

**DISTRICT OF ROXBURY TOWNSHIP
MINUTES OF REGULAR MEETING BOARD OF EDUCATION
DECEMBER 11, 2023**

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

I. MEETING CALLED TO ORDER

The meeting was called to order at 6:32 p.m. in the Auditorium at the Lincoln Roosevelt School. Board President, Mr. Leo Coakley, presiding.

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

Roxbury Register - Newspaper

Daily Record - Newspaper

Star Ledger - Newspaper

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

Municipal Clerk

Roxbury Public Library

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

II. ROLL CALL

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

MEMBERS ABSENT: Mrs. Sharon MacGregor-Nazzaro

ADMINISTRATION PRESENT: Dr. Frank Santora, Mrs. Lisa Ferrare,
Mr. Joseph Mondanaro

OTHERS PRESENT: Ms. Nathanya Simon, Esq., Scarinci Hollenbeck LLC

III. RESOLUTION TO MEET IN EXECUTIVE SESSION

Mr. Christopher Milde motioned and Mrs. Kathy Purcell seconded the motion that the resolution to meet in Executive Session at this time 6:34 p.m. be approved as presented.

December 11, 2023

RESOLVED, that the Roxbury Township Board of Education hold an Executive Session on December 11, 2023, regarding personnel matters, student matters, negotiations and attorney client privilege.

IV. ROLL CALL

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

MEMBERS ABSENT: Mrs. Sharon MacGregor-Nazzaro

ADMINISTRATION PRESENT: Dr. Frank Santora, Dr. Charles Seipp (arrived at 7:30 p.m.), Mrs. Lisa Ferrare, Mr. Joseph Mondanaro, Mrs. Kathy Kolbusch (arrived at 7:30 p.m.)

OTHERS PRESENT: Ms. Nathanya Simon, Esq., Scarinci Hollenbeck LLC

V. PUBLIC SESSION - Public Session Reconvened at 7:36 p.m.

VI. PLEDGE OF ALLEGIANCE

Mr. Coakley asked for a moment of silence for the loss of Sarah Gabrielson, a parent volunteer in the district.

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

VII. PRESENTATIONS

- Roxbury Township School District Audit Presentation by Nisivoccia LLP, Man C. Lee
- Air Force Jr. ROTC→ Presented by CMSgt Robert Bedell and members of the Mt. Olive AFJROTC.
- **Celebration of 2023 Fall Championship Seasons:**
 - **RHS' Marching Gaels- 2023 New Jersey Marching Band Directors Association (NJMBDA) Class AA State Champions~**

- **Seniors-**
 - Kaylie Blanchard
 - Nancy Bogardus
 - Connor Cousineau
 - Lia Frank
 - Karmen Giannikopoulos
 - Laura Izzi
 - Rory Laffey
 - Corsen Lescinsky
 - Justin Masi
 - Stephen Padilla
 - A Pilone
 - Alexandra Roushinko
 - Annika Szardenings
 - Alec Tabares-Giraldo
 - Zuzanna Zyskowski
- **Juniors-**
 - Mikayla Allen
 - Luna Andrade
 - Murilo Candido Scaramal
 - Kendall Clark
 - David Doherty
 - Abigail Entel
 - Raelyn Fincke
 - Daphne Gallagher
 - Edward Garcia
 - Charles Hand
 - Yuriy Hrytsay
 - Josue Juarez Medina
 - Priya Kashyap
 - Sarah Kein
 - Elizabeth Kelly
 - Kate McDougal
 - Michael Mineo
 - Kha Nguyen
 - Samantha Pizzuto
 - Gabriella Salvia
 - Anthony Sessa
 - Shayne Spiteri
 - Andres Tasama Restrepo
 - Rebecca Tso
 - Anuj Vyas
 - Ava Weinberg
 - Kason Whitaker
 - Landon Whitney
- **Sophomores-**
 - Gabrielle Baron
 - Logan Batsch
 - Kaleigh Bodtmann
 - George Dauch
 - Alexander Fullam
 - Jenifer Meyer
 - Caden Scire
 - Juventino Torres
 - Breena VanHook
 - Gray Venos
 - Nina Watson
- **Freshmen-**
 - Brady Batsch
 - Dominick Cassella
 - Sophia Colon
 - Adam Eresman
 - Andy Estrada
 - Matthew Flannelly
 - Shane Gallagher
 - Cara Goldstein
 - Jonathan Hernandez
 - Emily Iadarola
 - Avery Maida
 - Sean Park
 - Thomas Sargeant
 - Louis Shadiack
 - Michael Tomassi
 - Nora Vitcusky
 - Annabelle Wilson
- **Marching Band Leadership-**
 - Mr. Ryan Sweer, Director
 - Mr. Mark Monaghan, Assistant Director No. 1
 - Mr. Justin Kulick, Assistant Director No. 2
 - Ms. Cindy Herrera, Front Color Guard Advisor
 - Mr. Chris Jenkins, Percussion Advisor
 - Mr. Jeffrey Conrad, Technician No. 1
 - Mr. Andrew Denburg, Technician No. 2
 - Mr. Ryan Raquet, Technician No. 3
 - Mr. Michael Thompson, Choreographer

- **RHS' Football Team- 2023 Super Football Conference (SFC) Liberty White Division**
Champions; First undefeated regular season in school history (9-0); Tied for most wins in school history (11)~

- **Seniors-**
 - Dean Campiglia
 - Matthew Collins
 - Nicolas (Nico) Del Rosario
 - Jadon DeRosa
 - Justin DeRosa
 - Ryan Donnelly
 - Gunnar Hilsinger
 - Jared Irwin
 - Elijah Kali
 - Jahmani Miller
 - Christian Mobilio
 - Raynier Morel
 - Connor Patton
 - Matthew Rattay
 - Colin Richter
 - Benjamin (Josh) Rivera
 - Anthony Skawinski
- **Juniors-**
 - Liam Aretz
 - Bianchi Olivera Enzo
 - James DeChristofano
 - Daniel Diaz
 - Vincent Dolise
 - Jaylen Eatman
 - Nathan Fehsal
 - Brady Giammarino
 - Paul George Guettler
 - Trevor Klappmuts
 - Connor May
 - Nicholas Riska
- **Sophomores-**
 - Vincent Bitetto
 - Dylan Cooper
 - Nikolas Edelman
 - Juan Fierro Ramirez
 - Joseph Fomchenko
 - Michael Geary
 - Xavier Gomez
 - Paul Hakkenberg
 - Cole Iuliano
 - Jonah Kali
 - Franco Leon
 - Jack Mancino
 - Aiden Mulholland
 - Hayden Rousseau
 - Peyton Seader
- **Freshmen-**
 - Matthew Donnelly
- **Head Coach-** Mr. Ryan Roumes
- **Assistant Coaches-**
 - Mr. Anthony Alecci
 - Mr. Danny Diorio
 - Mr. James Dolan
 - Mr. Frank Misurelli
 - Mr. Kevin Poggi
 - Mr. Gregory Trotter
 - Mr. Michael Volz
- **Equipment Mgr-** Mr. David Biank

VIII. CORRESPONDENCE

None

IX. STUDENT REPRESENTATIVE'S COMMENTS

Ms. Katie Ritger reported the following:

- Spoke about the dedication of the Football team and Band.
- Introduced Winter Sports.
- RHS Choir concerts in November.
- Powder Puff game over Thanksgiving break.
- NHS Inductions.
- Band Holiday Concerts.
- The student spotlight goes to Kaleigh Howell.
- Mt. Olive sportsman leadership was held on December 7, 2023.
- Interact Club hosted a Holiday Movie Night on December 8, 2023.
- Gaelvision Club started a YouTube channel.
- Roxbury Review Winter edition coming out soon.

X. BOARD PRESIDENT'S COMMENTS

Mr. Coakley reported the following:

- Congratulations to tonight's recognized students on their achievements.
- Thank you to the teachers, coaches, and parents.
- Congratulations to the students inducted into the NHS.
- Musical Performances.
- Congratulations to the retirees.
- The Delegate Assembly was held on December 2, 2023.
- MCSBA New Board Member Training was held on December 7, 2023.
- Upcoming MCSBA meetings are on February 8, March 21, and May 2.
- SJFS Webinars.
- Spoke about current events.

XI. SUPERINTENDENT'S REPORT

Dr. Santora reported the following:

Opening/Students

- Congratulations to the honoree students, families, and staff.
- Spoke about visiting the schools in the district and acknowledged their hard work.
- Grateful to be part of Roxbury School District.
- Attended the National Honors Society Induction Ceremony with Mr. Coakley.
- RHS Academic and Professional Pathways Presentation and the information session was held on November 15, 2023, for students and their families.
- The last Superintendent Coffee took place on November 30, 2023, and included a presentation on the parent feedback POG survey.
- The next Superintendent Coffee will be held on January 18, 2024, at Jefferson Elementary School.
- Wished students and their families a Happy and Healthy New Year.
- Thanked Mr. Mondanaro and Mr. Pitzer for their hard work to implement the live streaming of the first board meeting.

XII. BUSINESS ADMINISTRATOR'S REPORT

Mr. Mondanaro reported the following:

- The next Board meeting will feature a resolution to apply for the United States Department of Agriculture National School Lunch Program FY 2023 Equipment Assistance Grant. We have used these funds in the past to purchase food service equipment such as commercial blenders and deli slicers. We may be awarded up to \$20,000.00
- There is a resolution on tonight's agenda for the purchase of a B&G truck. This was not budgeted for, however; it will be paid with our leftover funds from the FY22 and FY23 Pritchard reconciliation.
- Spoke about the Turf Field at Lincoln Roosevelt School; High School Turf Field is being replaced.

XIII. MINUTES

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

Mr. Edwin Botero motioned and Mr. Joseph Bocchino seconded the motion that the minutes of the Regular Meeting of November 13, 2023, be accepted as presented and the Executive Session Minutes of November 13, 2023, be accepted as presented.

The motion was approved by roll call vote.

**Mr. Bocchino: Yes; Mr. Botero: Yes; Mrs. Champagne: Yes; Mrs. Colucci: Yes;
Mr. Milde: Yes; Mrs. Purcell: Yes; Ms. Scheneck: Yes; Mr. Staples: Abstain to #1 and Yes to #2;
Mr. Coakley: Yes**

XIV. COMMITTEE REPORTS

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

A. COMMUNITY RELATIONS/SHARED SERVICES

- Mr. Brian Staples reported that the Committee did not meet.
- The next Committee meeting is scheduled for 2024.

B. EDUCATION

- Dr. Charles Seipp reported that the Committee met on December 4, 2023.
- CCM Titan Express.
- Academic Pathways.
- Dr. Santora and Dr. Seipp District Goal #1 MTSS Initiative.
- Zones of Regulation Training.
- The next meeting is scheduled for 2024.

C. FACILITIES

- Mrs. Anne Colucci reported that the Committee met on December 5, 2023.
- Bathrooms at the Football field.
- Turf Field.
- Sheds at the Elementary Schools.
- The next meeting is scheduled for 2024.

D. FINANCE

- Ms. Carol Scheneck reported that the Committee met on December 5, 2023.
- Audit Presentation.
- The next meeting is scheduled for 2024.

E. PERSONNEL

- Mrs. Kathy Purcell reported that the Committee met virtually on December 6, at 4:30 p.m.
- Personnel resolutions 1 through 22 listed on this agenda were discussed.
- The next meeting is scheduled for 2024.

F. POLICIES/GOVERNANCE

- Mrs. Heather Champagne reported that the Committee met virtually on December 4, 2023.
- Discussed policies and regulations on this agenda for the second reading.
- Potential update to Policy #5756 as opposed to abolishing it; discussed it with Ms. Simon.
- On a personal note - added how wonderful it was to work with this Committee.

G. NEGOTIATIONS

- Mr. Leo Coakley reported that the hard work has been done and the paperwork should be completed shortly.

H. SUSTAINABILITY

Mrs. Kathy Kolbusch reported the following:

- Green challenge.
- TREPS challenge.
- The first submission for the silver status is on January 12, 2024.
- The Professional Development workshop is in January for March submission.

Mr. Coakley commented about attending the TREPS at Franklin Elementary School.

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

Mr. Coakley reminded everyone of the guidelines for public comment.

Dominick Miller spoke about the presentations on tonight's agenda, nurses, music program, and sports. Thanked the departing Board Members.

Rev. Gregory Quinlan spoke about Policy 5756.

Jennifer Lohr spoke about Policy 5756.

Paul Breda spoke about Policy 5756.

Rev. Rosemarie Newberry spoke about Policy 5756.

Aryana Hoover spoke about Policy 5756.

A. Pilone spoke about Policy 5756.

Nancy Bogardus spoke about Policy 5756.

Alec Tabares-Giraldo spoke about Policy 5756.

Mirna Hernandez spoke about Policy 5756.

XVI. ACTION ITEMS

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

A. Finances (Resolutions 1-12)

Ms. Carol Scheneck motioned and Mr. Christopher Milde seconded the motion that The Finance Resolutions 1 through 12 to be accepted as presented.

The motion was approved by roll call vote.

Mr. Bocchino: Yes; **Mr. Botero:** Yes; **Mrs. Champagne:** Yes to all, however Recuse item #11 in Resolution #3; **Mrs. Colucci:** Yes; **Mr. Milde:** Yes; **Mrs. Purcell:** Yes; **Ms. Scheneck:** Yes to all, however, Recuse PO #24-2606, #24-2720, #24-2724, Recuse item #6 and item #9 in Resolution #3; **Mr. Staples:** Yes; **Mr. Coakley:** Yes.

BILLS LIST

- *1. RESOLVED, that the Roxbury Township Board of Education approve the November 2023 bills list totaling \$4,220,376.82 as presented.

STUDENT ACTIVITY ACCOUNTS

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

Roxbury High School	\$14,664.44	Franklin School	\$0
Athletics	\$0	Kennedy School	\$933.00
Eisenhower Middle School	\$0	Jefferson School	\$0
Lincoln Roosevelt School	\$0	Nixon School	\$180.00

TRAVEL REQUESTS

- *3. RESOLVED, that the Roxbury Township Board of Education approve unavoidable travel costs as presented which are educationally necessary and fiscally prudent and are related to and within the scope of the employee's current responsibilities, and promotes the delivery of instruction or 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.	Schmidt, Eric	ELA Supervisor Meeting and Drew Writing Project & Digital Literacies Collaborative	4	Madison, NJ	1/10/24	\$0	\$17.29
2.	Stellingwerf, Kaitlin	ELA Supervisor Meeting and Drew Writing Project & Digital Literacies Collaborative	4 S-1	Madison, NJ	1/10/24	\$0	\$17.67
3.	Gallagher, Paul	NJPSAFE NJ Institute for School Leadership	4	Monroe Twp., NJ	1/18/24, 3/20/24, 5/22/24	\$0	\$140.44
4.	Hellner, Tom	Tech Spo 24	4	Atlantic City, NJ	1/24/24-1/26/24	\$540.00	\$1064.42
5.	Pitzer, Wade	Tech Spo 24	4	Atlantic City, NJ	1/24/24-1/26/24	\$540.00	\$1064.42
6.	Mason, Stuart	National High School Cheerleading Championship	4	Orlando, FL	2/7/24-2/13/24	\$1953.00	\$1953.00

7.	Vergara, Wendy	National High School Cheerleading Championship	4	Orlando, FL	2/7/24-2/13/24	\$1406.00	\$1406.00
8.	Gottfried, Michael	Penn State's THON	4 S-1	University Park, PA	2/16/24-2/18/24	\$0	\$0
9.	Hall, Melissa	Penn State's THON	4	University Park, PA	2/16/24-2/18/24	\$0	\$187.06
10.	Lisa, Kerry	Penn State's THON	4 S-1	University Park, PA	2/16/24-2/18/24	\$0	\$0
11.	Richman, Margery	Penn State's THON	4 S-1	University Park, PA	2/16/24-2/18/24	\$0	\$0
12.	Caccavale, Frank	2024 International Builders Show	4 S-5	Las Vegas, NV	2/26/24-3/1/24	\$0	\$0*
13.	Biank, David	Northern NJ P.E. & Health Summit	4 S-1	Morristown, NJ	2/27/24	\$125.00	\$136.66
14.	Cadena, Meaghan	Northern NJ P.E. & Health Summit	4 S-1	Morristown, NJ	2/27/24	\$125.00	\$136.66
15.	Caccavale, Frank	International Technology & Engineering Educators Association 2024 Conference	4 S-3	Memphis, TN	3/6/24-3/9/24	\$549.00	\$549.00
16.	LaCapra, Gina	FDU 2023/2024 High School Counselor Luncheon	4	Madison, NJ	3/28/24	\$0	\$16.97
17.	Demarest, Karen	NJTESOL Spring Conference 2024	4	New Brunswick, NJ	5/30/24-5/31/24	\$450.00	\$716.36
18.	Krog, Deborah	NJTESOL Spring Conference 2024	4	New Brunswick, NJ	5/30/24-5/31/24	\$450.00	\$717.30
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. *Costs covered by IBS Scholarship.							

ACCEPTANCE OF THE 2022-2023 AUDIT

- *4. The Superintendent, in consultation with the School Business Administrator/Board Secretary, recommends that the Board accept the Annual Comprehensive Financial Report and Auditor's Management Report for the period July 1, 2022 through June 30, 2023 as prepared by Nisivoccia LLP, Certified Public Accountants & Advisors, inclusive of the following recommendations:

- Administrative Practices and Procedures

None

- Financial Planning, Accounting and Reporting

2023-002: The correct amount of unexpended grant balances be set up in the District's accounting system for the Education Stabilization Fund grant programs and that any budget transfers and/or amendments in excess of 10% be submitted to the State for approval.

- School Purchasing Program

None

- School Food Service

None

5. Student Body Activities

None

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Travel Expense and Reimbursement Policy

None

10. Status of Prior Year's Finding/Recommendation

The prior year's recommendation regarding Extraordinary Aid has been resolved.

AND BE IT FURTHER RESOLVED, that the Roxbury Township Board of Education approve the Corrective Action Plan (Exhibit F-1).

APPROVAL TO AMEND THE LONG RANGE FACILITIES PLAN

- *5. RESOLVED, that the Roxbury Township Board of Education approve the submission of the Long Range Facilities Plan (LRFP) amendment to the New Jersey Department of Education for approval by the Commissioner.

AND BE IT FURTHER RESOLVED, that this resolution amends the submission of the 2020 Long Range Facilities Plan (LRFP) approved on December 14, 2020.

PRIOR YEAR CHECKS

6. RESOLVED, that the Roxbury Township Board of Education, upon the recommendation of the Business Administrator, approves voiding prior year stale checks listed in Exhibit F-2.

CONTRACTS

- *7. RESOLVED, that the Roxbury Township Board of Education approve a contract with CCBH Inc., 356 Horseneck Road, Fairfield, NJ to provide home instruction services to a student at \$95.00 per hour. This agreement is effective from November 21, 2023, through June 30, 2024, and to exceed 10 hours per week.
- *8. RESOLVED, that the Roxbury Township Board of Education approve a contract with Rainbow Therapeutic Services, LLC, P.O. Box 592, Ridgefield, NJ to provide foreign language translation services for special education at \$60.00 per hour. This agreement will be in effect from November 29, 2023, through June 30, 2024. The total amount is not to exceed \$3,000.00.

- *9. RESOLVED, that the Roxbury Township Board of Education approve a contract with Rainbow Therapeutic Services, LLC, P.O. Box 592, Ridgefield, NJ to provide evaluations for special services at \$750.00 per evaluation and BDI at \$1050.00 per evaluation. This agreement will be in effect from November 29, 2023, through June 30, 2024. The total amount is not to exceed \$40,000.00.

APPROVAL OF PURCHASES

- *10. RESOLVED, that the Roxbury Township Board of Education approve the purchase of one 29-passenger school bus from Hoover Blue Bird Truck Centers, 149 Gold Mine Road, Flanders, NJ. This purchase is made through Cooperative Bid #ESCNJ 22/23-24 in the amount of \$120,480.31.
- *11. RESOLVED, that the Roxbury Township of Education approve the purchase of 2023 Ford F-550 dump truck from Route 23 Truck Center, 1301 Route 23, Butler, NJ for the Buildings & Grounds Department. This purchase is made through NJ State Contract 17-FLEET-00241 in the amount of 90,720.00 and funded through Pritchard Industries Year End Reconciliation.

ACCEPTANCE OF DONATION

- 12. RESOLVED, that the Roxbury Township Board of Education approve the donation from Dialysis Center of Northwest Jersey, 86 Main Street, Succasunna, NJ of a shed for the Boys High School Soccer Team. This donation is valued at \$1,980.18.

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.

Mr. Joseph Bocchino motioned and Mr. Christopher Milde seconded the motion that The Education Resolutions 1 through 10 to be accepted as presented.

The motion was approved by roll call vote.

Mr. Bocchino: Yes; Mr. Botero: Yes; Mrs. Champagne: Yes; Mrs. Colucci: Yes; Mr. Milde: Yes; Mrs. Purcell: Yes; Ms. Scheneck: Yes; Mr. Staples: Yes; Mr. Coakley: Yes

HIB REPORT

- *1. RESOLVED, that the Roxbury Township Board of Education affirms the Superintendent's decisions provided in the Harassment, Intimidation, and Bullying Report for the 2023/2024 school year, ending as of November 10, 2023 for Incident Nos. 10 through 15.
- *2. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2023/2024 school year, beginning November 11, 2023 and ending December 8, 2023 for Incident Nos. 16 through 26.

FIELD TRIPS / COMPETITIONS

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

Organized by "School":

	School	Group	Estimated # of Students	Trip Destination	Location	Faculty Sponsor
1	EMS	VISTA	11	Walmart Supercenter	Ledgewood, NJ	T.Martino
2	JES, NES	TIDES	17	McDonald's	Succasunna	J.Perez
3	LRS	REACH	7	Roxbury Public Library	Succasunna, NJ	E. Neumann; A. Somers
* 4	RHS	SUCCESS	12	Milton United Methodist Church	Oak Ridge, NJ	B.McGinley; C.Wenarsky
* 5	RHS	SUCCESS	12	Milton United Methodist Church	Oak Ridge, NJ	B.McGinley; C.Wenarsky
* 6	RHS	VISTA	8	Black River Barn Restaurant	Randolph, NJ	K.Gangemi
* 7	RHS	VISTA	8	Burger King	Succasunna, NJ	K.Gangemi
* 8	RHS	VISTA	8	Candylicious of Randolph	Randolph, NJ	K.Gangemi
* 9	RHS	VISTA	8	CVS	Ledgewood, NJ	K.Gangemi
* 10	RHS	VISTA	8	Frelinghuysen Arboretum	Morristown, NJ	K.Gangemi
* 11	RHS	VISTA	8	Hammer & Stain Roxbury	Succasunna, NJ	K.Gangemi
* 12	RHS	VISTA	8	International Trade Center (ITC)	Budd Lake, NJ	K.Gangemi
* 13	RHS	VISTA	8	Rockaway Townsquare Mall	Rockaway, NJ	K.Gangemi
* 14	RHS	VISTA	8	Roosters Coffeehouse	Ledgewood, NJ	K.Gangemi
* 15	RHS	VISTA	8	The Shops At Ledgewood Commons	Ledgewood, NJ	K.Gangemi
* 16	RHS	VISTA	8	Walmart Supercenter	Ledgewood, NJ	K.Gangemi

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

Organized by "School":

	School	Group	Estimated # of Students	Trip Destination	Location	Faculty Sponsor
1	EMS	Gr. 7 & 8 Band, Choral, & Orchestral ensembles	160	Dorney Park Area	Allentown, PA	J.Goodwin; M.Monaghan; R.Salyerds
2	FES	1	52	Turtle Back Zoo	West Orange, NJ	L.Mason
3	FES	3	57	Waterloo Village Historic	Stanhope, NJ	M.Lane

				Site		
4	NES	Gr. 4	48	Hopatcong State Park	Landing, NJ	V.Miller
5	NES	Gr. K	55	Donaldson Farm	Hackettstown, NJ	C.Meaney
* 6	RHS	Classic Sounds Honors	41	Roxbury Performing Arts Center	Succasunna, NJ	P.Hachey
* 7	RHS	Music/String Orchestra	10	Matheny Hospital & Education Center	Peapack, NJ	J.Goodwin
* 8	RHS	Transition	20	Morris County School of Technology	Denville, NJ	B.McGinley
* 9	RHS	Transition	15	Fortis Institute	Wayne, NJ	B.McGinley
* 10	RHS	SUMMIT	23	Mayo Performing Arts Center	Morristown, NJ	P.Critelli; David Hughes; A.Somers

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

	School	Group	Estimated # of Students	Trip Destination	Location	Faculty Sponsor(S) & Chaperones(C)	Total Estimated Expenses to District
1	EMS, RHS	Cheerleading	28	Walt Disney World Resort	Orlando, FL	M.Cacchio(S)(C); A.McDermott(S)(C); W.Schneider(S)(C); S.Mason(C)	\$3,359.00 registration fees for W.Schneider & S.Mason
2	RHS	Rox-THON	18	Penn State (University Park)	State College, PA	M.Gottfried(S)(C); M.Hall(C); K.Lisa(C); M.Richman(C)	\$187.06 for Mileage Reimb. for Admin Chaperone; plus Sub Coverage for 3 staff for 1 day

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

- *6. 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:

File Number	School or Provider	Total Cost	Dates
208788	Lakeland Andover School	\$39,000.00	12/4/23-6/30/24

TUITION STUDENTS

- *7. 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.

State ID	Sending District	Total
9427960513	West Morris Regional High School District	\$11,428.50 #
# Amends the Total originally approved on September 18, 2023		

APPROVAL OF SENIOR OPTION PROJECTS - RHS

- *8 RESOLVED, that the Roxbury Township Board of Education accepts the Senior Option Projects for the classes at Roxbury High School listed below to be completed in the 2023/2024 school year.

Student	Research Focus	Credits
206059	Welding/Contracting Work & Experience	2.5

INTERNATIONAL STUDENT EXCHANGE

- *9. RESOLVED, that based on current and projected positive health conditions, the Roxbury Township Board of Education approve pupil #83111 from the ISE to be enrolled as a senior in a full course of study at Roxbury High School beginning August 28, 2024 through June 17, 2025, with enrollment also encompassing attendance at an orientation at the high school on August 27, 2024.

APPROVAL OF NEW COURSES

- *10. RESOLVED, that the courses listed below be adopted as of the 2024/2025 school year:

	Course	School / Course Level	Grade Level	Course Duration (FY, Sem, Q)
1	Music Leadership (Honors)	RHS	12	FY

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.

Mrs. Heather Champagne motioned and Mr. Christopher Milde seconded the motion that The Policies Resolution 1 to be accepted as presented.

The motion was approved by roll call vote.

**Mr. Bocchino: Yes; Mr. Botero: Yes; Mrs. Champagne: Yes; Mrs. Colucci: Yes;
Mr. Milde: Yes; Mrs. Purcell: Yes; Ms. Scheneck: Yes; Mr. Staples: Yes; Mr. Coakley: Yes**

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

	<i>Policy/Regulation Number</i>	<i>Policy/Regulation Title</i>	<i>Exhibit Number</i>
a	Policy 2270 Revised	Religion in the Schools	P1
b	Policy 3161 Revised	Examination for Cause	P2
c	Policy & Regulation 3212 Revised	Attendance (M)	P3 & P4
d	Policy 3324 Revised	Right of Privacy	P5
e	Policy 4161 Revised	Examination for Cause	P6
f	Policy & Regulation 4212 Revised	Attendance (M)	P7 & P8
g	Policy 4324 Revised	Right of Privacy	P9
h	Policy & Regulation 5111 Revised	Eligibility of Resident/Nonresident Students (M)	P10 & P11
i	Policy & Regulation 5116 Revised	Education of Homeless Children and Youths	P12 & P13
j	Policy & Regulation 5460.02 Abolished	Bridge Year Pilot Program	P14 & P15
k	Policy & Regulation 7481 Revised	Unmanned Aircraft Systems	P16 & P17
l	Policy 8500 Revised	Food Services (M)	P18
m	Policy 8540 Abolished	School Nutrition Programs (M)	P19
n	Policy 8550 Abolished	Meal Charges/Outstanding Food Service Bill (M)	P20
(M) = Mandated by law or monitoring standards			

D. Policies (Resolution 1)

The following motion requested by a member of the Board of Education will be voted on separately due to the potential controversial nature.

Mrs. Anne Colucci motioned and Mr. Christopher Milde seconded the motion that The Policies Resolution 1 to be accepted as presented.

Mrs. Colucci provided reasons for the abolishment of this policy.

Mr. Staples commented on Policy 5756.

Mr. Coakley spoke about Policy 5756.

Mrs. Purcell spoke about the effect of Policy 5756 and how it relates to the support of the students.

Ms. Scheneck spoke about the legal sense of Policy 5756.

Mr. Milde asked if there is a policy addressing each demographic.

Mrs. Champagne commented on Policy 5756 and the support of the students.

Mr. Coakley spoke about the safety of schools.

Mrs. Purcell commented on the removal of Policy 5756.

Mr. Coakley responded and said that the removal of the policy creates a void.

Mrs. Champagne agrees with Mr. Staples and Mr. Coakley.

The motion was approved by roll call vote.

**Mr. Bocchino: No; Mr. Botero: No; Mrs. Champagne: No; Mrs. Colucci: Yes;
Mr. Milde: Yes; Mrs. Purcell: Yes; Ms. Scheneck: No; Mr. Staples: No; Mr. Coakley: No**

The resolution has not been adopted.

- *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 5756 Abolished	Transgender Students	P21

E. Personnel (Resolutions 1-22)

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

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

Mrs. Kathy Purcell motioned and Mr. Joseph Bocchino seconded the motion that The Personnel Resolutions 1 through 22 to be accepted as presented.

The motion was approved by roll call vote.

Mr. Bocchino: Yes; **Mr. Botero:** Yes; **Mrs. Champagne:** Yes to all, however, Recuse items #8 in Resolution #16, Recuse item #3 in Resolution #17, Recuse item #2 in Resolution #19, Recuse item #2 in Resolution #22; **Mrs. Colucci:** Yes; **Mr. Milde:** Yes to all, however, Recuse Resolution #6; **Mrs. Purcell:** Yes; **Ms. Scheneck:** Yes; **Mr. Staples:** Yes; **Mr. Coakley:** Yes

APPROVAL OF RATE OF PAY - SUBSTITUTE POSITIONS

- *1. RESOLVED, that the Roxbury Township Board of Education approves the following rate of pay schedule for substitute positions effective January 1, 2024 through June 30, 2024:

Category	Rate of Pay 1/1/24 - 6/30/24
Leave Replacement / Interim Teacher or Education Services Personnel (must hold proper NJ certification in content area)	\$300.00 per diem
Transitional Substitute Teacher: up to 20 consecutive days in same position; 21-40 days maximum with county superintendent's approval (Alternate or Traditional Route candidate holding a county substitute credential pending issuance of NJ certification)	\$230.00 per diem
Substitute Teacher: in assignment exceeding 20 consecutive days; 40 days maximum in non-content area (holding a NJ standard/CE/CEAS certification)	\$200.00 per diem
Leave Replacement Nurse (must hold a registered nurse license)	\$325.00 per diem
Permanent Substitute Nurse	\$285.00 per diem
Substitute Nurse	\$235.00 per diem
Permanent Substitute Teacher (holding a NJ standard/CE/CEAS certification, or Traditional	\$160.00 per diem

<i>Category</i>	<i>Rate of Pay 1/1/24 - 6/30/24</i>
Leave Replacement / Interim Teacher or Education Services Personnel (must hold proper NJ certification in content area)	\$300.00 per diem
Transitional Substitute Teacher: up to 20 consecutive days in same position; 21-40 days maximum with county superintendent's approval (Alternate or Traditional Route candidate holding a county substitute credential pending issuance of NJ certification)	\$230.00 per diem
Substitute Teacher: in assignment exceeding 20 consecutive days; 40 days maximum in non-content area (holding a NJ standard/CE/CEAS certification)	\$200.00 per diem
Route candidate holding a county substitute credential pending issuance of NJ certification)	
Substitute Teacher	\$130.00 per diem
Substitute Instructional Paraprofessional	\$110.00 per diem
Substitute Bus Aide	\$16.00 hourly
Substitute Bus Driver	\$25.00 hourly
Substitute Cafeteria (Lunch) Aide	\$15.13 hourly
Substitute Computer Technician	\$16.00 hourly
Substitute Maintenance / Groundskeeper	\$16.00 - \$25.00 hourly
Substitute Secretary	\$16.00 hourly
Leave Replacement Secretary	\$25.00 hourly
Substitute Security Guard / Matron	\$16.00 hourly
Substitute Security Guard (with Permit to Carry)	\$26.00 hourly

RESIGNATIONS, RETIREMENTS, TERMINATIONS

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Action</i>	<i>Final day of employment</i>	<i>Discussion</i>
1	Irwin, Gary	EMS	Leave-repl H/PE Teacher	Rescind appt	--	Aprvd 11/13/23, XVI.F.5.1.
* 2	Moskowitz, Steven	B&G	Groundskeeper	Resignation for retirement purposes	12/31/23	
3	Vogel, Jennifer	LRS	Permanent Substitute Teacher	Resignation for personal reasons	1/1/24	To accept leave-repl teaching position in district.

LEAVES OF ABSENCE

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

	<i>Employee</i>	<i>Leave Start Date</i>	<i>Paid Leave</i>	<i>Unpaid FMLA/ NJFLA ^</i>	<i>Return Date</i>	<i>Discussion</i>
1	12384	11/29/22	Using available sick & personal days #	FMLA, if needed	Upon release by physician	# Amendments to previously aprvd LOA.
2	18246	12/11/23	Using 7 sick & 3 personal days	FMLA, if needed	Upon release by physician	
3	19641	3/4/24 or sooner if nec	Using all available sick days except 3, & all available personal days	FMLA/NJFLA	9/26/24	

* 4	22542	9/22/23	Using available sick & personal days through 10/20/23	FMLA/NJFLA	11/20/23 ##	## Amendments to previously aprvd LOA.
5	22872	12/1/23 ###	Using available sick & personal days ###	FMLA/NJFLA	4/17/24	### Amendments to previously aprvd LOA.
^Leave becomes unpaid when sick/personal days depleted or released by physician, whichever occurs first.						

4. RESOLVED, that Employee Number 6107 is placed on administrative leave with pay retroactive to November 28, 2023 until further notice in accordance with the provisions of NJSA 18A:6-8.3.

REASSIGNMENTS / TRANSFERS

5. RESOLVED, that the REA Paraprofessionals listed below be transferred to a new location and/or assignment as indicated:

	Name	Former Assignment & Loc.		New Assignment & Loc.		Effective Date	Discussion
1	Miller, Jackson	Title 1 Paraprofessional AID.REG.NIX.T1.04	NES	Special Education Paraprofessional - AID.SPE.PT.NA.47	KES	11/27/23 - 6/30/24	New student in ERI Program
2	Rome, Angel	Special Education Paraprofessional (4 days weekly)	KES	Special Education Paraprofessional	KES	12/16/23 - 6/30/24	Reassign from working from 4 days weekly payable by timesheets to 5 days weekly

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

	Name	Former Assignment & Loc.		New Assignment & Loc.		Pay Rate	Effective Date	Discussion
* 1	Zapata, Diana	Bus Aide AID.BUS.TRN.NA.01	TR	Bus Driver BUS.TR.DRI.RE.27	TR	\$28.97 hourly	12/16/23 pending certification	Replacement in position

APPOINTMENTS

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

	Name	Loc	Position	Salary Guide / Step	Salary	Start Date	End Date	Discussion
* 1	Kostelnik, Michael	Dist	Security Guard P/T 10m	N/A	\$26.86 hourly	1/2/24 ^	6/30/24	Replacement in position GRD.DS.10M.PT.02
* 2	Slater, Paul	Dist	Security Guard P/T 10m	N/A	\$26.86 hourly	12/12/23	6/30/24	Replacement in position GRD.DS.10M.PT.02
^ 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

8. 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	Kopacz, Marybeth	Dist	Co-Leave-repl Supervisor of Applied Sciences & Mathematics Gr. PK - 6	\$500.00 per diem	9/11/23	3/1/24	Extends appt aprvd 9/18/23, XV.D.7.3. Partial replacement in position SUP.DS.SUP.NA.02, not to exceed 2 days/wk.
* 2	Mastandrea, Deirdre	Dist	Interim Director of Special Services	\$500.00 per diem	12/12/23 ^	TBD Pending return	Replacement in position SPS.DS.DIR.NA.01. Not to exceed 4 days per week.
* 3	O'Brien, Grace	RHS	Leave-repl School Social Worker	\$300.00 per diem	2/12/24 or sooner if nec	5/20/24	Replacement in position SPS.DS.SW.NA.05
4	Tufaro, Catherine	LRS	Leave-repl Special Education Teacher (RC)	\$300.00 per diem	8/28/23	2/29/24	Extends <i>End Date</i> aprvd 9/18/23, XV.D.7.4. Replacement in position TCH.SPE.RES.NA.05
5	Vogel, Jennifer	JES	Leave-repl Special Education Teacher (ICR)	\$300.00 per diem	1/2/24 or sooner if nec	5/16/24	Replacement in position TCH.SPE.RES.NA.17.
^ Employment start date is pending completion of documentation in accordance with the law or district policy.							

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	Carter-Munson, Zorina	District	Substitute Paraprofessional and Secretary	23/24 Board approved Sub Rate	12/12/23	6/30/24	
2	Gabloff, Hailey	District	Substitute Teacher, Paraprofessional, Secretary	23/24 Board approved Sub Rate	12/12/23	6/30/24	
3	Gaffney, Drusilla	District	Substitute Secretary	23/24 Board approved Sub Rate	12/12/23	6/30/24	
4	Goldson, Jaclyn	District	Substitute Teacher, Paraprofessional, Secretary	23/24 Board approved Sub Rate	12/18/23	6/30/24	
5	Iversen, Samantha	District	Substitute Teacher,	23/24 Board approved Sub Rate	12/12/23	6/30/24	

			Paraprofessional, Secretary				
6	Lupinacci, Brooke	District	Substitute Teacher, Paraprofessional, Secretary	23/24 Board approved Sub Rate	12/12/23^	6/30/24	
7	MacNeil, Michael	District	Substitute Teacher, Paraprofessional, Secretary	23/24 Board approved Sub Rate	12/12/23^	6/30/24	
8	Mantione, Audrey	District	Substitute Teacher, Paraprofessional, Secretary	23/24 Board approved Sub Rate	12/12/23^	6/30/24	
9	Metje, Emily	District	Substitute Teacher, Paraprofessional, Secretary	23/24 Board approved Sub Rate	12/12/23	6/30/24	
10	Suarez, Rachel	District	Substitute Nurse	23/24 Board approved Sub Rate	12/11/23	6/30/24	
^ Start date is pending completion of documentation in accordance with the law or district policy.							

10. RESOLVED, that Ms. Victoria Hendershot, District Permanent Substitute Nurse be approved to serve as the Registered Nurse on the 2023/2024 Eisenhower Middle School Music/Choir students' trip to Sony Hall in New York, NY at an hourly rate of \$40.71 based on her per diem rate of \$285.00. This trip was previously approved by the Board on October 16, 2023 in Resolution XVI.B.5.1.
11. RESOLVED, that Ms. Victoria Hendershot, District Permanent Substitute Nurse be approved to serve as the Registered Nurse on the 2023/2024 Eisenhower Middle School Gr. 7 & 8 Band, Choral, & Orchestral ensembles' trip to the Music in the Parks Festival & Awards Ceremony in Allentown, PA at an hourly rate of \$40.71 based on her per diem rate of \$285.00. This trip is being featured for approval by the Board at its December 11, 2023 meeting in Resolution XVI.B.4.1.

SUBSTITUTES - TRANSPORTATION, TECHNOLOGY, SECURITY, MAINTENANCE/GROUNDS

- *12. RESOLVED, that the following substitutes be approved on an as needed basis at the board approved substitute rate of pay:

	<i>Name</i>	<i>Position</i>	<i>Hourly Rate</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Ames, Hugh	Substitute Security Guard	\$26.00	12/12/23	6/30/24	Not to exceed 29 hrs/wk

APPOINTMENTS - FACILITIES USE MANAGERS

- *13. 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	Ames, Hugh	Substitute Security Guard	12/12/23	6/30/24
2	Kostelnik, Michael	Security Guard P/T 10m	1/2/24	6/30/24

APPOINTMENTS - EXTRACURRICULAR

- *14. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2023/2024 school year.

23/24 Coaching Appts									
	POS LOC	POSITION	ASSIGN- MENT	SEASON	NAME	23/24 Base Stipend	# of Consec Yrs in the same Sport/Se ason thru 23/24 Season	23/24 Longevity Stipend	23/24 TOTAL Stipend
# 1	RHS	Basketball - Girls'	Co-Assistant Coach	Winter	Correnti, Alison	\$ 3,092	3	\$ -	\$ 3,092
2	RHS	Basketball - Girls'	Co-Assistant Coach	Winter	Manzo, Brianna	\$ 3,092	1	\$ -	\$ 3,092
3	RHS	Indoor Track	Assistant Coach	Winter	Tufaro, Catherine	\$ 5,361	1	\$ -	\$ 5,361
4	RHS	Swimming	Assistant Coach	Winter	Meeker, Reid	\$ 5,361	1	\$ -	\$ 5,361
# Amends & supersedes appt aprvd 11/13/23, XVI.F.9.1, Exhibit HR 1.1, Row No. 11.									

- *15. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2023/2024 school year.

23/24 Club Appts							
	POS LOC	POS TYPE	POSITION	ASSIGN- MENT	NAME	23/24 TOTAL Stipend	Discussion
1	RHS	CLUB	Equal Rights Advocacy Club	Co-Advisor (FTE 0.60)	Christiansen, Emily	\$1,410	Amends & supersedes appt aprvd 6/26/23, XV.D.8.3, Exhibit HR 1.3, Row No. 54 & 9/5/23, VI.B.2.2, Exhibit HR 2.2, Row No. 55.
2	RHS	CLUB	Equal Rights Advocacy Club	Co-Advisor (FTE 0.40)	Stellingwerf, Kaitlin	\$940	

- *16. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2023/2024 school year:

Grouped by Sport, then organized by Name

23/24 Specialized Athletic Consultants							
	Loc of Sport	Sport	Role	Season	Name	Payment	Discussion
1	RHS	Bowling	Specialized Consultant	Winter	Rosamilia, Tony	Volunteer-basis	See #
2	RHS	Ice Hockey	Specialized Consultant	Winter	Kovach, Michael	\$1,500	Payment to be paid by RHS Ice Hockey

							Parent Booster Club.
3	RHS	Roxbotix	Specialized Consultant	FY	Brauer, Matthew	Volunteer-basis	
4	RHS	Roxbotix	Specialized Consultant	FY	Brito, Christopher	Volunteer-basis	See #
5	RHS	Roxbotix	Specialized Consultant	FY	Burke, Christopher	Volunteer-basis	See #
6	RHS	Roxbotix	Specialized Consultant	FY	Dabiri, Shah	Volunteer-basis	See #
7	RHS	Roxbotix	Specialized Consultant	FY	Kholodovsky, Ray	Volunteer-basis	
8	RHS	Roxbotix	Specialized Consultant	FY	Nemec, Kristine	Volunteer-basis	See #
9	RHS	Roxbotix	Specialized Consultant	FY	Ruoff, Ward	Volunteer-basis	See #
10	RHS	Roxbotix	Specialized Consultant	FY	Taylor, Jack	Volunteer-basis	See #
11	RHS	Roxbotix	Specialized Consultant	FY	Yauch, Cassandra	Volunteer-basis	See #
12	RHS	Roxbotix	Specialized Consultant	FY	Zyskowski, Tomasz	Volunteer-basis	
13	RHS	Roxbotix	Specialized Consultant	FY	Zyskowski, Agnieszka	Volunteer-basis	
# Start date is pending completion of documentation in accordance with the law or district policy.							

17. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2023/2024 school year.

23/24 Specialized Consultants						
	Loc of Club	Trial Club	Role	Name	Payment	23/24 SY is:
1	EMS	Fellowship of Christian Athletes	Co-Advisor	Brennan, Lauren	Volunteer-basis	Yr 1 of 2-yr trial period for club, aprvd 11/13/23.
2	EMS	Fellowship of Christian Athletes	Co-Advisor	Brown, Karisa		
3	EMS	Fellowship of Christian Athletes	Co-Advisor	Del Rosario, Monica		

APPROVAL OF SERVICE PAYMENTS

18. RESOLVED, that the Roxbury Township Board of Education approve payment to the following individuals for their services to the district as indicated below for the 2023/2024 school year.

	Name	23/24 Payment	Services Performed	Discussion
1	Hagemann, Regina	\$300	Painting & visual updates to the EMS Music Theater Class's set designs	
* 2	Barry, Kenneth	\$700 #	Playing in the pit orchestra at three rehearsals and four performances for the Roxbury HS 2024 Spring Musical, "Mean Girls".	# The Board will be reimbursed through fundraising and ticket sales.
* 3	Goodwin, James	\$700 #		
* 4	Monaghan, Mark	\$700 #		
* 5	Salyerds, Robert	\$700 #		
* 6	Sweer, Krista	\$700 #		
* 7	Sweer, Ryan	\$700 #		

SALARY ADJUSTMENTS - CERTIFICATED STAFF

19. RESOLVED, that the Roxbury Township Board of Education approve the following teaching assignments for the staff indicated below for the 2023/2024 school year, with the understanding that these assignments are subject to change based on scheduling adjustments.

	Name	Loc of Prog/Class	Program/ Class	Extra Blocks assigned:	Effective	Salary Guide / Step	Addl. Salary not to exceed	Discussion
1	Banas, Jessica	EMS	Gr. 8 ISL ELA	1 block during Block 3 on A days w/in A/B day schedule @ EMS	1/19/24-6/13/24	23/24 MA+15 Step 11	\$3,636	Student needs.
* # 2	Bedoya, Judy	RHS	Spanish III B, Block 7CD	1 block on B days w/in A/B day schedule @ RHS	10/17/23-11/17/23	23/24 MA+30 Step 17-18	\$1,552	# Amends and supersedes Resolution XVI.D.12 approved 10/16/23. Coverage for position TCH.RHS.W L.SP.07.
* # 3	Christiansen, Emily	RHS	ESL (Beginner), Block 1	1 block on A days w/in A/B day schedule @ RHS	10/17/23-11/17/23	23/24 MA Step 7-8	\$1,182	
* # 4	Filoramo, Joseph	RHS	Spanish III B, Block 8	1 block on B days w/in A/B day schedule @ RHS	10/17/23-11/17/23	23/24 MA+30 Step 12-14	\$1,425	
* # 5	LaPara, Angela	RHS	ESL (High Beginner), Block 3CD	1 block on A days w/in A/B day schedule @ RHS	10/17/23-11/17/23	23/24 MA Step 22	\$1,779	
* # 6	Saavedra, Julieth	RHS	Spanish for Heritage & Adv. Lang. Learners, Block 6	1 block on B days w/in A/B day schedule @ RHS	10/17/23-11/17/23	23/24 MA+30 Step 17-18	\$1,552	

MENTORING

20. RESOLVED, that the Roxbury Township Board of Education approve the mentoring assignments indicated below. The number of weeks shown encompasses weeks when school is in session; and when the novice teacher and mentor are present at school to collaborate:

Novice Teacher				Mentoring Term in Roxbury				
	Name	Loc	No. of weeks of mentoring completed to date	Mentor	Start Date	End Date	No. of Wks	Fee
1	Tufaro, Catherine	LRS	n/a	Ferrentino, Margaret	9/18/23	2/29/24 #	23 #	\$422 #
# Amendments to XV.D.17.2 aprvd 9/18/23.								

AFTERSCHOOL TUTORING

- *21. RESOLVED, that the following staff members be approved to provide afterschool tutoring to qualifying students in grades 3 - 8 in Math and ELA as a part of a tiered intervention program funded by ESSER ARP on an as needed basis.

	<i>Name</i>	<i>Start Date</i>	<i>End Date</i>	<i>Hourly Rate</i>
1	Any full-time employee of the Roxbury School district who is a certified instructor	1/8/24	6/30/24	\$50.00

COMMUNITY SCHOOL

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

	Name	Loc	Title	Hourly Rate	Start Date	End Date	Discussion
1	Gottfried, Michael	RHS	Ski Club Co-Advisor	\$30.00	1/1/24	3/15/24	
2	Smith, Shawn	EMS	Ski Club Co-Advisor	\$30.00	1/1/24	3/15/24	
3	Kane, John	LRS, EMS, RHS	Ski Club Chaperone	\$0.00	1/1/24	3/15/24	Complimentary Lift Tickets Only; No Monetary Compensation
4	Kelly, Megan	LRS, EMS, RHS	Ski Club Chaperone	\$0.00	1/1/24	3/15/24	Complimentary Lift Tickets Only; No Monetary Compensation
5	Mulch, Jean	LRS, EMS, RHS	Ski Club Chaperone	\$0.00	1/1/24	3/15/24	Complimentary Lift Tickets Only; No Monetary Compensation

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

Mirna Hernandez - Thanked Mrs. Champagne and Mr. Bocchino for their service.

- XVIII. BOARD MEMBER COMMENTS

Mrs. Purcell thanked Mrs. Champagne and Mr. Bocchino.

Ms. Scheneck thanked Mrs. Champagne and Mr. Bocchino for their service.

Mr. Botero thanked Mrs. Champagne and Mr. Bocchino for their service; this is a great day to celebrate all students.

Mr. Bocchino reflected on being a Board Member.

Mr. Coakley thanked Mrs. Champagne and Mr. Bocchino for their service; Happy Holidays.

Mrs. Heather Champagne motioned and Mr. Joseph Bocchino seconded the motion to extend the meeting to 10:30 p.m. at this time 9:59 p.m. The motion was approved unanimously.

Mrs. Champagne shared the final words as a Board Member.

December 11, 2023

XIX. ADJOURNMENT

Mrs. Heather Champagne motioned and Mr. Joseph Bocchino seconded the motion to adjourn the meeting at this time 10:03 p.m. The motion was approved by unanimous agreement.

Respectfully submitted,



Mrs. Kathy Kolbusch
Assistant Board Secretary

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
A TOUCH OF ELEGANCE, LLC/ 18309							
	24-2690	11-190-100-610-611-007- -/ RHS MUSIC SUPPLIES	3627	CF	RHS MUSIC SUPPLIES		122.50
					Total for A TOUCH OF ELEGANCE, LLC/ 18309		\$122.50
A. C. DAUGHTRY, INC./ 14198							
	24-2669	20-511-100-610-003-099- -/ NP SECURITY ST TERESE	3806915	CF	NP SECURITY ST TERESE		865.20
	24-2725	20-511-100-610-003-099- -/ NP SECURITY ST TERESE	3900310	CF	NP SECURITY ST TERESE		2,319.62
					Total for A. C. DAUGHTRY, INC./ 14198		\$3,184.82
ADAM JACOBY/ 18532							
	24-2808	11-000-291-280-000-300- -/ TUITION REIMBURSEMENT	REIMB TUIT/24-2808	CF	TUITION REIMBURSEMENT		3,397.50
					Total for ADAM JACOBY/ 18532		\$3,397.50
ADORAMA/ 14717							
	24-0481	11-190-100-610-610-007- -/ RHS ART SUPPLIES	33808722	CF	SUPPLIES		28.50
	24-0197	11-000-222-610-030-007- -/ RHS MEDIA SPLS	33773234	CF	SUPPLIES		151.96
					Total for ADORAMA/ 14717		\$180.46
AIRCRAFT OWNERS & PILOTS ASSOCIATION/ 16925							
	24-2145	11-000-223-590-878-005- -/ EMS STAFF DVL TRVL	148851918	CF	EMS STAFF DVL TRVL		200.00
		11-000-223-590-878-007- -/ RHS STAFF DVL TRVL	148851918	CF	RHS STAFF DVL TRVL		600.00
					Total for AIRCRAFT OWNERS & PILOTS ASSOCIATION/ 16925		\$800.00
ALLEGHENY EDUCATIONAL SYSTEMS, INC./ 15218							
	24-2423	11-190-100-610-507-007- -/ RHS TECHNOLOGY SPLSI	INV-23-01757	CF	RHS TECHNOLOGY SPLSI		1,294.24
					Total for ALLEGHENY EDUCATIONAL SYSTEMS, INC./ 15218		\$1,294.24
AMAZON.COM SERVICES, INC./ 14394							
	24-2536	11-190-100-610-404-005- -/ EMS SOC STDS GEN SPL	1411QMH7FW9 X	CF	EMS SOC STDS GEN SPL		109.39
	24-2550	11-000-251-610-000-900- -/ BO SUPPLIES	171XN74KJ16N	CF	BO SUPPLIES		128.95
	24-2508	11-000-263-610-054-600- -/ GROUNDS GENERAL SUPPLIES	1CNP9HNW4L7 R	CF	GROUNDS GENERAL SUPPLIES		245.08

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

Run on 12/07/2023 at 11:31:21 AM

Page 1

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	24-2528	11-000-263-610-054-600- -/ GROUNDS GENERAL SUPPLIES	1LKWP6JT9LP	CF	GROUNDS GENERAL SUPPLIES		177.69
			1				
	24-2330	11-000-252-600-002-707- -/ CMPTR CTR SUPPLIES	1CTHL4DTFNY	CF	CMPTR CTR SUPPLIES		1,223.04
			W				
		11-000-252-600-002-707- -/ CMPTR CTR SUPPLIES	1YRDR6DM6T1	CF	CMPTR CTR SUPPLIES		1,303.98
			F+CREDIT				
	24-2044	11-190-100-610-004-010- -/ KNDY GENERAL SUPPLIES	1MWMJJT9QP3	CF	KNDY GENERAL SUPPLIES		306.70
			N				
	24-2579	20-281-100-600-000-099- -/ TITLE IV SUPPLIES	1DV4DV7NVGF	CF	TITLE IV SUPPLIES		404.00
			T				
	24-2565	11-000-291-290-000-600- -/ MAINTENANCE UNIFORMS	1CKHPWTFJFJ	CF	MAINTENANCE UNIFORMS		251.86
			X				
	24-2563	11-000-252-600-002-707- -/ CMPTR CTR SUPPLIES	17Y4PC9M9VR	CF	CMPTR CTR SUPPLIES		487.05
			G				
		11-000-252-600-002-707- -/ CMPTR CTR SUPPLIES	1P6NHVMJTV9	CF	CMPTR CTR SUPPLIES		96.87
			C				
	24-2632	11-000-252-600-002-707- -/ CMPTR CTR SUPPLIES	17VY6VP1QC6	CF	CMPTR CTR SUPPLIES		4,965.07
			R				
	24-2603	11-000-263-610-054-600- -/ GROUNDS GENERAL SUPPLIES	1XTQVCJTNNV	CF	GROUNDS GENERAL SUPPLIES		49.44
			6				
	24-2614	11-000-261-610-600-007- -/ RHS MTNCNE SPLS	1P4RQVKPCQ	CF	RHS MTNCNE SPLS		55.99
			YC				
	24-2648	11-000-251-610-000-900- -/ BO SUPPLIES	1QNL3LDY77X	CF	BO SUPPLIES		23.67
			X				
	24-2481	11-190-100-610-004-002- -/ L/R GENERAL SUPPLIES	1PGY49J6C7H	CF	L/R GENERAL SUPPLIES		116.70
			Q				
	24-2702	11-190-100-610-204-007- -/ RHS SCI GEN SPLS	11JR7Y6Q1NX	CF	RHS SCI GEN SPLS		65.10
			M				
	24-2715	11-190-100-610-204-310- -/ CRCLM SCI SPLS	16JXWHCLWH	CF	CRCLM SCI SPLS		79.00
			D1				
	24-2706	11-190-100-610-204-310- -/ CRCLM SCI SPLS	17T3TR9KDHL	CF	CRCLM SCI SPLS		2,399.00
			R				
	24-2704	11-190-100-610-204-007- -/ RHS SCI GEN SPLS	1NNQWY6997	CF	RHS SCI GEN SPLS		106.66
			WT				

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

Run on 12/07/2023 at 11:31:21 AM

Page 2

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	24-2699	11-000-252-600-002-707- -/ CMPTR CTR SUPPLIES	1LN3R11YHJR	CF	CMPTR CTR SUPPLIES		1,568.54
			T				
	24-2737	11-190-100-610-611-007- -/ RHS MUSIC SUPPLIES	1VQTCKDRVFT	CF	RHS MUSIC SUPPLIES		123.98
			X				
			Total for AMAZON.COM SERVICES, INC./ 14394				\$14,287.76
AMERICAN CHORAL DIR. ASSOC/ 13005							
	24-2356	11-000-223-590-878-007- -/ RHS STAFF DVL TRVL	EA24-0028-004	CF	RHS STAFF DVL TRVL		315.00
			6-0044				
		11-000-223-590-878-007- -/ RHS STAFF DVL TRVL	EA24-0028-004	CF	RHS STAFF DVL TRVL		315.00
			7-0045				
			Total for AMERICAN CHORAL DIR. ASSOC/ 13005				\$630.00
AMERICAN PAPER TOWEL CO./ 11454							
	24-2651	11-000-262-610-600-002- -/ L/R CUSTODIAL SUPPLIES	J1356084	CF	L/R CUSTODIAL SUPPLIES		800.00
		11-000-262-610-600-003- -/ FRANKLN CUSTODIAL SPLS	J1356084	CF	FRANKLN CUSTODIAL SPLS		537.10
		11-000-262-610-600-005- -/ EMS CUSTODIAL SPLS	J1356084	CF	EMS CUSTODIAL SPLS		700.00
		11-000-262-610-600-007- -/ RHS CUSTODIAL SPLS	J1356084	CF	RHS CUSTODIAL SPLS		1,000.00
		11-000-262-610-600-008- -/ JFRSON CUSTODIAL SPLS	J1356084	CF	JFRSON CUSTODIAL SPLS		537.11
		11-000-262-610-600-009- -/ NIXON CUSTODIAL SPLS	J1356084	CF	NIXON CUSTODIAL SPLS		537.11
		11-000-262-610-600-010- -/ KNDY CUSTODIAL SPLS	J1356084	CF	KNDY CUSTODIAL SPLS		537.11
			Total for AMERICAN PAPER TOWEL CO./ 11454				\$4,648.43
AMERIFLEX/ 15238							
	24-8014	11-000-291-270-000-900- -/ MEDICAL INSUR	NOV	CF	MEDICAL INSUR		375.40
			INV667036				
			Total for AMERIFLEX/ 15238				\$375.40
AMY L. RUBIN/ 16928							
	24-1583	20-271-200-320-000-099- -/ PURCHASED PROFESSIONAL A	3085-1	CF	PURCHASED PROFESSIONAL A		2,625.00
	24-1585	20-491-200-300-000-000- -/ MENTAL HEALTH STAFF SUPP	3085-2	CF	MENTAL HEALTH STAFF SUPP		200.00
			Total for AMY L. RUBIN/ 16928				\$2,825.00
ANNETTE BUZZELLI/ 1625							
	24-2613	61-423-100-300-000-990- -/ CS PURCHASE PROF & TECH	24-2613	CF	CS PURCHASE PROF & TECH		1,029.60
			Total for ANNETTE BUZZELLI/ 1625				\$1,029.60
APPLE INC./ 14704							

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

Run on 12/07/2023 at 11:31:21 AM

Page 3

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	24-2684	11-190-100-610-611-005- -/ EMS MUSIC SUPPLIES	MA43942779	CF	EMS MUSIC SUPPLIES		1,178.00
					Total for APPLE INC./ 14704		\$1,178.00
ARAMSCO/ 18821							
	24-2312	11-000-262-610-600-002- -/ L/R CUSTODIAL SUPPLIES	S6072122.002	CF	L/R CUSTODIAL SUPPLIES		1,500.00
		11-000-262-610-600-003- -/ FRANKLN CUSTODIAL SPLS	S6072122.002	CF	FRANKLN CUSTODIAL SPLS		582.50
		11-000-262-610-600-005- -/ EMS CUSTODIAL SPLS	S6072122.002	CF	EMS CUSTODIAL SPLS		1,500.00
		11-000-262-610-600-007- -/ RHS CUSTODIAL SPLS	S6072122.002	CF	RHS CUSTODIAL SPLS		1,800.00
		11-000-262-610-600-008- -/ JFRSON CUSTODIAL SPLS	S6072122.002	CF	JFRSON CUSTODIAL SPLS		582.50
		11-000-262-610-600-009- -/ NIXON CUSTODIAL SPLS	S6072122.002	CF	NIXON CUSTODIAL SPLS		535.00
		11-000-262-610-600-009- -/ NIXON CUSTODIAL SPLS	S6072122.001	CF	NIXON CUSTODIAL SPLS		47.50
		11-000-262-610-600-010- -/ KNDY CUSTODIAL SPLS	S6072122.001	CF	KNDY CUSTODIAL SPLS		582.50
	24-1399	11-000-261-420-050-600- -/ MAINT CONTRACTS	S5910312.002	CF	MAINT CONTRACTS		1,052.65
	24-2733	11-000-262-610-052-600- -/ CUSTODIAL SUPPLIES	S6014928.004	CF	CUSTODIAL SUPPLIES		130.00
					Total for ARAMSCO/ 18821		\$8,312.65
AT & T/ 1245							
	24-8076	11-000-230-530-000-600- -/ DW COMMUNICATIONS	NOV 005540165101	CF	DW COMMUNICATIONS		46.70
		11-000-230-530-000-600- -/ DW COMMUNICATIONS	NOV 0305204640001	CF	DW COMMUNICATIONS		88.30
					Total for AT & T/ 1245		\$135.00
ATLANTIC TOMORROW'S OFFICE INC./ 16242							
	24-8077	11-000-251-440-000-900- -/ BUS OFF COPIER RENTAL	NOV 723264	CF	BUS OFF COPIER RENTAL		2,188.67
		11-000-251-440-000-900- -/ BUS OFF COPIER RENTAL	OCT 696194	CF	BUS OFF COPIER RENTAL		2,102.00
					Total for ATLANTIC TOMORROW'S OFFICE INC./ 16242		\$4,290.67
ATLANTIC TRAINING CENTER/ 14136							
	24-2421	11-000-213-610-000-720- -/ HEALTH GEN SUPPLIES	534010	CF	HEALTH GEN SUPPLIES		175.00
		11-000-213-610-000-720- -/ HEALTH GEN SUPPLIES	566000	CF	HEALTH GEN SUPPLIES		175.00
		11-000-213-610-000-720- -/ HEALTH GEN SUPPLIES	587003	CF	HEALTH GEN SUPPLIES		175.00
					Total for ATLANTIC TRAINING CENTER/ 14136		\$525.00
B & H PHOTO & ELECTRONICS CORP/ 15760							
	24-2533	11-000-252-600-002-707- -/ CMPTR CTR SUPPLIES	218102890	CF	CMPTR CTR SUPPLIES		399.75
	24-2616	11-000-252-600-002-707- -/ CMPTR CTR SUPPLIES	218351478	CF	CMPTR CTR SUPPLIES		4,327.31

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

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	24-2549	11-000-252-600-002-707- -/ CMPTR CTR SUPPLIES	218316868	CF	CMPTR CTR SUPPLIES		1,031.88
	24-2487	11-190-100-610-610-007- -/ RHS ART SUPPLIES	218100491	CF	RHS ART SUPPLIES		5,802.86
		11-190-100-610-610-007- -/ RHS ART SUPPLIES	218192464	CF	RHS ART SUPPLIES		103.94
	24-2461	11-190-100-610-508-007- -/ RHS BUSINESS ED SUPL	218161881	CF	RHS BUSINESS ED SUPL		89.60
		11-190-100-610-508-007- -/ RHS BUSINESS ED SUPL	218129669	CF	RHS BUSINESS ED SUPL		3,071.13
	24-2788	11-000-252-600-002-707- -/ CMPTR CTR SUPPLIES	219200075	CF	CMPTR CTR SUPPLIES		2,176.08
Total for B & H PHOTO & ELECTRONICS CORP/ 15760							\$17,002.55
BANYAN SCHOOL/ 1326							
	24-8523	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	DEC P.D. 12/23	CF	TUITION PRIV IN STATE		5,761.28
Total for BANYAN SCHOOL/ 1326							\$5,761.28
BARNES & NOBLE/ 1336							
	24-2691	11-190-100-610-304-310- -/ GENERAL SUPPLIES-LA 6-12	4490535	CF	GENERAL SUPPLIES-LA 6-12		239.80
	24-2660	11-190-100-610-304-310- -/ GENERAL SUPPLIES-LA 6-12	4490365	CF	GENERAL SUPPLIES-LA 6-12		351.60
Total for BARNES & NOBLE/ 1336							\$591.40
BAYADA HOME HEALTH CARE, INC./ 1360							
	24-8520	11-000-217-320-000-250- -/ PURCHASED SERVICES	18714170	CF	PURCHASED SERVICES		2,518.75
	24-8603	11-000-217-320-000-250- -/ PURCHASED SERVICES	18713901	CF	PURCHASED SERVICES		2,096.25
	24-8520	11-000-217-320-000-250- -/ PURCHASED SERVICES	18732715	CF	PURCHASED SERVICES		2,518.75
	24-8603	11-000-217-320-000-250- -/ PURCHASED SERVICES	18732440	CF	PURCHASED SERVICES		1,820.00
		11-000-217-320-000-250- -/ PURCHASED SERVICES	18657003	CF	PURCHASED SERVICES		617.50
		11-000-217-320-000-250- -/ PURCHASED SERVICES	18751077	CF	PURCHASED SERVICES		1,365.00
	24-8520	11-000-217-320-000-250- -/ PURCHASED SERVICES	18649350	CF	PURCHASED SERVICES		2,518.75
		11-000-217-320-000-250- -/ PURCHASED SERVICES	18751324	CF	PURCHASED SERVICES		1,511.25
	24-8603	11-000-217-320-000-250- -/ PURCHASED SERVICES	18769435	CF	PURCHASED SERVICES		2,258.75
	24-8520	11-000-217-320-000-250- -/ PURCHASED SERVICES	18769705	CF	PURCHASED SERVICES		2,340.00
	24-8603	11-000-217-320-000-250- -/ PURCHASED SERVICES	18787494	CF	PURCHASED SERVICES		1,251.25
	24-8520	11-000-217-320-000-250- -/ PURCHASED SERVICES	18787745	CF	PURCHASED SERVICES		1,397.50
Total for BAYADA HOME HEALTH CARE, INC./ 1360							\$22,213.75
BENWAY SCHOOL/ 14004							
	24-8507	20-250-100-500-000-099- -/ IDEA BASIC TUITION	DEC ROXB1223VD	CF	IDEA BASIC TUITION		6,726.45
Total for BENWAY SCHOOL/ 14004							\$6,726.45

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

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
BERGEN COUNTY ETT/ 11074							
	24-8544	11-000-216-320-000-250- -/ SP OT/PT PRCH SVC	OCT 4V0679	CF	SP OT/PT PRCH SVC		5,445.00
	24-8581	11-000-216-320-000-250- -/ SP OT/PT PRCH SVC	OCT 4V0679A	CF	SP OT/PT PRCH SVC		1,363.00
	24-8609	11-000-216-320-000-250- -/ SP OT/PT PRCH SVC	OCT 4V0679B	CF	SP OT/PT PRCH SVC		660.00
Total for BERGEN COUNTY ETT/ 11074							\$7,468.00
BERIT GORDON/ 17019							
	24-1123	11-000-223-320-000-300- -/ STAFF DEVELOPMENT	110223	CF	STAFF DEVELOPMENT		2,200.00
Total for BERIT GORDON/ 17019							\$2,200.00
BETH DIBELLO/ 15687							
	24-8533	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	NOV 30516069	CF	TUITION PRIV IN STATE		4,555.00
Total for BETH DIBELLO/ 15687							\$4,555.00
BILLY CONTRACTING & RESTORATION, INC./ 16829							
	23-4393	12-000-400-450-000-600- -/ CONSTRUCTION SERVICES	PMNT #4	CF	CONSTRUCTION SERVICES		212,392.96
Total for BILLY CONTRACTING & RESTORATION, INC./ 16829							\$212,392.96
BIRSEN MCGINLEY RHS/ 15217							
	24-2806	11-000-223-590-878-250- -/ SP SVC STF DVL TRVL	REIMB MILE/24-2806	CF	SP SVC STF DVL TRVL		34.78
Total for BIRSEN MCGINLEY RHS/ 15217							\$34.78
BLICK ART MATERIALS LLC/ 1475							
	24-2261	11-190-100-610-610-002- -/ L/R ART SUPPLIES	1774909	CF	L/R ART SUPPLIES		266.40
	24-2429	61-450-100-610-001-990- -/ CS BASES SUPPLIES	1811224	CF	CS BASES SUPPLIES		491.68
Total for BLICK ART MATERIALS LLC/ 1475							\$758.08
BOGUSH, DBA PUBLIC SEWER SERVICE/ 16252							
	24-2331	11-000-261-420-050-600- -/ MAINT CONTRACTS	ED DATA # 11647	CF	MAINT CONTRACTS		9,143.75
Total for BOGUSH, DBA PUBLIC SEWER SERVICE/ 16252							\$9,143.75
BRIGHT WHITE PAPER CO./ 16413							
	24-2325	11-190-100-610-101-300- -/ GENERAL SUPPLIES	SI11833	CF	GENERAL SUPPLIES		3,959.91
Total for BRIGHT WHITE PAPER CO./ 16413							\$3,959.91

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

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
BROADSTEP ACADEMY/ 12449							
	24-8527	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	NOV 24-8527	CF	TUITION PRIV IN STATE		13,509.00
		11-000-217-320-000-250- -/ PURCHASED SERVICES	NOV 24-8527	CF	PURCHASED SERVICES		2,600.00
	24-8600	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	NOV 24-8600	CF	TUITION PRIV IN STATE		13,509.00
		11-000-217-320-000-250- -/ PURCHASED SERVICES	NOV 24-8600	CF	PURCHASED SERVICES		1,300.00
Total for BROADSTEP ACADEMY/ 12449							\$30,918.00
BROOKES PUBLISHING CO./ 1565							
	24-2410	11-213-100-610-000-250- -/ RES CNTR GEN SUPPLIES	1274375	CF	RES CNTR GEN SUPPLIES		56.45
Total for BROOKES PUBLISHING CO./ 1565							\$56.45
BSN SPORTS/ 6145							
	24-2408	11-402-100-610-010-007- -/ SUPPLIES- BASEBALL	923664141	CF	SUPPLIES- BASEBALL		1,123.00
	24-1144	11-402-100-610-069-007- -/ SUPPLIES- VOLLEYBALL	923834413	CF	SUPPLIES- VOLLEYBALL		3,487.95
	24-1691	11-402-100-610-069-007- -/ SUPPLIES- VOLLEYBALL	923866521	CF	SUPPLIES- VOLLEYBALL		200.00
	24-2154	11-402-100-610-032-007- -/ SUPPLIES- B TENNIS	923606693	CF	SUPPLIES- B TENNIS		829.50
	24-0763	11-402-100-610-055-007- -/ SUPPLIES- FIELD HOCKEY	923977731	CF	SUPPLIES		41.75
Total for BSN SPORTS/ 6145							\$5,682.20
BSN SPORTS, LLC/ 14683							
	24-2667	11-190-100-610-713-005- -/ EMS PHYS ED SUPPLIES	923868472	CF	EMS PHYS ED SUPPLIES		167.95
	24-2643	11-000-230-610-000-800- -/ SUPT OFF SPLS	923919610	CF	SUPT OFF SPLS		3,531.84
Total for BSN SPORTS, LLC/ 14683							\$3,699.79
BUS PARTS WAREHOUSE/ 2470							
	24-8038	11-000-270-610-000-700- -/ TRANSP SUPPLIES	IN163589	CF	TRANSP SUPPLIES		1,007.60
Total for BUS PARTS WAREHOUSE/ 2470							\$1,007.60
CABLE & CONNECTIONS, INC./ 17995							
	24-2630	11-000-252-600-002-707- -/ CMPTR CTR SUPPLIES	1074763	CF	CMPTR CTR SUPPLIES		124.56
Total for CABLE & CONNECTIONS, INC./ 17995							\$124.56
CABLEVISION LIGHTPATH, INC./ 13255							
	24-8020	11-190-100-500-000-707- -/ CMPTR SVCS PRCH SVCS	DEC 101142546	CF	CMPTR SVCS PRCH SVCS		7,538.96
		11-190-100-500-000-707- -/ CMPTR SVCS PRCH SVCS	DEC 101142547	CF	CMPTR SVCS PRCH SVCS		5,944.00
Total for CABLEVISION LIGHTPATH, INC./ 13255							\$13,482.96
CALAIS SCHOOL, THE/ 1646							

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

Run on 12/07/2023 at 11:31:21 AM

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	24-8534	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	DEC ROX122023A	CF	TUITION PRIV IN STATE		6,537.28
		11-000-100-566-000-250- -/ TUITION PRIV IN STATE	JAN ROX012024A	CF	TUITION PRIV IN STATE		8,580.18
	24-8535	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	DEC ROX122023	CF	TUITION PRIV IN STATE		6,537.28
		11-000-100-566-000-250- -/ TUITION PRIV IN STATE	JAN ROX012024	CF	TUITION PRIV IN STATE		8,580.18
Total for CALAIS SCHOOL, THE/ 1646							\$30,234.92
CAMPBELL FREIGHTLINER/ 11061							
	24-8039	11-000-270-610-000-700- -/ TRANSP SUPPLIES	R005015338	CF	TRANSP SUPPLIES		6,101.05
		11-000-270-610-000-700- -/ TRANSP SUPPLIES	R005015363	CF	TRANSP SUPPLIES		989.25
Total for CAMPBELL FREIGHTLINER/ 11061							\$7,090.30
CAROLINA BIOLOGICAL SUPPLY CO/ 1718							
	24-1149	11-190-100-610-204-007- -/ RHS SCI GEN SPLS	52380596	CF	RHS SCI GEN SPLS		45.24
Total for CAROLINA BIOLOGICAL SUPPLY CO/ 1718							\$45.24
CASCADE SCHOOL SUPPLIES INC./ 1742							
	24-0078	11-213-100-610-000-250- -/ RES CNTR GEN SUPPLIES	50922	CF	SUPPLIES		117.70
		11-213-100-610-000-250- -/ RES CNTR GEN SUPPLIES	47712	CF	SUPPLIES		32.30
	24-2527	11-190-100-610-204-007- -/ RHS SCI GEN SPLS	98467	CF	RHS SCI GEN SPLS		51.04
Total for CASCADE SCHOOL SUPPLIES INC./ 1742							\$201.04
CDW GOVERNMENT, INC./ 10046							
	24-2482	11-190-100-610-000-707- -/ CMPTR SVCS SUPPLIES	MV83977	CF	CMPTR SVCS SUPPLIES		12,467.97
		11-190-100-610-000-707- -/ CMPTR SVCS SUPPLIES	MV98250	CF	CMPTR SVCS SUPPLIES		177.03
	24-2552	60-910-310-610-000-059- -/ FOOD SVC FOOD SPLS	MX37420	CF	FOOD SVC FOOD SPLS		4,653.74
	24-2615	11-000-252-500-003-707- -/ CYBER SECURITY LICENSE	NF13960	CF	CYBER SECURITY LICENSE		4,515.84
	24-2001	20-511-100-610-003-099- -/ NP SECURITY ST TERESE	MG35935	CF	NP SECURITY ST TERESE		689.87
		20-511-100-610-003-099- -/ NP SECURITY ST TERESE	MH80515	CF	NP SECURITY ST TERESE		92.39
	24-2436	11-000-252-600-002-707- -/ CMPTR CTR SUPPLIES	MW32402	CF	CMPTR CTR SUPPLIES		3,507.74
		12-000-252-730-000-707- -/ COMPUTER CENTER EQUIPMEN	MW32402	CF	COMPUTER CENTER EQUIPMEN		698.79
		12-000-252-730-000-707- -/ COMPUTER CENTER EQUIPMEN	MV86813	CF	COMPUTER CENTER EQUIPMEN		1,186.93
		11-000-252-600-002-707- -/ CMPTR CTR SUPPLIES	MV83976	CF	CMPTR CTR SUPPLIES		2,550.30

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

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	24-2544	11-000-252-600-002-707- -/ CMPTR CTR SUPPLIES	NF40161	CF	CMPTR CTR SUPPLIES		675.06
		11-000-252-600-002-707- -/ CMPTR CTR SUPPLIES	NG29019	CF	CMPTR CTR SUPPLIES		964.99
	24-1930	11-000-252-600-002-707- -/ CMPTR CTR SUPPLIES	LZ11551	CF	CMPTR CTR SUPPLIES		318.24
		11-000-252-600-002-707- -/ CMPTR CTR SUPPLIES	ND44320	CF	CMPTR CTR SUPPLIES		267.15
		11-000-252-600-002-707- -/ CMPTR CTR SUPPLIES	NF43675	CF	CMPTR CTR SUPPLIES		3,078.34
Total for CDW GOVERNMENT, INC./ 10046							\$35,844.38
CELEBRATE THE CHILDREN SCHOOL/ 11795							
	24-8528	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	JAN 2401094	CF	TUITION PRIV IN STATE		8,993.25
		11-000-217-320-000-250- -/ PURCHASED SERVICES	JAN 2401094	CF	PURCHASED SERVICES		3,675.00
	24-8529	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	JAN 2401095	CF	TUITION PRIV IN STATE		8,993.25
		11-000-217-320-000-250- -/ PURCHASED SERVICES	JAN 2401095	CF	PURCHASED SERVICES		1,837.50
	24-8530	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	JAN 2401097	CF	TUITION PRIV IN STATE		8,993.25
		11-000-217-320-000-250- -/ PURCHASED SERVICES	JAN 2401097	CF	PURCHASED SERVICES		3,675.00
	24-8531	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	JAN 2401098	CF	TUITION PRIV IN STATE		8,993.25
		11-000-217-320-000-250- -/ PURCHASED SERVICES	JAN 2401098	CF	PURCHASED SERVICES		3,675.00
	24-8536	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	JAN 2401096	CF	TUITION PRIV IN STATE		8,993.25
		11-000-217-320-000-250- -/ PURCHASED SERVICES	JAN 2401096	CF	PURCHASED SERVICES		3,675.00
Total for CELEBRATE THE CHILDREN SCHOOL/ 11795							\$61,503.75
CENTER FOR EVALUATION & COUNSELING, INC./ 18908							
	24-2465	11-000-217-320-000-250- -/ PURCHASED SERVICES	13417	CF	PURCHASED SERVICES		750.00
Total for CENTER FOR EVALUATION & COUNSELING, INC./ 18908							\$750.00
CEREBRAL PALSY LEAGUE/ 16108							
	24-8584	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	NOV 17959	CF	TUITION PRIV IN STATE		7,960.05
Total for CEREBRAL PALSY LEAGUE/ 16108							\$7,960.05
CHARACTER EDUCATION PARTNERSHIP/ 18288							
	24-2403	11-000-223-590-878-002- -/ L/R STAFF DVL TRAVEL	25683	CF	L/R STAFF DVL TRAVEL		1,223.00
	24-2178	11-190-100-610-101-300- -/ GENERAL SUPPLIES	25936	CF	GENERAL SUPPLIES		525.00
Total for CHARACTER EDUCATION PARTNERSHIP/ 18288							\$1,748.00
CHRISTOPHER ARGENZIANO L/R/ 16059							

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

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	24-2753	11-000-223-590-878-002- -/ L/R STAFF DVL TRAVEL	REIMB WS/24-2753	CF	L/R STAFF DVL TRAVEL		950.46
			Total for CHRISTOPHER ARGENZIANO		L/R/ 16059		\$950.46
CINDY HUBBARD	EMS/ 14178						
	24-2631	11-000-291-280-000-300- -/ TUITION REIMBURSEMENT	REIMN TUIT/24-2631	CF	TUITION REIMBURSEMENT		810.00
			Total for CINDY HUBBARD		EMS/ 14178		\$810.00
CINTAS CORP 101/ 16070							
	24-8017	11-000-262-441-000-600- -/ OTHER PURCH SERV- RENTAL	4173463747	CF	OTHER PURCH SERV- RENTAL		663.40
		11-000-262-441-000-600- -/ OTHER PURCH SERV- RENTAL	4174231483	CF	OTHER PURCH SERV- RENTAL		663.40
		11-000-262-441-000-600- -/ OTHER PURCH SERV- RENTAL	4174957599	CF	OTHER PURCH SERV- RENTAL		663.40
	24-8084	11-000-213-420-000-720- -/ HEALTH REPAR EQ	8406524793	CF	HEALTH REPAR EQ		2,403.00
		11-000-213-420-000-720- -/ HEALTH REPAR EQ	8406524794	CF	HEALTH REPAR EQ		89.00
		11-000-213-420-000-720- -/ HEALTH REPAR EQ	8406524795	CF	HEALTH REPAR EQ		178.00
	24-8017	11-000-262-441-000-600- -/ OTHER PURCH SERV- RENTAL	4175605034	CF	OTHER PURCH SERV- RENTAL		663.40
	24-8028	11-000-270-420-000-700- -/ TRANSP CONTRACT REPAIRS	4172765959	CF	TRANSP CONTRACT REPAIRS		120.12
		11-000-270-420-000-700- -/ TRANSP CONTRACT REPAIRS	4173463755	CF	TRANSP CONTRACT REPAIRS		120.12
		11-000-270-420-000-700- -/ TRANSP CONTRACT REPAIRS	4174231455	CF	TRANSP CONTRACT REPAIRS		120.12
		11-000-270-420-000-700- -/ TRANSP CONTRACT REPAIRS	4174957531	CF	TRANSP CONTRACT REPAIRS		120.12
		11-000-270-420-000-700- -/ TRANSP CONTRACT REPAIRS	4175605023	CF	TRANSP CONTRACT REPAIRS		120.12
			Total for CINTAS CORP 101/ 16070				\$5,924.20
CONQUER MATHEMATICS/ 16637							
	24-2111	11-000-223-590-878-007- -/ RHS STAFF DVL TRVL	231102-01	CF	RHS STAFF DVL TRVL		180.00
	24-2344	11-000-223-590-878-005- -/ EMS STAFF DVL TRVL	231128-02	CF	EMS STAFF DVL TRVL		90.00
		11-000-223-590-878-007- -/ RHS STAFF DVL TRVL	231128-02	CF	RHS STAFF DVL TRVL		90.00
			Total for CONQUER MATHEMATICS/ 16637				\$360.00
CORNERSTONE DAY SCHOOL/ 14303							
	24-8593	20-250-100-500-000-099- -/ IDEA BASIC TUITION	JAN 1034242	CF	IDEA BASIC TUITION		9,638.58
			Total for CORNERSTONE DAY SCHOOL/ 14303				\$9,638.58
COUNTY WELDING SUPPLY CO. INC./ 2296							
	24-8029	11-000-270-420-000-700- -/ TRANSP CONTRACT REPAIRS	R250004	CF	TRANSP CONTRACT REPAIRS		5.50
			Total for COUNTY WELDING SUPPLY CO. INC./ 2296				\$5.50

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

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
CPROFESSIONALS, INC./ 17033							
	24-2518	20-271-200-320-000-099-NP -/ PURCH. PROF. NP	5224	CF	PURCH. PROF. NP		845.00
					Total for CPROFESSIONALS, INC./ 17033		\$845.00
CRAIG SCHOOL/ 13525							
	24-8509	11-000-100-569-000-250- -/ TUITION - OTHER	DEC 90428	CF	TUITION - OTHER		6,171.00
		11-000-216-320-000-250- -/ SP OT/PT PRCH SVC	OCT SPEECH 90389	CF	SP OT/PT PRCH SVC		375.00
		11-000-100-569-000-250- -/ TUITION - OTHER	JAN 90556	CF	TUITION - OTHER		6,171.00
					Total for CRAIG SCHOOL/ 13525		\$12,717.00
CURTIS PITZER- CUSTODIAN OF PETTY CASH/ 15025							
	24-2798	11-000-252-600-002-707- -/ CMPTR CTR SUPPLIES	REIMB PETTY CASH	CF	CMPTR CTR SUPPLIES		72.10
					Total for CURTIS PITZER- CUSTODIAN OF PETTY CASH/ 15025		\$72.10
CURTIS SINK/ 18857							
	24-2754	11-000-230-890-048-800- -/ GEN ADMIN MISC	REIMB FP/24-2754	CF	GEN ADMIN MISC		30.37
					Total for CURTIS SINK/ 18857		\$30.37
D&E WINDOW AND DOOR, LLC/ 16038							
	23-4066	P2-487-400-720-000-000- -/ ARP ESSER GRANT PROGRAM	APPLICATION #3	CF	ARP ESSER GRANT PROGRAM		339,328.13
					Total for D&E WINDOW AND DOOR, LLC/ 16038		\$339,328.13
DEBORAH KROG/ 18610							
	24-2792	11-240-100-580-878-300- -/ ESL/BILINGUAL TRAVEL	REIMB MILE/24-2792	CF	ESL/BILINGUAL TRAVEL		153.64
					Total for DEBORAH KROG/ 18610		\$153.64
DEBORAH WETREICH SPSVCS/ 12483							
	24-2804	11-000-223-590-878-250- -/ SP SVC STF DVL TRVL	REIMB MILE/24-2804	CF	SP SVC STF DVL TRVL		21.62
	24-1929	11-000-219-592-878-250- -/ CST TRAVEL	REIMB MILE/24-1929	CF	CST TRAVEL		69.98

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

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
Total for DEBORAH WETREICH SPSVCS/ 12483							\$91.60
DELL, INC./ 2603							
	24-2529	11-000-252-600-002-707- -/ CMPTR CTR SUPPLIES	10709671877	CF	CMPTR CTR SUPPLIES		1,631.13
Total for DELL, INC./ 2603							\$1,631.13
DELTA DENTAL PLAN OF N.J. INC./ 2614							
	24-8011	11-000-291-270-100-900- -/ DENTAL INSURANCE	DEC 978956	CF	DENTAL INSURANCE		18,824.82
	24-8012	11-000-291-270-100-900- -/ DENTAL INSURANCE	DEC 978957	CF	DENTAL INSURANCE		55.86
		11-000-291-270-100-900- -/ DENTAL INSURANCE	DEC 978958	CF	DENTAL INSURANCE		3,351.60
Total for DELTA DENTAL PLAN OF N.J. INC./ 2614							\$22,232.28
DEMCO, INC./ 2625							
	24-2443	11-000-222-610-030-002- -/ L/R MEDIA SPLS	7399127	CF	L/R MEDIA SPLS		59.21
Total for DEMCO, INC./ 2625							\$59.21
DENIS SHEERAN/ 18762							
	24-1136	11-000-223-320-000-300- -/ STAFF DEVELOPMENT	23421	CF	STAFF DEVELOPMENT		3,000.00
		11-000-223-320-000-300- -/ STAFF DEVELOPMENT	23422	CF	STAFF DEVELOPMENT		3,000.00
Total for DENIS SHEERAN/ 18762							\$6,000.00
DENISE ROSE/ 16575							
	24-2609	11-000-291-280-000-300- -/ TUITION REIMBURSEMENT	REIMB TUIT/24-2609	CF	TUITION REIMBURSEMENT		1,530.00
Total for DENISE ROSE/ 16575							\$1,530.00
DOLAN, JAMES RHS/ 11025							
	24-2717	11-000-291-280-000-300- -/ TUITION REIMBURSEMENT	REIMB TUIT/24-2717	CF	TUITION REIMBURSEMENT		475.00
Total for DOLAN, JAMES RHS/ 11025							\$475.00
DOVER BRAKE AND CLUTCH/ 2781							
	24-8040	11-000-270-610-000-700- -/ TRANSP SUPPLIES	11N205562	CF	TRANSP SUPPLIES		159.24
		11-000-270-610-000-700- -/ TRANSP SUPPLIES	11N206738	CF	TRANSP SUPPLIES		269.76
Total for DOVER BRAKE AND CLUTCH/ 2781							\$429.00
DR. ROBIN M. BARNES/ 18170							
	24-8054	11-000-270-390-000-700- -/ TRANSP PURCH PROF SV	2120	CF	TRANSP PURCH PROF SV		115.00
		11-000-270-390-000-700- -/ TRANSP PURCH PROF SV	2145	CF	TRANSP PURCH PROF SV		115.00

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

Run on 12/07/2023 at 11:31:21 AM

Page 12

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
		11-000-270-390-000-700- -/ TRANSP PURCH PROF SV	2805	CF	TRANSP PURCH PROF SV		115.00
					Total for DR. ROBIN M. BARNES/ 18170		\$345.00
E-RATE ONLINE/ 18152							
	24-2664	11-000-252-420-051-707- -/ CMPTR SVC PURCH SVC	9597	CF	CMPTR SVC PURCH SVC		3,000.00
					Total for E-RATE ONLINE/ 18152		\$3,000.00
ECLC OF NEW JERSEY/ 9440							
	24-8522	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	JAN 96377	CF	TUITION PRIV IN STATE		7,501.83
					Total for ECLC OF NEW JERSEY/ 9440		\$7,501.83
EDUC. SERVICES COMMISSION OF MCTY/ 3009							
	24-1245	11-000-251-340-000-900- -/ SOFTWARE SUPPORT	202400032A	CF	SOFTWARE SUPPORT		8,272.20
	24-8611	20-505-100-320-000-099- -/ CHAP 192 TRANSP	NOV	CF	CHAP 192 TRANSP		2,963.14
			202400777				
					Total for EDUC. SERVICES COMMISSION OF MCTY/ 3009		\$11,235.34
EDUCATION WEEK/ 2954							
	24-2607	11-000-230-890-048-800- -/ GEN ADMIN MISC	SUBSCRIPTIO	CF	GEN ADMIN MISC		97.00
			N RENEWAL				
					Total for EDUCATION WEEK/ 2954		\$97.00
EDUCATIONAL SERV. COMM. OF MOR/ 3004							
	24-8610	20-509-213-320-000-099- -/ NP NURSING- ST. THERESE	DEC 24-8610	CF	NP NURSING- ST. THERESE		2,436.00
		20-509-213-320-001-099- -/ NP NURSING- AMERICAN	DEC 24-8610	CF	NP NURSING- AMERICAN		1,464.00
	24-8613	20-502-100-320-000-099- -/ CHAP 192 COMP ED	SEPT	CF	CHAP 192 COMP ED		7,282.71
			202400597				
		20-506-100-320-000-099- -/ CHAP 193 SUPP INSTRUCTIO	SEPT	CF	CHAP 193 SUPP INSTRUCTIO		1,899.80
			202400597				
		20-508-100-320-000-099- -/ CHAP 193 CORR SPEECH	SEPT	CF	CHAP 193 CORR SPEECH		2,046.00
			202400597				
	24-8614	20-250-200-320-001-099-NP -/ PURCH PROF SVS IDEA NP	SEPT	CF	PURCH PROF SVS IDEA NP		5,535.75
			202400617				
	24-2212	11-000-216-320-000-250- -/ SP OT/PT PRCH SVC	OCT 202400787	CF	SP OT/PT PRCH SVC		2,007.50
	24-8587	11-000-100-562-000-250- -/ TUITION OTHER LEA SPEC	DEC 202400841	CF	TUITION OTHER LEA SPEC		8,514.00
		11-000-217-320-000-250- -/ PURCHASED SERVICES	DEC 202400841	CF	PURCHASED SERVICES		3,276.00

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

Run on 12/07/2023 at 11:31:21 AM

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	24-8588	11-000-100-562-000-250- -/ TUITION OTHER LEA SPEC	DEC 202400842 CF		TUITION OTHER LEA SPEC		8,514.00
	24-8589	11-000-100-562-000-250- -/ TUITION OTHER LEA SPEC	DEC 202400843 CF		TUITION OTHER LEA SPEC		8,514.00
		11-000-217-320-000-250- -/ PURCHASED SERVICES	DEC 202400843 CF		PURCHASED SERVICES		3,276.00
	24-8590	11-000-100-562-000-250- -/ TUITION OTHER LEA SPEC	DEC 202400844 CF		TUITION OTHER LEA SPEC		8,514.00
	24-8614	20-250-200-320-001-099-NP -/ PURCH PROF SVS IDEA NP	OCT 202400801 CF		PURCH PROF SVS IDEA NP		6,469.00
	24-8613	20-502-100-320-000-099- -/ CHAP 192 COMP ED	OCT 202400817 CF		CHAP 192 COMP ED		7,642.35
		20-506-100-320-000-099- -/ CHAP 193 SUPP INSTRUCTIO	OCT 202400817 CF		CHAP 193 SUPP INSTRUCTIO		1,899.80
		20-507-100-320-000-099- -/ CHAP 193 EXAM/CLASS	OCT 202400817 CF		CHAP 193 EXAM/CLASS		442.05
		20-508-100-320-000-099- -/ CHAP 193 CORR SPEECH	OCT 202400817 CF		CHAP 193 CORR SPEECH		2,325.00
	24-8058	11-000-270-517-000-700- -/ TRANSP ESC REGULAR	202400755 CF		TRANSP ESC REGULAR		22,621.49
Total for EDUCATIONAL SERV. COMM. OF MOR/ 3004							\$104,679.45
EDVOCATE, INC/ 13402							
	24-8074	11-000-262-420-000-600- -/ CLEAN, REPAIR, MAINT.	NOV 7726 CF		CLEAN, REPAIR, MAINT.		1,958.00
Total for EDVOCATE, INC/ 13402							\$1,958.00
ELIZABETH TUCKER EMS/ 13847							
	24-2608	11-000-291-280-000-300- -/ TUITION REIMBURSEMENT	REIMB TUIT/24-2608 CF		TUITION REIMBURSEMENT		810.00
Total for ELIZABETH TUCKER EMS/ 13847							\$810.00
ERIC MILOU/ 16757							
	24-1069	11-000-223-320-000-300- -/ STAFF DEVELOPMENT	2024-103 CF		STAFF DEVELOPMENT		4,000.00
Total for ERIC MILOU/ 16757							\$4,000.00
ESSEX VALLEY SCHOOL/ 13057							
	24-8545	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	JAN 19108 CF		TUITION PRIV IN STATE		9,555.00
	24-8547	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	JAN 19110 CF		TUITION PRIV IN STATE		9,555.00
	24-8602	20-250-100-500-000-099- -/ IDEA BASIC TUITION	JAN 19109 CF		IDEA BASIC TUITION		9,555.00
Total for ESSEX VALLEY SCHOOL/ 13057							\$28,665.00
EWING SPORTS CENTER/ 12070							
	24-2293	11-402-100-610-061-007- -/ SUPPLIES- G SOCCER	INV316753 CF		SUPPLIES- G SOCCER		561.00
	24-2310	11-402-100-610-061-007- -/ SUPPLIES- G SOCCER	INV316752 CF		SUPPLIES- G SOCCER		3,830.00
	24-2146	11-402-100-420-000-007- -/ PURCH SERV- ADMIN	INV314096 CF		PURCH SERV- ADMIN		325.00
Total for EWING SPORTS CENTER/ 12070							\$4,716.00
FEDERAL EXPRESS CORP./ 3271							

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

Run on 12/07/2023 at 11:31:21 AM

Page 14

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	24-2600	11-000-230-530-000-900- -/ BO COMMUNICATIONS	0035819722	CF	BO COMMUNICATIONS		10.00
					Total for FEDERAL EXPRESS CORP./ 3271		\$10.00
FERGUSON ENTERPRISES, LLC/ 16353							
	24-2587	11-000-261-610-600-002- -/ L/R MNTNCE SPLS	B180943	CF	L/R MNTNCE SPLS		768.36
		11-000-261-610-600-003- -/ FRNKLN MNTNCE SPLS	B180943	CF	FRNKLN MNTNCE SPLS		768.36
		11-000-261-610-600-005- -/ EMS MTNCE SPLS	B180943	CF	EMS MTNCE SPLS		768.36
		11-000-261-610-600-007- -/ RHS MTNCNE SPLS	B180943	CF	RHS MTNCNE SPLS		768.36
		11-000-261-610-600-008- -/ JFRSON MNTNCE SPLS	B180943	CF	JFRSON MNTNCE SPLS		768.36
		11-000-261-610-600-009- -/ NIXON MTNCNE SPLS	B180943	CF	NIXON MTNCNE SPLS		768.36
		11-000-261-610-600-010- -/ KNDY MTNCNE SPLS	B180943	CF	KNDY MTNCNE SPLS		768.36
					Total for FERGUSON ENTERPRISES, LLC/ 16353		\$5,378.54
FIELDTURF USA, INC./ 14987							
	23-4341	30-000-400-450-073-002- -/ LRS TURF FIELD	APPLICATION #2	CF	LRS TURF FIELD		822,684.43
					Total for FIELDTURF USA, INC./ 14987		\$822,684.43
FIRE FIGHTERS EQUIP. CO., INC./ 11393							
	24-2447	11-000-213-610-000-720- -/ HEALTH GEN SUPPLIES	20232393	CF	HEALTH GEN SUPPLIES		73.00
					Total for FIRE FIGHTERS EQUIP. CO., INC./ 11393		\$73.00
FLAGSHIP HEALTH SYSTEMS, INC./ 3372							
	24-8009	11-000-291-270-100-900- -/ DENTAL INSURANCE	DEC 148208	CF	DENTAL INSURANCE		3,188.16
	24-8010	11-000-291-270-100-900- -/ DENTAL INSURANCE	DEC 148210	CF	DENTAL INSURANCE		132.84
					Total for FLAGSHIP HEALTH SYSTEMS, INC./ 3372		\$3,321.00
FOLLETT CONTENT SOLUTIONS, LLC/ 18454							
	24-2282	11-000-222-610-031-007- -/ RHS PERIODICALS	751017A	CF	RHS PERIODICALS		642.19
	24-2402	11-000-222-610-030-003- -/ FRNKLN MEDIA SPLS	757060	CF	FRNKLN MEDIA SPLS		1,121.08
		11-190-100-610-101-300- -/ GENERAL SUPPLIES	757060	CF	GENERAL SUPPLIES		746.35
		11-190-100-610-101-300- -/ GENERAL SUPPLIES	757060A	CF	GENERAL SUPPLIES		612.61
					Total for FOLLETT CONTENT SOLUTIONS, LLC/ 18454		\$3,122.23
FRANK CACCAVALE/ 17050							
	24-2713	11-000-223-590-878-007- -/ RHS STAFF DVL TRVL	REIMB MILE/24-2713	CF	RHS STAFF DVL TRVL		210.06
					Total for FRANK CACCAVALE/ 17050		\$210.06

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

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
GHD SERVICES, INC./ 18637							
	24-2783	11-000-261-420-600-007- -/ RHS CONTRACTS	340-0061389	CF	RHS CONTRACTS		5,096.75
					Total for GHD SERVICES, INC./ 18637		\$5,096.75
GRAINGER, INC./ 3830							
	24-8005	11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	9896987220	CF	DW MAINTENANCE SPLS		87.20
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	9918546574	CF	DW MAINTENANCE SPLS		3,051.48
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	9917835580	CF	DW MAINTENANCE SPLS		42.04
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	9915993506	CF	DW MAINTENANCE SPLS		5,348.50
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	9917082928	CF	DW MAINTENANCE SPLS		1,101.02
					Total for GRAINGER, INC./ 3830		\$9,630.24
GRIFFITH-ALLIED TRUCKING, LLC/ 1053							
	24-8026	11-000-270-610-623-700- -/ TRANSP FUEL	331079	CF	TRANSP FUEL		4,020.32
		11-000-270-610-623-700- -/ TRANSP FUEL	336955	CF	TRANSP FUEL		6,712.57
		11-000-270-610-623-700- -/ TRANSP FUEL	346667	CF	TRANSP FUEL		7,543.28
					Total for GRIFFITH-ALLIED TRUCKING, LLC/ 1053		\$18,276.17
H.A. DEHART & SON/ 2590							
	24-2248	11-000-270-593-000-700- -/ TRANS SOFTWARE	X101026470:01	CF	TRANS SOFTWARE		1,399.74
	24-8042	11-000-270-610-000-700- -/ TRANSP SUPPLIES	X102001514:01	CF	TRANSP SUPPLIES		233.38
		11-000-270-610-000-700- -/ TRANSP SUPPLIES	X102001513:01	CF	TRANSP SUPPLIES		101.88
		11-000-270-610-000-700- -/ TRANSP SUPPLIES	X102001487:01	CF	TRANSP SUPPLIES		681.50
	24-2248	11-000-270-593-000-700- -/ TRANS SOFTWARE	X101026580:01	CF	TRANS SOFTWARE		3,500.00
					Total for H.A. DEHART & SON/ 2590		\$5,916.50
HANOVER SUPPLY/ 14489							
	24-8002	11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	R207638	CF	DW MAINTENANCE SPLS		43.04
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	R207712	CF	DW MAINTENANCE SPLS		93.52
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	R207942	CF	DW MAINTENANCE SPLS		38.41
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	R208010	CF	DW MAINTENANCE SPLS		12.60
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	R207762	CF	DW MAINTENANCE SPLS		95.60
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	R208057	CF	DW MAINTENANCE SPLS		62.78
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	R208713	CF	DW MAINTENANCE SPLS		120.92
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	R207829	CF	DW MAINTENANCE SPLS		139.24
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	R208540	CF	DW MAINTENANCE SPLS		305.98

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

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	R208573	CF	DW MAINTENANCE SPLS		26.67
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	R208398	CF	DW MAINTENANCE SPLS		74.39
	24-2460	11-000-261-610-600-009- -/ NIXON MTNCNE SPLS	R206789	CF	NIXON MTNCNE SPLS		5,653.85
		Total for HANOVER SUPPLY/ 14489					\$6,667.00
HELEN STEER/ 7832							
	24-2306	11-000-291-270-200-900- -/ PERS ERIIP HEALTH BENEFIT	MED REIMB 24-2306	CF	PERS ERIIP HEALTH BENEFIT		989.40
		Total for HELEN STEER/ 7832					\$989.40
HERBERT HERTER/ 18688							
	24-2581	11-000-266-580-000-000- -/ TRAVEL - ALL OTHER	REIMB MILE/24-2581	CF	TRAVEL - ALL OTHER		97.29
	24-2802	11-000-266-580-000-000- -/ TRAVEL - ALL OTHER	REIMB MILE/24-2802	CF	TRAVEL - ALL OTHER		18.80
		Total for HERBERT HERTER/ 18688					\$116.09
HERC RENTALS, INC./ 18186							
	24-2727	11-000-263-610-054-600- -/ GROUNDS GENERAL SUPPLIES	34177662-001	CF	GROUNDS GENERAL SUPPLIES		938.00
		Total for HERC RENTALS, INC./ 18186					\$938.00
HOME & HOSPITAL MEDICAL PERSONNEL, INC./ 12904							
	24-8513	11-000-217-320-000-250- -/ PURCHASED SERVICES	12565	CF	PURCHASED SERVICES		3,200.00
		11-000-217-320-000-250- -/ PURCHASED SERVICES	12583	CF	PURCHASED SERVICES		2,560.00
		Total for HOME & HOSPITAL MEDICAL PERSONNEL, INC./ 12904					\$5,760.00
HOME DEPOT PRO/ 7401							
	24-2432	11-190-100-610-204-007- -/ RHS SCI GEN SPLS	772084935	CF	RHS SCI GEN SPLS		42.20
	24-8004	11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	772783429	CF	DW MAINTENANCE SPLS		31.50
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	771693868	CF	DW MAINTENANCE SPLS		286.68
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	771842697	CF	DW MAINTENANCE SPLS		48.06
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	771874401	CF	DW MAINTENANCE SPLS		48.17
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	772079117	CF	DW MAINTENANCE SPLS		38.46
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	772559233	CF	DW MAINTENANCE SPLS		68.57
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	772564308	CF	DW MAINTENANCE SPLS		142.56

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

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	772779708	CF	DW MAINTENANCE SPLS		528.40
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	773700331	CF	DW MAINTENANCE SPLS		6.97
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	773940937	CF	DW MAINTENANCE SPLS		29.97
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	775405137	CF	DW MAINTENANCE SPLS		69.75
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	775365760	CF	DW MAINTENANCE SPLS		8.96
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	775359201	CF	DW MAINTENANCE SPLS		26.73
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	775361108	CF	DW MAINTENANCE SPLS		29.92
	24-2623	60-910-310-610-003-059- -/ FOOD SVC KITCHEN SPLS	775366826	CF	FOOD SVC KITCHEN SPLS		1,096.00
		60-910-310-610-003-059- -/ FOOD SVC KITCHEN SPLS	775417199	CF	FOOD SVC KITCHEN SPLS		31.98
		60-910-310-610-003-059- -/ FOOD SVC KITCHEN SPLS	775609779	CF	FOOD SVC KITCHEN SPLS		29.87
	24-8004	11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	776084832	CF	DW MAINTENANCE SPLS		19.92
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	777008491	CF	DW MAINTENANCE SPLS		173.64
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	777021569	CF	DW MAINTENANCE SPLS		25.47
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	777009077	CF	DW MAINTENANCE SPLS		13.96
		11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	777263104	CF	DW MAINTENANCE SPLS		5.62
Total for HOME DEPOT PRO/ 7401							\$2,803.36
HOOVER TRUCK CENTERS/ 4201							
	24-8043	11-000-270-610-000-700- -/ TRANSP SUPPLIES	199939F/CREDI CF	T	TRANSP SUPPLIES		249.00
		11-000-270-610-000-700- -/ TRANSP SUPPLIES	200221F	CF	TRANSP SUPPLIES		601.64
Total for HOOVER TRUCK CENTERS/ 4201							\$850.64
INST							
NEUROLOGY&NEUROSURGERY@ST.BARNABAS/ 18298							
	24-2760	11-000-217-320-000-250- -/ PURCHASED SERVICES	FM 24-2760	CF	PURCHASED SERVICES		975.00
Total for INST							\$975.00
NEUROLOGY&NEUROSURGERY@ST.BARNABAS/ 18298							
J&B THERAPY, LLC/ 17067							
	24-8605	11-000-216-320-000-250- -/ SP OT/PT PRCH SVC	23158	CF	SP OT/PT PRCH SVC		6,199.05
		11-000-216-320-000-250- -/ SP OT/PT PRCH SVC	23171	CF	SP OT/PT PRCH SVC		5,126.13
Total for J&B THERAPY, LLC/ 17067							\$11,325.18

J.W. PEPPER & SON, INC./ 6216

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

Run on 12/07/2023 at 11:31:21 AM

Page 18

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	24-2442	11-190-100-610-611-002- -/ L/R MUSIC SUPPLIES	365842379	CF	L/R MUSIC SUPPLIES		395.69
		11-190-100-610-611-002- -/ L/R MUSIC SUPPLIES	365813173	CF	L/R MUSIC SUPPLIES		91.49
	24-2234	11-190-100-610-611-007- -/ RHS MUSIC SUPPLIES	365853625	CF	RHS MUSIC SUPPLIES		40.00
	24-2011	11-190-100-610-611-007- -/ RHS MUSIC SUPPLIES	365757250	CF	RHS MUSIC SUPPLIES		85.00
	24-2235	11-401-100-610-611-007- -/ RHS COCRC MUSIC SPLS	365822749	CF	RHS COCRC MUSIC SPLS		65.00
		11-401-100-610-611-007- -/ RHS COCRC MUSIC SPLS	365718753	CF	RHS COCRC MUSIC SPLS		172.99
		11-401-100-610-611-007- -/ RHS COCRC MUSIC SPLS	365857401	CF	RHS COCRC MUSIC SPLS		20.00
	24-1868	11-190-100-610-611-007- -/ RHS MUSIC SUPPLIES	365674576	CF	RHS MUSIC SUPPLIES		94.80
	24-2442	11-190-100-610-611-002- -/ L/R MUSIC SUPPLIES	365868048	CF	L/R MUSIC SUPPLIES		108.30
	24-1868	11-190-100-610-611-007- -/ RHS MUSIC SUPPLIES	365891241	CF	RHS MUSIC SUPPLIES		181.70
Total for J.W. PEPPER & SON, INC./ 6216							\$1,254.97
JACQUELINE SHEPLAK-LEWIS	L/R/ 15639						
	24-2663	11-000-291-280-000-300- -/ TUITION REIMBURSEMENT	REIMB	CF	TUITION REIMBURSEMENT		1,995.00
			TUIT/24-2663				
Total for JACQUELINE SHEPLAK-LEWIS L/R/ 15639							\$1,995.00
JAKE MENDLEN/ 18929							
	24-2745	11-000-291-290-000-600- -/ MAINTENANCE UNIFORMS	REIMB	CF	MAINTENANCE UNIFORMS		354.94
			BOOTS/PANTS				
Total for JAKE MENDLEN/ 18929							\$354.94
JAMMIN JENN MUSIC THERAPY/ 16663							
	24-8595	11-000-216-320-000-250- -/ SP OT/PT PRCH SVC	18666	CF	SP OT/PT PRCH SVC		625.00
Total for JAMMIN JENN MUSIC THERAPY/ 16663							\$625.00
JEFF GOTTSLEBEN/ 10976							
	24-2633	11-000-291-290-000-600- -/ MAINTENANCE UNIFORMS	REIMB	CF	MAINTENANCE UNIFORMS		174.95
			BOOTS/24-263				
			3				
Total for JEFF GOTTSLEBEN/ 10976							\$174.95
JERSEY ELEVATOR/ 12032							
	24-8008	11-000-261-420-600-002- -/ L/R MNTNCE CONTRACTS	434097	CF	L/R MNTNCE CONTRACTS		750.00
Total for JERSEY ELEVATOR/ 12032							\$750.00
JEWEL ELECTRIC SUPPLY CO/ 4568							

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

Run on 12/07/2023 at 11:31:21 AM

Page 19

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	24-8003	11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	S100528510.00 1	CF	DW MAINTENANCE SPLS		525.00
					Total for JEWEL ELECTRIC SUPPLY CO/ 4568		\$525.00
JOEL DEBARROS		SPECIAL SERVICES/ 13982					
	24-1934	11-000-219-592-878-250- -/ CST TRAVEL	REIMB MILE/24-1934	CF	CST TRAVEL		138.13
					Total for JOEL DEBARROS SPECIAL SERVICES/ 13982		\$138.13
JOELLEN HOPPER		RHS/ 13141					
	24-2748	11-000-223-590-878-007- -/ RHS STAFF DVL TRVL	REIMB REG/24-2748	CF	RHS STAFF DVL TRVL		35.00
					Total for JOELLEN HOPPER RHS/ 13141		\$35.00
JOHN Q. MARTIN/ 18185							
	24-1969	11-190-100-320-000-300- -/ ARTIST IN RES PRGM	1010	CF	ARTIST IN RES PRGM		2,827.50
					Total for JOHN Q. MARTIN/ 18185		\$2,827.50
JOHNNY ON THE SPOT, LLC/ 15728							
	24-2541	11-402-100-610-000-007- -/ SUPPLIES- ADMIN	0006851100	CF	SUPPLIES- ADMIN		131.25
					Total for JOHNNY ON THE SPOT, LLC/ 15728		\$131.25
JOHNSTONE SUPPLY INC./ 15578							
	24-8006	11-000-261-420-050-600- -/ MAINT CONTRACTS	S5922583.001	CF	MAINT CONTRACTS		242.40
		11-000-261-420-050-600- -/ MAINT CONTRACTS	S5924712.001	CF	MAINT CONTRACTS		76.22
	24-2404	11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	S5903760.001	CF	DW MAINTENANCE SPLS		1,171.36
					Total for JOHNSTONE SUPPLY INC./ 15578		\$1,489.98
JOSHUA DALY/ 18311							
	24-2582	11-000-291-290-000-600- -/ MAINTENANCE UNIFORMS	REIMB BOOTS/PANTS	CF	WORK BOOTS AND PANTS		369.83
					Total for JOSHUA DALY/ 18311		\$369.83
K & J ACCESSORIES/ 4635							
	23-3304	11-190-100-610-713-300- -/ GENERAL SUPPLIES	4671-23	CF	GENERAL SUPPLIES		1,457.00
		11-401-100-610-000-005- -/ EMS CO CURRC SPLS	4671-23	CF	EMS CO CURRC SPLS		500.00
					Total for K & J ACCESSORIES/ 4635		\$1,957.00

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

Run on 12/07/2023 at 11:31:21 AM

Page 20

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	24-2220	11-000-219-592-878-250- -/ CST TRAVEL	REIMB MILE/24-2220	CF	CST TRAVEL		42.73
					Total for KATHRYN VENTRICELLI/ 16963		\$42.73
KEITH AND DENISE DOUGHERTY/ 18891							
	24-8607	11-000-100-567-000-250- -/ TUITION PRIV OUT STATE	OCT 24-8607	CF	TUITION PRIV OUT STATE		8,583.33
					Total for KEITH AND DENISE DOUGHERTY/ 18891		\$8,583.33
KENVIL POWER MOWER/ 4733							
	24-8102	11-000-263-610-054-600- -/ GROUNDS GENERAL SUPPLIES	230586/230617	CF	GROUNDS GENERAL SUPPLIES		236.92
		11-000-263-610-054-600- -/ GROUNDS GENERAL SUPPLIES	230626	CF	GROUNDS GENERAL SUPPLIES		77.66
	24-2755	11-000-263-610-054-600- -/ GROUNDS GENERAL SUPPLIES	230625	CF	GROUNDS GENERAL SUPPLIES		3,543.61
					Total for KENVIL POWER MOWER/ 4733		\$3,858.19
KEYBOARD CONSULTANTS/ 9513							
	23-4233	11-000-252-420-051-707- -/ CMPTR SVC PURCH SVC	89371	CF	CMPTR SVC PURCH SVC		4,620.00
		11-000-252-600-002-707- -/ CMPTR CTR SUPPLIES	89371	CF	CMPTR CTR SUPPLIES		10,587.60
		12-000-252-730-000-707- -/ COMPUTER CENTER EQUIPMEN	89371	CF	COMPUTER CENTER EQUIPMEN		12,468.20
					Total for KEYBOARD CONSULTANTS/ 9513		\$27,675.80
KRISTIN PALANCHI/ 14774							
	24-2597	11-000-291-280-000-300- -/ TUITION REIMBURSEMENT	REIMB TUIT/24-2597	CF	TUITION REIMBURSEMENT		810.00
					Total for KRISTIN PALANCHI/ 14774		\$810.00
LAUREN BRENNAN/ 16321							
	24-2610	11-000-291-280-000-300- -/ TUITION REIMBURSEMENT	REIMB TUIT/24-2610	CF	TUITION REIMBURSEMENT		810.00
					Total for LAUREN BRENNAN/ 16321		\$810.00
LEARNING A-Z/ 13769							
	24-2083	11-190-100-610-101-300- -/ GENERAL SUPPLIES	7146322	CF	GENERAL SUPPLIES		1,205.00
					Total for LEARNING A-Z/ 13769		\$1,205.00
LEARNWELL/ 12232							
	24-2474	11-219-100-320-000-250- -/ HOME INSTR PURCH ED SV	INV160183	CF	HOME INSTR PURCH ED SV		337.82
	24-2602	11-219-100-320-000-250- -/ HOME INSTR PURCH ED SV	INV161839	CF	HOME INSTR PURCH ED SV		1,013.46
		11-219-100-320-000-250- -/ HOME INSTR PURCH ED SV	INV162913	CF	HOME INSTR PURCH ED SV		168.91

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

Run on 12/07/2023 at 11:31:21 AM

Page 21

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
		11-219-100-320-000-250- -/ HOME INSTR PURCH ED SV	INV162914	CF	HOME INSTR PURCH ED SV		337.82
	24-2751	11-150-100-320-000-250- -/ HOME INSTRCN PRCH SV	INV163704	CF	HOME INSTRCN PRCH SV		84.46
					Total for LEARNWELL/ 12232		\$1,942.47
LIBERTY SCIENCE CENTER/ 5095							
	24-2695	11-190-100-890-508-007- -/ BUSINESS OTHER	2842720	CF	BUSINESS OTHER		611.00
					Total for LIBERTY SCIENCE CENTER/ 5095		\$611.00
LITERACY STRATEGIES CONSULTING, LLC/ 18608							
	24-1064	11-000-223-320-000-300- -/ STAFF DEVELOPMENT	1245	CF	STAFF DEVELOPMENT		6,000.00
					Total for LITERACY STRATEGIES CONSULTING, LLC/ 18608		\$6,000.00
LOMMA LLC DBA JK CRANE INC./ 15950							
	24-2490	11-000-261-420-600-007- -/ RHS CONTRACTS	36458	CF	RHS CONTRACTS		1,579.50
					Total for LOMMA LLC DBA JK CRANE INC./ 15950		\$1,579.50
LOTUS CONNECT, LLC/ 18801							
	24-2548	11-000-213-610-000-007- -/ HEALTH GENERAL SUPPLIES	2062	CF	HEALTH GENERAL SUPPLIES		63.00
					Total for LOTUS CONNECT, LLC/ 18801		\$63.00
LOYOLA PRESS/ 12011							
	24-1675	20-501-100-640-003-099- -/ NP TEXT- ST. THERESE	7068189	CF	NP TEXT- ST. THERESE		2,932.50
					Total for LOYOLA PRESS/ 12011		\$2,932.50
MACKIN EDUCATIONAL RESOURCES/ 10074							
	24-2315	11-000-222-610-031-007- -/ RHS PERIODICALS	837977	CF	RHS PERIODICALS		168.56
					Total for MACKIN EDUCATIONAL RESOURCES/ 10074		\$168.56
MACMILLAN OIL CO., OF ALLENTOWN/ 11592							
	24-8044	11-000-270-610-000-700- -/ TRANSP SUPPLIES	122658	CF	TRANSP SUPPLIES		371.80
					Total for MACMILLAN OIL CO., OF ALLENTOWN/ 11592		\$371.80
MAIREAD MULLEN - SPEC. ED. AIDE @ RHS/ 15011							
	24-2710	11-000-223-590-878-007- -/ RHS STAFF DVL TRVL	REIMB MILE/24-2710	CF	RHS STAFF DVL TRVL		26.41
					Total for MAIREAD MULLEN - SPEC. ED. AIDE @ RHS/ 15011		\$26.41

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

Run on 12/07/2023 at 11:31:21 AM

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
MARGARET SUGRUE/ 15976							
	24-2519	61-423-100-300-000-990- -/ CS PURCHASE PROF & TECH	24-2519	CF	CS PURCHASE PROF & TECH		1,254.00
					Total for MARGARET SUGRUE/ 15976		\$1,254.00
MARIA MOLITORIS/ 16696							
	24-8532	11-000-270-514-000-700- -/ SP SVCS CONTR PARENT	DEC 24-8532	CF	SP SVCS CONTR PARENT		2,083.33
					Total for MARIA MOLITORIS/ 16696		\$2,083.33
MASCHIO'S FOOD SERVICE, INC./ 16687							
	24-8097	11-000-251-500-878-900- -/ MISCELLANEOUS PURCHASED	IN0091153	CF	MISCELLANEOUS PURCHASED		225.00
	24-8096	60-910-310-330-000-059- -/ FS MANAGEMENT FEE	OCT IN0091199	CF	FS MANAGEMENT FEE		165,635.96
	24-2122	11-000-218-320-000-007- -/ GUIDANCE PRCH SVCS	IN0091154	CF	GUIDANCE PRCH SVCS		225.00
	24-2420	20-232-100-600-000-099- -/ TITLE I INSTR SUPPLIES	IN0091155	CF	TITLE I INSTR SUPPLIES		6,039.45
					Total for MASCHIO'S FOOD SERVICE, INC./ 16687		\$172,125.41
MATTHEW MAWN/ 18696							
	24-2606	11-000-223-590-878-007- -/ RHS STAFF DVL TRVL	REIMB TUIT/24-2606	CF	RHS STAFF DVL TRVL		175.00
	24-2730	11-000-223-590-878-005- -/ EMS STAFF DVL TRVL	REIMB WS/24-2730	CF	EMS STAFF DVL TRVL		446.99
		11-000-223-590-878-007- -/ RHS STAFF DVL TRVL	REIMB WS/24-2730	CF	RHS STAFF DVL TRVL		446.99
					Total for MATTHEW MAWN/ 18696		\$1,068.98
MATTHEW TROKAN/ 18864							
	24-2570	11-000-223-590-878-005- -/ EMS STAFF DVL TRVL	REIMB MILE/24-2570	CF	EMS STAFF DVL TRVL		22.63
		11-000-223-590-878-007- -/ RHS STAFF DVL TRVL	REIMB MILE/24-2570	CF	RHS STAFF DVL TRVL		22.63
					Total for MATTHEW TROKAN/ 18864		\$45.26
MCTCA/ 16584							
	24-2556	11-402-100-890-057-007- -/ MISC- G INDOOR TRACK	1365168	CF	MISC- G INDOOR TRACK		450.00
					Total for MCTCA/ 16584		\$450.00
MEDCO SUPPLY CO./ 11666							
	24-0329	11-000-213-610-000-002- -/ HEALTH GENERAL SUPPLIES	IN96929964	CF	SUPPLIES		61.65
					Total for MEDCO SUPPLY CO./ 11666		\$61.65

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

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
MELISSA COSGROVE/ 15317							
	24-2537	11-000-223-590-878-008- -/ JFRSN STF DVL TRVL	REIMB	CF	JFRSN STF DVL TRVL		131.13
			MILE/24-2537				
			Total for MELISSA COSGROVE/ 15317				\$131.13
MELISSA MAINIERO - RHS/ 15128							
	24-2540	11-190-100-580-000-007- -/ RHS TRAVEL	REIMB	CF	RHS TRAVEL		44.36
			MILE/24-2540				
			Total for MELISSA MAINIERO - RHS/ 15128				\$44.36
METRO SWIM SHOP/ 16433							
	24-2495	11-402-100-610-030-007- -/ SUPPLIES- B SWIMMING	83958	CF	SUPPLIES- B SWIMMING		1,726.00
	24-2496	11-402-100-610-067-007- -/ SUPPLIES- G SWIMMING	83957	CF	SUPPLIES- G SWIMMING		1,726.00
			Total for METRO SWIM SHOP/ 16433				\$3,452.00
MGL FORMS-SYSTEMS DBA MGL PRINTING/ 11020							
	24-2371	11-000-251-610-000-900- -/ BO SUPPLIES	201486	CF	BO SUPPLIES		696.00
			Total for MGL FORMS-SYSTEMS DBA MGL PRINTING/ 11020				\$696.00
MICHAEL GOTTFRIED @ RHS/ 15615							
	24-2728	11-000-223-590-878-007- -/ RHS STAFF DVL TRVL	REIMB	CF	RHS STAFF DVL TRVL		868.66
			WS/24-2728				
	24-2718	11-000-291-280-000-300- -/ TUITION REIMBURSEMENT	REIMB	CF	TUITION REIMBURSEMENT		1,500.00
			TUIT/24-2718				
			Total for MICHAEL GOTTFRIED @ RHS/ 15615				\$2,368.66
MICHAEL MOSHER SP SVCS/ 15182							
	24-1931	11-000-219-592-878-250- -/ CST TRAVEL	REIMB	CF	CST TRAVEL		83.01
			MILE/24-1931				
			Total for MICHAEL MOSHER SP SVCS/ 15182				\$83.01
MONTGOMERY ACADEMY/ 5610							
	24-8514	20-250-100-500-000-099- -/ IDEA BASIC TUITION	JAN	CF	IDEA BASIC TUITION		9,930.69
			456001012024				
			Total for MONTGOMERY ACADEMY/ 5610				\$9,930.69
MORRIS AREA CURRICULUM NETWORK/ 5631							

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

Run on 12/07/2023 at 11:31:21 AM

Page 24

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PQ #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	24-2338	11-000-223-590-878-005- -/ EMS STAFF DVL TRVL	2345	CF	EMS STAFF DVL TRVL		112.50
		11-000-223-590-878-007- -/ RHS STAFF DVL TRVL	2345	CF	RHS STAFF DVL TRVL		112.50
	24-2143	11-000-218-580-878-007- -/ RHS GUIDANCE TRAVEL	2332	CF	RHS GUIDANCE TRAVEL		450.00
		11-000-223-590-878-002- -/ L/R STAFF DVL TRAVEL	2332	CF	L/R STAFF DVL TRAVEL		90.00
		11-000-223-590-878-003- -/ FRNKLN STAFF DVL TRVL	2332	CF	FRNKLN STAFF DVL TRVL		90.00
		11-000-223-590-878-005- -/ EMS STAFF DVL TRVL	2332	CF	EMS STAFF DVL TRVL		225.00
		11-000-223-590-878-007- -/ RHS STAFF DVL TRVL	2332	CF	RHS STAFF DVL TRVL		225.00
		11-000-223-590-878-008- -/ JFRSN STF DVL TRVL	2332	CF	JFRSN STF DVL TRVL		90.00
		11-000-223-590-878-009- -/ NXN STF DVL TRVL	2332	CF	NXN STF DVL TRVL		90.00
		11-000-223-590-878-010- -/ KNDY STF DVL TRVL	2332	CF	KNDY STF DVL TRVL		90.00
		11-000-223-590-878-250- -/ SP SVC STF DVL TRVL	2332	CF	SP SVC STF DVL TRVL		300.00
		11-000-230-580-878-800- -/ SUPT OFF TRAVEL	2332	CF	SUPT OFF TRAVEL		900.00
		11-000-251-592-000-800- -/ TRAVEL HR	2332	CF	TRAVEL HR		300.00
					Total for MORRIS AREA CURRICULUM NETWORK/ 5631		\$3,075.00
MORRIS COUNTY FOOTBALL COACHES ASSOC./ 18681							
	24-2638	11-402-100-890-016-007- -/ MISC- FOOTBALL	2023-1	CF	MISC- FOOTBALL		75.00
					Total for MORRIS COUNTY FOOTBALL COACHES ASSOC./ 18681		\$75.00
MORRIS COUNTY MUA/ 5647							
	24-8063	11-000-262-490-061-600- -/ B&G PURCH GARBAGE	23-01329	CF	B&G PURCH GARBAGE		5,750.00
	24-8064	11-000-262-490-061-600- -/ B&G PURCH GARBAGE	1609921	CF	B&G PURCH GARBAGE		382.70
		11-000-262-490-061-600- -/ B&G PURCH GARBAGE	1609898	CF	B&G PURCH GARBAGE		282.73
		11-000-262-490-061-600- -/ B&G PURCH GARBAGE	23-00756	CF	B&G PURCH GARBAGE		600.00
					Total for MORRIS COUNTY MUA/ 5647		\$7,015.43
MORRIS COUNTY VOCATIONAL SCHOO/ 5654							
	24-8598	11-000-100-563-000-250- -/ TUITION COUNTY VOC REG	OCT 4V0166	CF	TUITION COUNTY VOC REG		75,477.50
		11-000-100-564-000-250- -/ TUI TION COUNTY VOC SPCL	OCT 4V0166	CF	TUI TION COUNTY VOC SPCL		2,228.10
					Total for MORRIS COUNTY VOCATIONAL SCHOO/ 5654		\$77,705.60
MOUNTAIN LAKES BD OF EDUCATION/ 5685							

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

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	24-8608	20-251-100-500-000-099- -/ IDEA PRESCHOOL TUITION	DEC 24-00208	CF	IDEA PRESCHOOL TUITION		8,420.00
			Total for MOUNTAIN LAKES BD OF EDUCATION/ 5685				\$8,420.00
MT LIBRARY SERVICES/ 11601							
	24-2258	11-000-222-610-030-003- -/ FRNKLN MEDIA SPLS	668945	CF	FRNKLN MEDIA SPLS		3,640.02
	24-1567	11-000-222-610-030-010- -/ KNDY MEDIA SPLS	666162	CF	KNDY MEDIA SPLS		2,882.30
			Total for MT LIBRARY SERVICES/ 11601				\$6,522.32
MT. OLIVE BOARD OF EDUCATION/ 11394							
	24-8599	11-000-100-562-000-250- -/ TUITION OTHER LEA SPEC	DEC 24-8599	CF	TUITION OTHER LEA SPEC		2,551.70
			Total for MT. OLIVE BOARD OF EDUCATION/ 11394				\$2,551.70
MUNICIPAL CAPITAL FINANCE/ 16261							
	24-8062	11-190-100-440-000-900- -/ OTHER PURCHASED SERVICES	PMNT #39/113537	CF	OTHER PURCHASED SERVICES		7,199.00
		11-190-100-440-000-900- -/ OTHER PURCHASED SERVICES	PMNT 1&2/114092	CF	OTHER PURCHASED SERVICES		484.00
		11-190-100-440-000-900- -/ OTHER PURCHASED SERVICES	PMNT #14/114287	CF	OTHER PURCHASED SERVICES		288.00
			Total for MUNICIPAL CAPITAL FINANCE/ 16261				\$7,971.00
MUSIC & ARTS/ 13657							
	24-2516	11-190-100-610-611-005- -/ EMS MUSIC SUPPLIES	INV040645667	CF	EMS MUSIC SUPPLIES		302.03
	24-2426	11-190-100-610-611-005- -/ EMS MUSIC SUPPLIES	INV040658548	CF	EMS MUSIC SUPPLIES		399.84
	24-2018	11-190-100-610-611-007- -/ RHS MUSIC SUPPLIES	INV039733583	CF	RHS MUSIC SUPPLIES		193.99
		11-190-100-610-611-007- -/ RHS MUSIC SUPPLIES	INV039745286	CF	RHS MUSIC SUPPLIES		523.52
		11-190-100-610-611-007- -/ RHS MUSIC SUPPLIES	INV040184082	CF	RHS MUSIC SUPPLIES		26.14
		11-190-100-610-611-007- -/ RHS MUSIC SUPPLIES	INV040300529	CF	RHS MUSIC SUPPLIES		52.28
	24-2015	11-190-100-610-611-007- -/ RHS MUSIC SUPPLIES	INV039745306	CF	RHS MUSIC SUPPLIES		67.30
		11-190-100-610-611-007- -/ RHS MUSIC SUPPLIES	INV039747849	CF	RHS MUSIC SUPPLIES		173.28
		11-190-100-610-611-007- -/ RHS MUSIC SUPPLIES	INV039829453	CF	RHS MUSIC SUPPLIES		110.40
		11-190-100-610-611-007- -/ RHS MUSIC SUPPLIES	INV039786236	CF	RHS MUSIC SUPPLIES		1,588.81
			Total for MUSIC & ARTS/ 13657				\$3,437.59
MUSIC DEN/ 5717							
	24-2553	11-402-100-890-016-007- -/ MISC- FOOTBALL	3448340	CF	MISC- FOOTBALL		100.00
	24-2389	11-190-100-420-611-007- -/ RHS EQUIP REPAIR	3451177	CF	RHS EQUIP REPAIR		1,513.17

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

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
Total for MUSIC DEN/ 5717							\$1,613.17
NAPA CORPORATE/ 15070							
	24-8078	11-000-262-610-055-600- -/ B&G VEHICLE SPLS	5720-593113	CF	B&G VEHICLE SPLS		101.44
	24-8045	11-000-270-610-000-700- -/ TRANSP SUPPLIES	5720-593849	CF	TRANSP SUPPLIES		17.75
		11-000-270-610-000-700- -/ TRANSP SUPPLIES	5720-593827/58	CF	TRANSP SUPPLIES		0.39
			9886				
		11-000-270-610-000-700- -/ TRANSP SUPPLIES	5720-593756	CF	TRANSP SUPPLIES		124.95
		11-000-270-610-000-700- -/ TRANSP SUPPLIES	5720-593648	CF	TRANSP SUPPLIES		6.90
		11-000-270-610-000-700- -/ TRANSP SUPPLIES	5720-593296	CF	TRANSP SUPPLIES		503.48
		11-000-270-610-000-700- -/ TRANSP SUPPLIES	5720-593110	CF	TRANSP SUPPLIES		208.97
		11-000-270-610-000-700- -/ TRANSP SUPPLIES	5720-592779	CF	TRANSP SUPPLIES		40.75
Total for NAPA CORPORATE/ 15070							\$1,004.63
NASSP/ 5750							
	24-2756	11-000-240-890-000-007- -/ RHS MISC EXP	9001752423	CF	RHS MISC EXP		270.00
Total for NASSP/ 5750							\$270.00
NATALIA CAPPELLO/ 18930							
	24-2771	11-000-291-280-000-300- -/ TUITION REIMBURSEMENT	REIMB TUIT/24-2771	CF	TUITION REIMBURSEMENT		3,250.00
Total for NATALIA CAPPELLO/ 18930							\$3,250.00
NATIONAL ATHLETIC TRAINERS ASSOCIATION/ 15060							
	24-2595	11-402-100-890-099-007- -/ MISC-TRAINER	920449	CF	MISC-TRAINER		260.00
Total for NATIONAL ATHLETIC TRAINERS ASSOCIATION/ 15060							\$260.00
NATIONAL FUEL OIL, INC./ 15922							
	24-8027	11-000-270-610-623-700- -/ TRANSP FUEL	87152	CF	TRANSP FUEL		7,450.37
		11-000-270-610-623-700- -/ TRANSP FUEL	86739	CF	TRANSP FUEL		9,675.00
		11-000-270-610-623-700- -/ TRANSP FUEL	86236	CF	TRANSP FUEL		13,092.61
Total for NATIONAL FUEL OIL, INC./ 15922							\$30,217.98
NEW BEGINNINGS/ 9915							
	24-8543	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	JAN NB2949428	CF	TUITION PRIV IN STATE		9,072.00

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

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
		11-000-100-566-000-250- -/ TUITION PRIV IN STATE	DEC	CF	TUITION PRIV IN STATE		6,912.00
			NB2949425				
24-8612		20-250-100-500-000-099- -/ IDEA BASIC TUITION	JAN	CF	IDEA BASIC TUITION		9,072.00
			NB2949429				
		11-000-217-320-000-250- -/ PURCHASED SERVICES	JAN	CF	PURCHASED SERVICES		5,880.00
			NB2949430				
		20-250-100-500-000-099- -/ IDEA BASIC TUITION	DEC	CF	IDEA BASIC TUITION		6,912.00
			NB2949426				
		11-000-217-320-000-250- -/ PURCHASED SERVICES	DEC	CF	PURCHASED SERVICES		4,480.00
			NB2949427				
		20-250-100-500-000-099- -/ IDEA BASIC TUITION	NOV	CF	IDEA BASIC TUITION		8,208.00
			NB2949182				
		11-000-217-320-000-250- -/ PURCHASED SERVICES	NOV	CF	PURCHASED SERVICES		5,320.00
			NB2949183				
		20-250-100-500-000-099- -/ IDEA BASIC TUITION	OCT	CF	IDEA BASIC TUITION		9,504.00
			NB2949180				
		11-000-217-320-000-250- -/ PURCHASED SERVICES	OCT	CF	PURCHASED SERVICES		6,160.00
			NB2949181				
		20-250-100-500-000-099- -/ IDEA BASIC TUITION	SEP	CF	IDEA BASIC TUITION		7,344.00
			NB2949177				
		11-000-217-320-000-250- -/ PURCHASED SERVICES	SEP	CF	PURCHASED SERVICES		4,760.00
			NB2949179				
Total for NEW BEGINNINGS/ 9915							\$83,624.00
NEW JERSEY AMERICAN WATER COMPANY/ 16794							
	24-8065	11-000-262-490-060-600- -/ B&G PURCH WATER/SEWER	NOV 24-8065	CF	B&G PURCH WATER/SEWER		3,394.03
Total for NEW JERSEY AMERICAN WATER COMPANY/ 16794							\$3,394.03
NEW JERSEY DOOR WORKS, LLC/ 18383							
	24-1581	11-000-261-420-600-007- -/ RHS CONTRACTS	154865	CF	RHS CONTRACTS		4,045.00
	24-1582	11-000-261-420-600-007- -/ RHS CONTRACTS	153242	CF	RHS CONTRACTS		8,825.00
Total for NEW JERSEY DOOR WORKS, LLC/ 18383							\$12,870.00
NEW JERSEY MVC/ 5851							

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

Run on 12/07/2023 at 11:31:21 AM

Page 28

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	24-8053	11-000-270-610-000-700- -/ TRANSP SUPPLIES	BUS 14 REG	CF	TRANSP SUPPLIES		50.00
		11-000-270-610-000-700- -/ TRANSP SUPPLIES	BUS 2 REG	CF	TRANSP SUPPLIES		50.00
		11-000-270-610-000-700- -/ TRANSP SUPPLIES	BUS 28 REG	CF	TRANSP SUPPLIES		50.00
		11-000-270-610-000-700- -/ TRANSP SUPPLIES	BUS 3 REG	CF	TRANSP SUPPLIES		50.00
		11-000-270-610-000-700- -/ TRANSP SUPPLIES	BUS 4 REG	CF	TRANSP SUPPLIES		50.00
		11-000-270-610-000-700- -/ TRANSP SUPPLIES	BUS 58 REG	CF	TRANSP SUPPLIES		50.00
		11-000-270-610-000-700- -/ TRANSP SUPPLIES	BUS 83 REG	CF	TRANSP SUPPLIES		50.00
		11-000-270-610-000-700- -/ TRANSP SUPPLIES	BUS 85 REG	CF	TRANSP SUPPLIES		50.00
		11-000-270-610-000-700- -/ TRANSP SUPPLIES	BUS 89 REG	CF	TRANSP SUPPLIES		50.00
			Total for NEW JERSEY MVC/ 5851				\$450.00
NHHS LCO/ 13575							
	24-2168	11-402-100-890-071-007- -/ MISC- CHEERLEADING	SPOOKTACUL AR	CF	MISC- CHEERLEADING		250.00
			Total for NHHS LCO/ 13575				\$250.00
NJ MOTOR VEHICLE COMMISSION/ 16456							
	24-2767	11-000-270-390-000-700- -/ TRANSP PURCH PROF SV	ACCOUNT # OL007480	CF	TRANSP PURCH PROF SV		150.00
			Total for NJ MOTOR VEHICLE COMMISSION/ 16456				\$150.00
NJACAC/ 14463							
	24-2612	11-000-218-890-000-007- -/ RHS GUID MISC	24-1001	CF	RHS GUID MISC		250.00
			Total for NJACAC/ 14463				\$250.00
NJIDA/ 16381							
	24-2424	11-000-223-590-878-002- -/ L/R STAFF DVL TRAVEL	THERESA TRIMMER	CF	L/R STAFF DVL TRAVEL		210.00
	24-2298	11-000-223-590-878-002- -/ L/R STAFF DVL TRAVEL	JESSIE HANCOCK	CF	L/R STAFF DVL TRAVEL		210.00
			Total for NJIDA/ 16381				\$420.00
NJSIAA/ 5929							
	24-2504	11-402-100-890-076-007- -/ MISC. - GYMNASTICS	0087338-IN	CF	MISC. - GYMNASTICS		240.00
			Total for NJSIAA/ 5929				\$240.00
NOREEN M. DRUCKER/ 16337							

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

Run on 12/07/2023 at 11:31:21 AM

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	24-1700	20-271-200-320-000-099- -/ PURCHASED PROFESSIONAL A	2023-1	CF	PURCHASED PROFESSIONAL A		6,300.00
		20-241-200-320-000-099- -/ TITLE III PROF-TECH SVC	2023-2	CF	TITLE III PROF-TECH SVC		14,700.00
					Total for NOREEN M. DRUCKER/ 16337		\$21,000.00
OAK SECURITY GROUP, LLC/ 15175							
	24-2598	11-000-261-610-600-007- -/ RHS MTNCNE SPLS	73931	CF	RHS MTNCNE SPLS		330.60
					Total for OAK SECURITY GROUP, LLC/ 15175		\$330.60
ONE SOURCE OF NEW JERSEY/ 15878							
	24-2459	11-000-261-610-052-600- -/ DW MAINTENANCE SPLS	68345	CF	DW MAINTENANCE SPLS		201.60
					Total for ONE SOURCE OF NEW JERSEY/ 15878		\$201.60
OPTIMUM/ 15005							
	24-8023	11-000-230-530-000-600- -/ DW COMMUNICATIONS	DEC 595780016	CF	DW COMMUNICATIONS		51.12
	24-8024	11-000-230-530-000-600- -/ DW COMMUNICATIONS	DEC 505156017	CF	DW COMMUNICATIONS		11.00
	24-8022	11-000-230-530-000-600- -/ DW COMMUNICATIONS	DEC 504750103	CF	DW COMMUNICATIONS		21.95
	24-8021	11-000-230-530-000-600- -/ DW COMMUNICATIONS	DEC 505250017	CF	DW COMMUNICATIONS		33.88
					Total for OPTIMUM/ 15005		\$117.95
P. G. CHAMBERS SCHOOL/ 1921							
	24-8516	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	DEC 0050599-IN	CF	TUITION PRIV IN STATE		7,529.76
	24-8517	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	DEC 0050599-IN A	CF	TUITION PRIV IN STATE		7,529.76
	24-8518	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	DEC 0050599-IN B	CF	TUITION PRIV IN STATE		7,529.76
	24-8519	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	DEC 0050599-IN C	CF	TUITION PRIV IN STATE		7,529.76
		11-000-217-320-000-250- -/ PURCHASED SERVICES	DEC 0050621-IN	CF	PURCHASED SERVICES		5,600.00
	24-8596	11-212-100-320-000-250- -/ PURCHASED PROFESSIONAL-E	OCT 0050644-IN	CF	PURCHASED PROFESSIONAL-E		5,450.00
					Total for P. G. CHAMBERS SCHOOL/ 1921		\$41,169.04
PARTS AUTHORITY, LLC/ 18721							
	24-2628	11-000-262-610-055-600- -/ B&G VEHICLE SPLS	031-005411	CF	B&G VEHICLE SPLS		365.84
	24-8047	11-000-270-610-000-700- -/ TRANSP SUPPLIES	124-291668	CF	TRANSP SUPPLIES		51.43

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

Run on 12/07/2023 at 11:31:21 AM

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
		11-000-270-610-000-700- -/ TRANSP SUPPLIES	031-021080	CF	TRANSP SUPPLIES		80.63
		11-000-270-610-000-700- -/ TRANSP SUPPLIES	056-073496	CF	TRANSP SUPPLIES		53.58
		11-000-270-610-000-700- -/ TRANSP SUPPLIES	079-354103	CF	TRANSP SUPPLIES		43.39
		11-000-270-610-000-700- -/ TRANSP SUPPLIES	124-288409	CF	TRANSP SUPPLIES		319.82
		Total for PARTS AUTHORITY, LLC/ 18721					\$914.69
PAXTON PATTERSON/ 6165							
	24-2446	11-190-100-610-507-007- -/ RHS TECHNOLOGY SPLSI	420319	CF	RHS TECHNOLOGY SPLSI		209.52
		11-190-100-610-507-007- -/ RHS TECHNOLOGY SPLSI	420383	CF	RHS TECHNOLOGY SPLSI		2,910.00
	24-2321	11-190-100-610-507-007- -/ RHS TECHNOLOGY SPLSI	419926	CF	RHS TECHNOLOGY SPLSI		774.30
		11-190-100-610-507-007- -/ RHS TECHNOLOGY SPLSI	420493	CF	RHS TECHNOLOGY SPLSI		1,222.78
		11-190-100-610-507-007- -/ RHS TECHNOLOGY SPLSI	420680	CF	RHS TECHNOLOGY SPLSI		76.14
		Total for PAXTON PATTERSON/ 6165					\$5,192.74
PC UNIVERSITY DISTRIBUTORS, INC./ 17711							
	24-2197	12-000-252-730-000-707- -/ COMPUTER CENTER EQUIPMEN	52397	CF	COMPUTER CENTER EQUIPMEN		7,797.00
		Total for PC UNIVERSITY DISTRIBUTORS, INC./ 17711					\$7,797.00
PETRO-MECHANICS, INC/ 13998							
	24-8034	11-000-270-420-000-700- -/ TRANSP CONTRACT REPAIRS	98457	CF	TRANSP CONTRACT REPAIRS		140.00
		Total for PETRO-MECHANICS, INC/ 13998					\$140.00
PHILIP BENEDEUCE TRANS/ 16035							
	24-2580	11-000-230-890-048-800- -/ GEN ADMIN MISC	REIMB FP/24-2580	CF	GEN ADMIN MISC		30.37
	24-2790	11-000-270-390-000-700- -/ TRANSP PURCH PROF SV	REIMB EXAM/24-2790	CF	TRANSP PURCH PROF SV		97.00
		Total for PHILIP BENEDEUCE TRANS/ 16035					\$127.37
PJS SYSTEMS, LLC/ 14380							
	24-2720	11-190-100-420-000-002- -/ L/R EQUIPMENT REPAIR	23-39	CF	L/R EQUIPMENT REPAIR		300.00
		Total for PJS SYSTEMS, LLC/ 14380					\$300.00
PREVENTION SPECIALISTS, INC./ 6469							
	24-8055	11-000-270-390-000-700- -/ TRANSP PURCH PROF SV	34511	CF	TRANSP PURCH PROF SV		69.00
		11-000-270-390-000-700- -/ TRANSP PURCH PROF SV	34548	CF	TRANSP PURCH PROF SV		69.00
		Total for PREVENTION SPECIALISTS, INC./ 6469					\$138.00
PRINCETON-BLAIRSTOWN CENTER, INC./ 17054							

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

Run on 12/07/2023 at 11:31:21 AM

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	24-2774	11-209-100-890-000-250- -/ BD TRIPS	11-3196-11-29-23	CF	BD TRIPS		260.00
		11-209-100-890-000-250- -/ BD TRIPS	11-3196-11-30-23	CF	BD TRIPS		280.00
					Total for PRINCETON-BLAIRSTOWN CENTER, INC./ 17054		\$540.00
PRITCHARD INDUSTRIES, INC./ 18094							
	24-8083	11-000-262-420-000-600- -/ CLEAN, REPAIR, MAINT.	NOV 7020004195	CF	CLEAN, REPAIR, MAINT.		236,883.80
					Total for PRITCHARD INDUSTRIES, INC./ 18094		\$236,883.80
PURESAN CLEANING INNOVATIONS/ 18579							
	24-2645	11-000-262-610-052-600- -/ CUSTODIAL SUPPLIES	198181-01	CF	CUSTODIAL SUPPLIES		3,154.95
		11-000-262-610-052-600- -/ CUSTODIAL SUPPLIES	198181	CF	CUSTODIAL SUPPLIES		1,051.65
					Total for PURESAN CLEANING INNOVATIONS/ 18579		\$4,206.60
R&M HOCKEY SUPPLY, INC./ 18919							
	24-2574	11-402-100-890-020-007- -/ MISC- ICE HOCKEY	24-2574	CF	MISC- ICE HOCKEY		2,062.43
					Total for R&M HOCKEY SUPPLY, INC./ 18919		\$2,062.43
RAINBOW THERAPEUTIC SERVICES, LLC/ 14298							
	24-2240	11-000-217-320-000-250- -/ PURCHASED SERVICES	N TSAKIRIDIS	CF	PURCHASED SERVICES		1,500.00
					Total for RAINBOW THERAPEUTIC SERVICES, LLC/ 14298		\$1,500.00
READING & WRITING PROJECT, LLC/ 17991							
	24-1124	20-488-200-300-000-000- -/ ADDRESSING STUDENT LEARN	SEPT 12/OCT 9	CF	ADDRESSING STUDENT LEARN		5,500.00
					Total for READING & WRITING PROJECT, LLC/ 17991		\$5,500.00
REVROBOTICS.COM/ 18421							
	24-2400	11-401-100-890-000-007- -/ RHS COCURRIC MISC	140375	CF	RHS COCURRIC MISC		302.38
					Total for REVROBOTICS.COM/ 18421		\$302.38
RHODES, ANN/ 13183							
	24-2830	11-000-230-580-878-990- -/ PUBLIC RLTN TRAVEL	REIMB RECEIPTS	CF	PUBLIC RLTN TRAVEL		352.08
		61-450-100-610-001-990- -/ CS BASES SUPPLIES	REIMB RECEIPTS	CF	CS BASES SUPPLIES		527.89

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

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
					Total for RHODES, ANN/ 13183		\$879.97
RHSCBC/ 12219							
	24-2171	11-402-100-890-071-007- -/ MISC- CHEERLEADING	602	CF	MISC- CHEERLEADING		275.00
					Total for RHSCBC/ 12219		\$275.00
RIDGE CHEERLEADING/ 18897							
	24-2214	11-402-100-890-071-007- -/ MISC- CHEERLEADING	11/12 COMP	CF	MISC- CHEERLEADING		250.00
					Total for RIDGE CHEERLEADING/ 18897		\$250.00
ROBERT KATZ/ 15415							
	24-8056	11-000-270-390-000-700- -/ TRANSP PURCH PROF SV	SEP-OCT-NOV	CF	TRANSP PURCH PROF SV		195.00
					Total for ROBERT KATZ/ 15415		\$195.00
ROBERT PETERSON/ 18428							
	24-2014	11-401-100-890-611-007- -/ RHS COCRC MUSIC MISC	23	CF	RHS COCRC MUSIC MISC		3,000.00
					Total for ROBERT PETERSON/ 18428		\$3,000.00
RONETCO SUPERMARKETS INC./ 6895							
	24-2653	11-212-100-610-000-250- -/ MD SPLS	10-30/281/165	CF	MD SPLS		63.96
		11-212-100-610-000-250- -/ MD SPLS	10-30A/281/165	CF	MD SPLS		45.97
		11-212-100-610-000-250- -/ MD SPLS	11-1/281/165	CF	MD SPLS		26.80
		11-212-100-610-000-250- -/ MD SPLS	11-2/281/165	CF	MD SPLS		55.53
		11-212-100-610-000-250- -/ MD SPLS	11-13A/281/165	CF	MD SPLS		31.72
		11-212-100-610-000-250- -/ MD SPLS	11-13B/281/165	CF	MD SPLS		70.51
		11-212-100-610-000-250- -/ MD SPLS	11-13C/281/165	CF	MD SPLS		6.57
		11-212-100-610-000-250- -/ MD SPLS	11-13D/281/165	CF	MD SPLS		37.27
		11-212-100-610-000-250- -/ MD SPLS	11-13E/281/165	CF	MD SPLS		37.53
		11-212-100-610-000-250- -/ MD SPLS	11-13F/281/165	CF	MD SPLS		38.32
		11-212-100-610-000-250- -/ MD SPLS	11-13G/281/165	CF	MD SPLS		68.42
	24-2672	11-190-100-610-204-008- -/ JFRSN SCI GEN SPLS	10-19/281/464	CF	JFRSN SCI GEN SPLS		35.94
	24-2671	11-190-100-610-204-008- -/ JFRSN SCI GEN SPLS	10-25/281/464	CF	JFRSN SCI GEN SPLS		59.31
	24-1326	11-190-100-610-509-007- -/ RHS HOME ECON SUPPL	11-14/281/207	CF	RHS HOME ECON SUPPL		55.80
		11-190-100-610-509-007- -/ RHS HOME ECON SUPPL	11-14A/281/207	CF	RHS HOME ECON SUPPL		119.48
					Total for RONETCO SUPERMARKETS INC./ 6895		\$753.13
ROXBURY COMMUNITY SCHOOL/ 10951							

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

Run on 12/07/2023 at 11:31:21 AM

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	24-8606	11-000-100-562-000-250- -/ TUITION OTHER LEA SPEC	DEC	CF	TUITION OTHER LEA SPEC		1,000.00
					Total for ROXBURY COMMUNITY SCHOOL/ 10951		\$1,000.00
ROXBURY TOWNSHIP POLICE DEPT./ 6968							
	24-2647	11-402-100-590-058-007- -/ POLICE - RHS	PONOMAREV 11-13-23	CF	POLICE - RHS		272.00
	24-2512	11-402-100-590-058-007- -/ POLICE - RHS	DELGUERICO 11-3-23	CF	POLICE - RHS		272.00
		11-402-100-590-058-007- -/ POLICE - RHS	GABODA 11-3-23	CF	POLICE - RHS		272.00
		11-402-100-590-058-007- -/ POLICE - RHS	NIEMYSKI 11-3-23	CF	POLICE - RHS		272.00
		11-402-100-590-058-007- -/ POLICE - RHS	PONOMAREV 11-3-23	CF	POLICE - RHS		272.00
		11-402-100-590-058-007- -/ POLICE - RHS	SMEDBERG 11-3-23	CF	POLICE - RHS		272.00
		11-402-100-590-058-007- -/ POLICE - RHS	XHUDO 11-3-23	CF	POLICE - RHS		272.00
					Total for ROXBURY TOWNSHIP POLICE DEPT./ 6968		\$1,904.00
RUTH SCHWAGER/ 7268							
	24-2305	11-000-291-270-200-900- -/ PERS ERIP HEALTH BENEFIT	MED REIMB 24-2305	CF	PERS ERIP HEALTH BENEFIT		989.40
					Total for RUTH SCHWAGER/ 7268		\$989.40
RUTH STIASNY/ 7848							
	24-2308	11-000-291-270-201-900- -/ TPAF ERIP HEALTH BENEFIT	MED REIMB 24-2308	CF	TPAF ERIP HEALTH BENEFIT		1,978.80
					Total for RUTH STIASNY/ 7848		\$1,978.80
RYAN RAQUET/ 17112							
	24-1184	61-423-100-300-001-990- -/ CS MUSIC PROF SVCS	W/E 11-4/24-1184	CF	CS MUSIC PROF SVCS		50.00
		61-423-100-300-001-990- -/ CS MUSIC PROF SVCS	W/E 11-18/24-1184	CF	CS MUSIC PROF SVCS		50.00
					Total for RYAN RAQUET/ 17112		\$100.00
SAFELITE AUTO GLASS/ 14896							

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

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	24-8099	11-000-270-420-000-700- -/ TRANSP CONTRACT REPAIRS	04011-230639	CF	TRANSP CONTRACT REPAIRS		442.07
					Total for SAFELITE AUTO GLASS/ 14896		\$442.07
SAGE THRIVE INC./ 14063							
	24-8090	11-000-218-320-000-007- -/ GUIDANCE PRCH SVCS	NOV INV69571	CF	GUIDANCE PRCH SVCS		5,665.00
	24-8586	11-000-216-320-000-250- -/ SP OT/PT PRCH SVC	NOV INV69571A	CF	SP OT/PT PRCH SVC		53,148.00
		11-000-216-320-000-250- -/ SP OT/PT PRCH SVC	DEC INV75271A	CF	SP OT/PT PRCH SVC		53,148.00
	24-8090	11-000-218-320-000-007- -/ GUIDANCE PRCH SVCS	DEC INV75271	CF	GUIDANCE PRCH SVCS		5,665.00
					Total for SAGE THRIVE INC./ 14063		\$117,626.00
SARAH HUNTER/ 15131							
	24-2345	61-423-100-300-001-990- -/ CS MUSIC PROF SVCS	W/E 11-4/24-2345	CF	CS MUSIC PROF SVCS		25.00
		61-423-100-300-001-990- -/ CS MUSIC PROF SVCS	W/E 11-25/24-2345	CF	CS MUSIC PROF SVCS		25.00
		61-423-100-300-001-990- -/ CS MUSIC PROF SVCS	W/E 12-2/24-2345	CF	CS MUSIC PROF SVCS		50.00
					Total for SARAH HUNTER/ 15131		\$100.00
SCARINCI & HOLLENBECK LLC/ 16464							
	24-8091	11-000-230-331-041-800- -/ LEGAL	OCT LEGAL	CF	LEGAL		3,937.50
		11-000-230-339-044-800- -/ LEGAL NEGOTIATIONS	OCT LEGAL	CF	LEGAL NEGOTIATIONS		507.50
					Total for SCARINCI & HOLLENBECK LLC/ 16464		\$4,445.00
SCHOOL HEALTH CORP./ 7217							
	24-0733	11-402-100-610-099-007- -/ SUPPLIES- TRAINER	4261531-01	CF	SUPPLIES		15.00
		11-402-100-610-099-007- -/ SUPPLIES- TRAINER	4261531-00	CF	SUPPLIES		16.88
	24-2558	11-212-100-610-000-250- -/ MD SPLS	4281478-00	CF	MD SPLS		94.49
					Total for SCHOOL HEALTH CORP./ 7217		\$126.37
SCHOOL HEALTH INSURANCE FUND/ 18586							
	24-8015	11-000-291-270-000-900- -/ MEDICAL INSUR	DEC 24-8015	CF	MEDICAL INSUR		1,023,773.00
					Total for SCHOOL HEALTH INSURANCE FUND/ 18586		\$1,023,773.00
SCHOOL SPECIALITY LLC/ 10204							

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

Run on 12/07/2023 at 11:31:21 AM

Page 35

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	24-1878	61-423-100-610-000-990- -/ CS GEN SUPPLIES	308104437571	CF	CS GEN SUPPLIES		70.16
					Total for SCHOOL SPECIALTY LLC/ 10204		\$70.16
SCHOOL SPECIALTY LLC/ 14665							
	24-1299	11-190-100-610-004-009- -/ NXN GENERAL SUPPLIES	208133415070	CF	NXN GENERAL SUPPLIES		161.09
	24-2024	11-190-100-610-204-007- -/ RHS SCI GEN SPLS	208133235313	CF	RHS SCI GEN SPLS		730.50
	24-2445	11-190-100-610-003-007- -/ RHS FRN SUPPLIES	208133415687	CF	RHS FRN SUPPLIES		1,531.28
	24-2275	11-000-213-610-000-007- -/ HEALTH GENERAL SUPPLIES	208133389779	CF	HEALTH GENERAL SUPPLIES		101.99
	24-2707	11-190-100-610-713-009- -/ NXN PHYS ED SUPPLIES	208133486856	CF	NXN PHYS ED SUPPLIES		71.98
	24-2701	11-190-100-610-204-009- -/ NXN SCI GEN SPLS	208133486862	CF	NXN SCI GEN SPLS		53.60
	24-2714	11-190-100-610-304-009- -/ NXN LA GEN SPLS	208133483438	CF	NXN LA GEN SPLS		154.08
	24-2709	11-190-100-610-104-009- -/ NIXON MATH SPLS	208133483467	CF	NIXON MATH SPLS		281.60
					Total for SCHOOL SPECIALTY LLC/ 14665		\$3,086.12
SCHOOL SPECIALTY LLC/ 7234							
	24-2251	11-000-218-610-000-005- -/ EMS GUID SPLS	308104437253	CF	EMS GUID SPLS		229.86
	24-2440	11-190-100-610-204-005- -/ EMS SCI GEN SPLS	208133409105	CF	EMS SCI GEN SPLS		88.80
	24-2173	11-190-100-610-003-005- -/ EMS FURN SUPPLIES	208133295142	CF	EMS FURN SUPPLIES		297.72
	24-2668	11-190-100-610-713-005- -/ EMS PHYS ED SUPPLIES	208133486935	CF	EMS PHYS ED SUPPLIES		375.00
					Total for SCHOOL SPECIALTY LLC/ 7234		\$991.38
SEBASTIAN D'AMATO/ 18426							
	24-2605	11-000-266-580-000-000- -/ TRAVEL - ALL OTHER	REIMB MILE/24-2605	CF	TRAVEL - ALL OTHER		75.67
					Total for SEBASTIAN D'AMATO/ 18426		\$75.67
SHANNON JARVIS/ 17065							
	NAP Check	DB:61-499- CR:61-101-		CF	ski club reg fee refund		360.00
					Total for SHANNON JARVIS/ 17065		\$360.00
SHEILA CONNELLY/ 18508							
	24-2394	11-000-223-580-878-707- -/ IMPRV INST TRVL CMPT SVC	REIMB MILE/24-2394	CF	IMPRV INST TRVL CMPT SVC		20.40
					Total for SHEILA CONNELLY/ 18508		\$20.40
SHEPARD PREPARATORY HIGH SCHOOL/ 10474							
	24-8510	20-250-100-500-000-099- -/ IDEA BASIC TUITION	DEC 112646A	CF	IDEA BASIC TUITION		5,398.08

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

Run on 12/07/2023 at 11:31:21 AM

Page 36

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	24-8511	20-250-100-500-000-099- -/ IDEA BASIC TUITION	DEC 112646	CF	IDEA BASIC TUITION		5,398.08
					Total for SHEPARD PREPARATORY HIGH SCHOOL/ 10474		\$10,796.16
SILVERGATE PREPARATORY/ 16012							
	24-2567	11-219-100-320-000-250- -/ HOME INSTR PURCH ED SV	43441	CF	HOME INSTR PURCH ED SV		70.00
		11-219-100-320-000-250- -/ HOME INSTR PURCH ED SV	43363	CF	HOME INSTR PURCH ED SV		210.00
	24-2286	11-219-100-320-000-250- -/ HOME INSTR PURCH ED SV	43363A	CF	HOME INSTR PURCH ED SV		140.00
	24-2567	11-219-100-320-000-250- -/ HOME INSTR PURCH ED SV	43610	CF	HOME INSTR PURCH ED SV		140.00
					Total for SILVERGATE PREPARATORY/ 16012		\$560.00
SIMON PETER FISHING TACKLE & BAIT/ 15244							
	24-1964	11-190-100-420-713-007- -/ RHS EQUIP REPAIR	INV DATED 9/1/23	CF	RHS EQUIP REPAIR		382.97
					Total for SIMON PETER FISHING TACKLE & BAIT/ 15244		\$382.97
SIOBHAN CASHMAN/ 16765							
	24-8066	11-000-100-562-000-250- -/ TUITION OTHER LEA SPEC	NOV	CF	TUITION OTHER LEA SPEC		5,500.00
					Total for SIOBHAN CASHMAN/ 16765		\$5,500.00
SOCCER COACHES ASSOC. OF NJ/ 10584							
	24-2721	11-402-100-890-016-007- -/ MISC- FOOTBALL	ALL STATE BANQUET	CF	MISC- FOOTBALL		110.00
					Total for SOCCER COACHES ASSOC. OF NJ/ 10584		\$110.00
SPECTRUM 360/ 9441							
	24-8526	11-000-100-566-000-250- -/ TUITION PRIV IN STATE	NOV23-72	CF	TUITION PRIV IN STATE		8,554.60
		11-000-217-320-000-250- -/ PURCHASED SERVICES	NOV23-72	CF	PURCHASED SERVICES		3,700.00
		11-000-100-566-000-250- -/ TUITION PRIV IN STATE	DEC23-069	CF	TUITION PRIV IN STATE		6,843.68
		11-000-217-320-000-250- -/ PURCHASED SERVICES	DEC23-069	CF	PURCHASED SERVICES		2,960.00
					Total for SPECTRUM 360/ 9441		\$22,058.28
SPORTS CARE ARENA/ 18702							
	24-2576	11-402-100-890-020-007- -/ MISC- ICE HOCKEY	885803	CF	MISC- ICE HOCKEY		3,003.00
		11-402-100-890-020-007- -/ MISC- ICE HOCKEY	885804	CF	MISC- ICE HOCKEY		5,219.50
		11-402-100-890-020-007- -/ MISC- ICE HOCKEY	858361	CF	MISC- ICE HOCKEY		10,510.50
					Total for SPORTS CARE ARENA/ 18702		\$18,733.00

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

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
SPORTSMAN'S/ 16067							
	24-0775	11-402-100-610-063-007- -/ SUPPLIES- SOFTBALL	86639	CF	SUPPLIES		168.50
	24-2708	11-402-100-610-016-007- -/ SUPPLIES- FOOTBALL	84851	CF	SUPPLIES- FOOTBALL		19.95
	24-0758	11-402-100-610-010-007- -/ SUPPLIES- BASEBALL	87309	CF	SUPPLIES		123.00
Total for SPORTSMAN'S/ 16067							\$311.45
ST. CLARES HOSPITAL/ 16576							
	24-2093	11-150-100-320-000-250- -/ HOME INSTRCN PRCH SV	5184	CF	HOME INSTRCN PRCH SV		110.00
Total for ST. CLARES HOSPITAL/ 16576							\$110.00
ST. JOSEPH'S HOSPITAL/ 13526							
	24-2086	11-000-219-390-000-250- -/ CST PRCH OTHR SVCS	8000019528	CF	CST PRCH OTHR SVCS		450.00
Total for ST. JOSEPH'S HOSPITAL/ 13526							\$450.00
STACEY ESTES/ 15449							
	24-2467	11-000-223-590-878-250- -/ SP SVC STF DVL TRVL	REIMB	CF	SP SVC STF DVL TRVL		61.99
			MILE/24-2467				
Total for STACEY ESTES/ 15449							\$61.99
STAPLES CONTRACT & COMMERCIAL INC./ 2261							
	24-2324	11-401-100-890-000-007- -/ RHS COCURRIC MISC	3550846304	CF	RHS COCURRIC MISC		121.66
Total for STAPLES CONTRACT & COMMERCIAL INC./ 2261							\$121.66
STEFANIE DEL RUSSO/ 16406							
	24-2662	11-000-223-590-878-002- -/ L/R STAFF DVL TRAVEL	REIMB	CF	L/R STAFF DVL TRAVEL		86.75
			WS/24-2662				
Total for STEFANIE DEL RUSSO/ 16406							\$86.75
STONES BY VINCENZO CORP./ 18931							
	24-2782	11-000-261-610-600-007- -/ RHS MTNCNE SPLS	8117	CF	RHS MTNCNE SPLS		1,500.00
Total for STONES BY VINCENZO CORP./ 18931							\$1,500.00
STORR TRACTOR CO./ 7862							
	24-1793	11-000-263-610-054-600- -/ GROUNDS GENERAL SUPPLIES	1171498	CF	GROUNDS GENERAL SUPPLIES		598.48
	24-2522	11-000-263-610-054-600- -/ GROUNDS GENERAL SUPPLIES	1171458	CF	GROUNDS GENERAL SUPPLIES		1,429.42
		11-000-263-610-054-600- -/ GROUNDS GENERAL SUPPLIES	1171873	CF	GROUNDS GENERAL SUPPLIES		504.66
Total for STORR TRACTOR CO./ 7862							\$2,532.56
STUART MASON RHS/ 14867							

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

Run on 12/07/2023 at 11:31:21 AM

Page 38

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	24-2773	11-402-100-590-000-007- -/ ATHLETICS PROF DEV COACH	REIMB	CF	ATHLETICS PROF DEV COACH		334.69
			MILE/24-2773				
			Total for STUART MASON		RHS/ 14867		\$334.69
SUSSEX COUNTY TECHNICAL SCHOOL/ 16756							
	24-8597	11-000-100-564-000-250- -/ TUI TION COUNTY VOC SPCL	NOV 24-00074	CF	TUI TION COUNTY VOC SPCL		1,179.50
			Total for SUSSEX COUNTY TECHNICAL SCHOOL/ 16756				\$1,179.50
TENNIS EXPRESS, LLC/ 18892							
	24-2115	11-402-100-610-065-007- -/ SUPPLIES- G TENNIS	13924	CF	SUPPLIES- G TENNIS		68.00
			Total for TENNIS EXPRESS, LLC/ 18892				\$68.00
TERRANOVA GROUP T/A CHAPEL HILL/ 1861							
	24-8592	20-250-100-500-000-099- -/ IDEA BASIC TUITION	JAN 0124-045	CF	IDEA BASIC TUITION		8,652.00
			Total for TERRANOVA GROUP T/A CHAPEL HILL/ 1861				\$8,652.00
THELMA HANEY/ 3995							
	24-2304	11-000-291-270-200-900- -/ PERS ERIP HEALTH BENEFIT	MED REIMB	CF	PERS ERIP HEALTH BENEFIT		1,978.80
			24-2304				
			Total for THELMA HANEY/ 3995				\$1,978.80
THERAPY SHOPPE, INC./ 13386							
	24-2271	11-190-100-610-004-009- -/ NXN GENERAL SUPPLIES	401987	CF	Therapy Shoppe		265.91
			Total for THERAPY SHOPPE, INC./ 13386				\$265.91
THERMCO/ 18446							
	24-2476	11-000-261-610-600-002- -/ L/R MNTNCE SPLS	126848	CF	L/R MNTNCE SPLS		1,750.90
			Total for THERMCO/ 18446				\$1,750.90
TJ'S SPORTWIDE TROPHY/ 8190							
	24-2294	11-402-100-610-055-007- -/ SUPPLIES- FIELD HOCKEY	694354	CF	SUPPLIES- FIELD HOCKEY		64.20
	24-2526	11-402-100-890-076-007- -/ MISC. - GYMNASTICS	694442	CF	MISC. - GYMNASTICS		64.20
	24-2478	11-402-100-610-014-007- -/ BOYS CROSS CNTRY	694417	CF	BOYS CROSS CNTRY		64.20
		11-402-100-610-075-007- -/ SUPPLIES- G CROSS COUNTR	694417	CF	SUPPLIES- G CROSS COUNTR		64.20
	24-2635	11-402-100-890-061-007- -/ MISC- G SOCCER	694467	CF	MISC- G SOCCER		64.20
			Total for TJ'S SPORTWIDE TROPHY/ 8190				\$321.00
TOWNSHIP OF ROXBURY/ 8237							

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

Run on 12/07/2023 at 11:31:21 AM

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	24-2834	11-000-262-490-000-600- -/ B&G VEHICLE LEASE/PRCH	TURF FIELD - FINAL	CF	B&G VEHICLE LEASE/PRCH		12,056.00
Total for TOWNSHIP OF ROXBURY/ 8237							\$12,056.00
TOWNSHIP OF ROXBURY SEWER DEPARTMENT/ 8238							
	24-8089	11-000-262-490-060-600- -/ B&G PURCH WATER/SEWER	4TH QTR EMS	CF	B&G PURCH WATER/SEWER		889.33
		11-000-262-490-060-600- -/ B&G PURCH WATER/SEWER	4TH QTR FRANKLIN	CF	B&G PURCH WATER/SEWER		1,279.93
		11-000-262-490-060-600- -/ B&G PURCH WATER/SEWER	4TH QTR JEFFERSON	CF	B&G PURCH WATER/SEWER		695.80
		11-000-262-490-060-600- -/ B&G PURCH WATER/SEWER	4TH QTR KENNEDY	CF	B&G PURCH WATER/SEWER		586.93
		11-000-262-490-060-600- -/ B&G PURCH WATER/SEWER	4TH QTR L/R	CF	B&G PURCH WATER/SEWER		1,172.83
		11-000-262-490-060-600- -/ B&G PURCH WATER/SEWER	4TH QTR MAINT	CF	B&G PURCH WATER/SEWER		140.00
		11-000-262-490-060-600- -/ B&G PURCH WATER/SEWER	4TH QTR NIXON	CF	B&G PURCH WATER/SEWER		555.43
		11-000-262-490-060-600- -/ B&G PURCH WATER/SEWER	4TH QTR RHS	CF	B&G PURCH WATER/SEWER		3,377.83
		11-000-262-490-060-600- -/ B&G PURCH WATER/SEWER	4TH QTR ROOS	CF	B&G PURCH WATER/SEWER		140.00
Total for TOWNSHIP OF ROXBURY SEWER DEPARTMENT/ 8238							\$8,838.08
TOWNSHIP OF ROXBURY WATER DEPARTMENT/ 8239							
	24-8088	11-000-262-490-060-600- -/ B&G PURCH WATER/SEWER	4TH QTR	CF	B&G PURCH WATER/SEWER		977.56
Total for TOWNSHIP OF ROXBURY WATER DEPARTMENT/ 8239							\$977.56
TULPEHOCKEN SPRING WATER/ 16899							
	24-8087	11-000-230-890-048-800- -/ GEN ADMIN MISC	7335400	CF	GEN ADMIN MISC		54.00
		11-000-230-890-048-800- -/ GEN ADMIN MISC	7342691	CF	GEN ADMIN MISC		20.00
	24-8094	11-000-219-610-000-250- -/ CST SUPPLIES	7333916	CF	CST SUPPLIES		81.89
		11-000-219-610-000-250- -/ CST SUPPLIES	7342692	CF	CST SUPPLIES		10.00

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

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	24-8057	11-000-270-610-000-700- -/ TRANSP SUPPLIES	7335399	CF	TRANSP SUPPLIES		28.19
		11-000-270-610-000-700- -/ TRANSP SUPPLIES	7341362	CF	TRANSP SUPPLIES		21.64
	24-8087	11-000-230-890-048-800- -/ GEN ADMIN MISC	7341363	CF	GEN ADMIN MISC		48.00
		11-000-230-890-048-800- -/ GEN ADMIN MISC	7347723	CF	GEN ADMIN MISC		20.00
	24-8094	11-000-219-610-000-250- -/ CST SUPPLIES	7347724	CF	CST SUPPLIES		10.00
Total for TULPEHOCKEN SPRING WATER/ 16899							\$293.72
TUXEDO BY SARNO/ 13065							
	24-2415	11-401-100-420-611-007- -/ PURCHASED SERVICES (300-	TL6445-2023-24	CF	PURCHASED SERVICES (300-		2,385.00
	24-2680	11-401-100-420-611-007- -/ PURCHASED SERVICES (300-	C-TL6445-2023-2024	CF	PURCHASED SERVICES (300-		2,649.40
Total for TUXEDO BY SARNO/ 13065							\$5,034.40
UNITED SUPPLY CORP./ 15751							
	24-0524	11-000-219-610-000-250- -/ CST SUPPLIES	668706	CF	SUPPLIES		6.08
	24-0622	11-190-100-610-004-010- -/ KNDY GENERAL SUPPLIES	663040	CF	SUPPLIES		52.40
	24-0655	11-000-219-610-000-250- -/ CST SUPPLIES	663033	CF	SUPPLIES		9.49
	24-0458	11-190-100-610-004-003- -/ FRNKLN GENERAL SUPPLIES	668722	CF	SUPPLIES		7.58
	24-2159	11-190-100-610-004-010- -/ KNDY GENERAL SUPPLIES	B686633-1	CF	KNDY GENERAL SUPPLIES		28.47
		11-190-100-610-004-010- -/ KNDY GENERAL SUPPLIES	686633	CF	KNDY GENERAL SUPPLIES		209.26
	24-0485	11-212-100-610-000-250- -/ MD SPLS	B668716-1	CF	SUPPLIES		0.98
	24-0633	11-190-100-610-004-010- -/ KNDY GENERAL SUPPLIES	B663038-1	CF	SUPPLIES		11.38
	24-0346	11-190-100-610-004-008- -/ JFRSN GENERAL SUPPLIES	668749	CF	SUPPLIES		11.89
	24-0729	11-190-100-610-404-007- -/ RHS SOC STDS GEN SPL	662486	CF	SUPPLIES		23.74
		11-190-100-610-404-007- -/ RHS SOC STDS GEN SPL	B662486-1	CF	SUPPLIES		281.58
		11-190-100-610-404-007- -/ RHS SOC STDS GEN SPL	B662486-2	CF	SUPPLIES		226.28
	24-1788	11-000-240-610-000-010- -/ KNDY SUPPLIES	681333	CF	KNDY SUPPLIES		106.50
	24-1168	11-190-100-610-204-007- -/ RHS SCI GEN SPLS	677494	CF	RHS SCI GEN SPLS		210.80
	24-0359	11-190-100-610-004-003- -/ FRNKLN GENERAL SUPPLIES	B668746-1	CF	SUPPLIES		9.21
	24-0301	11-190-100-610-610-007- -/ RHS ART SUPPLIES	668755	CF	SUPPLIES		169.95
		11-190-100-610-610-007- -/ RHS ART SUPPLIES	B668755-1	CF	SUPPLIES		14.20
	24-0247	11-190-100-610-610-009- -/ NXN ART SUPPLIES	668777	CF	SUPPLIES		7.08
	24-2130	11-000-219-610-000-250- -/ CST SUPPLIES	B683027-1	CF	CST SUPPLIES		19.00
	24-1168	11-190-100-610-204-007- -/ RHS SCI GEN SPLS	B677494-1	CF	RHS SCI GEN SPLS		23.21
Total for UNITED SUPPLY CORP./ 15751							\$1,429.08

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

Run on 12/07/2023 at 11:31:21 AM

Page 41

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
UNITY CHARTER SCHOOL/ 13321							
	24-8615	10-000-100-560-000-900- -/ TRANSF CHARTER SCHOOL	AUGUST	CF	TRANSF CHARTER SCHOOL		2,162.00
		10-000-100-560-000-900- -/ TRANSF CHARTER SCHOOL	JULY	CF	TRANSF CHARTER SCHOOL		2,162.00
		10-000-100-560-000-900- -/ TRANSF CHARTER SCHOOL	NOV	CF	TRANSF CHARTER SCHOOL		2,500.00
		10-000-100-560-000-900- -/ TRANSF CHARTER SCHOOL	OCT	CF	TRANSF CHARTER SCHOOL		2,500.00
		10-000-100-560-000-900- -/ TRANSF CHARTER SCHOOL	SEPT	CF	TRANSF CHARTER SCHOOL		2,500.00
Total for UNITY CHARTER SCHOOL/ 13321							\$11,824.00
UNIVERSAL LACROSSE COMPANY, LLC/ 18833							
	24-1570	11-402-100-610-051-007- -/ SUPPLIES- G BASKETBALL	15471	CF	SUPPLIES- G BASKETBALL		760.60
Total for UNIVERSAL LACROSSE COMPANY, LLC/ 18833							\$760.60
US FOODS/ 12045							
	24-2696	11-190-100-610-509-007- -/ RHS HOME ECON SUPPL	2313473	CF	RHS HOME ECON SUPPL		2,000.54
	24-2740	11-190-100-610-509-007- -/ RHS HOME ECON SUPPL	2750545	CF	RHS HOME ECON SUPPL		1,857.12
Total for US FOODS/ 12045							\$3,857.66
VERIZON/ 1394							
	24-8061	11-000-230-530-000-600- -/ DW COMMUNICATIONS	NOV 24-8061	CF	DW COMMUNICATIONS		1,295.54
Total for VERIZON/ 1394							\$1,295.54
VERIZON WIRELESS/ 14509							
	24-8082	11-000-230-530-000-600- -/ DW COMMUNICATIONS	OCT 9947883687	CF	DW COMMUNICATIONS		1,418.35
		11-000-230-530-000-600- -/ DW COMMUNICATIONS	NOV 9950322063	CF	DW COMMUNICATIONS		1,418.10
Total for VERIZON WIRELESS/ 14509							\$2,836.45
VISION SERVICE PLAN INSURANCE COMPANY/ 18134							
	24-8013	11-000-291-270-000-900- -/ MEDICAL INSUR	DEC 819236352	CF	MEDICAL INSUR		918.97
		11-000-291-270-000-900- -/ MEDICAL INSUR	DEC 819236334	CF	MEDICAL INSUR		1,740.07
		11-000-291-270-000-900- -/ MEDICAL INSUR	DEC 819236315	CF	MEDICAL INSUR		16.98
Total for VISION SERVICE PLAN INSURANCE COMPANY/ 18134							\$2,676.02
VOLTANI, INC./ 15966							

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

Run on 12/07/2023 at 11:31:21 AM

Page 42

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
	24-2191	11-000-222-610-030-007- -/ RHS MEDIA SPLS	D49	CF	RHS MEDIA SPLS		935.94
					Total for VOLTANI, INC./ 15966		\$935.94
VOORHEES CHEER BOOSTER CLUB (VCBC)/ 18898							
	24-2215	11-402-100-890-071-007- -/ MISC- CHEERLEADING	11/11 COMP	CF	MISC- CHEERLEADING		250.00
					Total for VOORHEES CHEER BOOSTER CLUB (VCBC)/ 18898		\$250.00
WARD'S NATURAL SCIENCE/ 8674							
	24-0730	11-190-100-610-204-005- -/ EMS SCI GEN SPLS	8814509325	CF	SUPPLIES		167.76
					Total for WARD'S NATURAL SCIENCE/ 8674		\$167.76
WELDON ASPHALT CO./ 8758							
	24-2617	11-000-263-610-054-600- -/ GROUNDS GENERAL SUPPLIES	2046265	CF	GROUNDS GENERAL SUPPLIES		1,339.32
					Total for WELDON ASPHALT CO./ 8758		\$1,339.32
WEST MORRIS AREA YMCA/ 16164							
	24-8604	11-000-216-320-000-250- -/ SP OT/PT PRCH SVC	1162	CF	SP OT/PT PRCH SVC		1,225.00
					Total for WEST MORRIS AREA YMCA/ 16164		\$1,225.00
WESTERN PSYCHOLOGICAL SERVICES/ 8797							
	24-2638	11-000-216-320-000-250- -/ SP OT/PT PRCH SVC	WPS-473774	CF	SP OT/PT PRCH SVC		86.90
					Total for WESTERN PSYCHOLOGICAL SERVICES/ 8797		\$86.90
WILLIAM CRISPINO/ 18706							
	24-2724	11-000-223-590-878-007- -/ RHS STAFF DVL TRVL	REIMB MILE/24-2724	CF	RHS STAFF DVL TRVL		129.72
					Total for WILLIAM CRISPINO/ 18706		\$129.72
WILLIAM SMITH RHS B&G/ 12816							
	24-2685	11-000-291-290-000-600- -/ MAINTENANCE UNIFORMS	REIMB BOOTS/24-268 5	CF	MAINTENANCE UNIFORMS		139.95
					Total for WILLIAM SMITH RHS B&G/ 12816		\$139.95
WILMA WOODLAND/ 8954							
	24-2307	11-000-291-270-200-900- -/ PERS ERIp HEALTH BENEFIT	MED REIMB 24-2307	CF	PERS ERIp HEALTH BENEFIT		989.40

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

Run on 12/07/2023 at 11:31:21 AM

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Pending Payments							
Total for WILMA WOODLAND/ 8954							\$989.40
WOODY KIM/ 4247							
	24-2453	11-401-100-420-611-007- -/ PURCHASED SERVICES (300-	090499	CF	PURCHASED SERVICES (300-		99.00
Total for WOODY KIM/ 4247							\$99.00
ZONAR SYSTEMS, INC./ 18299							
	24-2181	11-000-270-593-000-700- -/ TRANS SOFTWARE	INV606073	CF	TRANS SOFTWARE		44,660.52
	24-2247	11-000-270-610-000-700- -/ TRANSP SUPPLIES	INV608139	CF	TRANSP SUPPLIES		1,606.83
Total for ZONAR SYSTEMS, INC./ 18299							\$46,267.35
Total for Pending Payments							\$4,205,190.10

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

Run on 12/07/2023 at 11:31:21 AM

Page 44

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Unposted Checks							
NJNG/ 5866							
	24-8081	11-000-262-621-000-600- -/ HEAT DISTRICT WIDE	OCT 24-8081	CF	HEAT DISTRICT WIDE	118510	13,318.72
				Total for NJNG/ 5866			<u>\$13,318.72</u>
					Total for Unposted Checks		<u>\$13,318.72</u>

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

Run on 12/07/2023 at 11:31:21 AM

Page 45

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batches 52,53,60 and Check Date is 11/20/2023

va_bill5.032923
11/01/2023

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

Run on 12/07/2023 at 11:31:21 AM

Fund Summary		Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
		10	10	\$11,824.00				\$11,824.00
		10	11	\$2,444,069.99				\$2,444,069.99
		10	12	\$234,543.88				\$234,543.88
		Fund 10	TOTAL	\$2,690,437.87				\$2,690,437.87
		20	20	\$190,677.51				\$190,677.51
		20	P2	\$339,328.13				\$339,328.13
		Fund 20	TOTAL	\$530,005.64				\$530,005.64
		30	30	\$822,684.43				\$822,684.43
		60	60	\$171,447.55				\$171,447.55
		61	61	\$3,573.33	\$360.00			\$3,933.33
		GRAND	TOTAL	\$4,218,148.82	\$360.00	\$0.00	\$0.00	\$4,218,508.82

Chairman Finance Committee

Member Finance Committee

Roxbury Public Schools

Bills And Claims Report By Vendor Name

for Batch 60 and Check Date is 11/14/2023

va_bill5.032923
11/01/2023

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Unposted Checks							
AMERICAN CHORAL DIR. ASSOC/ 13005							
	24-2583	11-401-100-890-611-007- -/ RHS COCRC MUSIC MISC	ORDER ID: E-1005	CF	RHS COCRC MUSIC MISC	118506	998.00
Total for AMERICAN CHORAL DIR. ASSOC/ 13005							\$998.00
MONTGOMERY LAW GROUP PLLC/ 18923							
	24-2593	11-000-230-339-044-800- -/ LEGAL NEGOTIATIONS	DKT NO: 10796-22	EDS CF	LEGAL NEGOTIATIONS	118507	870.00
Total for MONTGOMERY LAW GROUP PLLC/ 18923							\$870.00
Total for Unposted Checks							\$1,868.00

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

Run on 11/13/2023 at 09:14:25 AM

Corrective Action Plan (CAP)
For the Fiscal Year ended June 30, 2023
Prepare only when there is a finding(s) in the ACFR or AMR

December 11, 2023 Agenda

Upload to the ACFR Repository with file name: CAP.PDF (within 45 days of Board accepting the Audit)

Email a copy of the CAP to: CAP@ag.nj.gov

School District/Charter/Renaissance School Project: Roxbury Township Public Schools

County: Morris

Contact Person: Joseph Mondanaro

Type of Audit: ACFR

Email Address / Telephone Number: jmondanaro@roxbury.org / 973-584-6099 x5003

Date of Board Meeting: 12/11/2023

A	B	C	D	E	F
ACFR/AMR (1) Finding #	Finding (Condition) (1)	Recommendation (1)	Method of Implementation (2)	Person Responsible for Implementation	Implementation Date
2023-002		The correct amount of unexpended grant balances be set up in the District's accounting system for the Education Stabilization Fund grant programs and that any budget transfers and/or amendments in excess of 10% be submitted to the State for approval.	The Business Administrator will ensure that all unexpended balances be set up in our finance management system appropriately in the new fiscal year and that all transfers of more than 10% be submitted to the State for approval.	Business Administrator	6/30/2023

(1) Columns A, B & C: Please use exact language from ACFR or AMR. If finding(s) is reported in both ACFR & AMR use extract language from ACFR.

(2) Column D: Please describe the LEA's Method of Implementation to ensure the finding(s) will not recur.

Updated 6/30/2023

Corrective Action Plan (CAP)
For the Fiscal Year ended June 30, 2023
Prepare only when there is a finding(s) in the ACFR or AMR

December 11, 2023 Agenda

Upload to the ACFR Repository with file name: CAP.PDF (within 45 days of Board accepting the Audit)

Email a copy of the CAP to: CAP@ag.nj.gov

School District/Charter/Renaissance School Project: Roxbury Township Public Schools**County: Morris****Contact Person: Joseph Mondanaro****Type of Audit: ACFR****Email Address / Telephone Number: jmondanaro@roxbury.org / 973-584-6099 x5003****Date of Board Meeting: 12/11/2023****Chief School Administrator:****Date:****Board Secretary/ School Business Administrator:****Date:**

(1) Columns A, B & C: Please use exact language from ACFR or AMR. If finding(s) is reported in both ACFR & AMR use extract language from ACFR.

(2) Column D: Please describe the LEA's Method of Implementation to ensure the finding(s) will not recur.

Stale Dated Checks - Stop Payments Issued

21-1507	6540	\$	22.00	11-007-000-000-000-009
21-1483	6543	\$	22.00	11-007-000-000-000-009
21-1485	6545	\$	22.00	11-007-000-000-000-009
21-1500	6555	\$	44.00	11-007-000-000-000-009
21-1532	6561	\$	22.00	11-007-000-000-000-009
21-2742	6681	\$	95.00	95-007-000-000-000-072
21-2744	6716	\$	190.00	95-007-000-000-000-072
21-3083	6778	\$	95.00	95-007-000-000-000-072
21-3104	6780	\$	95.00	95-007-000-000-000-072
21-3582	6814	\$	100.00	95-007-000-000-000-044
22-3545	6933	\$	1,266.00	95-007-000-000-000-047
22-3462	6942	\$	52.00	95-007-000-000-000-046
22-3941	6969	\$	650.00	95-007-000-000-000-010
22-4403	7035	\$	100.00	95-007-000-000-000-044
23-2706	7099		300.00	95-007-000-000-000-048
23-3444	7141		335.00	95-007-000-000-000-019

POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Program
2270/Page 1 of 2
RELIGION IN THE SCHOOLS

2270 RELIGION IN THE SCHOOLS

The Board of Education recognizes that religious belief and disbelief are matters of personal conviction rather than governmental authority and the students of this district are protected by the First Amendment of the United States Constitution and by Article I, Paragraph 4 of the New Jersey State Constitution from the establishment of religion in the schools. The First Amendment requires public school officials to show neither favoritism toward nor hostility against religious expression such as prayer.

As a condition of receiving Elementary and Secondary Education Act of 1965 (ESEA) funds, the Board of Education must annually certify in writing to the New Jersey Department of Education that no Board policy prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary and secondary schools, as detailed in the United States Department of Education's Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools (USDOE Guidance). The Board must provide this certification to the New Jersey Department of Education by October 1 of each year during which the Board participates in an ESEA program. The USDOE Guidance provides information on the current state of the law concerning constitutionally protected prayer and religious expression in public elementary and secondary schools.

The following activities as outlined in the USDOE Guidance will be permitted upon applying the governing constitutional principles in particular public school contexts related to ~~prayer: prayer and religious exercise expression: prayer~~ during non-instructional time; organized prayer groups and activities; ~~teachers, administrators, and other school employees;~~ moments of silence; accommodations of ~~for personal prayer and religious exercise~~ during instructional time; ~~prayer in classroom assignments;~~ student assemblies and noncurricular events; prayer at graduation; and/or baccalaureate ceremonies; ~~and/or personal activities of teachers, administrators, and other school employees' activities.~~

The following activities as outlined in the USDOE Guidance will be permitted upon applying the governing constitutional principles regarding religious expression other than prayer in particular public school contexts ~~in particular contexts related to religious expression:~~ religious literature; teaching about religion; student dress codes and policies; religious expression in class assignments and homework; and/or religious excusals for religious activities.



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Program
2270/Page 2 of 2
RELIGION IN THE SCHOOLS

In addition to the constitutional principles outlined in this Policy and the USDOE Guidance, public schools may also be subject to requirements under Federal and State laws relevant to prayer and religious expression. Such Federal and State laws may not; however, obviate or conflict with a public school's Federal constitutional obligations described in the USDOE Guidance. The Equal Access Act, 20 U.S.C. Section 4071, is designed to ensure that student religious activities are **accorded** ~~afforded~~ the same access to Federally funded public secondary school facilities as are student secular activities.

The United States Department of Justice has developed guidance for interpreting the Equal Access Act's requirements outlined in the USDOE Guidance in the area of general provisions, prayer service and worship exercises, means of publicized meetings, lunch-time and recess, and leadership of religious student groups.

Any issues regarding **prayer and religious expression** ~~religion~~ in the schools, **the USDOE Guidance**, and the provisions of this Policy shall be referred to the Superintendent of Schools who may consult with the Board Attorney.

U.S. Const. Amend. 1

The Equal Access Act, 20 U.S.C. Section 4071

U.S. Department of Education - Guidance on Constitutionally Protected

Prayer **and Religious Expression** in Public Elementary and Secondary Schools – ~~January 16, 2020~~ **May 15, 2023**

N.J. Const. (1947) Art. 1, para. 4

N.J.S.A. 18A:35-4.6 et seq.; 18A:36-16

Adopted: 14 October 2013

Revised: 17 August 2020

Revised: 11 December 2023



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
3161/Page 1 of 4
EXAMINATION FOR CAUSE

3161 EXAMINATION FOR CAUSE

A. Pursuant to N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.3, ~~t~~The Board of Education may require the physical ~~and/or~~ psychiatric examination of ~~any~~ a teaching staff member ~~whenever, in the judgement of the Board, a teaching staff member who~~ shows evidence of deviation from normal physical or mental health ~~in accordance with N.J.A.C. 6A:32-6.3(b) The Superintendent or designee shall a physical and/or psychiatric examination of a teaching staff member whenever, in the judgement of the Superintendent, a teaching staff member shows evidence of deviation from normal physical or mental health, to determine the teaching staff member's physical and mental fitness to perform, with reasonable accommodation, the position the teaching staff member currently holds, or to detect any health risk(s) to students and other employees. When the Board requires a~~ A teaching staff member ~~that is required~~ to undergo a physical ~~and/or~~ psychiatric examination:

1. ~~shall be provided a written statement of reasons for the required examination(s) and notice~~ The teaching staff member shall be provided with a written statement of the reasons for the required examination;

2. ~~and has the right to request~~ The teaching staff member shall be provided with a hearing, if requested ~~with the Board.~~

a. Notice of the teaching staff member's right to a hearing shall be provided with the statement of reasons for the required examination;

b. The teaching staff member must request the Board hearing, in writing within five working days of the teaching staff member's receipt of the written statement of reasons:

(1) The teaching staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the teaching staff member failed to timely request a hearing before the Board;

c. The Board hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
3161/Page 2 of 4
EXAMINATION FOR CAUSE

teaching staff member the opportunity to appear before the Board to refute the reason(s) for the required examination(s);

d. ~~, provided any such hearing is requested by the teaching staff member in writing within five working days of the teaching staff member's receipt of the written statement of reasons. A teaching staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the teaching staff member failed to timely request a hearing before the Board or failed to persuade the Board at the hearing that the teaching staff member should not be required to submit to the appropriate examination(s); and~~

e. The Board's determination ~~at the conclusion~~ of such a hearing is ~~shall be~~ appealable to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 – Appeals pursuant to N.J.A.C. 6A:32-6.3(b)2.

3. The teaching staff member may refuse, without reprisal, to waive their right to protect the confidentiality of medical information, in accordance with P.L. 104-191, Health Insurance Portability and Accountability Act of 1996.

B. Pursuant to N.J.S.A 18A:16-3, ~~the Board shall bear the cost of the examinations made if the examination is performed by a physician or institution designated by the Board. However, the teaching staff member shall bear the cost if the examination is performed by a physician or institution designated by the teaching staff member with the approval of the Board. The examination may be performed by a physician or institution of the teaching staff member's own choosing, approved by the Board, and at the teaching staff member's own expense in accordance with N.J.S.A. 18A:16-3 and N.J.A.C. 6A:32-6.3.~~

1. If the teaching staff member submits names of physicians or institutions to the Board for consideration to complete the appropriate examination(s), the Board is not required to designate the physician or institution submitted for consideration by the teaching staff member, but shall not act unreasonably in withholding its approval of the physician or institution.



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
3161/Page 3 of 4
EXAMINATION FOR CAUSE

2. ~~The Board shall require that~~ The teaching staff member shall authorize the physician or institution performing the examination to immediately release of the examination results to the Superintendent.
 3. All records and reports relating to any such examination shall be the property of the Board, in accordance with N.J.S.A. 18A:16-5.
 - a. Health records of teaching staff members, including computerized records, shall be secured, stored, and maintained separately from other personnel files; and
 - b. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5.
 4. If the results of the examination indicate mental abnormality or communicable disease, the teaching staff member shall be ineligible for further service until proof of recovery, satisfactory to the Board, is furnished, but if the teaching staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4.
- C. In order to return to work, the teaching staff member must submit to an appropriate examination and submit the results of the examination to the Superintendent.
1. The examination must be conducted by a physician or institution upon which the Board and teaching staff member confer and agree;
 2. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
3161/Page 4 of 4
EXAMINATION FOR CAUSE

conducted by the teaching staff member's choice, the cost shall be borne by the teaching staff member; ~~and~~–

3. The teaching staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.

D. ~~The~~A teaching staff member who refuses to submit to the examination required by this Policy and has exhausted the hearing procedures established by law and this policy shall be subject to discipline, which may include, but is not limited to, termination or certification of tenure charges to the Commissioner of Education, as applicable.

42 U.S.C.A. 12101

N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4; 18A:25-7;
18A:28-5; 18A:30-1 et seq.

N.J.A.C. 6A:32-6.3

Adopted: 14 October 2013

Revised: 13 June 2022

Revised: 11 December 2023



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
3212/Page 1 of 2
ATTENDANCE (M)

3212 ATTENDANCE (M)

M

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. **Teaching staff** Staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a **teaching** staff member's job performance.

Teaching staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for teaching staff members to report the use of sick leave and other absences. A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with **statute, administrative code, or** Board policy; falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences may be subject to appropriate consequences, which may include, **but not to be limited to**, the withholding of a salary increment, **termination** dismissal, **nonrenewal**, and/or certification of tenure charges.

Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01. ~~In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household. No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for~~ **by statute; administrative code;** ~~in the collective bargaining agreement; negotiated with the member's majority representative, in an individual employment contract; or provided in the policies of the Board. In accordance with N.J.S.A. 18A:30-4, T~~he Superintendent or Board of Education may require **verification** ~~a physician's certificate~~ to be filed with the Secretary of the Board in order to obtain sick leave **in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.**

The Superintendent, in consultation with administrative staff members, will review the rate of absence among **teaching** ~~the~~ staff members. The review will include the collection and analysis of attendance **patterns** ~~data~~, the training of



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
3212/Page 2 of 2
ATTENDANCE (M)

teaching staff members in their attendance responsibilities, and the counseling of teaching staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:27-4; 18A:28-5; 18A:30-1 ~~et seq.~~ 18A:30-2; 18A:30-4

Adopted: 5 October 2015

Revised: 11 December 2023



REGULATION

TEACHING STAFF MEMBERS

R 3212/Page 1 of 5

~~PROFESSIONAL STAFF ATTENDANCE~~

R 3212 ~~PROFESSIONAL STAFF ATTENDANCE~~

A. Review of Attendance Data

1. A record shall be kept of the attendance of each teaching staff member, including teachers; educational services personnel; and administrators; **and other certificated staff members**. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. The record will distinguish sick leave, professional days, unpaid leaves of absence, personal leave, **bereavement leave**, and other **leaves of absences taken by the teaching staff member** ~~approved leaves~~. The **teaching staff member's** ~~employee's~~ attendance record will include notation of verification of an absence where such verification is required by **the Superintendent or by Policy and Regulation No. 3432 1642.01**. The **teaching staff member's** ~~employee's~~ rate of absence shall be calculated at least **once per school year** ~~every pay period~~ and entered on the **teaching staff member's** ~~his/her~~ attendance record. **A teaching staff member's** ~~An employee's~~ attendance record shall be part of the **teaching staff member's** ~~employee's~~ personnel file.
2. ~~At the end of each year, a~~ **A** cumulative attendance record shall be assembled for each school **in and for the school district and also for the school district as required by the New Jersey Department of Education**.
3. An attendance summary shall be prepared from the cumulative attendance record. The attendance summary shall show the rate of absence for each school **in and for the district and also for the school district**. ~~The attendance summary shall be posted in each school of the district.~~
4. ~~A record shall be made of the appointment of substitutes for absent employees and the wages paid to substitutes.~~

B. Attendance **Reporting and** Improvement Plan

1. Planning
 - a. **Each absence of a teaching staff member shall be reported by the teaching staff member in accordance with the school district's procedure.**



REGULATION

TEACHING STAFF MEMBERS
R 3212/Page 2 of 5
~~PROFESSIONAL STAFF ATTENDANCE~~

- b. The absence of a teaching staff member shall be provided to the teaching staff member's Principal or supervisor designated by the Superintendent, as appropriate, who shall determine if a substitute or replacement is required for the period of the absence.
 - c. A report of such absences shall also be provided to the Superintendent or designee.
 - d. The Principal or supervisor designated by the Superintendent shall determine if an absence requires further verification. Reasons for further verification may include, but are not limited to, the following:
 - (1) A pattern of absences on the same day(s) of the week;
 - (2) A pattern of absences before or after nonworking days;
 - (3) The habitual exhaustion of personal leave.
 - e. The Superintendent or designee will meet with Building Principals and supervisors ~~appropriate administrators~~ to discuss the attendance records of teaching staff members ~~summary~~. The attendance records ~~summary~~ shall be analyzed for patterns of absence, such as excessive absenteeism in a given department, school, or work place in the school district, among certain groups of teaching staff members employees, for certain specific causes, or on certain days of the week, month, or year. Specific strategies for reducing the rate of absence shall be developed.
2. Implementation
- a. The Superintendent or designee or the teaching staff member's Building Principal or supervisor designated by the Superintendent shall be responsible for implementing the district's a plan for the



REGULATION

TEACHING STAFF MEMBERS

R 3212/Page 3 of 5

~~PROFESSIONAL STAFF ATTENDANCE~~

improvement of teaching staff member attendance ~~in his/her school building.~~

- b. The teaching staff member's Principal or supervisor designated by the Superintendent shall encourage the regular attendance of the teaching staff members in ~~his/her building~~ their workplace, school, or department. ~~He/She~~ The teaching staff member's Principal or supervisor designated by the Superintendent shall maintain contact with absent employees and confer personally with each absent employees and may confer with teaching staff members who returns from an absence of any duration, ~~impressing upon employees the district's concern for their health and well-being. The Principal shall, by appropriate means, recognize teaching staff members whose attendance is exemplary.~~
- c. The Superintendent shall direct Principals and supervisors designated by the Superintendent ~~shall to~~ incorporate, ~~and shall direct other supervisors to incorporate,~~ a teaching staff member's attendance record in ~~his/her~~ the teaching staff member's evaluation.
- d. ~~The Principal may require teachers to evaluate the work done by substitutes in their absence.~~
- de. The teaching staff member's Principal or supervisor designated by the Superintendent shall report to the Superintendent or designee any teaching staff member whom ~~he/she~~ the Principal or supervisor designated by the Superintendent suspects of misusing sick leave or falsifying the reasons for absence.

C. Record of Attendance

- 1. A record shall be kept of the attendance of all teaching staff members, including supervisors. Any absence, for part or all of a school day, shall be recorded with the reason for the absence. A teaching staff member's attendance record shall be part of the teaching staff member's personnel file.
- 2. The record will distinguish sick leave; professional days; unpaid leaves of absences; personal leave; bereavement leave; and any



REGULATION

TEACHING STAFF MEMBERS

R 3212/Page 4 of 5

~~PROFESSIONAL STAFF ATTENDANCE~~

other leaves taken by the teaching staff member. The teaching staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent, Policy 1642.01, or any other law or Board policy.

3. A teaching staff member's rate of absence shall be calculated at least once per school year and entered on the teaching staff member's attendance record.
4. At the end of each school year, the Superintendent of Schools, Principals, and teaching staff members' supervisors designated by the Superintendent will review attendance records for teaching staff members.

D. Attendance Improvement Plan

1. The attendance record prepared for teaching staff members shall be analyzed for patterns of absence, such as excessive absenteeism in a given school or work place, among certain groups of employees, for certain specific causes, or on certain days of the week, month, or year.
2. Specific strategies for reducing the rate of absences shall be developed.
3. The Superintendent shall designate an administrator or supervisor to be responsible for implementing the approved plan for the improvement of teaching staff member attendance in the school district and in schools in the district.
4. The record of a conference(s) dealing with excessive absenteeism may serve as an element in the evaluation of any teaching staff member's performance.

E3. In-service Training

1. The teaching staff member's Principal or supervisor designated by the Superintendent shall meet with the teaching staff members



REGULATION

TEACHING STAFF MEMBERS
R 3212/Page 5 of 5
~~PROFESSIONAL STAFF ATTENDANCE~~

~~assigned to his/her building~~ at the beginning of each school year
to:

- a. Inform ~~employees~~ **teaching staff members** of Board policy and district regulations on attendance;
- b. ~~to familiarize employees with the~~ **procedures** ~~forms~~ to be used in **requesting**, reporting, and verifying absences; **and**
- c. ~~to review with employees the cost of absenteeism to the district and the value of accumulated sick leave to the employee, and to~~ **Acquaint teaching staff members** ~~employees~~ with the degree to which attendance will affect evaluation reports.

~~4. Counseling~~

- ~~a. The Building Principal may, in his/her discretion, call a conference with a teaching staff member where the number and/or pattern of the members' absences or the reasons offered for the member's absences indicate a misunderstanding of the teaching staff member's responsibility to the school district or the possible misuse of the privilege of paid leave.~~
- ~~b. Prior to the giving of any admonition or reprimand or imposition of discipline of any kind, the Principal shall determine the nature of the absences and consider any extenuating circumstances.~~
- ~~c. A written report of any attendance conference shall be prepared and retained with the teaching staff member's evaluations. The member shall, in accordance with Board policy on teaching staff member evaluation, be permitted to examine the report and affix his/her comments, if any, to the report.~~

Issued: 14 October 2013
Revised: 11 December 2023



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
3324/Page 1 of 2

RIGHT OF PRIVACY – TEACHING STAFF MEMBERS

3324 RIGHT OF PRIVACY – TEACHING STAFF MEMBERS

The Board of Education will provide facilities and school district-owned property to assist **teaching** staff members in their job responsibilities or for the **teaching** staff members' convenience. These facilities or district-owned property may include, but are not limited to, an office, a storage closet, a filing cabinet, a locker, and/or a desk. The Principal or designee may provide a **teaching** staff member with exclusive use and access to such facilities or school district-owned property or may require the facility or school district-owned property be shared with other staff members. The **teaching** staff member may be provided a lock or key by the school district or may secure the facility or school district-owned property using their own locking device with permission from the Principal or designee.

Teaching ~~School~~ staff members should be aware their expectation of privacy in these facilities and/or the school district-owned property provided by the Board of Education is reduced by virtue of actual office practices and procedures, for searches conducted pursuant to an investigation of work-related employee misconduct, or by ~~legitimate~~ school district policies or regulations. In addition, **teaching** staff members shall have a reduced expectation of privacy in these facilities and school district-owned property if there is reasonable suspicion the **teaching** staff member is violating a law or school policy. **Teaching** ~~School~~ staff members shall be on notice this reduced expectation of privacy may result in such facilities and/or school district-owned property being searched without a search warrant. In order to avoid exposing personal belongings to such a search, **teaching** ~~school~~-staff members are discouraged from storing personal papers and effects in these facilities or school district-owned property.

The Board prohibits any audio or video recording of a teaching staff member or student by any student; other school staff member; visitor; or any other person while a teaching staff member is performing their Board-assigned job responsibilities without the prior written approval of the teaching staff member's Principal or supervisor. In addition to protecting the privacy rights of all teaching staff members, such recordings may violate the privacy rights of students and teaching staff members and can be disruptive to the educational program. The teaching staff members' Principal or supervisor's prior approval for a person to make an audio or video recording of a teaching staff member or a school-sponsored activity is not required for a school-sponsored activity that is open to parents, family members, or other members of the public to attend. Such activities include, but are not limited to: curricular activities; co-curricular activities; athletic events; student programs; or any other school-sponsored activity. In the event the teaching staff member's principal or supervisor approves



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
3324/Page 2 of 2

RIGHT OF PRIVACY – TEACHING STAFF MEMBERS

such a recording, the principal or supervisor will notify the teaching staff member no later than 24 hours after approval, but not after the time of recording.

A person requesting prior approval to audio or video record a teaching staff member or student that is not permitted in accordance with the provisions of this Policy, must submit a written request to the Principal. The Principal will review the written request and provide the requester with a written decision. If a written approval is not provided by the Principal to the person submitting the request prior to the requested recording date or event, the request shall be deemed denied and the audio or video recording shall not be permitted.

Any person making an audio or video recording in violation of the provisions of this Policy shall be required to immediately cease making the recording to avoid violating the privacy rights of others. Any teaching staff member found to have violated the provisions of this Policy may be subject to discipline.

Adopted: 14 October 2013

Revised: 11 December 2023



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Support Staff
4161/Page 1 of 4
EXAMINATION FOR CAUSE

4161 EXAMINATION FOR CAUSE

A. Pursuant to N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.3, ~~t~~The Board of Education may require the physical and/or psychiatric examination of any support staff member **whenever, in the judgement of the Board, a support staff member** ~~who~~ shows evidence of deviation from normal physical or mental health ~~in accordance with N.J.A.C. 6A:32-6.3(b). The Superintendent or designee shall require a physical and/or psychiatric examination of a support staff member whenever, in the judgement of the Superintendent, a support staff member shows evidence of deviation from normal physical or mental health to determine the support staff member's physical and mental fitness to perform with reasonable accommodation the position the support staff member currently holds, or to detect any health risk(s) to students and other employees. When the Board requires a~~ A support staff member ~~that is required~~ to undergo a physical and/or psychiatric examination:

1. The support staff member shall be provided **with** a written statement of reasons for the required examination(s); and

2. The support staff member shall be provided with a hearing, if requested.

a. ~~N~~notice of the support staff member's ~~has the right to request a hearing shall be provided with the statement of reasons for the required examination; with the Board.~~

b. ~~The hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the support staff member the opportunity to appear before the Board to refute the reasons for the required examination(s), provided any such hearing is requested by T~~the support staff member **must request the Board hearing**, in writing, within five working days of the support staff member's receipt of the written statement of reasons.

(1) **The** A support staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the support staff member failed to timely request a hearing before the Board; ~~or failed to persuade the~~



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Support Staff
4161/Page 2 of 4

EXAMINATION FOR CAUSE

~~Board at the hearing that the support staff member should not be required to submit to the appropriate examination(s). The Board's determination at the conclusion of such a hearing is appealable to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 - Appeals pursuant to N.J.A.C. 6A:32-6.3(b)2.~~

c. The Board hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the support staff member the opportunity to appear before the Board to refute the reason(s) for the required examination(s);

d. The support staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the support staff member failed to persuade the Board at the hearing that the support staff member should not be required to submit to the appropriate examination(s); and

e. The determination of such a hearing shall be appealable to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 - Appeals.

3. The support staff member may, without reprisal, refuse to waive their right to protect the confidentiality of medical information, in accordance with P.L. 104-191, Health Insurance Portability and Accountability Act of 1996.

B. Pursuant to N.J.S.A. 18A:16-3, ~~t~~The Board shall bear the cost of the examinations made if the examination is performed by a physician or institution designated by the Board. However, the support staff member shall bear the cost if ~~t~~The examination may be is performed by a physician or institution designated by ~~of the support staff member's own choosing, approved by~~ with approval of the Board, and at the support staff member's own expense in accordance with N.J.S.A. 18A:16-3 and N.J.A.C. 6A:32-6.3.

1. If the support staff member submits names of physicians or institutions to the Board for consideration to complete the



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Support Staff
4161/Page 3 of 4

EXAMINATION FOR CAUSE

appropriate examination(s) the Board is not required to designate the physician or institution submitted for consideration by the support staff member, but shall not act unreasonably in withholding its approval of the physician or institution.

2. The Board shall require the support staff member shall to authorize the physician or institution performing the examination to immediately release of the examination results to the Superintendent.
 3. All records and reports relating to any such examination shall be the property of the Board, in accordance with N.J.S.A. 18A:16-5.
 - a. Health records of support staff members, including computerized records, shall be secured, stored, and maintained separately from other personnel files; and
 - b. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5.
 4. If the results of any such examination indicate mental abnormality or communicable disease, the support staff member shall be ineligible for further service until proof of recovery, satisfactory to the Board, is furnished, but if the support staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4.
- C. In order to return to work, the support staff member must submit to an appropriate examination and submit the results of the examination to the Superintendent.
1. The examination must be conducted by a physician or institution upon which the Board and support staff member confer and agree:-



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Support Staff
4161/Page 4 of 4
EXAMINATION FOR CAUSE

2. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is conducted by the support staff member's choice, the cost shall be borne by the support staff member; ~~and~~.
 3. The support staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.
- D. A support staff member who refuses to submit to the examination required by the Board in accordance with this Policy and has exhausted the hearing procedures established by law and this Policy shall be subject to discipline, which may include, but is not limited to, termination or certification of tenure charges to the Commissioner of Education, as applicable.

42 U.S.C.A. 12101

N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4; 18A:16-5; 18A:25-7;
18A:28-5; 18A:30-1 et seq.

N.J.A.C. 6A:32-6.2; 6A:32-6.3

Adopted: 14 October 2013

Revised: 13 June 2022

Revised: 11 December 2023



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Support Staff
4212/Page 1 of 2
ATTENDANCE

4212 ATTENDANCE

The regular and prompt attendance of support staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Support sStaff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a support staff member's job performance.

Support staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for support staff members to report the use of sick leave and other absences. A support staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with statute, administrative code, or Board policy; falsifies the reason for an absence; is absent without authorization; is repeatedly tardy; or accumulates an excessive number of absences may be subject to appropriate consequences, which may include, but not be limited to, the withholding of a salary increment, termination dismissal, nonrenewal, and/or certification of tenure charges.

Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01. ~~In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the support staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household.~~ No support staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for by statute; administrative code; in the collective bargaining agreement; negotiated with the member's majority representative, in an individual employment contract; or provided in the policies of the Board. ~~In accordance with N.J.S.A. 18A:30-4, t~~The Superintendent or Board of Education may require verification a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among support the staff members. The review will include the collection and analysis of attendance patterns data, the training of support staff members in their attendance responsibilities, and the counseling of support staff members for whom regular and prompt attendance is a problem.



POLICY

ROXBURY TOWNSHIP
BOARD OF EDUCATION

Support Staff
4212/Page 2 of 2
ATTENDANCE

N.J.S.A. 18A:30-1 ~~et seq.~~ 18A:30-2; 18A:30-4

Revised: 5 October 2015

Revised: 11 December 2023



REGULATION

**ROXBURY TOWNSHIP
BOARD OF EDUCATION****SUPPORT STAFF MEMBERS**

R 4212/page 1 of 5

Attendance

M**R 4212 ATTENDANCE****A. Review of Attendance Data**

1. A record shall be kept of the attendance of each support staff member, including secretarial staff; maintenance and custodial staff; food service staff; other support staff members, and staff members that supervise support staff members. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. The record will distinguish sick leave, professional days, unpaid leaves of absence, personal leave, bereavement leave, and any other leaves of absences taken by the support staff member. The support staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent or by Policy and Regulation 1642.01. The support staff member's rate of absence shall be calculated at least once per school year and entered on the support staff member's attendance record. A support staff member's attendance record shall be part of the support staff member's personnel file.
2. A cumulative attendance record shall be assembled for each department or classification of employees in the school district.
3. An attendance report shall be prepared from the cumulative attendance record. The attendance summary shall show the rate of absence for a department and/or classification of employee.

B. Attendance Reporting and Improvement Plan

1. Planning
 - a. Each absence of a support staff member shall be reported by the support staff member in accordance with the school district's procedure.



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

R 4212/page 2 of 5

Attendance

- b. The absence of a support staff member shall be provided to the support staff member's Principal or supervisor designated by the Superintendent, as appropriate, who shall determine if a substitute or replacement is required for the period of the absence.
 - c. A report of such absences shall also be provided to the Superintendent or designee.
 - d. The supervisor designated by the Superintendent shall determine if an absence requires further verification. Reasons for further verification may include, but are not limited to, the following:
 - (1) A pattern of absences on the same day(s) of the week;
 - (2) A pattern of absences before or after nonworking days;
 - (3) The habitual exhaustion of personal leave.
 - e. The Superintendent or designee will meet with the support staff member supervisors to discuss attendance records of support staff members. The attendance records shall be analyzed for patterns of absences, such as excessive absenteeism in a given department, school, or work place in the school district, among certain groups of support staff members, for certain specific causes, or on certain days of the week, month, or year. Specific strategies for reducing the rate of absences shall be developed.
2. Implementation
- a. The Superintendent or designee or the support staff member's supervisor designated by the Superintendent, shall be responsible for implementing a plan for the improvement of support staff member attendance.



REGULATION

**ROXBURY TOWNSHIP
BOARD OF EDUCATION****SUPPORT STAFF MEMBERS**

R 4212/page 3 of 5

Attendance

- b. The support staff member's supervisor designated by the Superintendent shall encourage the regular attendance of the support staff members in their workplace, school, or department. The support staff member's supervisor designated by the Superintendent shall maintain contact with absent employees and may confer with support staff members who return from an absence of any duration.
 - c. The Superintendent shall direct support staff member supervisors to incorporate a support staff member's attendance record in the support staff member's evaluation.
 - d. The support staff member's supervisor designated by the Superintendent shall report to the Superintendent or designee any support staff member whom the supervisor suspects of misusing sick leave or falsifying the reasons for an absence.
3. Counseling
- a. The Superintendent or supervisor designated by the Superintendent may schedule a conference with a support staff member where the number and/or pattern of the support staff member's absences or the reasons offered for the support staff member's absences may indicate a concern.
 - b. Prior to the giving of any admonition, reprimand, or imposition of discipline of any kind, the Superintendent or supervisor designated by the Superintendent shall determine the nature of the absences and consider any extenuating circumstances.
 - c. A written report of any attendance conference shall be prepared and retained with the support staff member's evaluations. The support staff member shall be permitted to examine the report and affix their comments, if any, to evaluation reports.



REGULATION

**ROXBURY TOWNSHIP
BOARD OF EDUCATION****SUPPORT STAFF MEMBERS**

R 4212/page 4 of 5

Attendance

C. Record of Attendance

1. A record shall be kept of the attendance of all support staff members, including supervisors. Any absence, for part or all of a school day, shall be recorded with the reason for the absence. A support staff member's attendance record shall be part of the employee's personnel file.
2. The record will distinguish sick leave; professional days; unpaid leaves of absences; personal leave; bereavement leave; and any other leaves taken by the support staff member. The support staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent, Policy 1642.01, or any other law or Board policy.
3. A support staff member's rate of absence shall be calculated at least once per school year and entered on the support staff member's attendance record.
4. At the end of each school year, the Superintendent, School Business Administrator/Board Secretary, and support staff members' supervisors will review attendance records for support staff members.

D. Attendance Improvement Plan

1. The attendance record prepared for support staff members shall be analyzed for patterns of absence, such as excessive absenteeism in a given school or work place, among certain groups of employees, for certain specific causes, or on certain days of the week, month, or year.
2. Specific strategies for reducing the rate of absences shall be developed.
3. The Superintendent shall designate an administrator or supervisor to be responsible for implementing the approved plan for the improvement of support staff member attendance in the school district.



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

R 4212/page 5 of 5

Attendance

4. The record of a conference(s) dealing with excessive absenteeism may serve as an element in the evaluation of any support staff member's performance.
- E. In-Service Training
1. The School Business Administrator/Board Secretary or supervisor designated by the Superintendent shall meet with support staff members at the beginning of each school year to:
 - a. Inform support staff members of Board policy and district regulations on attendance;
 - b. Familiarize employees with the procedures to be used in requesting, reporting, and verifying absences;
 - c. Acquaint support staff members with the degree to which attendance will affect evaluation reports.

Issued: 11 December 2023



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Support Staff
4324/Page 1 of 2

RIGHT OF PRIVACY – SUPPORT STAFF MEMBERS

4324 RIGHT OF PRIVACY – SUPPORT STAFF MEMBERS

The Board of Education will provide facilities and school district-owned property to assist **support** staff members in their job responsibilities or for the **support** staff members' convenience. These facilities or district-owned property may include, but are not limited to, an office, a storage closet, a filing cabinet, a locker, and/or a desk. The Principal or designee may provide a **support** staff member with exclusive use and access to such facilities or school district-owned property or may require the facility or school district-owned property be shared with other staff members. The **support** staff member may be provided a lock or key by the school district or may secure the facility or school district-owned property using their own locking device with permission from the Principal or designee, or immediate supervisor.

Support ~~School~~ staff members should be aware their expectation of privacy in these facilities and/or the school district-owned property provided by the Board of Education is reduced by virtue of actual office practices and procedures, for searches conducted pursuant to an investigation of work-related employee misconduct, or by ~~legitimate~~ school district policies or regulations. In addition, **support** staff members shall have a reduced expectation of privacy in these facilities and school district-owned property if there is reasonable suspicion the staff member is violating a law or school policy. **Support** ~~School~~ staff members shall be on notice this reduced expectation of privacy may result in such facilities and/or school district-owned property being searched without a search warrant. In order to avoid exposing personal belongings to such a search, **support** ~~school~~ staff members are discouraged from storing personal papers and effects in these facilities or school district-owned property.

The Board prohibits any audio or video recording of a support staff member or student by any student; other school staff member; visitor; or any other person while a support staff member is performing their Board-assigned job responsibilities without the prior approval of the support staff member's supervisor. In addition to protecting the privacy rights of all support staff members, such recordings may violate the privacy rights of students and support staff members and can be disruptive to the educational program. The support staff members' supervisor's prior approval for a person to make a video or audio recording of a support staff member or a school-sponsored activity is not required for a school-sponsored activity that is open to parents, family members, or other members of the public to attend. Such activities include, but are not limited to: curricular activities; co-curricular activities; athletic events; student programs; or any other school-sponsored activity. In the event the support staff member's



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Support Staff
4324/Page 2 of 2

RIGHT OF PRIVACY – SUPPORT STAFF MEMBERS

principal or supervisor approves such a recording the principal or supervisor will notify the support staff member no later than 24 hours after approval, but not after the time of recording.

A person requesting prior approval to an audio or video record a support staff member or student that is not permitted in accordance with the provisions of this Policy, must submit a written request to the support staff member's supervisor. The supervisor will review the written request and provide the requester with a written decision. If a written approval is not provided by the supervisor to the person submitting the request prior to the requested recording date or event, the request shall be deemed denied and audio or video recording shall not be permitted.

Any person making an audio or video recording in violation of the provisions of this Policy shall be required to immediately cease making the recording to avoid violating the privacy rights of others. Any support staff member found to have violated the provisions of this Policy may be subject to discipline.

Adopted: 14 October 2013

Revised: 11 December 2023



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Students
5111/Page 1 of 9

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

M

The Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education.

Eligibility to Attend School – N.J.A.C. 6A:22-3.1, 3.2, and 3.3

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1 and Regulation 5111 – Section B.

~~A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.~~

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, and where the person is domiciled in the school district and is supporting the student without remuneration as if the student were their his or her own child in accordance with N.J.A.C. 6A:22-3.2 and Regulation 5111 – Section C. ~~A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, as required by the Board of Education, a sworn statement that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A. 18A:38-1.c, any person who fraudulently allows a child of another person to use their his or her residence and is not the primary financial supporter of that child and any person who~~



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Students
5111/Page 2 of 9

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

~~A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.b if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.~~

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.d if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere pursuant to N.J.A.C. 6A:22-3.1(a)4 and Regulation 5111 – Section B. ~~When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents or guardians temporarily resides in the school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.~~

A student is eligible to attend this school district free of charge in accordance with N.J.A.C. 6A:22-3.2 and Regulation 5111 – Section C.÷

1. ~~If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 – Education of Homeless Children;~~
-
2. ~~If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;~~
-
3. ~~If the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A. 18A:38-3.b. The school district shall not be obligated for transportation costs; and~~



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Students

5111/Page 3 of 9

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

4. ~~If the student resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.~~

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h) **and Regulation 5111 – Section C**. ~~If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.~~

~~If the district of residence cannot be determined according to the criteria contained in N.J.S.A. 18A:7B-12; if the criteria contained in N.J.S.A. 18A:7B-12 identify a district of residence out of the State; or if the child has resided in a domestic violence shelter, homeless shelter, or transitional living facility located outside of the district of residence for more than one year, the State shall assume fiscal responsibility for the tuition of the child in accordance with N.J.S.A. 18A:7B-12.d.~~

~~A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.~~

Except as set forth in N.J.A.C. 6A:22-3.3(b)1, immigration/visa status shall not affect eligibility to attend school. **Any student who is domiciled in and the school district or otherwise eligible to attend school in the school district pursuant to N.J.A.C. 6A:22-3.2 shall be enrolled without regard to, or inquiry concerning, immigration status.** ~~shall not condition enrollment in the school district on immigration status.~~ A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111 – **Section D**.

Proof of Eligibility – **N.J.A.C. 6A:22-3.4**

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.A.C. 6A:22-3.4 **and Regulation 5111 – Section E**. ~~The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to~~



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Students

5111/Page 4 of 9

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

~~provide a particular form or subset of documents without regard to other evidence presented.~~

~~The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.~~

In the case of a dispute between the school district and the parent or guardian of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (NJMVC) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.S.A. 18A:38-1.3. ~~The NJMVC may disclose to a school district the information requested in accordance with procedures established by NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.~~

Registration Forms and Procedures for Initial Assessment – N.J.A.C. 6A:22-4.1

Registration and **procedures for** initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1 **and Regulation 5111 – Section F**. ~~The Board of Education shall use Commissioner provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.~~

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2 **and Regulation 5111 – Section F**.



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Students

5111/Page 5 of 9

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education **in accordance with N.J.A.C. 6A:22-4.1(c)2. and Regulation 5111 – Section F.** Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws **in accordance with N.J.A.C. 6A:22-4.1(d)2. and Regulation 5111 – Section F.** When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

Enrollment or attendance at the school shall not be conditioned **or denied pursuant to N.J.A.C. 6A:22-4.1(e) through (i) and Regulation 5111 – Section F.** on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Students
5111/Page 6 of 9

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

~~When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.~~

Notice of Ineligibility – N.J.A.C. 6A:22-4.2

~~When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4.2 et seq. and Regulation 5111 – Section G. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.~~

Removal of Currently Enrolled Students – N.J.A.C. 6A:22-4.3

~~Nothing in N.J.A.C. 6A:22-4 et seq. and this Policy, and Regulation 5111 shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information pursuant to N.J.A.C. 6A:22-4.3 and Regulation 5111 – Section H.~~

~~When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3 and Regulation 5111 – Section H. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote~~



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Students
5111/Page 7 of 9

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

~~of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.~~

Appeal to the Commissioner – N.J.A.C. 6A:22-5.1

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools **in accordance with N.J.A.C. 6A:22-5.1 and Regulation 5111 – Section I.** ~~Appeals shall be initiated by petition which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" eligibility determinations shall be filed by the resident keeping the student.~~

Assessment and Calculation of Tuition – N.J.A.C. 6A:22-6

If no appeal to the Commissioner is filed **by the parent, guardian, adult student, or district resident keeping an affidavit student** following notice of an ineligibility determination, the Board of Education may assess tuition, for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner **in accordance with N.J.A.C. 6A:22-6.1 and Regulation 5111 – Section J.** Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq **and Regulation 5111 – Section J.** ~~If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.~~

If an appeal to the Commissioner is filed **by the parent, guardian, adult student, or district resident keeping an affidavit student** and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a) **and Regulation 5111 – Section J.** Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2(a)1. **and Regulation 5111 – Section J.**

Nonresident Students – N.J.S.A. 18A:38-3.a.

Any person not resident in the school district, if eligible except for residence, may be admitted to the schools of the district with the consent of the Board of Education upon



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Students

5111/Page 8 of 9

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

such terms, and with payment of tuition, as the Board prescribes. The Board of Education, with the approval of the Executive County Superintendent, shall establish a uniform tuition amount for any nonresident student admitted to the schools of the district pursuant to N.J.S.A. 18A:38-3.a. ~~The admission of a nonresident student to school free of charge must be approved by the Board. No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of school citizenship, and discipline,~~ attendance, and payment of tuition.

Children Who Anticipate Moving to or from the District

A nonresident student ~~otherwise eligible for attendance~~ whose parent or guardian anticipates school district residency and has entered a contract to buy, build, or rent a residence in this school district may be enrolled ~~with~~ without payment of a tuition rate approved by the Executive County Superintendent for a period of time not greater than twelve weeks prior to the anticipated date of residency. ~~If any such student does not become a resident of the school district within twelve weeks after admission to school, tuition will be charged for attendance commencing the beginning of the thirteenth week and until such time as the student becomes a resident or withdraws from school.~~

Students whose parent or guardian have moved away from the school district on or after April 1st and twelfth grade students whose parent or guardian have moved away from the school district on or after February 1st will be permitted to finish the school year in this school district ~~with~~ without payment of a tuition rate as approved by the Executive County Superintendent.

F-1 Visa Students

The school district is not required to, but may permit the attendance of F-1 Visa students into the school district with the payment of full tuition and a signed tuition contract if required. The district may require advance payment of full tuition before providing the requested I-20 Form, in accordance with the provisions of Federal regulation 8 CFR 214.3. A F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Students

5111/Page 9 of 9

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

documentation as determined by the Superintendent or designee. A student with a F-1 Visa must be approved by the Board for attendance in the school district. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.

J-1 Visa Students

The school district is not required to, but may permit the attendance of J-1 Visa students into the school district. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a J-1 Visa must be approved by the Board for attendance in the school district and shall not pay tuition. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.

N.J.S.A. 18A:38-1; 18A:38-1.1; 18A:38-1.3; 18A:38-3; 18A:38-3.1; 18A:7B-12

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.

8 CFR 214.3

Adopted: 14 October 2013

Revised: 16 May 2016

Revised: 15 April 2019

Revised: 17 August 2020

Revised: 15 November 2021

Revised: 11 December 2023



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 1 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

R 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

M

A. Definitions – N.J.A.C. 6A:22-1.2

1. "Affidavit student" means a student attending, or seeking to attend, school in a district pursuant to N.J.S.A. 18A:38-1.b and N.J.A.C 6A:22-3.2(a).
2. "Appeal" means contested case proceedings before the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.
3. "Applicant" means a parent, guardian, or a resident supporting an affidavit student who seeks to enroll a student in a school district; or an unaccompanied homeless youth or adult student who seeks to enroll in a school district.
4. "Commissioner" means the Commissioner of Education or **their** ~~his/her~~ designee.
5. "Guardian" means a person to whom a court of competent jurisdiction has awarded guardianship or custody of a child, provided that a residential custody order shall entitle a child to attend school in the residential custodian's school district unless it can be proven that the child does not actually live with the custodian. "Guardian" also means the Department of Children and Families for purposes of N.J.S.A. 18A:38-1.e.

B. ~~Eligibility to Attend School~~ – Students Domiciled in the District – N.J.A.C. 6A:22-3.1

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district if the student is domiciled within the district:
 - a. A student is domiciled in the school district when **the student** ~~he or she~~ is **the child of** ~~living with~~ a parent or



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 2 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

guardian whose domicile is located within the school district.

- (1) When a student's parents or guardians are domiciled within different school districts and there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the school district of the parent or guardian with whom the student lives for the majority of the school year. **N.J.A.C. 6A:22-3.1(a)1. And B.1.a. above** ~~This provision~~ shall apply regardless of which parent has legal custody.
- (2) When a student's physical custody is shared on an equal-time, alternating week/month or other similar basis so the student is not living with one parent or guardian for a majority of the school year and there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the present domicile of the parent or guardian with whom the student resided on the last school day prior to October 16 preceding the application date.
 - (a) When a student resided with both parents or guardians, or with neither parent or guardian, on the last school day prior to the preceding October 16, the student's domicile is the domicile of the parent or guardian with whom the parents or guardians indicate the student will be residing on the last school day prior to the ensuing October 16. When the parents or guardians do not designate or cannot agree upon the student's likely residence as of that date, or if on that date the student is not residing with the parent or guardian previously indicated, the student shall attend school in the school district of domicile of the parent or guardian with whom the student actually lives as of the last school day prior to October 16.



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 3 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

- (b) When the domicile of **a** ~~the~~ student with disabilities as defined in N.J.A.C. 6A:14 cannot be determined pursuant to N.J.A.C. 6A:22-3.1, nothing shall preclude an equitable determination of shared responsibility for the cost of such student's out-of-district placement.
 - (3) When a student is living with a person other than a parent or guardian, nothing in N.J.A.C. 6A:22-3.1 is intended to limit the student's right to attend school in the parent or guardian's school district of domicile pursuant to the provisions of N.J.A.C. 6A:22, **Policy 5111, and this Regulation.**
 - (4) No school district shall be required to provide transportation for a student residing outside the school district for all or part of the school year unless transportation is based upon the home of the parent or guardian domiciled within the school district or otherwise required by law.
- b. A student is domiciled in the school district when **the student** ~~he or she~~ has reached the age of eighteen or is emancipated from the care and custody of a parent or guardian and has established a domicile within the school district.
- c. A student is domiciled in the school district when the student has come from outside the State and is living with a person domiciled in the school district who will be applying for guardianship of the student upon expiration of the six-month "waiting period" of State residency required pursuant to N.J.S.A. 2A:34-54 ("home state" definition) and 2A:34-65.a(1). However, a student may later be subject to removal proceedings if application for guardianship is not made within a reasonable period of time following expiration of the mandatory waiting period or if guardianship is applied for and denied.



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 4 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

- d. A student is domiciled in the school district when **the student's** ~~his or her~~ parent or guardian resides within the school district on an all-year-round basis for one year or more, notwithstanding the existence of a domicile elsewhere.
 - e. A student is domiciled in the school district if the Department of Children and Families is acting as the student's guardian and has placed the student in the school district.
2. When a student's dwelling is located within two or more school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the school district of domicile for school attendance purposes shall be the municipality to which the majority of the dwelling's **or unit's** property tax is paid, ~~or to which the majority of the dwelling's or unit's property tax is paid.~~
 - a. When property tax is paid in equal amounts to two or more municipalities, and there is no established assignment for students residing in the affected dwellings, the school district of domicile for school attendance purposes shall be determined through assessment of individual proofs of **eligibility** as provided pursuant to N.J.A.C. 6A:22-3.4 **and E. below.**
 - b. **N.J.A.C. 6A:22-3.1(b) and B.2 above** ~~This provision~~ shall not preclude the attendance of currently enrolled students who were permitted to attend the school district prior to December 17, 2001.
 - 3e.** When a student's parent or guardian elects to exercise such entitlement, nothing in N.J.A.C. 6A:22-3.1 shall exclude a student's right to attend the school district of domicile although the student is qualified to attend a different school district pursuant to N.J.S.A. 18A:38-1.b or the temporary residency (less than one year) provision of N.J.S.A. 18A:38-1.d.



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 5 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

43. Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other section of law to the contrary, a child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in any of the armed forces of the United States in a time of war or national emergency, shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. The school district shall not be responsible for providing transportation for the child if the child lives outside of the district. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

C. ~~Eligibility to Attend School~~— Other Students Eligible to Attend School — N.J.A.C. 6A:22-3.2

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b if that student is kept in the home of a person other than the student's parent or guardian, and the person is domiciled in the school district and is supporting the student without remuneration as if the student were ~~their~~ ~~his or her~~ own child.
 - a. A student is not eligible to attend this school district pursuant to N.J.A.C. 6A:22-3.2(a) and C.1 above ~~this provision~~ unless:
 - (1) The student's parent or guardian has filed, together with documentation to support its validity, a sworn statement that ~~the parent or guardian~~ ~~he or she~~ is not capable of supporting or providing care for the student due to family or economic hardship and that the student is not residing with the other person



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 6 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

solely for the purpose of receiving a free public education; and

- (2) The person keeping the student has filed, if so required by the Board of Education:
 - (a) A sworn statement that **the person** ~~he or she~~ is domiciled within the school district, is supporting the child without remuneration and intends to do so for a longer time than the school term, and will assume all personal obligations for the student pertaining to school requirements; and
 - (b) A copy of **their** ~~his or her~~ lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner.
- b. A student shall not be deemed ineligible under **N.J.A.C. 6A:22-3.2** ~~this provision~~ because required sworn statement(s) cannot be obtained when evidence is presented that the underlying requirements of the law are being met, notwithstanding the inability of the resident or student to obtain the sworn statement(s).
- c. A student shall not be deemed ineligible under **N.J.A.C. 6A:22-3.2** ~~this provision~~ when evidence is presented that the student has no home or possibility of school attendance other than with a school district resident who is not the student's parent or guardian, but is acting as the sole caretaker and supporter of the student.
- d. A student shall not be deemed ineligible under **N.J.A.C. 6A:22-3.2** ~~this provision~~ solely because a parent or guardian gives occasional gifts or makes limited contributions, financial or otherwise, toward the student's welfare provided the resident keeping the student receives from the parent or guardian no payment or other remuneration for regular maintenance of the student.



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 7 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

- e. Pursuant to N.J.S.A. 18A:38-1.c, any person who fraudulently allows a child of another person to use **their** ~~his or her~~ residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another school district commits a disorderly persons offense.
2. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency.
 - a. Eligibility under **N.J.A.C. 6A:22-3.2(b) and C.2 above** ~~this provision~~ shall cease at the end of the school year during which the parent or guardian returns from active military duty.
3. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.d if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere.
 - a. When required by the Board ~~of Education~~, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of the student attending the school district of temporary residence;



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 8 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

- b. When one of a student's parents or guardians temporarily resides in a school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with N.J.A.C. 6A:22-3.1(a)1*i*. However, no student shall be eligible to attend school based upon a parent or guardian's temporary residence in a school district unless the parent or guardian demonstrates, if required by the Board of Education, the temporary residence is not solely for purposes of a student's attending the school district.
4. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.f if the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2, Education of Homeless Children.
5. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-2 if the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2. As used in this section, "court order" shall not encompass orders of residential custody under which claims of entitlement to attend a school district are governed by provisions of N.J.S.A. 18A:38-1 and the applicable standards set forth in N.J.A.C. 6A:22.
6. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-3.b if the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district. A school district admitting a



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 9 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

student pursuant to N.J.S.A. 18A:38-3.b shall not be obligated for transportation costs.

7. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend the school district pursuant to N.J.S.A. 18A:38-7.7 et seq. if the student resides on Federal property within the State.
8. In accordance with N.J.S.A. 18A:38-1.1, a student who is not considered homeless under N.J.S.A. 18A:7B-12 and who moves to a new school district during the academic year as a result of a family crisis shall be permitted to remain enrolled in the original school district of residence for the remainder of the school year without the payment of tuition. A student attending an academic program during the summer, who is otherwise eligible except for the timing of the move, shall be permitted to remain in the school district for the remainder of the summer program if it is considered an extension of the preceding academic year.
 - a. For purposes of N.J.A.C. 6A:22-3.2(h), ~~and~~ Policy 5111, and this Regulation ~~5111~~, "family crisis" shall include, but not be limited to:
 - (1) An instance of abuse such as domestic violence or sexual abuse;
 - (2) A disruption to the family unit caused by death of a parent or guardian; or
 - (3) An unplanned displacement from the original residence such as fire, flood, hurricane, or other circumstances that render the residence uninhabitable.
 - b. Upon notification of the move by the parent or guardian, the original school district of residence shall allow the student to continue attendance and shall provide transportation services to and from the student's new domicile in accordance with N.J.S.A. 18A:39-1. The original school district of residence may request from the parent or guardian and may review supporting



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 10 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

documentation about the reason(s) for the move; however, any such review shall not interrupt the student's continued enrollment in the school district and in the current school of attendance with the provision of transportation.

- (1) Examples of documentation include, but are not limited to, newspaper articles, insurance claims, police or fire reports, notes from health professionals, custody agreements, or any other legal document.
- c. If the parent or guardian or the relevant documentation indicates the child is homeless pursuant to N.J.S.A. 18A:7B-12, the school district liaison shall assume the coordination of enrollment procedures pursuant to N.J.A.C. 6A:17-2.5 and the student shall not be eligible for enrollment under N.J.S.A. 18A:38-1.1.
 - d. If the original school district of residence determines the situation does not meet the family crisis criteria outlined in C.8.a. above, the Superintendent or designee shall notify the parent or guardian in writing. The notification shall inform the parent or guardian of **their** ~~his or her~~ right to appeal the decision within twenty-one calendar days of **the parent's or guardian's** ~~his or her~~ receipt of the notification, and shall state that if such appeal is denied, **the parent or guardian** ~~he or she~~ may be assessed the costs for transportation provided to the new residence during the period of ineligible attendance. It shall also state whether the parent or guardian is required to withdraw the student by the end of the twenty-one day appeal period in the absence of an appeal.
 - (1) The parent or guardian may appeal by submitting the request in writing with supporting documentation to the Executive County Superintendent of the county in which the original school district of residence is situated.
 - (2) Within thirty calendar days of receiving the request and documentation, the Executive County



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 11 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

Superintendent shall issue a determination whether the situation meets the family crisis criteria set forth at 8.a. above. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued.

- (3) If the Executive County Superintendent determines the situation does not constitute a family crisis, the school district may submit to the Executive County Superintendent for approval the cost of transportation to the ineligible student's new domicile. The Executive County Superintendent shall certify the transportation costs to be assessed to the parent or guardian for the period of ineligible attendance.
- e. When the original school district of residence determines the situation constitutes a family crisis pursuant to N.J.S.A. 18A:38-1.1, the Superintendent or designee shall immediately notify the parent or guardian in writing.
- (1) When the original school district of residence anticipates the need to apply for reimbursement of transportation costs, it shall send to the Executive County Superintendent a request and documentation of the family crisis for confirmation the situation meets the criteria set forth at C.8.a. above.
 - (2) Within thirty days of receiving the school district's request and documentation, the Executive County Superintendent shall issue a determination of whether the situation meets the criteria for a family crisis. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued, and shall not be reimbursed for additional transportation costs unless the



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 12 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

Executive County Superintendent determines the situation is a family crisis or as directed by the Commissioner upon appeal.

- f. In providing transportation to students under N.J.S.A. 18A:38-1.1, the Board shall use the most efficient and cost-effective means available and in conformance with all laws governing student transportation.
- g. At the conclusion of the fiscal year in which the Executive County Superintendent has determined the situation constitutes a family crisis, the original school district of residence may apply to the Executive County Superintendent for a reimbursement of eligible costs for transportation services.
 - (1) Eligible costs shall include transportation for students who are required to be transported pursuant to N.J.S.A. 18A:39-1.
 - (2) The school district shall provide documentation of the transportation costs for the eligible student(s) to the Executive County Superintendent who shall review and forward the information to the **New Jersey Department's of Education's** Office of School Facilities and Finance for reimbursement payment(s) to the school district.
 - (3) Payment to the school district shall be made in the subsequent fiscal year and shall equal the approved cost less the amount of transportation aid received for the student(s).
- ~~h. Nothing in N.J.A.C. 6A:22-3.2 shall prevent the Board of Education from allowing a student to enroll without the payment of tuition pursuant to N.J.S.A. 18A:38-3.a.~~
- hi.** Nothing in N.J.A.C. 6A:22-3.2 shall prevent a parent or school district from appealing the Executive County Superintendent's decision(s) to the Commissioner in



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 13 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

accordance with N.J.A.C. 6A:3-1.3. If the Commissioner of Education determines the situation is not a family crisis, **their** ~~his or her~~ decision shall state which of the following shall pay the transportation costs incurred during the appeal process: the State, school district, or parent.

D. Housing and Immigration Status – N.J.A.C. 6A:22-3.3

1. A student's eligibility to attend school shall not be affected by the physical condition of an applicant's housing or **their** ~~his or her~~ compliance with local housing ordinances or terms of lease.
2. Except as set forth in **D.2.a.** below, immigration/visa status shall not affect eligibility to attend school. Any student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, who is domiciled in the school district or otherwise eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 **and C. above** shall be enrolled without regard to, or inquiry concerning, immigration status.
 - a. However, the provisions of N.J.S.A. 18A:38-1 and N.J.A.C. 6A:22 shall not apply to students who have obtained, or are seeking to obtain, a Certificate of Eligibility for Nonimmigrant Student Status (DHS Form I-20) from the school district in order to apply to the INS for issuance of a visa for the purpose of limited study on a tuition basis in a United States public secondary school ("F-1" Visa).
3. F-1 Visa Students

The school district is not required to, but may permit the attendance of F-1 Visa students into the school district only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full tuition before providing the requested I-20 form, in accordance with the provisions of Federal regulation 8 CFR 214.3. A F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 14 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with documentation as determined by the Superintendent or designee. A student with a F-1 Visa must be approved by the Board for attendance in the school district. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.

4. J-1 Visa Students

The school district is not required to, but may permit the attendance of J-1 Visa students into the school district. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with documentation as determined by the Superintendent or designee. A student with a J-1 Visa must be approved by the Board for attendance in the school district and shall not pay tuition. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.

~~E. Nothing in Policy and Regulation 5111 or N.J.A.C. 6A:22 shall be construed to limit the discretion of the Board to admit nonresident students, or the ability of a nonresident student to attend school with or without payment of tuition, with the consent of the district Board pursuant to N.J.S.A. 18A:38-3.a.~~

E.F. Proof of Eligibility – N.J.A.C. 6A:22-3.4

1. The Board of Education shall accept a combination of any of the following or similar forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district:
 - a. Property tax bills; deeds; contracts of sale; leases; mortgages; signed letters from landlords; and other evidence of property ownership, tenancy, or residency;



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 15 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

- b. Voter registrations; licenses; permits; financial account information; utility bills; delivery receipts; and other evidence of personal attachment to a particular location;
 - c. Court orders; State agency agreements; and other evidence of court or agency placements or directives;
 - d. Receipts; bills; cancelled checks; insurance claims or payments; and other evidence of expenditures demonstrating personal attachment to a particular location, or to support the student;
 - e. Medical reports; counselor or social worker assessments; employment documents; unemployment claims; benefit statements; and other evidence of circumstances demonstrating family or economic hardship, or temporary residency;
 - f. Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, guardian, person keeping an "affidavit student," adult student, person(s) with whom a family is living, or others, as appropriate;
 - g. Documents pertaining to military status and assignment; and
 - h. Any other business record or document issued by a governmental entity.
2. The Board ~~of Education~~ may accept forms of documentation not listed in N.J.A.C. 6A:22-3.4(a) and E.I. above, and shall not exclude from consideration any documentation or information presented by an applicant.
 3. The Board ~~of Education~~ shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 16 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

4. The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school. They include, but are not limited to:
 - a. Income tax returns;
 - b. Documentation or information relating to citizenship or immigration/visa status, except as set forth in N.J.A.C. 6A:22-3.3(b) and D.2. above;
 - c. Documentation or information relating to compliance with local housing ordinances or conditions of tenancy; and
 - d. Social security numbers.
5. The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) and E.4. above, or pertinent parts thereof if voluntarily disclosed by the applicant. However, the Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.
6. In the case of a dispute between the school district and the parents of a student in regard to a student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (NJMVC) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district. The NJMVC may disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.

FG. Registration Forms and Procedures for Initial Assessment – N.J.A.C. 6A:22-4.1



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 17 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

1. The Board of Education shall use Commissioner-provided registration forms pursuant to N.J.A.C. 6A:22-4.1(a), or locally developed forms that:
 - a. Are consistent with the forms ~~provided by the Commissioner~~ provided forms;
 - b. Do not seek information prohibited by N.J.A.C. 6A:22-4 or any other provision of statute or rule;
 - c. Summarize, for the applicant's reference, the criteria for attendance set forth in N.J.S.A. 18A:38-1, and specify the nature and form of any sworn statement(s) to be filed;
 - d. Clearly state the purpose for which the requested information is being sought in relation to the criteria; and
 - e. Notify applicants that an initial eligibility determination is subject to a more thorough review and evaluation, and that an assessment of tuition is possible if an initially admitted applicant is later found ineligible.
2. The Board of Education shall make available sufficient numbers of registration forms and trained registration staff to ensure prompt eligibility determinations and enrollment. Enrollment applications may be taken by appointment, but appointments shall be promptly scheduled and shall not unduly defer a student's attendance at school.
 - a. If the school district uses separate forms for affidavit student applications rather than a single application form for all types of enrollment, affidavit student forms shall comply in all respects with N.J.A.C. 6A:22-4.1(a) and the provisions of G.1. above. When affidavit student forms are used, the school district shall provide them to any person attempting to register a student of whom they are he or she is not the parent or guardian, even if not specifically requested.



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 18 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

- (1) The Board ~~of Education~~ or its agents shall not demand or suggest that guardianship or custody must be obtained before enrollment will be considered for a student living with a person other than the parent or guardian since such student may qualify as an affidavit student.
 - (2) The Board ~~of Education~~ or its agents shall not demand or suggest that an applicant seeking to enroll a student of whom the applicant has guardianship or custody produce affidavit student proofs.
- b. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.
3. Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials.
 - a. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2 and G. below.
 - b. When a student appears ineligible based on information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the school district's determination and intent to appeal to the Commissioner.



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 19 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

- (1) An applicant whose student is enrolled pursuant to N.J.A.C. 6A:22-4.1(c)2.i. and F.3.b. above this provision shall be notified that the student will be removed without a hearing before the Board if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.
4. When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of the applicant's this written statement that the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for purposes of ensuring compliance with compulsory education laws, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.
5. Enrollment or attendance in the school district shall not be conditioned on advance payment of tuition in whole or part when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information.
6. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2 - Education of Homeless Children.



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 20 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

7. Enrollment or attendance in the school district shall not be denied based upon absence of a certified copy of the student's birth certificate or other proof of **their** ~~his or her~~ identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.
8. Enrollment in the school district shall not be denied based upon **the** absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.
9. When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

GH. Notices of Ineligibility – N.J.A.C. 6A:22-4.2

1. When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22, **Policy 5111, and this Regulation** or the student's initial application is found to be deficient upon subsequent review or investigation, the school district shall immediately provide notice to the applicant that is consistent with Commissioner-provided sample form(s) and meets the requirements of N.J.A.C. 6A:22-4.2 **and F. above and H. below et seq.**
 - a. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside.
2. Notices of ineligibility shall include:
 - a. In cases of denial, a clear description of the specific basis on which the determination of ineligibility was made:



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 21 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

- (1) The description shall be sufficient to allow the applicant to understand the basis for the decision and determine whether to appeal; and
 - (2) The description shall identify the specific subsection of N.J.S.A. 18A:38-1 under which the application was decided.
- b. In cases of provisional eligibility, a clear description of the missing documents or information that still must be provided before a final eligibility status can be attained under the applicable provision of N.J.S.A. 18A:38-1;
 - c. A clear statement of the applicant's right to appeal to the Commissioner of Education within twenty-one days of the notice date, along with an informational document provided by the Commissioner describing how to file an appeal;
 - d. A clear statement of the student's right to attend school for the twenty-one day period during which an appeal can be made to the Commissioner. It also shall state the student will not be permitted to attend school beyond the twenty-first day following the notice date if missing information is not provided or an appeal is not filed;
 - e. A clear statement of the student's right to continue attending school while an appeal to the Commissioner is pending;
 - f. A clear statement that, if an appeal is filed with the Commissioner and the applicant does not sustain the burden of demonstrating the student's right to attend the school district, or the applicant withdraws the appeal, fails to prosecute or abandons the appeal by any means other than settlement, the applicant may be assessed, by order of the Commissioner enforceable in Superior Court, tuition for any period of ineligible attendance, including the initial twenty-one day period and the period during which the appeal was pending before the Commissioner;



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 22 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

- g. A clear statement of the approximate rate of tuition, pursuant to N.J.A.C. 6A:22-6.3, J.2. and J.3. below, that an applicant may be assessed for the year at issue if the applicant does not prevail on appeal, or elects not to appeal:
 - (1) If removal is based on the student's move from the school district, the notice of ineligibility shall also provide information as to whether district Policy permits continued attendance, with or without tuition, for students who move from the school district during the school year.
- h. The name of a contact person in the school district who can assist in explaining the notice's contents; and
- i. When no appeal is filed, notice that the parent or guardian shall still comply with compulsory education laws. In the absence of a written statement from the parent or guardian that the student will be attending school in another school district or non-public school, or receiving instruction elsewhere than at a school, school district staff shall notify the school district of actual domicile/residence, or the Department of Children and Families, of a potential instance of "neglect" pursuant to N.J.S.A. 9:6-1. For purposes of facilitating enforcement of the State compulsory education requirement (N.J.S.A. 18A:38-25), staff shall provide the student's name, the name(s) of the parent/guardian/resident, address to the extent known, denial of admission based on residency or domicile, and absence of evidence of intent to attend school or receive instruction elsewhere.

H. Removal of Currently Enrolled Students – N.J.A.C. 6A:22-4.3

- 1. Nothing in N.J.A.C. 6A:22-4, Policy 5111, and this Regulation shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 23 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

2. When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal.
 - a. The Superintendent shall issue a preliminary notice of ineligibility meeting the requirements of N.J.A.C. 6A:22-4.2 and G. above. However, the notice shall also provide for a hearing before the Board of Education prior to a final decision on removal.
3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student," has been informed of their his or her entitlement to a hearing before the Board of Education.
4. Once the hearing is held, or if the parent, guardian, adult student, or resident keeping an "affidavit student," does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2 and G. above.
5. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board of Education or a Board committee, at the discretion of the full Board. If the hearing is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. However, no student shall be removed except by vote of the Board of Education taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

I. Appeal to the Commissioner – N.J.A.C. 6A:22-5.1

1. An applicant may appeal to the Commissioner of Education a school district determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition, which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3.



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 24 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

- a. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" ineligibility determinations shall be filed by the resident keeping the student.

JK. Assessment and Calculation of Tuition – N.J.A.C. 6A:22-6

1. If no appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an "affidavit" student following notice of an ineligibility determination, the Board of Education may assess tuition for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner.
 - a. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.
2. If an appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an "affidavit" student and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition for the period during which the hearing and decision on appeal were pending, and for up to one year of a student's ineligible attendance in a school district prior to the appeal's filing and including the twenty-one day period to file an appeal.
 - a. Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition for up to one year of ineligible attendance pursuant to N.J.A.C. 6A:22-6.1(a) and J.1. above plus the period of ineligible attendance after the appeal was filed. If the record of the appeal includes a calculation reflecting the tuition rate(s) for the year(s) at



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 25 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

issue, the per diem tuition rate for the current year and the date on which the student's ineligible attendance began, the Commissioner may order payment of tuition as part of **their** ~~his or her~~ decision. In doing so, the Commissioner shall consider whether the ineligible attendance was due to the school district's error. If the record does not include such a calculation and the Board ~~of Education~~ has filed a counterclaim for tuition, the counterclaim shall proceed to a hearing notwithstanding that the petition has been abandoned.

- b. An order of the Commissioner assessing tuition is enforceable through recording, upon request of the Board ~~of Education~~ pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division, in accordance with N.J.S.A. 2A:58-10.
3. Tuition assessed pursuant to the provisions of N.J.A.C. 6A:22-6 shall be calculated on a per-student basis for the period of a student's ineligible enrollment, up to one year, by applicable grade/program category and consistent with the provisions of N.J.A.C. 6A:23A-17.1. The individual student's record of daily attendance shall not affect the calculation.
4. Nothing in N.J.A.C. 6A:22, Policy 5111, **and this Regulation** shall preclude an equitable determination by the Board ~~of Education~~ or the Commissioner that tuition shall not be assessed for all or part of any period of a student's ineligible attendance in the school district when the particular circumstances of a matter so warrant. In making the determination, the Board ~~of Education~~ or Commissioner shall consider whether the ineligible attendance was due to the school district's error.

Adopted 14 October 2013

Revised: 16 May 2016

Revised: 15 April 2019

Revised: 17 August 2020

Revised: 11 December 2023

POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Students

5116/Page 1 of 4

EDUCATION OF HOMELESS CHILDREN AND YOUTHS

5116 EDUCATION OF HOMELESS CHILDREN AND YOUTHS

The Board of Education will admit and enroll homeless children and youths in accordance with Federal and State laws and New Jersey Administrative Code. The Board of Education adopts this Policy to be in compliance with law and administrative code to ensure the enrollment of homeless children and youths in school and to respond to appeals made by parents or other parties related to the enrollment of homeless children and youths.

The Board of Education shall determine that a child or youth is homeless when the child or youth he or she resides in a publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers. A child or youth is also determined homeless when the child or youth he or she resides in a public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles including mobile homes; tents or other temporary shelters; parks; abandoned buildings; bus or train stations; or temporary shelters provided to migrant workers and their children on farm sites; A child or youth is determined homeless when the child or youth resides in and the residence of relatives or friends where the homeless child or youth resides out of necessity because the child's or youth's his or her family lacks a regular or permanent residence of its own. A child or youth is also determined homeless when the child or youth he or she resides in substandard housing.

The school district of residence for a homeless child or youth is responsible for the education of the child and shall assume all responsibilities as required in N.J.A.C. 6A:17-2.3. The school district of residence for a homeless child or youth means the school district in which the parent of a homeless child or youth resided prior to becoming homeless.

The school district liaison designated by the Superintendent of Schools for the education of homeless children and youths is Director of Special Services. The school district liaison will facilitate communication and cooperation between the school district of residence and the school district where the homeless child or youth resides and shall assume all responsibilities as outlined in N.J.A.C. 6A:17-2.4(a).

When a homeless child or youth resides in a school district, the school district liaison shall notify the liaison of the school district of residence within twenty-four hours of receiving notification from the parent, the Department of Human



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Students
5116/Page 2 of 4

EDUCATION OF HOMELESS CHILDREN AND YOUTHS

~~Services or the Department of Children and Families, a shelter director, or an involved agency, or a case manager.~~ Upon notification of the need for enrollment of a homeless child, the liaison in the school district of residence shall coordinate enrollment procedures immediately based upon the best interest of the child or youth pursuant to N.J.A.C. 6A:17-2.5(b).

The Superintendent of the school district of residence or designee shall decide in which school district the homeless child or youth shall be enrolled in accordance with the provisions of N.J.A.C. 6A:17-2.5.

Unless parental rights have been terminated by a court of competent jurisdiction, the parent retains all rights under N.J.A.C. 6A:17-2.1 et seq.

When a dispute occurs regarding the determination of homelessness or the determination of the school district of enrollment made by the school district of residence, the Superintendent(s) or the designee(s) of the involved district(s) or the child's or youth's parent(s) shall immediately notify the Executive County Superintendent of Schools, who, in consultation with the New Jersey Department of Education's (NJDOE) McKinney-Vento Homeless Education Coordinator or the Coordinator's designee, shall immediately decide the child's or youth's status. If a dispute remains between the parent and the involved school district(s) following the Executive County Superintendent's determination, the parent or the involved district Board(s) of Education may appeal to the Commissioner of Education for determination pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

When a school district is designated as the school district of residence disputes its designation as the school district of residence, or where no designation can be agreed upon by the involved school districts, the Superintendent(s) or designee(s) of the involved school districts shall immediately notify the Executive County Superintendent of Schools, The Executive County Superintendent who shall immediately make a determination immediately, if possible, but no later than within forty-eight hours and, when necessary, in consultation with the NJDOE's Homeless Education Coordinator or the Coordinator's designee.

If the dispute regarding determination of the school district of residence does not involve the determination of homelessness and/or school district of enrollment, the school district disputing the Executive County Superintendent's determination may appeal to the NJDOE Department of Education pursuant to N.J.A.C. 6A:23A-19.2(d), (e), and (f) and request a determination from the NJDOE Division of Administration and Finance. If an appeal of a determination of school



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Students

5116/Page 3 of 4

EDUCATION OF HOMELESS CHILDREN AND YOUTHS

district of residence also includes an appeal of the determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

Any dispute or appeal shall not delay the homeless child's or youth's immediate enrollment or continued enrollment in the school district. The homeless child or youth shall be enrolled in the school district in which enrollment or continued enrollment is sought by the parent, pending resolution of the dispute or appeal. Disputes and appeals involving the services provided to a homeless child or youth with a disability shall be made pursuant to N.J.A.C. 6A:14.

Notwithstanding the provisions of N.J.S.A. 18A:38-1, 18A:7B-12, or 18A:7B-12.1, or any other section of law to the contrary, any student who moves from one school district to another as a result of being homeless due to an act of terrorism or due to a natural disaster which results in the declaration of a state of emergency or disaster by the State or by the Federal government, may continue to enroll in the school district in which the parent or guardian last resided prior to becoming homeless for up to two full school years after the act of terrorism or natural disaster; and during the two-year period, if the student is enrolled in the district in which the parent last resided prior to becoming homeless and the student's parent remains homeless for that period, the student shall attend that district tuition-free and that district shall provide the student transportation to and from school in accordance with N.J.S.A. 18A:7B-12.3.

Financial responsibility, including the payment of tuition for the homeless child or youth, will be in accordance with N.J.A.C. 6A:17-2.8. The school district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence or the school district in which the parent has been deemed domiciled shall no longer list the student on its ASSA. The State shall assume fiscal responsibility for the tuition of the child pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the school district in which the child or youth is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. under the circumstances outlined in N.J.A.C. 6A:17-2.8(c).

On or before December 31 of each year, the district shall report to the Office of Homelessness Prevention in the Department of Community Affairs an accounting of each instance in which the district is made aware that a student enrolled in the



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Students
5116/Page 4 of 4

EDUCATION OF HOMELESS CHILDREN AND YOUTHS

district because the student's parent moved to the district as a result of being homeless in accordance with N.J.S.A. 18A:38-1.f.

N.J.S.A. 18A:7B-12; 18A:7B-12.1; 18A:7B-12.3; 18A:38-1
N.J.A.C. 6A:17-2.1 et seq

Adopted: 14 October 2013
Revised: 13 February 2017
Revised: 22 January 2018
Revised: 15 November 2021
Revised: 11 December 2023



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5116/Page 1 of 11

EDUCATION OF HOMELESS CHILDREN AND YOUTHS

R 5116 EDUCATION OF HOMELESS CHILDREN AND YOUTHS

A. Definitions (N.J.A.C. 6A:17-1.2)

1. “Best interest determination” means the school placement decision made by Division of Child Protection and Permanency (DCP&P) based on the factors considered, as set forth at N.J.S.A. 30:4C-26b.
2. “Career or technical education” or “CTE” means as defined in N.J.A.C. 6A:19-1.2.
3. “DCP&P” means the Division of Child Protection and Permanency, which is a division in the New Jersey Department of Children and Families (DCF) that is responsible for the placement of children in resource family care, pursuant to N.J.S.A. 30:4C-26b.
4. “Educational stability school district notification” means the notification provided by DCP&P to the school district, pursuant to N.J.S.A. 30:4C-26b.h.
5. “Enroll” or “enrollment” means attending classes and participating fully in school activities.
6. “Homeless child” means a child or youth who lacks a fixed, regular, and adequate residence, pursuant to N.J.S.A. 18A:7B-12, N.J.A.C. 6A:17-2.2, and B. below.
7. “Immediate” or “immediately” means at the instant the need for placement is made known.
8. “Parent” means the natural or adoptive parent, legal guardian, resource family care parent, surrogate parent, or person acting in the place of a parent, such as the person with whom the child legally resides or a person legally responsible for the child’s welfare.
9. “Point of contact” means the employee identified in each school district who facilitates all activities needed to ensure enrollment and attendance of children in resource family care.



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5116/Page 2 of 11

EDUCATION OF HOMELESS CHILDREN AND YOUTHS

10. “Resource family care” means twenty-four-hour substitute care for children placed away from their parent(s) and for whom DCP&P has placement and care responsibility. The term is synonymous with “foster care” as defined in the Federal Elementary and Secondary Education Act (ESEA), as reauthorized by the Every Student Succeeds Act (ESSA), and includes “resource family home” found elsewhere in the New Jersey Administrative Code and in the New Jersey Statutes Annotated.
11. “School district liaison for the education of homeless children and youths” means the person identified in each school district who facilitates all activities needed to ensure the enrollment and attendance of homeless children and youths.
12. “School district of residence” for a homeless child or youth means the school district in which the parent of a homeless child or youth resided prior to becoming homeless. It may not be the school district in which the student currently resides. This term is synonymous with “school district of origin” referenced in the McKinney-Vento Homeless Education Assistance Act. “School district of residence” for a student in a State facility means the school district in which the parent with whom the student lived prior to placement in a State facility currently resides, pursuant to N.J.S.A. 18A:7B-12.b. In the case of a child placed in resource family care prior to September 9, 2010, in accordance with N.J.S.A. 18A:7B-12, the “school district of residence” means the school district in which the resource family care parent(s) resides. In the case of a child placed in resource family care on or after September 9, 2010, in accordance with N.J.S.A. 18A:7B-12, the “school district of resident” means the present school district of residence of the parent(s) with whom the child lived prior to the most recent placement in resource family care.
13. “School of origin” for a child in resource family care means the school district in which a child was enrolled prior to a change in the child’s care, custody, or guardianship. If a child’s resource family care placement changes, the school of origin would then be considered the school district in which the child is enrolled at the time of the placement change.



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5116/Page 3 of 11

EDUCATION OF HOMELESS CHILDREN AND YOUTHS

14. “State agency” means the New Jersey Department of Human Services, the New Jersey Department of Correction, the New Jersey Department of Children and Families, or the New Jersey Juvenile Justice Commission.
15. “State facility” means residential and day programs operated by, contracted with, or specified by the New Jersey Department of Human Services, the New Jersey Department of Correction, the New Jersey Department of Children and Families, or the New Jersey Juvenile Justice Commission.
16. “Transitional living facility” means a temporary facility that provides housing to a child due to domestic violence, pursuant to N.J.S.A. 18A:7B-12.1.
17. “Unaccompanied youth” means a youth not in the physical custody of a parent at the time of enrollment.
- ~~1. “School district liaison for the education of homeless children” means the person identified in the school district that facilitates all activities needed to ensure the enrollment and attendance of homeless children.~~
- ~~2. “School district of residence” for a homeless child means the school district in which the parent of a homeless child resided prior to becoming homeless. It may not be the school district in which the student currently resides. This is synonymous with the term “school district of origin” referenced in the McKinney-Vento Homeless Education Assistance Act. “School district of residence” for a student in a State facility means the school district in which the parent with whom the student lived prior to placement in a State facility currently resides pursuant to N.J.S.A. 18A:7B-12.b.~~
- ~~3. “Homeless child” means a child or youth who lacks a fixed, regular, and adequate residence, pursuant to N.J.S.A. 18A:7B-12 and N.J.A.C. 6A:17-2.2.~~
- ~~4. “Immediate” or “immediately” means at the instant the need for placement is made known.~~
- ~~5. “Parent” means the natural or adoptive parent, legal guardian, foster parent, surrogate parent, or person acting in the place of a parent such as~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5116/Page 4 of 11

EDUCATION OF HOMELESS CHILDREN **AND YOUTHS**

~~the person with whom the child legally resides or a person legally responsible for the child's welfare.~~

6. ~~"Superintendent" means Superintendent and/or Chief School Administrator.~~

B. Determination of Homelessness (N.J.A.C. 6A:17-2.2)

1. The Board of Education **for the school district of residence** shall determine that a child **or youth** is homeless for the purposes of N.J.A.C. 6A:17-2, **Policy 5116, and this Regulation** when **the child or youth** ~~he or she~~ resides in any of the following:
 - a. A publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers;
 - b. A public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles including mobile homes; tents or other temporary shelters; parks; abandoned buildings; bus or train stations; or temporary shelters provided to migrant workers and their children on farm sites;
 - c. The residence of relatives or friends where the homeless child **or youth** resides out of necessity because **their** ~~his or her~~ family lacks a regular or permanent residence of its own; or
 - d. Substandard housing.

C. Responsibilities of the School District of Residence (N.J.A.C. 6A:17-2.3)

1. The school district of residence for a homeless child **or youth shall be** ~~is~~ responsible for the education of the child and shall:
 - a. Determine the school district in which the child shall be enrolled after consulting with the parent pursuant to N.J.A.C. 6A:17-2.5 **and E. below**;
 - b. Pay the cost of tuition pursuant to N.J.S.A. 18A:38-19, when the child attends school in another school district; and



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5116/Page 5 of 11

EDUCATION OF HOMELESS CHILDREN AND YOUTHS

- c. Provide for transportation for the child pursuant to N.J.A.C. 6A:27-6.2.
 2. The determination of the homeless child's **or youth's** school district of residence shall be made by the Superintendent of the school district of residence or designee pursuant to N.J.A.C. 6A:17-2.4 **and D. below** based upon information received from the parent, ~~the Department of Human Services or the Department of Children and Families,~~ a shelter provider, another school district, **or** an involved agency, ~~or a case manager.~~
 3. The **school** district ~~Board of Education~~ identified in accordance with N.J.S.A. 18A:7B-12 as the school district of residence for a homeless child **or youth** shall be the school district of residence until the parent establishes a permanent residence. Financial responsibility will remain with the homeless child's school district of residence until the family is deemed domiciled in another jurisdiction, pursuant to N.J.S.A. 18A:38-1.d.
- D. Designation of School District Liaisons and Their Responsibilities **§** (N.J.A.C. 6A:17-2.4)
1. The Superintendent identifies Director of Special Services as the **school** district liaison for the education of homeless children **or youths**. The school district liaison shall:
 - a. Facilitate communication and cooperation between the school district of residence and the school district where the homeless child **or youth** resides;
 - b. Develop procedures to ensure a homeless child **or youth** residing in the school district is enrolled and attending school pursuant to N.J.A.C. 6A:17-2.5 **and E. below**;
 - c. Ensure homeless families, children, and youth receive educational services for which they are eligible, including Head Start ~~and Even Start~~ programs, preschool programs administered by the **Board** ~~local education agency,~~ and referrals to health care, dental, mental health, and other appropriate services;
 - d. Inform parents of homeless children and youth of the educational and related opportunities available to their children and ensure



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5116/Page 6 of 11

EDUCATION OF HOMELESS CHILDREN AND YOUTHS

that **parents** ~~they~~ are provided with meaningful opportunities to participate in the education of their children;

- e. Ensure that public notice of the educational rights of homeless children and youth is disseminated where such children receive services, such as schools, family shelters, and soup kitchens;
 - f. Ensure enrollment disputes are resolved pursuant to N.J.A.C. 6A:17-2.7 **and G. below**;
 - g. Ensure the parent of a homeless child or youth, or any unaccompanied youth, is fully informed of all transportation services, including transportation to the school district of residence, and is assisted in accessing transportation to the school selected under N.J.A.C. 6A:17-2.5 **and E. below**;
 - h. Assist the parent to obtain the homeless child's or youth's medical records or required immunizations; and
 - i. Assist an unaccompanied youth to ensure **the youth** ~~he or she~~ is enrolled **in**, and is receiving, all services pursuant to N.J.A.C. 6A:17-2, **Policy 5116, and this Regulation.**
2. When a homeless child **or youth** resides in a school district, the **school** district liaison shall notify the liaison of the school district of residence within twenty-four hours of receiving notification from the parent, ~~the Department of Human Services or the Department of Children and Families~~, a shelter director, **or** an involved agency, ~~or a case manager~~;
 3. Upon notification of the need for enrollment of a homeless child **or youth**, the liaison in the school district of residence shall coordinate enrollment procedures immediately based upon the best interest of the child pursuant to N.J.A.C. 6A:17-2.5(b) **and E.2. below.**
- E. School District Enrollment - {N.J.A.C. 6A:17-2.5}
1. The Superintendent of the school district of residence or designee shall decide in which **school** district the homeless child **or youth** shall be enrolled as follows:



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5116/Page 7 of 11

EDUCATION OF HOMELESS CHILDREN AND YOUTHS

- a. Enroll the homeless child or youth in the school district of residence to the extent feasible, except when doing so is contrary to the wishes of the homeless child's or youth's parent;
 - b. Continue the homeless child's or youth's education in the school district of last attendance if it is not the school district of residence; or
 - c. Enroll the homeless child in the school district where the child resides.
2. The Superintendent of the school district of residence or designee shall decide the school district of enrollment of a homeless child or youth based on what is determined to be in the best interest of the child or youth after considering:
 - a. The enrollment of the homeless child or youth in the school district of residence to the extent feasible, except when doing so is contrary to the wishes of the child's or youth's parent.
 - b. The continuity of the child's educational program;
 - c. The eligibility of the child for special instructional programs, including but not limited to bilingual, gifted and talented, special education, early childhood, and career and technical education programs; and
 - d. The distance, travel time, and safety factors in coordinating transportation services from the residence to the school.
3. The Superintendent of the school district of residence or designee shall determine the child's or youth's school district of enrollment immediately after consultation with the parent. The school district of residence shall adhere to the following procedures:
 - a. Enrollment decisions shall be made immediately upon notification of the need for enrollment. When the decision is made, the child or youth shall be enrolled immediately. If a dispute arises regarding enrollment of a homeless child or youth, the homeless child or youth shall be immediately enrolled in the school district in which enrollment is sought by the parent,



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5116/Page 8 of 11

EDUCATION OF HOMELESS CHILDREN AND YOUTHS

pending resolution of the dispute pursuant to N.J.A.C. 6A:17-2.7 and G. below.

- b. Consultation with the parent regarding the enrollment decision and the right to appeal the decision shall be documented in writing.
 - c. A decision to enroll a homeless child or youth in a school district other than the school district of residence or the school district requested by the parent shall be explained in writing and provided to the parent.
4. When a decision is made to enroll the child or youth in a school district other than the school district of residence, the Superintendent or designee of the school district of residence shall forward to the new school district all relevant school and health records consistent with the provisions of N.J.A.C. 6A:32-7, ~~School District Operations~~.
 5. When a homeless child or youth with a disability is enrolled in a school district other than the school district of residence, the school district of enrollment shall treat the student as a transfer student pursuant to N.J.A.C. 6A:14, Special Education.
 6. When the school district of residence for a homeless child or youth cannot be determined, the Superintendent or designee of the school district in which the child or youth currently resides shall enroll the child or youth immediately in the school district of the current residence or the school district of last attendance.
 7. The school district selected pursuant to N.J.A.C. 6A:17-2, Policy 5116, and this Regulation shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment such as previous academic records, medical records, proof of residency, or other documentation.
 8. Enrollment in the school district of residence; enrollment in the school district of last attendance if not the school district of residence; or enrollment in the school district where the child or youth resides shall continue for the duration of homelessness, including when a family becomes homeless between academic years, and also for the remainder of



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5116/Page 9 of 11

EDUCATION OF HOMELESS CHILDREN AND YOUTHS

the academic year if the homeless child or youth becomes permanently housed during the academic year.

F. Parental Rights (N.J.A.C. 6A:17-2.6)

1. Unless parental rights have been terminated by a court of competent jurisdiction, the parent retains all rights under N.J.A.C. 6A:17-2.1 et seq., Policy 5116, and this Regulation.

G. Disputes and Appeals (N.J.A.C. 6A:17-2.7)

1. When If a dispute occurs regarding the determination of homelessness or the determination of the school district of enrollment made by the school district of residence, the Superintendent(s) or designee(s) of the involved school district(s) or the child's or youth's parent(s) shall immediately notify the Executive County Superintendent of Schools, who, in consultation with the New Jersey Department's of Education's (NJDOE) McKinney-Vento Homeless Education Coordinator or the Coordinator's designee, the Executive County Superintendent shall immediately decide the child's or youth's status. If a dispute remains between the parent and the involved school district(s) following the Executive County Superintendent's determination, the parent or the involved district Board(s) of Education may appeal to the Commissioner of Education for a determination pursuant to N.J.A.C. 6A:3, Controversies and Disputes.
2. When a school district designated as the school district of residence disputes its designation as the school district of residence, or where no designation can be agreed upon by the involved school districts, the Superintendent(s) or designee(s) of the involved school districts shall immediately notify the Executive County Superintendent of Schools. The Executive County Superintendent who shall make a determination immediately, if possible, but no later than within forty-eight hours and, when necessary, in consultation with the NJDOE's Homeless Education Coordinator, or the Coordinator's designee.
 - a. If the dispute regarding determination of the school district of residence does not involve the determination of homelessness and/or school district of enrollment, the school district disputing the Executive County Superintendent's determination may appeal to the NJDOE Department of Education pursuant to N.J.A.C.



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5116/Page 10 of 11

EDUCATION OF HOMELESS CHILDREN AND YOUTHS

6A:23A-19.2(d), (e), and (f), and request a determination from the Division of ~~Administration and Finance~~

- b. If an appeal of a determination of **the school** district of residence also includes an appeal of the determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner pursuant to N.J.A.C. 6A:3, Controversies and Disputes.
 3. Any dispute or appeal shall not delay the homeless child's **or youth's** immediate enrollment or continued enrollment in the school district. The homeless child **or youth** shall be enrolled in the school district in which enrollment or continued enrollment is sought by the parent, pending resolution of the dispute or appeal.
 4. Disputes and appeals involving the services provided to a homeless child **or youth** with a disability shall be made pursuant to N.J.A.C. 6A:14.
- H. Tuition ~~(N.J.A.C. 6A:17-2.8)~~
1. When the homeless child **or youth** is enrolled in a school district other than the school district of residence, the school district of residence shall pay to the school district of enrollment the tuition costs pursuant to N.J.S.A. 18A:38-19 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence **or the school district in which the parent has been deemed domiciled** shall ~~no longer~~ pay tuition to the school district of enrollment.
 2. The school district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence **or the school district in which the parent has been deemed domiciled** shall ~~no longer~~ list the student on its ASSA.
 3. The State shall assume fiscal responsibility for the tuition of the child **or youth** pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the school district in which the child **or youth** is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5116/Page 11 of 11

EDUCATION OF HOMELESS CHILDREN AND YOUTHS

jurisdiction pursuant to N.J.S.A. 18A:38-1.d, under the following circumstances:

- a. If the school district of residence cannot be determined for the homeless child or youth;
- b. If the school district of residence is outside of the State; or
- c. If a child or youth resides in a domestic violence shelter, homeless shelter, Department of Community Affairs licensed emergency shelter or transitional living facility located in a school district other than the school district of residence due to domestic violence for more than a year during combined for the duration of the placement pursuant to N.J.S.A. 18A:7B-12.d. and 12.1.

- 4.(1)- When the State assumes fiscal responsibility for the tuition of a homeless child or youth under the circumstances at N.J.A.C. 6A:17-2.8(c) and H.3 above, the State shall pay to the school district in which the child or youth is enrolled the weighted base per pupil amount calculated, pursuant to N.J.S.A. 18A:7F-49, and the appropriate security and special education categorical aids per pupil pursuant to N.J.S.A. 18A:7F-55 and 56.

Issued: 14 October 2013

Revised: 13 February 2017

Revised: 08 May 2017

Revised: 13 December 2023



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Students

5460.02/Page 1 of 2

BRIDGE YEAR PILOT PROGRAM (M)

5460.02 BRIDGE YEAR PILOT PROGRAM (M)

M

~~The New Jersey Commissioner of Education has established a three-year "Bridge Year Pilot Program," under which each school district with a high school shall offer students in the graduating classes of 2021 and 2022 the opportunity to pursue a Bridge Year during the year immediately following their senior year of high school, in accordance with the provisions of P.L. 2020 c.41. The purpose of the Bridge Year Pilot Program shall be to provide participating students an additional year to address learning loss and missed opportunities in extracurricular activities, including spring sports programs, as a result of the public health state of emergency caused by the COVID-19 pandemic.~~

~~For the purpose of this Policy, "host high school" means the high school that a student, who pursues a Bridge Year pursuant to the provisions of P.L. 2020 c.41, attended as a junior in high school.~~

~~Under the Bridge Year Pilot Program, each high school in a school district shall designate a school staff member as a Bridge Year Liaison to serve as the school's central point of contact for students interested in pursuing a Bridge Year and for students participating in a Bridge Year. Nothing in P.L. 2020 c.41 shall be construed to require a school district to hire an individual to serve as a Bridge Year Liaison.~~

~~To be eligible to participate in the Bridge Year Pilot Program, a student shall be nineteen years of age or younger and shall not turn twenty years of age at any time during the Bridge Year, except that a classified student shall be eligible to participate if the student will turn twenty years of age during the Bridge Year due to services provided pursuant to the student's individualized education program. To participate in the Bridge Year Pilot Program, eligible students must notify their host high school's Bridge Year Liaison by February 15 of their senior year.~~

~~The Bridge Year Liaison shall develop, in consultation with Bridge Year students, an Individual Learning Plan (ILP) for each student. To ensure ample time to plan for the implementation of services outlined in the ILP, each Bridge Year student's ILP shall be completed by May 15, but no later than June 1 of the student's senior year.~~

~~During the fall semester of the student's Bridge Year, the student shall take between nine and twelve credits at the host high school, the county college that serves the county of the host high school, or a combination thereof. During the spring semester of the student's Bridge Year, the student shall take between nine and twelve credits at the county college that serves the county of the host high school. During either semester of the Bridge Year, a student may also take up to three credits offered by a four-year institution of higher~~



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Students
5460.02/Page 2 of 2
BRIDGE YEAR PILOT PROGRAM (M)

~~education at any high school in the State or at any other location to fulfill the student's credit requirement. At the conclusion of each semester of the Bridge Year, the host high school shall update the student's high school transcript to reflect any high school credits earned during the Bridge Year.~~

~~In the event that a student initially decides to pursue a Bridge Year in the fall semester, but does not continue the Bridge Year in the spring semester, the student's host high school shall release all final transcripts and other records as necessary and as may be requested. A student who decides not to continue the Bridge Year in the spring semester shall not be eligible to participate in a spring sports program or extracurricular activities pursuant to P.L. 2020 c.41.~~

~~The State Board of Education shall promulgate regulations pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.), necessary to effectuate the provisions of P.L. 2020 c.41.~~

~~The Higher Education Student Assistance Authority shall promulgate regulations, pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.), necessary to effectuate the provisions of subsection d. of section 2 of this Act.~~

P.L. 2020 c.41

Adopted: 20 September 2021



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS
R 5460.02/Page 1 of 7
BRIDGE YEAR PILOT PROGRAM (M)

R 5460.02 BRIDGE YEAR PILOT PROGRAM (M)

M

All public school districts, including charter and renaissance schools, that enroll high school students must offer all eligible students the opportunity to participate in the Bridge Year Pilot Program (P.L. 2020 c.41).

To participate in the Bridge Year Pilot Program, eligible students must notify their host high school's Bridge Year Liaison of their intent to participate by February 15 of their senior year.

A. Bridge Year Liaison

-

1. To facilitate compliance with the requirements of the Bridge Year Pilot Program, each public high school in a school district shall designate the Director of Guidance or as a Bridge Year Liaison.

-

2. The school's Bridge Year Liaison shall serve as the school's point of contact for students interested in participating in the Bridge Year Pilot Program, facilitate planning of the Bridge Year students' academic services, and regularly communicate with the respective county college regarding students' academic progress.

-

3. Bridge Year Liaisons shall develop, in consultation with Bridge Year students, an Individual Learning Plan (ILP) for each student.

-

4. The Bridge Year Liaison:

-

- a. Shall collect and report attendance in accordance with the school district's policy for those students participating in classes not at the host high school consistent with N.J.A.C. 6A:16-7.6. Attendance for classes at the host high school shall be collected and recorded in the normal course;
- b. Must receive reports from the institution of higher education that a Bridge Year student attends at least quarterly. The reports must demonstrate, in a manner specified by the student's ILP, the student's academic progress and performance; and

-



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS
R 5460.02/Page 2 of 7
BRIDGE YEAR PILOT PROGRAM (M)

- e. ~~Shall ensure that at the conclusion of each semester of the Bridge Year, the student's high school transcript reflects any high school and college credits earned during the Bridge Year in accordance with Policy and Regulation 5460.02.~~

B. ~~Student Eligibility~~

- 1. ~~To be eligible to participate in Bridge Year Pilot Program, a student must:~~

- a. ~~Be in the graduating classes of 2021 or 2022;~~
- b. ~~Meet all applicable high school graduation requirements by the end of their senior year of high school;~~
- c. ~~Be nineteen years old or younger during the entirety of the Bridge Year; a student that would turn twenty years old before the end of their Bridge Year is not eligible to participate;~~
 - (1) ~~A student with disabilities is eligible to participate if the student will turn twenty years old during the Bridge Year due to services provided under the student's individualized education program (IEP); and~~
- d. ~~Maintain a grade point average of 2.0 during the Bridge Year.~~

- 2. ~~Students with disabilities who receive special education and related services under the Individuals with Disabilities Education Act (IDEA) must be granted the opportunity to participate in a school district's Bridge Year Pilot Program in accordance with Federal and State special education requirements.~~

- a. ~~Regarding the Bridge Year's age requirements in B.1.c. above, school districts that have students with disabilities who have satisfied their State and local graduation requirements, but may need an extra year of services,~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS
R 5460.02/Page 3 of 7
BRIDGE YEAR PILOT PROGRAM (M)

~~and will not turn twenty-one years old before June 30, may receive services for another year as determined by the student's IEP team, which includes the student and the student's parent(s).~~

- ~~b. The school district's Bridge Year Liaison should collaborate with the student's IEP team as the services provided to students with disabilities should be focused on transition services. Services shall be delivered via the IEP.~~

~~C. Academics~~

~~1. Individual Learning Plans (ILP)~~

- ~~a. Each Bridge Year student's academic and co-curricular goals for the Bridge Year shall be defined in an ILP. A student's ILP shall detail the activities and strategies for accomplishing these goals, including, but not limited to, counseling, academic support, coursework, and co-curricular or athletic participation. The New Jersey Department of Education (NJDOE) developed an ILP template for school districts, which will be available on the NJDOE's webpage.~~

- ~~(1) In developing a student's ILP, a school district should utilize the considerations outlined in Bridge Year Pilot Program (P.L. 2020 c.41) Implementation Guidance.~~

- ~~b. To ensure ample time to plan for the implementation of services outlined in the ILP, each Bridge Year student's ILP shall be completed by May 15, but no later than June 1 of the student's senior year.~~

~~2. Academic and Course Requirements~~

- ~~a. Students participating in the Bridge Year Pilot Program shall meet the following academic and course requirements:~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5460.02/Page 4 of 7

BRIDGE YEAR PILOT PROGRAM (M)

-
- (1) ~~During the fall semester, students shall take between nine and twelve credits at the host high school, county college in the county in which the host high school is located, or a combination thereof;~~
-
- (2) ~~During the spring semester, students shall take between nine and twelve credits at the county college in the county in which the host high school is located;~~
-
- (3) ~~During either semester, students may take up to three credits offered by a four-year institution of higher education at any high school in the State or any other location to fulfill the student's credit requirements described in C.2.a.(1) and (2) above;~~
-
- (4) ~~Students who pursue a Bridge Year and participate in a spring sport sanctioned by the New Jersey State Interscholastic Athletic Association (NJSIAA) shall enroll in less than twelve college credits, or otherwise be enrolled in a number of college credits as to not be considered a full-time college student, in each of the fall and spring semesters during the student's Bridge Year;~~
-
- (5) ~~During the Bridge Year, students do not need to participate in health, safety, and physical education as required by N.J.S.A. 18A:35-5, 7, and 8 (N.J.A.C. 6A:8-5.1(a)1.vi); and~~
-
- (6) ~~A Bridge Year student shall be considered a non-matriculated student of the respective county college.~~
-
- b. ~~School districts that do not operate on the basis of fall and spring semesters should meet the spirit of the academic and course requirements outlined in C.2.a. above and ensure that Bridge Year students meet their total credit~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS
R 5460.02/Page 5 of 7
BRIDGE YEAR PILOT PROGRAM (M)

~~requirements for the entirety of the Bridge Year Pilot Program.~~

-
- e. ~~The District reserves the right to decide any courses selected to be taken at Roxbury High School so that they do not deprive any typically enrolled student from enrolling in a course/program and/or meet previously unfulfilled programming opportunities as identified by Roxbury High School staff.~~
-

3. ~~Graduation~~

-
- a. ~~As stated in B.1.b. above, all students must meet all applicable high school graduation requirements by the end of their senior year of high school before participating in the Bridge Year Pilot Program.~~
-

-
- b. ~~The Bridge Year student may participate in the graduation ceremony at the end of his or her senior year or the end of his or her Bridge Year.~~
-

-
- c. ~~The student's diploma will be withheld and formal matriculation from high school will be deferred until completion of the Bridge Year Pilot Program.~~
-

-
- (1) ~~Participating students are only held to the graduation requirements of their senior year and are not required to meet the graduation requirements of their Bridge Year in order to receive their high school diploma.~~
-

-
- (a) ~~For example, 12th-graders in the graduating class of 2021 whose Bridge Year would take place during the 2021-2022 school year will be held only to the graduation requirements applicable to the class of 2021, as modified pursuant to Executive Order 214 by the Governor of New Jersey, and not to the graduation requirements for the class of 2022.~~
-



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS
R 5460.02/Page 6 of 7
BRIDGE YEAR PILOT PROGRAM (M)

d. ~~At the conclusion of each semester of the Bridge Year Pilot Program, the host high school shall update the student's high school transcript to reflect any high school credits earned during the Bridge Year.~~

e. ~~If a student decides to pursue a Bridge Year in the fall semester, but does not continue the Bridge Year in the spring semester, the student's host high school shall release all final transcripts and other records as necessary and as may be requested.~~

~~D. Data Reporting~~

~~1. NJ SMART~~

a. ~~The NJDOE will add a new field in the NJ SMART SID Management to indicate whether 12th graders are planning to participate in the Bridge Year Pilot Program in the following year (beginning in the 2020-2021 school year) or whether a 12th grader is currently participating in a Bridge Year Pilot Program (beginning in the 2021-2022 school year).~~

b. ~~School districts will be required to begin entering this information for all 12th graders beginning with the June 2021 snapshot.~~

~~2. School and District Accountability~~

a. ~~Students participating in the Bridge Year Pilot Program will continue to be included in the accountability calculations for both Every Student Succeeds Act school accountability and New Jersey Quality Single Accountability Continuum (QSAC) district accountability during their Bridge Year.~~

(1) ~~This would include graduation rate and chronic absenteeism calculations for both school and district accountability.~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

STUDENTS
R 5460.02/Page 7 of 7
BRIDGE YEAR PILOT PROGRAM (M)

-
- (2) ~~Students participating in the Bridge Year Pilot Program will not count as graduates for graduation rate calculations until they receive a diploma at the end of the Bridge Year.~~
-

~~E. Athletic Requirements~~

-
- 1. ~~Students participating in the Bridge Year Pilot Program are eligible to participate in NJSIAA sanctioned sports at their host high school — and only at their host high school — during the spring season of their Bridge Year.~~
-
- a. ~~Bridge Year students are not eligible to participate in fall or winter sports during their Bridge Year.~~
-
- 2. ~~Students must meet the eligibility requirements outlined by the NJSIAA.~~
-
- 3. ~~A student who decides not to continue their Bridge Year in the spring semester shall not be eligible to participate in a spring sports program or extracurricular activities.~~
-
- 4. ~~Bridge Year students participating in spring athletics are subject to the athletic code of conduct, and any other applicable codes, rules, or school district policies as other students participating in the spring sport.~~
-
-

~~Issued: 20 September 2021~~



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Property
7481/Page 1 of 2

UNMANNED AIRCRAFT SYSTEMS (UAS also known as Drones)

7481 UNMANNED AIRCRAFT SYSTEMS (UAS also known as Drones)

The Board of Education is concerned for the safety of all staff members, students, parents, community members, and visitors while on school grounds. The Board of Education recognizes the operation of an unmanned aircraft system (UAS) on school grounds or flying an unmanned aircraft on or over school grounds presents a public safety issue as school grounds are populated many hours of the day by students, staff members, parents, and community members.

An unmanned aircraft system is the unmanned aircraft and all the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc. necessary to operate the unmanned aircraft. The unmanned aircraft is the flying portion of the system by a pilot via a ground control system, or autonomously through the use of an on-board computer, communication links and any additional equipment that is necessary for the unmanned aircraft to operate safely. A model aircraft is considered an unmanned aircraft.

~~The Board of Education prohibits~~ The operation of an unmanned aircraft system on school grounds, the launching or landing of an unmanned aircraft on school grounds, or the flying of an unmanned aircraft over school grounds **is only permissible when authorized by the Superintendent or designee** ~~at all times.~~

~~However, the Board of Education may authorize the use of an unmanned aircraft system on school grounds for an approved school district purpose.~~

The use of an unmanned aircraft system ~~on school grounds~~ for school district purposes that is owned and operated by the Board of Education, or owned and operated by a student and used in an approved school district program, must be operated **with the permission** ~~under the supervision~~ of a school district staff member(s). ~~The unmanned aircraft system shall only be operated on school grounds and the unmanned aircraft shall only be launched or landed on school grounds or flown over school grounds.~~ The Superintendent or designee shall approve the specific activity(ies) or event(s) in which an unmanned aircraft system may be used, **whether on or off campus. Students who earned their Part 107 drone license, and demonstrate proficiency with drone flight, may operate an unmanned aircraft for a school activity and/or event as the Pilot in Command, with the approval of the Superintendent or designee, following a detailed plan outlining where they're going to fly, the day/time of flight, and the intended duration of flight.**

The Superintendent or designee shall ensure the use of a school district-owned or student-owned unmanned aircraft system is in compliance with all applicable Federal Aviation Administration regulations and State and local laws for the operation of an unmanned



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Property
7481/Page 2 of 2

UNMANNED AIRCRAFT SYSTEMS (UAS also known as Drones)

aircraft system. In addition, the Superintendent or designee shall ensure the Board of Education has insurance coverage for the use or operation of an unmanned aircraft system. The insurance coverage shall be determined by the Board after consultation with the Board's insurance company and Board Attorney.

The Board of Education may post signage on school grounds indicating the operation of an unmanned aircraft system or flying an unmanned aircraft over school grounds without Board of Education approval is prohibited at all times.

The Board of Education will take appropriate action in accordance with Federal Aviation Administration regulations and/or any State and local laws against any violations of the provisions of this Policy.

Adopted: 15 August 2016

Revised: 11 December 2023



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

PROPERTY
R 7481/Page 1 of 2
UNMANNED AIRCRAFT SYSTEMS (DRONES)

7481 UNMANNED AIRCRAFT SYSTEMS (DRONES)

The Board of Education recognized that Unmanned Aircraft Systems (Drones) have emerged as tools that can be used to effectively promote the school district and serve an educational purpose both as a part of instructional classes and also as a component of future career pathways for students. To this end, the Board of Education identifies the following parameters to manage the appropriate use of Drones to support the educational program and promotional purposes to ensure safety for all members of the school community while also ensuring productive usage.

An "unmanned aircraft system" is defined as an unmanned aircraft and all the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc. necessary to operate the unmanned aircraft. The unmanned aircraft is the flying portion of the system by a pilot via a ground control system, or autonomously through the use of an on-board computer, communication links.

In order to support these goals as well as the expectations identified in Policy 7481 the following parameters are to be implemented:

- Any individual (student or staff member) who operates an unmanned aircraft system as the Pilot in Command (PIC) shall possess an FAA issued Part 107 drone pilot's license.
- All flights must be supervised approved by a trained and licensed school staff member.
- All flights must be maintained at a safe and appropriate altitude, not to exceed the FAA maximum 400 feet above ground level (AGL), unless flown within a 400-foot radius of a structure and no higher than 400 feet above the structure's immediate uppermost limit under 400 ft altitude.
- Flights ~~are not allowed~~ over crowded spaces or active sporting events/practices must follow current FAA regulations, and receive approval from the Superintendent or designee prior to flight.
- Flights must be logged and all data stored according to administrative procedure.
- ~~Signage will be posted at all schools to indicate "Authorized Unmanned Aircraft (Drone) Use Only".~~
- All recordings are used for School District educational and promotional purposes only.



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

PROPERTY
R 7481/Page 2 of 2
UNMANNED AIRCRAFT SYSTEMS (DRONES)

- All drones utilized by the school district must be registered with the Federal Aviation Administration (FAA).

Adopted: 18 November 2019

Revised: 11 December 2023



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Operations
8500/Page 1 of 14
FOOD SERVICES

8500 FOOD SERVICES

The Board of Education shall make school lunch available to all students enrolled in a school in the district unless less than five percent of enrolled students in the school are Federally eligible for a free or reduced price lunch in accordance with N.J.S.A. 18A:33-4. School lunches made available pursuant to N.J.S.A. 18A:33-4 and this Policy shall meet minimum nutritional standards, established by the Department of Education.

Free or reduced price breakfast and lunch, as required, shall be offered, under a school lunch program, school breakfast program, or a breakfast after the bell program, to all enrolled students who are determined to be Federally eligible for free or reduced price meals. As provided by N.J.S.A. 18A:33-4.a.(3) and N.J.S.A. 18A:33-14a.a.(2), any student who is eligible for a reduced price lunch and breakfast, pursuant to Federal income eligibility standards and criteria, shall not be required to pay for such lunch or breakfast. Free lunch or breakfast shall also be offered to each enrolled student who is Federally ineligible for free or reduced price meals, but who has an annual household income that is not less than one hundred and eighty-six percent, and not more than one hundred ninety-nine percent, of the Federal poverty level, as determined pursuant to N.J.S.A. 18A:33-21b1.

A. Breakfast Program – N.J.S.A. 18A:33-10; 18A:33-10.1; 18A:33-11; 18A:33-11.1; 18A:33-11.3; 18A:33-14a.

If twenty percent or more of the students enrolled in a school in the district on October 1 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a school breakfast program in the school in accordance with the provisions of N.J.S.A. 18A:33-10.

Notwithstanding the provisions of N.J.S.A. 18A:33-10 to the contrary, if ten percent or more of the students enrolled in a school in the district on October 1 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program the district shall establish a breakfast program in accordance with the provisions of N.J.S.A. 18A:33-10.1.

If seventy percent or more of the students enrolled in a school in the district on or before the last school day before October 16 of the preceding school year were Federally eligible for free or reduced price meals under



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Operations
8500/Page 2 of 14
FOOD SERVICES

the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a breakfast after the bell program pursuant to N.J.S.A. 18A:33-11.3.

In accordance with N.J.S.A. 18A:33-11, in implementing a school lunch program, pursuant to 18A:33-4 et seq., a school breakfast program, pursuant N.J.S.A. 18A:33-9 et seq., or N.J.S.A. 18A:33-10.1, or a breakfast after the bell program, pursuant to N.J.S.A. 18A:33-11.1 or N.J.S.A. 18A:33-11.3, the district shall:

1. Publicize, to parents and students, the availability of the respective school meals program, as well as the various ways in which a student may qualify to receive free or reduced price meals under the program, as provided by N.J.S.A. 18A:33-4 and N.J.S.A. 18A:33-14a;
2. Make every effort to ensure that subsidized students are not recognized as program participants, by the student body, faculty, or staff, in a manner that is different from the manner in which unsubsidized students are recognized as program participants. Such efforts shall include, but need not be limited to, the establishment of a neutral meal plan or voucher system that does not make a distinction between subsidized and unsubsidized students; and
3. Make every effort to:
 - a. Facilitate the prompt and accurate identification of categorically eligible students who may be certified to participate in the program, on a subsidized basis, without first submitting an application therefore, and, whenever an application is required to establish eligibility for subsidized meals, encourage students and their families to submit a subsidized school meals application for that purpose;
 - b. Facilitate and expedite, to the greatest extent practicable, the subsidized school meals application and income-eligibility determination processes that are used, by the district, to certify a student for free or reduced price school meals on the basis of income, and assist parents in completing the school meals application; and



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Operations
8500/Page 3 of 14
FOOD SERVICES

- c. Encourage students who are neither categorically eligible nor income-eligible for free or reduced price school meals to nonetheless participate, on a paid and unsubsidized basis, in the program.

If the district participates in the Federal School Breakfast Program, the district is encouraged to increase the number of students participating in the program by establishing a breakfast after the bell program that incorporates school breakfast into the first-period classroom or the first few minutes of the school day pursuant to N.J.S.A. 18A:33-11.1.

Pursuant to N.J.S.A. 18A:33-14a., school breakfasts made available to students under a school breakfast program or a breakfast after the bell program shall meet minimum nutritional standards, established by the New Jersey Department of Education.

The State of New Jersey shall provide funding to each school in the district if the school operates a School Breakfast Program or a breakfast after the bell program, as may be necessary to reimburse the costs associated with the school's provision of free breakfasts, pursuant to N.J.S.A. 18A:33-14a.b., to students who are Federally ineligible for free or reduced price meals.

- B. Summer Food Service Program – N.J.S.A. 18A:33-23; 18A:33-24; 18A:33-25; 18A:33-26

In accordance with N.J.S.A. 18A:33-24, if fifty percent or more of the students enrolled in the school district on or before the last school day before October 16 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall become a sponsor or site under the Federal Summer Food Service Program or apply for a waiver pursuant to N.J.S.A. 18A:33-26.

In accordance with N.J.S.A. 18A:33-23, the district shall notify each student enrolled and the student's parent of the availability of, and criteria of eligibility for, the summer meals program and the locations in the district where the summer meals are available. The district shall provide this notification by distributing flyers provided by the New Jersey Department of Agriculture pursuant to subsection N.J.S.A. 18A:33-23.c.



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Operations
8500/Page 4 of 14
FOOD SERVICES

The district may also provide electronic notice of the information through the usual means by which the district communicates with parents and students electronically.

Pursuant to N.J.S.A. 18A:33-26.a., the New Jersey Department of Agriculture may grant a waiver of the requirements of N.J.S.A. 18A:33-24 et seq. To be granted a waiver, the district must show that it lacks the staff, facilities, or equipment to sponsor the Federal Summer Food Service Program, or the means to finance the hiring or acquisition of such staff, facilities, or equipment. The New Jersey Department of Agriculture also may grant a waiver for one year to the district if a different sponsor currently runs the Federal Summer Food Service Program within the district's community.

Pursuant to N.J.S.A. 18A:33-26.b., the district shall report to the New Jersey Department of Agriculture, in the manner prescribed by the New Jersey Department of Agriculture, its reasons for requesting a waiver of the requirements of N.J.S.A. 18A:33-24 et seq. The report shall include, but need not be limited to, a description of the specific impediments to implementing the program and actions that could be taken to remove those impediments or, where applicable, the identification of the sponsor that currently runs the program within the same community.

C. Information Provided to Parents Regarding the National School Lunch Program and the Federal School Breakfast Program – N.J.S.A. 18A:33-21b1

1. At the beginning of each school year, or upon initial enrollment, in the case of a student who enrolls during the school year, the school shall provide each student's parent with:

a. Information on the National School Lunch Program and the Federal School Breakfast Program, including, but not limited to, information on the availability of free or reduced price meals for eligible students, information on the application and determination processes that are used to certify eligible students for subsidized school meals, and information on the rights that are available to students and their families under N.J.S.A. 18A:33-21b1 and N.J.S.A. 18A:33-21; and



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Operations
8500/Page 5 of 14
FOOD SERVICES

- b. A school meals application form, as well as instructions for completing the application, and, as necessary, assistance in completing the application.
- 2. The school meals information and application provided to parents, pursuant to N.J.S.A. 18A:33-21b1.a. shall:
 - a. Be communicated in a language that the parent understands;
 - b. Specify the limited purposes for which collected personal data may be used, as provided by N.J.S.A. 18A:33-21b1.c.; and
 - c. Be submitted to the parent either in writing or electronically. In the latter case, the school district shall use the usual means by which it communicates with parents electronically.
- 3. A school meals application that is completed by a parent shall be confidential, and shall not be used or shared by the student's school or school district, except as may be necessary to:
 - a. Determine whether a student identified in the application is eligible for free or reduced price school meals;
 - b. Determine whether the school or school district is required, by N.J.S.A. 18A:33-11.3 or by N.J.S.A. 18A:33-24, to establish a breakfast after the bell program, or to participate as a sponsor or site in the Federal Summer Meals Service Program;
 - c. Ensure that the school receives appropriate reimbursement, from the State and Federal governments, for meals provided to eligible students, free of charge, through a school lunch program, a school breakfast program, a breakfast after the bell program, a summer meals program, or an emergency meals distribution program; and
 - d. Facilitate school aid determinations under the "School Funding Reform Act of 2008," N.J.S.A. 18A:7F-43 et seq.



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Operations
8500/Page 6 of 14
FOOD SERVICES

D. Free or Reduced Price Meals' Application Process – 7 CFR 245

School meals applications shall be reviewed in a timely manner. An eligibility determination will be made, the family will be notified of its status, and the status will be implemented as soon as possible within ten operating days of receipt of the completed application pursuant to 7 CFR 245.6(c)(6). Any student found eligible shall be offered free or reduced price meals or free milk immediately upon the establishment of their eligibility and shall continue to receive such meals during the pendency of any inquiry regarding their eligibility in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Carry-over of previous year's eligibility for students shall be in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

In accordance with 7 CFR 245.6(c)(1) and (2), eligibility for free or reduced price meals, as determined through an approved application or by direct certification, must remain in effect for the entire school year and for up to thirty operating days in the subsequent school year. Prior to the processing of an application or the completion of direct certification procedures for the current school year, children from households with approved applications or documentation of direct certification on file from the preceding year, shall be offered reimbursable free and reduced price meals, as appropriate.

In accordance with 7 CFR 245.6(c)(6)(iii), children from households that notify the local educational agency that they do not want free or reduced price benefits must have their benefits discontinued as soon as possible.

Pursuant to 7 CFR 245.6(c)(7), if the district receives an incomplete school meals application or a school meals application that does not meet the eligibility criteria for free or reduced priced benefits, the school meals application must be denied. The district shall document and retain the denied school meals application and reasons for ineligibility for three years in accordance with 7 CFR 245.6(e).

In accordance with 7 CFR 245.6(c)(7), parents of students who are denied benefits must receive prompt, written notification of their denial. The notification may be provided by mail or e-mail to the individual who



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Operations
8500/Page 7 of 14
FOOD SERVICES

signed the school meals application. Posting the denial on the “notification” page of an online system does not meet this requirement. Likewise, informing the parent of denial via telephone does not meet this requirement. If the district uses an automated telephone information system to notify parents of denied benefits, the district must also provide the parents with written notification of the denial. The notification must provide the: reason for denial of benefits; right to appeal; instructions on how to appeal; and ability to reapply for free and reduced price benefits at any time during the school year.

In accordance with 7 CFR 245.6(e), the district shall record the eligibility determination and notification in an easily referenced format. The record shall include the: denial date; reason for denial; date the denial notice was sent; and signature or initials of the determining official (may be electronic, where applicable).

Any parents of students who have benefits that are to be reduced or terminated must be given ten calendar days’ written notice of the change prior to the date the change will go into effect pursuant to 7 CFR 245.6a(j). The first day of the advance notice period shall be the day the notice is sent. The notice of adverse action may be sent via mail or to the e-mail address of the parent. The district shall **cannot** notify the household of adverse action by phone only.

Pursuant to 7 CFR 245.6a(j), the notice of adverse action must advise the parents of: change in benefits; reasons for the change; an appeal must be filed within the ten calendar days advance notice period to ensure continued benefits while awaiting a hearing and decision; instructions on how to appeal; and the parents may reapply for benefits at any time during the school year.

If the district participates in any National School Lunch Program, School Breakfast Program, or provides free milk under the Special Milk Program, the district shall submit to the New Jersey Department of Agriculture a free and reduced price policy statement pursuant to 7 CFR 245.10.

In accordance with 7 CFR 245.1(b), the district shall avoid any policy or practice leading to the overt identification of students receiving free or reduced price meal benefits. Overt identification is any action that may result in a child being recognized as potentially eligible for or certified for free or reduced price school meals. Unauthorized disclosure or overt



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Operations
8500/Page 8 of 14
FOOD SERVICES

identification of students receiving free and reduced price meal benefits is prohibited. The district shall ensure that a child's eligibility status is not disclosed at any point in the process of providing free and reduced price meals, including: notification of the availability of free and reduced price benefits; certification and notification of eligibility; provision of meals in the cafeteria; and the point of service. In addition, the district shall ensure students who receive free and reduced price benefits are not overtly identified when they are provided additional services under programs or activities available to low-income students based on their eligibility for free and reduced price meals.

Pursuant to 7 CFR 245.2, disclosure means revealing or using individual student's program eligibility information obtained through the free and reduced price meal or free milk eligibility process for a purpose other than the purpose for which the information was obtained. Disclosure includes, but is not limited to, access, release, or transfer of personal data about students by means of print, tape, microfilm, microfiche, electronic communication, or any other means. It includes eligibility information obtained through the school meals application or through direct certification.

If the district accepts both cash and electronic payments, the district shall ensure students are not overtly identified through the method of payment pursuant to 7 CFR 245.8(b). To the maximum extent practicable, the district must ensure the sale of non-program foods and the method of payment for non-program foods do not inadvertently result in students being identified by their peers as receiving free and reduced price benefits.

The School Business Administrator/Board Secretary or designee will verify applications of those eligible for free or reduced price meals in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

E. Meal Charge Program – N.J.S.A. 18A:33-21

The Board of Education provides a meal charge program to permit unsubsidized students in the district to charge for breakfast or lunch. Collection of any payment for a meal charge program account that is in arrears shall be addressed in accordance with provisions of this Policy.



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Operations
8500/Page 9 of 14
FOOD SERVICES

“Unsubsidized student” means a student who is neither categorically eligible nor income-eligible for free or reduced price school meals, and who is, consequently, required to pay for any such meals that are served to the student under the National School Lunch Program or the Federal School Breakfast Program.

The Board of Education recognizes a student may not have breakfast or lunch (meal), as applicable, or money to purchase a meal at school on a school day causing the student’s meal charge account to fall into arrears. The district shall contact the student’s parent to provide notice of the arrearage and shall provide the parent with a period of ten school days to pay the amount due. If the student’s parent has not made full payment by the end of the designated ten school day period, then the district shall again contact the student’s parent to provide notice of any action to be taken by the school district in response to the arrearage.

A parent who has received a second notice their child’s meal bill is in arrears and who has not made payment in full within one week from the date of the second notice may be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent’s refusal to meet with the Principal or designee or take other steps to resolve the matter may be indicative of more serious issues in the family or household. However, when a parent’s routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent’s meeting with the Principal or designee.

A school district shall report at least biannually to the New Jersey Department of Agriculture the number of students who are denied school breakfast or school lunch in accordance with N.J.S.A. 18A:33-21.a.(2) and this Policy.

Nothing in N.J.S.A. 18A:33-21 or this Policy shall be construed to require the district to deny or restrict the ability of an unsubsidized student to access school breakfast or school lunch when the student’s school breakfast or school lunch bill is in arrears.

The school or school district shall not:



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Operations
8500/Page 10 of 14
FOOD SERVICES

1. Publicly identify or stigmatize an unsubsidized student who cannot pay for a school breakfast or a school lunch or whose school breakfast or school lunch bill is in arrears. (For example, by requiring the student to sit at a separate table or by requiring that the student wear a wristband, hand stamp, or identifying mark, or by serving the student an alternative meal);
2. Require an unsubsidized student, who cannot pay for a school breakfast or a school lunch or whose school breakfast or school lunch bill is in arrears to do chores or other work to pay for the school breakfast or school lunch;
3. Require an unsubsidized student to discard a school breakfast or school lunch after it has been served because of the student's inability to pay for a school breakfast or school lunch or because money is owed for previously provided meals;
4. Prohibit an unsubsidized student, or sibling of such a student, from attending or participating in non-fee-based extracurricular activities, field trips, or school events, from receiving grades, official transcripts, or report cards, or from graduating or attending graduation events, solely because of the student's unresolved meal debt; or
5. Require the parent of an unsubsidized student to pay fees or costs in excess of the actual amounts owed for meals previously served to the student.

If an unsubsidized student owes money for the equivalent of five or more school meals, the Principal or designee shall:

1. Determine whether the student is categorically eligible or income-eligible for free or reduced price meals, by conducting a review of all available records related to the student, and by making at least two attempts, not including the initial attempt made pursuant to N.J.S.A. 18A:33-21.c.(2), to contact the student's parent and have the parent fill out a school meals application; and
2. Contact the parent of the unsubsidized student to offer assistance with respect to the completion of the school meals application; and



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Operations
8500/Page 11 of 14
FOOD SERVICES

to determine if there are other issues in the household that have caused the student to have insufficient funds to purchase a school breakfast or school lunch; and to offer any other appropriate assistance.

The school district shall direct communications about a student's school breakfast or school lunch bill being in arrears to the parent and not to the student. Nothing in N.J.S.A. 18A:33-21 shall prohibit the school district from sending a student home with a letter addressed to a parent.

Notwithstanding the provisions of N.J.S.A. 18A:33-21 and the provisions of any other law, rule, or regulation to the contrary, an unsubsidized student shall not be denied access to a school meal, regardless of the student's ability to pay or the status of the student's meal arrearages, during any period of time in which the school is making a determination, pursuant to N.J.S.A. 18A:33-21.c., as to whether the student is eligible for, and can be certified to receive, free or reduced price meals.

If the student's meal bill is in arrears, but the student has the money to purchase a meal on a subsequent school day, the student will be provided a meal with payment and the food service program will not use the student's payment to repay previously unpaid charges if the student intended to use the money to purchase that school day's meal.

Students receiving free meals will not be denied a meal even if they accrued a negative balance from other purchases in the cafeteria.

The school district may post this Policy on the school district's website provided there is a method in place to ensure this Policy reaches all households without access to a computer or the Internet.]

F. Provision of Meals to Homeless Children – N.J.S.A. 18A:33-21c.

The district's liaison for the education of homeless children shall coordinate with district personnel to ensure that a homeless student receives free school meals and is monitored according to district policies pursuant to N.J.S.A. 18A:33-21c.

G. Provision of School Meals During Period of School Closure – N.J.S.A. 18A:33-27.2



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Operations
8500/Page 12 of 14
FOOD SERVICES

In the event the Board is provided a written directive, by either the New Jersey Department of Health or the health officer of the jurisdiction, to institute a public health-related closure due to the COVID-19 epidemic, the district shall implement a program, during the period of the school closure, to provide school meals, at meal distribution sites designated pursuant to N.J.S.A. 18A:33-27.2.b., to all students enrolled in the district who are either categorically eligible or income-eligible for free or reduced price school meals.

In the event of an emergency closure, as described in N.J.S.A. 18A:33-27.2.a., the district shall identify one or more school meal distribution sites that are walkable and easily accessible to students in the district. The district shall collaborate with county and municipal government officials in identifying appropriate sites. A school meals distribution site may include, but need not be limited to: faith-based locations; community centers, such as YMCAs; and locations in the district where meals are made available through a summer meals program. In a district that includes high density housing, the district shall make every effort to identify a school meal distribution site in that housing area.

The district shall identify students enrolled in the district who are categorically eligible or income-eligible for free or reduced price meals, and for whom a school meal distribution site, identified pursuant to N.J.S.A. 18A:33-27.2.b., is not within walking distance. In the case of these students, the district shall distribute the school meals to the student's residence or to the student's bus stop along an established bus route, provided that the student or the student's parent is present at the bus stop for the distribution. Food distributed pursuant to N.J.S.A. 18A:33-27.2.c. may include up to a total of three school days' worth of food per delivery.

The district may use school buses owned and operated by the district to distribute school meals pursuant to N.J.S.A. 18A:33-27.2. If the district does not own and operate its own buses, the district may contract for the distribution of school meals, and these contracts shall not be subject to the public bidding requirements established pursuant to the "Public School Contracts Law," N.J.S.A. 18A:18A-1 et seq.

The district shall collaborate, as feasible, with other districts and with local government units to implement the emergency meals distribution



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Operations
8500/Page 13 of 14
FOOD SERVICES

program, as required by N.J.S.A. 18A:33-27.2, in order to promote administrative and operational efficiencies and cost savings.

School lunches and breakfasts that are made available, through an emergency meals distribution program operating pursuant to N.J.S.A. 18A:33-27.2, shall be provided to eligible students, free of charge, in accordance with the provisions of N.J.S.A. 18A:33-4.a. and N.J.S.A. 18A:33-14a.

H. Statement of Compliance

All food service programs shall be operated pursuant to 7 CFR 245, as appropriate, and this Policy.

~~The Board of Education recognizes the midday meal as an important part of each student's school day. The Superintendent or his/her designee shall ensure a wholesome, nutritious food services program in the district and one which reinforces the concepts of nutrition education as taught in the classrooms of this district.—~~

~~The Board shall provide food service facilities for the consumption of food on school premises. All students not expressly excused by the Principal shall be expected to remain at school for lunch.—~~

~~The high school may allow students in their senior year to leave the school building at lunchtime. Criteria for student participation in this Open Campus program will be published in the student handbook, and will be reviewed annually by the Board of Education to determine whether or not the program will be continued.—~~

~~The operation and supervision of the food services program shall be the responsibility of the School Business Administrator/Board Secretary.—~~

~~The Food Service Program shall be operated on a nonprofit basis. All moneys derived from the operation, maintenance, or sponsorship of the food service facilities shall be deposited in the Food Service Account. The net cash resources of the food service account may not exceed three months' operating cost. A periodic review of the food service account shall be made by the School Business Administrator/Board Secretary. Any surplus funds shall be used to reduce the cost of the service to students or to purchase cafeteria equipment.—~~



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Operations
8500/Page 14 of 14
FOOD SERVICES

~~The School Business Administrator/Board Secretary shall ensure the maintenance of sanitary, neat premises, free from fire and health hazards, for the preparation and consumption of food and the safekeeping and storage of food and food equipment in strict compliance with regulations of the New Jersey State Department of Health.~~

N.J.S.A. 18A:18A-42.1; ~~18A:33-3 et seq.~~ 18A:33-4; 18A:33-5; 18A:33-10;
18A:33-10.1; 18A:33-11; 18A:33-11.1; 18A:33-11.2;
18A:33-11.3; 18A:33-14a.; 18A:33-21; 18A:33-21a.;
18A:33-21b1; 18A:33-21c.; 18A:33-23; 18A:33-24;
18A:33-25; 18A:33-26; 18A:33-27.2; 18A:58-7.1; 18A:58-7.2

N.J.A.C. 2:36

N.J.A.C. 6A:23-2.6 et seq.

N.J.A.C. 8:24-2.1 through 7.5

7 C.F.R. 210.1 et seq.

Adopted: 14 October 2013

Revised: 11 December 2023



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Operations
8540/Page 1 of 3

SCHOOL NUTRITION PROGRAMS

8540 SCHOOL NUTRITION PROGRAMS

~~The Board of Education recognizes the importance of a child receiving a nutritious, well-balanced meal to promote sound eating habits, to foster good health and academic achievement, and to reinforce the nutrition education taught in the classroom. Therefore, the Board of Education may participate in the school nutrition programs of the New Jersey Department of Agriculture in accordance with the eligibility criteria of the program. These programs may include the National School Lunch Program, the School Breakfast Program, the After-School Snack Program, and the Special Milk Program.—~~

~~If seventy percent or more of the students enrolled in a school in the district on or before the last school day before October 16 of the preceding school year are eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a “Breakfast After the Bell” program for that school in accordance with N.J.S.A. 18A:33-11.1 et seq. The district may request a waiver of the requirements of the “Breakfast After the Bell” program pursuant to N.J.S.A. 18A:33-12.~~

~~The Board of Education shall sign an Agreement with the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture for every school nutrition program operated within the school district. Any child nutrition program operated within the school district shall be operated in accordance with the provisions of the Agreement and all the requirements of the program.—~~

~~Students may be eligible for free or reduced pricing in accordance with the requirements of the program operating in the school district. Prices charged to paying children shall be established by the Board of Education, but must be within the maximum prices established by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Prices charged to adults shall be in accordance with the requirements of the program.—~~

~~The Superintendent or designee shall annually notify parents of all children in the school district of the availability, eligibility requirements, and application procedures for free or reduced price meals or free milk in accordance with the notification requirements and procedures of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.—~~

~~The Superintendent will designate in the annual notification to parents, the person who will determine, in accordance with standards issued by the Division of Food~~



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Operations
8540/Page 2 of 3

SCHOOL NUTRITION PROGRAMS

~~and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture, a student's eligibility for free or reduced price meals or free milk depending on the programs operated in the school district.~~

~~A parent may request a household application and instructions from the Principal of their child's school. A household application must be completed before eligibility is determined. Where necessary, the Principal or designee shall assist the applicant in the preparation of the household application.~~

~~Applications shall be reviewed in a timely manner. An eligibility determination will be made, the family will be notified of its status, and the status will be implemented as soon as possible within ten operating days of the receipt of the completed application. Any student found eligible shall be offered free or reduced price meals or free milk immediately upon the establishment of his/her eligibility and shall continue to receive such meals during the pendency of any inquiry regarding his/her eligibility in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Carry-over of previous year's eligibility for students shall be in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.~~

~~A denial of eligibility for free or reduced price meals or free milk shall be in writing and shall include the reasons for which eligibility was denied, notice of the parent's right to appeal the denial, the procedures for an appeal, and a statement reminding parents that they may reapply at any time during the school year. Appeal procedures shall include: a hearing, if requested by the parent, held with reasonable promptness and convenience of the parent before a hearing officer other than the school official who denied the application; the parent's opportunity to be represented by counsel; a decision rendered promptly and in writing; and an opportunity to appeal the decision of the hearing officer to the School Business Administrator/Board Secretary. The appeal hearing will be conducted in accordance with the provisions as outlined by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.~~

~~There shall be no overt identification of any child(ren) who may be eligible to receive free or reduced price school meals or free milk. The identity of students who receive free or reduced price meals will be protected. Eligible students shall not be required to work in consideration for receiving such meals or milk. Eligible children shall not be required to use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance, or~~



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Operations
8540/Page 3 of 3

SCHOOL NUTRITION PROGRAMS

~~consume their meals or milk at a different time. A student's eligibility status will not be disclosed at any point in the process of providing free or reduced price meals or free milk in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.~~

~~The School Business Administrator/Board Secretary or designee will verify applications of those eligible for free or reduced price meals in accordance with the requirements of the, Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.~~

~~The Board of Education will comply with all the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture Local Education Agency (LEA) Agreement and all requirements outlined in the School Nutrition Electronic Application Reimbursement System (SNEARS).~~

~~-~~

~~7 C.F.R. 210.1 et seq.~~

~~N.J.S.A. 18A:33-5; 18A:33-11.1 et seq.; 18A:58-7.2~~

~~N.J.A.C. 2:36~~

~~-~~

~~-~~

~~Adopted: 14 October 2013~~

~~Revised: 5 October 2015~~

~~Revised: 15 November 2021~~



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Operations
8550/Page 1 of 3

MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL

8550 MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL

~~The Board of Education understands a student may forget to bring breakfast or lunch, as applicable, or money to purchase breakfast or lunch to school on a school day. When this happens, the food service program will provide the student with breakfast or lunch with an expectation payment will be made the next school day or shortly thereafter. However, there may be circumstances when payment is not made and a student's school breakfast/lunch bill is in arrears. The school district will manage a student's breakfast or lunch bill that is in arrears in accordance with the provisions of N.J.S.A. 18A:33-21 and this Policy.~~

~~In the event that a student's account is put in arrears regardless of the student's purchasing program (full pay or reduced, lunch only or breakfast and lunch), the Principal or School WPC will contact the parent/guardian by phone to advise of the situation.~~

~~In the event that the account remains in arrears, the student will be served the regular meals for ten (10) additional school days while the Principal or School WPC communicates with the parent/guardian to rectify the situation. The student's account will continue to be charged accordingly for such meals. A parent who has received a second notice their child's lunch or breakfast bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or School WPC to discuss and resolve the matter. The Principal or School WPC shall notify the District WPC of the situation.~~

~~If the matter is not resolved by the Principal or School WPC and the parent/guardian, the District WPC shall make contact with the parent/guardian and explain additional steps that may be taken by the District to resolve the account that is in arrears.~~

~~In the event that the account balance is not resolved after the ten (10) school days as provided above, the student shall be served an alternative meal meeting nutritional standards (ex; cheese sandwich, fruit/vegetable, milk, etc.) The Principal or School WPC shall take appropriate action, including notifying DCPD, if necessary. The District may pursue legal options to resolve the overdue amount.~~

~~A parent's refusal to meet or take other steps to resolve the matter may be indicative of more serious issues in the family or household. In these situations, the Principal or designee shall consult with and seek necessary services from both~~



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Operations
8550/Page 2 of 3

MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL

~~the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate.~~

~~When a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.~~

~~If the student's breakfast or lunch bill is in arrears, but the student has the money to purchase breakfast or lunch, the student will be provided breakfast or lunch and the food service program will not use the student's money to repay previously unpaid charges if the student intended to use the money to purchase that day's meal.~~

~~The food service program will prevent the overt identification of children through the method of payment used to purchase a meal and whose breakfast or lunch bill is in arrears.~~

~~In accordance with the provisions of the United States Department of Agriculture, this Policy shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year. The school district may post this Policy on the school or school district's website provided there is a method in place to ensure this Policy reaches all households, particularly those households without access to a computer or the Internet.~~

~~This Policy shall also be provided to all school and food service staff responsible for the enforcement of this Policy, including school administrators to ensure this Policy is supported.~~

~~The food service program will comply with all meal charge policy requirements of the United States and New Jersey Department of Agriculture and N.J.S.A. 18A:33-21.~~

~~N.J.S.A. 18A:33-21; 18A:33-21a.; 18A:33-21b.; 18A:33-21e.~~

~~Adopted: 14 October 2013~~

~~Revised: 27 March 2017~~

~~Revised: 24 July 2017~~



POLICY

ROXBURY TOWNSHIP
BOARD OF EDUCATION

Operations
8550/Page 3 of 3
MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL

~~Revised: 15 November 2021~~

ABOLISHED



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Students
5756/Page 1 of 9
TRANSGENDER STUDENTS

5756 TRANSGENDER STUDENTS

The Board of Education is committed to providing a safe, supportive, and inclusive learning environment for all students. The New Jersey Law Against Discrimination (NJLAD), N.J.S.A. 10:5-12(11)(f), generally makes it unlawful for schools to subject individuals to differential treatment based on gender identity or expression. Title IX of the Education Amendments of 1972 (“Title IX”) specifically prohibits discrimination on the basis of sex in Federally funded education programs and activities [20 U.S.C. § 1681(a)].

N.J.S.A. 18A:36-41 directs the Commissioner of Education to establish guidelines outlined in this Policy to provide direction for schools in addressing common issues concerning the needs of transgender students, and to assist schools in establishing policies and procedures that ensure a supportive and nondiscriminatory environment for transgender students.

Definitions/Terms

A safe and supportive environment within a school begins with understanding and respect. The Board believes students, teachers, and administrators should be provided with common terminology associated with gender identity. The terms listed below are commonly used by advocacy and human rights groups, however students may prefer other terms to describe their gender identity, appearance, or behavior. It is recommended school personnel discuss with the student the terminology and pronouns each student has chosen.

“Gender identity” means a person’s internal, deeply held sense of gender. All people have a gender identity, not just transgender people. For transgender people, the individual’s internal gender identity is not the same as the gender assigned at birth.

“Gender expression” means external manifestations of gender, expressed through a person’s name, pronouns, clothing, haircut, behavior, voice, and/or body characteristics. Society identifies these cues as masculine and feminine, although what is considered masculine or feminine changes over time and varies by culture.

Transgender Students

“Assigned sex at birth (ASAB)” refers to the biological sex designation recorded on a person’s birth certificate upon the initial issuance of that certificate, should such a record be provided at birth.



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Students
5756/Page 2 of 9
TRANSGENDER STUDENTS

~~“Gender assigned at birth” refers to the gender a child is assigned at birth or assumed to be, based on their biological sex assigned at birth.~~

~~“Sexual orientation” describes a person’s enduring physical, romantic, and/or emotional attraction to another person. Gender identity and sexual orientation are not the same. A transgender person may be straight, lesbian, gay, bisexual, or asexual. For example, a person who transitions from male to female and is attracted solely to men may identify as a straight woman.~~

~~“Transgender” is a term for an individual whose gender identity and/or gender expression differs from those typically associated with the sex and gender assigned at birth.~~

~~“Transition” is the process by which a transgender person recognizes that their authentic gender identity is not the same as the gender assigned at birth, and develops a more affirming gender expression that feels authentic. Some individuals socially transition, for example, through dress, use of names and/or pronouns. Some individuals may undergo physical transition, which might include hormone treatments and surgery. School district personnel should avoid the phrase “sex change,” as it is an inaccurate description of the transition process; the process is more accurately described as “gender confirming.”~~

~~“LGBTQ” is an acronym for “lesbian, gay, bisexual, transgender, and queer/questioning.”~~

~~“Gender nonconforming” describes a person whose gender expression does not conform to the gender expectations of their family or community. Gender nonconformity is not necessarily an indication that a youth is transgender; many non-transgender youth do not conform to stereotypical expectations.~~

~~“Gender expansive, Gender diverse, Gender fluid, Gender non-binary, A gender, Gender queer” are terms that convey a wider, more flexible range of gender identity and/or expression than typically associated with the binary gender system. For example, students who identify as gender queer or gender fluid might not identify as boys or girls; for these students, the non-binary gender identity functions as the student’s gender identity.~~

~~“Cisgender” refers to individuals whose gender identity, expression, or behavior conforms with those typically associated with their sex assigned at birth.~~

~~Student-Centered Approach~~



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Students
5756/Page 3 of 9
TRANSGENDER STUDENTS

~~The school district shall accept a student's asserted gender identity; parental consent is not required. A student need not meet any threshold diagnosis or treatment requirements to have his or her gender identity recognized and respected by the school district, school, or school staff members. In addition, a legal or court ordered name change is not required. There is no affirmative duty for any school district staff member to notify a student's parent of the student's gender identity or expression.~~

~~There may be instances where a parent of a minor student disagrees with the student regarding the name and pronoun to be used at school and in the student's education records. In the event a parent objects to the minor student's name change request, the Superintendent or designee should consult the Board Attorney regarding the minor student's civil rights and protections under the NJLAD. School staff members should continue to refer to the student in accordance with the student's chosen name and pronoun at school and may consider providing resource information regarding family counseling and support services outside of the school district.~~

~~School districts should be mindful of disputes between minor students and parents concerning the student's gender identity or expression. Many support resources are available through advocacy groups and resources from the New Jersey Department of Children and Families and New Jersey Department of Education's "Child Abuse, Neglect, and Missing Children" webpage.~~

~~The Principal or designee should have an open, but confidential discussion with the student to ascertain the student's preference on matters such as chosen name, chosen pronoun to use, and parental communications. A transgender student shall be addressed at school by the name and pronoun chosen by the student, regardless of whether a legal name change or change in official school records has occurred. The school shall issue school documentation for a transgender student, such as student identification cards, in the name chosen by the student. A transgender student shall be allowed to dress in accordance with the student's gender identity.~~

~~The Principal or designee should also discuss with the student, and any other individuals at the student's request, the risks associated with the student's transgender status being inadvertently disclosed. For example, the Principal or designee should inform the student the transgender status may be revealed due to other students' discussions at home. The Principal or designee should work with the transgender student to ensure awareness of activities and events that may inadvertently disclose the transgender student's status.~~



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Students
5756/Page 4 of 9
TRANSGENDER STUDENTS

Safe and Supportive Environment

The Board developed and adopted this Policy to ensure that its schools provide a safe and supportive learning environment that is free from discrimination and harassment for transgender students, including students going through a gender transition. Gender-based policies, rules, and practices can have the effect of marginalizing, stigmatizing, and excluding students, whether they are gender nonconforming or not.

The Superintendent or designee shall review and update existing policies and procedures, including those regarding classroom activities, school ceremonies, school photographs, and dress codes, to verify transgender students are not excluded. In addition, the school district shall take the following steps to establish and maintain a nondiscriminatory environment for all students, including transgender and transitioning students:

- The school district must comply with N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.7, which prohibit harassment, intimidation, and bullying. The Board is required to develop, adopt, and implement a Policy in accordance with N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.7 that prohibits harassment, intimidation, or bullying on school property, at a school-sponsored function, or on a school bus. If harassment, intimidation, or bullying based on gender identity creates a hostile environment, the school must take prompt and effective steps to end the harassment, intimidation, or bullying, prevent its recurrence, and, as appropriate, remedy its effects.
- The Superintendent or designee should ensure training is provided to school staff members on sensitivity and respect towards transgender students.
- Social and Emotional Learning (SEL) concepts should be incorporated into school culture and curricula.
- The school district may seek a variety of professionals, including counselors and school psychologists, to provide emotional supports for all students who demonstrate a need. The Superintendent or designee shall ensure school counselors are knowledgeable regarding issues and concerns relevant to transgender students, students facing other gender identity issues, or students who may be transitioning.
- Student dress codes should not be enforced more strictly for transgender and gender nonconforming students than for other students.



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Students
5756/Page 5 of 9
TRANSGENDER STUDENTS

- ~~The school district shall honor and recognize a student's asserted gender identity, and shall not require any documentation or evidence in any form, including diagnosis, treatment, or legal name change.~~
- ~~A school's obligation to ensure nondiscrimination on the basis of gender identity requires schools to provide transgender students equal access to educational programs and activities, even in circumstances in which other students, parents, or community members raise objections or concerns.~~

Confidentiality and Privacy

~~School staff members may not disclose information that may reveal a student's transgender status except as required by law. The Principal or designee is advised to work with the student to create an appropriate confidentiality plan regarding the student's transgender or transitioning status.~~

~~The school district shall keep confidential a current, new, or prospective student's transgender status. Schools should address the student using a chosen name and the student's birth name should be kept confidential by school and school staff members.~~

~~Due to a specific and compelling need, such as the health and safety of a student or an incident of bias related crime, the school district may be obligated to disclose a student's status. In this event, the Principal or designee should inform the student the school or school district intends to disclose the student's transgender status for the student's protection and well-being. Prior to disclosure, the student should be given the opportunity to personally disclose that information. The school district should make every effort to ensure any disclosure is made in a way that reduces or eliminates the risk of re-disclosure and protects the transgender student from further harassment. Those measures may include the facilitation of counseling for the student and the student's family to facilitate the family's acceptance and support of the student's transgender status.~~

~~During a harassment, intimidation, or bullying investigation the school district is obligated to develop a procedure to report, verbally and in writing, an act of harassment, intimidation, and bullying committed by an adult or youth against a student, pursuant to N.J.A.C. 6A:16-7.7(a)2viii. In this instance, the Principal or designee should inform the student of the school's obligation to report the findings of the harassment, intimidation, and bullying investigation pursuant to N.J.S.A. 18A:37-15(d), which permits the parents of the students who are parties to the investigation to receive information about the investigation in accordance~~



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Students
5756/Page 6 of 9
TRANSGENDER STUDENTS

~~with Federal and State law and regulation. Under harassment, intimidation, and bullying legal requirements, parents are entitled to know the nature of the investigation; whether the district found evidence of harassment, intimidation, or bullying; or whether disciplinary action was imposed or services provided to address the incident of harassment, intimidation, or bullying.~~

~~The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense, pursuant to N.J.A.C. 6A:16-7.7(a)2viii(2).~~

~~Disclosure of personally identifiable information from a student's education record to other school officials within the school district, whom the school district has determined have a legitimate educational interest in the information, may be permissible under Family Educational Rights and Privacy Act (FERPA) (34 C.F.R. § 99.31(a)(1)). The school district shall make a concerted effort to ensure school officials obtain access to only those education records in which they have legitimate educational interests.~~

~~The school district shall comply with all laws and regulations regarding the confidentiality of student records and student privacy, including the requirements set forth at 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs, and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7917, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by pupils, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil Records, creation, maintenance and retention, security and access, regulations, nonliability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records; as well as all other existing Federal and State laws and rules pertaining to student records and confidentiality.~~

School Records



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Students
5756/Page 7 of 9
TRANSGENDER STUDENTS

~~If a student has expressed a preference to be called by a name other than their birth name, permanent student records containing the student's birth name should be kept in a separate, confidential file. This file should only be shared with appropriate school staff members after consultation with a student. A separate file containing records bearing the student's chosen name may also be kept. If the student has previously been known at school or in school records by a birth name, the Principal or designee should direct school staff members to use the student's chosen name and not the student's birth name.~~

~~To ensure consistency among teachers, school administrators, substitute teachers, and other school staff members, every effort should be made to immediately update student education records (for example, attendance records, transcripts, Individualized Education Programs (IEP), etc.) with the student's chosen name and gender pronouns, consistent with the student's gender identity and expression, and not circulate records with the student's birth name, unless directed by the student.~~

- ~~• The school district shall report to the New Jersey Department of Education (NJDOE) through NJ SMART a student's name or gender based upon that student's chosen name and corresponding gender identity. Changing the name or gender identity from what was reported in previous years will not affect the reliability of the data reported.~~
- ~~• If the school district changes a student's name or gender identity, it must also maintain locally a separate record reflecting the student's legal name and sex assigned at birth until receipt of documentation of a legal change of name or gender.~~

Activities

~~With respect to gender-segregated classes or athletic activities, including intramural and interscholastic athletics, all students must be allowed to participate in a manner consistent with their gender identity.~~

~~The school district shall:~~

- ~~• Provide transgender students with the same opportunities to participate in physical education as other students in accordance with their gender identity;~~
- ~~• Permit a transgender student to participate in gender-segregated school activities in accordance with the student's gender identity;~~



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Students
5756/Page 8 of 9
TRANSGENDER STUDENTS

- ~~Permit and support the formation of student clubs or programs regarding issues related to lesbian, gay, bisexual, transgender, and queer/questioning (LGBTQ) youth; and~~
- ~~Offer support in the creation of peer led educational groups.~~

Use of Facilities

~~All students are entitled to have access to restrooms, locker rooms, and changing facilities in accordance with their gender identity to allow for involvement in various school programs and activities.~~

~~In all cases, the Principal or designee must work with the student and school staff members so all parties are aware of facility policies and understand the student may access the restroom, locker room, and changing facility that corresponds to the student's gender identity. While some transgender students will want this arrangement, others may be uncomfortable with it. Transgender students who are uncomfortable using a sex-segregated restroom should be provided with a safe and adequate alternative, such as a single "unisex" restroom or the nurse's restroom. Similarly, some transgender students may be uncomfortable using the changing facilities that correspond to the student's gender identity. Non-transgender students should also be afforded the option to use a private facility, such as a unisex facility or the nurse's restroom, should they feel uncomfortable.~~

- ~~The school district shall allow a transgender student to use a restroom or locker room based on the student's gender identity.~~
- ~~Reasonable alternative arrangements shall be made if needed to ensure a student's safety and comfort. This direction for accommodations should come from the student.~~

~~The Superintendent or designee will make available to school staff members a variety of resources regarding professional development opportunities as sourced by the NJDOE as well as developmentally appropriate information for students regarding LGBTQ issues.~~

~~The Board adopts this Policy to help school and district administrators take steps to create an inclusive environment in which transgender and gender nonconforming students feel safe and supported, and to ensure each school provides equal educational opportunities for all students, in compliance with N.J.A.C. 6A:7-1.1 et seq.~~



POLICY

ROXBURY TOWNSHIP
BOARD OF EDUCATION

Students
5756/Page 9 of 9
TRANSGENDER STUDENTS

~~N.J.S.A. 18A:36-41; 18A:37-15~~

~~N.J.A.C. 6A:7-1.1 et seq.; N.J.A.C. 6A:16-7.7~~

~~New Jersey Department of Education—October 2018~~

~~—Transgender Student Guidance for School Districts~~

~~Adopted: 5 October 2015~~

~~Revised: 15 April 2019~~

ABOLISHED

