

**DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
August 18, 2025**

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

CALL TO ORDER: 6:30 P.M.

PUBLIC SESSION: 7:30 P.M.

SPEAKER REQUEST AT BOARD OF EDUCATION MEETINGS

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

I. MEETING CALLED TO ORDER

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

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

Roxbury Register - Newspaper

Daily Record - Newspaper

Star Ledger - Newspaper

Roxbury Website – <https://www.roxbury.org/boe/meetings-minutes>

Municipal Clerk

Roxbury Public Library

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

II. ROLL CALL

III. RESOLUTION TO MEET IN EXECUTIVE SESSION

RESOLVED, that the Roxbury Township Board of Education hold an Executive Session on August 18, 2025, regarding personnel matters, student matters and attorney client privilege.

IV. ROLL CALL

V. PUBLIC SESSION

VI. PLEDGE OF ALLEGIANCE

VII. PRESENTATIONS

- District Goals for 2025/2026 - Dr. Frank Santora
- WIDA Results - Dr. Frank Santora

VIII. CORRESPONDENCE

IX. STUDENT REPRESENTATIVE'S COMMENTS

X. BOARD PRESIDENT'S COMMENTS

XI. SUPERINTENDENT'S REPORT

XII. BUSINESS ADMINISTRATOR'S REPORT

XIII. MINUTES

1. Minutes of the Regular Board Meeting of July 14, 2025.
2. Minutes of the Executive Session of July 14, 2025.
3. Minutes of the Board Retreat of July 16, 2025.

XIV. COMMITTEE REPORTS

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

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

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

XVI. ACTION ITEMS

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

A. Finances (Resolutions 1-36)

STUDENT ACTIVITY ACCOUNTS

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

Roxbury High School	\$0	Franklin School	\$0
Athletics	\$200.00	Kennedy School	\$0
Eisenhower Middle School	\$0	Jefferson School	\$0
Lincoln Roosevelt School	\$0	Nixon School	\$0

BILLS LIST

- *2. RESOLVED, that the Roxbury Township Board of Education approve the August 2025 bills list totaling \$3,704,605.76.

TRANSFERS

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

SECRETARY'S REPORT

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

TREASURER'S REPORT

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

MONTHLY FINANCIAL CERTIFICATION OF THE BOARD SECRETARY AND BOARD OF EDUCATION

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

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 18A:17-9 and N.J.S.A. 18A:17-36, after review of the Board Secretary's and Treasurer's monthly financial report for the month of June 2025 that no major accounts and fund balances in the 2024/2025 budget have been over expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

TRAVEL REQUESTS

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

	<i>Name</i>	<i>Workshop Title</i>		<i>Place*</i>	<i>Date of Workshop</i>	<i>Registration Fee</i>	<i>Total Estimated Expenses</i>
1	Mongelli, Kristin	LinkIt: Data Forward Summer Institute	4	Paramus, NJ	8/5/25-8/6/25	\$350.00	\$390.98#
2	Cosgrove, Melissa	NJ Institute of School Leadership - NJPSA	4	Monroe, NJ	8/20/25	\$0	\$46.29
3	Salmon, Kelsey	BLS Instructor Course	4	Denville, NJ	9/22/25	\$317.65	\$329.87

4	Wildermuth, James	Asbestos Safety Training for Custodial and Maintenance Personnel	4	Somerset, NJ	9/29/25-9/30/25	\$395.00	\$395.00
5	Colucci, Anne	NJSBA 2025 Workshop	4	Atlantic City, NJ	10/20/25-10/23/25	Group##	\$770.26###
6	Ferrare, Lisa	NJSBA 2025 Workshop	4	Atlantic City, NJ	10/20/25-10/23/25	Group##	\$766.#23###
7	Hopkins, Kim	NJSBA 2025 Workshop	4	Atlantic City, NJ	10/20/25-10/23/25	Group##	\$768.94###
8	MacGregor-Nazzaro, Sharon	NJSBA 2025 Workshop	4	Atlantic City, NJ	10/20/25-10/23/25	Group##	\$770.26###
9	Mondanaro, Joseph	NJSBA 2025 Workshop	4	Atlantic City, NJ	10/20/25-10/23/25	Group##	\$770.26###
10	Purcell, Kathy	NJSBA 2025 Workshop	4	Atlantic City, NJ	10/20/25-10/23/25	Group#3	\$768.25###
11	Riffel, Peter	NJSBA 2025 Workshop	4	Atlantic City, NJ	10/20/25-10/23/25	Group##	\$770.26###
12	Santora, Frank	NJSBA 2025 Workshop	4	Atlantic City, NJ	10/20/25-10/23/25	Group##	\$766.81###
13	Seminerio, Christine	NJSBA 2025 Workshop	4	Atlantic City, NJ	10/20/25-10/23/25	Group##	\$768.51###
14	Scheneck, Carol	NJSBA 2025 Workshop	4	Atlantic City, NJ	10/20/25-10/23/25	Group##	\$770.26###
15	Leavy, Dana	Orton-Gillingham Plus Course	4	Online	8/25/25-10/9/25	\$1,600.00	\$1,600.00
16	Koch, Joseph	The NonContract ACL Solution: Cause, tests, prevent	4	Online	Online	\$59.95	\$59.95

1-State/Federal policy requirements, 2-State curricular requirements, 3-State Initiatives, 4-Individual job requirements, T2-paid for by Title II funding, T3 paid for by Title III funding. Substitute coverage is indicated by "S" followed by the number of days for which a substitute is needed.
 # Amends item #7 due to mileage reimbursement amount in Resolution XVI.A.3 approved on June 9, 2025.
 ##Group Registration fee \$2,200.00 up to 25 members.
 ###Amends item #6 through item #15 the cost of the hotel in Resolution XVII.A.8 approved on July 14, 2025.

MT. ARLINGTON BOARD OF EDUCATION - TUITION AGREEMENT

- *8. RESOLVED, that the Roxbury Township Board of Education approve a Tuition Contract Agreement with the Mt. Arlington Board of Education, 1 Altenbrand Avenue, Mt. Arlington, NJ. The Roxbury Township Public School District will provide educational services in accordance with the applicable New Jersey Statutes and the rules and regulations of the State Board of Education for Mt. Arlington students in grades 9 through 12. This agreement shall be in effect for the 2025/2026 school year. The education services shall commence on August 27, 2025, and terminate on June 18, 2026. Tuition charges for 139 students, \$20,264.00 per student, for a total amount of \$2,816,696.00.

APPROVAL OF BUS ROUTES FOR THE 2025/2026 SCHOOL YEAR

- *9. RESOLVED, that the Roxbury Township Board of Education approve the "Route Summary Report" for the transportation of students for the 2025/2026 school year.

PARENTAL TRANSPORTATION

- *10. RESOLVED, that the Roxbury Township Board of Education approve a Parental Transportation Agreement for Student Transportation (PAR01-25/26). The parent is

providing transportation for the student (9295969360) to Hackettstown High School for the period starting on September 1, 2025, through June 30, 2026. The total for this agreement is \$6,753.60.

MORRIS COUNTY VOCATIONAL SCHOOL - TUITION AGREEMENT

- *11. RESOLVED, that the Roxbury Township Board of Education approve the Tuition Contract Agreement with the Morris County Vocational School District Board of Education, 400 East Main Street, Denville, NJ. The Morris County Vocational School District will provide educational services in accordance with the applicable New Jersey Statutes and the rules and regulations of the State Board of Education for Roxbury students. This agreement shall be in effect for the 2025/2026 school year. The education services shall commence on August 28, 2025, and terminate on June 16, 2026. Tuition charges shall be as follows:

	<i>Regular Education</i>	<i>Special Education</i>
Full-time Student	\$10,175	\$15,361
Part-time Student	\$5,030	\$7,681

ACCEPTANCE OF NON-PUBLIC AID ENTITLEMENT FOR THE 2025/2026 SCHOOL YEAR

- *12. RESOLVED, that the Roxbury Township Board of Education approve the 2025/2026 Non-Public Aid Entitlement for non-public schools in the district in the amount of \$143,582.00 as listed below.

	<i>Pupils</i>	<i>Non-Public Text Books</i>	<i>Non-Public Technology</i>	<i>Non-Public Nursing</i>	<i>Non-Public Security</i>
American Christian School 126 South Hillside Avenue Succasunna, NJ 07876	133	\$7,397.00	\$5,279.00	\$19,365.00	\$27,265.00
Saint Therese School 135 Main Street Succasunna, NJ 07876	189	\$10,512.00	\$7,501.00	\$27,518.00	\$38,745.00

ACCEPTANCE AND SUBMISSION OF GRANT FUNDS - ESEA

- *13. RESOLVED, that the Roxbury Township Board of Education approve the acceptance and submission of the FY 2025 Elementary and Secondary Education Act (ESEA) Consolidated Subgrant funds as shown below for the project period of July 1, 2025, to September 30, 2026.

Title I-A	\$134,431
Title II-A	\$53,237
Title III	\$21,139
Title III Immigrant	\$4,947
Title IV Part A	\$10,000

ACCEPTANCE AND SUBMISSION OF GRANT FUNDS

- *14. RESOLVED, that the Roxbury Township Board of Education approve the acceptance of the Optimal Comprehensive Universal Screeners (FOCUS) Grant in the amount of \$8,900.00 through May 31, 2026.

AUTHORIZATION FOR COUNTY APPROVAL - TRAVEL

- *15. RESOLVED, that the Roxbury Township Board of Education authorize submission for approval by the Executive County Superintendent of Schools a travel request to attend the 2025 Workshop being held October 20 - 23, 2025. The total estimated cost for attendees exceeds \$5,000 and therefore requires the approval of the Executive County Superintendent, previously board-approved on July 14, 2025, XVII.A.8.

APPROVAL OF SPECIAL EDUCATION PROGRAMS

- 16. RESOLVED, that the Roxbury Township Board of Education approve the establishment of a Middle School Special Class Program for students with Autism at Eisenhower Middle School.

CONTRACTS

- *17. RESOLVED, that the Roxbury Township Board of Education approve a contract with the State of New Jersey Department of Human Services, NJ Commission for the Blind and Visually Impaired, 153 Halsey Street, Newark, NJ, to provide services to Roxbury Township Public Schools students listed below. The term of this contract is from September 1, 2025, to June 30, 2026, for a total cost not to exceed \$29,568.00.

<i>State ID</i>	<i>Total</i>
7032947797	\$2,541.00
9293074191	\$2,541.00
4188610385	\$2,541.00
3451187097	\$2,541.00
5429729947	\$2,541.00
6150208988	\$16,863.00

- *18. RESOLVED, that the Roxbury Township Board of Education approve a contract with Llamame, LLC, 24 E. Riding Drive, Cherry Hill, NJ, to provide SEI (Sheltered English Instruction) training sessions for teachers. This agreement will be in effect from September 1, 2025, through June 30, 2026, for a total cost not to exceed \$18,000.00 and pending ESEA funding.
- *19. RESOLVED, that the Roxbury Township Board of Education approve a contract with St. Monica Healthcare Agency, LLC., 20 Prospect Place, West Orange, NJ, to provide nursing services on an as-needed and as-requested basis. The agreement will be in effect from August 19, 2025, through June 30, 2026.
- *20. RESOLVED, that the Roxbury Township Board of Education approve a contract with Learner’s Compass LLC, 400 Tenaflly Road, #1092, Tenaflly, NJ, to provide Clinical Consultation and Behavior Analytic Services on an as-needed and as-requested basis. The agreement will be in effect from August 27, 2025, through June 30, 2026.
- *21. RESOLVED, that the Roxbury Township Board of Education approve a contract with Center for Evaluation and Counseling, Inc., with offices located at 1719 Route 10 East, Suite 129, Parsippany, NJ to provide student risk assessment evaluations to Roxbury Township School District students on as-needed and as-requested basis for the 2025/2026 school year effective September 1, 2025, through June 30, 2026, and not to exceed \$30,000.00.

- *22. RESOLVED, that the Roxbury Township Board of Education approve CPR-AED-Heartsaver Training to be provided by Instructor Dale Cropley for staff during the 2025-2026 school year. Total cost not to exceed \$1,620.00.

APPROVAL OF PURCHASES

- *23. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Sophos from Ahead, Inc., 444 W. Lake Street, Suite 3000, Chicago, IL, in the amount of \$37,174.80.
- *24. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Smore renewal from Schoolstatus, Inc., 1201 W. Peachtree Street, NW, Suite 2625 PMB 18769, Atlanta, GA, in the amount of \$1,890.00.
- *25. RESOLVED, that the Roxbury Township Board of Education approve the purchase of The Juice renewal from TheJuice, LLC, 3725 Leafy Way, Miami, FL, in the amount of \$26,100.00.
- *26. RESOLVED, that the Roxbury Township Board of Education approve the purchase of The Economist Group Subscription from The Economist, The Adelphi, 1-11 John Adam Street, London WC2N 6HT, UK, in the amount of \$2,500.00.
- *27. RESOLVED, that the Roxbury Township Board of Education approve the renewal of the BrainPop subscription for the 2025/2026 school year from BrainPop, 71 W. 23rd Street, 17th Floor, New York, NY in the amount of \$30,015.04.

FURTHER RESOLVED, that this resolution supersedes and amends Finance Resolution XVII.A.22 approved on July 14, 2025.

TUITION STUDENTS - 2025/2026

- *28. RESOLVED, that the Roxbury Township Board of Education approve the following tuition contract agreements for the 2025/2026 school year and/or extended school year.

<i>State ID</i>	<i>Sending District</i>	<i>Program</i>	<i>Total</i>	<i>Dates</i>
7606184309	Manville School District	Resource Room	\$36,499.40	6/30/25-6/30/26

OUT-OF-DISTRICT PLACEMENT/SERVICES - 2025/2026

- *29. RESOLVED, that the Roxbury Township Board of Education approve the 2025/2026 School Year Out-Of-District Placements/Services listed below:

<i>State ID</i>	<i>School or Provider</i>	<i>Total Cost</i>	<i>Dates</i>
4951739214	Fedcap School	\$107,285.00	7/7/25-6/30/26
6377085691	Matheny Medical and Educational Center	\$212,300.00	7/7/25-6/30/26
6377085691	Matheny Medical and Educational Center to provide a Transportation Nurse	\$42,240.00	7/7/25-6/30/26
4559129674	Mountain Lakes Board of Education	\$21,660.00	7/1/25-6/30/26
9295969360	Hackettstown Board Of Education	\$28,876.00	9/1/25-6/30/26
3634176041	Bergen County Special Services Board of Education	\$76,167.00	9/2/25-6/30/26
5165412685	Educational Services Commission of Morris County -	\$128,355.00	9/3/25-6/30/26

	Central Park School		
3449821640	Morris-Union Jointure Commission Board of Education	\$140,001.00	9/3/25-6/30/26
8015310808	Celebrate The Children	\$121,680.00	9/4/25-6/30/26
1986083451	Montgomery Academy	\$89,040.60	9/4/25-6/30/26

ACCEPTANCE OF DONATION

- *30. RESOLVED, that the Roxbury Township Board of Education approve the donation of cement materials for the aircraft pad from Sparta Redi-Mix, 33 Demarest Road, Sparta, NJ, to the Roxbury Township Public Schools and valued at \$15,000.00.
- *31. RESOLVED, that the Roxbury Township Board of Education approve the donation of grading and masonry work for the aircraft pad from Harrington & Sons Contracting, 50 Parker Road, Chester, NJ, to the Roxbury Township Public Schools and valued at \$18,000.00.

APPROVAL OF DISPOSAL OF PROPERTY

- 32. RESOLVED, that the Roxbury Township Board of Education approve the disposal of the wooden mobile bookshelf, mobile TV stand, teacher’s chair, large floor pillow and office chairs at Nixon Elementary School. These items have been identified as obsolete, broken, and/or no longer functioning; if unsellable, items will be discarded.

MEMORANDUMS OF UNDERSTANDING - DUAL ENROLLMENT

- *33. RESOLVED, that the Roxbury Township Board of Education approve the Memorandum of Understanding for the “Titans Express Dual Enrollment” or the “Challenger Program” with the County of College of Morris and the Roxbury Township School District. The agreement commences on August 1, 2025, and expires on June 30, 2026.
- *34. RESOLVED, that the Roxbury Township Board of Education approve Appendix D effective August 27, 2025 to the Early College Program agreement between Fairleigh Dickinson University located at 1000 River Road, Teaneck, NJ and the Roxbury Township School District. This agreement commenced on July 1, 2023, and will expire on June 30, 2028.
- *35. RESOLVED, that the Roxbury Township Board of Education approve the Project Acceleration Program agreement between Seton Hall University located at 400 S. Orange Ave., South Orange Village, NJ and the Roxbury Township School District. This agreement commences on August 18, 2025, and shall continue thereafter unless terminated by either party in accordance with the Agreement.

EXTRACURRICULAR PAYMENTS

- *36. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2025/2026 school year.

25/26 Specialized Athletic Consultants						
	<i>Name</i>	<i>Position</i>	<i>Sport</i>	<i>Loc of Sport</i>	<i>Start Date</i>	<i>Payment</i>
1	Raquet, Ryan	Specialized Consultant	Marching Band	RHS	8/19/25	\$1,750 by the RHS Band Parents Association

B. Education (Resolutions 1-9)

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

DISTRICT GOALS

- *1. RESOLVED, that the Roxbury Township Board of Education accept the District Goals for the 2025/2026 school year.

District Goals for 2025/2026:

- 1) **Multi-Tiered System of Support (MTSS)**- Foster an environment that enables all students to receive a robust, comprehensive and individualized plan for learning.
- 2) **Sustainability**- Implement innovative programs to support students' sustainability.
- 3) **Operational Efficacy**- Continue to implement policies & procedures that lead to Operational Efficacy across the district.
- 4) **Health & Wellness**- Continue to develop an economically viable, safe, collaborative atmosphere for students, staff and community members to inspire all learners and support their mental wellness to increase a readiness to be able to learn and meaningfully participate in the greater school community.
- 5) **Parent Education & Engagement**- Provide meaningful learning opportunities for parents & guardians that assist them in supporting the academic, social, emotional needs of students.

HIB REPORT

- *2. RESOLVED, that the Roxbury Township Board of Education affirms the Superintendent's decisions provided in the Harassment, Intimidation, and Bullying Report for the 2024/2025 school year for Incident Nos. 67 through 71.
- *3. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2025/2026 school year.

FLEXIBLE INSTRUCTIONAL DAY PROGRAM

- *4. RESOLVED, that the Roxbury Township Board of Education approve the resubmission of its Flexible Instructional Day (FID) Program for the 2025/2026 school year to the New Jersey Department of Education for approval.

DISTRICT PROFESSIONAL DEVELOPMENT PLAN

- *5. RESOLVED, that the Roxbury Township Board of Education approve the submission of its District Professional Development Plan Statement of Assurance for the 2025/2026 school year to the NJ Department of Education.

DISTRICT MENTORING PLAN

- *6. RESOLVED, that the Roxbury Township Board of Education approve the submission of its District Mentoring Plan Statement of Assurance for the 2025/2026 school year to the NJ Department of Education.

INTERNATIONAL STUDENT EXCHANGE

- *7. RESOLVED, that based on current and projected positive health conditions, the Roxbury Township Board of Education approve pupil #89318 from the ISE to be enrolled as a sophomore in a full course of study at Roxbury High School beginning August 27, 2025 through June 18, 2026, with enrollment also encompassing attendance at an orientation at the high school in August 2025;

BE IT FURTHER RESOLVED, this supersedes in its entirety Education Resolution XVII.B.9 dated July 14, 2025.

FIELD TRIP TRANSPORTATION

- *8. RESOLVED, that the Roxbury Township Board of Education approve the transportation to local businesses for students ages 18 to 21 in adult transition programs who require a work-based learning experience as it becomes available throughout the 2025/2026 school year.

APPROVAL OF SENIOR OPTION PROJECTS - RHS

- *9. 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 2025/2026 school year.

	<i>Student</i>	<i>Credits</i>	<i>Research Focus</i>
1	211549	3	Principles of Sociology

C. Policies (Resolutions 1-2)

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

FIRST READING

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

	<i>Policy/Reg</i>	<i>P/R No.</i>	<i>P/R Title</i>	<i>Reason</i>	<i>Exhibit No.</i>
1	P	0143	Board Member Election and Appointment	Revised	P1
2	P	0173	Duties of Public School Accountant	Revised	P2
3	P	0174	Legal Services (M)	Revised	P3
4	P	0177	Professional Services (M)	Revised	P4

5	P	1570	Internal Controls (M)	Revised	P5
6	R	1570	Internal Controls (M)	Revised	P6
7	P	1620	Administrative Employment Contracts (M)	Revised	P7
8	P	1636.01	Notification of Promotion, New Job, and Transfer Opportunities	New	P8
9	P	1648.15	Recordkeeping for Healthcare Settings In School Buildings – Covid-19 (M)	Abolished	P9
10	P	2422	Statutory Curricular Requirements (M)	Revised	P10
11	P	5117	Interdistrict Public School Choice	Revised	P11
12	R	5117	Interdistrict Public School Choice	Revised	P12
13	P	5339.01	Student Sun Protection (M)	New	P13
14	P	6111	Special Education Medicaid Initiative (SEMI) Program (M)	Revised	P14
15	R	6111	Special Education Medicaid Initiative (SEMI) Program (M)	Revised	P15
16	P	6220	Budget Preparation (M)	Revised	P16
17	R	6220	Budget Preparation	Revised	P17

SECOND READING

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

	<i>Policy/Reg</i>	<i>P/R No.</i>	<i>P/R Title</i>	<i>Reason</i>	<i>Exhibit No.</i>
1	R	9130	Public Complaints and Grievances	Revised	P18

D. Personnel (Resolutions 1-21)

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

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

RESIGNATIONS, RETIREMENTS, TERMINATIONS

1. 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	Aragon, Khole	NES	Special Education Paraprofessional	Resignation	6/30/25	
2	Ask, Melissa	LRS	Special Education Paraprofessional	Resignation	6/30/25	
* 3	Damelio, Kellie	RHS	Special Education Teacher	Resignation	9/19/25	
4	Davenport, Melissa	LRS	Gr. 6 Social Studies Teacher	Resignation	10/10/25	

* 5	Kane, John	EMS, RHS	French Teacher	Resignation	9/25/25 [^]	[^] or sooner pending hire of replacement
* 6	Kane, John	RHS	2025/2026 RHS French Club Co-Advisor	Rescind appt	--	Initially aprvd 7/14/25, XVII.D.19.1, Exhibit HR 1.1, Row No. 71.
7	Kaur, Jasdeep	FES	Special Education Paraprofessional	Resignation	6/30/2025	
8	LaMonica, Christina	EMS	Assistant Principal	Resignation	8/22/25 [+]	[+] Amendments to XVII.D.2.3 aprvd 7/14/25.
* 9	Maiello, Matthew	RHS	Special Education Paraprofessional	Resignation	6/30/2025	
10	Martino, Tiffany	EMS	Special Education Teacher (VISTA)	Resignation	6/30/25 [#]	[#] Amendments to XVII.D.2.5 aprvd 7/14/25.
* 11	Renteria, Isabel	Transp	Bus Driver	Resignation	6/30/2025	

LEAVES OF ABSENCE

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

	Employee	Leave Start Date	Paid Leave	Unpaid FMLA/ NJFLA ^	Return Date	Discussion
1	18813	11/3/25 or sooner if nec`	Using 5 personal then 10 sick days	FMLA/NJFLA	5/1/26	
2	19488	8/25/25	n/a	FMLA/NJFLA	10/20/25 [#]	[#] Amendments to XVI.C.4.1 aprvd 2/24/25.
3	21429	11/3/25	Using sick then personal days	FMLA/NJFLA	8/24/26	
* 4	22191	9/15/25	n/a	FMLA/NJFLA	10/20/25	

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

REASSIGNMENTS / TRANSFERS

3. RESOLVED, that the staff listed below be transferred to a new location and/or assignment for the 2025/2026 school year as indicated:

	Name	Former Assignment & Loc.	New Assignment & Loc.	Effective Date	Discussion
* 1	Arentowicz, Scott	Special Education Paraprofessional (ERI) AID.SPE.PT.NA.51	RHS Special Education Paraprofessional (OCR) AID.SPE.PT.NA.51	RHS 8/27/25	
2	Betz, Chelsea	OT SPS.DS.OT.NA.04	KES NES OT SPS.DS.OT.NA.04	JES, KES, NES 8/25/25 #	
3	Bilotta, Stacey	Special Education Paraprofessional (PSD) AID.SPE.PT.NA.02	NES Special Education Paraprofessional (PSD) AID.SPE.PT.NA.02	JES 8/25/25	
4	Bischoff, Tammy	Special Education Paraprofessional (OCR) AID.SPE.PT.NA.50	EMS Special Education Paraprofessional (AUT) AID.SPE.PT.NA.50	EMS 8/27/25	

5	Bisoi, Swagatika	Special Education Paraprofessional (LLD) AID.SPE.PT.NA.12	LRS	Special Education Paraprofessional (AUT) AID.SPE.PT.NA.12	EMS	8/27/25	
6	Bottona, Nancy	Special Education Paraprofessional (PSD) AID.SPE.FT.NA.18	JES	Special Education Paraprofessional (OCR) AID.SPE.FT.NA.18	JES	8/27/25	
7	Evans, Danielle	SLS TCH.DS.SLS.NA.03	NES	SLS TCH.DS.SLS.NA.03	JES, NES	8/25/25 #	
8	Falco, Alexa	Special Education Paraprofessional (OCR) AID.SPE.PT.NA.32	NES	Special Education Paraprofessional (AUT) AID.SPE.PT.NA.32	NES	8/27/25	
9	Fazio, Nicole	Assistant Principal Secretary SEC.EMS.APR.GR3.0 1	EMS	Principal Secretary SEC.LR.PRN.GR4.01	LRS	9/1/25	
10	Gabloff, Kristina	Special Education Paraprofessional (OCR) AID.504.PT.NA.01	JES	Special Education Paraprofessional (OCR) AID.504.PT.NA.01	LRS	8/27/25	
11	Gamba, Marguerite	Special Education Paraprofessional (PSD) AID.SPE.PT.NA.07	NES	Special Education Paraprofessional (PSD) AID.SPE.PT.NA.07	JES	8/27/25	
12	Hawco, Barbara	Special Education Paraprofessional (MD) AID.SPE.FT.NA.08	EMS	Special Education Paraprofessional (AUT) AID.SPE.FT.NA.08	EMS	8/27/25	
13	Johnston, Michelle	Special Education Paraprofessional (OCR) AID.SPE.FT.NA.19	FES	Special Education Paraprofessional (OCR) AID.SPE.FT.NA.19	LRS	8/27/25	
14	Kinney, Minsu	Special Education Paraprofessional (OCR) AID.SPE.PT.NA.04	LRS	Special Education Paraprofessional (OCR) AID.SPE.PT.NA.04	EMS	8/27/25	
15	Koch, Joyce	Special Education Paraprofessional (PSD) AID.SPE.PT.NA.16	NES	Special Education Paraprofessional (PSD) AID.SPE.PT.NA.16	JES	8/27/25	
16	Lorenzo, Adriana	Special Education Paraprofessional (PSD) AID.SPE.PT.NA.46	NES	Special Education Paraprofessional (PSD) AID.SPE.PT.NA.46	JES	8/27/25	
* 17	Lovi, Majorie	Special Education Paraprofessional (Success) AID.SPE.PT.NA.59	RHS	Special Education Paraprofessional (ERI) AID.SPE.PT.NA.59	RHS	8/27/25	
18	Matera, Lisa	Special Education Paraprofessional (ERI) AID.SPE.FT.NA.05	LRS	Special Education Paraprofessional (OCR) AID.SPE.FT.NA.05	LRS	8/27/25	
19	Mele, AnneMarie	Special Education Paraprofessional (OCR) AID.SPE.PT.NA.33	FES	Special Education Paraprofessional (LLD) AID.SPE.PT.NA.33	FES	8/27/25	
20	Nelson, Fatimah	Special Education Paraprofessional (OCR) AID.SPE.PT.NA.37	FES	Special Education Paraprofessional (LLD) AID.SPE.PT.NA.37	FES	8/27/25	
21	Oliver, Susan	Special Education Paraprofessional	KES	Special Education Paraprofessional (OCR)	NES	8/27/25	

		(OCR) AID.SPE.PT.NA.17		AID.SPE.PT.NA.17			
* 22	Osterman, Georgia	Guidance Secretary SEC.RHS.GUI.GR3.01	RHS	Assistant Principal Secretary SEC.EMS.APR.GR3.01	EMS	9/1/25	
23	Paitchell, Amy	Special Education Paraprofessional (PSD) AID.SPE.PT.NA.28	NES	Special Education Paraprofessional (OCR) AID.SPE.PT.NA.28	NES	8/27/25	
24	Press, Nancy	Special Education Paraprofessional (PSD) AID.SPE.PT.NA.40	NES	Special Education Paraprofessional (PSD) AID.SPE.PT.NA.40	JES	8/27/25	
25	Reinknecht, Cindy	Special Education Paraprofessional (LLD) AID.SPE.FT.NA.23	FES	Special Education Paraprofessional (OCR) AID.SPE.FT.NA.23	FES	8/27/25	
26	Rose, Denise	Special Education Teacher (TIDES) TCH.SPE.AUT.NA.05	EMS	Special Education Teacher (VISTA) TCH.SPE.VIS.MD.03.	EMS	8/25/25 #	Replacement in position TCH.SPE.VIS.MD.03.
* 27	Ryall, Mary	Special Education Paraprofessional (OCR) AID.SPE.FT.NA.25	RHS	Special Education Paraprofessional (Vista) AID.SPE.FT.NA.25	RHS	8/27/25	
28	Torres, Vanessa	Special Education Paraprofessional (OCR) AID.SPE.PT.NA.11	JES	Special Education Paraprofessional (AUT) AID.SPE.PT.NA.11	NES	8/27/25	
29	Veno, Adair	Special Education Paraprofessional (PSD) AID.SPE.PT.NA.42	JES	Special Education Paraprofessional (OCR) AID.SPE.PT.NA.42	LRS	8/27/25	
30	Wake-Rotolo, Sara	Special Education Paraprofessional (OCR) AID.SPE.PT.NA.14	FES	Special Education Paraprofessional (LLD) AID.SPE.PT.NA.14	FES	8/27/25	
* 31	Weaver, Dennis	Special Education Teacher (RC) TCH.SPE.RES.NA.10	LRS	Special Education Teacher (RC) TCH.SPE.RES.NA.10	RHS	8/25/25 #	
# 10-month employee shall start working on the first day of the board approved school calendar.							

APPOINTMENTS

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

	Name	Loc	Position	Salary Guide / Step	Salary	Start Date	End Date	Discussion
1	Barmore, Kaitlyn	NES	Special Education Paraprofessional	25/26 REA Step A	\$20.00 hourly	8/25/25 [^] [#]	6/30/26	AUT Program replacement in position AID.SPE.PT.NA.18; not to exceed 29.5 hrs/wk.
2	Beneduce, Lynn	EMS	Special Education Paraprofessional	25/26 REA Step E	\$22.50 hourly	8/25/25 [^] [#]	6/30/26	OCR Program replacement in position AID.SPE.PT.NA.13; not to exceed 24.75 hrs/wk.
3	Ferenc, Michal	EMS	Assistant Principal	n/a	\$105,000 prorated	10/20/25 or sooner pending release	6/30/26	Tenure-track replacement in position ADM.EMS.APR.NA.01.

						[^]			
*	4	Hodsden, Heather	EMS, RHS	French Teacher	25/26 MA+30 Step 6-8	\$71,060 prorated	9/26/25 or sooner pending release [^]	6/30/26	Tenure-track replacement in position TCH.DS.WL.FR.01.
	5	Jason, Heather	KES	Permanent Substitute Teacher (FTE 0.80)	N/A	\$165 per diem	8/27/25 [^] [#]	6/30/26	Tenure-track replacement in position TCH.SUB.PERM.KES.01; not to exceed 4 days/week.
	6	Karmarcik, Ashley	LRS	Permanent Substitute Teacher (FTE 0.80)	N/A	\$165 per diem	9/1/25 [#]	6/30/26	Tenure-track replacement in position TCH.SUB.PERM.LRS.01; not to exceed 4 days/week.
*	7	Kopacz, Marybeth	DIST	Curriculum Consultant	N/A	\$550 per diem	8/19/25	6/30/26	Non-tenure track; on an as-requested and as-needed basis.
	8	Riedinger, Angela	LRS	Gr. 5 Teacher	25/26 BA Step 1-2	\$58,095	9/1/25 [^] [#]	6/30/26	Tenure-track replacement in position TCH.LR.GR5.NA.06.
	9	Veres, Gregory	EMS	Special Education Teacher (TIDES)	25/26 BA+30 Step 6-8	\$66,810 prorated	10/20/25 or sooner pending release [^]	6/30/26	Tenure-track replacement in position TCH.SPE.AUT.NA.05.
*	10	Williams, Dr. Vivian	DIST	Assistant Business Administrator/Board Secretary	n/a	\$100,000 prorated	9/22/25 [^]	6/30/26	Tenure-track replacement in position ADM.BO.ABA.NA.01.
[^] Pending completion of documentation in accordance with the law or district policy. [#] 10-month employee shall start working on the first day of the board approved school calendar.									

APPOINTMENTS - LEAVE REPLACEMENTS

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

	Name	Loc	Position	Salary	Start Date	End Date	Discussion	
*	1	Higgins, Janice	RHS	Leave-replacement School Counselor	\$300.00 per diem	9/22/25 or sooner if nec ^	6/19/26	Replacement in position TCH.RHS.GUI.NA.06.
*	2	Rumell, Kathleen	RHS	Leave-replacement FCS Teacher	\$300.00 per diem	8/25/25 ^	12/23/25	Replacement in position TCH.RHS.FAM.NA.03.
	3	Soni, Samantha	FES	Leave-replacement School Counselor & ABS	\$300.00 per diem	8/25/25	10/17/25	Replacement in position TCH.DS.GUI.NA.02.
*	4	Vitale, Gia	RHS	Leave-replacement English Teacher	\$300.00 per diem	8/25/25 ^	12/23/25	Replacement in position TCH.RHS.ENG.NA.01.
^ Start date is pending completion of documentation in accordance with the law or district policy.								

APPOINTMENTS - TRANSITIONAL SUBSTITUTE STAFF

6. RESOLVED, that the Roxbury Township Board of Education approve the following non-tenure track positions for the 2024/2025 school year on an as needed basis:

	Name	Loc	Position	Salary	Start Date	End Date	Discussion
* 1	Vitale, Gia	RHS	Transitional Substitute Teacher (English)	\$230.00 per diem	8/25/25	12/23/25 or sooner, see ^	Coverage for position TCH.RHS.ENG.NA.01.
^ Pending receipt and review of documentation in accordance with the law or district policy.							

APPOINTMENTS - SUBSTITUTES

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

	Name	Loc	Position	Start Date	End Date	Discussion
1	Abdul-Kareem, Maryam	DIST	Substitute Nurse	9/1/25 #	6/30/26	
2	Danielson, Michelle	DIST	Teacher/Paraprofessional/Secretary/Lunch Aide	9/1/25 #	6/30/26	
3	Davidson, Jessica	DIST	Teacher/Paraprofessional/Secretary/Lunch Aide	9/1/25 #	6/30/26	
4	Marchese, Jennifer	DIST	Teacher/Paraprofessional/Secretary/Lunch Aide	9/1/25 #	6/30/26	
5	Oliynik, Laura	DIST	Teacher/Paraprofessional/Secretary/Lunch Aide	9/1/25 #	6/30/26	
6	Osteram, Juliana	DIST	Teacher/Paraprofessional/Secretary/Lunch Aide	9/1/25 #	6/30/26	
7	Rao, Umesh	DIST	Teacher/Paraprofessional/Secretary/Lunch Aide	9/1/25 #	6/30/26	
8	Rao, Venna	DIST	Teacher/Paraprofessional/Secretary/Lunch Aide	9/1/25 #	6/30/26	
9	Riggs, Deana	DIST	Teacher/Paraprofessional/Secretary/Lunch Aide	9/1/25 #	6/30/26	
10	Scalfani, Andrea	DIST	Teacher/Paraprofessional/Secretary/Lunch Aide	9/1/25 #	6/30/26	
11	Sokolowski, Michaela	DIST	Teacher/Paraprofessional/Secretary/Lunch Aide	9/1/25 #	6/30/26	
12	Snoke, Colby	DIST	Teacher/Paraprofessional/Secretary/Lunch Aide	9/1/25 #	6/30/26	Amendments to XVI.C.18, Exhibit HR-2, Row No. 75 aprvd 6/9/25
13	Trotter, Morgan	DIST	Teacher/Paraprofessional/Secretary/Lunch Aide	9/1/25 #	6/30/26	
# Substitutes may start on the first day of the board approved school calendar as needed.						

SUMMER EMPLOYMENT - EDUCATIONAL SERVICES PERSONNEL

*8. RESOLVED, that the following staff be appointed to work as described below at the rate indicated.

Special Services					
	Name	Position	Hourly Rate based on 25/26 Base salary	Effective for 6 hrs per day for a total time period not to exceed:	Discussion
1	Elwood, Deana	LDT-C	\$69.53	1 day on either 8/21 or 8/22/25	Days related to CST work for all schools.
2	Flannery, Katherine	School Psychologist	\$69.53	1 day on either 8/21 or 8/22/25	
3	Simone, Sandra	SLS	\$69.82	3 days taking place over the course of 8/19/25 - 8/22/25	

4	Ventricelli, Kathryn	LDT-C	\$80.49	4 days taking place over the course of 8/19/25 - 8/22/25	
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APPROVAL OF GRADUATE STUDY INCENTIVE INCREMENT

9. RESOLVED, that the personnel listed below be granted an increase in their base salary level as indicated effective August 25, 2025 for the 2025/2026 school year.

	<i>Last Name</i>	<i>First Name</i>	<i>Loc</i>	<i>25/26 Salary Level</i>	<i>25/26 Step</i>	<i>25/26 Base Salary</i>	
1	Aguero	Brittany	NES	MA+15	11	\$74,285	
2	Barry	Kenneth	LRS	MA	9-10	\$70,103	
3	Biank	David	LRS	MA	3-4	\$64,480	
4	Brennan	Lauren	EMS	MA+30	12	\$79,060	
5	Cadena	Meaghan	LRS	MA	14-16	\$82,951	
6	Darling	Samantha	EMS	BA+15	6-8	\$65,310	
7	Del Rosario	Monica	LRS	BA+30	6-8	\$66,810	
*	8	Doyle	Robert	RHS	MA+15	9-10	\$71,810
9	Freeborn	Rebecca	NES	MA+30	6-8	\$71,060	
*	10	Geary	Jason	RHS	MA	11	\$72,810
11	Haar	Samantha	JES	MA+30	9-10	\$73,260	
12	Hagemann	Regina	EMS	MA+30	14-16	\$85,980	
*	13	Hamade	Rabiye	RHS	MA+15	9-10	\$71,810
*	14	Hrynio	Lindsay	RHS	MA	12	\$76,037
15	Hubbard	Cindy	EMS	MA+30	21	\$98,110	
16	Matullo	Lauren	EMS	BA+15	6-8	\$65,310	
17	Montano	Ashley	NES	MA	6-8	\$67,710	
18	Neumann	Erin	LRS	MA+30	9-10	\$73,260	
19	O'Connor	Christine	NES	BA+30	3-4	\$63,580	
20	Palanchi	Kristin	EMS	MA+30	14-16	\$85,980	
21	Perri	Ashley	EMS	BA+30	3-4	\$63,580	
22	Rodriguez	Shaila	LRS	BA+15	11	\$70,221	
23	Rose	Denise	LRS	MA+15	13	\$80,833	
24	Sheplak-Lewis	Jacqueline	LRS	MA+30	19-20	\$93,670	
25	Steinmetz	Alyssa	FES	MA+15	12	\$77,389	
*	26	Suarez	Rachael	RHS	BA+15	21	\$90,957
*	27	Tomasheski	Paul	RHS	MA	12	\$76,037
28	Wisner	Megan	FES	BA+15	21	\$90,957	

SALARY ADJUSTMENTS

10. RESOLVED, that the Roxbury Township Board of Education approve the teaching assignments for the staff indicated in Exhibit HR-1 for the 2025/2026 school year, with the understanding that these assignments are subject to change based on scheduling adjustments.
- *11. RESOLVED, that the Roxbury Township Board of Education approve the following identified district nurses as indicated on an as-needed and as-requested basis during the 2025/2026

school year to provide nursing services/coverage. Payment for nursing services/coverage will be made according to the rate indicated for services provided beyond the nurse's contractual hours.

	Name	Nurse's Loc	25/26 Hourly Rate	Start Date	End Date
1	Andresky, Laura	DIST	\$42.14	8/27/25	6/18/26
2	Fusco, Mary	NES	\$69.83	8/27/25	6/18/26
3	Hornung, Desiree	EMS	\$70.24	8/27/25	6/18/26
4	Hrynio, Lindsay	RHS	\$58.72	8/27/25	6/18/26
5	Kocoski, Sanja	KES	\$56.63	8/27/25	6/18/26
6	Kovacs, Rachelle	LRS	\$61.77	8/27/25	6/18/26
7	Price, Lynn	DIST	\$42.14	8/27/25	6/18/26
8	Schmidt, Diane	DIST	\$42.14	8/27/25	6/18/26
9	Suarez, Rachael	RHS	\$70.24	8/27/25	6/18/26
10	Wisner, Megan	FES	\$70.24	8/27/25	6/18/26
11	Zenna, Kathryn	JES	\$75.24	8/27/25	6/18/26

- *12. RESOLVED, that the Roxbury Township Board of Education approve its paraprofessionals on an as-needed and as-requested basis during the 2025/2026 school year to provide additional support to students. Payment for said services will be made according to the individual's 2025/2026 hourly rate.

APPOINTMENTS - EXTRACURRICULAR

- *13. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2025/2026 school year.

25/26 Athletic Appts										
	POS LOC	POSITION	ASSIGNMENT	SEASON	NAME	25/26 Base Stipend	# of Consec Yrs in the same Sport/Season thru 25/26 Season	25/26 Longevity Stipend	25/26 TOTAL Stipend	Discussion
1	RHS	Field Hockey	Assistant Coach	Fall (FTE 0.71)	Brown, Karisa	\$4,137.88	5	\$35.50	\$ 4,173.38	Amends & supersedes XVI.C.11.1, Exhibit HR-1, Row No. 13 aprvd 6/9/25.
2	RHS	Field Hockey	Head Coach	Fall (FTE 0.29)	Brown, Karisa	\$2,421.50	5	\$14.50	\$2,436.00	
3	RHS	Field Hockey	Head Coach	Fall (FTE 0.70)	Williams, Kaitlyn	\$5,845.00	6	\$70.00	\$5,915.00	Amends & supersedes XVI.C.11.1, Exhibit HR-1, Row No. 15 aprvd 6/9/25.

- *14. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2025/2026 school year.

25/26 Specialized Athletic Consultants						
	Name	Position	Sport	Loc of Sport	Start Date	Payment
1	Bream, Samantha	Specialized Consultant	Marching Band	RHS	8/19/25	\$2,500 by the RHS Band Parents Association
2	Trotter, Morgan	Specialized Consultant	Field Hockey	RHS	8/19/25	\$1,500 by the RHS Field Hockey Booster Club

APPROVAL OF PERMANENT SUBSTITUTE NURSES - PROFESSIONAL DEVELOPMENT

- *15. RESOLVED, that the Roxbury Township Board of Education approve its Permanent Substitute Nurses to be eligible to attend professional development sessions for the 2025-2026 school year on an as-requested and as-needed basis, to be compensated at their 2025/2026 per diem rate.

APPROVAL OF SERVICE PAYMENTS

16. 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 2025/2026 school year.

	Name	Services Performed	25/26 Payment
1	Sweer, Krista	Accompanist for the Lincoln Roosevelt ES Winter Concert	\$250
2	Sweer, Krista	Accompanist for the Lincoln Roosevelt ES Spring Concert	\$250

CURRICULUM WRITING

- *17. RESOLVED, that the staff listed below be approved from August 19, 2025 through August 22, 2025 to write curriculum for the 2025/2026 school year as indicated at a salary of \$46 per hour per course, not to exceed thirty-five (35) hours per course. Unless otherwise noted, proposed hours provided is the total amount allotted for the grade level or grade span shown.

	Course	School / Course Level	Grade Level	Course Duration	New, Revision, or Rewrite	Proposed hours	Staff to be Board-approved to write	Discussion
1	School Counseling	RHS	9 - 12	FY	Revision	10	Stefanie DelRusso; Gail LaCosta	Amends & supersedes XVI.C.30, Row No. 7 aprvd 6/9/25.

MENTORING

18. 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	Bacich, Andrea	RHS	18 (in Roxbury 2/2025 - 6/2025)	Misurelli, Frank	8/25/25	11/14/25	12	\$220
	2	DeRosa, Christina	LRS	25 (in Roxbury 11/2024 - 5/2025)	Murillo, Amy	8/25/25	9/26/25	5	\$92
*	3	Forlenza, Corey	RHS	21 (in Roxbury 1/2025 - 6/2025 related to 24/25 & 25/26 teaching assignment)	Kulick, Justin	8/25/25	10/24/25	9	\$165
	4	Riedinger, Angela	LRS	n/a	North, Tiffany	8/25/25	3/27/26	30	\$550
*	5	Roumes, Ryan	RHS	n/a to 25/26 teaching assignment	Trotter, Gregory	8/25/25	3/27/26	30	\$550
*	6	Granata, Giuseppa	RHS	n/a	Christiansen, Emily	8/25/25	3/27/26	30	\$550
*	7	Vitale, Gia	RHS	n/a	Spargo, Barbra Alyson	8/25/25 [[^]]	12/23/25	18 [[^]]	\$330 [[^]]
[[^]] Pending completion of documentation in accordance with the law or district policy.									

COMMUNITY SCHOOL

19. RESOLVED, that the staff listed below be appointed for the 2025/2026 Roxbury Community School BASES Program. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	Name	Loc	Title	Rate	Start Date	End Date	Discussion
1	Allen, Erin	K-4	Certified	\$35/Hour	08/19/25	06/30/26	
2	Barry, Ken	K-4	Certified Supervisor	\$35/Hour \$40/Hour	08/19/25	06/30/26	Amends & supersedes XVII.D.28 Exhibit HR-2 Row No. 3 aprvd 07/14/25
3	Bottona, Nancy	K-4	Non-Certified	\$22/hour	08/19/25	06/30/26	
4	Eskay, Gina	K-4	Non-Certified	\$22/hour	08/19/25	06/30/26	
5	Rose, Denise	K-4	Certified Supervisor	\$35/Hour \$40/Hour	08/19/25	06/30/26	Amends & supersedes XVII.D.28 Exhibit HR-2 Row No. 50 aprvd 07/14/25
6	Sheplak-Lewis, Jacqueline	K-4	Certified	\$35/Hour	08/19/25	06/30/26	

20. RESOLVED, that the staff listed below be appointed for the 2025/2026 Roxbury Community School Programs. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	<i>Name</i>	<i>Loc</i>	<i>Title</i>	<i>Hourly Rate</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Harrison Calderon, Jessica	EMS	Fall Elementary Choir Program (3-5)	\$45/Hour	09/01/25	12/23/25	Min: 15 Max: N/A
2	Stoyanov, Aubrey	EMS	Fall Elementary Choir Program (3-5)	\$45/Hour	09/01/25	12/23/25	Min: 15 Max: N/A
3	Harrison Calderon, Jessica	EMS	Spring Elementary Choir Program (3-5)	\$45/Hour	09/01/25	12/23/25	Min: 15 Max: N/A
4	Stoyanov, Aubrey	EMS	Spring Elementary Choir Program (3-5)	\$45/Hour	09/01/25	12/23/25	Min: 15 Max: N/A

21. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2024/2025 Roxbury Community School Preschool Program. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	<i>Name</i>	<i>Loc</i>	<i>Title</i>	<i>Rate</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Ireland, Susan	KES	Sub Extended Care Aide	\$22/Hour	08/19/25	06/30/25	

E. Executive Session Regular Meeting

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

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

WHEREAS, the Board of Education is anticipating to hold a Regular Meeting on September 15, 2025 at 6:30 p.m. and;

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

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

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

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

XVIII. BOARD MEMBER COMMENTS

XIX. EXECUTIVE SESSION - (IF NECESSARY)

XX. PUBLIC SESSION – (IF NECESSARY)

XXI. ADJOURNMENT

BYLAW

SECTION: BYLAWS

#: P 0143

BOARD MEMBER ELECTION AND APPOINTMENT

P 0143 BOARD MEMBER ELECTION AND APPOINTMENT

The election and appointment of Board of Education members will be conducted in strict compliance with law.

Vacancies in the membership of Boards of Type II districts having elected Boards shall be filled in accordance with N.J.S.A. 18A:12-15. Vacancies in the membership of a regional Board shall be filled from the constituent districts represented by the former incumbents in the same manner as vacancies in the membership of Boards of Type II districts having elected Boards in accordance with N.J.S.A. 18A:13-11. Such vacancies shall be filled as follows:

- 1. By the Executive County Superintendent, if the vacancy is caused by the absence of candidates for election to the Board or by the removal of a member because of lack of qualifications, or is not filled within sixty-five days following its occurrence;**
- 2. By the Executive County Superintendent, to a number sufficient to make up a quorum of the Board if, by reason of vacancies, a quorum is lacking;**
- 3. By special election, if in the annual school election two or more candidates qualified by law for membership on the Board receive an equal number of votes. Such special election shall be held only upon recount and certification by the County Board of Elections of such election result, shall be restricted to such candidates, shall be held within sixty days of the annual school election, and shall be conducted in accordance with procedures for annual and special school elections set forth in Title 19 of the Revised Statutes. The vacancy shall be filled by the Executive County Superintendent if in such special election two or more candidates qualified by law for membership on the Board receive an equal number of votes;**
- 4. By special election, if there is a failure to elect a member at the annual school election due to improper election procedures. Such special election shall be restricted to those persons who were candidates at such annual school election, shall be held within sixty days of such annual school election, and shall be conducted in accordance with the procedures for annual and special school elections set forth in Title 19 of the Revised Statutes;**
- 5. By the Commissioner of Education if there is a failure to elect a member at the annual school election due to improper campaign practices; or**



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BOARD MEMBER ELECTION AND APPOINTMENT

6. By a majority vote of the remaining members of the Board after the vacancy occurs in all other cases.

Each member so appointed shall serve until the organizational meeting following the next annual election unless the member is appointed to fill a vacancy occurring within the sixty days immediately preceding such election if the annual election is held in April, or occurring after the third Monday in July if the election is held in November, to fill a term extending beyond such election, in which case the member shall serve until the organizational meeting following the second annual election next succeeding the occurrence of the vacancy, and any vacancy for the remainder of the term shall be filled at the annual election or the second annual election next succeeding the occurrence of the vacancy, as the case may be in accordance with N.J.S.A. 18A:12-15.

~~A vacancy in the membership of a regional Board of Education shall be filled in accordance with N.J.S.A. 18A:13-11. A vacancy be filled from the constituent districts represented by the former incumbents in the same manner as vacancies in the membership of Boards of Education of Type II districts having elected Boards of Education are filled.~~

~~A vacancy in the membership of a Board of Education shall be filled as follows:~~

- ~~1. — By the Executive County Superintendent, if the vacancy is caused by:

 - ~~a. — The absence of candidates for election to the school Board; or~~
 - ~~b. — The removal of a member because of lack of qualifications; or~~
 - ~~c. — The failure of the Board to appoint a person to a vacancy within sixty five days following its occurrence; or~~
 - ~~d. — Two or more candidates qualified by law for membership on the Board receiving an equal number of votes in a special runoff election.~~
 - ~~e. — By the Executive County Superintendent, to a number sufficient to make up a quorum of the Board if, by reason of vacancies, a quorum is lacking;~~~~
- ~~3. — By special election within sixty days of the annual school election, if:~~



BYLAW

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#: P 0143

BOARD MEMBER ELECTION AND APPOINTMENT

- ~~a. Two or more candidates qualified by law for membership on the school Board receive an equal number of votes in the annual school election; or~~
- ~~b. The annual election is disqualified due to improper election procedures.~~
- ~~4. By the Commissioner of Education if there is a failure to elect a member at the annual school election due to improper campaign practices; or~~
- ~~5. By a majority vote of the remaining members of the Board of Education after the vacancy occurs in all other cases.~~

The Board Secretary shall promptly notify the President of a vacancy to be filled by the Board. The President shall inform all other Board members. The Board will give public notice of the vacancy and invite any qualified person to submit a written request for consideration of their ~~his/her~~ candidacy for the vacancy. The Board may also require candidates submit a resume with their written request.

In considering candidates who have expressed an interest in a vacancy, the Board ~~of Education~~ may interview candidates in public or executive session. The Board must vote to appoint a candidate to a vacancy in public session and there shall be no decisions made in executive session. In the event interviews are conducted in executive session, Board members, in the public session nomination and voting process, shall express their opinion in support of their vote so the public can witness any deliberations, policy formulation, and the decision making process of the Board.

A roll call vote will be conducted on candidates in the order the candidates were nominated with a second. If there are two or more vacancies, each vacancy will be filled by a separate election process. The first candidate who receives the votes of a majority of the remaining Board members will be elected to the vacancy. In the event no candidate receives a majority vote of the remaining Board members, another election process shall be conducted between the two candidates receiving the highest number of votes.

N.J.S.A. 18A:12-11; 18A:12-15
 N.J.S.A. 18A:54-16

Adopted: 14 October 2013
 Revised: TBD



BYLAW

SECTION: BYLAWS

#: P 0173

DUTIES OF PUBLIC SCHOOL ACCOUNTANT

P 0173 DUTIES OF PUBLIC SCHOOL ACCOUNTANT

The Board of Education shall cause an audit of the annual financial statements to be made pursuant to N.J.S.A. 18A:23-1 et seq., and shall engage, to conduct the annual audit, only a licensed public school accountant who has an external peer/quality report performed in accordance with Government Auditing Standards (Yellow Book) by the Comptroller General of the United States (U.S. Government Printing Office, Stop SSOP, Washington, DC 20402-0001). The Board shall ensure that the external peer/quality report is completed within the time established the Government Auditing Standards issued by the Comptroller General of the United States unless the accountant or firm can show good cause as to why there is a delay. ~~The Board will engage only a licensed public school accountant to conduct the annual audit in accordance with N.J.S.A. 18A:23-1 et seq. The accountant must have an external peer/quality report performed in accordance with N.J.A.C. 6A:23A-16.2(i)1, unless the accountant or firm can show good cause as to why there was a delay completing such report within the required timelines established by Government Auditing Standards issued by the Comptroller General of the United States.~~

The Board ~~shall~~ **will** require the submission of the most recent external peer/quality report **and letter of comment to the Board** for review and evaluation prior to ~~each the~~ appointment of ~~a the~~ licensed public school accountant **to conduct the annual audit in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)2.**

The Board ~~shall~~ **will** acknowledge the receipt, review, and evaluation of the external peer/quality report in the public session and Board minutes in which the **Board authorizes the engagement of the** accountant or firm to perform the audit ~~is engaged in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)2.i.~~

The Board ~~shall~~ **will** require the submission of an updated external peer/quality report of the **engaged licensed public school** accountant, within thirty days after the issuance date of the external peer/quality report if ~~such the~~ report is issued prior to the date of the audit opinion for the most recent fiscal year **in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)2.ii.**

In accordance with NJOMB Circular Letter ~~15-08 98-07~~, **Single Audit Policy for Recipients of Federal Grants, State Grants, and State Aid, including any amendments or revisions thereto, the Board shall ensure** the public school accountant ~~will~~ provides a copy of the most recent external peer/quality report to the **New Jersey** Department of Education, within thirty days after the initial engagement **of a licensed public school accountant or firm** ~~by the Board~~ and within thirty days after the issuance of a subsequent peer/quality report **in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)2.iii.**

The Board shall engage a public school accountant during the audit engagement period for non-auditing, management, or other consulting services only if ~~the such~~ services comply with the **independence** ~~independent~~



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#: P 0173

DUTIES OF PUBLIC SCHOOL ACCOUNTANT

standards as established in Government Auditing Standards (Yellow Book) by the Comptroller General of the United States in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)3.

The ~~Board may be prohibited for good cause by the~~ Commissioner of Education may prohibit, for good cause, the Board from engaging a particular licensed public school accountant, or may ~~be directed~~ the use of a process for ~~by the Commissioner on a process to be used in~~ the appointment of a licensed public school accountant pursuant to N.J.A.C. 6A:23A-16.2(i)4.

The public school accountant ~~shall will~~ complete the annual audit as required by the New Jersey Department of Education and N.J.S.A. 18A:23-~~12~~. Each annual audit shall include an audit of the books, accounts and moneys, and a verification of all cash and bank balances, of the Board and of any officer or employee thereof and of moneys derived from athletic events or ~~the other~~ activities of any organization of public school students conducted under the auspices of the Board, from the date of the last annual audit to the date of the ~~current~~ audit in question. ~~Such~~ The audit ~~shall will~~ also include a determination of the extent to which the district ~~has~~ used contracts entered into by the State Division of Purchase and Property pursuant to ~~P.L. 1969 c. 104 (C. N.J.S.A. 52:25-16.1 et seq.)~~ in the purchase of materials, supplies, or equipment for the district in accordance with N.J.S.A. 18A:23-2. The report of each annual audit ~~shall will~~ be completed in accordance with the time requirements of N.J.S.A. 18A:23-1 and ~~shall will~~ be filed by the public school accountant in accordance with N.J.S.A. 18A:23-~~2~~3.

The Board Secretary shall prepare or have prepared a synopsis or summary of the annual audit and recommendations, prior to the holding of the meeting of the Board to take action thereon; a copy of which synopsis or summary shall be available for distribution to interested parties at the meeting in accordance with N.J.S.A. 18A:23-4. Within thirty days following ~~the~~ receipt of the report of the annual audit the Board ~~shall~~, at a regularly scheduled public meeting, ~~will~~ cause the recommendations of the ~~auditor~~ accountant to be read and to be discussed and the discussion ~~will be~~ duly noted on in the Board meeting minutes in accordance with N.J.S.A. 18A:23-5. ~~The Board Secretary will prepare or have prepared a summary of the annual audit for this Board meeting in accordance with N.J.S.A. 18A:23-4.~~

N.J.S.A. 18A:23-1 et seq.

N.J.A.C. 6A:23A-16.2

~~Cross reference: Policy Guide No. 6830~~

Adopted: 14 October 2013

Revised: **TBD**

BYLAW

SECTION: BYLAWS
#: P 0174
LEGAL SERVICES (M)

P 0174 LEGAL SERVICES (M)

In accordance with N.J.A.C. 6A:23A-5.2, the Board of Education adopts this Policy and its strategies to minimize the cost of legal services ~~ensure the use of legal services by employees and the Board of Education members and the tracking of the use of legal services.~~

The Board ~~of Education~~ authorizes the Superintendent of Schools, Superintendent of Schools' designee, School Business Administrator/Board Secretary, Board President, and Negotiations Chairperson as designated contact persons to request services or advice from contracted legal counsel.

~~The _____ shall be responsible to review all legal bills and confer with designated contact persons in reviewing such legal bills.~~

In accordance with the provisions of N.J.A.C. 6A:23A-5.2(a)2, the Board shall designate an the administrative staff member to review all legal bills and confer with designated ~~designates~~ contact person(s) to ensure the prudent use of legal services and the tracking of the use of those services.

In the event the sSchool district's with legal costs ~~that~~ exceed one hundred thirty percent of the Statewide average per student amount, ~~should establish~~ the procedures established outlined in 1., 2., 3., and 4. below shall be implemented and, if not implemented, and, if not established, the district shall provide evidence ~~the such~~ procedures established in 1., 2., 3., and 4. below would not result in a reduction of costs:-

1. The designated contact person(s) shall ensure that contracted legal counsel is not contacted unnecessarily for management decisions or readily available information contained in district materials such as Board policies, administrative regulations, or guidance available through professional source materials.
2. All requests for legal advice shall be made to the designated contact person(s) in writing and shall be maintained on file in the district offices. The designated contact person(s) shall determine whether the request warrants legal advice or if legal advice is necessary.
3. The designated contact person(s) shall maintain a log of all legal counsel contact including the name of the legal counsel contacted, date of the contact, issue discussed, and length of contact.



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4. All written requests for legal advice and logs of legal counsel contacts shall be forwarded to the **designated contact person(s)** ~~(administrator responsible for maintaining district files of requests for legal advice and logs of legal counsel contacts)~~, who shall be responsible to review all legal bills and compare all legal bills to the contact logs and to investigate and resolve any variances.

Any professional services contract(s) for legal services shall prohibit advance payments. Services to be provided shall be described in detail in the contract and invoices for payment shall itemize the **legal** services provided for the billing period. Payments to legal counsel(s) shall only be for **legal** services actually provided **in accordance with N.J.A.C. 6A:23A-5.2(a)4**.

School districts and **county** vocational school districts **shall not contract** ~~are prohibited from contracting~~ with legal counsel or **use using** in-house legal counsel to pursue any affirmative claim or cause of action on behalf of district administrators and/or any individual Board member(s) **for** ~~or pursuing~~ any claim or cause of action **in for** which the damages to be awarded would benefit an individual rather than the school district as a whole **in accordance with N.J.A.C. 6A:23A-5.2(b)**.

Pursuant to N.J.A.C. 6A:23A-5.2(a)1., ~~t~~The Board ~~of Education~~ will annually establish prior to budget preparation, a maximum dollar limit for ~~each type of professional service, including~~ legal services. In the event it becomes necessary to exceed the established maximum dollar limit for **legal** ~~the professional~~ services, the Superintendent ~~of Schools~~ shall recommend to the Board ~~of Education~~ an increase in the maximum dollar amount. Any increase in the maximum dollar amount shall require formal Board action.

Contracts for legal services will be issued by the Board in a deliberative and efficient manner that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement. This may include, but is not limited to, issuance of such contracts through a Request for Proposals (RFP) based on cost and other specified factors or other comparable processes **in accordance with N.J.A.C. 6A:23A-5.2(a)5**. Contracts for legal services shall be limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct **in accordance with N.J.A.C. 6A:23A-5.2(a)6**.

N.J.A.C. 6A:23A-5.2

Adopted: 14 October 2013
Revised: **TBD**



BYLAW

SECTION: BYLAWS

#: P 0177

PROFESSIONAL SERVICES (M)

P 0177 PROFESSIONAL SERVICES (M)

In accordance with N.J.A.C. 6A:23A-5.2, the Board of Education adopts this Policy and its strategies to minimize the cost of professional services.

The Board shall establish a maximum dollar limit, annually prior to budget preparation, for each type of professional service, with appropriate notification to the Board if it becomes necessary to exceed the maximum. Upon such notification, the Board may adopt a dollar increase in the maximum amount through formal Board action in accordance with N.J.A.C. 6A:23A-5.2(a)1.

~~The Board of Education will establish annually prior to budget preparation a maximum dollar limit for each type of professional service. In the event it becomes necessary to exceed the established maximum dollar limit for the professional services, the Superintendent of Schools shall recommend to the Board of Education an increase in the maximum dollar amount. Any increase in the maximum dollar amount shall require formal Board action.~~

Contracts for **professional** ~~legal~~ services will be issued by the Board in a deliberative and efficient manner that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement. This may include, but is not limited to, issuance of such contracts through a Request for Proposals (RFP) based on cost and other specified factors or other comparable processes. **and professional services contracts are** ~~Contracts for legal services shall be~~ limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct **in accordance with N.J.A.C. 6A:23A-5.2(a)5. and 6.**

Nothing in this Policy or N.J.A.C. 6A:23A-5.2 shall preclude the Board from complying with the requirements of any statute, administrative code, or regulation for the award of professional services contracts.

N.J.A.C. 6A:23A-5.2

Adopted: 14 October 2013

Revised: **TBD**



POLICY

SECTION: ADMINISTRATION

#: P 1570

INTERNAL CONTROLS (M)

P 1570 INTERNAL CONTROLS (M)

As a condition of receiving State aid, the school district shall establish specific policies and procedures on internal controls designed to provide management with reasonable assurance that the district's goals and objectives will be met and ~~that~~ meet the requirements ~~at~~ of N.J.A.C. 6A:23A-6.5 through N.J.A.C. 6A:23A-6.13. Internal controls shall promote operational efficiency and effectiveness, provide reliable financial information, safeguard assets and records, encourage adherence to prescribed policies, and comply with law and regulation in accordance with N.J.A.C. 6A:23A-6.4(a).

The specific internal controls contained in N.J.A.C. 6A:23A-6 shall be established together with other internal controls contained in N.J.A.C. 6A and other law and regulations, required by professional standards, and as deemed necessary and appropriate by district management. The district may submit to the Commissioner of Education a written request ~~to the Commissioner~~ to approve an alternative system, approach, or process for implementing the internal controls required in N.J.A.C. 6A:23A-6. The application ~~shall~~ must include documented evidence, ~~that including includes~~, but ~~is~~ not limited to, an independent, third-party written assessment that the alternative system, approach, or process will achieve the same safeguards, efficiency, and other purposes as the specified internal control requirement(s) in accordance with N.J.A.C. 6A:23A-6.4(b).

The ~~school~~ district shall evaluate business processes annually and allocate available resources appropriately in an effort to establish a strong control environment pursuant to ~~the requirements of~~ N.J.A.C. 6A:23A-6.5. In accordance with the provisions of N.J.A.C. 6A:23A-6.5(b), the School Business Administrator/Board Secretary shall identify processes that, ~~when performed by the same individuals~~, are a violation of sound segregation of duties when performed by the same individuals. The School Business Administrator/Board Secretary ~~and~~ shall segregate the duties of all such processes among Business ~~O~~ffice staff based on available district resources, assessed vulnerability, and ~~the~~ associated cost-benefit. except as required at N.J.A.C. 6A:23A-6.5(b)1. and 2. The district shall include in the Annual Comprehensive Financial Report (ACFR) ~~Comprehensive Annual Financial Report (CAFR)~~ a detailed organizational charts for the Central ~~O~~ffice that tie to the district's position control logs, including, but not limited to, the business, human resources, and information management functions.

The ~~school~~ district shall establish Standard Operating Procedures (SOP) for each task or function of the business operations of the district ~~by December 31, 2009~~. The SOP ~~m~~Manual shall include sections on each routine task or function as outlined in N.J.A.C. 6A:23A-6.6(b) ~~and 6A:23A-6.6(e)~~. The district shall establish a SOP ~~A standard operating procedure shall be established~~ that ensures office supplies are ordered in appropriate quantities, maintained in appropriate storage facilities, and monitored to keep track of inventory in accordance with N.J.A.C. 6A:23A-6.6(c).



POLICY

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#: P 1570

INTERNAL CONTROLS (M)

If the ~~School~~ districts has a ~~with~~ budgets in excess of \$25,000,000 or ~~with~~ more than three hundred employees, the district shall maintain an Enterprise Resource Planning (ERP) System that which integrates all data and processes of the ~~school~~ district into a unified system. An ~~The~~ ERP system shall use multiple components of computer software and hardware and a unified database to store data for the various system modules to achieve the integration. ~~Districts required to maintain an ERP System that do not have an ERP System in place on July 1, 2008 shall fully implement an ERP System by the 2010-2011 school year and maintain both the existing system(s) and run a beta test ERP System during the 2009-2010 school year.~~ Whenever considering financial systems or the automation of other services or functions, the Superintendent ~~of Schools~~ or School Business Administrator/Board Secretary shall notify the Executive County Superintendent in writing to see if opportunities for a shared service system exist. Access controls shall be established for key elements of financial systems to ensure ~~that~~ a single person does not have the ability to make system edits that would violate segregation of duties controls in accordance with N.J.A.C. 6A:23A-6.7(c).

The ~~school~~ district shall maintain an accurate, complete, and up-to-date automated position control roster to track the actual number and category of employees and the detailed information for each in accordance with N.J.A.C. 6A:23A-6.8(a). ~~Districts are required to maintain a position control roster by December 31, 2009.~~ The position control roster shall share a common database and be integrated with the district's payroll system, agree to the account codes in the budget software, and ensure ~~that~~ the data within the position control roster system includes, at a minimum, the ~~required~~ information as outlined required in N.J.A.C.6A:23A-6.8(a)3.

N.J.A.C. 6A:23A-6.4; 6A:23A-6.5; 6A:23A-6.6;
6A:23A-6.7; 6A:23A-6.8

Adopted: 14 October 2013
Revised: TBD



REGULATION

SECTION: ADMINISTRATION

#: R 1570

INTERNAL CONTROLS (M)

R 1570 INTERNAL CONTROLS (M)

- A. Segregation of ~~Business~~ Duties; ~~and~~ Organizational Structure - N.J.A.C. 6A:23A-6.5
1. The school district shall evaluate business processes annually and allocate available resources appropriately in an effort to establish a strong control environment.
 2. The School Business Administrator/Board Secretary shall identify processes that ~~when performed by the same individuals~~ are a violation of sound segregation of duties when performed by the same individuals. The School Business Administrator/Board Secretary shall segregate the duties of all such processes among Business ~~Office~~ staff based on available district resources, assessed vulnerability, and the associated cost-benefit, except as required ~~at by~~ N.J.A.C. 6A:23A-6.5(b)1. and 2. and A.2.a. and A.2.b. below.
 - a. The functions of human resources and payroll shall be segregated and completed by different employees in the all districts.
 - b. The functions of purchasing and accounts payable shall be segregated and completed by different employees in the all districts.
 3. The district shall include in the Annual Comprehensive Financial Report (ACFR) ~~Comprehensive Annual Financial Report (CAFR)~~ a detailed organizational charts for the Central Office that tie to the district's position control logs, including, but not limited to, the business, human resources, and information management functions.
- B. Standard Operating Procedures (SOPs) for Business Functions – N.J.A.C. 6A:23A-6.6
1. The school district shall establish SOPs for each task or function of the business operations of the district ~~by December 31, 2009~~.
 2. The SOP ~~m~~Manual shall include sections on each routine task or function ~~in of~~ the following areas:
 - a. Accounting, including general ledger, accounts payable, accounts receivable, payroll and fixed assets, and year-end procedures for each;
 - b. Cash management;



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#: R 1570

INTERNAL CONTROLS (M)

- c. Budget development and administration, including tasks such as authorization of transfers and overtime;
 - d. Position control;
 - e. Purchasing, including ~~such~~ tasks such as preparation of requisitions, approval of purchase orders and encumbering of funds, bid and quote requirements, and verification of receipt of goods and services;
 - f. Facilities, including administration of work, and health and safety;
 - g. Security;
 - h. Emergency preparedness;
 - i. Risk management;
 - j. Transportation;
 - k. Food service;
 - l. Technology systems; and
 - m. Information management.
3. The district ~~A standard operating procedure~~ shall establish SOPs ~~be established~~ that ensures office supplies are ordered in appropriate quantities, maintained in appropriate storage facilities, and monitored to keep track of inventory.
- C. Financial and Human Resource Management Systems; ~~Access Controls~~ - N.J.A.C. 6A:23A-6.7
- 1. If the ~~School districts~~ has a ~~with~~ budgets in excess of \$25,000,000 or ~~with~~ more than three hundred ~~300~~ employees, the district shall maintain an Enterprise Resource Planning (ERP) System ~~that~~ ~~which~~ integrates all data and processes of the school district into a unified system. An ~~The~~ ERP system ~~shall~~ uses multiple components of computer



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#: R 1570

INTERNAL CONTROLS (M)

software and hardware and a unified database to store data for the various system modules to achieve the integration.

~~a. — Districts affected by C.1. above that do not have an ERP system in place on July 1, 2008 shall fully implement one by the 2010-2011 school year and maintain both the existing system(s) and run a beta test ERP system during the 2009-2010 school year.~~

2. Whenever considering financial systems or the automation of other services or functions, the Superintendent ~~of Schools~~ or School Business Administrator/Board Secretary shall notify the Executive County Superintendent in writing to see if opportunities for a shared service system exist.
3. Access controls shall be established for key elements of financial systems to ensure ~~that~~ a single person does not have the ability to make system edits that would violate segregation of duties controls.
 - a. The process for creating, modifying, and deleting user accounts shall include the use of user access request forms.
 - b. All requests for financial applications shall be approved and specified by the School Business Administrator/Board Secretary.
 - c. All requests for network access shall be granted by the head of the technology department, if one exists.
 - d. A review of user access shall be conducted yearly at a minimum by the relevant department managers and an audit trail should be maintained to verify the performance of this review.
 - e. Access to the network and key applications within ~~the a~~ district shall be restricted to authorized users through the use of unique user names and passwords.
 - f. Proper protocols shall be implemented that appropriately address password expiration and complexity.

D. Personnel Tracking and Accounting – N.J.A.C. 6A:23A-6.8



REGULATION

SECTION: ADMINISTRATION

#: R 1570

INTERNAL CONTROLS (M)

1. The school district shall maintain an accurate, complete, and up-to-date automated position control roster to track the actual number and category of employees and the detailed information for each. ~~Districts are required to maintain a position control roster by December 31, 2009.~~ The position control roster shall:
 - a. Share a common database and be integrated with the district's payroll system;
 - b. Agree to the account codes in the budget software; **and**
 - c. Ensure ~~that~~ the data within the position control roster system includes, at a minimum, the following information:
 - (1) The employee's name;
 - (2) The **employee's** date of hire;
 - (3) A permanent position tracking number for **the each** employee, including:
 - (a) The expenditure account codes for the general fund consistent with the State prescribed budget, special revenue fund, and enterprise funds;
 - (b) The building(s) **to which** the position is assigned;
 - (c) The **certificate(s)** ~~certification title~~ and endorsement(s) held, as applicable;
 - (d) The assignment position title as follows:
 - i. Superintendent or Chief School Administrator;
 - ii. Assistant Superintendent;
 - iii. School Business Administrator;



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#: R 1570

INTERNAL CONTROLS (M)

- iv. Board Secretary (when other than N.J.A.C. 6A:23A-6.8(a)3.iii.(4)(A), (B), or (C) and D.1.c.(3)(d)i., D.1.c.(3)(d)ii., or D.1.c.(3)(d)iii. above);
- v. Principal;
- vi. Vice Principal;
- vii. Director;
- viii. Supervisor;
- ix. Facilitator;
- x. Instructional Coach by Subject Area;
- xi. Department Chairperson by Subject Area;
- xii. Certificated Administrator – Other;
- xiii. Guidance;
- xiv. Media Specialist/Librarian;
- xv. School Nurse;
- xvi. Social Worker;
- xvii. Psychologist;
- xviii. Therapist – Occupational (OT);
- xix. Therapist – Physical (PT);
- xx. Therapist – Speech;
- xxi. Certificated Support Staff – Other;



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- xxii. Teacher by Subject Area;
- xxiii. Instructional Assistants;
- xxiv. Certificated Instructional – Other;
- xxv. Aides supported by IEP;
- xxvi. Other Aides;
- xxvii. Maintenance Worker;
- xxviii. Custodian;
- xxix. Bus Driver;
- xxx. Vehicle Mechanic;
- xxxi. Food Service; and
- xxxii. Other Non-certificated;

- (4) A control number for substitute teachers;
- (5) A control number for overtime;
- (6) A control number for extra pay;
- (7) The status of the position (filled, vacant, abolished, etc.);
- (8) An indication, when available, of whether the employee is retiring in the budget year or not being renewed, including associated costs such as contractual buyouts, severance pay, paid vacation or sick days, etc.;
- (9) Each of the following: base salary, step, longevity, guide, stipends by type, overtime, and other extra compensation;



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- (10) The benefits paid by the district, net of employee reimbursements or co-pays, by type of benefit and for FICA and Medicare;
- (11) The position's full-time equivalent value by location;
- (12) The date the position was filled; and
- (13) The date the position was originally created by the Board **of Education**. If the date the position was originally created is not available, this item shall represent the date the person currently filling that position was approved by the Board.

Adopted: 14 October 2013

Revised: **TBD**



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#: P 1620

ADMINISTRATIVE EMPLOYMENT CONTRACTS (M)

P 1620 ADMINISTRATIVE EMPLOYMENT CONTRACTS (M)

The Executive County Superintendent shall review and approve, for all Superintendents of Schools, Superintendents of Schools reappointed pursuant to N.J.S.A. 18A:17-20.1, Deputy Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators, including any interim, acting, or person otherwise serving in these positions, in school districts, county vocational school districts, county special services school districts and other districts, except charters **schools**, within the **County** under the supervision of the Executive County Superintendent:

1. New employment contracts, including contracts that replace expired contracts for existing tenured and non-tenured employees;
2. Renegotiations, extensions, amendments, or other alterations of the terms of existing employment contracts that have been previously approved by the Executive County Superintendent; and
3. Provisions for contract extensions where such terms were not included in the original employment contract or are different from the provisions contained in the original approved employment contract.

In counties where there is no Executive County Superintendent, an Executive County Superintendent from another county shall be designated by the Commissioner **of Education** to review and approve all contracts **in accordance with N.J.A.C. 6A:23A:3-1(a) and listed 1., 2., and 3.** above.

The contract review and approval shall take place prior to any required public notice and hearing pursuant to N.J.S.A. 18A:11-11, and prior to the Board of Education approval and execution of the contracts to ensure compliance with all applicable laws, including, but not limited to, N.J.S.A. 18A:30-3.5; 18A:30-9; 18A:17-15.1; and 18A:11-12.

In accordance with the provisions of ~~N.J.S.A. 18A:11-11~~ and N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required **pursuant to N.J.S.A. 18A:11-11 shall** be applicable to a Board **of Education** that renegotiates, extends, amends, or otherwise alters the terms of an existing contract with a Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator. In accordance with N.J.S.A. 18A:11-11, notice must be provided to the public at least thirty days prior to the scheduled action by the Board. The Board shall also hold a public hearing and shall not take any action on the matter until the hearing has been held. The Board shall provide the public with at least ten days' notice of the public hearing.



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In accordance with N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 shall not apply to new contracts, including contracts that replace expired contracts for existing employees in one of these positions listed at N.J.A.C. 6A:23A-3.1(a), whether tenured or not tenured. Nothing shall preclude a Board from issuing a public notice and/or holding a public hearing on new contracts, including new contracts that replace expired contracts for existing tenured and non-tenured employees.

The public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 is also required in the event an existing contract for a Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator is rescinded or terminated by the Board of Education before it is due to expire and the parties agree to new employment terms.

In connection with the Executive County Superintendent’s review of the contract, the Board shall provide the Executive County Superintendent with a detailed statement setting forth the total cost of the contract for each applicable year, including salary, longevity (if applicable), benefits, and all other emoluments in accordance with N.J.A.C. 6A:23A-3.1(d).

The review and approval of the employment contracts of Superintendents of Schools, Deputy Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators conducted by the Executive County Superintendent shall be consistent with the following additional standards outlined in N.J.S.A. 18A:7-8.1 and N.J.A.C. 6A:23A-3.1(e):

1. Contracts for each class of administrative position shall be comparable with the salary, benefits, and other emoluments contained in the contracts of similarly credentialed and experienced administrators in other school districts in the region with similar enrollment, academic achievement levels and challenges, and grade span.
2. No contract shall include provisions that are inconsistent with the travel requirements pursuant to N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7, including, but not limited to, the provisions for mileage reimbursement and reimbursement for meals and lodging in New Jersey. Any contractual provision that is inconsistent with law shall be is superseded by the law.
3. No contract shall include provisions for the reimbursement or payment of employee contributions that are either required by law or by a contract in effect in the school district with other teaching staff members, such as payment of the employee’s State or Federal



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- taxes, or of the employee's contributions to FICA, Medicare, State pensions and annuities (TPAF), life insurance, disability insurance (if offered), and health benefit costs.
4. No contract shall contain a payment as a condition of separation from service that is deemed by the Executive County Superintendent to be prohibited or excessive in nature. The payment cannot exceed the lesser of the calculation of three months' pay for every year remaining on the contract with pro-ration for partial years, not to exceed twelve months, or the remaining salary amount due under the contract.
 5. No contract shall include benefits that supplement or duplicate benefits that are otherwise available to the employee by operation of law, an existing group plan, or other means; **for example e.g.**, an annuity or life insurance plan that supplements or duplicates a plan already made available to the employee. Notwithstanding the provisions of **N.J.A.C. 6A:23A-3.1 this section**, a contract may contain an annuity where **those** benefits are already contained in the existing contract between **that the** employee and the district.
 6. Contractual provisions regarding accumulation of sick leave and supplemental compensation for accumulated sick leave shall be consistent with N.J.S.A. 18A:30-3.5 **and 18A:30-3.6**. Supplemental payment for accumulated sick leave shall be payable only at the time of retirement and shall not be paid to the individual's estate or beneficiaries in the event of the individual's death prior to retirement. Pursuant to N.J.S.A. 18A:30-3.2, a new Board ~~of Education~~ contract may include credit of unused sick leave **days** in accordance with the new Board's ~~of Education's~~ policy on sick leave credit for all employees.
 7. Contractual provisions regarding accumulation of unused vacation leave and supplemental compensation for accumulated unused vacation leave shall be consistent with N.J.S.A. 18A:30-9. Contractual provisions for payments of accumulated vacation leave prior to separation can be included, but only for leave accumulated prior to June 8, 2007, and remaining unused at the time of payment. Supplemental payments for unused vacation leave accrued consistent with the provisions of N.J.S.A. 18A:30-9 after June 8, 2007, as well as unused vacation leave accumulated prior to June 8, 2007, that has not been paid, shall be payable at the time of separation and may be paid to the individual's estate or beneficiaries in the event of the individual's death prior to separation.
 8. Contractual provisions that include a calculation of per diem for twelve-month employees shall be based on a two hundred sixty-day work year.



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9. No provision for a merit bonus shall be made except where payment is contingent upon achievement of quantitative merit criterion and/or qualitative merit criterion:
 - a. A contract may include no more than three quantitative merit criteria and/or two qualitative merit criteria per contract year.
 - b. The Executive County Superintendent shall approve or disapprove the selection of quantitative merit and/or qualitative merit criteria and the data that forms the basis of measuring the achievement of quantitative merit and/or qualitative merit criteria.
 - c. A contract may provide for merit bonuses in an amount not exceeding 3.33 percent of annual salary for each quantitative merit criterion achieved and 2.5 percent of annual salary for each qualitative merit criterion achieved. Any such merit bonus shall be considered “extra compensation” for purpose of N.J.A.C. 17:3-4.1 and shall not be cumulative.
 - d. The Board ~~of Education~~ shall submit to the Executive County Superintendent a resolution certifying that a quantitative merit criterion or a qualitative merit criterion has been satisfied and shall await confirmation of the satisfaction of that criterion from the Executive County Superintendent prior to payment of any merit bonus.
10. No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract approved pursuant to N.J.A.C. 6A:23A-3.1, where compensation is deemed reasonable relative to the established performance objectives and achievement of the performance objectives has been documented to the satisfaction of the Board ~~of Education~~.
11. No provision for payment at the time of separation or retirement shall be made for work not performed except as otherwise authorized in N.J.A.C. 6A:23A-3.1 and N.J.S.A. 18A:7-8.1.
12. No contract shall include a provision for a monthly allowance except for a reasonable car allowance. A reasonable car allowance shall not exceed the monthly cost of the average monthly miles traveled for business purposes multiplied by the allowable mileage reimbursement pursuant to applicable law and regulation and New Jersey Office of Management and Budget (NJOMB) circulars. If such allowance is included, the employee



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~~cannot shall not~~ be reimbursed for business travel mileage nor assigned permanently a car for official district business. Any provision of a car for official district business ~~shall must~~ conform with N.J.A.C. 6A:23A-6.12 and ~~shall~~ be supported by detailed justification. No contract shall include a provision of a dedicated driver or chauffeur.

- 13. All Superintendent contracts shall include, pursuant to N.J.S.A. 18A:17-15.1, the required provision ~~that pursuant to N.J.S.A. 18A:17-15.1 which~~ states that the contract is null and void in the event the Superintendent’s certificate is revoked, ~~the contract is null and void.~~
- 14. No contract shall include a provision for additional compensation upon the acquisition of a graduate degree unless the graduate degree is conferred by an a regionally accredited college or university ~~as defined in applicable regulations~~. No contract shall include a provision for assistance, tuition reimbursement, or additional compensation for graduate school coursework, unless the coursework culminates in the acquisition of a graduate degree conferred by an a regionally accredited institution, college, or university ~~as defined in applicable regulations~~.

The review and approval of an employment contract for the Superintendent ~~of Schools~~ shall not include maximum salary amounts pursuant to N.J.S.A. 18A:7-8.j.

Any action(s) by the Executive County Superintendent undertaken pursuant to N.J.S.A. 18A:7-8.1, N.J.A.C. 6A:23A-3.1, and this Policy may be appealed to the Commissioner ~~of Education~~ pursuant to the procedures set forth at N.J.A.C. 6A:3, Controversies and Disputes.

N.J.S.A. 18A:7-8; 18A:7-8.1; 18A:11-11
N.J.A.C. 6A:23A-3.1; 6A:23A-7 et seq.

Adopted: 14 October 2013
Revised: 14 December 2020
Revised: TBD



POLICY

SECTION: ADMINISTRATION

#: P 1636.01

NOTIFICATION OF PROMOTION, NEW JOB,
AND TRANSFER OPPORTUNITIES

P 1636.01 NOTIFICATION OF PROMOTION, NEW JOB, AND TRANSFER OPPORTUNITIES

The Board of Education shall make reasonable efforts to announce, post, or otherwise make known opportunities for promotion that are advertised internally within the district or externally on internet-based advertisements, postings, printed flyers, or other similar advertisements to all current employees in the affected department or departments of the district prior to making a promotion decision in accordance with N.J.S.A. 34:6B-23.

For the purpose of N.J.S.A. 34:6B-23 and this Policy, “promotion” means a change in job title and an increase in compensation.

Any promotion for a current employee that is awarded on the basis of years of experience or performance shall not be subject to the notification requirements established in N.J.S.A. 34:6B-23 and this Policy. Nothing in N.J.S.A. 34:6B-23 and this Policy shall be construed to prohibit the Board from making a promotion on an emergent basis due to an unforeseen event.

The Board shall disclose in each posting for new jobs and transfer opportunities that are advertised by the Board either externally or internally the hourly wage or salary, or a range of the hourly wage or salary, and a general description of benefits and other compensation programs for which the staff member would be eligible. Nothing in N.J.S.A. 34:6B-23 and this Policy shall be construed to prohibit the Board from increasing the wages, benefits, and compensation identified in the job opening posting at the time of making an offer for employment to an applicant.

N.J.S.A. 34:6B-23

Adopted: TBD



POLICY

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#: P 1648.15

RECORDKEEPING FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS – COVID-19 (M)

~~P-1648.15 RECORDKEEPING FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS – COVID-19 (M)~~

~~The Board of Education is committed to providing a safe and healthy workplace for all employees. The school district shall maintain its records in accordance with Occupational Safety and Health Act of 1970 (OSHA) COVID-19 Emergency Temporary Standard (ETS) published on June 21, 2021 as adopted by the Public Employees Occupational Safety and Health (PEOSH), the agency with jurisdiction over public employers in New Jersey. The provisions of the ETS have expired and are no longer in effect for school districts except for the provisions addressing recordkeeping, outlined in 29 CFR §1910.502(q). The ETS and this Policy are only applicable for employees working in the school nurse’s office and any adjoining clinical areas in the school building.~~

~~For the purpose of this Policy, “employee” means any district employee or contracted service provider working in a healthcare setting where people with suspected or confirmed COVID-19 are reasonably expected to be present. Therefore, the provisions of the ETS and this Policy only apply to employees or contracted service providers working in a nurse’s office or any adjoining clinical areas.~~

~~For the purpose of this Policy, “healthcare setting” means all settings in the school district where any employee or contracted service provider provides healthcare services or healthcare support services. Where a healthcare setting is embedded within a non-healthcare setting (i.e. school nurse’s office and any adjoining clinical areas in a school building), the ETS and this Policy only apply to the embedded healthcare setting and not to the remainder of a school building.~~

~~The school district will retain all versions of Policy 1648.14 – Safety Plan for Healthcare Settings in School Buildings, to comply with the ETS while the ETS remains in effect, even after Policy 1648.14 has been abolished.~~

~~The school district will establish and maintain a COVID-19 log to record each instance in which an employee is COVID-19 positive, regardless of whether the instance is connected to exposure to COVID-19 at work. The COVID-19 log will contain, for each instance, the employee’s name, one form of contact information, occupation, location where the employee worked, the date of the employee’s last day in the healthcare setting, the date of the positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced.~~

~~The school district will record the information in the COVID-19 log within twenty-four hours of learning the employee is COVID-19 positive. The school district will maintain the COVID-19 log as a confidential~~



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RECORDKEEPING FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS – COVID-19 (M)

~~medical record and will not disclose it except as required by the ETS or other Federal law. The school district will maintain and preserve the COVID-19 log while the ETS remains in effect.~~

~~By the end of the next business day after a request, the school district will provide for examination and copying: all versions of Policy 1648.14; the individual COVID-19 log entry for a particular employee to that employee and to anyone having written authorized consent of that employee; and a version of the COVID-19 log that removes the names of employees, contact information, and occupation, and only includes, for each employee in the COVID-19 log, the location where the employee worked, the last day that the employee was in the healthcare setting before removal, the date of that employee's positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced, to all employees.~~

~~29 CFR §1910.502(q)~~

~~Adopted: 13 June 2022~~



POLICY

SECTION: PROGRAM

#: P 2422

STATUTORY CURRICULAR REQUIREMENTS
~~COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION~~ (M)

P 2422 STATUTORY CURRICULAR REQUIREMENTS
~~COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION~~ (M)

The New Jersey Student Learning Standards (NJSLS) provide clear and consistent learning goals across distinct content areas to help prepare students for postsecondary success. The NJSLS demonstrate what students are expected to learn at specific grade levels and bands, so that every parent and teacher can understand and support learning. The NJSLS offer the foundation on which school districts build coherent curriculum and plan instruction to prepare each student with the knowledge and skills needed to succeed.

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

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

The New Jersey State Board of Education adopts the NJSLS and the ~~The NJSLS incorporate~~ New Jersey statutes require instruction to be part of the school district's implementation of the NJSLS related to health and well-being of students in New Jersey schools. The following statutes that require instruction to be part of the school district's implementation of ~~incorporated into~~ the NJSLS include; ~~but are not limited to, the following requirements:~~

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention.
2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self-examination for students in grades seven through twelve.
3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs.



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~~COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION (M)~~

4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.
5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve.
6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse.
7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students.
8. Health, Safety, and Physical Education (N.J.S.A. 18A:35-5) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week.
9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve.
10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through 18A:35-5.3) requires the development of Lyme ~~d~~isease curriculum guidelines for the teaching of information on the prevention of Lyme disease and other tick-borne diseases ~~and training to all teaching staff members who instruct students with Lyme Disease.~~
11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve.
12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by school districts.
13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through ~~N.J.S.A.~~ 18A:35-4.22), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence.



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STATUTORY CURRICULAR REQUIREMENTS
COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION (M)

14. Suicide Prevention (N.J.S.A. 18A:6-111 through **18A:6-113**) requires instruction in suicide prevention in public schools.
15. Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.
16. Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and **18A:35-4.33**) requires instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.
17. History of Disabled and LGBT Persons (N.J.S.A. 18A:35-4.35 and **18A:35-4.36**) requires instruction on the political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender people for middle and high school students.
18. Financial Literacy (N.J.S.A. 18A:35-4.34) requires instruction with basic financial literacy necessary for sound financial decision-making in each of the grades six through eight.
19. Sexual Abuse and Assault Awareness and Prevention Education (N.J.S.A. 18A:35-4.5a) requires age-appropriate sexual abuse and assault awareness and prevention education in grades preschool through twelve.
20. Curriculum to Include Instruction on Diversity and Inclusion (N.J.S.A. 18A:35-4.36a) requires instruction on diversity and inclusion in an appropriate place in the curriculum for students in grades Kindergarten through twelve.
21. Incorporation of Age-Appropriate Instruction Relative to Consent for Physical Contact and Sexual Activity (N.J.S.A. 18A:35-4.38) requires age-appropriate instruction in grades six through twelve on the law and meaning of consent for physical contact and sexual activity.
22. Health Curriculum to Include Instruction on Mental Health (N.J.S.A. 18A:35-4.39) requires health education programs to include instruction on mental health and the relation of physical and mental health for students in grades Kindergarten through twelve.



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STATUTORY CURRICULAR REQUIREMENTS
~~COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION (M)~~

23. Information About “New Jersey Safe Haven Infant Protection Act” Included in Public School Curriculum (N.J.S.A. 18A:35-4.40) **requires** information on the provisions of the “New Jersey Safe Haven Infant Protection Act” shall be included in curriculum for public school students in grades nine through twelve.
24. Infusion of African American Accomplishments into School Curricula (N.J.S.A. 18A:35-4.43) requires in the curriculum for all elementary and secondary students instruction that infuses into all courses on the United States the centuries of accomplishments by African Americans in the building and development of America.
- 25. Asian American, Pacific Islander History, Contributions; Instruction Included in Curriculum (N.J.S.A. 18A:35-4.44) requires instruction on the history and contributions of Asian Americans and Pacific Islanders in an appropriate place in the curriculum of students in grades Kindergarten through twelve as part of the district’s implementation of the NJSLs in Social Studies.**
- ~~2625. Any oOther sStatutory or aAdministrative cCodes requiring instruction to be part of the district’s implementation of the NJSLs. The Board will incorporate into its health and physical education curriculum any other requirements of the NJSLs in Comprehensive Health and Physical Education.~~

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

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

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



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STATUTORY CURRICULAR REOUREMENTS

~~COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION~~ (M)

denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period.

Restorative justice activities are defined as activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student’s recess period should be scheduled in a manner that does not interfere with the implementation of a student’s Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student’s IEP and/or 504 Plan.

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

- Revised: 27 June 2016
- Revised: 22 May 2017
- Revised: 6 May 2019
- Revised: 27 April 2020
- Revised: 15 November 2021
- Revised: 20 March 2023
- Revised: **TBD**



POLICY

SECTION: STUDENTS

#: P 5117

INTERDISTRICT PUBLIC SCHOOL CHOICE

P 5117 INTERDISTRICT PUBLIC SCHOOL CHOICE

New Jersey's Interdistrict Public School Choice Program Act provides interested New Jersey school districts an opportunity to apply to the New Jersey Department of Education to become a public school choice ~~school~~ district that can make available classroom seats within the school district for the Board of **Education** to accept non-resident students. A choice district may enroll students across district lines in designated schools of the choice district pursuant to N.J.S.A. 18A:36B-16.

A proposed choice ~~school~~ district shall submit an application to the Commissioner of Education no later than April 30 in the year prior to the school year in which the choice program will be implemented; except that for the first year of implementation of the program pursuant to N.J.S.A. 18A:36B-14 et seq., the application shall be submitted no later than the date specified by the Commissioner pursuant to N.J.S.A. 18A:36B-17.a. The application shall include, but not be limited to, the information outlined in N.J.S.A. 18A:36B-17.a.(1) through (4).

The Commissioner shall notify a choice district of the approval or disapproval of its application no later than July 30, and the reasons for disapproval shall be included in the notice; except that for the first year of implementation of the program pursuant to N.J.S.A. 18A:36B-14 et seq., notification shall be no later than the date specified by the Commissioner. The Commissioner shall notify the New Jersey State Board of Education of the approval of a choice district application and the State Board shall include a public notice of the approval on the next agenda for its public monthly meeting pursuant to N.J.S.A. 18A:36B-17.a.

The Commissioner may take appropriate action, consistent with State and Federal law, to provide that student population diversity in all districts participating in a choice district program is maintained in accordance with the provisions of N.J.S.A. 18A:36B-17.b.

The Commissioner shall evaluate an application submitted by a proposed choice district in accordance with the provisions of N.J.S.A. 18A:36B-18.

The parents ~~or guardian~~ of a student shall notify the sending district of the student's intention to participate in the choice program and shall submit an application to the choice district, indicating the school the student wishes to attend, no later than the date specified by the Commissioner pursuant to N.J.S.A. 18A:36B-20.a.

A choice district may evaluate a prospective student on the student's interest in the program offered by a designated school. The district shall not discriminate in its admission policies or practices on the basis of



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athletic ability, intellectual aptitude, English language proficiency, status as a **person with a disability** ~~handicapped person~~, or any basis prohibited by State or Federal law **in accordance with N.J.S.A. 18A:36B-20.b.**

Pursuant to N.J.S.A. 18A:36B-20.c., aA choice district shall not prohibit the enrollment of a student based upon a determination that the additional cost of educating the student would exceed the amount of additional State aid received as a result of the student's enrollment. A choice district may reject the application for enrollment of a student who has been classified as eligible for special education services pursuant to **N.J.S.A. 18A:46** ~~Chapter 46 of Title 18A of the New Jersey Statutes~~ if that student's individualized education program could not be implemented in the district, or if the enrollment of that student would require the district to fundamentally alter the nature of its educational program, or would create an undue financial or administrative burden on the district.

In accordance with N.J.S.A. 18A:36B-20.d., aA student whose application is rejected by a choice district shall be provided with a reason for the rejection in the letter of notice. The appeal of a rejection notice may be made to the Commissioner.

Pursuant to N.J.S.A. 18A:36B-20.e., oOnce a student is enrolled in a designated school, the student shall not be required to reapply each school year for enrollment in any designated school of the choice district and shall continue to be permitted to be enrolled until graduation. A student shall be permitted to transfer back to a school of the sending district or may apply to a different choice district during the next application period.

The Board ~~of Education~~ of a sending district may adopt a resolution to restrict enrollment of its students in a choice district to a maximum of ten percent of the number of students per grade level per year **limited by any resolution adopted pursuant to N.J.S.A. 18A:36B-21.a.(1)** and fifteen percent of the total number of students enrolled in the sending district: **provided that the** ~~This~~ resolution shall be subject to approval by the Commissioner upon a determination that the resolution is in the best interest of the district's students and that it will not adversely affect the district's programs, services, operations, or fiscal conditions, and that the resolution will not adversely affect or limit the diversity of the remainder of the student population in the district who do not participate in the choice program **in accordance with N.J.S.A. 18A:36B-21.a.(1).**

Enrollment restriction percentages adopted by ~~any the~~ resolution **pursuant to N.J.S.A. 18A:36B-21.a.(1)** shall not be compounded from year to year and shall be based upon the enrollment counts for the year preceding the sending district's initial year of participation in the choice program, except that in any year of the program in which there is an increase in enrollment, the percentage enrollment restriction may be



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applied to the increase and the result added to the preceding year's count of students eligible to attend a choice district. If there is a decrease in enrollment at any time during the duration of the program, the number of students eligible to attend a choice district shall be the number of students enrolled in the choice program in the initial year of the district's participation in the program, provided that a student attending a choice district school shall be entitled to remain enrolled in that school until graduation **pursuant to N.J.S.A. 18A:36B-21.a.(2)**.

The calculation of the enrollment of a sending district shall be based on the enrollment count as reported on the Application for State School Aid in October preceding the school year during which the restriction on enrollment shall be applicable **pursuant to N.J.S.A. 18A:36B-21.a.(3)**.

A choice district shall not be eligible to enroll students on a tuition basis pursuant to N.J.S.A. 18A:38-3 while participating in the Interdistrict Public School Choice Program. Any student enrolled on a tuition basis prior to the establishment of the choice program shall be entitled to remain enrolled in the choice district as a choice student **in accordance with N.J.S.A. 18A:36B-21.b**.

Transportation, or aid in-lieu-of transportation, shall be provided to an elementary school student who lives more than two miles from the choice district school of attendance and to a secondary school student who lives more than two and one-half miles from the choice district school of attendance, provided the choice district school is not more than twenty miles from the residence of the student **in accordance with N.J.S.A. 18A:36B-22.a**.

Transportation, or aid in-lieu-of transportation, shall be the responsibility of the sending district. The choice district and the sending district may enter into a shared service agreement in accordance with the "Uniform Shared Services and Consolidation Act," **N.J.S.A. sections 1 through 35 of P.L. 2007, e.63** (~~C.40A:65-1 through C.40A:65-35~~). Notwithstanding the provisions of **N.J.S.A. section 20 of P.L. 2007, e.260** (~~C.18A:7F-62~~) to the contrary, the sending district shall receive State aid for transportation calculated pursuant to **N.J.S.A. section 15 of P.L. 2007, e.260** (~~C.18A:7F-57~~) for a student transported or receiving aid-in-lieu-of transportation pursuant to N.J.S.A. 18A:36B-22.

A choice district shall establish and maintain a parent information center. The center shall collect and disseminate information about participating programs and schools and shall assist parents **and guardians** in submitting applications for enrollment of students in an appropriate program and school. The information about participating programs and schools shall be posted on the choice district's website **in accordance with N.J.S.A. 18A:36B-23**.



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The Commissioner shall annually report to the New Jersey State Board of Education, the Legislature, and the Joint Committee on the Public Schools on the effectiveness of the Interdistrict Public School Choice Program. The Commissioner's annual report shall be posted on the New Jersey Department of Education's website and on the website of each choice district pursuant to N.J.S.A. 18A:36B-24.

N.J.S.A. 18A:36B-14 through 18A:36B-24

N.J.A.C. 6A:12-1.1 et seq.

Adopted: 14 October 2013

Revised: **TBD**



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A. Definitions – N.J.A.C. 6A:12-1.3

1. “Choice district” means a public school district established pursuant to N.J.S.A. 18A:8 or N.J.S.A. 18A:13 ~~Chapter 8 or Chapter 13 of Title 18A of the New Jersey Statutes~~ that is authorized pursuant to ~~under~~ the Interdistrict Public School Choice Program to open a specialized education program school ~~or school(s)~~ to students from a sending district.
2. “Choice program” means the Interdistrict Public School Choice Program authorized ~~at~~ in N.J.S.A. 18A:36B-14 et seq.
3. “Choice student” ~~or “choice pupil”~~ means an out-of-district student who is accepted into a choice district. Students who are received by the choice district through a send-receive relationship pursuant to N.J.S.A. 18A:38-8 et seq., shall not be considered choice students.
4. “Commissioner” means the New Jersey Commissioner of Education.
5. “Department” means New Jersey Department of Education.
6. “Eligible sibling” means a student who has a sibling who is a choice student presently enrolled in and attending a choice district for the current school year and will continue to attend in the following school year. An eligible sibling may be given enrollment preference in the student application process.
76. “Non-public school student” ~~or “non-public school pupil”~~ means any student who is obtaining academic instruction outside of a public school at the time of the student’s ~~his~~ ~~or her~~ application to the choice district.
87. “Sending district” means the ~~choice student’s~~ district of residence; of a choice student or a prospective choice student ~~charter school, or any school the student is required by law to attend.~~
9. “Specialized educational program” means a choice district program that uses student selection criteria for admission, in accordance with N.J.S.A. 18A:36B-20.b.



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10. “Unfunded choice student” means a student who has been accepted by a choice district as a choice student outside of the timeline established pursuant to N.J.A.C. 6A:12-3.2 and F. below, and for whom the choice district is unable to receive choice funding in the current and/or subsequent school year due to the Department’s choice enrollment collection cycle.

B. Eligibility Criteria for **District** Boards of Education – **N.J.A.C. 6A:12-2.1**

~~1.~~ **An eligible** Board of Education ~~may~~ **is eligible to** participate in the choice program if **the school district** ~~it~~ has classroom space available, completes **and submits** an application form provided by the Department pursuant to **N.J.S.A. 18A:36B-17 and** N.J.A.C. 6A:12-1.1 ~~et seq.~~, and receives approval from the Commissioner **or designee** to participate.

C. Eligibility Criteria for Students – **N.J.A.C. 6A:12-2.2**

1. To be eligible to participate in the **choice** program, a student shall be enrolled at the time of application in ~~grades~~ **preschool** ~~pre-school~~ through **grade** twelve in a **public** school of the sending district and **shall** have attended school in the sending district for at least one full **academic** year immediately preceding enrollment in a choice district, including time spent at any school that a student in a particular district of residence is required by law to attend.

a. If a student **is enrolled in the** ~~attends public school in his or her~~ district of residence, **and** is counted in that **school** district’s October Application for State School Aid, and ~~the student’s family~~ moves during the school year and **enrolls in a** ~~the student attends public school in his or her~~ new district of residence for the remainder of the school year, the student shall have satisfied the one-year eligibility requirement for ~~application to~~ the school choice program.

b. The one-year requirement shall not apply to **an eligible sibling** ~~a student~~ applying to enroll in **preschool or** Kindergarten in a choice district ~~if that student already has a sibling enrolled in and attending the choice district and if the district of residence of that student does not offer a public pre-school program.~~

The one-year requirement shall not apply to a choice student currently enrolled in a choice district who reaches the terminal grade in the choice



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district and the student is applying to enroll in another choice district for secondary school.

2. A public school student who does not meet the eligibility requirements **at found in N.J.A.C. 6A:12-2.2(a) and C.1. above or a nonpublic non-public school student may, nonetheless, apply to enroll in a choice school district** pursuant to N.J.S.A. 18A:36B-20.a. **and N.J.A.C. 6A:12-3.3** ~~If a choice district allows for non-public school student enrollment, it may not make distinctions between such students on the basis of where they receive this academic instruction.~~
3. Students residing out of New Jersey may not participate in the choice program.

~~D. Choice Program Application Procedures~~

- ~~1. An eligible applicant for a choice district shall complete an Interdistrict Public School Choice Program application, which shall be made available by the New Jersey Department of Education and which shall be submitted pursuant to N.J.S.A. 18A:36B-17.~~

DE. Sending District Restrictions on Student Participation in the Choice Program Procedures – N.J.A.C. 6A:12-3.4

1. **The district Board of Education of a sending district may seek to limit the number of students participating in the choice program to a maximum of ten percent of the number of students per grade level per year and fifteen percent of the total number of students enrolled in the sending district, based on the Application for State School Aid of the year prior to the first student participating in the choice program, pursuant to N.J.S.A. 18A:36B-21.a. The Board of a sending district seeking to limit student participation in the choice program shall submit to the Commissioner or designee the following documents:** ~~A sending district may not restrict the participation of its students in the choice program where the district's students provide written notice of intent to apply to a specialized educational program that is offered by the choice district and not offered in the sending district.~~
 - a. **A resolution adopted by the Board specifying the limit on the number of students enrolled in the sending district who may participate in the choice program; and**



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b. Supportive documentation that may include, but is not limited to, evidence of the choice program’s impact on the following:

(1) The sending district’s student enrollment:

(2) The sending district’s student achievement:

(3) The diversity of the sending district’s student population:

(4) The number or quality of programs, course offerings, or classes the sending district offers;

(5) The number or quality of the services the sending district provides;

(6) The sending district’s operations; and

(7) The sending district’s fiscal conditions.

2. **In determining whether to grant approval of a sending district’s limiting resolution, the Commissioner or designee shall evaluate the documentation submitted pursuant to N.J.A.C. 6A:12-3.4(a) and D.1. above and determine, pursuant to N.J.S.A. 18A:36B-21, if the sending district has demonstrated that the limiting resolution: ~~The calculation of the enrollment of a sending district shall be based on the enrollment count as reported on the Application for State School Aid in October preceding the school year during which the restriction on enrollment shall be applicable.~~**

a. **Is in the best interest of the sending district’s students; ~~Students from the sending district who are already enrolled in and attending a school choice program shall not be included in the newly calculated number of students eligible to attend a school choice district.~~**

b. **Will not adversely affect the sending district’s programs, services, operations, or fiscal conditions; and ~~When the multiplication of the grade level enrollment by the percentage established in the sending district’s resolution adopted pursuant to N.J.S.A. 18A:36B-21.a(1) results in a number with a decimal, the number will be rounded to the next whole number.~~**



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- c. Will not adversely affect or limit the diversity of the remainder of the sending district's student population who do not participate in the choice program.
~~The sending district's resolution restricting its students' participation may not be applied to the final grade level available in the sending district.~~
3. If a sending district has received approval from the Commissioner or designee to impose a limit on the number of its students participating in the choice program, the sending district shall use this limit every year unless there is an increase of its student enrollment beyond the enrollment count used to calculate the limiting resolution pursuant to N.J.A.C. 6A:12-3.4(a)1. and D.1.(a) above.
- a. If there is an increase of the choice district's student enrollment beyond the enrollment count used to calculate the limiting resolution pursuant to N.J.A.C. 6A:12-3.4(a)1 and D.1.(a) above, the sending district shall apply the choice program enrollment restriction percentages contained in the approved resolution to the enrollment counts as reported on the Application for State School Aid in October preceding the school year during which the restriction on enrollment will be applicable.
- ~~b3.~~ If the notices of student intention to participate in the choice program exceed the established limit pursuant to N.J.A.C. 6A:12-3.4 ~~Where a Board of Education of a sending district has adopted a resolution pursuant to N.J.S.A. 18A:36B-21.a(1) to impose a limit on the number of its students participating in the choice program, and when student notices of intention to participate in the choice program exceed that limit,~~ the sending district shall:
- (1)~~a.~~ Hold a public lottery to determine the selection of students for participation in the choice program;
- (2)~~b.~~ Notify the parent ~~or guardian~~ of every student who has submitted notice of intent to participate in the choice program of the date and time of the lottery;
- (3)~~e.~~ Assign a number to each student participating in the lottery and notify the parent ~~or guardian~~ of the number assigned to their child(ren); and
- (4)~~d.~~ Develop a waiting list based on the lottery.



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4. **If a sending district has received approval from the Commissioner or designee ~~Where a Board of Education of a sending district has adopted a resolution~~ to impose a limit on the number of ~~its~~ students participating in the choice program, and ~~the when student~~ notices of ~~student~~ intention to participate in the choice program exceed ~~the established that~~ limit, ~~before~~ conducting the lottery, the sending district may give preference to eligible siblings ~~of its resident students already enrolled in and attending the choice district~~. **If the choice district elects to give enrollment preference to eligible siblings of choice students, the sending district also shall give preference to eligible siblings. This provision shall apply only to choice students and eligible siblings who would be attending the same choice district or two choice districts that are in a send-receive relationship.****
- a. ~~If In the event the sending district elects to give preference to siblings of its resident students already enrolled in and attending the choice district and~~ there are more eligible sibling applicants than ~~there are~~ available spaces, the sending district shall conduct a lottery first for the eligible siblings only to determine the selection of students for participation and for placement on the waiting list.
- b. ~~If In the event the sending district elects to give preference to siblings of its resident students already enrolled in and attending the choice district and~~ there are no spaces available after granting permission to participate in the choice program to eligible siblings ~~of resident students already enrolled in and attending the choice district~~, the sending district shall conduct a lottery for the remaining eligible sibling applicants to assign them a place on the waiting list.
5. Prior to any lottery ~~that may be~~ held according to N.J.A.C. 6A:12-3.4, the sending district shall verify ~~that~~ the student is enrolled in the sending district and was reported on the Application for State School Aid in October of the current school year.
6. Prior to any lottery that may be held according to N.J.A.C. 6A:12-3.4, the sending district shall notify the applicants of the date and time of such lottery.
7. **The sending district shall conduct a**Any lottery held pursuant to N.J.A.C. 6A:12-3.4 ~~must be held~~ prior to the deadline established set by the Commissioner ~~or designee~~ for written notification to the parent regarding the student's eligibility ~~that the student is eligible~~ to participate in the ~~school~~ choice program.



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EF. Choice District Procedures for Students Meeting the Eligibility Requirements – N.J.A.C. 6A:12-3.1

1. Choice districts shall admit choice students on a space-available basis.
 - ~~a.~~ ~~A Board of Education shall not prevent students from participating in the school choice program.~~
 - ab.** A choice district may not impose admission criteria upon prospective choice ~~program~~ students other than the admission criteria for a specialized educational program, pursuant to N.J.S.A. 18A:36B-20.b ~~those permitted by statute.~~
 - ~~c.~~ ~~A choice district may give preference for enrollment to siblings of enrolled students.~~
 - bd.** ~~If~~ **When** a choice district receives more applications than ~~there are~~ spaces available, the choice district shall hold a public lottery to determine the selection of students for enrollment participation in the choice program.
 - ~~(1)~~ ~~The choice district shall develop a waiting list based on the lottery.~~
 - (12)** The choice district shall notify the parent ~~or guardian~~ of every student who has submitted an application to participate in the choice program of the lottery's date and time ~~of the lottery.~~
 - (23)** The choice district shall assign a number to each student participating in the lottery and shall notify the parent ~~or guardian~~ of the number assigned to their child(ren).
 - (34)** Before conducting the lottery, the choice district may give enrollment preference to eligible siblings of choice students ~~already enrolled in and attending the choice district.~~
 - (a) ~~If In the event~~ the choice district elects to give preference to eligible siblings of choice students ~~already enrolled in and attending the choice district~~ and ~~there are~~ no spaces **are** available after granting permission to participate in the choice program to eligible siblings



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~~of students already enrolled in and attending the choice district~~, the choice district shall conduct a lottery first for the **eligible** siblings only, to determine the selection of students for participation and placement on the waiting list.

- (b) ~~If the In the event that~~ choice district elects to give preference to **eligible** siblings of **choice** students ~~already enrolled in and attending the choice district~~ and ~~there are~~ no spaces **are** available after granting permission to participate in the choice program to **eligible** siblings ~~of students already enrolled in and attending the choice district~~, the choice district shall conduct a lottery ~~first~~ for the remaining applicants to assign them a place on the waiting list.
- (4) Before conducting the lottery, the choice district may give enrollment preference to resident students who moved out of the choice district and want to remain enrolled in the choice district as choice students.
- (a) If the choice district elects to give enrollment preference to resident students who moved out of the choice district and want to remain enrolled in the choice district as choice students and no spaces are available, and the choice district elects to give preference to eligible siblings of choice students, the choice district shall conduct a lottery first for the eligible siblings, pursuant to N.J.A.C. 6A:12-3.1(a)2.iii and E.1.b.(3) above, and second for the resident students, pursuant to N.J.A.C. 6A:12-3.1(a)2.iv and E.1.b.(4) above, to determine the selection of students for participation and placement on the waiting list.
- (5) Before conducting the lottery, a choice district in a receiving relationship with a sending choice district may give enrollment preference to a choice student currently enrolled in its sending choice district who reaches the terminal grade and applies for secondary school in that choice district.
- (a) If the receiving choice district elects to give enrollment preference to a choice student, pursuant to N.J.A.C. 6A:12-3.1(a)2.v and E.1.b.(5) above, and no spaces are available, and



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the choice district elects to give preference to eligible siblings of choice students, the receiving choice district shall conduct a lottery first for the eligible siblings pursuant to N.J.A.C. 6A:12-3.1(a)2.iii and E.1.b.(3) above, and second for students eligible pursuant to N.J.A.C. 6A:12-3.1(a)2.iv and 6A:12-3.1(a)2.v and E.1.b.(4) and (5) above.

(6) The choice district shall develop a waiting list based on the lottery results.

FG. Choice Student Application Procedures – N.J.A.C. 6A:12-3.2

1. The Commissioner or designee shall establish a student application timeline each year no later than September 1. The timeline shall include the dates for the student application deadline, the lottery pursuant to N.J.A.C. 6A:12-3.1(a)2, and N.J.A.C. 6A:12-3.2(b), (c), and (d) and E.1.b. above and F.2., F.3., and F.4. below.
2. The choice district shall send a notice of acceptance, rejection, or placement on the waitlist to the parent of every student who submitted a choice application by the deadline established pursuant to N.J.A.C. 6A:12-3.2(a) and F.1. above. ~~Within five business days of the due date set by the Commissioner pursuant to the timeline in 1. above, the choice district shall provide to the Department of Education electronic notification of the number of students who enroll.~~
3. The choice district shall provide to the Department electronic notification of the number of choice students who send notice of their intent to enroll.
43. The choice district shall provide ~~written notification of receipt of each notice of enrollment~~ to each sending district's written notification of each Board of Education within ten days of the due date for receipt of such notice of intent to enroll received enrollment from a choice student who is a resident of the in that sending district.
54. A choice student applicant may apply to seek from the Commissioner or designee by a showing ~~of~~ good cause for a waiver of the student application deadlines ~~established~~ in the timeline at N.J.A.C. 6A:12-3.2(a) and in F.1. above.



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- a. If the student receives a waiver of the student application deadline and the choice district is unable to receive funding for the student as a choice student for the current and/or subsequent school year, the choice district may enroll the student as an unfunded choice student in the corresponding year and automatically convert the student's enrollment to a funded choice student if the student remains in the choice program.

GH. Choice District Procedures for Students not Meeting Eligibility Requirements – N.J.A.C. 6A:12-3.3

1. If seats remain available in a choice district after exhausting the list of applicants who meet the requirements at of N.J.A.C. 6A:12-2.2(a) and C.1. above, including applicants ~~those~~ on any waiting list ~~that has been~~ established through the application process, ~~then~~ the choice district may ~~elect to~~ fill the seats with public school students who do not meet the requirements at of N.J.A.C. 6A:12-2.2(a) and C.1. above, and with nonpublic ~~non-public~~ school students.
2. Choice districts may accept applications from public school students who do not meet the requirements at of N.J.A.C. 6A:12-2.2(a) and C.1. above and/or nonpublic ~~non-public~~ school students ~~up~~ until the deadline established ~~set~~ by the Commissioner or designee pursuant to N.J.A.C. 6A:12-3.2(a) and G.1. above.
3. Upon the receipt of an application from a public school student who does not meet the requirements at of N.J.A.C. 6A:12-2.2(a) and C.1. above or a nonpublic ~~non-public~~ school student, the choice district shall send ~~a letter~~ to the student's parent, a letter that includes ~~of the student including~~ the following information:
 - a. Whether the choice district will consider public school students who do not meet the requirements at of N.J.A.C. 6A:12-2.2(a) and C.1. above and nonpublic ~~non-public~~ school students for admission to the choice district. If the choice district has not yet decided, it shall inform the parents of when the decision is expected to be made;
 - b. ~~That~~ Public school students who do not meet the requirements of N.J.A.C. 6A:12-2.2(a) and C.1. above and nonpublic ~~non-public~~ school students shall ~~will~~ not be considered for admission until the choice district has conducted the application cycle and has exhausted its waiting list of students who meet the requirements at



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~~of~~ N.J.A.C. 6A:12-2.2(a) **and C.1. above** for the grade level to which they have applied;

- c. ~~That~~ **T**he choice district may need to conduct a lottery to select the students to be offered admission to the choice district depending on the seats available and the number of applications received from public school students who do not meet the requirements ~~at~~ ~~of~~ N.J.A.C. 6A:12-2.2(a) **and C.1. above** and/or **nonpublic non-public** school students; and
- d. **The choice district shall fully inform** ~~That~~ the parents of ~~those~~ public school students who do not meet the requirements ~~at~~ ~~of~~ N.J.A.C. 6A:12-2.2(a) **and C.1. above** and **nonpublic non-public** school students ~~will be fully informed~~ of the lottery process in the event **the choice district conducts a** ~~that a~~ lottery ~~is required~~, the date it will be held, and **what number has been assigned to the applicant.**

H. Choice Student **Post-Enrollment – N.J.A.C. 6A:12-4.1**

1. Once enrolled in a choice district, the choice student may remain enrolled and **shall is** not **be** required to submit annual or periodic applications.
2. ~~A Upon acceptance of a choice student, the~~ choice district **shall is obligated to** retain **an accepted** ~~the~~ choice student until **the choice district's terminal grade graduation** or ~~until~~ the choice student voluntarily withdraws.
3. ~~If In the event of termination of~~ the choice program **is terminated in a choice in that** district or Statewide, any **choice** student enrolled in ~~the that~~ choice district shall be entitled to remain enrolled ~~in that district~~ until **the school district's terminal grade graduation**.
4. ~~In the event~~ **A** public school student who is currently a choice student attending school in a choice district **and who** moves to another **school** district, ~~that public student is~~ **shall be** eligible to remain in the choice district as a choice student without application **until the terminal grade offered by the choice district.**
5. A resident student of a choice district who **attends a specialized educational program and/or grade that has been approved for choice students and who** moves during the school year may **choose be allowed** to remain in the choice district until the end of the school year **as an unfunded choice student.** The student may apply to the choice program



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as a funded **choice** student for the next school year. If the student moves after the application deadline **and the choice district** ~~or otherwise~~ is unable to receive funding **for the student** as a choice student ~~in the school district~~ for the subsequent school year, the choice ~~school~~ district may enroll the student as an unfunded choice student in that year, and automatically convert the student's enrollment to a funded choice student if **the student** ~~he or she~~ remains in the choice program.

J. Appeals from Commissioner of Education Determinations

- ~~+~~ An appeal of any determination by the Commissioner not to grant an application for participation in the choice program may be filed by an eligible choice district applicant according to N.J.A.C. 6A:4.

JK. Appeals from Denial of Enrollment

- ~~+~~ An appeal of any denial of a choice student applicant for enrollment in a choice district may be filed by the parent ~~or legal guardian~~ with the Commissioner in accordance with N.J.A.C. 6A:3.

KL. General Provisions – N.J.A.C. 6A:12-5.1

1. Choice districts shall accept all credits toward graduation ~~that were~~ awarded by another **district** Board of Education for each **accepted** choice student ~~it accepts~~.
 - a. Choice districts shall award a diploma to a choice student **who participating in the program if that student** meets the graduation requirements of the choice district and of the State of New Jersey.
2. A choice district shall establish and maintain a parent information center **in accordance with N.J.S.A. 18A:36B-23**.
 - ~~a. The center shall collect and disseminate information about participating programs and schools, and shall assist parents and legal guardians in submitting applications for enrollment of students in an appropriate program and school.~~
 - ~~b. The information about participating programs and schools shall be posted on the choice district's website.~~



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3. At the end of each student application cycle. ~~a~~A choice district shall file ~~reports~~ with the Department ~~at the end of each application cycle.~~ A choice district's reports ~~that shall~~ include demographic and student participation information, fiscal and programmatic information, and updates on the number of available openings.

LM. Student Transportation – N.J.A.C. 6A:12-6.1

1. Each sending district shall be responsible ~~have the responsibility~~ for the transportation or aid in lieu of transportation of enrolled choice students who are eligible for transportation services both to and from the choice school in which the ~~that~~ student is accepted. ~~Each sending district shall provide transportation or aid in lieu of transportation~~ in accordance with N.J.S.A. 18A:36B-22A-13 and N.J.A.C. 6A:27-4.

MN. General Provisions – N.J.A.C. 6A:12-7.1

1. Choice students participating in this program shall qualify for State aid pursuant to N.J.S.A. 18A:36B-14 et seq ~~Interdistrict Public School Choice Program Act~~. The sending district will receive transportation aid pursuant to N.J.A.C. 6A:12-~~68~~.1.
2. The sending district shall maintain fiscal responsibility for any choice student enrolled in, or determined to require, a private day or residential school, except ~~that~~ the choice district will be required to contribute any State aid received for the ~~such a~~ student and the sending district will be responsible for the balance.

N. Nonresident Students

1. The choice district shall not be eligible to enroll students on a tuition basis pursuant to N.J.S.A. 18A:38-3.
 - a. Any student enrolled on a tuition basis prior to the establishment of the choice program shall be entitled to remain enrolled in the choice district as a choice student.
2. When a resident student moves out of the district during the school year the student must be allowed to continue to attend the district for the remainder of the school year.



REGULATION

SECTION: STUDENTS

#: R 5117

INTERDISTRICT PUBLIC SCHOOL CHOICE

provided the student is in the choice-approved grades/programs and the student meets any program-specific criteria.

a. These students will become temporary unfunded choice students for the remainder of the school year, and are eligible for choice transportation.

b. These students must apply for enrollment in the choice district for the following year.

Adopted: 14 October 2013

Revised: **TBD**



POLICY

SECTION: STUDENTS

#: P 5339.01

STUDENT SUN PROTECTION

P 5339.01 STUDENT SUN PROTECTION

The Board of Education believes it is important that school district students protect themselves against harmful sun-related skin diseases by using protective measures. Pursuant to N.J.S.A. 18A:40-12.39 and notwithstanding any law or regulation to the contrary, the Board adopts this Policy concerning a student's use of sunscreen and sun-protective clothing, such as hats and sunglasses, while outdoors at school and school-sponsored functions.

As used in this Policy, "sunscreen" means a topical product used for the purpose of limiting skin damage caused by overexposure to the sun, and which is regulated by the Federal Food and Drug Administration for over-the-counter use, in accordance with N.J.S.A. 18A:40-12.39.a.

Students are not required to provide documentation from a physician or other licensed health care professional in order to use sunscreen or sun-protective clothing while outdoors at school or a school-sponsored function.

The Board requires written permission from a student's parent to allow that student to carry or use sunscreen at school or a school-sponsored function for all students in grade(s) K - 6. Any student required to have written permission from their parent to carry or use sunscreen shall be monitored by school staff to ensure safety through the appropriate use of sunscreen.]

Sunscreen can be packaged as aerosol, spray, lotion or cream with fragrances, as such the district prohibits the use of sunscreen that the Principal or designee may deem harmful to students with asthma or other respiratory ailments or a nuisance to students or staff members.]

Any student found to be using sunscreen in an inappropriate manner shall have their permission to use sunscreen revoked and be disciplined in accordance with the student code of conduct. If a student's permission to use sunscreen is revoked, the district shall notify the student's parent in writing of the reasons and duration for the revocation of that permission and of any discipline associated with the incident.

The district shall provide for the transportation and storage of sunscreen to ensure accessibility when students travel off school grounds for school-sponsored functions.

Nothing in this Policy shall be construed as requiring a staff member to assist a student in applying sunscreen.

N.J.S.A. 18A:40-12.39

Adopted: TBD



POLICY

SECTION: FINANCES

#: P 6111

SPECIAL EDUCATION MEDICAID INITIATIVE
(SEMI) PROGRAM (M)

P 6111 SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM (M)

Every New Jersey school district, with the exception of any district that obtains a waiver of the requirements of N.J.A.C. 6A:23A-5.3(b) ~~pursuant to the procedures set forth at N.J.A.C. 6A:23A-5.3(b)~~, shall take appropriate steps to maximize its revenue from the Special Education Medicaid Initiative (SEMI) ~~p~~Program by following the policies and procedures to maximize participation in the program as set forth in N.J.A.C. 6A:23A-5.3(d) and to comply with all program requirements as set forth in N.J.A.C. 6A:23A-5.3(e).

The school district may seek, in the prebudget year, a waiver of the requirements of N.J.A.C. 6A:23A-5.3 in accordance with the procedures as outlined in N.J.A.C. 6A:23A-5.3(b). As part of the annual budget information, the New Jersey Department of Education shall provide each ~~school~~ district with a projection of available SEMI reimbursement for the budget year, as determined by the New Jersey State Department of the Treasury's third-party administrator for SEMI. ~~Beginning with the 2009-2010 school year, T~~the ~~school~~ district shall recognize as revenue in its annual ~~school~~ district budget no less than ninety percent of the projection ~~provided by the Department of Education~~. The district may seek approval from the Executive County Superintendent to use its own projection of SEMI reimbursement upon demonstration ~~that~~ the numbers it used in calculating the projection are more accurate than the projection provided.

The ~~school~~ district shall strive to achieve maximum participation in the SEMI program. "Maximum participation" means obtaining a ninety percent return rate of parental consent forms for all SEMI-eligible students. Districts shall enter all students following their evaluations into the third-party system as determined by the New Jersey Department of the Treasury to identify the district's universe of eligible students. This ~~may~~ can be done without parental consent.

If the district participates ~~Districts participating~~ in the SEMI reimbursement program, the district shall comply with program requirements as outlined in N.J.A.C. 6A:23A-5.3(e).

If the A-school district ~~that~~ has less than ninety percent participation of SEMI-eligible students in the prebudget year or that has failed to comply with all program requirements ~~at set forth in~~ N.J.A.C. 6A:23A-5.3(e), the district shall submit a SEMI action plan to the Executive County Superintendent for review and approval as part of the ~~school~~ district's proposed budget submission. The district's SEMI action plan shall include the components as outlined in N.J.A.C. 6A:23A-5.3(g).



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#: P 6111

SPECIAL EDUCATION MEDICAID INITIATIVE
(SEMI) PROGRAM (M)

If the district does ~~Districts that did~~ not achieve ninety percent participation, or does not achieve their approved benchmarks in the SEMI program for a given budget year and cannot demonstrate that they fully implemented their New Jersey Department of Education-approved SEMI action plan required at N.J.A.C. 6A:23A-5.3(f) and (g), the district shall be subject to review for the withholding of State aid by the Commissioner of Education, pursuant to N.J.S.A. 18A:55-3, in an amount equal to the SEMI revenue projection based on their approved benchmark for the budget year, if applicable, less actual SEMI reimbursements for the budget year. The State aid deduction shall be made in the second subsequent year after the budget year.

If the district does not meet the requirement of the cost-settlement components of SEMI, the district may be required to refund all or part of their SEMI reimbursements.

N.J.A.C. 6A:23A-5.3

Adopted: 14 October 2013

Revised: **TBD**



REGULATION

SECTION: FINANCES

#: R 6111

SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM (M)

R 6111 SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM (M)

Every New Jersey school district, with the exception of any district that obtains a waiver of the requirements ~~at~~ of N.J.A.C. 6A:23A-5.3(b) ~~pursuant to the procedures set forth at N.J.A.C. 6A:23A-5.3(b) and A. below,~~ shall take appropriate steps to maximize its revenue from the Special Education Medicaid Initiative (SEMI) ~~n~~Program by following ~~the~~ policies and procedures to maximize participation in the program ~~at as set forth in~~ N.J.A.C. 6A:23A-5.3(d) ~~and C.1. below~~ and to comply with all program requirements ~~at as set forth in~~ N.J.A.C. 6A:23A-5.3(e) ~~and C.2. below.~~

A. Waiver

- 1. The school district may seek, in the prebudget year, a waiver of the requirements of N.J.A.C. 6A:23A-5.3, **Policy 6111, and this Regulation** upon demonstration that for the subsequent school year: **the district projects, based on reliable evidence, that it will have forty or fewer Medicaid-eligible classified students.**

- a. **The application for a waiver of the requirements of N.J.A.C. 6A:23A-5.3, Policy 6111, and this Regulation shall be made to the Executive County Superintendent no less than forty-five days prior to the submission of the district’s proposed budget for the school year to which the waiver request applies. The Executive County Superintendent shall notify the district of the decision on the waiver application within twenty days of receipt of the waiver request. If the waiver is not granted, the district shall submit to the Executive County Superintendent a SEMI action plan required at N.J.A.C. 6A:23A-5.3(f) and D. below as part of its annual district budget submission, or shall demonstrate to the Executive County Superintendent that the district has achieved maximum participation in the SEMI program in the prebudget year.**

- a. ~~The district projects, based on reliable evidence, that it will have forty or fewer Medicaid-eligible classified students; or~~
- b. ~~The district demonstrates that efforts to participate in SEMI would not provide a cost benefit to the district, based on the projection of the district’s available SEMI reimbursement for the budget year as set forth in N.J.A.C. 6A:23A-5.3 (e) and B. below.~~



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SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM (M)

~~2. The application for a waiver of the requirements of N.J.A.C. 6A:23A-5.3 shall be made to the Executive County Superintendent no less than forty five days prior to the submission of the district's proposed budget for the school year to which the waiver request applies. The Executive County Superintendent shall notify the district of the decision on the waiver application within twenty days of receipt of the waiver request. If the waiver is not granted, the district shall submit a SEMI action plan to the Executive County Superintendent as required by N.J.A.C. 6A:23A-5.3(f) as part of its annual school district budget submission or demonstrate to the Executive County Superintendent the district has achieved maximum participation in the SEMI program in the prebudget year.~~

B. Projection of Available SEMI Reimbursement

1. As part of the annual budget information, the New Jersey Department of Education shall provide ~~the~~ **each** school district with a projection of available SEMI reimbursement for the budget year, as determined by the **New Jersey State** Department of ~~the~~ **Treasury's third-party** administrator for SEMI. ~~The projection shall be based on the following:~~

~~a. The district shall recognize as revenue in its annual school district budget no less than ninety percent of said projection.~~

~~b. The district may seek approval from the Executive County Superintendent to use its own projection of SEMI reimbursement upon demonstration the numbers it used in calculating the projection are more accurate than the projection provided.~~

~~a. Number of Medicaid eligible students;~~

~~b. Assumption of twenty services per eligible students per year;~~

~~c. One IEP meeting per eligible student per year; and~~

~~d. Applicable SEMI reimbursement rates.~~

~~2. Beginning with the 2009-2010 school year, the school district shall recognize as revenue in its annual school district budget no less than ninety percent of the projection of available SEMI reimbursement. The district may seek approval from the Executive County Superintendent to use its own projection of SEMI reimbursement upon demonstration that the numbers it used in calculating the projection are more accurate than the projection provided.~~



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#: R 6111

SPECIAL EDUCATION MEDICAID
INITIATIVE (SEMI) PROGRAM (M)

C. SEMI Program Requirements

1. The school district shall strive to achieve maximum participation in the SEMI program. **For the purpose of Policy 6111 and this Regulation, “mMaximum participation”** means obtaining a ninety percent return rate of parental consent forms for all SEMI-eligible students. Districts shall enter all students following their evaluations into the third-party system **as determined by the New Jersey Department of the Treasury** to identify the district’s universe of eligible students. This **may can** be done without parental consent.
2. **If the district participates** ~~Districts participating~~ in the SEMI reimbursement program, **the district** shall comply with program requirements as follows:
 - a. The ~~school~~ district shall implement Policy **6111** and **this** Regulation ~~6111~~ concerning the effective and efficient administration of the SEMI reimbursement program consistent with the requirements of N.J.A.C. 6A:23A-5.3. **A complete listing of requirements and information are available at the SEMI/MAC website.**
 - b. Any service submitted to Medicaid for reimbursement shall be rendered by a Medicaid qualified practitioner, or rendered by a provider under the supervision of a Medicaid qualified practitioner. The following outlines the required documentation for each related service provider:
 - (1) Nurses – copy of license (**educational services certificate issued by the State Board of Examiners** ~~DOE certification~~ is not required for SEMI);
 - (2) Occupational Therapist – copy of license and **educational services certificate issued by the State Board of Examiners** ~~DOE certification~~;
 - (3) Physical Therapist – copy of license and **educational services certificate issued by the State Board of Examiners** ~~DOE certification~~;
 - (4) Psychologist – copy of **educational services certificate issued by the State Board of Examiners** ~~DOE certification~~;
 - (5) Social Worker – copy of **educational services certificate issued by the State Board of Examiners** ~~DOE certification~~; and



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INITIATIVE (SEMI) PROGRAM (M)

- (6) ~~Speech-language Specialist Therapist; —copy of DOE certification and American Speech Language Hearing Association (ASHA) Certification or Copy of DOE certification and past or present license (on or after January 1, 1993); or copy of DOE certification and documentation that the equivalent educational requirements and work experience necessary for ASHA certification have been met.~~
 - (a) Qualification and documentation for provision of evaluation services shall include:
 - (i) Copy of licensed physician’s orders, which shall be maintained with the student’s IEP; or
 - (ii) Copy of New Jersey license as a speech-language pathologist and educational services certificate with a speech-language specialist endorsement (N.J.A.C. 6A:9B-14.6) for the individual whose signature appears on the IEP; or
 - (iii) Copy of documentation that identifies the referral of speech services included in or with the student’s IEP.
 - (b) Qualification for provision of related services shall include:
 - (i) Copy of educational services certificate or endorsement issued by the State Board of Examiners and an American Speech-Language-Hearing Association (ASHA) Certificate of Clinical Competence; or
 - (ii) Copy of educational services certificate with a speech-language specialist endorsement and a valid license authorized by the State Audiology and Speech-Language Pathology Advisory Committee in accordance with N.J.S.A. 45:3B-1 et seq.
- (7) Audiologist – copy of license issued by the State Audiology and Speech-Language Pathology Advisory Committee in accordance with N.J.S.A. 45:3B-1 et seq.



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INITIATIVE (SEMI) PROGRAM (M)

- c3.** Practitioners who are not Medicaid qualified can deliver services under the direction of Medicaid qualified practitioners. **Practitioners who are not Medicaid qualified** ~~These~~ include **only** certified occupational therapist assistants (~~COTAs~~), physical therapist assistants, (~~PTAs~~) ~~and~~ **speech-language specialists who do not meet the qualifications at N.J.A.C. 6A:23A-5.3(e)2.vi(2)(A) or (B) and C.2.b.(6)(i) and C.2.b.(6)(ii) above, and licensed practical nurses** ~~correctionists~~.
- d4.** Any direct therapy or other related service shall be prescribed in the related services section of the student's IEP prior to submitting a claim to Medicaid for reimbursement. Delivery of nursing services and dispensing of medication ~~shall~~ ~~must~~ be referenced in the IEP and supported by physicians' orders or prescriptions. ~~These~~ ~~which~~ ~~shall~~ ~~documents~~ ~~must~~ be maintained on file. ~~The~~ ~~S~~upporting documentation to be maintained by the ~~school~~ district shall be the cover/signature page, related services section of the IEP, therapy logs, and the evaluations and assessments conducted by the Medicaid-qualified practitioners.
- e5.** Entities where the ~~school~~ district has placed SEMI-eligible students shall take steps to enable ~~school~~ districts to maximize participation, including either logging the eligible services provided directly through the **third-party system as determined by the New Jersey Department of the Treasury** ~~vendor~~ or the sending ~~school~~ district, as mutually agreed upon with the ~~school~~ district, and obtaining SEMI provider qualification certifications. Every out-of-district placement ~~shall~~ ~~must~~ provide copies of SEMI provider qualifications, certifications, and licenses. ~~This provision~~ **N.J.A.C. 6A:23A-5.3(e)5.** applies to the following out-of-district placement options:
- (1)a.** Approved private schools for students with disabilities;
 - (2)b.** Educational services commissions;
 - (3)e.** Jointure commissions;
 - (4)d.** Vocational half-time programs;
 - (5)e.** **New Jersey** Department of Education ~~r~~**Regional** ~~d~~**Day** ~~s~~**Schools**; and
 - (6)f.** **County** ~~s~~**Special** ~~s~~**Service** ~~s~~**School** ~~d~~**Districts**.



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- f. If the district does not have an approved waiver pursuant to N.J.A.C. 6A:23A-5.3(b) and A. above the district shall comply with the program requirements to assure the year-end cost settlement of SEMI claims is properly calculated with the standardized submission of quarterly and annual cost data, as well as staff pool lists transmitted directly through the third-party system as determined by the New Jersey Department of the Treasury.
- g. To retain reimbursement, if the district does not have an approved waiver pursuant to N.J.A.C. 6A:23A-5.3(b) and A. above, the district shall ensure compliance with the necessary components of the cost settlement requirements which include completion of the online questionnaire – Random Moment Time Study (RMTS) – by staff provided directly through the third-party system as determined by the New Jersey Department of the Treasury.
- h6. All supporting documentation for a Medicaid claim shall be maintained on file and available for audit or State review for at least seven years from the date of service. Supporting documentation shall include provider certification (current and historical for each provider); provider service logs, licenses, and/or certificates issued by the Division of Consumer Affairs or the New Jersey Department of Education, as applicable; certifications; physician authorizations for nursing services; parental consent forms; attendance records; and copies of the student’s IEP.

D. SEMI Action Plan

- 1. If the A school district that has less than ninety percent participation of SEMI-eligible students in the prebudget year or that has failed to comply with all program requirements at set forth in N.J.A.C. 6A:23A-5.3(e) and C.2. above, the district shall submit a SEMI action plan to the Executive County Superintendent for review and approval as part of the school district’s proposed budget submission.
- 2. The SEMI action plan shall include the following components:
 - a. Procedures for obtaining parental consent forms, such as including the Parental Consent Best Practices that which are available from the New Jersey Department of Education.
 - b. Establishment of a benchmark for the 2008-2009 school year of implementation or for the first year the district does not have an approved waiver pursuant to the



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~~provisions of~~ N.J.A.C. 6A:23A-5.3(b) **and A. above**, whichever is applicable, for obtaining maximum participation of all SEMI-eligible students by the start of the subsequent school year.;

(1) The benchmarks for the **first 2008-2009 school year of implementation** or for the first year ~~that~~ the district does not have an approved waiver pursuant to N.J.A.C. 6A:23A-5.3(b) **and A. above**, whichever is applicable, for achieving maximum participation shall ~~at a minimum~~ close, **at a minimum**, the gap between current participation and maximum participation by fifty percent by the beginning of the subsequent school year; and

(2) The benchmarks shall be based on the percentage of parental consent forms collected from eligible students. The number of parental consent forms shall reflect one parental consent form **or one document noting parental refusal** for each eligible student; ~~This should include documentation of parental refusal to give consent.~~

- c. Procedures to ensure ~~that~~ all IEP meetings are documented in the third-party administrator's system. IEPs are **only** claimable **only** if a Medicaid qualified practitioner is present **and it is documented that a health-related service is discussed**;
 - d. Procedures to ensure ~~that~~ all SEMI-eligible services, including services provided by entities where the ~~school~~ district has placed SEMI-eligible students, are documented in the third-party administrator's system;:-
 - e. Procedures to ensure ~~that~~ a valid IEP is on file and the IEP date is on file in the third-party administrator's system for each SEMI-eligible student for whom parental consent has been obtained;:- **and**
 - f. Procedures to ensure ~~that~~ service providers used by the school district and entities where the ~~school~~ district has placed **SEMI-eligible** students have valid licenses and certifications documenting SEMI provider qualifications on file in the third-party administrator's system.
- 3. If the district does not achieve ninety percent participation, or does not achieve their approved benchmarks in the SEMI program for a given budget year and cannot demonstrate they fully implemented their New Jersey Department of Education-**



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approved SEMI action plan required at N.J.A.C. 6A:23A-5.3(f) and (g) and D. above, the district shall be subject to review for the withholding of State aid by the Commissioner of Education, pursuant to N.J.S.A. 18A:55-3, in an amount equal to the SEMI revenue projection based on their approved benchmark for the budget year, if applicable, less actual SEMI reimbursements for the budget year. The State aid deduction shall be made in the second subsequent year after the budget year.

4. If the district does not meet the requirement of the cost-settlement components of SEMI, the district may be required to refund all or part of their SEMI reimbursements.

~~E. Districts that did not achieve ninety percent participation, or achieve their approved benchmarks in the SEMI program for a given budget year and cannot demonstrate they fully implemented their New Jersey Department of Education approved SEMI action plan required above shall be subject to review for the withholding of State aid by the Commissioner pursuant to N.J.S.A. 18A:55-3 in an amount equal to the SEMI revenue projection based on their approved benchmark for the budget year, if applicable, less actual SEMI reimbursements for the budget year. The State aid deduction shall be made in the second subsequent year after the budget year.~~

Adopted: 14 October 2013

Revised: TBD



POLICY

SECTION: FINANCES
#: P 6220
BUDGET PREPARATION (M)

P 6220 BUDGET PREPARATION (M)

The annual budget is the financial plan for the effectuation of the educational plan for the district. ~~its preparation is, therefore, one of the most important functions performed by the Board of Education.~~ The budget shall be designed to carry out that plan in a thorough and efficient manner, to maintain school district facilities, and to honor continuing obligations of the district.

A proposed budget requires the critical analysis ~~by~~ of every member of the Board of Education during its preparation. The administration shall work with the Board to ensure Board members have a thorough understanding of the budget appropriations, budget revenue, the proposed educational program, and the budget's impact to the local tax levy. The Board shall also provide for community input during the budget development process.

~~The annual school district budget and supporting documentation shall be prepared in accordance with the provisions of N.J.S.A. 18A:7F; et seq. and N.J.A.C. 6A:23A-8.1 et seq. The Board will obtain approval of the local funding for a non-referendum capital project (school facility project or other capital project) in accordance with the provisions of N.J.A.C. 6A:23A-8.4.~~

The annual school district budget and supporting documentation shall be prepared in accordance with the provisions of N.J.S.A. 18A:7F; N.J.S.A. 18A:22-7 and 18A:22-8; and N.J.A.C. 6A:23A-8. The Board shall adopt and ~~will~~ submit ~~its proposed budget and supporting documentation as prescribed by the Commissioner~~ to the Executive County Superintendent for approval, together with Commissioner-prescribed supporting documentation, a budget that provides for a thorough and efficient education pursuant to N.J.A.C. 6A:23A-8.1(a). Pursuant to N.J.A.C. 6A:26-3.7 and 6A:26-3.12, the Board shall obtain approval of the local funding for a non-referendum capital project (school facility project or other capital project) in accordance with N.J.A.C. 6A:23A-8.4.

The budget will be presented to the Board ~~of Education~~ to allow adequate time for review and adoption. ~~The budget should evolve primarily from the needs of the individual schools as expressed by the Building Principals and the district educational program as expressed by the central administrative staff and be compatible with approved district plans.~~

The Board shall include in the budget application to the Executive County Superintendent a complete reporting of revenues and appropriations and other requirements pursuant to N.J.S.A. 18A:22-8-1 et seq. and N.J.S.A. 18A:7F-5 through 63.



POLICY

SECTION: FINANCES

#: P 6220

BUDGET PREPARATION (M)

The Board, upon submission of its budget application to the Executive County Superintendent or by the statutory submission date, whichever is earlier, shall make available upon request for public inspection all budget and supporting documentation contained in the budget application and all other documents listed in N.J.A.C. 6A:23A-8.1 once the budget application has been submitted to the Executive County Superintendent for approval.

The budget, as adopted for the school year pursuant to N.J.S.A. 18A:7F-5, shall be provided for public inspection on the district’s website ~~Internet site~~, if one exists, and made available in print in a “user-friendly,” plain language budget summary format in accordance with the provisions of N.J.A.C. 6A:23A-8.1(c).

All budgetary and accounting systems used in the school district must be in accordance with double-entry bookkeeping and Generally Accepted Accounting Principles as required in N.J.A.C. 6A:23A-16.1 et seq.

N.J.S.A. 18A:7F et seq.; 18A:22-7 et seq.

N.J.A.C. 6A:23A-8.1 et seq.; 6A:23A-16.1 et seq.

Adopted: 14 October 2013

Revised: TBD



REGULATION

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#: R 6220
BUDGET PREPARATION

R 6220 BUDGET PREPARATION

The annual school district budget will be prepared in accordance with the following procedure.

A. Responsibility

1. The School Business Administrator/Board Secretary or designee is responsible for the administration and coordination of all budget preparation activities and will be guided by the budget planning forecasts prepared in accordance with Policy ~~No.~~ 6210.
2. Each Principal will assess the educational needs of the students, collect and evaluate the requests for funds submitted by the teaching and support staff members in their his/her building, and compile an estimate of the total building needs for the next budget year. The estimate will be submitted to the School Business Administrator/Board Secretary or designee.
3. Each central office administrator will assess the needs of the program operation for which they are he/she is responsible (such as staff recruiting, facilities maintenance, transportation, capital improvements) and will prepare an estimate of the program needs for the next budget year. The estimate will be submitted to the School Business Administrator/Board Secretary or designee.

B. Priorities

1. All estimates submitted to the School Business Administrator/Board Secretary or designee in accordance with paragraph A.2, and paragraph A.3, above will be reasonably detailed and supported by appropriate documentation to justify the expenditures requested.

The administrators charged with estimating budgetary needs will be guided by these cost priorities; ~~listed in order of descending importance.~~

- a. Staffing adequate to sustain the current instructional program;
- b. Supplies and equipment adequate to sustain the current instructional program;



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- c. Maintenance of current facilities and programs;
- d. New staff members to improve or expand the current program;
- e. New supplies and equipment to improve or expand the current instructional program; and
- f. New instructional programs.

2. The Superintendent or designee and the School Business Administrator/Board Secretary will review all estimates for budget allocations and, as necessary, discuss justifications and possible alternatives with the originating administrator. The Superintendent or designee and the School Business Administrator/Board Secretary will:

- a. Compare budget requests with inventory to determine whether requested resources are presently available;
- b. Analyze budget requests on a district-wide basis to determine whether requested resources can be shared; and
- c. Analyze budget requests for staffing requirements and convert those requirements to dollar equivalents.

C. Form

1. The tentative budget shall contain:

- a1. The total expenditure for each item for the preceding school year, the amount appropriated for the current school year adjusted for transfers as of the date specified by the New Jersey Department of Education (NJDOE) of the current school year, and the amount estimated to be necessary to be appropriated for the ensuing school year, indicated separately for each item as determined by the Commissioner;



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- b2.** The amount of the surplus account available at the beginning of the preceding school year, at the beginning of the current school year and the amount anticipated to be available for the ensuing school year;
- c3.** The amount of revenue available for budget purposes from the preceding school year, the amount available for the current school year as of the date specified by the NJDOE ~~New Jersey Department of Education~~ and the amount anticipated to be available for the ensuing school year in the following categories as applicable:
- (1)a.** Revenues to be raised by local sources;
 - (2)b.** Revenues from State Aid;
 - (3)e.** Revenues from Federal Aid;
 - (4)d.** Revenues from intermediate sources; **and/or**
 - (5)e.** Other sources of revenue;-
- d4.** Transfers between current expense and capital outlay for the preceding school year, the current school year as of the date specified by the NJDOE ~~New Jersey Department of Education~~ of that year and transfers anticipated for the ensuing school year;
- e5.** A presentation of the student population for the current school year and immediate past school year as reported in the application for State School Aid, and an estimate of the anticipated student population for the next school year;
- f6.** An estimate of staff composition by numbers in each administrative, instructional, and educational services area for the next school year; and
- g.** Any additional information required by the NJDOE and the Board of Education.
- h7.** All budgetary and accounting systems used in the school district must be in accordance with double-entry bookkeeping and Generally Accepted Accounting Principles as included in statutes and administrative code.



REGULATION

SECTION: FINANCES
#: R 6220
BUDGET PREPARATION

D. Timeline

The Superintendent or designee and the School Business Administrator/Board Secretary will submit the tentative budget recommendations to the Board of Education ~~Superintendent~~ in accordance with the budget timeline established by the NJDOE ~~New Jersey Department of Education~~ and the Board. The proposed expenditures and anticipated revenues in the tentative budget will be supported by sufficient explanatory information to enable the ~~Superintendent and~~ Board to determine their validity.

Adopted: 14 October 2013

Revised: TBD



REGULATION

SECTION: COMMUNITY

#: R 9130

PUBLIC COMPLAINTS AND GRIEVANCES

R 9130 PUBLIC COMPLAINTS AND GRIEVANCES

All complaints and grievances addressed to the Board of Education, Board members individually, school officials, or district staff members shall be referred to the Superintendent for consideration in accordance with the following procedures.

A. Complaints Regarding a Teaching Staff Member Other Than Administrator

1. First level

- a. The complainant will be directed to address the matter to the staff member.
- b. The staff member will be directed to discuss the matter directly with the complainant and to make every reasonable effort to explain the difficulty and/or take appropriate action in accordance with district regulations and within his/her authority and district regulations.
- c. The staff member will report the matter, and whatever action may have been taken to resolve the matter, to the Principal.

2. Second level

- a. If the matter cannot be satisfactorily resolved at the first level, the complainant may discuss the matter with the Principal.
- b. The Principal will take all reasonable and prudent steps to resolve the complaint or to explain to the complainant why the matter cannot be resolved as the complainant wishes.

3. Third level

- a. If the matter cannot be satisfactorily resolved at the second level, the complainant may, within three working days (see Policy No. 9130) of his/her meeting with the Principal, submit to the Superintendent a written request for a conference. The request shall include:



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- (1) The specific nature of the complaint and a brief statement of the facts giving rise to it,
 - (2) The respect in which it is alleged that the complainant or the complainant's child has been unfairly treated or adversely affected, and
 - (3) The remedy sought by the complainant.
- b. A copy of the request for conference will be sent to the Board of Education.
 - c. Within seven working days (see Policy No. 9130) of the receipt of the request, the Superintendent shall conduct a conference, at a time convenient to the complainant, and attempt to resolve the matter informally. The time for conference will be extended if the complainant is unable to schedule a convenient meeting.
 - d. The Superintendent shall record in writing his/her disposition of the complaint and shall, within ten working days (see Policy No. 9130) of the conference, provide a copy of the written disposition to the complainant and to the Board.
4. Fourth level
- a. A complaint that is not resolved by conference with the Superintendent or that seeks a remedy beyond the Superintendent's jurisdiction may be appealed to the Board of Education.
 - b. The complainant may, within three working days (see Policy No. 9130) of his/her receipt of the Superintendent's written disposition, submit a written request for a hearing before the Board. The request will include a copy of the Superintendent's disposition at Level 3.
 - c. The Board shall, within forty-five calendar days (see Policy No. 9130) of the receipt of the request, conduct an informal hearing before a committee of Board members, in which the complainant will present his/her complaint. The Board may, on the petition of the complainant, permit the examination of witnesses. The Board may permit the teaching staff member complained of to testify in his/her own behalf.



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- d. The Board shall, within ten calendar days (see Policy No. 9130) of the hearing, advise the complainant in writing of the Board's disposition of the complaint.
 - e. The complainant will be advised that the Board's decision may be appealed to the Commissioner of Education.
5. Reasonable efforts will be made to expedite a complaint that arises at the end of the school year so that the matter can be resolved before the interruption of summer vacations.
- B. Complaints About an Administrative Staff Member
1. The procedure set forth in A will be followed and the complainant will be directed to discuss the matter first with the administrator.
 2. A complaint about a Principal or a central office administrator will omit the second level of the complaint procedure. Appeal of the first level discussion will be made directly to the Superintendent in accordance with A3.
- C. Complaints About a Support Staff Member
1. The procedure set forth in A will be followed and the complainant will be directed to discuss the matter first with the support staff member.
 2. Appeal at the second level of the complaint procedure will be to the support staff member's supervisor.
 3. A complaint about a support staff supervisor will omit the second level of the complaint procedure. Appeal of the first level discussion will be made directly to the Superintendent in accordance with A3.
- D. Complaints About a Program, Practice, or Operation
1. A complaint directed to a matter of district or school policy, procedure, program, or operation, including entitlement programs established by State or Federal law, should be addressed, initially, to the administrator or department head most directly concerned with the matter, in accordance with A1.



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2. A complaint that cannot be satisfactorily resolved at the first level may be appealed to the Superintendent and, thereafter, the Board in accordance with the procedures set forth in A3 and A4.

E. Complaints About Instructional and Resource Materials

1. Complaints about textbooks, library books, reference works, and other instructional materials used in the district will be made in writing and submitted to the Superintendent.
2. The complainant will complete and sign a complaint form available in the Principal's office. The form will include:
 - a. The title, author, and publisher of the work complained of,
 - b. The specific portions or language complained of (by page and item),
 - c. The complainant's familiarity with the work objected to,
 - d. The reasons for the objection,
 - e. The students or class for whom the work is intended, and
 - f. The way in which the work is used.
3. Within seven working days of the receipt of the complaint form, the Superintendent shall appoint a review committee consisting of:
 - a. The head of the department in which the work is being used,
 - b. A teacher in the subject area of the work,
 - c. A library staff member,
 - d. A Board member,
 - e. A lay person knowledgeable in the area of the work, and



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- f. The Principal of a school in which the work is used.
4. The review committee will meet to evaluate the complaint and review the material objected to. The standards used by the committee will be those set forth in Policy No. 2530.
5. The committee will report its findings and recommendations to the Board.
6. The Board will receive the report of the committee. If the Board acts to remove the work complained of or to limit access to the work, its action will be accompanied by a statement of reasons for the removal or limitation.
7. A copy of the committee's report and the Board's action, if any, will be given to the complainant.
8. The complainant will be informed that a decision of the Board may be appealed to the Commissioner of Education.
9. To allow for a fair and thorough review of any challenged material, a specific title that has undergone the reconsideration process will not be eligible for a new challenge within three years of the previous decision.

Adopted: 14 October 2013

Revised: TBD



	Name	Start Date	End Date	Loc of Prog/Class	Program/ Class	Extra Blocks assigned:	Salary Guide / Step	Addl. Salary not to exceed	Discussion
1	Babetski, David	8/27/25	6/18/26	EMS	Gr. 7 Civics	1 period daily during Period 6	25/26 MA+30 Step 11	\$14,738	Student needs.
* 2	Basso, Gregory	8/27/25	9/15/25	RHS	SUMMIT	0.5 block during Block 7A on B days w/in A/B day schedule @ RHS	25/26 MA+30 Step 23	\$520	Filling TCH.SPE.SMT.BD.03.
3	Blewitt, Jessica	8/27/25	9/12/25	EMS	Gr. 7 Math	1 period daily during Period 3	25/26 MA+15 Step 23	\$1,329	Coverage for TCH.EMS.MAT.NA.04.
4	Capra, Robert	8/27/25	6/18/26	EMS	Gr. 7 Civics	1 period daily during Period 2	25/26 MA+30 Step 23	\$20,284	Student needs.
5	Critelli, Paul	8/27/25	6/18/26	EMS	ERI	1 period daily during Period 3	25/26 MA Step 23	\$19,593	Student needs.
6	Darling, Samantha	8/27/25	6/18/26	EMS	Gr. 8 Civics	1 period daily during Period 3	25/26 BA+15 Step 6-8	\$12,709	Student needs.
7	Del Rosario, Monica	8/27/25	6/18/26	LRS, EMS	ESL	Additional ELL instruction bw the hrs of 8:05 AM - 2:54 PM @ EMS & LRS	25/26 BA+30 Step 6-8	\$16,901	Student needs.
8	Hagemann, Regina	8/27/25	6/18/26	EMS	Adaptive Art	1 period daily during Period 1	25/26 MA+30 Step 14-16	\$16,731	Student needs.
9	Jacobs, Samantha	8/27/25	9/12/25	EMS	Gr. 7 Math	1 period daily during Period 6	25/26 MA Step 5	\$853	Coverage for TCH.EMS.MAT.NA.04.
10	Meola, Louis	8/27/25	6/18/26	EMS	Gr. 8 Civics	1 period daily during Period 7	25/26 MA+30 Step 22	\$19,842	Student needs.
11	Rose, Denise	8/27/25	6/18/26	EMS	VISTA	1 period daily during Period 5	25/26 MA+15 Step 13	\$15,730	Student needs.
12	Spargo, Justin	8/27/25	6/18/26	EMS	Adaptive Health/PE	1 period daily during Period 5	25/26 BA+15 Step 22	\$18,461	Student needs.