	FRNKLN MEDIA SPLS		361.53
			D				
		11-000-222-610-030-003- / FRNKLN MEDIA SPLS	1XRVLJLJHCJL	CF	FRNKLN MEDIA SPLS		11.99
	23-3069	11-212-100-610-000-250- / MD SPLS	169QMQ7RJN4	CF	MD SPLS		329.99
			3				
	23-3093	11-000-240-610-000-010- / KNDY SUPPLIES	1MX4Q4CF493	CF	KNDY SUPPLIES		247.50
			N				
	23-2947	11-190-100-610-004-003- / FRNKLN GENERAL SUPPLIES	1RXH1LV4Q3P	CF	FRNKLN GENERAL SUPPLIES		235.11
			R				

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
		11-190-100-610-004-009- / NXN GENERAL SUPPLIES	1RXH1LV4Q3P	CF	NXN GENERAL SUPPLIES		235.11
			R				
		11-190-100-610-004-010- / KNDY GENERAL SUPPLIES	1RXH1LV4Q3P	CF	KNDY GENERAL SUPPLIES		235.12
			R				
		11-190-100-610-101-300- / GENERAL SUPPLIES	1RXH1LV4Q3P	CF	GENERAL SUPPLIES		235.11
			R				
23-3051	20-251-100-600-000-099-	/ IDEA PRES SUPPLIES	1JC31JKLN7T	CF	IDEA PRES SUPPLIES		67.10
			W				
23-3007	60-910-310-610-003-059-	/ FOOD SVC KITCHEN SPLS	1TYDXMKQMR	CF	FOOD SVC KITCHEN SPLS		89.99
			V4-A				
23-3008	60-910-310-610-003-059-	/ FOOD SVC KITCHEN SPLS	1TYDXMKQMR	CF	FOOD SVC KITCHEN SPLS		366.45
			V4				
23-3025	20-251-100-600-000-099-	/ IDEA PRES SUPPLIES	17CLQGJNJR4	CF	IDEA PRES SUPPLIES		889.40
			M				
23-3215	11-000-251-610-000-900-	/ BO SUPPLIES	1R9N19T79KN1	CF	BO SUPPLIES		230.00
23-3185	11-000-251-610-000-900-	/ BO SUPPLIES	1PLPD69V4HX	CF	BO SUPPLIES		194.48
			6				
23-3183	11-401-100-610-611-007-	/ RHS COCRC MUSIC SPLS	1FXD9QRN6PL	CF	RHS COCRC MUSIC SPLS		313.16
			7				
23-3169	11-000-240-610-000-003-	/ FRANKLIN SUPPLIES	1KYKK7RJ3KJF	CF	FRANKLIN SUPPLIES		78.91
23-3124	11-190-100-610-004-003-	/ FRNKLN GENERAL SUPPLIES	13DW63P4FH1	CF	FRNKLN GENERAL SUPPLIES		231.35
			P				
23-3072	11-000-222-610-030-008-	/ JFRSN MEDIA SPLS	1LGKPHKN1F9	CF	JFRSN MEDIA SPLS		481.59
			1				
	11-000-222-610-030-008-	/ JFRSN MEDIA SPLS	1DKTW67M9JV	CF	JFRSN MEDIA SPLS		62.93
			J				
23-3002	20-251-100-600-000-099-	/ IDEA PRES SUPPLIES	1XCKVF6Y4976	CF	IDEA PRES SUPPLIES		330.00
23-3125	11-190-100-610-004-009-	/ NXN GENERAL SUPPLIES	1WYHFM7Y1L6	CF	NXN GENERAL SUPPLIES		238.47
			H				
23-3139	11-190-100-610-003-010-	/ KNDY FURN SUPPLIES	19MTKJ7RCL7	CF	KNDY FURN SUPPLIES		19.98
			V				
	11-190-100-610-004-010-	/ KNDY GENERAL SUPPLIES	19MTKJ7RCL7	CF	KNDY GENERAL SUPPLIES		10.99
			V				

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Run on 02/08/2023 at 02:54:15 PM

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount	
Pending Payments								
	23-3172	61-450-100-610-001-990- / CS BASES SUPPLIES	1R6JKJ637GK1	CF	CS BASES SUPPLIES		405.06	
	23-2703	60-910-310-610-003-059- / FOOD SVC KITCHEN SPLS	1X1CHR4H1RF	CF	FOOD SVC KITCHEN SPLS		73.24	
			C-1					
	23-3261	11-401-100-610-000-005- / EMS CO CURRC SPLS	1YGLDLHGDG	CF	EMS CO CURRC SPLS		77.96	
			TV					
	23-3174	12-000-270-732-000-700- / TRANSPORTATION EQUIPMENT	1XHPLVD97WR	CF	TRANSPORTATION EQUIPMENT		2,599.00	
			4					
			Total for Amazon.com Services, Inc./ 14394					\$13,638.85
AMERICAN PAPER TOWEL CO./ 11454								
	23-2962	11-000-262-610-600-002- / L/R CUSTODIAL SUPPLIES	J1322194	CF	L/R CUSTODIAL SUPPLIES		2,500.00	
		11-000-262-610-600-003- / FRANKLN CUSTODIAL SPLS	J1322194	CF	FRANKLN CUSTODIAL SPLS		469.74	
		11-000-262-610-600-005- / EMS CUSTODIAL SPLS	J1322194	CF	EMS CUSTODIAL SPLS		700.00	
		11-000-262-610-600-007- / RHS CUSTODIAL SPLS	J1322194	CF	RHS CUSTODIAL SPLS		3,000.00	
		11-000-262-610-600-008- / JFRSON CUSTODIAL SPLS	J1322194	CF	JFRSON CUSTODIAL SPLS		469.75	
		11-000-262-610-600-009- / NIXON CUSTODIAL SPLS	J1322194	CF	NIXON CUSTODIAL SPLS		127.60	
		11-000-262-610-600-009- / NIXON CUSTODIAL SPLS	J1323512	CF	NIXON CUSTODIAL SPLS		342.15	
		11-000-262-610-600-010- / KNDY CUSTODIAL SPLS	J1323512	CF	KNDY CUSTODIAL SPLS		469.75	
			Total for American Paper Towel Co./ 11454					\$8,078.99
AMERIFLEX/ 15238								
	23-8002	11-000-291-270-000-900- / MEDICAL INSUR	RENEWAL	CF	MEDICAL INSUR		185.00	
			23-8002					
	23-8001	11-000-291-270-000-900- / MEDICAL INSUR	FEB 598577A	CF	MEDICAL INSUR		297.50	
	23-8002	11-000-291-270-000-900- / MEDICAL INSUR	FEB 598577	CF	MEDICAL INSUR		80.00	
			Total for Ameriflex/ 15238					\$562.50
ARENTOWICZ, SCOTT/ 15781								
	23-3252	11-000-266-580-000-000- / TRAVEL - ALL OTHER	REIMB MILE	CF	TRAVEL - ALL OTHER		33.84	
			23-3252					
ARMINIO, KRISTIN/ 18500								
	23-3298	11-000-270-503-000-700- / TRANSP AID IN LIEU	1ST SEM	CF	TRANSP AID IN LIEU		1,022.00	
ASAP-NJ/ 10109								
	23-3255	11-000-218-580-878-007- / RHS GUIDANCE TRAVEL	REG	CF	RHS GUIDANCE TRAVEL		250.00	
			FEE/23-3255					
ASPEN ICE/ 12113								

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount	
Pending Payments								
	23-2465	11-402-100-890-020-007- -/ MISC- ICE HOCKEY	NOV 2364993	CF	MISC- ICE HOCKEY		2,400.00	
		11-402-100-890-020-007- -/ MISC- ICE HOCKEY	DEC 2365002	CF	MISC- ICE HOCKEY		5,760.00	
		11-402-100-890-020-007- -/ MISC- ICE HOCKEY	JAN 2365038	CF	MISC- ICE HOCKEY		6,240.00	
		11-402-100-890-020-007- -/ MISC- ICE HOCKEY	FEB 2365042	CF	MISC- ICE HOCKEY		4,320.00	
			Total for Aspen Ice/ 12113					\$18,720.00
AT & T/ 1245								
	23-8067	11-000-230-530-000-600- -/ DW COMMUNICATIONS	JAN 005540165101	CF	DW COMMUNICATIONS		46.04	
		11-000-230-530-000-600- -/ DW COMMUNICATIONS	JAN 0305204640001	CF	DW COMMUNICATIONS		87.04	
			Total for AT & T/ 1245					\$133.08
ATLANTIC TOMORROW'S OFFICE INC./ 16242								
	23-8069	11-000-251-440-000-900- -/ BUS OFF COPIER RENTAL	JAN 489366	CF	BUS OFF COPIER RENTAL		2,641.28	
B & H PHOTO & ELECTRONICS CORP/ 15760								
	23-2983	11-000-252-600-002-707- -/ CMPTR CTR SUPPLIES	209860123	CF	CMPTR CTR SUPPLIES		4,797.00	
	23-2317	11-190-100-610-610-007- -/ RHS ART SUPPLIES	209943313	CF	RHS ART SUPPLIES		112.80	
			Total for B & H Photo & Electronics Corp/ 15760					\$4,909.80
BAILEY, DANA/ 18506								
	23-3359	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM	CF	TRANSP AID IN LIEU		1,022.00	
BANCROFT NEUROHEALTH/ 16123								
	23-8520	20-250-100-500-000-099- -/ IDEA BASIC TUITION	DEC EDU DAY	CF	IDEA BASIC TUITION		6,553.44	
		20-250-100-500-000-099- -/ IDEA BASIC TUITION	DEC TUIT	CF	IDEA BASIC TUITION		3,400.00	
			Total for Bancroft NeuroHealth/ 16123					\$9,953.44
BANYAN SCHOOL/ 1326								
	23-8511	20-250-100-500-000-099- -/ IDEA BASIC TUITION	JAN TUIT	CF	IDEA BASIC TUITION		3,255.10	
BARNES & NOBLE/ 1336								
	23-2301	11-190-100-610-304-007- -/ RHS LA GEN SPLS	4352065/43625 88	CF	RHS LA GEN SPLS		2,562.50	
BAUDER, MARK/ 17142								
	23-3346	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM	CF	TRANSP AID IN LIEU		511.00	
BAYADA HOME HEALTH CARE. INC./ 1360								

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	23-8512	11-000-217-320-000-250- / PURCHASED SERVICES	17987227	CF	PURCHASED SERVICES		1,736.00
	23-8560	11-000-217-320-000-250- / PURCHASED SERVICES	17986993	CF	PURCHASED SERVICES		1,275.00
	23-8512	11-000-217-320-000-250- / PURCHASED SERVICES	17968912	CF	PURCHASED SERVICES		1,736.00
	23-8560	11-000-217-320-000-250- / PURCHASED SERVICES	17968701	CF	PURCHASED SERVICES		950.00
	23-8512	11-000-217-320-000-250- / PURCHASED SERVICES	17951048	CF	PURCHASED SERVICES		775.00
	23-8560	11-000-217-320-000-250- / PURCHASED SERVICES	18005256	CF	PURCHASED SERVICES		1,687.50
					Total for BAYADA HOME HEALTH CARE, INC./ 1360		\$8,159.50
BENEDUCE, PHILIP TRANS/ 16035							
	23-3115	11-000-270-390-000-700- / TRANSP PURCH PROF SV	REIMB	CF	TRANSP PURCH PROF SV		97.00
			PHYS/23-3115				
BENWAY SCHOOL/ 14004							
	23-8510	20-250-100-500-000-099- / IDEA BASIC TUITION	FEB	CF	IDEA BASIC TUITION		7,266.99
			ROXB0223VD				
BERGEN COUNTY SPECIAL SERVICES/ 11074							
	23-8517	11-000-216-320-000-250- / SP OT/PT PRCH SVC	3V1716	CF	SP OT/PT PRCH SVC		235.00
	23-8593	11-000-217-320-000-250- / PURCHASED SERVICES	3V1716A	CF	PURCHASED SERVICES		1,320.00
	23-8538	11-000-216-320-000-250- / SP OT/PT PRCH SVC	3V1716B	CF	SP OT/PT PRCH SVC		6,435.00
					Total for Bergen County ETTC/ 11074		\$7,990.00
BEYER BROS. CORP/ 10945							
	23-1755	11-000-270-610-000-700- / TRANSP SUPPLIES	251117	CF	TRANSP SUPPLIES		91.73
BLICK ART MATERIALS LLC/ 1475							
	23-2432	11-190-100-610-610-007- / RHS ART SUPPLIES	9593045	CF	RHS ART SUPPLIES		3,687.96
BSN SPORTS/ 14683							
	23-1414	12-402-100-730-000-007- / ATHLETIC EQUIPMENT	920231455	CF	ATHLETIC EQUIPMENT		9,995.25
	23-3084	11-190-100-610-713-005- / EMS PHYS ED SUPPLIES	920319024	CF	EMS PHYS ED SUPPLIES		534.01
					Total for BSN Sports, LLC/ 14683		\$10,529.26
BSN SPORTS LLC./ 6145							
	23-2736	11-190-100-610-404-007- / RHS SOC STDS GEN SPL	920112507	CF	RHS SOC STDS GEN SPL		346.64
BUREAU OF EDUCATION & RESEARCH/ 1407							
	23-3129	11-000-223-590-878-010- / KNDY STF DVL TRVL	5116924	CF	KNDY STF DVL TRVL		279.00
BUSCH, THOMAS/ 14228							

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317

01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	23-3281	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM	CF	TRANSP AID IN LIEU		511.00
CABLEVISION LIGHTPATH, INC./ 13255							
	23-8081	11-190-100-500-000-707- -/ CMPTR SVCS PRCH SVCS	MAR 47110/1009766 79	CF	CMPTR SVCS PRCH SVCS		7,546.76
		11-190-100-500-000-707- -/ CMPTR SVCS PRCH SVCS	MAR 54662/1009766 81	CF	CMPTR SVCS PRCH SVCS		5,944.00
Total for CABLEVISION LIGHTPATH, INC./ 13255							\$13,490.76
CACCAVALE, FRANK/ 17050							
	23-3209	11-000-223-590-878-007- -/ RHS STAFF DVL TRVL	REIMB MILE/23-3209	CF	RHS STAFF DVL TRVL		38.45
CAMCOR, INC./ 13563							
	23-3086	11-000-240-610-000-005- -/ EMS SUPPLIES	2542271	CF	EMS SUPPLIES		386.05
CANTAVE, NATACHA/ 16572							
	23-3316	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3316	CF	TRANSP AID IN LIEU		511.00
	23-3357	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM	CF	TRANSP AID IN LIEU		511.00
Total for Natacha Cantave/ 16572							\$1,022.00
CAPKO, LISA/ 17289							
	23-3331	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3331	CF	TRANSP AID IN LIEU		511.00
CARDINALE, CHARLENE/ 17136							
	23-3333	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3333	CF	TRANSP AID IN LIEU		1,022.00
CAROLINA BIOLOGICAL SUPPLY CO/ 1718							
	23-0807	11-190-100-610-204-007- -/ RHS SCI GEN SPLS	52002261	CF	RHS SCI GEN SPLS		81.00
		11-190-100-610-204-007- -/ RHS SCI GEN SPLS	52018775	CF	RHS SCI GEN SPLS		189.30
	23-2653	11-190-100-610-204-007- -/ RHS SCI GEN SPLS	52035651	CF	RHS SCI GEN SPLS		62.00
	23-2557	11-190-100-610-204-007- -/ RHS SCI GEN SPLS	52010012	CF	RHS SCI GEN SPLS		72.90
	23-3032	11-190-100-610-204-002- -/ L/R SCI GEN SPLS	52038136	CF	L/R SCI GEN SPLS		113.60
	23-3109	11-190-100-610-204-005- -/ EMS SCI GEN SPLS	52042902	CF	EMS SCI GEN SPLS		186.30

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	23-0786	11-190-100-610-204-007- / RHS SCI GEN SPLS	52048154	CF	RHS SCI GEN SPLS		54.00
					Total for CAROLINA BIOLOGICAL SUPPLY CO/ 1718		\$759.10
CASCADE SCHOOL SUPPLIES INC./ 1742							
	23-2884	11-190-100-610-003-010- / KNDY FURN SUPPLIES	31135	CF	KNDY FURN SUPPLIES		401.44
CASHMAN, SIOBHAN/ 16765							
	23-8531	11-000-100-562-000-250- / TUITION OTHER LEA SPEC	JAN TUIT REIMB	CF	TUITION OTHER LEA SPEC		5,500.00
CBT NUGGETS LLC/ 15156							
	23-3195	11-190-100-500-000-707- / CMPTR SVCS PRCH SVCS	2917268	CF	CMPTR SVCS PRCH SVCS		525.92
CCBH, INC./ 17152							
	23-2915	11-219-100-320-000-250- / HOME INSTR PURCH ED SV	8232	CF	HOME INSTR PURCH ED SV		3,990.00
CDW GOVERNMENT, INC./ 10046							
	23-2987	11-000-252-600-002-707- / CMPTR CTR SUPPLIES	GG28525	CF	CMPTR CTR SUPPLIES		5,337.08
		11-000-252-600-002-707- / CMPTR CTR SUPPLIES	GG40992	CF	CMPTR CTR SUPPLIES		997.20
					Total for CDW Government, Inc./ 10046		\$6,334.28
CELEBRATE THE CHILDREN SCHOOL/ 11795							
	23-8541	11-000-100-566-000-250- / TUITION PRIV IN STATE	2303072/22230	CF	TUITION PRIV IN STATE		9,482.00
			73				
		11-000-217-320-000-250- / PURCHASED SERVICES	2303072/22230	CF	PURCHASED SERVICES		1,925.00
			73				
	23-8542	11-000-100-566-000-250- / TUITION PRIV IN STATE	2303071/22230	CF	TUITION PRIV IN STATE		9,482.00
			72				
		11-000-217-320-000-250- / PURCHASED SERVICES	2303071/22230	CF	PURCHASED SERVICES		3,850.00
			72				
	23-8543	11-000-100-566-000-250- / TUITION PRIV IN STATE	2303073/22230	CF	TUITION PRIV IN STATE		9,482.00
			74				
		11-000-217-320-000-250- / PURCHASED SERVICES	2303073/22230	CF	PURCHASED SERVICES		3,850.00
			74				
	23-8544	11-000-100-566-000-250- / TUITION PRIV IN STATE	2303074/22230	CF	TUITION PRIV IN STATE		9,482.00
			75				
		11-000-217-320-000-250- / PURCHASED SERVICES	2303074/22230	CF	PURCHASED SERVICES		3,850.00
			75				

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	23-8545	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	2303075/22230	CF	TUITION PRIV IN STATE		9,482.00
			76				
		11-000-217-320-000-250- -/ PURCHASED SERVICES	2303075/22230	CF	PURCHASED SERVICES		3,850.00
			76				
	23-8544	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	2301070	CF	TUITION PRIV IN STATE		8,620.00
		11-000-217-320-000-250- -/ PURCHASED SERVICES	2301070	CF	PURCHASED SERVICES		3,500.00
					Total for CELEBRATE THE CHILDREN SCHOOL/ 11795		\$76,855.00
CENTER FOR BEHAVIORAL HEALTH MD PA/ 18711							
	23-3030	11-000-217-320-000-250- -/ PURCHASED SERVICES	6810	CF	PURCHASED SERVICES		525.00
CEREBRAL PALSY LEAGUE/ 16108							
	23-8509	20-250-100-500-000-099- -/ IDEA BASIC TUITION	JAN 17345	CF	IDEA BASIC TUITION		8,444.60
		20-250-100-500-000-099- -/ IDEA BASIC TUITION	FEB 17377	CF	IDEA BASIC TUITION		8,022.37
					Total for Cerebral Palsy League/ 16108		\$16,466.97
CHANCELLOR ACADEMY, THE/ 1862							
	23-8563	20-250-100-500-000-099- -/ IDEA BASIC TUITION	MAR 2720	CF	IDEA BASIC TUITION		9,850.21
CINTAS CORP 101/ 16070							
	23-8063	11-000-262-441-000-600- -/ OTHER PURCH SERV- RENTAL	4144219333	CF	OTHER PURCH SERV- RENTAL		663.40
	23-8016	11-000-270-420-000-700- -/ TRANSP CONTRACT REPAIRS	4144000550	CF	TRANSP CONTRACT REPAIRS		91.99
		11-000-270-420-000-700- -/ TRANSP CONTRACT REPAIRS	4144689028	CF	TRANSP CONTRACT REPAIRS		91.99
		11-000-270-420-000-700- -/ TRANSP CONTRACT REPAIRS	4145438384	CF	TRANSP CONTRACT REPAIRS		164.71
	23-8063	11-000-262-441-000-600- -/ OTHER PURCH SERV- RENTAL	4144981509	CF	OTHER PURCH SERV- RENTAL		663.40
		11-000-262-441-000-600- -/ OTHER PURCH SERV- RENTAL	4145618045	CF	OTHER PURCH SERV- RENTAL		644.40
	23-8073	11-000-213-420-000-720- -/ HEALTH REPAR EQ	8406115019	CF	HEALTH REPAR EQ		2,403.00
		11-000-213-420-000-720- -/ HEALTH REPAR EQ	8406115021	CF	HEALTH REPAR EQ		178.00
		11-000-213-420-000-720- -/ HEALTH REPAR EQ	8406115020	CF	HEALTH REPAR EQ		89.00
					Total for Cintas Corp 101/ 16070		\$4,989.89
COGNIA, INC./ 18448							
	23-3250	20-271-200-320-000-099-NP -/ PURCH. PROF. NP	00154012	CF	PURCH. PROF. NP		2,000.00
COLATRELLA, BRIAN/ 17295							
	23-3348	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3348	CF	TRANSP AID IN LIEU		511.00
COMBES, WILLIAM G./ 18683							

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	23-3310	11-000-266-580-000-000- / TRAVEL - ALL OTHER	REIMB MILE/23-3310	CF	TRAVEL - ALL OTHER		54.99
CONDE, ALICE/ 16228							
	23-3334	11-000-270-503-000-700- / TRANSP AID IN LIEU	1ST SEM 23-3334	CF	TRANSP AID IN LIEU		511.00
CORNERSTONE DAY SCHOOL/ 14303							
	23-8591	11-000-100-569-000-250- / TUITION - OTHER	MAR 1032694	CF	TUITION - OTHER		9,959.00
CORTES, KASSANDRA/ 18269							
	23-3329	11-000-270-503-000-700- / TRANSP AID IN LIEU	1ST SEM 23-3329	CF	TRANSP AID IN LIEU		511.00
CORWIN PRESS, INC./ 2266							
	23-2830	20-271-200-600-000-099- / TITLE 2A SUPPLIES	785703KI	CF	TITLE 2A SUPPLIES		843.60
COUNTY WELDING SUPPLY CO./ 2296							
	23-8017	11-000-270-420-000-700- / TRANSP CONTRACT REPAIRS	243367	CF	TRANSP CONTRACT REPAIRS		5.00
		11-000-270-420-000-700- / TRANSP CONTRACT REPAIRS	244451	CF	TRANSP CONTRACT REPAIRS		5.00
Total for COUNTY WELDING SUPPLY CO. INC./ 2296							\$10.00
CRAIG SCHOOL, THE/ 13525							
	23-8508	11-000-100-569-000-250- / TUITION - OTHER	FEB 18915	CF	TUITION - OTHER		5,876.00
		11-000-216-320-000-250- / SP OT/PT PRCH SVC	JAN SPEECH/19046	CF	SP OT/PT PRCH SVC		437.50
Total for Craig School/ 13525							\$6,313.50
CRICKENBERGER, CHRISTY/ 16076							
	23-3324	11-000-270-503-000-700- / TRANSP AID IN LIEU	1ST SEM 23-3324	CF	TRANSP AID IN LIEU		511.00
CUMMINS METROPOWER/ 10594							
	23-2858	11-000-270-593-000-700- / TRANS SOFTWARE	SI-14972	CF	TRANS SOFTWARE		1,540.00
		11-000-270-593-000-700- / TRANS SOFTWARE	SI-14976	CF	TRANS SOFTWARE		750.00
Total for CUMMINS METROPOWER/ 10594							\$2,290.00
D'AMATO, SEBASTIAN @ RHS/ 18426							
	23-3117	11-000-266-580-000-000- / TRAVEL - ALL OTHER	REIMB MILE/23-3117	CF	TRAVEL - ALL OTHER		88.83
DECRAINE, FRANK/ 16776							

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	23-3335	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3335	CF	TRANSP AID IN LIEU		511.00
DEMCO, INC./ 2625							
	23-2831	11-190-100-610-000-600- -/ DW FURN SPLS	7239998	CF	DW FURN SPLS		1,073.44
DEXTER, CYNTHIA TRANS/ 11432							
	23-3205	11-000-230-890-048-800- -/ GEN ADMIN MISC	REIMB FP/23-3205	CF	GEN ADMIN MISC		29.75
DEZINE LINE, INC./ 15911							
	23-2738	11-402-100-610-051-007- -/ SUPPLIES- G BASKETBALL	38806	CF	SUPPLIES- G BASKETBALL		558.25
DIBELLO, BETH/ 15687							
	23-8533	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	JAN 30454848	CF	TUITION PRIV IN STATE		8,658.00
DOMSIC, HEATHER/ 17310							
	23-3325	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3325	CF	TRANSP AID IN LIEU		1,022.00
DOUGLAS, SHAYLA/ 17781							
	23-3284	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3284	CF	TRANSP AID IN LIEU		1,022.00
DOVETON, JANE/ 18732							
	23-3363	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3363	CF	TRANSP AID IN LIEU		511.00
ECLC OF NEW JERSEY/ 9440							
	23-8556	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	MAR 93110	CF	TUITION PRIV IN STATE		7,770.84
EDUC. SERVICES COMMISSION OF MCTY/ 3009							
	23-8587	20-505-100-320-000-099- -/ CHAP 192 TRANSP	FEB TRANS/202301 396	CF	CHAP 192 TRANSP		3,575.16
EDUCATIONAL SERV. COMM. OF MOR/ 3004							
	23-8566	11-000-100-562-000-250- -/ TUITION OTHER LEA SPEC	FEB 202301286	CF	TUITION OTHER LEA SPEC		7,823.50
		11-000-217-320-000-250- -/ PURCHASED SERVICES	FEB 202301306	CF	PURCHASED SERVICES		3,150.00
	23-8567	11-000-100-562-000-250- -/ TUITION OTHER LEA SPEC	FEB 202301287	CF	TUITION OTHER LEA SPEC		7,823.50
	23-8568	11-000-100-562-000-250- -/ TUITION OTHER LEA SPEC	202301288	CF	TUITION OTHER LEA SPEC		7,823.50
		11-000-217-320-000-250- -/ PURCHASED SERVICES	202301307	CF	PURCHASED SERVICES		3,150.00

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount	
Pending Payments								
	23-8569	11-000-100-562-000-250- -/ TUITION OTHER LEA SPEC	202301289	CF	TUITION OTHER LEA SPEC		7,823.50	
	23-8565	20-509-213-320-001-099- -/ NP NURSING- AMERICAN	FEB 202300195	CF	NP NURSING- AMERICAN		1,344.00	
		20-509-213-320-003-099- -/ NP NURSING- ST. THERESE	FEB 202300195	CF	NP NURSING- ST. THERESE		2,318.40	
	23-8579	20-502-100-320-000-099- -/ CHAP 192 COMP ED	DEC 202301244	CF	CHAP 192 COMP ED		7,807.57	
		20-506-100-320-000-099- -/ CHAP 193 SUPP INSTRUCTIO	DEC 202301244	CF	CHAP 193 SUPP INSTRUCTIO		1,982.40	
		20-507-100-320-000-099- -/ CHAP 193 EXAM/CLASS	DEC 202301244	CF	CHAP 193 EXAM/CLASS		1,162.08	
		20-508-100-320-000-099- -/ CHAP 193 CORR SPEECH	DEC 202301244	CF	CHAP 193 CORR SPEECH		2,325.00	
			Total for Educational Serv. Comm. of Mor/ 3004					\$54,533.45
EDVOCATE/ 13402								
	23-8072	11-000-262-420-000-600- -/ CLEAN, REPAIR, MAINT.	JAN 7138	CF	CLEAN, REPAIR, MAINT.		2,291.00	
ESPOSITO, ELIZABETH/ 16923								
	23-3142	11-000-223-590-878-005- -/ EMS STAFF DVL TRVL	REIMB MILE/23-3142	CF	EMS STAFF DVL TRVL		20.87	
ESSEX VALLEY SCHOOL/ 13057								
	23-8549	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	MAR 17867	CF	TUITION PRIV IN STATE		10,082.05	
	23-8597	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	MAR 17868	CF	TUITION PRIV IN STATE		10,082.05	
	23-8598	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	MAR 17866	CF	TUITION PRIV IN STATE		10,082.05	
			Total for Essex Valley School/ 13057					\$30,246.15
EVERETT, JENNIFER/ 18740								
	23-3337	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3337	CF	TRANSP AID IN LIEU		511.00	
EVERSWICK, SONJA/ 17131								
	23-3300	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3300	CF	TRANSP AID IN LIEU		511.00	
FAMILY FORD/ 11155								
	23-2938	11-000-262-610-055-600- -/ B&G VEHICLE SPLS	FOCS13776	CF	B&G VEHICLE SPLS		2,807.55	
	23-8029	11-000-270-610-000-700- -/ TRANSP SUPPLIES	33147	CF	TRANSP SUPPLIES		10.39	
			Total for Family Ford/ 11155					\$2,817.94
FARINA, KIMBERLY EMS/ 13603								
	23-3144	11-000-223-590-878-005- -/ EMS STAFF DVL TRVL	REIMB MILE/23-3144	CF	EMS STAFF DVL TRVL		20.87	
FAVATELLA, DONNA/ 17146								

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Run on 02/08/2023 at 02:54:15 PM

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	23-3338	11-000-270-503-000-700- / TRANSP AID IN LIEU	1ST SEM 23-3338	CF	TRANSP AID IN LIEU		511.00
FEDERAL EXPRESS CORP./ 3271							
	23-0701	11-000-230-530-000-900- / BO COMMUNICATIONS	8-015-28287	CF	BO COMMUNICATIONS		30.37
FLAGSHIP HEALTH SYSTEMS, INC./ 3372							
	23-8007	11-000-291-270-100-900- / DENTAL INSURANCE	FEB 143550	CF	DENTAL INSURANCE		281.65
	23-8006	11-000-291-270-100-900- / DENTAL INSURANCE	FEB 143548	CF	DENTAL INSURANCE		4,168.42
					Total for Flagship Health Systems, Inc./ 3372		\$4,450.07
FOLLETT CONTENT SOLUTIONS/ 18454							
	23-2794	11-000-222-610-030-005- / EMS MEDIA SPLS	600539	CF	EMS MEDIA SPLS		358.49
		11-000-222-610-030-005- / EMS MEDIA SPLS	600539F	CF	EMS MEDIA SPLS		98.15
	23-3064	11-000-222-610-030-002- / L/R MEDIA SPLS	615658	CF	L/R MEDIA SPLS		1,045.68
					Total for Follett Content Solutions, LLC/ 18454		\$1,502.32
GABRIEL PELAGGI MONUMENTS, INC./ 18672							
	23-3094	11-000-261-420-050-600- / MAINT CONTRACTS	INV DATED 1-19-23	CF	MAINT CONTRACTS		2,460.00
GANNETT NEW JERSEY NEWSPAPERS/ 15366							
	23-3274	11-000-230-590-000-800- / LEGAL AD	ACCT ASB-02380474	CF	LEGAL AD		127.40
GIRALDO, PAOLA/ 17467							
	23-3319	11-000-270-503-000-700- / TRANSP AID IN LIEU	1ST SEM 23-3319	CF	TRANSP AID IN LIEU		511.00
GORDON, BERIT/ 17019							
	23-1693	11-000-223-320-000-300- / STAFF DEVELOPMENT	INV DATED 1-26-23	CF	STAFF DEVELOPMENT		2,000.00
GOTTSLEBEN, JEFFREY/ 10976							
	23-3140	11-000-262-590-878-600- / B&G TRAVEL	REIMB TUIT/23-3140	CF	B&G TRAVEL		230.00
GRAINGER, INC./ 3830							
	23-8051	11-000-261-610-052-600- / DW MAINTENANCE SPLS	9580545136	CF	DW MAINTENANCE SPLS		821.90
		11-000-261-610-052-600- / DW MAINTENANCE SPLS	9575475646	CF	DW MAINTENANCE SPLS		134.00
	23-2676	11-401-100-610-000-007- / RHS CO CURR SPLS	9551243877	CF	RHS CO CURR SPLS		520.79

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317

01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
		11-401-100-610-000-007- -/ RHS CO CURR SPLS	9551780258	CF	RHS CO CURR SPLS		182.44
	23-8051	11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	9591057592	CF	DW MAINTENANCE SPLS		777.90
	23-3271	11-000-270-610-000-700- -/ TRANSP SUPPLIES	9567334116	CF	TRANSP SUPPLIES		158.46
Total for Grainger, Inc./ 3830							\$2,595.49
GRAMANDO, SANTO/ 18731							
	23-3361	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3361	CF	TRANSP AID IN LIEU		511.00
GUZMAN, XENIA/ 18738							
	23-3350	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3350	CF	TRANSP AID IN LIEU		437.19
HANOVER SUPPLY/ 14489							
	23-8048	11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	R192262	CF	DW MAINTENANCE SPLS		74.37
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	R192196	CF	DW MAINTENANCE SPLS		72.91
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	R192189	CF	DW MAINTENANCE SPLS		12.32
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	R192348	CF	DW MAINTENANCE SPLS		59.58
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	R192523	CF	DW MAINTENANCE SPLS		83.49
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	R192559	CF	DW MAINTENANCE SPLS		70.50
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	R192954	CF	DW MAINTENANCE SPLS		73.86
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	R192748	CF	DW MAINTENANCE SPLS		28.60
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	R192855	CF	DW MAINTENANCE SPLS		59.58
Total for Hanover Supply/ 14489							\$535.21
HARD ROCK HOTEL & CASINO/ 18636							
	23-3383	11-000-270-580-000-700- -/ TRAVEL AND WORKSHOPS	HOTEL RES/23-3383	CF	TRAVEL AND WORKSHOPS		96.00
HARRAHS ATLANTIC CITY/ 4023							
	23-2863	11-000-262-590-878-600- -/ B&G TRAVEL	HOTEL/23-2863	CF	B&G TRAVEL		291.00
HEINEMANN WORKSHOP/ 14450							
	23-3056	11-213-100-610-000-250- -/ RES CNTR GEN SUPPLIES	7503653	CF	RES CNTR GEN SUPPLIES		483.90
		11-213-100-640-000-250- -/ RES CNTR TEXTBOOKS	7503653	CF	RES CNTR TEXTBOOKS		742.60
Total for Heinemann Publishing/ 14450							\$1,226.50
HENRY SCHEIN, INC./ 5530							
	23-2926	11-000-213-610-000-720- -/ HEALTH GEN SUPPLIES	33848238	CF	HEALTH GEN SUPPLIES		233.72

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
HEWES, JENNIFER/ 18724							
	NAP Check	DB:10-499- CR:10-101-		CF	Chromebook Found		363.00
HOFFMAN SERVICES, INC./ 16438							
	23-3057	11-000-270-420-000-700- -/ TRANSP CONTRACT REPAIRS	17612	CF	TRANSP CONTRACT REPAIRS		350.00
HOME & HOSPITAL MEDICAL PERSONNEL, INC./ 12904							
	23-8502	11-000-217-320-000-250- -/ PURCHASED SERVICES	11790	CF	PURCHASED SERVICES		3,000.00
		11-000-217-320-000-250- -/ PURCHASED SERVICES	11769	CF	PURCHASED SERVICES		1,800.00
		11-000-217-320-000-250- -/ PURCHASED SERVICES	11731	CF	PURCHASED SERVICES		1,200.00
		11-000-217-320-000-250- -/ PURCHASED SERVICES	11751	CF	PURCHASED SERVICES		2,400.00
Total for Home & Hospital Medical Personnel, Inc./ 12904							\$8,400.00
HOME DEPOT PRO/ 7401							
	23-8047	11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	724251301	CF	DW MAINTENANCE SPLS		289.28
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	724254339	CF	DW MAINTENANCE SPLS		8.47
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	724265731	CF	DW MAINTENANCE SPLS		755.66
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	724467832	CF	DW MAINTENANCE SPLS		21.80
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	724470844	CF	DW MAINTENANCE SPLS		22.68
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	724948419	CF	DW MAINTENANCE SPLS		34.64
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	724961347	CF	DW MAINTENANCE SPLS		10.55
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	725926919	CF	DW MAINTENANCE SPLS		53.16
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	725909501	CF	DW MAINTENANCE SPLS		16.75
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	726009293	CF	DW MAINTENANCE SPLS		72.48
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	726009301	CF	DW MAINTENANCE SPLS		50.38
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	726237480	CF	DW MAINTENANCE SPLS		2,387.90
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	725470835	CF	DW MAINTENANCE SPLS		239.88
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	725191928	CF	DW MAINTENANCE SPLS		140.64
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	715227730	CF	DW MAINTENANCE SPLS		71.23
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	725415483	CF	DW MAINTENANCE SPLS		48.07
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	725426423	CF	DW MAINTENANCE SPLS		150.00
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	725441927	CF	DW MAINTENANCE SPLS		100.25
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	725765978	CF	DW MAINTENANCE SPLS		58.98

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	23-2959	11-401-100-610-611-007- / RHS COCRC MUSIC SPLS	725701841	CF	RHS COCRC MUSIC SPLS		1,585.80
	23-2996	11-190-100-610-713-300- / GENERAL SUPPLIES	725939912	CF	GENERAL SUPPLIES		29.98
	23-8047	11-000-261-610-052-600- / DW MAINTENANCE SPLS	727345498	CF	DW MAINTENANCE SPLS		96.96
		11-000-261-610-052-600- / DW MAINTENANCE SPLS	727491482	CF	DW MAINTENANCE SPLS		29.98
		11-000-261-610-052-600- / DW MAINTENANCE SPLS	727751042	CF	DW MAINTENANCE SPLS		318.28
		11-000-261-610-052-600- / DW MAINTENANCE SPLS	727756538	CF	DW MAINTENANCE SPLS		22.28
		11-000-261-610-052-600- / DW MAINTENANCE SPLS	726386881	CF	DW MAINTENANCE SPLS		153.02
		11-000-261-610-052-600- / DW MAINTENANCE SPLS	726408792	CF	DW MAINTENANCE SPLS		82.90
		11-000-261-610-052-600- / DW MAINTENANCE SPLS	727029548	CF	DW MAINTENANCE SPLS		16.94
	23-3103	11-000-261-610-600-002- / L/R MNTNCE SPLS	728042581	CF	L/R MNTNCE SPLS		1,533.00
		11-000-261-610-600-005- / EMS MTNCE SPLS	728042581	CF	EMS MTNCE SPLS		1,533.00
		11-000-261-610-600-007- / RHS MTNCNE SPLS	728042581	CF	RHS MTNCNE SPLS		1,533.20
	23-3003	11-000-240-610-000-005- / EMS SUPPLIES	726569254	CF	EMS SUPPLIES		526.53
	23-2752	11-190-100-610-004-005- / EMS GENERAL SUPPLIES	721652485	CF	EMS GENERAL SUPPLIES		84.90
	23-2400	11-190-100-610-003-005- / EMS FURN SUPPLIES	716206958	CF	EMS FURN SUPPLIES		1,081.34
	23-8047	11-000-261-610-052-600- / DW MAINTENANCE SPLS	728210832	CF	DW MAINTENANCE SPLS		215.95
		11-000-261-610-052-600- / DW MAINTENANCE SPLS	728427816	CF	DW MAINTENANCE SPLS		117.06
		11-000-261-610-052-600- / DW MAINTENANCE SPLS	728442393	CF	DW MAINTENANCE SPLS		349.85
					Total for Home Depot Pro/ 7401		\$13,843.77
HOOVER TRUCK CENTERS/ 4201							
	23-8032	11-000-270-610-000-700- / TRANSP SUPPLIES	187871F/CM17 9839F	CF	TRANSP SUPPLIES		56.95
IDESIGN SOLUTIONS/ 16104							
	23-2898	11-190-100-610-106-005- / STEAM SUPPLIES	16877	CF	STEAM SUPPLIES		459.68
J&B THERAPY, LLC/ 17067							
	23-8599	11-000-219-390-000-250- / CST PRCH OTHR SVCS	21662	CF	CST PRCH OTHR SVCS		3,772.35
		11-000-219-390-000-250- / CST PRCH OTHR SVCS	21746	CF	CST PRCH OTHR SVCS		2,090.70
					Total for J&B Therapy, LLC/ 17067		\$5,863.05
JAMMIN JENN MUSIC THERAPY/ 16663							
	23-8573	11-000-216-320-000-250- / SP OT/PT PRCH SVC	16335	CF	SP OT/PT PRCH SVC		1,250.00
JCP&L/ 3821							
	23-8077	11-000-262-622-000-600- / ELECTRIC DISTRIC WIDE	JAN 100106491747	CF	ELECTRIC DISTRIC WIDE		40,607.32

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
JELIS, STALA/ 18734							
	23-3368	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3368	CF	TRANSP AID IN LIEU		511.00
JEWEL ELECTRIC SUPPLY CO/ 4568							
	23-8053	11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	S100419551.00 4	CF	DW MAINTENANCE SPLS		1,228.39
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	S100419551.00 5	CF	DW MAINTENANCE SPLS		16.72
	23-3197	11-190-100-610-713-300- -/ GENERAL SUPPLIES	S100423456.00 1	CF	GENERAL SUPPLIES		190.36
	23-8053	11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	S100424714.00 2	CF	DW MAINTENANCE SPLS		510.08
Total for JEWEL ELECTRIC SUPPLY CO/ 4568							\$1,945.55
JOHNNY ON THE SPOT, LLC/ 15728							
	23-2788	11-000-263-610-054-600- -/ GROUNDS GENERAL SUPPLIES	0006644831	CF	GROUNDS GENERAL SUPPLIES		39.03
JOHNSTONE SUPPLY/ 15578							
	23-2783	11-000-261-610-600-003- -/ FRNKLN MNTNCE SPLS	S5573270.001	CF	FRNKLN MNTNCE SPLS		6,408.78
	23-8052	11-000-261-420-050-600- -/ MAINT CONTRACTS	S5616802.001	CF	MAINT CONTRACTS		466.23
		11-000-261-420-050-600- -/ MAINT CONTRACTS	S5613627.001	CF	MAINT CONTRACTS		24.70
	23-3220	11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	S5620079.001	CF	DW MAINTENANCE SPLS		106.16
	23-8052	11-000-261-420-050-600- -/ MAINT CONTRACTS	S5627663/S560 7841	CF	MAINT CONTRACTS		252.62
Total for JOHNSTONE SUPPLY INC./ 15578							\$7,258.49
JONES, THOMAS/ 10070							
	23-2483	11-190-100-320-000-300- -/ ARTIST IN RES PRGM	CHOIR INV/23-2483	CF	ARTIST IN RES PRGM		500.00
KATZ, ROBERT/ 15415							
	23-8024	11-000-270-390-000-700- -/ TRANSP PURCH PROF SV	JAN 23-8024	CF	TRANSP PURCH PROF SV		65.00
KEIL, JENNIFER/ 18361							
	23-3342	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3342	CF	TRANSP AID IN LIEU		511.00
KENCOR, INC./ 15195							

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	23-8066	11-000-261-420-050-600- -/ MAINT CONTRACTS	59838	CF	MAINT CONTRACTS		168.00
		11-000-261-420-050-600- -/ MAINT CONTRACTS	59818	CF	MAINT CONTRACTS		84.00
					Total for Kencor, Inc./ 15195		<u>\$252.00</u>
KEYBOARD CONSULTANTS/ 9513							
	23-1437	11-000-252-420-051-707- -/ CMPTR SVC PURCH SVC	S05240	CF	CMPTR SVC PURCH SVC		319.00
KHURDAN-MONOKANDILOS, ROSLYN/ 18273							
	23-3347	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3347	CF	TRANSP AID IN LIEU		511.00
KINHAN, LAUREN/ 18481							
	23-2484	11-190-100-320-000-300- -/ ARTIST IN RES PRGM	CHOIR INV/23-2484	CF	ARTIST IN RES PRGM		500.00
KLINGSPOR'S WOODWORKING SHOP/ 15934							
	23-2176	11-190-100-610-507-007- -/ RHS TECHNOLOGY SPLSI	1110162	CF	RHS TECHNOLOGY SPLSI		249.90
KUDLER, DOUGLAS/ 17567							
	23-8546	11-000-270-514-000-700- -/ SP SVCS CONTR PARENT	DEC	CF	SP SVCS CONTR PARENT TRANS/23-8546		1,781.81
		11-000-270-514-000-700- -/ SP SVCS CONTR PARENT	JAN TRANS	CF	SP SVCS CONTR PARENT		1,781.90
					Total for Douglas Kudler/ 17567		<u>\$3,563.71</u>
KUIKEN BROTHERS COMPANY, INC./ 14656							
	23-8054	11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	RX-1605586	CF	DW MAINTENANCE SPLS		4.20
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	RX-8138380	CF	DW MAINTENANCE SPLS		205.18
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	RX-1616731/CR	CF	DW MAINTENANCE SPLS		159.07
			EDIT				
					Total for Kuiken Brothers Company, Inc./ 14656		<u>\$368.45</u>
KULICK, JUSTIN RHS/ 13365							
	23-3208	11-000-291-280-000-300- -/ TUITION REIMBURSEMENT	REIMB TUIT/23-3208	CF	TUITION REIMBURSEMENT		396.00
LABKOVSKY, STAN/ 18742							
	23-3370	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3370	CF	TRANSP AID IN LIEU		511.00
LANGUAGE LIZARD, LLC/ 18703							
	23-2988	11-190-100-610-404-002- -/ L/R SOC STDS GEN SPLS	15783	CF	L/R SOC STDS GEN SPLS		250.85

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Run on 02/08/2023 at 02:54:15 PM

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317

01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	23-2989	11-190-100-610-404-002- -/ L/R SOC STDS GEN SPLS	15782	CF	L/R SOC STDS GEN SPLS		187.51
		11-190-100-610-820-300- -/ CRCLM F LANG SPLS	15782	CF	CRCLM F LANG SPLS		10.19
					Total for Language Lizard, LLC/ 18703		\$448.55
LARUFFA, MARISA/ 18736							
	23-3339	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3339	CF	TRANSP AID IN LIEU		420.16
LEARNWELL/ 12232							
	23-2903	11-150-100-320-000-250- -/ HOME INSTRCN PRCH SV	126401	CF	HOME INSTRCN PRCH SV		402.33
	23-2916	11-150-100-320-000-250- -/ HOME INSTRCN PRCH SV	126402	CF	HOME INSTRCN PRCH SV		402.35
		11-150-100-320-000-250- -/ HOME INSTRCN PRCH SV	128569	CF	HOME INSTRCN PRCH SV		482.80
	23-3029	11-150-100-320-000-250- -/ HOME INSTRCN PRCH SV	128568	CF	HOME INSTRCN PRCH SV		482.80
		11-150-100-320-000-250- -/ HOME INSTRCN PRCH SV	127177	CF	HOME INSTRCN PRCH SV		80.47
	23-2916	11-150-100-320-000-250- -/ HOME INSTRCN PRCH SV	127178	CF	HOME INSTRCN PRCH SV		80.47
					Total for LearnWell/ 12232		\$1,931.22
LEE, LORI/ 14811							
	23-3287	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3287	CF	TRANSP AID IN LIEU		511.00
LESSER, BARBARA/ 18270							
	23-3326	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3326	CF	TRANSP AID IN LIEU		511.00
LITERACY STRATEGIES CONSULTION, LLC/ 18608							
	23-1100	20-483-200-300-000-000- -/ ESSER II SERVICES	966	CF	ESSER II SERVICES		6,000.00
LOEFFEL'S WASTE OIL SERVICE LLC/ 5171							
	23-8019	11-000-270-420-000-700- -/ TRANSP CONTRACT REPAIRS	4329	CF	TRANSP CONTRACT REPAIRS		190.00
		11-000-270-420-000-700- -/ TRANSP CONTRACT REPAIRS	4261	CF	TRANSP CONTRACT REPAIRS		150.75
					Total for LOEFFEL'S WASTE OIL SERVICE LLC/ 5171		\$340.75
LOHR, JENNIFER/ 15374							
	23-3317	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3317	CF	TRANSP AID IN LIEU		511.00
LYNCH, LORRAINE/ 5238							
	23-2485	11-190-100-320-000-300- -/ ARTIST IN RES PRGM	CHOIR INV/23-2485	CF	ARTIST IN RES PRGM		500.00

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317

01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
MACMILLAN OIL CO., OF ALLENTOWN/ 11592							
	23-8033	11-000-270-610-000-700- -/ TRANSP SUPPLIES	110038	CF	TRANSP SUPPLIES		650.00
MADISON BOARD OF EDUCATION/ 17184							
	23-8588	11-000-100-569-000-250- -/ TUITION - OTHER	FEB TUIT	CF	TUITION - OTHER		1,713.20
MAHMOUD, ADAM EMS/ 15354							
	23-3145	11-000-223-590-878-005- -/ EMS STAFF DVL TRVL	REIMB MILE/23-3145	CF	EMS STAFF DVL TRVL		20.87
MARMARA, THOMAS L./ 18295							
	23-3343	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3343	CF	TRANSP AID IN LIEU		511.00
	23-3321	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3321	CF	TRANSP AID IN LIEU		1,022.00
Total for Thomas L. Marmara/ 18295							\$1,533.00
MARTIN, JOHN Q/ 18185							
	23-1207	11-190-100-320-000-300- -/ ARTIST IN RES PRGM	2023001	CF	ARTIST IN RES PRGM		2,310.00
MCLAUGHLIN, ALISON/ 18739							
	23-3345	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3345	CF	TRANSP AID IN LIEU		511.00
MCS INDUSTRIAL SUPPLY/ 18627							
	23-2677	11-401-100-610-000-007- -/ RHS CO CURR SPLS	76632856	CF	RHS CO CURR SPLS		384.13
MCSSADA/ 9705							
	23-3023	11-402-100-890-030-007- -/ MISC- B SWIMMING	SWIM CHAMP	CF	MISC- B SWIMMING		205.00
		11-402-100-890-067-007- -/ MISC- G SWIMMING	SWIM CHAMP	CF	MISC- G SWIMMING		205.00
Total for MCSSADA/ 9705							\$410.00
MCSSADA/ 9785							
	23-2897	11-402-100-890-022-007- -/ MISC- B INDOOR TRACK	BOWLING TOUR/23-2897	CF	MISC- B INDOOR TRACK		150.00
MCTCA/ 16584							
	23-3090	11-402-100-890-022-007- -/ MISC- B INDOOR TRACK	1365176	CF	MISC- B INDOOR TRACK		196.00
		11-402-100-890-057-007- -/ MISC- G INDOOR TRACK	1365176	CF	MISC- G INDOOR TRACK		196.00
Total for MCTCA/ 16584							\$392.00
MEADER, DARMON/ 11819							

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Run on 02/08/2023 at 02:54:15 PM

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	23-2486	11-190-100-320-000-300- / ARTIST IN RES PRGM	CHOIR INV/23-2486	CF	ARTIST IN RES PRGM		500.00
MENDONCA, CAROLINA/ 17163	23-3336	11-000-270-503-000-700- / TRANSP AID IN LIEU	1ST SEM 23-3336	CF	TRANSP AID IN LIEU		1,022.00
MIDWEST SUPPLIES/ 5549	23-2222	11-190-100-610-507-007- / RHS TECHNOLOGY SPLSI	2133566-01	CF	RHS TECHNOLOGY SPLSI		854.05
MOLITORIS, MARIA/ 16696	23-8532	11-000-270-514-000-700- / SP SVCS CONTR PARENT	FEB TRANS/23-8532	CF	SP SVCS CONTR PARENT		2,083.33
MONDANARO, JOSEPH/ 16562	23-8090	11-000-230-530-000-900- / BO COMMUNICATIONS	NOV - FEB 23-8090	CF	BO COMMUNICATIONS		260.00
MONINGER, SUSAN/ 11820	23-2490	11-190-100-320-000-300- / ARTIST IN RES PRGM	CHOIR INV/23-2490	CF	ARTIST IN RES PRGM		500.00
MONSIDO, LLC/ 18725	23-3259	11-190-100-500-000-707- / CMPTR SVCS PRCH SVCS	24561	CF	CMPTR SVCS PRCH SVCS		1,885.00
MONTAGUE, TARA/ 15953	23-3323	11-000-270-503-000-700- / TRANSP AID IN LIEU	1ST SEM 23-3323	CF	TRANSP AID IN LIEU		511.00
MORRIS-UNION JOINTURE COMM./ 5666	23-8561	11-000-216-320-000-250- / SP OT/PT PRCH SVC	DEC 33218	CF	SP OT/PT PRCH SVC		1,732.50
MORRISTOWN SWIM BOOSTER CLUB/ 15948	23-2870	11-402-100-890-067-007- / MISC- G SWIMMING	SWIM MEET/23-2870	CF	MISC- G SWIMMING		500.00
MUNICIPAL CAPITAL FINANCE/ 16261	23-8062	11-190-100-440-000-900- / OTHER PURCHASED SERVICES	PMNT 9/23-8062	CF	OTHER PURCHASED SERVICES		1,260.00
MUSIC & ARTS/ 13657	23-1985	11-190-100-610-611-002- / L/R MUSIC SUPPLIES	035562121	CF	L/R MUSIC SUPPLIES		312.72
MUSICALSOURCE/ 14055							

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	23-2686	11-190-100-610-611-005- / EMS MUSIC SUPPLIES	2198750	CF	EMS MUSIC SUPPLIES		447.52
NAPA CORPORATE/ 15070							
	23-8064	11-000-270-610-000-700- / TRANSP SUPPLIES	5720-579302	CF	TRANSP SUPPLIES		129.00
		11-000-270-610-000-700- / TRANSP SUPPLIES	5720-579368	CF	TRANSP SUPPLIES		14.96
		11-000-270-610-000-700- / TRANSP SUPPLIES	5720-579365	CF	TRANSP SUPPLIES		147.00
		11-000-270-610-000-700- / TRANSP SUPPLIES	5720-579541	CF	TRANSP SUPPLIES		177.97
		11-000-270-610-000-700- / TRANSP SUPPLIES	5720-579542	CF	TRANSP SUPPLIES		73.75
		11-000-270-610-000-700- / TRANSP SUPPLIES	5720-579643	CF	TRANSP SUPPLIES		228.96
		11-000-270-610-000-700- / TRANSP SUPPLIES	5720-579670	CF	TRANSP SUPPLIES		73.76
		11-000-270-610-000-700- / TRANSP SUPPLIES	5720-579807	CF	TRANSP SUPPLIES		35.46
					Total for Napa Corporate/ 15070		\$880.86
NASCO EDUCATION/ 5748							
	23-2499	11-190-100-610-003-002- / L/R FRN SPLS	395060	CF	L/R FRN SPLS		592.17
NEW BEGINNINGS/ 9915							
	23-8574	11-000-217-320-000-250- / PURCHASED SERVICES	MAR NB2947685	CF	PURCHASED SERVICES		5,865.00
	23-8524	11-000-100-566-000-250- / TUITION PRIV IN STATE	MAR NB2947684	CF	TUITION PRIV IN STATE		9,718.88
	23-8525	11-000-100-566-000-250- / TUITION PRIV IN STATE	MAR NB2947686	CF	TUITION PRIV IN STATE		9,718.88
					Total for New Beginnings/ 9915		\$25,302.76
NEW JERSEY HILLS MEDIA GROUP/ 18562							
	23-3313	11-000-230-590-000-800- / LEGAL AD	342171	CF	LEGAL AD		120.45
NEW JERSEY MVC/ 5851							
	23-8046	11-000-270-610-000-700- / TRANSP SUPPLIES	BUS 21 REG/23-8046	CF	TRANSP SUPPLIES		50.00
		11-000-270-610-000-700- / TRANSP SUPPLIES	BUS 22 REG/23-8046	CF	TRANSP SUPPLIES		50.00
		11-000-270-610-000-700- / TRANSP SUPPLIES	BUS 23 REG/23-8046	CF	TRANSP SUPPLIES		50.00
		11-000-270-610-000-700- / TRANSP SUPPLIES	BUS 24 REG/23-8046	CF	TRANSP SUPPLIES		50.00

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
		11-000-270-610-000-700- /- TRANSP SUPPLIES	BUS 48 REG/23-8046	CF	TRANSP SUPPLIES		50.00
		11-000-270-610-000-700- /- TRANSP SUPPLIES	BUS 49 REG/23-8046	CF	TRANSP SUPPLIES		50.00
		11-000-270-610-000-700- /- TRANSP SUPPLIES	BUS 61 REG/23-8046	CF	TRANSP SUPPLIES		50.00
		11-000-270-610-000-700- /- TRANSP SUPPLIES	BUS 63 REG/23-8046	CF	TRANSP SUPPLIES		50.00
		11-000-270-610-000-700- /- TRANSP SUPPLIES	BUS 64 REG/23-8046	CF	TRANSP SUPPLIES		50.00
Total for New Jersey MVC/ 5851							\$450.00
NEW JERSEY NATURAL GAS CO./ 5866							
	23-8074	11-000-262-621-000-600- /- HEAT DISTRICT WIDE	JAN 23-8074	CF	HEAT DISTRICT WIDE		49,664.67
NEW JERSEY SIDING & WINDOWS, INC./ 18431							
	23-2553	11-190-100-610-713-300- /- GENERAL SUPPLIES	GRI	CF	GENERAL SUPPLIES		2,967.00
NJ ADVANCE MEDIA/ 7797							
	23-3130	11-000-230-590-000-800- /- LEGAL AD	0010551516	CF	LEGAL AD		154.88
	23-3276	11-000-230-590-000-800- /- LEGAL AD	0010561129	CF	LEGAL AD		380.40
	23-3312	11-000-230-590-000-800- /- LEGAL AD	00342079	CF	LEGAL AD		39.53
Total for NJ Advance Media/ 7797							\$574.81
NJ DEPT. OF TREASURY DIVISION OF REVENUE/ 15256							
	23-3168	11-000-270-420-000-700- /- TRANSP CONTRACT REPAIRS	230152430	CF	TRANSP CONTRACT REPAIRS		190.00
NJASBO/ 5918							
	23-1926	11-000-251-592-878-900- /- BO TRAVEL	200016422	CF	BO TRAVEL		175.00
	23-3155	11-000-251-890-000-900- /- BO MISC	300004919	CF	BO MISC		200.00
	23-1863	11-000-251-592-878-900- /- BO TRAVEL	200016032B	CF	BO TRAVEL		125.00
Total for NJASBO/ 5918							\$500.00
NJSBGA/ 14048							
	23-2862	11-000-262-590-878-600- /- B&G TRAVEL	REG FEE/23-2862	CF	B&G TRAVEL		325.00
NJSIAA/ 5929							

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	23-3087	11-402-100-890-022-007- / MISC- B INDOOR TRACK	1380389	CF	MISC- B INDOOR TRACK		187.50
		11-402-100-890-057-007- / MISC- G INDOOR TRACK	1380389	CF	MISC- G INDOOR TRACK		187.50
	23-2946	11-402-100-890-057-007- / MISC- G INDOOR TRACK	ENTRY FEE	CF	MISC- G INDOOR TRACK		120.00
					Total for NJSIAA/ 5929		\$495.00
NORELLI, KIMBERLY/ 18498							
	23-3288	11-000-270-503-000-700- / TRANSP AID IN LIEU	1ST SEM 23-3288	CF	TRANSP AID IN LIEU		511.00
NORTH JERSEY BOBCAT, INC./ 16015							
	23-3152	11-000-263-610-054-600- / GROUNDS GENERAL SUPPLIES	R11994	CF	GROUNDS GENERAL SUPPLIES		2,800.00
NOWDOCS INTERNATIONAL/ 11288							
	23-3073	11-000-251-610-000-900- / BO SUPPLIES	68495	CF	BO SUPPLIES		325.00
OHENE-OLOGO, MICHAEL/ 18507							
	23-3341	11-000-270-503-000-700- / TRANSP AID IN LIEU	1ST SEM 23-3341	CF	TRANSP AID IN LIEU		511.00
ONE SOURCE OF NEW JERSEY/ 15878							
	23-8092	11-000-261-610-052-600- / DW MAINTENANCE SPLS	10835	CF	DW MAINTENANCE SPLS		382.91
OPTIMUM/ 15005							
	23-8013	11-000-230-530-000-600- / DW COMMUNICATIONS	FEB 50475013	CF	DW COMMUNICATIONS		22.03
	23-8014	11-000-230-530-000-600- / DW COMMUNICATIONS	FEB 505250017	CF	DW COMMUNICATIONS		45.12
					Total for Optimum/ 15005		\$67.15
ORELLANA, VINICIO/ 18294							
	23-3344	11-000-270-503-000-700- / TRANSP AID IN LIEU	1ST SEM 23-3344	CF	TRANSP AID IN LIEU		511.00
	23-3328	11-000-270-503-000-700- / TRANSP AID IN LIEU	1ST SEM 23-3328	CF	TRANSP AID IN LIEU		511.00
					Total for Vinicio Orellana/ 18294		\$1,022.00
OVERMAN, BRIAN/ 17127							
	23-3364	11-000-270-503-000-700- / TRANSP AID IN LIEU	1ST SEM 23-3364	CF	TRANSP AID IN LIEU		511.00
P. G. CHAMBERS SCHOOL/ 1921							
	23-3199	11-000-100-566-000-250- / TUITION PRIV IN STATE	TUIT ADJ 0049511	CF	TUITION PRIV IN STATE		4,855.22

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
		20-250-100-500-000-099- / IDEA BASIC TUITION	TUIT ADJ 0049511	CF	IDEA BASIC TUITION		10,676.40
Total for P. G. Chambers School/ 1921							\$15,531.62
PARTS TOWN LLC/ 18438							
	23-8060	11-000-261-610-052-600- / DW MAINTENANCE SPLS	31897276	CF	DW MAINTENANCE SPLS		69.12
		11-000-261-610-052-600- / DW MAINTENANCE SPLS	31896749	CF	DW MAINTENANCE SPLS		116.51
		11-000-261-610-052-600- / DW MAINTENANCE SPLS	31899505	CF	DW MAINTENANCE SPLS		737.71
Total for Parts Town LLC/ 18438							\$923.34
PAUST, DANIEL/ 18735							
	23-3365	11-000-270-503-000-700- / TRANSP AID IN LIEU	1ST SEM 23-3365	CF	TRANSP AID IN LIEU		511.00
PBG NETWORKS/ 14346							
	23-3065	11-190-100-500-000-707- / CMPTR SVCS PRCH SVCS	20232791	CF	CMPTR SVCS PRCH SVCS		491.59
PEARSON CLINICAL ASSESSMENT/ 14039							
	23-2985	11-000-216-610-000-250- / SP OT/PT SPLS	20762643	CF	SP OT/PT SPLS		1,155.79
	23-2986	11-000-216-610-000-250- / SP OT/PT SPLS	20827317	CF	SP OT/PT SPLS		128.70
	23-3014	11-000-219-610-000-250- / CST SUPPLIES	21054120	CF	CST SUPPLIES		59.40
Total for Pearson Clinical Assessment/ 14039							\$1,343.89
PELED WOLF, NANCY/ 15682							
	23-3327	11-000-270-503-000-700- / TRANSP AID IN LIEU	1ST SEM 23-3327	CF	TRANSP AID IN LIEU		511.00
PENSKE TRUCK LEASING/ 18641							
	23-8091	11-000-270-890-000-000- / MISCELLANEOUS EXPENDITUR	C086977285	CF	MISCELLANEOUS EXPENDITUR		331.00
		11-000-270-890-000-000- / MISCELLANEOUS EXPENDITUR	C086977252	CF	MISCELLANEOUS EXPENDITUR		358.00
Total for Penske Truck Leasing Co./ 18641							\$689.00
PETRO-MECHANICS, INC/ 13998							
	23-8021	11-000-270-420-000-700- / TRANSP CONTRACT REPAIRS	94952	CF	TRANSP CONTRACT REPAIRS		140.00
		11-000-270-420-000-700- / TRANSP CONTRACT REPAIRS	95014	CF	TRANSP CONTRACT REPAIRS		280.14
Total for PETRO-MECHANICS, INC/ 13998							\$420.14
PHILIPS, ABRAHAM/ 15493							
	23-3354	11-000-270-503-000-700- / TRANSP AID IN LIEU	1ST SEM 23-3354	CF	TRANSP AID IN LIEU		1,022.00

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
PINCUS, MICHELLE/ 13157							
	23-3351	11-000-270-503-000-700- / TRANSP AID IN LIEU	1ST SEM 23-3351	CF	TRANSP AID IN LIEU		147.62
PITSCO EDUCATION, LLC/ 6346							
	23-3035	11-190-100-610-204-002- / L/R SCI GEN SPLS	23-000002656	CF	L/R SCI GEN SPLS		3,941.01
PLANK ROAD PUBLISHING/ 10378							
	23-2924	11-190-100-610-611-300- / K-6 MUSIC SUPPLIES	23-819399	CF	K-6 MUSIC SUPPLIES		29.40
POWER PLACE/ 6423							
	23-8056	11-000-263-610-054-600- / GROUNDS GENERAL SUPPLIES	1108885	CF	GROUNDS GENERAL SUPPLIES		17.43
PREVENTION SPECIALISTS, INC./ 6469							
	23-8045	11-000-270-390-000-700- / TRANSP PURCH PROF SV	33251	CF	TRANSP PURCH PROF SV		68.00
		11-000-270-390-000-700- / TRANSP PURCH PROF SV	33353	CF	TRANSP PURCH PROF SV		520.00
		11-000-270-390-000-700- / TRANSP PURCH PROF SV	33465	CF	TRANSP PURCH PROF SV		195.00
					Total for PREVENTION SPECIALISTS, Inc./ 6469		\$783.00
PSAT/NMSQT/ 6524							
	23-0745	11-000-218-500-000-007- / RHS GUID PRCH SVC	382337275A	CF	RHS GUID PRCH SVC		10,432.00
R & J CONTROL POWER INC./ 6601							
	23-3061	11-000-261-420-600-007- / RHS CONTRACTS	22300240	CF	RHS CONTRACTS		560.00
		11-000-261-420-600-010- / KNDY CONTRACTS	22300220	CF	KNDY CONTRACTS		666.95
					Total for R & J Control Power Inc./ 6601		\$1,226.95
RADULIC, LORETTA BOE/ 14490							
	23-2849	11-000-230-580-878-800- / SUPT OFF TRAVEL	REIMB WS/23-2849	CF	SUPT OFF TRAVEL		1,569.62
RAINBOW THERAPEUTIC SERVICES, LLC/ 14298							
	23-2660	11-000-219-320-000-250- / CST PRCH SVCS	23-2660	CF	CST PRCH SVCS		750.00
	23-2608	11-000-219-320-000-250- / CST PRCH SVCS	23-2608	CF	CST PRCH SVCS		2,250.00
					Total for Rainbow Therapeutic Services, LLC/ 14298		\$3,000.00
RAMBALDI, CHERESE/ 18737							
	23-3353	11-000-270-503-000-700- / TRANSP AID IN LIEU	1ST SEM 23-3353	CF	TRANSP AID IN LIEU		511.00
RANDOLPH YMCA/ 16164							

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	23-8577	11-000-216-320-000-250- -/ SP OT/PT PRCH SVC	1121	CF	SP OT/PT PRCH SVC		1,050.00
RAQUET, RYAN/ 17112							
	23-1097	61-423-100-300-001-990- -/ CS MUSIC PROF SVCS	W/E 1-21/23-1097	CF	CS MUSIC PROF SVCS		25.00
		61-423-100-300-001-990- -/ CS MUSIC PROF SVCS	W/E 1-28/23-1097	CF	CS MUSIC PROF SVCS		25.00
Total for Ryan Raquet/ 17112							\$50.00
REALLY GOOD STUFF, LLC/ 9427							
	23-2965	11-190-100-610-104-002- -/ L/R MATH SUPLS	8148867/79899 68	CF	L/R MATH SUPLS		29.27
		11-190-100-610-404-002- -/ L/R SOC STDS GEN SPLS	8148867/79899 68	CF	L/R SOC STDS GEN SPLS		170.61
Total for REALLY GOOD STUFF, LLC/ 9427							\$199.88
RENZULLI LEARNING, LLC/ 18694							
	23-2627	11-190-100-610-006-300- -/ G&T SUPPLIES	1031775	CF	G&T SUPPLIES		3,750.00
		11-190-100-610-101-300- -/ GENERAL SUPPLIES	1031775	CF	GENERAL SUPPLIES		2,400.00
Total for Renzulli Learning, LLC/ 18694							\$6,150.00
RHODES, ANN/ 13183							
	23-3173	61-423-100-610-000-990- -/ CS GEN SUPPLIES	REIMB RCPTS/23-3173	CF	CS GEN SUPPLIES		87.56
		61-450-100-610-001-990- -/ CS BASES SUPPLIES	REIMB RCPTS/23-3173	CF	CS BASES SUPPLIES		936.39
Total for Rhodes, Ann/ 13183							\$1,023.95
RIBAUDO, JAMES/ 15089							
	23-3355	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3355	CF	TRANSP AID IN LIEU		511.00
RICCIARDI BROTHERS/ 12940							
	23-8050	11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	37985	CF	DW MAINTENANCE SPLS		943.84
RIDDELL ALL AMERICAN CORP./ 6809							
	23-1546	11-402-100-610-016-007- -/ SUPPLIES- FOOTBALL	951723763_02	CF	SUPPLIES- FOOTBALL		1,253.26
	23-0631	11-402-100-610-016-007- -/ SUPPLIES- FOOTBALL	951723763_01	CF	SUPPLIES		2,850.00
		11-402-100-610-016-007- -/ SUPPLIES- FOOTBALL	60463869	CF	SUPPLIES		3,603.40

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	22-0554	11-402-100-610-016-007- / SUPPLIES- FOOTBALL	951720517	CF	SUPPLIES		482.39
					Total for RIDDELL ALL AMERICAN CORP./ 6809		482.39
ROMANO, LORI/ 18653							
	23-3352	11-000-270-503-000-700- / TRANSP AID IN LIEU	1ST SEM 23-3352	CF	TRANSP AID IN LIEU		147.62
RONETCO SUPERMARKETS INC./ 6895							
	23-1400	11-190-100-610-204-007- / RHS SCI GEN SPLS	1-19/281/464	CF	RHS SCI GEN SPLS		22.27
	23-0907	11-190-100-610-509-007- / RHS HOME ECON SUPPL	01-17-23/281/20	CF	RHS HOME ECON SUPPL		72.91
			7				
		11-190-100-610-509-007- / RHS HOME ECON SUPPL	01-23-23/281/20	CF	RHS HOME ECON SUPPL		44.65
			7				
					Total for RONETCO SUPERMARKETS INC./ 6895		147.62
ROSSI, CHRISTINA EMS/ 16106							
	23-3143	11-000-223-590-878-005- / EMS STAFF DVL TRVL	REIMB MILE/23-3143	CF	EMS STAFF DVL TRVL		20.87
ROXBURY COMMUNITY SCHOOL/ 10951							
	23-8572	20-251-100-500-000-099- / IDEA PRESCHOOL TUITION	FEB 23-8572	CF	IDEA PRESCHOOL TUITION		800.00
RUBIN, AMY L./ 16928							
	23-0957	20-488-200-300-000-000- / ADDRESSING STUDENT LEARN	3059	CF	ADDRESSING STUDENT LEARN		4,825.00
SAGE THRIVE INC./ 14063							
	23-8530	11-000-216-320-000-250- / SP OT/PT PRCH SVC	FEB 1961	CF	SP OT/PT PRCH SVC		51,600.00
	23-1290A	11-000-216-320-000-250- / SP OT/PT PRCH SVC	FEB 1961A	CF	SP OT/PT PRCH SVC		5,500.00
					Total for Sage Thrive Inc./ 14063		57,100.00
SALMON, JASON/ 18499							
	23-3291	11-000-270-503-000-700- / TRANSP AID IN LIEU	1ST SEM 23-3291	CF	TRANSP AID IN LIEU		511.00
SAWEERES, SAMUEL/ 18264							
	23-3314	11-000-270-503-000-700- / TRANSP AID IN LIEU	1ST SEM 23-3314	CF	TRANSP AID IN LIEU		1,022.00
SCALFANI, DEAN/ 18501							
	23-3318	11-000-270-503-000-700- / TRANSP AID IN LIEU	1ST SEM 23-3318	CF	TRANSP AID IN LIEU		1,533.00

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
SCARINCI & HOLLENBECK LLC/ 16464							
	23-8082	11-000-230-331-041-800- -/ LEGAL	DEC LEGAL	CF	LEGAL		5,185.00
		11-000-230-339-044-800- -/ LEGAL NEGOTIATIONS	DEC LEGAL	CF	LEGAL NEGOTIATIONS		51.00
Total for Scarinci & Hollenbeck LLC/ 16464							\$5,236.00
SCHOOL HEALTH CORP./ 7217							
	23-2923	11-212-100-610-000-250- -/ MD SPLS	4157543-00	CF	MD SPLS		297.65
SCHOOL SPEC./BECKLEY CARDY/ 7230							
	23-2758	61-450-100-610-001-990- -/ CS BASES SUPPLIES	308104223402	CF	CS BASES SUPPLIES		471.04
	23-2906	11-190-100-610-004-010- -/ KNDY GENERAL SUPPLIES	308104223065	CF	KNDY GENERAL SUPPLIES		331.47
	23-3038	11-190-100-610-204-002- -/ L/R SCI GEN SPLS	208131778559	CF	L/R SCI GEN SPLS		323.76
Total for School Specialty, LLC/ 7230							\$1,126.27
SCHOOL SPECIALITY/ 14665							
	23-2502	11-000-240-610-000-009- -/ NXN SUPPLIES	208131713801	CF	NXN SUPPLIES		50.46
	23-2952	11-190-100-610-004-009- -/ NXN GENERAL SUPPLIES	208131744690	CF	NXN GENERAL SUPPLIES		78.37
	23-2950	11-190-100-610-004-009- -/ NXN GENERAL SUPPLIES	208131744678	CF	NXN GENERAL SUPPLIES		411.36
Total for School Speciality LLC/ 14665							\$540.19
SEABOARD FIRE & SAFETY EQUIPMENT CO./ 13923							
	23-2673	11-000-270-420-000-700- -/ TRANSP CONTRACT REPAIRS	20152088	CF	TRANSP CONTRACT REPAIRS		600.00
SERVICE TIRE TRUCK CENTERS, INC./ 9331							
	23-8035	11-000-270-610-000-700- -/ TRANSP SUPPLIES	23-0122911-007	CF	TRANSP SUPPLIES		350.32
		11-000-270-610-000-700- -/ TRANSP SUPPLIES	23-0133914-007	CF	TRANSP SUPPLIES		4,246.37
Total for SERVICE TIRE TRUCK CENTERS, Inc./ 9331							\$4,596.69
SIGNARAMA/ 7476							
	23-3121	11-000-261-610-600-005- -/ EMS MTNCE SPLS	42816	CF	EMS MTNCE SPLS		212.00
SILVERGATE PREPARATORY/ 16012							
	23-3095	11-150-100-320-000-250- -/ HOME INSTRCN PRCH SV	38891	CF	HOME INSTRCN PRCH SV		280.00
	23-3170	11-150-100-320-000-250- -/ HOME INSTRCN PRCH SV	39023	CF	HOME INSTRCN PRCH SV		350.00
		11-150-100-320-000-250- -/ HOME INSTRCN PRCH SV	38990	CF	HOME INSTRCN PRCH SV		140.00
	23-3095	11-150-100-320-000-250- -/ HOME INSTRCN PRCH SV	39039	CF	HOME INSTRCN PRCH SV		350.00
	23-3170	11-150-100-320-000-250- -/ HOME INSTRCN PRCH SV	39190	CF	HOME INSTRCN PRCH SV		70.00

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317

01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	23-3095	11-150-100-320-000-250- / HOME INSTRCN PRCH SV	39202	CF	HOME INSTRCN PRCH SV		140.00
Total for Silvergate Preparatory/ 16012							\$1,330.00
SKYLANDS ORTHOPAEDICS/ 16109							
	23-8109	11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	148	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	149	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	150	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	151	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	152	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	153	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	154	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	155	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	156	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	157	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	158	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	159	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	160	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	161	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	162	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	163	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	164	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	165	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	166	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	167	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	168	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	169	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	170	CF	DRUG TEST/PHYS/EVALS		75.00
	23-8108	11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	244	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	245	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	246	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	247	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	248	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- / DRUG TEST/PHYS/EVALS	249	CF	DRUG TEST/PHYS/EVALS		150.00

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317

01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	250	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	251	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	252	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	253	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	254	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	255	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	256	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	257	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	258	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	259	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	260	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	261	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	262	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	263	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	264	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	265	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	266	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	267	CF	DRUG TEST/PHYS/EVALS		150.00
	23-8107	11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	1	CF	DRUG TEST/PHYS/EVALS		2,125.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	2	CF	DRUG TEST/PHYS/EVALS		2,125.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	3	CF	DRUG TEST/PHYS/EVALS		2,125.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	4	CF	DRUG TEST/PHYS/EVALS		2,125.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	5	CF	DRUG TEST/PHYS/EVALS		2,125.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	6	CF	DRUG TEST/PHYS/EVALS		2,125.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	7	CF	DRUG TEST/PHYS/EVALS		2,125.00
	23-3372	11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	138	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	139	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	140	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	141	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	142	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	143	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	144	CF	DRUG TEST/PHYS/EVALS		75.00

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Run on 02/08/2023 at 02:54:15 PM

Page 31

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317

01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	145	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	146	CF	DRUG TEST/PHYS/EVALS		75.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	147	CF	DRUG TEST/PHYS/EVALS		75.00
	23-3371	11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	12	CF	DRUG TEST/PHYS/EVALS		2,125.00
	23-3369	11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	214	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	215	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	216	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	217	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	218	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	219	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	221	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	222	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	223	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	224	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	225	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	226	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	226A	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	227	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	228	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	229	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	230	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	231	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	231A	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	231B	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	232	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	233	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	234	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	235	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	236	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	237	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	238	CF	DRUG TEST/PHYS/EVALS		150.00
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	239	CF	DRUG TEST/PHYS/EVALS		150.00

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount	
Pending Payments								
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	240	CF	DRUG TEST/PHYS/EVALS		150.00	
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	241	CF	DRUG TEST/PHYS/EVALS		150.00	
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	242	CF	DRUG TEST/PHYS/EVALS		150.00	
		11-000-240-340-000-800- -/ DRUG TEST/PHYS/EVALS	243	CF	DRUG TEST/PHYS/EVALS		150.00	
		Total for Skylands Orthopaedics/ 16109						\$27,875.00
SLATER, PAUL/ 14076								
	23-8584	11-000-270-514-000-700- -/ SP SVCS CONTR PARENT	FEB	CF	SP SVCS CONTR PARENT		1,038.71	
			TRANS/23-8584					
SOLUTIONS ARCHITECTURE/ 18537								
	23-8086	12-000-400-390-100-900- -/ FACILITIES SERVICES-ARCH	22.145.03	CF	FACILITIES SERVICES-ARCH		4,241.25	
	22-3746	11-000-230-334-000-900- -/ GEN ADM ARCH/E SVCS	22.146.02	CF	GEN ADM ARCH/E SVCS		12,375.00	
		Total for Solutions Architecture/ 18537						\$16,616.25
SOMERSET COUNTY ED.SER.COM./ 9612								
	23-8578	11-000-100-562-000-250- -/ TUITION OTHER LEA SPEC	23-00673	CF	TUITION OTHER LEA SPEC		7,184.50	
SPECTRUM COMMUNICATIONS, INC./ 13900								
	23-8023	11-000-270-420-000-700- -/ TRANSP CONTRACT REPAIRS	23609	CF	TRANSP CONTRACT REPAIRS		1,564.20	
	23-2980	11-000-266-610-000-800- -/ SECURITY GENERAL SUPPLIE	23643	CF	SECURITY GENERAL SUPPLIE		145.05	
		11-000-266-610-000-800- -/ SECURITY GENERAL SUPPLIE	23644	CF	SECURITY GENERAL SUPPLIE		62.50	
		Total for Spectrum Communications/ 13900						\$1,771.75
SPECTRUM CONSULTING, INC./ 17222								
	23-8500	11-000-270-515-000-700- -/ TRANSP JNT SCHL SP	JAN	CF	TRANSP JNT HME SCHL SP		8,925.00	
			TRANS/230105					
		11-000-270-515-000-700- -/ TRANSP JNT SCHL SP	DEC	CF	TRANSP JNT HME SCHL SP		7,225.00	
			TRANS/221207					
	23-8503	11-000-100-569-000-250- -/ TUITION - OTHER	JAN 230104	CF	TUITION - OTHER		10,260.00	
		11-000-100-569-000-250- -/ TUITION - OTHER	JAN 230106	CF	TUITION - OTHER		7,770.00	
		Total for Spectrum Consulting, Inc./ 17222						\$34,180.00
SPIRIT ADVENTURES/ 16694								
	23-2715	11-190-100-420-713-007- -/ RHS EQUIP REPAIR	00473	CF	RHS EQUIP REPAIR		1,180.00	
ST. CLARES HOSPITAL/ 16576								
	23-2839	11-219-100-320-000-250- -/ HOME INSTR PURCH ED SV	4949	CF	HOME INSTR PURCH ED SV		275.00	
	23-2912	11-219-100-320-000-250- -/ HOME INSTR PURCH ED SV	4933	CF	HOME INSTR PURCH ED SV		165.00	

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
					Total for St. Clares Hospital/ 16576		\$440.00
STAGE SOUNDS, LLC/ 18714							
	23-3048	11-401-100-890-611-007- -/ RHS COCRC MUSIC MISC	1044	CF	RHS COCRC MUSIC MISC		300.00
STANFORD CTR. FOR PROFESSIONAL DEV./ 18717							
	23-3136	11-000-223-590-878-005- -/ EMS STAFF DVL TRVL	1098991	CF	EMS STAFF DVL TRVL		74.50
		11-000-223-590-878-007- -/ RHS STAFF DVL TRVL	1098991	CF	RHS STAFF DVL TRVL		74.50
					Total for Stanford Ctr for Professional Dev./ 18717		\$149.00
STANFORD, GERALD/ 18733							
	23-3367	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3367	CF	TRANSP AID IN LIEU		1,022.00
STAPLES CONTRACT & COMMERCIAL INC./ 2261							
	23-3059	11-000-240-610-000-007- -/ RHS SUPPLIES	3528811926	CF	RHS SUPPLIES		64.00
	23-3083	11-190-100-610-004-005- -/ EMS GENERAL SUPPLIES	3528811927	CF	EMS GENERAL SUPPLIES		590.87
	23-3114	11-190-100-610-004-010- -/ KNDY GENERAL SUPPLIES	3528811928	CF	KNDY GENERAL SUPPLIES		140.98
		11-190-100-610-004-010- -/ KNDY GENERAL SUPPLIES	3529728967	CF	KNDY GENERAL SUPPLIES		10.23
	23-2672	11-190-100-610-001-002- -/ L/R COPIER SUPPLIES	3529137417	CF	L/R COPIER SUPPLIES		170.20
	23-2876	11-190-100-610-102-007- -/ RHS MATH SUPPLIES	3528434609	CF	RHS MATH SUPPLIES		243.00
	23-2734	11-190-100-610-404-007- -/ RHS SOC STDS GEN SPL	3526216622	CF	RHS SOC STDS GEN SPL		194.71
					Total for Staples Contract & Commercial Inc./ 2261		\$1,413.99
STATE OF NEW JERSEY/ 15158							
	23-3028	11-190-100-610-004-010- -/ KNDY GENERAL SUPPLIES	REG RENEWAL/23-3 028	CF	KNDY GENERAL SUPPLIES		25.00
STORR TRACTOR CO./ 7862							
	23-2711	11-000-263-610-054-600- -/ GROUNDS GENERAL SUPPLIES	1141250	CF	GROUNDS GENERAL SUPPLIES		2,687.98
STS OF NJ/ 9657							
	23-2964	11-000-270-390-000-700- -/ TRANSP PURCH PROF SV	MEMBERSHIP/ 23-2964	CF	TRANSP PURCH PROF SV		75.00
SUGRUE, MARGARET/ 15976							
	23-3167	61-423-100-300-000-990- -/ CS PURCHASE PROF & TECH	INV DATED 1-25-23	CF	CS PURCHASE PROF & TECH		1,237.50

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
SUSSEX COUNTY TECHNICAL SCHOOL/ 16756							
	23-8596	11-000-100-564-000-250- -/ TUI TION COUNTY VOC SPCL	23-00111	CF	TUI TION COUNTY VOC SPCL		2,359.00
TANNER NORTH JERSEY, INC./ 11699							
	23-2797	11-000-252-600-002-707- -/ CMPTR CTR SUPPLIES	113480	CF	CMPTR CTR SUPPLIES		1,832.50
TAURA, CARLA/ 15003							
	23-3356	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3356	CF	TRANSP AID IN LIEU		511.00
TAYLOR, SANDRA/ 14465							
	23-2487	11-190-100-320-000-300- -/ ARTIST IN RES PRGM	CHOIR INV/23-2487	CF	ARTIST IN RES PRGM		500.00
TERRANOVA GROUP T/A CHAPEL HILL/ 1861							
	23-8594	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	MAR 0323-059	CF	TUITION PRIV IN STATE		8,448.00
TRAN, VAN/ 17139							
	23-3349	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3349	CF	TRANSP AID IN LIEU		511.00
TRANE U.S. INC./ 15498							
	23-3034	11-000-261-420-600-007- -/ RHS CONTRACTS	313267806	CF	RHS CONTRACTS		2,055.00
TRI-COUNTY BEHAVIORAL CARE/ 16189							
	23-3280	11-000-219-390-000-250- -/ CST PRCH OTHR SVCS	1926	CF	CST PRCH OTHR SVCS		700.00
TRIPLE CROWN SPORTS/ 8314							
	23-0635	11-402-100-610-022-007- -/ BOYS INDOOR TRACK	138605	CF	SUPPLIES		130.00
	23-0662	11-402-100-610-034-007- -/ SUPPLIES- WRESTLING	138606	CF	SUPPLIES		460.00
					Total for TRIPLE CROWN SPORTS/ 8314		\$590.00
UNITED SUPPLY CORP./ 15751							
	23-2826	11-190-100-610-204-007- -/ RHS SCI GEN SPLS	619972	CF	RHS SCI GEN SPLS		125.50
URBAN, ALEXANDRA RHS/ 16316							
	23-3192	11-000-223-590-878-007- -/ RHS STAFF DVL TRVL	REIMB MILE/23-3192	CF	RHS STAFF DVL TRVL		359.24
US FOODS/ 12045							
	23-3213	11-190-100-610-509-007- -/ RHS HOME ECON SUPPL	1424201/29880 06	CF	RHS HOME ECON SUPPL		2,382.19
US POSTAL SERVICE SVC NEOPOST/ 16507							

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	23-3102	11-000-230-530-000-900- -/ BO COMMUNICATIONS	POSTAGE FUNDS	CF	BO COMMUNICATIONS		5,000.00
VALENCIA, MARY/ 18261	23-3358	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3358	CF	TRANSP AID IN LIEU		511.00
VARHAUL, JANINE/ 18502	23-3360	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3360	CF	TRANSP AID IN LIEU		511.00
VAZQUEZ, LUIS/ 18553	23-3320	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3320	CF	TRANSP AID IN LIEU		511.00
VEIVIA, DOUGLAS/ 17141	23-3362	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3362	CF	TRANSP AID IN LIEU		1,022.00
VELIZ, MARCIA/ 18556	23-3315	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3315	CF	TRANSP AID IN LIEU		1,533.00
VERIZON WIRELESS/ 14509	23-8075	11-000-230-530-000-600- -/ DW COMMUNICATIONS	JAN 9926338625	CF	DW COMMUNICATIONS		1,501.90
VETRERO, JUSTIN/ 16703	23-1099	61-423-100-300-001-990- -/ CS MUSIC PROF SVCS	W/E 1-28/23-1099	CF	CS MUSIC PROF SVCS		25.00
VETRINI, BRANDI/ 17755	23-3378	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3378	CF	TRANSP AID IN LIEU		511.00
VOORHEES, AMY/ 18686	23-2488	11-190-100-320-000-300- -/ ARTIST IN RES PRGM	CHOIR INV/23-2488	CF	ARTIST IN RES PRGM		500.00
VSP INSURANCE CO./ 18134	23-8003	11-000-291-270-000-900- -/ MEDICAL INSUR	FEB 816991400	CF	MEDICAL INSUR		990.23
		11-000-291-270-000-900- -/ MEDICAL INSUR	FEB 816991392	CF	MEDICAL INSUR		12.35

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
		11-000-291-270-000-900- -/ MEDICAL INSUR	FEB 816991373	CF	MEDICAL INSUR		1,938.19
					Total for Vision Service Plan Insurance Company/ 18134		<u>\$2,940.77</u>
WASHINGTON TOWNSHIP PUBLIC SCHOOLS/ 18622							
	23-1386	11-000-100-562-000-250- -/ TUITION OTHER LEA SPEC	23-1386	CF	TUITION OTHER LEA SPEC		7,397.04
		11-000-217-320-000-250- -/ PURCHASED SERVICES	23-1386	CF	PURCHASED SERVICES		3,872.40
					Total for Washington Township Public Schools/ 18622		<u>\$11,269.44</u>
WENGER CORPORATION/ 8766							
	23-2548	11-190-100-610-611-007- -/ RHS MUSIC SUPPLIES	842564	CF	RHS MUSIC SUPPLIES		1,874.78
WEST MUSIC COMPANY/ 8786							
	23-1227	11-190-100-610-611-300- -/ K-6 MUSIC SUPPLIES	SI2240299	CF	K-6 MUSIC SUPPLIES		83.70
WHITE, JOY/ 17132							
	23-3322	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3322	CF	TRANSP AID IN LIEU		511.00
WILLIAMS, BRANDON/ 16723							
	23-2489	11-190-100-320-000-300- -/ ARTIST IN RES PRGM	CHOIR INV/23-2489	CF	ARTIST IN RES PRGM		500.00
WNEK, EUGENIA/ 18723							
		NAP Check DB:60-499- CR:60-101-		CF	My SchoolBucks Refund		5.40
WOLFINGTON BODY CO., INC./ 16986							
	23-2857	11-000-270-610-000-700- -/ TRANSP SUPPLIES	114356EX1	CF	TRANSP SUPPLIES		397.26
WORTHY, KAREN/ 18362							
	23-3332	11-000-270-503-000-700- -/ TRANSP AID IN LIEU	1ST SEM 23-3332	CF	TRANSP AID IN LIEU		511.00
ZABITA, CYNTHIA TRANS./ 11544							
	23-3245	11-000-230-890-048-800- -/ GEN ADMIN MISC	REIMB FP/23-3245	CF	GEN ADMIN MISC		29.75
	23-3198	11-000-270-390-000-700- -/ TRANSP PURCH PROF SV	REIMB PHYS/23-3198	CF	TRANSP PURCH PROF SV		175.00
					Total for Zabita, Cynthia TRANS./ 11544		<u>\$204.75</u>
ZIMMERMAN, WILLIAM/ 18695							

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	23-3311	11-000-266-580-000-000- / TRAVEL - ALL OTHER		REIMB MILE/23-3311	CF TRAVEL - ALL OTHER		63.92
Total for Pending Payments							\$949,679.18

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial
Run on 02/08/2023 at 02:54:15 PM

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,54

va_bill5.102317
01/01/2023

Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.

Run on 02/08/2023 at 02:54:15 PM

Fund Summary

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	10		\$363.00			\$363.00
10	11	\$807,198.63				\$807,198.63
10	12	\$26,332.50				\$26,332.50
Fund 10	TOTAL	\$833,531.13	\$363.00			\$833,894.13
20	20	\$96,008.45				\$96,008.45
60	60	\$553.65	\$5.40			\$559.05
61	61	\$19,217.55				\$19,217.55
GRAND	TOTAL	\$949,310.78	\$368.40	\$0.00	\$0.00	\$949,679.18

Chairman Finance Committee

Member Finance Committee

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batch 61 and Check Date is from 01/25/2023 to 02/07/2023

va_bill5.102317
01/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Unposted Checks							
CAESARS ATLANTIC CITY/ 16068							
	23-3180	11-402-100-590-000-007- / ATHLETICS PROF DEV COACH	NSSCAA WREST. TOURN	CF	ATHLETICS PROF DEV COACH	115288	1,152.00
STATE OF NEW JERSEY/ 7805							
	23-3177	11-000-291-220-000-900- / SOCIAL SECURITY CONTRIB	LFE INS PREM/23-3177	CF	SOCIAL SECURITY CONTRIB	115284	488.75
Total for Unposted Checks							\$1,640.75

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Roxbury Public Schools

Monthly Transfer Report

va_s1701
01/01/2023

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
INSTRUCTION									
Regular Programs	11-1XX-100-XXX 12-1XX-100-XXX 13-1XX-100-XXX 15-1XX-100-XXX	23,845,865.00	42,895.80	23,888,760.80	2,388,876.08	(153,596.29)	-0.64	2,235,279.79	2,540,457.38
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1X-2XX-100-XXX 1X-000-216-XXX 1X-000-217-XXX	11,172,397.00	123,895.66	11,296,292.66	1,129,629.27	(118,428.61)	-1.05	1,011,200.66	1,111,837.67
Vocational Programs-Local	1X-3XX-100-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
School-Spon. Co/Extra-Curr. Activities, School Sponsored Athletics, and Other Instructiona	11-4XX-100-XXX 11-4XX-200-XXX 12-4XX-100-XXX 15-4XX-100-XXX 15-4XX-200-XXX	1,676,595.00	34,418.25	1,711,013.25	171,101.33	31,662.21	1.85	202,763.54	780,727.73
Community Services Programs/Operations	1X-800-330-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL INSTRUCTIONAL EXPENSE		36,694,857.00	201,209.71	36,896,066.71					4,433,022.78
UNDISTRIBUTED EXPENDITURES									
Tuition	11-000-100-XXX	3,892,274.00	13,702.06	3,905,976.06	390,597.61	50,000.00	1.28	440,597.61	54,538.82
Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/	1X-000-211-XXX 1X-000-213-XXX 1X-000-218-XXX 1X-000-219-XXX 1X-000-222-XXX	4,401,980.00	17,854.19	4,419,834.19	441,983.42	9,697.36	0.22	451,680.78	208,187.36
Improvement of Instruction Services and Instructional Staff Training Services	1X-000-221-XXX 1X-000-223-XXX	997,094.50	1,240.86	998,335.36	99,833.54	31,584.68	3.16	131,418.22	49,196.97
General Administration	1X-000-230-XXX	1,035,714.00	98,611.85	1,134,325.85	113,432.59	(360.00)	-0.03	113,072.59	149,161.72
School Administration	1X-000-240-XXX	2,873,758.00	9,344.95	2,883,102.95	288,310.30	(7,105.81)	-0.25	281,204.49	137,050.05
Central Services & Administrative Information Technology	1X-000-25X-XXX	2,101,995.00	72,734.43	2,174,729.43	217,472.94	2,348.54	0.11	219,821.48	308,649.33
Operation and Maintenance of Plant Services	1X-000-26X-XXX	8,247,654.72	279,882.33	8,527,537.05	852,753.71	228,464.15	2.68	1,081,217.86	1,386,116.92
Student Transportation Services	1X-000-270-XXX	5,399,239.65	29,068.01	5,428,307.66	542,830.77	22,451.55	0.41	565,282.32	375,262.91

va_s1701
01/01/2023

Roxbury Public Schools Monthly Transfer Report

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
Personal Services-Employee Benefits	1X-XXX-XXX-2XX	13,368,905.00	26,922.29	13,395,827.29	1,339,582.73	0.00	0.00	1,339,582.73	1,479,621.38
Food Services	11-000-310-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer Property Sale Proceedes to Debt Service Reserve	11-000-520-934	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL UNDISTRIBUTED EXPENSE		42,318,614.87	549,360.97	42,867,975.84					4,147,785.46
TOTAL GENERAL CURRENT EXPENSE		79,013,471.87	750,570.68	79,764,042.55					8,580,808.24
Equipment	12-XXX-XXX-73X 15-XXX-XXX-73X	625,176.00	282,502.90	907,678.90	90,767.89	67,004.65	7.38	157,772.54	296,816.35
Facilities Acquisition and Construction Services	12-000-4XX-XXX	1,796,514.00	651,322.28	2,447,836.28	0.00	0.00	0.00	0.00	1,671,169.38
Capital Reserve-Transfer to Capital Expend. Fund	12-000-4XX-931	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-933	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENDITURES		2,421,690.00	933,825.18	3,355,515.18					1,967,985.73
TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	151,488.00	0.00	151,488.00	15,148.80	45,521.25	30.05	60,670.05	0.00
Transfer of Funds to Charter Schools	10-000-100-56X	14,162.00	0.00	14,162.00	1,416.20	0.00	0.00	1,416.20	0.00
Transfer of Funds to Renaissance	10-000-100-571	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Fund Contribution to School Based Budgets	10-000-520-930	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OPERATING BUDGET GRAND TOTAL		81,600,811.87	1,684,395.86	83,285,207.73					10,548,793.97



School Business Administrator Signature

2/9/23

Date

Roxbury Public Schools

Expense Account Adjustment Analysis By Account#

Current Cycle : January

va_exaa1.082406
01/01/2023

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
11-000-213-104-001-100-	SAL NURSE SUB	month end	000225	01/01/2023	JMONDANARO	\$5,522.50	\$117.50	\$5,640.00
11-000-213-104-002-100-	EXTRA PAY NURSE SAL	month end	000225	01/01/2023	JMONDANARO	\$28,470.50	(\$117.50)	\$28,353.00
11-000-217-100-000-100-	SAL AIDES DW	month end	000225	01/01/2023	JMONDANARO	\$779,408.64	(\$2,400.00)	\$777,008.64
11-000-218-104-999-100-	LEAVE REPLACEMENT SW	month end	000225	01/01/2023	JMONDANARO	\$900.00	\$2,400.00	\$3,300.00
11-000-223-580-878-707-	IMPRV INST TRVL CMPT SVC	tech travel	000224	01/01/2023	JMONDANARO	\$3,280.00	\$1,041.60	\$4,321.60
11-000-230-530-000-900-	BO COMMUNICATIONS	month end	000225	01/01/2023	JMONDANARO	\$15,015.41	\$5,000.00	\$20,015.41
11-000-240-103-000-100-	SAL PRINCIPAL	month end	000225	01/01/2023	JMONDANARO	\$1,545,049.00	(\$30,022.00)	\$1,515,027.00
11-000-240-105-000-100-	SAL PRINCPL SECTY	month end	000225	01/01/2023	JMONDANARO	\$766,115.50	(\$5,165.00)	\$760,950.50
11-000-240-105-900-100-	SALARIES OF SECRET. SUB	month end	000225	01/01/2023	JMONDANARO	\$3,502.50	\$165.00	\$3,667.50
11-000-240-340-000-800-	DRUG TEST/PHYS/EVALS	month end	000225	01/01/2023	JMONDANARO	\$10,000.00	\$30,022.00	\$40,022.00
11-000-240-610-000-003-	FRANKLIN SUPPLIES	month end	000230	01/01/2023	JMONDANARO	\$6,607.50	(\$43.55)	\$6,563.95
11-000-240-610-000-010-	KNDY SUPPLIES	month end	000230	01/01/2023	JMONDANARO	\$5,106.67	(\$43.33)	\$5,063.34
11-000-251-199-001-100-	SALARIES-UNUSED VACATION	month end	000225	01/01/2023	JMONDANARO	\$0.00	\$6,933.60	\$6,933.60
11-000-251-330-000-900-	PURCHASED PROFESSIONAL S	month end	000225	01/01/2023	JMONDANARO	\$4,618.00	(\$2,000.00)	\$2,618.00
11-000-251-340-000-900-	SOFTWARE SUPPORT	month end	000225	01/01/2023	JMONDANARO	\$103,950.00	(\$2,000.00)	\$101,950.00
11-000-251-440-000-900-	BUS OFF COPIER RENTAL	month end	000225	01/01/2023	JMONDANARO	\$89,311.50	(\$2,933.60)	\$86,377.90
11-000-252-610-004-707-	CYBER SECURITY SUPPLIES	tech travel	000224	01/01/2023	JMONDANARO	\$12,699.00	(\$1,041.60)	\$11,657.40
11-000-262-300-000-600-	B&G PURCH PROF SV	month end	000226	01/01/2023	JMONDANARO	\$68,224.70	(\$230.00)	\$67,994.70
11-000-262-590-878-600-	B&G TRAVEL	month end	000226	01/01/2023	JMONDANARO	\$3,311.00	\$230.00	\$3,541.00
11-000-270-160-004-100-	SAL TRANS CLERICAL	sussex co-op	000216	01/01/2023	JMONDANARO	\$518,867.65	(\$20,000.00)	\$498,867.65
11-000-270-160-005-100-	SAL SUMMER DRIVER	month end	000226	01/01/2023	JMONDANARO	\$76,146.26	(\$4,462.42)	\$71,683.84
11-000-270-162-080-114-	WHARTON TRIPS	month end	000226	01/01/2023	JMONDANARO	\$488.06	\$108.85	\$596.91
11-000-270-199-000-000-	UNUSED VAC. PAYMENT TO T	month end	000226	01/01/2023	JMONDANARO	\$0.00	\$4,226.42	\$4,226.42
11-000-270-390-000-700-	TRANSP PURCH PROF SV	cdl training	000223	01/01/2023	JMONDANARO	\$15,000.00	\$2,000.00	\$17,000.00
11-000-270-420-000-700-	TRANSP CONTRACT REPAIRS	cdl training	000223	01/01/2023	JMONDANARO	\$40,000.00	(\$2,000.00)	\$38,000.00
11-000-270-515-000-700-	TRANSP JNT SCHL SP	sussex co-op	000216	01/01/2023	JMONDANARO	\$1,289,612.90	\$20,000.00	\$1,309,612.90
		sussex co-op	000217	01/01/2023	JMONDANARO	\$1,309,612.90	\$43,984.62	\$1,353,597.52
Total For Account # 11-000-270-515-000-700-							\$63,984.62	
11-000-270-610-000-700-	TRANSP SUPPLIES	SERVICE TOOL	000222	01/01/2023	JMONDANARO	\$231,065.00	(\$2,599.00)	\$228,466.00

Roxbury Public Schools

Expense Account Adjustment Analysis By Account#

Current Cycle : January

va_exaa1.082406
01/01/2023

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance	
11-000-270-890-000-000-	MISCELLANEOUS EXPENDITUR	month end	000226	01/01/2023	JMONDANARO	\$3,200.00	\$127.15	\$3,327.15	
11-000-291-241-000-900-	PERS LIABILITY	month end	000227	01/01/2023	JMONDANARO	\$852,840.00	\$89,222.00	\$942,062.00	
11-000-291-250-000-900-	UNEMPLOYMENT COMPENSATIO	month end	000227	01/01/2023	JMONDANARO	\$159,467.28	(\$89,222.00)	\$70,245.28	
11-110-100-101-000-100-	SAL KINDERGARTEN TEACHER	month end	000227	01/01/2023	JMONDANARO	\$771,799.00	(\$226.00)	\$771,573.00	
11-110-100-101-091-100-	PREK-KINDER PERM SUB	month end	000227	01/01/2023	JMONDANARO	\$3,680.00	\$160.00	\$3,840.00	
11-120-100-101-000-101-	GRADES 1-5 - PREP DUTY	month end	000227	01/01/2023	JMONDANARO	\$2,574.00	\$66.00	\$2,640.00	
11-130-100-101-000-100-	GRADES 6-8 - EX.BLK	month end	000228	01/01/2023	JMONDANARO	\$31,278.05	\$3,762.40	\$35,040.45	
11-130-100-101-000-101-	GRADES 6-8 PREP DUTY	month end	000228	01/01/2023	JMONDANARO	\$759.00	\$528.00	\$1,287.00	
11-130-100-101-090-100-	SAL 6-8 SUBSTITUTES	month end	000228	01/01/2023	JMONDANARO	\$48,874.60	(\$4,290.40)	\$44,584.20	
11-140-100-101-000-101-	RHS PREP/LUNCH	month end	000228	01/01/2023	JMONDANARO	\$20,328.00	\$11,352.00	\$31,680.00	
11-140-100-101-000-102-	RHS SATURDAY DETENTION	month end	000228	01/01/2023	JMONDANARO	\$1,089.00	\$396.00	\$1,485.00	
11-140-100-101-090-100-	SAL 9-12 SUBSTITUTES	month end	000228	01/01/2023	JMONDANARO	\$150,000.00	(\$12,785.50)	\$137,214.50	
11-140-100-101-900-100-	LEAD TEACHERS SAL	month end	000228	01/01/2023	JMONDANARO	\$13,361.40	\$1,037.50	\$14,398.90	
11-190-100-610-003-005-	EMS FURN SUPPLIES	ems paper	000221	01/01/2023	JMONDANARO	\$18,305.00	(\$2,720.00)	\$15,585.00	
11-190-100-610-004-005-	EMS GENERAL SUPPLIES	ems paper	000221	01/01/2023	JMONDANARO	\$19,000.00	\$2,720.00	\$21,720.00	
11-190-100-610-004-009-	NXN GENERAL SUPPLIES	risers nes	000220	01/01/2023	JMONDANARO	\$14,368.98	\$1,023.00	\$15,391.98	
11-190-100-610-104-009-	NIXON MATH SPLS	risers nes	000220	01/01/2023	JMONDANARO	\$3,495.32	(\$568.00)	\$2,927.32	
11-190-100-610-204-009-	NXN SCI GEN SPLS	risers nes	000220	01/01/2023	JMONDANARO	\$600.00	(\$455.00)	\$145.00	
11-209-100-101-999-100-	BD LEAVE REPLACEMENT	month end	000229	01/01/2023	JMONDANARO	\$15,870.00	\$4,600.00	\$20,470.00	
11-209-100-106-000-100-	SAL AIDE BD	month end	000229	01/01/2023	JMONDANARO	\$252,220.00	(\$4,600.00)	\$247,620.00	
11-213-100-101-000-100-	SAL RES CNTR	month end	000229	01/01/2023	JMONDANARO	\$3,286,910.70	(\$30,090.30)	\$3,256,820.40	
11-213-100-101-999-101-	RESOURCE EXTRA BLOCK	month end	000229	01/01/2023	JMONDANARO	\$6,313.20	\$1,578.30	\$7,891.50	
11-213-100-106-000-100-	SAL RES CNTR AIDE	month end	000229	01/01/2023	JMONDANARO	\$457,232.10	(\$8,629.37)	\$448,602.73	
11-214-100-101-000-100-	SAL AUTISM	month end	000233	01/01/2023	JMONDANARO	\$125,276.71	(\$0.10)	\$125,276.61	
11-214-100-101-999-100-	AUTISM LEAVE REPLACEMENT	month end	000229	01/01/2023	JMONDANARO	\$18,400.00	\$4,600.00	\$23,000.00	
11-214-100-106-000-100-	SAL AUTISM AIDE	month end	000229	01/01/2023	JMONDANARO	\$112,239.29	\$23,912.00	\$136,151.29	
		month end	000233	01/01/2023	JMONDANARO	\$136,151.29	\$0.10	\$136,151.39	
Total For Account # 11-214-100-106-000-100-							\$23,912.10		
11-216-100-106-008-100-	SAL AIDE FD PRESCH JEFF	month end	000229	01/01/2023	JMONDANARO	\$93,162.00	\$8,629.37	\$101,791.37	
11-401-100-100-003-100-	FES EARLY ACT	month end	000230	01/01/2023	JMONDANARO	\$58.07	\$43.55	\$101.62	

Roxbury Public Schools

Expense Account Adjustment Analysis By Account#

Current Cycle : January

va_exaa1.082406
01/01/2023

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
11-401-100-100-010-100-	KES EARLY ACT	month end	000230	01/01/2023	JMONDANARO	\$129.99	\$43.33	\$173.32
11-402-100-100-000-007-	SALARIES EVENTS RHS	weightroom	000215	01/01/2023	JMONDANARO	\$85,000.00	(\$8,610.00)	\$76,390.00
11-402-100-610-000-007-	SUPPLIES- ADMIN	weightroom	000215	01/01/2023	JMONDANARO	\$37,189.00	\$8,610.00	\$45,799.00
11-402-100-610-065-007-	SUPPLIES- G TENNIS	tennis uniforms	000219	01/01/2023	JMONDANARO	\$1,145.05	\$1,380.00	\$2,525.05
11-402-100-890-014-007-	MISC- B CROSS COUNTRY	tennis uniforms	000218	01/01/2023	JMONDANARO	\$1,180.00	\$1,380.00	\$2,560.00
		tennis uniforms	000219	01/01/2023	JMONDANARO	\$2,560.00	(\$1,380.00)	\$1,180.00
Total For Account # 11-402-100-890-014-007-							\$0.00	
11-402-100-890-065-007-	MISC- G TENNIS	tennis uniforms	000218	01/01/2023	JMONDANARO	\$2,000.00	(\$1,380.00)	\$620.00
12-000-270-732-000-700-	TRANSPORTATION EQUIPMENT	sussex co-op	000217	01/01/2023	JMONDANARO	\$94,000.00	(\$43,984.62)	\$50,015.38
		SERVICE TOOL	000222	01/01/2023	JMONDANARO	\$50,015.38	\$2,599.00	\$52,614.38
Total For Account # 12-000-270-732-000-700-							(\$41,385.62)	
20-232-100-101-000-009-	SALARIES OF TEACHERS	month end	000231	01/01/2023	JMONDANARO	\$1,316.78	\$365.16	\$1,681.94
20-232-100-101-000-099-	TITLE I SALARIES	month end	000231	01/01/2023	JMONDANARO	\$123,497.22	(\$365.16)	\$123,132.06
20-250-100-500-000-099-	IDEA BASIC TUITION	IDEA CO	000232	01/01/2023	JMONDANARO	\$877,425.00	\$703.00	\$878,128.00
20-483-100-106-000-000-	ADDRESSING STUDENT LEARN	month end	000231	01/01/2023	JMONDANARO	\$25,687.20	\$6,421.80	\$32,109.00
20-483-200-100-000-000-	ESSER II PUPIL SERVICES	month end	000231	01/01/2023	JMONDANARO	\$60,900.39	(\$6,421.80)	\$54,478.59
95-005-000-000-000-010-	EMS FIELD TRIPS	inc acct#	000214	01/01/2023	JMONDANARO	\$675.47	(\$675.47)	\$0.00
95-005-000-000-000-011-	EMS 8TH GRADE FIELD TRIP	inc acct#	000214	01/01/2023	JMONDANARO	\$0.00	\$675.47	\$675.47
Total Current Appr.								\$703.00

2/9 3:12pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Roxbury Public Schools
General Fund - Fund 10
Interim Balance Sheet
For 7 Month Period Ending 01/31/2023

ASSETS AND RESOURCES

--- A S S E T S ---

101	Cash in bank		\$12,227,082.27
116	Capital reserve Account		\$3,412,310.01
117	Maint. Reserve Account		\$2,241,475.94
118	Investments - Cur. Exp. Emergency Rsrv.		\$216,105.87
	Accounts receivable:		
132	Interfund	\$20,677.97	
141	Intergovernmental - State	\$2,149,821.40	
143	Intergovernmental - Other	(\$1,081,211.29)	
			\$1,089,288.08
	Other Current Assets		\$0.00

--- R E S O U R C E S ---

301	Estimated Revenues	\$76,469,642.00	
302	Less Revenues	(\$43,283,263.30)	
			\$33,186,378.70
	Total assets and resources		\$52,372,640.87

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Roxbury Public Schools
General Fund - Fund 10
Interim Balance Sheet
For 7 Month Period Ending 01/31/2023

LIABILITIES AND FUND EQUITY

--- LIABILITIES ---

421	Accounts Payable	\$962,706.83
TOTAL LIABILITIES		\$962,706.83

FUND BALANCE

--- Appropriated ---

753	Reserve for Encumbrances - Current Year		\$28,826,855.98
754	Reserve for Encumbrance - Prior Year		\$351,321.53
	Reserved fund balance:		
761	Capital reserve account -	\$3,412,310.01	
			\$3,412,310.01
766	Reserve for Current Expense Emergencies	\$216,105.87	
			\$216,105.87
764	Reserve for Maintenance	\$2,241,475.94	
			\$2,241,475.94
601	Appropriations	\$83,494,451.41	
602	Less : Expenditures	\$43,767,479.93	
603	Encumbrances	\$29,178,177.51 (\$72,945,657.44)	
			\$10,548,793.97
	Total Appropriated		\$45,596,863.30

--- Unappropriated ---

770	Unreserved Fund Balance -		\$11,153,484.29
303	Budgeted Fund Balance		(\$5,340,413.55)

TOTAL FUND BALANCE	\$51,409,934.04
TOTAL LIABILITIES AND FUND EQUITY	\$52,372,640.87

Roxbury Public Schools
 General Fund - Fund 10
 Interim Balance Sheet
 For 7 Month Period Ending 01/31/2023

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$83,494,451.41	\$72,945,657.44	\$10,548,793.97
Revenues	(\$76,469,642.00)	(\$43,283,263.30)	(\$33,186,378.70)
	<u>\$7,024,809.41</u>	<u>\$29,662,394.14</u>	<u>(\$22,637,584.73)</u>
Less: Adjust for prior year encumb.	<u>(\$1,684,395.86)</u>	<u>(\$1,684,395.86)</u>	
Budgeted Fund Balance	<u>\$5,340,413.55</u>	<u>\$27,977,998.28</u>	<u>(\$22,637,584.73)</u>
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	<u>\$5,340,413.55</u>	<u>\$27,977,998.28</u>	<u>(\$22,637,584.73)</u>
TOTAL Budgeted Fund Balance	<u>\$5,340,413.55</u>	<u>\$27,977,998.28</u>	<u>(\$22,637,584.73)</u>

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Roxbury Public Schools
GENERAL FUND - FUND 10

INTERIM STATEMENTS COMPARING

BUDGET REVENUE WITH ACTUAL TO DATE AND

APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE

For 7 Month Period Ending 01/31/2023

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$66,914,969.00	\$37,586,578.66		\$29,328,390.34
3XXX From State Sources	\$9,461,047.00	\$5,669,383.00		\$3,791,664.00
4XXX From Federal Sources	\$93,626.00	\$27,301.64		\$66,324.36
TOTAL REVENUE/SOURCES OF FUNDS	\$76,469,642.00	\$43,283,263.30		\$33,186,378.70
				AVAILABLE
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	BALANCE
--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$23,735,164.51	\$12,043,151.86	\$9,151,555.27	\$2,540,457.38
11-2XX-100-XXX Special Education - Instruction	\$6,479,391.30	\$3,259,072.07	\$2,435,690.10	\$784,629.13
11-230-100-XXX Basic Skills - Remedial Instruction	\$852,011.00	\$417,091.19	\$430,711.00	\$4,208.81
11-240-100-XXX Bilingual Education - Instruction	\$316,735.00	\$141,860.29	\$71,819.00	\$103,055.71
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$380,594.59	\$103,213.06	\$28,987.88	\$248,393.65
11-402-100-XXX School-Spons. Athletics - Instruction	\$1,362,080.87	\$672,861.61	\$156,885.18	\$532,334.08
--- UNDISTRIBUTED EXPENDITURES ---				
11-000-100-XXX Instruction	\$3,955,976.06	\$2,247,504.41	\$1,653,932.83	\$54,538.82
11-000-211-XXX Attendance and Social Work Services	\$102,538.00	\$55,719.00	\$46,179.00	\$640.00
11-000-213-XXX Health Services	\$720,442.75	\$364,204.93	\$302,027.45	\$54,210.37
11-000-216-XXX Speech, OT,PT & Related Svcs	\$1,767,540.63	\$892,818.33	\$861,923.70	\$12,798.60
11-000-217-XXX Other Support Serv - Students Extra Srvc	\$1,762,186.12	\$507,118.80	\$1,047,921.90	\$207,145.42
11-000-218-XXX Guidance	\$1,345,912.00	\$697,344.13	\$531,059.50	\$117,508.37
11-000-219-XXX Child Study Teams	\$1,737,849.92	\$983,546.04	\$735,584.77	\$18,719.11
11-000-219-592 Misc Purch Ser	\$2,500.00	\$394.75	.00	\$2,105.25
11-000-221-XXX Improv of Inst. - Instruc Staff	\$542,137.02	\$383,904.54	\$149,678.45	\$8,554.03
11-000-222-XXX Educational Media Serv/School Library	\$520,288.88	\$280,316.69	\$224,967.93	\$15,004.26
11-000-223-XXX Instructional Staff Training Services	\$487,783.02	\$268,880.65	\$178,259.43	\$40,642.94
11-000-230-XXX Supp. Serv.-General Administration	\$1,133,965.85	\$587,568.40	\$397,235.73	\$149,161.72
11-000-240-XXX Supp. Serv.-School Administration	\$2,875,997.14	\$1,678,810.45	\$1,060,136.64	\$137,050.05
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$2,177,077.97	\$1,209,505.33	\$658,923.31	\$308,649.33
11-000-261-XXX Require Maint. for School Facilities	\$2,329,256.31	\$1,289,346.67	\$493,103.58	\$546,806.06
11-000-262-XXX Custodial Services	\$5,684,921.61	\$3,366,665.29	\$1,661,581.44	\$656,674.88
11-000-263-XXX Care and Upkeep of Grounds	\$471,390.37	\$214,969.86	\$119,904.25	\$136,516.26
11-000-266-XXX Security	\$270,432.91	\$165,075.22	\$59,237.97	\$46,119.72
11-000-270-XXX Student Transportation Services	\$5,450,759.21	\$3,556,450.55	\$1,519,045.75	\$375,262.91
11-XXX-XXX-2XX Allocated and Unallocated Benefits	\$13,395,827.29	\$7,296,292.67	\$4,619,913.24	\$1,479,621.38
TOTAL GENERAL CURRENT EXPENSE				
EXPENDITURES/USES OF FUNDS	\$79,860,760.33	\$42,683,686.79	\$28,596,265.30	\$8,580,808.24

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Roxbury Public Schools
GENERAL FUND - FUND 10
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 7 Month Period Ending 01/31/2023

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$974,683.55	\$417,472.49	\$260,394.71	\$296,816.35
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$2,447,836.28	\$469,311.40	\$307,355.50	\$1,671,169.38
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	 \$3,422,519.83	 \$886,783.89	 \$567,750.21	 \$1,967,985.73
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
*** SPECIAL SCHOOLS ***				
13-4XX-100-XXX Other spec. schools-instruction	\$193,454.25	\$193,454.25	\$0.00	\$0.00
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
 TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	 \$193,454.25	 \$193,454.25	 \$0.00	 \$0.00
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
10-000-100-56X Transfer of Funds to Charter Schools	\$14,162.00	.00	\$14,162.00	.00
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
 TOTAL GENERAL FUND EXPENDITURES	 \$83,490,896.41	 \$43,763,924.93	 \$29,178,177.51	 \$10,548,793.97
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Roxbury Public Schools
GENERAL FUND - FUND 10
SCHEDULE OF REVENUES
ACTUAL COMPARED WITH ESTIMATED
For 7 Month Period Ending 01/31/2023

	ESTIMATED	ACTUAL	UNREALIZED	
	-----	-----	-----	
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$59,944,852.00	\$34,967,828.00	\$24,977,024.00
1320	Tuition from LEAs Within State	\$4,636,168.00	\$1,279,503.92	\$3,356,664.08
1410	Transp Fees from Individuals	\$130,000.00	\$25,467.50	\$104,532.50
1420-1440	Transp Fees from Other LEAs	\$1,759,930.00	\$815,500.03	\$944,429.97
1910	Rents and Royalties	\$50,000.00	\$14,705.00	\$35,295.00
1XXX	Miscellaneous	\$394,019.00	\$483,574.21	(\$89,555.21)
	TOTAL LOCAL	\$66,914,969.00	\$37,586,578.66	\$29,328,390.34
		=====	=====	=====
--- STATE SOURCES ---				
3116	School Choice Aid	\$293,629.00	\$146,814.50	\$146,814.50
3121	Categorical Transportation Aid	\$558,875.00	\$279,437.50	\$279,437.50
3131	Extraordinary Aid		\$1,176,839.00	(\$1,176,839.00)
3132	Categorical Special Education Aid	\$2,433,575.00	\$1,216,787.50	\$1,216,787.50
3176	Equalization	\$6,074,193.00	\$2,779,446.00	\$3,294,747.00
3177	Categorical Security	\$61,433.00	\$30,716.50	\$30,716.50
3190	Other Unrestricted State Aid	\$39,342.00	\$39,342.00	.00
	TOTAL	\$9,461,047.00	\$5,669,383.00	\$3,791,664.00
		=====	=====	=====
--- FEDERAL SOURCES ---				
4200	Federal Grants including Medicaid Reimbursement	\$93,626.00	\$27,301.64	\$66,324.36
	TOTAL	\$93,626.00	\$27,301.64	\$66,324.36
		=====	=====	=====
--- OTHER FINANCING SOURCES ---				
	TOTAL REVENUES/SOURCES OF FUNDS	\$76,469,642.00	\$43,283,263.30	\$33,186,378.70
		=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Roxbury Public Schools
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 7 Month Period Ending 01/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-110-100-101 Kindergarten - Salaries of Teachers	\$790,733.00	\$378,943.83	\$177,008.17	\$234,781.00
11-120-100-101 Grades 1-5 - Salaries of Teachers	\$6,541,729.35	\$3,124,809.56	\$2,831,594.44	\$585,325.35
11-130-100-101 Grades 6-8 - Salaries of Teachers	\$4,315,722.15	\$2,058,773.81	\$1,980,914.01	\$276,034.33
11-140-100-101 Grades 9-12 - Salaries of Teachers	\$8,874,369.50	\$4,329,690.90	\$3,856,146.95	\$688,531.65
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$35,000.00	\$7,087.50	\$0.00	\$27,912.50
11-150-100-320 Purchased Prof.-Ed. Services	\$49,580.00	\$13,034.40	\$20,680.26	\$15,865.34
--- Regular Programs - Undistr. Instruction ---				
11-190-100-106 Other Salaries for Instruction	\$235,566.00	\$146,292.81	\$64,118.19	\$25,155.00
11-190-100-320 Purchased Prof.-Ed. Services	\$54,650.00	\$17,002.50	\$13,887.50	\$23,760.00
11-190-100-500 Other Purch. Serv. (400-500 series)	\$1,425,478.83	\$1,126,602.78	\$118,075.49	\$180,800.56
11-190-100-610 General Supplies	\$1,288,572.35	\$832,901.85	\$89,130.26	\$366,540.24
11-190-100-640 Textbooks	\$116,063.33	\$6,306.92	.00	\$109,756.41
11-190-100-800 Other Objects	\$7,700.00	\$1,705.00	.00	\$5,995.00
TOTAL	\$23,735,164.51	\$12,043,151.86	\$9,151,555.27	\$2,540,457.38
--- SPECIAL EDUCATION - INSTRUCTION ---				
Learning and/or Language Disabilities Mild or Moderate:				
11-204-100-101 Salaries of Teachers	\$543,175.00	\$217,902.25	\$325,272.75	\$0.00
11-204-100-106 Other Salaries for Instruction	\$205,677.00	\$166,670.76	.00	\$39,006.24
11-204-100-610 General Supplies	\$4,600.00	\$1,265.76	.00	\$3,334.24
TOTAL	\$753,452.00	\$385,838.77	\$325,272.75	\$42,340.48
Behavioral Disabilities:				
11-209-100-101 Salaries of Teachers	\$474,844.00	\$208,772.05	\$262,735.95	\$3,336.00
11-209-100-106 Other Salaries for Instruction	\$247,620.00	\$137,968.51	\$96,461.49	\$13,190.00
11-209-100-610 General supplies	\$4,250.00	\$3,863.12	\$24.30	\$362.58
11-209-100-800 Other Objects	\$2,892.00	\$1,190.50	.00	\$1,701.50
TOTAL	\$729,606.00	\$351,794.18	\$359,221.74	\$18,590.08
Multiple Disabilities:				
11-212-100-101 Salaries of Teachers	\$206,981.00	\$115,790.50	\$90,290.50	\$900.00
11-212-100-106 Other Salaries for Instruction	\$156,903.00	\$79,813.93	\$77,089.07	.00
11-212-100-320 Purchased Prof.-Ed. Services	\$66,515.30	\$24,031.00	\$37,939.00	\$4,545.30
11-212-100-610 General supplies	\$13,500.00	\$6,916.27	\$5.80	\$6,577.93
11-212-100-640 Textbooks	\$500.00	.00	\$500.00	.00
11-212-100-800 Other Objects	\$4,000.00	.00	.00	\$4,000.00
TOTAL	\$448,399.30	\$226,551.70	\$205,824.37	\$16,023.23
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	\$3,340,611.90	\$1,614,255.25	\$1,272,945.01	\$453,411.64
11-213-100-106 Other Salaries for Instruction	\$448,602.73	\$153,954.62	\$172,417.38	\$122,230.73
11-213-100-610 General supplies	\$17,955.00	\$16,560.72	\$1,394.28	.00
11-213-100-640 Textbooks	\$1,000.00	\$1,000.00	.00	.00

Roxbury Public Schools
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 7 Month Period Ending 01/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$3,808,169.63	\$1,785,770.59	\$1,446,756.67	\$575,642.37
Autism:				
11-214-100-101 Salaries of Teachers	\$148,276.61	\$49,952.78	\$0.00	\$98,323.83
11-214-100-106 Other Salaries for Instruction	\$136,151.39	\$136,151.39	.00	.00
11-214-100-610 General Supplies	\$5,750.00	\$2,022.85	\$639.57	\$3,087.58
11-214-100-640 Textbooks	\$500.00	.00	\$225.00	\$275.00
11-214-100-800 Other Objects	\$2,800.00	\$881.78	.00	\$1,918.22
TOTAL	\$293,478.00	\$189,008.80	\$864.57	\$103,604.63
Preschool Disabilities - Full-Time:				
11-216-100-101 Salaries of Teachers	\$278,725.00	\$185,765.00	\$92,960.00	\$0.00
11-216-100-106 Other Salaries for Instruction	\$101,791.37	\$101,791.37	.00	.00
11-216-100-600 General Supplies	\$2,000.00	\$987.50	.00	\$1,012.50
TOTAL	\$382,516.37	\$288,543.87	\$92,960.00	\$1,012.50
Home Instruction:				
11-219-100-101 Salaries of Teachers	\$8,000.00	\$3,745.00	\$0.00	\$4,255.00
11-219-100-320 Purchased Prof.-Ed. Services	\$55,770.00	\$27,819.16	\$4,790.00	\$23,160.84
TOTAL	\$63,770.00	\$31,564.16	\$4,790.00	\$27,415.84
TOTAL SPECIAL ED - INSTRUCTION	\$6,479,391.30	\$3,259,072.07	\$2,435,690.10	\$784,629.13
--- Basic Skills/Remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$847,011.00	\$416,300.00	\$430,711.00	\$0.00
11-230-100-610 General Supplies	\$5,000.00	\$791.19	.00	\$4,208.81
TOTAL	\$852,011.00	\$417,091.19	\$430,711.00	\$4,208.81
--- Bilingual Education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$313,735.00	\$139,335.00	\$71,819.00	\$102,581.00
11-240-100-500 Other Purch. Serv.(400-500 series)	\$500.00	\$194.29	.00	\$305.71
11-240-100-610 General Supplies	\$2,500.00	\$2,331.00	.00	\$169.00
TOTAL	\$316,735.00	\$141,860.29	\$71,819.00	\$103,055.71
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$242,131.21	\$45,132.59	.00	\$196,998.62
11-401-100-500 Purchased Services (300-500 series)	\$26,499.61	\$15,843.47	\$820.00	\$9,836.14
11-401-100-600 Supplies and Materials	\$55,206.77	\$21,290.56	\$17,580.48	\$16,335.73
11-401-100-800 Other Objects	\$56,757.00	\$20,946.44	\$10,587.40	\$25,223.16
TOTAL	\$380,594.59	\$103,213.06	\$28,987.88	\$248,393.65
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$787,157.00	\$344,609.50	\$63,658.50	\$378,889.00
11-402-100-500 Purchased Services (300-500 series)	\$228,741.14	\$136,703.37	\$48,186.35	\$43,851.42
11-402-100-600 Supplies and Materials	\$191,482.37	\$118,129.39	\$39,844.83	\$33,508.15
11-402-100-800 Other Objects	\$154,700.36	\$73,419.35	\$5,195.50	\$76,085.51
TOTAL	\$1,362,080.87	\$672,861.61	\$156,885.18	\$532,334.08
--- UNDISTRIBUTED EXPENDITURES ---				
--- Instruction ---				
11-000-100-561 Tuition to Other LEAs within State Regular	\$23,243.16	\$2,753.40	.00	\$20,489.76

Roxbury Public Schools
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 7 Month Period Ending 01/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-100-562 Tuition to Other LEAs within State Special	\$635,777.04	\$338,549.14	\$287,227.90	\$10,000.00
11-000-100-563 Tuition to Co.Voc.School Dist.-reg.	\$664,657.41	\$252,332.29	\$412,325.12	.00
11-000-100-564 Tuition to Co.Voc. School Dist.-spec.	\$43,483.00	\$15,034.20	\$23,730.80	\$4,718.00
11-000-100-566 Tuition to Priv Sch for Disabl w/i State	\$2,033,262.88	\$1,343,562.84	\$674,868.98	\$14,831.06
11-000-100-568 Tuition - State Facilities	\$4,500.00	.00	.00	\$4,500.00
11-000-100-569 Tuition - Other	\$551,052.57	\$295,272.54	\$255,780.03	.00
TOTAL	\$3,955,976.06	\$2,247,504.41	\$1,653,932.83	\$54,538.82
--- Attendance and social work services ---				
11-000-211-100 Salaries	\$101,898.00	\$55,719.00	\$46,179.00	.00
11-000-211-600 Supplies and Materials	\$640.00	.00	.00	\$640.00
TOTAL	\$102,538.00	\$55,719.00	\$46,179.00	\$640.00
--- Health services ---				
11-000-213-100 Salaries	\$635,249.00	\$336,945.30	\$287,528.50	\$10,775.20
11-000-213-300 Purchased Prof. & Tech. Svc.	\$33,500.00	\$1,645.00	.00	\$31,855.00
11-000-213-500 Other Purchd. Serv.(400-500 series)	\$31,684.00	\$18,156.00	\$13,528.00	.00
11-000-213-600 Supplies and Materials	\$20,009.75	\$7,458.63	\$970.95	\$11,580.17
TOTAL	\$720,442.75	\$364,204.93	\$302,027.45	\$54,210.37
--- Speech, OT,PT & Related Svcs ---				
11-000-216-100 Salaries	\$1,035,363.00	\$476,470.01	\$558,892.99	.00
11-000-216-320 Purchased Prof. Ed. Services	\$716,617.63	\$410,564.87	\$300,301.50	\$5,751.26
11-000-216-600 Supplies and Materials	\$15,560.00	\$5,783.45	\$2,729.21	\$7,047.34
TOTAL	\$1,767,540.63	\$892,818.33	\$861,923.70	\$12,798.60
--- Other support services - Students - Extra Srvc				
11-000-217-100 Salaries	\$777,008.64	.00	\$659,821.00	\$117,187.64
11-000-217-320 Purchased Prof. Ed. Services	\$985,177.48	\$507,118.80	\$388,100.90	\$89,957.78
TOTAL	\$1,762,186.12	\$507,118.80	\$1,047,921.90	\$207,145.42
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$1,078,010.00	\$553,012.50	\$460,547.50	\$64,450.00
11-000-218-105 Sal Sec. & Clerical Asst.	\$150,266.00	\$79,903.00	\$70,363.00	.00
11-000-218-320 Purchased Prof. - Ed. Services	\$64,319.00	\$18,219.00	.00	\$46,100.00
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$4,050.00	\$3,732.93	.00	\$317.07
11-000-218-500 Other Purchased Services (400-500 series)	\$21,500.00	\$17,180.07	\$149.00	\$4,170.93
11-000-218-600 Supplies and Materials	\$24,602.00	\$22,848.41	.00	\$1,753.59
11-000-218-800 Other Objects	\$3,165.00	\$2,448.22	.00	\$716.78
TOTAL	\$1,345,912.00	\$697,344.13	\$531,059.50	\$117,508.37
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$1,359,683.64	\$745,564.80	\$614,117.44	\$1.40
11-000-219-105 Sal Sec. & Clerical Asst.	\$209,812.00	\$118,792.92	\$91,018.80	\$0.28
11-000-219-320 Purchased Prof. - Ed. Services	\$78,952.18	\$58,422.38	\$17,355.87	\$3,173.93
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$57,150.00	\$45,284.95	\$11,685.24	\$179.81
11-000-219-592 Misc Purch Ser(400-500 O/than Resid costs)	\$3,500.00	\$1,390.16	\$0.00	\$2,109.84
11-000-219-600 Supplies and Materials	\$29,345.10	\$13,871.58	\$1,407.42	\$14,066.10

Roxbury Public Schools
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 7 Month Period Ending 01/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-219-800 Other Objects	\$1,907.00	\$614.00	.00	\$1,293.00
TOTAL	\$1,740,349.92	\$983,940.79	\$735,584.77	\$20,824.36
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	\$294,970.56	\$158,633.11	\$136,337.45	.00
11-000-221-104 Salaries Other Prof. Staff	\$65,147.46	\$58,147.46	.00	\$7,000.00
11-000-221-105 Sal Secr. & Clerical Asst.	\$32,019.00	\$18,677.40	\$13,341.00	\$0.60
11-000-221-600 Supplies and Materials	\$150,000.00	\$148,446.57	.00	\$1,553.43
TOTAL	\$542,137.02	\$383,904.54	\$149,678.45	\$8,554.03
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$426,802.00	\$213,401.00	\$213,401.00	.00
11-000-222-300 Purchased Prof. & Tech Svc.	\$22,465.00	\$20,943.23	.00	\$1,521.77
11-000-222-600 Supplies and Materials	\$71,021.88	\$45,972.46	\$11,566.93	\$13,482.49
TOTAL	\$520,288.88	\$280,316.69	\$224,967.93	\$15,004.26
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$294,970.80	\$158,633.31	\$136,337.49	.00
11-000-223-105 Sal Secr. & Clerical Asst.	\$32,019.00	\$18,677.40	\$13,341.00	\$0.60
11-000-223-11X Other Salaries	\$10,237.68	(\$3,208.45)	.00	\$13,446.13
11-000-223-320 Purchased Prof. - Ed. Services	\$77,600.00	\$46,497.81	\$24,250.00	\$6,852.19
11-000-223-500 Other Purchased Services (400-500 series)	\$72,555.54	\$48,280.58	\$4,330.94	\$19,944.02
11-000-223-600 Supplies and Materials	\$400.00	.00	.00	\$400.00
TOTAL	\$487,783.02	\$268,880.65	\$178,259.43	\$40,642.94
--- Support services-general administration ---				
11-000-230-100 Salaries	\$619,437.80	\$367,945.72	\$251,139.80	\$352.28
11-000-230-331 Legal Services	\$114,393.00	\$32,147.00	\$56,064.00	\$26,182.00
11-000-230-332 Audit Fees	\$56,810.00	\$49,735.00	.00	\$7,075.00
11-000-230-334 Architectural/Engineering Services	\$65,498.17	\$16,650.00	\$38,125.00	\$10,723.17
11-000-230-339 Other Purchased Prof. Svc.	\$96,398.00	\$18,636.00	\$1,764.00	\$75,998.00
11-000-230-530 Communications/Telephone	\$96,597.93	\$42,782.65	\$49,070.09	\$4,745.19
11-000-230-580 Travel - All Other	\$9,310.00	\$4,059.70	\$90.00	\$5,160.30
11-000-230-585 BOE Other Purchased Prof. Svc.	\$4,778.64	\$4,495.64	.00	\$283.00
11-000-230-590 Misc Purchased Services (400-500)	\$12,486.49	\$5,706.97	\$0.00	\$6,779.52
11-000-230-610 General Supplies	\$12,025.80	\$7,532.38	\$343.10	\$4,150.32
11-000-230-890 Misc. Expenditures	\$16,230.02	\$11,214.64	\$639.74	\$4,375.64
11-000-230-895 BOE Membership Dues and Fees	\$30,000.00	\$26,662.70	.00	\$3,337.30
TOTAL	\$1,133,965.85	\$587,568.40	\$397,235.73	\$149,161.72
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$1,515,027.00	\$865,668.56	\$568,109.68	\$81,248.76
11-000-240-104 Salaries Other Prof. Staff	\$381,563.00	\$243,694.02	\$137,868.98	.00
11-000-240-105 Sal Secr. & Clerical Asst.	\$764,618.00	\$421,592.71	\$330,543.23	\$12,482.06
11-000-240-199 Unused Vac Payment to Term/Ret Staff	\$51,500.00	\$30,455.91	.00	\$21,044.09
11-000-240-300 Purchased Prof. & Tech. Svc.	\$41,875.00	\$27,875.00	\$14,000.00	.00
11-000-240-500 Other Purchased Services (400-500 series)	\$5,565.50	\$886.74	\$368.00	\$4,310.76
11-000-240-600 Supplies and Materials	\$63,747.64	\$48,292.01	\$7,551.75	\$7,903.88

Roxbury Public Schools
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 7 Month Period Ending 01/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-240-800 Other Objects	\$52,101.00	\$40,345.50	\$1,695.00	\$10,060.50
TOTAL	\$2,875,997.14	\$1,678,810.45	\$1,060,136.64	\$137,050.05
--- Central Services ---				
11-000-251-100 Salaries	\$796,367.00	\$457,559.58	\$332,274.74	\$6,532.68
11-000-251-199 Unused Vac Payment to Term/Ret Staff	\$6,933.60	\$6,933.60	.00	.00
11-000-251-330 Purchased Prof. Services	\$2,618.00	.00	.00	\$2,618.00
11-000-251-340 Purchased Technical Services	\$101,950.00	\$98,421.50	.00	\$3,528.50
11-000-251-592 Misc Pur Serv (400-500 series)	\$113,286.09	\$48,043.12	\$51,377.21	\$13,865.76
11-000-251-600 Supplies and Materials	\$18,500.00	\$10,298.91	.00	\$8,201.09
11-000-251-89X Other Objects	\$7,506.72	\$5,982.83	\$180.00	\$1,343.89
TOTAL	\$1,047,161.41	\$627,239.54	\$383,831.95	\$36,089.92
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$693,771.00	\$380,296.77	\$246,442.26	\$67,031.97
11-000-252-500 Other Pur Serv. (400-500 series)	\$208,093.96	\$103,913.96	\$20,121.12	\$84,058.88
11-000-252-600 Supplies and Materials	\$226,678.60	\$97,635.06	\$8,527.98	\$120,515.56
11-000-252-800 Other Objects	\$1,373.00	\$420.00	.00	\$953.00
TOTAL	\$1,129,916.56	\$582,265.79	\$275,091.36	\$272,559.41
TOTAL Cent. Svcs. & Admin IT	\$2,177,077.97	\$1,209,505.33	\$658,923.31	\$308,649.33
--- Required Maint.for School Facilities ---				
11-000-261-100 Salaries	\$629,712.00	\$369,075.99	\$232,847.04	\$27,788.97
11-000-261-420 Cleaning, Repair & Maint. Svc	\$1,264,076.83	\$642,728.01	\$201,802.98	\$419,545.84
11-000-261-610 General Supplies	\$433,967.48	\$277,542.67	\$58,453.56	\$97,971.25
11-000-261-800 Other Objects	\$1,500.00	.00	.00	\$1,500.00
TOTAL	\$2,329,256.31	\$1,289,346.67	\$493,103.58	\$546,806.06
--- Custodial Services ---				
11-000-262-1XX Salaries	\$342,195.00	\$185,750.06	\$137,271.24	\$19,173.70
11-000-262-300 Purchased Prof. & Tech. Svc.	\$67,994.70	\$14,877.30	.00	\$53,117.40
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$2,709,130.22	\$1,735,202.14	\$957,089.86	\$16,838.22
11-000-262-441 Rental of Land & Bldgs Other Than Lease	\$35,535.00	\$21,228.80	\$13,268.00	\$1,038.20
11-000-262-490 Other Purchased Property Svc.	\$209,159.71	\$104,990.17	\$92,113.54	\$12,056.00
11-000-262-520 Insurance	\$513,791.22	\$513,791.22	.00	.00
11-000-262-590 Misc. Purchased Services	\$3,541.00	\$3,541.00	.00	.00
11-000-262-610 General Supplies	\$163,221.84	\$108,140.78	\$3,566.01	\$51,515.05
11-000-262-621 Energy (Natural Gas)	\$492,590.42	\$206,393.51	\$99,310.10	\$186,886.81
11-000-262-622 Energy (Electricity)	\$625,000.00	\$364,668.56	\$255,331.44	\$5,000.00
11-000-262-8XX Other Objects	\$5,500.00	\$4,450.50	\$0.00	\$1,049.50
11-000-262-837 Interest-Energy Savings Bonds	\$207,262.50	\$103,631.25	\$103,631.25	.00
11-000-262-917 Principal-Energy Savings Bonds	\$310,000.00	.00	.00	\$310,000.00
TOTAL	\$5,684,921.61	\$3,366,665.29	\$1,661,581.44	\$656,674.88
--- Care and Upkeep of Grounds ---				
11-000-263-100 Salaries	\$273,279.00	\$159,412.40	\$113,866.00	\$0.60
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$108,780.00	\$3,780.00	.00	\$105,000.00

Roxbury Public Schools
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 7 Month Period Ending 01/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-263-610 General Supplies	\$89,331.37	\$51,777.46	\$6,038.25	\$31,515.66
TOTAL	\$471,390.37	\$214,969.86	\$119,904.25	\$136,516.26
--- Security ---				
11-000-266-100 Salaries	\$243,592.00	\$148,846.98	\$56,060.74	\$38,684.28
11-000-266-199 Unused Vac Payment to Term/Ret Staff	\$6,692.07	\$6,692.07	.00	.00
11-000-266-420 Cleaning, Repair, & Maintenance Serv.	\$3,500.00	.00	.00	\$3,500.00
11-000-266-580 Travel - All Other	\$5,641.34	\$1,239.39	\$2,622.23	\$1,779.72
11-000-266-610 General Supplies	\$11,007.50	\$8,296.78	\$555.00	\$2,155.72
TOTAL	\$270,432.91	\$165,075.22	\$59,237.97	\$46,119.72
TOTAL Oper & Maint of Plant Services	\$8,756,001.20	\$5,036,057.04	\$2,333,827.24	\$1,386,116.92
--- Student transportation services ---				
11-000-270-160 Sal Pupil Trans (Bet Home & Sch)-reg	\$2,604,455.00	\$1,470,279.82	\$1,001,761.95	\$132,413.23
11-000-270-161 Sal Pupil Trans (Bet Home & Sch)-Sp Ed	\$215,205.60	\$171,049.56	\$43,757.98	\$398.06
11-000-270-162 Sal Pupil Trans. Other than Bet Home & Sch	\$76,718.83	\$32,881.54	.00	\$43,837.29
11-000-270-163 Sal Pupil Trans (Bet Home & Sch) NonPublic	\$78,799.54	\$37,297.70	.00	\$41,501.84
11-000-270-199 Unused Vac Payment to Term/Ret Staff	\$4,226.42	\$4,226.42	.00	.00
11-000-270-390 Other Purch. Prof. & Tech Svc.	\$17,000.00	\$5,945.00	\$9,801.00	\$1,254.00
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$38,017.79	\$16,063.82	\$19,294.01	\$2,659.96
11-000-270-503 Contr Svc-Aid in Lieu Paymnts-Non Pub Sch	\$85,000.00	\$37,944.59	\$39,347.00	\$7,708.41
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	\$5,000.00	.00	.00	\$5,000.00
11-000-270-513 Contract Svc (btw home & sch.)-joint agree	\$18,000.00	\$5,654.18	.00	\$12,345.82
11-000-270-514 Contract Svc (Sp Ed.)-vendors	\$54,987.10	\$36,712.01	\$18,275.09	.00
11-000-270-515 Contract Svc (Sp Ed.)-joint agreements	\$1,362,731.01	\$1,173,535.90	\$91,637.44	\$97,557.67
11-000-270-517 Contract Svc (reg std) - ESCs	\$300,000.00	\$129,212.20	\$170,787.80	.00
11-000-270-580 Travel	\$1,298.05	\$225.06	\$350.00	\$722.99
11-000-270-593 Misc. Purchased Svc.- Transp.	\$113,167.00	\$111,463.98	.00	\$1,703.02
11-000-270-610 General Supplies	\$469,123.77	\$318,237.67	\$122,725.48	\$28,160.62
11-000-270-800 Misc. Expenditures	\$7,029.10	\$5,721.10	\$1,308.00	.00
TOTAL	\$5,450,759.21	\$3,556,450.55	\$1,519,045.75	\$375,262.91
--- Personal Services-Employee Benefits---				
11-XXX-XXX-220 Social Security Contributions	\$999,600.36	\$538,944.40	\$448,544.35	\$12,111.61
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$942,062.00	.00	\$942,062.00	.00
11-XXX-XXX-249 Other Retirement Contrb. - Regular	\$119,668.61	\$68,938.56	\$50,061.44	\$668.61
11-XXX-XXX-250 Unemployment Compensation	\$70,245.28	\$1,278.00	.00	\$68,967.28
11-XXX-XXX-260 Workman's Compensation	\$421,933.00	\$416,433.00	.00	\$5,500.00
11-XXX-XXX-270 Health Benefits	\$10,230,055.04	\$6,018,339.13	\$3,179,245.45	\$1,032,470.46
11-XXX-XXX-280 Tuition Reimbursement	\$172,200.00	\$58,234.62	.00	\$113,965.38
11-XXX-XXX-290 Other Employee Benefits	\$332,500.00	\$163,618.02	.00	\$168,881.98
11-XXX-XXX-299 Unused Sick Payment to Term/Ret Staff	\$107,563.00	\$30,506.94	.00	\$77,056.06
TOTAL	\$13,395,827.29	\$7,296,292.67	\$4,619,913.24	\$1,479,621.38
Total Undistributed Expenditures	\$46,734,783.06	\$26,046,436.71	\$16,320,616.87	\$4,367,729.48
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$79,860,760.33	\$42,683,686.79	\$28,596,265.30	\$8,580,808.24

Roxbury Public Schools
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 7 Month Period Ending 01/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$79,860,760.33	\$42,683,686.79	\$28,596,265.30	\$8,580,808.24

Roxbury Public Schools
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 7 Month Period Ending 01/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance	
*** CAPITAL OUTLAY ***					
--- EQUIPMENT ---					
Regular programs-instruction					
12-120-100-730	Grades 1-5	\$2,000.00	.00	.00	\$2,000.00
12-130-100-730	Grades 6-8	\$4,675.00	\$4,675.00	.00	.00
12-140-100-730	Grades 9-12	\$60,814.00	\$43,310.00	\$7,224.69	\$10,279.31
Special education - instruction					
12-212-100-730	Multiple Disabilities	\$2,500.00	\$2,445.00	.00	\$55.00
12-4XX-100-730	School-spons. & oth instr prog	\$126,001.67	\$9,995.25	\$86,401.67	\$29,604.75
12-000-252-730	Admin. Info. Tech.	\$52,275.54	\$20,328.65	\$4,335.54	\$27,611.35
12-000-262-730	Undist. Exp.-Custodial Services	\$232,299.10	\$210,166.35	\$21,919.50	\$213.25
Undist. Exp. - Non-instructional Services					
12-000-270-732	Non-instructional equip.	\$159,042.24	\$126,552.24	\$32,490.00	.00
12-000-270-734	School buses - special	\$335,076.00	.00	\$108,023.31	\$227,052.69
TOTAL		\$974,683.55	\$417,472.49	\$260,394.71	\$296,816.35
--- Facilities acquisition and construction services ---					
12-000-400-390	Other Purchased Prof. & Tech Services	\$112,600.00	\$37,458.25	\$75,141.75	.00
12-000-400-450	Construction Services	\$2,126,933.50	\$425,036.50	\$113,412.00	\$1,588,485.00
12-000-400-720	Buildings	\$125,638.78	\$6,816.65	\$118,801.75	\$20.38
12-000-400-800	Other objects	\$82,664.00	.00	.00	\$82,664.00
Sub Total		\$2,447,836.28	\$469,311.40	\$307,355.50	\$1,671,169.38
TOTAL		\$2,447,836.28	\$469,311.40	\$307,355.50	\$1,671,169.38
TOTAL CAPITAL OUTLAY EXPENDITURES		\$3,422,519.83	\$886,783.89	\$567,750.21	\$1,967,985.73
*** SPECIAL SCHOOLS ***					
--- Other special schools - instruction ---					
13-4XX-100-101	Salaries of Teachers	\$135,196.25	\$135,196.25	\$0.00	\$0.00
13-4XX-100-106	Other salaries of instruction	\$58,258.00	\$58,258.00	\$0.00	\$0.00
TOTAL		\$193,454.25	\$193,454.25	\$0.00	\$0.00
TOTAL OTHER SPECIAL SCHOOLS		\$193,454.25	\$193,454.25	\$0.00	\$0.00
TOTAL SPECIAL SCHOOLS EXPENDITURES		\$193,454.25	\$193,454.25	\$0.00	\$0.00

Roxbury Public Schools
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 7 Month Period Ending 01/31/2023

	Appropriations	Expenditures	Encumbrances	Available Balance
10-000-100-56X Transfer of Funds to Charter Schls.	\$14,162.00	.00	\$14,162.00	.00
TOTAL GENERAL FUND EXPENDITURES	\$83,490,896.41	\$43,763,924.93	\$29,178,177.51	\$10,548,793.97

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Roxbury Public Schools
General Fund - Fund 10

For 7 Month Period Ending 01/31/2023

I, JOE MONDANARO, Board Secretary/Business Administrator
certify that no line item account has encumbrances and expenditures,
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.



Board Secretary/Business Administrator

2/9/23
Date

Accounts that are not included in Details of the REPORT OF THE SECRETARY

ACCOUNT NUMBER	DESCRIPTION	APPROPRIATION	EXPENDITURE	ENCUMBERANCES	AVAILABLE BALANCE
11-999-999-999	NET PAY ADJUSTMENT	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
13-427-214-104	SAL EXT YEAR NURSE	\$ 3,555.00	\$ 3,555.00	\$ 0.00	\$ 0.00
13-4XX-100-106	OTHER SALARIES FOR I	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

2/9 3:12pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Roxbury Public Schools
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 7 Month Period Ending 01/31/23

ASSETS AND RESOURCES

--- A S S E T S ---

101	Cash in bank		(\$598,811.58)
	Accounts receivable:		
142	Intergovernmental - Federal	\$1,009,908.32	
153,154	Other (net of estimated uncollectible of \$____)	\$18,820.08	
			\$1,028,728.40
	Other Current Assets		\$0.00

--- R E S O U R C E S ---

301	Estimated Revenues	\$3,814,936.78	
302	Less Revenues	(\$1,014,500.70)	
			\$2,800,436.08
	Total assets and resources		\$3,230,352.90

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Roxbury Public Schools
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 7 Month Period Ending 01/31/23

LIABILITIES AND FUND EQUITY

--- L I A B I L I T I E S ---

411	Intergovernmental accounts payable - State	\$232,492.52
412	Intergovernmental accounts payable - Federal	\$2,325.99
421	Accounts Payable	\$138,809.07
481	Deferred revenues	\$27,110.99
TOTAL LIABILITIES		\$400,738.57

F U N D B A L A N C E

--- A p p r o p r i a t e d ---

753	Reserve for encumbrances - Current Year	\$752,571.25
754	Reserve for encumbrances - Prior Year	\$221,531.13
601	Appropriations	\$4,103,555.97
602	Less: Expenditures	\$1,206,853.58
603	Encumbrances	\$752,571.25 (\$1,959,424.83)
		\$2,144,131.14
TOTAL FUND BALANCE		\$3,118,233.52
TOTAL LIABILITIES AND FUND EQUITY		\$3,518,972.09

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Roxbury Public Schools
Special Revenue Fund - Fund 20
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 7 Month Period Ending 01/31/23

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$39,836.98	\$42,836.98		(\$3,000.00)
3XXX From State Sources	\$586,557.00	\$321,856.00		\$264,701.00
4XXX From Federal Sources	\$3,188,542.80	\$681,380.87		\$2,507,161.93
TOTAL REVENUE/SOURCES OF FUNDS	\$3,814,936.78	\$1,046,073.85		\$2,768,862.93
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
LOCAL PROJECTS:				
Other Local Projects (001-199)	\$125,468.44	\$1,715.80	\$1,337.22	\$122,415.42
TOTAL LOCAL PROJECTS	\$125,468.44	\$1,715.80	\$1,337.22	\$122,415.42
STATE PROJECTS:				
Nonpublic textbooks (501)	\$21,582.00	\$20,814.28	.00	\$767.72
Nonpublic auxiliary services (502)	\$263,230.00	\$50,407.81	\$84,540.19	\$128,282.00
Nonpublic handicapped services (506)	\$168,392.00	\$19,556.03	\$37,037.97	\$111,798.00
Nonpublic nursing services (509)	\$52,584.00	\$25,636.80	\$10,987.20	\$15,960.00
Nonpublic Technology Aid (510)	\$13,734.00	\$11,856.47	.00	\$1,877.53
Nonpublic School Programs (511)	\$67,035.00	\$17,280.26	\$10,627.36	\$39,127.38
TOTAL STATE PROJECTS	\$586,557.00	\$145,551.65	\$143,192.72	\$297,812.63
FEDERAL PROJECTS:				
ARP - IDEA Basic Grant Program (223)	\$108,524.32	.00	.00	\$108,524.32
ARP - IDEA Preschool Grant Program (224)	\$14,184.00	.00	.00	\$14,184.00
ESSA Title I - Part A/D (231-239)	\$222,821.00	\$106,040.58	\$17,912.28	\$98,868.14
ESSA Title III - English Lang Enhancement (241-245)	\$24,981.00	\$23,400.00	.00	\$1,581.00
I.D.E.A. Part B (Handicapped) (250-259)	\$1,010,214.00	\$622,900.47	\$345,802.94	\$41,510.59
ESSA Title II - Part A/D (270-279)	\$106,627.00	\$28,508.60	\$19,680.00	\$58,438.40
ESSA Title IV (280-289)	\$31,535.00	\$8,332.91	\$6,609.24	\$16,592.85
CRRSA-ESSER II Grant Program (483)	\$484,483.37	\$197,047.00	\$115,676.00	\$171,760.37
CRRSA Act-Learning Acceleration Grant Program (484)	\$41,815.00	.00	.00	\$41,815.00
CRRSA Act-Mental Health Grant Program (485)	\$44,129.82	\$7,643.00	\$7,643.00	\$28,843.82
ACERS Program (486)	\$53,029.00	\$8,103.00	\$42,540.75	\$2,385.25
ARP - ESSER Grant Program (487)	\$1,049,353.02	\$29,785.57	\$37,952.10	\$981,615.35
ARP - ESSER Accelerated Learning Coaching (488)	\$132,000.00	\$27,825.00	\$14,225.00	\$89,950.00
ARP - ESSER Evidence-Based Summer Learning (489)	\$40,000.00	.00	.00	\$40,000.00
ARP - ESSER Evidence-Based Comprehensive (490)	\$22,834.00	.00	.00	\$22,834.00
ARP - ESSER NJ Tiered System of Supports (491)	\$5,000.00	.00	.00	\$5,000.00
TOTAL FEDERAL PROJECTS	\$3,391,530.53	\$1,059,586.13	\$608,041.31	\$1,723,903.09
*** TOTAL EXPENDITURES ***	\$4,103,555.97	\$1,206,853.58	\$752,571.25	\$2,144,131.14

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Roxbury Public Schools
SPECIAL REVENUE - FUND 20
SCHEDULE OF REVENUES
ACTUAL COMPARED WITH ESTIMATED
For 7 Month Period Ending 01/31/23

	ESTIMATED	ACTUAL	UNREALIZED
1XXX Other Revenue from Local Sources	\$39,836.98	\$42,836.98	(\$3,000.00)
	<u>\$39,836.98</u>	<u>\$42,836.98</u>	<u>(\$3,000.00)</u>
	<u><u>\$39,836.98</u></u>	<u><u>\$42,836.98</u></u>	<u><u>(\$3,000.00)</u></u>
--- STATE SOURCES ---			
32XX Other Restricted Entitlements	\$586,557.00	\$321,856.00	\$264,701.00
	<u>\$586,557.00</u>	<u>\$321,856.00</u>	<u>\$264,701.00</u>
	<u><u>\$586,557.00</u></u>	<u><u>\$321,856.00</u></u>	<u><u>\$264,701.00</u></u>
--- FEDERAL SOURCES ---			
4411-16 Title I	\$222,821.00	\$70,262.00	\$152,559.00
4451-55 Title II	\$106,627.00	\$19,700.42	\$86,926.58
4491-94 Title III	\$56,516.00	\$13,111.73	\$43,404.27
4419 ARP - IDEA Basic	\$108,524.32	\$20,474.00	\$88,050.32
4420-29 I.D.E.A. Part B (Handicapped)	\$1,010,013.76	\$489,018.00	\$520,995.76
4530 CARES Act Education Stabilization Fund		\$15,785.72	(\$15,785.72)
4534 CRRSA Act - ESSER II	\$456,085.80	.00	\$456,085.80
4536 CRRSA Act - Mental Health Grant	\$28,842.89	.00	\$28,842.89
4537 ACSERS Special Ed and Related Services	\$53,029.00	\$53,029.00	.00
4540 ARP-ESSER Grant Program	\$1,118,249.03	.00	\$1,118,249.03
4543 ARP-ESSER Evidence-Based Comprehensive Beyond the School Day	\$22,834.00	.00	\$22,834.00
4544 ARP-ESSER NJ NTiered System of Supports	\$5,000.00	.00	\$5,000.00
4XXX Other Federal Aids	\$0.00	\$0.00	\$0.00
	<u>\$3,188,542.80</u>	<u>\$681,380.87</u>	<u>\$2,507,161.93</u>
	<u><u>\$3,188,542.80</u></u>	<u><u>\$681,380.87</u></u>	<u><u>\$2,507,161.93</u></u>
 TOTAL REVENUES/SOURCES OF FUNDS	 <u><u>\$3,814,936.78</u></u>	 <u><u>\$1,046,073.85</u></u>	 <u><u>\$2,768,862.93</u></u>

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Roxbury Public Schools
Special Revenue Fund - Fund 20
STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 7 Month Period Ending 01/31/23

	Appropriations	Expenditures	Encumbrances	Available Balance
Local Projects:				
20-001-XXX-XXX to 20-199-XXX-XXX Local Projects	\$125,468.44	\$1,715.80	\$1,337.22	\$122,415.42
TOTAL LOCAL PROJECTS	\$125,468.44	\$1,715.80	\$1,337.22	\$122,415.42
State Projects:				
-- Other State Programs --				
20-501-XXX-XXX to 20-511-XXX-XXX Nonpublic Programs	\$586,557.00	\$145,551.65	\$143,192.72	\$297,812.63
-- TOTAL Other State Programs --	\$586,557.00	\$145,551.65	\$143,192.72	\$297,812.63
TOTAL STATE PROJECTS	\$586,557.00	\$145,551.65	\$143,192.72	\$297,812.63
Federal Projects:				
--- CARES Act Educational Stabilization Fund ---				
--- Bridging the Digital Divide Program				
--- Coronavirus Relief Grant Program ---				
--- Other Federal Programs ---				
20-223-XXX-XXX ARP-IDEA Basic Grant Program	\$108,524.32	.00	.00	\$108,524.32
20-224-XXX-XXX ARP-IDEA Preschool Grant Program	\$14,184.00	.00	.00	\$14,184.00
20-231 to 20-239-XXX-XXX ESSA Title I - Part A/D	\$222,821.00	\$106,040.58	\$17,912.28	\$98,868.14
20-241 to 20-245-XXX-XXX ESSA Title III - Part A/D	\$24,981.00	\$23,400.00	.00	\$1,581.00
20-25X-XXX-XXX I.D.E.A. Part B	\$1,010,214.00	\$622,900.47	\$345,802.94	\$41,510.59
20-27X-XXX-XXX ESSA Title II - Part A/D	\$106,627.00	\$28,508.60	\$19,680.00	\$58,438.40
20-28X-XXX-XXX ESSA Title IV	\$31,535.00	\$8,332.91	\$6,609.24	\$16,592.85
20-483-XXX-XXX CRRSA-ESSER II Grant Program	\$484,483.37	\$197,047.00	\$115,676.00	\$171,760.37
20-484-XXX-XXX CRRSA Act-Learning Acceleration Grant Program	\$41,815.00	.00	.00	\$41,815.00
20-485-XXX-XXX CRRSA Act-Mental Health Grant Program	\$44,129.82	\$7,643.00	\$7,643.00	\$28,843.82
20-486-XXX-XXX ACSERS Special Ed and Related Services Program	\$53,029.00	\$8,103.00	\$42,540.75	\$2,385.25
20-487-XXX-XXX ARP-ESSER Grant Program	\$1,049,353.02	\$29,785.57	\$37,952.10	\$981,615.35
20-488-XXX-XXX ARP-ESSER Accelerated Learning Coaching	\$132,000.00	\$27,825.00	\$14,225.00	\$89,950.00
20-489-XXX-XXX ARP-ESSER Evidence-Based Summer Learning	\$40,000.00	.00	.00	\$40,000.00
20-490-XXX-XXX ARP-ESSER Evidence-Based Comprehensive	\$22,834.00	.00	.00	\$22,834.00
20-491-XXX-XXX ARP-ESSER NJ Tiered System of Supports	\$5,000.00	.00	.00	\$5,000.00
TOTAL Other Federal Programs	\$3,391,530.53	\$1,059,586.13	\$608,041.31	\$1,723,903.09
TOTAL FEDERAL PROJECTS	\$3,391,530.53	\$1,059,586.13	\$608,041.31	\$1,723,903.09
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$4,103,555.97	\$1,206,853.58	\$752,571.25	\$2,144,131.14

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Roxbury Public Schools

Special Revenue Fund - Fund 20
For 7 Month Period Ending 01/31/23

I, JOE MONDANARO, Board Secretary/Business Administrator
certify that no line item account has encumbrances and expenditures,
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.



Board Secretary/Business Administrator

2/9/23
Date

2/9 3:12pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Roxbury Public Schools
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 7 Month Period Ending 01/31/23

=====

ASSETS AND RESOURCES

=====

--- A S S E T S ---

101	Cash in bank	\$1,210,178.10
-----	--------------	----------------

--- R E S O U R C E S ---

Total assets and resources		<u>\$1,210,178.10</u>
----------------------------	--	-----------------------

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Roxbury Public Schools

Capital Projects Fund - Fund 30
 Interim Balance Sheet
 For 7 Month Period Ending 01/31/23

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

754	Reserve for encumbrances - Prior Year		\$1,196,969.67
601	Appropriations	\$1,448,303.67	
602	Less : Expenditures	\$238,125.57	
603	Encumbrances	\$1,196,969.67	(\$1,435,095.24)
			\$13,208.43
	Total Appropriated		\$1,210,178.10

--- Unappropriated ---

TOTAL FUND BALANCE	\$1,210,178.10
TOTAL LIABILITIES AND FUND EQUITY	\$1,210,178.10

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Roxbury Public Schools

Capital Projects Fund - Fund 30
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 7 Month Period Ending 01/31/23

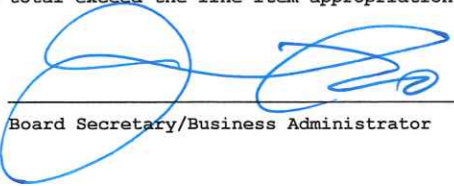
	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE

30-000-4XX-390 Other purchased prof. & tech. serv.	\$88,338.67	\$27,200.00	\$58,513.67	\$2,625.00
30-000-4XX-450 Construction services	\$1,359,965.00	\$210,925.57	\$1,138,456.00	\$10,583.43
Total fac.acq.and constr. serv.	\$1,448,303.67	\$238,125.57	\$1,196,969.67	\$13,208.43
TOTAL EXPENDITURES	\$1,448,303.67	\$238,125.57	\$1,196,969.67	\$13,208.43
*** TOTAL EXPENDITURES AND TRANSFERS	\$1,448,303.67	\$238,125.57	\$1,196,969.67	\$13,208.43

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Roxbury Public Schools

Capital Projects Fund - Fund 30
For 7 Month Period Ending 01/31/23

I, JOE MONDANARO, Board Secretary/Business Administrator
certify that no line item account has encumbrances and expenditures,
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.



Board Secretary/Business Administrator

2/9/23
Date

2/9 3:12pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Roxbury Public Schools
Debt Service Fund - Fund 40
Interim Balance Sheet
For 7 Month Period Ending 01/31/23

ASSETS AND RESOURCES

--- A S S E T S ---

101	Cash in bank		(\$280,500.00)
-----	--------------	--	----------------

--- R E S O U R C E S ---

302	Less Revenues	(\$280,500.00)	
		<hr/>	(\$280,500.00)

	Total assets and resources		<hr/> <hr/> (\$561,000.00)
--	----------------------------	--	----------------------------

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Roxbury Public Schools

Debt Service Fund - Fund 40
Interim Balance Sheet
For 7 Month Period Ending 01/31/23

LIABILITIES AND FUND EQUITY

FUND BALANCE

--- Appropriated ---

Reserved fund balance:

601	Appropriations		\$561,000.00
602	Less : Expenditures	\$561,000.00	
			(\$561,000.00)

--- Unappropriated ---

303	Budgeted Fund Balance		(\$561,000.00)
-----	-----------------------	--	----------------

TOTAL FUND BALANCE			(\$561,000.00)
TOTAL LIABILITIES AND FUND EQUITY			(\$561,000.00)

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$561,000.00	\$561,000.00	\$0.00
Revenues	\$0.00	(\$280,500.00)	\$280,500.00
	\$561,000.00	\$280,500.00	\$280,500.00
--- Change in Maint. / Capital reserve account ---			
Subtotal	\$561,000.00	\$280,500.00	\$280,500.00
Less: Adjust for prior year encumb.	\$0.00	\$0.00	
Budgeted Fund Balance	\$561,000.00	\$280,500.00	\$280,500.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Roxbury Public Schools

Debt Service Fund - Fund 40
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 7 Month Period Ending 01/31/23

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
--- State Sources ---				
3160 Debt service aid Type II		\$280,500.00		(\$280,500.00)
	_____	_____	_____	_____
Total State Sources	\$0.00	\$280,500.00		(\$280,500.00)
	=====	=====	=====	=====
TOTAL REVENUE/SOURCES OF FUNDS	\$0.00	\$280,500.00		(\$280,500.00)
	=====	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Roxbury Public Schools

Debt Service Fund - Fund 40
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 7 Month Period Ending 01/31/23

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES/Enc.	AVAILABLE BALANCE
	-----	-----	-----
--- Debt Service - Regular ---			
40-701-510-834 Interest on Bonds	\$11,000.00	\$11,000.00	.00
40-701-510-910 Redemption of Principal	\$550,000.00	\$550,000.00	.00
	-----	-----	-----
TOTAL	\$561,000.00	\$561,000.00	\$0.00
	=====	=====	=====
	-----	-----	-----
TOTAL USES OF FUNDS BEFORE TRANSFERS	\$561,000.00	\$561,000.00	\$0.00
	=====	=====	=====
	-----	-----	-----
*** TOTAL USES OF FUNDS ***	\$561,000.00	\$561,000.00	\$0.00
	=====	=====	=====

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Roxbury Public Schools
Debt Service Fund - Fund 40

For 7 Month Period Ending 01/31/23

I, JOE MONDANARO, Board Secretary/Business Administrator

certify that no line item account has encumbrances and expenditures,

which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.



Board Secretary/Administrator

2/9/23
Date

**ROXBURY TOWNSHIP
SCHOOL DISTRICT
Treasurer's Report
ALL FUNDS
Month Ending
JANUARY 31, 2023**

FUNDS	Beginning Cash Balances	Cash Adjustments	Cash Receipts	Cash Disbursements	Ending Cash Balances
GOVERNMENT FUNDS					
General Fund - Fund 10-101/111	12,733,523.59		7,325,932.32	7,832,373.64	12,227,082.27
General Fund - Petty Cash 10-103	0.00				0.00
Capital Reserve - Fund 10-116	3,412,310.01				3,412,310.01
Maintenance Reserve - Fund 10-117	2,241,475.94				2,241,475.94
Emergency Reserve - Fund 10-118	216,105.87				216,105.87
Special Revenue - Fund 20	(375,480.81)			223,330.77	(598,811.58)
Capital Projects - Fund 30	1,362,788.10			152,610.00	1,210,178.10
Debt Service Fund - Fund 40	(280,500.00)				(280,500.00)
Food Service Fund - Fund 60	1,010,280.37		117,573.58	270,234.47	857,619.48
Community School - Fund 61	397,381.77		73,297.50	70,771.19	399,908.08
TOTAL GOVERNMENT FUNDS	20,717,884.84	0.00	7,516,803.40	8,549,320.07	19,685,368.17
TRUST & AGENCY FUNDS					
Payroll	0.00		2,638,940.74	2,638,940.74	0.00
Payroll Agency	246,269.80		1,903,936.93	2,106,432.71	43,774.02
SUI Fund					
TOTAL TRUST & AGENCY FUNDS	246,269.80	0.00	4,542,877.67	4,745,373.45	43,774.02
Student Activities Fund					
Enterprise Fund					
Petty Cash					
TOTAL ALL FUNDS	20,964,154.64	0.00	12,059,681.07	13,294,693.52	19,729,142.19

Prepared and signed by:


Treasurer of School Monies

2/8/23
Date

BANK RECONCILIATION

Bank Name	TD Bank, N.A.	Prepared By: LP Date: 2/8/23
Account Number	7866118636	
Bank Name	TD Bank, N.A.	
Account Number	7866118669	
Statement Date	1/31/23	
Fund/Funds	Government Funds	

--	--	--	--	--	--

1	Balance per Bank					\$20,141,359.45
	Reconciling Items					
	Additions					
	Deposits in Transit					
	Date	Amount				
2a	2016-2021	3,622.82				
2b						
2c						
2d						
2	Total D.I.T.'s					
3	Total Additions				3,622.82	
	Deductions					
	Outstanding Checks					
4	(Attach list)	459,614.10				
5						
6	Total Deductions				459,614.10	
7	Net Reconciling Items					(455,991.28)

8	Adjusted Balance per Bank as of	1/31/23	*	\$19,685,368.17
----------	--	----------------	---	------------------------

9	Balance per Board Secretary's Records as of	1/31/23	**	\$19,685,368.17
----------	--	----------------	----	------------------------

	Reconciling Items:					
	Additions					
10	Interest Earned					
11	Other (Explain)					
12	Total Additions					
	Deductions					
13	Bank Charges					
14	Other (Explain)					
15	Total Deductions					
16	Net Reconciling Items					

17	Adjusted board Secretary's Balance as of	1/31/23	*	\$19,685,368.17
-----------	---	----------------	---	------------------------

* Line 8 MUST EQUAL line 17.
 ** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.

BANK RECONCILIATION

Bank Name	TD Bank, N.A.			Prepared By: LP
Account Number	7866118651			Date: 2/8/23
Statement Date	1/31/23			
Fund/Funds	Net Payroll			
1	Balance per Bank			\$831.31
	Reconciling Items			
	Additions			
	Deposits in Transit			
	Date	Amount		
2a	4/24/18	(2.51)		
2b				
2c				
2d				
2	Total D.I.T.'s	(2.51)		
3	Total Additions		(2.51)	
	Deductions			
	Outstanding Checks			
4	(Attach list)	828.80		
5				
6	Total Deductions		828.80	
7	Net Reconciling Items			(831.31)
8	Adjusted Balance per Bank as of	1/31/23	*	\$0.00
9	Balance per Board Secretary's Records as of	1/31/23	**	\$0.00
	Reconciling Items:			
	Additions			
10	Interest Earned			
11	Other (Explain)			
12	Total Additions			
	Deductions			
13	Bank Charges			
14	Other (Explain)			
15	Total Deductions			
16	Net Reconciling Items			
17	Adjusted board Secretary's Balance as of	1/31/23	*	\$0.00
<p>* Line 8 MUST EQUAL line 17.</p> <p>** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.</p>				

BANK RECONCILIATION

Bank Name		TD Bank, N.A.		Prepared By: LP Date: 2/8/23	
Account Number		7866118610			
Statement Date		1/31/23			
Fund/Funds		Payroll Agency			
1	Balance per Bank				\$51,521.51
Reconciling Items					
Additions					
Deposits in Transit					
	Date	Amount			
2a					
2b					
2c					
2d					
2	Total D.I.T.'s		0.00		
3	Total Additions			0.00	
Deductions					
Outstanding Checks					
4	(Attach list)		7,747.49		
5					
6	Total Deductions			7,747.49	
7	Net Reconciling Items				(7,747.49)
8	Adjusted Balance per Bank as of			1/31/23	\$43,774.02
*					
9	Balance per Board Secretary's Records as of			1/31/23	\$43,774.02
**					
Reconciling Items:					
Additions					
10	Interest Earned				
11	Other (Explain)				
12	Total Additions				
Deductions					
13	Bank Charges				
14	Other (Explain)				
15	Total Deductions				
16	Net Reconciling Items				
17	Adjusted board Secretary's Balance as of			1/31/23	\$43,774.02
*					
<p>* Line 8 MUST EQUAL line 17.</p> <p>** If for general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.</p>					
Page 4					

ROXBURY TOWNSHIP
BOARD OF EDUCATION
BANK RECONCILIATION - GENERAL ACCOUNT
AS OF JANUARY 31, 2023

Balance per Books - January 1, 2023	20,717,884.84
Add: Receipts	<u>7,516,803.40</u>
	28,234,688.24
Less: Disbursements	<u>8,549,320.07</u>
Balance per Books - January 31, 2023	<u><u>19,685,368.17</u></u>
Balance per Bank	
TD Bank, N.A. #7866118636 (Capital Reserve Increase)	4,033,702.63
TD Bank, N.A. #7866118669 (General)	<u>16,107,656.82</u>
	20,141,359.45
Add: Bank Error - Check #77244 dated 4/30/13, cashed 6/14/16 (previous write-off)	180.77
Add: Bank Error - Check #87869 for \$45.00 cashed as \$48.15	3.15
Add: Due from Tax & Agency 9/9/19 transfer difference	3.00
Add: Deposit in Transit - Credit Card Receipts - Community School	108.00
Add: Deposit in Transit - Credit Card Receipts - Food Service	<u>3,355.50</u>
	20,145,009.87
Less: Outstanding Credit Card Fees - Community School	(27.60)
Less: Outstanding Checks	<u>(459,614.10)</u>
	<u><u>19,685,368.17</u></u>

ROXBURY TOWNSHIP
BOARD OF EDUCATION
BANK RECONCILIATION - GENERAL ACCOUNT
AS OF JANUARY 31, 2023

<u>Date Issued</u>	<u>Check #</u>	<u>Amount</u>	<u>Date Issued</u>	<u>Check #</u>	<u>Amount</u>	<u>Date Issued</u>	<u>Check #</u>	<u>Amount</u>
4/16/19	102023	19.78	3/15/22	112190	100.00	1/24/23	115059	350.00
6/18/19	102552	25.73	5/24/22	112938	750.00	1/24/23	115061	3,464.34
3/17/20	105356	24.57	6/14/22	113134	100.00	1/24/23	115062	25.00
3/17/20	105416	290.00	8/23/22	113607	225.00	1/24/23	115063	50.00
3/17/20	105560	27.00	8/23/22	113680	515.00	1/24/23	115066	190.27
3/17/20	105579	180.00	8/23/22	113795	175.00	1/24/23	115067	599.99
5/12/20	105910	80.00	8/23/22	113810	20.86	1/24/23	115068	384.33
6/23/20	106068	1,650.00	9/20/22	113932	175.00	1/24/23	115070	1,625.56
6/23/20	106124	10.50	9/20/22	113960	3,667.31	1/24/23	115075	300.00
6/23/20	106132	9.59	9/20/22	114085	108.85	1/24/23	115083	75.00
6/23/20	106249	125.00	10/18/22	114324	686.85	1/24/23	115084	2,547.34
6/30/20	106368	115.00	11/15/22	114570	50.00	1/24/23	115092	765.00
6/30/20	106379	74.00	11/15/22	114683	146.78	1/24/23	115096	68.36
6/30/20	106382	375.00	12/13/22	114712	26,976.15	1/24/23	115102	741.00
6/30/20	106451	166.67	12/13/22	114741	120.00	1/24/23	115103	839.34
6/30/20	106500	166.67	12/13/22	114768	10,540.00	1/24/23	115104	305.71
6/30/20	106521	24.29	12/13/22	114912	550.00	1/24/23	115105	1,839.63
6/30/20	106528	125.00	1/24/23	114996	575.00	1/24/23	115106	5,515.42
6/30/20	106549	9.80	1/24/23	114997	5,141.22	1/24/23	115108	7,287.58
7/21/20	106593	27.00	1/24/23	114999	13,490.75	1/24/23	115110	1,725.00
8/31/20	106980	31.00	1/24/23	115002	37.13	1/24/23	115111	19,636.68
12/15/20	107785	6.34	1/24/23	115008	357.00	1/24/23	115114	294.00
12/15/20	107834	75.00	1/24/23	115012	626.98	1/24/23	115118	100.00
12/15/20	107890	548.00	1/24/23	115013	50.29	1/24/23	115123	844.22
1/26/21	107950	40.00	1/24/23	115015	81,372.73	1/24/23	115125	1,700.00
1/26/21	108004	34.25	1/24/23	115018	65.00	1/24/23	115131	163.45
1/26/21	108016	621.77	1/24/23	115026	1,969.50	1/24/23	115135	4,652.00
2/23/21	108306	98.00	1/24/23	115028	260.00	1/24/23	115138	25.00
5/11/21	109069	176.00	1/24/23	115030	30.00	1/24/23	115141	677.98
6/30/21	109538	1,000.00	1/24/23	115032	29.75	1/24/23	115146	544.32
7/20/21	109716	174.00	1/24/23	115033	17.00	1/24/23	115148	1,000.00
8/31/21	109849	200.00	1/24/23	115036	800.00	1/24/23	115153	1,050.00
8/31/21	109953	29.00	1/24/23	115039	31,547.21	1/24/23	115163	112.50
9/21/21	110090	345.00	1/24/23	115041	1,371.77	1/24/23	115173	86,469.24
10/12/21	110408	25.00	1/24/23	115042	136.43	1/24/23	115174	2,787.10
10/12/21	110444	28.00	1/24/23	115043	103.95	1/24/23	115175	40.00
11/16/21	110900	119.99	1/24/23	115046	1,016.00	1/24/23	115194	675.00
11/16/21	110949	1,050.00	1/24/23	115051	371.41	1/24/23	115197	5,396.91
12/14/21	111006	250.00	1/24/23	115052	150.00	1/24/23	115205	240.00
1/24/22	111450	25.00	1/24/23	115053	65.00	1/24/23	115213	244.91
1/25/22	111633	75.00	1/24/23	115054	1,030.00	1/24/23	115215	2,000.00
2/28/22	111811	360.00	1/24/23	115056	500.00	1/24/23	115230	288.00
2/28/22	112012	164.85	1/24/23	115057	210.00	1/24/23	115232	725.00
		<u>9,001.80</u>			<u>186,230.92</u>			<u>158,365.18</u>

ROXBURY TOWNSHIP
BOARD OF EDUCATION
BANK RECONCILIATION - GENERAL ACCOUNT
AS OF JANUARY 31, 2023

<u>Date Issued</u>	<u>Check #</u>	<u>Amount</u>	<u>Date Issued</u>	<u>Check #</u>	<u>Amount</u>	<u>Date Issued</u>	<u>Check #</u>	<u>Amount</u>
1/24/23	115233	375.00						
1/24/23	115234	3,093.67						
1/24/23	115241	485.00						
1/24/23	115245	3,986.80						
1/24/23	115249	2,393.10						
1/24/23	115252	990.78						
1/24/23	115264	800.00						
1/24/23	115266	67,600.00						
1/24/23	115274	450.00						
1/24/23	115278	2,125.00						
1/20/23	115282	3,655.00						
1/20/23	115283	8,900.00						
1/31/23	115285	179.45						
1/30/23	115287	10,982.40						

106,016.20

0.00

0.00

ROXBURY TOWNSHIP
BOARD OF EDUCATION
BANK RECONCILIATION - GENERAL ACCOUNT
AS OF JANUARY 31, 2023

RECAP:

9,001.80
186,230.92
158,365.18
106,016.20
0.00
0.00

TOTAL **459,614.10** Total outstanding checks as of January 31, 2023

ROXBURY TOWNSHIP
BOARD OF EDUCATION
BANK RECONCILIATION - PAYROLL ACCOUNT
AS OF JANUARY 31, 2023

Balance per Books - January 1, 2023	0.00
Add: Receipts	<u>2,638,940.74</u>
Less: Disbursements	<u>2,638,940.74</u>
Balance per Books - January 31, 2023	<u><u>0.00</u></u>
Balance per Bank:	
TD Bank, N.A. - #7866118651	831.31
Less: Class Action Settlement 8/7/18 due to General Fund	(0.33)
Less: Class Action Settlement 4/24/18 due to General Fund	(2.18)
Less: Outstanding Checks	<u>(828.80)</u>
	<u><u>0.00</u></u>

ROXBURY TOWNSHIP
BOARD OF EDUCATION
BANK RECONCILIATION - PAYROLL ACCOUNT
AS OF JANUARY 31, 2023

<u>Date Issued</u>	<u>Check #</u>	<u>Amount</u>	<u>Date Issued</u>	<u>Check #</u>	<u>Amount</u>	<u>Date Issued</u>	<u>Check #</u>	<u>Amount</u>
12/15/14	12409	82.04						
12/22/14	12434	41.32						
12/22/14	12435	199.16						
1/15/16	702129	230.38						
8/16/16	703069	89.09						
11/15/16	703239	1.95						
11/15/16	703245	1.87						
11/15/16	703258	2.37						
6/26/19	703622	81.31						
5/26/22	704366	99.31						

828.80

0.00

0.00

RECAP:

828.80

0.00

0.00

828.80

TOTAL OUTSTANDING CHECKS AS OF JANUARY 31, 2023

ROXBURY TOWNSHIP BOARD OF EDUCATION
BANK RECONCILIATION - PAYROLL AGENCY ACCOUNT
AS OF JANUARY 31, 2023

	Balance 1/1/23	Add: Receipts	Less: Disbursements	Balance 1/31/23
Federal Withholding - Employee	0.00	349,910.58	349,910.58	0.00
FICA/MED	0.00	614,973.44	614,973.44	0.00
NJ GIT	0.00	158,560.39	158,560.39	0.00
PA GIT	0.23	1,757.64	1,757.64	0.23
Family Leave/SUI/DIS	0.03	20,358.79	20,358.79	0.03
NJ Catastrophic Illness	1,419.00			1,419.00
TPAF Pension	136,013.79	281,054.93	418,228.15	(1,159.43)
Pension - Annual Liability	0.00			0.00
PERS Pension	39,910.52	40,924.76	62,287.94	18,547.34
DCRP	(187.25)	32,511.00	32,511.00	(187.25)
Custodial Dues	4.20			4.20
Teamsters/Bus Driver Dues	0.00			0.00
NJEA Dues	50,367.74	50,757.39	101,125.13	0.00
CIGNA	(0.25)	66.78	66.78	(0.25)
UNUM DIS/UNUM LTD	5,907.24	4,180.04	4,180.04	5,907.24
AFLAC	8,208.52	4,318.96	4,271.62	8,255.86
Tax Shelter Annuity	1,275.00	135,624.82	135,624.82	1,275.00
Prudential	0.00	6,419.04	6,419.04	0.00
Colonial Supplemental	1.79	6,361.02		6,362.81
Garnishments	2,249.88	1,426.99	1,426.99	2,249.88
Medical Insurance	(376.77)	176,744.42	176,744.42	(376.77)
Medical Insurance Non Group	0.03			0.03
Credit Union	980.00			980.00
Scholarship	496.00	98.00	98.00	496.00
Health Savings Account (HSA)	0.00			0.00
Flexible Spending Acct. (FSA)	0.00	3,397.64	3,397.64	0.00
Vision	0.00	3,384.56	3,384.56	0.00
Dental	0.10	10,038.25	10,038.25	0.10
Mentor	0.00	1,067.49	1,067.49	0.00
	<u>246,269.80</u>	<u>1,903,936.93</u>	<u>2,106,432.71</u>	<u>43,774.02</u>

ROXBURY TOWNSHIP BOARD OF EDUCATION
BANK RECONCILIATION - PAYROLL AGENCY ACCOUNT
AS OF JANUARY 31, 2023

Balance per Bank:

TD Bank, N.A. #786-6118610	51,521.51
----------------------------	-----------

Less: Outstanding Checks/Wires:

#30596 - Garnishment	175.35	
#30636 - Scholarship	64.00	
#31096 - CIGNA	66.78	
#31097 - Garnishment	421.65	
#31098 - Garnishment	448.50	
#31099 - Garnishment	54.17	
#31100 - Prudential	6,419.04	
#31101 - Scholarship	98.00	
	<hr/>	<hr/>
		7,747.49
		<hr/> <hr/>
		43,774.02

Exhibit F-1 Technology Equipment Disposal

Description	Manufacturer	Model	Serial #	Asset Tag #	Quantity
Wireless Access Points	Aerohive	AP230	na	na	165
Desktop	Dell	3010	7X1JPV1	n/a	1
Desktop	Dell	3010	9S1JPV1	2444/3357	1
Desktop	Dell	Precision T3600	FJ20FX1	228/3600	1
Desktop	Dell	optiplex 960	HR5PJL1	44/1410	1
Desktop	Dell	Optiplex 390	DC1Q4V1	15/216	1
Desktop	Dell	Optiplex 390	DD145V1	215/641	1
Desktop	Dell	Optiplex 390	8CBDCY1	198/3706	1
Desktop	Dell	Optiplex 390	DD2R4V1	941/3216	1
Desktop	Dell	Optiplex 390	DCPR4V1	2187/1816	1
Desktop	Dell	Optiplex 390	46NLHX1	815/3686	1
Desktop	Dell	Optiplex 3010	HVHFSW1	937/3684	1
Desktop	Dell	Optiplex 990	na	521	1
Desktop	Dell	Optiplex 3010	9F14741	3840/507	1
Desktop	Dell	Optiplex 3010	9FV67Y1	3835/504	1
Desktop	Dell	Optiplex 3010	9DR37Y1	502/3837	1
Desktop	Dell	Optiplex 3010	9945741	506	1
Desktop	Dell	Optiplex 3010	9F167Y1	3856	1
Desktop	Dell	Optiplex 3010	9BV374Y1	454	1
Desktop	Dell	Optiplex 3010	9FD57Y1	3861/503	1
Desktop	Dell	Optiplex 990	5YDL1R1	638	1
Desktop	Dell	Optiplex 990	FDQW1R1	536	1
Desktop	Dell	Optiplex 990	FJCM1R1	473	1
Desktop	Dell	Optiplex 990	5RWH1R1	520	1
Desktop	Dell	Optiplex 7010	58GFXG1	961	1
Desktop	Dell	Optiplex 7010	69XGHX1	129	1
Monitors	Dell	various models	na	na	28
Printer	Dell	2330dn	1H975G1	005237	1
Printer	Epson	Stylus Photo 1800	na	na	1
Printer	HP	Photosmart 7520	na	na	1
Printer	Idville	ID Maker magiccard pronto	XDW3649-0001	2977	1
Printer	HP	Photosmart C 3180 all in one	na	na	1
Chromebook	Acer	C720	NXMJAAA00443323F957600	37556000013027	1
Chromebook	Acer	C720	NXMJAAA004409047767600	37555000382895	1
Chromebook	Acer	C720	NXMJAAA0045131917877600	37556000025534	1
Chromebook	Acer	C720	NXMJAA004409053E17600	37555000383133	1
Chromebook	Acer	C720	NXMJAA004513191677600	37556000026102	1
Chromebook	Acer	C720	NXMJAA00441800CC87600	3755600003051	1
Chromebook	Acer	C720	NXMJAAA004409047E97600	37555000382408	1
Chromebook	Acer	C720	NXMJAAA0044040FCC37600	37555000382523	1
Chromebook	Acer	C720	NXMJAAA004409047ED7600	37555000383935	1
Chromebook	Acer	C720	NXMJAAA004409053477600	37555000383901	1
Chromebook	Acer	C720	NXMJAAA00441403AC77600	37556000007763	1
Chromebook	Acer	C720	NXMJAAA004414060C77600	3755600008159	1
Chromebook	Acer	C720	NXGP6AA0048161875D7600	375560082618	1
Chromebook	Acer	C720	NXMJAA0045051F4767600	37556000023794	1
Chromebook	Acer	C720	na	3755600001691	1
Chromebook	Acer	C720	NXJMAA00441800d017600	37556000006344	1
Chromebook	Acer	C720	NXJMaa004434003747600	37556000017432	1
Chromebook	Acer	C720	NXMJAA004418001BE7600	37556000005205	1
Chromebook	Acer	C720	NXMJAA00441800C807600	37556000001790	1

Exhibit F-1 Technology Equipment Disposal

Description	Manufacturer	Model	Serial #	Asset Tag #	Quantity
Chromebook	Acer	C771	NXGp6AA0047511D3F7600	3756000060085	1
Chromebook	Dell	3120	8YQNKD2	37556000032274	1
Chromebook	Dell	3120	na	na	1
Chromebook	Dell	3120	9WNNKD2	37556000032753	1
Tablet	Toshiba	M700-S7003X	68086765H	na	1
Tablet	Asus	na	15G29P000220	007351	1
Laptop	Dell	Precision PPO4X	HY469 A00	004975	1
Laptop	Dell	Latitude D620	PF329 A03	2216	1
Laptop	Dell	Latitude E6500	8VZTTL1	2949/005434, 3755	1
Laptop	Apple	Macbook Pro	C02VW1PFHTDF	10099/3755600005	1
TV	Panasonic	Color CT1331	EF0150179	03051	1
keyboards/mice	dell	na	na	na	1 box
various old cables	na	na	na	na	2 boxes
various old splitters	na	na	na	na	1 box
Smartphones	Nokia	X6	na	na	9
ipod	apple		na	na	15
used smart phones	samsung	various	na	na	4
scanner	neat	ND-1000	CNLF12CS34FP	na	1
projector	epson	83+	na	3598	1
projector	epson	83+	na	3674	1
stereo mixer	channel		na	na	1
Document cameras	smart	SDC-450	A102GW5A1379	4230/1724	10
Document cameras	smart	SDC-450	A102FW280835	3451/1745	1
Document cameras	smart	SDC-450	A102FW278A0459	3393/1182	1
Document cameras	smart	SDC-450	A102EW46A1437	3376/1074	1
Document cameras	smart	SDC-450	A102GW33A0506	na	1
Document cameras	smart	SDC-450	A102FW28A0405	3432/1319	1
Document cameras	smart	SDC-450	A102FW28A0618	3488/1505	1
Document cameras	smart	SDC-450	A102FW28A0909	1375/3435	1
Document cameras	smart	SDC-450	A102GW33A0448	1481	1
Document cameras	smart	SDC-450	A102EW47A1120	3500	1
Document cameras	Elmo	TT-02 RX		557525 na	1
Document cameras	Elmo	TT-X1	8804A	1878	1
dvd burners	Dell	burner	na	na	3
Dvd Player	Cyberhome	dvd player	na	na	1
DVD player	jvc	dvd player	na	na	1
router	typlink	AC1200	na	na	1
scanner	executive	card scanner	na	na	1
Luna camera	Learning resources	EL00052	4400-14030302214	1411	1
Fax Machine	Brother	Intellifax 1270E	U60302FK4983678	na	1
Fax Machine	Brother	Intellifax 1270E	U60302H1K388678	na	1

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

-Unless otherwise noted, proposed hours provided is the total amount allotted for the grade level or grade span shown.

	<i>Course</i>	<i>School/Course Level</i>	<i>Grade Level</i>	<i>Course Duration (FY, Sem, Q)</i>	<i>New, Revision, or Rewrite</i>	<i>Proposed hours</i>
1	Fundations Level 3	Elem	4	FY	New	35
2	Llibrary/Media Design	Elem	K	Sem Equivalent	Rewrite	15
3	Llibrary/Media Design	Elem	1	Sem Equivalent	Rewrite	15
4	Llibrary/Media Design	Elem	2	Sem Equivalent	Rewrite	15
5	Llibrary/Media Design	Elem	3	Sem Equivalent	Rewrite	15
6	Llibrary/Media Design	Elem	4	Sem Equivalent	Rewrite	15
7	Social Studies	Elem	K	Sem Equivalent	Revision	17.5
8	Social Studies	Elem	1	Sem Equivalent	Revision	17.5
9	Social Studies	Elem	2	Sem Equivalent	Revision	17.5
10	Social Studies	Elem	3	Sem Equivalent	Revision	17.5
11	Social Studies	Elem	4	Sem Equivalent	Revision	17.5
12	Social Studies	Elem	5	Sem Equivalent	Revision	17.5
13	Choir	LRS	5	FY	Rewrite	10
14	Choir	LRS	6	FY	Rewrite	10
15	Accounting	EMS	7	Cycle	Revision	5
16	ELA 7 - Writing Units	EMS	7	FY	Rewrite	20
17	ELA 7 and 8 - Launch Unit	EMS	7 - 8	FY	Revision	10
18	ELA 8 - Writing Units	EMS	8	FY	Rewrite	20
19	EMS 8th Grade Art	EMS	8	Cycle	Rewrite	15
20	Financial Literacy	EMS	7	Cycle	Revision	5
21	Heritage Spanish	EMS	7	Sem Equivalent	New	17.5
22	Heritage Spanish	EMS	8	Sem Equivalent	New	17.5
23	Pre-Algebra	EMS	7	FY	Rewrite	20
24	Spanish	EMS	7	FY	Revision	15
25	Spanish	EMS	8	FY	Revision	15
26	Sports Statistics	EMS	7	Cycle	Revision	5
* 27	Global and Business Law	RHS	9 - 12	Sem	Rewrite	15
28	Stock Market Game	EMS	7	Cycle	Revision	5
* 29	Branding	RHS	9 - 12	Sem	New	17.5
* 30	Careers in HealthCare	RHS	10 - 12	FY	Revision	15
* 31	Child Development	RHS	10 - 12	FY	Rewrite	20
* 32	Culinary Arts I	RHS	9 - 10	FY	Rewrite	20
* 33	Culinary Arts II	RHS	10 - 12	FY	Rewrite	20
* 34	English IV: Romance	RHS	12	Sem	New	17.5
* 35	English IV: Utopia vs Dystopia	RHS	12	Sem	New	17.5
* 36	Google Project Management	RHS	9 - 12	Sem	New	17.5
* 37	Graphic Design I	RHS	9 - 12	Sem	Rewrite	15
* 38	Graphic Design II	RHS	9 - 12	FY	Rewrite	20
* 39	Intro to Aviation	RHS	9 - 11	FY	Revision	15
* 40	IT Support Fundamentals	RHS	9 - 12	FY	New	35
* 41	Journalism II	RHS	10 - 12	FY	Rewrite	20

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

-Unless otherwise noted, proposed hours provided is the total amount allotted for the grade level or grade span shown.

	<i>Course</i>	<i>School/Course Level</i>	<i>Grade Level</i>	<i>Course Duration (FY, Sem, Q)</i>	<i>New, Revision, or Rewrite</i>	<i>Proposed hours</i>
* 42	Math for Liberal Arts	RHS	9 - 12	FY	New	35
* 43	Pilot Pathway I	RHS	10 - 12	FY	Revision	15
* 44	Pilot Pathway II	RHS	11 - 12	FY	Revision	15
* 45	Spanish III A/B	RHS	10 - 12	FY	Revision	15
* 46	Spanish III H	RHS	10 - 12	FY	Revision	15
* 47	Sports Media	RHS	9 - 12	FY	Rewrite	20
* 48	Stock Market	RHS	9 - 12	Sem	New	17.5
* 49	Studio Production	RHS	9 - 12	FY	New	35
* 50	Teaching Young Children (H)	RHS	12	FY	Rewrite	20

POLICY

ROXBURY TOWNSHIP
BOARD OF EDUCATION

Administration
1648.11/Page 1 of 10

THE ROAD FORWARD COVID-19- HEALTH AND SAFETY (M)

1648.11 THE ROAD FORWARD COVID-19- HEALTH AND SAFETY (M)

M

~~The Board of Education plans to provide full-day, full-time, in-person instruction and operations for the 2021-2022 school year. In June 2021, the New Jersey Department of Health (NJDOH) and the New Jersey Department of Education (NJDOE) worked collaboratively to develop guidance, The Road Forward—Health and Safety Guidance for the 2021-2022 School Year (The Road Forward).~~

~~The Road Forward replaces the mandatory anticipated minimum standards outlined in the NJDOE’s “The Road Back—Restart and Recovery Plan for Education” (June 2020) and provides a range of recommendations rather than mandatory standards. These recommendations are meant to assist school districts in implementing protocols to reduce risks to students and staff from COVID-19 while still allowing for full-time learning.~~

~~The Board considered many factors as they prepared for the 2021-2022 school year, including the level of COVID-19 transmission in the community at large and in the school community, as well as vaccination coverage rates in both the community at large and the school community.~~

~~For the purpose of this Policy, “Order” shall mean any Governor of New Jersey Executive Order, New Jersey State Agency mandate, Centers for Disease Control and Prevention (CDC) guidance, New Jersey statute, or administrative code requiring compliance by the school district.~~

~~The Board considered the recommendations outlined in The Road Forward guidance to develop health and safety protocols which have been set forth and memorialized in the District’s own Road Forward FID plan. The Board will consider all recommended Orders and comply with all mandatory Orders when developing health and safety protocols and reviewing them periodically.~~

~~The Board considered the recommendations outlined in The Road Forward to develop the school district’s COVID-19 protocols in the following areas and included in corresponding Appendices:~~

~~A. General Health and Safety Concerns of Students, Staff Members, and Visitors~~

~~1. Vaccination—See Appendix A.;~~



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Administration
1648.11/Page 2 of 10

THE ROAD FORWARD COVID-19- HEALTH AND SAFETY (M)

~~2. Communication with the Local Health Department
See Appendix B.;~~

~~3. Mask Wearing Protocol See Appendix C.;~~

~~4. Physical Distancing and Cohorting Protocols See Appendix D.;~~

~~5. Hand Hygiene and Respiratory Etiquette Protocols
See Appendix E.;~~

~~6. Provision of Meals See Appendix F.; and~~

~~7. Transportation Protocols See Appendix G.~~

~~B. Cleaning, Disinfection, and Airflow See Appendix H.~~

~~C. Screening, Exclusion, and Response to Symptomatic Students and Staff
Members See Appendix I.~~

~~D. Contact Tracing See Appendix J.~~

~~E. Testing See Appendix K.~~

~~F. Student and Staff Member Travel See Appendix L.~~

~~The absence of one or more of the recommendations outlined in The Road Forward and/or in the school district's health and safety protocols will not prevent the reopening of the school(s) in the district for full day in person operation with all enrolled students and staff members present.~~

~~Pursuant to N.J.S.A. 18A:7F-9, schools must be in session for 180 days to receive State Aid. The statute requires that school facilities be provided for at least 180 days during the school year. N.J.S.A. 18A:7F-9(b) indicates when a school district is required to close the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive and/or recommendation by the appropriate health agency or officer to institute a public health-related closure, days of virtual or remote instruction commensurate with in-person instruction will count toward the school district's 180-day requirement.~~

~~The school district may be confronted with the incidence of COVID-19 positive cases among staff and/or students. If the school district is required to exclude a~~



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Administration
1648.11/Page 3 of 10

THE ROAD FORWARD COVID-19- HEALTH AND SAFETY (M)

~~student, group of students, a class, or multiple classes as a result of possible exposure to COVID-19, while the school itself remains open for in-person instruction, the school district may offer virtual or remote instruction to those students in a manner commensurate with in-person instruction to the extent possible. In circumstances when the school facilities remain open and in-person instruction continues in those classrooms that are not required to quarantine, those days in session will also count toward the school district's 180-day requirement in accordance with N.J.S.A. 18A:7F-9.~~

~~The school district anticipates updates to The Road Forward and as such this Policy is subject to review by the Superintendent to ensure compliance with Orders that may arise after Board adoption of this Policy. All revisions to Orders affecting this Policy and corresponding Appendices shall be reviewed by the Superintendent with the Board Attorney, School Physician, and Board of Education, if appropriate. The Superintendent may revise the health and safety protocols included in any Appendix as necessary and appropriate. All students, parents, and staff members will be notified of any changes to school district-developed protocols implemented as a result of this Policy, as appropriate.~~

Adopted: 20 September 2021

Appendix A

Vaccination

~~The school district may include in Appendix A the locally developed protocols to:-~~

- ~~a. — Determine the vaccination status of students and staff.~~
- ~~b. — Actively promote vaccination for all eligible students and staff.~~

Appendix B

Communication with the Local Health Department

~~The school district may include in Appendix B the locally developed protocols to:-~~

- ~~a. — Maintain close communication with the Local Health Department in order to provide information and share resources on COVID-19 transmission, prevention, and control.~~



POLICY

ROXBURY TOWNSHIP
BOARD OF EDUCATION

Administration
1648.11/Page 4 of 10

THE ROAD FORWARD COVID-19- HEALTH AND SAFETY (M)

- b. — ~~Establish procedures for Local Health Department notification and response to COVID-19 illness in school settings.~~

~~Appendix C~~

~~Mask Wearing Protocol~~

The school district shall include in Appendix C the locally developed protocols to:

- a. — ~~Address all mandatory Orders regarding the use of masks in schools.~~

~~Appendix D~~

~~Physical Distancing and Cohorting Protocols~~

The school district may include in Appendix D the locally developed protocols to:

- a. — ~~Implement physical distancing measures as an effective COVID-19 prevention strategy.~~
 -
 - (1) — ~~Maintaining three feet of distance between students in classroom settings.~~
 -
 - (2) — ~~Consider structural interventions within classrooms to aid with social distancing.~~
 -
 - (3) — ~~Outside of the classroom, a school district should consider approaches to implement physical distancing.~~
 -
- b. — ~~Address the use of cohorts or groups of students with dedicated staff who remain together throughout the day.~~
-

~~Appendix E~~

~~Hand Hygiene and Respiratory Etiquette Protocols~~



POLICY

THE ROAD FORWARD COVID-19- HEALTH AND SAFETY (M)

~~The school district may include in Appendix E the locally developed protocols to:-~~

- ~~a. — Teach and reinforce hand washing.~~
- ~~-~~
- ~~b. — Encourage students and staff to cover coughs and sneezes with a tissue if not wearing a mask.~~
- ~~-~~
- ~~c. — Maintain adequate hand hygiene and respiratory etiquette supplies.~~

ABOLISHED



POLICY

ROXBURY TOWNSHIP
BOARD OF EDUCATION

Administration
1648.11/Page 6 of 10

THE ROAD FORWARD COVID-19- HEALTH AND SAFETY (M)

~~Appendix F~~

~~Provision of Meals~~

~~The school district may include in Appendix F the locally developed protocols to:~~

- ~~a. Implement layered prevention strategies to help mitigate the spread of COVID-19 in cafeterias or other group dining areas.~~

ABOLISHED



POLICY

~~Appendix G~~

~~Transportation Protocols~~

~~The school district shall include in Appendix G the locally developed protocols to:~~

- ~~a. — Address the use of masks on school buses.~~

~~The school district may include in Appendix G the locally developed protocols to:~~

- ~~a. — Address mitigation strategies to reduce the risk of infection on a school bus.~~

ABOLISHED



POLICY

~~Appendix H~~

~~Cleaning, Disinfection, and Airflow~~

~~The school district may include in Appendix H the locally developed protocols to:~~

- ~~a. Clean and disinfect surfaces and objects that are touched often; such as desks, countertops, doorknobs, computer keyboards, hands on learning items, faucet handles, phones, and toys at least daily.~~
- ~~b. Improve airflow to the extent possible to increase circulation of outdoor air, increase the delivery of clean air, and dilute potential contaminants.~~



POLICY

THE ROAD FORWARD COVID-19- HEALTH AND SAFETY (M)

~~Appendix I~~

~~Screening, Exclusion, and Response to Symptomatic Students and Staff Members~~

~~The school district may include in Appendix I the locally developed protocols to:~~

- ~~a. Establish procedures to identify and respond to a student or staff member who becomes ill with COVID-19 symptoms.~~

~~Appendix J~~

~~Contact Tracing~~

~~The school district may include in Appendix J the locally developed protocols to:~~

- ~~a. Identify school based close contacts of positive COVID-19 cases in the school.~~
- ~~b. Notify parents and staff of the close contact exposure and exclusion requirements while maintaining confidentiality.~~

~~Appendix K~~

~~Testing~~

~~The school district may include in Appendix K the locally developed protocols to:~~

- ~~a. Identify rapid viral testing options in their community for the testing of individuals who were exposed to someone with COVID-19.~~
- ~~b. Develop and implement screening testing as a strategy to identify cases and prevent secondary transmission.~~



POLICY

ROXBURY TOWNSHIP
BOARD OF EDUCATION

Administration

1648.11/Page 10 of 10

THE ROAD FORWARD COVID-19- HEALTH AND SAFETY (M)

~~Appendix L~~

~~Student and Staff Member Travel~~

~~The school district may include in Appendix L the locally developed protocols to:~~

- ~~a. Follow the recommended CDC guidelines for student and staff member travel out of State.~~

ABOLISHED



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Bylaws

0161/Page 1 of 1

CALL, ADJOURNMENT, AND CANCELLATION

0161 CALL, ADJOURNMENT, AND CANCELLATION

All The Board of Education meetings shall be meet in public and each Board shall hold a meeting session at least once every two months during the period in which the schools in the district are in session.

~~All meetings shall be called to commence not later than 8:00 p.m. of the day designated.~~

The Secretary of the Board shall call a special meeting of the Board whenever: requested by the President of the Board; requested by the Superintendent when the Board fails to meet within two months during the period in which the schools in the district are in session; or when presented with a petition signed by a majority of the full membership of the Board requesting the special meeting.

~~A meeting not regularly scheduled may be called by the Board Secretary at the request of the President or upon the presentation to the Board Secretary of a petition requesting a meeting and signed by a majority of the full Board.~~

The Board may at any time recess or adjourn to an adjourned meeting at a time, date, and place announced at the time of the recess or before the adjournment takes place. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was passed.

When circumstances are such as to prevent the attendance of a majority or all of Board members or to frustrate the purpose of the meeting, a meeting may be canceled by the Board Secretary at the request of the President. Notice of the cancellation shall be given, by expedient means, to all Board members, to the Superintendent, and, whenever possible, to the newspapers in which notice of Board meetings is regularly given. If possible, written notice of the cancellation shall also be posted at the place where the canceled meeting was scheduled to occur. Notice of the cancellation shall include the date, time, and place of the next scheduled meeting. Notice of the cancellation shall be read at the next following Board meeting and shall be duly recorded in the official minute book.

N.J.S.A. 18A:10-6

N.J.A.C. 6A:32-3.1

Adopted: 14 October 2013

Revised: 13 February 2023



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Bylaws
0162/Page 1 of 3
NOTICE OF BOARD MEETINGS

0162 NOTICE OF BOARD MEETINGS

The Board of Education will give notice of all meetings in accordance with law.

Adequate Public Notice

The Board Secretary shall provide written advance notice of at least forty-eight hours, giving the time, date, location and, to the extent known, the agenda of any regular, special, or rescheduled meeting, which notice shall accurately state whether formal action may or may not be taken and which shall be prominently posted in at least one public place reserved for such or similar announcements; mailed, telephoned, telegraphed, **emailed**, or hand delivered to at least two newspapers which newspapers shall be designated by the public body to receive such notices because they have the greatest likelihood of informing the public within the area of jurisdiction of the public body of such meetings, one of which shall be the official newspaper, where any such has been designated by the public body or if the public body has failed to so designate, where any has been designated by the governing body of the political subdivision whose geographic boundaries are coextensive with that of the public body; and filed with the clerk of the municipality when the public body's geographic boundaries are coextensive with that of a single municipality, with the clerk of the county when the public body's geographic boundaries are coextensive with that of a single county, and with the Secretary of State if the public body has Statewide jurisdiction. Where annual notice or revisions thereof in compliance with N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act, set forth the location of any meeting, no further notice shall be required for such meeting. ~~The Board Secretary shall notify, in writing and no later than forty-eight hours in advance of the meeting, each Board member and each person who has duly requested such notification of the time, date, location, and, to the extent it is known, the agenda of any regular, special, or rescheduled meeting. Forty-eight hour notice shall also be posted in the administration building, delivered to two newspapers designated by the Board, and filed with the clerk of the Roxbury Township, except that forty-eight hour notice is not required where the time, date, and location of the meeting has been published in the annual list of meetings approved by the Board in accordance with law. The requirement of notice will also be adhered to in the event of a Board meeting held through electronic means including all access information for the electronic session including the physical location as described in Bylaw 0160.1.~~

In accordance with N.J.S.A. 10:4-9, upon the affirmative vote of three-quarters of the members present, the Board may hold a meeting meet notwithstanding the failure to provide adequate notice if:



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Bylaws
0162/Page 2 of 3
NOTICE OF BOARD MEETINGS

1. Such meeting is required in order to deal with matters of such urgency and importance that a delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest; and
2. The meeting is limited to discussion of and acting with respect to such matters of urgency and importance; and
3. Notice of such meeting is provided as soon as possible following the calling of such meeting by posting written notice of the same in the public place described in N.J.S.A. 10:4.8.d., and also by notifying the two newspapers described in N.J.S.A. 10:4.8.d by telephone, telegram email, or by delivering a written notice of same to such newspapers; and
4. Either the public body could not reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided or although the public body could reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided, it nevertheless failed to do so.

~~in the absence of adequate notice, provided that discussion and action is limited to specific and unforeseen or unforeseeable matters of such urgency and importance that delay for the provision of notice would be likely to result in substantial harm to the public interest and that notice is given as soon as possible after the call of the meeting in accordance with the provisions of law and this bylaw.~~

Personal Notice of Meeting

~~The Board shall provide personal notice in writing to an adult student, the parent(s) or legal guardian(s) of a minor student, an employee or officer of this district, or a prospective employee whose privacy may be invaded or whose employment may be affected by the Board's deliberations in private session.~~

In accordance with the provisions of N.J.S.A. 10:4-12.b.(8), the Board may exclude the public from that portion of a meeting at which the Board discusses any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion, or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the Board, unless



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Bylaws
0162/Page 3 of 3
NOTICE OF BOARD MEETINGS

all the individual employees or appointees whose rights could be adversely affected request in writing that the matter or matters be discussed at a public meeting.

The Board will provide notice to the affected person that Such ~~personal~~ notice will include the date and time of the ~~closed session~~ ~~private~~ meeting, the subject or subjects scheduled for discussion at the ~~closed session~~ ~~private~~ meeting, and the right of the affected person ~~individual~~ ~~given~~ notice to request that the discussions be conducted at a public meeting. Such ~~Personal~~ notice will be given no less than forty-eight hours in advance of the ~~closed session~~ ~~private~~ meeting.

A written request for public discussion must be ~~signed by the person making the request and must~~ be submitted to the Board Secretary prior to the commencement of the meeting. Any such properly submitted request will be granted. In the event that one or more, but fewer than all, of a group of persons whose employment will be discussed request a public meeting, the discussion regarding the person or persons who have submitted the request will be severed from the rest and will be conducted publicly.

A discussion held in public by reason of the written request of an individual will be conducted at a regularly scheduled meeting for which annual notice has been given or at a meeting for which adequate public notice has been given in accordance with law.

Nothing in this ~~B~~bylaw will permit an employee to request or the Board to grant the public discussion of tenure charges or permit the public disclosure of information regarding a ~~disabled~~ student.

N.J.S.A. 10:4-6 et seq.; 10:4-8d; 10:4-9b
N.J.S.A. 18A:6-11; 18A:10-6
N.J.A.C. 6A:32-3.1

Adopted: 14 October 2013
Revised: 16 March 2020
Revised: 13 February 2023



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Program
2423/Page 1 of 5
BILINGUAL AND ESL EDUCATION (M)

2423 BILINGUAL AND ESL EDUCATION (M)

M

The Board of Education will provide programs of bilingual education, English as a second language (ESL), and English language services **program** for English language learners (ELLs) as required by law and rules of the **New Jersey** State Board of Education. ELLs are those students whose native language is other than English and who have varying degrees of English language proficiency in any one of the domains of speaking, reading, writing, or listening and is synonymous with limited English speaking ability pursuant to N.J.S.A. 18:35-15 **through** ~~to~~ **26.1.**

Identification of **Eligible** ELLs

The district shall use a multi-step process at the time of enrollment to determine the native language of each ELL. The district shall:

1. **Maintain a census indicating all identified students whose native language is other than English; and**
2. **Administer the Statewide home-language survey to determine which students in Kindergarten to grade twelve whose native language is other than English must be screened further to determine English language proficiency. The Statewide home-language survey shall be administered by a bilingual/ESL or other certified teacher and shall be designed to distinguish students who are proficient English speakers and need no further testing.**

The district shall determine the English language proficiency of all Kindergarten to grade twelve students who are not screened out and whose native language is other than English by administering an English language proficiency test, assessing the level of reading in English, reviewing the previous academic performance of students, including their performance on standardized tests in English, and reviewing the input of teaching staff members responsible for the educational program for ELLs. Students who do not meet the New Jersey Department of Education (Department) standard on a language proficiency test and who have at least one other indicator shall be considered ELLs. The district shall also use age-appropriate methodologies to identify preschool ELLs to determine their individual language development needs.



~~The Board will conduct a screening process to determine the native language of each ELL at the time of enrollment in the school district. A census shall be maintained of all identified students whose native language is other than English. The English language proficiency of each student whose native language is not English shall be determined by a screening process that includes the administration of a New Jersey Department of Education approved English language proficiency test, an assessment of the student's level of reading in English, a review of the student's previous academic performance including their performance on standardized tests in English, and a review of the input of teaching staff members responsible for the educational program for ELLs.~~

Bilingual Programs for ELLs Program Implementation

The district shall provide the following programs:

1. An English language services program **in accordance with N.J.A.C. 6A:15-1.2** to improve the English language proficiency of ELLs ~~whenever there are at least one, but fewer than ten ELLs enrolled in the school district. English language services shall be provided in addition to the regular school program;~~
2. An ESL program **in accordance with N.J.A.C. 6A:15-1.2** that ~~provides at least one period of ESL instruction based on student language proficiency whenever there are ten or more ELLs enrolled in the school district; and~~
3. A bilingual education program **in accordance with N.J.A.C. 6A:15-1.2** ~~whenever there are twenty or more ELLs in any one language classification enrolled in the school district pursuant to N.J.S.A. 18A:35-18. Where the age range, grade span, and/or geographical location of eligible students makes a full-time bilingual program impractical, the Board may annually offer an instructional program alternative, provided a waiver for the alternative program has been requested and approval has been granted by the Department of Education. The Board may establish a program in bilingual education for any language classification with fewer than twenty students.~~

All teachers in these programs shall be appropriately certified in accordance with the requirements as outlined in N.J.A.C. 6A:15-1.9. Every student participating in a bilingual, ESL, or English language services program shall be entitled to



continue such participation for a period of three years pursuant to N.J.S.A. 18A:35-19.

Bilingual, English as a Second Language, and English Language Services Program Enrollment, Assessment, Exit, and Re-entry

Students enrolled in ~~the~~ a bilingual, ESL, or English language services program shall be assessed annually using ~~English Language Placement (ELP) assessments a New Jersey Department of Education-approved English language proficiency test~~ to determine their progress in achieving English language proficiency goals and readiness for exiting the program. ~~Students who meet the criteria for Statewide alternate assessments, pursuant to N.J.A.C. 6A:14-4.10(a)2., shall be assessed annually using an alternate ELP assessment.~~

ELLs enrolled in a bilingual, ESL, or English language services program shall be placed in a monolingual English program when they have demonstrated readiness to ~~exit a bilingual, ESL, or English language services program through a Department-established criteria on an ELP assessment and a Department-established English language observation form.~~ ~~A function successfully in the English-only program.~~ The process to determine the readiness or inability of the individual student to ~~function successfully in the English-only program~~ shall be initiated by the student's level of English proficiency as measured by a ~~first achieve the New Jersey Department of Education-established English proficiency standard as measured by an ELP assessment on an English language proficiency test.~~ The student's readiness ~~of the student~~ shall be further assessed by ~~on the use basis of a Department-established English language observation form multiple indicators that considers shall include,~~ at a minimum: classroom performance; the student's reading level in English; the judgment of the teaching staff member or members responsible for the educational program of the student; and performance on achievement tests in English.

In accordance with provisions of N.J.S.A. 18A:35-22.1, a parent may remove a student who is enrolled in a bilingual education program at any time; except that during the first three years of a student's participation in a bilingual education program, the parent may only remove the student at the end of each school year. ~~If during the first three years of a student's participation in a bilingual education program,~~ a parent wishes to remove the student prior to the end of each school year, the removal ~~shall~~ ~~must~~ be approved by the Executive County Superintendent of Schools. ~~If the Executive County Superintendent determines the student should remain in the bilingual education program until the end of the school year,~~ ~~t~~The parent may appeal the Executive County Superintendent's decision to the



Commissioner of Education or designee pursuant to the provisions of N.J.S.A. 18A:35-19.2.

Newly exited students who are not progressing in the mainstream English program may be considered for re-entry to bilingual and ESL programs in accordance with the provisions of N.J.A.C. 6A:15-1.10(e)1 through (e)5.

When the review process for exiting a student from a bilingual, ESL, or English language services program has been completed, the student's parent shall be informed by mail of the placement determination. A parent or teaching staff member who disagrees with the proposed placement may appeal the decision in writing to the Superintendent of Schools or designee, who will provide a written explanation for the decision within seven working days. The complainant may appeal this decision in writing to the Board within seven calendar days of receiving the Superintendent's or designee's written explanation of the decision. The Board will review the appeal and respond in writing to the parent within forty-five calendar days of the Board's receipt of the parent's written appeal to the Board. Upon exhausting an appeal to the Board, the A complainant not satisfied with the Board's determination of the appeal may appeal to the Commissioner of Education.

Parental Involvement

The parents of ELLs will be notified in accordance with the provisions of N.J.A.C. 6A:15-1.13 that their child has been identified as eligible for enrollment in a bilingual, ESL, or English language services education program. Notice shall be in writing and in the language in which the parent(s) possesses a primary speaking ability, and in English. The notice must also include a statement that the parents have the option of declining their child's enrollment in a bilingual program, and shall be given an opportunity to do so if they choose.

The district will notify the parents of ELLs by mail within thirty days of the child's identification.

Parents shall receive progress reports of students enrolled in bilingual, ESL, or English language services programs in the same manner and frequency as progress reports are sent to parents of other students enrolled in the district.

The Superintendent or designee will provide for the maximum practical involvement of parent(s) of ELLs in the development and review of program objectives and dissemination of information to and from the district Boards of Education and communities served by the bilingual, ESL, or English language



services education programs. A ~~school~~ district that implements a bilingual education program shall establish a parent advisory committee on bilingual education of which the majority membership shall ~~will~~ be parents of ELLs.

Graduation

ELLs will qualify for graduation from high school in accordance with N.J.A.C. 6A:8-5.1(a) and Policy 5460.

Program Plan

The Superintendent shall prepare and submit a plan for a bilingual, ESL, or English language services program every three years to the Board and the New Jersey Department of Education for approval in accordance with the provisions of N.J.A.C. 6A:15-1.6.

N.J.S.A. 18A:35-15 through 18A:35-~~26.1~~²⁵
N.J.A.C. ~~6A:14-4.10~~; 6A:15-1.1 et seq.

Adopted: 14 October 2013
Revised: 15 August 2016
Revised: 13 February 2023



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2423/Page 1 of 15
BILINGUAL AND ESL EDUCATION (M)

R 2423 BILINGUAL AND ESL EDUCATION (M)

M

A. Definitions (N.J.A.C. 6A:15-1.2)

1. “Alternate English language proficiency assessment” (alternate ELP assessment) means a New Jersey Department of Education-approved assessment for students with the most significant cognitive disabilities that assesses a student’s English language proficiency on the four domains of listening, speaking, reading, and writing, and that is aligned with the State’s academic achievement standards, as permitted under the Every Student Succeeds Act (ESSA) and the Individuals with Disabilities Education Act (IDEA).
21. "Bilingual education program" means a full-time program of instruction in all courses or subjects that a child is required by law or rule to receive, given in the native language of English language learners (ELLs) enrolled in the program and also in English; in the aural comprehension, speaking, reading, and writing of the native language of ELLs enrolled in the programs, and in the aural comprehension, speaking, reading, and writing of English; and in the history and culture of the country, territory, or geographic area that is the native land of the parents of ELLs enrolled in the program, and in the history and culture of the United States.
32. "Bilingual part-time component" means a program alternative in which students are assigned to mainstream English program classes, but are scheduled daily for their developmental reading and mathematics instruction with a certified bilingual teacher.
43. "Bilingual resource program" means a program alternative in which students receive, on an individual basis, daily instruction from a certified bilingual teacher in identified subjects and with specific assignments on an individual student basis.
54. "Bilingual tutorial program" means a program alternative in which students receive are provided one period of instruction from a certified bilingual teacher in a content area required for graduation and a second period of tutoring in other required content areas.



65. "Dual-language bilingual education program" means a full-time program of instruction in elementary and secondary schools that provides structured English language instruction and instruction in a second language in all content areas for ELL students and for native English speaking students enrolled in the program.
76. "Educational needs" means the particular educational requirements of ELLs; the fulfillment of which will provide them with equal educational opportunities.
87. "English as a second language (ESL) program" means a daily developmental second-language program of at least one period of instruction based on student language proficiency **that** ~~which~~ teaches aural comprehension, speaking, reading, and writing in English using second language teaching techniques, and incorporates the cultural aspects of the student's experiences in their ESL instruction. A period is the time allocated in the school schedule for instruction in core subjects.
98. "English language development standards" means the 2012 Amplification of the English Language Development Standards, Kindergarten - Grade 12, incorporated herein by reference, as amended and supplemented, developed by the World-Class Instructional Design and Assessment (WIDA) Consortium. They are the standards and language competencies ELLs in preschool programs and elementary and secondary schools need to become fully proficient in English and to have unrestricted access to grade-appropriate instruction in challenging academic subjects. The standards are published by the Board of Regents of the University of Wisconsin System, on behalf of the WIDA Consortium (www.wida.us) and are available for review at <http://www.wida.us/standards/eld.aspx>.
109. "English language learner" or "ELL" means a student whose native language is other than English. The term refers to students with varying degrees of English language proficiency in any one of the domains of speaking, reading, writing, or listening and is synonymous with limited English speaking ability as used in N.J.S.A. 18A:35-15 to 26.



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2423/Page 3 of 15
BILINGUAL AND ESL EDUCATION (M)

1140. "English language proficiency assessment test" (ELP assessment) means a New Jersey Department of Education-approved assessment that evaluates a student's ~~test that measures~~ English language New Jersey Department of Education-approved assessment that evaluates a student's ~~test that measures~~ English language proficiency on ~~skills in~~ the four domains areas of listening ~~aural-comprehension~~, speaking, reading, and writing and that is aligned with the State's academic achievement standards as permitted under ESSA.
1244. "English language services" means services designed to improve the English language skills of ELLs. The services, provided in school districts with less than ten ELLs, are in addition to the regular school program and are designed to develop aural comprehension, speaking, reading, and writing skills in English.
1342. "Exit criteria" means the criteria that must be applied before a student may be exited from a bilingual, ESL, or English language services education program.
1443. "High-intensity ESL program" means a program alternative in which students receive two or more class periods a day of ESL instruction. One period is the standard ESL class and the other period is a tutorial or ESL reading class.
1544. "Instructional program alternative" means a part-time program of instruction that may be established by a Board of Education in consultation with and approval of the New Jersey Department of Education (Department). All students in an instructional program alternative receive English as a second language.
1645. "Native language" means the language or mode of communication normally used by a person with a limited ability to speak or understand the English language. In the case of a student, the native language is the language normally used by the student's parents, except that in all direct contact with a student, including during the evaluation of the child, the native language is the language normally used by the student in the home or in the learning environment ~~first acquired by the student, the language most often spoken by the student, or the language most often~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2423/Page 4 of 15
BILINGUAL AND ESL EDUCATION (M)

~~spoken in the student's home regardless of the language spoken by the student.~~

17. "NJSLS" means the New Jersey Student Learning Standards as defined in N.J.A.C. 6A:8-1.3.

1816. "Parent(s)" for the purposes of Policy 2423 and this Regulation 2423 means the natural parent(s) or the legal guardian(s), foster parent(s), surrogate parent(s), or person acting in the place of a parent with whom the student legally resides. When parents are separated or divorced, parent means the person(s) who has legal custody of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

1917. "Review process" means the process established by the Board of Education to assess ELLs for exit from bilingual, ESL, or English language services programs.

2018. "Sheltered English instruction" means an instructional approach used to make academic instruction in English understandable to ELLs. Sheltered English classes are taught by regular classroom teachers who have received training on strategies to make subject-area content comprehensible for ELLs.

B. Identification of Eligible English Language Learners (ELLs) (N.J.A.C. 6A:15-1.3)

1. The district Superintendent of Schools will designate a teaching staff member(s) who shall use a multi-step process will determine the native language of each ELL at the time of enrollment to determine the native language of each ELL the student in the school district. The district shall will:

- a. Maintain a census indicating all identified students identified whose native language is other than English; and
- b. Administer the Statewide Develop a screening process, initiated by a home-language survey, to determine which students in Kindergarten to grade twelve, of those whose native language is other than English, must be screened



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2423/Page 5 of 15
BILINGUAL AND ESL EDUCATION (M)

further tested to determine English language proficiency. The Statewide home-language survey screening shall be administered conducted by a bilingual/ESL or other certified teacher, and shall be designed to distinguish students who are proficient English speakers and need no further testing.

2. The district shall determine the English language proficiency of all Kindergarten to grade twelve students who are not screened out and whose native language is other than English, by administering an Department of Education-approved English language proficiency test, assessing the level of reading in English, reviewing the previous academic performance of students, including their performance on standardized tests in English, and reviewing the input of teaching staff members responsible for the educational program for ELLs. Students who do not meet the New Jersey Department of Education standard on a Department-approved language proficiency test and who have at least one other indicator shall be considered ELLs. The district shall also use age-appropriate methodologies to identify preschool ELLs to determine their individual language development needs.
- C. Bilingual Programs for English Language Learners (ELLs) (N.J.A.C. 6A:15-1.4)
1. The Board shall provide a All Kindergarten to through grade twelve ELLs enrolled in the district pursuant to N.J.S.A. 18A:7F-46 will be provided with all required courses and support services outlined in N.J.A.C. 6A:15-1.4 (b) through (h) and C.2. a. through C.8 g. below to prepare ELLs to meet the NJSLs New Jersey Student Learning Standards for high school graduation. This may include tutoring, after-school programs, summer programs, and remedial services as needed by ELLs. The district shall also provide appropriate instructional programs to eligible pre-school ELLs based on need according to the New Jersey Preschool Program Implementation Guidelines, 2015. The guidelines provide developmentally appropriate recommendations for good practice and are intended for school districts that provide preschool programs.



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2423/Page 6 of 15
BILINGUAL AND ESL EDUCATION (M)

- 2a. The Board of ~~Education~~ shall establish English language services designed to improve the English language proficiency of ELLs whenever there are at least one, but fewer than ten ELLs enrolled in the school district. English language services shall be provided in addition to the regular school program.
- 3b. The Board of Education shall establish an ESL program that provides at least one period of ESL instruction based on student language proficiency whenever there are ten or more ELLs enrolled in the school district.
- a(1) An ESL curriculum that addresses the WIDA English language development standards shall be developed and adopted by the Board to address the instructional needs of ELLs.
- b(2) The ESL curriculum shall will be cross-referenced to the district's bilingual education and content area curricula to ensure that ESL instruction is correlated to all the content areas taught.
- 4e. The Board of ~~Education~~ shall establish bilingual education programs whenever there are twenty or more ELLs in any one-language classification enrolled in the school district pursuant to N.J.S.A. 18A:35-18. The ~~B~~Bilingual education programs shall:
- a.(1) Be designed to prepare ELLs to acquire sufficient English skills and content knowledge to meet **NJSLS** the ~~New Jersey Student Learning Standards~~. All ELLs participating in the bilingual programs shall also receive ESL instruction;
- b.(2) Include a curriculum that addresses the **NJSLS** ~~New Jersey Student Learning Standards~~, the WIDA English language development standards, and the use of two languages. The bilingual education curriculum shall be adopted by the Board; and
- c.(3) Include ~~the~~ a full range of required courses and activities offered on the same basis and under the same rules that apply to all students within the school district.



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2423/Page 7 of 15
BILINGUAL AND ESL EDUCATION (M)

- 5d. ELLs shall be provided with equitable instructional opportunities to participate in all non-academic courses necessary to meet the **NJSLS** ~~New Jersey Student Learning Standards~~, including comprehensive health and physical education, the visual and performing arts, and career awareness programs. The instructional opportunities shall be designed to assist ELLs to fully comprehend all subject matter and demonstrate their mastery of the content matter.
- 6e. The Board of ~~Education~~ shall offer sufficient courses and other relevant supplemental instructional opportunities in grades nine through twelve to enable ELLs to meet the **NJSLS** ~~New Jersey Student Learning Standards~~ for graduation. When sufficient numbers of students are not available to form a bilingual class in a subject area, the Board shall develop plans in consultation with and approved by the ~~New Jersey Department of Education~~ to meet the needs of the students.
- 7f. **In addition to N.J.A.C. 6A:15-1.4(a) through (f) and C.1. through C.6. above,** ~~The Board of Education~~ shall design additional programs and services to meet the special needs of eligible ELLs and include, but not be limited to: remedial instruction through Title I programs; special education; school-to-work programs; computer training; and gifted and talented education services.
- 8g. The Board of ~~Education~~ may establish dual-language bilingual education programs in its schools and may make provisions for the coordination of instruction and services with the school district's world languages program. Dual-language bilingual education programs shall also enroll students whose primary language is English, and shall be designed to help students achieve proficiency in English and in a second language while mastering subject-matter skills. To the extent necessary, instruction shall be in all courses or subjects of study that allow students to meet all grade promotion and graduation standards. Where possible, classes in dual-language bilingual programs shall be comprised of approximately equal numbers of ELLs and of students whose native language is English.



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2423/Page 8 of 15
BILINGUAL AND ESL EDUCATION (M)

92. The Board of ~~Education~~ may establish a program in bilingual education for any language classification with fewer than twenty students.

D. Waiver Process Provided by Statute (N.J.A.C. 6A:15-1.5)

The school district may request a waiver from N.J.A.C. 6A:15-1.4(d) and C.4. above to establish annually an instructional program alternative with the approval of the Department of ~~Education~~ when there are twenty or more students eligible for the bilingual education program in grades Kindergarten through grade twelve, and the school district is able to demonstrate that it would be impractical to provide a full-time bilingual program due to age range, grade span, and/or geographic location of eligible students.

1. Instructional program alternatives shall be developed in consultation with and approved annually by the Department of ~~Education~~ after review of student enrollment and achievement data. All bilingual instructional program alternatives shall be designed to assist ELLs to develop sufficient English skills and subject-matter skills to meet the NJSL New Jersey Student Learning Standards.
2. The instructional program alternatives that shall be established include, but are not limited to: the bilingual part-time component; the bilingual resource program; the bilingual tutorial program; the sheltered English instruction program; and the high-intensity ESL program.
3. In the event the district implements program alternatives, the district shall annually submit student enrollment and achievement data that demonstrate the continued need for these programs.

E. ~~Department of Education Approval Procedures of Bilingual, ESL, or English Language Services Programs~~ (N.J.A.C. 6A:15-1.6)

1. If the ~~Each school~~ district provides providing a bilingual program, ESL program, or English language services, the district shall submit a plan every three years to the ~~New Jersey~~ Department of



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2423/Page 9 of 15
BILINGUAL AND ESL EDUCATION (M)

~~Education~~ for approval. At its discretion, the Department of ~~Education~~ may request modifications, as appropriate.

a. Plans submitted by the **Board** ~~school district~~ for approval shall include information on the following:

(1)~~a.~~ Identification of students;

(2)~~b.~~ Program description;

(3)~~c.~~ **The n**Number of certified staff hired for the program;

(4)~~d.~~ Bilingual and ESL curriculum development;

(5)~~e.~~ Evaluation design;

(6)~~f.~~ Review process for exit; and

(7)~~g.~~ A budget for bilingual and ESL programs or English language services.

~~2. The Department of Education will establish procedures for monitoring and evaluation of school district bilingual/ESL programs by means of its district and school accountability process.~~

F. Supportive Services **(N.J.A.C. 6A:15-1.7)**

1. Students enrolled in bilingual, ESL, or English language services programs shall have full access to educational services available to other students in the school district.

2. To the extent that it is administratively feasible, supportive services to ELLs, such as counseling, tutoring, and career guidance, should be provided by bilingual personnel who are familiar with and knowledgeable of the unique needs and background of the ELLs and their parents.

G. In-service Training **(N.J.A.C. 6A:15-1.8)**



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2423/Page 10 of 15
BILINGUAL AND ESL EDUCATION (M)

1. ~~The Board A plan shall be developed~~ **a plan** for in-service training for bilingual, ESL, and mainstream teachers; administrators who supervise bilingual/ESL programs; and administrators and any personnel who observe and evaluate teachers of ELLs. The plan shall include instructional strategies and appropriate assessments to help ELLs meet the ~~NJSLS New Jersey Student Learning Standards~~ and the WIDA English language development standards. All ~~ESL and bilingual~~ **and ESL** teachers shall receive training in the use of the ESL curriculum.
2. The Professional Development Plan of the school district shall include the needs of bilingual and ESL teachers, which shall be addressed through in-service training.

H. Certification of Staff **(N.J.A.C. 6A:15-1.9)**

~~All teachers in these programs will hold the following certifications:~~

1. ~~All teachers of b~~**Bilingual** ~~c~~**Classes shall hold** a valid New Jersey instructional certificate with an endorsement for the appropriate grade level and/or content area, as well as an endorsement in bilingual education pursuant to N.J.S.A. 18A:6-38 et seq. and 18A:35-15 to 26.**1.**
2. ~~All teachers of~~ **ESL** ~~c~~**Classes shall hold** a valid New Jersey instructional certificate in ESL pursuant to N.J.S.A. 18A:6-38 et seq. and N.J.A.C. 6A:9B-10.5.
3. ~~All teachers providing~~ **English Language Services shall hold** a valid New Jersey instructional certificate.

I. Bilingual, English as a Second Language, and English Language Services Program Enrollment, Assessment, Exit, and Re-entry **(N.J.A.C. 6A:15-1.10)**

1. All ELLs from Kindergarten through grade twelve shall be enrolled in the bilingual, ESL, or English language services **education** program established by the Board ~~of Education~~ as



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2423/Page 11 of 15
BILINGUAL AND ESL EDUCATION (M)

- prescribed in N.J.A.C. 6A:15-1.4(b) through (e) and 1.5(a), C.2. through C.5. and D. above, and P.L. 1995, c. 59 and c. 327.
2. Students enrolled in the bilingual, ESL, or English language services program shall be assessed annually using ELP assessments a Department of Education approved English language proficiency test to determine their progress in achieving English language proficiency goals and readiness for exiting the program. Students who meet the criteria for Statewide alternate assessments, pursuant to N.J.A.C. 6A:14-4.10(a)2, shall be assessed annually using an alternate ELP assessment.
 3. ELLs enrolled in the bilingual, ESL, or English language services program shall be placed in a monolingual English program when they have demonstrated readiness to exit a bilingual, ESL, or ELS program through Department-established criteria on an ELP assessment and a Department-established English language observation form. A function successfully in an English-only program. The process to determine the readiness or inability of the individual student to function successfully in the English-only program shall be initiated by the student's level of English proficiency as measured by a first achieve the Department of Education-established English proficiency standard as measured by an ELP assessment on an English language proficiency test. The student's readiness of the student shall be further assessed by on the use basis of a Department-established English language observation form multiple indicators that considers shall include, at a minimum: classroom performance; the student's reading level in English; the judgment of the teaching staff member or members responsible for the educational program of the student; and performance on achievement tests in English.
 - a. Pursuant to C.F.R. §200.6(h)(4)(ii), an ELL with a disability whose disability makes it impossible for the student to be assessed in a particular domain because there are no appropriate accommodations for assessing the student in that domain may be exited from ELL status based on the student's score on the remaining domains in which the student was assessed.



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2423/Page 12 of 15
BILINGUAL AND ESL EDUCATION (M)

4. A parent may remove a student who is enrolled in a bilingual education program pursuant to provisions in N.J.S.A. 18A:35-22.1.
5. Newly exited students who are not progressing in the mainstream English program may be considered for reentry to bilingual and ESL programs as follows:
 - a. After a minimum of one-half of an academic year and within two years of exit, the mainstream English classroom teacher may recommend retesting with the approval of the Principal.
 - b. A waiver of the minimum time limitation may be approved by the Executive County Superintendent upon request of the Superintendent if the student is experiencing extreme difficulty in adjusting to the mainstream program.
 - c. The recommendation for retesting shall be based on the teacher's judgment that the student is experiencing difficulties due to problems in using English as evidenced by the student's inability to: communicate effectively with peers and adults; understand directions given by the teacher; and/or comprehend basic verbal and written materials.
 - d. The student shall be tested using a different form of the test or a different language proficiency test than the one used to exit the student.
 - e. If the student scores below the State-established standard on the language proficiency test, the student shall be re-enrolled into the bilingual or ESL program.
6. When the review process for exiting a student from a bilingual, ESL, or English language services program has been completed, the district shall notify by mail the student's parent of the placement determination. If the parent or teaching staff member disagrees with the placement, **they** ~~he/she~~ may appeal the placement decision in writing to the Superintendent or designee, who will provide a written explanation for the decision within seven working days of receiving the written appeal. The



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2423/Page 13 of 15
BILINGUAL AND ESL EDUCATION (M)

complainant may appeal this decision in writing to the Board of Education within seven calendar days of receiving the Superintendent's or designee's written explanation of the decision. The Board will review the appeal and respond in writing to the parent within forty-five calendar days of the Board's receipt of the parent's written appeal to the Board. Upon exhausting an appeal to the Board, the complainant may appeal to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3.

J. Graduation Requirements for English Language Learners (N.J.A.C. 6A:15-1.11)

All ELLs shall ~~must~~ satisfy requirements for high school graduation according to N.J.A.C. 6A:8-5.1(a).

K. Location of Programs (N.J.A.C. 6A:15-1.12)

All bilingual, ESL, and English language services programs shall be conducted within classrooms within the regular school buildings of the school district pursuant to N.J.S.A. 18A:35-20.

L. Notification (N.J.A.C. 6A:15-1.13)

1. The school district shall ~~will~~ notify by mail the parents of ELLs of the fact that their child has been identified as eligible for enrollment in a bilingual, ESL, or English language services **education** program. The district shall issue the notification within thirty days of the child's identification. Notice shall include a statement that the parents may decline their child's enrollment in a bilingual program, and they shall be given an opportunity to do so if they choose. The notice shall be in writing and in the language in which the parent(s) possesses a primary speaking ability, and in English, and shall include the following information:

- a. Why the student was identified as an ELL;
- b. Why the student needs to be placed in a language instructional educational program that will help **them** ~~him~~ ~~or her~~ develop and attain English proficiency and **meet the NJSLs** ~~State academic standards~~;



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2423/Page 14 of 15
BILINGUAL AND ESL EDUCATION (M)

- c. The student's level of English proficiency, how the level of English proficiency was assessed, and the student's academic level;
 - d. The method of instruction the school district will use to serve the student, including a description of other instruction methods available and how those methods differ in content, instructional goals, and the use of English and a native language, if applicable;
 - e. How the program will meet the student's specific needs in attaining English and meeting State standards;
 - f. The program's exit requirements, the expected rate of transition into a classroom not tailored for ELLs and, in the case of high school students, the expected rate of graduation; and
 - g. How the instructional program will meet the objectives of the individualized education program of a student with a disability.
2. The school district shall send progress reports to parent(s) of students enrolled in a bilingual, ESL, or English language services programs in the same manner and frequency as progress reports are sent to parents of other students enrolled in the school district.
 3. Progress reports shall be written in English and in the native language of the parent of students enrolled in the bilingual and ESL program unless the school district can demonstrate and document in the three-year plan required in N.J.A.C. 6A:15-1.6(a) that the requirement would place an unreasonable burden on the district.
 4. The school district shall notify the parent when a student meets the exit criteria and is placed in a monolingual English program. The notice shall be in English and in the language in which the parent possesses a primary speaking ability.
- M. Joint Programs (N.J.A.C. 6A:15-1.14)



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

PROGRAM
R 2423/Page 15 of 15
BILINGUAL AND ESL EDUCATION (M)

With ~~the~~ approval of the Executive County Superintendent ~~of Schools~~ on a case-by-case basis, a school district may join with another Board ~~of Education~~ to provide bilingual, ESL, or English language services programs.

N. Parental Involvement (N.J.A.C. 6A:15-1.15)

1. The ~~district Superintendent or designee~~ **shall** ~~will~~ provide for the maximum practicable involvement of parents of ELLs in the development and review of program objectives and dissemination of information to and from the district Boards of Education and communities served by the bilingual, ESL, or English language services education programs.
2. **If the** ~~A school~~ district ~~that~~ implements a bilingual education program, **the district** shall establish a parent advisory committee on bilingual education of which the majority **membership shall** ~~will~~ be parents of ELLs.

Issued: 14 October 2013
Revised: 15 August 2016
Revised: 22 May 2017
Revised: 13 February 2023



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Students
5200/Page 1 of 2
ATTENDANCE (M)

5200 ATTENDANCE (M)

M

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, ~~guardian~~, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

For the purpose of this Policy and Regulation 5200, “parent” means the natural parent(s), adoptive parent(s), legal guardian(s), resource family parent(s), or surrogate parent(s) of a student. When parents are separated or divorced, “parent” means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences, for the purpose of expectations and consequences regarding truancy, student conduct, promotion, **retention**, and the award of course credit is a local Board decision outlined in N.J.A.C. 6A:16-7.6 and Policy and Regulation 5200. In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of Policy and Regulation 5200, a student’s absence from school will either be excused or unexcused. Unexcused absences will count toward truancy.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student’s absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student’s parent to notify the parent of the absence and determine the reason for the absence.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. In accordance with N.J.S.A. 18A:36-14, a student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Students
5200/Page 2 of 2
ATTENDANCE (M)

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of the Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; 18A:36-25.6; 18A:38-25; 18A:38-25.1;
18A:38-25.2; 18A:38-26

N.J.S.A. 34:2-21.1 et seq.

N.J.A.C. 6A:16-7.6; 6A:30-5.2; 6A:32-8; 6A:32-13 6A:32-8.3

Adopted: 8 September 2015

Revised: 17 August 2020

Revised: 13 February 2023



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS
R 5200/Page 1 of 23
ATTENDANCE (M)

R 5200 ATTENDANCE (M)

M

A. Definitions

1. ~~For the purposes of school attendance, a “day in session” shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers’ institutes, and inclement weather shall not be considered as days in session.~~
-
2. ~~A “school day” shall consist of not less than four hours.~~
-
3. ~~“A day of attendance” shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.~~
-
 - a. ~~Whenever over crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.~~
4. ~~A “half day class” shall be considered the equivalent of a full day’s attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.~~

AB. Attendance Recording

1. Attendance Recording in the School Register (N.J.A.C. 6A:32-8.1)
 - a. The Board of Education shall be required to carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic format **at** of the school's **district's** choosing.



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS
R 5200/Page 2 of 23
ATTENDANCE (M)

- b. The Commissioner **will** ~~shall~~ issue and publish on the Department's website ~~school register~~ guidance for recording student attendance in all public schools of the State operated by district Boards of Education, except adult high schools.
- c. Student attendance shall be recorded in the school register during school hours on each day ~~school is~~ in session, pursuant to N.J.A.C. 6A:32-8.3. An employee designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and the guidance at N.J.A.C. 6A:32-8.1(c) and A.1.b. above.
- ~~d. School registers shall be kept for students attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared-time classes for regular students, shared-time classes for students with disabilities, full-time bilingual education programs and vocational day programs, and summer schools operated by the Board of Education.~~
- de.** A student who has been placed on home instruction shall have **their** ~~his or her~~ attendance status recorded on the regular register for the program in which the student is enrolled. **The student shall be marked absent for** ~~For~~ the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement, ~~the student shall be marked absent. No~~ **A** absences shall **not** be recorded for the student while on home instruction, **provided** ~~providing~~ the hours of instruction are not less than required by N.J.A.C. 6A:14-4.8 and 4.9 **and 6A:16-10.1 and 10.2.** The number of possible days **in membership** ~~of enrollment~~ for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.
- (1) **"Days in membership" means the number of school days in session in which a student is enrolled. A**



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

STUDENTS
R 5200/Page 3 of 23
ATTENDANCE (M)

student's membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.

2. **Day in Session** ~~Attendance Recording for Board Policy~~ (N.J.A.C. 6A:32-8.3)

a. A day in session shall be a day on which the school is scheduled to provide instruction and students are under the guidance and direction of a teacher(s) engaged in the teaching process. A day on which school is closed for reasons such as holidays and teachers' institutes, or inclement weather not under conditions set forth at N.J.A.C. 6A:32-13, shall not be considered a day in session.

b. A day in session shall consist of not less than four hours, exclusive of recess and lunch periods, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten.

~~a. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.~~

~~b. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.~~

~~e. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.~~

~~d. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS
R 5200/Page 4 of 23
ATTENDANCE (M)

~~session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.~~

~~e. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.~~

~~f. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.~~

~~g. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.~~

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

a. For all State attendance submissions, a student shall be recorded as present, absent, or excused for a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below, on every day the school is in session after the student enrolls until the date the student is transferred to another school or officially leaves the school district.

b. A record of attendance of all students shall be kept in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above. The employee designated by the Superintendent shall keep the attendance records according to N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

STUDENTS
R 5200/Page 5 of 23
ATTENDANCE (M)

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



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

STUDENTS
R 5200/Page 6 of 23
ATTENDANCE (M)

- (6) Closure of a busing school district that prevents a student from having transportation to the receiving school.
 - f. For absences that do not meet the criteria at N.J.A.C. 6A:32-8.4(e) and A.3.e. above, the Board may adopt policies that establish locally approved or excused absences consistent with N.J.A.C. 6A:16-7.6 for the purposes of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit. However, an absence designated as excused by the Board pursuant to N.J.A.C. 6A:16-7.6 shall be considered as an absence in the submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.
4. Average Daily Attendance (N.J.A.C. 6A:32-8.5)

The average daily attendance rate in a district school or program of instruction for a school year shall be the total number of the days present of all enrolled students, divided by the number of days in membership of all enrolled students. The student average daily attendance means the total number of days that a student is present in the school divided by the total possible number of days in session.
5. Absentee and Chronic Absenteeism Rates (N.J.A.C. 6A:32-8.6)
 - a. A student's absentee rate shall be determined by subtracting the student's total number of days present from the student's days in membership and dividing the result by the student's days in membership.
 - (1) State-excused absences shall not be included in a student's days in membership for purposes of calculating a student's absentee rate.
 - b. If a student's absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent.



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS
R 5200/Page 7 of 23
ATTENDANCE (M)

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

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

1. Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit is a Board decision outlined in Policy 5200 and this Regulation.
2. N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures contain, at a minimum, a definition of unexcused absence that count toward truancy, student conduct, promotion, retention, and the award of course credit.

a. “An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined in B.2.b. below.

b3. “An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16 for the reasons listed below:

The student’s required attendance in court;

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



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

STUDENTS
R 5200/Page 8 of 23
ATTENDANCE (M)

The student's suspension from school;

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

College visit(s), up to three (3) days per school year for students in grades eleven and twelve ~~Visits to post-secondary educational institutions;~~

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

Examination for a driver's license;

Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;

Take Our Children to Work Day;

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

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

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

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

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

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



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS
R 5200/Page 9 of 23
ATTENDANCE (M)

~~4. For cumulative unexcused absences of ten or more, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25 as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.2. above shall be an unexcused absence counted toward truancy.~~

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

C.D. Notice to School of a Student's Absence

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



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS
R 5200/Page 10 of 23
ATTENDANCE (M)

contact the student's parent to notify the parent of the absence and determine the reason for the absence.

DE. Readmission to School After an Absence

1. A student returning from an absence of any length of time must provide a written statement **to the Principal or designee** that is dated and signed by the parent or adult student listing the reason for the absence.
- ~~2. A note explaining a student's absence for a non-communicable illness for a period of more than two (2) consecutive school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.~~
- 23.** A student who has been absent by reason of having or being suspected of having a communicable disease **may be required to** ~~must~~ present to the school nurse written evidence of being free of **a** communicable disease, ~~in accordance with Policy 8451.~~
- 34.** The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school.
 - a.** The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.

EF. Instruction

1. Teachers **will** ~~shall~~ cooperate in the preparation of home assignments for students who anticipate an excused absence of three (3) consecutive school days duration. The parent or student must request such home assignments, **when otherwise not available electronically.**
- ~~2. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS
R 5200/Page 11 of 23
ATTENDANCE (M)

23. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
34. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up ~~the missed~~ work ~~missed~~.
45. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.
5. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.

FG. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.
2. A K-8 student may be retained at grade level, in accordance with Policy 5410, when ~~a student~~ ~~he/she~~ has been absent fifteen (15) or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, and absences due to student's suspension will not count toward the total.
3. High School - In accordance with the requirements of New Jersey State Law and Administrative Code, students are expected to attend school every day that school is in session, and the responsibility for compliance belongs to the student and parent. Regular attendance and participation in classes are a vital and integral part of the learning



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS
R 5200/Page 12 of 23
ATTENDANCE (M)

process. Frequent absences from classroom learning experiences disrupt the continuity of the instructional process and limit the ability of the student to complete the prescribed curriculum requirements successfully. In addition, chronic absences reinforce a habit that will handicap the individual in future education or employment. A student must be in attendance over ninety percent of the school year in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

- a. Students who accrue more than eight absences in a full year course*, six absences in a three marking period course (physical education), four absences in a semester course, or two in a one marking period course (health) will receive no credit for the course because of excessive absenteeism.

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

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

- b. Family vacations or job interviews will be recorded as unexcused absences.
- c. Students who report late to class (less than fifteen minutes) without an appropriate pass will accrue one-half of a student absence in that class period.
- d. Students absent from class for fifteen minutes or more without an appropriate pass will be recorded as absent. Thus, lateness and/or absence from class will contribute toward loss of credit in a class.
- e. Any absence from class will count toward loss of credit in that class with the exception of absences due to:



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

STUDENTS
R 5200/Page 13 of 23
ATTENDANCE (M)

1. Death in the immediate family.
2. Observation of an approved religious holiday.
3. Suspension from school.
4. Subpoena-court ordered appearance.
5. Drivers Test – An appropriate absence note must be brought by the student upon **their** ~~his/her~~ return to school. Failure to bring in a note within five school days will result in the absence not being excused.
6. Verifiable absences for illness, as legitimized by a physician's note, will be accepted as excused absences. No physician's note will be accepted after a 10-day period from the date of the absence.
7. Other absences authorized by the administration with prior approval.
8. Authorized school activities, such as field trips, State or school testing, regularly scheduled student council or peer counselor meetings, athletic contests, band lessons, and class meetings will not be counted as cumulative absences.

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



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS
R 5200/Page 14 of 23
ATTENDANCE (M)

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

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

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

Students may only be absent from school for legitimate and authorized reasons. Students who are determined by the administration to be absent from school for unauthorized reasons will be considered as truant from school and will be dealt with according to the attendance policy and discipline code. Truancy is a violation of Title 18A: 38-27 which requires that a student who is repeatedly absent from school without authorization be subject to school district policies and, if necessary, be deemed to be a juvenile delinquent. The Roxbury Township District applies the definition of truancy to any student absence for unauthorized reason whether the absence is a prolonged one or is an isolated incident.

1. Grades 1 – 4

- a. At five (5) cumulative unexcused absences, parents/guardians will be notified in writing. After the fifth unexcused absence, parents/guardians will receive a copy of the Board of Education policy.
- b. For up to ten (10) cumulative unexcused absences, parents/guardians will be notified in writing and an Intervention and Referral Services (I&RS IR & S) meeting will be held to create an action plan to help improve attendance. Follow up meeting(s) will be scheduled to assess effectiveness of interventions, as necessary.
- c. At fifteen (15) cumulative unexcused absences, parents/guardians will be notified in writing of the district's intention to refer the matter to the Township of Roxbury



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

STUDENTS
R 5200/Page 15 of 23
ATTENDANCE (M)

Municipal Court for truancy pursuant to N.J.S.A.18A: 38-27 and/or to the New Jersey Department of Children and Families for possible educational neglect.

- d. Refer to Policy 5410 for retention guidelines.

2. Grades 5 – 12

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

- a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
- b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
- c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
- d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-~~11~~¹⁰, if a potentially missing or abused child situation is detected; and
- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

3. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:

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



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

STUDENTS
R 5200/Page 16 of 23
ATTENDANCE (M)

- b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student’s parent;
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and GH.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student’s patterns of unexcused absences and to specify the interventions for supporting the student’s return to school and regular attendance, which may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the student’s academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;
 - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and GH.54. below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-1140, if a potential missing or abused child situation is detected; and
 - (7) Engage the student’s family.
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
4. For ~~ten or more~~ cumulative unexcused absences **of ten or more** that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
- a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and **GH.54.** below;



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

STUDENTS
R 5200/Page 17 of 23
ATTENDANCE (M)

- b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
- c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
- d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; ~~and~~.

5. A court referral may be made as follows:

- a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
- b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.

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



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

STUDENTS
R 5200/Page 18 of 23
ATTENDANCE (M)

individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.

~~7. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences that count toward truancy.~~

~~a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.~~

~~(1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.~~

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

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

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

"Cut Days" or days following a prom weekend.

Notification will be as follows:

1. Full-Year Course

a. After the fourth unexcused absence, the parent/~~guardian~~ will be notified via email or letter of their child's attendance status.



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

STUDENTS
R 5200/Page 19 of 23
ATTENDANCE (M)

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

2. Three Marking Period Course

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

3. One Semester Course



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

STUDENTS
R 5200/Page 20 of 23
ATTENDANCE (M)

- a. After the second unexcused absence, the parent/~~guardian~~ will be notified via email or letter of their child's attendance status. The student's counselor and an administrator will meet with the student and contact the parent/~~guardian~~ to offer the opportunity to meet.
 - b. Upon the fifth unexcused absence, the parent/~~guardian~~ will be notified via email or letter of loss of credit. The student will be advised of this loss of credit by an administrator.
4. One Marking Period Course
- a. After the first unexcused absence, the parent/~~guardian~~ will be notified via email or letter of their child's attendance status, and an administrator will meet with the student and contact the parent/~~guardian~~ to offer the opportunity to meet.
 - b. Upon the third unexcused absence, the parent/~~guardian~~ will be notified via email or letter of loss of credit. The student will be advised of this loss of credit by an administrator.
5. Student Responsibilities Prior to Administratively Approved Absence
- a. A student must see the teacher of any class that he/she will miss because of an administratively excused absence.
 - b. The day following the absence the student is expected to report to class to fulfill class requirements, e.g., homework, tests.
 - c. Failure of a student to meet these obligations will not absolve him/her of the responsibilities.

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



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS
R 5200/Page 21 of 23
ATTENDANCE (M)

whose frequent absences are impacting negatively on class performance.

6. Procedure for Dealing with Class Cuts

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

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

IJ. Discipline

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

JK. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

STUDENTS
R 5200/Page 22 of 23
ATTENDANCE (M)

2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy and Regulation 5200.
- ~~3. A report card will record the number of times the student was absent and tardy in each marking period.~~
34. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

KL. Appeal

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



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

STUDENTS
R 5200/Page 23 of 23
ATTENDANCE (M)

- d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.
- e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
- f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710, Pupil Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

LM. Attendance Records

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

Adopted: 8 September 2015
Revised: 15 August 2016
Revised: 18 September 2017
Revised: 17 August 2020
Revised: 13 February 2023



POLICY

HARASSMENT, INTIMIDATION, AND BULLYING (M)

5512 HARASSMENT, INTIMIDATION, AND BULLYING (M)

M

Table of Contents

<u>Section</u>	<u>Section Title</u>
A.	Prohibiting Harassment, Intimidation, or Bullying Policy Statement
B.	Definition of Harassment, Intimidation, and Bullying Definition
C.	Student Behavior Expectations
D.	Consequences and Appropriate Remedial Actions
E.	Reporting Harassment, Intimidation, or and Bullying Reporting Procedure
F.	Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)
G.	Investigating Allegations of Harassment, Intimidation, and Bullying Investigation
H.	Responding to Range of Responses to an Incident of Harassment, Intimidation, or Bullying
I.	Reprisal or Retaliation Prohibited
J.	False Accusations of Harassment, Intimidation, or Bullying Consequences and Appropriate Remedial Action for False Accusation
K.	Additional Policy Requirements Harassment, Intimidation, and Bullying Policy Publication and Dissemination
L.	Harassment, Intimidation, and Bullying Training and Prevention Programs
M.	Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review
MN.	Reports to Board of Education and New Jersey Department



HARASSMENT, INTIMIDATION, AND BULLYING (M)

of Education

- NQ. School and District Grading Requirements
- OP. Reports to Law Enforcement
- PQ. Collective Bargaining Agreements and Individual Contracts
- QR. Students with Disabilities
- S. ~~Approved Private Schools for Students with Disabilities (APSSD)~~
- A. **Prohibiting Harassment, Intimidation, or Bullying Policy Statement**

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. **The Board has determined that a** A safe and civil environment in school is necessary for students to learn and achieve high academic standards; **h**Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. ~~Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance.~~ Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s); adoptive parent(s), legal guardian(s); **resource family foster** parent(s); or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

- B. **Definition of** Harassment, Intimidation, and Bullying Definition

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national



HARASSMENT, INTIMIDATION, AND BULLYING (M)

origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;

2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or
 - b. Has the effect of insulting or demeaning any student or group of students; or
 - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

The Board recognizes that bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Recognizing "a real or perceived power imbalance" may assist school officials in identifying harassment, intimidation, or bullying with the context and relative position of the alleged aggressor and target.

~~Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).~~

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or remotely activating paging pager device (N.J.A.C. 6A:16-1.3).

- C. Student Behavior Expectations



HARASSMENT, INTIMIDATION, AND BULLYING (M)

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents,



HARASSMENT, INTIMIDATION, AND BULLYING (M)

students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

D. Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying.



HARASSMENT, INTIMIDATION, AND BULLYING (M)

In every incident found to be harassment, intimidation, or bullying, the school Principal, in consultation with appropriate school staff, may apply disciplinary consequences and/or remedial actions, such as the provision of counseling, behavioral interventions, or other measures.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses; consider the developmental ages of the student offenders; the nature of the student's disability, if any and to the extent relevant; and students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.

Consequences—Students

~~Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.~~

Factors for Determining Consequences—Student Considerations

1. Age, disability (if any and to the extent relevant), developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Factors for Determining Remedial Measures Consequences—School Considerations



HARASSMENT, INTIMIDATION, AND BULLYING (M)

Personal:

- Life skill deficiencies;
- Social relationships;
- Strengths;
- Talents;
- Traits;
- Interests;
- Hobbies;
- Extra-curricular activities;
- Classroom participation;
- Academic performance;
- Relationship to peers; and
- Relationship between students/family and the school district.

Environmental:

- School culture;
- School climate;
- Student-staff relationships and staff behavior toward the student;
- General staff management of classrooms or other educational environments;
- Staff ability to prevent and manage difficult or inflammatory situations;
- Availability of programs to address student behavior;
- Social-emotional and behavioral supports;
- Social relationships;
- Community activities;
- Neighborhood situation; and
- Family situation.

1. ~~School culture, climate, and general staff management of the learning environment;~~
2. ~~Social, emotional, and behavioral supports;~~
3. ~~Student-staff relationships and staff behavior toward the student;~~
4. ~~Family, community, and neighborhood situation; and~~
5. ~~Alignment with Board policy and regulations/procedures.~~

Examples of Consequences and Remedial Measures



HARASSMENT, INTIMIDATION, AND BULLYING (M)

The consequences and remedial measures may include, but are not limited to, the examples listed below:

- Admonishment;
- Temporary removal from the classroom (any removal of .5 days or more must be reported in the Student Safety Data System);
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinarian;
- In-school suspension during the school week or the weekend;
- Out-of-school suspension (short-term or long-term);
- Reports to law enforcement or other legal action; or
- Expulsion; and
- Bans from receiving certain services, participating in school-district-sponsored programs or being in school buildings or on school grounds.

~~In accordance with N.J.S.A. 18A:37-15.b.(4), the consequences for a student who commits an act of harassment, intimidation, or bullying may vary depending on whether it is the first act of harassment, intimidation, or bullying by a student, the second act, or third or subsequent acts. If it is the third or subsequent act of harassment, intimidation, or bullying by a student, the Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan which shall be approved by the Superintendent or designee, and may require the student, accompanied by a parent, to complete in a satisfactory manner a class or training program to reduce harassment, intimidation, or bullying behavior.~~

Examples of Appropriate Remedial Actions —Students

Personal:

- Restitution and restoration;
- Peer support group;
- Recommendations of a student behavior or ethics council;
- Corrective instruction or other relevant learning or service experience;
- Supportive student interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;



HARASSMENT, INTIMIDATION, AND BULLYING (M)

- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
- Behavioral management plan, with benchmarks that are closely monitored;
- Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- Involvement of school "disciplinarian;"
- Student counseling;
- Parent conferences;
- Alternative placements (e.g., alternative education programs);
- Student treatment; and
- Student therapy.

Environmental (Classroom, School Building, or School District):

- School and community surveys or other strategies for determining the conditions contributing to HIB;
- School culture change and school climate improvement;
- Adoption of research-based, systemic bullying prevention programs;
- School policy and procedures revisions;
- Modifications of schedules;
- Adjustments in hallway traffic;
- Modifications in student routes or patterns traveling to and from school;
- Supervision of student before and after school, including school transportation;
- Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
- Teacher aides;
- Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- General professional development programs for certificated and non-certificated staff;
- Professional development plans for involved staff;
- Disciplinary action for school staff who contributed to the problem;



HARASSMENT, INTIMIDATION, AND BULLYING (M)

- Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- Parent conferences;
- Family counseling;
- Involvement of parent-teacher organizations;
- Involvement of community-based organizations;
- Development of a general bullying response plan;
- Recommendations of a student behavior or ethics council;
- Peer support groups;
- Alternative placements (e.g., alternative education programs);
- School transfers; and
- Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

The Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan when a student is found to be an offender in three harassment, intimidation, or bullying incidents and each subsequent incident occurring within one school year. The student intervention plan may include disciplinary consequences and/or remedial actions and may require the student, accompanied by a parent, to satisfactorily complete a class or training program to reduce harassment, intimidation, or bullying behavior. Each student intervention plan must be approved by the Superintendent.

While the majority of incidents may be addressed solely by school officials, the Superintendent or designee and the Principal shall report a harassment, intimidation, or bullying incident to law enforcement officials if the conduct rises to the level of a mandatory report as outlined in the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.



HARASSMENT, INTIMIDATION, AND BULLYING (M)

~~The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.~~

~~Appropriate remedial action for a student who commits an act of harassment, intimidation, or bullying takes into account the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history or problem behaviors and performance. The appropriate remedial action may also include a behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team as appropriate; and supportive interventions and referral services, including those at N.J.A.C. 6A:16-8.~~

~~Factors for Determining Remedial Measures~~

~~Personal~~

- ~~1. Life skill deficiencies;~~
- ~~2. Social relationships;~~
- ~~3. Strengths;~~
- ~~4. Talents;~~
- ~~5. Interests;~~
- ~~6. Hobbies;~~
- ~~7. Extra-curricular activities;~~
- ~~8. Classroom participation;~~
- ~~9. Academic performance; and~~
- ~~10. Relationship to students and the school district.~~

~~Environmental~~

- ~~1. School culture;~~
- ~~2. School climate;~~
- ~~3. Student-staff relationships and staff behavior toward the student;~~
- ~~4. General staff management of classrooms or other educational environments;~~
- ~~5. Staff ability to prevent and manage difficult or inflammatory situations;~~
- ~~6. Social-emotional and behavioral supports;~~



HARASSMENT, INTIMIDATION, AND BULLYING (M)

- ~~7. Social relationships;~~
- ~~8. Community activities;~~
- ~~9. Neighborhood situation; and~~
- ~~10. Family situation.~~

~~Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The remedial measures may include, but are not limited to, the examples listed below.~~

~~Examples of Remedial Measures~~

~~Personal—Student Exhibiting Bullying Behavior~~

- ~~1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways they can solve the problem and change behaviors;~~
- ~~2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;~~
- ~~3. Explain the long term negative consequences of harassment, intimidation, and bullying on all involved;~~
- ~~4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;~~
- ~~5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);~~
- ~~6. Develop a learning plan that includes consequences and skill building;~~
- ~~7. Consider wrap-around support services or after-school programs or services;~~
- ~~8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;~~
- ~~9. Arrange for an apology, preferably written;~~
- ~~10. Require a reflective essay to ensure the student understands the impact of their actions on others;~~
- ~~11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;~~
- ~~12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;~~
- ~~13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and~~
- ~~14. Schedule a follow-up conference with the student.~~



HARASSMENT, INTIMIDATION, AND BULLYING (M)

-
~~Personal—Target/Victim~~

-
- ~~1. Meet with a trusted staff member to explore the student's feelings about the incident;~~
 - ~~2. Develop a plan to ensure the student's emotional and physical safety at school;~~
 - ~~3. Have the student meet with the school counselor or school social worker to ensure they do not feel responsible for the bullying behavior;~~
 - ~~4. Ask students to log behaviors in the future;~~
 - ~~5. Help the student develop skills and strategies for resisting bullying; and~~
 - ~~6. Schedule a follow-up conference with the student.~~

-
~~Parents, Family, and Community~~

-
- ~~1. Develop a family agreement;~~
 - ~~2. Refer the family for family counseling; and~~
 - ~~3. Offer parent education workshops related to bullying and social-emotional learning.~~

-
~~Examples of Remedial Measures—Environmental (Classroom, School Building, or School District)~~

- ~~1. Analysis of existing data to identify bullying issues and concerns;~~
- ~~2. Use of findings from school surveys (e.g., school climate surveys);~~
- ~~3. Focus groups;~~
- ~~4. Mailings—postal and email;~~
- ~~5. Cable access television;~~
- ~~6. School culture change;~~
- ~~7. School climate improvement;~~
- ~~8. Increased supervision in “hot spots” (e.g. locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);~~
- ~~9. Adoption of evidence-based systemic bullying prevention practices and programs;~~
- ~~10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;~~
- ~~11. Professional development plans for involved staff;~~
- ~~12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;~~



HARASSMENT, INTIMIDATION, AND BULLYING (M)

- ~~13. Formation of professional learning communities to address bullying problems;~~
- ~~14. Small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;~~
- ~~15. School policy and procedure revisions;~~
- ~~16. Modifications of schedules;~~
- ~~17. Adjustments in hallway traffic;~~
- ~~18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;~~
- ~~19. Modifications in student routes or patterns traveling to and from school;~~
- ~~20. Supervision of student victims before and after school, including school transportation;~~
- ~~21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);~~
- ~~22. Targeted use of teacher aides;~~
- ~~23. Disciplinary action, including dismissal, for school staff who contributed to the problem;~~
- ~~24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;~~
- ~~25. Parent conferences;~~
- ~~26. Family counseling;~~
- ~~27. Development of a general harassment, intimidation, and bullying response plan;~~
- ~~28. Behavioral expectations communicated to students and parents;~~
- ~~29. Participation of the entire student body in problem solving harassment, intimidation, and bullying issues;~~
- ~~30. Recommendations of a student behavior or ethics council;~~
- ~~31. Participation in peer support groups;~~
- ~~32. School transfers; and~~
- ~~33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.~~

Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans



HARASSMENT, INTIMIDATION, AND BULLYING (M)

from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Target/Victim Support

~~Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student's perception of safety.~~

~~Sufficient safety measures should be undertaken to ensure the victims' physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.~~

~~Examples of support for student victims of harassment, intimidation, and bullying include:~~

- ~~1. Teacher aides;~~
- ~~2. Hallway and playground monitors;~~
- ~~3. Partnering with a school leader;~~
- ~~4. Provision of an adult mentor;~~
- ~~5. Assignment of an adult "shadow" to help protect the student;~~
- ~~6. Seating changes;~~
- ~~7. Schedule changes;~~
- ~~8. School transfers;~~
- ~~9. Before and after school supervision;~~
- ~~10. School transportation supervision;~~
- ~~11. Counseling; and~~
- ~~12. Treatment or therapy.~~

- E. **Reporting Harassment, Intimidation, or and Bullying Reportin** acts of harassment, intimidation, or bullying **g Procedure**

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging **harassment, intimidation, or bullying committed by an adult or youth against a student.** ~~violations of this Policy.~~ All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged **acts of harassment,**



HARASSMENT, INTIMIDATION, AND BULLYING (M)

~~intimidation, or bullying~~ violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a ~~New Jersey Department of Education-approved HIB 338 Form~~. Failure to make the required report(s) may result in disciplinary action. ~~The HIB 338 Form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal Law.~~ ~~to the Principal within two school days of the verbal report. The written report shall be on a numbered form developed by the New Jersey Department of Education in accordance with N.J.S.A. 18A:37-15.b.(5). A copy of the form shall be submitted promptly by the Principal to the Superintendent.~~

The district may not fail to initiate an investigation of harassment, intimidation, or bullying solely because written documentation was not provided. Failing to conduct a harassment, intimidation, or bullying investigation solely because a parent or student did not submit written documentation violates the Anti-Bullying Bill of Rights Act and this Policy. If a parent makes a verbal allegation of harassment, intimidation, or bullying to a district staff member, but does not complete and submit the HIB 338 Form, the staff member or a designee must complete and submit the HIB 338 Form.

The Principal or designee ~~is required to~~ will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. ~~The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents.~~ Pursuant to N.J.A.C. 6A:16-7.7(a)2.viii.(2), when providing notification to the parents of all students involved, ~~the~~ Principal or designee shall take into account the circumstances of the incident when ~~providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when~~ conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense. The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents.

The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.



HARASSMENT, INTIMIDATION, AND BULLYING (M)

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. The school district shall provide a person an online means to complete the HIB 338 Form to anonymously report an act of harassment, intimidation, or bullying. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report.

~~A person may report, verbally or in writing, an act of harassment, intimidation, or bullying committed by an adult or youth against a student anonymously. The Board will not take formal disciplinary action based solely on the anonymous report. The district shall provide a means for a parent to complete an online numbered form developed by the New Jersey Department of Education to confidentially report an incident of harassment, intimidation, or bullying.~~

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The Principal shall promptly submit a copy of each completed HIB 338 Form to the Superintendent.

~~In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.~~

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, in addition to making the HIB 338 Form available online, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14 from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action. The district also should consider



HARASSMENT, INTIMIDATION, AND BULLYING (M)

procedures and disciplinary action when it is found that someone had information regarding a harassment, intimidation, or bullying incident, but did not make the required report(s).

F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
 - b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
 - c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
 - d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
 - e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

The school Anti-Bullying Specialist shall:



HARASSMENT, INTIMIDATION, AND BULLYING (M)

- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
 - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
 - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety Team.

The School Safety/School Climate Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;



HARASSMENT, INTIMIDATION, AND BULLYING (M)

- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/School Climate Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety/School Climate Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

G. Investigating Allegations of Harassment, Intimidation, and Bullying Investigation

~~The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying.~~

However, prior to initiating the investigation regarding a reported incident or complaint, the Principal or designee, in consultation with the Anti-Bullying Specialist and/or Anti-Bullying Coordinator, may make a preliminary determination as to whether the reported incident or complaint, assuming all facts presented are true, is a report within the scope of the definition of harassment, intimidation, and bullying under the Anti-Bullying Bill of Rights Act, N.J.S.A. 18A:37-14.

Should the Principal or designee, in consultation with the anti-bullying specialist, determine that a reported incident or complaint, assuming all facts



HARASSMENT, INTIMIDATION, AND BULLYING (M)

presented are true, is not a report within the scope of N.J.S.A. 18A:37-14, the incident will be addressed through the Board's Code of Student Conduct policy. The HIB 338 Form shall be completed, even if a preliminary determination is made not to conduct an investigation of harassment, intimidation, or bullying because shall report to the Superintendent if a preliminary determination is made that the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying, and must be submitted to the Superintendent. The Superintendent may require the Principal to conduct an investigation of the incident if the Superintendent determines that an investigation is necessary because the incident is within the scope of the definition of harassment, intimidation, and bullying. The Superintendent shall notify the Principal of this determination in writing. An investigation required by the Superintendent must be completed as soon as possible, but not later than ten school days, from the date of the written notification from the Superintendent to the Principal. The Principal will provide the parents of the alleged offender(s) and victim(s) with formal notice of the decision not to initiate a harassment, intimidation, or bullying investigation.

The HIB 338 Form shall be kept on file at the school and will only be added to a student record if the alleged incident is founded, disciplinary action is imposed or is otherwise required to be contained in a student's record under State or Federal law.

The Superintendent may require the Principal to conduct a harassment, intimidation, or bullying investigation of the incident if the Superintendent determines that the incident is within the scope of harassment, intimidation, or bullying and shall notify the Principal of this determination in writing. Should the Superintendent require the Principal to conduct a harassment, intimidation, or bullying investigation, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school anti-bullying specialist.

Additionally, any preliminary determination that finds the incident or complaint is a report outside the scope of N.J.S.A. 18A:37-14 may be appealed to the Board, pursuant to the Board policies and procedures governing student grievances, and thereafter to the Commissioner (N.J.A.C. 6A:16-7.7(a)ix(1) and (a)ix(1)(A)). Should the preliminary determination not to conduct an investigation of harassment, intimidation, or bullying be overturned, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school anti-bullying specialist.



HARASSMENT, INTIMIDATION, AND BULLYING (M)

The Board requires a thorough and complete investigation to be conducted for each reported incident or complaint, assuming all facts presented are true, that is determined to be a report within the scope of N.J.S.A. 18A:37-14. The investigation shall be initiated by the Principal or designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school anti-bullying specialist appointed by the Principal. The Principal may appoint additional personnel who are not school anti-bullying specialists to assist the school anti-bullying specialist in the investigation. Investigations of complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The anti-bullying specialist may not participate in an investigation regarding their supervisor or staff at a higher administrative level.

~~The Principal shall complete the written report form developed by the New Jersey Department of Education, in accordance with N.J.S.A. 18A:37-15.b.(5), even if a preliminary determination is made that the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying pursuant to N.J.S.A. 18A:37-14. This written report form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal law.~~

~~The Principal or designee, upon making a preliminary determination the incident or complaint is not within the scope of the definition of harassment, intimidation, and bullying, shall inform the parents of the parties involved, who may appeal the preliminary determination to the Board of Education and thereafter to the Commissioner of Education in accordance with N.J.A.C. 6A:3.~~

~~A Board hearing shall be held within ten business days of receipt of the request for a Board hearing. If the preliminary determination, upon review of the facts presented in the reported incident or complaint, is to continue with the harassment, intimidation and bullying investigation, the investigation shall be completed in accordance with N.J.S.A. 18A:37-15.b.(6) and this Policy.~~

~~The Superintendent shall provide annually to the Board of Education information on the number of times a preliminary determination was made that an incident or complaint was outside the scope of the definition of harassment, intimidation, or bullying for the purposes of the State's monitoring of the school district pursuant to N.J.S.A. 18A:17-46.]~~



HARASSMENT, INTIMIDATION, AND BULLYING (M)

~~The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation. Investigations or complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The Superintendent or designee will appoint a staff member to complete investigations involving allegations against a staff member serving in a supervisory or administrative position.~~

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action, including seeking further information, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of



HARASSMENT, INTIMIDATION, AND BULLYING (M)

the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent may request a hearing before the Board of Education after receiving the written information about the investigation. Any request for such a hearing before the Board concerning the written information about a harassment, intimidation, or bullying investigation, pursuant to N.J.S.A. 18A:37-15(b)(6)(d), must shall be filed with the Board Secretary no later than sixty calendar days after the written information is provided to the parents. The hearing shall be held within ten business days of the request. Prior to the hearing, the Superintendent shall confidentially share a redacted copy of the HIB 338 Form that removes all student identification information with the Board. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school's Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination. A redacted copy of the completed written report form developed by the New Jersey Department of Education that removes all student identification information shall be confidentially shared with the Board of Education after the conclusion of the investigation if a hearing with the Board of Education is requested by the parents pursuant to N.J.S.A. 18A:37-15.b.(6)(d).

At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board's of Education's decision.

A school administrator who receives a report of harassment, intimidation, or bullying and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.



HARASSMENT, INTIMIDATION, AND BULLYING (M)

The Board also requires the thorough investigation of complaints or reports of harassment, intimidation, or bullying, occurring on district school buses, at district school-sponsored functions, and off school grounds involving a student who attends an approved private school for students with disabilities. The investigation will be conducted by the Board's anti-bullying specialist in consultation with the approved private school for students with disabilities.

~~A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).~~

H. ~~Responding Range of Responses to an Incident of~~ Harassment, Intimidation, or Bullying

The Board of Education authorizes the Principal of each school to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, or bullying, according to the parameters described below and in this Policy. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring that the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term suspensions, and N.J.A.C. 6A:16-7.4, Expulsions.

In considering whether a response beyond the individual is appropriate, school officials shall consider the nature and circumstances of the act; the degree of harm; the nature and severity of the behavior; past incidences or past or continuing patterns of behavior; and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation, or bullying prevention program models, to training for certificated and non-certificated staff, to



HARASSMENT, INTIMIDATION, AND BULLYING (M)

participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

This Policy and the Code of Student Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds.

~~The Board shall establish a range of responses to harassment, intimidation, and bullying incidents and the Principal and the Anti-Bullying Specialist shall appropriately apply these responses once an incident of harassment, intimidation, or bullying is confirmed. The Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district level or by law enforcement officials.~~

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include ~~consistent and appropriate~~ positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report or other legal action) intended to remediate the problem behaviors.
2. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays ~~(when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying)~~, research projects, observing and discussing



HARASSMENT, INTIMIDATION, AND BULLYING (M)

audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.

3. School responses can include theme days, learning station programs, “acts of kindness” programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, “natural helper” or peer leadership programs, “upstander” programs, parent programs, the dissemination of information to students and parents parent programs, and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.
4. District-wide responses can include community involvement in policy review and development; professional development programs; adoption of curricular and school-wide programs, coordination comprise of adoption of school wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based organizations); and disseminating information on the core ethical values adopted by the Board’s Code of Student Conduct, per N.J.A.C. 6A:16-7.1(a)2 launching harassment, intimidation, and bullying prevention campaigns.

In providing support for victims of harassment, intimidation, or bullying, the district should identify a range of strategies and resources, which may include, but is not limited to, the following actions for individual victims:

- Counseling;
- Teacher Aides;
- Hallway and playground monitors;
- Schedule changes;
- Before and after school supervision;
- School transportation supervision;
- School transfers; and
- Therapy.

I. Reprisal or Retaliation ~~Prohibited~~



HARASSMENT, INTIMIDATION, AND BULLYING (M)

The Board prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or ~~one with reliable information~~, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures. ~~All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances.~~

~~Examples of consequences and remedial measures for students who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.~~

~~Examples of consequences for a school employee or a contracted service provider who has contact with students who engage in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out of school counseling, professional development programs, and work environment modifications.~~

~~Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.~~

J. **False Accusations of Harassment, Intimidation, or Bullying** ~~Consequences and Appropriate Remedial Action for False Accusation~~

The Board prohibits any person from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying.

1. Students - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may **could** range from positive behavioral interventions up to and including suspension or



HARASSMENT, INTIMIDATION, AND BULLYING (M)

expulsion, as permitted under N.J.S.A. 18A:37-1 ~~et seq.~~, Discipline of **Pupils** ~~Students~~ and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.45, Expulsions ~~and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.~~

2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students ~~found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation~~ could entail discipline in accordance with district policies, procedures, and agreements; **and** ~~which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out of school counseling, professional development programs, and work environment modifications.~~
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer ~~found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation~~ could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services. ~~Remedial measures may include, but not be limited to: in or out of school counseling, professional development programs, and work environment modifications.~~

K. **Additional Policy Requirements**

The Board of Education requires the Superintendent to annually disseminate this Policy to all school employees, contracted service providers who have contact with students, school volunteers, students and parents who have children enrolled in a school in the school district, along with a statement explaining that this Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14, that occur on school property, at school-sponsored functions or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall post a link to this Policy that is prominently displayed on the home page of the school district's website. The Superintendent shall



HARASSMENT, INTIMIDATION, AND BULLYING (M)

ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post the name, school phone number, school address and school email address of the district anti-bullying coordinator on the home page of the school district's website. Additionally, the Superintendent shall post the contact information for the School Climate State Coordinator on the school district home page alongside this Policy.

Each Principal or designee shall post the name, school phone number, school address, and school email address of both the school anti-bullying specialist and the district anti-bullying coordinator on the home page of each school's website.

The Superintendent shall post the New Jersey Department of Education's Guidance for Parents on the Anti-Bullying Bill of Rights Act on the district homepage and on the homepage for each school in the district with a website.

The Superintendent and the Principals shall provide training on the school district's harassment, intimidation, or bullying policies to school employees contracted service providers and volunteers who have significant contact with students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying. The school district's employee training program shall include information regarding the school district policy against harassment, intimidation, or bullying, which shall be provided to full-time and part-time staff, contracted service providers and school volunteers who have significant contact with students.

The Superintendent shall develop and implement a process for annually discussing the school district policy on harassment, intimidation, or bullying with students. The Superintendent and the Principal(s) shall annually conduct a re-evaluation, reassessment, and review of this Policy and any report(s) and/or finding(s) of the school safety/school climate team, with input from the school anti-bullying specialists, and recommend revisions and additions to this Policy as well as to harassment, intimidation, or bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

- L. Harassment, Intimidation, and Bullying Policy Publication and Dissemination



HARASSMENT, INTIMIDATION, AND BULLYING (M)

~~This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with students, school volunteers, students, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.~~

~~The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.~~

~~The Superintendent or designee shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify students and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.~~

~~-~~

~~The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website. The Superintendent or designee shall post the contact information for the New Jersey School Climate State Coordinator on the school district's and on each school's website in the same location as this Policy is posted.~~

~~The Superintendent or designee shall post on the school district's and each school's website the current version of "Guidance for Parents on the Anti-Bullying Bill of Rights Act" developed by the New Jersey Department of Education.~~

L. Harassment, Intimidation, and Bullying Training and Prevention Programs

~~The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers; and volunteers who have significant contact with~~



HARASSMENT, INTIMIDATION, AND BULLYING (M)

~~students; and persons contracted by the district to provide services to students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying.~~

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board member must complete, during the first year of the member's first term, a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

~~The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.~~

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the New Jersey Student Learning Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be



HARASSMENT, INTIMIDATION, AND BULLYING (M)

designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17 ~~et seq.~~

M. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, and bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

~~M. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review~~

~~The Superintendent shall develop and implement a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with students.~~

~~The Superintendent Principal(s), and the Anti-Bullying Coordinator, with input from the schools' Anti-Bullying Specialists, shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, and any report(s) and/or finding(s) of the School Safety/School Climate Team(s). The Superintendent shall recommend to the Board necessary revisions and additions to the Policy consistent with N.J.S.A. 18A:37-15.e., as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.~~

~~N. Reports to Board of Education and New Jersey Department of Education~~

~~The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, and bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.~~

NO. School and District Grading Requirements



HARASSMENT, INTIMIDATION, AND BULLYING (M)

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

OP. Reports to Law Enforcement

The Superintendent or designee and the Principal shall consult law enforcement, as appropriate, pursuant to the provisions of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, if the student's behavior may constitute a possible violation of the New Jersey Code of Criminal Justice.

Some acts of harassment, intimidation, and bullying may be bias-related acts and school officials must report to law enforcement officials any bias related acts, in accordance with N.J.A.C. 6A:16-6.3(e), and pursuant to the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

PQ. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

QR. Students with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.



HARASSMENT, INTIMIDATION, AND BULLYING (M)

~~S. Approved Private Schools for Students with Disabilities (APSSD)~~

~~In accordance with the provisions of N.J.A.C. 6A:16-7.7(a).2.ix.(2), the Board of Education shall investigate a complaint or report of harassment, intimidation, or bullying, pursuant to N.J.A.C. 6A:16-7.7(a).2.ix. and Section G. of this Policy occurring on Board of Education school buses, at Board of Education school-sponsored functions, and off school grounds involving a student who attends an APSSD. The investigation shall be conducted by a Board of Education Anti-Bullying Specialist, in consultation with the APSSD.~~

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-37

N.J.A.C. 6A:16-7.1 et seq.; **through 6A:16-7.9**

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – ~~April 2011~~
August 2022 – New Jersey Department of Education

~~Memorandum – New Jersey Commissioner of Education – Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act – December 16, 2011~~

Adopted: 14 October 2013

Revised: 27 January 2014

Revised: 22 May 2017

Revised: 27 August 2018

Revised: 13 June 2022

Revised: 13 February 2023



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Students
5701/Page 1 of 2
ACADEMIC INTEGRITY

5701 ACADEMIC INTEGRITY

The highest standards of honesty and integrity are expected from students in all academic and non-academic pursuits must apply to a student's actions at Roxbury High School. Any act of dishonesty reflects upon a student and negatively affects the entire school community.

Among the most serious academic offenses is the submission of work that is not one's own are (copying and/or plagiarism). Both are forms of cheating. In copying, a student is taking the work of another, either including, but not limited to, on homework, an assessment, or writing task or on a test, and claims claiming it as their his/her own. The term plagiarism usually refers to a higher level of copying in which a person, often in preparing a research paper, copies from sources without indicating what sources were used. In effect, by not naming the source, the students are is claiming the work is theirs his/hers. The term also applies if a students eopies copy a research paper of another and claims that they are he/she is the author. Whether the student is the person who gives or receives the information, they are he/she is guilty of a dishonest act.

In order to ensure that students not only understand that these choices are a hinderance to the learning process they also negatively impact a teacher's ability to support the academic growth and development of the students; teachers will provide age-appropriate instruction and support relative to the process of conducting research, synthesizing information, and providing appropriate credit to deserving sources.

Students who engage in the decision to cheat or plagiarize will be held accountable, not only for their actions, but also the appropriate completion of the intended learning task. This may include an alternative task/assignment as well as diminished credit. In the event that a student is caught engaging in such choices, the teacher will contact the parent along with the student to discuss the actions taken as well as a plan for restoration of learning outcomes. Additionally, the teacher shall request and be furnished with evidence of the learning process that the student undertook.

Moreover, it is the anticipation of the Board that students will be instructed and supported with strategies to conduct research, evaluate learning experiences and prepare original work that stands to be a demonstration of one's authentic thinking, learning, and ability as outlined in our Portrait of a Graduate.

All instances of cheating are dealt with severely at Roxbury High School. Any work (homework, test, examination, or paper), which was completed by dishonest means will receive a grade of "O". Teachers will notify counselors who will, in turn, notify parents and a record of this offense will be placed in the student file and retained throughout the



POLICY

~~school year. Beyond all of these steps is the fact that the student has been untrue to him/herself and has damaged one of his/her most precious possessions: his/her character.~~

Adopted: 14 October 2013

Revised: 13 February 2023



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Operations
8140/Page 1 of 2
STUDENT ENROLLMENTS (M)

8140 STUDENT ENROLLMENTS (M)

M

The Board of Education recognizes that efficient district operations require an accurate and up to date accounting of the number of students resident in this district and enrolled in district classes and programs.

Student attendance shall be recorded in the school register during school hours on each day ~~the school is in session~~ pursuant to N.J.A.C. 6A:32-8.3. A staff member designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and N.J.A.C. 6A:32-8.1(c). ~~Separate registers shall be kept for students attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared time classes for regular students, shared time classes for students with disabilities, full time bilingual education programs and vocational day programs, summer schools operated by the district, and any other programs as required by the New Jersey Department of Education and N.J.A.C. 6A:32-8.1(d).~~

In accordance with N.J.A.C. 6A:32-8.1(e), a student who has been placed on home instruction shall have ~~their~~ ~~his or her~~ attendance status recorded on the regular register ~~attendance pages~~ for the program in which the student is enrolled. ~~The student shall be marked absent for~~ ~~For~~ the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement, ~~the student shall be marked absent.~~ Absences shall not ~~No absences will~~ be recorded for the student while on home instruction, ~~provided~~ ~~providing~~ the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9 and N.J.A.C. 6A:16-10.1 and 10.2. The number of possible days of ~~in membership~~ enrollment for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.

Such records shall be made and maintained as will enable the Board to plan program and facilities development, to make appropriate allocation of district resources, and receive the district's maximum amount of State and Federal aid.

The Superintendent or designee shall annually and in accordance with the timelines established by the Commissioner, file a report with the Commissioner stating the school district's enrollment.



POLICY

ROXBURY TOWNSHIP
BOARD OF EDUCATION

Operations
8140/Page 2 of 2
STUDENT ENROLLMENTS (M)

N.J.S.A. 18A:25-4

N.J.A.C. 6A:14-4.8; 6A:14-4.9; 6A:16-10.1; 6A:16-10.2; 6A:32-8.1; 6A:32-8.2;
6A:32-8.3

Adopted: 14 October 2013

Revised: 13 February 2023



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8140/Page 1 of 4
ENROLLMENT ACCOUNTING (M)

R 8140 ENROLLMENT ACCOUNTING (M)

M

A. School Enrollment

1. The **school** enrollment in a **program of instruction** class, a school, or the district shall be the total number of original **student** entries **in the school register** plus the number of re-entries, less the number of transfers, withdrawals or dropouts in any such unit during a school year. The total number of original entries and re-entries, less the number of transfers, withdrawals or dropouts, in all **the programs of instruction** classes and schools of the district shall constitute the school enrollment for the ~~school~~ district during any school year.
2. **A** ~~No~~ student attending a school operated by **the Board of Education** ~~this district~~ shall **not** be **concurrently** enrolled in more than one school register in **any the school** district during a school year **with the exception of shared-time students**. ~~All students shall be enrolled as of the first day of attendance for that year.~~
3. **A** ~~No~~ student shall **not** be enrolled in a school register until the student has reached **over the age of five years in accordance with N.J.S.A. 18A:38-1 – Attendance at School Free of Charge**. The district may enroll students **under less than** the following legal school ages:
 - a. Kindergarten – **older more** than four years and **younger** less than six years; **in accordance with Policy 5112**.
 - b. **State-funded preschool program – at least three years of age and younger than five years; and Day school – more than five years; or**
 - c. Preschool **students with disabilities** ~~disabled~~ – **at least more than three years of age and younger** less than five years.
4. Within ten **school** days of the start of the school year, the district shall determine **whether a student who attended the previous year but not the current school year** ~~any re-entering student who has not~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8140/Page 2 of 4
ENROLLMENT ACCOUNTING (M)

~~attended school that year~~ has an excused absence or has transferred, withdrawn, or dropped out of the school district.

5. Any student enrolled in ~~the a school register in a school~~ district who moves to another school district in the same school year shall be ~~enrolled in the school~~ **included** ~~one~~ register in the new school district upon **enrollment** ~~entering school in that school district~~.

6. The average daily enrollment in the district for a school year shall be the sum of the **total** days **in membership** ~~present and absent~~ of all enrolled students when schools were in session during the year, divided by the number of days ~~schools were actually~~ in session. The average daily enrollment for the **programs of instruction** ~~classes~~ or schools of the district having varying lengths of terms shall be the sum of the average daily enrollments obtained for the individual **programs of instruction** ~~classes~~ or schools.

a. **“Days in membership” means the number of school days in session in which a student is enrolled. A student’s membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.**

~~7. The average daily attendance in the district for a school year shall be the sum of the days present of all enrolled students when schools were in session during the year, divided by the number of days schools were actually in session. The average daily attendance for the classes or schools of the district having varying lengths of terms shall be the sum of the average daily attendance obtained for the individual classes or schools.~~

B. Application for State School Aid

Pursuant to the requirements of N.J.S.A. 18A:7F-33, the district shall file with the Commissioner of Education an Application for State School Aid in accordance with the following procedures:

1. Counting Procedure



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8140/Page 3 of 4
ENROLLMENT ACCOUNTING (M)

- a. Each employee responsible for the maintenance and safe keeping of a school register (and whose name appears on the cover of the register) shall conduct a count of the students entered in the register on the last school day prior to October 16.
 - b. The count shall include all students **as required to be reported in accordance with the provisions of N.J.S.A. 18A:7F-33** ~~who have attended school since the beginning of the school year, by original entry or reentry, and shall exclude all students who have been removed from the register by transfer or dropout.~~
 - c. The count shall be recorded on a form, and the form shall be submitted to the **School Business Administrator/Board Secretary or designee** ~~Superintendent~~ no later than October 16.
2. Data Collection
- a. The **Superintendent or designee** ~~School Business Administrator/Board Secretary~~ shall assign responsibility for the preparation of worksheets to document the compilation of register data.
 - b. Completed worksheets shall be submitted to the School Business Administrator/Board Secretary **or designee** who shall compare the data submitted on the worksheets to the register count submitted in accordance with B.1.a.
 - c. The School Business Administrator/Board Secretary **or designee** shall reconcile all inconsistencies between worksheet data and register counts and submit final enrollment counts to the **Superintendent of Schools** as required.
3. Application Submission
- The School Business Administrator/Board Secretary **or designee, with approval of the Superintendent,** shall file with the



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

OPERATIONS
R 8140/Page 4 of 4
ENROLLMENT ACCOUNTING (M)

~~Commissioner the report required by N.J.S.A. 18A:7F-33 shall complete the Application for State School Aid and submit the application to the Superintendent for approval.~~

Issued: 14 October 2013

Revised: 13 February 2023



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Operations
8330/Page 1 of 6
STUDENT RECORDS (M)

8330 STUDENT RECORDS (M)

M

The Board of Education ("The Board") believes that information about individual students must be compiled and maintained in the interest of the student's educational welfare and advancement. The Board will strive to balance the student's right to privacy against the district's need to collect, retain, and use information about individual students and groups of students. The Board authorizes the establishment and maintenance of student files that include only those records mandated by law, rules of the State Board of Education, authorized administrative directive, and those records permitted by this Board.

The Superintendent shall prepare, present to the Board for approval, and distribute regulations that implement this Policy and conform to applicable State and Federal law and rules of the State Board of Education.

General Considerations

The Board shall compile and maintain student records and regulate access, in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and 34 CFR Part 99, disclosure, or communication of information contained in ~~student educational~~ records in a manner that assures the security of ~~the such~~ records in accordance with the provisions of N.J.A.C. 6A:32-7.4 et seq. Student records shall contain only ~~such~~ information ~~that~~ as is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record. The ~~school~~-district shall provide annual, written notification to parents, adult students, and emancipated minors of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and ~~Board local~~ policies shall be made available upon request. The ~~school~~ district shall make every effort to notify parents and adult students in their dominant language.

~~Nonadult~~ ~~A nonadult~~ students may assert rights of access only through ~~their~~ ~~his or her~~ parent(s). However, nothing in N.J.A.C. 6A:32-7 shall be construed to prohibit certified school personnel from disclosing at their discretion student records to non-adult students or to appropriate persons in connection with an emergency, if ~~the information contained in the record~~ ~~such knowledge~~ is necessary to protect the health or safety of the student or other persons.



No liability shall be attached to any member, officer, or employee of the Board of Education permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.1 et seq.

Student Information Directory

A student information directory is maintained by the Board which includes information relating to a student as defined in N.J.A.C. 6A:32-2.1. This information includes: name; grade level; date and place of birth; dates of school attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information. The student information directory shall be used only by authorized school district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption.

In the event the ~~school~~ district publishes a student information directory, the Superintendent or designee will provide a parent or adult student a ten-day period to submit to the Superintendent a written statement prohibiting the **inclusion of school district from including** any or all types of information about the student in any student information directory before allowing access to **the such directory and school facilities** to educational, occupational, and military recruiters pursuant to N.J.S.A. 18A:36-19.1 and 20 U.S.C. §8528 - Armed Forces Recruiter Access to Students and Student Recruiting Information of the **Every Student Succeeds Act of 2015** ~~Elementary and Secondary Act (ESEA) of 1965~~. In accordance with N.J.S.A. 18A:36-19.1, military recruiters will be provided the same access to a student information directory that is provided to educational and occupational recruiters.

School Contact Directory for Official Use

A school contact directory for official use is a compilation by the ~~school~~ district that includes the following information for each student: name; address; telephone number; date of birth and school enrollment. The district shall compile and maintain—a school contact directory for official use **in accordance with N.J.A.C. 6A:32-7.2**, that is separate and distinct from the student information directory. The student contact directory may be provided for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question. To exclude any information from the school contact directory for official use the parent, adult student, or emancipated minor shall notify the Superintendent or designee in writing



Mandated and Permitted Student Records

Mandated student records are those records ~~school~~ districts have been directed to compile by State statute, regulations, or authorized administrative directive in accordance with N.J.A.C. 6A:32-7.3.

Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's educational welfare. The Board shall authorize the permitted records to be collected by adopting Policy and Regulation 8330, which will list such permitted records.

Maintenance and Security of Student Records

The Superintendent or designee shall be responsible for the security of student records maintained in the ~~school~~ district **in accordance with the provisions of N.J.A.C. 6A:32-7.4.** ~~This~~ Policy and Regulation 8330 assure that access to student ~~such~~ records is limited to authorized persons.

Records for each individual student may be stored electronically or in paper format. When student records are stored electronically, proper security and back-up procedures shall be administered.

Student health records, whether stored on paper or electronically, shall be maintained **in accordance with N.J.A.C. 6A:32-7.1(l)** ~~separately from other student records, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.~~ Records shall be accessible during the hours in which the school program is in operation.

Any district ~~internet~~ website shall not disclose any personally identifiable information about a student ~~without receiving prior written consent from the student's parent,~~ in accordance with the provisions of N.J.S.A. 18A:36-35 **and N.J.A.C. 6A:32-2.1.** ~~Personally identifiable information means student names; student photos; student addresses; student e-mail addresses; student phone numbers; and locations and times of class trips.~~

Access to Student Records

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under



N.J.A.C. 6A:32-7.1 et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.

The district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth at N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.

The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations in accordance with N.J.A.C. 6A:32-7.5(c).

~~The district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent the parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.~~

Access to and disclosure of a student's health record shall meet the requirements of the FERPA Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records.

Nothing in N.J.A.C. 6A:32-7.1 et seq. or in this Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.

In complying with N.J.A.C. 6A:32-7 – Student Records, the district individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and FERPA 34 CFR Part 99, the Family Educational Rights and Privacy Act (FERPA).

Conditions for Access to Student Records



All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7.4 et seq. shall have access to ~~the records of~~ a student **record** subject to conditions outlined in N.J.A.C. 6A:32-7.6(a).

Rights of Appeal for Parents and Adult Students

Student records are subject to challenge by parents and adult students on the grounds of inaccuracy, irrelevancy, **impermissible** ~~impermissible~~ disclosure, inclusion of improper information or denial of access to organizations, agencies, and persons in accordance with N.J.A.C. 6A:32-7.7(a).

To request a change in the **student** record or to request a stay of disclosure pending final determination of the challenged procedure, the parent or adult student shall follow the procedures pursuant to N.J.A.C. 6A:32-7.7(b).

Appeals relating to student records for students with disabilities shall be processed in accordance with the requirements of N.J.A.C. 6A:32-7.7(c).

Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place in the student record a statement commenting upon the information in the student record or setting forth any reasons for **contesting a portion of the student record, including the decision made in the appeal.** ~~disagreement with the decision made in the appeal. Such statements~~ **The parent's or adult student's statement** shall be maintained as part of the student record as long as the contested portion of the **student** record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.

Retention and Disposal of Student Records

A student record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the ~~school~~ district. The **Board** ~~school district~~ shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.

Student records of currently enrolled students, other than **the records** that described in N.J.A.C. 6A:32-7.8(f) may be disposed of after the information is no longer necessary to provide educational services to a student and in accordance with the provisions of N.J.A.C. 6A:32-7.8(c).



Upon graduation or permanent departure of a student from the ~~school~~ district, the parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request. Information in student records, other than that described in N.J.A.C. 6A:32-7.8(fe), may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. Such disposition shall be in accordance with the provisions of N.J.A.C. 6A:32-7.8(c)2

No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.

In accordance with N.J.A.C. 6A:32-7.8(fe), the ~~New Jersey public school~~ district of last enrollment, graduation, or permanent departure of the student from the ~~school~~ district shall keep for 100 years a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

N.J.S.A. 18A:36-19; 18A:36-19.1; 18A:40-4; 18A:40-19
N.J.A.C. 6A:32-7.1; 6A:32-7.2; 6A:32-7.3; 6A:32-7.4; 6A:32-7.5;
6A:32-7.6; 6A:32-7.7; 6A:32-7.8
20 U.S.C. §8528

Adopted: 14 October 2013
Revised: 13 February 2017
Revised: 26 April 2021
Revised: 13 February 2023



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8330/Page 1 of 23
STUDENT RECORDS (M)

R 8330 STUDENT RECORDS (M)

M

A. Definitions (N.J.A.C. 6A:32-2.1)

1. “Access” means the right to view, make notes, and/or reproduce a student record.
2. “Adult student” means a person who is at least eighteen years of age, ~~or is attending an institution of postsecondary education~~, or is an emancipated minor.
3. “Days in membership” means the number of school days in session in which a student is enrolled. A student’s membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.
4. “Health history” means the record of a person’s past health events obtained in writing, completed by the individual or the individual’s physician.
53. “Mandated student records” means student records that school districts compile pursuant to State statute, regulation, or authorized administrative directive.
64. “Parent” means the natural or adoptive parent, legal guardian, surrogate parent appointed pursuant according to N.J.A.C. 6A:14-2.2, or a person acting in place of a parent (such as a grandparent or stepparent with whom the student lives or a person legally responsible for the student’s welfare) Unless parental rights have been terminated by a court of appropriate jurisdiction, the parent retains all rights pursuant to under N.J.A.C. 6A:32. In addition, a resource family foster parent may act as a parent pursuant to under the provisions of N.J.A.C. 6A:32 if the parent’s authority to make educational decisions on the student’s behalf has been terminated by a court of appropriate jurisdiction.



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8330/Page 2 of 23
STUDENT RECORDS (M)

75. “Permitted student records” means records that the Board of Education has authorized, by resolution adopted at a regular public meeting, to be collected to promote the educational welfare of students.
8. “Personally identifiable information” means, but is not limited to:
- a. The student's name;
 - b. The name of the student's parent(s) or other family members;
 - c. The address of the student or the student's family;
 - d. The email address of the student, the student's parent(s), or other family members;
 - e. The telephone number of the student, the student's parent(s), or other family members;
 - f. A personal identifier, such as the student's Social Security number, student number, or biometric record;
 - g. A photo of the student;
 - h. The location and times of class trips;
 - i. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
 - j. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty; or
 - k. Information requested by a person who the district, or private agency that provides educational services by means of public funds, reasonably believes knows the identity of the student to whom the student record relates.

OPERATIONS
R 8330/page 3 of 24



Student Records

9. "Physical examination" means the assessment of an individual's health, in accordance with the requirements at N.J.A.C. 6A:16-2.2.
10. "School contact directory for official use" means a compilation by a district that includes the following information for each student: name, address, telephone number, date of birth, and school of enrollment. The directory may be provided for official use only to judicial, law enforcement, and medical personnel.
11. "Student discipline record" means information regarding all disciplinary actions taken against a student by a school district pursuant to N.J.S.A. 18A:36-25.1.b. and that is maintained in a student's record.
127. "Student information directory" means a publication of the Board of Education that includes information relating to a student. It shall be used only by authorized school district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption. The information shall be the student's: name; grade level; date and place of birth; dates of attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information.
136. "Student record" means information related to an individual student gathered within or outside the school district and maintained within the school district regardless of the physical form in which it is maintained. Essential in this definition is the idea that any information that is maintained for the purpose of second-party review is considered a student record. Therefore, information recorded by certified school personnel solely as a memory aid and not for the use of a second party is excluded from this definition. In the absence of any "information related to an individual student," the document(s) no longer meets the definition of "student record."



B. General Considerations (N.J.A.C. 6A:32-7.1)

1. The Board of Education shall compile and maintain student records and regulate access in accordance with the Federal Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and 34 CFR Part 99, disclosure, or communication of information contained in student educational records in a manner that assures the security of the such records in accordance with the provisions of N.J.A.C. 6A:32-7.1 et seq.
2. Student records shall contain only such information that as is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record.
3. The school district shall provide annual, written notification to parents, adult students, and emancipated minors of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and Board local policies shall be made available upon request. The Board school district shall make every effort to notify parents and adult students in their dominant language.
4. Nonadult A non-adult students may assert rights of access only through their his or her parent(s). However, nothing in N.J.A.C. 6A:32-7 et seq. or in Policy 8330 or this Regulation 8330 shall be construed to prohibit certified school personnel from disclosing at their discretion student records to non-adult students or to appropriate persons in connection with an emergency, if the information contained in the record such knowledge is necessary to protect the health or safety of the student or other persons.
5. The parent or adult student shall have access to the student's their own records and have access to or be specifically informed about only the that portion of another student's record that contains information about the student his or her own child or himself or herself.



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8330/Page 5 of 23
STUDENT RECORDS (M)

6. All anecdotal information and assessment reports collected on a student shall be dated and signed by the individual who originated the data.
76. The Superintendent or designee shall require all ~~permitted~~ student records of currently enrolled students to be reviewed annually by certified school personnel to determine the education relevance of the ~~information material~~ contained therein. The reviewer shall cause ~~information data~~ no longer descriptive of the student or educational program to be deleted from the records except that prior notice shall be given for ~~classified~~ students **with disabilities** in accordance with N.J.A.C. 6A:14, Special Education. ~~The deleted~~ **Such** information shall be disposed of and not be recorded elsewhere. No record of any such deletion shall be made.
87. No liability shall be attached to any member, officer, or employee of the Board of ~~Education~~ permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.1 ~~et seq.~~
98. When the parent's or adult student's dominant language is not English or the parent or adult student is deaf, the school district shall provide interpretation of the student records in the dominant language of the parents or adult student.
109. Student health records shall be maintained separately from other student records. **Student health records also shall be maintained and handled,** according to the requirements of N.J.A.C. 6A:32-7.1 ~~et seq.~~, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.

C. School Contact Directory for Official Use (N.J.A.C. 6A:32-7.2)

1. The Board of ~~Education~~ shall compile and maintain a school contact directory for official use that is separate and distinct from the student information directory.
2. **School personnel shall provide information from the school contact directory for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question. Upon request from a court, other judicial**



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8330/Page 6 of 23
STUDENT RECORDS (M)

agency, law enforcement agency, or medical service provider currently providing services to the student in question, school personnel shall promptly verify the enrollment of a student and provide the requester with all information about the student that is contained in the school contact directory for official use.

a. ~~School personnel shall provide information from the school contact directory for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question.~~

b. ~~Upon request from a court, other judicial agency, law enforcement agency, or medical service provider currently providing services to the student in question, school personnel shall promptly verify the enrollment of a student and provide the requester with all information about that student that is contained in the school contact directory for official use.~~

32. **A** ~~To exclude any information from the school contact directory for official use, the parent, adult student, or emancipated minor shall notify, in writing, the Superintendent or designee of their request to exclude any information from the school contact directory for official use in writing.~~

D. Mandated and Permitted Student Records (N.J.A.C. 6A:32-7.3)

1. Mandated student records shall include the following:

a. The student's name, address, telephone number, date of birth, name of parent(s), gender, standardized assessment results, grades, record of daily attendance, classes attended, grade level completed, year completed, and years of attendance;

b. ~~Record of daily attendance;~~

be. Descriptions of the student progress according to the Board's system of student performance data evaluation used in the school district;



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

OPERATIONS
R 8330/Page 7 of 23
STUDENT RECORDS (M)

- cd. History and status of physical health compiled in accordance with State regulations, including immunizations and results of any physical examinations given by qualified school district employees and immunizations;
 - de. Records pursuant to rules and regulations regarding the education of students with disabilities; and
 - ef. All other records required by N.J.A.C. 6A
2. Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's educational welfare and include the following as authorized by this Board upon adoption of Policy 8330 and this Regulation 8330. These records may include, but are not limited to:
- a. Personally authenticated observations, assessments, ratings, and anecdotal reports recorded by teaching staff members in the performance of their professional responsibilities and intended for review by another person, provided the record is dated and signed by the originator. Information recorded solely as a memory aid for the originator becomes a student's record when it is reviewed by any other person, including a substitute;
 - b. Information, scores, and results obtained from standardized tests or by approved tests conducted by professional personnel;
 - c. Educationally relevant information provided by the parent, or adult student, ~~or emancipated minor regarding the student's achievements or school activities;~~
 - d. Any correspondence with the student and/or the student's parents;
 - e. Driver education certificate;
 - f. Emergency notification form;
 - g. New student registration form;



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8330/Page 8 of 23
STUDENT RECORDS (M)

- h. Withdrawal or transfer form;
- i. Change of schedule form;
- ~~j. Records of disciplinary infractions, penalties, and disciplinary hearings;~~
- jk. Records of the student's co-curricular and athletic activities and achievements;
- kl. Class rank;
- lm. Awards and honors;
- mn. Notations of additional records maintained in a separate file;
- no. The statement from a student's parent, adult student, or emancipated minor regarding a contested portion of the record;
- op. Entries indicating review of the file by an authorized person;

E. Maintenance and Security of Student Records (N.J.A.C. 6A:32-7.4)

1. The Superintendent or designee shall be responsible for the security of student records maintained in the ~~school~~ district and shall devise procedures/regulations for assuring that access to **student** ~~such~~ records is limited to authorized persons. Policy and Regulation 8330 assures that access to such records is limited to authorized persons.
2. **The Board may store all student records** ~~Records for each individual student may be stored~~ either electronically or in paper format. ~~When student records are stored electronically, proper security and backup procedures shall be administered.~~
 - a. **When student records are stored electronically, proper security and backup procedures shall be administered.**



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8330/Page 9 of 23
STUDENT RECORDS (M)

3. Student health records, whether stored on paper or electronically, shall be maintained in accordance with N.J.A.C. 6A:32-7.1(l) ~~separately from other student records, until such time as graduation or termination whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.~~
4. Records shall be accessible during the hours in which the school program is in operation.
5. Mandated student records required as part of programs established through State-administered entitlement or discretionary funds from the U.S. Department of Education shall be maintained for a period of five years after a student's graduation, or termination from the school district, or to age twenty-three, whichever is longer, ~~and~~ The mandated student records shall be disposed of in accordance with N.J.S.A. 47:3-15 et seq.
6. Any district or school website shall not disclose any personally identifiable information about a student, in accordance with N.J.S.A. 18A:36-35.

F. Access to Student Records (N.J.A.C. 6A:32-7.5)

1. Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1(g) ~~et seq.~~ within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.
- ~~2. The school district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations or stated in N.J.A.C. 6A:32-7.5(e) and section G. below.~~
23. The school district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent the parents or adult students from exercising their rights



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8330/Page 10 of 23
STUDENT RECORDS (M)

under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.

3. The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations or as stated in N.J.A.C. 6A:32-7.5(e) and F.5. below.
4. Access to and disclosure of a student's health record shall meet the requirements of ~~the Family Education Rights and Privacy Act~~, FERPA, 20 U.S.C. §1232g, and 34 CFR ~~C.F.R.~~ Part 99 (FERPA).
5. Organizations, agencies, and persons authorized to access student records shall include only the following:
 - a. The student who has written permission of a parent and the parent of a student under the age of eighteen, regardless of whether the child resides with the parent, except pursuant to N.J.S.A. 9:2-4;
 - (1) The place of residence shall not be disclosed; and
 - (2) Access shall not be provided if denied by a court;
 - b. Students at least sixteen years of age who are terminating their education in the district because they will graduate secondary school at the end of the term or no longer plan to continue their education;
 - c. An adult student and/or a parent who has the written permission of an adult student, except that the parent shall have access without the adult student's consent, as long as the adult student is financially dependent on the parent and enrolled in the public school system, or if the adult student has been declared legally incompetent by a court of appropriate jurisdiction. The parent of a financially dependent adult student may not disclose information



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8330/Page 11 of 23
STUDENT RECORDS (M)

contained in the adult student's record to a second or third party without the adult student's consent;

- d. Certified school district personnel who are assigned educational responsibility for the student shall have access to the general student record but not to the student health record except under conditions permitted in N.J.A.C. 6A:16-2.4;
- e. Certified educational personnel who have assigned educational responsibility for the student and who are employed by agencies listed below shall have access to the general student record, but not to the student health record, except under conditions permitted at N.J.A.C. 6A:16-2.4:
 - (1) An approved private school for students with disabilities;
 - (2) A State facility;
 - (3) Accredited nonpublic schools in which students with disabilities have been placed pursuant to N.J.S.A. 18A:46-14; or
 - (4) Clinics and agencies approved by the New Jersey Department of Education;
- f. To fulfill its legal responsibility, the Board shall have access through the Superintendent or designee to information contained in the student's record. Information shall be discussed in executive session, unless otherwise requested by the parent or adult student;
- g. Secretarial and clerical personnel under the direct supervision of certified school personnel shall be permitted access to portions of the record to the extent necessary for the entry and recording of data and the conducting of routine clerical tasks. Access shall be limited only to student files in which such staff are directed to enter or



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8330/Page 12 of 23
STUDENT RECORDS (M)

record information, and shall cease when the specific assigned task is completed;

h. Accrediting organizations to carry out their accrediting functions;

i. The Commissioner of Education and New Jersey Department of Education staff members who are assigned responsibility that necessitates the review of such records;

j. Officials of other Boards of Education within the State or other educational agencies or institutions where the student is placed, registered, or seeks to enroll, subject to the following conditions:

(1) Original mandated student records that schools have been directed to compile by New Jersey statute, regulation, or authorized administrative directive shall be forwarded to the receiving district, agency, or institution with written notification to the parent or adult student;

(2) Original mandated student records that the Board has required shall be forwarded to the receiving district, agency, or institution only with the written consent of the parent or adult student, except where a formal sending-receiving relationship exists between the districts;

(3) All records to be forwarded, including disciplinary records as specified at N.J.S.A. 18A:36-19a., shall be sent to the Superintendent of the school district to which the student has transferred, or the Superintendent's designee, within ten school days after the transfer has been verified by the requesting district;

(4) The Superintendent or designee shall request, in writing, all student records from the school district of last attendance within two weeks from the date that the student enrolls in the new school district;



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8330/Page 13 of 23
STUDENT RECORDS (M)

- (5) Upon request, the Superintendent or designee of the school district of last attendance shall provide a parent(s) or an adult student with a copy of the records disclosed to other educational agencies or institutions; and
- (6) Proper identification, such as a certified copy of the student's birth certificate or other proof of the student's identity pursuant to N.J.S.A. 18A:36-25.1, shall be requested at the time of enrollment in a new school district;
- k. Officials of the United States Department of Education assigned responsibilities that necessitate review of such records;
- l. Officers and employees of a State agency responsible for protective and investigative services for students pursuant to N.J.S.A. 9:6-8.40. Whenever appropriate, the Board shall ask the State agency for its cooperation in sharing the findings of an investigation;
- m. Agency caseworkers or other representatives of a State or local child welfare agency who have the right to access a student's case plan when the agency or organization is legally responsible, in accordance with State law, for the care and protection of the student, consistent with 20 U.S.C. §1232g(b)(1)(L);
- n. Organizations, agencies, and persons from outside the school if they have the written consent of the parent or adult student. Organizations, agencies, and persons shall not transfer student record information to a third party without the written consent of the parent or adult student;
- o. Organizations, agencies, and individuals outside the school, other than those specified in N.J.A.C. 6A:32-7.5, upon the presentation of a court order; and



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8330/Page 14 of 23
STUDENT RECORDS (M)

p. Bona fide researchers who explain to the Superintendent the nature of the research project and the relevance of the records sought. Prior to the release of records to a researcher, the Superintendent or designee, shall receive from the researcher written assurance that the records will be used under strict conditions of anonymity and confidentiality.

6. Nothing in N.J.A.C. 6A:32-7, Policy 8330, and this Regulation shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.

7. In complying with N.J.A.C. 6A:32-7, Policy 8330, and this Regulation, the Board shall adhere to the requirements pursuant to the Open Public Records Act (OPRA), N.J.S.A. 47:1A-1 et seq., and FERPA, 20 U.S.C. §1232g; 34 CFR Part 99.

a. When responding to OPRA requests from any party, including parties other than those listed in N.J.A.C. 6A:32-7.5(e) and F.5. above, the Board may release, without consent, records removed of all personally identifiable information, as such documents do not meet the definition of a student record. Before making any release, the Board shall have made a reasonable decision that a student's identity cannot be determined whether through single or multiple releases, or when added to other reasonably available information.

~~G. Authorized Organizations, Agencies, and Persons with Access to Student Records (N.J.A.C. 6A:7.5(e))~~

~~Access shall include only the following:~~

~~1. A student who has the written permission of a parent and the parent of a student under the age of eighteen whether the child resides with the parent except per N.J.S.A. 9:2-4:~~

~~a. The place of residence shall not be disclosed; and~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8330/Page 15 of 23
STUDENT RECORDS (M)

- b. — Access shall not be provided if denied by a court.
2. — ~~Students at least sixteen years of age who are terminating their education in the school district because they will graduate secondary school at the end of the term or no longer plan to continue their education;~~
3. — ~~An adult student and parent who has the written permission of an adult student, except that the parent shall have access without consent of the student as long as the student is financially dependent on the parent and enrolled in the public school system or if the student has been declared legally incompetent by a court of appropriate jurisdiction. The parent of the financially dependent adult student may not disclose information contained in the adult student's record to a second or third party without the consent of the adult student;~~
4. — ~~Certified school district personnel who are assigned educational responsibility for the student shall have access to the general student record, but not to the student health record except under conditions permitted in N.J.A.C. 6A:16-2.4;~~
5. — ~~Certified educational personnel who have assigned educational responsibility for the student and who are employed by agencies listed below shall have access to the general student record, but not to the student health record except under conditions permitted in N.J.A.C. 6A:16-2.4:~~
- a. — ~~An approved private school for the disabled;~~
- b. — ~~A State facility;~~
- c. — ~~Accredited nonpublic schools in which students with educational disabilities have been placed according to N.J.S.A. 18A:46-14; or~~
- d. — ~~Clinics and agencies approved by the Department of Education.~~
6. — ~~To fulfill its legal responsibility, the Board of Education shall have access through the Superintendent or designee to information~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8330/Page 16 of 23
STUDENT RECORDS (M)

~~contained in a student's record. Information shall be discussed in executive session unless otherwise requested by the parent or adult student;~~

- ~~7. Secretarial and clerical personnel under the direct supervision of certified school personnel shall be permitted access to portions of the record to the extent necessary for the entry and recording of data and the conducting of routine clerical tasks. Access shall be limited only to student files in which such staff are directed to enter or record information, and shall cease when the specific assigned task is completed;~~
- ~~8. Accrediting organizations in order to carry out their accrediting functions;~~
- ~~9. The Commissioner of Education and New Jersey Department of Education staff members who are assigned responsibility that necessitates the review of such records;~~
- ~~10. Officials of other district Boards of Education within the State of New Jersey or other educational agencies or institutions where the student is placed, registered, or seeks to enroll subject to the following conditions:
 - ~~a. Original mandated student records that schools have been directed to compile by New Jersey statute, regulation, or authorized administrative directive shall be forwarded to the receiving school district with written notification to the parent or adult student;~~
 - ~~b. Original mandated student records that a Board of Education has required shall be forwarded to the receiving school district only with the written consent of the parent or adult student, except where a formal sending receiving relationship exists between the school districts;~~
 - ~~c. All records to be forwarded, including disciplinary records as specified in N.J.S.A. 18A:36-19(a), shall be sent to the Superintendent or designee of the school district to which the student has transferred within ten school days after the transfer has been verified by the requesting school district;~~~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8330/Page 17 of 23
STUDENT RECORDS (M)

- d. ~~The Superintendent or designee shall request in writing all student records from the school district of last attendance within two weeks from the date that the student enrolls in the new school district;~~
 - e. ~~Upon request, the Superintendent or designee of the school district of last attendance shall provide a parent(s) or an adult student with a copy of the records disclosed to other educational agencies or institutions; and~~
 - f. ~~Proper identification, such as a certified copy of the student's birth certificate or other proof of the child's identity pursuant to N.J.S.A. 18A:36-25.1, shall be requested at the time of enrollment in a new school district.~~
- 11. ~~Officials of the United States Department of Education assigned responsibilities that necessitate review of such records;~~
 - 12. ~~Officers and employees of a State agency responsible for protective and investigative services for students referred to that agency, pursuant to N.J.S.A. 9:6-8.40. Wherever appropriate, the Board of Education shall ask the State agency for its cooperation in sharing the findings of an investigation;~~
 - 13. ~~Agency caseworkers or other representatives of a State or local child welfare agency who have the right to access a student's case plan when the agency or organization is legally responsible, in accordance with State law, for the care and protection of the student, consistent with 20 U.S.C. § 1232g(b)(1)(L);~~
 - 14. ~~Organizations, agencies, and persons from outside the school if they have the written consent of the parent or adult student. Organizations, agencies, and persons shall not transfer student record information to a third party without the written consent of the parent or adult student;~~
 - 15. ~~Organizations, agencies, and individuals outside the school, other than those specified in N.J.A.C. 6A:32-7.5, upon the presentation of a court order;~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8330/Page 18 of 23
STUDENT RECORDS (M)

- ~~16. Bona fide researchers who explain to the Superintendent the nature of the research project and the relevance of the records sought. Researchers shall also satisfy the Superintendent or designee that the records will be used under strict conditions of anonymity and confidentiality. Such assurance shall be received in writing by the Superintendent prior to the release of information to the researcher;~~
- ~~17. Nothing in N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons; and~~
- ~~18. In complying with N.J.A.C. 6A:32-7.1 et seq., individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-1 et seq. the Open Public Records Act (OPRA) and 20 U.S.C. § 1232g, 34 CFR Part 99 the Family Educational Rights and Privacy Act (FERPA).~~

GH. Conditions for Access to Student Records (N.J.A.C. 6A:32-7.6)

- 1.** All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7.1 et seq. as listed below shall have access to the records of a student **record** subject to the following conditions:
 - a1.** No student record shall be altered or disposed of during the time period between a request to review the record and the actual review of the record.
 - b2.** Authorized organizations, agencies, and persons from outside the school whose access requires the consent of parents or adult students shall submit to the Superintendent or designee the request in writing together with any required authorization.
 - c3.** The Superintendent or designee shall be present during the period of inspection to provide interpretation of the records where necessary and to prevent their alteration, damage, or loss. In every instance of inspection of student records by persons other than parents, student, or individuals who have assigned educational responsibility for the individual



student, an entry shall be made in the student's record of the name(s) of persons granted access, the reason access was granted, the time and circumstances of inspection, the records studied, and the purposes for which the data will be used.

d4. Prior to disclosure of student records to organizations, agencies, or persons outside the school district pursuant to a court order, the Superintendent or designee shall give the parent or adult student at least three days' notice of the name of the requesting agency and the specific records requested unless otherwise judicially instructed. Such notification shall be provided in writing, if practicable. Only records related to the specific purpose of the court order shall be disclosed.

(1)a. Notice to the parent shall not be required when the parent ~~he or she~~ is party to a court proceeding involving child abuse and neglect or dependency matters, consistent with 20 U.S.C. § 1232g(b)(2)(B).

e5. A record may be withheld from a parent or from an adult student only when the school district obtains a court order or is provided with evidence that there is a court order revoking the right to access. Only that portion of the record designated by the court shall be withheld. When the district has or obtains evidence of such court order, the parent or adult student shall be notified in writing within five days of his or her request that access to the record has been denied and that the person has the right to appeal this decision to the court issuing the order.

Hf. Rights of Appeal for Parents and Adult Students (N.J.A.C. 6A:32-7.7)

1. Student records are subject to challenge by parents and adult students on grounds of inaccuracy, irrelevancy, impermissible ~~impermissible~~ disclosure, inclusion of improper information, or denial of access to organizations, agencies, and persons. The parent or adult student may request seek to: ~~expunge inaccurate, irrelevant, or otherwise improper information from the student's~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8330/Page 20 of 23
STUDENT RECORDS (M)

~~record; insert additional data as well as reasonable comments as to the meaning and/or accuracy of the records; and/or request an immediate stay of disclosure pending final determination of the challenge procedure as described in N.J.A.C. 6A:32-7.~~

- a. Expungement of inaccurate, irrelevant, or otherwise improper information from the student record;
- b. Insertion of additional data, as well as reasonable comments regarding the meaning and/or accuracy of the student record;
- c. The immediate stay of disclosure pending final determination of the challenged procedure as described in N.J.A.C. 6A:32-7; and/or
- d. Immediate access to student records for organizations, agencies, and persons denied access, pending final determination of the challenged procedure, as described in N.J.A.C. 6A:32-7.

2. To request a change in the student record or to request a stay of disclosure pending final determination of the challenged procedure, a parent or adult student shall notify, in writing, the Superintendent of the specific issues relating to the student record. the process shall be as follows:

- a. ~~A parent or adult student shall notify in writing the Superintendent of the specific issues relating to the student's record.~~
- ab. Within ten school days of notification, the Superintendent or designee shall notify the parent or adult student of the school district's decision.
- e. ~~If the school district disagrees with the request, the Superintendent or designee shall meet with the parent or adult student to resolve the issues set forth in the appeal.~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8330/Page 21 of 23
STUDENT RECORDS (M)

- bd. If the matter is not satisfactorily resolved, the parent or adult student has ten school days to appeal ~~the district's~~ this decision ~~to the Board of Education~~.
 - ce. If an appeal is made to the Board of Education, ~~the Board shall render a decision shall be rendered~~ within twenty school days. ~~The decision of the Board of Education may be appealed to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:43, Controversies and Disputes.~~
 - d. The decision of the Board may be appealed to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3, Controversies and Disputes. At all stages of the appeal process, the parent or adult student shall be afforded a full and fair opportunity to present evidence relevant to the issue.
 - e. A record of the appeal proceedings and outcome shall be made a part of the student record with copies made available to the parent or adult student.
 - f. ~~At all stages of the appeal process, the parent or adult student shall be afforded a full and fair opportunity to present evidence relevant to the issue. A record of the appeal proceedings and outcome shall be made a part of the student's record with copies made available to the parent or adult student.~~
3. Appeals relating to student records of students with disabilities shall be processed in accordance with the requirements of **N.J.A.C. 6A:32-7.7(b)** and I.2. above.
 4. Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place in the student record a statement commenting upon the information in the student record or setting forth any reasons **contesting a portion of the student record, including the decision made in the appeal.** The parent's or adult student's statement shall be maintained as part of the student record, as long as the contested portion of the student record is maintained. If the contested portion of the student record is disclosed to any party, the statement commenting upon the



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8330/Page 22 of 23
STUDENT RECORDS (M)

information shall also be disclosed to that party for disagreement with the decision made in the appeal.

- a. ~~Such statements shall be maintained as part of the student record as long as the contested portion of the record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.~~

J. Retention and Disposal of Student Records (N.J.A.C. 6A:32-7.8)

1. A student's record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the school district.
 - a. The Board school district shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.
2. Student records of currently enrolled students, other than the records that must be maintained for one hundred years as described at in N.J.A.C. 6A:32-7.8(f) and I.5. below, may be disposed of after the information is no longer necessary to provide educational services to a student. The disposition shall be carried out only after the parent or adult student has been notified in writing and written permission has been granted, or after reasonable attempts to notify the parent or adult student and to secure permission have been unsuccessful.
 - a. ~~Such disposition shall be accomplished only after written parental or adult student notification and written parental or adult student permission has been granted or after reasonable attempts of such notification and reasonable attempts to secure parental or adult student permission have been unsuccessful.~~
3. Upon graduation or permanent departure of a student from the school district:



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8330/Page 23 of 23
STUDENT RECORDS (M)

- a. The parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request.
- b. Information in student records, other than that described at ~~in~~ N.J.A.C. 6A:32-7.8(f) and I.5. below, may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. The disposition shall be carried out only after the parent or adult student has been notified in writing and written permission has been granted, or after reasonable attempts to notify the parent or adult student and to secure permission have been unsuccessful and prior written authorization has been obtained from the New Jersey State Records Committee in the New Jersey Department of the Treasury.
- ~~e. Such disposition shall be accomplished only after written parental or adult student notification and written parental or adult student permission has been granted, or after reasonable attempts at such notification and reasonable attempts to secure parental or adult student permission have been unsuccessful and prior written authorization has been obtained from the New Jersey State Records Committee in the New Jersey Department of State.~~
4. No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.
5. The ~~New Jersey public school~~ district of last enrollment, graduation, or permanent departure of the student from the ~~school~~ district shall keep for one hundred years a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

Issued: 14 October 2013
Revised: 13 February 2017
Revised: 13 February 2023



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8420.2/Page 1 of 5
BOMB THREATS (M)

R 8420.2 BOMB THREATS (M)

M

A bomb threat consists of a message regardless of the source or form or truth of the message, that someone has placed or intends to place in the school an explosive device or any material that will cause significant harm to persons in the school or damage to school property. **The procedures to be enacted when a bomb threat is received shall be included in the school district's plans, procedures, and mechanisms for school safety and security in accordance with the provisions of N.J.A.C. 6A:16-5.1 and Policy 8420.** The bomb threat message may be a telephone call, written, e-mailed, rumored, graffiti or any other communication method.

A. ~~Procedures When a Bomb Threat is Received~~

-

~~1. A bomb threat received by any school employee will be immediately relayed to the Principal or designee.~~

~~2. A written bomb threat should be placed in a folder or a folded paper and should be handled as little as possible.~~

~~3. If possible, a telephoned bomb threat should be transferred to the Principal or designee.~~

~~a. The Principal or other person who talks to the caller will attempt to keep the caller on the line as long as possible to enhance the chance to identify the telephone caller.~~

~~b. The person talking to the caller should attempt to obtain, by direct questioning and by listening to background clues, and record in writing as much information as possible about:~~

~~(1) The alleged bomb (e.g., its nature, size, specific location, what will cause detonation, detonation time);~~

~~(2) The caller (e.g., name, address, location, gender, age, background, motive);~~

~~(3) The identity of the person who placed the bomb, if the caller denies responsibility;~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8420.2/Page 2 of 5
BOMB THREATS (M)

-
- (4) — ~~The means by which the bomb was delivered to the site;~~
-
- (5) — ~~The caller’s voice (e.g., calm, angry, excited, slow, rapid, loud, slurred, distinct, familiarity); and~~
-
- (6) — ~~Background sounds (e.g., street noises, music, office or factory machinery, animal noises, voices).~~

~~B. — Procedures to be Used After a Bomb Threat is Received~~

-
- 1. — ~~The Principal or designee will immediately call:~~
 -
 - a. — ~~The Police Department/local law enforcement;~~
 -
 - b. — ~~The Fire Department; and~~
 -
 - c. — ~~The Superintendent's office.~~
-
- 2. — ~~If the Principal or designee determines there is reasonable cause to believe an explosive device is present and an immediate evacuation is warranted, the Principal or designee will order the immediate evacuation of the school building. The evacuation will be conducted as follows:~~
 -
 - a. — ~~The fire drill alarm may include a building designated code to indicate that a bomb threat has been received;~~
 -
 - b. — ~~If the Principal or designee determines that time permits, students will empty their lockers and leave them unlocked; and~~
 -
 - c. — ~~School staff members and students will be evacuated to a waiting place at least 1000 feet from the school building and behind cover or to a predetermined area outside the school building.~~
-
- 3. — ~~If the Principal or designee determines an immediate evacuation is not warranted the building will not be immediately evacuated until law enforcement officials arrive on the scene and are provided control of the bomb threat situation.~~
-
- 4. — ~~The Principal or designee will also:~~



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

OPERATIONS
R 8420.2/Page 3 of 5
BOMB THREATS (M)

-
- a. ~~Prohibit the use of any electronic communication devices to include, but not be limited to cellular telephones and walkie-talkies;~~
-
- b. ~~Ensure any school buses enroute to the school or other vehicles entering the school grounds are redirected to a designated alternative location pending further instructions from law enforcement officials;~~
-
- c. ~~Notify and maintain contact with the Superintendent of Schools regarding the communication to be released to parents, community and media; and~~
-
- d. ~~Allow law enforcement officials to control the scene upon their arrival.~~
-
- 5. ~~School staff members, upon receiving notice the school is being evacuated for a bomb threat, will:~~
 -
 - a. ~~Direct students to gather personal belongings in the classroom or within their immediate area;~~
 -
 - b. ~~Instruct students to not use any electronic communication device until instructed otherwise;~~
 -
 - c. ~~Conduct a quick visual survey of their classrooms for any suspicious or unfamiliar objects and report such to the Principal or designee;~~
 -
 - d. ~~Leave the windows and doors of their vacated rooms open and do not turn on or turn off any light or electrical switch;~~
 -
 - e. ~~Take the student roster and the day's attendance;~~
 -
 - f. ~~Lead their class or the students under their supervision upon receiving the evacuation notice to the evacuation area;~~
 -



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

OPERATIONS
R 8420.2/Page 4 of 5
BOMB THREATS (M)

- ~~g. — Take attendance when arriving at the evacuation area and report any additional students or missing students to the Principal or designee;~~
- ~~-~~
- ~~h. — Not allow any student to re-enter the building, leave the evacuation area, or be dismissed from school unless authorized by the Principal or designee or law enforcement officials; and~~
- ~~-~~
- ~~i. — Not speak to the media or permit media to interview any student.~~
- ~~-~~
- ~~6. — If law enforcement officials determine the building can be re-entered, the Principal or designee will order the building to be re-entered. The regular instructional program will be resumed as quickly as possible. If the bomb threat disruption has occurred late in the school day, the Principal may recommend to the Superintendent that the school be closed and students dismissed.~~
- ~~-~~
- ~~7. — In the event an explosive device is found in the school building or on school grounds threatening the safety of staff and students, the Principal or designee will:~~
 - ~~a. — Work with law enforcement officials to ensure the continued safety of students and staff;~~
 - ~~-~~
 - ~~b. — Notify school officials at the evacuation assembly locations of the situation that students will be released for the day; and~~
 - ~~-~~
 - ~~c. — In consultation with the Superintendent of Schools and law enforcement officials, will coordinate student dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.~~
- ~~-~~
- ~~8. — The school district will provide school district staff and other school district crisis response team members to provide counseling and support as needed.~~
- ~~-~~
- ~~9. — All bomb threat procedures will be conducted with seriousness and dispatch. It is the intention of these regulations that the school community be protected against harm without conferring notoriety on the person who threatens harm.~~



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

OPERATIONS
R 8420.2/Page 5 of 5
BOMB THREATS (M)

-
10. ~~In the event an explosion occurs while the building is evacuated, the Principal or designee, in consultation with the Superintendent of Schools and law enforcement officials, will coordinate student dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.~~

-
11. ~~The Principal will submit to the Superintendent a written report of each bomb threat received, the steps taken in response, and the outcome of the threat.~~

-
~~These procedures are recommended for implementation in the event a bomb threat is received. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if it is determined modification is needed to best protect the building's occupants.~~

-
~~Critical Incident Response Procedures for School Administrators, Faculty and Staff – The New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education – 2010~~

Adopted: 14 October 2013

Revised: 13 February 2023



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8420.7/Page 1 of 4
LOCKDOWN PROCEDURES (M)

R 8420.7 LOCKDOWN PROCEDURES (M)

M

In the event it is determined by the Principal or designee a circumstance or situation requires the school building's occupants to remain secure within the school building, the Principal or designee may implement lockdown procedures. ~~The following procedures to shall be enacted during a lockdown shall be included in the school district's plans, procedures, and mechanisms for school safety and security in accordance with the provisions of N.J.A.C. 6A:16-5.1 and Policy 8420 which shall begin with notification to the building's occupants that all occupants should commence lockdown procedures. The notification may be a public address announcement or may be a discreet notification depending on the circumstance or situation.~~

A. ~~Procedures in the Event it is Determined a Lockdown is Warranted~~

-

1. ~~The Principal and/or designee will immediately:~~

-

a. ~~Inform the Superintendent of Schools;~~

-

b. ~~Contact local law enforcement;~~

-

c. ~~Deactivate fire alarm pull stations without disengaging the fire sensors, if feasible, until law enforcement officials arrive on scene; and~~

-

d. ~~Deactivate school bell systems, if feasible, until law enforcement officials arrive on scene.~~

-

2. ~~The Principal and/or designee will also:~~

-

a. ~~Communicate to any staff outside the building to stop pedestrians and vehicles, including school buses, from entering the school grounds;~~

-

b. ~~Assign a staff member in the main office to maintain communication with classrooms and monitor status and, if needed, designate a staff member to meet and brief local law enforcement upon their arrival;~~

-



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8420.7/Page 2 of 4
LOCKDOWN PROCEDURES (M)

- ~~e. Determine, in consultation and with the approval of the Superintendent of Schools, the most appropriate means to communicate information to be released to parents, community, and media; and~~
 - ~~d. Will allow local law enforcement officials to control the scene upon their arrival.~~
3. ~~School staff members, upon receiving notice the school needs to be in a lockdown situation, will:~~
- ~~a. Turn off all lights, close blinds/shades and turn off electronic equipment;~~
 - ~~b. Instruct students to be absolutely quiet and discourage the individual use of cellular telephones;~~
 - ~~c. Instruct classroom occupants to get on the floor in a sitting or crouching position and direct students away from doors and windows wherever possible;~~
 - ~~d. Close and lock doors and windows from inside the room, if possible;~~
 - ~~e. Secure all staff, students and visitors, including those from hallways, behind locked doors, restrooms, gymnasiums, and other non-classroom areas without risking their own safety or the safety of others already secure;~~
 - ~~f. Not permit anyone to leave a secured room or area until notified by the Principal or designee or law enforcement officials; and~~
 - ~~g. Ignore bells or alarms unless otherwise notified by the Principal or designee or law enforcement officials.~~
4. ~~Any school staff member not supervising students at the time of the lockdown notification should go to the nearest classroom or secure area to assist other staff members with students. These staff members should ensure any students in hallways and other unsecured and open areas are taken to the nearest classroom and/or secured area.~~



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

OPERATIONS
R 8420.7/Page 3 of 4
LOCKDOWN PROCEDURES (M)

5. ~~Teachers shall take student attendance for the students within their secured area and report any additional students in the room and any missing students.~~
6. ~~Office personnel should remain in the general office areas or any other area that can be secured from the inside. All office doors shall be locked and secured to prevent entrance by an outside intruder.~~
7. ~~The building's occupants should remain in lockdown condition until an announcement indicating the lockdown is over.~~
8. ~~Lockdown Procedures for Those in Exposed Areas — Physical education classes using outside facilities shall, under the direction of the teacher, report to the nearest school entrance and upon entering the building locate to a secure classroom or location within the building. If there is reason to believe these students may be at risk re-entering the building, the students may be directed to another secure location off school grounds and/or away from the building.~~

~~B. Procedures After Lockdown Situation is Brought Under Control~~

1. ~~After the lockdown situation has been brought under control, the Principal or designee or law enforcement officials will communicate to building occupants the lockdown situation has ended.~~
2. ~~Evacuation of the building after the lockdown situation has been declared under control shall be under the direction of the Principal or designee and law enforcement officials.~~
3. ~~The Principal or designee, in consultation and with the approval of the Superintendent of Schools, will coordinate family reuniting procedures.~~
4. ~~The school district will provide school district staff and other school district crisis response team members to provide counseling and support as needed.~~
5. ~~The Principal or designee will debrief with local law enforcement and all other agencies involved in the school lockdown situation.~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8420.7/Page 4 of 4
LOCKDOWN PROCEDURES (M)

~~These lockdown procedures are recommended for implementation in the event it is determined a lockdown is needed. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if he/she determines modification is needed to best protect the building's occupants.~~

-

-

~~Critical Incident Response Procedures for School Administrators, Faculty and Staff—The New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education—2010~~

Adopted: 14 October 2013

Revised: 13 February 2023



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8420.10/Page 1 of 5
ACTIVE SHOOTER (M)

R 8420.10 ACTIVE SHOOTER (M)

M

An active shooter or armed assault in a school building or on school grounds involves one or more individuals' intent on causing physical harm to students and school staff. Intruders may possess weapons or other harmful devices. **The procedures to be enacted during an active shooter or armed assault situation shall be included in the school district's plans, procedures, and mechanisms for school safety and security in accordance with the provisions of N.J.A.C. 6A:16-5.1 and Policy 8420.** ~~In an active shooter situation, one or more subjects who are believed to be armed has used or threatened to use a weapon to inflict serious bodily injury to another person and/or continues to do so while having unrestricted access to additional victims, their actions have demonstrated their intent to continuously harm others, and their overriding objective appears to be that of mass injury.~~

A. ~~Procedures in the Event of an Active Shooter in the School or on School Grounds~~

1. ~~If the Principal or designee determines there is an active shooter in the school or on school grounds he/she will immediately:~~

a. ~~Order a lockdown of the school building. The notification may be a public address announcement or may be a discreet notification depending on the circumstance or situation;~~

b. ~~Contact local law enforcement;~~

c. ~~Inform the Superintendent of Schools;~~

d. ~~Deactivate fire alarm pull stations without disengaging the fire sensors, if feasible, until law enforcement officials arrive on scene;~~

e. ~~Deactivate school bell systems, if feasible, until law enforcement officials arrive on scene; and~~

f. ~~Direct staff and students outside the building, if the active shooter is believed to be in the building, to move immediately to a predetermined evacuation assembly location and be prepared to evacuate the school site, if necessary.~~



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

OPERATIONS
R 8420.10/Page 2 of 5
ACTIVE SHOOTER (M)

2. ~~The Principal and/or designee will also:~~
 - a. ~~Communicate to any staff outside the building to stop pedestrians and vehicles, including school buses, from entering the school grounds;~~
 - b. ~~Assign a staff member in the main office to maintain communication with classrooms and monitor status and, if needed, designate a staff member to meet and brief local law enforcement upon their arrival;~~
 - c. ~~Determine, in consultation and with the approval of the Superintendent of Schools, the most appropriate means to communicate information to be released to parents, community, and media; and~~
 - d. ~~Will allow local law enforcement officials to control the scene upon their arrival.~~
3. ~~School staff members, upon receiving notice there may be an intruder or active shooter in the school building or on school grounds, will:~~
 - a. ~~If not already confirmed, upon first indication of an intruder or armed intruder will immediately notify the Principal or designee;~~
 - b. ~~Turn off all lights, close blinds/shades, and turn off electronic equipment;~~
 - c. ~~Instruct students to be absolutely quiet and not to use any individual electronic communication device;~~
 - d. ~~Instruct classroom occupants to get on the floor in a sitting or crouching position and direct students away from doors and windows wherever possible;~~
 - e. ~~Close and lock doors and windows from inside the room, if possible;~~
 - f. ~~Secure all staff, students, and visitors, including those in the hallways, behind locked doors, restrooms, gymnasiums, and other~~



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

OPERATIONS
R 8420.10/Page 3 of 5
ACTIVE SHOOTER (M)

~~non-classroom building areas without risking their own safety or the safety of others already secure;~~

~~g. Not permit anyone to leave a secured room or area until notified by the Principal or designee or law enforcement officials; and~~

~~h. Ignore bells or alarms unless otherwise notified by the Principal or designee or law enforcement officials.~~

~~4. Any school staff member not supervising students at the time of the lockdown notification should go to the nearest classroom or secure area to assist other staff members with students. These staff members should ensure any person in hallways and other unsecured and open areas are taken to the nearest classroom and/or secured area.~~

~~5. Teachers shall take student attendance for the students within their secured area and report any additional students in the room and any missing students.~~

~~6. Office personnel should remain in the general office areas or any other area that can be secured. All office doors shall be locked and secured to prevent entrance by an outside intruder.~~

~~7. The building's occupants should remain in lockdown condition until an announcement indicating the lockdown is over.~~

~~8. Physical education classes using outside facilities, under the direction and supervision of the teacher, shall report to the nearest school entrance and upon entering the building locate to a secure classroom or location within the building. If there is reason to believe students outside the school building may be at risk re-entering the building, the students may be directed to another secure location off school grounds and/or away from the building.~~

~~9. The school may establish a predetermined code word or procedure for a staff member to communicate with the school office or administrative staff in the event an intruder enters a classroom or other secured area.~~

~~10. The Principal or designee may establish with local law enforcement officials a notification procedure in the event an active shooter or intruder~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
R 8420.10/Page 4 of 5
ACTIVE SHOOTER (M)

~~is believed to be in the school building. The notification procedure would alert law enforcement officials if a classroom or other secured area is safe and secure or if emergency assistance is needed. The procedure may be a color card system placing colored cards inside or outside doors or windows or any other procedure agreed to by the Principal and local law enforcement.~~

~~B. Procedures After Active Shooter Situation is Brought Under Control~~

- ~~1. After the active shooter situation has been brought under control, the Principal or designee or law enforcement officials will communicate to building occupants the active shooter situation has ended.~~
- ~~2. Evacuation of the building after the active shooter situation has been declared under control shall be under the direction of the Principal or designee and law enforcement officials.~~
- ~~3. The Principal or designee, in consultation and with the approval of the Superintendent of Schools, will coordinate family reunification procedures.~~
- ~~4. The school district will provide school district staff and other crisis response team members to provide counseling and support as needed.~~
- ~~5. The Principal or designee will debrief with local law enforcement and all other agencies involved in the active shooter situation.~~
- ~~6. The Superintendent of Schools, in consultation with the Principal and law enforcement officials, will determine when school can resume normal activities and will communicate this information to staff, parents, and the community.~~

~~These active shooter procedures are recommended for implementation in the event it is determined an active shooter may be in a school building or on school grounds. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if he/she determines modification is needed to best protect the building's occupants.~~



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

OPERATIONS
R 8420.10/Page 5 of 5
ACTIVE SHOOTER (M)

~~Critical Incident Response Procedures for School Administrators, Faculty and Staff – The
New Jersey Office of Homeland Security and Preparedness and the New Jersey
Department of Education – 2010~~

Adopted: 14 October 2013

Revised: 13 February 2023



POLICY

ROXBURY TOWNSHIP
BOARD OF EDUCATION

Bylaws
0155/Page 1 of 1
BOARD COMMITTEES

0155 BOARD COMMITTEES

The Board of Education authorizes the creation of committees of Board members charged to conduct studies, make recommendations to the Board, and act in an advisory capacity. Committees are not authorized to take action on behalf of the Board.

An ad hoc committee may be created and charged at any time by the President or a majority of the Board members present and voting. The President shall appoint members to any committee so created and charged; members shall serve until the committee is discharged.

Committees shall consist of no more than ~~five~~ ~~four~~ Board members (five Roxbury Board members or four Roxbury Board members and the Mount Arlington Board representative member), one of whom shall be the President, who shall serve as ex officio member on all Board committees. A member may request or refuse appointment to a committee; a member's refusal to serve on any one committee shall not prejudice his/her appointment to another committee.

The Board reserves the right to meet and work as a Committee of the Whole in informational, discussion, and exploratory sessions. No official action shall be taken at these meetings, unless so advertised.

A chairperson shall be appointed by the President.

Committee meetings may be called at any time by the committee chairperson or when a meeting is requested by a majority of the members of the committee.

Committee meetings shall not be open to the public, except that a majority of the committee or the chairperson may open the meeting to the public or invite persons whose knowledge or expertise may be useful to the committee.

Adopted: 14 October 2013

Revised: TBD



	POSITION LOC	POSITION	ASSIGNMENT	SEASON	22/23 LAST NAME	22/23 FIRST NAME	22/23 Base Stipend	# of Consec Yrs thru 22/23 Season	22/23 Longevity Stipend	22/23 TOTAL Stipend	22/23 Note about Consec Yrs
1	EMS	All Sports	Athletic Coordinator	Spring	Moskowitz	Phillip	\$ 2,112	n/a	n/a	\$ 2,112	
2	EMS	Outdoor Track - Boys'	Head Coach	Spring	Babetski	David	\$ 5,503	2	\$ -	\$ 5,503	
3	EMS	Outdoor Track - Girls'	Head Coach	Spring	Curley	Kelsey	\$ 5,503	5	\$ 100	\$ 5,603	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	Equipment Co-Manager	Spring	Dolan	James	\$ 3,008	n/a	n/a	\$ 3,008	
* 5	RHS	All Sports	Equipment Co-Manager	Spring	Misurelli	Frank	\$ 3,008	n/a	n/a	\$ 3,008	
* 6	RHS	All Sports	Athletic Trainer	Spring	Koch	Joseph	\$ 7,669	n/a	n/a	\$ 7,669	
* 7	RHS	Baseball	Head Coach	Spring	Trotter	Gregory	\$ 7,985	24	\$ 2,000	\$ 9,985	
* 8	RHS	Baseball	Assistant Coach	Spring	Miller	Thomas	\$ 5,573	1	\$ -	\$ 5,573	
* 9	RHS	Baseball	Assistant Coach	Spring	Roumes	Craig	\$ 5,573	2	\$ -	\$ 5,573	
* 10	RHS	Baseball	Assistant Coach	Spring	Scheneck	Matthew	\$ 5,573	22	\$ 900	\$ 6,473	
* 11	RHS	Golf	Head Coach	Spring	Monaco	David	\$ 7,720	6	\$ 200	\$ 7,920	
* 12	RHS	Golf	Assistant Coach	Spring	Kelley	Ryan	\$ 5,282	4	\$ -	\$ 5,282	Spring Boys' Lax Asst Coach @ RHS for 19/20; Spring Golf Asst Coach @ RHS as of 20/21.
* 13	RHS	Lacrosse - Boys'	Head Coach	Spring	Meeth	Justin	\$ 7,985	2	\$ -	\$ 7,985	
* 14	RHS	Lacrosse - Boys'	Assistant Coach	Spring	Blank	David	\$ 5,573	2	\$ -	\$ 5,573	
* 15	RHS	Lacrosse - Girls'	Head Coach	Spring	Bewalder	Kevin	\$ 7,985	18	\$ 1,400	\$ 9,385	
* 16	RHS	Lacrosse - Girls'	Assistant Coach	Spring	Quinn	Sean	\$ 5,573	1	\$ -	\$ 5,573	Appointment pending completion of documentation in accordance with the law or district policy.
* 17	RHS	Lacrosse - Girls'	Assistant Coach	Spring	Urban	Alexandra	\$ 5,573	7	\$ 150	\$ 5,723	
* 18	RHS	Outdoor Track	Head Coach	Spring	Bischoff	Derek	\$ 9,098	12	\$ 550	\$ 9,648	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.
* 19	RHS	Outdoor Track	Assistant Coach	Spring	Gervasio	Thomas	\$ 5,282	6	\$ 100	\$ 5,382	
* 20	RHS	Outdoor Track	Assistant Coach	Spring	Norgard	Kaitlyn	\$ 5,282	3	\$ -	\$ 5,282	
* 21	RHS	Outdoor Track	Assistant Coach	Spring	Roman	Daniel	\$ 5,282	6	\$ 100	\$ 5,382	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
* 22	RHS	Outdoor Track	Assistant Coach	Spring	Stellingwerf	Kaitlin	\$ 5,282	4	\$ -	\$ 5,282	
* 23	RHS	Softball	Head Coach	Spring	Critelli	Paul	\$ 7,985	5	\$ 100	\$ 8,085	
* 24	RHS	Softball	Assistant Coach	Spring	Arentowicz	Scott	\$ 5,573	3	\$ -	\$ 5,573	
* 25	RHS	Softball	Assistant Coach	Spring	Darling	Samantha	\$ 5,573	2	\$ -	\$ 5,573	
* 26	RHS	Tennis - Boys'	Head Coach	Spring	Doyle	Robert	\$ 7,720	5	\$ 50	\$ 7,770	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	\$ 6,016	n/a	n/a	\$ 6,016	
* 28	RHS & EMS	All Sports	Assistant Athletic Trainer	Spring	Forlenza	Corey	\$ 5,255	n/a	n/a	\$ 5,255	