

DISTRICT OF ROXBURY TOWNSHIP  
BOARD OF EDUCATION  
MAY 23, 2023

REGULAR MEETING AGENDA  
ROXBURY HIGH SCHOOL  
1 Bryant Drive, Succasunna, NJ 07876

CALL TO ORDER: 6:30 P.M.

PUBLIC SESSION: 7:30 P.M.

**SPEAKER REQUEST AT BOARD OF EDUCATION MEETINGS**

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

ACCESS AGENDA & EXHIBITS  
ONLINE:



I. MEETING CALLED TO ORDER

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

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

Roxbury Register - Newspaper

Daily Record - Newspaper

Star Ledger - Newspaper

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

Municipal Clerk

Roxbury Public Library

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

II. ROLL CALL

III. RESOLUTION TO MEET IN EXECUTIVE SESSION

RESOLVED, that the Roxbury Township Board of Education hold an Executive Session on

May 23, 2023

May 23, 2023, regarding personnel matters, student matters, negotiations and attorney client privilege.

IV. ROLL CALL

V. PUBLIC SESSION

VI. PLEDGE OF ALLEGIANCE

VII. PRESENTATIONS

- Educator of the Year

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 May 8, 2023.
2. Minutes of the Executive Session of May 8, 2023.

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

XV. ACTION ITEMS

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

**A. Finances (Resolutions 1-21)**

BILLS LIST

- \*1. RESOLVED, that the Roxbury Township Board of Education approve the May 2023 bills list totaling \$2,262,714.22.

TRAVEL REQUESTS

- \*2. RESOLVED, that the Roxbury Township Board of Education approve unavoidable travel costs as presented which are educationally necessary and fiscally prudent and are related to and within the scope of the employee's current responsibilities, and promotes the delivery of instruction or further the efficient operation of the school district. The reimbursements are in compliance with the state travel reimbursement guidelines as

established by the Department of Treasury and Board of Education policy in accordance with N.J.A.C. 6A-23B-1.1 et seq.

	Name	Workshop Title		Place*	Date of Workshop	Registration Fee	Total Estimated Expenses
1.	Mann, Monica	Morris County Directors of School Counseling meeting	4	Randolph, NJ	6/2/23	\$0	\$0
2.	Klein, Lori	Criminal History Record Check Training Program	4	Morris Plains, NJ	6/6/23	\$0	\$0
3.	Maher, Chelsea	Rotary Club of Lake Hopatcong Senior Scholarship Lunch	4	TBD	6/8/23	\$0	\$0
4.	Mann, Monica	Rotary Club of Lake Hopatcong Senior Scholarship Lunch	4	TBD	6/8/23	\$0	\$0
5.	San Emeterio, Stefanie	Rotary Club of Lake Hopatcong Senior Scholarship Lunch	4	TBD	6/8/23	\$0	\$0
6.	Bellardino, Alyssa	NJ School Administrator Conference: MSU Summer Inclusion Leadership Conference	4	Montclair, NJ	6/9/23	\$0	\$0
7.	Kaufman, Pamela	Level 2 Foundations Training	4	Online	6/12/23	\$299.00	\$299.00
8.	Connolly, James	Augsburg University APSI for AP Comparative Government and Politics	4	Online	6/19-6/23/23	\$665.00	\$665.00
9.	Rice, Kathleen	IMSE Phonological Awareness Training	4	Online	Online	\$400.00	\$400.00
10.	Saul, Joanne	IMSE Phonological Awareness Training	4	Online	Online	\$400.00	\$400.00

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.

**CALENDAR OF MEETINGS**

- \*3. RESOLVED, that the Roxbury Township Board of Education approve the dates and locations for the Roxbury Township Board of Education meetings as listed below. Meetings will be held at Roxbury High School, 1 Bryant Drive, Succasunna, NJ; or Lincoln/Roosevelt School, 34 North Hillside Avenue, Succasunna, NJ. Executive Sessions will commence at 6:30 p.m., and Public Sessions will commence at 7:30 p.m. unless otherwise notified. Formal action may be taken.

Meeting Date	Type	Location
January 23, 2023	Regular	Lincoln Roosevelt School
February 13, 2023	Regular	Lincoln Roosevelt School
March 6, 2023	Regular	Lincoln Roosevelt School
March 9, 2023 (Thursday)^	Retreat	Lincoln Roosevelt School
March 20, 2023	Regular	Lincoln Roosevelt School
April 3, 2023	Regular	Lincoln Roosevelt School
April 24, 2023	Regular	Lincoln Roosevelt School

May 8, 2023	Regular	Lincoln Roosevelt School
May 23, 2023 (Tuesday)	Regular	Roxbury High School
June 12, 2023	Regular	Roxbury High School
June 26, 2023	Regular	Roxbury High School
July 17, 2023	Regular	Roxbury High School
August 21, 2023	Regular	Roxbury High School
<b>August 22, 2023 (Tuesday)^</b>	<b>Retreat</b>	<b>Roxbury High School</b>
September 18, 2023	Regular	Lincoln Roosevelt School
October 16, 2023	Regular	Lincoln Roosevelt School
November 13, 2023	Regular	Lincoln Roosevelt School
December 11, 2023	Regular	Lincoln Roosevelt School
January 4, 2024 (Thursday)^^	Reorganization	Lincoln Roosevelt School
^Retreat meetings will commence at 6:00 p.m. ^^Reorganization meeting will commence at 7:00 p.m.		

BE IT FURTHER RESOLVED, that the public places for the posting of meeting notices for the Roxbury Township Board of Education for the ensuing year shall be: Roxbury Township Board of Education Website, Roxbury Township Municipal Office, Roxbury Township Public Library, and each school in the district.

BE IT FURTHER RESOLVED, that this resolution amends Finance Resolution XII.A.5 approved on January 5, 2023.

APPROVAL OF SHARED SERVICES

\*4. RESOLVED, that the Roxbury Township Board of Education approve a shared service agreement with the Morris County MUA (Municipal Utilities Authority) to remove trash and recyclables. The agreement commences July 1, 2023, on an annual basis, and the collection cost shall increase by 2% during the (5) years of this shared service agreement in the table below:

	Annual Collection Cost	Monthly Invoice Amount
Year 1, July 1, 2023 through June 30, 2024	\$70,000.00	\$5,833.35
Year 2, July 1, 2024 through June 30, 2025	\$71,400.00	\$5,950.00
Year 3, July 1, 2025 through June 30, 2026	\$72,828.00	\$6,069.00
First One-Year Renewal, July 1, 2026 through June 30, 2027	\$74,284.58	\$6,190.38
Second One-Year Renewal, July 1, 2027 through June 30, 2028	\$75,770.25	\$6,314.19

APPROVAL OF SETTLEMENT AGREEMENT

- \*5. RESOLVED, upon the recommendation of the Superintendent of Schools and the Board Attorney, that the Settlement Agreement and Release in the matter of DCR Docket NO.: P 2023-000294 be approved.

APPROVAL OF SETTLEMENT AGREEMENT EXTENSION AND AMENDMENT

6. WHEREAS, the Roxbury Township Board of Education previously approved the Settlement Agreement and Release in the matter of OAL Docket No. EDS 01154-18 and EDS 02436-18 Agency Ref. No. 2018-27447 be amended; now, therefore,

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools and Board Attorney, the Extension of Settlement Agreement and Release for OAL Docket No. EDS 01154-18 and EDS 02436-18 Agency Ref. No. 2018-27447 be approved and implemented for the 2023-2024 school year.

APPROVAL OF SETTLEMENT RENEWAL

7. RESOLVED, upon the recommendation of the Superintendent of Schools and Board Attorney, that the Settlement Agreement and Release in the matter of AGENCY REF. NO.:2021-33033 be approved for renewal.

NEW JERSEY LEGISLATURE SCHOOL TRANSPORTATION BILL

- \*8. WHEREAS, the Board of Education of the Township of Roxbury, County of Morris, State of New Jersey ("Board"), has experienced and continues to experience a severe hardship and shortage in employing bus drivers on a part-time and full-time basis; and

WHEREAS, the demand for transportation of students due to homelessness, emergency relocation and out-of-district placements combined have increased significantly since the school year 2021-22; and

WHEREAS, the increase in demand has caused the Board, in part, to resort to hiring bus drivers from other school districts thereby significantly increasing the salary and/or hourly pay of bus drivers to the detriment of the Board and other school districts;

WHEREAS, at times, the Board has had to cancel, postpone and rearrange student field trips, sporting events or extracurricular activities due to bus driver shortages, call-outs, and illnesses; and

WHEREAS, the Board has exhausted creative solutions to fulfill the needs of district-wide student transportation, including, but not limited to, requiring custodians to obtain bus driver license endorsements (and paying for training and time-off to qualify), hiring municipal employees part-time and paying parents/guardians to transport their own child(ren); and

WHEREAS, the Board, in part, meets the current need for student transportation by utilizing school vehicles with a maximum capacity of nine (9) passengers or less (excluding the driver); and

WHEREAS, the New Jersey Legislature has a bill, A4835/S3203, before it that would permit certain persons to operate Type S school buses, without obtaining a commercial

driver license, passenger endorsement, or school bus endorsement that would help alleviate the Board's severe hardship and shortage in employing bus drivers on a part-time and full-time basis;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE Township of Roxbury, COUNTY OF Morris, STATE OF NEW JERSEY, THAT:

1. The Board urges the New Jersey Legislature to approve bill A4835/S3203; and
2. The Board urges the Governor of the State of New Jersey to sign bill A4835/S3203 making it a law of the State of New Jersey and that the law be effective as soon as possible.

#### APPROVAL OF PURCHASES

- \*9. RESOLVED, that the Roxbury Township Board of Education approve the purchase of the Elevator Services for Lincoln Roosevelt School and Roxbury High School from Jersey Elevator, An American Elevator Group Company, 657 Line Road, Aberdeen, NJ in the amount of \$9,400.00.
- \*10. RESOLVED, that the Roxbury Township Board of Education approve the purchase of flooring for Roxbury High School Boys Locker Room Showers from Hannon Floors, 1119 Springfield Road, Union, NJ in the amount of \$34,844.00.
- \*11. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Technology Supplies from CDW Government, Inc., 230 N. Milwaukee Avenue, Vernon Hills, IL in the amount of 19,379.09.
- \*12. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Lightspeed Software from CDW Government, Inc., 230 N. Milwaukee Avenue, Vernon Hills, IL in the amount of \$51,854.00.
- \*13. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Fortinet Firewall Cybersecurity Software from CDW Government, Inc., 230 N. Milwaukee Avenue, Vernon Hills, IL in the amount of \$39,030.00.
- \*14. RESOLVED, that the Roxbury Township Board of Education approve the purchase of ManageEngine Products from ZOHO Corp., 4141 Hacienda Drive, Pleasanton, CA in the amount of \$58,000.00.
- \*15. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Genesis Database Renewal from Genesis, 300 Buckelew Avenue, Suite 201, Jamesburg, NJ in the amount of \$29,416.00.

#### CONTRACTS

- \*16. RESOLVED, that the Roxbury Township Board of Education approve the 2023/2024 Joint Transportation Agreement with the Educational Services Commission of Morris County. The Commission agrees to transport public, nonpublic, and special education pupils on established routes as assigned in writing by the Board for each day that school is in session during the 2023/2024 school year.

- \*17. RESOLVED, that the Roxbury Board of Education upon the recommendation of the Business Administrator, Joseph Mondanaro, hereby award and approve the contract with Maschio’s Food Service, Inc., 525 East Main Street, Chester, NJ, for the 2023/2024 school year for the total cost of the contract in the amount of \$1,454,510.41 and provides for an FSMC Fee of \$62,000.00. Maschio’s Food Service, Inc. guarantees a return to the Roxbury School District in the amount of \$40,000.00.

JOINT TRANSPORTATION AGREEMENT

- \*18. RESOLVED, that the Roxbury Township Board of Education approve a Joint Transportation Agreement whereby the Roxbury Township Board of Education will act as the Host District providing transportation services as specified below to the Joiner District, the Mount Arlington Board of Education.

2023-2024 ESY Joint Transportation Agreement				
Start Date	End Date	Host District's Route Number	Destination	Joiner Cost
7/6/2023	7/28/2023	PKED	MAPS ESY Program	\$7,089.00
			4% Administration Fee	\$283.56
			Joiner District to and From Total Route	\$7,372.56

ADDENDUM 3 TO SERVICE AGREEMENT

- \*19. WHEREAS, the Roxbury Township Board of Education (hereinafter referred to as “District”) and PRITCHARD INDUSTRIES, INC. (hereinafter referred to as “Contractor”) are parties to a services agreement, dated July 1, 2023, pursuant to which the Contractor provides custodial and management services to the District; and the Parties as of July 1, 2023, desire to amend the aforesaid Agreement;

Now, therefore, in consideration of the promises contained herein and for other good and valuable consideration, the Parties hereto agree as follows:

1. The Contractor will eliminate three (3.0) Custodial Full Time Equivalents (FTEs) effective July 1, 2021. These additional Three (3) FTEs were provided directly to Mine Hill School District pursuant to a Shared Services Agreement between the District and Mine Hill. Thereby decreasing the Full-Time Equivalents (FTEs) count from 33.5 Custodial, 8.0 Head Custodial, 2.0 Management and 1.0 Clerical for a total of 44.5 FTEs to 31.5 Custodial, 7.0 Head Custodial, 2.0 Management and 1.0 Clerical FTEs. For a total of 41.5 FTEs.
2. Effective July 1, 2023, the Annualized Contract Price for 2023-2024 (Year Four) will be decreased from Three Million Ninety-One Thousand Six Hundred Nineteen Dollars and Nineteen Cents (\$3,091,619.19) to an Annualized Contract Price of Two Million Eight Hundred Sixty-Eight Thousand, Six Hundred Ninety-Three Dollars and Fifty-Seven Cents (\$2,868,693.57). See Schedule A Pricing.
  - a) The monthly billing amount from July 1, 2023 through June 30, 2024 will decrease to Two Hundred Thirty-Nine Thousand, Fifty-Seven Dollars and Eighty Cents (\$239,057.80).

3. The Contractor will provide certified payrolls for those FTEs assigned to the District and those FTEs assigned to Mine Hill.
4. The overtime pool will decrease from 3,278 Custodial overtime hours and 612 head/lead custodial overtime hours by 200 overtime hours for Custodial and 50 overtime hours for Head/Lead Custodial to be utilized at Mine Hill. The revised total of hours is 3,078 Custodial and 612 562 head/lead custodial overtime hours.
5. The Contractor will no longer provide Mine Hill with .10 FTE of Management labor, .10 FTE of Supervisory labor and .10 Clerical labor or any services.
6. The Equipment Budget pool will decrease from One Hundred and Twenty-Five Thousand (\$125,000.00) to One Hundred Thousand (\$100,000.00).
7. The District direct change for Contract Monitoring will decrease from Thirty-One Thousand Fifty-Six Dollars (\$31,056.00) to Twenty-Six Thousand Eighty-Eight Dollars (\$26,088.00) which the Contractor will credit the District from its monthly invoice.
8. Schedule A - Pricing calculation is deleted and replaced with the Schedule A contained in this addendum.

This Amendment is effective July 1, 2023 and thereafter, unless otherwise amended. All other terms and conditions contained in the Agreement and the previous Addendum shall remain unchanged and in full force and effect.

NOW, THEREFORE BE IT RESOLVED, that the Roxbury Township Board of Education approve the amendment to the Agreement as stated above.

#### ACCEPTANCE OF DONATION

- \*20. RESOLVED, that the Roxbury Township Board of Education approve the donation from Explore The Trades, 101 East 5th Street, Suite 2100, St. Paul, MN of plumbing supplies for the Structural Design and Fabrication Program. This donation is valued at \$25,000.00.

#### APPROVAL OF DISPOSAL OF PROPERTY

21. RESOLVED, that the Roxbury Township Board of Education approve the discontinued use of the Smart Notebook Table at Franklin Elementary School. This item has been identified as obsolete, broken, and/or no longer functioning, if unsellable, items will be discarded.

### **B. Education (Resolutions 1-10)**

*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.*

#### FIVE-YEAR CURRICULUM PLAN

- \*1. RESOLVED, that the Roxbury Township Board of Education approve the Five-Year Curriculum Plan for 2023-2028 to ensure complete implementation of the New Jersey State Learning Standards, district-wide.



HIB REPORT

- \*2. 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 May 5, 2023 for Incident Nos. 67 through 70.
- \*3. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2022/2023 school year, beginning May 6, 2023 and ending May 19, 2023 for Incident Nos. 71 through 73.

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

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

<i>File Number</i>	<i>School or Provider</i>	<i>Total Cost</i>	<i>Dates</i>
M.H.	Dover Board of Education	\$8,910.20	12/15/22-6/30/23
J.H.	Dover Board of Education	\$8,910.20	12/15/22-6/30/23

OUT-OF-DISTRICT PLACEMENTS/SERVICES - 2023/2024

- 5. RESOLVED, that the Roxbury Township Board of Education approve the 2023/2024 Extended School Year and 2023/2024 School Year Out-Of-District Placements/Services listed below:

<i>File Number</i>	<i>School or Provider</i>	<i>Total Cost</i>	<i>Dates</i>
208873	Bergen County Special Services School District	\$825.00	6/28/23-8/4/23
208779	Home & Hospital Medical Personnel Inc.	\$134,400.00	7/1/23-6/30/24
211609	Montgomery Academy	\$94,578.00	7/3/23-6/19/24
211843	Shepard Preparatory High School	\$71,861.94	7/5/23-6/21/24
210592	Benway School	\$95,964.02	7/6/23-6/25/24
208109	Cornerstone Day School	\$100,975.60	7/10/23-6/28/24
208108	The Craig School	\$69,570.00	7/10/23-6/30/24
206066	Shepard Preparatory High School	\$61,740.54	9/1/23-6/21/24
206649	Shepard Preparatory High School	\$61,740.54	9/1/23-6/21/24
210338	Sage Alliance: Sage Day Boonton	\$71,656.00	9/5/23-6/30/24

TUITION STUDENTS

- \*6. RESOLVED, that the Roxbury Township Board of Education approve the following tuition contract agreements for the 2023/2024 school year and/or extended school year.

<i>State ID</i>	<i>Sending District</i>	<i>Program</i>	<i>Total</i>
4359949539	Mt. Arlington	BD	\$28,999.00

APPROVAL OF SENIOR OPTION, AND COLLEGE OPTION PROJECTS - RHS

- \*7. RESOLVED, that the Roxbury Township Board of Education accepts the Independent Study Projects for classes at Roxbury High School listed below to be completed in the 2022/2023 school year.

Student	Research Focus	Credits
212219	Advanced Graphic Design	1.25

- \*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 2023/2024 school year.

Student	Research Focus	Credits
210510	Architecture	5
206104	Student Teaching	5
210587	School Based Occupational Therapist	5
210555	Real Estate, Home Services & Contracting	5
208329	Choir Intern	5
209319	Graphic Design Portfolio	5
207195	Rox-Thon	5
205935	Rox-Thon	5
211521	Novel Writing	5
210625	Physical Therapy/Athletic Training	5
206113	EMS Rescue	5
209825	Choir Intern	5
206081	Choir Intern	5
206086	Choir Intern	5
210563	Advanced Aviation	5
206026	Advance Aviation	5
206080	Student Teaching	5
209322	Choir Intern	5
206063	Choir Intern	5
206000	Lighting/Sound Engineering	5
206054	Choir Intern	5
205976	Junior Volunteer EMS Program	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 2023/2024 school year.

Student	Research Focus	Credits
205963	Economics/Macroeconomics	5
206381	Principles of Sociology	5

**EXTRACURRICULAR CLUB AGREEMENTS**

- \*10. RESOLVED, that authorization to establish Year One of the following extracurricular clubs on a two-year trial basis be approved effective September 1, 2023 through June 30, 2024.

Extracurricular Clubs   Two-year trial basis   Year 1 as of 2023/2024		
	School	Club Name
1	RHS	Future Educators Association
2	RHS	Tri-M Music Honor Society

**C. Policies (Resolution 1)**

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

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

	Policy/Regulation Number	Policy/Regulation Title	Exhibit Number
a	Policy 0144 Revised	Board Member Orientation and Training	P1
b	Policy & Regulation 2520 Revised	Instructional Supplies (M)	P2 & P3
c	Policy 3217 Revised	Use of Corporal Punishment	P4
d	Policy 4217 New	Use of Corporal Punishment (M)	P5
e	Policy 5305 Revised	Health Services Personnel (M)	P6
f	Policy & Regulation 5308 Revised	Student Health Records (M)	P7 & P8
g	Policy & Regulation 5310 Revised	Health Services (M)	P9 & P10
h	Policy 6112 Revised	Reimbursement of Federal and Other Grant Expenditures (M)	P11
i	Regulation 6115.01 New	Federal Awards/Funds Internal Controls - Allowability of Costs (M)	P12
j	Policy 6115.04 New	Federal Funds - Duplication of Benefits (M)	P13
k	Policy 6311 Revised	Contracts for Goods or Services Funded by Federal Grants (M)	P14
l	Policy 7440 Revised	School District Security (M)	P15
m	Policy 9100 Abolished	Public Relations	P16
n	Policy 9140 Revised	Citizens Advisory Committees	P17
o	Regulation 9140 Abolished	Citizens Advisory Committee (M)	P18
(M) = Mandated by law or monitoring standards			

**D. Personnel (Resolutions 1-13)**

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

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

RESIGNATIONS, RETIREMENTS, TERMINATIONS

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

	Name	Loc	Position	Action	Final day of employment	Discussion
1	Becker, Lauren	JES	Gr. 3 Teacher	Resignation for personal reasons	6/30/23	
* 2	Harrison, Lori	TR	Dispatcher	Resignation for personal reasons	6/30/23	
* 3	Tilves, Michelle	EMS	Permanent Substitute Teacher	Resignation for personal reasons	6/30/23	
4	Walker, Jasmin	FES	Special Education Paraprofessional	Resignation for personal reasons	6/30/23	
* 5	Zimmerman, William	RHS	Security Guard (10m p/t)	Resignation for personal reasons	5/25/23	

ANNUAL REAPPOINTMENTS

\*2. RESOLVED, that the Roxbury Township Board of Education amends the position acknowledged at its meeting of May 8, 2023 for Ms. Birsen McGinley in Resolution XVI.E.11.2, Exhibit HR2, Row No. 212 from "Teacher" to "Transition Coordinator".

LEAVES OF ABSENCE

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

	Name	Loc	Position	Leave Start Date	Paid Leave	Unpaid FMLA/ NJFLA ^	Return Date	Discussion
1	Fehsal, Anita	FES	Cafeteria Aide	3/30/23	Using available sick days	FMLA	Upon release by physician	
* 2	Katinsky, Jaclyn	RHS	School Nurse	8/28/23	Using available sick days	FMLA/NJFLA	12/11/23	
3	Mahmoud, Adam	EMS	Gr. 8 ELA Teacher	3/9/23	Using available sick days	n/a	Upon release by physician	Amends Return Date previously aprvd.

* 4	McGinley, Birsen	RHS	Transition Coordinator	5/31/23	Using 9 sick and 3 personal days	FMLA, if needed	Upon release by physician	
* 5	Meola, Julie	TR	Bus Driver	5/24/23	Using available days	FMLA, if needed	Upon release by physician	
* 6	Oakes, Gwendolyn	TR	Bus Driver	5/24/23	Using available sick days	FMLA, if needed	Upon release by physician	

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

**REASSIGNMENTS / TRANSFERS**

\*4. RESOLVED, that the staff listed below be transferred to a new location and/or assignment for the 2023/2024 school year as indicated:

	Name	Former Assignment & Loc.		New Assignment & Loc.		Effective Date	Discussion
1	Monaco, Ashley	Secretary to Asst Principal - Attendance SEC.RHS.APR.GR3.01	RHS	Secretary to Asst Principal SEC.RHS.OFF.GR3.03	RHS	9/1/23 #	
2	Thompson, Carie	Special Education Teacher (SUMMIT) TCH.SPE.SMT.BD.03	RHS	LDT-C SPS.DS.LDT.NA.05	EMS	9/1/23 #	CT's 23/24 position replaces SPS.DS.PSY.NA.07

# 10-month employees shall start on the first day of the 2023-24 calendar for this bargaining unit / employee group.

**APPOINTMENTS**

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

	Name	Loc	Position	Salary Guide / Step	Salary	Start Date	End Date	Discussion
1	Buckler, Jennifer	KES	School Counselor & ABS	22/23 MA Step 3-5 ##	\$61,840 ##	9/1/23 #	6/30/24	Tenure-track replacement in position TCH.DS.GUI.NA.04.  ## Salary pending completion of REA negotiations.
2	Gallo, Christine	EMS	Gr. 7 Math Teacher	22/23 BA Step 11-13 ##	\$65,330 ##	9/1/23 #	6/30/24	Tenure-track replacement in position TCH.EMS.MAT.NA.07.  ## Salary pending completion of REA negotiations.

# 10-month employees shall start on the first day of the 2023-24 calendar for this bargaining unit / employee group.  
 ^ 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.

**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	Kim, Brian	EMS	Leave-repl Gr. 8 ELA Teacher	\$300.00 per diem	3/9/23	6/15/23	Amends <i>End Date</i> aprvd 3/20/23, XVI.D.6.2  Replacement in position TCH.EMS.LA.NA.05.

APPOINTMENTS - HOURLY EMPLOYEES

- \*7. RESOLVED, that the Roxbury Township Board of Education approve the following Summer 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	Rodgers, Susanna	Tech	Summer Computer Technician	N/A	\$15.00	7/1/23	8/25/23	Not to exceed 29 hrs/wk; amends hrs appd 5/8/23 E.4.1
2	Scicchitano, Vincent	Tech	Summer Computer Technician	N/A	\$15.00	5/22/23	8/31/23	Not to exceed 29 hrs/wk; amends hrs appd 5/8/23 E.4.2

- \*8. RESOLVED, that the Roxbury Township Board of Education approve the following staff members to be the Facilities Manager during events hosted at all district properties for \$39.00 hourly on an as needed basis:

	<i>Name</i>	<i>Primary Job Title</i>	<i>Start Date</i>	<i>End Date</i>
1	Gaffney, Kevin	Substitute Security Guard	5/9/23	6/30/23
2	Mohr, Brandon	Substitute Security Guard	4/24/23	6/30/23
3	Negron, Joaquin	Substitute Security Guard	4/25/23	6/30/23
4	Nelle, Kurt	Substitute Security Guard	4/1/23	6/30/23

APPOINTMENTS - SUBSTITUTES

- \*9. 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	Miller, Thomas	District	Substitute Teacher, Paraprofessional	22/23 Board approved Sub Rate	5/24/23	6/30/23	
2	Nisen, Christine	District	Substitute Teacher, Paraprofessional and Secretary	22/23 Board approved Sub Rate	5/24/23 <sup>^</sup>	6/30/23	
3	Orr, Zachary	District	Substitute Teacher, Paraprofessional	22/23 Board approved Sub Rate	5/24/23	6/30/23	

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

APPOINTMENTS - EXTRACURRICULAR

10. RESOLVED, that the following personnel be appointed to the positions shown below for the 2022/2023 school year at the stipend indicated.

22/23 Club Appts							
	POS LOC	POS TYPE	POSITION	ASSIGNMENT	NAME	22/23 TOTAL Stipend	22/23 Notes about Assignment
1	EMS	CLUB	Chess & Strategic Gaming Club	Advisor	Mahmoud, Adam	\$1,610 #	# Amends Total Stipend app'd 6/13/22, XVI.D.14.3, Exhibit HR 1.3, Row No. 25

**STUDENT TEACHERS/INTERNS**

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

	Student-Teacher/Intern				Roxbury Cooperating Teacher		
	Name	College/Univ	Placement Sought	Term	Name	Position	Loc
1	Goldson, Jaclyn	GCU	Clinical Int-K - 4	8/28/23 - 10/20/23 for f/t	Lamont, Kelly	Kindergarten Teacher	JES
2	Goldson, Jaclyn	GCU	Clinical Int- Special Education	10/23/23 - 12/15/23 for f/t	Derrick, Barbara	Special Education Teacher (RC)	JES
3	Orr, Zachary	Centenary Univ	Clinical Exp-K - 4	8/28/23 - 12/15/23 for 2 days/week	Hoopes, Casey	Kindergarten Teacher	JES
4	Orr, Zachary	Centenary Univ	Clinical Int-K - 4	1/8/24 thru 2/28/24 for f/t	Hoopes, Casey	Kindergarten Teacher	JES
5	Orr, Zachary	Centenary Univ	Clinical Int- Special Education	2/29/24 thru 4/26/24 for f/t	Higgins, Katherine	Special Education Teacher (RC)	JES
* 6	Wyerowski, Kyle	Caldwell Univ	Clinical Int-School Counseling	8/15/23 thru 6/14/24 for f/t	Mann, Monica	Dir of Guidance	DIST

**COMMUNITY SCHOOL**

- \*12. 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 (Min Max)
1	Roxbury SAT Team	Cunetta, Leanne	RHS	\$375/Student	07/01/23	08/15/23	Min: 10   Max: 25 * Amends 04/24/23 Resolution
2	Roxbury SAT Team	Stellingwerf, Kaitlin	RHS	\$75/Day	07/01/23	08/15/23	Min: 10   Max: 25

13. 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	Opalka, Angela	K-4	Non-Certified	\$22/Hour	05/24/23	06/30/23	

**F. Executive Session Regular Meeting**

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

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

WHEREAS, the Board of Education is anticipating to hold a Regular Meeting on June 12, 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.
- XVII. BOARD MEMBER COMMENTS
- XVIII. EXECUTIVE SESSION - (IF NECESSARY)
- XIX. PUBLIC SESSION – (IF NECESSARY)
- XX. ADJOURNMENT



# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

Bylaws

0144/Page 1 of 2

### BOARD MEMBER ORIENTATION AND TRAINING

#### 0144 BOARD MEMBER ORIENTATION AND TRAINING

The preparation of each Board member for the performance of Board of Education duties is essential to the proper functioning of the Board. The Board encourages each new Board member to acquire ~~in the acquisition of~~ information about school district governance, the separate functions of the Board and the Superintendent, the operations of the district, and Board procedures.

The Board directs that each new member receive access to and/or a copy of the Board of Education Bylaw and Policy Manual, the manual of administrative regulations, each negotiated agreement, and such other materials as deemed appropriate by the Superintendent.

Each new Board member will be invited and is encouraged to meet and discuss the responsibilities and authority of a Board member, Board functions, and Board policies and procedures with the Board President (if available), the Superintendent, and the School Business Administrator/Board Secretary.

~~Within the first ninety days of a new Board member's first term, the Board member~~ Each newly elected or appointed Board member shall complete during the first year of the member's first term a training program to be prepared and offered by the New Jersey School Boards Association. The training shall include instruction relative to the Board member's responsibilities pursuant to the School Ethics Act and N.J.S.A. 18A:12-33, ~~in consultation with the New Jersey Association of School Administrators, the New Jersey Principals and Supervisors Association, and the Department of Education, regarding the skills and knowledge necessary to serve as a Board member.~~

The training program shall include information regarding the school district monitoring system established pursuant to P.L. 2005, c. 235, the New Jersey Quality Single Accountability Continuum, and the five key components of school district effectiveness on which school districts are evaluated under the monitoring system: instruction and program; personnel; fiscal management; operations; and governance.

The Board member shall complete a training program on school district governance in each of the subsequent two years of the Board member's first term.

Within one year after each re-election or re-appointment to the Board of Education, the Board member shall complete an advanced training program to be prepared and offered by the New Jersey School Boards Association. This advanced training program shall include information on relevant changes to New Jersey school law and other information deemed appropriate to enable the Board member to serve more effectively.



## BOARD MEMBER ORIENTATION AND TRAINING

The New Jersey School Boards Association shall examine options for providing training programs to Board members through alternative methods such as on-line or other distance learning media or through regional-based training.

Within one year after being newly elected or appointed or being re-elected or re-appointed to the Board of Education, a Board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school district's responsibilities under **N.J.S.A. P.L. 2002, c.83 (C.18A:37-13 et seq.)**. A Board member shall be required to complete the program only once. Training on harassment, intimidation, and bullying in schools shall be provided by the New Jersey School Boards Association, in consultation with recognized experts in school bullying from a cross section of academia, child advocacy organizations, nonprofit organizations, professional associations, and government agencies.

N.J.S.A. 18A:12-33; 18A:37-13 et seq.

**N.J.A.C. 6A:28-4.1**

Adopted: 14 October 2013

Revised: **23 May 2023**



# POLICY

ROXBURY TOWNSHIP  
**BOARD OF EDUCATION**

Program  
2520/Page 1 of 2  
INSTRUCTIONAL SUPPLIES (M)

## 2520 INSTRUCTIONAL SUPPLIES (M)

### M

The Board of Education shall provide staff members with the supplies and materials necessary for the successful implementation of the instructional program and provide students with the supplies and materials required for the successful completion of courses of study.

The Board expressly exempts from this Policy such clothing or personal equipment as may be required for reasons related to the safety and health of students or the protection of school property and are individualized or non-reusable, and any materials used in the manufacture or preparation of useful or decorative items that students are permitted to retain, except that no student will be denied participation in any course of study or school sponsored activity because of their financial inability to bear the cost of such clothing, equipment, or materials.

Supplies and materials will be distributed throughout the school district in a manner that ensures equal distribution to students; school facilities; courses; programs; and activities and services, regardless of the protected categories listed at N.J.A.C. 6A:7-1.7(a).

The Superintendent or designee shall develop procedures for the selection and utilization of instructional supplies that include effective consultation with teaching staff members at all appropriate levels.

~~The Board of Education believes each student should provide any equipment or materials needed for extracurricular activities with the exception of uniforms or safety equipment required for a sport, and supplementary educational activities involving individual projects in such courses as Industrial Arts.~~

~~Certain items required by all students in general, such as locks for lockers, will be purchased by the Board and sold to the student. When these items are no longer required they may be sold back to the school with reimbursement dependent upon their condition.~~

~~The administration may distribute free of charge those supplies where the cost of collecting the money approaches the cost of the supplies.~~



# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

Program  
2520/Page 2 of 2  
INSTRUCTIONAL SUPPLIES (M)

~~When necessary the administration may take appropriate action to collect unpaid fees. Action which may prevent a student from participation in a curriculum-related activity, the graduation ceremony, distribution of his/her report card however, will not be taken unless other action has proved ineffective.~~

**N.J.A.C. 6A:7-1.7**

N.J.S.A. 18A:34-1

Adopted: 14 October 2013

Revised: **23 May 2023**



# REGULATION

ROXBURY TOWNSHIP  
**BOARD OF EDUCATION**

PROGRAM  
R 2520/Page 1 of 3  
INSTRUCTIONAL SUPPLIES

## R 2520 INSTRUCTIONAL SUPPLIES

### A. Definition

“Supplies” are the consumable materials distributed to teachers and students for the successful implementation of the instructional program.

~~All instructional materials purchased for use in the classroom or media centers must be approved by the Building Principal and/or educational media director, curriculum supervisors, department coordinators.~~

-

~~All printed instructional materials teachers prepare themselves and duplicate for class distribution and study must receive administrative or supervisor approval, as evidenced by signature, prior to duplication.~~

-

The following factors will be considered when selecting materials for use in the classroom or media centers:

1. Educational significance.
2. Need and value to the collection.
3. Reputation and significance of author or producer.
4. Clarity, adequacy and scope of text or audiovisual presentation.
5. Validity, accuracy, objectivity, up-to-dateness, and appropriateness of text or audiovisual presentation.
6. Organization and presentation of contents.
7. High degree of readability and/or comprehensibility.
8. High degree of potential use appeal.
9. High artistic quality and/or literary style.
10. Quality format.
11. Value commensurate with cost and/or need.



12. Recommendation of professional sources.

## B. Supply Procedures

1. Each staff member will be able to request supplies by submitting a request to the Principal or designee.
2. Supplies will be kept in an appropriate location. The Principal or designee will be responsible to approve the request of supplies for their school and staff.
3. At the end of each school year, a record of the inventory of supplies retained by the staff member shall be reported by the staff member to the Principal or designee.
4. The Principal will encourage all staff members to suggest additional supplies and/or replacements for the supplies used.

## C. Cost of Supplies

Supplies will be made available without charge to all students, except in the following circumstances:

1. Where non-reusable clothing or personal equipment, such as gym outfits, is required for the safety, health, or the protection of school property, students will be requested to provide their own clothing or equipment. The Principal may require that such clothing or equipment meet school standards and may recommend a suitable vendor for the clothing or equipment.
2. Where a student enrolled in a class or activity in which an item is made, such as woodshop or home economics, chooses to prepare and keep a useful item, the student may be required to pay the costs of the materials used. Students shall always be given the option of preparing an item for use by the school, for which no charge will be made. Any charge made under this regulation will be presented in writing by the teacher with a copy to the Principal or designee and the moneys collected will be deposited with the Business Office.



# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

PROGRAM  
R 2520/Page 3 of 3  
INSTRUCTIONAL SUPPLIES

3. Students may be required to provide supplies for their participation in co-curricular activities.
4. A student who is eligible for free and reduced rate meals will not be required to pay for any supplies, including those exempted from free distribution in paragraph C.1., 2., and 3. above.
5. Staff members shall report to the Principal or designee any student who is suspected of being unable to pay for supplies.

~~The Board of Education is responsible for all materials, books and equipment used in the schools. Therefore, all materials used in the classroom must be ordered through the department supervisors and approved by the Principal before being used in the classroom.~~

-

~~All materials ordered, even if ordered for preview or "on approval", must be ordered on Purchase Orders signed by the Principal. Any other material not ordered in the manner will be charged to the person doing the ordering.~~

-

~~All supplies will be stored in central storage and teachers will requisition same from there. Do not keep more supplies in your room than will be used in three to four weeks.~~

-

~~Teachers making assignments will be responsible for providing the type and quantity of paper necessary for each assignment made. Various types of paper are available and should be requisitioned through normal channels.~~

-

~~Requisition for supplies, procedures, will be established by the Building Principal.~~

Issued: 14 October 2013

Revised: 23 May 2023



# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members  
3217/Page 1 of 2  
USE OF CORPORAL PUNISHMENT

### 3217 USE OF CORPORAL PUNISHMENT

~~The Board of Education cannot condone an employee's resort to force or fear in the treatment of students, even those students whose conduct appears to be open defiance of authority. Each student is protected by law from bodily harm and from offensive bodily touching.~~

No teaching staff member employed by the Board or a person engaged in any school in the school district shall inflict or cause to be inflicted corporal punishment upon a student attending any school in the school district; but any such teaching staff member may, within the scope of their employment, use and apply such amounts of force as is reasonable and necessary:

1. To quell a disturbance, threatening physical injury to others;
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a student;
3. For the purpose of self-defense; and
4. For the protection of persons or property;

and such acts, or any of them, shall not be construed to constitute corporal punishment pursuant to N.J.S.A. 18A:6-1. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending any school in the district shall be void.

~~Teaching staff members shall not use physical force or the threat of physical force to maintain discipline or compel obedience except as permitted by law, but may remove students from the classroom or school by the lawful procedures established for the suspension and expulsion of students.~~

A teaching staff member who:

- 
- 1. ~~Uses force or fear to discipline a student except as such force or fear may be necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of a student, to act in self-defense, or to protect persons or property;~~
- 





# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members  
3217/Page 2 of 2  
USE OF CORPORAL PUNISHMENT

2. ~~Touches a student in an offensive way even though no physical harm is intended;~~
- 
3. ~~Permits students to harm one another by fighting; or~~
- 
4. ~~Punishes students by means that are cruel or unusual;~~

Any teaching staff member employed by the Board found to have violated this Policy will be subject to discipline by the this Board and may be dismissed.

N.J.S.A. 18A:6-1; 18A:37-1

Adopted: 14 October 2013

Revised: 23 May 2023



# POLICY

PROGRAM  
4217/page 1 of 1  
Use of Corporal Punishment

## 4217 USE OF CORPORAL PUNISHMENT

No support staff member employed by the Board or a person engaged in any school in the school district shall inflict or cause to be inflicted corporal punishment upon a student attending any school in the school district; but any such support staff member may, within the scope of their employment, use and apply such amounts of force as is reasonable and necessary:

1. To quell a disturbance, threatening physical injury to others;
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a student;
3. For the purpose of self-defense; and
4. For the protection of persons or property;

and such acts, or any of them, shall not be construed to constitute corporal punishment pursuant to N.J.S.A. 18A:6-1. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending any school in the district shall be void.

Any support staff member employed by the Board found to have violated this Policy may be subject to discipline by the Board.

N.J.S.A. 18A:6-1; 18A:37-1

Adopted: 23 May 2023



# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

Students  
5305/Page 1 of 5  
HEALTH SERVICES PERSONNEL

### 5305 HEALTH SERVICES PERSONNEL

The Board of Education shall appoint at least one school physician pursuant to N.J.S.A. 18A:40-1. The Board may appoint a lead school physician to serve as health services director if more than one school physician is **contracted required by the Board**. ~~The school physician shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development.~~ **The school physician(s) shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy and shall have a training and scope of practice that includes child and adolescent health and development. The contract between the Board and the school physician(s) appointed pursuant to N.J.S.A. 18A:40-1 shall include a statement of assurance that the school physician(s) has completed the Student-Athlete Cardiac Screening professional development module developed pursuant to N.J.S.A. 18A:40-41d and has read the sudden cardiac arrest pamphlet developed pursuant to N.J.S.A. 18A:40-41.** The school district shall conduct a criminal history background check on any physician before entering into an agreement for delivery of services **pursuant to N.J.A.C. 6A:16-2.3.**

The school physician shall provide, at a minimum, the following services:

1. Consultation in the development and implementation of school district policies, procedures, and mechanisms related to health, safety, and medical emergencies pursuant to N.J.A.C. 6A:16-2.1(a) **and Policy and Regulation 5310**;
2. Consultation to school district medical staff regarding the delivery of school health services, which includes special health care needs of technology-supported and medically fragile children, including students covered by 20 U.S.C. § 1400 et seq., Individuals with Disabilities Education ~~Improvement~~ Act;
3. Physical examinations conducted in the school physician's office or other comparably equipped facility for students who do not have a medical home ~~or whose parent has identified the school as the medical home for the purpose of a sports physical examination~~;
4. Provision of written notification to the parent stating approval or disapproval of the student's participation in athletics based upon the medical report;
5. Direction for professional duties of other medical staff;



6. Written standing orders that shall be reviewed and reissued before the beginning of each school year;
7. Establishment of standards of care for emergency situations and medically-related care involving students and school staff;
8. Assistance to the certified school nurse or non-certified nurse in conducting health screenings of students and staff and assistance with the delivery of school health services;
9. Review, as needed, of reports and orders from a student's medical home regarding student health concerns;
10. Authorization of tuberculin testing for conditions outlined in N.J.A.C. 6A:16-2.2(c) and Policy and Regulation 5310;
11. Review, approval, or denial with reasons of a medical home determination of a student's anticipated confinement and resulting need for home instruction; and
12. Consultation with the school district certified school nurse(s) to obtain input for the development of the school nursing services plan pursuant to N.J.A.C. 6A:16-2.1(b) and Policy and Regulation 5310.

The Board shall employ a certified school nurse to provide nursing services while school is in session pursuant to N.J.S.A. 18A:40-1 and 3.3. The certified school nurse shall work under the direction of the school physician and Superintendent of Schools.

The certified school nurse shall possess a standard educational services certificate with a school nurse endorsement or school nurse/non-instructional endorsement pursuant to N.J.A.C. 6A:9B-14.3 or 14.4. The certified school nurse shall possess a current New Jersey registered professional nurse license issued by the New Jersey State Board of Nursing; a bachelor's degree from a regionally accredited college or university; a current Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health to comply with the American Heart Association's CPR guidelines; and ~~The certified school nurse shall~~ complete training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to,



those of the National Institutes of Health and the American Academy of Allergy, Asthma, and Immunology.

The role of the certified school nurse shall include, but not be limited to:

1. Carrying out written orders of the medical home and standing orders of the school physician;
2. Conducting health screenings which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 and Policy and Regulation 5310 and monitoring vital signs and general health status for emergent issues for students suspected of being under the influence of alcohol and controlled dangerous substances pursuant to N.J.S.A. 18A:40-4 and 18A:40A-12 ~~12~~ and Policy and Regulation 5530;
3. Maintaining student health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4, and Policy and Regulation 5308;
4. Recommending to the ~~school~~ Principal students who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;
5. Annually reviewing student immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;
6. Recommending to the ~~school~~ Principal exclusion of students who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7, 8, and 10;
7. Directing and supervising the emergency administration of epinephrine and glucagon, and training school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6 and 12.14 and Policy and Regulation 5330;
8. Administering asthma medication through use of a nebulizer;
9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;



10. Providing Classroom instruction in areas related to health education, pursuant to N.J.A.C. 6A:9B-14.3;
11. Reviewing and summarizing available health and medical information regarding the student and transmitting a summary of relevant health and medical information to the Child Study Team ~~for the meeting~~ pursuant to N.J.A.C. 6A:14-3.4(h);
12. Writing and updating, at least annually, the individualized health care plans and the individualized emergency healthcare plans for students' medical needs, and instructing staff as appropriate;
13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a), for any student who requires them;
14. Assisting in the development of and implementing healthcare procedures for students in the event of an emergency;
15. Instructing teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3; and
16. Reviewing completed health history update questionnaires and sharing with the school athletic trainer for review, if applicable, pursuant to N.J.S.A. 18A40-41.7; and
- 17.16. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.

A certified school nurse who possesses the school nurse/non-instructional certificate is not authorized to teach in areas related to health pursuant to N.J.A.C. 6A:9B-14.4.

The Board may appoint a non-certified nurse under the supervision of a certified school nurse to supplement the services of a certified school nurse ~~provided in accordance with the provisions of N.J.A.C. 6A:16-2.3(c).~~ The a non-certified nurse shall be assigned to the same school building or complex as the certified school nurse pursuant to N.J.S.A. 18A:40-3.3.(a) and a noncertified nurse is limited to providing services only as permitted under a the non-certified nurse's license issued by the State Board of Nursing in accordance with N.J.A.C. 6A:16-2.3(c).



# POLICY

ROXBURY TOWNSHIP  
**BOARD OF EDUCATION**

Students  
5305/Page 5 of 5  
HEALTH SERVICES PERSONNEL

N.J.S.A. 18A:40-1; 18A:40-3.3; 18A:40-4; 18A:40-7;  
18A:40-8; 18A:40-10; 18A:40-12; 18A:40-12.6;  
18A:40-12.14; 18A:40-41.7

N.J.A.C. 6A:9B-14.3; 6A:9B-14.4; 6A:14-3.4; 6A:16-2.1;  
6A:16-2.2; 6A:16-2.3

Adopted: 14 October 2013

Revised: 15 August 2016

Revised: 23 May 2023



# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

Students  
5308/Page 1 of 3

### **STUDENT PUPIL HEALTH RECORDS (M)**

#### 5308 **STUDENT PUPIL HEALTH RECORDS (M)**

#### M

The school district shall maintain mandated student health records for each student pursuant to N.J.A.C. 6A:16-2.4 and ~~as defined in N.J.A.C. 6A:32-7 6A:16-2.4(a)1 and 2.~~ The district will document student health records using a form approved by the Commissioner of Education.

The maintenance and security of student health records shall be in accordance with N.J.A.C. 6A:32-7.4 and 6A:16-2.4(e). Student health records, whether stored on paper or electronically, shall be maintained in accordance with N.J.A.C. 6A:32-7 ~~shall be maintained separately from other student records in a secure location, located in the school building or complex to which the student is assigned, and accessible to authorized personnel while school is in session. The health and immunization record shall be removed from the student's health record and placed in the student's mandated record until such time as graduation or termination and kept according to the schedule set forth in N.J.A.C. 6A:32-7.8.~~ Student health records shall be maintained separately from other student records. Student health records also shall be maintained according to the requirements of N.J.A.C. 6A:32-7 until such time as graduation or termination from the school district, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record. The school district of last enrollment, graduation, or permanent departure of the student shall keep, for 100 years, a mandated record of a student's health history and immunization in accordance with N.J.A.C. 6A:32-7.8(f). No additions shall be made to the record after graduation or permanent departure without prior written consent of the parent or adult student pursuant to N.J.A.C. 6A:32-7.8(e).

The transfer of student health records when a student transfers to or from a school district shall be in accordance with N.J.A.C. 6A:16-7.9 ~~6A:16-2.4(d)~~ and N.J.A.C. 6A:32-7.5.

Any Board of Education employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing information as required by Federal and State statutes and regulations: information that identifies a student as having HIV infection or AIDS shall be shared only with prior written informed consent of the student age twelve or greater, or of the student's parent as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the student; information obtained by the school's alcohol and other drug program that would identify the student as an





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alcohol or other drug user may be disclosed only for those purposes and under conditions permitted by 42 CFR Part 2; information provided by a secondary school student while participating in a school-based alcohol or other drug counseling program that indicates that a parent or other person residing in the student's household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.

~~Any Board of Education employee with knowledge of, or access to, information that identifies a student as having HIV infection or AIDS; information obtained by the school's alcohol or drug program which would identify the student as an alcohol or drug user; or information provided by a secondary school student while participating in a school-based alcohol or drug counseling program that indicates a parent, guardian, or other person residing in the student's household is dependent or illegally using a substance shall comply with restrictions for sharing such information in accordance with N.J.A.C. 6A:16-2.4(e) and as required by Federal and State statutes and regulations.~~

Access to and disclosure of information in a student's health record shall meet the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, and 34 CFR Part 99, incorporated herein by reference, as amended and supplemented, ~~34 CFR Part 99, incorporated herein by reference, as amended and supplemented,~~ and N.J.A.C. 6A:32-7, Student Records.

The school district shall provide access to the student's health record to licensed medical personnel, not holding educational certification, who are working under contract with or as employees of the school district only to the extent necessary to enable the licensed medical personnel to perform their duties. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to those portions of the student health records that are necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.

Nothing in N.J.A.C. 6A:16-2.45 or in this Policy and Regulation 5308 shall be construed to prohibit school personnel from disclosing ~~information contained in the student's health record~~ to students or adults in connection with an emergency ~~the information contained in the student health record~~ if such knowledge ~~the release~~ is necessary to protect the immediate health or safety of ~~the~~ a student or other persons pursuant to N.J.A.C. 6A:32-7.54.



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N.J.S.A. 18A:40-3.4

N.J.A.C. 6A:16-2.4 et seq.; 6A:32-7.1; ~~6A:32-7.5 et seq.~~; 6A:32-7.4 et seq.  
6A:32-7.5; 6A:32-7.8

Adopted: 14 October 2013

Revised: 23 May 2023



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## R 5308 **STUDENT** ~~PUPIL~~ HEALTH RECORDS (M)

### M

Student health records shall be maintained for each student pursuant to N.J.A.C. 6A:16-2.4. Maintenance and security of student health records shall be in accordance with N.J.A.C. 6A:32-7.4.

#### A. Mandated Student Health Records

1. The **district shall maintain for each student, pursuant to N.J.A.C. 6A:32, a student health record that includes the following mandated records** ~~following mandated student health records shall be maintained:~~
  - a. Findings of health histories, medical examinations, and health screenings pursuant to N.J.A.C. 6A:16-2.2 and 4.3; and
  - b. Documentation of immunizations against communicable diseases or exemption from these immunizations pursuant to N.J.A.C. 8:57-4, **1, 4.3 and 4.4.**
2. The district will document the findings of student health histories, health screenings, and required medical examinations that are relevant to school participation on the student's health record using a form approved by the Commissioner of Education.

#### B. Maintenance **and Security** of Student Health Records

1. The school district shall maintain student health records in accordance with N.J.A.C. 6A:32-7.4 as follows:
  - a. Student health records **may be stored electronically or in paper format.** ~~shall be maintained separately from other student records in a secure location;~~
    - (1) **When student health records are stored electronically, proper security and backup procedures shall be administered;**



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- b. Student health records, whether stored on paper or electronically, kept in electronic form shall be maintained in accordance with N.J.A.C. 6A:32-7.1(l). ~~both accessible and secure according to N.J.A.C. 6A:32-7.4(d);~~
- (1) Student health records shall be maintained separately from other student records. Student health records also shall be maintained in accordance with the requirements of N.J.A.C. 6A:32-7 until such time as graduation or termination from the district, 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. Student health records shall be accessible during the hours in which the school program is in operation, ~~located in the school building or complex to which a student is assigned;~~
- d. ~~Student health records shall be accessible to authorized personnel while school is in session; and~~
- e. ~~The health and immunization record shall be removed from the student's health record and placed in the student's mandated record until such time as graduation or termination and kept according to the schedule set forth in N.J.A.C. 6A:32-7.8.~~

#### C. Transferring Student Health Records

The school district shall ensure compliance with the requirements of N.J.A.C. 6A:32-7 – Student Records and Policy and Regulation 8330 when transferring student health records.

- 1. ~~The school district shall ensure the following when transferring student health records:~~
  - a. ~~Original mandated student health records that school districts are directed to compile pursuant to New Jersey statute, rule, or authorized administrative directive shall be forwarded to the Chief School Administrator, or designee,~~



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~~of the school district to which the student has transferred within ten days of receipt of a written request and verification by the school district;~~

~~b. Duplicate mandated student health records which school districts have been directed to compile pursuant to New Jersey statute, rule, or authorized administrative directive shall be forwarded to the Chief School Administrator, or designee, of the nonpublic school to which the student has transferred within ten days of receipt of a written request and verification by the school district;~~

~~c. Duplicate mandated student health records which school districts have been directed to compile pursuant to New Jersey statute, rule, or authorized administrative directive shall be forwarded to the Chief School Administrator or designee of the out of State school district to which the student has transferred within ten days of receipt of a written request and verification by the school district;~~

~~d. Records that are transferred in duplicate form shall have their original maintained at the location of the sending school district; and~~

~~e. The Chief School Administrator or designee shall request all student health records in writing from the school district of last attendance within two weeks from the date that the student enrolls in the new school district.~~

#### D. Restrictions for Sharing Student Health Information

1. Any Board of Education employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing that information as required by Federal and State statutes and regulations.

a. Information that identifies a student as having HIV infection or AIDS shall be shared only with prior written informed consent of the student age twelve or greater, or of the student's parent(s) or legal guardian(s) as required by



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N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the student.

- b. Information obtained by the school's alcohol and other drug program ~~that~~ ~~which~~ would identify the student as an alcohol or other drug user may be disclosed only for those purposes and under ~~those~~ conditions permitted by 42 CFR Part 2.
- c. Information provided by a secondary school student while participating in a school-based alcohol or other drug counseling program that indicates a parent, ~~guardian~~, or other person residing in the student's household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.

#### E. Access to Student Health Records

1. Access to and disclosure of information in the student's health record shall meet the requirements of the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, ~~incorporated herein by reference, as amended and supplemented,~~ and 34 CFR Part 99, ~~incorporated herein by reference, as amended and supplemented,~~ and N.J.A.C. 6A:32-7; ~~and~~ Student Records.
2. The school district shall provide access to the student health records to licensed medical personnel, not holding educational certification, who are working under contract with, or as employees of, the school district only to the extent necessary to enable the licensed medical personnel to perform their duties.
  - a. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to ~~those~~ portions of the student's health record that are necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.



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3. Nothing in N.J.A.C. 6A:16-2.4~~5~~ or in Policy 5308 and this Regulation 5308 shall be construed to prohibit school personnel from disclosing ~~information contained in the student's health record~~ to students or adults in connection with an emergency, ~~if such knowledge is~~ **the information contained in the student health record if the release is** necessary to protect the immediate health or safety of the student or other persons pursuant to N.J.A.C. 6A:32-7.54.

**Adopted** ~~Issued:~~ 14 October 2013  
**Revised:** 23 May 2023



# POLICY

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#### 5310 HEALTH SERVICES

The Board of Education shall develop and adopt the following written policies, procedures, and mechanisms in accordance with N.J.A.C. 6A:16-2.1(a) for the provision of health, safety, and medical emergency services, and shall ensure staff are informed as appropriate:

1. The review of immunization records for completeness pursuant to N.J.A.C. 8:57-4.1 through 4.20 (Policy and Regulation 5320);
2. The administration of medication to students in the school setting by the following authorized individuals ~~in accordance with N.J.A.C. 6A:16-2.1(a)2.~~ (Policy and Regulation 5330);
  - a. The school physician;
  - b. A certified school nurse or noncertified nurse;
  - c. A substitute school nurse employed by the school district;
  - d. The student's parent;
  - e. A student approved to self-administer medication, pursuant to N.J.A.C. 6A:16-2.1(a)5.iii. and 6A:16-2.1(a)9. and N.J.S.A. 18A:40-12.3 and 12.4;
  - f. Other school employees who volunteer to be trained and designated by the certified school nurse to administer epinephrine in an emergency, pursuant to N.J.S.A. 18A:40-12.5 and 12.6; and
  - g. Other employees who volunteer to be designated as a delegate and trained to administer glucagon, pursuant to N.J.S.A. 18A:40-12.14.
  - h. A student approved to self-administer prescription medication in the event of the absence of a registered nurse, as directed by the prescribing healthcare provider and





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subject to parental permission. If on a school-sponsored trip away from the building, a Roxbury School District administrator or chaperone will hold all student medications except for emergency medications that may be kept in a student's possession, as prescribed by the treating healthcare provider.

3. The review of Do Not Resuscitate (DNR) orders received from the student's parent or medical home (Policy 5332);
4. The provision of health services in emergency situations, including:
  - a. The emergency administration of epinephrine via an epinephrine Epi-pen auto-injector pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);
  - b. The emergency administration of glucagon pursuant to N.J.S.A. 18A:40-12.14 (Policy and Regulation 5338);
  - c. The emergency administration of an opioid antidote pursuant to N.J.S.A. 18A:40-12.23 et seq. (Policy and Regulation 5330.04)
  - de. The care of any student who becomes injured or ill while at school or participating in school-sponsored functions (Policy and Regulation 8441);
  - ed. The transportation and supervision of any student determined to be in need of immediate care (Policy and Regulation 8441);
  - fe. The notification to parents of any student determined to be in need of immediate medical care (Policy and Regulation 8441); and
  - gf. The establishment and implementation of an emergency action plan for responding to a sudden cardiac event, including the use of an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41b (Policy and Regulation 5300).



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5. The treatment of asthma in the school setting in accordance with the provisions of N.J.A.C. 6A:16-2.1(a)5<sup>1</sup> (Policy 5335);
6. Administration of student medical examinations, pursuant to N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, and N.J.A.C. 6A:16-2.2 (Policy and Regulation 5310);
7. Utilization of sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. 12:100-4.2, Safety and Health Standards for Public Employees, and in compliance with 29 CFR 1910.1030, ~~Public Employees Occupational Safety and Health Program (PEOSH)~~ Bloodborne Pathogens Standards (Policy and Regulation 7420);
8. Provision of nursing services to nonpublic schools located in the school district as required by N.J.S.A. 18A:40-23 et seq. and N.J.A.C. 6A:16-2.5 (Policy and Regulation 5306);
9. Self-administration of medication by a student for asthma or other potentially life-threatening **illness or life-threatening** allergic reaction pursuant to N.J.S.A. 18A:40-12.3, 12.5, and 12.6, and the self-management and care of a student's diabetes as needed pursuant to N.J.S.A. 18A:40-12.15 (Policy and Regulation 5330);
10. Development of an individualized **healthcare** plan and individualized emergency healthcare plan for students with chronic medical conditions, including ~~life-threatening allergies~~, diabetes, ~~and asthma,~~ **and life-threatening allergies** requiring special health services in accordance with N.J.S.A. 18A:40-12.11.c, 12.12, 12.13, and 12.15; and N.J.A.C. 6A:16-2.3(b)3xii (Policies and Regulations 5331 and 5338 and Policy 5335); and
11. Management of food allergies in the school setting and the emergency administration of epinephrine to students for anaphylaxis pursuant to N.J.S.A. 18A:40-12.6a through 12.6d (Policy and Regulation 5331).

The Board of Education shall annually adopt the school district's nursing services plan at a regular meeting, **pursuant to N.J.A.C. 6A:16-2.1(b) and Policy 5307.**

~~The Board of Education shall comply with the following required health services as outlined in N.J.A.C. 6A:16-2.2:~~



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1. ~~Immunization records shall be reviewed and updated annually pursuant to N.J.A.C. 8:57-4.1 through 4.24.~~
2. ~~A Building Principal or designee shall not knowingly admit or retain in the school building any student whose parent has not submitted acceptable evidence of the child's immunization, according to the schedule specified in N.J.A.C. 8:57-4, Immunization of Pupils in School.~~
3. ~~The school district shall perform tuberculosis tests on students using methods required by and when specifically directed to do so by the New Jersey Department of Health based upon the incidence of tuberculosis or reactor rates in specific communities or population groups pursuant to N.J.S.A. 18A:40-16.~~
4. ~~The school district shall immediately report by telephone to the health officer of the jurisdiction in which the school is located any communicable diseases identified as reportable pursuant to N.J.A.C. 8:57-1, whether confirmed or presumed.~~
5. ~~Each school in the district shall have and maintain for the care of students at least one nebulizer in the office of the school nurse or a similar accessible location, pursuant to N.J.S.A. 18A:40-12.7.~~
6. ~~Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility pursuant to N.J.S.A. 18A:40-4.~~
7. ~~The findings of required examinations under 8.b., c., d., and e. below shall include the following components:~~
  - a. ~~Immunizations pursuant to N.J.A.C. 8:57-4.1 through 4.24;~~
  - b. ~~Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;~~
  - c. ~~Health screenings including height, weight, hearing, blood pressure, and vision; and~~



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- d. ~~Physical examinations.~~
8. ~~The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and 6. above and:~~
- a. ~~Prior to participation on a school-sponsored interscholastic or intramural team/squad or cheerleading team for students enrolled in any grades six to twelve in accordance with N.J.A.C. 6A:16-2.2(h)1;~~
  - b. ~~Upon enrollment in school in accordance with N.J.A.C. 6A:16-2.2(h)2;~~
  - c. ~~When applying for working papers in accordance with N.J.A.C. 6A:16-2.2(h)3;~~
  - d. ~~For the purposes of the comprehensive Child Study Team evaluation pursuant to N.J.A.C. 6A:14-3.4 in accordance with N.J.A.C. 6A:16-2.2(h)4; and~~
  - e. ~~When a student is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 in accordance with N.J.A.C. 6A:16-2.2(h)5.~~
9. ~~Each school shall have available and maintain an AED, pursuant to N.J.S.A. 18A:40-41a.a(1) and (3), and in accordance with N.J.A.C. 6A:16-2.2(i).~~
10. ~~The Board of Education shall make accessible information regarding the New Jersey FamilyCare Program to students who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.~~
11. ~~Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.~~
12. ~~The Board of Education shall ensure that students receive health screenings as outlined in N.J.A.C. 6A:16-2.2(l).~~



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~~13. The school nurse or designee shall screen to ensure hearing aids worn by students who are deaf and/or hard of hearing are functioning properly. The school nurse or designee will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist students hear are functioning properly.~~

N.J.S.A. 18A:35-4.8; 18A:40-4 et seq. 18A:40-12;  
18A:40-12.3; 18A:40-12.5; 18A:40-12.6;  
18A:40-12.6a; 18A:40-12.6b; 18A:40-12.6c;  
18A:40-12.6d; 18A:40-12.7; 18A:40-12.11;  
18A:40-12.15; 18A:40-16; 18A:40-23 et seq.;  
18A:40-41a.; 18A:40-41b.

N.J.A.C. 6A:16-1.3; 6A:16-2.1; 6A:16-2.2

Adopted: 14 October 2013  
Revised: 16 May 2016  
Revised: 23 May 2023



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### R 5310 HEALTH SERVICES (M)

#### M

##### A. Definitions – N.J.A.C. 6A:16-1.3

1. Advanced practice nurse (APN) – means a person who holds a current license as either an advanced practice nurse or a nurse practitioner/clinical nurse specialist from the State Board of Nursing.
2. Certified school nurse – means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an Educational Services Certificate, school nurse or school nurse/non-instructional endorsement from the Department of Education pursuant to N.J.A.C. 6A:9B-1412.3 and 1412.4.
3. Medical home – means a health care provider, including New Jersey FamilyCare providers as defined by N.J.S.A. 30:4J-12 and the provider’s practice site chosen by the student’s parent for the provision of health care.
4. Non-certified nurse – means a person who holds a current license as a professional nurse from the State Board of Nursing and is employed by a Board of Education or nonpublic school, and who is not certified as a school nurse by the Department of Education.
5. Parent – means the natural parent(s), adoptive parent(s), legal guardian(s), resource family foster parent(s), or parent-surrogate(s) 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.
67. Physical examination – means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse, or physician assistant. The term includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.



76. Physician assistant (PA) – means a health care professional licensed to practice medicine with physician supervision.
8. School physician – means a physician currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development ~~with a current license to practice medicine or osteopathy from the New Jersey Board of Examiners who works under a contract or as an employee of the school district.~~ The physician is also referred to as the medical inspector as per N.J.S.A. 18A:40-1.
- B. Medical Examinations – General Conditions (N.J.A.C. 6A:16-2.2)
1. Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility pursuant to N.J.S.A. 18A:40-4.
  2. The findings of required examinations under N.J.A.C. 6A:16-2.2(h)2. through (h)5. and D. through G. below shall include the following components:
    - a. Immunizations pursuant to N.J.A.C. 8:57-4.1 through 4.24;
    - b. Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;
    - c. Health screenings including height, weight, hearing, blood pressure, and vision; and
    - d. Physical examinations.
  3. Each school shall have available and maintain an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41a.a(1) and (3), that is:



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- a. In an unlocked location on school property, with an appropriate identifying sign;
  - b. Accessible during the school day and any other time when a school-sponsored athletic event or team practice is taking place in which students of the school district or nonpublic school are participating; and
  - c. Within a reasonable proximity of the school athletic field or gymnasium, as applicable.
4. The Board of Education shall make accessible information regarding the **NJ** ~~New Jersey~~ FamilyCare Program for students who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.
5. Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history, pursuant to N.J.S.A. 26:5C-1 et seq.
65. Pursuant to N.J.S.A. 18A:40-4.4, a student who presents a statement signed by his/her parent that required examinations interfere with the free exercise of his/her religious beliefs shall be examined only to the extent necessary to determine whether the student is ill or infected with a communicable disease or under the influence of alcohol or drugs or is disabled or is fit to participate in any health, safety, or physical education course required by law.
- ~~6. Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.~~
- C. Medical Examinations - Prior to Participation on a School-Sponsored Interscholastic or Intramural **Athletic** Team or Squad for Students Enrolled in Any Grades Six to Twelve **(N.J.A.C. 6A:16-2.2(h)1.)**
1. The school district shall ensure that students receive medical examinations **in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and** prior to participation on a school-sponsored interscholastic or intramural **athletic** team/squad or cheerleading team for students enrolled in any grades six to twelve. ~~The~~





~~examination shall be conducted within 365 days prior to the first day of official practice session in an athletic season and shall be conducted by a licensed physician, APN, or PA.~~

a. The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season and shall be conducted by a licensed physician, APN, or PA.

b2. The physical examination shall be documented using the Preparticipation Physical Evaluation (PPE) form developed jointly by the American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine and is available online at <http://www.state.nj.us/education/students/safety/health/records/athleticphysicalsform.pdf> in accordance with N.J.S.A. 18A:40-41.7.

(1)a. Prior to performing a preparticipation physical examination, the licensed physician, APN, or PA who performs the student-athlete's physical examination shall complete the Student-Athlete Cardiac Screening professional development module and shall sign the certification statement on the PPE form attesting to the completion, pursuant to N.J.S.A. 18A:40-41d.

(a+) If the PPE form is submitted without the signed certification statement and the school district has confirmed that the licensed physician, APN, or PA from the medical home did not complete the module, the student-athlete's parent may obtain a physical examination from a physician who can certify completion of the module or request that the school physician provides the examination.



- (2)b. The medical report shall indicate if a student is allowed or not allowed to participate in the required sports categories and shall be completed and signed by the original examining physician, APN, or PA.
- (3)e. An incomplete form shall be returned to the student's medical home for completion unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.
- c3. Each student whose medical examination was completed more than ninety days prior to the first day of official practice in an athletic season shall provide a health history update questionnaire completed and signed by the student's parent. The completed health history update questionnaire shall include information listed below as required by N.J.S.A. 18A:40-41.7.b.

The completed health history update questionnaire shall be reviewed by the school nurse and, if applicable, the school athletic trainer and shall include information as to whether, in the time period since the date of the student's last preparticipation physical examination, the student has:

- (1)a. Been advised by a licensed physician, APN, or PA not to participate in a sport;
- (2)b. Sustained a concussion, been unconscious, or lost memory from a blow to the head;
- (3)e. Broken a bone or sprained, strained, or dislocated any muscles or joints;
- (4)d. Fainted or blacked out;
- (5)e. Experienced chest pains, shortness of breath, or heart racing;
- (6)f. Had a recent history of fatigue and unusual tiredness;



# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS  
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HEALTH SERVICES (M)

- (7)g. Been hospitalized, visited an emergency room, or had a significant medical illness;
  - (8)h. Started or stopped taking any over the counter or prescribed medications; or
  - (9)i. Had a sudden death in the family, or whether any member of the student's family under the age of fifty has had a heart attack or heart trouble.
- d4. The school district shall provide to the parent written notification signed by the school physician stating approval of the student's participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the student's participation.
- e5. The Board of Education shall will not permit a student enrolled in grades six to twelve to participate on a school-sponsored interscholastic or intramural athletic team or squad unless the student submits a PPE form signed by the licensed physician, APN, or PA who performed the physical examination and, if applicable, a completed health history update questionnaire, pursuant to N.J.S.A. 18A:40-41.7.c.
- f6. The school district shall distribute to a student-athlete and the student-athlete's his or her parent the sudden cardiac arrest pamphlet developed by the Commissioner of Education, in consultation with the Commissioner of Health, the American Heart Association, and the American Academy of Pediatrics, pursuant to N.J.S.A. 18A:40-41.
- (1)a. A student-athlete and the student-athlete's his or her parent annually shall sign the Commissioner-developed form that they received and reviewed the pamphlet, and shall return it, to the student's school pursuant to N.J.S.A. 18A:40-41.d.
  - (2)b. The Commissioner shall update the pamphlet, as necessary, pursuant to N.J.S.A. 18A:40-41.b.



# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

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HEALTH SERVICES (M)

- (3)e. The Commissioner shall distribute the pamphlet, at no charge, to the all school districts and nonpublic schools, pursuant to N.J.S.A. 18A:40-41.b.

D. Medical Examinations - Upon Enrollment in School (N.J.A.C. 6A:16-2.2(h)2.)

1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and upon enrollment in school. ~~The school district requires a parent to provide within thirty days of enrollment entry-examination documentation for each student.~~
  - a. The school district shall require parents to provide within thirty days of enrollment entry-examination documentation for each student.
  - b2. When a student transfers to another school, the sending school district shall ensure the entry-examination documentation is forwarded to the receiving school district pursuant to N.J.A.C. 6A:16-2.4(d).
  - c3. Students transferring into this school district from out-of-State or out-of-country may be allowed a thirty-day period to obtain entry-examination documentation.
  - d4. The school district shall notify parents through its website or other means about the importance of obtaining subsequent medical examinations of the student at least once during each developmental stage: at early childhood (pre-school through grade three), pre-adolescence (grades four through six), and adolescence (grades seven through twelve).

E. Medical Examinations - When Students Apply for Working Papers (N.J.A.C. 6A:16-2.2(h)3.)

1. ~~Pursuant to N.J.S.A. 34:2-21.7 and 34:2-21.8(3)~~ The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and when applying for working papers.



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## ROXBURY TOWNSHIP BOARD OF EDUCATION

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HEALTH SERVICES (M)

2. The school district may provide for the administration of a medical examination for a student pursuing a certificate of employment.
  32. The school district shall not be held responsible for the costs for examinations at the student's medical home or other medical provider(s).
- F. Medical Examinations - For the Purposes of the Comprehensive Child Study Team Evaluation Pursuant to N.J.A.C. 6A:14-3.4 (N.J.A.C. 6A:16-2.2(h)4.)
1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and for the purposes of the comprehensive Child Study Team evaluation pursuant to N.J.A.C. 6A:14-3.4.
- G. Medical Examinations - When a Student is Suspected of Being Under the Influence of Alcohol or Controlled Dangerous Substances pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 (N.J.A.C. 6A:16-2.2(h)5.)
1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and when a student is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3.
  24. If a student who is suspected of being under the influence of alcohol or controlled dangerous substances is reported to the certified school nurse, the certified school nurse shall monitor the student's vital signs and general health status for emergent issues and take appropriate action pending the medical examination pursuant to N.J.A.C. 6A:16-4.3.
  32. No school staff shall interfere with a student receiving a medical examination for suspicion of being under the influence of alcohol or controlled dangerous substances pursuant to N.J.A.C. 6A:16-4.3.



# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS  
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HEALTH SERVICES (M)

### H. Health Screenings (N.J.A.C. 6A:16-2.2(l))

The Board of Education shall ensure that students receive health screenings in accordance with N.J.A.C. 6A:16-2.2(l).

1. Screening for height, weight, and blood pressure shall be conducted annually for each student in Kindergarten through grade twelve.
2. Screening for visual acuity shall be conducted biennially for students in Kindergarten through grade ten.
3. Screening for auditory acuity shall be conducted annually for students in Kindergarten through grade three and in grades seven and eleven pursuant to N.J.S.A. 18A:40-4.
4. Screening for scoliosis shall be conducted biennially for students between the ages of ten and eighteen pursuant to N.J.S.A. 18A:40-4.3.
5. Screenings shall be conducted by a school physician, school nurse, or other school personnel properly trained.
6. The school district shall notify the parent of any student suspected of deviation from the recommended standard.
7. The school nurse or designee shall screen to ensure hearing aids worn by students who are deaf and/or hard of hearing are functioning properly. The school nurse or designee will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist students to hear, are functioning properly.

Adopted 14 October 2013

Revised: 16 May 2016

Revised: 23 May 2023



# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

Finances

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### REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES (M)

#### 6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES (M)

#### M

The Cash Management Improvement Act (CMIA) and related Federal regulations require a State to minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their subgrantees, such as a school district. The State of New Jersey and school districts must assure funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under the Every Student Succeeds Act (ESSA), the Individuals with Disabilities Education Act (IDEA), the **Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act** ~~Carl D. Perkins Career and Technical Education Improvement Act of 2006~~, and any other program designated by the NJDOE shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

Reimbursement requests by the School Business Administrator/Board Secretary or designee shall be made for individual titles and awards using the payment functionality of the EWEG system. Only one reimbursement request per month may be submitted for an individual title, award, or subgrant. Reimbursement requests may only be for expenditures that have already occurred or will occur within three business days of receipt of funds.

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures within three business days of receipt of funds and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant.

The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The



## REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES (M)

Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award. The Superintendent or designee is responsible for monitoring the cumulative ten percent level of fiscal change.

Reimbursement requests must be in accordance with approved grant applications. A reimbursement request may be submitted at any time after the subgrant has received final NJDOE approval. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement request. The Superintendent or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the Federal Uniform Grant Guidance. Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.

The NJDOE staff will review reimbursement requests to determine that they meet the subgrant's criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives as the approval of expenditures will continue to be processed through the final report. The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended within three business days of receipt of funds.

New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures – March 2014





# POLICY

## REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES (M)

Adopted: 14 October 2013  
Revised: 18 November 2019  
Revised: 23 May 2023



# REGULATION

FINANCES

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Federal Awards/Funds Internal Controls –  
Allowability of Costs

**M**

R 6115.01 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS –  
ALLOWABILITY OF COSTS

- A. In addition to the procedures used to determine the allowability of costs in accordance with 2 CFR §200.403 as outlined in Policy 6115.01 and this Regulation, the following procedures will be completed by the school district for Federal awards:
1. The Superintendent of Schools will designate a grant administrator for each Federal program in the district and Federal program the Board of Education submits an application for funding.
  2. The grant administrator shall complete the following responsibilities for a Federal grant submission:
    - a. Complete the grant application for approval by the Superintendent and the Board of Education;
    - b. Collaborate with the School Business Administrator/Board Secretary or designee to develop the budget to include all applicable costs;
    - c. Ensure all costs included on the grant application are allowable costs in accordance with 2 CFR §200.403; and
    - d. Work with the School Business Administrator/Board Secretary to ensure costs meet the general criteria in order to be allowable under Federal awards as outlined in Policy 6115.01 and 2 CFR §200.403.
  3. Upon approval and funding of the Federal grant program, the grant administrator will:



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FINANCES

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Federal Awards/Funds Internal Controls –  
Allowability of Costs

- a. Provide professional development and training to all school staff members working in the Federal program and any additional school staff members the grant administrator determines should be provided the professional development and training to ensure all staff members are providing the services approved and required by the grant;
  - b. Monitor the Federal grant program to ensure the program is being administered in accordance with the requirements of the grant; and
  - c. Oversee the program's expenditures to ensure the grant funds are budgeted and expended in accordance with the grant application and approval.
4. Upon completion of the Federal grant program, the grant administrator will work with the School Business Administrator/Board Secretary or designee to complete any close-out and final reports as required by the Federal grant.

Adopted: 23 May 2023



# POLICY

FINANCES

6115.04/page 1 of 2

Federal Funds – Duplication of Benefits

**M**

## 6115.04 FEDERAL FUNDS – DUPLICATION OF BENEFITS

A requirement for a Board of Education/local education agency (LEA) who accepts funds from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) – Elementary and Secondary School Emergency Relief Fund (ESSERF II); American Rescue Plan Elementary and Secondary Schools Emergency Relief (ARP ESSER); and all Federal programs and grants is for the LEA to have a Duplication of Benefits (DOB) Policy. DOB occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance.

The School Business Administrator/Board Secretary shall be responsible for ensuring no DOB occurs and will be responsible for ensuring compliance by subcontractors, subrecipients, and other partners.

To comply with DOB requirements, an LEA that accepts Federal funds is required by the Coronavirus Aid, Relief, and Economic Security (CARES) Act to establish and follow procedures to ensure that DOB does not occur. Establishing a process to effectively identify and prevent DOB is critical for the LEA to effectively manage multiple active funding streams related to coronavirus response and efficiently target resources to meet unmet needs within the school district. The Board of Education is solely responsible for ensuring that an actual DOB does not occur.

To prevent DOB, the LEA will have:

1. A requirement that the LEA must agree to repay assistance that is determined to be duplicative. This may be documented through a subrogation agreement or similar clause included in the agreement with the LEA. The LEA will establish a protocol to monitor compliance based on risk of DOB for each activity; and



# POLICY

FINANCES

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Federal Funds – Duplication of Benefits

2. A method of assessing whether the use of these funds will duplicate financial assistance that is already received or is likely to be received (such as insurance proceeds) by acting reasonably to evaluate the need and the resources available to meet that need. The LEA will evaluate current programs available at the local, county, State, and Federal level as well as current and anticipated non-governmental assistance from nonprofits or faith-based groups and establish lines of communication for preventing DOB.

To analyze DOB, the LEA will complete the following steps:

1. Assess Need: Determine the amount of need (total cost);
2. Determine Assistance: Determine the amount of assistance that has or will be provided from all sources to pay for the cost;
3. Calculate Unmet Need: Determine the amount of assistance already provided compared to the need to determine the maximum award (unmet need); and
4. Document Analysis: Document calculation and maintain adequate documentation justifying determination of maximum award.

In DOB calculations, private loans are not considered a form of assistance and will not be considered when calculating DOB. However, subsidized loans from the Small Business Administration or Federal Emergency Management Agency will be included in the DOB analysis unless one of the three exceptions below is met:

1. Short-term subsidized loans (e.g. bridge loans) for costs later reimbursed with Federal funds;
2. Declined or cancelled subsidized loans; or
3. Loan assistance used toward a loss suffered as a result of a major disaster or emergency.

Adopted: 23 May 2023



# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

Finances  
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### CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS

#### 6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.213 – Suspension and Debarment.

The School Business Administrator/Board Secretary shall be responsible to check the web-based System for Award Management (SAM) maintained by the United State government General Services Administration (GSA). The purpose of the SAM Exclusion List is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall access the SAM to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also access the SAM list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the SAM list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in 2 CFR §200.

Continuation of current contracts and restrictions on subcontracting with vendors who are on the SAM list or proposed for disbarment shall be in accordance with the limitations as outlined in 2 CFR §200.

Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.

The applicability of the provisions of this Policy apply to covered transactions as defined in 2 CFR §3485.220. A covered transaction is any contract that is awarded by the Board of Education that is covered under 2 CFR §180.210 and the



## CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS

amount of the contract is expected to equal or exceed \$25,000, unless the Board chooses a lower threshold.

Compliance with the provisions of 2 CFR §200 and this Policy must be demonstrated by written evidence to be maintained by the School Business Administrator/Board Secretary. Examples of evidence include printouts of searches from the SAM, imprints from an ink stamp, or Avery or similar labels affixed to purchase orders memorializing performance of this verification.

2 CFR §200

2 CFR §3485.220

2 CFR §180.210

Adopted: 14 October 2013

Revised: 15 November 2021

Revised: 23 May 2023



# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

Property  
7440/Page 1 of 3  
SCHOOL DISTRICT SECURITY (M)

### 7440 SCHOOL DISTRICT SECURITY (M)

#### M

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect that the school community's investment in the school buildings and facilities, providing for the safety of students, employees, and authorized visitors. The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment. ~~The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.~~

As used in this Policy and N.J.S.A. 18A:41-7.1, "critical incident mapping data" means information provided in electronic or digital form to assist first responders in an emergency including, but not limited to: aerial images of schools; floor plans, including room and suite numbers; building access points; locations of hazardous materials and utility shut-offs; and any other relevant location information.

The Board shall provide to local law enforcement authorities **critical incident mapping data** ~~a copy of the current blueprints and maps~~ for all schools and school grounds ~~within the school district or nonpublic school~~. In the case of a school building located in a municipality in which there is no municipal police department, critical incident mapping data shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised **mapping data** ~~copies~~ to the applicable law enforcement authorities or designated entities any time that there is a change to the **critical incident mapping data** ~~blueprints or maps~~.

Critical incident mapping data provided pursuant to N.J.S.A. 18A:41-7.1.a. shall be: compatible with all platforms and applications used by local, State, and Federal law enforcement authorities; provided in a printable format; and verified for accuracy through an annual walkthrough of school buildings and school grounds.





Nothing in this Policy or N.J.S.A. 18A:41-7.1 shall be construed to require local law enforcement authorities or designated entities to access critical incident mapping data using third party viewing software.

The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13 and this Policy and Regulation 7440.

The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3 and this Policy and Regulation 7440. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2 and this Policy and Regulation 7440. The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access improperly.

In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into school facilities shall be directed to the secure vestibule entrances.

Building records and funds shall be kept in a safe place and secured as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of school resource officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.



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The school district shall annually conduct a school safety audit for each school building in accordance with the provisions of N.J.S.A. 18A:41-14.

N.J.S.A. 18A:7G-5.2; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3  
18A:41-7.1; 18A:41-10; 18A:41-11; 18A:41-12;  
18A:41-13; 18A:41-14  
N.J.A.C. 6A:16-1.3; 6A:26-1.2

Adopted: 14 October 2013  
Revised: 19 March 2018  
Revised: 6 May 2019  
Revised: 18 November 2019  
Revised: 14 December 2020  
Revised: 23 May 2023



# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

Community  
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PUBLIC RELATIONS

### 9100 PUBLIC RELATIONS

~~The Board of Education directs the implementation of a public relations program to foster the continuing and constructive cooperation of this school district with parent(s) or legal guardian(s), community organizations and institutions, representatives of business and industry, and other members of the community served by the school district.~~

~~-~~

~~The Superintendent shall consult with representatives of the community in the development of educational goals for the district, objectives and standards for the educational program, and the family life education curriculum. The Board encourages the involvement of community members in the governance of the district through advisory committees, in accordance with Policy No. 9140.~~

~~-~~

~~The Board respects the contributions to community life made by business, industry, labor, charitable organizations, cultural institutions, volunteer associations, and other community groups that enrich the educational potential of the community. The Superintendent shall be alert to opportunities for an educational program expanded and enriched by utilization, both within and without the schools, of a diversity of community resources. A file of community resources shall be maintained in each school building.~~

~~-~~

~~The Board directs all district employees to acquaint residents with the work of the schools; to give thoughtful and courteous consideration to all inquiries and suggestions and carefully investigate all complaints; to make parent(s) or legal guardian(s) feel welcome in the school and in the classroom; to cooperate with parent organizations and other groups of residents seeking information or offering assistance to the schools; to treat all students with firmness, sensitivity, intelligence, and fairness so as to command their respect and enlist the cooperation of their parent(s) or legal guardian(s); and to work with others in a manner conducive to high morale and meriting the respect of the community.~~

~~-~~

~~-~~

~~Adopted: 14 October 2013~~



# POLICY

## ROXBURY TOWNSHIP BOARD OF EDUCATION

Community  
9140/Page 1 of 2  
CITIZENS ADVISORY COMMITTEES (M)

### 9140 CITIZENS ADVISORY COMMITTEES (M)

#### M

The Board of Education encourages success of the school system depends, to a large extent, on open channels of communication between the school district community and the community at large. Citizens advisory committees may be particularly useful in keeping the Board of Education and the administration informed with regard to community opinion and in representing the community in the study of specific school problems.

The Board may establish a citizens advisory committees as standing committees to serve in a liaison function to provide input to the Board and the administration from between the local community and the schools, as permanent committees for funded programs as the law requires; and as the Board sees fit need arises.

In creating a new citizens advisory committee, the Board may shall appoint: members of the community who are able and interested in the subject and concerned about the schools; appoint members who represent a wide range of community interests and backgrounds; appoint a chairperson; and appoint one or more Board members; and school staff members to serve as ex officio members. The Board President or designee and the Superintendent or designee shall serve as members of the citizens advisory committee.

In charging a new citizens advisory committee, the Board shall define the citizens advisory committee assignment in writing, set a date for a preliminary and final report(s) to the Board, and establish a budget, if needed. Expenditures of district funds by a citizens advisory committees shall be made only upon the approval of the Superintendent.

Recommendations of an citizens advisory committee shall not reduce the responsibility of the Board, which may accept, or reject, or modify a citizens advisory committee's recommendations in the exercise of its statutory discretion.

Meetings of an citizens advisory committee that are open to or attended by fewer than a majority of the members of the Board are not subject to the Open Public Meetings Act and need not be open to the public, except as expressly permitted by the Board.

N.J.A.C. 6:30-1.5; 6:31-1.14(b)  
20 U.S.C.A. 3801 et seq.



# POLICY

Adopted: 14 October 2013

Revised: 23 May 2023



# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

COMMUNITY  
R 9140/Page 1 of 2  
CITIZENS ADVISORY COMMITTEE (M)

### R 9140 CITIZENS ADVISORY COMMITTEE (M)

#### M

##### A. ~~Appointment~~

-

~~In order to form the membership of advisory committees to the Board of Education, the President shall:~~

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~~1. Appoint residents who are able and interested in the subject and concerned about the schools;~~

-

~~2. Appoint a chairperson;~~

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~~3. Appoint himself/herself and the Superintendent as ex-officio members of the committee;~~

-

~~4. Define the committee assignment in writing;~~

-

~~5. Appoint an administrator advisor.~~

-

##### B. ~~Operation~~

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~~1. All members of the committee, whether elected Board members, residents, or staff employees are intended to have the same rights, participation, and vote.~~

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~~2. The chairperson shall call committee meetings, establish agenda, and provide liaison with staff where necessary.~~

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~~3. It is expected that some committees will meet more often than others in accordance with a schedule determined by its membership.~~

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~~4. Meetings of an advisory committee shall not be open to the public.~~

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~~5. A committee chairperson may call a special meeting of his/her committee at any time with due consideration to applicable statutes, rules, and regulations.~~

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##### C. ~~Recommendations~~



# REGULATION

## ROXBURY TOWNSHIP BOARD OF EDUCATION

COMMUNITY  
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CITIZENS ADVISORY COMMITTEE (M)

- ~~1. Recommendations of advisory committees shall not reduce the responsibility of the Board, which shall be free to accept or reject the recommendations as it sees fit.~~
- ~~2. Members of committees who are not elected Board members may not make decisions nor bind the Board or the school district in matters that are reserved to Board members by law.~~
- ~~3. Matters concerned with individual school district employees or students are not appropriate matters for consideration by non-elected members of the committees, but the philosophy, goals, and objectives related to programs, organization, structure, resources, facilities, and finance are.~~

~~Issued: 14 October 2013~~

ABOLISHED

