

**DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
September 15, 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 September 15, 2025, regarding personnel matters, student matters and attorney client privilege.

IV. ROLL CALL

V. PUBLIC SESSION

VI. PLEDGE OF ALLEGIANCE

VII. PRESENTATIONS

- 23/24 HIB Grades, 24/25 HIB Self-Assessments, 24/25 Student Safety Data System (SSDS)
Report - part of Dr. Frank Santora's Superintendent's Report

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 August 18, 2025.
2. Minutes of the Executive Session of August 18, 2025.

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

XV. ACTION ITEMS

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

A. Finances (Resolutions 1-29)

STUDENT ACTIVITY ACCOUNTS

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

Roxbury High School	\$27,239.06	Franklin School	\$0
Athletics	\$270.00	Kennedy School	\$0
Eisenhower Middle School	\$1,560.00	Jefferson School	\$0
Lincoln Roosevelt School	\$0	Nixon School	\$0

BILLS LIST

- *2. RESOLVED, that the Roxbury Township Board of Education approve the September 2025 bills list totaling \$3,418,808.94.

TRANSFERS

- *3. RESOLVED, that the Roxbury Township Board of Education approve the July 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 July 2025.

TREASURER'S REPORT

- *5. RESOLVED, that the Roxbury Township Board of Education approve the Treasurer's Report for July 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 July 2025 that no major accounts and fund balances in the 2025/2026 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	Ferrare, Lisa	PAA Meeting	4	Monroe, NJ	9/17/25, 11/18/25, 1/15/26, 3/18/26, 5/5/26	\$0	\$0
2	Esposito, Geri	ASAP NJ County Meetings	4	Rockaway, NJ	9/18/25, 10/16/25, 11/20/25, 12/18/25, 1/15/26, 2/19/26, 3/19/26, 4/16/26, 5/21/26	\$0	\$125.02
3	Ferrare, Lisa	NJASA Executive Committee Meetings	4	Trenton, NJ	9/18/25, 12/11/25, 4/16/26, 6/11/26	\$0	\$0
4	Kenny, Jennifer	ASAP NJ County Meetings	4	Rockaway, NJ	9/18/25, 10/16/25, 11/20/25, 12/18/25, 1/15/26, 2/19/26, 3/19/26, 4/16/26, 5/21/26	\$0	\$0
5	Pinto, Joe	PEOSH/NJADP 2025/2026 Indoor Air Quality Training	4	Washington, NJ	9/19/25	\$0	\$0
6	Stoyanov, Aubrey	Northern NJ Orff Schulwerk Workshop Series	4	Wayne, NJ	9/20/25, 10/18/25, 11/15/25, 1/31/26, 3/7/26, 4/1/26	\$150	\$0
7	Monticciolo, Christina	NNJOSA Workshop Series	4	Wayne, NJ	9/20/25, 10/18/25, 11/15/25, 1/31/26, 3/7/26, 4/18/26	\$150	\$333.30
8	Pinto, Joe	IPM Coordinators 2025/2026 Training	4	Washington, NJ	9/26/25	\$0	\$0

9	Buckler, Jennifer	NJSCA Fall Conference	4	Somerset, NJ	9/29/25	\$109.00	\$135.50
10	Hopper, JoEllen	Palestine, Israel, and a History of War - Rutgers!	4	New Brunswick, NJ	10/3/25	\$35.00	\$67.90
11	Mawn, Matthew	Gang Awareness Training	4	Morristown, NJ	10/8/25	\$0	\$7.71
12	Posbergh, Erin	Gang Awareness Training	4	Morristown, NJ	10/8/25	\$0	\$7.71
13	Hagemann, Regina	Eco Art & Zentangle - Montclair Art Museum	4	Oak Ridge, NJ	10/13/25	#	\$13.54
14	LaPosta, Christine	Eco Art & Zentangle - Montclair Art Museum	4	Oak Ridge, NJ	10/13/25	#	\$12.97
15	Mueller, Sandra	Eco Art & Zentangle - Montclair Art Museum	4	Oak Ridge, NJ	10/13/25	#	\$14.38
16	Roman, Monica	Eco Art & Zentangle - Montclair Art Museum	4	Oak Ridge, NJ	10/13/25	#	\$12.50
17	Schilling, Scott	Eco Art & Zentangle - Montclair Art Museum	4	Oak Ridge, NJ	10/13/25	#	\$13.54
18	Speronza, Izzy	Eco Art & Zentangle - Montclair Art Museum	4	Oak Ridge, NJ	10/13/25	#	\$13.54
19	Torsiello, Chris	Eco Art & Zentangle - Montclair Art Museum	4	Oak Ridge, NJ	10/13/25	#	\$13.54
20	Zengel, Renee	Eco Art & Zentangle - Montclair Art Museum	4	Oak Ridge, NJ	10/13/25	#	\$6.67
21	Mondanaro, Joseph	2025 ERESC Regional Homeless Conference	4	Jersey City, NJ	10/16/25	\$0	\$36.28
22	O'Connor, Christine	CBI for Younger Students: Building a Foundation for the Future	4	Zoom Meeting	10/16/25	\$0	\$0
23	Zenna, Kathryn	A Team Approach to children with diabetes in School	4	Livingston, NJ	10/16/25	\$0	\$18.80
24	LaPara, Angela	Teaching Italian Symposium XVIII	4	Montclair, NJ	10/17/25	\$80	\$95.58
25	Shaw, James	New Jersey Science Convention	4	Princeton, NJ	10/21/25	\$205.00	\$246.56
26	Schmidt, Laura	3rd Annual AI and Writing Symposium	4	Madison, NJ	10/21/25	\$90	\$106.73
27	Peterson, Alexandra	NJAHPERD Health Education	4	New Brunswick, NJ	10/28/25	\$175.00	\$209.71
28	Small, Jessica	NJAHPERD Health Education	4	New Brunswick, NJ	10/28/25	\$175.00	\$208.93
29	Mosher, Katherine	Top 20 Strategies to Empower Case Managers	4	Somerset, NJ	10/29/25	\$0	\$0
30	Mosher, Michael	Top 20 Strategies to Empower Case Managers	4	Somerset, NJ	10/29/25	\$0	\$34.46
31	Williams, Vivian	NJASBO Certification	4	Morristown, NJ	11/1/25-5/9/26	\$1,350.00	\$1,756.08
32	McPhee, Michael	Rutgers High School Teachers Institute	4	New Brunswick, NJ	11/3/25, 1/30/26, 3/6/26	\$105.00	\$201.99
33	Caccavale, Frank	New Jersey Technology & Engineering Educators Association	4	Holmdel, NJ	11/14/25	\$175	\$226.04
34	Amico, Karin	Genesis SIS Group Meeting	4	Montville, NJ	11/18/25	\$0	\$20.42

35	Connelly, Sheila	Genesis SIS Group Meeting	4	Montville, NJ	11/18/25	\$0	\$20.42
36	Jacobsen, Laura	PE Jam	4	Kinnelon, NJ	12/5/25	\$0	\$21.62
37	Miller, Ryan	PE Jam	4	Kinnelon, NJ	12/5/25	\$0	\$16.69
38	Koch, Joseph	Reflexive Performance Reset Levels 1 & 2 Bundle	4	Online	Online	\$525.00	\$525.00
1-State/Federal policy requirements, 2-State curricular requirements, 3-State Initiatives, 4-Individual job requirements, T2-paid for by Title II funding, T3 paid for by Title III funding. Substitute coverage is indicated by "S" followed by the number of days for which a substitute is needed. #Group rate is \$550.00 for eight teachers.							

CALENDAR OF MEETINGS

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

CALENDAR OF MEETINGS FOR 2026

Meeting Date	Type	Location
January 8, 2026*	Reorganization	Lincoln-Roosevelt Auditorium
January 26, 2026	Regular	Lincoln-Roosevelt Auditorium
February 23, 2026	Regular	Lincoln-Roosevelt Auditorium
March 19, 2026**	Board Training	Lincoln-Roosevelt Auditorium
March 23, 2026	Regular	Lincoln-Roosevelt Auditorium
April 27, 2026	Regular	Lincoln-Roosevelt Auditorium
May 11, 2026	Regular	Lincoln-Roosevelt Auditorium
June 15, 2026	Regular	Lincoln-Roosevelt Auditorium
July 13, 2026	Regular	Lincoln-Roosevelt Auditorium
July 15, 2026 ***	Board Retreat	Lincoln-Roosevelt Auditorium
August 17, 2026	Regular	Lincoln-Roosevelt Auditorium
September 14, 2026	Regular	Lincoln-Roosevelt Auditorium
October 12, 2026	Regular	Lincoln-Roosevelt Auditorium
November 16, 2026	Regular	Lincoln-Roosevelt Auditorium
December 14, 2026	Regular	Lincoln-Roosevelt Auditorium
* January 8, 2026 Reorganization meeting will commence at 7:00 p.m. ** March 19, 2026 Board Training will commence at 6:30 p.m. *** July 15, 2026 Board Retreat will commence at 6:00 p.m.		

APPROVAL OF PROPOSAL

- *9. RESOLVED, that the Roxbury Township Board of Education approve the proposal

provided by Solutions Architecture, 96 Pompton Avenue #2, Verona, NJ, for professional architectural and engineering services for the new classrooms at Lincoln Roosevelt School. The total cost of this proposal is \$91,500.00 and is funded through the Capital Reserve Account.

PARENTAL TRANSPORTATION

- *10. RESOLVED, that the Roxbury Township Board of Education approve a Parental Transportation Agreement for Student Transportation (PAR02-25/26). The parent is providing transportation for the student (1085310880) to Celebrate the Children in Denville, NJ, for the 2025/2026 school year. The total for this agreement is \$2,388.60.

CONTRACTS

- *11. RESOLVED, that the Roxbury Township Board of Education approve a Shared Services Agreement with the St. Therese School, 135 Main Street, Succasunna, NJ, whereby the Roxbury Township Board of Education will provide Technology Infrastructure Services at the hourly rate of \$85.00 to St. Therese School. This agreement is effective for the 2025/2026 school year.
- *12. RESOLVED, that the Roxbury Township Board of Education approve the 2025/2026 IDEA-B program purchased professional services for instructional aide services and occupational therapy services for special education students in St. Therese and American Christian Schools from the Educational Services Commission of Morris County, P.O. Box 1944, Morristown, NJ, and not to exceed \$40,671.00.
- *13. RESOLVED, that the Roxbury Township Board of Education approve the 2025/2026 Chapter 192 Compensatory Education, Chapter 193 Supplemental Instruction, Chapter 193 Corrective Speech, and Chapter 193 Evaluations purchased professional services from the Educational Services Commission of Morris County, P.O. Box 1944, Morristown, NJ, and not to exceed \$156,882.00.
- *14. RESOLVED, that the Roxbury Township Board of Education approve the 2025/2026 Home Instruction tutoring services for general education students from North Jersey Tutors, Inc., 10 Naughtright Road, Long Valley, NJ, and not to exceed \$20,000.00.
- *15. RESOLVED, that the Roxbury Township Board of Education approve the contract to provide behavioral and educational consultation services on an as-needed and as-requested basis by the district for the 2025/2026 school year from Brett DiNovi & Associates, L.L.C., 3000 Atrium Way, #430, Mt. Laurel, NJ.
- *16. RESOLVED, that the Roxbury Township Board of Education approve a contract with the Sussex County Regional Transportation Cooperative to provide the services to coordinate transportation of students to special education schools, public schools, private schools, and to Athletic and Field Trips along established routes to specific destinations during the 2025/2026 school year, a percentage of the actual cost paid is listed below:

Schedule of Fees	Administrative Fees
Special Education Routes	3%
Public Route	2%
Non-Public Routes	2%
Field Trips/Athletic Trips	4%

- *17. RESOLVED, that the Roxbury Township Board of Education approve a contract with School Office Solutions, LLC, 37 Kings Road, Suite 103A, PO Box 363, Madison, NJ, to provide Business Office Services. This agreement is for the 2025/2026 school year.
- *18. RESOLVED, that the Roxbury Township Board of Education approve a contract with Jammin' Jenn Therapy, 1308 Johnston Drive, Watchung, NJ, to provide music therapy for the 2025/2026 school year and not to exceed \$9,375.00.

APPROVAL OF PURCHASES

- *19. RESOLVED, that the Roxbury Township Board of Education approve the purchase of a 2024 International Truck from Allegiance Trucks, 525 West Linden Avenue, Linden, NJ, in the amount of \$141,820.00 using Sourcewell Co-op Contract #032824-NVS.
- *20. RESOLVED, that the Roxbury Township Board of Education approve the purchase of a 2024 Ford Truck from Route 23 Automall, 1301 NJ-23, Butler, NJ, in the amount of \$66,483.00 using the NJ Cooperative Purchasing Co-op Bid.

OUT-OF-DISTRICT PLACEMENT/SERVICES - 2024/2025

- *21. RESOLVED, that the Roxbury Township Board of Education approve the 2024/2025 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>
7598104668	Sussex County Technical School	\$5,897.50	12/2024-4/2025

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

- *22. 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>
5229877384	Jardine Academy - Cerebral Palsy League	\$94,787.70	7/7/25-6/30/26
2863669894	The Calais School	\$144,072.60	7/7/25-6/30/26
9964556096	The Calais School	\$78,490.80	9/3/25-6/30/26

TUITION STUDENTS - 2025/2026

- *23. 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>
2341433856	Dover Public Schools	MD	\$55,172.00#	8/27/25-6/30/26
8502669704	State of New Jersey	MD	\$55,172.00#	8/27/25-6/30/26
Amends the total amount due to the program change in Resolution XVI.A.37 approved on June 9, 2025				

ACCEPTANCE OF DONATIONS

- 24. RESOLVED, that the Roxbury Township Board of Education accept the donation of an Eagle Scout Project to construct a wooden staircase for a trail located on the property of Jefferson Elementary School. This donation is being provided by Roxbury High School

Senior and Eagle Scout Candidate Ms. Addison Christian in the Fall of 2025 and has a value of approximately \$1,350.00.

- *25. RESOLVED, that the Roxbury Township Board of Education accept the donation of a breakfast or lunch spread at each of its schools from Grand Canyon University (3300 W. Camelback Road, Phoenix, AZ). Foods are collectively valued at approximately \$700.00 and will be offered during an informational meeting hosted by GCU at each school during Fall 2025 regarding GCU's educational programs and degrees.
- *26. RESOLVED, that the Roxbury Township Board of Education accept a donation at each of its schools of individually wrapped, personal-size cakes offered by William Paterson University (300 Pompton Road, Wayne, NJ). The cakes, made by "Nothing Bundt Cakes", are collectively valued at approximately \$3,700.00 and will be set out for staff at each school during an informational meeting hosted by WPU in Fall 2025 regarding WPU's educational programs and degrees.

APPROVAL OF DISPOSITION OF PROPERTY

- 27. RESOLVED, that the Roxbury Township Board of Education approve the disposal of two folding tables at Nixon Elementary School. These items have been identified as obsolete, broken, and/or no longer functioning; if unsellable, items will be discarded.
- 28. RESOLVED, that the textbooks listed below for the Roxbury Township School District, which have been identified to be outdated, etc., be disposed of according to Regulation 7300.3, Disposition of Personal Property.

	<i>Textbook Title</i>	<i>Publisher</i>	<i>Copyright</i>	<i>ISBN</i>	<i>No. of Copies</i>	<i>Grade Level</i>
1	Reader's Handbook	Houghton Mifflin	2002	0-669-48858-5	6	6
2	All Write	Houghton Mifflin	1998	0-669-45979-8	6	6

- *29. RESOLVED, that library and/or multimedia resources with exceptionally old copyright dates, that are damaged, duplicates, no longer relevant, and/or inappropriate material for the grade level, be approved for removal from the Roxbury School Media Centers according to District Policy No. 7300, Disposition of Property. Identified resources will be distributed to classrooms, shifted to other district libraries, discarded, sold, or donated, as appropriate.

B. Education (Resolutions 1-7)

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.

HIB REPORT

- *1. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the School and District Harassment, Intimidation and Bullying (HIB) Grade Report for the 2023/2024 school year provided by the New Jersey Department of Education.

2. RESOLVED, that the Roxbury Township Board of Education approve the submission of the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for the 2024/2025 School Year for each of its schools listed below to the NJ Department of Education:

- 1) Franklin Elementary School
- 2) Jefferson Elementary School
- 3) Kennedy Elementary School
- 4) Nixon Elementary School
- 5) Lincoln Roosevelt Elementary School
- 6) Eisenhower Middle School
- * 7) Roxbury High School

- *3. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Student Safety Data System (SSDS) Report for Roxbury Public Schools submitted to the New Jersey Department of Education for its Report Period 2 for the 2024/2025 school year.

- *4. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2025/2026 school year.

FIELD TRIPS / COMPETITIONS

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

	<i>School</i>	<i>Group</i>	<i>Estimated # of Students</i>	<i>Trip Destination</i>	<i>Location</i>	<i>Faculty Sponsor</i>
1	RHS	Students among Gr. 9 - 12	10	NJAC Wellness Summit held at the Mountain Creek Resort	Vernon Twp, NJ	W.Crispino

STAFF DEVELOPMENT - RAFT

- *6. RESOLVED, that the Roxbury Township Board of Education approve up to nine one-hour Roxbury Academy for Teachers (RAFT) professional development sessions to be offered during after-school hours throughout the 2025-2026 school year.

APPROVAL OF SENIOR OPTION PROJECTS - RHS

- *7. 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>	<i>Discussion</i>
1	206792	5	Apprenticeship in Woodworking: Craft & Leadership	
2	207479	5	Music Preparation & Performance	
3	209422	5	Culinary Teaching Assistant: My Leadership Experience	

4	210772	5	The Benefits of Art Creation on Mental Health	Amends & supersedes XVI.B.7, Row No. 9 aprvd 5/12/25.
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C. Policies (Resolution 1)

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

SECOND READING

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

	Policy/ Reg	P/R No.	P/R Title [(M) = Mandated by law or monitoring standards]	Reason	Exhibit No.
1	P	0143	Board Member Election and Appointment	Revised	0143P
2	P	0173	Duties of Public School Accountant	Revised	0173P
3	P	0174	Legal Services (M)	Revised	0174P
4	P	0177	Professional Services (M)	Revised	0177P
5	P	1570	Internal Controls (M)	Revised	1570P
6	R	1570	Internal Controls (M)	Revised	1570R
7	P	1620	Administrative Employment Contracts (M)	Revised	1620P
8	P	1636.01	Notification of Promotion, New Job, and Transfer Opportunities	New	1636.01P
9	P	1648.15	Recordkeeping for Healthcare Settings In School Buildings – Covid-19 (M)	Abolished	1648.15P
10	P	2422	Statutory Curricular Requirements (M)	Revised	2422P
11	P	5117	Interdistrict Public School Choice	Revised	5117P
12	R	5117	Interdistrict Public School Choice	Revised	5117R
13	P	5339.01	Student Sun Protection (M)	New	5339.01P
14	P	6111	Special Education Medicaid Initiative (SEMI) Program (M)	Revised	6111P
15	R	6111	Special Education Medicaid Initiative (SEMI) Program (M)	Revised	6111R
16	P	6220	Budget Preparation (M)	Revised	6220P
17	R	6220	Budget Preparation	Revised	6220R

D. Negotiations (Resolutions 1-3)**AMENDMENT OF CBA - ADDENDUM/SIDEBAR 2023/2026#7**

- *1. IT IS RESOLVED, that the Roxbury Township Board of Education approve the Amendment of the Collective Bargaining Agreement as listed below:

The Roxbury Education Association (“Association”) and the Roxbury Board of Education (“Board”) hereby agree to settle the negotiation concerning the new extracurricular positions at Roxbury High School as follows:

Effective as of the 2025/2026 school year, the following positions and their associated annual stipends will be included in “**APPENDIX E - EXTRACURRICULAR SALARY GUIDES**” in the “**Co-Curricular Positions**” table:

School	Club/Activity	Position	2025-26
RHS	e-Sports	Advisor	\$7,999
RHS	Future Educators Association	Advisor	\$2,834
RHS	Indoor Color Guard	Advisor	\$4,156
RHS	Indoor Percussion	Advisor	\$4,156
RHS	Tri-M Music Honor Society	Advisor	\$2,834

These adjustments will be added to the negotiations of the next collectively bargained contract between the Roxbury Board of Education and the Roxbury Education Association as existing items in “**APPENDIX E - EXTRACURRICULAR SALARY GUIDES**”, “**Co-Curricular Positions**”.

AMENDMENT OF CBA - ADDENDUM/SIDEBAR 2023/2026#8

2. IT IS RESOLVED, that the Roxbury Township Board of Education approve the Amendment of the Collective Bargaining Agreement as listed below:

The Roxbury Education Association (“Association”) and the Roxbury Board of Education (“Board”) hereby agree to settle the negotiation concerning the new extracurricular positions at Eisenhower Middle School as follows:

Effective as of the 2025/2026 school year, the following position and its annual stipend will be included in “**APPENDIX E - EXTRACURRICULAR SALARY GUIDES**” in the “**Co-Curricular Positions**” table:

School	Club/Activity	Position	2025-26
EMS	Fellowship of Christian Athletes	Advisor	\$2,421

These adjustments will be added to the negotiations of the next collectively bargained contract between the Roxbury Board of Education and the Roxbury Education Association as existing items in “**APPENDIX E - EXTRACURRICULAR SALARY GUIDES**”, “**Co-Curricular Positions**”.

AMENDMENT OF CBA - ADDENDUM/SIDEBAR 2023/2026#9

3. IT IS RESOLVED, that the Roxbury Township Board of Education approve the Amendment of the Collective Bargaining Agreement as listed below:

The Roxbury Education Association (“Association”) and the Roxbury Board of Education (“Board”) hereby agree to settle the negotiation concerning the new extracurricular positions at Eisenhower Middle School as follows:

Effective as of the 2025/2026 school year, the following position and its annual stipend will be included in “**APPENDIX E - EXTRACURRICULAR SALARY GUIDES**” in the “**Coaching Positions**” section in the “**Head Coaching Positions**” table:

School	Sport	Position	Season	2025-26
EMS	Baseball	Head Coach	Spring	\$5,754

These adjustments will be added to the negotiations of the next collectively bargained contract between the Roxbury Board of Education and the Roxbury Education Association as existing items in “**APPENDIX E - EXTRACURRICULAR SALARY GUIDES**”, “**Coaching Positions ~ Head Coaching Positions**”.

E. 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:

	Name	Loc	Position	Action	Final day of employment	Discussion
* 1	Andresky, Laura	Dist.	Permanent Substitute Nurse	Resignation	9/19/25	
* 2	Arentowicz, Scott	RHS	Special Education Paraprofessional	Resignation	6/30/25	
3	Argenziano, Christopher	LRS	Principal	Resignation	10/31/25 or sooner pending hire of replacement	
4	Dexter, Carla	JES	Special Education Paraprofessional	Retirement	12/31/25	
* 5	Faraj, Daniel	Transp	Bus Driver	Retirement	1/1/26	
6	Kinney, Minsu	EMS	Special Education Paraprofessional	Resignation	6/30/25	
* 7	Munk, Nicole	Transp	Bus Aide	Resignation	6/30/25	
8	Ozkaya, Cheryl	LRS	Cafeteria Aide	Resignation	9/15/25	
9	Rivera, Joshua	FES	Special Education Paraprofessional	Resignation	9/17/25	

LEAVES OF ABSENCE

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

	<i>Employee</i>	<i>Leave Start Date</i>	<i>Paid Leave</i>	<i>Unpaid FMLA/ NJFLA ^</i>	<i>Return Date</i>	<i>Discussion</i>
1	17961	8/25/25	Using 67 sick days	FMLA	Upon release by physician	
2	20175	10/23/25	N/A	FMLA/NJFLA	12/19/25	
* 3	21039	8/27/25	Using 62 sick days		Upon release by physician	
4	21891	8/25/25	Intermittent leave as needed using 28 sick days	Intermittent leave as needed under FMLA	Upon release by physician	
5	23286	8/25/25	Using 10 sick days and 5 personal days	FMLA	Upon release by physician	
* 6	22587	8/25/25	Using 14 sick days and 5 personal days	FMLA	Upon release by physician	
^Leave becomes unpaid when sick/personal days depleted or released by physician, whichever occurs first.						

- *3. RESOLVED, that Employee Number 6748 is placed on administrative leave with pay effective August 27, 2025 until further notice in accordance with the provisions of NJSA 18A:6-8.3.
- *4. RESOLVED, that Employee Number 7958 is placed on administrative leave with pay effective September 12, 2025 until further notice in accordance with the provisions of NJSA 18A:6-8.3.

REASSIGNMENTS / TRANSFERS

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

	<i>Name</i>	<i>Former Assignment & Loc.</i>	<i>New Assignment & Loc.</i>	<i>Effective Date</i>	<i>Discussion</i>
* 1	Barmore, Kaitlyn	Special Education Paraprofessional (AUT) AID.SPE.PT.NA.18	NES Special Education Paraprofessional (OCR) AID.SPE.PT.NA.18	RHS 10/1/25	
2	Beede, Agnes	Special Education Paraprofessional (ERI) AID.SPE.PT.NA.57	JES Special Education Paraprofessional (LLD) AID.SPE.PT.NA.57	FES 9/16/25	
3	Bischoff, Tammy	Special Education Paraprofessional (AUT) AID.SPE.PT.NA.50	EMS Special Education Paraprofessional (ERI) AID.SPE.PT.NA.50	EMS 9/16/25	
* 4	Dexter, Carla	Special Education Paraprofessional (OCR) AID.SPE.FT.NA.04	JES Special Education Paraprofessional (OCR) AID.SPE.FT.NA.04	RHS 9/16/25	
5	Diaz, Dalida	Special Education Paraprofessional (PSD/AUT) AID.SPE.PT.NA.05	JES Special Education Paraprofessional (AUT) AID.SPE.PT.NA.05	EMS 9/16/25	
6	Dalupang, Sherlyne	School Psychologist SPS.DS.PSY.NA.04	LRS School Psychologist SPS.DS.PSY.NA.04	LRS, EMS 9/16/25	

7	Dunne, Kristen	School Social Worker SPS.DS.SW.NA.02	FES, KES	School Social Worker SPS.DS.SW.NA.02	KES	9/16/25	
* 8	Flannery, Katherine	School Psychologist SPS.DS.PSY.NA.07	RHS	School Psychologist SPS.DS.PSY.NA.07	EMS, RHS	9/16/25	
9	Paitchell, Amy	Special Education Paraprofessional (OCR) AID.SPE.PT.NA.28	NES	Special Education Paraprofessional (AUT) AID.SPE.PT.NA.28	NES	9/16/25	
10	Rodriguez, Shaila	H/PE Teacher TCH.DS.PEH.NA.02	FES, LRS	H/PE Teacher TCH.DS.PEH.NA.02	KES, LRS	9/16/25	
* 11	Ryall, Mary	Special Education Paraprofessional (OCR) AID.SPE.FT.NA.25	RHS	Special Education Paraprofessional (SUCCESS) AID.SPE.FT.NA.25	RHS	8/27/25	Amendments to XVI.C.3, Row No. 27 aprvd 8/18/25
12	Scasserra, Dominick	School Psychologist SPS.DS.PSY.NA.01	FES, JES, NES	School Psychologist SPS.DS.PSY.NA.01	JES	9/16/25	
13	Torres, Vanessa	Special Education Paraprofessional (AUT) AID.SPE.PT.NA.11	NES	Special Education Paraprofessional (OCR) AID.SPE.PT.NA.11	NES	9/16/25	
14	Ventricelli, Kathryn	LDT-C SPS.DS.LDT.NA.02	JES, NES	LDT-C SPS.DS.LDT.NA.02	NES, LRS	9/16/25	
15	Wright, Keeshana	School Social Worker SPS.DS.SW.NA.03	EMS	School Social Worker SPS.DS.SW.NA.03	LRS, EMS	9/16/25	

ANNUAL REAPPOINTMENTS

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

	Name	Loc	Position	Start Date	End Date	25/26 FTE if diff than 1.00	25/26 Step	25/26 Level	25/26 Base Salary	25/26 Longevity Amt	25/26 TOTAL Salary	Tenured?
1	Harrison Calderon, Jessica	EMS	Teacher	9/1/25 [#]	6/30/26	--	21	MA+30	\$ 98,110	\$ 500 [^]	\$ 98,610 [^]	Tenured
[#] 10-month employee shall start working on the first day of the board approved school calendar. [^] Amendments to XVI.C.10.2, Exhibit HR-2 approved 5/12/25.												

APPOINTMENTS

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

	Name	Loc	Position	Salary Guide / Step	Salary	Start Date	End Date	Discussion
1	Capone, Rebecca	NES	Special Education Paraprofessional (AUT)	25/26 REA Step D	\$21.75 per hour	10/1/25	6/30/26	Replacement in position AID.SPE.PT.NA.55

2	Hakhama neshi, Lenore	FES	Title I Paraprofessional	25/26 REA Step D	\$21.75 per hour	10/1/25 or sooner pending release [^]	6/30/26	AID.REG.FRA.T1.01
3	Miller, Nicholas	LRS	Gr. 6 Social Studies Teacher	25/26 BA Step 6-8	\$62,310 prorated	11/17/25 or sooner pending release [^]	6/30/26	Tenure-track replacement in position TCH.LR.GR6.NA.03.
* 4	Paleos, Elizabeth	DIST	Permanent Substitute Nurse (FTE 0.80)	N/A	\$295 per diem	9/22/25 [^]	6/30/26	Tenure track replacement in position NRS.SUB.PERM.DS.01; Not to exceed 4 days/week
* 5	Wood, Jessica	RHS	Permanent Substitute Teacher (FTE 0.80)	N/A	\$165 per diem	9/16/25 [^]	6/30/26	Tenure-track replacement in position TCH.SUB.PERM.RHS.02 Not to exceed 4 days/week
[^] Pending completion of documentation in accordance with the law or district policy.								

APPOINTMENTS - LEAVE REPLACEMENTS

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Prior BOE Aprvl</i>	<i>Discussion</i>
* 1	Vitale, Gia	RHS	Leave-replace ment English Teacher	\$300.00 per diem	9/12/25	12/23/25	8/18/25	Replacement in position TCH.RHS.ENG.NA.01.

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Vain, Alexandra	EMS	Leave-repl ELA Electives Teacher	\$300.00 per diem	9/16/25 ^	4/30/26	Replacement in position TCH.EMS.BSI.NA.02.
^ Start date is pending completion of documentation in accordance with the law or district policy.							

APPOINTMENTS - SUBSTITUTES

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Start Date</i>	<i>End Date</i>
1	Andresky, Laura	DIST	Nurse	9/16/25	6/30/26
2	Arentowicz, Scott	DIST	Teacher/Paraprofessional/Secretary/Lunch Aide	9/17/25	6/30/26
3	Kobylarz, Geena	DIST	Teacher/Paraprofessional/Secretary/Lunch Aide	9/16/25	6/30/26
4	Mulvihill, Jaclyn	DIST	Teacher/Paraprofessional/Secretary/Lunch Aide	9/16/25	6/30/26
5	Nassan, Matthew	DIST	Teacher/Paraprofessional/Secretary/Lunch Aide	9/16/25	6/30/26
6	Shelton, Ashley	DIST	Teacher/Paraprofessional/Secretary/Lunch Aide	9/16/25	6/30/26

7	Ward, Shelly	DIST	Teacher/Paraprofessional/Secretary/Lunch Aide	9/16/25	6/30/26
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APPOINTMENTS - EXTRACURRICULAR

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

Grouped by POSITION LOC and POSITION TYPE, then organized by POSITION

25/26 Club Appts							
	POS LOC	POS TYPE	POSITION	ASSIGNMENT	NAME	25/26 TOTAL Stipend	Amends & supersedes 7/14/25, XVI.D.19.1, Exhibit HR 1-1:
1	EMS	CLUB	Fellowship of Christian Athletes	Co-Advisor	Brown, Karisa	\$1,211	Row No. 22
2	EMS	CLUB	Fellowship of Christian Athletes	Co-Advisor	Del Rosario, Monica	\$1,211	Row No. 23
* 3	RHS	CLUB	Future Educators Association	Advisor	Burleigh, Deborah	\$2,834	Row Nos. 73 & 74
* 4	RHS	CLUB/PA	Indoor Color Guard	Advisor	Herrera, Cindy	\$4,156	Row No. 103
* 5	RHS	CLUB/PA	Indoor Percussion	Co-Advisor	Kulick, Justin	\$2,078	Row No. 104
* 6	RHS	CLUB/PA	Indoor Percussion	Co-Advisor	Monaghan, Mark	\$2,078	Row No. 105
* 7	RHS	CLUB/PA	Tri-M Music Honor Society	Co-Advisor	Sweer, Krista	\$1,417	Row No. 108
* 8	RHS	CLUB/PA	Tri-M Music Honor Society	Co-Advisor	Sweer, Ryan	\$1,417	Row No. 109

- *12. 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	Amends & supersedes 8/18/25, XVI.D.13:
1	RHS	Field Hockey	Assistant Coach	Fall (FTE 0.84)	Brown, Karisa	\$4,895.52	5	\$42.00	\$4,937.52	Row No. 1
2	RHS	Field Hockey	Head Coach	Fall (FTE 0.16)	Brown, Karisa	\$1,336.00	5	\$8.00	\$1,344.00	Row No. 2
3	RHS	Field Hockey	Head Coach	Fall (FTE 0.83)	Williams, Kaitlyn	\$6,930.50	6	\$83.00	\$7,013.50	Row No. 3

- *13. 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	Season	Loc. of Sport	Payment	Start Date
1	Jachera, Brandon	Specialized Consultant	Soccer - Boys	Fall	RHS	\$250 by RHS Boys Soccer Booster Club	Start date is pending completion of documentation in accordance with the law or district policy.

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

25/26 Athletic Event Workers					
	Name	Position	Payment	Start Date	End Date
1	Arentowicz, Scott	Athletic Event Worker	25/26 Board approved Athletic Event Worker rates	9/16/25	6/30/26

SALARY ADJUSTMENTS

15. RESOLVED, that the Roxbury Township Board of Education approve the following additional teaching assignments for the staff indicated for the 2025/2026 school year, with the understanding that these assignments are subject to change based on scheduling adjustments.

	Name	Start Date	End Date	Loc of Prog/ Class	Program/ Class	Salary Guide / Step	Addl. Salary not to exceed
* 1	Doyle, Robert	9/16/25	10/17/25	RHS	World History A	25/26 MA+15 Step 9-10	\$1,314
* 2	Fagan, Margaret	9/22/25	1/30/26	RHS	RC	25/26 MA+30 Step 23	\$6,761
* 3	Fatula, Yulia	9/16/25	6/18/26	RHS	VISTA	25/26 MA Step 12	\$10,560
* 4	Foster, Shannon	9/16/25	6/18/26	RHS	IPR	25/26 BA+30 Step 21	\$6,468
* 5	Hughes, David	9/16/25	6/18/26	RHS	ERI	25/26 MA+30 Step 21	\$13,707
* 6	Hopper, JoEllen	9/16/25	10/17/25	RHS	World History A	25/26 MA Step 19-20	\$1,654
* 7	Lenox, Thomas	9/16/25	6/18/26	RHS	VISTA	25/26 BA+30 Step 13	\$10,817
8	Maiello, Erin	9/16/25	6/18/26	EMS	ICR Gr. 7 ELA	25/26 MA Step 23	\$18,178
9	Matullo, Lauren	9/16/25	6/18/26	EMS	ICR Gr. 7 Science	25/26 BA+15 Step 6-8	\$11,791
* 10	Misurelli, Frank	9/16/25	10/17/25	RHS	US II B	25/26 BA+15 Step 22	\$1,578
11	Rose, Denise	8/27/25	10/17/25 [#]	EMS	VISTA	25/26 MA+15 Step 13	\$2,971 [#]
* 12	Solotist, April	9/16/25	6/18/26	RHS	IPR	25/26 MA+30 Step 23	\$7,281
* 13	Tirella, Marc	9/16/25	1/30/26	RHS	RC	25/26 MA Step 21	\$6,127
* 14	Tomasheski, Paul	9/16/25	10/17/25	RHS	US II B	25/26 MA Step 12	\$1,391

* 15	Wassmer, Kaitylyn	9/16/25	6/18/26	RHS	IPR	25/26 MA Step 9-10	\$4,839
* 16	Weber, Kurt	9/16/25	10/17/25	RHS	World History A	25/26 BA+30 Step 23	\$1,658
[#] Amendments to XVI.D.10, Exhibit HR1, Row No. 11 aprvd 8/18/25.							

MENTORING

16. 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	Vitale, Gia	RHS	n/a	Spargo, Barbra Alyson	9/15/25 [^]	12/23/25	15 [^]	\$275 [^]
[^] Amendments to XVI.D.18.7 aprvd 8/18/25.								

STIPENDS - FACILITIES RELATED

- *17. RESOLVED, that Mr. Patrick Hachey be approved as an Auditorium Manager for the 2025/2026 school year. The stipend amount is not to exceed \$3,500.00 and is funded through facilities rental revenue.

APPROVAL OF SERVICE PAYMENTS

- *18. RESOLVED, that the Roxbury Township Board of Education approve payment to the following individuals for their services to the district as indicated below for the 2025/2026 school year.

	Name	Services Performed	25/26 Payment	Discussion
1	Hachey, Patrick	RHS Fall Drama Set Designer & Construction	\$1,200	The Board will be reimbursed through fundraising and ticket sales.
2	Kong, Kristina	RHS Fall Drama Choreographer	\$700	
3	Morano, Gianna	RHS Fall Drama Costume Designer	\$500	
4	Speronza, Jane-Frances	RHS Fall Drama Set Artist & Painting	\$500	
5	Sweer, Krista	RHS Fall Drama Pianist	\$600	

CURRICULUM WRITING

- *19. RESOLVED, that the following staff be approved to write curriculum revisions as indicated on an as-needed and as-requested basis.

	Staff	Start Date	End Date	Hourly Rate
1	All certified REA staff members	9/16/25	6/30/26	\$46.00

COMMUNITY SCHOOL

20. 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.

	<i>Name</i>	<i>Loc</i>	<i>Title</i>	<i>Rate</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Cordio, Marcia	K-4	Certified	\$35/Hour	09/16/25	06/30/26	
2	Cumming, Kristen	K-4	Non-Certified	\$22/Hour	09/16/25	06/30/26	
3	Kaine, Shari	K-4	Certified	\$35/Hour	09/16/25	06/30/26	
4	Miller, Jackson	K-4	Non-Certified	\$22/Hour	09/16/25	06/30/26	Not to exceed 29.5 hrs/wk with various district positions.
5	Moghadamniya, Briana	K-4	Certified	\$35/Hour	09/16/25	06/30/26	
6	Murro, Tara	K-4	Sub Certified	\$25/Hour	09/16/25	06/30/26	Not to exceed 29.5 hrs/wk with various district positions.
7	Orr, Zachary	K-4	Certified	\$35/Hour	09/16/25	06/30/26	
8	Osterman, Gianna	K-4	Sub Certified	\$25/Hour	09/16/25	06/30/26	Not to exceed 29.5 hrs/wk with various district positions.
9	Osterman, Juliana	K-4	Sub Certified	\$25/Hour	09/16/25	06/30/26	Not to exceed 29.5 hrs/wk with various district positions.
10	Rao, Umesh	K-4	Sub Certified	\$25/Hour	09/16/25	06/30/26	Not to exceed 29.5 hrs/wk with various district positions.
11	Reinoso, Krista	K-4	Certified	\$35/Hour	09/16/25	06/30/26	Not to exceed 29.5 hrs/wk with various district positions.
12	Riboldi, Angel	K-4	Non-Certified	\$22/Hour	09/16/25	06/30/26	Not to exceed 29.5 hrs/wk with various district positions.
13	Riggs, Deana	K-4	Sub Certified	\$25/Hour	09/16/25	06/30/26	Not to exceed 29.5 hrs/wk with various district positions.
14	Ronchetta, Alexandra	K-4	Sub Certified	\$25/Hour	09/16/25	06/30/26	Not to exceed 29.5 hrs/wk with various district positions.
15	Seelinger, Heather	K-4	Non-Certified	\$22/Hour	09/16/25	06/30/26	
16	Theodoropoulos, Aristea	K-4	Certified	\$35/Hour	09/16/25	06/30/26	
17	Wake-Rotelo, Sara	K-4	Non-Certified	\$22/Hour	09/16/25	06/30/26	Not to exceed 29.5 hrs/wk with various district positions.

21. 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>Rate</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Cordeiro, Marcia	FES	TREP\$ (Fall)	\$35/Hour	09/29/25	12/22/25	
2	Saul, Joanne	JES	TREP\$ (Fall)	\$35/Hour	09/29/25	12/22/25	
3	Neumann, Erin	KES	TREP\$ (Fall)	\$35/Hour	09/29/25	12/22/25	
4	Douglas, Stephanie	NES	TREP\$ (Fall)	\$35/Hour	09/29/25	12/22/25	
5	Neumann, Erin	LRS	TREP\$ (Fall)	\$35/Hour	09/29/25	12/22/25	
6	Kislik Rodgers, Susanna	LRS	LRS Ski Club	\$35/Hour	01/01/26	03/30/26	
7	Osburn, Jamie	LRS	LRS Ski Club	\$35/Hour	01/01/26	03/30/26	
8	Gibson, Ryan	EMS	EMS Ski Club	\$35/Hour	01/01/26	03/30/26	
9	Smith, Shawn	EMS	EMS Ski Club	\$35/Hour	01/01/26	03/30/26	
10	Demova, Bohdanka	RHS	RHS Ski Club	\$35/Hour	01/01/26	03/30/26	
11	Gottfried, Michael	RHS	RHS Ski Club	\$35/Hour	01/01/26	03/30/26	

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 October 13, 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.

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

XVII. BOARD MEMBER COMMENTS

XVIII. EXECUTIVE SESSION - (IF NECESSARY)

XIX. PUBLIC SESSION – (IF NECESSARY)

XX. ADJOURNMENT

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



BYLAW

SECTION: BYLAWS

#: P 0143

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

SECTION: BYLAWS

#: 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 s ~~School 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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LEGAL SERVICES (M)

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).



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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~~ uses 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



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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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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



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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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- 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**



POLICY

SECTION: ADMINISTRATION

#: 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 **c**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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ADMINISTRATIVE EMPLOYMENT CONTRACTS (M)

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



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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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~~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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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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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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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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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., a~~A~~ 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., a~~A~~ 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., o~~O~~nce 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, c.63 (C.40A:65-1 through C.40A:65-35). Notwithstanding the provisions of N.J.S.A. section 20 of P.L. 2007, c.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, c.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.~~

c. 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.~~

~~D.E.~~ 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.~~
 - ~~e. — 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~~ The 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.I. 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~~ 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.

IJ. Appeals from Commissioner of Education Determinations

- ~~I.~~ 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

- ~~J.~~ 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.

~~L~~M. 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-22~~A-13~~ and N.J.A.C. 6A:27-4.

~~M~~N. 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.



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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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- ~~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;~~
 - e. ~~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, “m**~~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.
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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- (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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- 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~~ Supporting 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.



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#: 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



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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:
- a. 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.



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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

