

DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
MARCH 6, 2023

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

CALL TO ORDER: 6:30 P.M.

PUBLIC SESSION: 7:30 P.M.

SPEAKER REQUEST AT BOARD OF EDUCATION MEETINGS

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

ACCESS AGENDA & EXHIBITS
ONLINE:



I. MEETING CALLED TO ORDER

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

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

Roxbury Register - Newspaper

Daily Record - Newspaper

Star Ledger - Newspaper

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

Municipal Clerk

Roxbury Public Library

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

II. ROLL CALL

III. RESOLUTION TO MEET IN EXECUTIVE SESSION

March 6, 2023

RESOLVED, that the Roxbury Township Board of Education hold an Executive Session on March 6, 2023 regarding personnel matters, student matters, negotiations and attorney client privilege.

IV. ROLL CALL

V. PUBLIC SESSION

VI. PLEDGE OF ALLEGIANCE

VII. PRESENTATIONS

- School of Character Recognition:
 - Franklin Elementary School: Principal Mr. Brian Hamer; Faculty- Mrs. Jennifer Dranoff, Mrs. Kelly Freund, Mrs. Maria Gallagher, Mrs. Gail LaCosta, Mrs. Jennifer Maurer
 - Jefferson Elementary School: Principal Ms. Melissa Cosgrove; Faculty- Mrs. Ashley Cicchino, Ms. Casey Hoopes, Mrs. Kelly Lamont, Mrs. Kathleen Rice, Mrs. Joanne Saul
 - Kennedy Elementary School: Principal Ms. Nicole Acevedo; Ms. Kathy Byrne, Ms. Sarah Goodyear, Ms. Erica Iuvone, Ms. Kelly Korovich
 - Nixon Elementary School: Principal Ms. Danielle Lynch; Faculty- Ms. Victoria Arms, Ms. Jennifer Clark-Molnar, Ms. Jean Rex, Mr. Erik Swanson
 - Lincoln Roosevelt Elementary School: Principal Mr. Christopher Argenziano; Asst. Principal Dr. Christopher Zegar; Faculty- Ms. Stacey Buchanan, Ms. Andrea Capra, Ms. Melissa Davenport, Ms. Monica Del Rosario, Ms. Stefanie Del Russo, Ms. Karen Fasino, Ms. Peg Ferrentino, Ms. Caitlin Folkers, Ms. Jaime Hernandez, Ms. Lauren Matullo, Ms. Amy Murillo, Ms. Tiffany North, Ms. Jennifer Perhacs, Ms. Cynthia Perez, Ms. Susan Redwood, Ms. Jacqueline Sheplak-Lewis, Ms. Jennifer Smith, Ms. Elena Tunstead, & Ms. Tara Urban
- HIB Reporting Period 1 Summary - Dr. Charles Seipp
- K - 5 SS Program Proposal - Ms. Alyssa Belalrdino and SS Committee

VIII. CORRESPONDENCE

IX. STUDENT REPRESENTATIVE'S COMMENTS

X. BOARD PRESIDENT'S COMMENTS

XI. SUPERINTENDENT'S REPORT

XII. BUSINESS ADMINISTRATOR'S REPORT

XIII. MINUTES

1. Minutes of the Regular Meeting of February 13, 2023
2. Minutes of the Executive Session of February 13, 2023

XIV. COMMITTEE REPORTS

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

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

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

XVI. ACTION ITEMS

A. Finances (*Resolutions 1-11*)

BILLS LIST

*1. RESOLVED, that the Roxbury Township Board of Education approve the February 2023 bills list totaling \$2,377,581.19.

STUDENT ACTIVITY ACCOUNTS

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

Roxbury High School	\$32,842.15	Franklin School	\$0.00
Athletics	\$594.00	Kennedy School	\$0.00
Eisenhower Middle School	\$3,428.75	Jefferson School	\$1,930.00
Lincoln Roosevelt School	\$0.00	Nixon School	\$656.00

TRAVEL REQUESTS

*3. 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.	Mann, Monica	FAU Counselor Reception	4	Paramus, NJ	3/10/23	\$0	\$36.84

2.	Mason, Stuart	DAANJ Annual Conference	4	Atlantic City, NJ	3/14-3/15/23	\$400.00	\$668.84
3.	Christiansen, Emily	20th Annual Interdisciplinary Forum-Journalism During the Vietnam Era	4 S-1	Holmdel, NJ	3/22/23	\$35.00	\$87.35
3.	Cosgrove, Melissa	School Support Network - School Culture & Climate Initiative (Patrick Fennell Presentation)	4	Morristown, NJ	3/22/23	\$0	\$14.50
4.	Mann, Monica	NJPSA Legislative Conference	4	Monroe Township, NJ	3/24/23	\$0	\$47.00
5.	Maher, Chelsea	Artistic Academy School Counselor Tour & Curriculum Luncheon	4	Morris Plains, NJ	3/31/23	\$0	\$8.69
6.	LaCapra, Gina	NJSCA Annual School Counselor's Conference	4	Union, NJ	4/21/23	\$35.00	\$64.52
7.	Mann, Monica	NJPSA - Attendance, Residency & Homelessness	4	New Providence, NJ	5/10/23	\$150.00	\$169.74
8.	Cosgrove, Melissa	"From Survival to Success Try the Three C's" NJASECD Annual Conference	4	Lawrenceville, NJ	5/23/23	\$149.00	\$194.12
9.	Cicchino, Ashley	"From Survival to Success Try the Three C's" NJASECD Annual Conference	4	Lawrenceville, NJ	5/23/23	\$149.00	\$194.12
10.	Seipp, Charles	Annual School Law & Policy Seminar	4	Lincroft, NJ	6/2/23	\$0	\$0
11.	Mawn, Matthew	Summer Algae Science Institute	4	Livingston, NJ	6/30/23	\$0	\$24.25
12.	Bellardino, Alyssa	TC Summer Writing Institute	4	New York, NY	7/18-7/21/23	\$850.00	\$1251.90
13.	Schmidt, Eric	TC Summer Writing Institute	4	New York, NY	7/18-7/21/23	\$850.00	\$1305.40
14.	Mann, Monica	NJPSA - I&RS to MTSS	4	Online	3/14/23	\$75.00	\$75.00
15.	Blessing, Kelly	IMSE Certification Practicum/Fidelity Certificate	4	Online	Online	*\$1875.00	\$1875.00
<p>1-State/Federal policy requirements, 2-State curricular requirements, 3-State Initiatives, 4-Individual job requirements, T2-paid for by Title II funding, T3 paid for by Title III funding. Substitute coverage is indicated by "S" followed by the number of days for which a substitute is needed. *Amends Resolution XVI.A.7 originally approved on 1/23/23, increase in the course fee.</p>							

ACCEPTANCE OF THE 2021-2022 AUDIT

*4. The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board accept the Comprehensive Annual Financial Report and Auditor's Management Report for the period July 1, 2021 through June 30, 2022 as prepared by Nisivoccia LLP, Certified Public Accountants & Advisors, inclusive of the following recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

2022-002: The District reviews the estimated related services costs reported for Category 2 students on the Extraordinary Aid application for reasonableness.

3. School Purchasing Program

- None
- 4. School Food Service
 - None
- 5. Student Body Activities
 - None
- 6. Application for State School Aid
 - None
- 7. Pupil Transportation
 - None
- 8. Facilities and Capital Assets
 - None
- 9. Travel Expense and Reimbursement Policy
 - None
- 10. Status of Prior Year's Finding/Recommendation

The prior year recommendations regarding maintenance of complete and accurate daily meal count tally sheets, speech only students being mistakenly reported as regular education students and update of capital assets inventory records were resolved in the current year. The prior year recommendation regarding estimated related services costs for Category 2 students reported the Extraordinary Aid Applications was not resolved and remains as a current year recommendation.

AND BE IT FURTHER RESOLVED, that the Roxbury Township Board of Education approve the updated Corrective Action Plan (Exhibit #F1).

BE IT FURTHER RESOLVED, this supersedes in its entirety Finance Resolution XVI.A.4 dated December 12, 2022 and amends the Auditor's Management Report for the period July 1, 2021 through June 30, 2022 and the Corrective Action Plan (Exhibit #F1).

APPROVAL OF PURCHASES

- *5. RESOLVED, that the Roxbury Township Board of Education approve the purchase of sound panels for the GYM at Franklin Elementary School from The Music Den, 1030 Route 10, Randolph, NJ in the amount of \$21,765.12.

APPROVAL OF CAPITAL PROJECT

- *6. RESOLVED, that the Roxbury Township Board of Education approve the submission of the following "Other Capital Project" to the Department of Education for review and approval and for amendment to the Long Range Facilities Plan. It is further understood that the District is not seeking funding at the current time for this project:

	<i>School</i>	<i>Project</i>	<i>DOE Project #</i>
1.	Franklin Elementary School	Roof Replacements	27-4560-060
2.	Roxbury High School	Roof Replacements	27-4560-050
3.	Kennedy Elementary School	Roof Replacements	27-4560-067
4.	Lincoln Roosevelt School	Window Replacements	27-4560-080

CONTRACTS

- *7. RESOLVED, that the Roxbury Township Board of Education approve a contract with Bergen County Special Services School District, 540 Fairview Ave., Paramus, NJ to provide services to a student (O.C.) of Roxbury Township Public Schools effective February 15, 2023 through June 30, 2023. The total amount not to exceed \$10,230.00.
- *8. RESOLVED, that the Roxbury Township Board of Education approve a contract with the Sussex County Regional Transportation Cooperative to provide the services to coordinate transportation of students to special education schools along established routes to specific destinations in order to attempt to achieve the maximum cost effectiveness. The cost of this contract shall be an amount equal to 3.0% of the Roxbury Township Board of Education’s actual cost paid for transportation of special education students to specific destinations during the 2023/2024 school year.
- *9. RESOLVED, that the Roxbury Township Board of Education approve a contract with the Sussex County Regional Transportation Cooperative to provide the services to coordinate transportation of students to public schools and private schools along established routes to specific destinations in order to attempt to achieve the maximum cost effectiveness. The cost of this contract shall be an amount equal to 2.0% of the Roxbury Township Board of Education’s actual cost paid for transportation of private and public school students to specific destinations during the 2023/2024 school year.
- *10. RESOLVED, that the Roxbury Township Board of Education approve a contract with the Sussex County Regional Transportation Cooperative to provide the services to coordinate transportation of students to Athletic and Field Trip schools along established routes to specific destinations in order to attempt to achieve the maximum cost effectiveness. The cost of this contract shall be an amount equal to 4.0% of the Roxbury Township Board of Education’s actual cost paid for transportation of students to Athletic and Field Trips to specific destinations during the 2023/2024 school year.

APPROVAL OF DISPOSAL OF BOOKS

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

<i>Textbook Title</i>	<i>Publisher</i>	<i>Copyright</i>	<i>Grade/ISBN</i>	<i>No. of Copies</i>
Math in Focus	Houghton Mifflin Harcourt	2013	K: 978-0-547-87582-8/978-0-547-87642-9	520
			1 :978-0-547-87582-8/978-0-547-87642-9	520
			2: 978-0-547-87593-4/978-0-547-87583-5	520
			3: 978-0-547-87584-2/978-0-547-87563-7	520
			4: 978-0-547-87634-4/978-0-547-87554-5	520
			5: 978-0-547-87614-6/978-0-547-87534-7	<u>520</u>
			Student Edition	3,120 Total
			K: 978-0-547-62527-0/978-0-547-62520-1	34
			K: 978-0-547-62527-0/978-0-547-62520-1	34
			1: 978-0-547-87582-8/978-0-547-87575-0	34
			2: 978-0-547-87567-5/978-0-547-87557-6	34
			3: 978-0-547-87552-1/978-0-547-87522-4	34
			4: 978-0-547-87682-5/978-0-547-87672-6	34
			5: 978-0-547-87592-7/978-0-547-87592-8	<u>20</u>
Teacher Resource	224 Total			

B. Education (Resolutions 1-8)

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.

SCHOOL CALENDAR

- *1. RESOLVED, that the school calendar be adopted for the 2024/2025 school year as presented. (Exhibit E1)

HIB REPORT

- *2. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Student Safety Data System (SSDS) Report for Roxbury Public Schools submitted to the New Jersey Department of Education for its Report Period 1 for the 2022/2023 school year.
- *3. 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 February 10, 2023 for Incident No. 15, and Incident Nos. 35 through 45.
- *4. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2022/2023 school year, beginning February 11, 2023 and ending March 3, 2023 for Incident Nos. 46 through 51.

FIELD TRIPS / COMPETITIONS

- 5. 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":

	<i>School</i>	<i>Group</i>	<i>Trip Destination</i>	<i>Location</i>	<i>Estimated # of Students</i>	<i>Faculty Sponsor</i>
1	EMS	VISTA	Home Depot Garden Center	Succasunna, NJ	10	T.Martino
2	NES	LLD	Bagels on the Hill	Landing, NJ	7	J.Perez
3	NES	TIDES	Bagels on the Hill	Landing, NJ	7	J.Perez
4	NES	TIDES	Snip-its in Rockaway Town Plaza	Rockaway, NJ	12	J.Perez
* 5	RHS	SUCCESS	Clean Water Cafe	Parsippany-Troy Hills, NJ	11	A.Solotist
* 6	RHS	SUCCESS	Roxbury Fire Company No. 1	Succasunna, NJ	11	A.Solotist
* 7	RHS	VISTA	Bagels on the Hill	Landing, NJ	6	K.Gangemi
* 8	RHS	VISTA	Beanbury Coffee & Kitchen	Succasunna, NJ	6	K.Gangemi

* 9	RHS	VISTA	Home Depot Garden Center	Succasunna, NJ	6	K.Gangemi
* 10	RHS	VISTA	Walmart, International Trade Center	Flanders, NJ	6	K.Gangemi

6. 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":

	School	Group	Trip Destination	Location	Estimated # of Students	Faculty Sponsor
1	EMS	SUMMIT	NJ Battle Zones	Randolph, NJ	12	P.Critelli; A.Somers
2	EMS	SUMMIT	Pequest Trout Hatchery & Natural Resource Education Center	Oxford, NJ	6	P.Critelli; A.Somers
3	EMS	SUMMIT	Pequest Trout Hatchery & Natural Resource Education Center	Oxford, NJ	4	P.Critelli; A.Somers
4	FES	Gr. 4 Early Act Club	La Strada Ristorante	Randolph, NJ	30	J.Maurer; M.Marzocca
5	KES	REACH	Rita's and Horseshoe Lake	Flanders & Succasunna, NJ	8	N.Marek; A.Somers
6	KES	Gr. 4	Lincoln Roosevelt ES	Succasunna, NJ	56	N.Acevedo
7	LRS	REACH	Rita's and Horseshoe Lake	Flanders & Succasunna, NJ	5	E.Neumann; A.Somers
8	LRS	REACH	NJ Battle Zones	Randolph, NJ	6	E.Neumann; A.Somers
9	LRS	REACH	Pequest Trout Hatchery & Natural Resource Education Center	Oxford, NJ	6	E.Neumann; A.Somers
* 10	RHS	Transition	Fortis Institute	Wayne, NJ	15	B.McGinley
* 11	RHS	AP European Hist; AP US Gov & Politics	Metropolitan Museum of Art	New York, NY	25	J.Connolly
* 12	RHS	Teaching Young Children	Morris Museum	Morristown, NJ	32 (20 HS, 12 PK)	B.Kroog
* 13	RHS	English I Classes	The Shakespeare Theatre of New Jersey at Drew University	Madison, NJ	~100	J.Burke; S.Foster; S.Kaine; M.Rispoli; L.Schmidt

COMPREHENSIVE EQUITY PLAN

- *7. RESOLVED, that the Roxbury Township Board of Education approve the submission of the district's Comprehensive Equity Plan Annual Statement of Assurance for the 2023-2024 school year to the Morris County Office of Education in order to extend the implementation of the district's 2019-2022 Comprehensive Equity Plan through school year 2023-2024, pursuant to the New Jersey Department of Education's Broadcast dated February 22, 2023.

EXTENDED SCHOOL YEAR PROGRAM

- *8. RESOLVED, that based on current and projected positive health conditions, the Roxbury Township Board of Education approve the 2023 Extended School Year Program as follows:

2023 Extended School Year Program: June 28, June 29, July 5 through August 3, 2023
 Four Days per Week: Monday - Thursday, 9:00 AM - 1:00 PM
 Locations: Nixon Elementary School & Roxbury High School

In addition to the program dates, teachers and related service providers are required to be available at least one day (not to exceed 4 hours) prior to June 28, 2023.

	<i>Positions</i>	<i>Hourly Rate of Pay</i>	<i>Not to exceed:</i>
a	Program Coordinator (1)	\$50.00	25 hours/week
b	Transition Coordinator (1)	\$45.00	20 hours/week
c	Special Education Teachers (22)	\$45.00 (holding NJ teaching certification)	20 hours/week
d	Substitute Teachers (as needed)	\$45.00 (holding NJ teacher certification \$30.00 (holding county substitute certificate)	20 hours/week
e	Nurses (2); Substitute Nurses (as needed)	\$45.00	20 hours/week
f	Occupational Therapists (2+ contracted)	\$45.00	20 hours/week
g	Physical Therapist (1+ contracted)	\$45.00	20 hours/week
h	Speech-Language Therapists (3+ contracted)	\$45.00	20 hours/week
i	Counselors (2)	\$45.00	20 hours/week
j	Behaviorists (0)	\$45.00	20 hours/week
k	Paraprofessionals (60); Substitute Paraprofessionals (as needed)	\$17.00 (without NJ teaching certification) \$20.00 (holding NJ teaching certification)	20 hours/week

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.

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

	<i>Policy/Regulation Number</i>	<i>Policy/Regulation Title</i>	<i>Exhibit Number</i>
a	Policy 0155 Revised	Board Committees	P1

- *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 0152 Revised	Board Officers	P2
b	Policy 2422 Revised	Comprehensive Health and Physical Education (M)	P3
c	Regulation 2431.4 Revised	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)	P4

D. Personnel (Resolutions 1-16)

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

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

RESIGNATIONS, RETIREMENTS, TERMINATIONS

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

	Name	Loc	Position	Action	Final day of employment	Discussion
1	George, Michelle	LRS	H/PE Teacher	Resignation for retirement purposes	6/30/23	Amends Loc app'd 2/13/23, XVI.D.1.3.
2	Maio, JoAnn	KES	Secretary to the Principal	Resignation for retirement purposes	6/30/23	
* 3	Perin, Vanessa Kuronya	RHS	Leave-repl School Counselor	Rescind appt	--	Term was to begin 3/1/23.
4	Roettger, Tracey	EMS	Gr. 7 Math Teacher	Resignation for personal reasons	6/30/23	
5	Strauss, Joyce	NES	Title 1 Paraprofessional	Resignation for personal reasons	3/6/23	To accept another position in district

REASSIGNMENTS / TRANSFERS

- 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	Bonnefond, Kristin	Special Education Paraprofessional - PSD Program : JES	Special Education Paraprofessional - Autistic Program : NES	2/16/23	Student needs

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

	Name	Former Assignment & Loc.	New Assignment & Loc.	Pay Rate	Effective Date	Discussion
1	Agresta, Lauren	Permanent Substitute Teacher : LRS TCH.SUB.PERM.LR S.02	Substitute Teacher (exceeds 20 consecutive days) : LRS	\$200.00 per diem	1/30/23 thru 4/6/23	Coverage for position TCH.SPE.RES.NA.42 Amends Effective Date aprvd 1/23/23, XVI.D.3.1.
# 10-month employee shall start on the first day of the 2022-23 calendar for this bargaining unit / employee group						

LEAVES OF ABSENCE

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

	<i>Employee</i>	<i>Leave Start Date</i>	<i>Paid Leave</i>	<i>Unpaid FMLA/ NJFLA ^</i>	<i>Return Date</i>	<i>Discussion</i>
* 1	13992	4/7/23	Available sick and personal days	FMLA, if needed	Upon release by physician	
2	20172	2/24/23	n/a	FMLA/NJFLA	3/15/23	Amends <i>Leave Start Date & Return Date</i> aprvd 1/23/23, XVI.D.4.6.
* 3	20967	8/28/23 or sooner if nec	n/a	FMLA/NJFLA	11/20/23	

^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	Marek, Natalie	KES	Special Education Teacher (REACH)	22/23 MA+ 15, Step 6-7	\$64,450 prorated	2/8/23	6/20/23	12/12/22	Tenure track replacement in position TCH.EMS.SCI.NA.05 Start date ends appt as TST app'd 1/23/23,XVI.D.11.1

^ Employment start date is pending completion of documentation in accordance with the law or district policy.

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	Garcia, Vanessa	RHS	Leave-repl School Counselor	\$300.00 per diem	3/7/23 ^	6/15/23	Replacement in position TCH.RHS.GUI.NA.01.
* 2	Jones, Cheryl	RHS	Leave-repl Special Education Teacher (VISTA)	\$300.00 per diem	4/3/23 or sooner if nec ^	6/15/23	Replacement in position TCH.SPE.VIS.MD.01.
3	Kim, Brian	EMS	Leave-repl Gr. 8 ELA Teacher	\$300.00 per diem	3/9/23 ^	6/9/23	Replacement in position TCH.EMS.LA.NA.05.

^ Employment start date is pending completion of documentation in accordance with the law or district policy.

APPOINTMENTS - INTERIM & TRANSITIONAL SUBSTITUTE STAFF

7. 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	Strauss, Joyce	NES	Interim Substitute Teacher (ISL)	\$300.00 per diem	3/7/23	6/15/23	Replacement in position TCH.DS.BSI.NA.04. Appt related to Placeholder aprvd 2/13/23, XVI.D.12.1

APPOINTMENTS - HOURLY EMPLOYEES

8. 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	Riboldi, Denise	LRS	Special Education Paraprofessional	REA Paraprof Step 11	\$21.48	3/13/23 ^	6/30/23	RC Program replacement in position AID.SPE.PT.NA.35; 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.								

9. 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	Serna, Viviana	JES	Special Education Paraprof	REA Paraprof Step 8	\$19.70	2/15/23	6/30/23	2/23/23	Autistic Program replacement in position AID.SPE.PT.NA.13; not to exceed 29.5 hrs/wk

APPOINTMENTS - SUBSTITUTES

10. 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 Jones, Cheryl	RHS	Substitute Teacher	22/23 Board approved Sub Rate	3/7/23	4/2/23	1 transition day prior to & payable w/ Leave-repl assignment in BOE 3/6/23, XVI.D.6.2.
	2 Kim, Brian	EMS	Substitute Teacher	22/23 Board approved Sub Rate	3/8/23	3/8/23	1 transition day prior to & payable w/ Leave-repl assignment in BOE 3/6/23, XVI.D.6.3.
^ Start date pending receipt of documentation in accordance with law and district policy.							

APPOINTMENTS - EXTRACURRICULAR

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

22/23 Coaching Appts									
	POS LOC	POSITION	ASSIGNMENT	SEASON	NAME	22/23 Base Stipend	# of Consec Yrs thru 22/23 Season	22/23 Longevity Stipend	22/23 TOTAL Stipend
1	RHS	Softball	Asst Coach	Spring	Brown, Karisa	\$ 5,573	1	\$ -	\$ 5,573

SALARY ADJUSTMENTS - CERTIFICATED STAFF

12. RESOLVED, that the Roxbury Township Board of Education approve the following staff to perform the services indicated at the rates of pay shown:

	Name	Services Performed	Effective	Hourly Rate based on 22/23 Base salary	Payment not to exceed
1	Aguero, Brittany	File No. 208951 Parent Training, not to exceed 12 hours	3/7/23 - 6/14/23	\$47.18	\$566.16

MENTORING

13. 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	Kim, Brian	EMS	CEAS	19	Richman, Margie	3/9/23 ^	6/9/23	11	\$202

^ Start date pending receipt of documentation in accordance with law and district policy.

COMMUNITY SCHOOL

14. 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	EMS Field Hockey Clinic	Brown, Karisa	EMS	\$67.50/Student	5/30/23	6/1/23	

2	Intro to Golf (Grades 3-8)	Kelley, Ryan	RHS	\$27.00/Student	6/1/23	6/15/23	
3	Intro to Golf (Grades 3-8)	Monaco, David	RHS	\$27.00/Student	6/1/23	6/15/23	

15. 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	Boys Basketball Camp (Grades 5-8)	Kelley, Ryan	RHS	\$150/Student	6/19/23	6/30/23	
2	Girls Basketball Camp (Grades 5-8)	Elwood, Shawn	RHS	\$150/Student	7/1/23	7/30/23	

16. 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.

	Instructor	Loc	Title	Hourly Rate	Start Date	End Date	Discussion
1	Karl, Stephanie	K-4	Non-Certificated	\$22.00	3/6/23	6/30/23	

E. Executive Session

- *1. WHEREAS, Chapter 231, P.L. 1975, also known as the Sunshine Law, authorizes a public body to meet in Executive Session under certain limited circumstances; and

WHEREAS, said law requires the Board of Education to adopt a resolution at a public meeting before it can meet in such an Executive Session; and

WHEREAS, the Board of Education is anticipating to hold a Regular Meeting on March 20, 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.

March 6, 2023

- XVII. PUBLIC COMMENTS – There is a three-minute time limit, per Board Policy.
- XVIII. BOARD MEMBER COMMENTS
- XIX. EXECUTIVE SESSION - (IF NECESSARY)
- XX. PUBLIC SESSION – (IF NECESSARY)
- XXI. ADJOURNMENT

June 30, 2022

**Corrective Action Plan (CAP)
For the Fiscal Year ended June 30, 20XX
Prepare only when there is a finding(s) in the ACFR or AMR.**

Upload to the ACFR Repository with file name: CAP.PDF (within 45 days of Board accepting the Audit)
Email a copy of the CAP to: CAP@ag.nj.gov

School District/Charter/Renaissance School Project: 274560 Roxbury Township
 County: Morris
 Contact Person: Joe Mondanaro
 Type of Audit:ACFR
 Email Address / Telephone Number: jmondanaro@roxbury.org / 973-584-6099 x5003
 Date of Board Meeting: March 6, 2023

A	B	C	D	E	F
*AMR/ACFR Finding #	*Finding (Condition)	*Recommendation	*Method of Implementation	Person Responsible for	Completion Date
2022-002	The District reviews the estimated related services costs reported for Category 2 students on the Extraordinary Aid application for reasonableness.	The Business Administrator will review the application with the Special Education Department.	The Business Administrator will work with the Special Education Department in identifying all related services and ensuring that the calculations used to forecast tuition and related services are reasonable.	Business Administrator	May 1 st , 2023

* Reference AMR/ACFR for columns A, B & C. Please use same wording from AMR/ACFR.
 * Method of Implementation (column D). Please describe the plan that ensures the finding(s) will not recur.

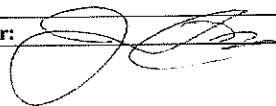
June 30, 2022

**Corrective Action Plan (CAP)
For the Fiscal Year ended June 30, 20XX**
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School District/Charter/Renaissance School Project: 274560 Roxbury Township
County: Morris
Contact Person: Joe Mondanaro
Type of Audit: ACFR
Email Address / Telephone Number: jmondanaro@roxbury.org / 973-584-6099 x5003
Date of Board Meeting: March 6, 2023

Chief School Administrator:  Date: 2/23/23

Board Secretary/ School Business Administrator:  Date: 2/23/23

* Reference AMR/ACFR for columns A, B & C. Please use same wording from AMR/ACFR.
* Method of Implementation (column D). Please describe the plan that ensures the finding(s) will not recur.

Roxbury Township School District

DRAFT 2024/2025 School Calendar

(presented as EXHIBIT E1 @ 3/6/2023 Board Mtg)

Emergency Day Calendar
There are five (5) Emergency Days built into this calendar. If the number of Emergency Days used is more than five (5), additional School Days will be scheduled the week of Spring Break, beginning with Fri. 4/25; Th. 4/24; Wed. 4/23; Tues. 4/22; and then Mon. 4/21.

July 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1 ^T _E	2 ^T _E	3 ^T _E	4	5	6
7	8 ^T _E	9 ^T _E	10 ^T _E	11 ^T _E	12 ^T _E	13
14	15 ^T _E	16 ^T _E	17 ^T _E	18 ^T _E	19 ^T _E	20
21	22 ^T _E	23 ^T _E	24 ^T _E	25 ^T _E	26 ^T _E	27
28	29 ^T _E	30 ^T _E	31			

Students: 0 Teachers: 0

Jul:	
1-3, 8-30 ^T	Title I Summer School
1-3, 8-30 _E	Extended School Year

August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20*	21*	22*	23	24
25	26Ⓟ	27Ⓟ	28	29	30	31

Students: 3 Teachers: 5

Aug:	
20-22*	New Teacher Orientation
26-27Ⓟ	No School for Students, PD for Staff
28	FIRST DAY OF SCHOOL FOR STUDENTS

September 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Students: 20 Teachers: 20
Subtotal: 23 Subtotal: 25

Sept:	
2	Labor Day- No School

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14Ⓟ	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Students: 21 Teachers: 22
Subtotal: 44 Subtotal: 47

Oct:	
3	Rosh Hashana- No School
14Ⓟ	Columbus Day- No School for Students, PD for Staff

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Students: 17 Teachers: 17
Subtotal: 61 Subtotal: 64

Nov:	
7-8	NJEA Convention- No School
27	Early Dismissal for Students & Staff
28-29	Thanksgiving Break- No School

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Students: 15 Teachers: 15
Subtotal: 76 Subtotal: 79

Dec:	
23-31	Winter Break- No School

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Students: 21 Teachers: 21
Subtotal: 97 Subtotal: 100

Jan:	
1	New Year's Day - No School
20	Martin Luther King Day- No School

February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14Ⓟ	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Students: 18 Teachers: 19
Subtotal: 115 Subtotal: 119

Feb:	
14Ⓟ	No School for Students, PD for Staff
17	Presidents' Day- No School

March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	≥14⚡	15
16	≥17⚡	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Students: 19 Teachers: 19
Subtotal: 134 Subtotal: 138

Mar:	
≥14⚡	Emergency Day built in - No School; will become a School Day if one (1) emergency day is used on or before Mar 10
≥17⚡	Emergency Day built in - No School; will become a School Day if two (2) emergency days are used on or before Mar 10

April 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	≥17⚡	18	19
20	21	22	23	24	25	26
27	28	29	30			

Students: 15 Teachers: 15
Subtotal: 149 Subtotal: 153

April:	
≥17⚡	Emergency Day built in - No School; will become a School Day if three (3) emergency days are used on or before Apr 11
18	Good Friday- No School
21-25	Spring Break- No School

May 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	≥23⚡	24
25	26	≥27⚡	28	29	30	31

Students: 19 Teachers: 19
Subtotal: 168 Subtotal: 172

May:	
≥23⚡	Emergency Day built in - No School; will become a School Day if five (5) emergency days are used on or before May 19
26	Memorial Day- No School
≥27⚡	Emergency Day built in - No School; will become a School Day if four (4) emergency days are used on or before May 19

June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16Ⓞ	17Ⓞ	18Ⓞ	19	20	21
22	23	24	25	26	27	28
29	30					

Students: 12 Teachers: 13
Subtotal: 180 Subtotal: 185

June:	
16Ⓞ	Early Dismissal for Students, Full Day for Staff
17Ⓞ	LAST DAY OF SCHOOL FOR STUDENTS- Early Dismissal for Students, Full Day for Staff
18Ⓞ	LAST DAY FOR STAFF- Full Day for Staff

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: 6 March 2023



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Bylaws
0152/Page 1 of 2
BOARD OFFICERS

0152 BOARD OFFICERS

The Board of Education shall organize at its first regular meeting by electing one of its members as President and another as Vice-President.

Any Board member may place a Board member's name in nomination for Board President and Vice President; a second on the nomination is not required. Election for each office will be conducted by a vote when the nominations for that office are closed. ~~The candidate receiving a majority vote of the members of the Board present and constituting a quorum will be elected to office.~~

After accepting and closing nominations for each position, all candidates who accepted a nomination will be afforded time to discuss their platform for the position prior to voting by members.

Voting shall take place by verbal roll call vote after nominations are closed. When more than one person has been nominated for a single position, the Board will vote on candidates in the order in which they were nominated. ~~In the event no candidate receives a majority vote of the members of the Board present and constituting a quorum, the procedure shall continue until someone receives a majority vote.~~

The person with the majority vote of the members of the Board present and constituting a quorum shall be elected. In the event no candidate receives a majority vote of the Board members present and constituting a quorum, the procedure shall be repeated until someone receives a majority vote of those Board members present and constituting a quorum.

Officers shall serve for one year and until their respective successors are elected and shall qualify, but if the Board shall fail to hold the organization meeting or to elect Board officers as prescribed by N.J.S.A. 18A:15-1, the Executive County Superintendent shall appoint from among the members of the Board a President and/or Vice-President.

A President or Vice-President who refuses to perform a duty imposed upon them ~~him/her~~ by law may be removed by a majority vote of all of the Board members of the Board ~~present and constituting a quorum~~. In the event the office of President or Vice-President shall become vacant the Board shall, within thirty days thereafter, fill the vacancy for the unexpired term. If the Board fails to fill



POLICY

ROXBURY TOWNSHIP
BOARD OF EDUCATION

Bylaws
0152/Page 2 of 2
BOARD OFFICERS

the vacancy within such time, the Executive County Superintendent shall fill the vacancy for the unexpired term.

N.J.S.A. 18A:15-1; 18A:15-2

Adopted: 5 October 2015

Revised: TBD



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Program
2422/Page 1 of 6

COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION (M)

2422 COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION (M)

M

The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Department of Education New Jersey Student Learning Standards (NJSLS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the NJSLS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community.

The curriculum requirements listed below address the need for students to gain knowledge and skill in caring for themselves, interacting effectively with others, and analyzing the impact of choices and consequences. The primary focus of the curriculum listed below is to help students develop concepts and skills that promote and influence healthy behaviors.

The NJSLS incorporate New Jersey statutes related to health and well-being of students in New Jersey schools. The statutes incorporated into the NJSLS include, but are not limited to, the following requirements:

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention.
2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self-examination for students in grades seven through twelve.
3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs.
4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.
5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve.



COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION (M)

6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child.
7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school.
8. Health, Safety, and Physical Education (N.J.S.A. 18A:35) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week.
9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve.
10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through 5.3) requires the development of Lyme Disease curriculum guidelines and training to all teaching staff members who instruct students with Lyme Disease.
11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve.
12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by school districts.
13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the “AIDS Prevention Act of 1999,” requires sex education programs to stress abstinence.
14. Suicide Prevention (N.J.S.A. 18A:6-111 through 113) requires instruction in suicide prevention in public schools.
15. Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an



COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION (M)

automated external defibrillator to each student prior to graduation.

16. Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and 4.33) requires instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.
17. History of Disabled and LGBT Persons (N.J.S.A. 18A:35-4.35 and 4.36) requires instruction on the political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender people for middle and high school students
18. Financial Literacy (N.J.S.A. 18A:35-4.34) requires instruction with basic financial literacy necessary for sound financial decision-making in each of the grades six through eight.
19. Sexual Abuse and Assault Awareness and Prevention Education (N.J.S.A. 18A:35-4.5a) requires age-appropriate sexual abuse and assault awareness and prevention education in grades preschool through twelve.
20. Curriculum to Include Instruction on Diversity and Inclusion (N.J.S.A. 18A:35-4.36a) requires instruction on diversity and inclusion in an appropriate place in the curriculum for students in grades Kindergarten through twelve.
21. Incorporation of Age-Appropriate Instruction Relative to Consent for Physical Contact and Sexual Activity (N.J.S.A. 18A:35-4.38) requires age-appropriate instruction in grades six through twelve on the law and meaning of consent for physical contact and sexual activity.
22. Health Curriculum to Include Instruction on Mental Health (N.J.S.A. 18A:35-4.39) requires health education programs to include instruction on mental health and the relation of physical and mental health for students in grades Kindergarten through twelve.



COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION (M)

23. Information About “New Jersey Safe Haven Infant Protection Act” Included in Public School Curriculum (N.J.S.A. 18A:35-4.40) information on the provisions of the “New Jersey Safe Haven Infant Protection Act” shall be included in curriculum for public school students in grades nine through twelve.
24. Infusion of African American Accomplishments into School Curricula (N.J.S.A. 18A:35-4.43) requires in the curriculum for all elementary and secondary students instruction that infuses into all courses on the United States the centuries of accomplishments by African Americans in the building and development of America.
25. Other Statutory or Administrative Codes. The Board will incorporate into its health and physical education curriculum any other requirements of the NJSLS in Comprehensive Health and Physical Education.

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life education, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.

The Board of Education must provide two and one-half hours of health, safety, and physical education courses in each school week, or proportionately less when holidays fall within the week. Recess period(s) shall not be used to meet the requirements of N.J.S.A. 18A:35-5, 7, and 8.

In accordance with N.J.S.A. 18A:35-4.31, the Board of Education shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five. A recess period is not required on a school day in which the day is substantially shortened due to a delayed opening or early dismissal. The recess period shall be outdoors, if feasible. A student shall not be denied recess for any reason, except as a consequence of a violation of the school district’s Code of Student Conduct, including a harassment, intimidation, or bullying (HIB) investigation pursuant to N.J.S.A. 18A:37-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period. Restorative justice activities mean activities designed to improve the socioemotional and behavioral responses of students through the use



COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION (M)

of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.

A copy of the NJSLS for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

Injury/Illness Impacting Participation in Physical Education

A. Occasionally, a student may not be able to participate in Physical Education (PE) due to illness or injury.

1. In grades K-8, up to three consecutive days of requested excuse by a student's parent will be permitted without written documentation by the student's treating physician, advanced practice nurse, or physician assistant. The parent can send this request to school via written note or email.

More than three consecutive days of requested excuse must be accompanied by a written notice from the student's treating physician, advanced practice nurse, or physician assistant including the signature or stamp from the medical professional.

2. In grades 9-12, all requested excuses must be accompanied by a written notice from the student's treating physician, advanced practice nurse, or physician assistant.
3. In grades 5-12, any student missing PE is ineligible to participate in an athletic event on the same day.
4. In grades 5-12, any student missing PE for 3 consecutive days is only eligible for return to PE, recess and/or athletics with a clearance note from the student's treating physician, advanced practice nurse, or physician assistant.



POLICY

COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION (M)

Revised: 27 June 2016

Revised: 22 May 2017

Revised: 6 May 2019

Revised: 27 April 2020

Revised: 15 November 2021

Revised: TBD



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

PROGRAM

R 2431.4/Page 1 of 7

PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS
AND HEAD INJURIES (M)

R 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED
CONCUSSIONS AND HEAD INJURIES (M)

M

A concussion is a traumatic brain injury caused by a blow or motion to the head or body that disrupts the normal functioning of the brain and can cause significant and sustained neuropsychological impairments including, but not limited to, problem solving, planning, memory, and behavioral problems. Allowing a student to return to athletic competition or practice before recovering from a concussion increases the chance of a more serious brain injury. The following procedures shall be followed to implement N.J.S.A. 18A:40-41.1 et seq. and Policy 2431.4.

“Healthcare provider” is defined as the student’s treating physician, advanced practice nurse, or physician assistant.

A. Athletic Head Injury Safety Training Program

1. The school district will adopt an athletic head injury safety training program.
2. The training program shall be completed by the school physician, any individual who coaches in an athletic competition, an athletic trainer involved in any athletic competition, and the school nurse.
3. This training program shall be in accordance with the guidance provided by the New Jersey Department of Education (NJDOE) and the requirements of N.J.S.A. 18A:40-41.2.

B. Prevention

1. The school district may require pre-season baseline testing of students before the student begins participation in athletic competition or practice. The baseline testing program shall be reviewed and approved by the school physician trained in the evaluation and management of sports-related concussions and other head injuries.



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2. The Principal or designee will review educational information for students participating in athletic competition or practice on the prevention of concussions.
 3. All school staff members, students participating in athletic competition or practice, and parents of students participating in athletic competition or practice shall be annually informed through the distribution of the NJDOE Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form and other communications from the Principal and coaches on the importance of early identification and treatment of concussions to improve recovery.
- C. Signs or Symptoms of Concussion or Other Head Injury
1. Possible signs of concussions may be observed by coaches, athletic trainer, school or team physician, school nurse, or other school staff members. Possible signs of a concussion may be, but are not limited to:
 - a. Appearing dazed, stunned, or disoriented;
 - b. Forgetting plays or demonstrating short-term memory difficulty;
 - c. Exhibiting difficulties with balance or coordination;
 - d. Answering questions slowly or inaccurately; and/or
 - e. Losing consciousness.
 2. Possible symptoms of concussion shall be reported by the student participating in athletic competition or practice to coaches, athletic trainer, school or team physician, school nurse, and/or parent. Possible symptoms of a concussion may be, but are not limited to:
 - a. Headache;
 - b. Nausea/vomiting;



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- c. Balance problems or dizziness;
- d. Double vision or changes in vision;
- e. Sensitivity to light or sound/noise;
- f. Feeling sluggish or foggy;
- g. Difficulty with concentration and short-term memory;
- h. Sleep disturbance; or
- i. Irritability.

D. Medical Attention for a Student Suspected of a Concussion or Other Head Injury

- 1. A student who participates in athletic competition or practice and who sustains or is suspected of having sustained a concussion or other head injury while engaged in an athletic competition or practice shall be immediately removed from athletic competition or practice.
 - a. A staff member supervising the student during the athletic competition or practice shall immediately contact the school physician, athletic trainer, or school nurse to examine the student.
 - (1) The school physician, athletic trainer, or school nurse shall determine if the student has sustained or may have sustained a concussion or other head injury. The school physician, athletic trainer, or school nurse shall determine if emergency medical responders shall be called to athletic competition or practice.
 - (2) In the event the school physician, athletic trainer, or school nurse determine the student did not sustain a concussion or other head injury, the student shall not be permitted to participate in any further athletic competition or practice until written medical clearance is provided in accordance with E. below.



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2. The staff member supervising a student who has been removed from athletic competition or practice in accordance with D.1. above or another staff member shall contact the student's parent and the Principal or designee as soon as possible after the student has been removed from the athletic competition or practice.
 - a. A parent shall monitor their student for symptoms of a concussion or other head injury upon receiving such notification.

E. Medical Examination and Written Medical Clearance

1. A student who was removed from athletic competition or practice in accordance with D.1. shall not participate in further athletic competition or practice until:
 - a. The student is examined by a ~~physician or other licensed~~ healthcare provider trained in the evaluation and management of concussions;
 - b. The student receives written medical clearance from a ~~physician~~ **healthcare provider** trained in the evaluation and management of concussions to return to competition or practice; and
 - c. The student returns to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.
2. The student's written medical clearance from a ~~physician~~ **healthcare provider** must indicate a medical examination has determined:
 - a. The student's injury was not a concussion or other head injury, the student is asymptomatic at rest, and the student may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities; or
 - b. The student's injury was a concussion or other head injury and the student's ~~physician~~ **healthcare provider** will monitor the student to determine when the student is asymptomatic at rest and when the student may return to



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regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.

3. The student's written medical clearance must be reviewed and approved by the school nurse or athletic trainer.
4. The student may not begin the graduated return to athletic competition and practice protocol in F. below until the student receives a medical examination and provides the required written medical clearance from a healthcare provider.
5. A written medical clearance not in compliance with the provisions of E. will not be accepted.

F. Graduated Return to Athletic Competition and Practice Protocol

1. The return of a student to athletic competition and practice shall be in accordance with the graduated, six-step "Return to Play Progression" recommendations and any subsequent changes or updates to those recommendations as developed by the Centers for Disease Control and Prevention.

a. Back to Regular Activities (Such as School)

The student is back to their regular activities (such as school) and has the green-light from the student's physician healthcare provider to begin the return to play process. A student's return to regular activities involves a stepwise process. It starts with a few days of rest (two-three days) and is followed by light activity (such as short walks) and moderate activity (such as riding a stationary bike) that do not worsen symptoms.

b. Light Aerobic Activity

Begin with light aerobic exercise only to increase the student's heart rate. This means about five to ten minutes on an exercise bike, walking, or light jogging. No weight lifting at this point.

c. Moderate Activity



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Continue with activities to increase the student's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, and/or moderate-intensity weightlifting (less time and/or less weight from their typical routine).

d. Heavy, Non-Contact Activity

Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, and/or non-contact sport-specific drills (in three planes of movement).

e. Practice and Full Contact

The student may return to practice and full contact (if appropriate for the athletic competition) in controlled practice.

f. Athletic Competition

The student may return to athletic competition or practice.

2. It is important for a student's parent(s) and coach(es) to watch for concussion symptoms after each day's "Return to Play Progression" activity. A student should only move to the next step if they do not have any new symptoms at the current step.
3. If a student's symptoms return or if they develop new symptoms, this is a sign that a student is pushing too hard. The student should stop these activities and the student's health care provider should be contacted. After more rest and no concussion symptoms, a student can start at the previous step if approved by the student's healthcare provider and provides written medical clearance to the school nurse or athletic trainer.

G. Temporary Accommodations for Student's Participating in Athletic Competition with Sports-Related Head Injuries



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1. The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration, and speed of processing significantly impact learning. Further, exposing the concussed student to the stimulating school environment may delay the resolution of symptoms needed for recovery. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.

2. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, testing, texting, and watching movies if a student is sensitive to light/sound can slow a student's recovery. The Principal or designee may look to address the student's cognitive needs as described below. Students who return to school after a concussion may need to:
 - a. Take rest breaks as needed;
 - b. Spend fewer hours at school;
 - c. Be given more time to take tests or complete assignments (all courses should be considered);
 - d. Receive help with schoolwork;
 - e. Reduce time spent on the computer, reading, and writing; and/or
 - f. Be granted early dismissal from class to avoid crowded hallways.

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